

# Cabinet Agenda



**Date:** Tuesday, 3 October 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

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**Date:** Monday, 25 September 2023



# Agenda

## PART A - Standard items of business:

### 1. Welcome and Safety Information

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

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

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

### 2. Public Forum

Up to one hour is allowed for this item

**(Pages 6 - 8)**

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

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

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





- The deadline for receipt of petitions and statements for the 3 October 2023 Cabinet is 12 noon on **Monday 2<sup>nd</sup> October**. These should be sent by e-mail to: e-mail: [democratic.services@bristol.gov.uk](mailto: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 3<sup>rd</sup> October 2023 Cabinet is 5.00 pm on **Wednesday 27<sup>th</sup> September 2023**. These should be sent by e-mail to: e-mail: [democratic.services@bristol.gov.uk](mailto: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 - 19)**

**7. Chair's Business**

To note any announcements from the Chair

**PART B - Key Decisions**

**8. Living Rent Commission**

**(Pages 20 - 38)**

**9. Rough Sleeping Accommodation Programme (RSAP) Revenue Grant Funding**

**(Pages 39 - 56)**

**10. Homelessness Prevention Grant Homes for Ukraine top-up 2023/24**

**(Pages 57 - 82)**

**11. Overview of Hengrove Park Delivery Approach, and Approval to Draw Down WECA DIF Funding Award for Enabling Infrastructure**

**(Pages 83 - 138)**

**12. City Centre & High Streets Recovery and Renewal programme funding for High Streets**

**(Pages 139 - 168)**

**13. Coach House Community Asset Transfer**

To follow

**14. Portway Park and Ride Bus Access Improvements Full Business Case (FBC)**



- (Pages 169 - 552)
- 15. Estate Rationalisation and Disposals**
- (Pages 553 - 566)
- 16. Keep Bristol Cool Framework**
- (Pages 567 - 631)
- 17. Bristol Primary Care Sexual Health Services Contracts**
- (Pages 632 - 654)
- 18. Hengrove Park Leisure Centre: Parkwood Community Leisure conversion to Lex Leisure Community Interest Company (CIC)**
- (Pages 655 - 667)
- 19. Asset Management Software Contract**
- (Pages 668 - 681)
- 20. Medium Term Financial Plan & Capital Strategy**
- To follow
- 21. Finance Outturn Report (P5/Q2)**
- To follow

## **PART C - Non-Key Decisions**

- 22. Dedicated Schools Grant (DSG) High Needs Block Recovery Plan**
- (Pages 682 - 699)
- 23. Q1 Quarterly Performance Progress Report – Q1 2023/24**
- (Pages 700 - 716)
- 24. Q2 Corporate Risk Report**
- To follow



# Public Information Sheet

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

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## Public meetings

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

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

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

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

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

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

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

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

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

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

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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](mailto:democratic.services@bristol.gov.uk).

The following requirements apply:

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

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

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

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

### During the meeting:

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



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

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# Cabinet

3 October 2023



**Report of:** Overview and Scrutiny Management Board (OSMB)

**Title:** Recommendations from the Climate Change Working Group

**Ward:** All

**Member presenting report:** Councillor Tony Dyer, Chair of OSMB

## Recommendations:

Cabinet to consider the recommendations of the Climate Change Working Group.





## **1. Introduction**

1. The Climate Change Working Group (CCWG) was set up by the Overview and Scrutiny Management Board to look at Bristol’s city journey towards its target of Net Zero by 2030, and to assess whether there is more that can be done by the Council to reduce carbon generated both by its own emissions, and by those of institutions, households and individuals across the city.

2. The CCWG focused on identifying any gaps and areas for acceleration, intending to add value to (rather than duplicate) the considerable work already being done, while being mindful of ensuring the transition to Net Zero is as just as possible. In carrying out their work, the CCWG aimed to identify some of the blockers to policy change that might be non-technical in nature and to achieve consensus on how to address these.

## **2. Conclusions and Recommendations from the CCWG**

1. The CCWG held three ‘deep dive’ sessions covering:

- a. Data/strategic priorities and partnerships.
- b. Energy efficiency/home retrofitting/skills and decarbonisation of the residential/civic space.
- c. Communications/engagement.

2. The recommendations from the CCWG are set out in full in the attached report, which was submitted to OSMB on 4 September 2023.

3. In considering the report on 4 September, OSMB recognised the importance of ensuring an ongoing joined-up approach to climate emergency actions. Given the overall pressures on the OSMB work programme and also recognising resource considerations, OSMB leads will give further consideration to the particular issue (as raised in recommendation A2 from the Working Group) about the extent to which further deep-dive activity may be able to be prioritised this year within the scrutiny work programme.

4. The appended CCWG report is accordingly presented for the Cabinet’s consideration.

**Councillor Tony Dyer**  
**Chair, Overview and Scrutiny Management Board**  
**September 2023**

# Overview & Scrutiny Management Board



4 September 2023

**Report of:** Climate Change Working Group

**Title:** Climate Change Working Group recommendations

**Ward:** All

**Member presenting report:** Councillor Katy Grant, Chair of Climate Change Working Group

## Recommendations:

OSMB to consider and comment on the recommendations of the Working Group, and to agree that the report be forwarded to the Cabinet for consideration.



## 1. Introduction

The Climate Change Working Group (CCWG) was set up by the Overview and Scrutiny Management Board to look at Bristol’s city journey towards its target of Net Zero by 2030, and whether there is more that can be done by the council to reduce carbon generated both by its own emissions, and by those of institutions, households and individuals across the city. The CCWG has focused on identifying any gaps and areas for acceleration, intending to add value to (rather than duplicate) the considerable work already being done, while ensuring the transition is as just as possible.

We have stressed the non-political nature of the climate emergency, hoping to identify some of the blockers to policy change that might be non-technical in nature, and achieve consensus on how to address these. The group has also provided a forum for preparation for the post-May 2024 committee governance model, where it will be necessary to ensure the effectiveness of the proposed Environment and Sustainability Committee in relation to climate policy and delivery. Between now and then, it will be important to clarify how the future committee will interact with the One City Environment Board and Bristol Advisory Committee on Climate Change.

In light of the urgency of the Climate Emergency, we would encourage the council to be ambitious, to aim for step change in all the areas of the city’s emissions, rather than multiple incremental changes. Bristol has the lowest per capita carbon footprint in the core cities, and we should continue to be an example for other cities in terms of innovation and the pace of change.

There is a key role also for councillors, in passing on information in their wards, demonstrating that the goal of carbon neutrality and climate resilience by 2030 is a priority for all representatives from all parties, and supporting businesses to set meaningful targets and to reach them, showcasing success and putting pressure on under-performers.

The group has spent time learning about the state of the city’s and the council’s contribution towards carbon neutrality and climate resilience. We have considered three priority areas for reducing carbon emissions and communicating on both topics, but there is still a lot of ground to cover if we are to think about policy and action in all the areas where emissions are most significant.

The content of this report has been shared with and agreed by all members of the working group. The vast majority of the recommendations gained consensus support; Recommendation A2 was supported by a majority of but not by all members of the group (the minority view in relation to this recommendation is also included).

## 2. Conclusions and Recommendations

The Group held three ‘deep dive’ sessions covering:

- a. Data/strategic priorities and partnerships
- b. Energy efficiency/home retrofitting/skills and decarbonisation of the residential/civic space
- c. Communications/engagement

The recommendations from the Working Group are set out below.

## A. Recommendations in relation to Governance – ‘looking ahead’:

**1. Recommendation A1** - Ensure that the new Environment and Sustainability policy committee (to be established as part of the new committee system that will operate from May 2024) has clearly defined responsibility for climate policy and delivery.

It will be crucial to ensure that the new Environment and Sustainability policy committee has clearly defined responsibility for climate policy and delivery. Environment and sustainability need to be at the heart of decision-making by all future council committees and it will be important for the Environment and Sustainability Committee to interact with all other committees, as well as other bodies such as the One City Environment Board and the Advisory Committee on Climate Change in order to ensure a coordinated approach.

**2. Recommendation A2** - Overview and Scrutiny Management Board to consider extending the mandate of the Climate Change Working Group to enable it to continue its role during 2023/24.

A majority of the group agreed a recommendation to ask the Overview and Scrutiny Management Board to extend the mandate of this group to enable it to continue its role during 2023/24. If agreed, this will enable the group to maintain its role as a forum for preparation/discussion in advance of the new committee governance system coming into place. It is anticipated that the group could identify up to three further ‘deep dive’ topics for inquiry over an approx. 6 month period (likely to be July-December 2023), focused more specifically on hearing from external experts and a range of council services in addition to council climate team involvement. Possible topics could be selected from these options:

- Food
- Transport
- The built environment
- Climate finance and investment
- De-carbonising the work of public service providers
- The natural environment
- Consumption and waste

Achieving step change in the next few years is likely to require significant policy shifts in some areas so every effort should be made to focus on points of consensus and securing political ‘buy-in’. The four year city political/election cycle and new committee system will present an opportunity to build consensus on longer term actions/interventions. If the group continues its role into 2023/24, there will be an opportunity to start building that cross-party consensus on climate policy in advance of the formal changes in Council governance – this could include the involvement of/discussions with the Cabinet Member for Climate, Ecology, Waste and Energy.

**Note:** this was a recommendation supported by a **majority** of but not by all members of the group. A minority view expressed was that given the other priorities that will inevitably be faced during the year ahead in preparing the authority for the transition to the new committee governance system, it may be preferable to pause the group’s work at this point, on the basis that it may be difficult to secure officer, and in some cases councillor capacity to support the group’s continued activity over the next 12 months. The opportunity cost involved in the continued involvement of the Climate Change Team to support the group in continuing meetings was also noted.

## B. Recommendations arising from Deep Dive 1 – Data/strategic priorities and Partnerships

### Data/strategic priorities:

As part of the deep dive into this issue, key points taken into account by the group included:

- a. The UK has a statutory 2050 Net Zero commitment though is currently not on target to meet this.
- b. Bristol has achieved the biggest overall reduction in emissions and has the lowest per capita emissions of the Core Cities. However, public acceptance of the benefits of policies aimed at tackling climate change can take time, therefore it will be essential to engage widely and effectively with the public.
- c. Bristol is on a similar trajectory to other Core Cities in relation to the carbon neutrality challenge. Achieving Net Zero by 2050 requires a step change in activity, including shifting a large number of journeys to low carbon modes, huge investment in decarbonised heat networks, low-carbon heating technologies and insulation of properties. Achieving Net Zero by 2030 requires acceleration of action at an unprecedented scale, but also presents a huge opportunity which must be met by political boldness and careful prioritisation. For Bristol, it means delivering step changes in heating and powering key sectors, leapfrogging incremental improvements to aim directly for zero carbon.
- d. An analytical approach is essential; data and related analysis will be key to understanding policy choices, identifying/informing the development of key actions and in monitoring progress.
- e. The ClimateView model that has been developed should help assess impacts of interventions and inform decision making and prioritisation. The model’s purpose is to inform (through transparency and accountability, and scenario modelling for different interventions) and assist engagement. The model can be used to inform and engage within the council and One City boards and some elements are designed to be made publicly available to inform and engage the public.
- f. Taking forward the ‘Keep Bristol Cool’ framework and management plan as identified in the One City Climate Strategy will be hugely important to the resilience aspect of the strategy.
- g. The success to date of the climate team in securing additional, external resources is recognised.

**Recommendation B1** - The council’s climate strategy and policy must continue to be data led and evidenced. The ClimateView model/tool should be a key element in supporting a data led approach as the model should help to guide work with the council’s locus, assess impacts of interventions and decision making/prioritisation.

**Recommendation B2** - Data/evidence should be used to enhance the council’s ability to influence wider national government policy with regard to strategic climate outcomes.

**Recommendation B3** - ‘Net Zero’ should be integrated as a key consideration in all council policies and projects in a way consistent with our approach to the United Nations Sustainable Development Goals. For example:

- ‘climate impact’ could be included as a required consideration in future committee reports;
- ‘carbon assessment’ could be integrated alongside future financial business cases for projects.

**Recommendation B4** - The development of data dashboards linked to climate strategy should be progressed, to track performance against key metrics and to ensure transparency about the key gaps to be bridged - it will be important to be open about the scale of the major challenges. The council can lead this work, but it is recognised that this is a challenge also for partners and the city as a whole in that ClimateView is one of the few suitable ‘dashboards’ available and it is not currently possible to require city organisations to provide data. The approach could be linked in with the work to develop a City Climate Contract.

#### **Partnerships:**

As part of the deep dive into this issue, key points taken into account by the group included:

a. The council has made a public commitment to lead co-ordination of the One City Climate Strategy on behalf of the city. It takes a key role in encouraging action by partners and co-ordinating communications and engagement. There is a focus on how to encourage and empower others (i.e. non-council organisations) to set up and participate actively in this space.

b. Across public sector partners, there is evidenced leadership on climate change. A wide range of Bristol public bodies (the council, health, education, police, fire) have clear climate related commitments – the NHS/Integrated Care System has particularly strong local commitment, with local targets exceeding national targets.

c. Bristol has c.18,100 businesses – approximately 100 businesses have a declared climate goal of achieving carbon neutrality by 2030. Some businesses have been able to take steps to decarbonise via grants awarded through phase 1 of the West of England Combined Authority’s green business grants programme. There is a need to encourage more businesses to go further and show leadership by decarbonising their own operations. Current initiatives supported by the council include the Climate Leaders peer group and the Climate Action Programme geared towards business. These are both run by Bristol Green Capital Partnership. The council is a co-sponsor of the Climate Leaders group alongside NatWest. There is strong energy in this space but more to be done.

d. To help raise ambition, a specific Bristol One City ‘Climate Ask’ of Bristol has been launched, which coincided with COP26. The ask of businesses/organisations is to:

- Declare an ambition to become Net Zero by 2030.
- Commit to developing a plan to reduce carbon emissions within 6 months.
- Start delivering on that plan within 12 months.
- Inspire other businesses by sharing stories.

This was accompanied by a business-to-business communications campaign to engage businesses and generate momentum. In some cases, businesses felt unable to commit to Net Zero by 2030 but had set internal targets.

e. Whilst there is much more to do in encouraging and realising a breadth of business participation in climate action, there are some encouraging ‘green shoots’ examples of sectors taking a lead, e.g. the Bristol brewing, law and accountancy sectors.

f. The Council has achieved a significant success in having Bristol (along with Glasgow) join the EU Climate Neutral and Smart Cities Missions. This mission involves supporting 112 cities to reach carbon neutrality by 2030, also with the aim of these cities acting as experimentation and innovation hubs. We recommend the city to produce a City Climate Contract which contains 3 sections - commitments,

action plan and investment plan. The work should be orchestrated by a Transition Team which the council is working to establish to take this exciting opportunity forward.

**Recommendation B5** - It will be important for the council to continue to encourage co-ordination and collaborative approaches, e.g. recognising and building further from the work on heat decarbonisation being taken forward through City Leap and other collaborative arrangements that are already in place.

**Recommendation B6** - The Council should continue to encourage partners to sign-up to collaborative action – the Group notes and fully supports the essential role that the Climate Neutral and Smart Cities Missions Transition Team will take in developing/co-ordinating further collaborative approaches with partners, including, for example, the city’s universities, the West of England Combined Authority and the private sector utilities. This should also be done in coordination with Bristol City Leap and other council projects such as the Net Zero Investment Co-innovation Lab (due to start in summer 2023 funded by Horizon Europe).

**Recommendation B7** - The work already done in engaging businesses in climate action, building on the Bristol One City ‘Climate Ask’ is recognised. However, there is much more to be done in incentivising businesses and securing further positive climate responses and commitments. The Council must set expectations around minimum standards that all organisations/businesses should be encouraged to achieve, for example, actions to reduce carbon emissions. It is recognised that such standards/expectations should be proportionate and may involve a series of steps to be taken over time, mindful of the capacity of individual businesses. There is a role for leadership via council procurement demonstrating to partners what the council does and therefore expects from partners. There is a role also for councillors more generally in supporting businesses to set meaningful targets and to reach them, showcasing success and putting pressure on under-performers. It is recognised that the council’s resources for this are limited and that external funding will be needed to achieve the scale of activities necessary.

### **C. Recommendations arising from Deep Dive 2 - Energy efficiency/home retrofitting/skills/ decarbonisation of the residential/civic space**

As part of the deep dive into these issues, key points taken into account by the group included:

- a. It was recognised that the strategy for decarbonising residential buildings must be communicated effectively to the city’s residents, including property owners/private landlords and tenants. Property owners need the right information to make informed choices on the best options available depending on property type and in particular about whether a heat pump or alternative approach is the most appropriate option; it is also important to be aware of social justice considerations and the need for a fair transition, mindful of those, for example, on low to middle incomes; and to address barriers.
- b. It was recognised that Bristol has taken many positive steps in facilitating/encouraging the decarbonisation of residential buildings but this is not something that the council alone can achieve.
- c. Bristol City Leap will have a key focus on supporting the decarbonisation of the council’s social housing estate. It is anticipated that capacity and supply chains will be developed to feed into wider city initiatives over time.



d. All possible opportunities should be explored through landlord regulation to encourage improved energy efficiency across the private rented homes sector.

e. There are issues around the quality of construction of some new build housing. In the private sector, good quality eco-housing design is not necessarily always followed through by contractors in terms of the construction and quality of finish of properties. This is an industry-wide quality assurance/employment standard issue – the Council can set a standard/example through work carried out on Council owned properties/land.

**Recommendation C1** - Residents need further/improved access to information about the options available for decarbonising their homes and about finance options, recognising that these can be barriers to individuals taking action.

**Recommendation C2** - It is important to recognise the range of audiences that need to be reached, e.g. private homeowners, private landlords. Communicating positive stories based on lived experiences (e.g. from the Westbury-on-Trym heat pump pilot project) will be important in helping to break down barriers.

**Recommendation C3** - The general approach being taken by the council on heat decarbonisation is supported. It will also be important though to go beyond the current approach, e.g. by trying to attract innovative finance mechanisms/options to assist homeowners in making choices. This will also apply in relation to the council's own estate, recognising that whilst the council has the long-term aspiration to decarbonise its housing stock, the Housing Revenue Account does not have the necessary funds currently to achieve this. The Group strongly urges that all possible emphasis be placed on taking forward the decarbonisation of the council's housing estate and exploring new financial mechanisms to enable this. It is noted, however that this will likely require additional officer resource, especially in light of the transfer of a key team to the Bristol City Leap joint venture taking with them experience and resource associated with funding bid writing for decarbonisation work in social housing and the council estate. The importance of ensuring certain skills and training provision to support decarbonisation in the wider city should also be an important consideration to enable a sufficient supply chain to implement decarbonisation work.

**Recommendation C4** - It will be important to pursue all available innovation opportunities such as the 'Pathfinder Places Bristol Mission Net Zero' work (funded by Innovate UK) - this may lead to further options around scale-up and levels of collaboration.

**Recommendation C5** - A review should be carried out to ensure that all possible opportunities are being taken through landlord regulation and advice to landlords to encourage improved energy efficiency and climate-related environmental improvements across the private rented homes sector.

**Recommendation C6** - The Group recognises and supports the policies included in the draft Bristol Local Plan around Net Zero and climate, and biodiversity and nature recovery. The Group also recommends that further work is needed:

- in terms of new build eco-housing, to work towards an outcome whereby contractors have a minimum number of employees qualified in green construction skills (mindful that a number of developments have not been built to the standards in respect of which consent has been granted).

- to investigate what action can be taken to ensure new build developments meet the eco/environmental standards set through planning consent, and with an eye on the future sustainability standards which will be more rigorous than they have been.
- to investigate requirements in terms of contractor green skills levels that could be applied in respect of developments taking place on council-owned land.

#### **D. Recommendations arising from Deep Dive 3 - Communications / engagement**

As part of the deep dive into this issue, a key point taken into account by the group is that the Council has made a public commitment to lead climate engagement, culture and inclusion on behalf of the city. This enabling condition is to help achieve all objectives set out in the One City Climate Strategy.

Through this deep dive, the current community-led and business engagement initiatives were reviewed in detail. It was recognised that it can take time for public acceptance of the benefits that can be brought through policy/initiatives that require behaviour change, and that effective communications are critical to this. It is also critical to engage widely and effectively with the public/communities to emphasise the multiple benefits that change could enable.

**Recommendation D1** - The current community-led and business engagement initiatives are strongly supported and must be maintained/enhanced. In particular, Community Climate Action plans (such as those developed by the Climate Action Programme led by Bristol Green Capital Partnership) should continue to be developed and grown across all areas of the city with whatever support they need.

**Recommendation D2** - Options should be examined to maximise how local groups can be supported. Some initial community actions will be very specific and less impactful (e.g. litter picking initiatives) but may be capable of further development to take more substantial (climate-related) action if supported by an element of low-level funding/micro-grants or community development support or if the action demonstrated is influential, for example, where the actor has a significant following in the community. Through amplifying the communications and activities of groups, examples of good practice may be shared more widely.

**Recommendation D3** - In highlighting community actions, it is also critical to communicate clearly how they are making an impact on carbon emissions and climate.

**Recommendation D4** - It is recognised that a significant amount of the communications activity around climate is currently sourced from within the Climate Change Team and could have more impact if supported by adequate communications professional resources. Consideration should be given to ensuring there is appropriate investment/capacity from the council in climate-related communications activity. A large-scale communications campaign possibly with public and private sector partners should be considered.

**Recommendation D5** - It is particularly important to encourage

- engagement with schools, and children and young people to help them feel empowered to engage with climate change
- the investigation of concerns about engaging children with climate change leading to climate anxiety; and exploring ways to educate children effectively without increasing climate anxiety.

- Innovative initiatives - e.g. tree planting to provide summer shading.

**Recommendation D6** - Through communications and engagement, the opportunity should be taken to highlight the 'suite' of different levels of climate activity needed – e.g. actions that individuals and households can take; actions that can be taken at the neighbourhood and community level; actions for business; and the actions that the council and the West of England Combined Authority can/are taking. In terms of communications, some 'blanket' messaging will be needed, with more tailored, specific messages for different audiences (drawing on the Britain Talks Climate work by Climate Outreach). The council should seek to work on this in an integrated way across teams. For example, Community Development teams and processes may be able to contribute as part of their role and this should also be supported via the work of Bristol Green Capital Partnership. Different areas of the city and communities will need tailored messages to encourage local climate action.

**Recommendation D7** - It will be important to be flexible and supportive in engaging with businesses. Some SMEs, for example, may not have the capacity to engage directly in specific climate actions but might be willing to engage in 'practical offsetting' by making a financial contribution to support action taking place locally but outside of their core business activity.

**Councillor Katy Grant**  
**Chair, Climate Change Working Group**  
**June 2023**



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	Bristol Living Rent Commission report recommendations		
<b>Ward(s)</b>	City Wide		
<b>Author:</b> Tom Gilchrist	<b>Job title:</b> Head of Private Sector Housing and Accessible Homes		
<b>Cabinet lead:</b> Councillor Tom Renhard, Cabinet Member for Housing Delivery and Homes	<b>Executive Director lead:</b> John Smith, Interim Executive Director Growth and Regeneration		
<b>Proposal origin:</b> Other			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b> For Cabinet to approve the findings and recommendations of the ‘One City’ Bristol Living Rent Commission (LRC) report published on 27 June 2023, and endorse the council’s work to consider and implement the report’s recommendations and engage in dialogue with central Government on them.			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. Bristol’s Private Rented Sector (PRS) is in crisis and faces affordability, quality, and access issues. The city’s population is the fastest growing among the UK Core Cities, increasing 10% between 2011 and 2021.</li> <li>2. Over the last ten years, the average house price in England and Wales increased by 67%. Bristol has experienced this increase especially sharply: house prices over the same period rose by 93%, around £161,000.</li> <li>3. Over 134,000 people privately rent in Bristol - almost one-third of the city’s population. This is significantly higher than the national average of 20% and places pressure on social housing stock, with more than 19,000 households on the social housing waiting list and 1,200 households in temporary accommodation. Rents in the city increased by 52% in the decade following 2011, whereas wages grew by just 24%.</li> <li>4. Rents in Bristol have also risen faster for cheaper properties. Even after adjusting for flat size, rents for cheaper properties in 2018 grew between two and four times as fast as rents for more expensive properties. This impacts the lower end of the rental market harder, with ‘cheaper’ studios and one-bedroom flats experiencing over 40% growth over the two-year period. Median advertised rent increased by 25% from 2018 to 2020. This reflects the change in “entry price” for private renting in Bristol.</li> <li>5. The supply of properties listed to rent declined by nearly two-thirds from 2018 to 2020, even after adjusting for seasonal variation. The Commission found when a property gets re-listed on the market, its rent increases by roughly 6%. This reflects the typical experience of Bristol tenants.</li> </ol>			
<b>Living Rent Commission:</b>			
<ol style="list-style-type: none"> <li>6. The Mayor’s 2021 manifesto included a pledge to make Bristol a “living rent city” and campaign for rent control powers to be devolved to local authorities. The Council has been using existing powers to try and improve the Private Rented Sector. This includes the roll out of licensing schemes and building houses - 2,563 new homes were built in 2021/22, including the largest number of affordable homes in more than a decade. Despite this, rent levels remain the highest of all Core Cities in England.</li> <li>7. The ‘One City’ Bristol Living Rent Commission was formed to explore issues in the Bristol PRS and consider what role devolution could play in addressing them. The Commission was launched in July 2022, following a Renters’ Summit in March 2022. Commissioners were made up of sector experts, tenants, and landlords.</li> <li>8. Co-chaired by Professor Alex Marsh and Cllr Tom Renhard, the Commission provided an opportunity to bring</li> </ol>			

partnership-focused organisations together to explore the issues facing renters, with an evidence base to help develop an approach for Bristol.

9. Over six months, the Commission heard multiple evidence sessions and conducted two surveys, which received roughly 2,500 responses (see Appendix B). Overall responses highlighted that the design of rent control policy was crucial to the effect it has on the market. Respondents indicated out of the potentially negative consequences a rent control policy could have, the most important to mitigate were the quality of housing reducing, the availability of housing reducing and discrimination.

**Commission Recommendations:**

10. The final report was presented to the Mayor on June 27<sup>th</sup> and in total, 29 recommendations were detailed, with 23 of these for the specific attention of the Council (recommendations are summarised in Appendix A)
11. Some of the recommendations identified by the LRC were already being undertaken and some have recently been developed and used by the Council. For example, the Council is:
  - Improving housing conditions in the PRS using a range of enforcement interventions including civil penalties and prosecution action, that has included the use of banning orders.
  - Taking action to stop discrimination in the PRS with new conditions in the ‘West of England Rent with Confidence Scheme’ and with the inclusion of a discrimination clause included in the new property licensing consultation.
  - Checking all letting and managing agents, known to the council, to ensure they are members of a Client Money Protection Scheme, operate within the requirements of the Agents Redress Scheme and clearly publicise their fees. Where they have been found not to do so, formal action has and will be taken against them.
  - Consulting on two new property licensing schemes covering all houses in multiple occupation (HMO) in the city and for other rented homes in Bishopston and Ashley Down, Cotham and Easton. As part of the consultation documentation, the outcomes from previous licensing schemes are outlined. The consultation closes on 7<sup>th</sup> November 2023. The consultation responses will be taken into account before any decision is taken.
  - Clear in its ambition to deliver 1,000 new affordable homes each year by 2024 through a variety of ways, including through the delivery of council homes for social rent and working with community groups. Our housing delivery strategy, Project 1000, has a clear commitment to supporting community-led housing and self-build land disposal programme.
  - Planning to support a review of current information and sources of dissemination, and input into a collaborative approach for engaging with the city.
  - Regularly advocating to central Government on the need for more funding for social housing and the need for benefits to be adjusted to take account of actual rents and other living costs. Activity includes writing to the Secretary of State for Levelling-up, Housing and Communities with a copy of the Commission final report advocating for devolving powers, along with wider recommendations.
  - Working on a communications exercise that will ensure that the work of the Council, and PRS policy outcomes, are understood publicly.
12. The Council intends to develop a Private Rented Sector Strategy, which will articulate our priorities and vision for the PRS in Bristol and how the Council will consider the recommendations in the LRC. We expect to consult on this strategy in Spring 2024.

**Officer Recommendations:**

That Cabinet:

1. Welcomes and endorses the recommendations of the ‘One City’ Bristol Living Rent Commission (LRC) report and the progress to date as set out in Appendix A.
2. Authorises the Executive Director Growth and Regeneration in consultation with the Cabinet Member Housing Delivery and Homes to continue to progress the recommendations noting the actions as set out in Appendix A. Implementation of specific recommendations will be subject to appropriate legal powers, the outcome of public consultation and further decisions in accordance with the decision pathway.
3. Endorse the development of a Private Rented Sector Strategy which will form the basis to further consider the recommendations where they fall within the remit of the Council.

- Endorses the continued engagement with central Government about recommendations that would require national action.

**Corporate Strategy alignment:**

- The Corporate Strategy sets out the aim of pursuing a “living rent” in the city.
- The Corporate Strategy commits to ensuring fair access to a decent home for people in Bristol.
- The Corporate Strategy commits to ensuring people in Bristol can live where they choose and are able to access jobs and amenities close to where they live.

**City Benefits:**

- Affordability, access, and quality of Private Rented Sector (PRS) in Bristol improved.
- Better support and information for PRS residents on their rights and responsibilities as a tenant.
- Support the sustainability of the wider housing market including delivering Purpose Built Student Accommodation (PBSA) and Social Housing.

**Consultation Details:**

- The Living Rent Commission brought together analytical data, expertise, input and lived experience testimony from several key city partners and representative groups, through multiple evidence sessions held over six months, beginning in July 2022. Commissioners attended two preparatory meetings, five evidence sessions and two further wrap up discussions.
- As part of preparing for this work, the City Office supported a Renters Summit organised with the Bristol Fair Renting Campaign and ACORN. Almost 150 renters came together in March 2022, along with landlords and other Bristol residents, to share their experiences and discuss rent controls in the city, enforcement power and ways to tackle discrimination. This work fed into the Commissions’ evidence gathering.
- Two tenant experience surveys were conducted during this period (Appendix C). These surveys received around 2,500 responses, helping demonstrate the views of people across the city. The first, “Bristol Renters survey” (12 October - 13 November 2022) focused on tenant experiences of private renting. The second, “Bristol Rent Control survey” (6 December - 29 December 2022) gathered views on how to deal with affordability in the PRS, with a particular focus upon rent control.

**Background Documents:**

- Bristol Living Rent Commission [Executive Summary](#)
- Bristol Living Rent Commission [Full Report](#)
- [Project 1000 Affordable Housing Delivery Plan 2022-2025 \(bristol.gov.uk\)](#)

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

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

**1. Finance Advice:**

Demand for, and the cost of private rents within Bristol have increased dramatically in the last decade, partly as a result of individuals and families relocating from more expensive areas of the country, such as London, and commuting to work on an infrequent basis as they take advantage of home working.

The financial impact on Bristol residents is stark, with rent increases outstripping wage growth in the city by more than two to one in the last decade. Taken together with the context of the current wider economic climate, these increases are leading to real pressures on household budgets in the immediate term, but are also severely hampering the ability of families to save sufficient deposit levels to enable them to purchase their own homes.

The immediate pressures being felt by families in private rented accommodation presents a risk to them that they may soon be unable to afford their housing costs, resulting ultimately in becoming homeless.

The proposals outlined within the recommendations produced by the Living Rent commission aim to limit both the frequency of rent increased, and the amount by which they can be increased, thereby helping to alleviate some of the financial burden, to improve the quality both of accommodation provided and of the service received by private tenants from landlords and agents, and also to clamp down on discrimination within the sector.

However, it should also be noted that a significant risks is also identified within the recommendations, namely being the withdrawal of landlords from the private rented sector. This would likely result in an increase in individuals and families presenting themselves as homeless and so will need to be carefully considered and managed during any implementation.

Further consideration should also be given to any potential impact on the homelessness service of any landlords currently supplying BCC with homeless accommodation deciding to exit the sector.

**Finance Business Partner:** Martin Johnson – Interim Finance Manager – Housing & HRA – 21 September 2023

**2. Legal Advice:**

This report asks Cabinet to note the recommendations and progress to date. Any proposals or action taken must comply with the applicable statutory regimes.

There must be an identified legal power for Bristol City Council to put any new proposal into action.

Considerations and recognition of issues the City is facing are not subject to a legislative regime but in order to effect any change or impose regulation/requirements or conditions on the sector, any such change must be lawful and compliant with the statutory framework in which the sector operates.

Where consultation is taking place or will take place, 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, should give sufficient reasons for any proposal to permit intelligent consideration and should allow adequate time for consideration and response. There must be clear evidence that the decision maker has considered the consultation responses, or a summary of them, before taking its decision.

Case law guides on what constitutes lawful consultation and from this some key guiding principles have been established, in summary that those being consulted must:

1. be provided with material upon which a decision is likely to be made;
2. be given enough time for intelligent consideration of that material and to respond to it;
3. be given the opportunity to make considered representations;
4. have their representations conscientiously considered.

It is therefore important that members are satisfied that any consultation process allows sufficient time to enable any person or body wishing to make representations to obtain relevant material, to consider it and to put their representations to the Council.

**Legal Team Leader:** Kate Burnham-Davies, Specialist Solicitor for Private Housing and Husinara Jones, Team Manager 21 September 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 – 13 September 2023

**4. HR Advice:** No HR implications are evident.

**HR Partner:** Bryn Williams – 11 September 2023

<b>EDM Sign-off</b>	John Smith, Executive Director, Growth and Regeneration	25 September 2023
<b>Cabinet Member sign-off</b>	Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homes	25 September 2023



<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	25 September 2023
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<b>Appendix A – Further essential background / detail on the proposal</b>	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>YES</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b>	<b>NO</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b>	<b>YES</b>
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b>	<b>YES</b>
<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Exempt Information</b>	<b>NO</b>
<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>
<b>Appendix L – Procurement</b>	<b>NO</b>

## APPENDIX A – Further detail/background

Below are the 23 recommendations that the Living Rent Commission made specifically for Bristol City Council. Underneath each recommendation is how the Council plan to progress the recommendation/the next steps for progression.

1. Recognise there is substantial support for rent control and take forward further work and seek a coalition of support for more specific policy design.
  - The City Office and Mayors Office will look to progress this work by reaching out to relevant city stakeholders to establish next steps for collaborative work. The council will look to raise the profile of the LRC report through public affairs activity in parliament and Westminster.
2. Proposals for rent control policy should include an assessment of how rent control fits within the housing policy portfolio.
  - The council will look to explore this with the relevant service areas.
3. In parallel with the recommendations above, a communications strategy to address policy risk should be developed. Talk of “rent control” without providing any detail of that would mean can lead to significant negative side effects when sector actors, particularly landlords, assume the worst.
  - An approach to communications will be adopted and will be supported by external communications teams.
4. Consider whether it is desirable to advocate for a rent freeze.
  - The Council is and will continue to conduct public affairs activity which looks to raise recommendations in Westminster and Parliament to lobby government and call for devolution of rent control powers to local authorities.
5. Reinforce and extend existing firm policy stance against poor property and management standards. Review how BCC communicates its work in this area including its strategies, associated enforcement action, and licensing work – to make sure that the effectiveness of the approach is fully appreciated by those who are affected by it.
  - Subject to consultation, this will be explored as part of a Private Rented Sector Strategy, which will articulate priorities and vision and consider reinforcement and extension of the Councils existing firm policy stance.
6. Review the balance between informal and formal enforcement action on poor property standards.
  - This recommendation will be a part of the review into enforcement action that has been directed by the cabinet member. This will include a review of the existing enforcement policy and will subsequently be considered as part of a Private Rented Sector Strategy.
7. Embrace the potential of a regulatory regime that is more collaborative and networked. Explore more fully the role that organisations in the private and not-for-profit sector can play in the effective regulation of private renting, in partnership with the council, particularly

through improving the flow of information and timely identification of issues.

- The Council will further develop existing relationships and arrangements by liaising with third sector and private rent organisations to discuss key issues to ensure that we improve the flow of information between the sector and BCC.
8. The Commission recognises the council's commitment to tackling discrimination in the PRS. To move this agenda forward it is important to ensure that responsibilities are clearly allocated with clear accountability mechanisms. The development of local strategies and action plans for tackling discrimination would benefit from the formal involvement from renters and organisations.
- In addition to existing work outlined in the Cabinet paper, this will be explored further as part of a Private Rented Sector Strategy. This will include engagement with tenants and landlord organisations as part of this.
9. BCC should signal its intent by sending a clear public message condemning the practice via its formal communication channels.
- Council communications will be adapted to reflect this recommendation and will be supported by external communications teams.
10. BCC should take steps, working with industry bodies and other stakeholders, to raise the performance of poorer quality letting agents to the standard of the best.
- Existing work with industry bodies and other stakeholders, including Avon and Somerset Police, will continue and further work to raise performance will be outlined in a Private Rented Sector Strategy, including consideration of potential information advice and training for landlords and letting agents.
  - A consultation is currently live to consider introducing new additional and selective licensing schemes, as part of the consultation documentation, the outcomes from previous licensing schemes are outlined. The consultation closes on 7th November 2023.
11. The expansion of area-based and selective licensing could be part of a firm stance towards improving standards. Demonstrating the effectiveness of uses of this policy approach should be integral to any future expansion.
- A consultation is currently live, as part of the consultation documentation, the outcomes from previous licensing schemes are outlined. The consultation closes on 7th November 2023.
12. Ensure that fees and administrative processes associated with licensing schemes are no more of a burden on landlords than necessary.
- A consultation is currently live, as part of the consultation documentation, the outcomes from previous licensing schemes are outlined. The consultation closes on 7<sup>th</sup> November 2023.
13. Review the way that information about the PRS is currently shared. This includes information on rights, obligations and sources of help and support for both tenants and landlords. Map out which orgs are sharing info, with whom, and when. Explore the potential

for new collaborations to ensure accurate and timely information is reaching those who need it.

- A review of information sharing will be included as part of a Private Rented Sector Strategy. This will include working with partner organisations to engage with tenants and landlords as part of this. It has also been agreed to work with both universities and Students' Unions as part of this to ensure what the approach makes best use of city-wide resources.
- 14. Review the content and form of information being shared. The review should cover the accessibility and comprehensibility of the new information. It should consider whether new media or formats present opportunities to communicate the message more effectively. It should explore whether there is learning about what works that can be shared more effectively between information providers.
  - A review of information sharing will be included as part of a Private Rented Sector Strategy. This will include working with partner organisations to engage with tenants and landlords as part of this.
- 15. Produce locally tailored versions of national documentation to ensure that Bristol landlords and tenants are clear on its relevance to them.
  - Production of locally tailored versions of national documentation will be considered as part of a Private Rented Sector Strategy.
- 16. Establish a single, easily discoverable online location for presenting the range of relevant information for landlords, tenants and letting agents.
  - Review the online location for presenting relevant information alongside the process of establishing a Private Rented Sector Strategy.
- 17. Review the data on the PRS that is routinely collected. Evaluate the benefits and costs of collecting additional information – for example, on rents and tenants' incomes, to enhance understanding of how the housing affordability situation is evolving.
  - Evaluation of the benefits and costs of collecting additional information will be considered as part of a Private Rented Sector Strategy.
- 18. BCC should continue to do all it can to increase the supply of new social housing and continue to make the case to central government regarding need for more funding for social housing and the need to ensure that the welfare benefit system takes sufficient account of actual rents.
  - The council will continue to build affordable housing, with a focus on social rented homes that will be delivered as council housing on its own land, with support to maximise delivery through housing associations as well. The project 1000 delivery plan outlines how the council will focus its land, time, money, and influence. The council's ambition is to work with partners, local communities, and developers to deliver 1000 new affordable homes each year by 2024.
  - The council will continue to lobby government on the need for adequate funding and a benefit system that considers actual rents, locally. This includes unfreezing Local Housing Allowance rates which are set to the 30<sup>th</sup> percentile as of 2019. BCC has written to national government about this.

19. BCC should review administrative processes associated with planning and development control to ensure that they are streamlined and efficient.
  - To be explored through local plan policy and continued government engagement through the LGA, highlighting capacity restraints faced by planning departments and the need to review fees.
20. Enhance support for diverse, innovative community-led initiatives to develop new housing. This could include reviewing land made available to community-led orgs through the public land disposal programme; advocating for the involvement of community-led orgs in PRS developments; or supporting appropriately tailored organisational capacity building to bring development sites forward.
  - BCC will continue to build on existing relationships with community-led organisations to further enhance its approach to community-led housing delivery, including lobbying national government for the reinstatement of the community-led housing sector.
  - Through a focus on small sites, further opportunities for community-led housing may be made available.
  - The local plan policy proposed approach will include further enhancement of the role of community-led housing.
21. Ensure that there is clarity over the way that the city's universities' strategies are having an impact upon, and will further impact in future, the housing market. Initiate timely action, such as accelerating approvals for the development of purpose-built accommodation in appropriate locations, to mitigate side-effects.
  - To be explored through local plan policy and considered within the Private Rented Sector Strategy. As part of this, a student living strategy will be explored, learning from places such as Nottingham that have adopted similar approaches.
22. Seek to ensure that new purpose-built student accommodation is as affordable as possible and available to students in all years. Consideration of this issue should be integrated into the current local plan review process.
  - This will be explored through local plan policy that is currently under review with an updated proposed local plan coming to full council later this year for ratification for onward submission to the planning inspectorate in due course. This will include a requirement for new planning applications for purpose-built student accommodation to provide a minimum level of affordable student housing as part of the development.
23. Examine in more detail the evidence on the impact of short-term lets like AirBnB, second homes, and holiday lets on urban housing markets and, specifically, the effectiveness of strategies that have sought to regulate these subsectors.
  - BCC has responded to recent consultations regarding short term lets supporting proposals to devolve the powers for the introduction of a registration system for short term lets and the creation of a new planning use class. The outcome of the consultation conducted by the national government is not yet known. BCC will continue to respond to government consultations and reviews in relation to this area, helping establish a clear evidence base on the impact of short-term lets on Bristol. Where required, BCC will lobby government. The

impact of such lets will be considered as part of a Private Rented Sector Strategy.

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The national recommendations made by the Bristol Living Rent Commission were:

1. Central government should fully implement the Renters Reform Agenda, including the abolition of section 21 no-fault evictions, action to combat discrimination against lower income households, and ensuring that the court system has sufficient capacity. Action to raise the standard of service provided by poorer performing letting agents is also required.
2. Ensure that the benefit system properly recognises actual housing costs. This would imply significant increases to benefits. Restoring Local Housing Allowance rates to the 30th percentile of local market rents would be an important initial move in this direction.
3. Ensure that student incomes are sufficient to afford typical rent levels by increasing the student maintenance loan to recognize rising costs.
4. Ensure that local authorities have the resources to underpin their private rented sector activities. Central government sees local authority enforcement activities as key to improving quality in the sector, so sufficient resources must be available to allow these functions to be carried out effectively.
5. The decision to remove various tax reliefs has made being a small-scale private landlord a less attractive proposition. Reversing these decisions could have a significant positive impact on market supply.
6. Central government should recognise that the solution to our current housing challenges will not be achieved through reliance on the private rented sector alone. Investment in increasing the supply of social housing is integral to the solution. There is broad agreement on this point across all the stakeholder groups in the private rented sector. Stakeholders in the housing policy community have proposed a range of additional measures that have the potential to facilitate the delivery of more social housing. These merit serious consideration.

## APPENDIX B: Consultation, Engagement and Key Findings

The full Bristol Living Rent Commission report, including survey methodology and data, is available [here](#).

1. As part its work, the Commission conducted two 'Bristol Renters' tenant experience surveys. These surveys received around 2,500 responses together.
2. The Commission's first survey invited people to provide their experience of the PRS and invite the submission of written evidence. We received a total of 720 responses to this survey.
3. Eighty-four percent of respondents to the first survey told the Commission that they had reported problems with the condition of a property to a landlord or agent. In 10% of cases where a property issue was reported, the landlord or letting agent increased the rent after resolving the issue.
4. The Commission's second survey invited people in Bristol to give their views on rent control. It started with questions of broad principle – was rent control desirable and what should it be aiming to do – and then went on to look at more detailed questions of design. It asked respondents to rate four example policy designs and select their preferred model. Finally, it gave respondents an opportunity to comment on what other policy and practice changes they thought would help housing affordability.
5. Respondents whose landlord had increased their rent were asked how many times the rent had been raised in the last 12 months. In nearly two thirds of cases the rent had increased once in 12 months. But 19% of respondents reported that their rent had been increased twice and 16% of respondents indicated they had experienced three or more increases during that period.
6. All respondents were asked if they knew how often their landlord was legally allowed to increase their rent. Seven out of ten stated that they did not.
7. Over a quarter of respondents to the survey who had taken on a new tenancy in the last 12 months stated that, to secure a property, they were required to compete with other people to pay more than the advertised rent.
8. Half of survey respondents (48%) experienced the additional financial burden of paying rent in advance, separate from any deposit, just to secure a property.
9. Many of those in favour of rent control focused on rents being too high, rising too fast, or stopping rents being "out of control". Rents were characterised as 'extortionate', 'ridiculous', 'unsustainable' and 'abusive'. There were also references to levels of disposable income after housing costs; people struggling with the cost of living and rents pushing people into poverty; adequate housing as a human right; people being priced out of the city; community stability; and the unscrupulous, profiteering or greedy behaviour of landlords and letting agents.
10. A trend that has been accelerated by the pandemic and the ability for some people to work remotely has been those on higher wages moving to Bristol and commuting once or twice a week to their workplace, which is often London. This can boost the short-term let market, with sites such as Airbnb being used as people search for stopgap accommodation in the city while they look for properties. The growth strategies of the city's universities have also resulted in significant increases in demand as the student population has grown.
11. One specific point raised by several respondents to the rent control survey related to the ability to exit from the PRS. The point made was that many renters pay more in rent for a property than they would have to pay to have a mortgage on that property. One



consequence of this is the difficulty it creates to save for a deposit and get on the housing ladder.

12. The support for building more social housing was widespread among our survey respondents and those who provided written evidence. Many saw the key to the problem as the council or housing associations building more affordable social housing.
13. Survey respondents were asked to rate how important they considered six possible side effects that had been identified during discussions in the Commission's evidence sessions and in the academic literature on rent control (Fig 5.2). Two options were rated as very important by a majority of respondents; avoiding discrimination against certain types of tenants and maintaining the quality of rent controlled properties. On the other hand, only one in five respondents rated "private landlords decide to remain in private renting after rent control policy is introduced" as very important. A similar proportion considered this not at all important.
14. The majority of respondents favoured a rent control system that regulated rents between tenancies as well as within tenancies (Table 5.4). The responses were strongly related to the respondents' stance on the desirability of rent control. More than nine out of ten tenants favoured a system where rents were controlled between tenancies, whereas two thirds of landlords wanted to see a system where control only operated within tenancies.

# Equality Impact Assessment [version 2.9]



Title: Bristol Living Rent Commission report recommendations	
<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: Housing and Landlord Services	Lead Officer name: Tom Gilchrist
Service Area: Private Housing and accessible homes	Lead Officer role: Service Manager Private Housing and Accessible Homes

## 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.

In 2022 Bristol Living Rent Commission (LRC) was formed to explore challenges with the Private Rented Sector (PRS), specifically access, affordability and quality. The LRC produced a report on their findings with 29 recommendations, this report to Cabinet summarises the recommendations, reports on work to date on progressing / adopting the recommendations and asks for Cabinet approval for this work.

### 1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input 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.

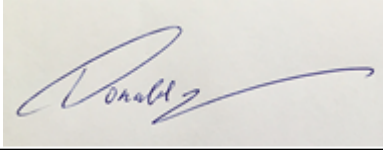
If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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Consideration on the equalities impact the LRC recommendations were done when drafting the report and recommendations. Further, specific EQIA's will be undertaken on the Bristol City Council Policies and Strategies that are delivered as a consequence of the LRC recommendations.

## 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> Donald Graham, Director Housing and Landlord Services 
Date: 14/9/2023	Date: 18/09/2023

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title:</b> Living Rent Commission recommendations and next steps		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input type="checkbox"/> New	<input type="checkbox"/> Changing
<input checked="" type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> Already exists / review	
<b>Directorate:</b> Policy, Strategy and Partnerships	<b>Lead Officer name:</b> Nikki Knowles	
<b>Service Area:</b> Resources – Policy and Public	<b>Lead Officer role:</b> Policy and Public Affairs Manager	

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) 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. Please use plain English, avoiding jargon and acronyms.

In 2022 Bristol Living Rent Commission (LRC) was formed to explore challenges with the Private Rented Sector (PRS), specifically access, affordability and quality. The LRC produced a report on their findings with 28 recommendations, this report to Cabinet summarises the recommendations, reports on work to date on progressing/ adopting the recommendations and asks for Cabinet approval for this work.
---

### 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk)

If ‘Yes’ complete the rest of this assessment.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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There are no significant environmental/ ecological impacts of these proposals at this stage. Policy specific ecological/environmental impact assessment will be undertaken on Bristol City Council Policies and Strategies that are delivered as a consequence of the LRC recommendations.
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### 1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If ‘Yes’ please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

## Step 2: What kinds of environmental impacts might the project have?

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

### Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future. **Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many categories)		
<p><b>ENV1 Carbon neutral: Emissions of climate changing gases</b></p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact,</p>	<b>Benefits</b>	
	<b>Enhancing actions</b>	
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>	
	<b>Adverse impacts</b>	

<p>particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Mitigating actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	
<p><b>Enhancing actions</b></p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>Adverse impacts</b></p>		
<p><b>Mitigating actions</b></p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p>	<p><b>Benefits</b></p>	
<p><b>Enhancing actions</b></p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>Adverse impacts</b></p>		

<p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Mitigating actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</b></p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	
	<p><b>Enhancing actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>Statutory duty: Prevention of Pollution to air, water, or land</b></p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	
	<p><b>Enhancing actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	

### Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

### Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) before final submission of your decision pathway documentation<sup>1</sup>.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the ‘evidence base’ section of the decision pathway cover sheet.

<b>Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):</b>
<b>Summary of significant adverse impacts and how they can be mitigated:</b>

<b>Environmental Performance Team Reviewer:</b>  Daniel Shelton	<b>Submitting author:</b>  Alfie Thomas
<b>Date:</b> 15.09.2023	<b>Date:</b> 15.09.2023

<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This does not an endorsement or approval of the proposal.





# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>Rough Sleeping Accommodation Programme (RSAP) Revenue Grant Funding</b>	
<b>Ward(s)</b>	City wide	
<b>Author:</b> Paul Sylvester	<b>Job title:</b> Head of Service, Housing Options	
<b>Cabinet lead:</b> Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homes	<b>Executive Director lead:</b> John Smith, Interim Executive Director Growth and Regeneration	
<b>Proposal origin:</b> BCC Staff		
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet		
<p><b>Purpose of Report:</b> To seek approval to accept and spend £792,888 revenue grant funding awarded by the Department of Levelling Up Housing and Communities as part of the Rough Sleeping Accommodation Programme.</p>		
<p><b>Evidence Base:</b></p> <p><b>1. Background</b></p> <p>The DLUHC launched the Next Steps Accommodation Programme (NSAP), subsequently called the Rough Sleeping Accommodation Programme (RSAP), to support rough sleepers into long term accommodation. The programme offers capital and revenue funding to secure move-on homes, available as long-term assets, and accompanying support services to achieve a sustainable reduction in rough sleeping.</p> <p>BCC submitted bids for NSAP and for multiple rounds of RSAP. In total, BCC was successful in securing up to £9,180,522 capital funding and up to £1,478,037 revenue funding to deliver a total of 150 units. BCC has partnered with St Mungos, DHI and Places for People to fulfil these schemes under RSAP, as well as acquiring and developing BCC accommodation to be supported by the Temporary Accommodation Team.</p> <p>Two of the schemes have withdrawn from RSAP over this time (Greville House: 1 unit, Mews House: 6 units). Therefore the current number of units that will be delivered is 143.</p> <p>The original revenue funding was awarded to provide support until March 2024. In April 2023 DLUHC unexpectedly awarded additional revenue funding with an inflationary uplift of 10% to enable these units to be maintained until March 2025. The maximum revenue available across all units is £792,888.</p> <p>This is all external grant funding, with no contribution needed from BCC.</p>		

A breakdown of this additional funding is given in the table below:

<b>NSAP</b>	<b>Units</b>	<b>Support Provider</b>	<b>2024/25 Revenue funding</b>
Ashton Rise (HRA)	8	BCC	
HRA Conversions	10	BCC	£79,200.00
St Mungo's Acquisitions & Whitehall Road	9	St Mungos	£51,100.00
St Mungo's Whitehall Road	14	St Mungos	£44,275.00
<b>RSAP Round 1</b>	<b>Units</b>	<b>Support Provider</b>	<b>2024/25 Revenue Funding</b>
HRA Conversion - Coronation Road	2	BCC	£40,241.00
Kingsland Road (HRA)	8	BCC	£10,395.00
<b>RSAP Round 2</b>	<b>Units</b>	<b>Support Provider</b>	<b>2024/25 Revenue Funding</b>
BCC Acquisitions	15	BCC	£84,392.00
Existing HRA stock	5	BCC	
St Mungos Acquisitions	10	St Mungos	£31,625.00
Resonance / DHI acquisitions	34	DHI	£146,577.00
Malachi Project	8	Places for People	£48,722.00
<b>RSAP Round 5</b>	<b>Units</b>	<b>Support Provider</b>	<b>2024/25 Revenue funding</b>
Conversion of 1B Amercombe Walk	4	BCC	
St Peters	2	BCC	
Brentry	2	BCC	
Brunel Ford	1	BCC	
Inns Court	5	BCC	
Imperial Apartments	60	BCC	£143,000.00
		<b>Total</b>	<b>£792,888.00</b>

**Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homes to accept and spend the DLUHC/Homes England grant funding of up to £792,888 including procuring and entering into contracts over the key decision threshold, on the continued implementation of RSAP.
2. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homes to take all steps required to vary contracts and grant agreements that are in place with providers for the delivery of RSAP as required.
3. Authorises Executive Director of Growth and Regeneration to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

**Corporate Strategy alignment:**

This proposal aligns with the following priorities in the Corporate Strategy:

1. Increase the supply of affordable homes.
2. Reduce and prevent homelessness and rough sleeping.
3. Reduce the number of households in temporary accommodation.
4. Help prevent homelessness by building and retaining social housing.

**City Benefits:**

1. The proposal will assist people who are rough sleeping and recovering from rough sleeping to access accommodation and support, improving their health and reducing the physical and mental health impact of homelessness.
2. The accommodation will support the reduction of rough sleeping in the city and will prevent people from having to spend time on the streets and/or in emergency and temporary accommodation.
3. Supported Move-on and the associated support service is being specifically designed to increase people's ability to sustain accommodation and increase resilience to homelessness. It will have a long-term positive effect on rough sleeping numbers in the city and help prevent repeat homelessness for individuals.

**Consultation Details:**

1. The proposals included in the bid were developed with the input from a range of colleagues in Housing and Landlord Services, homelessness sector partners, Registered Providers and other key stakeholders.
2. Consultation with Cabinet Member for Housing Delivery and Homes has taken place.
3. There is no requirement for public consultation.

**Background Documents:**

- Rough Sleeping Accommodation Programme: Prospectus and guidance (outside of Greater London): [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1051222/RSAP\\_2021-24\\_Prospectus\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1051222/RSAP_2021-24_Prospectus_2022.pdf)

<b>Revenue Cost</b>	<b>£792,888.00</b>	<b>Source of Revenue Funding</b>	All revenue costs will be covered by external grant from DLUHC and eligible service charges
<b>Capital Cost</b>	<b>£0</b>	<b>Source of Capital Funding</b>	Not applicable
<b>One off cost</b> <input checked="" type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

<b>Required information to be completed by Financial/Legal/ICT/ HR partners:</b>		
<b>1. Finance Advice:</b> This report seeks formal approval for accepting an additional grant of £792,888 to extend support for another year until March 2025 that DLUHC has made available. Previous approved bids for funding included capital grant for 143 units of accommodation for people who are, or recovering from, rough sleeping and, revenue funding for associated support up to end of March 2024.  As with the existing funding already approved and accepted by the Council, this additional revenue grant funding doesn't require any match funding. The new grant will extend essential support for the people accommodated for an additional year and this will help in sustaining their tenancies. The additional funding will help mitigate the risk that they will present as homeless in the near future.		
<b>Finance Business Partner:</b> Martin Johnson – Interim Finance Manager Housing Services – 7 September 2023		
<b>2. Legal Advice:</b> The procurement process must be conducted in line with the Public Contracts Regulations 2015 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.		
<b>Legal Team Leader:</b> Husinara Jones, Team Leader/Solicitor - 6 September 2023		
<b>3. Implications on IT:</b> I can see no implications on IT regarding this activity.		
<b>IT Team Leader:</b> Alex Simpson, Senior Solution Architect, Policy, Strategy and digital - 5 September 2023		
<b>4. HR Advice:</b> The funding extension will enable continued support for people at risk of or experiencing homelessness until the end of March 2025. In relation to HR implications, the units acquired and provided by BCC will be staffed through the Temporary Accommodation Team and they will take up their posts when the funding becomes available.		
<b>HR Partner:</b> Celia Williams, HR Business Partner – 5 September 2023		
<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	9 August 2023
<b>Cabinet Member sign-off</b>	Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homes	8 August 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	4 September 2023

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

**Supported Move-on RSAP Round 5 Funding Extension (Oct 2023) Risk Register**

**Negative Risks that offer a threat BCC relating to RSAP Funding Bid (Aim - Reduce Level of Risk)**

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Directio n of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
<b>General (all bids)</b>																	
1	Not all properties will be delivered by March 2024 to claim this revenue grant funding.	* It takes longer to source and purchase /refurbish properties than anticipated. Unforeseen delays such as conveyancing days, survey issues, planning issues or works/refurbishment issues.	* BCC/partner organisations may not receive full revenue funding for the period it has been granted for (April 2024 - March 2025). *Reputation with DLUHC and Homes England affected	Open	Empowering & Caring	Financial, service delivery and reputational risk	Head of Housing Options	* Named officer in council to monitor delivery with regular reporting to head of service * Ensure a good level of delivery planning prior to funding awards being announced 'assume it will happen and prepare as such' * where we know planning consent will be required, early liaison with planning team and draw on knowledge and information from recent planning application success for similar accommodation * Early conversation with Homes England and DLUHC regarding any delivery issues..	<>	2	2	4	Not known, nominal.	3	3	9	
2	Properties procured do not meet the full needs of the client group that need to access it and those with protected characteristics are excluded	* Inadequate procurement strategy and direction that ensure the needs of all clients who will be accessing the services are taking into account.	* There are barriers to some people, potentially from protected groups accessing this accommodation. * The accommodation does not achieve the intended impact on reducing rough sleeping as some people are still not able to end their rough sleeping via this provision	Open	Empowering & Caring	Service Delivery and Equalities Risk	Head of Housing Options	* Ensure EqIA assessment actions are completed and that the EqIA is regularly reviewed.	<>	2	2	4	N/A	2	2	4	Mar-22
3	BCC/partners cannot provide a support service for this accommodation past March 2025.	*RSAP support revenue funding continues only until March 2025 (this has been extended from March 2024). * There is no other source of funding or resource for the service	* people living in the accommodation will lose the wrap around support element and this may result in them not maintaining the accommodation or tenancy, potential increase in ASB, evictions, abandonment *potential knock on effect on rough sleeping numbers in Bristol	Open	Empowering & Caring	Service Delivery and Reputational	Head of Housing Options	* BCC and partners to engage in early conversation with DLUHC regarding the need for extended revenue funding for this accommodation * Ensure early contingency planning for the scenario where RSAP do not extend revenue funding to include other potential sources, merging provision with other support services that are funded by alternative funding streams, possible consideration of moving out occupants of the accommodation and re-letting as general needs or low-support accommodation.	<>	3	3	9	N/A	1	3	3	Mar-22

# Equality Impact Assessment [version 2.9]



Title: Rough Sleeping Accommodation Revenue Funding Extension	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] Funding for Accommodation	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Paul Sylvester
Service Area: Housing Options	Lead Officer role: Paul Sylvester

## 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 purpose of this proposal is to seek approval to accept and spend additional grant funding awarded by the Department of Levelling Up Housing and Communities under the Rough Sleeping Accommodation Program (RSAP). If approval is obtained, this will allow the continuation of support services for the 143 units of supported move on accommodation under RSAP schemes. These units are used to accommodate and support single people who are rough sleeping or who have recently rough slept and expands our existing Supported Move on services in Bristol.

### 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 type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: The Proposal affects partners, stakeholder organisations and internal council employees who would be delivering the support service. It also affects service users who would be accessing the accommodation and support services.		

### 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
Reducing Rough Sleeping Needs Analysis December 2020 (Appended to this EQIA)	The Needs Analysis tells shows us the current situation in relation to affordable housing need and demand in Bristol and thus the need for this accommodation. It also gives us the demographics and equalities profile of Bristol's current Rough sleeping population who will be the beneficiaries of this accommodation. It included data on age, gender, ethnicity, disability, sexual orientation, and religion.
Bristol Quality of Life Survey <a href="#">Quality of Life 2020-21 — Open Data Bristol</a>	Bristol citizens who are: living in council rented accommodation; living in the 10% most deprived areas of the city; aged under 25; Black, Asian and minority ethnicity; have a non-Christian faith/religion; a full-time carer; or a single parent – are less likely to be satisfied overall with their current accommodation than average.
<b>Additional comments:</b>	

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

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

### 2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without

the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

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

There is no reliable data on marriage and civil partnership, pregnancy and maternity (the majority of Bristol's rough sleeping population are single male), or 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.

We regularly consult with internal and external stakeholders who are delivering services for single people that are rough sleeping or have recently rough slept, in order to understand the needs of clients. Specifically in relation to RSAP Supported Move-on, we have units of accommodation in delivery already from funding awarded to Bristol in 2020 and subsequent awards in 2021. There has been consultation with partners in the processes of setting up referral criteria and procedures for accessing this accommodation. As part of this consultation, we have listened to what specific needs the client group have and what the main challenges and barriers are in terms of accessing move-on accommodation, paying particular attention to equalities related issues. We also have regularly quarterly monitoring meetings with providers who are delivering these schemes where any particular issues or concerns are raised, including consideration of any equalities issues or equalities action plans that might be needed.

## 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.

Commissioners and service managers of the accommodation will continue to liaise regularly with service staff and clients to ensure we fully understand the needs of the client group and ensure that there is as equal access as possible for this accommodation.

There is a named commissioning officer and manager who are responsible for ongoing engagement with and contract management of the providers of the accommodation and aligning support service. This will include multi agency meetings to help ensure a collaborative approach, consistency of quality of service, and collective addressing of any issues that arise in terms of people accessing the service and best practice sharing.

## 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.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)	
This proposal is an extension of an existing proposal which highlighted concerns.	
There is a risk that if there is not enough suitable accommodation in a range of localities, some people may not have their needs met, be cut off from their existing cultural / support networks or be insecure or unsafe because of their protected characteristics.	
Because a portion of the housing are units within planned BCC new build developments, they have been sourced 'as is' and this could mean there are limitations in respect of making some of the accommodation accessible. There will be specific areas of the city that these new build developments are located in which could have an impact on people with particular cultural or religious needs who would benefit from living in certain areas of the city.	
There has been work to mitigate these risks, including allocating a small number of units within each development with as much spread across the city as possible. Plus, where we aim to convert either existing council property stock into Supported Move-on Accommodation we have endeavoured to make these flats as accessible as possible for people with disabilities and mobility needs.	
Wherever possible we will further mitigate these risks by engaging with referring services to understand the diversity and needs of people who are suitable for this accommodation, subject to having a suitable property for their needs.	
We will also ensure that organisations managing accommodation comply with their duty to make reasonable adjustments for people with disabilities, wherever this is viable.	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Most of the accommodation acquired will be self-contained accommodation which may limit access for people who are aged under 35 who are not eligible for the single room rate of housing benefit.
Mitigations:	There are existing shared properties within the Supported Move-on services that can be offered to young people. However, services will also work with clients to ensure anyone who is entitled to an exemption from shared housing rate can evidence this and therefore be able to access self-contained accommodation. Part of the proposal for RSAP round 5 includes 11 units for young people. While all of these flats must be allocated to people who are eligible for the shared housing rate, the wraparound support dedicated to these units will be tailored to meet the needs of young people.
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	N/A
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is a limited supply of accommodation that is accessible or able to be adapted to be suitable for disabled people, including those with mobility impairments.
Mitigations:	We will engage with referring services to understand the numbers of people who may be suitable for this accommodation subject to having a suitable property for their needs, and also to obtain information about what those needs are. Although the sourcing and conversion works will already be complete, we will still use this information to inform whether any further adaptation works may be possible to help ensure there is sufficient accommodation that will meet the needs of disabled people, including those with mobility impairments.

	We will ensure through contracting arrangements that providers comply with their duty to make reasonable adjustments where viable.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Women have historically made up around 15-20% of the client group and may experience additional barriers to accessing services. Accommodation may not be suitable in terms of safety or facilities.
Mitigations:	The allocation of accommodation will consider the needs of women, including safety and facilities.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	A lack of diversity in some localities may mean increased likelihood of discrimination and hate incidents.
Mitigations:	As above we will seek to ensure there is a range of suitable properties in different localities.
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	N/A
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	A lack of diversity in some localities may mean increased likelihood of discrimination and hate incidents.
Mitigations:	As above we will seek to ensure there is a range of suitable properties in different localities.
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	A limitation in terms of the areas in which successful purchases can take place may have an impact on Black, Asian and minority ethnic people, as some areas of the city have higher levels of racially motivated hate crime, and particular cultural needs may not be so easily met in these areas.
Mitigations:	We have sourced this accommodation across a wide a range of areas across the city, with attention to sourcing accommodation that will meet the needs of people from different ethnic backgrounds. Accommodation allocations will be managed in a “best fit” way meaning that properties can be prioritised for client groups that will meet their cultural needs as far as possible.
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Some areas may lack places of appropriate places of worship, food etc. and a lack of diversity in some localities may mean increased likelihood of discrimination and hate incidents.
Mitigations:	As above we have sought to ensure there is a range of suitable properties in different localities and this will be taken into account when considering allocations and through contractual management.
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	N/A
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Whilst there will clearly be an over-representation of service users living in deprivation, we have not identified any additional negative impact from this proposal
Mitigations:	N/A
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	There are no known potential impacts on this equalities group.
Mitigations:	N/A
<b>Other groups</b> [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:	
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### 3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

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

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

There is an open access referral criteria in place for the accommodation which will ensure there is no unlawful discrimination for a protected group. This criteria will remain in place through this extension period.

This proposal aims to provide additional secure and long-term accommodation to some of the most vulnerable citizens of Bristol. The security of this accommodation and the wraparound support provided with each placement will advance the equality of opportunity for occupants to engage with work or volunteering and training opportunities as well as integrating into local communities and developing skills to live independently.

Most of the accommodation is dispersed in existing communities. Therefore, in each of these settings there is likely to be a mixed and diverse community (as is characteristic to many areas of Bristol). This may serve to support the fostering of good relations between people who share a protected characteristic and those who don't.

## 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.

<b>Summary of significant negative impacts and how they can be mitigated or justified:</b>
The possible lack of accessible accommodation for disabled people and there is a risk of people being accommodated in areas which do not meet their cultural or other needs. This can be mitigated by the fact that accommodation has been sourced across different areas in the city. Allocations into this new accommodation will be informed by the needs of the clients to ensure people are best matched to the properties available.
<b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>
Ongoing meaningful consultation with the services referring into this accommodation will enable us to fully understand the demographic and needs of specific clients who are likely to be referred to this accommodation and this can be used to ensure the accommodation that is sourced is as best fit as possible and meets the needs of a range of equalities groups. Robust monitoring with a range of tracking methods will enable us to closely monitor that this accommodation is not directly or indirectly excluding certain protected groups.

### 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
Range of relevant monitoring mechanisms to be put in place	Paul Sylvester	These are in place for RSAP schemes already delivered and will continue

Improvement / action required	Responsible Officer	Timescale
		until March 2025 (the end of this extension period).
Seek specific demographic and equalities data of those who could be referred to this accommodation and pass this information to those who are sourcing the accommodation or planning any conversions of existing BCC property stock.	Paul Sylvester	This monitoring is already in place for RSAP schemes with partner organisations and internal BCC support services.
EqlA to be revisited / updated at key points ongoing e.g. after the proposal is approved, at the point funded is awarded if it is, as any new information emerges and at regular points in ongoing services delivery	Paul Sylvester	Various dates.

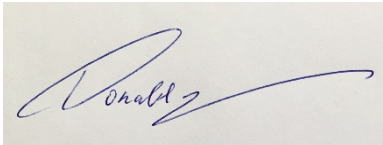
### 4.3 How will the impact of your proposal and actions be measured?

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 services and organisation responsible for delivering this accommodation submit regular reporting which monitor who is accessing the service and this will continue through this extension period. This information will prompt investigation and addressing of any issues and barriers that are preventing any person from accessing the accommodation. There will continue to be a named commissioning officer or commissioning manager that will ensure regular review meetings with all providers of Supported Move On Accommodation. This person is responsible for ensuring the monitoring of quality assurance, will collect and interrogate regular service delivery reports and will ensure there is a suitable wide range of monitoring mechanisms in place which shall include obtaining direct service user engagement and feedback. This will include feedback from people who have been nominated for and offered the accommodation, but who are unable or unwilling to proceed with the offer on the grounds the accommodation not meeting their needs on the basis of equalities related risks or issues.

## Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqlA. EqlAs 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <b><i>Reviewed by Equality and Inclusion Team</i></b>	<b>Director Sign-Off:</b> Donald Graham, Director Housing and Landlord Services 
Date: 8/9/2023	Date: 15/09/2023

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title:</b> Rough Sleeping Accommodation Programme (RSAP) Revenue Funding Bid		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input type="checkbox"/> New	<input type="checkbox"/> Changing
<input checked="" type="checkbox"/> Other [please state] Funding for accommodation	<input checked="" type="checkbox"/> Already exists / review	
<b>Directorate:</b> Growth and Regeneration	<b>Lead Officer name:</b> Paul Sylvester	
<b>Service Area:</b> Housing Options	<b>Lead Officer role:</b> Head of Housing Options	

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) 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. Please use plain English, avoiding jargon and acronyms.

To seek Cabinet approval to accept and spend £792,888 revenue grant funding awarded by the Department of Levelling Up Housing and Communities as part of the Rough Sleeping Accommodation Programme.

### 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk)

If ‘Yes’ complete the rest of this assessment.

**Yes**  **No** [please select]

### 1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If ‘Yes’ please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

**Yes**  **No**  **Not applicable** [please select]

If ‘No’ explain why environmental impacts have not been considered as part of the options appraisal process.

## Step 2: What kinds of environmental impacts might the project have?

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

### Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

**Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many categories)		
The Rough Sleeping Accommodation Programme will not have any significant negative environmental impacts. The ongoing provision of accommodation units under this scheme into 2024/25 has considerable non-environmental benefits. Much of the accommodation that is being delivered will be allocated from approved new build BCC developments to be completed. Other accommodation has been sourced from existing BCC property stock and converted into flats. Wider sector partners included in the RSAP programme have been purchasing additional properties on the market for the programme. There were some small levels of waste production and pollution in the conversion works however these will not be applicable in this stage of providing ongoing support to tenants in these units.		
<p><b>ENV1 Carbon neutral: Emissions of climate changing gases</b></p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing</p>	<b>Benefits</b>	
	<b>Enhancing actions</b>	
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less        <input type="checkbox"/> 1 – 5 years        <input type="checkbox"/> 5+ years</p>	
<b>Adverse impacts</b>	<ol style="list-style-type: none"> <li>Accommodation will use heat, power and water, which could increase emissions. The quality of the building envelope and the efficiency of heating and lighting equipment are likely to be most relevant.</li> <li>Providing support to clients living in dispersed accommodation across the city requires using transport <b>Page 52</b> Personal cars.</li> </ol>	



<p>emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Mitigating actions</b></p>	<ol style="list-style-type: none"> <li>The tender and contract management process will encourage the efficient use of utilities and efficient buildings.</li> <li>Support workers will be encouraged to reduce the use of personal cars where possible and to seek transport options that are better for the environment such as buses, trains, sharing lifts and bicycles.</li> </ol>
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Benefits</b></p>	<p>Bristol City Council has declared an Ecological emergency. Many properties within the programme have large gardens. And so, in line with the council’s declaration any opportunity to improve the ecology of the garden’s should be taken.</p>
<p><b>Enhancing actions</b></p>	<p>Opportunity to look at planting bird and insect friendly plants and flowers in gardens of properties. Easy to maintain plants can still add ecological value. Can talk to council ecology officer to get ideas.</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years</p>		
<p><b>Adverse impacts</b></p>		
<p><b>Mitigating actions</b></p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p>	<p><b>Benefits</b></p>	
<p><b>Enhancing actions</b></p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>Adverse impacts</b></p>	<p>The provision of waste and recycling services and how well users separate recycling will affect this impact.</p>	

<a href="#">Further guidance</a>  <input type="checkbox"/> <b>No impact</b>	<b>Mitigating actions</b>	The tender and contract management process will encourage the provision and use of good recycling infrastructure and ensuring that they are used properly. Plus, support workers will work with their clients to recycle household rubbish.
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	

<b>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</b>  Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.  Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).  Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.  <a href="#">Further guidance</a> <input checked="" type="checkbox"/> <b>No impact</b>	<b>Benefits</b>	
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	
<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<b>Statutory duty: Prevention of Pollution to air, water, or land</b>  Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.  <a href="#">Further guidance</a> <input checked="" type="checkbox"/> <b>No impact</b>	<b>Benefits</b>	
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	



### Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
Encouraging support workers to reduce harmful methods of transport between support sessions with clients where possible and alternatively use public transport, share lifts, or use bicycles.	Louise Mines (Commissioning Manager)	March 2025
Ask support workers to encourage clients to recycle household rubbish.	Louise Mines (Commissioning Manager)	March 2025
The tender and contract management process will encourage the provision and use of good recycling infrastructure and ensuring that they are used properly.	Louise Mines (Commissioning Manager)	March 2025
The tender and contract management process will encourage the efficient use of utilities and efficient buildings.	Louise Mines (Commissioning Manager) (This is actioned however by managers overseeing the conversion works or development of the relevant properties.)	March 2025
Planting ecologically beneficial plants and flowers in the gardens at the properties.	Louise Mines (Commissioning Manager)	March 2025

### Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) before final submission of your decision pathway documentation<sup>1</sup>.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the ‘evidence base’ section of the decision pathway cover sheet.

<b>Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):</b>
<b>Summary of significant adverse impacts and how they can be mitigated:</b>

<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This does not an endorsement or approval of the proposal.

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<b>Environmental Performance Team Reviewer:</b> Daniel Shelton	<b>Submitting author:</b> Louise Mines
<b>Date:</b> 15.09.23	<b>Date:</b> 15.09.23



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>Homelessness Prevention Grant Homes for Ukraine top-up 23/24</b>	
<b>Ward(s)</b>	City Wide	
<b>Author:</b> Paul Sylvester	<b>Job title:</b> Head of Housing Options	
<b>Cabinet lead:</b> Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homes; Cllr Helen Holland, Cabinet Member for Adult Social Care and Integrated Care System	<b>Executive Director lead:</b> John Smith, Interim Executive Director Growth and Regeneration	
<b>Proposal origin:</b> BCC Staff		
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet		
<b>Purpose of Report</b> 1. To seek approval to accept and spend Bristol’s Homelessness Prevention Grant Homes for Ukraine top-up 2023/24 of £985,533.		
<b>Evidence Base:</b>  <b>1. Background</b>  <b>1.1. Homes for Ukraine</b>  The Homes for Ukraine scheme was launched on 14 March 2022 by the Secretary of State for Levelling Up, Housing and Communities. The scheme is open to Ukrainian nationals who were resident in Ukraine prior to 1 January 2022; and to their immediate family members.  An approved Sponsor can enable a visa for a person in Ukraine to enter the UK. Most Sponsors become hosts as they open their homes up to provide rooms and shared facilities; and sponsors also help to enable alternative accommodation, including self-contained homes.  Bristol Homes for Ukraine programme upholds the principles behind Bristol’s status as City of Sanctuary, providing welcome and safety; and contributes to the Refugee Resettlement Team vision: <i>‘For Bristol to be a place where refugees are welcomed and included, feel safe, live free of poverty, and have their rights and entitlements respected. For Bristol to be a place where refugees can positively rebuild their lives and given opportunities to develop and share their talents.’</i>  <b>1.2. Homelessness Prevention Grant top up</b>  On the 1 August 2023 the government announced a £109 million Homelessness Prevention Grant Homes for Ukraine top-up, which is ring-fenced for 2023/2024. The purpose of this payment is to maximise supporting the Ukrainian cohort into sustainable accommodation, for example through access to the private rented sector, employment support or facilitating ongoing sponsorship for guests’ second years in the UK. This funding may also be		

used to support wider homelessness pressures.

The government acknowledges that Local authorities are best placed to understand the support needed for local communities and therefore this funding may also be used to support other people at risk of homelessness in line with local pressures.

The grant is ringfenced for 2023/24 and must be spent in line with the Homelessness Prevention Grant principles:

- To comply fully with the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness.
- To ensure financial viability of services by contributing to the costs of statutory duties, including implementing the Homelessness Reduction Act and supporting with the costs of temporary accommodation.
- To reduce family temporary accommodation numbers through maximising family homelessness prevention and reduce the use of unsuitable B&Bs for families.

## 2. Current situation

### 2.1. Homes for Ukraine

Since March 2022 816 people, including 217 children, in 510 households, have arrived in Bristol under the Homes for Ukraine programme.

There are a further 187 applications with pending and issued visas showing on the government case management system. This reflects the continuing need for people to escape the war in Ukraine.

Out of the 816 arrivals (correct at 4<sup>th</sup> September 2023)

- 296 people remain in host-guest arrangements in Bristol (210 households);
- 268 people have moved into rented accommodation in Bristol with Homes for Ukraine support (116 households);
- 28 people have made their own arrangements (18 households)
- 10 people in Temporary Accommodation (4 households);
- 17 people have moved into rented accommodation outside Bristol with Homes for Ukraine support (8 households)
- 197 people have left Bristol (133 left UK 62 moved to another LA)

The Homes for Ukraine Team have supported 116 people into private rented sector tenancies and the focus on the team from September 2023, is to find private rented sector accommodation for the remaining 210 households who are still living with host families.

The Government (DHLUC) allocated funding for Homes for Ukraine to support Ukrainian people on the scheme for 12 months from their arrival in the UK, and this budget is allocated to implement the Move On Policy to meet housing needs into years 2 and 3.

### Homes for Ukraine funding which is already allocated to prevent homelessness.

	<b>Spend March 22- August 2023</b>	<b>Allocated budget. from Sept 23</b>
Additional thank you payments to hosts to sustain host arrangements	£733,478	£364,800
Voluntary and third sector support for hosts and guests	£291,548	£87,480
Employment, English classes and other integration costs	£271,842	£238,234
Bonds, deposits, advance rents, assistance into the private rental sector for 116 tenancies to date	£1,164,458	
Bonds, deposits, advance rents, assistance into the private rental sector		£2,573,915

for move on for 210 households from host arrangements		
Homes for Ukraine staff team	£398,517	£293,278
Total	£2,859,843	£3,557,707

## 2.2. Homelessness pressures in Bristol

Bristol has experienced rising rates of homelessness. Since the pandemic we have seen a 25% increase in households (average of 510 households a month) approaching Bristol City Council because of homelessness related issues. The number of households in temporary accommodation (TA) is 87% higher than before the pandemic.

As of 31<sup>st</sup> August 2023, there were 1348 households in TA, increasing from 1273 as at 31<sup>st</sup> March 2023.

During the pandemic and “Everyone in” the number of single people accommodated increased significantly. Family homelessness has increased since the end of lockdowns and protections like the eviction ban. The cost of living crisis and continuing challenges around affordability of both home ownership and private renting are contributing to high level of homelessness presentations.

Through the Council’s Temporary Accommodation programme, we are focussed on reducing the costs of TA to the authority, however with increasing demand there remains a significant pressure on Council finances.

## 3. Proposals for Homelessness Prevention Grant – Home for Ukraine grant

We are proposing that the grant is split between initiatives to prevent homelessness of the Ukrainian cohort and meeting wider homelessness pressures in Bristol. In developing the initiatives, we have considered the risks of homelessness for the Ukrainian cohort alongside the current Homelessness Prevention Grant 23-25 initiatives and the wider homelessness pressures.

Proposed initiative	HPG grant allocation
Preventing homelessness and securing accommodation for Ukrainian cohort <ul style="list-style-type: none"> <li>- Sustain accommodation.</li> <li>- Source additional housing</li> <li>- Marketing campaign and staffing</li> <li>- Using Council assets and bringing empty properties back into use</li> </ul>	<b>£450,000 (maximum)</b>  £100,000 £140,000 £76,000 £134,000
Meeting wider homelessness pressures in Bristol, including the cost of TA for Ukrainian households and others, preventing homelessness, and accessing private rented accommodation. These work areas were set out in March cabinet paper for Homelessness Prevention Grant 23- 25	<b>£535,533 (minimum)</b>
	<b>£985,533</b>

Any underspend against specific initiatives for Homes for Ukraine clients may be used to support another of the initiatives listed below or go towards meeting wider homelessness pressures.

These proposals have been developed through joint working between the Housing Options service and the Refugee resettlement team. They are supported by both Adults & Communities and Growth & Regeneration directors. Expenditure will be reported to both executive director meetings.

### 3.1. Supporting households to sustain accommodation and increasing supply of alternative private rented accommodation.

The Homes for Ukraine team have successfully:

- provided effective support to 116 households to secure accommodation and minimise the number of placements into Temporary Accommodation. For those households that have gone into TA the team have continued to work with them to find move on accommodation into the private rented sector.
- Focussed on upstream preventative work including, including ESOL, employment, community integration and relationship building, all helping to mitigate the risk of homelessness.

The Move-on policy developed by the Homes for Ukraine team provides guidance, tools, and resources for guests to move-on to rented accommodation. We have identified the need to expand the policy to include:

### **3.1.1. Support to households to sustain existing tenancies.**

The Homes for Ukraine team have built relationships with both households and landlords and are in the best position to negotiate interventions to sustain tenancies. This could include paying rent top ups and covering some rent arrears (if the placement is sustainable in the long term). The Housing Options service are experienced in preventing homelessness and will work alongside the team to ensure we maximise tenancy sustainment.

**Proposal:** Establish a preventing homelessness fund of £100,000

### **3.1.2. Support to households in finding alternative accommodation in the private rented sector (second move on)**

The Bristol Homes for Ukraine team continues to support tenants in Bristol progress with employment and develop capabilities to sustain their tenancies, but there is a need to mitigate the risk of homelessness after an initial AST term within two years of arriving in the UK, by developing the Move-on policy to include further resources for a second move-on.

This would require access to further landlord incentives to join the HFU schemes and make tenancies available for those already in the PRS where the initial tenancy ends despite our support and interventions.

An initial £1.164M has been spent supporting households into rented accommodation. It is less likely the remaining groups in host-guest arrangements will return to Ukraine before needing to move-on, due to the ongoing conflict. Therefore, we need to invest in securing additional private rented accommodation for first move on (out of host placement) and second move on (from initial private rented property into another private rented property). We need to bear in mind that we are not working with a static position and that there are new arrivals every month with 119 households with pending and issued visas.

**Proposal:** Allocate £140,000 to increase the supply of private rented properties

### **3.2. Campaign to increase the number of hosts.**

The Move-on policy also has provision to rematch guests with alternative hosts. The pool of available hosts has significantly reduced, which will put more pressure on the other options including temporary accommodation. Suitable alternative hosts for rematching is a more appropriate option for many of the cohort, especially single people under 35 due to Universal Credit rules for claiming accommodation costs.

We plan to work collaboratively with an existing partner, Refugee Welcome Homes, and the wider advice sector in Bristol to design and deliver a wide ranging campaign to recruit more hosts. Our vision is to expand the lodger scheme to all refugees.

Refugee Welcome Homes would lead the campaign, and so would require dedicated capacity to do so, which would be 1 full time officer. Refugee Welcome Homes already work closely with Bristol Homes for Ukraine, and have the in-house knowledge and skills, including cultural awareness and market knowledge, to be able to expand on our existing piece of work.

**Proposal:** £40k for campaign and £36k for additional staffing

### **3.3. Converting Council assets and bringing empty homes back into use**

There are two strands to this work:

#### **3.3.1. Developing an initiative to convert Council assets that would otherwise be disposed of and lease them to Registered providers (RPs).**

The initiative needs to be developed. The idea is that properties will be refurbished by the Council and then leased to RPs who will then offer assured shorthold tenancies to households that we nominate. BCC will have 100% nomination rights.

#### **3.3.2. Bring empty privately owned properties back in to use as residential accommodation.**

The Refugee Resettlement Team has worked closely with the Empty Homes Unit, and established an information sharing agreement, which provides access to details of all empty homes, including the 1428 privately owned homes that have been empty more than 6 months.

An Empty Homes initiative will support owners to bring their homes back into use. In return BCC will have 100% nomination rights for Homes for Ukraine cohort to begin with, and then extend to wider refugee resettlement need.

#### **Loan funding with nomination rights for empty properties**

The proposed empty property loan incentive would be managed by the Homes for Ukraine Team who could use their successful model of renovating empty properties and managing letting properties to refugees. There will be an administration cost to promoting, overseeing the works, loan assessments, title restriction registration with the land registry etc.

Noted in the proposal: In return BCC will have 100% nomination rights for Homes for Ukraine cohort to begin with and then extend to wider refugee resettlement need. In addition to our existing empty property loan conditions and financial assistance policy nomination rights for a minimum of 5 years will be required providing units for the Homes for Ukraine Team or wider Refugee Resettlement Team'. The loan product will be recyclable in long term to be reused again once the loan is repaid.

In addition to nomination rights being required the following current empty property loan conditions could be added:

- If the letting option is selected, then the property must be let for a minimum period of 5 years and the landlord will be required to complete a Fit and Proper Person declaration and meet the relevant criteria.
- Owners must have sufficient equity in their property to cover the loan.
- All appropriate planning permission must be obtained prior to approval of the loan.
- A condition of the loan is that a Title Restriction will be made with District Land Registry.
- For loans to Landlords a District Land Registry charge is registered against the property.
- If a property is sold or changes hands, all outstanding loan balances must be repaid in full.
- Owners who have debts with council departments which are being actively pursued are not be eligible for assistance whilst the debt is still outstanding

**PROPOSAL:** £134k would be allocated to this initiative

#### **Cabinet Member Recommendations:**

That Cabinet:

1. Notes the Homelessness Prevention Grant Homes for Ukraine top-up 23/24 allocation of £985,533
2. Authorise the Executive Director – Growth and Regeneration and Executive Director Adults and Communities, in consultation with the Cabinet Member for Housing Delivery and Homes and Cabinet Member for Adult Social Care and Integrated Care System to take all steps required to accept and spend the Homelessness Prevention Grant allocation as outlined in the report, including procuring and awarding contracts (which may be over £500k) in line with the procurement routes and maximum budget envelopes set out in this report.
3. Authorise the Executive Director – Growth and Regeneration and Executive Director Adults and Communities in consultation with the Cabinet Member for Housing Delivery and Homes and Cabinet Member for Adult Social Care and Integrated Care System to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.
4. Authorise the Executive Director – Growth and Regeneration and Executive Director Adults and Communities in consultation with the Cabinet Member for Housing Delivery and Homes and Cabinet Member for Adult Social Care and Integrated Care System to take all steps required to amend the planned expenditure for the grants within the overall budget envelope set out in the report.

**Corporate Strategy alignment:**

- The Bristol City Council Corporate Strategy 2022- 2027 Theme 5, Our Homes and Communities Priorities has a priority on reducing and preventing homelessness and within Housing Supply Section includes to ‘make sure empty properties in that sector are brought back in to use.’
- Bristol City Council Business Plan 2018-2023 - Housing Supply- to make best use of housing supply from existing stock - KPI 2: Increase the number of private sector dwellings returned into occupation

**City Benefits:** Stable housing is intrinsically tied to how well people can focus on other needs or difficulties in their lives and participate within their communities. This proposal will have a positive impact on both the households who are supported and the communities they live in.

**Consultation Details:** N/A

**Background Documents:**

[Homes for Ukraine](#)  
[Homelessness Prevention Grant: Homes for Ukraine scheme support](#)

<b>Revenue Cost</b>	£985,553	<b>Source of Revenue Funding</b>	Homelessness Prevention Grant
<b>Capital Cost</b>	£0	<b>Source of Capital Funding</b>	N/A
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

**1. Finance Advice:** The Temporary Accommodation budget has seen large increases in spend in recent years and as such the additional £986k HPG is a welcome additional resource to help alleviate some of this pressure.

The additional grant funding received can be utilised to relieve some of this pressure, specifically in relation to Ukrainian refugees, but also the wider homelessness issues currently facing BCC.

The proposals detailed above, funded by the additional grant, are aimed at reducing the current level of TA (which currently costs BCC circa £12.9k per annum per unit through subsidy loss), and avoiding future additional costs.

The proposal to capitalise a loan fund in order to facilitate bringing back long term empty homes would result in a fund in perpetuity, managed by an external organisation. There are no underwriting or other liabilities to BCC in relation to this. Appropriate due diligence would need to be performed on this external organisation before any funds are handed over. Any contracts/agreements would need to be reviewed by Legal before any commitment is



made.		
<b>Finance Business Partner:</b> Martin Johnson – Interim Finance Manager Housing Services – 21 September 2023		
<b>2. Legal Advice:</b> 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.		
<b>Legal Team Leader:</b> Husinara Jones, Team Manager/Solicitor 11 September 2023		
<b>3. Implications on IT:</b> I can see no implications on IT in regard to this activity		
<b>IT Team Leader:</b> Alex Simpson – Lead Enterprise Architect 11 September		
<b>4. HR Advice:</b> There are no HR implications evident		
<b>HR Partner:</b> Celia Williams, HR Business Partner – Growth and Regeneration 11 September 2023		
<b>EDM Sign-off</b>	John Smith Interim Executive Director Growth & Regeneration	11 September 2023
<b>Cabinet Member sign-off</b>	Cllr Tom Renhard, Cabinet member for Housing Delivery and Homes	15 August 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	4 September 2023

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

# Equality Impact Assessment [version 2.9]



Title: <b>Homelessness Prevention Grant Homes for Ukraine top-up 23/24</b>	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Paul Sylvester
Service Area: Housing Options	Lead Officer role: Head of Housing Options

## Step 1: What do we want to do?

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

This is a collaborative piece of work between Adult Social Care/Refugee resettlement team, Housing Options and the wider homelessness and advice sector.

Seeking approval to accept and spend Bristol’s homelessness prevention Grant Homes for Ukraine top-up 23/24

The purpose of this payment is twofold:

- 1) maximise supporting the Ukrainian cohort into sustainable accommodation, for example through access to the private rented sector, employment support or facilitating ongoing sponsorship for guests’ second years in the UK.
- 2) used to support wider homelessness pressures. The government acknowledges that Local authorities are best placed to understand the support needed for local communities and therefore this funding may also be used to support other people at risk of homelessness in line with local pressures.

The grant is ringfenced for 2023/24 and must be spent in line with the Homelessness Prevention Grant principles:

- To comply fully with the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness.
- To ensure financial viability of services by contributing to the costs of statutory duties, including implementing the Homelessness Reduction Act and supporting with the costs of temporary accommodation.
- To reduce family temporary accommodation numbers through maximising family homelessness prevention

The proposal is to use the grant for a range of initiatives that:

- Pay for additional resources to deliver the initiatives and prevent homelessness.
- Pay for initiatives that increase access to affordable housing.
- Pay for initiatives to sustain tenancies and placements and prevent homelessness.
- Directly cover some costs of Temporary Accommodation (Housing Benefit subsidy loss).

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### 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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[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
<i>Refugee resettlement team collated information</i>	Visas Issued <ul style="list-style-type: none"><li>77 households</li><li>126 people</li></ul> Visas Pending / Confirmed:

- 42 households
- 61 people

Out of the 510 households (816 people) arrived since March 22, there are:

- 202 households (groups) remaining in host/guest arrangements
  - 233 adults
  - 54 children
    - Age 0-1: 2
    - Age 2-4: 7
    - Age 5-10: 19
    - Age 11-18: 26
- 119 households have been supported into rented accommodation in Bristol
  - 170 adults
  - 102 children
- 8 households remain in accommodation in Bristol they arranged without HFU move-on support (rented or with friends)
  - 8 adults
- 4 households remain in temporary accommodation in Bristol
  - 6 adults
  - 4 children

The following was collected in August 2022

	Bristol	HfU survey – guests
<i>Black, Asian and Minority Ethnicity</i>	16%	0%
<i>Female</i>	50%	90%
<i>Male</i>	50%	10%
<i>Disabled people</i>	8%	1%
<i>Lesbian, Gay and Bisexual</i>	9%	6.2%
<i>Trans</i>	Census data due Oct 22	0%
<i>Age 16 – 24*</i>	16%	5.8%
<i>Age 25 – 49*</i>	39%	52.6%
<i>Age 50-64*</i>	14%	15.5%
<i>Age 65+*</i>	13%	3.1%
<i>Pregnant / given birth recently</i>	-	0%
<i>Refugee / asylum seeker</i>	-	100%**
<i>Religion - Christian</i>	26.2%	60.8%

All data/evidence below is for all households who are homeless or threatened with homelessness and not specifically the Ukrainian cohort

Housing Support Register

Case specific database for at risk and vulnerable citywide Homelessness prevention placements

Equalities data on all those currently in an HSR-Supported Accommodation service (for families, the data is for the lead household member) – 1374 people

Gender identity

Male – 60.3%

Female – 37.2%

Transgender – 0.5%

Non-Binary – 0.2%

Prefer not to say – 0.2%

Don't Know – 1.7%

Age Range

16-17 – 1.1%

18-25 – 23.6%

26-35 – 26.6%

36-40 – 13.5%

41-50 – 24.7%

51-60 – 9.3%

61+ - 1.2%

Ethnicity

White British – 27.3%

White Irish – 0.7%

White European – 0.3%

Eastern European – 0.9%

Any other white background – 4.4%

Black/Black British – African – 9.6%

Black/Black British – Caribbean – 4.5%

Black/Black British – Somali – 1.7%

Black/Black British – Other – 1.6%

Any other Black/African/Caribbean background – 0.6%

Asian/Asian British – Bangladeshi – 0.6%

Asian/Asian British – Chinese – 0.1%  
Asian/Asian British - Indian – 0.3%  
Asian/Asian British – Pakistani – 2%  
Asian/Asian British – Other – 1.1%  
Any other Asian background – 0.3%  
Arab – 1.7%  
Mixed/Dual Heritage – White+Black African – 0.8%  
Mixed/Dual Heritage – White+Black Caribbean – 3.9%  
Mixed/Dual Heritage – White+Asian – 0.4%  
Any other mixed/multiple ethnic background – 0.9%  
Gypsy/Irish Traveller – 0.1%  
Any other ethnic group – 3%  
Prefer not to say – 0.4%  
Don't Know – 32.8%

Religion/Beliefs

Christian – 10.8%  
Muslim – 14.4%  
Buddhist – 0.2%  
Hindu – 0.1%  
Sikh – 0.1%  
Other – 1.9%  
No Religion – 40%  
Prefer not to say – 3.1%  
Don't Know – 28.7%

Sexual orientation

Heterosexual – 74.2%  
Gay/Lesbian – 1.4%  
Bi-sexual – 2.3%  
Other – 1.1%  
Prefer not to say – 5.5%  
Don't Know – 15.6%

Consider yourself disabled?

Yes – 11.1%

No – 75.3%

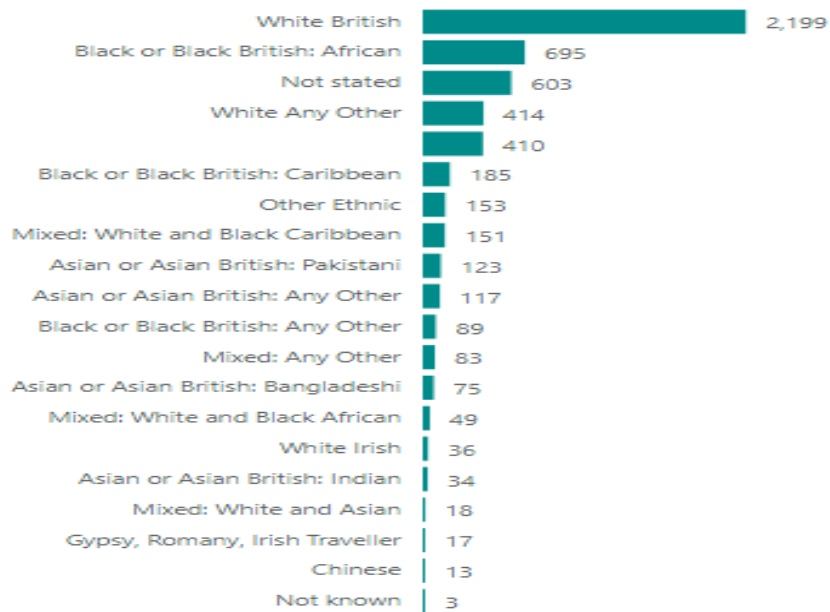
Prefer not to say – 1.2%

Don't Know – 4.7%

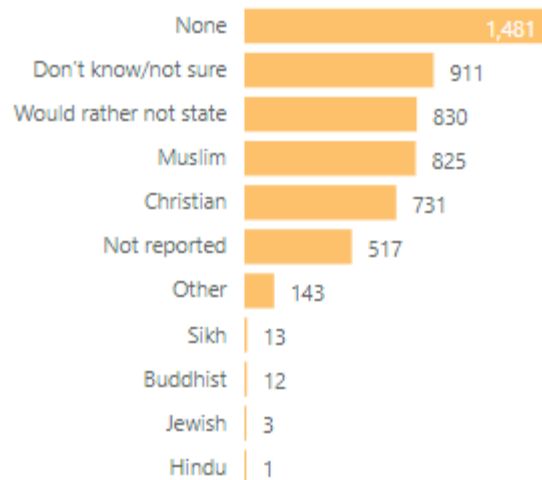
Abritas

Case specific database for citywide Homelessness Prevention Service to capture those assessed under the Homelessness Reduction Act. The data below relates to homelessness applications in the last 12 months. For data on disability – more than one category may be chosen

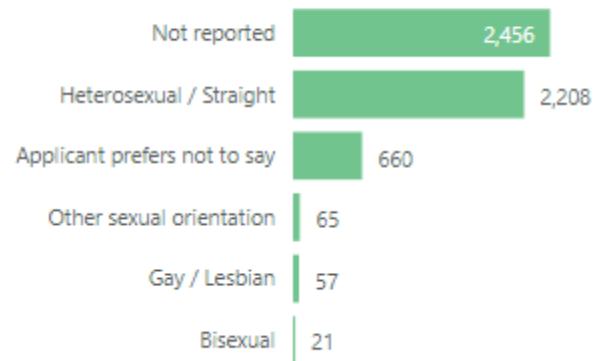
**Ethnicity**



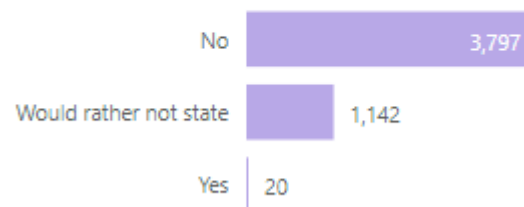
**Religion**



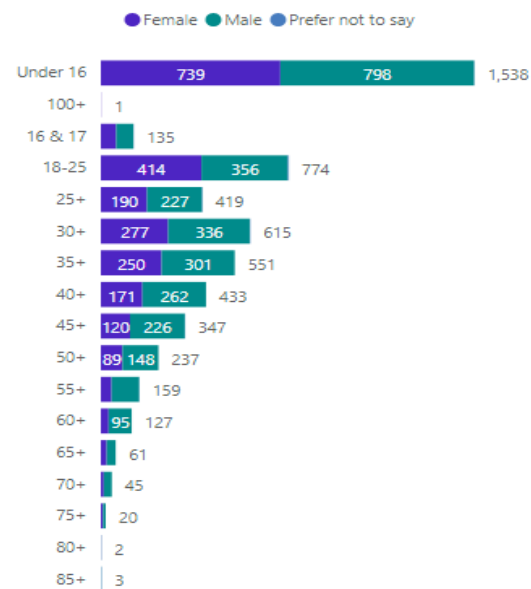
## Sexual orientation



## Transgender

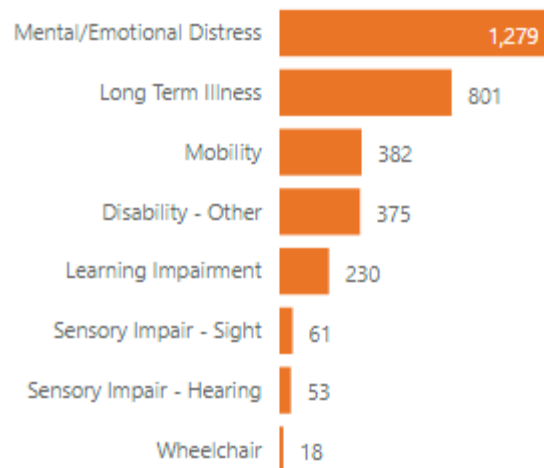


## Household members distribution by ...

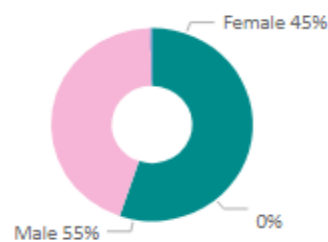




### Disability\*



### Gender distribution



Joint Strategic Needs Assessment	Citywide quarterly data, population, housing, health
National Statistics (Department of Levelling up Housing & Communities)	National Homelessness Data from quarterly returns by local government through H-CLIC returns <a href="https://www.gov.uk/statutory-homelessness-in-england">Statutory homelessness in England: April to June 2022 - GOV.UK (www.gov.uk)</a>
Rough Sleeping snapshot	Citywide monthly and annual street count reported to gov.uk
Population -Bristol Key Facts 2021 (March 2021 Update)	<p>The population of Bristol is estimated to be 465,900 and is expected to increase over the 25-year period (2018-43) to 532,700. This is a 15% increase and is higher than the 10% increase forecast for England. The proportion of the population who are not 'White British' has increased from 12% to 22% of the total population.</p> <p>The population of Bristol has become increasingly diverse and some local communities have changed significantly. There are now at least 45 religions, at least 187 countries of birth and at least 91 main languages spoken.</p> <p>Bristol has a relatively young age profile with more children aged 0-15 than people aged 65 and over.</p> <p>Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1% (Hartcliffe, Withywood and Lawrence Hill)</p>

Housing -Bristol Key Facts 2021 (March 2021 Update)	There are 203,490 homes in Bristol, and the average house price £309,800 against an England average of £261,900. Bristol earnings are similar to the national average resulting in affordability issues. The high cost of housing drives higher rents, meaning that housing outside of the social rented sector is becoming increasingly unaffordable.  Bristol's tenure mix is 53% Owner Occupied, 29% Private Rented and 18% Social Rented
Equalities Data (July 2022 Briefing Note)	Comprehensive data on equalities in Bristol (except Gender and Sexual Orientation, which are due to be published for the first time in October 2022)

**Additional comments:**

The latest national statistics (2020-21) indicate that homelessness has disproportionately affected certain communities, with single households, young people, and people of colour (especially Black/Black British people) who have seen the greatest increases.

National statistics show 84.9% of the overall population is White British, compared to 69.6% of people experiencing or at risk of homelessness. Black/Black British is the most overrepresented ethnic group comprising 9.7% of those owed a homelessness duty. In Bristol these national figures are broadly replicated with 16% of the population who are Black, Asian and minority ethnicity, compared to 30-40% of homeless acceptances between 2012 and 2018.

Comparing application data from Abrisitas over the last 12 months to the Bristol Census 2021 data shows that 'Asian/Asian British' are both 6.6% of homeless applicants and 6.6% of the total Bristol population. In contrast Black/Black British make up 5.9% of the Bristol population and 18% of homeless applicants and are therefore overrepresented. Mixed or 'multiple ethnic groups' are 5.5% of homeless applicants compared to 9% of the population, and White Other are 8.5% of homeless applicants compared to 9.5% of the Bristol population. Both of these broad ethnic groups are therefore underrepresented amongst homeless applicants, in particular people listing a mixed ethnic group. White British applicants are also underrepresented, with 40% of homeless applicants compared to 71.6% of the Bristol population.

It should be noted that for 11% of applicants an ethnicity was not stated or not known, therefore there are limitations in comparing this data to the Census 2021 data. However, it is certainly evident that as with the national data, that Black/Black British is the most overrepresented broad ethnic group, and White British households are underrepresented.

For data recorded on Abrisitas for homeless applications, there is inadequate data to compare these applicants to the Bristol data based on Religion or Sexual Orientation. 41% of applications have either don't know/not reported/rather not state as the answer for Religion, meaning it cannot reasonably be measured against Bristol population level data to analyse if certain groups are under or overrepresented. For the sexual orientation category this is even higher, as 57% of homeless applicants on Abrisitas have unreported or not stated in the data. For answering whether they were transgender, 23% of applications did not state an answer. Both these categories have substantially higher levels of not known/not reported/did not state than the Census 2021 data, where 8.48% did not answer a category for sexual orientation, and 6.73% for the gender identity question.

Looking at the data recorded for applications by Disabled people there were 3199 people who identified as being Disabled people but as noted at the top of the Abrisitas data set for homeless applications, more than one type of disability could be recorded per application. For example, a household may record mental/emotional distress and mobility issues. However, even with households recording in multiple categories, the data would suggest that households with a disability are overrepresented amongst homeless applicants. From the Census 2021, 19.4% of the Bristol population were Disabled people under the Equalities Act.

**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.

There are gaps in our Homes for Ukraine scheme diversity information - especially where personal and confidential information is voluntarily requested from staff. Our survey information may not be reliable because data collected is given voluntarily with a "prefer not to say" option.

We also know that there are gaps in our data relating to sexual orientation. We know that there are higher than average numbers of women and non-EU nationals represented in the Bristol rough sleeping population, but we do not currently know enough about the reasons why.

In general, we acknowledge that there are gaps in our knowledge about the future demands on homelessness services as it affects a range of equalities groups and will be looking to improve the range of equalities data we gather, both as a local authority and through the homelessness services we commission.

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

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. 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 [Homelessness & Rough Sleeping Strategy 2019-24](#), which was informed by a full public consultation with external stakeholders and service users etc., underwrites the provision of statutory homelessness prevention services in the city. This strategy applies multi-agency governance that includes stakeholders and those with lived experience of homelessness.

### 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.

There is quarterly reporting to the Cabinet member for Housing Delivery and Homes on activities that will deliver Corporate plan priorities, for example the prevention of homelessness, Temporary Accommodation placements and the number of people sleeping rough. Engagement with stakeholders takes place through the Homes & Communities Board, the Reducing Rough Sleeping Partnership and the Bristol Homelessness Forum.

## 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.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)	
We have not identified any significant negative impact from the range of initiatives. Overall we expect the investment of £985,533 funding in homelessness services will only have a positive impact on people from those protected or relevant characteristic groups who are homeless or at risk of homelessness. It is important to note that whilst this proposal has no potentially adverse impacts, we are working within a housing market where there are challenges in securing alternative accommodation. For example, it can be more challenging for younger people due to welfare benefit restrictions and people who need adaptations to make a property accessible which limits the supply of suitable accommodation.	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	

Mitigations:	
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Other groups</b> [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 expect the range of interventions to have a positive impact on people from those protected or relevant characteristic groups who are at risk of homelessness or are homeless.

## 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.

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

The grant will promote equality of opportunity for households at risk of homelessness.

### 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
Monitoring of prevention grant against activities	Paul Sylvester	Monthly over 2 year period
Adjustments in expenditure against activities as and when needed – decision by Exec Director of Growth & Regeneration in conjunction with Cabinet member for Housing Deliver & Homes	Paul Sylvester	As needed during 2 year period
Monitoring of outcomes including expenditure on Temporary Accommodation	Paul Sylvester	Monthly

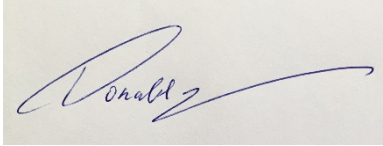
### 4.3 How will the impact of your proposal and actions be measured?

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.

Impacts will be measured through quarterly reporting to department of levelling up communities and housing on homelessness presentation, homelessness preventions, households in Temporary Accommodation and households moving on into affordable housing. In addition to this the costs of Temporary Accommodation are monitored and reported on monthly

## 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> Donald Graham, Director Housing and Landlord Services 
19/9/2023	Date: 19/09/2023

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title: Homelessness Prevention Grant Homes for Ukraine top-up 23/24</b>		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<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 type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
<b>Directorate: Growth and Regeneration</b>		<b>Lead Officer name: Paul Sylvester</b>
<b>Service Area: Housing Options</b>		<b>Lead Officer role: Head of Housing Options</b>

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) 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. Please use plain English, avoiding jargon and acronyms.

This is a collaborative piece of work between Adult Social Care/Refugee resettlement team, Housing Options and the wider homelessness and advice sector.

Seeking approval to accept and spend Bristol’s homelessness prevention Grant Homes for Ukraine top-up 23/24

The purpose of this payment is twofold:

- 1) maximise supporting the Ukrainian cohort into sustainable accommodation, for example through access to the private rented sector, employment support or facilitating ongoing sponsorship for guests’ second years in the UK.
- 2) used to support wider homelessness pressures. The government acknowledges that Local authorities are best placed to understand the support needed for local communities and therefore this funding may also be used to support other people at risk of homelessness in line with local pressures.

The proposal is to use the grant for a range of initiatives that:

- Pay for additional resources to deliver the initiatives and prevent homelessness.
- Pay for initiatives that increase access to affordable housing.
- Pay for initiatives to sustain tenancies and placements and prevent homelessness.
- Directly cover some costs of Temporary Accommodation (Housing Benefit subsidy loss).

### 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk)

If ‘Yes’ complete the rest of this assessment.



Yes       No      [please select]

The proposals relate to sustaining tenancies, supporting access to existing private rented properties or bringing empty properties back in to use

**1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?**

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

Yes       No       Not applicable      [please select]

If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

**Step 2: What kinds of environmental impacts might the project have?**

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

**Does the proposal create any benefits for the environment, or have any adverse impacts?**

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future. **Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many categories)		
<b>ENV1 Carbon neutral: Emissions of climate changing gases</b>	<b>Benefits</b>	
BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city		



<p>in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<p><b>Enhancing actions</b></p>	
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>		
<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>	
	<p><b>Enhancing actions</b></p>	
	<p><b>Adverse impacts</b></p>	
<p><b>Mitigating actions</b></p>		
<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>		

<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p><b>ENV4 Climate resilience: Bristol's resilience to the effects of climate change</b></p> <p>Bristol's climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<p><b>Statutory duty: Prevention of Pollution to air, water, or land</b></p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

### Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

### Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) before final submission of your decision pathway documentation<sup>1</sup>.

<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This is not an endorsement or approval of the proposal.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

<b>Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):</b>
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<b>Summary of significant adverse impacts and how they can be mitigated:</b>
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<b>Environmental Performance Team Reviewer:</b>	<b>Submitting author:</b>
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Daniel Shelton

Paul Sylvester

<b>Date:</b>	<b>Date:</b>
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20/09/2023

20<sup>th</sup> September 2023



# Decision Pathway - Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>Overview of Hengrove Park Delivery Approach, and Approval to Draw Down WECA DIF Funding Award for Enabling Infrastructure</b>		
<b>Ward(s)</b>	Hengrove and Whitchurch Park		
<b>Author:</b>	Declan Cooney	<b>Job title:</b>	Senior Housing Development Manager, Housing Delivery Service
<b>Cabinet lead:</b>	Cllr Craig Cheney, Cabinet Member for Finance, Governance and Performance	<b>Executive Director lead:</b>	John Smith, Interim Executive Director, Growth and Regeneration
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>1.0</b>	<b>Purpose of Report:</b>		
To provide an update on the Hengrove Park Delivery Approach, and to seek approval to accept and spend the WECA DIF Funding award to deliver enabling infrastructure at Hengrove Park, and to repay the repayable grant element.			
<b>2.0</b>	<b>Background:</b>		
<b>2.1</b>	<b><i>The Council's Ambition for a High-Quality New Residential-led Development at Hengrove Park - Outline Planning Consent, Masterplan and Design Codes</i></b>		
<ul style="list-style-type: none"> <li>In May 2019 Cabinet approved the 'Hengrove Park - Delivery of a New Housing Development' Cabinet Report which sets out the Council's ambition for bringing forward a high-quality new residential-led development on Council-owned land at the former Whitchurch Airport site at Hengrove Park (a c. 49 hectare 'brownfield' site which was allocated for housing development and a new public park in the 2014 Bristol Local Plan).</li> </ul> <p>The May 2019 Cabinet Report sets out the Council's ambition to deliver an exemplar development with excellent development quality and sustainability, to create a mixed-tenure balanced and sustainable community, and a thriving new neighbourhood in South Bristol. <i>(For further details of the relevant Cabinet Decision please see the 'Background Documents' section below).</i></p> <ul style="list-style-type: none"> <li>In May 2019 Cabinet also approved a separate Cabinet Report, 'Hengrove Park- Re-provision of Rugby Club and Scout Hut Facilities' which approved the delivery of 2 enabling projects: to deliver replacement facilities at Fulford Road in Hartcliffe for St Bernadette's Old Boys Rugby Club; and to deliver a new Scout Hut for the Hengrove and Whitchurch Park Scout Group; both to support continued provision of these important community activities, and to secure vacant possession of land on the Hengrove Park site for the future housing development. <i>(For further details of the relevant Cabinet Decision please see the 'Background Documents' section below).</i></li> </ul>			

- In February 2020 the Council secured Outline Planning Consent for the masterplan redevelopment of Hengrove Park to deliver up to 1435 new homes (up to 50% of which will be Affordable Homes), a 22-hectare new public park plus high-quality community, sports and employment facilities.

The Outline Planning Consent (19/02632/PB) is based on a Masterplan and approved Design Codes which set out an ambitious vision for a high-quality new residential-led development, which delivers an excellent standard of housing and urban design quality, well designed and well maintained public realm and enhanced open green space, and new employment, community and sports facilities.

The redevelopment of Hengrove Park will be brought forward in a series of phases over several years, in accordance with the approved Outline Planning Consent (19/02632/PB), Masterplan and Design Codes. Appendix A3 shows the 'Illustrative Phasing Plan' (developed as part of the Outline Planning Consent) for the Hengrove Park Masterplan development.

## **2.2 Decision to Bring Forward the Development via Goram Homes**

- In September 2018 Cabinet approved the 'Creation of the Housing Company' Cabinet Report which approved the establishment of the Council's wholly owned Local Housing Development Company, Goram Homes.
- In March 2021 Cabinet approved the 'Goram Homes Land Disposal' Cabinet Report which specifies the governance process for approving transfer of land parcels/ phases from the Council to Goram Homes, at the point at which each site or phase is ready to come forward for development.
- In March 2022 Cabinet approved the 'Goram Homes – Pipeline of Housing Development Sites (2022)' Cabinet Report which added Hengrove Park to the pipeline of sites allocated for development by Goram Homes. *(For further details of the relevant Cabinet Decisions please see the 'Background Documents' section below).*
- In May 2023 Goram Homes selected Vistry Group/ Countryside Partnerships as their preferred Joint Venture Development Partner to bring forward the development. Goram Homes and Vistry Group/ Countryside Partnerships have submitted a Reserved Matters planning application (23/02376/M) in June 2023 for their first major phase of housing and new public park ('Hengrove Park Phase 1B').

## **2.3 Delivery of Affordable Housing within the Development as New Council Homes**

- The 'HRA Development Programme' approved by Cabinet in January 2023 (as part of 'Housing Revenue Account (HRA) Business Plan'), included approval for the HRA to acquire the Affordable Housing in future phases of the Hengrove Park development as new Council Homes, subject to detailed approval and viability as each phase comes forward.

The HRA Development Programme approved by Cabinet included approval to deliver the 'Residential Bookend Plot/ Plot E2' as an early phase of 100% Affordable Housing to provide high-quality new Council Homes, in line with the earlier May 2019 Cabinet Decision.

The Council has entered into a Development Agreement with Goram Homes, who have appointed Hill Partnerships as their construction contractors, to bring forward a development of 53 apartments on Plot E2 in accordance with the Full Planning Consent the Council has secured (21/02982/FB), which adheres to the overall Masterplan and Design Codes.

*(For further details of the relevant Cabinet Decisions please see the 'Background Documents' section below).*

## **2.4 Securing WECA Funding to Contribute to Costs of Enabling Infrastructure**

- In September 2020 Cabinet approved the 'Hengrove Park Enabling Funding' Cabinet Report, which provided approval to submit a funding application to the WECA DIF fund for £14.8m for Hengrove Park enabling

infrastructure, and to draw down the future potential funding award (based on initial, early-stage proposals then available at Outline Business Case stage).

- The Council's successful Outline Business Case (OBC) funding application was approved by WECA Committee in December 2020.
- Subsequent work to develop the detailed delivery strategy for Hengrove Park, including a more in-depth Full Business Case funding application to WECA (which built on the preliminary OBC work), has developed a more detailed scope of the enabling infrastructure workpackages; the delivery routes; detailed design and planning consents; programme; costs; and the final amount of the funding award, financial terms and 'funding flows'.
- In September 2022 WECA Committee approved the Council's more detailed Full Business Case (FBC) funding application for £19.8m of Development Infrastructure Funding (DIF), for enabling infrastructure to accelerate the development at Hengrove Park.
- The £19.8m WECA DIF funding award is made up of £14.8m non-repayable grant and a further £5m repayable grant.
- The approved funding agreement makes provision for the Council to draw down the funds from WECA in 3 financial years 2022/23 to 2024/25, and to repay the £5m repayable grant element to WECA over the 3 financial years 2027/28 to 2029/30. Details are set out in Tables 2 and 3 under Finance Advice.
- The Council will draw down funding from WECA quarterly in arrears to pay for the works, in accordance with a standard grant claims process, as per the terms of the Funding Agreement between the Council and WECA (see Appendix A2).
- As set out in the Council's Full Business Case funding application approved by WECA Committee, the £19.8m funding will be used to deliver 3 workpackages designed to achieve the greatest impact in terms of enabling and accelerating the development at Hengrove Park, as follows
- **Workpackage 1 – Upgrades to 3 Enabling Highways Junctions and Walking and Cycling Provision;** required by planning conditions, and a key enabler for the delivery of the whole Hengrove Park masterplan development.

For Work Package 1, the Council will use c. £7.8m of the WECA funding to fund the relevant highways junctions' upgrades, with delivery of this work package led and project managed by the Council's Transport Team. A portion of the funding for Work Package 1, c. £900k, has already been drawn down in 2022/23 to fund the now completed 'Junction 1 – Bamfield Road' upgrade.

- **Workpackage 2 – Highways Realignment and Public Realm Works on 'Residential Bookend Plot E2';** required by planning conditions, and a key enabler for the delivery of 53 new Council Homes and creating the 'gateway' and neighbourhood centre to the overall new Hengrove Park development.

Delivery of this work package will be led by Goram Homes and their construction contractors, Hill Partnerships, with the Council's Housing Development Team acting as the end client for the completed development.

For Work Package 2, the Council will use c. £1.9m of the WECA funding to fund the relevant highways realignment and public realm enabling works, via the Development Agreement between the Council and Goram Homes for delivery of the 'Residential Bookend Plot/ Plot E2'.

- **Workpackage 3 – Access & Infrastructure for 'Hengrove Park Phase 1B'**, enabling the delivery of c. 210 new homes, of which 50% will be Affordable Housing, and the delivery of the first phase of the enhanced New

Public Park.

Delivery of this work package will be led by Goram Homes and their Development Partner for Hengrove Park, Countryside Partnerships.

For Work Package 3, the Council will transfer up to £10.1m of the WECA funding to Goram Homes to fund the delivery of the relevant 'Hengrove Park Phase 1B' enabling works, via a 'pass down funding agreement' between the Council and Goram Homes which will mirror the terms of the Council's overall funding agreement with WECA. Goram Homes will repay the £5m 'repayable grant' element of this funding to the Council from 2027/28 to 2029/30, in line with the timescale when the Council is required to repay this element to WECA.

- For more details of the scope of the 3 Work Packages, project delivery approach and funding agreements, please see Appendix A1.

### **3.0 Cabinet Member/ Officer Recommendations:**

That Cabinet

1. Notes the Council's overall delivery strategy for the redevelopment of Hengrove Park to deliver up to 1435 new homes (up to 50% of which will be Affordable Homes), a 22-hectare new public park plus high-quality community, sports and employment facilities, as set out in this and previous Cabinet Reports.
2. Notes the Council's successful Full Business Case submission to WECA which has secured £19.8m of WECA Development Infrastructure Funding (WECA DIF), to deliver enabling infrastructure to accelerate the redevelopment of Hengrove Park.
3. Notes the agreed WECA DIF Hengrove Park project scope, delivery approach and funding award which, as a result of in-depth planning and design work and development of the Full Business Case funding application, have now been developed in greater detail since the previous Cabinet approval in September 2020 to submit the initial Outline Business Case (OBC).
4. Authorises the Executive Director Growth and Regeneration, in consultation with the Director of Finance, Cabinet Member for Finance Governance and Performance and Cabinet Member for Housing Delivery and Homes to take all steps required to draw down and spend the £19.8m WECA DIF funding award, including to procure and award contracts over the key decision threshold and negotiate and conclude all appropriate grant or other agreements, for the delivery of the Hengrove Park enabling infrastructure work packages, and to repay the £5m repayable grant element, in accordance with the approved Full Business Case and Funding Award and as outlined in this Report.

### **4.0 Corporate Strategy alignment:**

Contributes to achieving the goals set out in the Council's Corporate Strategy 2022 to 2027, in particular 'Theme 5 – Homes and Communities', which includes 'Housing Supply' and 'Modern Methods of Construction (MMC)'. Contributes to the 'Project 1000 – Bristol's Affordable Housing Delivery Plan' commitment to accelerate home-building in the city, building over 2000 homes a year, of which at least 1,000 will be Affordable Homes, by 2024.

### **5.0 City Benefits:**

The proposal enables the delivery of up to 1435 new homes at Hengrove Park, of which up to 50% will be Affordable Housing, therefore facilitating greater supply of market and affordable housing which will benefit the whole city. The lack of affordable housing causes homelessness, and the people who are owed a homelessness duty by the council are disproportionately young people, disabled people, Black Asian & Minority Ethnic people, and lone parents who are mainly women. Lack of accessible housing mainly affects older people and disabled people.



## 6.0 Consultation Details:

All development sites will be subject to planning approval and relevant public consultation in the future, as they progress through the development lifecycle.

## 7.0 Background Documents:

- **May 2019 Cabinet Report ‘Hengrove Park – Delivery of New Housing Development’**  
*(sets out the Council’s ambition and delivery strategy for bringing forward a high-quality new development on Council-owned land at Hengrove Park).*  
Link to [Cabinet Report](#)  
Link to [Cabinet Decision](#)
- **May 2019 Cabinet Report ‘Hengrove Park – Reprovision of Rugby Club and Scout Hut Facilities’**  
Link to [Cabinet Report](#)  
Link to [Cabinet Decision](#)
- **September 2018 Cabinet Report ‘Creation of Local Housing Company’**  
Link to [Cabinet Report](#)  
Link to [Cabinet Decision](#)
- **March 2021 Cabinet Report ‘Goram Homes Land Disposal’**  
*(specifies the governance process for approving transfer of land parcels/ phases from the Council to Goram Homes, at the point at which each phase is ready to come forward for development).*  
Link to [Cabinet Report](#)  
Link to [Cabinet Decision](#)
- **March 2022 Cabinet Report ‘Goram Homes – Pipeline of Housing Development Sites (2022)’**  
*(includes approval to add Hengrove Park to the Goram Homes Pipeline).*  
Link to [Cabinet Report](#)  
Link to [Cabinet Decision](#)
- **January 2023 HRA Business Plan Cabinet Report**  
Link to [Cabinet Report](#)  
Link to [Cabinet Decision](#)
- **September 2020 Cabinet Report ‘Funding for Hengrove Park Enabling Works’**  
*(includes approval to submit funding bid to WECA and draw down funding, based on early, initial scope and approach at Outline Business Case stage).*  
Link to [Cabinet Report](#)  
Link to [Cabinet Decision](#)
- **WECA Committee (23 September 2022) approval of Hengrove Park Enabling Infrastructure Full Business Case**  
[Link to WECA Committee Papers](#)  
[Link to WECA Committee Decision](#)

<b>Revenue Cost</b>	N/A	<b>Source of Revenue Funding</b>	
<b>Capital Cost</b>	N/A	<b>Source of Capital Funding</b>	£19.8m – WECA DIF Funding
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

### Finance Advice:

As noted in this report, WECA approved funding to deliver initial enabling works at Hengrove Park to the value of £19.8m. The funding comprises two elements; a £14.8m non-repayable grant and a £5m repayable loan.

The £19.8m grant will fund the delivery of three work packages, designed to achieve the greatest impact in terms of enabling and accelerating the Hengrove Park development.

The table below provides a breakdown of the £19.8m & funding element against each work package.

Enabling works at Hengrove & funding streams WECA following FBC submission			WECA Funding	
Work Package	Delivered by	Est Cost £m	Grant £m	Loan £m
<b>Table 2 WECA FBC</b>				
WP1 Highways Junctions (3) <i>(Bamfield, Filwood, Creswicke Junctions)</i>	BCC Transport Teams	7.8	7.8	
<b>Table 3 WECA FBC</b>				
WP2 HRA Bookend Plot E2 <i>redesigned highway, landscaping and public realm on Hengrove Boulevard in front of the building. (53 Apartments + Commercial/Retail)</i>	Goram & Hill	1.9	1.9	
<b>Table 4 WECA FBC</b>				
WP3 Access and Targeted Enabling works Phase 1b <i>Access &amp; Infrastructure for 'Plot B/ Hengrove Park Phase 1B' (220 Homes); plus 'New Public Park Phase 1 (220 homes)</i>	Goram & JV Delivery Partner (Vistry)	10.1	5.1	5.0
<b>Total</b>		<b>19.8</b>	<b>14.8</b>	<b>5.0</b>

Tables 2 and 3 set out the WECA drawdown Profile & Loan Repayment element.

Table 4 sets out the planned expenditure profile as submitted in the FBC.

<b>Table 2</b>		<b>Table 3</b>	
Maximum value of Grant that will be paid	£m	Grant Funding - Repayable element	£m
2022-23	1.96	2027-28	1.67
2023-24	7.59	2028-29	1.67
2024-25	10.28	2029-30	1.67
<b>Total</b>	<b>19.83</b>	<b>Total</b>	<b>5.00</b>
<b>Grant Payable Quarterly in arrears</b>		<b>Loan is Interest Free and to be repaid no later than 31</b>	

**Table 4**

<b>Cost Profile - £s</b>		<b>22-23</b>	<b>23-24</b>	<b>24-25</b>	<b>25-26</b>	<b>Total</b>
<b>Table 20 WECA FBC</b>						
(i)	Bamfield (Junction 1)	786,336				786,336
(ii)	Filwood/Creswicke (Junction 2 & 3)		4,757,159	2,119,208		6,876,367
(iii)	Landscaping Part 1		1,243,333	5,116,892		6,360,225
(iv)	Plot E2 (Residential Bookend)	1,171,851	852,574			2,024,425
(v)	Zone C Infrastructure		739,646	3,043,988		3,783,634
<b>Total</b>		<b>1,958,187</b>	<b>7,592,712</b>	<b>10,280,088</b>	<b>-</b>	<b>19,830,987</b>
<b>Anticipated Grant Drawdown</b>		<b>1,085,671</b>	<b>4,498,889</b>	<b>12,348,709</b>	<b>1,897,718</b>	<b>19,830,987</b>

The mechanism for claiming the WECA grant allows the Council to drawdown the funding on a quarterly basis in arrears against eligible capital expenditure. An initial claim of £898K was made during 2022/23 and further amounts will be drawn-down in accordance with the profile of works, as may be amended, in Table 4.

As set out in this report, £10.1m of the WECA funding will transfer to Goram Homes to fund the delivery of the relevant 'Hengrove Park Phase 1B' enabling works, via a 'pass down, back-to-back funding agreement' between the Council and Goram Homes.

It is expected that Goram Homes will manage the program of works and submit quarterly returns to enable the Council to comply with its obligations under the terms of the Offer Funding from WECA.

It is also expected that Goram Homes will ensure that the £5m repayable loan element will be repaid to the Council in line with the profile in Table 3, to allow the Council to repay WECA.

**Finance Business Partner:** Paul Keegan Finance, Business Partner 16 August 2023

#### **9.0 Legal Advice:**

The intention is that grant will be passed down on terms mirroring those to which the Council itself is subject. These flow down grant arrangements should include provision for the repayment of the grant in the event that any such call is made on the Council, for whatever reason. The Public Contract Regulations and Council's own procurement rules must be followed, where applicable, in respect of any relevant contracts – particularly with regard to Work Package 1. In addition, in passing down the grant to Goram Homes, the Council must be mindful of its obligations to comply with public subsidy rules and of the advice previously received from external lawyers on public subsidy and the approach outlined in its bid submissions to WECA. The legal advice did identify areas where particular care was needed so as to comply with the public subsidy principles (e.g. ensuring the grant is directed at the public works elements (public realm, highways etc)), and emphasised the need for the support to deliver an accelerated development programme. We should also be conscious of any further guidance etc since the advice was provided, especially where it may work to the advantage of the Council. Legal Services will assist in the drafting of a suitable flow down agreement.

**Legal Team Leader:** Eric Andrews, Legal Services, 30 August 2023

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

**IT Team Leader:** Alex Simpson, Senior Solutions Architect, 25 April 2023

**11.0 HR Advice:** No HR implications evident

**HR Partner:** Celia Williams, HR Business Partner, 24 April 2023

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	G&R EDM on 16 Aug 2023
<b>Cabinet Member(s) sign-off</b>	Cllr Craig Cheney, Cabinet Member Finance, Governance and Performance Cllr Tom Renhard, Cabinet Member Housing Delivery and Homes	Cllr Renhard Briefing 21 Aug 2023 Cllr Cheney 6 Sept 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	4 September 2023

<b>Appendix A1 - Overview Slides</b>	<b>YES</b>
<b>Appendix A2 - WECA Funding Award Letter</b>	<b>YES</b>
<b>Appendix A3 - Hengrove Park Illustrative Phasing Plan</b>	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk Assessment</b>	<b>YES</b>
<b>Appendix E – Equalities Impact Assessment of proposal</b>	<b>YES</b>
<b>Appendix F – Environmental Impact Assessment of proposal</b>	<b>YES</b>
<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Exempt Information</b>	<b>NO</b>
<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>
<b>Appendix L – Procurement</b>	<b>NO</b>







# Hengrove Park - Illustrative Masterplan and Outline Planning Consent (19/02632/PB)

*New Homes, Public Park, Community and Employment Space being brought forward by Goram Homes*

## THE ILLUSTRATIVE MASTERPLAN

1435 New Homes,  
Minimum 50% Affordable  
(c. 720 Affordable Homes)

22.2 Hectare New Public  
Park, 4.4 Hectares Other  
Public Open Space

12,000 sq m new  
employment, commercial/  
retail, education and  
community space

New Sports Pitches and  
Sport Pavilion Building

Range of Sustainable Travel  
Options - high quality  
walking and cycling routes,  
Bus and Metrobus, car  
clubs, EVCPs, parking

Sustainable Development,  
responsive to Climate and  
Ecological Emergencies

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key:  
— site boundary  
— Hartcliffe Campus boundary  
— Circular Path

- 1 Hengrove Park
- 2 Village Green
- 3 former athletic track
- 4 extended park edge
- 5 sports pitches
- 6 belvedere
- 7 proposed SUDS
- 8 allotments & orchard
- 9 The Runway Park
- 10 The Avenue
- 11 new links to the park
- 12 Hengrove Play Park
- 13 skate park
- 14 MUQA
- 15 Kier Living scheme (under construction)
- 16 Community Hub
- 17 Briary Leaze Rd Open Space
- 18 Bamfield Green Space
- 19 Hengrove Mounds
- 20 retail park
- 21 St Giles Estate
- 22 Hengrove Leisure Centre
- 23 South Bristol Community Hospital
- 24 Hartcliffe Campus
- 25 circular path
- 26 Sports Pavilion
- 27 Scouts Hut
- 28 informal Sports Pitch

## WECA DIF Funding Award for Hengrove Park Enabling Infrastructure

- In September 2022 WECA Committee approved our Full Business Case submission for **£19.8m of Development Infrastructure Funding (DIF) for enabling infrastructure to support and accelerate the development at Hengrove Park.**
- The funding award is for £19.8m, of which **£14.8m is non-repayable grant and £5m is repayable grant.** The funds will be drawn down in 3 financial years 22/23 to 24/25, and the £5m repayable element will be repaid to WECA over the 3 financial years 27/28 to 29/30.
- The September 2022 approved Full Business Case (FBC) built on an earlier Outline Business Case (OBC) the Council secured WECA approval for in December 2020.
- Since the original Cabinet Approval in September 2020 at OBC stage, the **subsequent in-depth work on the Full Business Case has developed a much more detailed definition of the project scope, workpackage delivery routes, programme, financial terms and amount of the funding award.**
- **The purpose of the October 2023 Cabinet Report is**  
  
**to secure a refreshed, up to date Cabinet Decision which reflects the actual funding award, scope and delivery approach approved at Full Business Case stage, and**  
  
**to set out clearly the workpackages, delivery routes and how the funding will be drawn down, spent and repaid, including via a ‘pass down funding agreement’ between the Council and Goram Homes.**



# Hengrove Park Enabling Infrastructure - Scope of WECA DIF Funding Award £19.8m (of which £14.8m is non-repayable grant, £5m is repayable grant)

## **Workpackage 1: 3 Enabling Junctions (c. £7.8m)**



**Highways Junctions Improvement Works** - upgrades to 3 junctions to unlock adjacent development plots, required by Planning Conditions (Outline Consent 19/02632/PB)

**Will be Delivered by:  
Bristol City Council  
Transport Team**

## **Workpackage 2: Bookend Highways & Public Realm (aka Hengrove Park Phase 1A) (c. £1.9m)**



**Highways Realignment and Public Realm Works on HRA Bookend Plot (Plot E2)** - required by Planning Conditions (Detailed Consent 21/02982/FB)

**Will be Delivered by:  
Goram Homes &  
Hill Partnerships**

## **Workpackage 3: Access & Infra for Plot B/ Hengrove Park Phase 1B (220 Homes); plus New Public Park Phase 1 (c. £10.1m)**



**Targeted Site-wide Enabling Infrastructure (including New Enhanced Public Park), estimated cost £10.1m** - required by Planning Conditions (Outline Consent 19/02632/PB)

**Will be Delivered by:  
Goram Homes &  
Vistry/ Countryside Partnerships**

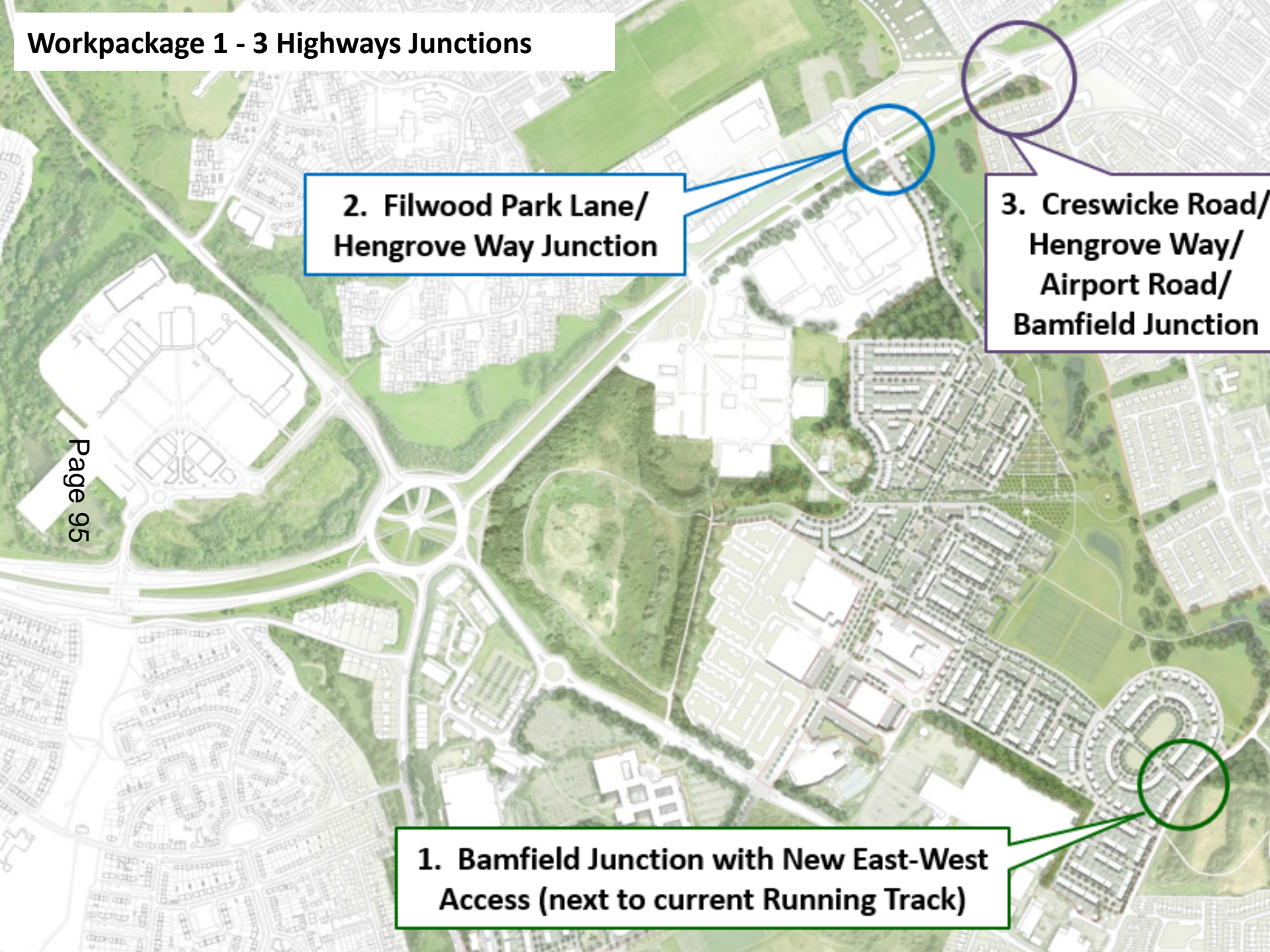


# Workpackage 1 - 3 Highways Junctions

**2. Filwood Park Lane/  
Hengrove Way Junction**

**3. Creswicke Road/  
Hengrove Way/  
Airport Road/  
Bamfield Junction**

**1. Bamfield Junction with New East-West  
Access (next to current Running Track)**





## Workpackage 2 - Highways & Public Realm Element of the 'Residential Bookend Plot E2'

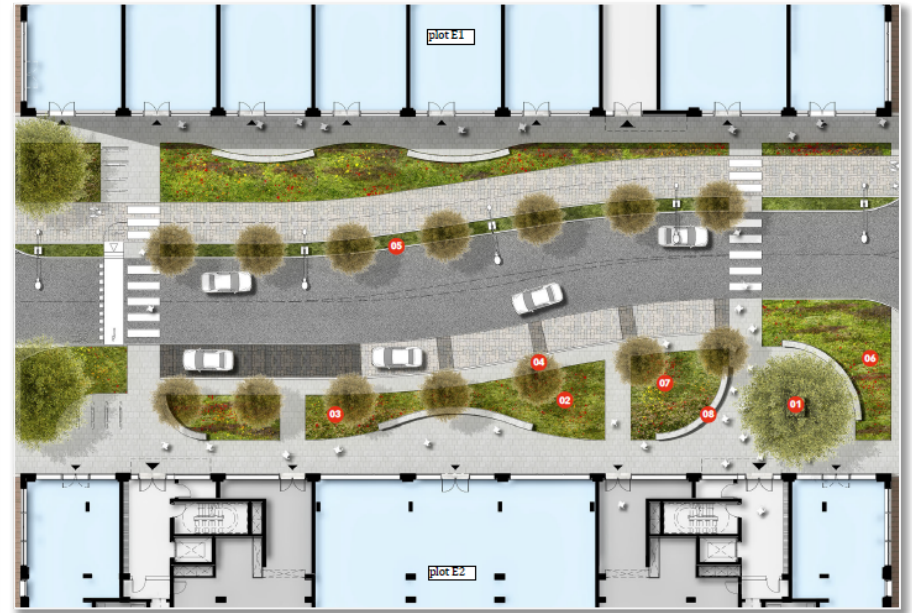


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### ***Hengrove Bookend Apartments on Plot E2***

Planning Consent for 6 storey apartment building, **53 apartments (27 Social rent, 26 Shared ownership)**, high quality design and specification (adheres to approved Outline Planning Consent and Design Codes).

**Commercial/ Retail Space on Ground Floor.**



### ***Workpackage 2: Bookend Highways & Public Realm on Plot E2 (aka Hengrove Park Phase 1A) c. £1.9m***

Scope of Planning Consent includes works to **redesigned highway, landscaping and public realm on Hengrove Boulevard in front of the building.**

Forms the first piece of the **'gateway' to the new housing development, enhanced public park and new neighbourhood.**

**Workpackage 3 - Access & Infrastructure for 'Plot B/ Hengrove Park Phase 1B'  
(c. 210 Homes, plus First Phase of New Public Park)**



Future phases  
of built  
development

Future sports  
pitches

Park area

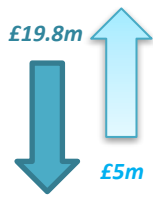
Walking  
routes

Residential area

Future phases  
of built  
development

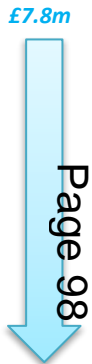
# Hengrove Park - How the WECA DIF Funding Will Flow, and Workpackage Delivery Routes

## WECA



The Council (Housing Delivery Team and Finance) will submit grant claims to draw down funding from WECA quarterly in arrears, and evidenced by documentation. Drawdown profile will be broadly as set out in approved FBC, in FYs 22/23, 23/24 and 24/25 - precise drawdown will be based on programme and Actual Spend incurred. Council will return £5m repayable element to WECA in in FYs 27/28 to 29/30. **WECA-BCC Funding Agreement will be governed by the terms of the 'WECA Award Letter'.**

## Bristol City Council



Funding will be passed internally within BCC by Finance to relevant Transport Programme Team(s)

**Workpackage 1:  
3 Enabling Junctions  
(£7.8m)**

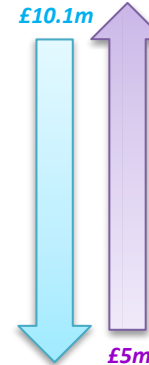
Will be Delivered by:  
Bristol City Council  
Transport Team



Housing Delivery Team (HRA) will fund Goram to deliver the workpackage as per terms of existing Development Agreement for Bookends Plot E2; and will reclaim cost of highways & public realm element from WECA Funding.

**Workpackage 2:  
Bookend Highways & Public Realm (aka Hengrove Park Phase 1A) (£1.9m)**

Will be Delivered by:  
Goram Homes &  
Hill Partnerships



Pass Down Funding Agreement will govern how Council will advance £10.1m funding to Goram in 23/24 and 24/25, and Goram will repay £5m to BCC in FYs 27/28 to 29/30

**Workpackage 3:  
Access & Infra for Plot B/  
Hengrove Park Phase 1B (220 Homes); plus New Public Park Phase 1 (£10.1m)**

Will be Delivered by:  
Goram Homes &  
Vistry/ Countryside Partnerships

**OFFER OF FUNDING FROM THE WEST OF ENGLAND COMBINED AUTHORITY.**

PROJECT NAME: – HENGROVE PARK ENABLING INFRASTRUCTURE FULL BUSINESS CASE

PROJECT REFERENCE: IF M

**THIS GRANT OFFER LETTER IS DATED:** 23<sup>rd</sup> September 2022

**PARTIES**

- (1) **WEST OF ENGLAND COMBINED AUTHORITY (Accountable Body)**
- (2) **BRISTOL CITY COUNCIL (Grant Recipient – ‘You’)**

In this Grant Offer Letter:

- a. Reference to any statute or legislation shall include any statutory extension or modification, amendment or re-enactment of such statutes and include all instruments, orders, bye laws and regulations for the time being made, issued or given thereunder or deriving validity therefrom, and all other legislation of the United Kingdom government.
- b. Reference to any clause, sub-clause, paragraph, sub-paragraph or schedule without further designation shall be construed as a reference to the clause, sub-clause, paragraph, sub-paragraph or schedule to this Grant Offer Letter so numbered.
- c. A reference to this Grant Offer Letter (or any provision of it) or any other document shall be construed as a reference to this Grant Offer Letter, that provision or that document as it is in force for the time being and as amended, varied or supplemented from time to time in accordance with its terms, or with the agreement of the relevant parties.
- d. A reference to working day means a day (other than a Saturday, a Sunday or a public holiday in the United Kingdom) on which banks in the United Kingdom are ordinarily open.
- e. Reference to ‘including’ shall be construed so as not to limit the generality of any words or expressions in connection with which it is used.
- f. Where the consent approval or agreement of the Accountable Body is required pursuant to the terms of this Grant Offer Letter, it shall not be construed as having been given unless provided in writing.
- g. The Schedules to the Grant Offer Letter and the Annexures included to these terms and conditions have the same force and effect as it expressly set out in the body of this Grant Offer Letter.
- h. The headings in this Grant Offer Letter will not affect its interpretation.
- i. At the absolute discretion of the Accountable Body any of the Schedules or Annexures annexed to this Grant Offer Letter may change from time to time

## Definitions

**In this Grant Offer Letter the following words and phrases will have the following meanings:**

**Accountable Body** means the West of England Combined Authority. The terms Us, We and Our should be taken to mean the Accountable Body.

**Accountable Officer** means your Section 151 Officer in the position of Service Director, Finance, currently held by Denise Murray. West of England Combined Authority Accountable Officer is our Director of Investment & Corporate Services (Section 73 Officer), the post currently held by Richard Ennis.

**Auditor's Report** means the report in the form at Annex B.

**Bribery Act** means the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.

**Change** means a change in the Project requiring the amendment of this Grant Offer Letter. Changes include:

- a) Increases in Grant.
- b) Changes to the Milestones, including the Expected Date of Achievement.
- c) Changes to the nature, scale and scope of the Outputs detailed in Annex
- d) Changes so as to make the detail of this letter describing the Project inaccurate. (For example a change to the nature of the activity requiring a reassessment against subsidy control legislation. Further examples are given in clause 11)

**Claim and Statement of Use of Funds** means the document in the form at Annex A.

**Eligible Expenditure** means cumulative expenditure against the Eligible Costs and meeting in full the requirements of this Grant Offer Letter on delivery of the Project as detailed in clause 2 and is defined as capital costs to deliver the Project. Eligible Expenditure includes that which can be defined as incurred under generally accepted accounting practices, but in time all Eligible Expenditure must be defrayed.

**Eligible Costs** means the types of costs as detailed in clause 2.1 against which Grant can be used and cumulatively making up Eligible Expenditure but shall not exceed £19,830,987.00 All eligible costs must be capital costs.

**Expected Dates of Achievement** means the anticipated date for the achievement of the milestones described herein, such dates to be realistic and based properly on the details and facts known to the Grant Recipient at the time of the issuance of this letter.

**Financial year** means the period between the 1 April of one year and up to the 31 March of the next calendar year.

**Grant** means the sum of £19,830,987.00 (Nineteen million, eight hundred and thirty thousand, nine hundred and eighty-seven pounds only) to be paid to the Grant Recipient in accordance with this Grant Offer Letter.

**Highlight Report and Change Request Form** means the document attached at Annex C.

**Match Funding** means any funding from sources other than this Grant that are to be applied to Eligible Expenditure of the Project as set out in the Full Business Case Application Form.

**Maximum Sum** means the maximum sum of Grant that is made available under this Grant Offer Letter.

**Milestones** mean the key project delivery achievements detailed on clause 10.

**Full Business Case Application Form** means the document approved for funding by the West of England Combined Authority Committee on 23 September 2022.

**Outputs** means the Milestones.

**Period of Support** has the meaning given to it in clause 6.

**Pre-Conditions** means the pre-conditions to payment of any Grant as set out in Schedule 1 (Pre-conditions to Funding).

**Prohibited Act** means:

- (a) offering, giving or agreeing to give to any servant of the Accountable Body any gift or consideration of any kind as an inducement or reward for:
  - (i) doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Grant Offer Letter or any other contract with the Accountable Body; or
  - (ii) showing or not showing favour or disfavour to any person in relation to this Grant Offer Letter or any other contract with the Accountable Body.
- (b) entering into this Grant Offer Letter or any other contract with the Accountable Body or where a commission has been paid or has been agreed to be paid by the Grant Recipient or on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to the Accountable Body; or
- (c) committing any offence:
  - (i) under the Bribery Act;
  - (ii) under legislation creating offences in respect of fraudulent acts; or
  - (iii) at common law in respect of fraudulent acts in relation to this Grant Offer Letter or any other contract with the Accountable Body; or
  - (iv) defrauding or attempting to defraud or conspiring to defraud the Accountable Body.

**Project** means the scope of activities described in the Full Business Case Application Form and in this Grant Offer Letter for which funding is sought and summarised as Hengrove Park Enabling Infrastructure for Bristol City Council.

**Project Start** means when any action is taken to implement the project.

**TCA** means the EU-UK Trade and Cooperation Agreement.

**Total Project Expenditure** means the full capital sum expended on delivery of the project as assessed at practical completion or at the end of the Period of Support whichever period is shorter.

## 1. The Project.

1.1 In appraising the Project and determining the merits of providing the Grant for it, the West of England Combined Authority Committee and the Accountable Body have relied upon the Full Business Case Application Form approved for funding on 23 September 2022. The Grant is offered in support of delivery of the Project described in the Full Business Case Application Form.

1.2 This Grant Offer Letter is also based on the detail provided in the Full Business Case Application Form. Errors, omissions or any other inaccuracies in the Full Business Case Application Form that are apparent to the Grant Recipient should be notified to the Accountable Body before this Grant Offer Letter is accepted. Any such notifications shall be considered under clause 11. For the purposes of this clause, We reserve the right to refer the revised project back to the West of England Combined Authority Committee for reconsideration in accordance with clause 11.

1.3 No disclaimers or other statements that precludes the right of any person to rely upon the contents of the Full Business Case Application Form, or has similar effect, shall apply with respect to the Accountable Body or affect Our right to enforce any provision of this Grant Offer Letter.

## 2. Eligible Expenditure and Costs

2.1 All Eligible Expenditure must be against Eligible Costs as defined in the table below and be in accordance with the definition of Eligible Costs:

Cost Heading	Total projected eligible expenditure	Amount projected to be claimed
Bamfield (Junction 1)	£786,336.00	£786,336.00
Filwood/Creswicke (Junction 2 & 3)	£6,876,367.00	£6,876,367.00
Landscaping Part 1	£6,360,225.00	£6,360,225.00
Plot E2 (Residential Bookend)	£2,024,425.00	£2,024,425.00
Zone C Infrastructure	£3,783,634.00	£3,783,634.00
<b>Total</b>	<b>£19,830,987.00</b>	<b>£19,830,987.00</b>



### **3. Pre-conditions of the payment of Grant**

3.1 Any pre-conditions of Grant are set out in Schedule 1. Subject to clause 3.2 the Accountable Body will not be required to pay any Grant to the Grant Recipient unless it is satisfied that the Pre-Conditions have been met.

3.2 The Accountable Body may, in its absolute discretion, and on such terms as it may specify, agree to pay any of the Grant to the Grant Recipient before the Pre-Conditions have been satisfied, but if We do so, this will not prejudice Our right to refuse to pay any further Grant until the Pre-Conditions are met or to exercise its right to require repayment of any Grant paid to You.

### **4. Repayment of grant funding.**

4.1 The grant recipient has applied for funding from the Development Infrastructure Fund which forms part of the Investment Fund and includes an element of repayment. Details of this repayment are set out in Annex D

### **5. Subsidy Control**

5.1 No liability is accepted, or warranty given by the Accountable Body in relation to this aspect and any recovery action required relating to it under clauses 14 will be met by the Grant Recipient in full.

### **6. Grant Payable**

6.1 Subject to the full terms and conditions of this Grant Offer Letter:

6.1.1 The Maximum Sum of Grant available under this offer is £19,830,987.00 (Nineteen million, eight hundred and thirty thousand, nine hundred and eighty-seven pounds only.) The Accountable Body will not pay Grant to the Grant Recipient in excess of the Maximum Sum.

6.1.2 The total Grant payable to the Grant Recipient will be the lesser of the above figure or the Total Project Expenditure less the full Match Funding available for the project as set out in the Full Business Case Application Form and notified to the Accountable Body to meet the pre-conditions above.

6.1.3 The Accountable Body is not obligated to meet any claims for grant should there be insufficient funding available to it from relevant government allocations. This offer is made in good faith that sufficient funding will be received by Us to make full payment of Grant up to the Maximum Sum. We will notify the Grant Recipient in writing as soon as practicable if We become aware that We will not be able to meet claims up to the Maximum Sum.

6.2 This offer is made to the Grant Recipient only; the Accountable Body accepts no obligations or liabilities to any third parties. Grant will only be paid to You.

6.3 It is the responsibility of the Grant Recipient to ensure the compliance of this Grant Offer Letter with the conditions of any other funding that You receive. The Accountable Body accepts no liability for any loss or withdrawal of any other external funding to You as a result of Us making payments under this Grant Offer Letter.

**7. Period of Support.**

7.1 Unless otherwise agreed, Grant is available to meet Eligible Expenditure incurred in the financial year 2020/21 – 2024/25. Costs eligible to be claimed from 14 December 2020. The Accountable Body is not obligated to pay Grant for Eligible Expenditure incurred outside of this Period of Support.

**8. Maximum value of Grant that will be paid in each financial year of the Period of Support.**

8.1 The table below gives the maximum value of Grant that, unless otherwise agreed at the discretion of the Accountable Body, will be paid against Eligible Costs incurred in any defined financial year within the Period of Support:

<b>Financial Year</b>	<b>Maximum value of Grant that will be paid</b>
2022/23	£1,958,000.00
2023/24	£7,593,000.00
2024/25	£10,280,000.00

**9. Payments and How to claim funding**

- 9.1 Payments will be made by the Accountable Body to the Grant Recipient quarterly (or any shorter period agreed by Us) and in arrears of Eligible Expenditure.
- 9.2 By the 30<sup>th</sup> July, 30<sup>th</sup> October, 30<sup>th</sup> of January and 30<sup>th</sup> April in any financial year in which Grant is to be claimed, the Grant Recipient's Accountable Officer should supply a Claim and Statement of Use of Funds (substantially in the form given at Annex A) to the Accountable Body.
- 9.3 Claims can be submitted electronically and must be received into the email address: [claims@westofengland-ca.gov.uk](mailto:claims@westofengland-ca.gov.uk). Where a claim is submitted electronically it must be clearly authorised by the Grant Recipients Accountable Officer.
- 9.4 Other than at the request of the Accountable Body, there is no obligation to submit a hard copy claim form. Hard copy claim forms should be submitted using the details given in Annex A.
- 9.5 Payments of funding will be made to the Grant Recipient by the Accountable Body within 30 days of receiving a fully completed and valid Claim and Statement of Use of Funds.
- 9.6 The Accountable Body may at its discretion withhold payment of claims until such time as the reporting requirements set out in clauses 15 of this Grant Offer Letter are met to Our satisfaction.
- 9.7 Payments will be made by BACS. The Grant Recipient will be required to ensure that all necessary documentation and processes to enable these payments to be made are completed. Such documents necessary will be provided by the Accountable Body.

## **10. Records and Audit**

10.1 Unless otherwise agreed, the final Claim and Statement of Use of Funds in each financial year for which Grant is claimed should be accompanied by:

a. an Auditor's Report substantially in the form of Annex B

The Auditor's Report can be provided by a suitable internal audit team or external auditor including any independent auditor retained by the Grant Recipient; and

b. a summary of Total Project Expenditure by the Eligible Costs detailed in clauses 2.2 above, along with a reconciliation of how those costs have been met against the expected sources of funding presented in the Full Business Case Application Form.

10.2 The Grant Recipient undertakes to keep evidence by way of a schedule of works completed to date, expenditure supported by architects or contract administrator's certificates, receipts and such other evidence that the Accountable Officer and the Accountable Body may agree appropriate must be maintained by the Grant Recipient to substantiate their Claim and Statement of Use of Funds.

10.3 The Accountable Body retains the right to request submission of any evidence or access to (for it or its appointed auditors) evidence to enable a review or audit to be conducted at any point in time. We shall give the Grant Recipient notice of at least 15 working days should it require the submission of or access to audit this evidence.

10.4 The Grant Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it.

10.5 The Grant Recipient shall comply and facilitate the Accountable Body's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and Us.

10.6 The Grant Recipient shall on request provide the Accountable Body with such further information, explanations and documents as We may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Grant Offer Letter.

10.7 The Grant Recipient shall permit any person authorised by the Accountable Body such reasonable access to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating Your fulfilment of the conditions of this Grant Offer Letter and shall, if so required, provide appropriate oral or written explanations from them.

10.8 The Grant Recipient shall permit any person authorised by the Accountable Body for the purpose to visit You once every quarter to monitor the delivery of the Project. Where, in its reasonable opinion, We consider that additional visits are necessary to monitor the Project, We shall be entitled to authorise any person to make such visits on its behalf.

10.9 The grant recipient is solely responsible for the delivery of the project and You should ensure that appropriate legal agreements are in place with any delivery partner

## 11. Milestones

11.1 As set out in the Full Business Case Application Form, the Project has the following key milestones:

Number	Milestone	Expected Date of Achievement
1	Phase E2 (residential Bookend) start on site	January 23
2	Hengrove Park JV partnership formed	June 23
3	Hengrove Park Plot B start on site (foundations dug)	January 24
4	Handover of Phase E2 (residential Bookend) to BCC landlord services	March 24
5	Completion of three enabling junctions	January 25
6	Whitchurch Lane Boulevard (Zone C) complete	June 25
7	Park phase 1 complete	June 25
8	Hengrove Park Plot B completed (practical completion)	June 26
9	Reserved matters planning permission for final phase	September 34
10	1435 homes completed (practical completion)	December 34

## 12. Changes to the Project

12.1 Changes to this Grant Offer Letter, including the sections on Grant Payable, Period of Support and Milestones, should be requested through the Change Request Form at Annex C. All Changes requested in this manner will be considered by the Accountable Body in accordance with its published governance processes.

12.2 The Accountable Body will only amend this letter in accordance with the decisions of the Joint Committee.

12.3 All other Changes to the project should be reported to the Accountable Body. Such Changes will include:

- i. A change sufficient to require a reassessment of the subsidy control position of the Project.
- ii. A change in the focus of the Project, from a specific sector to another, or from a particular intended use to another.
- iii. Any change in the scale of the project or to the location of the works.
- iv. Any change in the legal status or identity of the Grant Recipient.
- v. A change resulting in a 5% or more variance in the value of any of the defined Eligible Costs and the addition or deletion of any Eligible Costs.

12.4 The Grant Recipient is advised to speak to the Accountable Body to determine whether a change to the project requires amendment to this letter before implementing it.

12.5 No Changes to the terms of this Grant Offer Letter, including the sections on Milestones and Grant Payable are agreed or should be interpreted as having been agreed by the Accountable Body unless they are made in writing.

12.6 Changes to the Project and the terms of this Grant Offer Letter will be notified to the Grant Recipients Accountable Officer by means of a decision notice, issued as soon as practicable

following the meeting of the West of England Combined Authority Committee at which the requested change received approval.

**13. Expiration of this offer**

13.1 If no Project Start has been achieved on the Project by the end of March 2023 (the **First Expiry Date**) the availability of the Grant will automatically end, and the Accountable Body will have no obligation to make payments under this Grant Offer Letter.

13.2 Notwithstanding clause 12.1, if no Project Start has been achieved on the Project by the First Expiry Date, the Accountable Body reserves the right to agree an extended expiration date (the **Second Expiry Date**). In deciding on whether to agree a Second Expiry Date, We will take advice from the West of England Combined Authority Committee in accordance with its published governance processes.

13.3 The Accountable Body accepts no liability to make any payments against any costs incurred, eligible or otherwise, on Projects that do not proceed where the offer of the Grant is withdrawn in accordance with these clauses 12.

**14. Withdrawal or amendment of offer due to under performance**

14.1 The Grant Recipient shall report progress on delivery of the Project via the Highlight Report process described below.

14.2 If progress with delivery of the Project is not in accordance with the Milestones the Accountable Body may amend or withdraw this Grant Offer Letter.

14.3 Any such intended amendment or withdrawal under these clauses will be notified to and discussed with the Grant Recipient. The Grant Recipient will have the right to make representations to the West of England Combined Authority Committee in response to such notification.

14.4 If the Grant is withdrawn pursuant to these clauses the Grant will no longer be available to the Grant Recipient. Without prejudice to the Accountable Body's other rights and remedies, We may at Our discretion require repayment of all or part of any Grant paid at the time any withdrawal is made under these clauses.

**15. Recovery and Withholding of grant.**

15.1 The Accountable Body's intention is that the Grant will be paid to the Grant Recipient in full. However, without prejudice to Our other rights and remedies, We may at Our discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant if:

- i. The Grant Recipient uses the Grant for purposes other than those for which they have been awarded;

- ii. The delivery of the Project does not start within 3 months of the First Expiry Date and the Recipient has failed to provide the Accountable Body with a reasonable explanation for the delay;
- iii. The Accountable Body considers that the Recipient has not made satisfactory progress with the delivery of the Project;
- iv. The Outputs once completed are not approved by the Accountable Body;
- v. The Grant Recipient is, in the reasonable opinion of the Accountable Body, delivering the Project in a negligent manner;
- vi. The Grant Recipient obtains duplicate funding from a third party for the Project;
- vii. The Grant Recipient obtains funding from a third party which, in the reasonable opinion of the Accountable Body, undertakes activities that are likely to bring the reputation of the Project or Us into disrepute;
- viii. The Grant Recipient provides the Accountable Body with any materially misleading or inaccurate information;
- ix. The Grant Recipient commits or committed a Prohibited Act;
- x. There is a change of control of the Grant Recipient;
- xi. Any provision of this Grant Offer Letter is or becomes, for any reason, invalid, unlawful, unenforceable, terminated, disputed or ceases to be effective or to have full force and effect;
- xii. Any member of the governing body, employee or volunteer of the Grant Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Accountable Body, bring or are likely to bring Our name or reputation into disrepute;
- xiii. The Grant Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- xiv. The Grant Recipient becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due;
- xv. A decision by any UK Court or UK Tribunal or any determination as a result of arbitration proceedings under the TCA requiring any Grant paid to be recovered by

reason of subsidy control legislation or where the Accountable Body is required to repay the Grant; or

xvi. The Grant Recipient fails to comply with any of the terms and conditions set out in this Grant Offer Letter and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.

xviii. The Grant Recipient disposes of any assets purchased with the benefit of grant within 5 years of the date of this letter.

- 15.2 The Accountable Body may vary or withhold any or all of the payments and/or require repayment of Grant already paid, together with interest from the date of payment, if We are required to do so as a result of a decision by any UK Court or UK Tribunal or determination as a result of arbitration proceedings under the TCA which requires any Grant paid to be recovered by reason of subsidy control legislation or where We are required to repay the Grant.
- 15.3 Wherever under the Grant Offer Letter any sum of money is recoverable from or payable by the Grant Recipient (including any sum that You are liable to pay to the Accountable Body in respect of any breach of the Grant Offer Letter), We may unilaterally deduct that sum from any sum then due, or which at any later time may become due to You under the Grant Offer Letter or under any other agreement or contract with Us.
- 15.4 The Grant Recipient shall make any payments due to the Accountable Body without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.
- 15.5 Should the Grant Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the Project or compliance with this Grant Offer Letter it will notify the Accountable Body as soon as possible so that, if possible, and without creating any legal obligation, We will have an opportunity to provide assistance in resolving the problem or to take action to protect Us and the Grant monies paid.

## **16. Monitoring of Delivery, Outputs and Evaluation**

- 16.1 The Grant Recipient will provide to the Accountable Body the Highlight Report (in the form set out in Annex C) as and when requested by Us in order to meet Our cycle of relevant meetings. Such dates will be notified to You in a timely manner.
- 16.2 The Grant Recipient will provide to the Accountable Body the monitoring and evaluation information set out in the Project's Full Business Case Application Form and/or any separate agreed evaluation plan.
- 16.3 The Grant Recipient will participate in any other reasonable monitoring and evaluation that the Accountable Body is required to complete or that We deem necessary.

**17. Media and Publicity**

- 17.1 The Accountable Body is required to publish on its website details of the schemes that it has funded and to keep information on progress and delivery of those schemes up-to-date. The information provided to Us by the Grant Recipient will be used for these purposes.
- 17.2 It is a requirement that the West of England Combined Authority is properly recognised in all media and marketing activity relating to projects for which grants have been made.
- 17.3 The Grant Recipient shall not publish any material referring to the Project or the Accountable Body without Our prior written agreement. You shall acknowledge Our support in any materials that refer to the Project and in any written or spoken public presentations about the Project. Such acknowledgements (where appropriate or as requested by Us) shall include Our current name and logo (or any future name or logo adopted by Us) using the templates We provide.
- 17.4 For this grant You shall also:
- 17.4.1 Include in all published marketing materials (including digital but excluding social media) the logo that We will make available to You and the following wording:  
“Funded by the West of England Combined Authority through the Investment Fund, administered by the West of England Combined Authority.”
- 17.4.2 Inform [comms@westofengland-ca.gov.uk](mailto:comms@westofengland-ca.gov.uk) of any media activity/press releases, ideally giving two weeks’ notice of key announcements. Press releases will need to include this wording:  
“Funded by the West of England Combined Authority through the Investment Fund, administered by the West of England Combined Authority.”
- 17.5 In using the Accountable Body’s name and logo, the Grant Recipient shall comply with all reasonable branding guidelines and will make a request via the West of England Combined Authority Office for up to date official logos for use in your publicity material.
- 17.6 The Grant Recipient agrees to participate in and co-operate with promotional activities relating to the Project that may be instigated and/or organised by the Accountable Body. These will include ensuring that Our branding is used on any site hoardings or display boards at the project site and the use of government branding and logos that We will make available to you for these purposes.
- 17.7 The Accountable Body may acknowledge the Grant Recipient's involvement in the Project as appropriate without prior notice.
- 17.8 The Grant Recipient shall comply with all reasonable requests from the Accountable Body to facilitate visits, provide reports, statistics, photographs and case studies that will assist Us in Our promotional activities relating to the Project.
- 17.9 You shall include @WoEnglandCA in any tweets.



## **18 Compliance**

- 18.1 It remains the responsibility of the Grant Recipient to ensure that the subsidy control commitments under the TCA or such subsidy control regulations as are implemented in the UK from time to time are adhered to and that all necessary records and evidence are kept. Failure to comply with subsidy control commitments under the TCA or such subsidy control regulations as are implemented in the UK from time to time could result in recovery of some or all of any public funding paid to You.
- 18.2 The Grant Recipient shall (and shall procure that any staff involved in connection with the activities in connection with the Project shall) comply with any notification requirements under the General Data Protection Regulation (GDPR - Regulation (EU) 2016/679) and both parties to this Grant Offer Letter will duly observe all their obligations under the GDPR which arise in connection with the Grant Offer Letter.
- 18.3 The Grant Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.
- 18.4 The Grant Recipient shall take all reasonable steps to secure the observance of clause 17.3 by all servants, employees or agents of Yours and all suppliers and sub-contractors engaged on the Project.
- 18.5 The Grant Recipient shall (and shall use its reasonable endeavours to procure that staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this Project as if the Grant Recipient were a public body (as defined in the Human Rights Act 1998).
- 18.6 The Grant Recipient shall undertake, or refrain from undertaking, such acts as the Accountable Body requests so as to enable Us to comply with Our obligations under the Human Rights Act 1998.
- 18.7 The Grant Recipient warrants, undertakes and agrees that:
- i. it has all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant);
  - ii. it has not committed, nor shall it commit, any Prohibited Act;
  - iii. it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify the Accountable Body immediately of any significant departure from such legislation, codes or recommendations;
  - iv. it shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Project;
  - v. it has and shall keep in place adequate procedures for dealing with any conflicts of interest;

- vi. it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;
- vii. all financial and other information concerning the Recipient which has been disclosed to the Accountable Body is to the best of its knowledge and belief, true and accurate;
- viii. it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant;
- ix. it is not aware of anything in its own affairs, which it has not disclosed to the Accountable Body or any of the Accountable Body's advisers, which might reasonably have influenced the decision of the Accountable Body to make the Grant on the terms contained in this Grant Offer Letter;
- x. it will comply with the Equality Act 2010;
- xi. it will comply with all public procurement law; and
- xii. since the date of its last accounts there has been no material change in its financial position or prospects.

## **19 Confidentiality**

- 19.1 Subject to the Freedom of Information clauses, each party shall during the term of this Grant Offer Letter and thereafter keep secret and confidential all intellectual property rights or know-how or other business, technical or commercial information disclosed to it as a result of the Grant Offer Letter and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Grant Offer Letter.
- 19.2 The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any intellectual property rights, know-how or other business, technical or commercial information which:
  - i. at the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Grant Offer Letter by the receiving party;
  - ii. is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise acquired by the receiving party from the disclosing party under any obligations of confidence; or
  - iii. is at any time after the date of this Grant Offer Letter acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party.

## **20 Freedom of Information**

- 20.1 As a public body we are subject to the Freedom of Information Act 2000. Any information being held by us is potentially disclosable under this Act, and all requests will be dealt with under legislative timescales.
- 20.2 A number of exemptions on disclosure of information are available under the FOI Act but many of these are subject to the public interest test. We will seek the view of the Grant Recipient or any related Third Party individual or organisation who may be affected by the disclosure of information by us to assess any harm that may arise to them were the information to be disclosed. In consultation with the Grant Recipient or Third Party, we will form a view as to whether the information should be disclosed.
- 20.3 All FOI responses produced by us can be appealed to the Information Commissioners Office (ICO) who may rule that the information should be disclosed.
- 20.4 The Grant Recipient or other related Third Party organisations who receive FOI requests where the information requested may harm our position should seek our views on whether any disclosure would harm our interests.

## **21 Limitation of Liability**

- 21.1 The Accountable Body accepts no liability for any consequences, whether direct or indirect, that may come about from the Grant Recipient running the Project, the use of the Grant or from withdrawal of the Grant. You shall indemnify and hold harmless Us and Our employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of Your actions and/or omissions in relation to the Project or the non-fulfilment Your obligations this Grant Offer Letter or Your obligations to third parties.
- 21.2 The Accountable Body's liability under this Grant Offer Letter is limited to the payment of the Grant.

## **22 Assignment.**

The Grant Recipient may not, without the prior written consent of the Accountable Body, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Grant Offer Letter or, except as contemplated as part of the Project, transfer or pay to any other person any part of the Grant.

## **23 Novation**

With the consent of the Grant Recipient, the Accountable Body may novate its obligations, duties and rights under this Grant Offer Letter to another Local Government Authority or appropriate party.

## **24 Waiver**

No failure or delay by either You or Us to exercise any right or remedy under this Grant Offer Letter shall be construed as a waiver of any other right or remedy.

## **25 Notices**

All notices and other communications in relation to this Grant Offer Letter shall be in writing and shall be deemed to have been duly given if personally delivered, mailed or emailed to the Grant Recipient's Accountable Officer. If personally delivered all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing. If emailed communications will be deemed given and received on the date that a read receipt message is received, or the date the message is sent supported by generally accepted records to support the date of sending.

## **26 Dispute Resolution**

26.1 In the event of any complaint or dispute (which does not relate to the Accountable Body's right to withhold funds or terminate this Grant Offer Letter) arising between the parties to this Grant Offer Letter in relation to this Grant Offer Letter the matter should first be referred for resolution to the Chief Executive of the Accountable Body or any other individual nominated by Us.

26.2 In the absence of agreement under clause 25.1, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

## **27 No Partnership or Agency**

This Grant Offer Letter shall not create any partnership or joint venture between the Accountable Body and the Grant Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

## **28 Contracts (Rights Of Third Parties) Act 1999**

This Grant Offer Letter does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

## **29 Governing Law**

This Grant Offer Letter shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

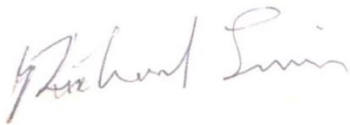
## **30 Acceptance of offer**

30.1 This offer of the Grant is valid until 4th November 2022. To accept the terms and conditions of this Grant Offer Letter the Grant Recipient should sign, date and return the Grant Offer Letter to the Accountable Body at the address below.

F.a.o. Director of Investment and Corporate Services, West of England Combined Authority, 3 Rivergate, Temple Way, Bristol BS1 6EW.

30.2 The Accountable Body can withdraw the offer of the Grant in full with no further obligation to comply with the terms of this Grant Offer Letter if We do not receive this Grant Offer Letter signed and dated Grant Recipient before the date detailed in clause 29.1.

Yours sincerely

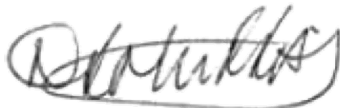


.....  
**Richard Ennis, Interim Director of Investment and Corporate Services.**

**Authorised Signatory on behalf of the West of England Combined Authority**

**Acceptance:**

I have read carefully this Grant Offer Letter, including its Schedules and Annexes, and accept the offer of funding on the conditions set out in it.



Signed: .....

Date: 28/11/2022

Print Name: Denise Murray .....

Position within applicant: Director of Finance/S151 Officer .....

On behalf of: Bristol City Council

## SCHEDULE 1- PRE-CONDITIONS FOR GRANT

- 1 The Grant Recipient having confirmed and provided evidence to the Accountable Body that the Grant Recipient has (and continues to have) sufficient funding including match funding (whether from its own resources or otherwise) to complete the Project.

## ANNEX A - Claim and Statement of Use of Funds

Claims and Statement of Use of Funds should be submitted by letter and substantially in the form below. PLEASE MAKE SURE YOU ADD YOUR CORPORATE HEADER AND ANY OTHER PERTINENT INFORMATION TO THE CLAIM AND STATEMENT OF USE OF FUNDS:

### Applicants Accountable Officer Name and Address

Director of Investment and Corporate Services  
West of England Combined Authority  
3 Rivergate, Temple Way  
BRISTOL  
BS1 6EW

Dear

Ref: **ADD PROJECT NAME AND REFERENCE**

In accordance with the Grant Offer Letter for the above scheme dated **xx/xx/xxxx**, I provide below the detail required in order to claim funding.

The period of this claim is **from date to date**, the eligible costs being claimed were incurred between these dates.

Project Detail	Value
Total Project Cost (value of the project)	
Maximum Sum of Grant offered by West of England Combined Authority	
Value of all other funding for the Project Costs ( <i>Match funding</i> )	

This Claim Period (exclusive to this claim)	
Project Expenditure incurred	
Value of all other funding applied to these Project costs ( <i>Match funding</i> )	
<b>Value of Grant claimed</b>	

All Claim Periods (cumulative of all claims)	
Project Expenditure incurred	
Project Expenditure defrayed	
Total value of all other funding applied to meet these Project costs. ( <i>Match funding</i> )	
Value of Grant claimed and paid to date	
Remaining value of Grant to be claimed	

I confirm that all the costs against which Grant is claimed are eligible and have been properly incurred and have been or will be defrayed and therefore claim the sum of **£xxxxx** to be released as Grant by the Accountable Body to *Grant Recipient Name*.

The Highlight Report for this Project was last updated on xx/xx/xxxx and submitted to You on xx/xx/xxxx. I confirm that the Highlight Report is correct and that the narrative and all projections for future spend and grant claim amounts contained therein are up-to-date and represent a reasonable and deliverable profile for this Project.

Yours sincerely

Accountable Officer



## **ANNEX B - Auditors Report**

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

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

### **Statement of any errors and reservations/exceptions.**

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

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

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

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

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

*Name and signature of the reporting accountant.*

*Date of the report.*

*Name for enquiries*

ANNEX C - Highlight Report and Change Request Form

SCHEME / PROJECT NAME :

ORIGINATION DATE:

REFERENCE:

AUTHOR:

CHANGE CATEGORY:

*Please select one or more, as appropriate, from list below: [Please do not amend the categories listed below]*

*This change request relates to:*

- **Cost:** change request relating to eligible cost headings, total cost.
- **Spend profile:** change request relating to spend profile.
- **Time:** change request relating to delivery timeframe, including change in milestone dates.
- **Scope:** change request relating to scale, nature, focus and scope of scheme.
- **Quality:** change request relating to anticipated outputs and impacts/benefits.
- **Match:** change request relating to amount of match funding secured.
- **Other**

DESCRIPTION AND CAUSE OF CHANGE:

*Please provide a detailed description of the change(s).*

Please explain the reasons necessitating the change(s) eg if there is delay to the achievement of a milestone why has this occurred.

**CONSEQUENCE OF THE CHANGE (including overall cost, spend profile, milestones, scope, benefits):**

Describe in detail the consequence(s) of the proposed change(s), particularly in relation to overall cost, spend profile, milestones, scope and benefits. Please clearly present the difference between the current and proposed position. See examples below, use as applicable.

	20/21 Eg LGF	21/22 Eg LGF	Total Eg LGF	Total Match Funding	Jobs/Benefits
Current					
Proposed					

Key milestones	baseline milestones (OBC/FBC)	Proposed change	Delay (by months)
HR reporting milestones	mm/yyyy	mm/yyyy	No. of months

More generally, consider impacts in relation to, for example, technical specification, strategic, end user/beneficiary, stakeholder, quality of deliverables, resources, etc.

Please provide any proposal(s) for mitigation of any adverse consequences.

Consider the potential benefits/dis-benefits of the proposed change.

**ALTERNATIVE OPTIONS:**

Please provide up to three alternatives that could be implemented instead of the proposed change. For each alternative, identify areas likely to be impacted by the change, and the potential benefits and adverse effects for each. State the reason(s) for rejection of each alternative option.

<b>PROPOSED OPTION:</b>	
<p><i>Describe the proposed option and justify why this proposed change(s) should be implemented.</i></p> <p><i>Explain the impact if the proposed change is not implemented.</i></p> <p><i>Consider any risks arising from the proposed change(s) and how will these be mitigated going forwards.</i></p>	
<b>FUTURE MITIGATION AND LEARNING POINTS:</b>	
<p><i>Describe future preventative actions and learning points that will be implemented to reduce the likelihood and/or impact of the proposed or other related change(s).</i></p>	
<b>s151 / Chief Finance Officer Approval</b>	
<i>(required for costs changes: spend profile changes across financial years and increases in project cost)</i>	
<p><b>I confirm the project continues to deliver good value for money in the use of public resources, that being the suitability and effectiveness of the project as well as the economic growth and wider societal outcomes achieved in return for the public resources received.</b></p>	
<b>Name:</b>	<b>Signed:</b> *

*\*Note: where WECA is the promoting body this should be signed by the appropriate Director or Head of Service*

**Guidance on Form Completion:**

Milestones in Box 1 above can be amended to suit Project/Scheme. Once an offer letter has been issued milestones in the Highlight Report should mirror those included in the offer letter.

Rows can be added to tables but no other adjustments to format should be made

Page 1 (Items 1-5) of this report should be considered public and may be reported to the West of England Joint Committee or West of England Combined Authority Committee

Pages 1-6 to be reported to Investment Panel/Chief Executives

Items in italics for guidance only. Delete/amend to suit project.

Risk rating key:

Risk Rating		Probability		
		Low	Medium	High
Impact	Low	Green	Green	Amber
	Medium	Green	Amber	Red
	High	Amber	Red	Red

**Reporting and seeking approval for changes**

Category	Scale	Action
Cost	Cost increases.	Describe in Highlight Report and complete Change Request
Time	Slippage of approved schemes less than 3 months which can be contained within financial years	Describe in Highlight Report
	Slippage of approved schemes over 3 months and /or those which spend need to be re-profiled across financial years	Also Complete Change Request
Scope	Up to 20% change in value of Quality as percentage of project value and/or 20% change in one or more metrics of Benefits and or material change to the scope of the scheme	Describe in Highlight Report
	Over 20% change up to a maximum of 30% change in value of Quality as percentage of project value and/or 30% change in one or more metrics of Benefits and or fundamental change to scope of scheme	Also Complete Change Request

All changes will require approval from the West of England Joint Committee or West of England Combined Authority Committee

**Baseline ‘Completion Milestone Dates’ in Section 1**

Schemes are generally baselined at the point an OBC is approved and then again when an offer letter is put in place. Other re-baselining is actioned following Joint Committee/West of England Combined Authority Committee approval alongside a change request.

**RAG rating of highlight reports:**

For reporting to the Investment Panel/Chief Executives, a RAG rating is attributed to schemes based on the information provided in the quarterly Highlight Reports as follows:

<b>Green</b>	<i>No change, or change(s) reported which when compared to the position last reported fall below those considered necessary for a change request. For example, delays of less than 3 months to milestones which are not reported or considered to impact on completion; minor change(s) to cost categories or profile of match funding of up to 5%; small changes in outputs of up to 5% not impacting on outcomes. These changes are expected to have a minimal or no immediate effect on the project.</i>
<b>Amber</b>	<i>Change(s) reported fall below the level requiring the completion of a change request relating to cost/spend profile and milestones, compared to the position last reported. Reported change(s) will have material effect on the project and/or have potential to escalate to red rating and/or require significant resource(s)/mitigation action(s) to manage. For example, delays of up to 3 months to milestones which are reported or considered to impact on completion, moderate change to spend profile within year without slippage of expenditure into subsequent financial years; up to 20% change in one or more metrics of benefits and material change to the scope of the scheme. This includes cumulative impacts in terms of a number of smaller changes.</i>
<b>Red</b>	<i>Change reported above the level requiring a change request in relation to cost, spend profile and milestones, including re-profile of LGF/EDF/RIF spend across financial years; significant cost increases (over either 20% or £2m) and slippage in milestones with a delay of over 3 months to completion. This includes cumulative change impacts which in aggregate exceed the approval limits. Reported change will likely move the project back in terms of budget, spend or timeline, or will materially affect quality or scope.</i>

**SCHEME / PROJECT NAME :**

**ORIGINATION DATE:**

**REFERENCE:**

**AUTHOR:**

**CHANGE CATEGORY:**

*Please select one or more, as appropriate, from list below: **[Please do not amend the categories listed below]***

*This change request relates to:*

- **Cost:** change request relating to eligible cost headings, total cost.
- **Spend profile:** change request relating to spend profile.
- **Time:** change request relating to delivery timeframe, including change in milestone dates.
- **Scope:** change request relating to scale, nature, focus and scope of scheme.
- **Quality:** change request relating to anticipated outputs and impacts/benefits.
- **Match:** change request relating to amount of match funding secured.
- **Other**

**DESCRIPTION AND CAUSE OF CHANGE:**

*Please provide a detailed description of the change(s). Please explain the reasons necessitating the change(s) eg if there is delay to the achievement of a milestone why has this occurred.*

**CONSEQUENCE OF THE CHANGE (including overall cost, spend profile, milestones, scope, benefits):**

*Describe in detail the consequence(s) of the proposed change(s), particularly in relation to overall cost, spend profile, milestones, scope and benefits. Please clearly present the difference between the current and proposed position. See examples below, use as applicable.*

	17/18 Eg LGF	18/19 Eg LGF	Total Eg LGF	Total Match Funding	Jobs/Benefits
Current					
Proposed					

Key milestones	baseline milestones (OBC/FBC)	Proposed change	Delay (by months)
HR reporting milestones	mm/yyyy	mm/yyyy	No. of months

*More generally, consider impacts in relation to, for example, technical specification, strategic, end user/beneficiary, stakeholder, quality of deliverables, resources, etc.*

*Please provide any proposal(s) for mitigation of any adverse consequences.*

*Consider the potential benefits/dis-benefits of the proposed change.*

``



**ALTERNATIVE OPTIONS:**

*Please provide up to three alternatives that could be implemented instead of the proposed change. For each alternative, identify areas likely to be impacted by the change, and the potential benefits and adverse effects for each. State the reason(s) for rejection of each alternative option.*

**PROPOSED OPTION:**

*Describe the proposed option and justify why this proposed change(s) should be implemented.*

*Explain the impact if the proposed change is not implemented.*

*Consider any risks arising from the proposed change(s) and how will these be mitigated going forwards.*

**FUTURE MITIGATION AND LEARNING POINTS:**

*Describe future preventative actions and learning points that will be implemented to reduce the likelihood and/or impact of the proposed or other related change(s).*

**VIEWS OF ACCOUNTABLE BODY:**

--

#### **Annex D. Repayments of Funding to the Development Infrastructure Fund**

D1.1 The Local Authority is required to meet its repayment obligations under this letter with such payments being made to the Accountable Body who hold the Development Infrastructure.

D1.2 The repayment shall be £5m to be made in three equal instalments over the period 2027/28 – 2029/30

D1.3 The repayment of £5m of the grant in line with the terms set out in G1.1 – G1.2, is required to be made in full no later than 31/03/2030 unless otherwise agreed in writing between the Accountable Body and the Grant Recipient.

D1.4 Monies are paid to the Grant Recipient as a grant with no interest attached to it.

D1.5 Failure to meet the repayment requirements will be considered an event of default unless otherwise agreed by the Combined Authority Committee.

D1.6 Pursuant to clause G1.5, if the Combined Authority Committee agrees that no event of default has occurred, then a revised repayment schedule will be agreed.

D1.7 The Local Authority accepts that should they fail to meet any shortfall in repayment, the Accountable Body may impose the remedies available.

# Appendix A3 Hengrove Park Illustrative Phasing Plan (Drawing P1130E - Illustrative Site Plots)



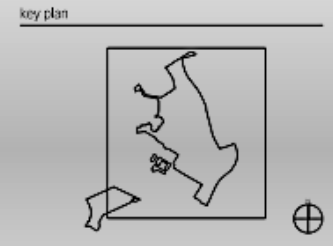
- site boundary
- plot B
- plot C
- plot D
- plot E1
- plot E2
- plot E4
- plot E5
- plot F
- plot G1
- plot G2
- plot H1
- plot H2
- plot I
- plot J

notes

plot A1 and A2 are located on Hartcliffe Campus (separate site)

plot E3 does not exist

This drawing is the property of Lifschutz Davidson Sandilands Ltd. No club house or copy of it may be made without the written permission of Lifschutz Davidson Sandilands Ltd.  
 US Standard Frame V1 - 11.10



project  
 Hengrove Park & Hartcliffe Campus

client  
 AECOM

architect  
**Lifschutz Davidson Sandilands**  
 Mand Studios  
 22 St. Peter's Square  
 London W6 9NW  
 United Kingdom  
 T +44 (0)20 8600 4800  
 m@lids-uk.com

drawing title  
 Hengrove Park  
 Illustrative site plots

scale at A1	scale at A3	drawn	date
1:3000	1:6000	AMS	08.06.18

## Approval to Draw Down WECA DIF Funding Award for Hengrove Park Enabling Infrastructure: Risk Register

No.	Risk	Type	Consequence	Probability (Low/Medium/High)	Impact (L/M/H)	Green/Amber/Red Rating	Actions to mitigate risk	Residual Probability After Mitigation (L/M/H)	Residual Impact After Mitigation (L/M/H)	Residual Risk Rating After Mitigation (RAG)	Risk Owner
1	Cost over-runs	Financial	Increased costs	Medium	Medium	Amber	Cost estimates based on accurate up to date data, professional cost control and sufficient contingency built in	Low	Medium	Green	BCC, Goram Homes, Delivery Partners
2	Loss of key personnel	Resource	Delays to programme	Medium	Medium	Amber	Professional project management to ensure project information is appropriately managed	Low	Low	Green	BCC, Goram Homes, Delivery Partners
3	Delays due to planning	Planning	Delays to programme	Medium	Medium	Amber	Close working with Development Management to reduce risks in advance of planning. Sufficient time in programme	Medium	Low	Green	Goram Homes, Delivery Partners
4	Delays due to statutory providers	Procurement	Delays to programme	High	Medium	Red	Early engagement with statutory providers	Medium	Medium	Amber	Goram Homes, Delivery Partners
5	Construction personnel resource shortages	Resources	Delays to programme and increased costs	High	Medium	Red	Procurement of construction firms with sufficient capacity to manage resource shortages.	Medium	Medium	Amber	Goram Homes, Delivery Partners
6	Construction materials cost increases	Financial	Increased costs	High	Medium	Red	Cost estimates based on accurate up to date data, professional cost control and sufficient contingency built in	Medium	Low	Green	Goram Homes, Delivery Partners
7	Poor interest in retail/office units	Financial	Reduced receipts/negative affect on placemaking	Low	Medium	Green	Early and effective engagement with market	Low	Low	Green	BCC, Goram Homes, Delivery Partners
8	Ecological constraints on site clearance affects construction programme	Engineering	Delays to programme	Medium	Low	Green	Planning to ensure seasonal work is completed in an efficient schedule	Low	Low	Green	Goram Homes, Delivery Partners
9	Reserved matters planning application refused	Planning	Delays to programme	Medium	Medium	Amber	Early engagement with Development Management, submit high quality planning applications which comply with planning policies	Low	Medium	Green	Goram Homes, Delivery Partners
10	Poor performance from contractors	Procurement	Damage to reputation, increased costs, delays	Medium	High	Red	Selection criteria eliminates prospective contractors with insufficient capability and experience	Low	Medium	Green	Goram Homes
11	Failure to secure Affordable Homes Grant from Homes England	Financial	More challenging to deliver additional Affordable Housing from policy-compliant 30% up to 50% level. Potential decrease in number of affordable homes delivered.	Medium	Medium	Amber	Close working with Homes England to ensure grant application process is successfully secured	Low	Medium	Green	Goram Homes
12	Changes in policy locally or nationally	Strategic	Increased costs/delays	Medium	Medium	Amber	Professional project management to ensure risks are appropriately managed and sufficient time and cost contingency is built in	Medium	Low	Green	Goram Homes
13	Site Feasibility Constraints and/or Viability Challenges (including e.g. cost increases, housing market downturn), mean that planned phases of the Hengrove Park development become more challenging to develop	Strategic	Failure to deliver enough homes and affordable homes for the city.	Medium	High	Red	Undertake adequate due diligence to identify site constraints and potential mitigations. Plan for alternative phasing, funding and tenure mix scenarios to respond to changing market conditions.	Medium	Medium	Amber	Goram Homes, Delivery Partners
14	Lack of public and/or key stakeholder support for proposed developments	Strategic	Planning risk or other programme/ delivery risk.	Medium	High	Red	Develop detailed engagement strategy and ensure stakeholder and community engagement approach is of a high standard for each phase. Shape design and development proposals which meaningfully address stakeholders' concerns or objections.	Medium	Medium	Amber	Goram Homes, Delivery Partners





<b>Title: Approval to Draw Down WECA DIF Funding Award for Hengrove Park Enabling Infrastructure</b>	
<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: Growth and Regeneration	Lead Officer name: Declan Cooney
Service Area: Housing Delivery	Lead Officer role: Senior Housing Development Manager

**Step 1: What do we want to do?**

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

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

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

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

This draft Cabinet Report deals with arrangements for drawing down and spending £19.8m of WECA grant funding to deliver enabling works for the Council’s and Goram Homes’ future housing development at Hengrove Park.

**1.2 Who will the proposal have the potential to affect?**

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

**1.3 Will the proposal have an equality impact?**

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

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

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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
------------------------------	--	-----------------

This Cabinet Report seeks approval to draw down and spend £19.8m of WECA grant funding to deliver enabling works for the Council’s and Goram Homes’ future housing development at Hengrove Park. We have not identified any significant negative Equalities impacts from the proposal, which will deliver more Affordable Housing in the city and will therefore positively impact Equalities groups/ people with protected characteristics.

Each phase of the future housing development, new public park and community and sports facilities will be taken forward through the development process (i.e. detailed design, planning consent, construction etc.) by Goram Homes. However this is outside the scope of the current Cabinet Report, which is seeking Cabinet Approval draw down enabling grant funding which we have secured from WECA.

The Council has already secured Outline Planning Consent (19/02632/PB) for the overall masterplan development at Hengrove Park, which will be delivered by Goram Homes. When individual phases are brought forward for development (outside scope of this Cabinet Report), the public consultation strategy for each Reserved Matters planning application will be developed to ensure citizens from all communities and protected characteristic groups are considered and can fully engage in the process.

The future housing development will deliver much needed new housing, including providing c. 720 Affordable Homes over the next 5 to 10 years, and improving local community facilities for residents. Delivery of Affordable Housing is likely to positively impact citizens from communities on the basis of their protected equalities characteristics, who are likely to be disproportionately represented among those in greatest housing need.

The lack of affordable housing causes homelessness and the people who are owed a homelessness duty by the council are disproportionately young people, disabled people, Black Asian Minority Ethnic people and lone parents who are mainly women. Lack of accessible housing mainly affects older people and disabled people.

**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 Director<sup>1</sup>.

<p><b>Equality and Inclusion Team Review:</b>  <b><i>Reviewed by Equality and Inclusion Team</i></b></p>	<p><b>Director Sign-Off:</b>          Donald Graham, Director Housing and Landlord Services</p>  <p>Richard James          Interim Head of Business Development (in-lieu of          Director of Housing &amp; Landlord Services)</p>
<p>Date: 01/9/2023</p>	<p>Date: 01/09/2023</p>

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title: Overview of Hengrove Park Delivery Approach, and Approval to Draw Down WECA DIF Funding Award for Enabling Infrastructure</b>		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate		<input type="checkbox"/> Outline Business Case <input checked="" type="checkbox"/> Full Business Case
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input type="checkbox"/> New	<input type="checkbox"/> Changing
<input checked="" type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> Already exists / review	
<b>Directorate:</b>	<b>Lead Officer name: Declan Cooney, Housing Delivery Service</b>	
<b>Service Area: Housing Delivery Service</b>	<b>Lead Officer role: Senior Housing Project Manager City Wide</b>	

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) 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. Please use plain English, avoiding jargon and acronyms.

1. To ask Cabinet to note the Council’s overall delivery strategy for the redevelopment of Hengrove Park to deliver up to 1435 new homes (up to 50% of which will be Affordable Homes), a c. 22 hectare new public park plus high-quality community, sports and employment facilities, as set out in this and previous Cabinet Reports.
2. To ask Cabinet to note the Council’s successful Full Business Case (FBC) submission to WECA which has secured £19.8m of WECA Development Infrastructure Funding (WECA DIF), to deliver enabling infrastructure to accelerate the redevelopment of Hengrove Park.
3. To inform Cabinet of the final agreed funding award, project scope and delivery approach which following in-depth planning and design work, and development of the Full Business Case submission, have now been developed in much greater detail since Cabinet gave initial approval in September 2020 to submit the Outline Business Case (OBC) to WECA.
4. To secure Cabinet Approval to draw down and spend the final agreed WECA DIF Funding Award in accordance with the Full Business Case approved by WECA Committee in September 2022, and as per the details set out in this report, including in relation to the now confirmed project scope, delivery approach, programme, ‘funding flows’ and amount of the funding award.

## 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If 'No' explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk)

If 'Yes' complete the rest of this assessment.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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## 1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

## Step 2: What kinds of environmental impacts might the project have?

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

### Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

**Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

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

This cabinet report seeks approval for funding and further detail on work streams of enabling works for the future housing development at Hengrove Park. Most of the development works in future will be undertaken by Goram Homes and will go through planning application process and statutory Environmental Impact Assessment process and will have a formal waste management plan, so the impacts of the overall housing development are not considered within this appendix. Some highways enabling works will be undertaken by the BCC Transport Team, these works have been considered within a separate cabinet report.



<p><b>ENV1 Carbon neutral: Emissions of climate changing gases</b></p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<b>Benefits</b>	No direct – See above
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	No direct – See above
	<b>Mitigating actions</b>	
<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider</p>	<b>Benefits</b>	No direct – See above
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	No direct – See above
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	

<p>how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	<p>No direct – See above</p>
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
	<p>Adverse impacts</p>	<p>No direct – See above</p>
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</b></p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to</p>	<p>Benefits</p>	<p>No direct – See above</p>
	<p>Enhancing actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
	<p>Adverse impacts</p>	<p>No direct – See above</p>

people and assets during extreme weather events.  <a href="#">Further guidance</a> <input type="checkbox"/> No impact	<b>Mitigating actions</b>	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
<b>Statutory duty: Prevention of Pollution to air, water, or land</b>  Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.   <a href="#">Further guidance</a> <input type="checkbox"/> No impact	<b>Benefits</b>	No direct – See above
	<b>Enhancing actions</b>	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	No direct – See above
	<b>Mitigating actions</b>	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

### Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

### Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the project.

Please seek feedback and review by emailing [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) before final submission of your decision pathway documentation<sup>1</sup>.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

<b>Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):</b>
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<b>Summary of significant adverse impacts and how they can be mitigated:</b>
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<b>Environmental Performance Team Reviewer:</b> Nicola Hares – Environmental Project Manager	<b>Submitting author:</b> Declan Cooney
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<b>Date:</b> 30/08/2023	<b>Date:</b> 14/08/2023
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<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This is not an endorsement or approval of the proposal.



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>City Centre &amp; High Streets Recovery and Renewal programme and Strategic Community Infrastructure Levy (CIL) for High Streets</b>	
<b>Ward(s)</b>	Citywide and with focus on Central, Ashley, Henbury, Whitchurch	
<b>Author:</b> Jason Thorne	<b>Job title:</b> Service Manager, City Centre & High Streets	
<b>Cabinet lead:</b> Cllr Craig Cheney, Deputy Mayor with responsibility for Finance, Governance & Performance	<b>Executive Director lead:</b> John Smith, Interim Executive Director, Growth & Regeneration	
<b>Proposal origin:</b> BCC Staff		
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet		
<b>Purpose of Report:</b>  <ol style="list-style-type: none"> <li>To note progress and benefits being delivered as part of the City Centre &amp; High Streets Recovery and Renewal programme and to seek approval for the allocation of £1.5m of Strategic Community Infrastructure Levy (CIL) for high streets and alignment to the City Centre &amp; High Streets Recovery and Renewal programme. The report sets out funding streams attracted to deliver the programme, including from Bristol City Council, the West of England Combined Authority and the UK Shared Prosperity Fund (UK SPF).</li> </ol>		
<b>Evidence Base:</b>  <p>This report sets out the background, progress and benefits of the City Centre and High Streets Recovery programme, our approach to the allocation of Strategic Community Infrastructure Levy for high streets and the allocation of High Streets Recovery &amp; Adaptions funding.</p> <p><b><u>City Centre &amp; High Streets Recovery and Renewal Programme</u></b></p> <ol style="list-style-type: none"> <li>A number of funding sources have been allocated since 2021 as a result of the pandemic and have been brought together to enable the development of a programme of support. The City Centre &amp; High Streets Recovery and Renewal programme is delivering investment across the city in designated high streets, to safeguard and create businesses and employment opportunities, including within the retail, leisure, tourism, creative, events and hospitality sectors, across the day and night.</li> <li>The objectives of the programme are to: <ul style="list-style-type: none"> <li>Reimagine and repurpose high streets to meet local need, improve the mix and variety of offer, support economic inclusion, facilitate access to jobs and skills development.</li> <li>Support new enterprises, which will help create new employment opportunities.</li> <li>Reduce vacancy rates by bringing commercial properties back into use.</li> <li>Increase footfall by reanimating our high streets, through locally distinctive and inclusive cultural and creative events and activities, meanwhile and innovative uses, and supporting a vibrant night-time economy.</li> </ul> </li> </ol>		

- Support existing high street businesses to assist recovery and growth by engaging businesses across the city. Providing advice and information on a range of business support services including sustainable and green business practices, Living Wage, Bristol Eating Better and skills
- Enhance the street scene and green infrastructure by improving the appearance of the areas and supporting biodiversity and climate priorities.

3. The programme includes the following citywide packages of support:

- **Business Development and Support** – 1:1 visits to high street businesses to understand their needs and provide support/signposting. Our two Business Development Officers have so far engaged with 977 businesses, 442 of these have been provided with support (52 with 3 hours or more) and 92 referrals have been made to other forms of support via YTKO, Business & Intellectual Property Centre, Growth Hub, Living Wage.
- A business information booklet has been produced to provide businesses with information on support available, see [Business Information Book 2023 \(bristol.gov.uk\)](https://www.bristol.gov.uk/business-information-book-2023)
- A fortnightly business newsletter on support and initiatives is produced, businesses can sign-up via [www.bristol.gov.uk/businessnewsletter](http://www.bristol.gov.uk/businessnewsletter). The newsletter is sent to 2,647 recipients.
- The Cost of Living crisis is a significant concern to businesses, especially amongst the hospitality sector (pubs, bars, restaurants, cafes).
- **Vacant Commercial Property Grant Scheme** – businesses/organisations are able to apply for up to £10,000 of capital funding to bring a vacant commercial property back into use. 437 enquiries were received about the grant and 93 applications approved between November 2021 and July 2023. Further information on the scheme, including case studies of some of those businesses/organisations funded to date, can be found at [www.bristol.gov.uk/vcpg](http://www.bristol.gov.uk/vcpg)
- Applications have been approved in a range of locations, including the City Centre, Brislington, Church Rd (St George), Crow Lane, Chandos Rd, Stapleton Rd, East St, Fishponds Rd, Gloucester Rd, Filwood Broadway, Henleaze Rd, North St, St Marks Rd, Two Mile Hill and Whiteladies Rd. Types of businesses supported include gyms, bookshops, DIY, plants sales, hairdressers, art gallery, cooking school, clothes sales, furniture shop, arts and creative.
- Evaluation of the scheme will include businesses supported, jobs created/sustained and business rates income generated.
- The council acted as convenor to bring together M&S and Global Goals/Arts Space Lifespace to enable the meanwhile use of the former M&S building within Broadmead as Sparks Bristol. Sparks Bristol provides a practical and exciting way for people to engage in the UN Sustainable Development Goals (which the One City Economic Recovery & Renewal Strategy is based on) through education and creativity.
- **Marketing and Promotion** – including the Where's It To campaign promoting the independent business offer across the city's high streets, see [www.wheresittobristol.com](http://www.wheresittobristol.com), Bristol Rules Night Safety campaign, see [www.bristolnights.co.uk](http://www.bristolnights.co.uk), social media accounts - @ShopLocalBris Twitter, Shop Local Bristol Facebook and @ShopLocalBris Instagram have 23,258 followers.

4. The programme also includes geographically targeted interventions which focus on a more inclusive culture and events offer to attract people back to high streets, and street scene and green infrastructure enhancements to improve the look and feel. These interventions are focussed on the City Centre and nine local high streets - Brislington (Brislington Hill/Bristol Hill), Church Road (St George), East Street (Bedminster), Filton Avenue, Filwood Broadway, Shirehampton High Street, Stapleton Road, Stockwood (Hollway Road/ Stockwood Road), Two Mile Hill.

5. A summary of the engagement feedback and individual high street plans are available online at

[High street improvements \(bristol.gov.uk\)](https://www.bristol.gov.uk/high-street-improvements). Each high street is unique, with a different range of businesses serving their local communities, people fed back that they would like to see a greater mix of shops, services and community facilities. People are concerned about the appearance of their high streets, with improved litter and recycling facilities and more greenery (trees or planters) being a priority. Anti-social behaviour, poor parking provision and illegal parking were raised in a few areas. Most areas were keen to see the introduction of a street market to provide an activity to attract more footfall to support existing businesses.

6. The city centre was the initial priority as the economic and cultural hub of the city and region. In common with other city centres, it is viewed as being most negatively impacted by the pandemic due the lockdowns and changes in working practices (people working from home). The focus has been on the delivery of family friendly and inclusive culture and event activities to boost footfall by encouraging people back into the city centre. The delivery of culture and events activity in the City Centre and 9 priority high streets (within the current programme) will come to an end in October. Street scene and greening interventions are in the planning stage and will be delivered in Spring 2024, subject to engagement, procurement and contractor availability. Stockwood will need a longer timescale due to the need to carry out more extensive highways maintenance works.
7. The culture and events activity has been diverse, within the city centre it has included Night Markets at St Nicholas, Better Sundays in Broadmead Markets, Little Amal in Old City and King Street, Grand Iftar on College Green, Light Festival, Windrush 75 Stories through Film in Broadmead (June 2023), Summer of Film Takeover events in Broadmead and Old City. In the priority high streets activity has included markets, lantern/community parades, public art workshops and installations. Further details can be found in Appendix A.
8. The investment in culture and events is seeing a good level of economic benefit and return. Evaluation is ongoing. Evaluation of 20 events delivered to date shows that they have generated 134,000 visits, an estimated £2.08m of spend and supported 320 paid creative/event professional jobs. Spend on the delivery of these events was £444,000.
9. Footfall information for parts of the city centre show a good level of recovery. St Nicholas Market and Broadmead footfall year to date (up to week 29) compared to the same period in 2022 was up 20.5% and 5.5% respectively. This compared to 3.2% increase for South West high streets and 6% increase for UK high streets. Evidence suggests that Park Street/Queens Road has seen a decline in footfall.
10. The council has successfully applied for £0.489m of funding from the UK Shared Prosperity Fund (UK SPF) co-ordinated by the West of England Combined Authority, which has enabled the City Centre & High Streets Recovery and Renewal programme to be extended. This was the subject of a Cabinet decision in March 2023, see [UKSPF March 7 2023 FINAL LB.pdf \(bristol.gov.uk\)](#)

### **Strategic CIL for High Streets**

11. The allocation of £1.5m Strategic CIL for High Streets was agreed by Full Council on 15 February 2022 (reference GR10 Improvements to Local Centres). The £1.5m of CIL funding will be added to the council's existing City Centre & High Streets Recovery and Renewal programme, allowing it to continue with a focus on Bristol City Centre and support three new priority high streets.
12. Bristol City Centre continues to be priority area, as a driver of the city and region's economy, being a key focus for employment, retail, tourism, leisure, culture, education, transport and healthcare.
13. The three additional high streets prioritised are Ashley Road/Grosvenor Road in St Paul's, Crow Lane in Henbury and Oatlands Avenue in Whitchurch. These have been selected considering the following criteria:

- They are within areas of growth and regeneration and/or have significant housing being developed or proposed with planning permission
- Geographic spread
- The need to focus on new areas outside of the current programme
- Levels of deprivation
- The need to focus on a smaller number of priority areas given the focus of Strategic CIL. In line with CIL Regulations, Strategic CIL funding can only be spent on capital infrastructure projects which support growth in its area e.g. lighting, bus stops, cycle lanes, junctions, highway improvements, greening as part of wider public realm improvements

14. The four focus areas were highlighted to the Growth & Regeneration Scrutiny Commission in January 2023, after consultation had taken place with the Mayor's Office, who agreed this approach.
15. Up to £0.225m (15%) of the £1.5m will be allocated to the development and delivery of plans, including the recruitment of a dedicated part-time High Street Design & Delivery Officer.
16. The funding will be allocated to the development and delivery of tailored high street action plans for the areas identified based on criteria for example number of business units, vacant properties and levels of deprivation.
17. Work will start on the new priority areas in October 2023 and run until September 2025, subject to community and business engagement, detailed designs, costings and contractor availability.

#### **High Streets Recovery & Adaptions Fund**

18. Officers are in the process of preparing a bid for further High Streets Recovery & Adaptions funding of up to £0.850m from the West of England Combined Authority. The funding will be aligned to the Combined Authority's Strategic Framework and delivery of the City Centre & High Streets Recovery and Renewal programme.
19. Our emerging themes for the funding are aligned to our existing high street priorities and to the Combined Authority's Strategic Framework and are being developed in partnership with Regeneration colleagues and the Night Time Economy Advisor, and include:

City Centre and High Streets street scene and greening  
 East Street Community Hub, including Night Time Economy  
 City Centre and High Streets Culture and Events, including Night Economy animation  
 High Streets Going Green with a focus on greening businesses to save costs

#### **Profile of funding for Strategic CIL and UK Shared Prosperity Fund (UK SPF)**

20. Appendix A sets out the profiled expenditure of the £7.014m funding supporting delivery of the City Centre & High Streets Recovery and Renewal programme, which includes a forecast profile for 2023/24 to 2025/26 for the Strategic CIL and UK SPF funding detailed in this report.

#### **Cabinet Member / Officer Recommendations:**

That Cabinet:



1. Approve the approach to the allocation of £1.5m of Strategic Community Infrastructure Levy (CIL) for high streets and alignment to the City Centre & High Streets Recovery and Renewal programme.
2. Authorise the Executive Director for Growth & Regeneration in consultation with the Cabinet Member and Deputy Mayor, Finance, Governance & Performance to take all steps required to spend £1.5m of Strategic Community Infrastructure Levy (CIL), including procuring and awarding contracts over the key decision threshold, as outlined in this report.
3. Authorise the Executive Director for Growth & Regeneration in consultation with the Cabinet Member and Deputy Mayor, Finance, Governance & Performance and s.151 Officer, to bid for and if successful, to accept, allocate and spend the High Streets Recovery & Adaptions funding of up to £0.850m from the West of England Combined Authority (WECA), including procuring and awarding contracts over the key decision threshold, as outlined in this report.
4. Note the funding will be aligned to WECA's Strategic Framework and delivery of the City Centre & High Streets Recovery and Renewal programme and overall approval for Recovery & Adaptation Fund for high streets is delegated to each Local Authority's CEO and reported to the Combined Authority's Joint Committee.

#### **Corporate Strategy alignment:**

The City Centre & High Streets Recovery and Renewal programme supports the delivery of the Corporate Strategy 2022-2027. The strategy states 'In line with a recommendation from our 2020 Citizens' Assembly to re-imagine the places we live so that they are people centred, we want people to live in well-designed neighbourhoods where local high streets are thriving and supporting local economic wealth, people can work and play safely, as well as have access to healthy green spaces and sports facilities. We want all people to have social and cultural experiences that reflect their own identity and life. Evolving a shared narrative and understanding of the history that has shaped Bristol will strengthen the fabric of our communities and sense of belonging, unifying the city in recovery.'

The strategy also states 'Our ambition is for Bristol to be a city of sustainable communities that combines housing, employment, retail, education, training and leisure functions, all linked by a strong public transport network. We know that both major infrastructure and changes in behaviour take time, but over the next five years we will make progress towards becoming a better-connected city that enables people to move around efficiently, with increased transport options that are accessible to and inclusive of all. We will deliver an improved sustainable and resilient transport network that supports Bristol's vibrant independent local centres and neighbourhoods and connects to an attractive and thriving city centre.'

#### **City Benefits:**

1. The programme helps to deliver Bristol's challenges are set out in the One City Economic Recovery & Renewal Strategy (October 2020), which identifies key priorities for the City Centre as a key destination for work, leisure, tourism and investment, and to protect and enhance the viability of high streets.
2. Footfall information for parts of the city centre show a good level of recovery. St Nicholas Market and Broadmead footfall year to date (up to week 29) compared to the same period in 2022 was up 20.5% and 5.5% respectively. This compared to 3.2% increase for South West high streets and 6% increase for UK high streets.
3. Evaluation of 17 culture and event activities delivered to date shows that they have generated 120,513 visits, an estimated £1.91m of spend and supported 246 paid creative/event professional jobs.
4. The commercial property vacancy rate for April to June 2023 was 9.02%. While this is a slight increase from the last reported figure (8.85%) it remains consistent with the longer-term trend of around 9%. Similarly, the commercial property vacancy rate for the city centre has increased to 15.01% (from 14.42%) but remains consistent with the longer-term trend of between 14% and 15%.
5. Examples of qualitative feedback captured from culture and events activities demonstrates some of the impacts on equalities and health:
  - "Such a wonderful afternoon, learning about the local people, cultures and sharing food. Stapleton

Road often has such a negative perception, this was a truly magical way to showcase the community, bridge divides and promote greater integration in East city. This should be a permanent fixture in Bristol!”

- “This was an incredible event. So important to bridge the existing divide in BS5 and contribute to integration between different communities. It’s exactly the type of things needed to facilitate dialogue. I will definitely come back. The event has definitely allowed me to enter in spaces I had never thought of entering before. I am planning to get cushions made at the kora centre, eat Afghan food after my yoga class at 238 and go on an evening out for Jamaican food with friends who were not on the tour. I loved all of it.”
- “I lived in Stockwood up until I was 25 my parents still live there I came back especially for the market. Was great seeing old friends and neighbours.”
- “I grew up in Stockwood and this is just what we need for our community, it was very busy and a great atmosphere, my only suggestion is to keep advertising it. Absolutely loved it.
- “Welcome and engaging teams. Stockwood has felt neglected and drab thus has injected life into the area and made me smile!”

**Consultation Details:**

1. Mayor’s Office
2. Growth & Regeneration Scrutiny Commission – January 2023
3. S106 and CIL Project Manager

**Background Documents:**

- [Full Council 15 February 2022](#)
- [Growth and Regeneration Scrutiny Commission, 25 January 2023, agenda item 13](#)
- [One City Economic Recovery and Renewal Strategy](#)

<b>Revenue Cost</b>	£0.089m	<b>Source of Revenue Funding</b>	UK SPF
<b>Capital Cost</b>	£1.5m £0.400m	<b>Source of Capital Funding</b>	Strategic CIL UK SPF
<b>One off cost</b> <input checked="" type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

**1. Finance Advice:**

Funding totalling £5.025m has already been secured towards delivery of the City Centre & High Streets Recovery and Renewal programme (see Appendix A). The additional £1.5m SCIL and £0.489m of UK SPF funding detailed below, would take the total secured funding to £7.014m.

Approval is sought to the approach outlined in the report to determine how the £1.5m of Strategic Community Infrastructure Levy (SCIL) for high streets, agreed by Full Council on 15 February 2022, will be spent. The use of SCIL is subject to the activities meeting the criteria for SCIL.

It also seeks permission to align the SCIL, as well as £0.489m UK SPF funding approved by Cabinet in March 2023, to the City Centre & High Streets Recovery and Renewal programme.

It further seeks permission to bid for up to £0.850m High Streets Recovery & Adaptions funding from West of England Combined Authority (WECA) and if successful, for delegated authority to be awarded to the Executive Director for Growth & Regeneration, in consultation with the Cabinet Member and Deputy Mayor, Finance, Governance & Performance and s.151 Officer to accept and allocate such funding. Any additional funding secured will be aligned to WECA’s Strategic Framework and delivery of the City Centre & High Streets Recovery and Renewal programme. Details of the spend to date and the forecast spend to 2025/26 for the City Centre & High Streets Recovery and

Renewal programme secured funding totalling £7.014m, is set out in Appendix A.		
<b>Finance Business Partner:</b> Alison Bennett, Interim Finance Business Partner, Growth & Regeneration, 20 September 2023		
<b>2. Legal Advice:</b> S216 of the Planning Act 2008 and Regulation 59 of the Community Infrastructure Regulations 2010 (as amended) permit the use of strategic CIL for the support of development in the Council's area by permitting the provision, improvement, replacement, operation or maintenance of infrastructure, such as open spaces, parks and green spaces.		
The proposals contained in this report to allocate Strategic CIL funds to the City Centre and three high streets, being identified as areas of growth and regeneration, is permitted by the Act and the Regulations.		
<b>Legal Team Leader:</b> Joanne Mansfield – Property, Planning and Transport, 5 September 2023		
<b>3. Implications on IT:</b> I can see no implications on IT in regard to this activity.		
<b>IT Team Leader:</b> Alex Simpson, Lead Enterprise Architect, 3 August 2023		
<b>4. HR Advice:</b> There are no HR implications evident.		
<b>HR Partner:</b> Celia Williams, HR Business Partner – Growth & Regeneration, 27 July 2023		
<b>EDM Sign-off</b>	John Smith, Interim Executive Director, Growth & Regeneration	9 August 2023
<b>Cabinet Member sign-off</b>	Cllr Craig Cheney, Deputy Mayor with responsibility for Finance, Governance & Performance	9 August 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	4 September 2023

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

**Culture and Events – examples of city centre activity**

Night Markets at St Nicholas (2022/2023)  
 Better Sundays in Broadmead Markets (2022/2023)  
 Little Amal in Old City and King Street (June 2022)  
 Jubilee event in Park Street (June 2022)  
 Overstory green art installation and engagement in Broadmead (Aug 2022)  
 Bump in the Night workshops and Lantern Parade in Broadmead, Old City and King Street in (Oct 2022),  
 Light Festival (Mar 2022 and Feb 2023)  
 Grand Iftar (Apr 2023)  
 Bristol Comedy History Walk (May – Aug 2023)  
 Weekends of Wonder In Broadmead (May/June 2023)  
 Walking Forest in Broadmead, Old City and King Street (June 2023)  
 Party on the Green, Park St (June 2023)  
 Windrush 75 Stories through Film in Broadmead (June 2023)  
 A Wall is a Screen in the Old City (June 2023)  
 Bristol Cycle Cinema, Park Street, (July 2023)  
 Public by Ockham's Razor in Broadmead (Aug 2023)  
 Summer of Film Takeover events in Broadmead and Old City (June – Sept 2023)  
 Old City Sounds (Aug 2023)  
 New markets at St Nick's and a family trail (July – Sept 2023)

**Culture and Events – examples of priority high streets activity**

Brislington Village Market (2022/2023) and Brislington Art Club running community art workshops developing co-design public art interventions.

Church Road – A range of community activities at St Georges' Community Centre and Church Road Lantern Parade (Mar 2023) and shutter painting art interventions in development.

East Street – East Street Market (2023) , Bollard artistic treatment by Upfest (completed), community arts activity by ACTA and East Street Art Weekender.

Filton Avenue – Friends of Horfield Library community events (July 2023) and artistic interventions with the pocket parklet are in development (a mural and gates).

Filwood Broadway – dance, photography and craft workshops, Easter Trail (April 2023) and a community parade and Knowle West Fest (Aug 2023).

Shirehampton Community Market (2022/23), Window Wanderland (Mar 2023), Picturing Bristol photography workshops and commissions, artistic interventions to include a new mural in development and a community event will be delivered in Sept 2023.

Stapleton Road – Around the World in BS5 (June 2023) Community events (May, June, July 2023), Picturing Bristol photography workshops and commissions, shutter painting and gateway art interventions in development.

## Funding sources and forecast by year

Funding source	21/22	22/23	23/24	24/25	25/26	Total	Notes
1. BCC Strategic CIL (Capital)	0	0	38,776.44	429,894.52	1,031,329.04	1,500,000.00	New for 23/24 to 25/26
2. UK SPF (Capital)	0	0	300,000.00	100,000.00	0.00	400,000.00	New for 23/24 to 24/25, agreed by Cabinet in March 2023
3. UK SPF (Revenue)	0	0	30,000.00	59,357.00	0.00	89,357.00	New for 23/24 to 24/25, agreed by Cabinet in March 2023
4. BCC Covid Recovery (Capital)	56,498.00	517,146.32	922,980.68	443,375.00	0.00	1,940,000.00	Part of City Centre & High Streets Recovery and Renewal programme
5. WECA Love our High Streets (Revenue)	122,577.69	1,031,093.81	1,350,546.60	415,781.90	0.00	2,920,000.00	Part of City Centre & High Streets Recovery and Renewal programme
6. WECA High Street Catalyst (Revenue)	0.00	18,689.74	81,964.00	64,346.26	0.00	165,000.00	Spend for 23/24 will be reported as part of Love our High Streets
<b>Totals</b>	<b>179,075.69</b>	<b>1,566,929.87</b>	<b>2,724,267.73</b>	<b>1,512,754.67</b>	<b>1,031,329.04</b>	<b>7,014,357.00</b>	

# Cabinet Paper: City Centre & High Streets Renewal & CIL (October 2023) Risk Assessment

## 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	Risk Category	Risk Owner	Key Mitigations	Current Risk Level		
								Likelihood	Impact	Risk Rating
								1	Cabinet chooses not to support proposal's recommendations	Strong enough evidence base not provided and/or case not made
2	BCC cannot secure necessary consents in targeted high street locations	Insufficient evidence provided to make a viable case; inability to determine land ownership	Programme compromised; financial loss	Open	Programme/Project Management	Economic Development	Build sufficient evidence base (through stakeholder surveys etc) to support case for intervention; Programme managers/officers to work/communicate regularly with counterparts (e.g. through the BCC Quality Assurance process)	2	5	10
Page 148	Lack of takeup for the Business Support programme	Inadequate communication to target businesses	Programme compromised; financial loss	Open	Programme/Project Management	Economic Development	Building on existing provision, ongoing, regular work with businesses and business groups, webinars, other communications and marketing to promote support available. Business support will be face to face actively visiting high streets to engage businesses	1	5	5
4	Issues with availability of contractors for physical works (public realm improvements etc)	Contractor capacity issues; transition from expired to new procurement frameworks	Programme compromised; financial loss	Open	Programme/Project Management	Economic Development	Regular communications with Procurement, Highways and other teams as appropriate; project management timescale flexibility; regular engagement with Quality Assurance process; regular engagement with contractors	2	5	10
5	Lack of interest in running cultural events in high streets	Inadequate communication to target stakeholders	Programme compromised; financial loss	Open	Programme/Project Management	Economic Development	Having embedded appropriate mechanisms during current programme activity, already receiving strong interest from cultural organisations and other stakeholders; well established working relationships with Culture team regarding programme. Culture part of City Centre & High Streets Programme Board.	1	5	5

6	Programme costs overrun impacting overall deliverability	Inflation; workforce capacity; unforeseen cost increases (e.g. scarcity of raw materials, specialist goods/services)	Programme compromised; financial loss	Open	Programme/Project Management	Economic Development	As with current high street programme activity, all plans will be fully costed with a 10% contingency.	2	5	10
7	Failure to recruit programme team	Inadequate preparation/research of skills required; lack of communication with HR specialists	Stops/hinders delivery of planned projects and associated outcomes, impacting the vibrancy of city centre/high streets	Open	Programme/Project Management	Economic Development	Adapting practice under current programme, recruitment preparations in development (e.g. formulation of JDs etc); some posts already filled so means of extending contracts etc being explored; opportunities will be promoted through the council's recruitment website; existing networks can also be considered and expertise engaged (e.g. BCC's Employability & Skills service). Going to recruit dedicated High Streets Design & Delivery Officer to focus on street scene and greening	1	3	3
	Lack of engagement from City Centre and local High Street stakeholders	Inadequate communication; lack of research	Stops delivery of planned projects and associated outcomes, impacting the vibrancy of city centre/high streets	Open	Programme/Project Management	Economic Development	Networks already established and, following success of current activity/clear evidence of tangible outcomes, already strong interest from other local high street stakeholders. Communications channels already established, with communications and engagement plan adapted from existing one proven to be effective.	1	1	1

# Equality Impact Assessment [version 2.12]



Title: City Centre & High Streets Recovery: Strategic Community Infrastructure Levy (CIL) for High Streets	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] Programme	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: growth and 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.

The cabinet report this Equality Impact Assessment accompanies sets out the background, progress and benefits of the City Centre and High Streets Recovery programme, our approach to the allocation of Strategic Community Infrastructure Levy for high streets and the allocation of West of England Combined Authority High Streets Recovery & Adaptions funding.

The overall objectives of the City Centre and High Streets Recovery programme are to:

- Reimagine and repurpose high streets to meet local need, improve the mix and variety of offer, support economic inclusion, facilitate access to jobs and skills development.
- Support new enterprises, which will help create new employment opportunities.
- Reduce vacancy rates by bringing commercial properties back into use.
- Increase footfall by reanimating our high streets, through locally distinctive and inclusive cultural and creative events and activities, meanwhile and innovative uses, and supporting a vibrant night-time economy.
- Support existing high street businesses to assist recovery and growth by engaging businesses across the city. Providing advice and information on a range of business support services including sustainable and green business practices, the Real Living Wage, the Bristol Eating Better award and skills
- Enhance the street scene and green infrastructure by improving the appearance of targeted areas and supporting biodiversity and climate priorities.

While this phase of the City Centre and High Streets Recovery programme will continue to deliver citywide activity, three high streets will be targeted. These are Ashley Road/Grosvenor Road (Ashley Ward), Crow Lane (Henbury & Brentry) and Oatlands Avenue (Hengrove & Whitchurch Park); they have been selected considering factors such as being within areas of growth and regeneration with significant housing being developed or proposed; levels of deprivation in their respective vicinities; and the need to focus on areas outside of the current programme.



The purpose of the cabinet report is:

- To note progress and benefits being delivered as part of the City Centre & High Streets Recovery and Renewal programme.
- To approve the approach to the allocation of £1.5m of Strategic Community Infrastructure Levy (CIL) for high streets and alignment to the City Centre & High Streets Recovery and Renewal programme.
- To delegate to the Executive Director for Growth & Regeneration, the approval and allocation of further High Streets Recovery & Adaptions funding of up to £850,000 from the West of England Combined Authority. The funding will be aligned to delivery of the City Centre & High Streets Recovery and Renewal programme.

## 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: [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 \(Quality of Life, Census etc.\)](http://bristol.gov.uk); [Joint Strategic Needs Assessment \(JSNA\)](http://bristol.gov.uk); [Ward Statistical Profiles](http://bristol.gov.uk).

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](http://bristol.gov.uk) and [Stress Risk Assessment](http://bristol.gov.uk)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Population change: <a href="#">Census 2021</a>	The population of Bristol at the 2021 census was 472,434, an increase of more than 44,000 since 2011 (10.3% against an increase in England and Wales of 6.3%) Bristol was the fastest growing of all the Core Cities in England and Wales over the last decade.
Ethnic Disparity: 1. <a href="#">Census 2021</a> 2. <a href="#">Bristol: a city divided? (Centre on the Dynamics of Ethnicity, 2017)</a> 3. <a href="#">Impact of the Cost-of-Living Crisis on Black &amp; Minoritised Communities in Bristol (Black South West Network, 2023)</a>	<ol style="list-style-type: none"> <li>1. Bristol's population is increasingly diverse. In 1991 the Black, Asian &amp; Minority ethnic population accounted for 5.1% of the total population; in 2001 this increased to 8.2%, in 2011 to 16% and in 2021 to 18.9%. The largest minority ethnic groups in 2021 were Somali (1.9%), Pakistani (1.9%) and Indian (1.8%)</li> <li>2. Bristol ranked 7th out of the 348 districts of England &amp; Wales (1=worst) on the Index of Multiple Inequality.</li> <li>3. 75% of respondents to BSWN's survey believe they are struggling to afford basic items (defined as groceries, foodstuffs, cleaning supplies, and basic hygiene products); 79% of respondents stated they are currently struggling with paying their bills; 55% of respondents made explicit reference to the unaffordability of food and a further 43% of respondents struggling to pay for three or more of their utility bills.</li> </ol>
<a href="#">Ward Profile Data</a> (wards listed are those in which the targeted high streets of Ashley Rd/Grosvenor Rd, Crow Lane & Oatlands Avenue are located. Data for Central ward is also listed, in relation to the city centre)	<p><b>Ashley (Ashley Rd/Grosvenor Rd):</b> 6<sup>th</sup> most diverse ward in Bristol by percentage of population classed as Black, Asian and Minority Ethnic (30.2% against Bristol average of 18.9%); 7<sup>th</sup> ranked ward by percentage born outside UK (24.1% against Bristol average of 18.8%); 6<sup>th</sup> ranked ward by crime: burglary (6.3 per 1,000 against Bristol average of 5.3 per 1,000); Deprivation: 5 of the 10 areas making up Ashley Ward (LSOAs) rank among the most deprived in England with one (St Pauls Grosvenor Rd) ranking in England decile 1 (at least two neighbouring LSOAs are also ranked in England decile 1); 5<sup>th</sup> ranked by claimant count (53.4 per 1,000 against Bristol average of 33.5 per 1,000)</p> <p><b>Hengrove &amp; Whitchurch Park (Oatlands Ave):</b> 10th ranked ward by adult clients receiving community based services (8.4 per 1,000 against Bristol average of 6.6 per 1,000); 10th ranked ward by children known to social care (23.2 per 1,000 against Bristol average of 22.0 per 1,000); Deprivation: 2 of the 11 areas making up Hengrove &amp; Whitchurch Park ward (LSOAs) rank among the most deprived in England, England decile 1, while 3 are in either England decile 2 or England decile 3 (at least 16 LSOAs in neighbouring wards are ranked among the most deprived); 9th ranked ward by pupil absence rate (12% against Bristol average of 11.8%); 3rd ranked ward by health/disability (10.1% of people providing unpaid care against Bristol average of 7.6%); 33rd ranked ward by education: people with a degree (20.9% against Bristol average of 42.1%)</p>

**Henbury & Brentry (Crow Lane):** 8th ranked ward by adult clients receiving community based services (9.2 per 1,000 against Bristol average of 6.6 per 1,000); 10th ranked ward by child poverty (23.6% against Bristol average of 21.8%); 3rd ranked ward by children known to social care (36.8 per 1,000 against Bristol average of 22.0 per 1,000); Deprivation: 3 of the 7 areas making up Henbury & Brentry ward (LSOAs) rank among the most deprived in England, with 1 in the most deprived decile, England decile 1 (at least 5 LSOAs in neighbouring wards are ranked among the most deprived in England); 8th ranked ward by pupil absence rate (12.1% against Bristol average of 11.8%); 6th ranked ward by health/disability (9.3% of people providing unpaid care against Bristol average of 7.6%)

**Central (City Centre):** 2nd ranked ward by child poverty (39.8% against Bristol average of 21.8%); 4th ranked by children known to social care (31.9 per 1,000 against Bristol average of 22.0 per 1,000); 2nd ranked by country of birth (37.6% against Bristol average of 18.8%); 1st ranked by crime: burglary (16 per 1,000 against Bristol average of 5.3 per 1,000); 2 of the 8 areas making up Henbury & Brentry ward (LSOAs) rank among the most deprived in England, decile 1 (at least 8 LSOAs in neighbouring wards are ranked among the most deprived in England); 3rd most diverse ward in Bristol by percentage of population classed as Black, Asian and Minority Ethnic (34.3% against Bristol average of 18.9%); 2nd ranked by main language not being English (20.8% against Bristol average of 10.1%)

[Quality of Life Indicators](#) (wards listed are those in which the targeted high streets of Ashley Rd/Grosvenor Rd, Crow Lane & Oatlands Avenue are located. Data for Central ward is also listed, in relation to the city centre)

**Ashley (Ashley Rd/Grosvenor Rd):** 14 QoL indicators ranked significantly worse against the respective Bristol average, including in the Culture/Leisure, Community/Living, Crime/Safety, Sustainability/Environment & Transport categories.

**Hengrove & Whitchurch Park (Oatlands Ave):** 33 QoL indicators ranked significantly worse against the respective Bristol average, including in the Community/Living, Crime/Safety, Culture/Leisure, Sustainability/Environment, Transport, Education/Skills, Economy, Health/Wellbeing and Housing categories.

**Henbury & Brentry (Crow Lane):** 12 QoL indicators ranked significantly worse against the respective Bristol average, including in the Crime/Safety, Education/Skills, Culture/Leisure, Transport, Sustainability/Environment and Health/Wellbeing categories.

**Central:** 25 QoL indicators ranked significantly worse against the respective Bristol average, including in the Community/Living, Crime/Safety, Culture/Leisure, Sustainability/Environment, Transport, Health/Wellbeing and Housing categories.

[Bristol Key Facts \(2022\)](#)

- In the year April 2021 to March 2022 there were 7.6 small business start-ups per 10,000 working age population in Bristol. 183 small businesses started in

	<p>March 2022, 22.1% lower than the pre-pandemic level of 235 in March 2020</p> <ul style="list-style-type: none"> <li>- The population of Bristol has become increasingly diverse and some local communities have changed significantly. There are at least 45 religions, 187 countries of birth and 91 main languages spoken.</li> <li>- In Bristol 15% of residents live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.</li> <li>- Life expectancy for women is 82.7 years and for men 78.5 years (2018-2020) both are lower than the national average. The inequalities gap in life expectancy between the most and least deprived areas in Bristol is 9.9 years for men and 6.9 years for women. Bristol's healthy life expectancy (years living in good health) is 61.5 years for women and 59.8 years for men (2018-20; significantly lower than the national average of 63.9 and 63.1 years respectively).</li> <li>- In March 22 4% of the city's working age population were claiming out of work benefits; 15% of these were young people aged 16-24 years, while 19% were aged 50 years and over.</li> <li>- The number of overseas students has trebled over the last 20 years and now make up 27% of all students at the University of Bristol and 17% of all students at UWE.</li> <li>- Significantly fewer young people in Bristol go on to Higher Education<sup>52</sup> (31.6% compared to 42.2% in England). In South Bristol participation is only 22.3%, including 3 of the 5 lowest performing neighbourhoods<sup>53</sup> in England.</li> <li>- Homelessness in the city continues to disproportionately affect certain communities, particularly single households, young people and people of colour (especially those who identify as Black).</li> <li>- Only 52% of residents are satisfied with the range and quality of outdoor events in the city (from 74% pre-pandemic).</li> </ul>
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**Additional comments:**

The programme is specifically aimed at businesses across the city and with targeted intervention for Street Scene and Greenery Enhancements within the City Centre and across three further high streets (following on from interventions in the nine high streets originally selected for the existing phase of the programme). The programme focuses on the following groups:-

- Businesses in the City Centre and high streets
- Users (consumers, visitors, employees) of the City Centre and high streets
- Black, Asian and minority ethnic background communities and businesses
- Communities and businesses located in three selected high streets (with areas or serving catchments with high levels of deprivation)

**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
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Marriage and Civil Partnership

Pregnancy/Maternity

Race

Religion or Belief

Sex

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.

We know there are gaps in our diversity data for some protected characteristics citywide, especially where this has not historically been included in census and statutory reporting e.g. for sexual orientation.

We have identified the following gaps in data:

- No number of Black, Asian and minority led businesses in our City Centre and 46 high streets.
- Demographic profile and equalities information on businesses in our City Centre and 46 high streets.
- Limited information on demographic profile and equalities information on users of the City Centre and high streets.

These gaps will be addressed as much as possible through:

- Undertaking business and stakeholder surveys in targeted areas at the start of this phase of the programme, and subsequent monitoring and evaluation throughout.
- A detailed survey will also be undertaken with businesses and users of the City Centre and across the high streets selected for intervention.
- Capturing information on grant applications and business support documentation (via businesses that receive support).
- Through data collected from sign up/application forms that creative practitioners/organisations wishing to host events funded by the programme are required to complete.
- Robust monitoring and evaluation via onsite surveys, feedback and sign up forms for participants in/visitors to engagement and cultural events.
- By utilising as appropriate other sources of data available to the Economic Development service area (e.g. via universal business support provision)
- All data will be handled under the terms of the relevant data protection legislation and will be anonymised when required.

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

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

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

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

The programme is delivering on a number of findings in the One City Economic Recovery Strategy 2020, One City Climate Emergency Strategy 2020 and One City Ecological Emergency Strategy 2020, all of which were developed in collaboration with a huge range of partners through the One City approach.

More than 300 city partners have been engaged to contribute to the One City Economic Recovery Strategy 2020 that is built around three pillars: people and labour markets; business and investment; and Bristol's places. Each

pillar identifies priorities for response and recovery, with inclusion and sustainability at the heart of all three.

We have engaged with a diverse range of businesses, citizens, community organisations and stakeholder groups, examples include the city's business improvement districts (Bedminster, Bristol City Centre, Broadmead, Clifton Village and Redcliffe and Temple), Bristol Food Network, Bristol Association of Restaurants, Bars and Independent Establishments (BARBIE), Federation of Small Business (FSB), Business West, ACH, Babassa Youth Empowerment Projects, the Black South West Network (BSWN).

## 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 build on already established processes to seek advice from local equality groups and stakeholders championing the needs of people from different protected groups.
- This programme recognises that support is needed to fully reflect the diverse range of Bristol's high streets while particularly focusing on areas of deprivation and inequality. For example, having carried out significant activity in the likes of Stapleton Rd and Church Rd that have high proportions of Black, Asian and minority ethnic business and communities, this latest phase will cover the following areas and their catchments: Ashley Road/Grosvenor Road in St Paul's, Crow Lane in Henbury and Oatlands Avenue in Whitchurch.
- We have committed to a range of steps and measures to ensure that interventions that promote and consider accessibility and are inclusive to all.

## 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)

Bristol's One City Approach brings together a wide range of public, private, voluntary and third sector partners within Bristol. They share an aim to make Bristol a fair, healthy and sustainable city. A city of hope and aspiration, where everyone can share in its success.

In collaboration with our five other thematic multi-agency boards made up of experts from across the public, private and voluntary sectors, the One City Economy Board is forming an economic recovery taskforce. This will work collaboratively to develop a framework and prospectus for Bristol's requirements for economic recovery, best practice, and an action plan for advancing our aims under the One City Approach. It will do so in an inclusive manner with a continued awareness of regional, sub-national and national guidance and activity. The City Centre and High Streets Recovery Programme reports into the One City Economy Board

Access to business and employment opportunities, for young people, carers, Black, Asian and minority ethnic people, women, and LGBTQ+ people

- Our programme will help create additional businesses and employment opportunities. We will work with the Councils Employment, Skills and Learning Team, and other equality representative organisations to promote



business and employment opportunities to these groups.

Support for businesses that have been negatively impacted by Covid-19

- Through our programme we have targeted support to those businesses that have been most impacted by the pandemic (retail, hospitality and culture). A high proportion of young people and women are employed by these sectors. By providing additional support and advice we help these businesses to survive, which will safeguard jobs. Support will also be targeted at areas that have a high proportion of Black, Asian and minority ethnic led small businesses (e.g. Ashley Rd/Grosvenor Rd), helping to safeguard these businesses and jobs.
- address this issue by improving access to cultural and social activities, including for young people.

Programme communications and documentation

- We will ensure key messages for older people are being delivered via printed materials.
- All programme communications will be in plain English and we will make Easy Read versions available on request and it will be communicated that these alternative formats are available.
- We will make alternative arrangement for people with sight loss to provide signatures and documents as evidence for applications.
- Local updates and information in plain English, and alternative languages/formats made available.
- We will work with relevant equality representative organisations to develop information that can be provided to businesses through our Business Support Programme on how to make their business more accessible.

Access to social, culture and event activities

- We will use the Culture and Events programme to deliver inclusive events which are aimed at celebrating equality and diversity. There will also be several family focussed events.
- All event organisers will be provided with the Councils briefing paper on Disability and reopening spaces for events.

#### PROTECTED CHARACTERISTICS

<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>- Disadvantaged young people may not have access to appropriate technology for learning, social connection and entertainment.</li> <li>- Young people are most likely to have lost work or seen their income drop because of the pandemic and other recent shocks to the economy</li> </ul>
Mitigations:	See general comments above
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" 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; more likely to feel excluded from high streets if appropriate infrastructure (e.g. seating) is lacking; and may experience additional barriers in accessing local businesses due to reduced mobility.
Mitigations:	See general comments above
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>- People with visual impairments may find it difficult to negotiate our high streets due to the volume and inappropriate placing of street furniture (many cannot judge distances, or need to physically touch objects to be aware of their presence).</li> <li>- Similarly people with impaired mobility are likely to have heightened difficulties when negotiating high streets.</li> <li>- An increased awareness of social distancing in the wake of the pandemic may also cause anxiety.</li> </ul>
Mitigations:	See general comments above
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	More women than men work in the retail and hospitality sectors and so are more likely to experience unwanted attention and aggressive behaviour.
Mitigations:	We will continue to work with closely related projects such as Bristol Nights, whose high profile campaigns to minimise violence against women and employees in the hospitality sector have won national and international recognition.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	Pregnant women and mothers of young children may experience additional physical barriers in accessing public spaces (e.g. places to rest; narrow thoroughfares precluding the use of prams/buggies)
Mitigations:	See general comments above
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>- Minority ethnic groups are more likely to live in deprived neighbourhoods, and are about twice as likely to live on a low income and experience child poverty.</li> <li>- People who do not speak English as a main language will find engagement with the programme challenging.</li> <li>- Pre-pandemic, young people from ethnic minority backgrounds were known to be 47% more likely to be on zero-hour contracts. Local research since suggests a significant proportion lost their jobs and over 74% of those enrolled with local youth projects experienced high levels of stress, anxiety and loss of purpose.</li> <li>- Black, Asian and minority ethnic led small businesses may lack information about the support available to them from the government (sectors particularly affected include taxi drivers, restaurants, cafes and hotels).</li> </ul>
Mitigations:	<ul style="list-style-type: none"> <li>- We have a statutory duty to foster good relations between people who share a protected characteristic and those who do not. This means we should be providing 'myth-busting' information and challenging misunderstanding wherever possible through the communications channels that we use.</li> <li>- Local updates and information in plain English, and alternative languages/formats made available.</li> </ul>
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> <li>- Challenge for faith groups in adapting religious festivals and celebrations in areas not designed for them.</li> <li>- Heightened risk of hate speech in the form of misinformation about faith groups</li> </ul>
Mitigations:	Continue to build on existing good practice and community engagement – e.g. work in partnership to raise awareness of Grand Iftar celebrations on College Green
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	See general comments above
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Carers tend to have less access to training and employment opportunities.
Mitigations:	<ul style="list-style-type: none"> <li>- See 'General Comments' above.</li> <li>- Our programme will work with businesses to encourage them to create more flexible forms of employment.</li> </ul>
<b>Other groups</b> [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

Through close monitoring, given the nature of the programme with elements of it specifically targeting under-represented groups, Equal Opportunities will be, as a matter of course, regularly discussed at project management meetings.

Procurement processes will require successful applicants, contractors and delivery partners to demonstrate their commitment and capacity to provide an effective and appropriate service to people from groups with protected characteristics.

Working closely with equality groups to connect to people with protected characteristics, to ensure they are part of the conversation when: co-designing interventions; designing and delivering events; targeting and promoting grants; focusing business support programmes; and seeking delivery partners.

Programme principles demonstrate our commitment to supporting equality and diversity and people with protected characteristics:

- Engaging, collaborating and co-designing with communities, businesses and stakeholders to re-connect places to people.
- Supporting the creative and cultural sector, to create locally distinctive places and experiences.
- Skills development and employability, supporting local, regional and national priorities for economic inclusion and improving access to jobs.
- Environmental sustainability and climate and ecological emergency priorities, considering, raising awareness and addressing priorities, through proposed interventions.
- Supporting equality and diversity celebrating, integrating and delivering inclusive, diverse and open interventions, to meet the needs of diverse local communities.

The programme is committed to collaborating with diverse range of citizens, businesses and stakeholders to ensure we co-design and deliver proposals that are inclusive to all and meet a wide range of needs.

The One City Ecological Emergency Strategy 2020 reveals cultural barriers and economic factors preventing equal access to green spaces. For example, some people from visible ethnic minority backgrounds feel uncomfortable spending time in nature as they are underrepresented there.

## Step 4: Impact

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

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

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

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

Although we haven't identified significant negative impacts from the proposal we're aware of a wide range of disparities for people in Bristol based on their characteristics and Their circumstances which we will seek to mitigate through the programme activities.

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

The City Centre and High Streets Programme has provided a significant opportunity to 'build back better' and promote equality of opportunity for communities hardest hit by the pandemic and subsequent economic shocks. The experience gained will be built upon and, where appropriate, adapted in this latest phase.

## 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
Work with BCC's Employment, Skills and Learning Team, and other equality representative organisations to improve the promotion of business and employment opportunities for young people, carers, Black, Asian and minority ethnic people, women, and LGBTQ+ people	Jason Thorne	ongoing throughout the programme
Better communicate to programme participants that all programme messaging will be in plain English with Easy Read versions available on request.	Jason Thorne	ongoing throughout the programme
Using analysis of the intelligence gathered during the existing phase of the City Centre and High Streets Recovery programme to improve our data collection methodology so as to gain a better insight into the gaps in the evidence base highlighted at section 2.3	Jason Thorne	ongoing throughout the programme
Using analysis of the intelligence gathered during the existing phase of the City Centre and High Streets Recovery programme to deliver a series of appropriately targeted, fully inclusive cultural events aimed at celebrating equality and diversity.	Jason Thorne	ongoing throughout the programme

## 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.

As well as contributing to measures identified by the One City Economy Board we will monitor progress against relevant Quality of Life indicators (there are two questions in the survey specifically related to high streets) [Quality of Life 2020-21 — Open Data Bristol](#) and reduction in disparities by Ward [New wards: data profiles - bristol.gov.uk](#)

## 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> Alex Hearn, Director: Economy of Place
Date: 12/9/2023	Date: 11 September 2023

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title:</b> City Centre & High Streets Recovery: Strategic Community Infrastructure Levy (CIL) for High Streets		
<b>Project stage and type:</b> <input checked="" type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Changing
<input checked="" type="checkbox"/> Other [please state] Programme	<input type="checkbox"/> Already exists / review	
<b>Directorate:</b> Growth & Regeneration	<b>Lead Officer name:</b> Jason Thorne	
<b>Service Area:</b> Economic Development	<b>Lead Officer role:</b> Service Manager – City Centre & High Streets	

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please contact the [Sustainable City and Climate Change Service](#) 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. Please use plain English, avoiding jargon and acronyms.

Summary: The cabinet report this Environmental Impact Assessment accompanies sets out the background, progress and benefits of the City Centre and High Streets Recovery programme, our approach to the allocation of Strategic Community Infrastructure Levy for high streets and the allocation of West of England Combined Authority High Streets Recovery & Adaptions funding.

The programme is specifically aimed at businesses across the city and with targeted intervention for street scene and greenery enhancements within the city centre and, following on from interventions in the nine high streets originally selected for the existing phase of the programme, across three further high streets and local centres primarily serving the wards of Ashley (Ashley Rd/Grosvenor Rd), Henbury & Brentry (Crow Lane) and Hengrove & Whitchurch Park (Oatlands Ave). The programme focuses on the following groups:

- Businesses in the City Centre and high streets
- Users (consumers, visitors, employees) of the City Centre and high streets
- Black, Asian and minority ethnic background communities and businesses
- Communities and businesses located in the three selected high streets (with areas or serving catchments with high levels of deprivation).

The purpose of the cabinet report is:

- To note progress and benefits being delivered as part of the City Centre & High Streets Recovery and Renewal programme.
- To approve the approach to the allocation of £1.5m of Strategic Community Infrastructure Levy (CIL) for high streets and alignment to the City Centre & High Streets Recovery and Renewal programme.
- To delegate to the Executive Director for Growth & Regeneration, the approval and allocation of further High Streets Recovery & Adaptions funding of up to £850,000 from the West of England Combined Authority. The funding will be aligned to delivery of the City Centre & High Streets Recovery and Renewal programme.

## 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If 'No' explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by the [Sustainable City and Climate Change Service](#).

If 'Yes' complete the rest of this assessment.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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## 1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

## Step 2: What kinds of environmental impacts might the project have?

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

### 2.1 Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support [our corporate environmental objectives](#) and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

**Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

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

The programme will involve relatively small-scale physical improvements in existing built up areas (it doesn't involve major changes to transport networks or major construction activity for example) so in this sense adverse environmental impacts will be minimised.

The nature of a locality – its geography and its existing infrastructure – may inhibit or preclude some activity intended to enhance the local environment, given the relatively limited budget available (for example road narrowing to encourage better connectivity with nearby green spaces).

Alignment with BCC policy: BCC's Economic Development service is guided by the [One City Economic Recovery and Renewal Strategy](#), which fully acknowledges and is underpinned by the UNSDGs. With regard to the city's high streets and local centres, this programme seeks to address a number of the actions outlined in the Strategy in order to deliver more inclusive and greener localities (P82), including: increased provision of space for cycling and walking, with better radial connections to Bristol's communities; working with residents to create [liveable neighbourhoods](#), reducing traffic and supporting footfall and trade in local high streets; increased housing development on and around high streets to support housing need and support viability of high streets; provide further support to cultural and visitor businesses

The [One City Ecological Emergency Strategy](#) (P11) recognises the need for greener streets connecting the city with street trees, pollinator corridors in central reserves and wildlife habitats in roundabouts, verges and public squares.

Although necessarily limited in scope due to the relatively small budget this programme can contribute to wider strategic outcomes outlined in both the One City Climate Strategy (P30), which cites the use of transport corridors to enhance green infrastructure, and the [Joint Local Transport Plan](#) (P72; P88) by helping to improve network resilience and connectivity by making the environs around local bus stops etc more attractive, thereby helping encourage greater use of public transport.

#### Evidence base specific to the wards directly affected by the proposal

##### Keep Bristol Cool mapping tool:

- Ashley (Ashley Rd/Grosvenor Rd): Of the ten lower super output areas (LSOAs) that make up the Ashley ward: five rank high or very high risk for heat vulnerability; five rank high or very high risk for deprivation; nine rank high or very high risk for indoor exposure; and nine rank high or very high risk for outside exposure. The neighbouring ward of Lawrence Hill also ranks high or very high risk across all the criteria listed on the mapping tool
- Henbury & Brentry (Crow Lane): Of the seven LSOAs that make up the Henbury/Brentry ward: two are ranked high or very high risk for heat vulnerability; all 6 are ranked high or very high risk for age-related vulnerability; four are ranked high or very high risk for deprivation; and one is ranked high or very high risk for indoor exposure
- Hengrove & Whitchurch Park (Oatlands Ave): Of the twelve LSOAs that make up the Hengrove/Whitchurch Park ward: three are ranked high or very high risk for heat vulnerability; all twelve are ranked high or very high risk for age-related vulnerability; six are ranked high or very high risk for deprivation; and three are ranked high or very high risk for outside exposure
- Central (City Centre): Of the eight lower super output areas (LSOAs) that make up the Central ward: seven are ranked high or very high risk for heat vulnerability; three are ranked high or very high risk for deprivation; and all eight are ranked high or very high risk for both indoor exposure and outdoor exposure. The neighbouring ward of Lawrence Hill also ranks high or very high risk across all the criteria listed on the mapping tool

##### Flood Risk:

While much of Central ward is designated at risk of tidal flood, the St Agnes area of Ashley Ward, which includes Ashley Rd/Grosvenor Rd, has been identified as being at high risk to surface water flooding by the Surface Water Management Plan, or by flood risk officer local knowledge. Similarly, Crow Lane in Henbury & Brentry ward, and Oatlands Avenue in Hengrove & Whitchurch Park ward is close to an area at high risk of surface water flooding.

##### UK Ward Canopy Cover Map:

- Ashley: 14.8%
- Hengrove/Whitchurch Park: 12.6%
- Henbury/Brentry: 27.1%
- Central: 12.9%

##### Local Air Quality Data (Open Data Bristol):

According to this data source, while available data for Henbury & Brentry and Hengrove & Whitchurch Park appears limited (neither is in the Air Quality Management Zone), in 12 out of 13 years between 2010 & 2022 Lower Ashley Rd has exceeded the legal limit for NO<sub>2</sub>; a similar pattern is discernible in Central ward, where there are at least seven air quality monitors.

##### Quality of Life Indicators:

There are 28 Sustainability & Environment themed indicators in the current annual Bristol Quality of Life survey.

- In Ashley ward (Ashley Rd/Grosvenor Rd) 4 such indicators suggest that proactive messaging using the programme could have a beneficial impact on attitudes and perceptions when comparing against the Bristol Average for those indicators (% who think air quality/traffic pollution is a problem locally; % who think fly tipping is a problem locally; % who think litter is a problem locally; % whose mental health has suffered due to climate change)
- In Henbury/Brentry ward (Crow Lane) One such indicator suggests that proactive messaging using the programme could have a beneficial impact on attitudes and perceptions when comparing against the Bristol Average for that indicator (% very concerned about climate change)

- In Hengrove/Whitchurch Park ward (Oatlands Ave) 8 such indicators suggest that proactive messaging using the programme could have a beneficial impact on attitudes and perceptions when comparing against the Bristol Average for those indicators (% satisfied with the quality of parks/green spaces; % very concerned about climate change; % who have changed the way they travel around Bristol due to climate change concerns; % who have changed what they buy due to climate change concerns; % who have eaten less meat/dairy produce due to climate change concerns; % who have reduced energy use at home due to climate change concerns; % who have reduced flying for holidays due to climate change concerns; % who visit Bristol's parks and garden spaces at least once a week)
- In Central ward (City Centre) 7 such indicators suggest that proactive messaging using the programme could have a beneficial impact on attitudes and perceptions when comparing against the Bristol Average for those indicators (% concerned about climate change; % concerned about the loss of wildlife in Bristol; % satisfied with the general household waste service; % satisfied with the quality of parks/green spaces; % who have created space for nature; % who think street litter is a problem locally; % whose home has suffered from overheating during hot weather)

Summary of beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):

Opportunity to

- Respond to Bristol residents' desire to see green infrastructure installed on their high streets
- engage directly with local businesses so as to highlight options regarding measures that will help in their progress towards net zero
- positively impact health/wellbeing through making local high streets more attractive so as to encourage more people to use them, engage in active travel to/from them, and encourage healthier food choices, and be more physically active
- promote the sustainable nature of the programme (e.g. highlighting raising awareness of the waste hierarchy) and by doing so reiterate the council's intentions regarding waste reduction
- contribute positively to supporting the city's urban biodiversity

Summary of adverse impacts and how they can be mitigated:

- Disruptive activity during installation of street furniture/enhancement of street scene
- Adherence to council policies relating to mitigating harmful environmental impacts (procurement, social value etc)
- Proactively seeking out instances of best practice from elsewhere and adapting our processes accordingly
- Proactively engaging with experts in the sustainability field (e.g. Bristol Waste; BCC's Sustainable City and Climate Change Service; Green Capital Partnership)

**ENV1 Carbon neutral: Emissions of climate changing gases**

BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.

Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes

**Benefits**

The proposal is at an early stage of development so it is difficult to precisely quantify emissions at this point. We will be undertaking public consultations in the three additional high street areas which will inform the nature of the public realm improvements to be delivered under the programme. Previous such consultations during the earlier phase of the programme (and other such projects Economic Development have led on) indicate a likely strong preference for greening initiatives such as planters and new trees. This will afford the opportunity to highlight the council's recognition of the urgent need to address the challenges of climate change to both high street businesses and the people that use them, as cited in the [One City Climate Strategy](#) (P10).

Opportunity to engage directly with local businesses so as to highlight options regarding measures that will help in their progress towards net zero (e.g. signposting to green business grants; sustainable travel options etc)



<p>to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Enhancing actions</b></p>	<p>Green street scene improvements which will contribute positively to the city's biodiversity – for example planters, pocket parks, trees (which will also increase shelter from the sun)</p>
	<p><b>Persistence of effects:</b>    <input checked="" type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<ul style="list-style-type: none"> <li>- Carbon emissions during installation of street furniture/public realm improvements</li> </ul>
	<p><b>Mitigating actions</b></p>	<ul style="list-style-type: none"> <li>- The public consultation process will be designed so as to filter out as much as possible actions that may cause unacceptable levels of emissions</li> <li>- We will follow the council's established procurement procedures which require us to engage contractors well acquainted with the Council's requirements regarding the mitigation of carbon emissions</li> <li>- Public realm enhancement activities carried out under the programme will necessarily be subject to the internal Quality Assurance process which as a matter of course takes into account the council's responsibilities regarding climate change mitigation</li> </ul>
<p><b>Persistence of effects:</b>    <input checked="" type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>		

<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Benefits</b></p>	<p>The proposal will not lead to a reduction in habitat but rather help to improve areas of the existing built environment through greening measures (following local consultations). The proposal is also intended to have positive impacts for health through making local high streets more attractive (well positioned benches) so as to encourage more people to use them, engage in active travel to/from them, and encourage healthier food choices (by proactive promotion of such initiatives as Bristol Eating Better) and be more physically active.</p>
	<p><b>Enhancing actions</b></p>	<ul style="list-style-type: none"> <li>- Green street scene improvements which will contribute positively to the city's biodiversity – for example planters, pocket parks, trees (which will also increase shelter from the sun) installed/planted with pollinating insects such as bees in mind</li> <li>- Where the possibility arises (e.g. Crow Lane) undertake measures to better connect local high streets and shops to nearby green spaces</li> </ul>
	<p><b>Persistence of effects:</b>    <input checked="" type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>Disruptive activity during installation of street furniture/enhancement of street scene</p>
<p><b>Mitigating actions</b></p>	<p>Activity likely to take place in existing built up areas so major adverse effects on habitat/wildlife unlikely; however measures will be taken to engage contractors who will be required to comply with council standards regarding habitat disruption</p>	

		Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<b>Benefits</b>	The proposal is at an early stage of development so it is difficult to precisely quantify waste at this point. We will be undertaking public consultations in the three additional high street areas which will inform the nature of the public realm improvements to be delivered under the programme – affording the opportunity to promote the sustainable nature of the programme (e.g. highlighting raising awareness of the waste hierarchy). Once this is done and a firm idea of what street furniture etc is to be installed we will be in a better position to quantify any waste and, having done so, further communicate how sustainable the actions under the proposal will be.		
	<b>Enhancing actions</b>	Opportunity to install more durable, longer lasting street furniture and green infrastructure		
	Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years			
	<b>Adverse impacts</b>	Removal of existing street furniture and infrastructure		
	<b>Mitigating actions</b>	<ul style="list-style-type: none"> <li>- In bearing in mind the waste hierarchy, consider where appropriate repair of existing infrastructure (e.g. benches); use of recycled timber/plastic for pieces of street furniture (planters, benches)</li> <li>- Ensure appointed contractors are aware of the need to minimise waste (draw up appropriate plans prior to any engagement/works on site)</li> <li>- Consult those with expertise in sustainability (e.g. Bristol Waste; BCC’s Sustainable City and Climate Change Service) for advice regarding how to minimise impact of waste</li> </ul>		
Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years				
<p><b>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</b></p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather</p>	<b>Benefits</b>	<p>Depending on responses to consultation exercises in relevant high street areas, scope for:</p> <ul style="list-style-type: none"> <li>- small-scale interventions to help sustainable urban drainage</li> <li>- increased tree canopy to help address incidence of extreme heat</li> </ul> <p>Opportunity to engage directly with local businesses so as to highlight options regarding measures that will help in their progress towards net zero (e.g. signposting to green business grants; sustainable travel options etc)</p>		
	<b>Enhancing actions</b>	<ul style="list-style-type: none"> <li>- Green street scene improvements which will contribute positively to the city’s biodiversity – for example planters, pocket parks, trees (which will also increase shelter from the sun) installed/planted with pollinating insects such as bees in mind</li> <li>- Where the possibility arises (e.g. Crow Lane) undertake measures to better connect local high streets and shops to nearby green spaces</li> </ul>		
	Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years			



<p>(particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Adverse impacts</b></p>	<p>Disruptive activity during installation of street furniture/enhancement of street scene</p>
	<p><b>Mitigating actions</b></p>	<ul style="list-style-type: none"> <li>- Ensure appointed contractors are aware of the need to maximise extreme weather-related resilience, e.g. appropriate plants/trees/grasses</li> <li>- Consult those with expertise in sustainability (e.g. Bristol Waste) to minimise impact of waste</li> <li>- Proactively seek out examples of best practice from elsewhere</li> </ul>
	<p><b>Persistence of effects:</b>    <input checked="" type="checkbox"/> 1 year or less                      <input type="checkbox"/> 1 – 5 years                      <input type="checkbox"/> 5+ years</p>	
<b>Statutory duty: Prevention of Pollution to air, water, or land</b>		
<p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Benefits</b></p>	<p>Improved urban environments/enhanced green infrastructure; enhanced sense of place and or pride of place; improved sense of wellbeing for local people</p>
	<p><b>Enhancing actions</b></p>	<ul style="list-style-type: none"> <li>- Green street scene improvements which will contribute positively to the city's biodiversity – for example planters, pocket parks, trees (which will also increase shelter from the sun) installed/planted with pollinating insects such as bees in mind</li> <li>- Where the possibility arises (e.g. Crow Lane) undertake measures to better connect local high streets and shops to nearby green spaces</li> </ul>
	<p><b>Persistence of effects:</b>    <input checked="" type="checkbox"/> 1 year or less                      <input type="checkbox"/> 1 – 5 years                      <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>Apart from initial enhancement works, the likelihood of direct adverse effects on pollution is not likely to be significant.</p>
	<p><b>Mitigating actions</b></p>	<p>Measures will be taken, working with procurement specialist colleagues, to engage contractors who will be required to comply with council standards (e.g. those who have signed up to the <a href="#">Considerate Constructors Scheme</a>)</p>
<p><b>Persistence of effects:</b>    <input checked="" type="checkbox"/> 1 year or less                      <input type="checkbox"/> 1 – 5 years                      <input type="checkbox"/> 5+ years</p>		

## Step 3: Actions

### 3.1 Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project's implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
Request appointed contractors calculate carbon emissions resulting from public realm works to be carried out under the programme	Jason Thorne	Ongoing throughout the programme
Ensure contractors put in place a plan to minimise disruption to wildlife habitats prior to commencement of public real works	Jason Thorne	Ongoing throughout the programme
Consult where appropriate with relevant sustainability experts as to minimising the adverse effects of programme interventions	Jason Thorne	Ongoing throughout the programme

Enhancing / mitigating action required	Responsible Officer	Timescale
Proactively seek out instances of good practice that can be adopted or adapted as appropriate	Jason Thorne	Ongoing throughout the programme

## Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal. Please seek feedback and review from the [Sustainable City and Climate Change Service](#) before final submission of your decision pathway documentation<sup>1</sup>.

Where impacts identified in this assessment are deemed significant, they will be summarised here and included on the cover sheet of the decision pathway documentation.

### Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):

Opportunity to

- Respond to Bristol residents’ desire to see green infrastructure installed on their high streets
- engage directly with local businesses so as to highlight options regarding measures that will help in their progress towards net zero
- positively impact health/wellbeing through making local high streets more attractive so as to encourage more people to use them, engage in active travel to/from them, and encourage healthier food choices, and be more physically active
- promote the sustainable nature of the programme (e.g. highlighting raising awareness of the waste hierarchy) and by doing so reiterate the council’s intentions regarding waste reduction
- contribute positively to supporting the city’s urban biodiversity

### Summary of significant adverse impacts and how they can be mitigated:

- Disruptive activity during installation of street furniture/enhancement of street scene
- Adherence to council policies relating to mitigating harmful environmental impacts (procurement, social value etc)
- Proactively seeking out instances of best practice from elsewhere and adapting our processes accordingly
- Proactively engaging with experts in the sustainability field (e.g. Bristol Waste; BCC’s Sustainable City and Climate Change Service; Green Capital Partnership)

<b>Environmental Performance Team Reviewer:</b>	<b>Submitting author:</b>
Daniel Shelton	Declan Murphy
<b>Date:</b> 25/08/2023	<b>Date:</b> 25/08/2023

<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This does not constitute an endorsement or approval of the proposal.



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>Portway Park and Ride Bus Access Improvements FBC</b>	
<b>Ward(s)</b>	Avonmouth and Lawrence Weston	
<b>Author:</b> Toby Clayton	<b>Job title:</b> Senior Public Transport Officer	
<b>Cabinet lead:</b> Cllr Donald Alexander, Cabinet Member for Transport	<b>Executive Director lead:</b> John Smith, Interim Executive Director Growth and Regeneration	
<b>Proposal origin:</b> BCC Staff		
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet		
<p><b>Purpose of Report:</b> To seek approval for the submission of a Full Business Case (FBC) to the West of England Combined Authority (WECA) for City Regional Sustainable Transport Settlement (CRSTS) funding and subject to approval, to accept and spend the funding to deliver the Portway Park and Ride Bus Access Improvements.</p>		
<p><b>Evidence Base:</b></p> <ol style="list-style-type: none"> <li>As explained within the Cabinet report submitted for the Cabinet Meeting in October 2021 and later updated in the 2 May 2023 Cabinet paper, the A4 Portway is a work package under the Strategic Corridor Programme. A programme that seeks to make infrastructure improvements to key corridors across the city that make public transport, walking and cycling people’s natural choice in mode of travel.</li> <li>Upgrading the bus access at the Portway Park and Ride was set to be included as part of the A4 Portway Strategic Corridor project, however WECA identified this work package as an opportunity for early delivery under the CRSTS programme.</li> <li>There is also a desire to fast-track the bus access work package’s delivery to meet the YTL Arena travel mitigations in time for the Arena opening in 2025 / 2026. Consequently, the bus access work package is being progressed straight to Full Business Case stage ahead of the wider A4 Portway Strategic Corridor, which is currently being worked up to an Outline Business Case.</li> <li>The Portway P&amp;R Bus Access work package is a stand-alone project in respect of the fact it is not dependent on the A4 Portway Strategic Corridor, or any other project.</li> <li>Currently the infrastructure at the Portway Park and Ride site’s bus entrance is set up to only serve buses travelling to and from the southeast (City Centre direction), which restricts opportunities for site development. The provision of new access arrangements can unlock this barrier to the development of the Park and Ride as a transport hub for multiple connecting services. This will initially provide for a direct shuttle service to and from the YTL Arena, and for rail replacement services associated with the new station at the Park and Ride site. It will also allow for future development for both orbital bus connections and for services using the Portway, from Avonmouth, Severnside, and North Somerset. This development opportunity makes it a strategically important intervention.</li> <li>One such development at the site that would be enhanced by the infrastructure changes made to the bus access, would be the site’s role as a mobility hub under the Combined Authority’s Future Transport Zones.</li> <li>In order to construct the infrastructure changes there is a requirement to permanently remove 7 trees, and temporarily remove an additional 3 trees. The decision to remove these trees has been informed by an</li> </ol>		

Arboriculture Impact Assessment completed by a certified Arboriculture Consultant. To mitigate against the loss of these trees, the project will plant 13 new trees on site in line with the Bristol Tree Replacement Standards, and a Landscape Plan that has been produced for the site.

8. Operating companies including Stagecoach West, First Bus, and Great Western Railway have all provided support for the proposals.
9. During an engagement period in August 2022 residents and local stakeholders were asked whether additional bus services travelling to the north and west of the Portway Park and Ride site would encourage greater use of the Portway Park and Ride site, to which 31% said 'Yes' and 22% said they were 'Unsure'. These results demonstrate that there is a demand for the site to facilitate bus services travelling to and from the Avonmouth and Severnside direction. Full report for the early engagement can be seen in Appendix B1.
10. In order to access the CRSTS funding allocated for the project, Bristol City Council are required to submit a Full Business Case (FBC) that is compliant with the Department for Transport's Transport Appraisal Guidance and WECA's Assurance Framework. The FBC and its appendices for this project can be found in Appendix A1 and A2.
11. The Portway P&R Bus Access work package will be looking to draw down £2.007mn of the CRSTS funding made available to Bristol City Council. The cost breakdown of the £2.007mn can be seen Appendix I2. The sunk costs are also included below which covers the time spent on project management, business case preparation and design, the funding for the sunk costs has been derived from the CRSTS pot through approvals given at the Cabinet meeting in October 2021 and later updated in May 2023.

Activity	Cost estimate
Civils works	Please refer to Appendix I2
Contract bond	Please refer to Appendix I2
BCC Fees (Engineers, Signals, Street Lighting)	Please refer to Appendix I2
Utility Diversion Works	Please refer to Appendix I2
Street lighting contractors	Please refer to Appendix I2
Traffic Signal contractor	Please refer to Appendix I2
Temporary bus stops	Please refer to Appendix I2
B-NET works	Please refer to Appendix I2
TRO and TTRO	Please refer to Appendix I2
Trees, Landscape, and Ecology	Please refer to Appendix I2
Inflation allowance (25% of civils works)	Please refer to Appendix I2
Contingency (derived from QRA)	Please refer to Appendix I2
<b>Total</b>	<b>£2,006,890</b>
Total sunk costs	£154,891.07

12. The table below summarises the Bristol City Council CRSTS spend across the programme to date. All projects in business case have approvals under the Bus Deal / Strategic Corridor Update from May 2023 cabinet. All projects at the construction phase have individual cabinet approvals.

CRSTS Programme		£211mn (total BCC allocation)
Name of project	Stage of project	CRSTS Spend to date
Bristol Bridge	Construction	£330k
Victoria Street & Colston Avenue (A37 WP1)	FBC	£55k
A37 South - Temple Meads to Stockwood (A37 WP2)	FBC	£50k
A37 OBC and A37 North FBC (A37 WP3)	OBC & FBC	£6k
A4018	Tender preparation	£40k
A4 Portway Strategic Corridor	OBC	£66k

Portway P&R Bus Access	FBC development (sunk costs)	£155k
East Bristol Liveable Neighbourhood	FBC	£142k
Bedminster Green	Construction	£2.86mn
City Centre Strategic Corridor	Option Assessment	£548k
M32 Corridor	WECA led	N/A
Bristol to Bath (Emery Road)	WECA led	N/A
Bristol to Bath (Transport Hub)	WECA led	N/A
Integrated ticketing	WECA led	N/A
Regional transport branding	WECA led	N/A

13. Once approved the intention is to run a competitive tender process for the main civil engineering works under Lot 6 of the Bristol City Council Highways Asset Management and Associated Works Framework (HAAWF). The signals work will be called off the Supply, Installation and Maintenance of Equipment and Infrastructure for the Control and Management of Traffic and Related Services (WoEITS2) contract. If in the unlikely event these procurement routes are not achievable, the project team will work with BCC procurement to find an acceptable alternate route to market.
14. The key risk for this project is that the FBC cost estimate is based on rates from the BCC HAAWF contract that the tender returns for the civils work may return higher than anticipated, appropriate mitigations and contingencies have been applied to this risk. The full risk registers and corresponding mitigations and contingencies can be seen in Appendix D1, and a Quantitative Risk Register can be seen in Appendix I2.
15. The FBC is the third and final stage of the DfT's Business Case process. Within an FBC the five dimensions that comprise the FBC should be fully developed including, the strategic dimension explaining the need for the intervention, economic case which demonstrates that the investment will return benefits, financial case which demonstrates the scheme's value for money, the commercial case which provides further information on procurement routes, and management case which essentially outlines the plan for benefit realisation, and how the scheme will be assessed and evaluated post-delivery.

**Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Approves the submission of a Full Business Case (Appendices A1 and I1) to the West of England Combined Authority (WECA).
2. Authorises the S151 officer in consultation with the Executive Director of Growth and Regeneration and the Cabinet Member for Transport, subject to approval of the Full Business Case by WECA to: -
  - (i) Take all steps required to accept and spend the City Region Sustainable Transport Settlement (CRSTS) funding amount as set out in this report and appendices,
  - (ii) Tender and procure contracts (including any over £500K) necessary to deliver the works,
  - (iii) Award contracts and spend the funding to deliver the works as set out in the Full Business Case up to the maximum budget envelope outlined in this report.

**Corporate Strategy alignment:**

1. Children and Young People: Better public transport connectivity increases independence particularly among younger people and helps to maintain social inclusivity. Whilst improving the provision of infrastructure for active travel is beneficial in promoting health and wellbeing among younger people.
2. Economy and Skills: Improved transport connectivity, be it by public transport, walking or cycling, has benefits to improving access to employment opportunities. Better public transport will also assist in enabling development and economic growth.
3. Environment and Sustainability: Making infrastructure improvements that make public transport, walking, and cycling people's natural choice in mode in travel can help encourage the modal shift away from cars, and

subsequently reduce congestion and vehicle emissions. This can help Bristol achieve its target of becoming carbon neutral by 2030.

4. **Health, Care and Wellbeing:** Improving infrastructure for active travel is beneficial in promoting health and wellbeing among citizens. Additionally, there are health benefits of improving the air quality by reducing the congestion and vehicle emissions.
5. **Homes and Communities:** Improving connectivity of all neighbourhoods will help to improve community participation, enabling citizens to maintain inclusivity in all aspects of life.
6. **Transport and Connectivity:** By improving the public transport infrastructure the reliability of bus services is improved, and opportunity to increase frequency and facilitate additional services is safeguarded. Upgrading transport interchanges and improving the frequency of bus stops will contribute to the improvement of safety, and perception of safety for citizens. Making improvements to the walking and cycle infrastructure will encourage the uptake in active travel.
7. **A Development Organisation:** In following the Department for Transport's Business Case process, we are demonstrating the characteristics of an Effective Development Organisation, specifically by using research and data to inform decisions.

#### **City Benefits:**

1. Provide greater bus service frequency and reliability through highway improvements.
2. Improving the physical accessibility of public transport modes such as bus and rail, and wider connectivity to jobs, education, and other opportunities across the city for all citizens. Including contribution to developing a transport hub at the Portway Park and Ride site.
3. Promoting the use of more sustainable travel including bus, rail, walking, and cycling as preferential modes. Subsequently delivering better air quality by reducing the reliance on private vehicles, and improving the health and wellbeing of the population, and especially for those living with a pre-existing health condition
4. The delivery of some walking and cycling infrastructure improvements will help to contribute to the uptake in active travel methods which offers social value benefits, including health and wellbeing.
5. Greater resilience of the city's rail provision, as rail replacement services (both planned and unplanned) are set to make use of the infrastructure when serving the new Portway P&R rail station.
6. Improved connectivity to events at the new YTL Arena, as event shuttlebuses are set to run between the Portway P&R site and the YTL Arena at the Brabazon Hangar.
7. Highway improvements that will contribute to the reduction in community segregation through the improvement of public transport services

#### **Consultation Details:**

1. The wider A4 Portway Strategic Corridor was subjected to an early engagement activity with residents and local stakeholders during July and August 2022. During this engagement activity, residents and stakeholders were asked for their views on the Portway Park and Ride site (Appendix B1).
2. An online survey was made available during this period, whereby over 1,000 responses were received. Questions about the Portway Park and Ride site were included within this survey.
3. The preferred design option was subjected to further consultation with residents in Shirehampton, and local transport stakeholders in January 2023. The preferred design option with an accompanying letter was sent to residents, a webinar session was run for stakeholders to present the design, and field questions / comments, and finally the engagement team held a site visit during the morning peak hours to inform bus users of the proposals. Engagement summary can be found in Appendix B2.
4. The Bus Access designs have been subjected to review by internal Bristol City Council Quality Assurance colleagues.
5. The scheme has been discussed with local operators, including First Bus, Stagecoach, and Great Western Railway. Discussions with these operators will continue as the projects progress.
6. WECA have also been consulted on these proposals.
7. The proposals will be subjected to further consultation by means of the Statutory Consultation period as part of the Traffic Regulation Orders process.

#### **Background Documents:**

Bus Deal / Strategic Corridors Update – Item 10 at the October 2021 Cabinet Meeting: [ModernGov - bristol.gov.uk](https://www.moderngov.com/d/4282567/p/2021-10-20/10)  
 Bus Deal / Strategic Corridors Update – Item 9 at the May (2nd) 2023 Cabinet Meeting: [ModernGov - bristol.gov.uk](https://www.moderngov.com/d/4282567/p/2023-05-02/9)  
 West of England Bus Strategy: [West of England Bus Strategy \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk/transport/west-of-england-bus-strategy)  
 West of England Joint Local Transport Plan: [Joint Local Transport Plan 4 2020-2036 \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk/transport/joint-local-transport-plan-4-2020-2036)  
 West of England Bus Service Improvement Plan: [West of England Bus Service Improvement Plan \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk/transport/west-of-england-bus-service-improvement-plan)  
 West of England Local Cycling Walking Infrastructure Plan: [Local cycling and walking infrastructure plan - West of England Combined Authority \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk/transport/local-cycling-and-walking-infrastructure-plan)  
 Bristol Transport Strategy: [Bristol Transport Strategy](https://www.bristol.gov.uk/transport/bristol-transport-strategy)  
 National Bus Strategy for England – Bus Back Better: [Bus Back Better \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/nbs-2021-2026.pdf)  
 Department for Transport Business Case Guidance: [Transport business case guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/transport-business-case-guidance.pdf)

<b>Revenue Cost</b>	£N/A	<b>Source of Revenue Funding</b>	N/A
<b>Capital Cost</b>	£2,006,889	<b>Source of Capital Funding</b>	City Region Sustainable Transport Settlement (CRSTS) – Grant funding from the Department for Transport
<b>One off cost</b> <input checked="" type="checkbox"/> <b>Ongoing cost</b> <input type="checkbox"/> <b>Saving Proposal</b> <input type="checkbox"/> <b>Income generation proposal</b> <input type="checkbox"/>			

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

**1. Finance Advice:** This report seeks the approval of Cabinet to submit a Full Business Case to the West of England Combined Authority (WECA) for City Regional Sustainable Transport Settlement (CRSTS) for the Portway Park & Ride Bus Access Improvements works package totalling £2.007m.

The works package is an element of the A4 Portway Sustainable Travel Corridor & Hub project within the overall CRSTS Programme and is estimated to cost £13.76m of which the Council is contributing £2.48m. This funding is required to undertake works under the Strategic Corridor Programme (A4 Portway) to improve the infrastructure to key corridors across the city. Details of the overall CRSTS Programme is shown in the table below:

PROJECT TITLE	BCC CRSTS Funding	BCC Local Contribution	BCC Total
	£m	£m	£m
Long Ashton Metrobus Improvements	36.84	6.77	43.61
Bristol to Bath (Bristol to Emery Road)	44.98	-	44.98
Bristol to Bath (Keynsham to Bath)	-	-	-
Bristol to Bath (Transport Hub)	17.67	-	17.67
M32 Sustainable Transport Corridor and Hub	3.39	20.00	23.39
A4 Portway Sustainable Transport Corridor and Hub	11.28	2.48	13.76
Stockwood to Cribbs Causeway (central part possibly straight to FBC)	31.44	5.00	36.44
Bristol to Hengrove Metrobus ext'n A38S (incl. Bedminster Green)	16.82	1.75	18.57
Bristol City Liveable Neighbourhoods	9.10	2.00	11.10
Integrated Smart Ticketing	0.69	-	0.69
Regional Transport Branding	0.67	-	0.67
<b>Total</b>	<b>172.89</b>	<b>38.00</b>	<b>210.89</b>

The Portway Park & Ride Bus Access Improvements work package is estimated at £2.007m and will upgrade the bus

access at the Portway Park and Ride. It is fully funded from the CRSTS allocation (subject to approval of the FBC) and does not require any local contribution.

A breakdown of the cost elements is included in the Exempt Appendix. The composition of this estimate includes a reasonable allowance for contingencies which have been independently reviewed by Finance. The expenditure is profiled as shown below:

	2023/24	2024/25	Total
	£m	£m	£m
Estimated Expenditure	0.205	1.802	2.007

WECA will expect the Council to utilise the CRSTS funding by the 31<sup>st</sup> March 2027. The current works programme assumes completion of the works by the end of Feb 2025 which the service has a strong degree of confidence, will be achieved, therefore both programme and funding plans are aligned. Any variance to the plan while unlikely would be escalated to WECA for approval for reprofiling.

There will be revenue costs incurred following completion of the works to maintain the infrastructure. It is not anticipated that the scheme will incur any significant additional maintenance costs and it is expected that the costs can be managed within current highway maintenance budgets, similar to previous schemes.

**Finance Business Partner:** Richard Young, Head of Strategic Finance, 13/09/2023

**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 11 August 2023

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

**IT Team Leader:** Gavin Arbuckle, Head of Service Operations, 30 August 2023

**4. HR Advice:** Having read the report I can confirm that there are no HR implications evident in these proposals.

**HR Partner:** Chris Hather, HR Consultancy Manager – Growth and Regeneration, 6 September 2023

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	21 June 2023
<b>Cabinet Member sign-off</b>	Cllr Donald Alexander, Cabinet Member for Transport	13 July 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	13 July 2023

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



<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Exempt Information</b>	<b>YES</b>
<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>
<b>Appendix L – Procurement</b>	<b>NO</b>

# **A4 Portway Park and Ride Access FBC**

## **Full Business Case**

SEPTEMBER 2023

## Version Control

Issue	Revision No.	Date Issued	Description	Reviewed By	Approved by
1	1	19/04/23	Draft	AR, AM,	IB
1	2	07/06/23	Draft	AM, DG	IB
1	3	04/07/23	Draft	AM	IB
1	4	14/08/23	Draft	AM	IB
1	5	19/09/23	Draft	AM	IB

This report dated 19 September 2023 has been prepared for Bristol City Council (the "Client") in accordance with the terms and conditions of appointment dated 01 August 2022 (the "Appointment") between the Client and ("Arcadis") for the purposes specified in the Appointment. For avoidance of doubt, no other person(s) may use or rely upon this report or its contents, and Arcadis accepts no responsibility for any such use or reliance thereon by any other third party.

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# 1 Introduction

Bristol City Council (BCC) commissioned Arcadis to develop the Full Business Case (FBC) for upgrading the access arrangements for buses between the A4 Portway dual carriageway and the Portway Park and Ride (P&R) site. The development of this FBC follows the Department for Transport's (DfT) Transport Appraisal Guidance (TAG).

## 1.1 Scheme Background

The Portway P&R site is located along the A4 Portway, a key route connecting Bristol City Centre with Avonmouth and the M5. The A4 Portway corridor already benefits from some bus priority on the inbound side of the carriageway as do parts of A4 Hotwell Road and A4 Anchor Road. This project looks to allow provisions for bus services to access and egress the site from the North and West of the city of Bristol.

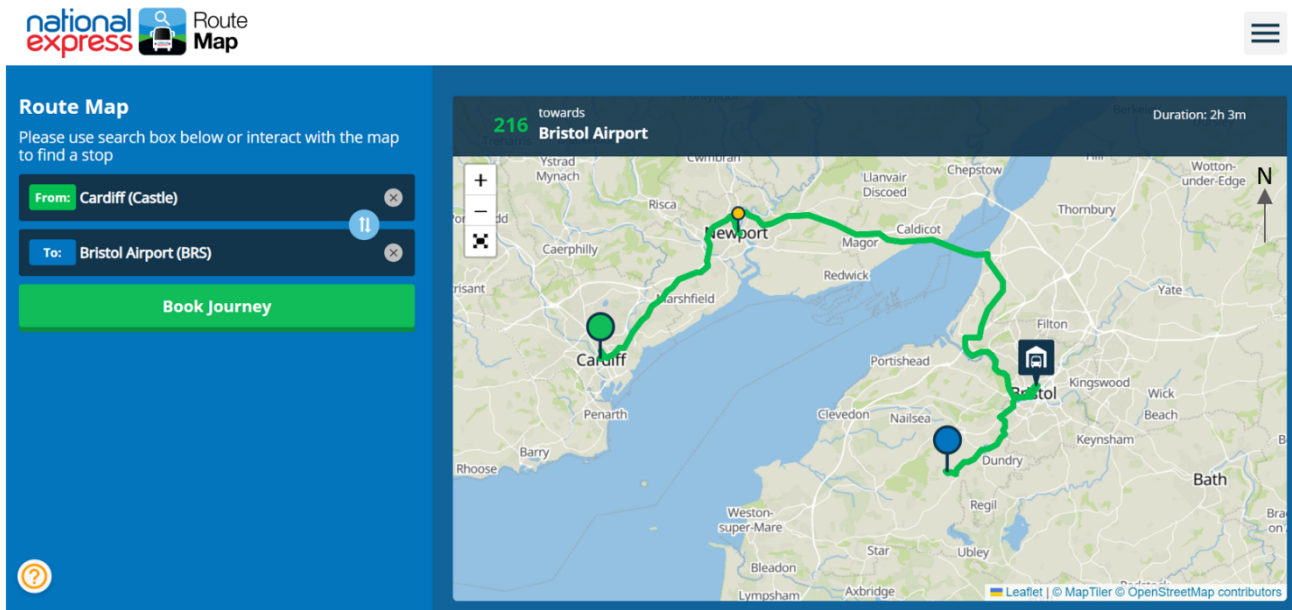
The Portway P&R is the main location providing bus service along the A4 Portway linking Bristol City Centre with Avonmouth and the wider strategic network with links to the M5 and M49. The service is operated by Stagecoach West and runs seven days a week. The first bus to depart the site is at 06:15 and the last bus to depart the site is at 20:40 Monday to Friday, 06:15 to 20:40 on Saturdays and 09:30 to 17:45 on Sundays and public holidays. The service departs the Portway P&R site every 15 minutes, 7 days a week (including bank holidays) and takes 48 minutes to travel to the Brislington Park and Ride site where it terminates before travelling back through the City Centre and along the A4 Portway to the Portway P&R site (see Figure 1-1).



<sup>1</sup>Figure 1-1: Portway Park and Ride Bus Route

There has been an increase in the use of the A4 Portway by coach services in the last 15 years. This includes the establishment of the hourly national express service from South Wales to Bristol Airport (BRS). This route is shown in Figure 1-2.

<sup>1</sup> Source: <https://www.firstbus.co.uk/bristol-bath-and-west/routes-and-maps/bristol-park-ride>



<sup>2</sup>Figure 1-2: National Express Route Cardiff to Bristol Airport

The A4 Portway has also had an increase in the number of inter-urban bus services using it in recent years. In September 2020, the X5 from Clevedon and Portishead was running hourly throughout the day and achieving a journey time of 31 minutes between Portishead and Bristol City Centre. This is compared to a 51-minute journey time, off-peak, on the traditional route using the A369. However, this route has since been shortened so it does not use the A4 Portway and only travels between Weston Super Mare and Portishead.

Currently, the access arrangements at the P&R site do not allow the buses, travelling from Northwest towards the city of Bristol, to enter the P&R site. Therefore, it is essential to develop a scheme which allows buses to make a right turn from A4 Portway to the P&R site so that the full potential of the Portway P&R site can be achieved.

Over the past few years there has been significant investment in the Portway Park and Ride site, including a new rail station and expanded parking provision. The new park and ride access will build on this investment by providing better access to and from the station and Park and Ride site by bus. The investment in the site is over £8m which includes the park and ride access, parking expansion and new rail station.

The park and ride bus access was originally included as part of the P&R expansion project but was de-scoped from this project as the bus access works were not seen to be deliverable within the Transforming Cities Fund (TCF) funding deadline.

If the access arrangements are not updated at the P&R site, there will be future problems for:

- Event shuttle buses travelling from the site to the YTL Arena (currently under construction at the Brabazon Hangar, Filton)
- Rail replacement services to cater for the new rail platform (opens by summer 2023)
- The sites' future use by new, or existing services

The proposed project will deliver infrastructure changes to the Portway P&R site that allows bus services to access and egress the site from the North and West. The scheme is an integral part of the A4 Portway Corridor CRSTS proposals as there are further plans to deliver bus priority improvements along the A4 Portway. However, this Park and Ride bus access needs to be delivered ahead of these plans to enable implementation before the YTL arena opening in 2025/26 and to support rail replacement services when the station opens in Summer 2023.

The details of the preferred option are provided within the Economic Case section of this report.

<sup>2</sup> Source: [https://routemap.nationalexpress.com/search/between/cardiff\\_castle/bristol\\_airport\\_brs](https://routemap.nationalexpress.com/search/between/cardiff_castle/bristol_airport_brs)

The Portway P&R improvements form an integral part of many regional, local transport and development plans and policies which are described in the Strategic Case section of this report. There are issues identified during the early engagement such as low bus occupancy resulting from the lack of access arrangements at the P&R site which is preventing the P&R site from fulfilling these policies and plans.

The current access arrangement at the P&R site does not support connectivity to local bus networks, particularly from the Avonmouth direction, and the nearby port. Currently, journey times to Avonmouth and Bristol City Centre are slow which does not promote bus travel along the A4 corridor.

Furthermore, the current arrangement also prohibits services travelling from or to Portbury, Severnside, and North Somerset to connect to the rail network. The connection of the P&R site with the Portway P&R train station is of great importance. As the P&R site is located on a strategic route, there will be an increased demand of travellers willing to use the Portway P&R train station. However, in the absence of an upgraded access design at the P&R site, there will be implications on the number of rail passengers in future. The Portway P&R train station is likely to open in 2023 and aiming to provide a sustainable choice of travel to the city centre, destinations along the Severn Beach line and connections to the wider rail network.



## 2 The Strategic Case

The Strategic Case is one of the five cases required as per the DfT's TAG to develop an FBC comprising of the following main sections:

1. Strategic context
2. The case for change

### 2.1 Strategic Context

The access arrangements to the Portway P&R from A4 Portway are of prime importance due to its strategic location. As such, there is a compelling case to upgrade the existing access at the Portway P&R site to accommodate future growth of the public transport provision for those travelling to and from Bristol City Centre. However, due to the level of scheme, it was decided that the FBC will need to be proportionate.

The following sections provide details on the strategic context of this study.

#### 2.1.1 Organisational Overview

The development of the proposed A4 Portway P&R access scheme is the responsibility of BCC with the West of England Combined Authority acting as the assurance body.

The BCC aim for the Portway Park and Ride Access project is to:

*'Create a new access and egress for bus services travelling to and from the North and the West of the Portway Park and Ride site that make public transport people's natural choice in mode of travel to enhance social, wellbeing, economic and environmental outcomes.'*

#### 2.1.2 Strategy and Aims

The details of the relevant policy and strategy guidelines for this scheme are provided in the following sections including the proposed stakeholder engagement plan.

##### The Joint Local Transport Plan (JLTP4)

The plan details the vision for transport in the West of England up to 2036. It discusses the transport challenges in the West of England such as increased travel demand, poor air quality and strain on road and rail networks.

The JLTP4 plan includes specific policies relating to the A4 Portway including:

- Building on the extensive bus priority measures already in place along the A4 Portway to cater for a future metrobus route from Bristol City Centre to Severnside.
- Expanding the Portway P&R site

The report highlights the delays on the already congested M5 junctions which are likely to result in a diversion of trips on to the other routes, including the A4 Portway leading to increased congestion along the A4 Portway corridor, Avonmouth direction, and the nearby port.

##### West of England Bus Service Improvement Plan (BSIP)

The plan specifically mentions the A4 Portway with the following vision:

- Upgrade the existing P&R site to a transport hub and align with the new railway station, providing segregated bus infrastructure and LTN 1/20 compliant cycle infrastructure to improve existing links.

The Park and Ride access is specifically mentioned as a scheme within the BSIP including:

*'Avonmouth to Bristol city centre along the A4. Upgrade 4 junctions plus change Park & Ride access arrangements to enable buses to move both north and south.'*

The A4 was also added as a priority Corridor within the BSIP to expand the existing Park & Ride site to incorporate links to the new rail station and develop it as a Transport Hub. Therefore, this new access will help develop the Park and Ride as a transport hub by providing the opportunity for a greater number of services, which will also complement the expansion of the Park and Ride site and rail station.

### West of England Bus Strategy

Regarding P&R services, the strategy says:

- Bus based Park and Ride are described to be the core of the Park and Ride provision, with a high frequency offer on key radial routes into our towns and cities.
- Existing sites will be expanded, and new sites provided. These sites will be designed to fit the emerging strategic network and operate as transfer locations for connecting bus services and key interchanges between other transport modes.
- Local services could operate to and from Park and Ride sites on the edge of Bristol or Bath – allowing these services to operate at higher frequencies than they could if they travelled into the central area, and also allowing passengers to be able to take advantage of frequent 'bus priority' Park & Ride services into the city centre.

The strategy seeks to achieve the creation of a *'bus network that people want, and are able to use, so that, as we emerge from the Covid-19 pandemic, we see a doubling of bus passenger journeys by 2036.'*

### City Region Sustainable Transport Settlement (CRSTS) SOBC

The A4 Portway has been identified as a high priority public transport corridor in phase one of the City Region Sustainable Transport Settlement (CRSTS) and the West of England Combined Authority (WECA) Bus Infrastructure Programme.

### West of England Transport Delivery Plan

The plan hopes to achieve the following at the P&R site:

- Provide P&R and transport hubs in the right places around our region to offer reliable transport interchange, cross regional bus services and sustainable access to our urban centres for those where the car from home is the only option.

### Bristol Transport Strategy

The Bristol Transport Strategy (2019) sets out planned improvements to the transport network throughout the city by 2036. The report makes specific reference to enhancing bus routes by connecting Portway P&R with Severnside.

The objectives of the Bristol Transport Strategy reflect the more localised issues and opportunities along the A4 Portway corridor project, aiming to increase frequency and journey time reliability of the public transport network, improve air quality and reduce congestion.

### The City Centre Framework

Bristol's City Centre Framework (CCF) sets out proposals to improve movement, public realm and the approach to regeneration and development in the city centre.

Within the framework are 23 aims, most of which can be traced back to the needed changes to transport infrastructure facilities and 6 of which specifically mention changes to the highway network, in particular. *Aim 6: New and expanded P&R Services under CCF Public Transport aims.*

The corridor has the capacity to deliver infrastructure changes that prioritise public transport and other modes of sustainable transport over general traffic.

## Local Cycling and Walking Infrastructure Plan

The West of England Local Cycling and Walking Infrastructure Plan (LCWIP) sets out to provide high quality infrastructure to ensure the West of England is a region where cycling and walking are the preferred choice for shorter trips.

The corridor has the capacity to deliver infrastructure changes that prioritise active travel and other modes of sustainable transport over general traffic.

## Bristol Net Zero by 2030

This suggests the following to achieve net zero by 2030:

- A maximum of 20% of journeys by car
- A suggested 25% of journeys by public transport
- A suggested 55% of journeys by active travel

## 2.2 The Case for Change

In order to establish the strategic narrative for the proposed A4 Portway P&R scheme, it is essential to initially identify:

1. Other schemes which are likely to impact the proposed P&R access scheme.
2. Existing arrangements and impacts of not changing anything
3. Business needs and service gaps
4. Spending objectives
5. Potential scope
6. Main benefits and risks
7. Stakeholder engagement
8. Constraints and dependencies

### 2.2.1 Emerging Schemes and Development Plans

It is essential to identify other schemes which are likely to impact the proposed P&R access scheme. As such, the other relevant schemes are described in the following sections.

#### Bristol City Centre to Avonmouth and Severnside Metrobus

The Bristol City Centre to Avonmouth and Severnside metrobus extension will stop at the P&R site providing improved commuting options and connectivity for employees at businesses in Severnside and Avonmouth. The scheme builds on the existing bus priority on the A4 Portway, with the extended bus priority, enhanced stops and upgraded services that go beyond the standards that are set by metrobus. The scheme also builds on the extensive existing bus priority on the A4 Portway, with extended bus priority, enhanced stops and upgraded metrobus services. Further bus priorities including potential bus-only links would be needed into Severnside but this route would not be expected until 2036. The Portway Park and Ride site will be pivotal in the delivery of these ambitions, acting as a hub linking the A4 Portway with the A403 St Andrews Road.

To effectively implement a metrobus route there is a prerequisite for quality bus infrastructure. Alongside infrastructure delivery there will be the development of an operational work stream to secure service provision.

#### Portway P&R Site Expansion

A new railway station platform adjacent to the existing Portway P&R site on the Severn Beach Line (SBL) is set to open by summer 2023. Parallel to the opening of the rail platform, the existing Portway P&R site will be expanded, unlocking provision for a further 270 car parking spaces, increasing usage of the railway station. The improved P&R site will support the new station with rail replacement services when necessary.

## Mixed Use Development

The Access 18 Development is a mixed-use development located northeast of the P&R site. The location is presented in Figure 2-1.

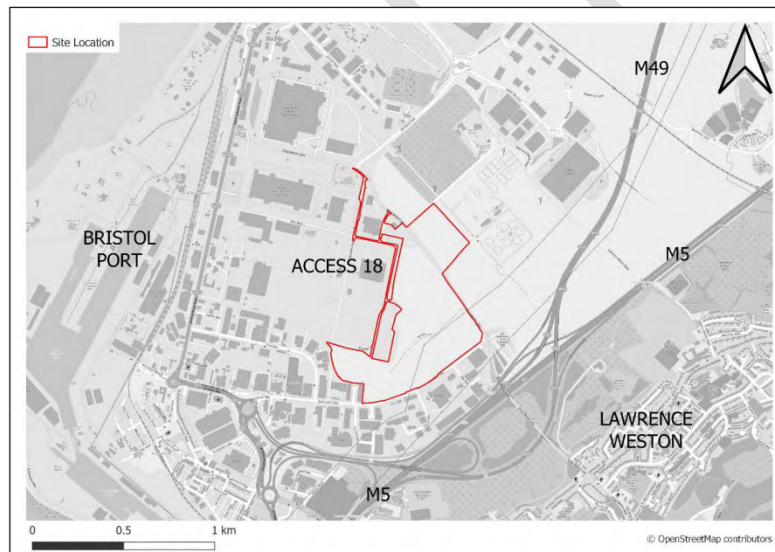


Figure 2-1 Site Location (Source: Access 18 Transport Statement)

The development is expected to attract many trips as people commute to various industrial, commercial and employment sites nearby. The current infrastructure of the P&R site does not allow bus services to serve Access 18 and therefore does not support sustainable travel to the development. Bus Service route 3 passes by Access 18, there has already been a S106 agreement between St Modwen and BCC to provide accessible bus stops outside Access 18 and within Access 18. As recorded within the transport statement liaison is currently ongoing for the best option of delivery of bus stops.

## Yeoh Tiong Lay (YTL) Arena

The new YTL Arena Complex will be a multi-use entertainment and leisure venue located at the existing Brabazon Hangers, North of Bristol City Centre. At maximum capacity the arena will hold up to 17,000 people for music events as well as offices, food retail, non-food retail and leisure and training centre. The target opening year for the development is 2025/2026. The development can provide a maximum of 2,334 car parking spaces, as per the Site Allocations and Development Management Policies 2014<sup>3</sup>, for both staff and visitors, of which, a multi-storey car park with 1,700 car parking spaces is committed. It is proposed that during busy events, the Portway P&R will provide shuttle bus services to the arena.

### 2.2.2 Existing arrangements and impact of not changing anything

Currently, there is only one bus service using the P&R site, the Portway P&R Bus. As it stands this service would not be impacted by the improved access arrangements, however, work is being completed to develop the Park and Ride service route further north, towards Avonmouth. An extended route with fast journey times between Avonmouth and Bristol City Centre is not possible unless an upgraded access at the Park and Ride site allows buses to turn in and out from the Avonmouth direction.

With the existing arrangement, bus services travelling south east on the A4 Portway, passing the P&R site would have to divert out of their way to turn into the site. Currently, this would involve starting from the Portway Roundabout, travelling via B4054 Shirehampton Road, turning right on to A4162 Sylvan Way and then right on the A4 Portway travelling northwest. This route is approximately 13 minutes and over 6km, (from

<sup>3</sup> <https://www.bristol.gov.uk/files/documents/5718-cd5-2-brislington-meadows-site-allocations-and-development-management-policies/file>

the Portway roundabout) whereas with a new access this would take approximately 3 minutes and be only 1km in distance. Therefore, this scheme will allow direct access to the P&R for these passing services and allow the current P&R bus to extend the route to Avonmouth.

### **Accessibility**

The existing access into the P&R is currently accessible for buses travelling northwest, out of Bristol. The current access point allows for a left turn into the site from Bristol and a right turn out of the site towards Bristol. Based on the current accessibility arrangements for the P&R site, the buses from northwest cannot turn right into the site which is impacting the enhancement of bus services to accommodate future growth of the bus operation at this site.

### **Sustainability towards carbon net-zero**

Not implementing significant changes to the P&R facility will provide limitations on the number of services operating, reducing service reliability and increase private car ownership. The impact of this will magnify the CO<sub>2</sub> emissions and the level of air pollution around the facility even more than current levels, which is set out to resolve as an objective within the project and government policies for Net-Zero. The following figures showcase the current carbon emission grade around the P&R consisting of Total emission grade, Car emission grade and travel to work by car emission grade.



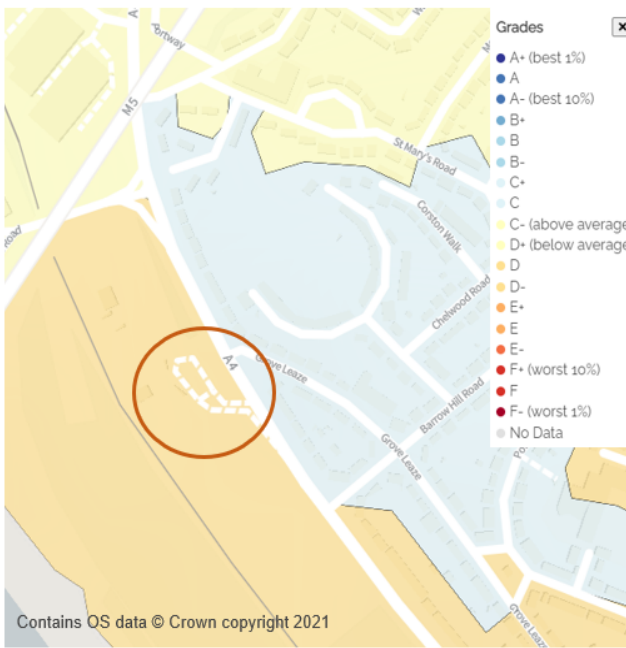


Figure 2-2: Car Emission Grade

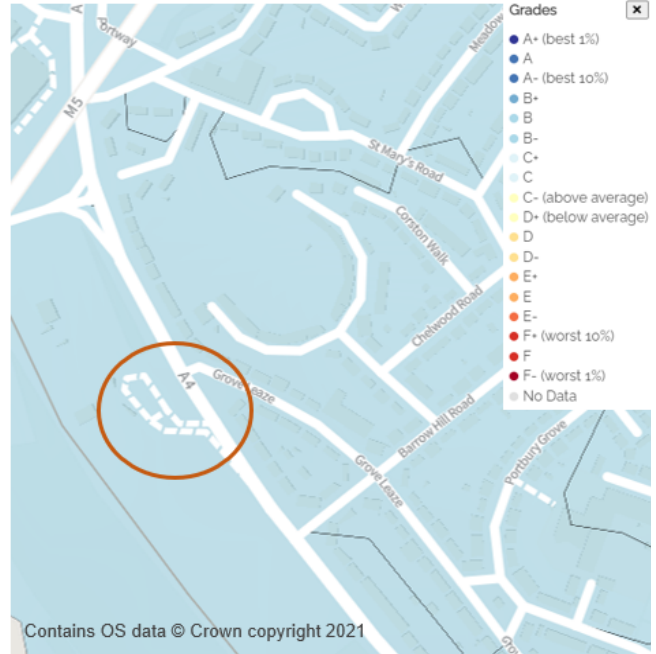


Figure 2-3: Travel to Work by Bus

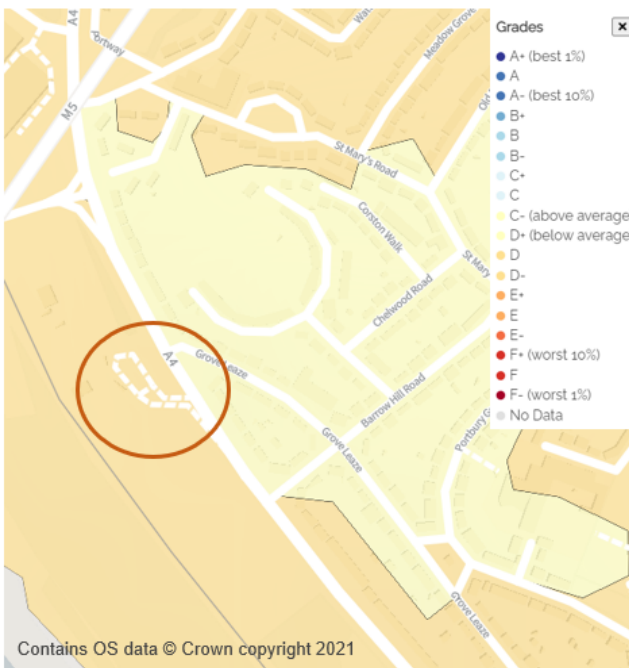


Figure 2-4: Travel to Work by Car Emission Grade

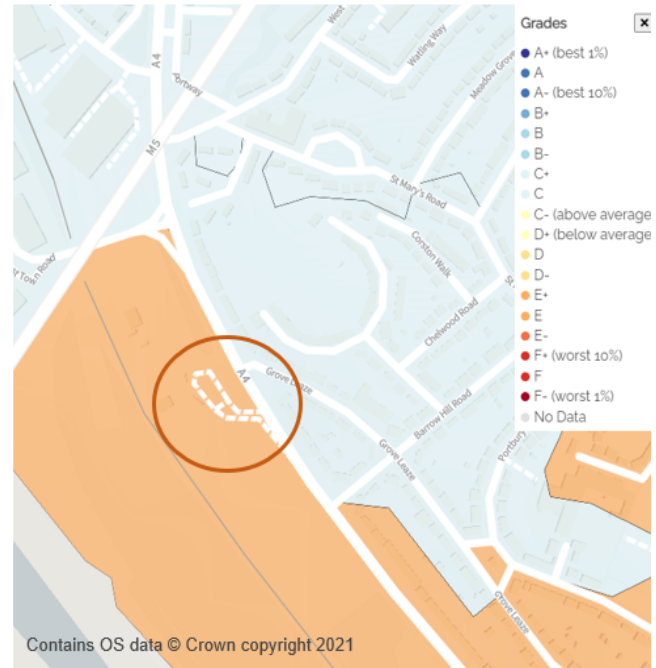


Figure 2-5: Total Emission Grade

Although travel to work by bus is above the average as shown in Figure 2-3, car emission grades are still very high indicating greater private car usage resulting in serious environmental and health concerns in the long-term.

If nothing changes and buses are not able to access and egress the site from the northwest:

- Journey times will remain slow by bus compared to car between Avonmouth and Bristol City Centre which could lead to Bristol failing to meet targets to reduce car journeys.
- Rail replacement services will not be supported which may impact on usage of the new rail station.
- YTL arena services will not be supported meaning the YTL arena will not be able to achieve the mitigation measure provided in their transport assessment.

- There would be no opportunity to promote sustainable travel further and achieve long-term aspirations to develop Dynamic Demand Responsive Transport (DDRT) and a transport hub at the Park and Ride site.

### 2.2.3 Business needs and service gaps

This scheme takes into account the regional goals set out to enhance the current infrastructure for the provision of public transport and improved connectivity addressing the global concerns of air pollution as well as air quality. To further unlock this potential, improvements are required on the current public transport network to facilitate accessible transport options whilst mitigating private car usage.

Currently, the A4 Portway dual carriageway is dominated by the private car usage, specifically in and around the Avonmouth region, with limitations restricting change due to the reliability and accessibility of the surrounding public transport provisions. With the provision of the Clean Air Zone (CAZ) within central Bristol, this will help unlock newer and quicker routes into and out of Bristol driving change towards more public transport usage and encouraging modal shift. The development of this scheme will allow for more bus services to stop at the A4 Portway P&R site, providing more frequent and regular services reducing on-road cars, reducing congestion and mitigating carbon emissions.

The planned developments such as the new railway station and the YTL Arena will lack the connectivity of services and a resilient transport network to drive change. Implementation of this scheme will help to build on the opportunity to provide rail replacements for the stations during unexpected periods as well as connectivity across different transport modes across the wider region. During major shows and events, shuttle buses can accommodate services to the YTL Arena to reduce private car travel, providing effective and reliable services and reducing parking concerns.

In summary, the new Portway Park and Ride access/egress is needed to enable:

- Improved services and journey times to and from Avonmouth and the city centre
- Complement the Park and Ride Station by providing rail replacement services
- Provide shuttle bus services to the new YTL arena development which has been provided as part of the transport mitigation for the site
- Encourage a range of journeys between Bristol City Centre and the Park and Ride to be by Bus instead of car
- Demand Responsive Transport, a Future Mobility Zone and the increase frequency of services at the park and ride, all of which are aspirations for the site.
- The promotion of the Park and Ride to active travel users

The scheme, as well as the wider A4 Portway network, is specifically mentioned within the BSIP. This scheme will complement schemes already completed, under construction and planned to ensure the whole corridor delivers policy and strategy ambitions.

### 2.2.4 Spending objectives

The proposed A4 Portway P&R site access scheme will be funded under the City Region Sustainable Transport Settlement (CRSTS) funding. The CRSTS funding is a new approach to investing in local transport networks, consolidating existing funding streams and allowing city regions to develop and invest in long term strategies. **Error! Reference source not found.** demonstrates the alignment between the DfT's CRSTS objectives and the scheme.

Table 1: CRSTS Objectives and Scheme Alignment

CRSTS Objectives	Scheme Alignment
Driving growth and productivity through infrastructure investment	Enhanced connectivity will harness the full potential of the A4 Portway corridor - maximising the benefits of regeneration, enhanced skills initiatives, and new job and education opportunities. Better connecting the corridor to key destinations supports the levelling up agenda and aligns with the inclusive growth agenda.
Levelling up services towards the standards of the best	The project is likely to have an overall positive effect, especially on key groups that suffer the effects of congestion and associated pollution. Improved access from strategic public transport to deprived areas will increase the reach of public transport, and also improve access to local facilities and amenities, enabling local people to fully benefit from the investment.
Decarbonising transport, especially promoting modal shift from cars to public transport, walking and cycling	The proposed scheme seeks to decarbonise transport by shifting trips away from private cars to sustainable modes such as bus and train.

The scheme specific objectives for providing the Portway P&R access are summarised as follows:

1. Improving the journey time for those travelling between Avonmouth and Bristol City Centre by delivering enhanced access to/from Portway P&R site post opening.
2. To deliver a P&R facility that has the capacity to accommodate event shuttle buses for the YTL Arena in time for the Arena opening in 2025/ 2026
3. Safeguard the possibility of running new or additional services from the Portway P&R site northbound to serve Avonmouth, Weston Super Mare, Portbury, Portishead, Severnside, South Gloucestershire, North Somerset, South Wales etc
4. Increase the proportion of trips that are made by bus, particularly from the Avonmouth area, to contribute to a doubling of bus passengers by 2036
5. Reduce levels of air pollution and CO<sub>2</sub> emissions along the A4 Portway through mode shift from private car to public transport to support Bristol Net Zero by 2030
6. Improve pedestrian experience and increase active travel around the Park and Ride site and in Avonmouth

These objectives have been developed to address the problems that have been identified within the previous sections of the business case in terms of traffic congestion and carbon emissions. The objectives have also been developed with consideration to future proofing the site to provide rail replacement services and allow services from Portway Park and Ride to the YTL arena. Furthermore, Bristol and the West of England has set ambitious targets with regards to increasing bus passengers and reducing car emissions/promoting mode shift. Therefore, these objectives have been developed in order to help this scheme achieve various policy and strategy targets mentioned in the policy section for the particular movements it will serve.



### 2.2.5 Potential scope

The potential scope of this scheme is to provide new access for bus services travelling from North / West of A4 Portway to the Portway P&R site and a new egress for bus services from the Portway P&R site to A4 Portway North / West. As described in the previous sections, there is a significant opportunity to enhance the use of public transport through the proposed P&R site. This new access arrangement will not only allow more buses to access the P&R site, but also provide an alternative to the private car users to avoid driving towards the city centre and assist in achieving the goal of a city with the increased public transport usage.

The desire to deliver this piece of work on an accelerated timescale is a result of the transport mitigations imposed by the YTL Arena Development. As part of the development's transport mitigations, they plan to use the A4 Portway P&R site for shuttle buses, running them up the M5 motorway to the development site at the Brabazon Hangar on the old Filton Airfield. To achieve this, a new access / egress to the P&R site will be needed for buses travelling to and from the North and West of the P&R site. There are additional benefits to implementing this measure such as the opportunity for new and/or additional services at the P&R site, and rail replacement services will be able to serve the new A4 Portway P&R train station. Furthermore, by providing the new access this will deliver improved and faster services between Avonmouth and Bristol City Centre. This aligns with the Joint Local Transport Plan 4, which mentions building on bus priority on the A4 corridor to cater for a future metrobus route between Severnside and Bristol City Centre.

The scope of the pedestrians and cycling improvements includes the following:

- Wayfinding on the A4 Portway, St Mary's Road and West Town Road to provide directional signage for cyclists and pedestrians to the Park and Ride, A4 Portway, Lawrence Weston, Shirehampton and the City Centre. This will help encourage people to walk to various sites within the vicinity of the Park and Ride.
- Flush kerbs and cycle boxes have been incorporated into the design to ensure sufficient provision for cyclists. Any cyclist provision conforms with the core design principles as set out in Section 4.2 of LTN 1/20.

## 2.2.6 Main benefits

Figure 2-6 shows the logic map and the main benefits that will be achieved through the development of this scheme, providing enhanced accessibility, reduced private car usage and increase in the number of bus services.

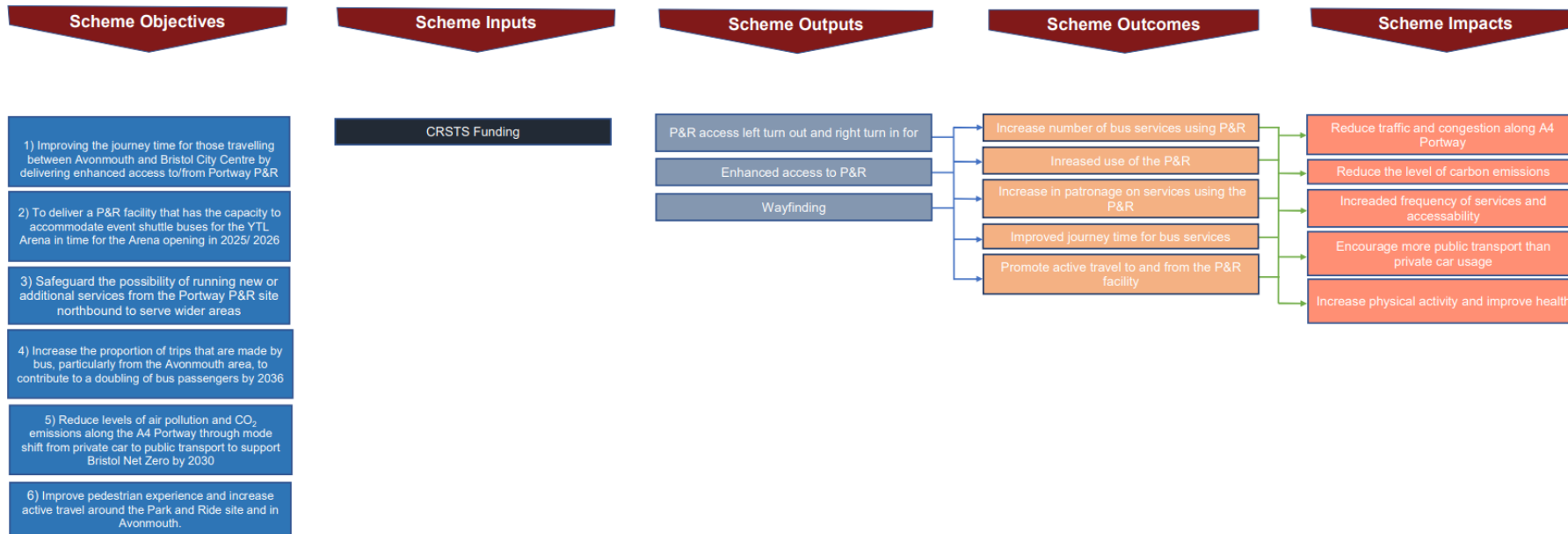


Figure 2-6: Logic Map

The main outcomes of the Park and Ride and how they link to the benefits provided in the economic case are as follows:

- Increase the number of bus services using the Park and Ride – Currently only Service 9 stops at the Park and Ride. Therefore by providing access to the Park and Ride site from Avonmouth area, this allows services to use this as a bus stop including the 3, 4, 10 and 11 and YTL arena services.
- Increased use of the Park and Ride – By providing the new access this will enable more opportunity for services to use the Park and Ride site. Therefore, the bus provision from the Park and Ride will be enhanced and more people will park at the site before carrying on their onward journeys. The service 10/11 stopping at the Park and Ride will create the opportunity for people travelling to Southmead from North Somerset to use the Park and Ride service.
- Increased patronage on services using the Park and Ride – The opportunity to extend the Portway Park and Ride number 9 service into Avonmouth will increase patronage on the number 9, as the fast service will attract users from the Avonmouth area.
- Improve journey times for bus services – By extending the service number 9 to Avonmouth this provides those living and working in the area a faster journey time by bus into central Bristol. It will also improve journey times for those currently using the Bus Service 3 and 4 between Avonmouth and Bristol as the service could use the A4 Portway for the journey into Bristol.
- Promote active travel to and from the Park and Ride facility – The provision of cycle infrastructure and wayfinding will promote people walking and cycling to and from the Park and Ride site as well as other destinations. Furthermore, by providing the access there is the opportunity to establish a Future Mobility Zone which will encourage more people to travel via active travel to and from the site.

The scheme impacts are as follows:

- Reduced traffic and congestion along the A4 Portway – By providing improved and faster services between Avonmouth and Bristol City Centre, this will encourage those who drive to use the bus and will reduce those travelling by car along the A4 Portway.
- Reduce the level of carbon emissions – Similar to the above, providing more services from the park and ride site and faster services between Avonmouth and the City Centre will encourage people to use public transport instead of driving into the City Centre, therefore, reducing carbon emissions.
- Increase frequency of services and accessibility – By extending the Portway Park and Ride service 9 into Avonmouth it will improve the frequency of services between Avonmouth and the City Centre and also provide enhanced accessibility for people working and living there by public transport.
- Encourage more public transport than private car usage – By providing a more attractive and faster bus services e.g. Service 9,10,11, 3 and 4 between the Park and Ride and Bristol this will encourage people to use public transport for some or all of their journey, in turn promoting public transport use rather than private car.
- Increase physical activity and improve health – By providing wayfinding it will help increase walking to and from locations such as Avonmouth and the Park and Ride site in turn increase physical activity which provides health benefits.

## 2.2.7 Risks

Table 2 below shows some additional risks associated with the project to those in the Management Case in Appendix F. These risks can be found in the risk register.

Table 2: Risks associated with the project, level of impact and mitigation measures.

<b>Risk</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Mitigation Plan</b>
<b>Increase in costs</b>	Cost increases or delays in construction schedule may result in scheme exceeding the cost estimate	High	Working closely with the contractor to ensure there are no delays within the initial programme. Early identification of expected delays can help avoid unnecessary delays.
<b>Market inflation</b>	Nationwide unpredictability of material costs and uplifts due to current high inflation levels.	High	Appropriate inflation has been accounted for in the financial case.
<b>No services use the P&amp;R</b>	Bus service operators do not use the new access.	High	Early engagement with bus operators to understand their willingness for using the new P&R access. Discuss requirements for BSIP or funding to encourage operators to use the site. Ongoing engagement as part of the West of England Enhanced Partnership (legally binding agreement with bus operators in the region to provide better ticketing and passenger information, lower fares, investment in bus priority measures and new and improved services).
<b>No increase in patronage</b>	The scheme does not result in increased use of buses.	Medium	Working with bus operators, BCC teams and other stakeholders on the behavioural change and modal shift.
<b>COVID-19</b>	Uncertainty over future demand for public transport.	Medium	Ongoing review of changing demand, relating to public transport.

## 2.2.8 Stakeholder Engagement

BCC produced different products and a webpage to understand public views about their travel issues along the route. The products included a survey with a freepost envelope, postcards and posters. The survey was available from the 29th of June until the 17th of August 2022. In addition to the public consultation, BCC consulted key stakeholders such as Stagecoach, First Bus and Bristol Walking Alliance for their thoughts and comments.

Virtual key stakeholder workshops were conducted which involved a short presentation about the A4 Portway corridor and what the council was trying to achieve, followed by a discussion looking at the challenges and opportunities along the route from a transport perspective. The views from the public and key stakeholders were summarised in an early engagement report and aided the development of the project plan.

Whilst the Stakeholder engagement was for the whole A4 Portway corridor, there was a specific section dedicated to the Park and Ride access. Public consultation will also be held with local residents and stakeholders in January 2024. A statutory consultation will also take place as part of the Traffic Regulation Order (TRO) process in October 2023.

### 2.2.9 Constraints and dependencies

The delivery of the project will be considered in line with future developments that are planned around the A4 Portway P&R site, as well as in the context of local, regional and national policy. The main dependencies of the scheme are summarised below.

#### Dependencies

The development of the new station later in 2023 adjacent to the existing A4 Portway P&R site will provide rail replacement services from the site into Bristol City Centre increasing the usage of the P&R site and unlocking the provision for a further 270 car parking spaces. Therefore, this expansion of the existing site is dependent on the railway station development.

The YTL Arena development to the North of Bristol City Centre is to be finished during the 2025/2026 year, providing an arena that can hold up to 17,000 people at maximum capacity. The P&R scheme will provide shuttle bus services to and from the arena when the arena is at full capacity and the parking at the site is not able to accommodate. Therefore, the P&R site would be utilised to not only accommodate the overflow car parking from the arena, but also provide a sustainable mode of transport through buses to reduce congestion and air pollution.

#### Constraints

The design of the proposed right turn lane into the existing P&R site will be delivered within the BCC owned highway boundary. Therefore, the Highway boundary is a physical constraint as works will need to be contained within this boundary area.

The availability of funding is a constraint, if the CRSTS funding required to deliver this scheme is not available then the park and ride access cannot be delivered.

## 3 Economic Case

### 3.1 Introduction

The economic case section identifies the proposals that deliver the best public value to society, including wider social and environmental effects. The long list of options has been appraised in terms of how well they meet the spending objectives and critical success factors for the scheme and the short list is examined in further detail to select the preferred option. The preferred option then undergoes an economic appraisal to determine the value for money.

### 3.2 Critical Success Factors (CSFs)

Critical Success Factors are defined as the factors considered during the options assessment process that indicate key performance criteria which scheme options are compared against, as a method of determining the highest performing options.

A tailored set of CFSs have been developed in accordance with the strategic objectives of the study. These are outlined in Table 3.

Table 3: Critical Success Factors

#	Critical Success Factor (CSF)	Alignment to Project Objectives
1	Increase/change in bus services which use the Park and Ride site	This links to a number of the objectives, especially objective number 4, increasing the number of services using the Park and Ride will increase the proportion of trips which are made by bus. This will also reduce levels of air pollution and CO <sub>2</sub> emissions through increased bus patronage and reduced car use.
2	The scheme must result in the ability for buses to access/egress the site from the north west.	The links to objectives 1,2 and 3. By upgrading the access, this provides a facility that can accommodate event shuttle buses and safeguards the P&R to be able to accommodate rail replacement services to service the new station. It also helps improve journey time for buses, contributing to journey time targets in the Bus Service Improvement Plan.
3	Maximising Value for Money	This links to objectives 1, 4 and 5, reducing bus journey times, increasing bus patronage and modal shift away from cars all provide monetisable benefits which can be used to maximise the return on investment.
4	Successful delivery of the scheme by 2025	The construction is to be completed successfully to accommodate rail replacement services and the YTL arena buses by 2026.

#	Critical Success Factor (CSF)	Alignment to Project Objectives
5	Scheme cost within budget allocated	The scheme costs will be within the allocated budget and CRSTS funding. The original budget was for the Portway Transport Corridor and 'Hub' and the allocated budget is [Please note that this information has been redacted for commercially sensitive reasons]. This bus access is considered as part of the 'Hub', so this still deliverable within the total scheme budget.

### 3.3 Long-listed Options

A proportionate longlisting process has been undertaken to outline opportunities to resolve the identified issues in the study area and fulfil the project scope. A preliminary 'intervention appraisal' was undertaken to explore interventions that would be suitable for the project. The interventions considered and the outcomes are presented in Table 4. A full description of the options and optioneering process can be found in the Options Assessment Report included in Appendix A.

Table 4: Longlist options

#	Intervention Description	Advantages/Disadvantages	Alignment to CSF and Objectives?	Appraisal Outcome
0	Do Nothing		No	Carried forward to the shortlist to provide comparison for other options
1	All bus movements at the existing junction	<p>Increased queuing times for outbound traffic</p> <p>Loss of trees on the north side of the carriageway</p> <p>Increased diversions of utilities</p> <p>Shifted main carriageway location closer to residential properties leading to loss of the verge</p>	Yes	Carried forward to the shortlist
2	Left turn out and right turn in at the new T-Junction	<p>Buses caught in traffic due to exiting with all vehicles</p> <p>Possibility of cars accessing new bus lane and taking</p>	Yes	Carried forward to the shortlist

#	Intervention Description	Advantages/Disadvantages	Alignment to CSF and Objectives?	Appraisal Outcome
		<p>advantage of it as a right turn out of the existing junction</p> <p>Difficulty maintaining P&amp;R operations while work is in progress</p>		
3	New junction at the western end and left turn out at existing junction	<p>A reverse camber of 7%, creating a turn too severe for buses to make</p> <p>Major loss of trees on south side of carriageway</p>	Yes	Carried forward to the shortlist
4	Left turn out for buses and right turn in for buses	<p>Unsafe pedestrian movements</p> <p>Stop line for buses increasing intergreen time for west running lanes</p>	Yes	Not carried forward to the shortlist
5	Left turn out, right turn in for buses with the addition of a triangular island	<p>Does not directly affect car park exit road during construction</p> <p>Less impact on the P&amp;R operations during construction</p> <p>Tree removal extensive (20+ required for removal)</p>	Yes	Not carried forward to the shortlist
6	This option adds a triangular island to Option 4 and additional lane in and out of the P&R site	Stop line for exiting buses is set so far back into the P&R site that waiting buses will block the sites' internal informal pedestrian crossing	Yes	Not carried forward to the shortlist
7	Separate bus lane and car exit lane	<p>Safety concerns about the multiple exit lanes</p> <p>Difficulties for vehicles to manoeuvre to the correct lane for the next junction</p>	Yes	Not carried forward to the shortlist



#	Intervention Description	Advantages/Disadvantages	Alignment to CSF and Objectives?	Appraisal Outcome
8	Additional exit lane for the existing car park	<p>Loss of vegetation / trees and car parking bays</p> <p>Difficulties with the traffic merging over a short distance</p> <p>Difficulties keeping car park in operation while work is in progress</p>	Yes	Not carried forward to the shortlist

Consistent with HMT Guidance on business case development, the high level strengths, weaknesses, opportunities and threats (SWOT) appraisal in the table above enabled rejection and sifting of options deemed either too costly or too technically challenging for delivery within the scope of the scheme. Several of the long-list options were discounted based on their impact (as described in the table above). Intervention option 1, 2 and 3 were highlighted for further detailed appraisal to identify the most effective solutions with the best value for money.

### 3.4 Shortlisted Options

The shortlist contains the Do Nothing, Options 1, 2 and 3 from the longlist in Table 4. Option 2 was split into two variations. All options were further developed, modelled, and appraised for the purpose of the short-list.

A proportionate sifting exercise was undertaken and a ‘light touch’ multi-criteria sifting process was established to determine a preferred option. This is described in more detail in the Options Assessment Report.

The Do Nothing option has been carried forward to provide comparison for other options (as described in Table 5).

Table 5 below appraises each of the shortlist options.

Table 5: Shortlist Options

#	Option Description	Score	Sifting	Justification
0	Do Nothing		FAIL	This is required to be taken forwards to provide a comparison against other options.
1-011	Buses travelling to and from Avonmouth / M5 direction can access and egress the P&R site using single entry/exit point.	20	FAIL	Not likely to be affordable and publicly acceptable
2-012	This is a T-Junction arrangement including a flipped staggered crossing to make small space for right turn area for buses. This includes a straight across crossing for pedestrians and new wayfinding signage.	29	CARRY FORWARD	Fits well with local, regional and national policy objectives. Option is likely to be affordable and deliverable.
2A-013	This is a variation of Option 2-012 (T-Junction arrangement). This includes moving the staggered crossing towards junction with Grove Leaze. Grove Leaze to be closed in one way for general traffic. By doing this, it creates a larger space for buses turning right.	22	FAIL	Not likely to be affordable, deliverable and publicly acceptable
3-014	This includes a new right turn lane for buses entering the site. The pedestrian crossing is moved to the eastern side of the current bus access / egress junction.	20	FAIL	Not likely to be affordable and publicly acceptable

Option 2-012 is carried forward as the preferred option for further appraisal in this economic case. Option 2-012 scored the highest of all the short-listed options. This was due to the option fitting better with local, regional and national policy objectives, being more affordable and more deliverable than the other options. Option 2A -013 has the second highest score, however, this is not as publicly acceptable, deliverable or affordable than Option 2-012. Options 1-011 and 3-014 scored the lowest of all the short-listed options, this is because they are not likely to be affordable and publicly acceptable respectively.

### Preferred Option

The preferred option drawing is presented in Appendix B. This option widens the current bus egress to include a new left turn lane for buses exiting P&R towards Avonmouth. The existing corner horizontal alignment radius is increased to enable larger buses to access P&R. The gates at the bus entrance to the site will remain in their current position, but will be replaced with new, wider gates and a new, signalised, straight through pedestrian crossing will be constructed here.

The staggered pedestrian crossing on the A4 Portway will be flipped, moving the crossing over the westbound carriageway further west, which will allow the central reservation to be reduced to provide room for a waiting area for buses turning right into the Park and Ride site. The splitter island at the current bus access / egress will be re-aligned to allow buses approaching from the west to make the right turn into the site.

The old footway and the bus stop layby on the A4 westbound carriageway will be broken out and re-seeded. A section of grass verge will be made into an extended hard standing area, with flush kerbs installed for cycle access. New wayfinding signage will be installed including new cycle and pedestrian signs.

## 3.5 Economic Appraisal Methodology

A proportionate approach to the economic appraisal has been undertaken, this has taken into account the scale of intervention alongside likely costs and benefits of the scheme. As such, a bespoke spreadsheet methodology has been used to predict the potential bus impact. No public transport modelling has been undertaken as part of this approach.

To calculate impacts for the economic appraisal, a Transport Analysis Guidance (TAG) compliant bespoke spreadsheet tool based on the Small Scheme Appraisal Toolkit (SSAT) has been used. The SSAT is considered an appropriate methodology as small bus infrastructure schemes are specifically referenced in the SSAT guidance<sup>4</sup>.

The bespoke tool calculates two types of benefits:

- Marginal External Costs (MEC)s from mode shift away from car to bus travel
- Journey time savings for bus

### Marginal External Costs

The following monetised MECs savings were calculated through increased bus use and the resulting decrease in highway kilometres travelled:

- Congestion
- Air quality
- Greenhouse Gases

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<sup>4</sup> Small scheme appraisal toolkit user guide - GOV.UK ([www.gov.uk](http://www.gov.uk))

- Indirect tax

The bespoke spreadsheet tool allows for a ramp up in demand for the new services between the opening year and 2030. The change in person bus trips between the DM and DS in the opening year and each consecutive year until 2030 is calculated. This number is converted to a change in the number of highway trips using a diversion factor and an average vehicle occupancy.

### Journey Time Savings

The bespoke spreadsheet calculates bus journey time savings. The difference in travel time per user is calculated using the opening year demand and time inputs. The annual journey time benefits are calculated using the rule of a half to account for new users. The benefits are monetised using the opening year values of time weighted by journey purpose.

### Assumptions

There are assumptions in line with TAG made within the bespoke tool which have utilised:

- Base Year - 2010
- Opening year - 2025
- Appraisal period –30 years except YTL arena which is 60 years
- Discount rate - 3.5% for the first 30 years and then 3% after that
- Annualisation Factor – 253 (apart from YTL services – see below)
- Journey purpose - split based on person trips from TAG Data Book v1.20.2, January 2023 (apart from YTL services)
- Values of Time - TAG Data Book v1.20.2, January 2023
- TAG External costs TAG - Data Book v1.20.2, January 2023
- Occupancy Rates - Occupancy per vehicle kilometre travelled TAG Data Book v1.20.2, January 2023
- Diversion Factors – Car 24%, Taxi 12% TAG Data Book v1.20.2, January 2023 (apart from YTL services see below)

### Scheme Economic Impacts

In order to understand the impacts with the scheme in place, a proportionate approach has been undertaken using available data in the absence of public transport modelling. Therefore, as provided in the Appraisal Specification Report (ASR) the economic benefits and consequent BCR is presented as a range based on the following two scenarios:

- Committed Demand Scenario
- Aspirational Demand Scenario

The services and assumptions included within each of the scenarios are displayed in Table 6. The inputs and outputs of the calculations are provided in Appendix H.

Table 6: Bus services included in appraisal scenarios

<b>Bus Services Likely to Use the Portway Park and Ride Site</b>	<b>Committed Demand Scenario</b>	<b>Aspirational Demand Scenario</b>	<b>Approach</b>
<b>YTL Arena Buses</b>	1,350 Passengers peak hour demand per event (from YTL Transport Assessment)	N/A for YTL Arena as it is an event-based service	Bus journey time savings calculated based on the Arena Infrastructure Package FBC indicating 17 'Grade A' event days per year.

<b>Bus Services Likely to Use the Portway Park and Ride Site</b>	<b>Committed Demand Scenario</b>	<b>Aspirational Demand Scenario</b>	<b>Approach</b>
<b>Extending Stagecoach number 9 (Previously First Bus Portway P&amp;R) Bus Service to Avonmouth/Sevenside</b>	Based on increased passenger demand for those that travel to and from Avonmouth and Bristol	Increase in passenger demand from the committed demand scenario	Journey time and MECs calculated using the bespoke tool
<b>Run orbital services, including Stagecoach service 10 and 11 into the P&amp;R site</b>	Based on new passenger demand for those that travel between Somerset and Southmead	Increase in passenger demand from the committed demand scenario	MECs calculated using the bespoke tool
<b>Services 3x / 4x (Peak period First Bus 3 and 4 services to divert onto A4 due to Portway P&amp;R)</b>	Based on diverting peak period (07:00 -10:00 and 15:30 – 18:30) services on the A4 Portway between West Town Road and Sylvan Way	New services 3x and 4x divert on the A4 Portway between Avonmouth and Bristol City Centre	Qualitative only so not to double count with Service 9 benefits.
<b>Wayfinding journey quality and health impacts</b>	Based on the number of people walking close to the wayfinding locations	Same as the committed demand	Journey quality benefits for pedestrians using the Active Mode Appraisal Toolkit
<b>Rail Replacement</b>	No committed demand figure - qualitative only	No committed demand figure - qualitative only	Qualitative only
<b>Increase the frequency of the current Stagecoach number 9 (Previously First Bus Portway P&amp;R) bus service</b>	No committed demand figure - qualitative only	No committed demand figure - qualitative only	Qualitative only
<b>Demand Responsive Transport (DRT)</b>	No committed demand figure - qualitative only	No committed demand figure - qualitative only	Qualitative only
<b>Future Transport Zone (FTZ) Dynamic Demand Responsive Transport (DDRT)</b>	No committed demand figure - qualitative only	No committed demand figure - qualitative only	Qualitative only

### 3.5.1.1 Monetised Impacts

#### YTL Arena Buses

A review of YTL Arena Transport Assessment helped inform the calculation of benefits. According to the YTL Transport Assessment, the estimated journey time between the Portway P&R with its current access arrangements and the new YTL arena is 25 minutes. Google maps was utilised to calculate the distance between the two locations and speed limits along the route were taken into consideration to calculate the Do-something journey time. The resulting journey times, are shown in Table 7 below:

Table 7: YTL and Portway P&R Journey Times

Route	Journey Time
P&R to YTL (without scheme) and vice versa	25 minutes
P&R to YTL (with scheme) and vice versa	23 minutes

The timings show that using the scheme results in faster journeys between the YTL arena development and the P&R site and therefore, there are journey time benefits for trips between the YTL arena and Portway Park and Ride.

The journey times, shown in Table 7, were input into the bespoke tool to calculate the benefits. The number of trips for the Do Minimum and Do Something scenarios were the same, at 1,350 total peak hour demand from the YTL opening year of 2026. It is assumed the journey time savings will be for a total 3-hour period while the event is happening to allow for journey time savings from people travelling to and from the arena.

It is noted that the Portway Park and Ride will only be used to serve events 17 times per year and therefore, the annualisation factor is set to 17. Furthermore, all users will be leisure users so the trip purpose is set 100% 'other'. A table of key assumptions is provided in Table 8.

Table 8: Key assumptions YTL arena

Assumptions	
YTL Arena opening year (first year benefits)	2026
Total peak hour demand	1,350
Journey time saving	2 minutes
Annualisation factor	17
Period analysed	3 hours
Trip purpose	100% other

The total benefits from journey time improvements to the YTL arena shuttle are £176,692 (2010 prices and values) discounted over a 60 year appraisal period.

**Extending Stagecoach number 9 services (previously Portway Park and Ride service) to Avonmouth/Sevenside**

Extending the Stagecoach Number 9 bus service to Avonmouth/Sevenside from the current terminus at Portway Park and Ride will provide a faster and more reliable service for all people travelling between Avonmouth and the City Centre by bus. This will also promote more trips by car to shift to bus. It is noted that the Portway Park and Ride Service was awarded to Stagecoach in April 2023 and the route will be slightly different to that of the previous (Portway Park and Ride bus) service within Bristol. However, this should not have any significant impact on the benefits calculated as part of this assessment.

Journey time and Marginal External Costs (MECs) benefits have been calculated using the bespoke spreadsheet tool. 2021 BCC Census Data Profiles at LSOA level have been used to determine the number of people that travel by bus from Avonmouth (Avonmouth Village and Avonmouth Docks LSOA). This analysis shows there are 95 people commuting by bus. By multiplying by two to get single daily commuting bus trips and utilising National Travel Survey data presenting in Table 9 (NTS 0409 average number of trips by purpose for bus (trips per person per year)), from 2021, this has been converted into all-purpose trips. There are a total of 826 daily trips.

Table 9 NTS 0409

Commuting	23%
Business	3%
Education	12%
Shopping	27%
Other escort	4%
Personal Business	8%
Leisure	23%

Using Google Maps and Bus timetables it is noted that currently travelling between Avonmouth and Bristol City Centre by bus, the quickest way is to walk to Portway Park and Ride and get the service number 9. From the Avonmouth Road/Collins Street Junction on google maps this is a 15 minute walk and then 19 minute bus trip. With the scheme (from the same junction), the average walk to a bus stop is 5 minutes and the bus between Avonmouth and Bristol City Centre is expected to be 25 minutes. This is approximately a 4 minute saving in overall time. Therefore the generalised journey time (GJT) for the Do-Nothing and Do-Something are as follows:

Table 10 Generalised Journey Time (GJT)

Do Nothing	In Vehicle Time	Access Time	Wait Time	Egress Time	Total
Mins	19	15	5	5	44
GJT	19	22.5	7.5	7.5	56.5

Do Something	In Vehicle Time	Access Time	Wait Time	Egress Time	Total
Mins	25	5	5	5	40
GJT	25	7.5	7.5	7.5	47.5

\*The value of walk time and wait time are 1.5 times in vehicle time as per TAG M3.2

To calculate the demand for the service, RAND 'Bus fare and journey time elasticities and diversion factors for all modes'<sup>5</sup> Generalised Journey Time elasticities were used, for commute -1.15, and leisure -1.05. RAND did not determine elasticity for business users so -0.7 was used to represent a slightly lower value. Using these values and applying them to the generalised journey time, the total new passenger trips are 510. It is assumed that these additional passengers will not be realised in the first year but linearly distributed between 2025 and 2030.

In the bespoke tool, diversion factors (RAND Table 26 – 30% car drivers and 12% taxi) have been used in order to ensure there is a realistic reduction in car km. The distance travelled was also altered within the bespoke spreadsheet to be 13.70km, the approximate distance between Avonmouth and Bristol.

For the aspirational scenario we have assumed that the walk time is longer for those living in Avonmouth (20 minutes) in the Do-Nothing and the in vehicle time is a bit longer in the Do-Something (27 minutes).

The total benefits from the committed demand scenario are £1,926,477 and for the aspirational demand scenario £3,557,605 (2010 prices and values) discounted over a 30-year appraisal period.

#### Run Stagecoach service 10 and 11 into the P&R site

Running services 10 and 11 into the Park and Ride site is likely to encourage those who work at the hospital or surrounding area in Southmead and live to the south of the City (i.e. North Somerset) to park at the Park and Ride site and continue the journey by bus.

This is likely to result in reducing traffic between the Park and Ride site and Southmead providing associated benefits. Given this will provide a new bus service for people that travel by car into Southmead the existing passenger numbers are classed as zero. To understand the demand for the new service, this is taken from those travelling between North Somerset and Southmead (2011 Census origin destination data) as these trips will likely use the P&R to travel to work.

In the committed scenario, a total of 15% of the people travelling between North Somerset and Southmead (2011 Census data) by car have been assumed to, in the 'with scheme' scenario,

<sup>5</sup> [https://www.rand.org/content/dam/rand/pubs/research\\_reports/RR2300/RR2367/RAND\\_RR2367.pdf](https://www.rand.org/content/dam/rand/pubs/research_reports/RR2300/RR2367/RAND_RR2367.pdf)



commute by the 10/11 service. This is represented in the calculations as a linear increase of 2.5% of trips per year from 2025 to 2030. This assumption has been based on Bristol Net Zero targets to maintain proportionality for this assessment. The absolute numbers shifting are assumed to be quite small.

Bristol Net Zero by 2030, suggests that a maximum of 20% of journeys should be by car. Currently between North Somerset and Southmead approximately 94% of journeys are made by car. Stopping the service 10/11 at the Park and Ride will enable people to park there before carrying on their ongoing journey to Southmead, resulting in a mode shift to bus from car. The assumptions made in this economic case results in a 15% reduction in the amount of people using a car to travel to work.

For the aspirational demand scenario the percentage shifting to the 10/11 service is 24%. This has been represented as a linear 4% shift per year between the opening year (2025) and 2030. The key mode shift assumptions are presented in. Table 11

Table 11: Key assumptions services 10 and 11

	2025	2026	2027	2028	2029	2030	Total Uplift
<b>Committed Scenario</b> <b>%shift per year</b>	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	17.5%
<b>Cumulative number of increased bus trips per day</b>	5	10	15	19	24	29	34
<b>Aspirational Scenario</b> <b>%shift</b>	4%	4%	4%	4%	4%	4%	28%
<b>Cumulative number of increased bus trips per day</b>	8	16	23	31	39	47	54

The total benefits from the committed demand scenario are £87,247 and for the aspirational demand scenario £141,257 (2010 prices and values) discounted over a 30-year appraisal period.

#### **Services 3x/4x (peak period First Bus 3 and 4 services to divert onto A4 due to Portway P&R upgraded access)**

The new access allows Firstbus 3 and 4 to divert or add some services along the A4 Portway which improves journey times for those travelling between Avonmouth and the City Centre. These benefits have been captured in the service 9 improvements. Therefore, these won't be monetised to avoid double counting.

#### **Wayfinding Benefits**

Providing additional infrastructure for pedestrians will likely lead to physical activity and journey quality benefits. The journey quality and health benefits for pedestrians from the improved signage and

wayfinding infrastructure have been calculated using the Active Mode Appraisal Toolkit. The wayfinding is being provided at key junctions near the Portway Park and Ride site and is therefore, likely to be used by people living in the area and walking along the Portway or Barrow Hill Road.

To ascertain benefits of the scheme, in the absence of pedestrian count data, 2021 Census Method of Travel to Work data has been used to calculate a baseline of trips per day around the Park and Ride site. This has been attained from people walking to work within the Lower Super Output Areas (LSOAs) containing the wayfinding improvements and people who take the bus to work as these people will likely use the wayfinding improvements. Table 12 shows the data obtained from the Census, showing the number of walking trips around the P&R site.

Table 12: Census 2021 Method of Travel to Work data

LSOA	People who walk to work	People who take the bus to work
Bristol 008 B	44	68
Bristol 008 C	47	65
Bristol 008 F	41	93

Census outputs are in number of people and need to be converted into daily trips for input into AMAT. To achieve this, people who walk and get the bus to work were multiplied by 2. This represents a conservative estimate given that all-purpose trips have not been accounted for. The percentage of the trip using the scheme was set at 10%, as it is likely a small proportion of their trip will encounter the wayfinding. Furthermore, the journey quality improvements selected were information panels and directional signage.

Improving the public realm, through additional wayfinding and signage is likely to increase the number of pedestrians. Comparative studies presented in *Making the Case for Investment in the Walking Environment* showed that public realm improvements within Nottingham and Exeter had between a 30% and 56% uplift in pedestrians. The improvements on the Portway are lower scale compared to these studies and therefore, a 10% uplift has been considered to represent a conservative estimate.

The total health and journey quality benefits from the improved wayfinding are £279,558 (2010 prices and values) discounted over a 30-year appraisal period.

### 3.5.1.2 Qualitative Impacts

There are numerous benefits which cannot be quantified or monetised. Therefore, these are described qualitatively below.

#### Rail replacement

With the opening of the new rail station, improved access to the P&R site will support the new station with rail replacement services when necessary. Implementation of this scheme will help to provide multi-modal service options, connecting users to different transport modes across the wider region during unexpected periods when train services are unavailable. This will help reduce the need for driving along the A4 Portway corridor when the trainline is out of action and support Bristol and West of England targets for a shift to public transport from car.

#### Increase the frequency of the current Service 9 Portway P&R bus

Providing a new access and extending the Portway Park and Ride service to Avonmouth may create greater demand for the Service 9. This will help enable an increased frequency of P&R services which will create a greater demand for bus and shift users away from private car to public transport. This will help improve congestion and air quality on journeys between the Park and Ride and Bristol.

### **Demand Responsive Transport (DRT)**

The Portway Park and Ride Access will provide enhanced access to the Park and Ride site, this will make the Park and Ride site more attractive to new services such as a DRT. DRT is a flexible door-to-door service that plays a role in community transport, ensuring people have access to key services. It provides shared transport to users who specify their desired location and time of pick-up and drop-off. DRT can complement the Portway P&R public transport services and improve mobility in the area at low-demand times of the day by offering flexible bus services and supporting the use of community transport minibuses. This is likely to provide benefits for people who live within the vicinity of the area (especially those without access to a car) and those that travel into the Park and Ride site to ensure there is sufficient access to public transport for journeys within and around Bristol.

### **Future Transport Zone (FTZ) Dynamic Demand Responsive Transport (DDRT)**

Providing a new access encourages more bus services and therefore, people to the site, this will help enable a FTZ at the park and Ride site, providing DDRT and other micromobility options for those without cars to access wider employment opportunities through small capacity and highly flexible bus services. The FTZ is WECA's programme that trials new transport interventions in the region that could be incorporated into future transport plans to improve current transport infrastructure when future funding becomes available. The FTZ interventions include e-scooters, mobility hubs, a next generation app, sustainable urban freight and dynamic demand responsive travel.

### **Social and Distributional Impacts**

Social Impacts have been assessed qualitatively in the Appraisal Summary Table (AST) which is provided in Appendix C, given the nature of the scheme the social impacts are very small or neutral. Distributional Impacts have not been assessed to maintain a proportionate assessment as it is not envisaged the new access will have any notable impact on vulnerable groups. However, the scheme may have some beneficial impacts on the following:

- Accessibility – Providing the upgraded access will enable faster services to and from Avonmouth via public transport which will improve accessibility to jobs, health care and education for those living within Avonmouth.
- User Benefits – The upgraded access will lead to improved journey times between Avonmouth and Bristol City Centre. This is particularly beneficial for some areas of Avonmouth which are in the most deprived income quintile. This helps improve access to jobs and education by public transport.

### **Highway Impacts**

LinSig modelling has been undertaken to understand the impacts on the highway network with and without scheme. A Do Nothing scenario has been modelled for the existing junction with growth to 2036. Two Do Something scenarios have been modelled to understand the impacts when services use the new Portway Park and Ride access. The two scenarios modelled include:

1. Do Something Scenario 1: The signals for the right hand turn into the Park and Ride running once in a 15 minute cycle
2. Do Something Scenario 2: The signals for the right hand turn into the Park and Ride running twice in a 15 minute cycle.

The left turn in, left turn out and right turn out operate twice every 15 minutes in both Do Something scenarios.

The headline results are as follows for the 2036 worst case scenario.

Table 13: LinSig modelling results

Scenario	PRC AM (%)	PRC PM (%)	Deg Sat AM (%)*	Deg Sat PM (%)*	Total Delays**	
					AM (PCUhr)	PM (PCUhr)
Do Nothing	22.6	22.5	73.5	73.5	6.18	6.71
Do Something Scenario 1	27.3	22.7	70.7	73.4	8.10	8.90
Do Something Scenario 2	25.9	18.7	71.5	75.8	8.55	9.41

\*Maximum Degree Sat at a particular arm within the junction

\*\*Total delay over all lanes

The modelling shows that the junction still operates within capacity with the new access and the delays at the junction are very similar between the Do Nothing and Do Something. Therefore, it has been concluded that the new access (Do Something) has no meaningful impact on journey times and journey time impacts will not be appraised in the economic case.

### Construction Impacts

The current bus turning area will be closed for the duration of the construction of the improvements (up to 6 months). Temporary bus stops to be installed outside the site (near the junction with Barrow Hill Road) for the duration of the works so the construction will not have a significant impact on bus operations.

### Environmental Impacts

The environmental assessment has been undertaken in line with TAG Unit A3. The results of the assessment are presented in Appendix D Environmental Impact Assessment.

### Noise

During construction, the construction activities may increase noise levels within the vicinity of the site. However, it is considered that noise impacts during construction would be intermittent, localised and temporary in nature. Appropriate construction site management practices would be implemented through a Construction Environmental Management Plan (CEMP) to minimise noise and vibration impacts including timings of works to minimise disturbance during anti-social hours.

The Scheme may generate noise during the operation phase; however, the size of the Scheme and nature of the changes means noise during operation will be minor to neutral. The Scheme will not lead to significant changes to traffic flows or traffic speed. Therefore, impacts on NIAs and receptors identified will be minor to neutral during the operation phase. Any changes to noise levels have been monetised through MECs.

### Air Quality

Dust impacts may occur as a result of construction activities. However, potential impacts will be reduced as far as reasonably practicable with the implementation of suitable mitigation measures, set out in a CEMP. A dust risk assessment may be required to determine appropriate mitigation measures.

Traffic levels and traffic speed are not expected to change significantly as a result of the Scheme. Any changes have been monetised through MECs.

### Greenhouse Gases

Traffic levels and traffic speed are not expected to change significantly as a result of the Scheme. Any changes to emissions have been monetised through MECs.

### Other impacts

The following has been scoped out of the environmental assessment:

- **Landscape** - the Scheme is in a townscape and therefore, landscape has not been assessed.
- **Townscape** - this access improvement is minor and will not result in permanent realignment and is located in an urban area near major roads.
- **Historic Environment** - there is a distinct lack of historic designations present, and therefore the Historic Environment will not be impacted.
- **Biodiversity** - There is a distinct lack of environmental designations within the area of the Scheme and the designations which do exist will not be impacted. Therefore, biodiversity will not be impacted.
- **Water environment** - Due to the small nature of the Scheme, there is not a permanent realignment to the highway, meaning that there is not a change to the amount of hardstanding, therefore the floodplain will not be impacted.

The full Environmental Impact Assessment is included in Appendix D and the Environmental Constraint Plan is available in Appendix D.

### Costs

The economic costs have been calculated by taking the costs provided in the Financial Case and undertaking the following as per TAG A1.2:

- Costs deflated and discounted to 2010
- Costs multiplied by 1.19 to account for indirect taxation (not present in costings)
- QCRA allowance included at [This information has been redacted for commercial sensitivity reasons] of scheme costs.

As the QCRA is higher than optimism bias, the QCRA costs have been used instead of optimism bias for this FBC as the worst case scenario. The total economic costs are [This information has been redacted for commercial sensitivity reasons] (2010 prices and values).

## 3.6 NPSC/NPSV Findings

The total benefits, costs and BCR for the Park and Ride is provided in Table 14. This shows the benefits split down by services, showing how much each service contributes to the overall benefits of the scheme.

Table 14: Total Benefits (2010 Prices and Values)

[Please note: Table 14 has been redacted from this document for commercially sensitive reasons]

The benefits by category are presented in Table 15.

Table 15: Analysis of Monetised Costs and Benefits (2010 Prices and Values)

[Please note: Table 15 has been redacted from this document for commercially sensitive reasons]

The results show the core BCR is between 2.26 and 3.80.

### 3.7 Sensitivity Analysis

Four sensitivity tests have been carried out including the following:

- Halving benefits from Service 9 and excluding benefits from 10/11
- Removing health benefits from the active mode assessment
- Costs including optimism bias but not QCRA
- Increase in costs – this is the core cost including optimism bias and QCRA
- We have undertaken a sensitivity test to test extending the service number 9 into Avonmouth at a gross revenue cost of [Please note that this information has been redacted for commercially sensitive reasons] over the appraisal period. This is the cost of an additional double decker bus per year.

The results of the sensitivity tests, summarised in Table 16, show that the largest impact on the BCR is the addition of the revenue cost across the appraisal period, which reduces the BCR to below 1. At the point of development of the business case a bus was serving the P&R site every 15 minutes. It is not anticipated that revenue support funding will be required, given that the current frequency of the stagecoach number 9 service is one every 12 minutes in the peak hours. It is assumed that Stagecoach will be able to extend the service number 9 into Avonmouth at a frequency of every 15 minutes with the current fleet available to them, and that no revenue funding will be required to provide an additional bus to extend the route.

The other sensitivity test which has an impact on the BCR is the halving of the service 9 benefits and excluding 10/11 benefits, this reduces the BCR to 1.30 in the committed scenario.

Table 16: Sensitivity Testing Results (2010 prices and values)

[Please note: Table 16 has been redacted from this document for commercially sensitive reasons]

### 3.8 Value for Money Summary

The results show that the BCR ranges between 2.26 for the committed scenario and 3.80 for the aspirational scenario. This shows that the value for money is likely to be 'high'.

The majority of the benefits are due to the 4 (9 minutes GJT) minute journey time improvements between Avonmouth and Bristol City Centre for current passengers and the mode shift benefits for the new passengers attracted to the service due to the improvement in journey time.

The sensitivity testing shows that in most scenarios the Value for Money Category remains 'high'. In the committed scenario if only half the benefits are realised from Service 9 and the service 10/11 benefits are not realised the value for money drops to 'low', however, it is unlikely this scenario will materialise. Furthermore, if the Service 9 extension has a revenue cost of [Please note that this information has been redacted for commercially sensitive reasons] over the appraisal period, this reduced the value for money to 'poor'. However, it is unlikely this extra support will be needed.

QCRA and Optimism bias are [This information has been redacted for commercial sensitivity reasons] and 20% of the costs respectively, this indicates either estimate can be used with the costs and the value for money category stays the same. A sensitivity test has been provided to include both optimism bias and QCRA to indicate what happens to the value for money with increased costs.

This shows that overall, the value for money is likely to be 'high' if the services come forward.



## 4 The Financial Case

### 4.1 Introduction

This section presents the financial case of the A4 Portway Park and Ride access scheme. The purpose of the financial case of the business case is to demonstrate the affordability and funding of the preferred option, including the support of stakeholders and customers, as required.

### 4.1 Capital and revenue requirements

The Combined Authority is the promoting body of the scheme and has financial signoff which will be required from the Combined Authority. BCC has the responsibility for delivery of the scheme.

The sunk cost occurred before the submission of the FBC is outlined below in Table 17.

Table 17: Sunk costs

Cost	Amount
Total Sunk Cost	£154,891.07

[Please note that a full breakdown of the total sunk costs has been redacted for commercial sensitivity reasons]

A breakdown of the costs that yet to occur (excluding sunk costs) is provided below in Table 18.

The forecasted scheme costs over the financial years are outlined below in Table 18. These are based on C3 utility searches and as such may change subject to the outcomes of the C4 and C5 utility searches. Inflation has been added at a rate of [This information has been redacted for commercial sensitivity reasons] derived from BCC Engineers professional experience based on recent projects and works starting in the next financial year. Additionally, traffic management fees are included within the civil works sum.

Table 18: Spend Forecasting of scheme (2023 Prices)

[Please note: Table 18 has been redacted from this document for commercially sensitive reasons]

The total estimated scheme outturn cost is **£2,006,889**. The full cost breakdown is provided in Appendix G.

### Revenue Support Costs

Revenue funding streams that will support the benefits realisation of this project include the existing BCC Highways Maintenance budgets, which will support the ongoing maintenance of the new highway assets. The West of England Bus Service Improvement Plan sets out delivery plans for improving bus services (Delivery Plan A) and improving bus priority (Delivery Plan B). Delivery Plan B BSIP makes specific reference to improving the Portway Park and Ride as a transport hub (pg. 67) and direct reference to improving the bus junction at the site (pg. 125)

OPEX costs (Operational, maintenance and renewal costs) are not included in the table above. Costs are currently unknown as once the infrastructure is delivered WECA will negotiate with the operators to deliver the services set out in the network plan and add them to the Enhanced Partnership as a formal arrangement.

Within the economic case we have run a sensitivity test with the assumption the extension of the service number 9 into Avonmouth will be at a gross revenue cost of [Please note: This information has been redacted for commercially sensitive reasons] per year. However, the terminus of both services 10 and 11 from Avonmouth McLaren Road to the Portway Park and Ride site could be changed at no extra revenue cost to the 10 and 11. The [Please note: This information has been redacted for commercially sensitive reasons] will be sourced from BSIP and other revenue funding streams to be agreed within the WECA bus services team. Although it is not anticipated at this stage the revenue support funding will be needed.

### Overall affordability and funding

The spend profile for the scheme is presented in the Table 19. It is noted that this includes a nominal allowance for monitoring and evaluation.

The funding source for scheme delivery is CRSTS. The scheme opening is assumed to be 2025.

Table 19: Spend Profile

[Please note: Table 19 has been redacted from this document for commercially sensitive reasons]

## 4.2 Chief Financial Officer Sign Off

Although BCC is responsible for the delivery of the proposed intervention, the Combined Authority is the promoting body of the scheme and therefore the financial signoff will be required from the Combined Authority.

The BCC S151 Officer gave support for the submission of the Full Business Case to the Combined Authority and the BCC Cabinet at the BCC Capital Investment Board on the 19<sup>th</sup> September 2023. The BCC S151 Officer will need to approve the spend upon the approval of the Business Case at WECA Directors and BCC Cabinet.

## 5 The Commercial Case

### 5.1 Introduction

This section presents the commercial case for the A4 Portway Park and Ride access. The purpose of the commercial case of the business case is to demonstrate that the preferred option will result in a viable procurement and a well-structured deal between the public sector and its service providers. The commercial case describes the proposed procurement approach, risk allocation and contract management processes.

### 5.2 Procurement strategy and route

#### Tender Process

The general arrangement of the completed detailed design is shown in Appendix B. This is an illustration of the design that will inform the tender process.

It is anticipated that BCC will procure the works contract via a tender involving the four suppliers on the council's 'Bristol Highways Asset Management and Associated Works Framework 2021-25'. The value of the works is likely to fall under 'Lot 6' which applied to works of value exceeding £150k.

BCC will manage this procurement process internally, with support from their Procurement team. The current programme for procurement is as follows:

- Tender preparation: 27/12/2023 – 20/02/2024
- Tender issue: 21/02/2024
- Tender period: 21/02/2024 – 28/05/2024 (14 weeks)
- Tender return: 29/05/2024
- Tender risk allowance: 29/05/2024 – 11/06/2024

This programme allows for 3 months / 12 weeks for tender evaluation, financial approvals, contract sealing and contractor mobilisation in order to commence construction on 4<sup>th</sup> September 2024. This tender evaluation period includes around one month tolerance to allow for any potential delays in achieving all of the necessary internal approvals to proceed.

#### Changes to Bus Services

WECA is currently developing a strategic bus network plan for the region and this will include service on the Portway. Any changes to the scheduled bus services along the Portway / Avonmouth will need to be agreed by the WECA and the bus operator, in conversations with Bristol City Council.

Once the Portway Park and Ride access is delivered along the corridor WECA will negotiate with the operators to deliver the services set out in the network plan and add them to the Enhanced Partnership as a formal arrangement.

The exact commercial basis for the proposal will be determined through the negotiation process. Service development conversations will also be incentivised by the A4 Strategic Corridor project.

#### Risk allocation

BCC will adopt a similar approach to its previous highway construction schemes with regards to risk allocation. Within the tender process BCC will set out that all bids submitted will be for a 're-measure' contract with regards to risk. Essentially this means that BCC accepts most of the risk, for example if the contractor comes across utilities that were not mapped out in the utility process, there will be a requirement for BCC Engineering Design to re-measure the works and cost of mitigating these utilities.

## 5.3 Charging mechanism

Payments will be paid in line with existing agreements between the Combined Authority and BCC. Once the business case has been approved the sum required to deliver the scheme will be made available by WECA as a grant. BCC will submit grant claim forms to WECA on a quarterly basis for the spend during that quarter, with the total of the grant claim forms not exceeding the maximum total for the scheme. Along with monitoring the cumulative totals of invoicing for the scheme, the Combined Authority will monitor the invoicing against the detailed cost estimates for each element to ensure payments remain on track to avoid overspend. The Combined Authority will require evidence of invoices to release the funding to BCC.

## 5.4 Accountancy treatment

The West of England Outline and Full Business Case Guidance Note (20th April 2020), states that at Full Business Case (FBC) stage schemes are either required to identify the source of funding required for ongoing operation or confirm self-sustaining by providing the likely revenue projections along with measures which could be taken if these revenue targets are not met.

## 5.5 Key contractual arrangements

### Social Value Act

The Combined Authority and BCC understand the importance of the Social Value Act. They commit to the principles of the Act and to achieving the top 10 priorities listed below:

1. Promote the local economy through the use of local suppliers and the voluntary and community sector in order to create and sustain new local jobs and apprenticeships.
2. Contribute to carbon reduction targets and use resources wisely.
3. Conserve and enhance the environment, supporting biodiversity, minimising pollution and waste and making best use of the environmental opportunities of work undertaken by our suppliers.
4. Promote the personal and physical health and the mental and emotional well-being of people within Bristol and the rest of West of England.
5. Support schools and colleges e.g., through new work placement schemes, providing mentors or assisting in mock interviews.
6. Increase participation in the Children's Commissioner Takeover Challenge, find details here: <https://www.childrenscommissioner.gov.uk/takeover-challenge/>
7. Provide training, workplace experience and/or employment opportunities for:
  - People with Disabilities,
  - People with Learning Difficulties,
  - Care Leavers,
  - Young People who are not in Education, Employment or Training, or Others who may find access to employment more challenging or who may be under-represented in the workforce e.g., ex-offenders.
8. Support schools through the provision of business support services.
9. Reduce health and social care inequalities across the Bristol area.
10. Achieving a service delivery model which uses, engages, or supports the local community and voluntary sector including ideas such as adopting a local voluntary organisation as the provider's 'charity of the year'.

Any framework sourced contractors will:

- Continue to achieve priority 1 through its procurement framework - any commissions or purchases for this project will contribute to priority 1, however these could not be easily quantified.
- Continue to achieve priority 2 through its day-to-day operations – meaning that activities under this project will contribute to this priority, however these could not be easily quantified.
- Continue to achieve priority 3 through its day-to-day operations - so activities under this project will contribute to priority 3, however these could not be easily quantified.

### **The Supply, installation and maintenance of equipment and infrastructure for the control and management of traffic and related services (WoEITS2)**

WoEITS2 has been used to provide the schedule of rates for the supply and installation of traffic signal infrastructure for this scheme. Should this FBC be approved the WoEITS2 will be used to procure the traffic signals infrastructure and arrange the services for their installation.

### **BSH/HGW/ Highways Asset Management and Associated Works Framework 2021-2025:**

The framework will be in place for four years with 12 lots as follows:

- Lot 1: Machine Laid Surfacing
- Lot 2: Surface Dressing and Micro Asphalts
- Lot 3: Slurry Seal and Preventative Treatments
- Lot 4: Road Markings and High Friction and Coloured Surfacing
- Lot 5: Highways and Associated Works up to £150,000
- Lot 6: Highways and Associated Works over £150,000
- Lot 7: Minor Bridge Repairs & Retaining Wall Works to Highway Structures, Value: < £150K
- Lot 8: Structural Maintenance Repairs and Reconstruction Works to Bridges & Highway Retaining Walls Structures, Works Value: > £150K
- Lot 9: Maintenance Painting Works Bridges and associated Highway Structures
- Lot 10: Structural Steel Repairs and Replacement Works to Highway Structures
- Lot 11: Geotechnical and Soil Investigation Works on or adjacent to the Highway
- Lot 12: Traffic Management

The works required to deliver the proposals presented in this business case will fall under Lot 6 of the contract as they are in excess of £150,000, meaning that the works will be subjected to a competitive tender process.

### **Street Lighting Contract:**

The services within this contract include the maintenance and installation of road lighting and illuminated traffic signs. The contract duration is four years between 2021 and 2025.

## 6 The Management Case

### 6.1 Introduction

This section presents the management case of the Portway Park and Ride Full Business Case. The purpose of the management case of the business case is to demonstrate that robust arrangements are in place for the delivery, monitoring and evaluation of the scheme, including feedback into the organisation’s strategic planning cycle.

### 6.2 Programme management governance arrangements

WECA CRSTS governance structure as outlined in the CRSTS SOBC is presented in Figure 6-1.

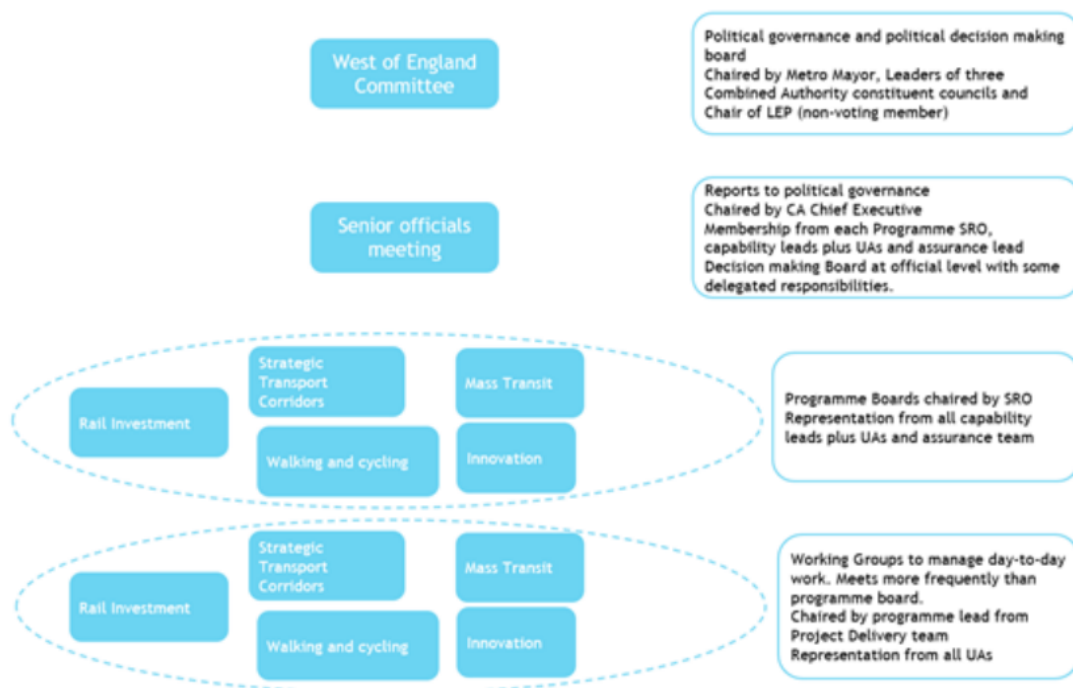


Figure 6-1: WECA CRSTS Governance Process

### 6.3 Project management governance arrangements

#### Governance

The governance approach to delivering the scheme involves a multi-disciplinary team of representatives from BCC. BCC is responsible for the delivery of the scheme itself, through a team of BCC Designers and their team of contractors. Senior Public Transport Officer and Project Manager Toby Clayton will be the BCC lead reporting to the Transport Strategy Manager and BCC Programme Manager Pete Woodhouse and CRSTS Programme Manager Nick Bouboussis (WECA).

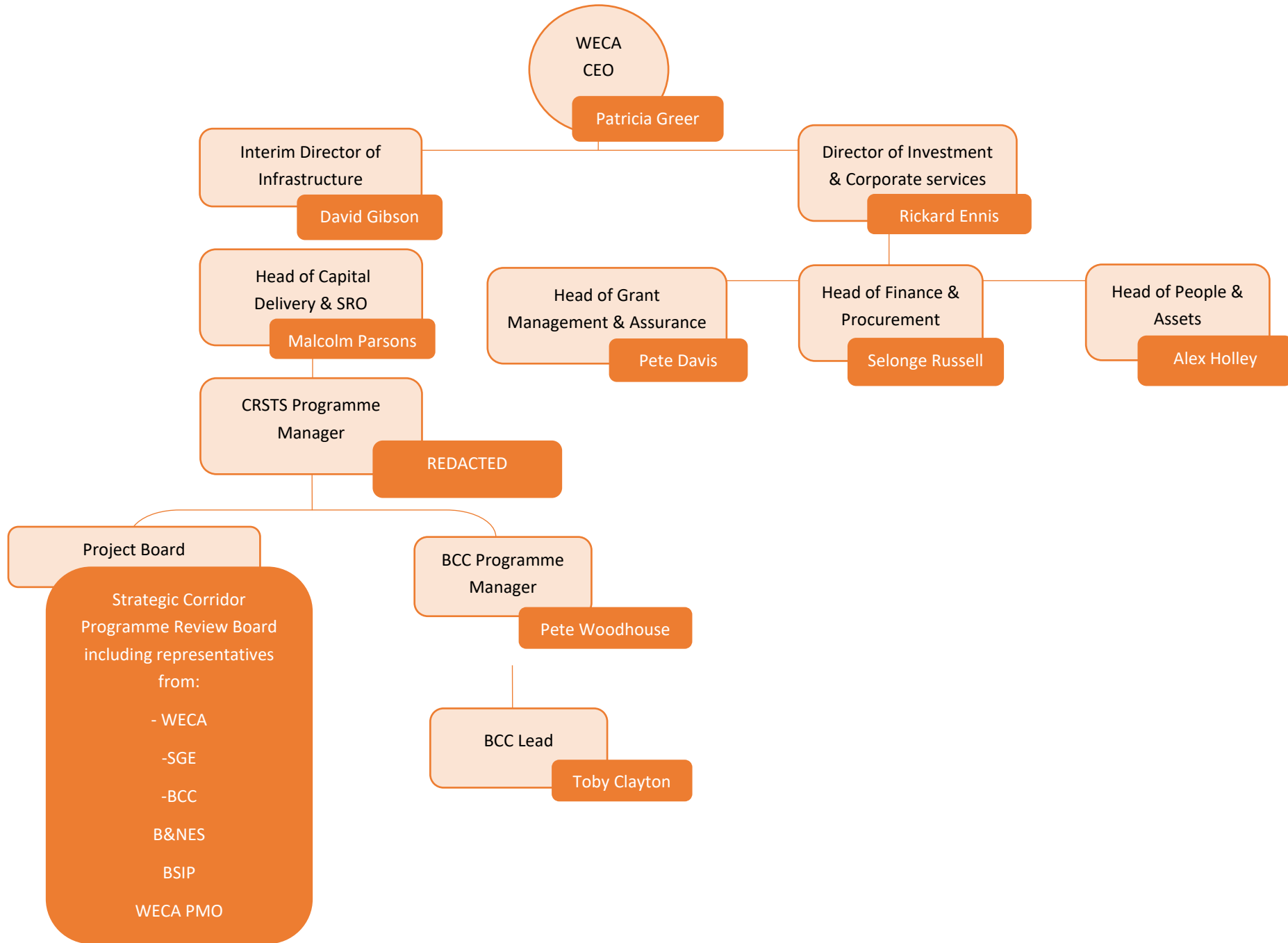
The Combined Authority will provide the funding for the scheme through CRSTS subject to a decision in its Joint Committee meeting, after the FBC is reviewed by the assurance team led by the Head of Grant Management & Assurance, Pete Davis.

Malcom Parsons, the Combined Authority's Head of Capital Delivery will be the SRO for this project. Nick Bouboussis, CRSTS Programme Manager, reports into Malcolm and also leads the Strategic Corridor Programme Review Board, consisting of representatives from the Combined Authority and the other Unitary Authority's within the Combined Authority, including BCC Programme Manager Pete Woodhouse.

The project team currently meet on a weekly basis to discuss project progress and it is recommended that this continues when construction commences, revising frequency accordingly.

As the project progresses through the construction stages, any changes to scope, programme, cost or risks etc will be captured by the BCC PM and escalated to the CRSTS Programme Manager and the Strategic Corridor Programme Review Board.

An organisation chart is included on the following page.



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## 6.4 Risk management arrangements

The project risk register has identified the main risks, mitigation measures and owners. The risk register was reviewed by BCC's design and costing. The management strategy will enforce a systematic approach to responding to the various risks during the project lifecycle and will continuously look to avoid, mitigate, transfer, or accept risks. In many cases, additional technical work or surveys, or early discussions with partners, will reduce or mitigate risks.

Risk control measures, such as preventive, corrective, directive or detective measures will be in place to treat risks. Delivery and contractor teams will be responsible for managing their risks and reporting any newly identified risks to the PM.

Risks escalated to Medium or High which could impact on the progress or financial position of the project will be referred by the BCC PM to the Combined Authority PM. The top risks are presented in Table 20 and a risk register is presented in Appendix G.

Table 20: Top Risks

Description	RAG Status	Mitigation	RAG Post Mitigation	Impact (Cost / Delay)	Open/Closed
Scope of work increases due to unforeseen issues with utilities and/or other services under the surface of the site.	Red	Prior to the tender period the design will have been subjected to C4 utility searches to understand whether any diversionary works will be needed. These searches should improve our knowledge of the utilities that are affected by the works and reduce the risk finding 'unknown' utilities when the project moves to the construction phase	Amber	Likely cost = [This information has been redacted for commercial sensitivity reasons]  Likely delay = 1 week	Open
The submission of a late FBC could mean that the project misses the target date for BCC Cabinet, and WECA directors meeting. This risk would cause delay in the programme of the current FBC stage, and also the construction stage. Delays in the programme also have the potential to incur cost implications.	Red	Programme for the project, and the current stage, has been developed. PM to deploy strict programme adherence techniques. Regular review of the programme to identify programme risks and opportunity to accelerate tasks. The programme includes a time contingency to allow for delays in the political approval process.	Green	Likely cost = [This information has been redacted for commercial sensitivity reasons]  Likely delay = 2 weeks	Open
Tender returns are priced higher than anticipated cost estimates	Red	Detailed design to be costed up including the costs for the civils, street lighting, signal infrastructure, Bill of Quantities based on the Highways framework prices. Contingency and risk allowance included in the funding request to cover increases in tender returns	Amber	Likely cost = [This information has been redacted for commercial sensitivity reasons]	Open

Description	RAG Status	Mitigation	RAG Post Mitigation	Impact (Cost / Delay)	Open/Closed
<p>Programme of works is longer than the funding window for the project (March 2027). This could be a risk to the funding of the project if there are elements left to be delivered post-funding window</p>	<p>Red</p>	<p>BCC PM has developed a programme for the duration of the project, through to delivery and beyond to include monitoring and evaluation. The programme will be updated regularly to ensure accuracy. The BCC PM will flag opportunities to accelerate tasks, and risks that could cause delay to tasks at bi-weekly meetings with the WECA programme manager. Programme to be updated at key gateways, and the construction programme will be superimposed on to the programme once it has been received.</p>	<p>Green</p>	<p>Likely cost = [This information has been redacted for commercial sensitivity reasons]</p>	<p>Open</p>
<p>The construction methodology may require the closure of the bus access junction into the Portway Park and Ride site. This will impact on the performance of the park and ride site for the duration of the works as the bus stop and passengers will have to be moved to a temporary location.</p>	<p>Amber</p>	<p>Work with BCC design team to understand whether there are alternative options to the construction methodology. BCC design team to provide further information about construction phasing, and the task durations within the construction. Early engagement to be held with WECA Bus Services team and Stagecoach</p>	<p>Amber</p>		<p>Open</p>

## 6.5 Constraints and Dependencies

There are several dependencies that need to be acknowledged in the delivery of the proposed intervention (the key ones are set out in the strategic case) These are as follows:

- Portway Park and Ride Station: new station later in 2023 adjacent to the existing A4 Portway P&R site will provide rail replacement services from the site increasing the usage of the P&R site and unlocking the provision for a further 270 car parking spaces. Therefore, this expansion of the existing site is dependent on the railway station development.
- A4 Portway scheme is implementing a series of bus priority interventions along the entirety of the A4 Portway which will provide access to the P&R as well as more efficient and reliable bus services towards Bristol City Centre. The scheme will encourage more people to utilise the buses towards Bristol City Centre, therefore the P&R access scheme is dependent upon the A4 Portway scheme. The A4 Portway Corridor scheme will also be looking to make improvements to the walking and cycling infrastructure along the route.
- The YTL Arena development to the North of Bristol City Centre is to be finished during the 2025/26 financial year, providing an arena that can hold up to 17,000 people at maximum capacity. The P&R scheme will provide shuttle bus services to and from the arena when the arena is at full capacity and the parking at the site is not able to accommodate. Therefore, the P&R site would be utilised to accommodate the overflow car parking from the arena.
- BCC cabinet or delegated approval of the scheme is required (i.e. any schemes with a construction cost in excess of £500,000 is a key decision that needs cabinet approval). This is anticipated in 25/09/2023 before the funding decision to be made by the Combined Authority Directors on 28/09/2023
- The completion of the procurement process in June 2024 (post Combined Authority decision)

## 6.6 Land acquisition, planning and other consents

As changes are within the Highway boundary and/or BCC owned land so no land acquisition is required. TROs will be required and the process is currently ongoing with the drafting being undertaken until the end of September followed by the statutory consultation in October. The following are plans for the TRO:

- Westbound (outbound) traffic will have a prescribed straight ahead movement to prevent them making the left turn into the site
- Eastbound (inbound) traffic will have a prescribed straight ahead movement except buses and cycles
- At the Park and Ride entrance there will be a “no entry except buses and cycles”
- The right turn area for buses making the turn into the P&R site will have a TRO with wording that deems it a bus lane
- Existing TRO for the existing outbound bus lane is to be amended to allow cyclists to use the bus lane

## 6.7 Benefits realisation arrangements

The anticipated outcomes of the scheme, as set out in the logic map (in the strategic case Figure 2-6) and benefits set out in the Economic Case are:

- Decongestion benefits
- Bus journey time improvements
- Journey quality benefits for pedestrians
- Increased bus patronage

To ensure the benefits have been realised a post scheme opening monitoring and evaluation will be carried out. This evaluation will allow the identification of the extent to which the scheme objectives have been met. Once infrastructure is delivered along a corridor WECA will negotiate with the operators to deliver the services set out in the network plan and add them to the Enhanced Partnership as a formal arrangement

The monitoring and evaluation will assess the scheme impacts on, but not limited to:

- Public transport patronage (bus)
- Park and Ride usage
- Bus journey times

## 6.8 Monitoring and Evaluation arrangements

The monitoring and evaluation plan is informed by the benefit realisation plan and the logic map. A copy of the logic map is presented in the strategic case in Figure 2-6. The aim of the project monitoring and evaluation is to capture, analyse and present data evidencing the impact. The monitoring and evaluation plan is presented in Table 21.

As part of the programme of monitoring, data will be collected (before and after scheme construction), to assess how the impacts of the scheme are progressing in relation to predictions. This data will be analysed to better understand the consequences and causality of the scheme measures.

### Delivery Plan

Three reports are proposed:

- Baseline report (due 2023/24): This report will present data recorded before the scheme is opened to the public.
- ‘One year after’ report (due 2026): This report will be completed approximately 1 year after the scheme is opened.
- Final report (due 2028): This report will be completed approximately 3 years after the scheme is opened. It will build upon the “One Year After” report.

Table 21: Monitoring and Evaluation Plan

Item	Project Input/Output/Outcome	Measurement	Data Collection Report	Frequency	Data source
Outturn costs	Output	Monetary	1 year after 3 years after	Annual	BCC
Number of bus services using the Park and Ride	Outcome	Number of bus services using the bus stop and number of bus services using the new access/egress  Patronage on associated bus services	1 year after 3 years after	Annual	BCC/ Bus operators
Park and Ride usage	Outcome	Number of people / cars in the Park and Ride site	1 year after 3 years after	Annual	BCC
Improved journey time by bus for users	Outcome	Realtime information for bus services  Passenger surveys	1 year after	Quarterly	Bus operators
Increase bus patronage	Outcome	Bus patronage data  Passenger Surveys	1 year after 3 years after	Quarterly	Bus operators

A4 Portway Park and Ride Access – Full Business Case

Improved active travel to and from the P&R facility

Outcome

Pedestrian and cyclist counts

3 years after

Annual

BCC

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There is the opportunity to draw on data collected as part of the P&R car park expansion monitoring and evaluation including Park and ride usage, bus patronage, bus user experience, and travel time. However, currently the proposed monitoring dates do not match up, so further discussions will need to be undertaken to understand how they can overlap and what data can be utilised.

## 6.9 Delivery

BCC has a proven track record of delivering major transport infrastructure alongside considerable experience in:

- Delivering major transport schemes
- Successfully obtaining consents for major infrastructure schemes
- Developing and maintaining good working relationship with key partners and stakeholders
- Internal resourcing and governance requirements for major schemes

A few examples of BCC's successes in delivery transport infrastructure schemes are outlined in Table 22.

Table 22: Successful schemes delivered by BCC

Scheme	Summary
Ashton Vale to Temple Meads (AVTM) MetroBus	BCC assisted in the delivery of the metrobus project, which delivered three rapid bus transit routes in the West of England region. £250 million was allocated to the region's authorities, including BCC, SGC and North Somerset Council to deliver the scheme. AVTM is the route of the m2, connecting people in the southwest of the city, and North Somerset with employment centres and transport interchanges in the city centre. AVTM is unique in comparison to the other metrobus routes (m1 and m3), as the route required the installation of bus only roads and bus guideways (under the Transport and Works Act 1992).
North Fringe to Hengrove Park (NFHP) MetroBus	NFHP is also part of the metrobus project, the route of the m1 runs from Cribbs Causeway in South Gloucestershire to Hengrove Park in Bristol, via the City Centre. BCC helped to deliver the project including the installation of metrobus standard stops, bus only roads, and bus lanes. NFHP has been successful in connecting people in residential areas such as Hengrove with employment centres to the North of the city.
Bus Shelter Replacement Project (SRP)	<p>Bus Shelter Replacement Project (SRP) – The overall objectives for the Bus Shelter Replacement Project were:</p> <ul style="list-style-type: none"> <li>(i) To provide and install circa 300 high quality replacement bus shelters for all current life-expired bus shelters in the City and to upgrade each stop platform simultaneously to the current accessible standard (raised kerb platform, safe haven paving).</li> <li>(ii) To improve public transport facilities in order to provide a more viable and accessible alternative to the private car. The project has delivered upgrades to 220 shelter sites within the BCC area utilising a contract with the shelter supplier Clear Channel UK Ltd. Some sites were left out (approximately 40 sites) due to developer contributions ear marked to pay to upgrade those sites in the future and thus save the funding</li> </ul>



pot (prudential borrowing facility). Other sites where services no longer served the stops were also not upgraded. The project will conclude at the end of FY 20/21.

The key project milestones are shown in Table 23.

Table 23: Key project milestones

Milestones	Timeline
Submission of FBC to the Combined Authority	June 2023
Tender Issued	February 2024
BCC cabinet or delegated approval	September 2023
Expected funding decision	September 2023
Tender awarded	June 2024 (inclusive of 2 week risk period)
Contractor mobilisation	June 2024
Completion	February 2025 (inclusive of 3 week risk period)

## 6.10 Project Assurance

The project board will provide project assurance for the whole project. The project will be subject to BCC's own internal audit processes as well as the Combined Authority's audit processes in accordance with the funding requirements. Regular reviews of the risk register will be undertaken, and lessons learnt sessions are held from other similar projects and the information from these is disseminated to the project team.

### Resourcing and governance

A BCC Officer will be appointed to carry out the reports, with potential consultant support. Pre-scheme data should be collected once Full Scheme Approval has been granted. BCC will provide the contact details of the nominated officer once the project has received funding approval. BCC will be responsible for risk management and quality assurance.

### Dissemination

Report will be shared with stakeholders and decision-makers via email, meetings, and briefings.

## 6.11 Contingency Plans

The chosen contractor will have been subjected to a competitive tender process whereby their application to complete the works would have been assessed by BCC. As part of the assessment the contractor's capacity to complete the works will be examined, including resources, supplies, and materials.

If for any reason the contractor chosen to complete the work through the tender process is no longer able to fulfil the requirement of the contract within the 90-day period where quotes from the other tender applicants are still valid, the second placed tender applicant will be offered the works. If the tender winner is unable to fulfil the requirements of the contract outside of the period where other tender applications are valid, then the works may be subject to re-tendering.

As an NEC4 contract, the Bristol Highways Asset Management and Associated Works Framework 2021-25 (HAAWF) allows BCC to ask contractors to include a performance bond within the tender submissions. A performance bond is a way of ensuring a contractor's performance and the guarantor would take on the responsibility of payment to the client (BCC) should the contractor breach the contract. Typically would cost the project between 1 – 3% of the construction value.

## 7 Conclusion

The new Portway Park and Ride access will help cater for services to and from the YTL arena, rail replacement services for the new railway station whilst also encouraging more services to stop at the Park and Ride and use the A4 Portway as a public transport route into Bristol. Based on the current accessibility arrangements for the P&R site, the buses from the northwest cannot turn right into the site which is impacting the ability of the Portway Park and Ride to accommodate future growth.

There are a range of benefits which could be realised if the new access is constructed allowing buses to turn right in and left out of the Park and Ride. One of the main benefits is that a number of services from the Avonmouth or North Somerset direction will be able to stop at the Park and Ride, increasing bus patronage. Furthermore, the current Portway Park and Ride services (Stagecoach number 9) will be able to extend the services to Avonmouth. This will provide faster journey times by bus into Bristol from Avonmouth. There are also benefits due to the wayfinding improvements around the Park and Ride site.

The main benefits include:

- Reduction in car kilometres due to mode shift
- Journey time benefits for current bus users
- Health benefits from active travel
- Journey quality benefits for pedestrians

The overall BCR of the Scheme is between 2.26 and 3.80, with the value for money category being 'high'. There are also a number of benefits which have not been monetised which include the ability to provide rail replacement services, the opportunity to develop a Future Transport Zone and Demand Responsive Transport services.

The outturn scheme costs are ~£2.0 million with the majority of the spend being in the 2024/25 financial year. It is anticipated that BCC will procure the works contract via a tender involving the four suppliers on the council's 'Bristol Highways Asset Management and Associated Works Framework 2021-25'

There are several dependencies which need to be considered including the YTL arena development.

Overall, the scheme provides a vital access to ensure that the Portway Park and Ride can cater for many services and help provide options for travel into and out of Bristol by bus.

## Appendix A – Options Assessment Report

Please see full appendices in separate PDF document submitted alongside this business case.

## Appendix B – Preferred Option Design

Please see full appendices in separate PDF document submitted alongside this business case.

## Appendix C – Appraisal Summary Table

Please see full appendices in separate PDF document submitted alongside this business case.

## Appendix D – Environmental Impact Assessment

Please see full appendices in separate PDF document submitted alongside this business case.

## Appendix E – Risk Register

Please see full appendices in separate PDF document submitted alongside this business case.



## Appendix F – Cost Breakdown

Please see full appendices in separate PDF document submitted alongside this business case.

## Appendix G – Economics Inputs and Outputs

Please see full appendices in separate PDF document submitted alongside this business case.

## Appendix A – Options Assessment Report

# Portway Park & Ride Access FBC

## Options Assessment Report

MAY 2023



**Prepared By:**  
Arcadis LLP

**Prepared For:**  
Bristol City Council



## Version Control

Issue	Revision No.	Date Issued	Description	Reviewed By
1	1	10/11/2022	Draft	AM
1	2	18/11/2022	BCC comments addressed	IB
1	3	21/11/2022	Section 2.1.5 updated	IB, AM
1	4	11/05/2023	Updated to include revised option	IB, AM

This report dated 12 May 2023 has been prepared for Bristol City Council (the “Client”) in accordance with the terms and conditions of appointment dated 01 September 2022(the “Appointment”) between the Client and **Arcadis LLP** (“Arcadis”) for the purposes specified in the Appointment. For avoidance of doubt, no other person(s) may use or rely upon this report or its contents, and Arcadis accepts no responsibility for any such use or reliance thereon by any other third party.



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# 1 Introduction

Bristol City Council (BCC) commissioned Arcadis to develop the Full Business Case (FBC) for the Portway Park and Ride (P&R) site along the A4 dual carriage way.

This Options Assessment Report (OAR) details the proposed long-list options for the project and the sifting process undertaken in order to reach a preferred option. This scheme seeks to make improvements for bus services travelling to and from the north and west of the A4 Portway to the Portway P&R site.

# 2 Study Background

The Portway P&R site is located along the A4 Portway, the main dual carriageway connecting Bristol City Centre with Avonmouth and the M5. The A4 Portway corridor already benefits from bus priority on the inbound side of the carriageway as do parts of A4 Hotwell Road and A4 Anchor Road. This project looks to allow provisions for bus services to access and egress the site from the north and west.

The Portway P&R is the main location providing bus service along the A4 Portway linking Bristol City Centre with Avonmouth and the M5. The service is operated by First Bus and runs seven days a week. Running from 06:00 to 19:43 Monday to Friday, 07:00 to 19:22 on Saturdays and 09:00 to 18:44 on Sundays and public holidays. It departs from the Shirehampton, Portway P&R site every 15 minutes on weekdays, 20 minutes on Saturdays, 30 minutes on Sundays and bank holidays and takes 46 minutes to complete the loop. This route is shown in Figure 1. There are currently no other services using the site and this service will not be impacted by a new access and egress.

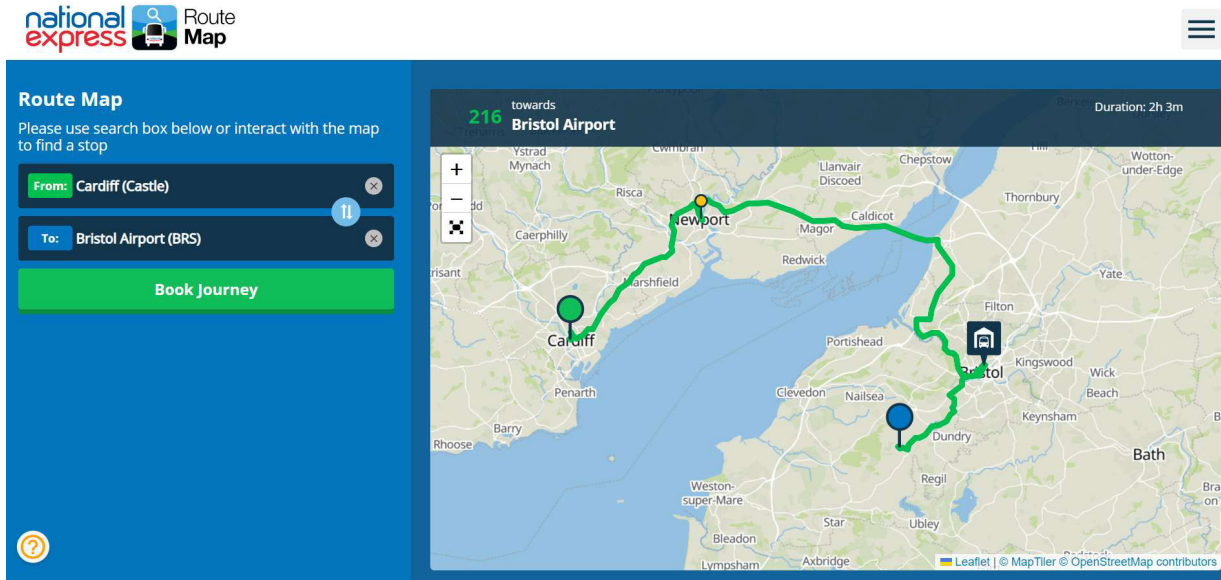


<sup>1</sup>Figure 1 Portway Park and Ride Bus Route

There has been an increase in the use of the A4 Portway by coach services in the last 15 years. This includes the establishment of the hourly national express service from South Wales to Bristol Airport (BRS). This route is shown in Figure 2

<sup>1</sup> Source: <https://www.firstbus.co.uk/bristol-bath-and-west/routes-and-maps/bristol-park-ride>





<sup>2</sup>Figure 2 National Express Route Cardiff to Bristol Airport

The A4 Portway has also had an increase in the number of inter-urban bus services using it in recent years. In September 2020, the X5 from Clevedon and Portishead was running hourly throughout the day and achieving a journey time of 31 minutes between Portishead and the heart of Bristol. This is compared to a 51-minute journey time, off-peak, on the traditional route using the A369. However, this route has since been shortened so it does not use the A4 Portway and only travels between Weston Super Mare and Portishead.

Currently the access arrangements at the P&R site cause problems for:

- Event shuttlebuses travelling from the site to the YTL Arena (currently under construction at the Brabazon Hangar, Filton)
- Rail replacement services to cater for the new rail platform (opens early 2023)
- The sites' future use by new, or existing services

## 2.1 Planned and Forecast Services in the Area

### Bristol City Centre to Avonmouth and Severnside Metrobus

The Bristol City Centre to Avonmouth and Severnside metrobus extension will stop at the P&R site providing improved commuting options and connectivity for employees at businesses in Severnside and Avonmouth. The scheme builds on the extensive existing bus priority on the A4 Portway, with the extended bus priority, enhanced stops and upgraded metrobus services. Further bus priorities including potential bus-only links would be needed into Severnside but this route would not be expected until 2036. The Portway Park and Ride site will be pivotal in the delivery of these ambitions, acting as a hub linking the A4 Portway with the A401 'St Andrews Way'.

### Mixed Use Development

Access 18 is a mixed-use development located northeast of the P&R site. The development is expected to attract many trips as people commute to various industrial, commercial and employment sites nearby. The current infrastructure of the P&R site does not allow bus services from serving Access 18 and therefore does not support sustainable travel to the development.

<sup>2</sup> Source: [https://routemap.nationalexpress.com/search/between/cardiff\\_castle/bristol\\_airport\\_brs](https://routemap.nationalexpress.com/search/between/cardiff_castle/bristol_airport_brs)

## Portway P&R Site Expansion

A new railway station platform adjacent to the existing Portway P&R site on the Severn Beach Line (SBL) is set to open in early 2023. Parallel to the opening of the rail platform, the existing Portway P&R site will be expanded, unlocking provision for a further 270 car parking spaces, increasing usage of the railway station. The improved P&R site will support the new station with rail replacement services when necessary.

## Yeoh Tiong Lay (YTL) Arena

The new YTL Arena Complex will be a multi-use entertainment and leisure venue located at the existing Brabazon Hangers, North of Bristol City Centre. At maximum capacity, the arena will hold up to 17,000 people for music events as well as offices, food retail, non-food retail, leisure and training centre. The target opening year for the development is 2025/2026. The development can provide a maximum of 2,334 car parking spaces, as per the Site Allocations and Development Management Policies 2014<sup>3</sup>, for both staff and visitors, of which, a multi-storey car park with 1,700 car parking spaces is committed. It is proposed that during busy events, the Portway P&R will provide shuttle bus services to the YTL Arena.

## 2.2 Local Plans and Strategies

The Portway P&R improvements form an integral part of many regional, local transport and development plans and policies which are described below. The main issue preventing the P&R site from fulfilling these policies and plans is its design. It does not support connectivity to local bus networks, particularly from the Avonmouth direction, and the nearby port. Furthermore, the current arrangement also prohibits services travelling from or to Portbury, Severnside, North Somerset and South Gloucestershire to connect to the rail network.

### The Joint Local Transport Plan (JLTP4)

The plan details the vision for transport in the West of England up to 2036. It discusses the transport challenges in the West of England such as increased travel demand, poor air quality and strain on road and rail networks.

The JLTP4 plan includes specific policies relating to the A4 Portway including:

- Building on the extensive bus priority measures already in place along the A4 Portway to cater for a future metrobus route from Bristol City Centre to Severnside
- Expanding the Portway P&R site

The report highlights the delays on the already congested M5 junctions which are likely to result in a diversion of trips on to the other routes, including the A4 Portway leading to increased congestion along the A4 Portway corridor, Avonmouth direction, and the nearby port.

### West of England Bus Service Improvement Plan

The plan specifically mentions the A4 Portway with the following vision:

- Upgrade the existing P&R site to a transport hub and align with the new railway station, providing segregated bus infrastructure and LTN 1/20 compliant cycle infrastructure to improve existing links.

### West of England Bus Strategy

Regarding P&R services, the strategy says: Existing sites will be expanded, and new sites provided. These sites will be designed to fit the emerging strategic network and operate as transfer locations for connecting bus services and key interchanges between other transport modes.

<sup>3</sup> <https://www.bristol.gov.uk/files/documents/5718-cd5-2-brislin-bon-meadows-site-allocations-and-development-management-policies/file>

## **City Region Sustainable Transport Settlement (CRSTS) SOBC**

The A4 Portway has been identified as a high priority public transport corridor in phase one of the City Region Sustainable Transport Settlement (CRSTS) and the West of England Combined Authority (WECA) Bus Infrastructure Programme.

### **West of England Transport Delivery Plan**

The plan hopes to achieve the following at the P&R site:

Provide P&R and transport hubs in the right places around our region to offer reliable transport interchange, cross regional bus services and sustainable access to our urban centres for those where the car from home is the only option.

### **Bristol Transport Strategy**

The Bristol Transport Strategy (2019) sets out planned improvements to the transport network throughout the city by 2036. The report makes specific reference to enhancing bus routes by connecting Portway P&R with Severnside.

The objectives of the Bristol Transport Strategy reflect the more localised issues and opportunities along the A4 Portway corridor project, aiming to increase frequency and journey time reliability of the public transport network, improve air quality and reduce congestion.

### **The City Centre Framework**

Bristol's City Centre Framework (CCF) sets out proposals to improve movement, public realm and the approach to regeneration and development in the city centre.

Within the framework are 23 aims, most of which can be traced back to the needed changes to transport infrastructure facilities and 6 of which specifically mention changes to the highway network, in particular. *Aim 6: New and expanded P&R Services under CCF Public Transport aims.*

The corridor has the capacity to deliver infrastructure changes that prioritise public transport and other modes of sustainable transport over general traffic.

### **Local Cycling and Walking Infrastructure Plan**

The West of England Local Cycling and Walking Infrastructure Plan (LCWIP) sets out to provide high quality infrastructure to ensure the West of England is a region where cycling and walking are the preferred choice of travel for shorter trips.

The A4 Portway corridor has the capacity to deliver infrastructure changes that prioritise active travel and other modes of sustainable transport over general traffic.

## **2.3 Stakeholder Engagement**

BCC produced different products and a webpage to understand public views about their travel issues along the route. The products included a survey with a freepost envelope, postcards and posters. The survey was available from the 29th of June until the 17th of August 2022. In addition to the public consultation, BCC consulted key stakeholders such as Stagecoach, First Bus and Bristol Walking Alliance for their thoughts and comments.

Virtual key stakeholder workshops were conducted which involved a short presentation about the A4 Portway corridor and what the council was trying to achieve, followed by a discussion looking at the challenges and opportunities along the route from a transport perspective. The views from the public and key stakeholders were summarised in an early engagement report and aided the development of the project plan.

### 3 Project Aim and Objectives

The proposed project will deliver infrastructure changes to the Portway P&R site that allows bus services to access and egress the site from the north and west.

The project objectives for providing the Portway P&R access are summarised as follows:

1. To deliver a P&R facility that has the capacity to accommodate event shuttlebuses for the YTL Arena in time for the Arena opening in 2024
2. Safeguard the possibility of running new or additional services from the Portway P&R site northbound to serve Avonmouth, Weston Super Mare, Portbury, Portishead, Severnside, South Gloucestershire, North Somerset, South Wales etc
3. Increase the proportion of trips that are made by bus
4. Reduce levels of air pollution and CO2 emissions through mode shift from private car to public transport

### 4 Long List of Options

Following a proportionate informal optioneering process, a total of eight high-level options were developed which are listed in Table 1. Within the table, the impact of implementing each of the options has been evaluated, highlighting the key benefits and disbenefits.

Table 1 Long List of Options

Option No.	Option Description	Impacts of the Option
0	Do Nothing	<ul style="list-style-type: none"> <li>• Does not meet project aims and objectives but is required to be taken forward to compare against the with scheme scenario.</li> </ul>
1	All bus movements at the existing junction	<ul style="list-style-type: none"> <li>• Increased queuing times for outbound traffic</li> <li>• Loss of trees on the north side of the carriageway</li> <li>• Increased diversions of utilities</li> <li>• Shifted main carriageway location closer to residential properties leading to loss of the verge</li> </ul>
2	Left turn out and right turn in at the new T-Junction	<ul style="list-style-type: none"> <li>• Buses caught in traffic due to exiting with all vehicles.</li> <li>• Possibility of cars accessing new bus lane and taking advantage of it as a right turn out of the existing junction.</li> <li>• Difficulty maintaining P&amp;R operations while work is in progress</li> </ul>
3	New junction western end and left turn out at existing junction	<ul style="list-style-type: none"> <li>• A reverse camber of 7%, creating a turn too severe for buses to make</li> <li>• Major loss of trees on south side of carriageway</li> </ul>
4	Left turn out for buses and right turn in for buses	<ul style="list-style-type: none"> <li>• Unsafe pedestrian movements</li> <li>• Stop line for buses increasing intergreen time for west running lanes</li> </ul>

Option No.	Option Description	Impacts of the Option
5	Left turn out, right turn in for buses with the addition of a triangular island	<ul style="list-style-type: none"> <li>Does not directly affect car park exit road during construction</li> <li>Less impact on the P&amp;R operations during construction.</li> <li>Tree removal extensive (20+ required for removal)</li> </ul>
6	This option adds a triangular island to Option 4 and additional lane in and out of the P&R site	<ul style="list-style-type: none"> <li>Stop line for exiting buses is set so far back into the P&amp;R site that waiting buses will block the sites' internal informal pedestrian crossing</li> </ul>
7	Separate bus lane and car exit lane	<ul style="list-style-type: none"> <li>Safety concerns about the multiple exit lanes</li> <li>Difficulties for vehicles to manoeuvre to the correct lane for the next junction</li> </ul>
8	Additional exit lane for the existing car park	<ul style="list-style-type: none"> <li>Loss of vegetation / trees and car parking bays</li> <li>Difficulties with the traffic merging over a short distance.</li> <li>Difficulties keeping car park in operation while work is in progress</li> </ul>

## 5 Short List of Options

Several of the long-list options were discounted based on their impact (as described in Table 1). Options 1, 2 and 3, were selected to form the short list of options and consequently further developed. Option 2 was further developed into two variations. Table 2 below describes each of the four options. Designs of the options were developed and these drawings can be found in Appendices A and B.

Table 2 Short List of Options

Option No.	Option Description
0	Do Nothing
1-011	Buses travelling to and from Avonmouth / M5 direction can access and egress the P&R site using single entry/exit point.
2-012	This is a T-Junction arrangement including a flipped staggered crossing to make small space for right turn area for buses. This includes a straight across crossing for pedestrians and new wayfinding signage.
2A-013	This is a variation of Option 2-012 (T-Junction arrangement). This included moving the staggered crossing towards junction with Grove Leaze. Grove Leaze to be closed in one way for general traffic. By doing this, it creates a larger space for buses turning right.
3-014	This includes a new right turn lane for buses entering the site. The pedestrian crossing is moved to the eastern side of the current bus access / egress junction.

## 6 Sifting Process

A proportionate sifting exercise was undertaken on the short-listed options. A 'light touch' multi-criteria sifting process was established to determine a preferred option. The sifting exercise factors such as deliverability, cost, impact on plantation etc. were considered and scored to provide an overall assessment.

Table 3 assesses each short-listed option against different factors to reach the preferred option.

Table 3: Short List Sifting

Factors	Option Number			
	1-011	2-012	2A -013	3-014
<b>Supports Project Objectives</b>	5	5	5	5
<b>Risk (Higher the score= lower the risk)</b>	1	4	3	3
<b>Fits with local, regional and national policies</b>	3	5	4	3
<b>Likely to be deliverable</b>	3	4	3	3
<b>Likely to be affordable</b>	1	4	3	3
<b>Minimal construction disruption</b>	3	3	2	2
<b>Likely to be Publicly Acceptable</b>	4	4	2	1
<b>Total Score</b>	<b>20</b>	<b>29</b>	<b>22</b>	<b>20</b>

The Do-Nothing has not been scored but it was automatically required to be taken forward.

The scoring mechanism was based on the following criteria:

- 0 – Does not meet the criteria
- 1 – Slightly meets criteria
- 2 – Somewhat meets the criteria

- 3 – Meets the criteria
- 4 – Strongly meets the criteria
- 5 – Very strongly meets the criteria

Option 2-012 scored the highest of all the short-listed options. This was due to the option fitting better with local, regional and national policy objectives, being more affordable and being more deliverable than the other options. Option 2A -013 has the second highest score, however, this is not as publicly acceptable, deliverable or affordable than Option 2-012. Options 1-011 and 3-014 scored the lowest of all the short-listed options, this is because they are not likely to be affordable and publicly acceptable respectively.

## 7 Preferred Option

Option 2-012 was selected as the preferred option after achieving the highest score of all the options assessed using the multi-criteria framework sifting process. This option was predominantly more affordable and deliverable than the other short-listed options.

The preferred option drawing is presented in Appendix A. This option widens the current bus egress to include a new left turn lane for buses exiting P&R towards Avonmouth. The existing corner horizontal alignment radius for left turning buses into the P&R site is increased to enable larger buses to access. The gates at the bus entrance to the site will remain in their current position, but will be replaced with new, wider gates and a new, signalised, straight through pedestrian crossing will be constructed here.

The staggered pedestrian crossing on the A4 Portway will be flipped, moving the crossing over the westbound carriageway further west, which will allow the central reservation to be reduced to provide room for a waiting area for buses turning right into the P&R site. The splitter island at the current bus access / egress will be realigned to allow buses approaching from the west to make the right turn into the site.

The old footway and the bus stop layby on the A4 westbound carriageway will be broken out and re-seeded. A section of grass verge will be made into an extended hard standing area, with flush kerbs installed for cycle access. New wayfinding signage will be installed including new cycle signs, a drawing of this has been included in Appendix A.

## 8 Conclusion

In this options assessment report, a long list of options was created for the Portway P&R Access scheme. These options were then discounted and options 1, 2 and 3 were further developed to produce four short-listed options. A preferred option, Option 2-012, was then selected after using a 'light touch' multi-criteria sifting process. Following selection of the preferred option, detailed design, modelling and economic appraisal will be undertaken. This will culminate in a Full Business Case being produced for the scheme.

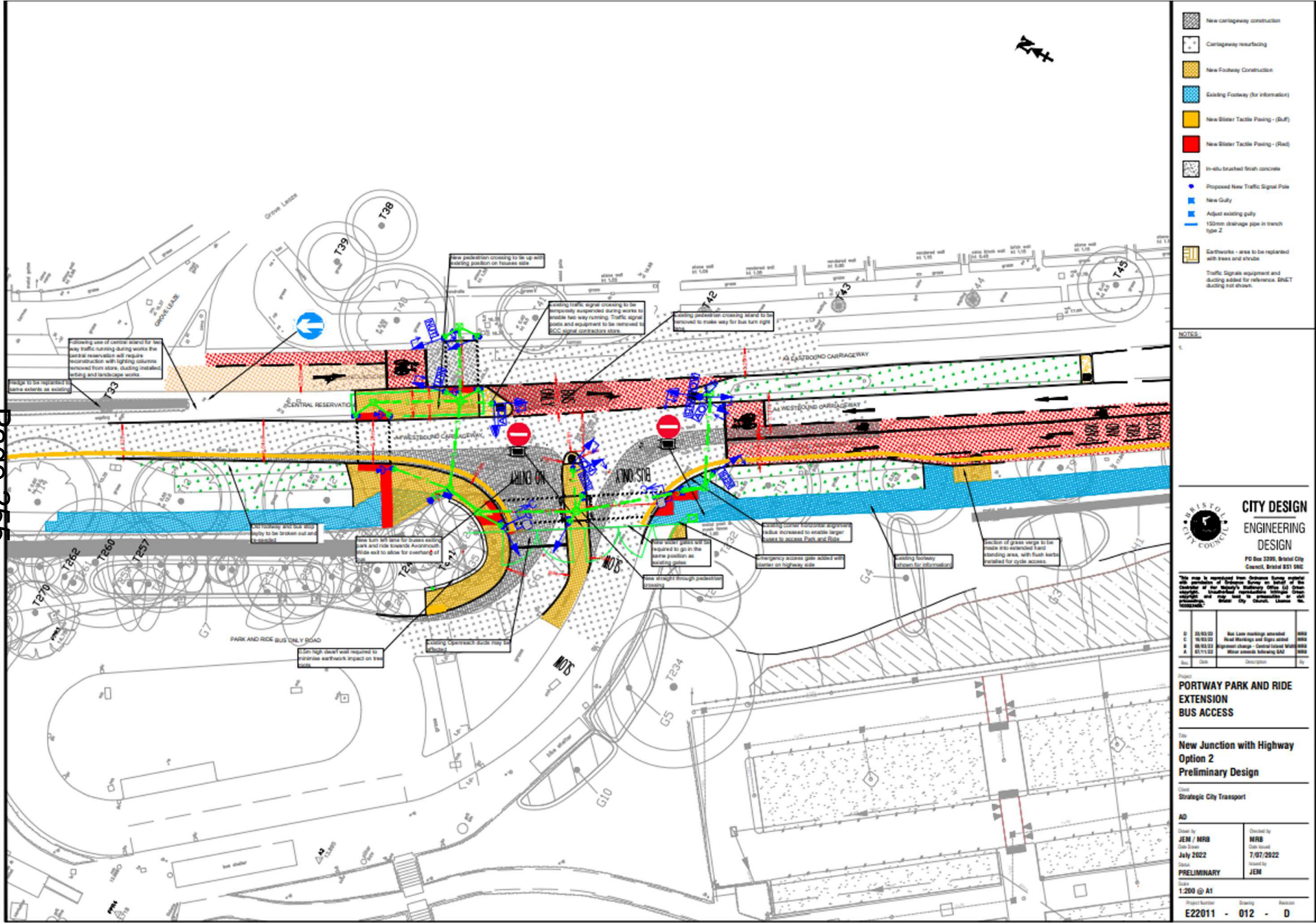


# Appendix A

**Preferred Option – Option 2-012**



Page 255



	New Carrieway Construction
	Carrieway Surfacing
	New Footway Construction
	Existing Footway (for information)
	New Sliver Tactile Paving - (Suft)
	New Sliver Tactile Paving - (Rad)
	In-situ brushed finish concrete
	Proposed New Traffic Signal Pole
	New Gully
	Adjust existing gully
	150mm drainage pipe in trench type 2
	Cartworks - area to be replaced with trees and shrubs
	Traffic Signals equipment and ducting added for reference. SNET ducting not shown.

**NOTES:**

1. This plan is a preliminary design. It is subject to change without notice. It is not to be used for construction purposes. It is for reference only. It is not to be used for any other purpose. It is not to be used for any other purpose. It is not to be used for any other purpose.

**CITY DESIGN ENGINEERING DESIGN**  
 PO Box 3300, Bristol City Council, Bristol BS1 9BC

0	10/03/22	Rev 1: Issue for information	JEM
1	10/03/22	Rev 2: Issue for information	JEM
2	10/03/22	Rev 3: Issue for information	JEM
3	10/03/22	Rev 4: Issue for information	JEM
4	10/03/22	Rev 5: Issue for information	JEM
5	10/03/22	Rev 6: Issue for information	JEM

**PORTWAY PARK AND RIDE EXTENSION BUS ACCESS**

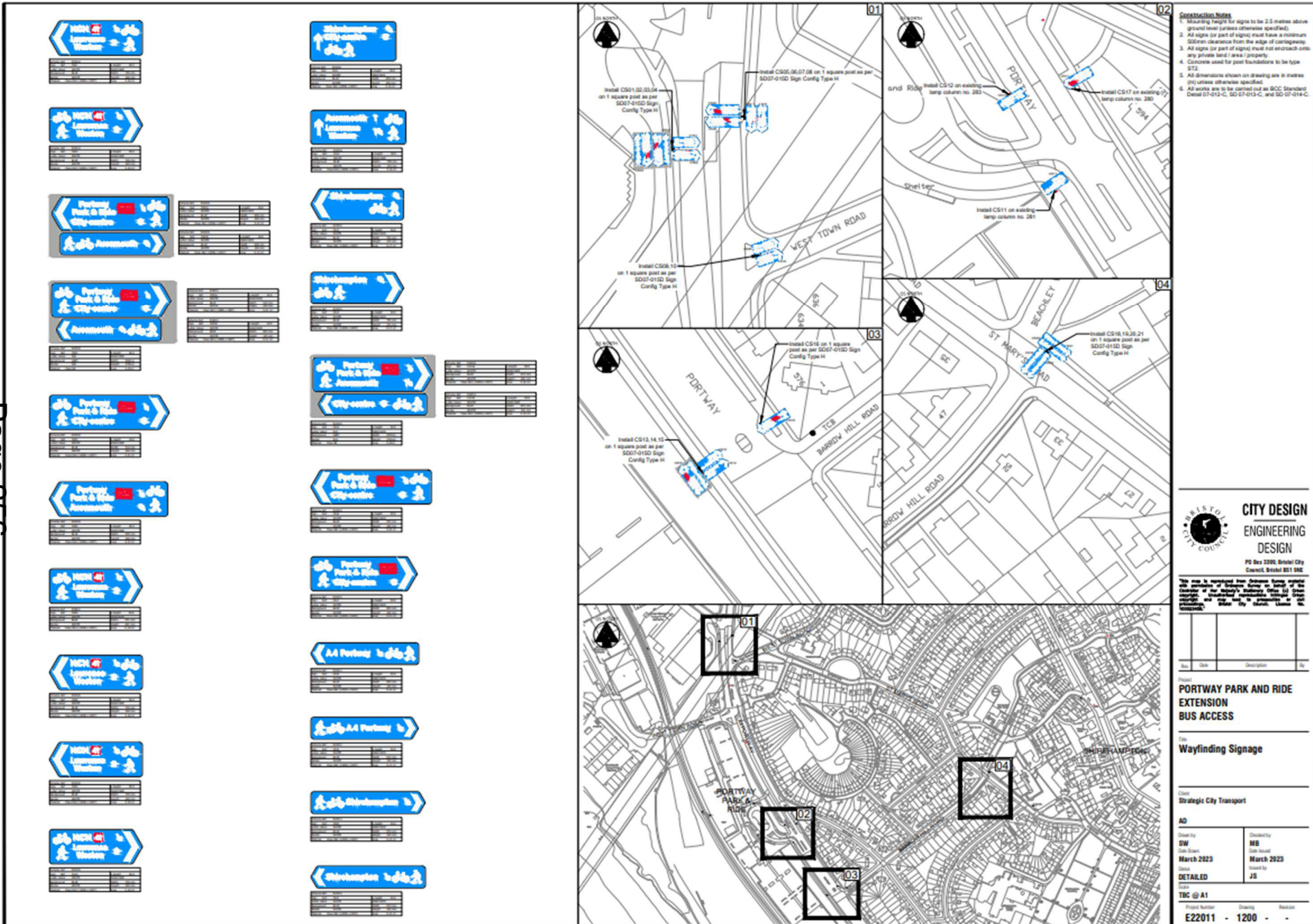
**New Junction with Highway Option 2 Preliminary Design**

Client: Strategic City Transport

AD	Drawn by: JEM / NRB	Checked by: NRB
	Date: 07/07/2022	Date: 07/07/2022
	Status: PRELIMINARY	Issued by: JEM

Scale: 1:200 @ A1

Project Number: E22011 - 012 - D

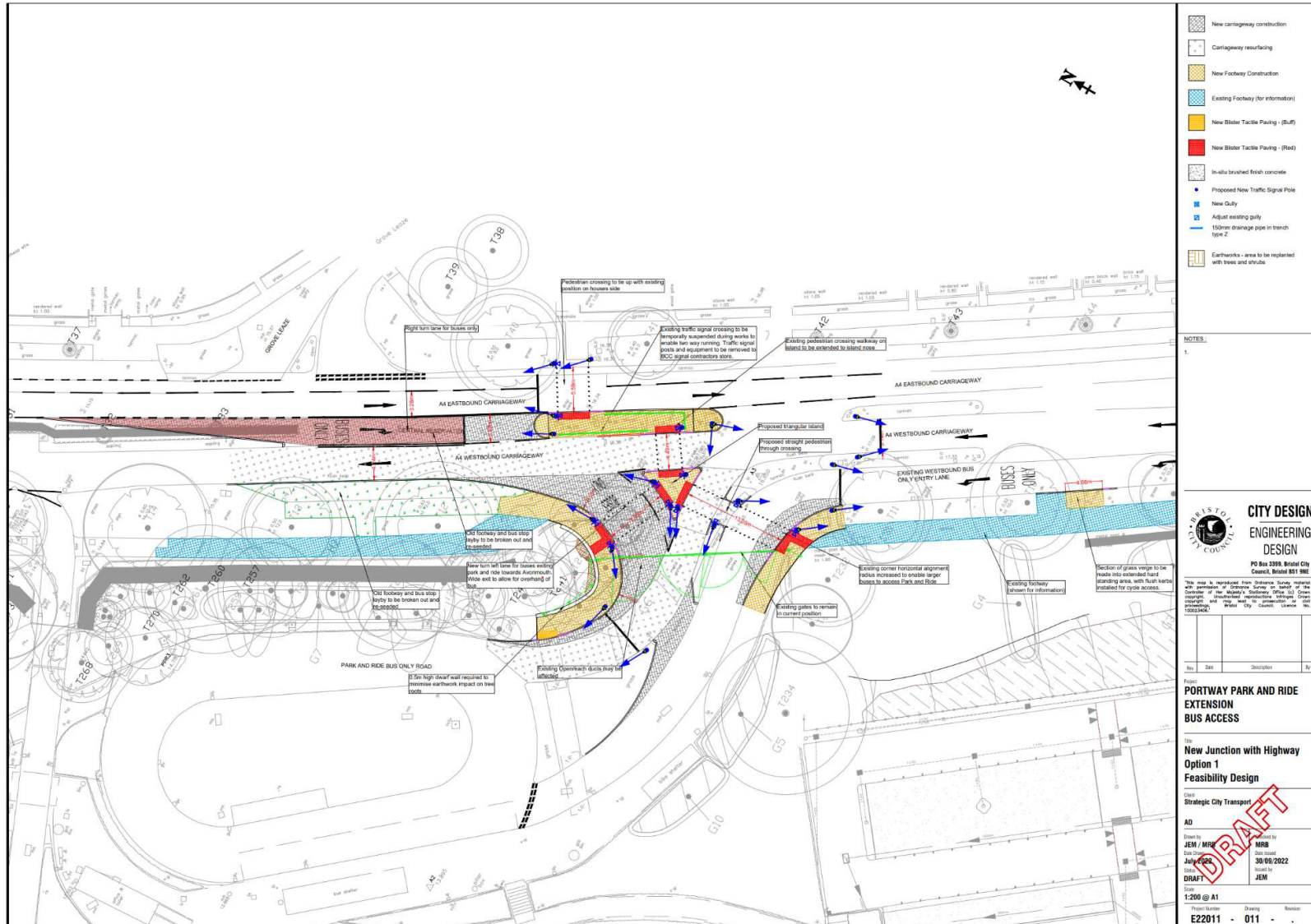


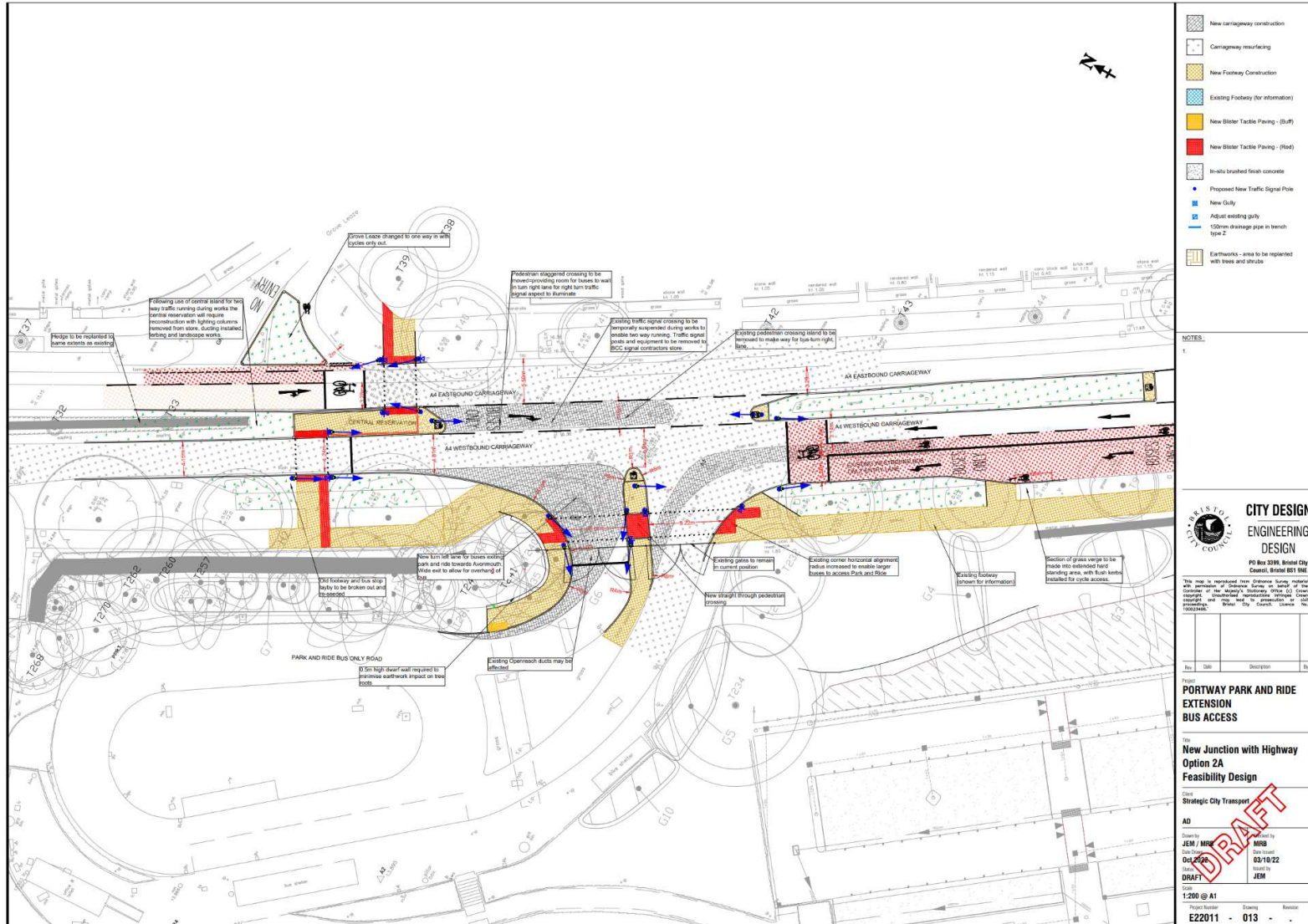


# Appendix B

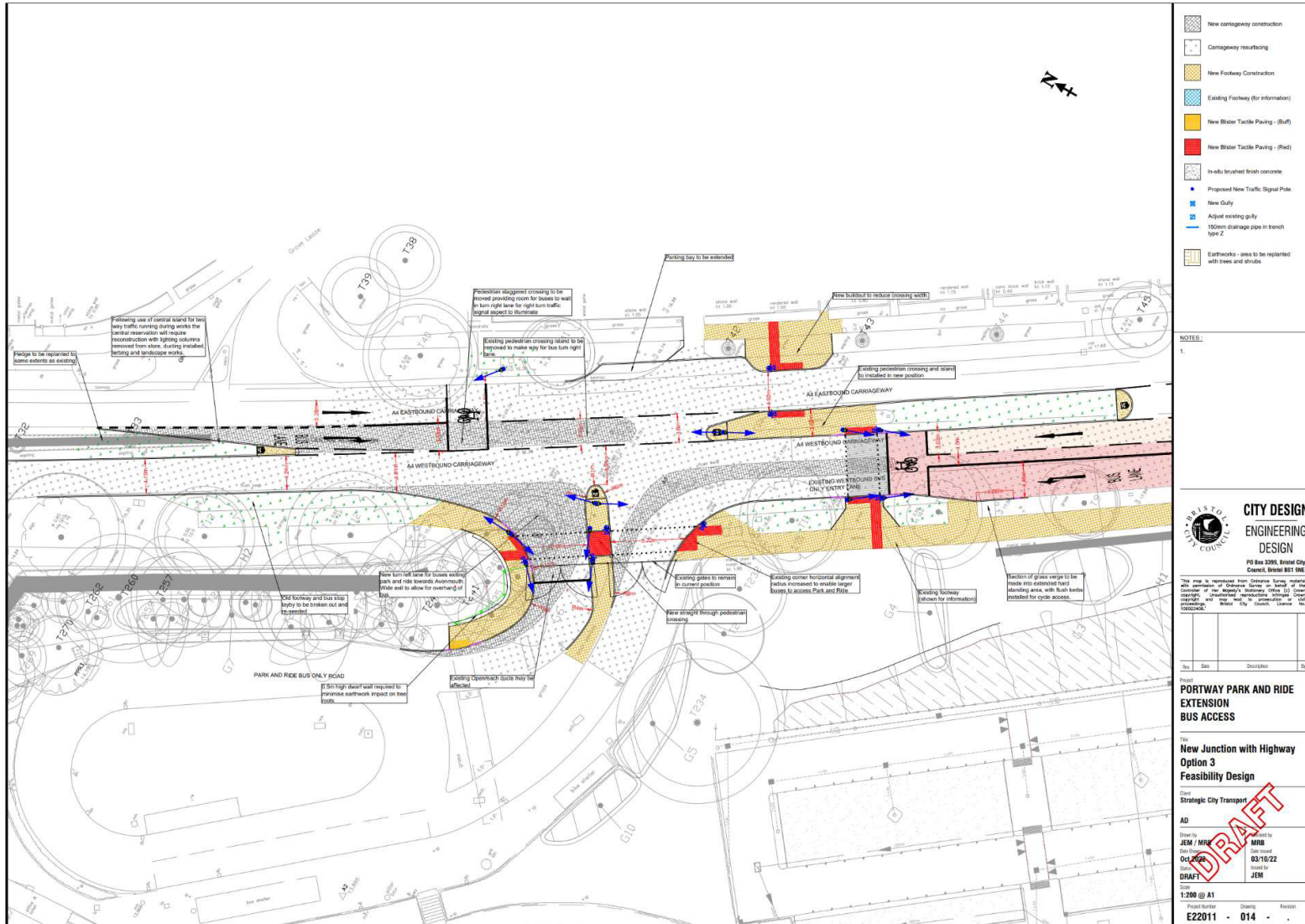
## Other short-listed options











Arcadis LLP

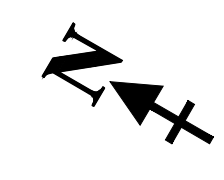
80 Fenchurch Street  
London EC3M 4BY  
United Kingdom

T: +44 (0) 20 7812 2000

[arcadis.com](http://arcadis.com)

## Appendix B – Preferred Option Design

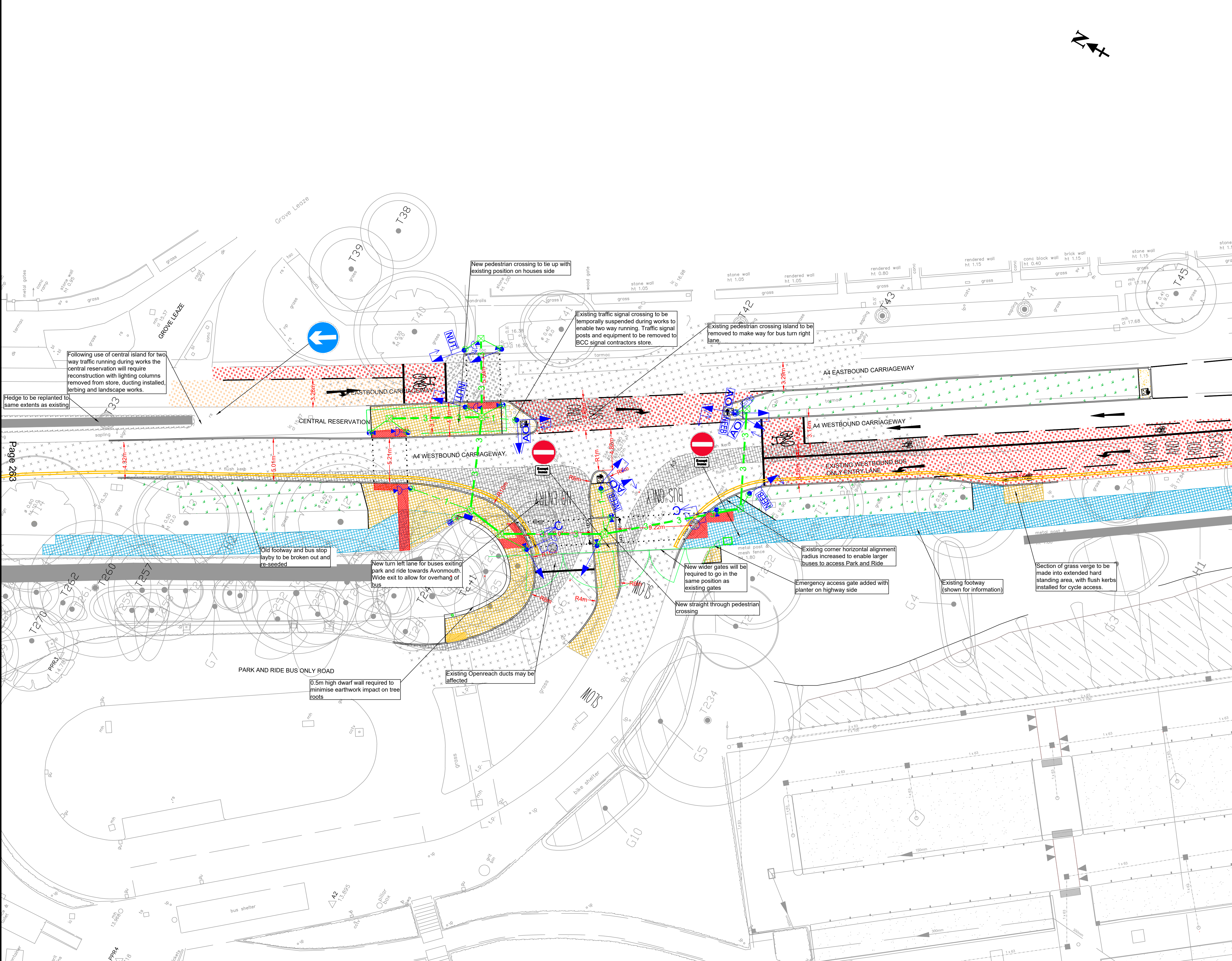




-  New carriageway construction
-  Carriageway resurfacing
-  New Footway Construction
-  Existing Footway (for information)
-  New Blister Tactile Paving - (Buff)
-  New Blister Tactile Paving - (Red)
-  In-situ brushed finish concrete
-  Proposed New Traffic Signal Pole
-  New Gully
-  Adjust existing gully
-  150mm drainage pipe in trench type Z
-  Earthworks - area to be replanted with trees and shrubs
-  Traffic Signals equipment and ducting added for reference. BNET ducting not shown.

NOTES:

1.



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**CITY DESIGN**  
**ENGINEERING**  
**DESIGN**  
 PO Box 3399, Bristol City Council, Bristol BS1 9NE

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Rev.	Date	Description	By
D	23/03/23	Bus Lane markings amended	MRB
C	10/03/23	Road Markings and Signs added	MRB
B	08/03/23	Alignment change - Central Island Width	MRB
A	07/11/22	Minor amends following Q&A	MRB

**PORTWAY PARK AND RIDE EXTENSION BUS ACCESS**

Title  
**New Junction with Highway Option 2 Preliminary Design**

Client  
**Strategic City Transport**

AD

Drawn by <b>JEM / MRB</b>	Checked by <b>MRB</b>
Date Drawn <b>July 2022</b>	Date Issued <b>7/07/2022</b>
Status <b>PRELIMINARY</b>	Issued by <b>JEM</b>

Scale  
**1:200 @ A1**

Project Number <b>E22011</b>	Drawing <b>012</b>	Revision <b>D</b>
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Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
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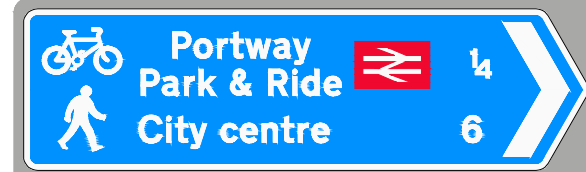
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Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.18 m <sup>2</sup>



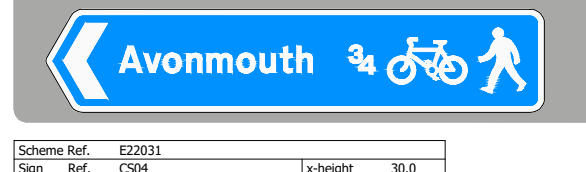
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Material	Class RA2 (12899-1:2007)
Area	0.23 m <sup>2</sup>



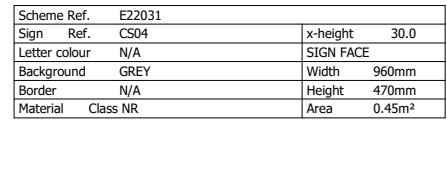
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Area	0.13 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS04a
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.24 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS04b
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.17 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS05
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.18 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS06
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.23 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS09
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.18 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS09
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.18 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS09
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.18 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS09
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.18 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS11
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.19 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS12
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.18 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS13
Letter colour	WHITE
Background	BLUE
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Material	Class RA2 (12899-1:2007)
Area	0.17 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS14
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.17 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS15a
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Area	0.24 m <sup>2</sup>



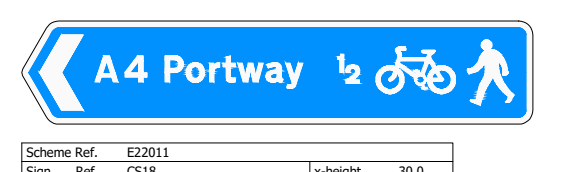
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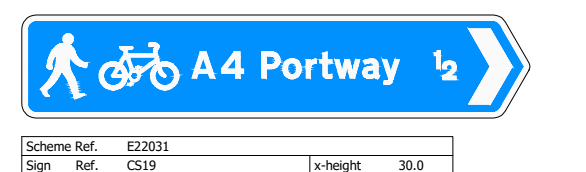
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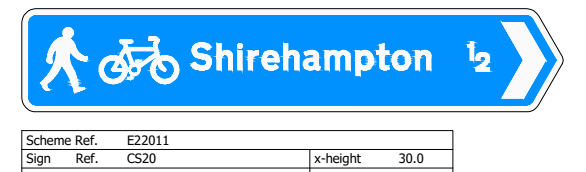
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Area	0.21 m <sup>2</sup>



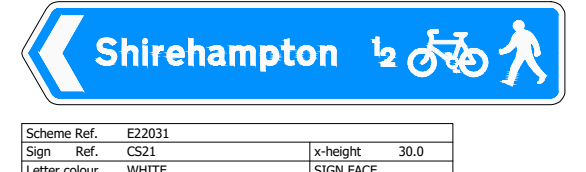
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Area	0.14 m <sup>2</sup>



Scheme Ref.	E22011
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Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.13 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS21
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.14 m <sup>2</sup>



Scheme Ref.	E22011
Sign Ref.	CS21
Letter colour	WHITE
Background	BLUE
Border	WHITE
Material	Class RA2 (12899-1:2007)
Area	0.14 m <sup>2</sup>



- Construction Notes**
1. Mounting height for signs to be 2.5 metres above ground level (unless otherwise specified).
  2. All signs (or part of signs) must have a minimum 500mm clearance from the edge of carriageway.
  3. All signs (or part of signs) must not encroach onto any private land / area / property.
  4. Concrete used for post foundations to be type ST2.
  5. All dimensions shown on drawing are in metres (m) unless otherwise specified.
  6. All works are to be carried out as BCC Standard Detail 07-012-C, SD 07-013-C, and SD 07-014-C.

**CITY DESIGN**  
ENGINEERING DESIGN  
PO Box 3399, Bristol City Council, Bristol BS1 9NE

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Rev.	Date	Description	By

**PORTWAY PARK AND RIDE EXTENSION BUS ACCESS**

**Wayfinding Signage**

Client: **Strategic City Transport**

AD	Checked by <b>MB</b>
Drawn by <b>SW</b>	Date Issued <b>March 2023</b>
Date Drawn <b>March 2023</b>	Issued by <b>JS</b>
Status <b>DETAILED</b>	

Scale: <b>TBC @ A1</b>	Project Number: <b>E22011</b>	Drawing: <b>1200</b>	Revision: <b>-</b>
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## Appendix C – Appraisal Summary Table

Appraisal Summary Table

Date produced: 4 7 23

Contact:

<b>Name of scheme:</b>	Portway Park and Ride	<b>Name</b>	Toby Clayton
<b>Description of scheme:</b>	The Scheme widens the current bus egress to include a new left turn lane for buses exiting P&R towards Avonmouth. The existing corner horizontal alignment radius increased to enable larger buses to access P&R. The gates at the bus entrance to the site will remain in their current position, but will be replaced with new, wider gates and a new, signalised, straight through pedestrian crossing will be constructed here. The staggered pedestrian crossing on the A4 Portway will be flipped, moving the crossing over the westbound carriageway further west, which will allow the central reservation to be reduced to provide room for a waiting area for buses turning right into the Park and Ride site. The splitter island at the current bus access / egress will be re-aligned to allow buses approaching from the west to make the right turn into the site. The old footway and the bus stop layby on the A4 westbound carriageway will be broken out and re-seeded. A section of grass verge will be made into an extended hard standing area, with flush kerbs installed for cycle access. New wayfinding signage will be installed including new cycle and pedestrian signs.	<b>Organisation</b>	Bristol City Council
		<b>Role</b>	Promoter/Official

Impacts	Summary of key impacts	Assessment					
		Quantitative		Qualitative	Monetary £(NPV)	Distributional 7-pt scale/ vulnerable grp	
Economy	Business users & transport providers	Value of journey time changes(£)		N/A		N/A	
		Net journey time changes (£)					
		0 to 2min	2 to 5min				> 5min
	Reliability impact on Business users			Slight beneficial			
	Regeneration			Neutral			
	Wider Impacts			Neutral			
Environmental	Noise			N/A		N/A	
	Air Quality			N/A		N/A	
	Greenhouse gases	Change in non-traded carbon over 60y (CO2e)		N/A			
		Change in traded carbon over 60y (CO2e)					
	Landscape	Scoped out		N/A			
	Townscape	Scoped out		N/A			
	Historic Environment	Scoped out		N/A			
	Biodiversity	Scoped out		N/A			
Water Environment	Scoped out		N/A				
Social	Commuting and Other users	Value of journey time changes(£)		Slight beneficial		N/A	
		Net journey time changes (£)					
		0 to 2min	2 to 5min				> 5min
		Reliability impact on Commuting and Other users			Slight beneficial		
		Physical activity			Slight beneficial		
		Journey quality			Slight beneficial		
		Accidents			Slight beneficial		N/A
	Security			Neutral		N/A	
	Access to services			Slight beneficial		N/A	

	Affordability	It is unlikely that there will be an impact or change on the affordability of public transport systems as no impact is expected on user charges for public transport services. A mode shift from private car to public transport could reduce congestion in the area. This is likely to reduce vehicle operating costs and fuel consumption which would benefit car users. However, the level of modal shift expected is likely to be small.		Neutral		N/A
	Severance	Severance will be improved by providing new crossing facilities at the entrance to the P&R site and across the A4 Portway carriageway.		Slight beneficial		N/A
	Option and non-use values	N/A		N/A		
Public Accounts	Cost to Broad Transport Budget	Capital scheme cost				
	Indirect Tax Revenues	Vehicles travelling more efficiently due to reduced congestion would result in modest reductions in indirect tax revenues to the central government ( from fuel duty).		Slight beneficial		

**Key:**

	Information not used
	Redacted information

## **Appendix D – Environmental Impact Assessment**

# A4 Portway Park and Ride

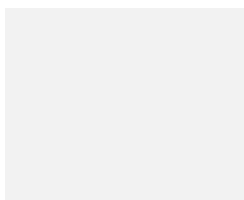
## Environmental Appraisal

Document Ref: [Click or tap here to enter text.](#)

Revision: P01

APRIL 2023

## Contacts

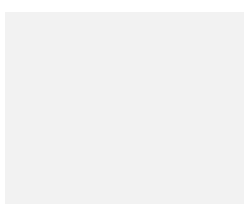


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# A4 Portway Park and Ride Portway Park and Ride

## Environmental Appraisal

Author Jack Tilley

Checker

Reviewer Sally Newbold

Approver Kevin Stubbs

Document Ref. Click or tap here to enter text.

Date APRIL 2023

### Version Control

Version	Date	Author	Checker	Reviewer	Approver	Changes
P01	26/4/23	JT				

This report dated 28 April 2023 has been prepared for Bristol City Council (the “Client”) in accordance with the terms and conditions of appointment dated **Click here to enter a date.**(the “Appointment”) between the Client and **Arcadis Consulting (UK) Limited** (“Arcadis”) for the purposes specified in the Appointment. For avoidance of doubt, no other person(s) may use or rely upon this report or its contents, and Arcadis accepts no responsibility for any such use or reliance thereon by any other third party.

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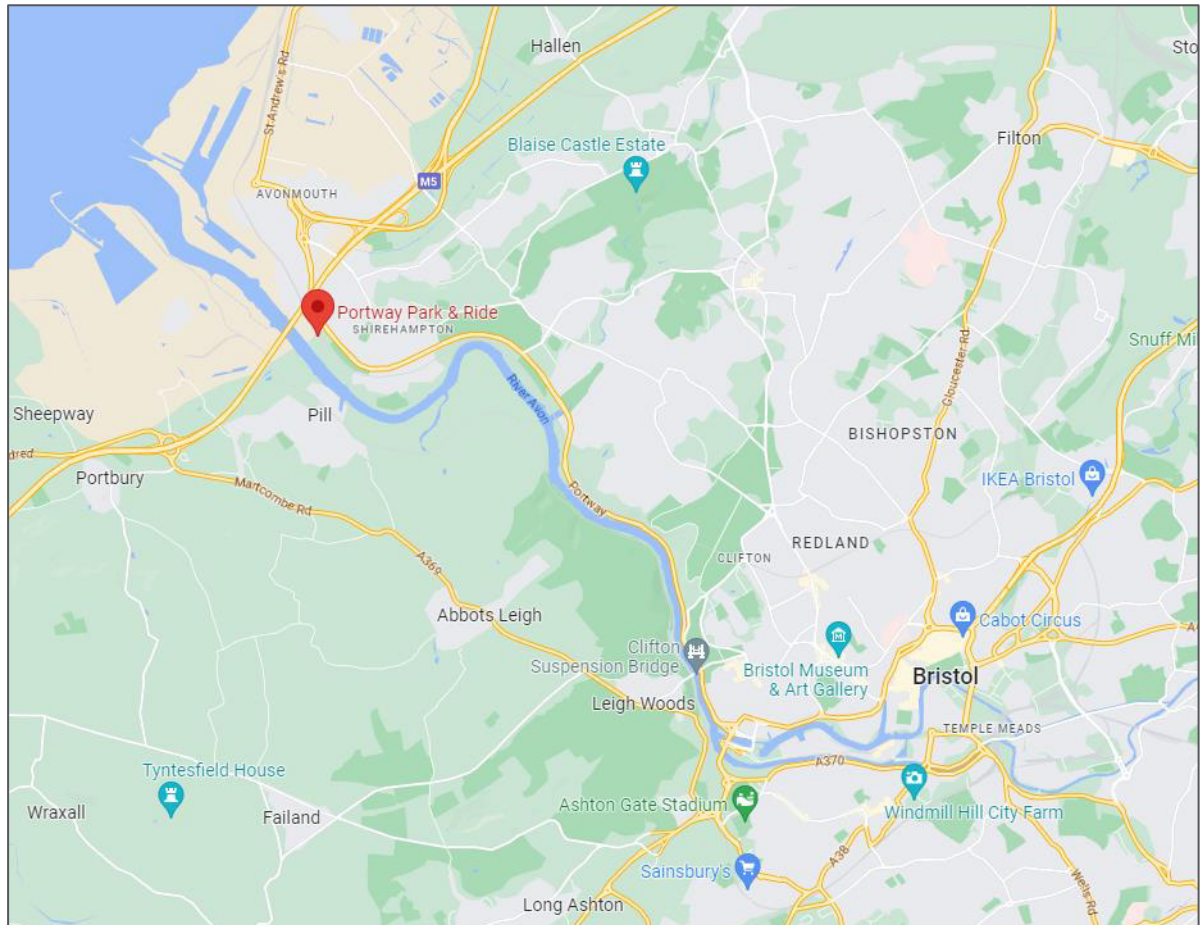
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# 1 Introduction

## 1.1 The Site and the Scheme

1.1.1 Arcadis Consulting (UK) Limited has been commissioned by Bristol City Council (BCC) to develop the Full Business Case (FBC) for works to the existing Portway Park and Ride (P&R) site (see Figure 1) along the A4 Portway dual carriageway, which connects Bristol city centre with the Avonmouth to the northwest.

Figure 1 - Site Location



1.1.2 The existing Portway P&R site operates a bus service from a single operator connecting Bristol City Centre with Avonmouth, and the M5 (See Figure 2<sup>1</sup>). The service is operated by First Bus and runs every day. Currently there are no other services that run from this P&R site.

<sup>1</sup> Source: <https://www.firstbus.co.uk/bristol-bath-and-west/routes-and-maps/bristol-park-ride>

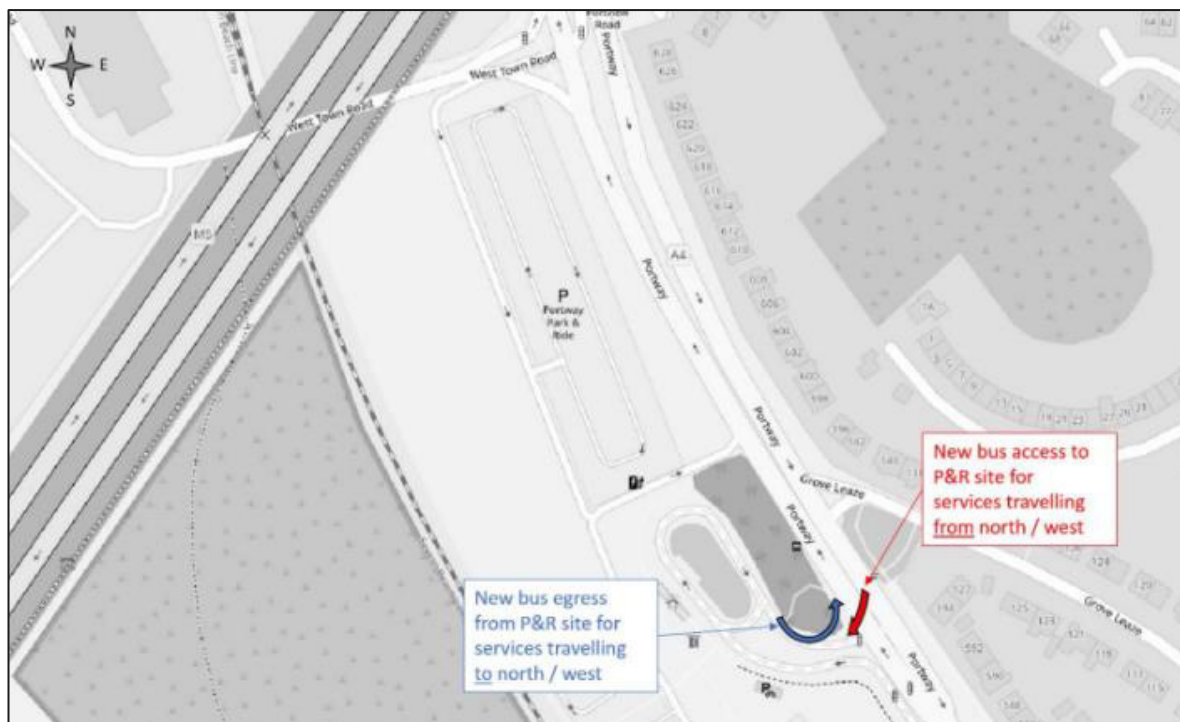
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Figure 2 - Bristol Park and Ride route map



1.1.3 The works proposed (hereafter referred to as ‘the Scheme’) comprise changes to current access and egress arrangements at the site to allow use of the site by a wider range of bus services and operators. Currently, buses can only make a left turn into the site from Bristol and a right turn out of the site towards Bristol (i.e. to and from the south). The Scheme will provide a right turn into the site from the north and a left turn out to the north (see Figure 3).

Figure 3 - The Scheme



1.1.4 The Scheme will include a new right turn into the site from the north and a left turn out of the site to the north. Construction of the Scheme will involve earthworks with potential to generate dust emissions. The work site will be approximately 3136m<sup>2</sup>, however this does not include the oval bus lane but does include the entry and exit lanes. Enabling works will have an area of approximately 1720m<sup>2</sup> to enable works on the southern side, with the central islands having an area of 648m<sup>2</sup>. In order to complete these works the removal of seven trees will be required, with the exact location of these trees outlined in the Arboriculture Impact Assessment<sup>2</sup>. The seven trees will be replaced on the P&R site in conjunction with the Bristol Tree Replacement Standard, set out in the Local Policy. A requirement for the temporary removal of three further trees is necessary during the construction phase, these trees are located in the central reservation and will be replaced in the same location upon completion of the works. According to the junction modelling, the Scheme will not lead to a material change to traffic flows or traffic speed.

## 1.2 Methodology

1.2.1 This report sets out the environmental appraisal undertaken as part of the FBC. This appraisal has been undertaken in accordance with the West of England Combined Authority (WECA) Transport Appraisal Guidance advice note<sup>3</sup> and Department for Transport (DfT) environmental impact appraisal guidance. A key part of this guidance is to undertake an appraisal in a proportionate manner, enabling a light-touch approach, where appropriate. where minor highway changes are proposed and the impacts are likely to be minor, a proportionate qualitative assessment is appropriate. On proportionality, for smaller interventions a lighter-touch appraisal is recommended.

<sup>2</sup> Source: [PDF AIA TPP - Portway Park & Ride - 29.11.22 Updated.pdf](#)

<sup>3</sup> Source: <https://www.westofengland-ca.gov.uk/wp-content/uploads/2020/05/WECA-transport-appraisal-advice-v2.0-30-04-20.pdf>

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- 1.2.2 Based on the small-scale nature of the proposed works, and the guidance on proportionality, this environmental appraisal is light-touch and qualitative, as defined by DfT and WECA guidance.
- 1.2.3 For schemes that are going to result in a change in the public highway, the potential for noise and air quality impacts during operation should be scoped and assessed as appropriate. Appraisals will need to consider the likely overall change in noise levels and air quality impacts, outlining how the scheme impact on specific locations and receptors such as households and key amenities including educational, healthcare, community and recreational facilities. Noise Important Areas (NIAs) that have the potential to be impacted (i.e., within 600m of the proposed works), in relation to changes in traffic volume or speed, require an appraisal.
- 1.2.4 The Scheme does not exceed road network scoping thresholds as set out in the WECA guidance as there will be no change to traffic levels or speed. However, there are environmental designations, such as Noise Important Areas (NIAs), and receptors present within the 600m and 200m buffers specified. Therefore, the WECA guidance suggests a further but proportionate appraisal is required. Similarly, WECA guidance states that greenhouse gas impacts should be assessed for all schemes which will result in changes to the public highway.
- 1.2.5 The following table sets out the topics scoped out of the assessment:

*Table 1 - Topics scoped out*

Topic	Why has it been scoped out
Landscape	DfT TAG Unit A3 report <sup>4</sup> focuses on landscape character, however in this instance the Scheme is in a townscape, therefore it would not change the landscape character or impact visually on receptors. For these reasons it has landscape has been scoped out.
Townscape	DfT TAG Unit A3 report states that the requirement of an appraisal on Townscape depends on the nature of the scheme. Considering that this access improvement is minor and will not result in permanent realignment and is located in an urban area near major roads such as the M5, therefore, the Scheme would not impact the character of the townscape and has been scoped out.
Historic Environment	Within the area of the Scheme, there is a distinct lack of historic designations present, and therefore the Historic Environment will not be impacted. There is the potential for unknow archaeology to be impacted, however due to the small nature of the Scheme, impacts are unlikely. Therefore, Historic Environment has been scoped out.
Biodiversity	Due to the small nature of the Scheme, and mitigation measures specified in relation to vegetation and tree planting, the impacts on species and habitats will be limited. There is a distinct lack of environmental designations within the area of the Scheme, the only environmental designations within a 600m radius of the Scheme are a Site of Importance for Nature Conservation and four listed buildings. However, due to their distant proximity to the Scheme and the small nature of the works, these designations will not be impacted. Therefore, biodiversity will not be impacted and has been scoped out.
Water Environment	Due to the small nature of the Scheme, there is not a permanent realignment to the highway, meaning that there is not a change to the amount of hardstanding, therefore the floodplain will not be impacted. Therefore, water environment has been scoped out.

<sup>4</sup> Source: [TAG UNIT A3 Environmental Impact Appraisal \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424222/TAG_UNIT_A3_Environmental_Impact_Appraisal.pdf)



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1.2.6 The assessment will therefore focus on a qualitative consideration of air quality, noise and greenhouse gases.

## 1.3 Environmental Baseline

1.3.1 The A4 Portway connects Bristol City Centre with the M5 to the northwest. The A4 Portway P&R site is located adjacent to the A4 and the M5, west of Shirehampton (See Appendix A).

1.3.2 The A4 Portway runs next to the River Avon which has been designated as a Site of Nature Conservation Interest (SNCI). An SNCI is a local designation for sites containing features of substantive nature conservation value at a local scale. The A4 Portway also runs through the Avon Gorge, which is designated at a national level as a Site of Special Scientific Interest (SSSI) by Natural England, under the Wildlife and Countryside Act 1981. The Avon Gorge has also been designated as a Special Area of Conservation (SAC) on an international level.

1.3.3 The Avon Gorge has a long history of grazing, dating back to the Anglo-Saxon periods, which has helped shape much of the landscape. The gorge also has a history of quarrying which took place between the 17<sup>th</sup> and 19<sup>th</sup> centuries. To the north of the A4 Portway there is part of a historic Roman settlement, and Kings Weston House Park and Garden, which is also Grade II listed<sup>5</sup>.

1.3.4 According to the Bristol City Council interactive planning policy map<sup>6</sup> there are five conservation areas (CA) along the A4 corridor. From North to south these include the following:

- Kings Weston and Trym Valley CA which covers a section of the A4 Portway to the east of Shirehampton and finishing at Sylvan Way.
- Sea Mills CA which covers the section of the A4 Portway from Sylvan Way to just south of bridge crossing the River Trym.
- Sneyd Park CA which covers the section of the A4 Portway from just south of the bridge crossing the River Trym to the start of the Avon Gorge.
- The Downs CA which covers the section of the A4 Portway from the northern part of the Avon Gorge to the A4 Hotwell Road junction with Cabot Way/Bennett Way.
- Clifton CA covers the A4 Hotwell Road from the junction with the A3029/Cabot Way to Jacobs Wells Road Roundabout.

1.3.5 The A4 Portway falls within a Flood Zones 1, 2, and 3<sup>7</sup>. The A4 Portway P&R site and the Scheme fall within Flood Zone 1. Flood Zone 1 represents the land assessed as having a 'low risk' of fluvial or tidal flooding, or less than 1 in 1,000 annual probability (<0.1%).

---

<sup>5</sup> Source: <https://historicengland.org.uk/listing/the-list/map-search?clearresults=True>

<sup>6</sup> Source: <https://maps.bristol.gov.uk/policies/>

<sup>7</sup> Source: <https://flood-map-for-planning.service.gov.uk/confirm-location?eastings=352730&northings=177585&placeOrPostcode=BS11>

## 2 Environmental Appraisal

### 2.1 Noise

#### Baseline

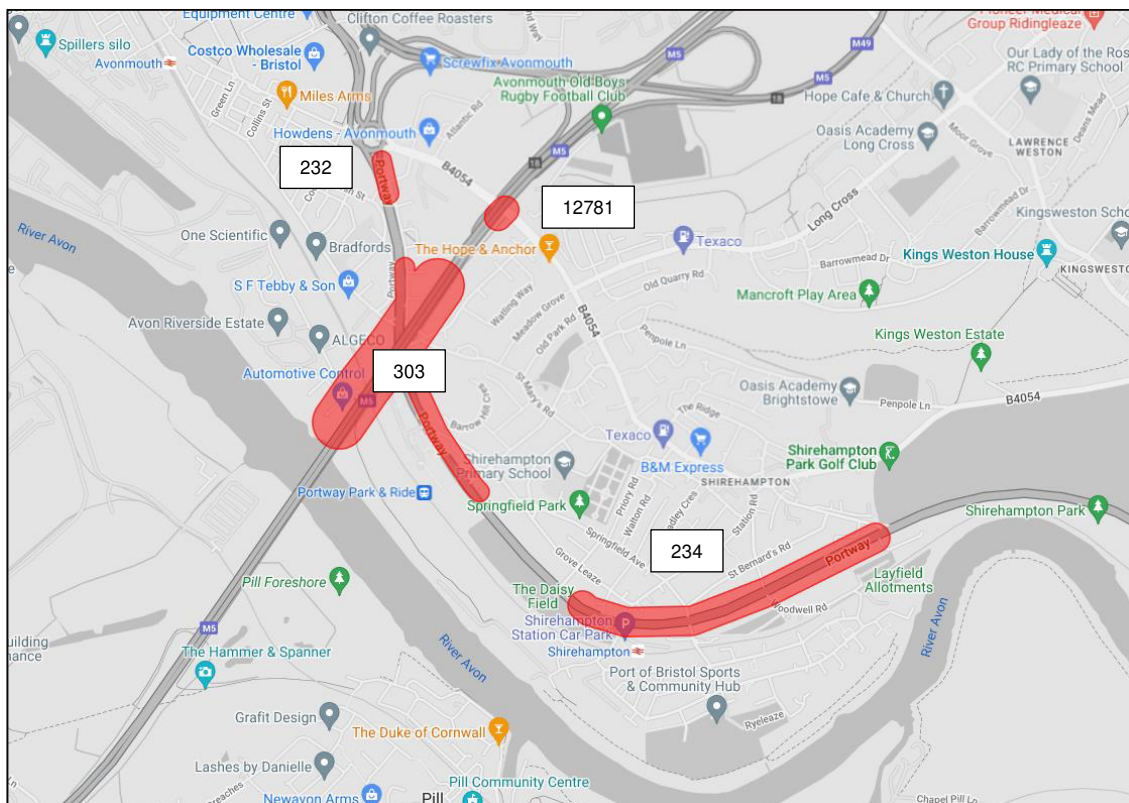
2.1.1 Noise from transport sources is measured in dB(A). Paragraph 7.4.1 of WebTAG defines noise as follows:

*“Noise annoyance is defined by the World Health Organisation as ‘a feeling of displeasure evoked by noise’. Noise nuisance from transport sources can adversely affect the quality of living of local communities. Vibration is a similar effect, but instead of being transmitted by air, it is transmitted by the earth. Noise is normally considered as an approximate indicator for both noise and vibration, since its effects are normally felt more strongly.”*

2.1.2 Average noise levels (dB) along the A4 Portway are 75.0+ dB. At the A4 Portway P&R site, there is an average noise level of between 60 and 69.9 dB. East of the site, at residential receptors, there is an average dB between 55.0 and 59.9<sup>8</sup>.

2.1.3 The location of NIAs (Roads) within 600m of the Scheme, which include Noise Important Area ID: 232, 12781, 303, and 234, are shown below in Figure 4. The Scheme is located within NIA ID: 303.

Figure 4 - NIAs (shown in red) with ID next to designations within 600m of the Scheme



#### Noise Receptors

<sup>8</sup> Source: <http://www.extrium.co.uk/noiseviewer.html>



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2.1.4 The site and the noise receptors within 600m of the Scheme can be seen below in Appendix A.

2.1.5 As shown in Appendix A, there are residential receptors located within 600m of the site which have the potential to be impacted by the Scheme. Educational receptors such as Shirehampton Primary School and Avonmouth Church of England Primary School are located to the east and north of the site area, respectively. Healthcare receptors include Kingsmead Lodge Nursing Home, which is located approximately 300m north of the site area, adjacent to NIA ID: 303. There are also community and recreational facilities such as St Mary's Park and Springfield Park.

### **Effects on Noise Receptors and Designations**

2.1.6 During construction, the construction activities may increase noise levels within the vicinity of the site. However, it is considered that noise impacts during construction would be intermittent, localised and temporary in nature. Appropriate construction site management practices would be implemented through a CEMP to minimise noise and vibration impacts including timings of works to minimise disturbance during anti-social hours.

2.1.7 The Scheme may generate noise during the operation phase; however, the size of the Scheme and nature of the changes means noise during operation will be minor to neutral. The Scheme will not lead to changes to traffic flows or traffic speed. Therefore, impacts on NIAs and receptors identified will be minor to neutral during the operation phase.

## **2.2 Air Quality**

### **Baseline**

2.2.1 Part IV of the Environment Act (1995) requires the UK Government to produce a national Air Quality Strategy (AQS) which contains standards, objectives and measures for improving ambient air quality. The AQS sets out objectives that are maximum ambient concentrations that are not to be exceeded either without exception or with a permitted number of exceedances over a specified timescale. The ambient air quality standards and objectives are given statutory backing in England through the Air Quality (England) Regulations 2000, and the Air Quality (England) (Amendment) Regulations 2002. The Air Quality Standards (England) Regulations (2010) sets out the ambient air quality legislation as set out within the EU Directive 2008/50/EC on ambient air quality.

2.2.2 The pollutants of most concern near roads are nitrogen dioxide (NO<sub>2</sub>) and particulate matter less than 10 microns in diameter (PM<sub>10</sub>) in relation to human health and oxides of nitrogen (NO<sub>x</sub>) in relation to vegetation and ecosystems.

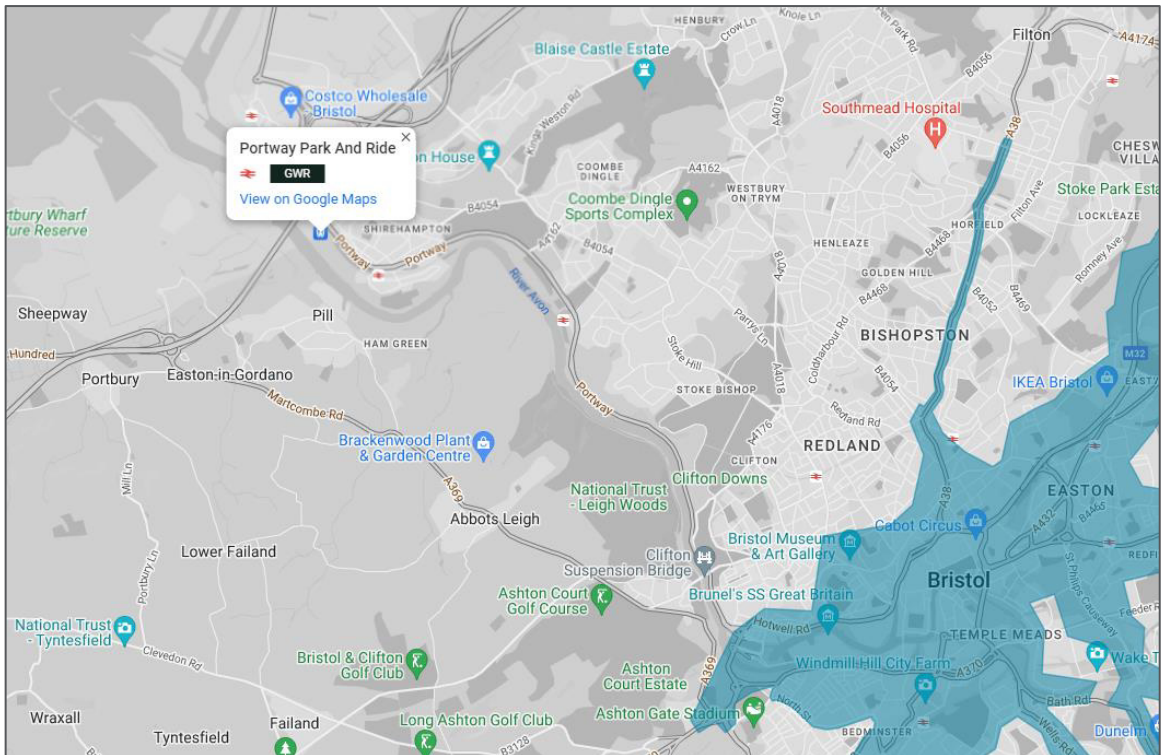
2.2.3 Under the Local Air Quality Management (LAQM) regime local authorities have a duty to make periodic reviews of local air quality against the AQS objectives. Where a local authority's review and assessment of local air quality indicates that AQS objectives are not expected to be achieved, local authorities are required to designate an Air Quality Management Areas (AQMA). An Air Quality Action Plan (AQAP) must then be formulated, outlining a plan of action to meet AQS objectives in the AQMA. Across the UK, the annual mean data trend between 2007 to 2019 demonstrates that the NO<sub>2</sub> concentration both in urban and rural monitoring sites has improved.

2.2.4 The Bristol Air Quality Management Area (AQMA) was announced in 2001 due to exceedances in Nitrogen Dioxides (NO<sub>2</sub>) annual mean and particulate matter (PM<sub>10</sub>) 24-hour mean and is located approximately 6km southeast of the P&R near the A4 Hotwell Road junction with Bristol Gate and

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Brunel Way (see Figure 5). There are no Air Quality Management Areas (AQMAs) located within the site or wider study area.

Figure 5 - Location of the closest AQMA (shown in blue) and the proposed works



### Air Quality Receptors

- 2.2.5 The site and the air quality receptors within 200m of the Scheme are shown in Appendix A.
- 2.2.6 As shown in Appendix A, there are residential receptors located to the north and east of the site which have the potential to be impacted by the Scheme.

### Effects on Air Quality Receptors and Designations

- 2.2.7 Dust impacts may occur as a result of construction activities. However, potential impacts will be reduced as far as reasonably practicable with the implementation of suitable mitigation measures, set out in a Construction Environmental Management Plan (CEMP). A dust risk assessment may be required to determine appropriate mitigation measures.
- 2.2.8 Traffic levels and traffic speed are not expected to change as a result of the Scheme. Therefore, there will be no changes in emissions based on the available information.

## 2.3 Greenhouse Gases

### Baseline

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2.3.1 In 2019, 27% of the net greenhouse gas (GHG) emissions in the UK were estimated to originate from the transport sector, through primarily carbon dioxide (CO<sub>2</sub>) emissions from petrol and diesel emissions in road transport. The UK Met Office (UKCP09) predict that due to climate change the UK is likely to experience warmer, wetter summers, leading to an increased occurrence of storm events, high winds and heavy precipitation, leading to the risk that infrastructure networks are disrupted. BCC and WECA have set climate emergency goals to reach net zero carbon by 2030, which is 20 years earlier than current national targets.

2.3.2 Traffic using the A4 Portway/A4 Hotwell Road currently produces GHG emissions in the form of CO<sub>2</sub>. A Site Improvement Plan from Natural England has identified nitrogen deposition and other pollutants, originating from the A4 Portway, as a key issue facing environmental designations.

### **Greenhouse Gases Receptors**

2.3.3 The site and the GHG receptors within 200m of the Scheme are shown in Appendix A.

2.3.4 As shown in Appendix A, receptors are the same as the air quality receptors. There are residential receptors located to the north and east of the site which have the potential to be impacted by the Scheme.

### **Effects on Receptors**

2.3.5 Traffic levels and traffic speed are not expected to change as a result of the Scheme. Therefore, there will be no changes in emissions based on the available information.

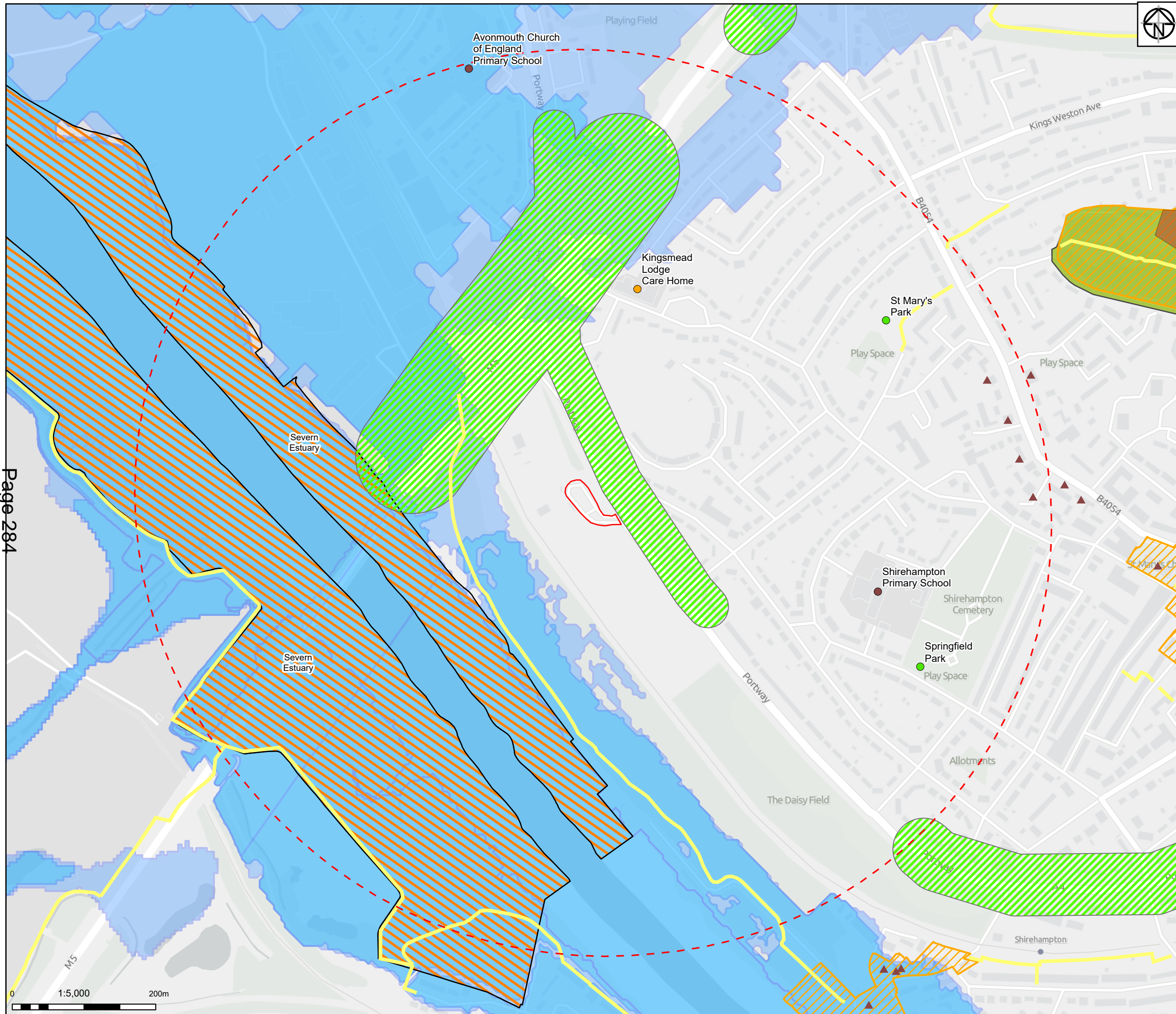
## 3 Conclusion

- 3.1.1 Within the site of the Scheme and the wider 600m buffer, there are no Scheduled Monuments, Registered Historic Landscapes, Historic Parks and Gardens, Special Areas of Conservation (SAC), Special Protection Areas (SPA), Ramsar Sites, Sites of Special Scientific Interest, Local Nature Reserves (LNR), or National Nature Reserves (NNR).
- 3.1.2 Within the site of the Scheme and the 600m buffer, there are no SSSIs, Ramsar Sites, NNRs, LNRs, SPAs, SACs, or Ancient Woodlands.
- 3.1.3 The Scheme is located in a NIA and close to other NIAs within the wider study area. The construction activities may increase noise levels within the vicinity of the site. However, it is considered that noise impacts during construction would be intermittent, localised and temporary in nature. Appropriate construction site management practices would be implemented through a CEMP to minimise noise and vibration impacts including timings of works to minimise disturbance during anti-social hours.
- 3.1.4 There are no AQMAs located within the site or the within 200m of the wider study area. Construction of the Scheme will involve earthworks with potential to generate dust emissions. However, appropriate construction site management practices (e.g., dust dampening; appropriate stockpiling of excavation material) would be monitored and managed through the implementation of a CEMP.
- 3.1.5 In summary, the Scheme will have a minor to neutral impact on the NIA. Receptors will have minor to neutral impacts. This is due to the small-scale nature of the works. Additionally, providing the aforementioned practices are adopted, both the construction and operation phases are likely to have minor to neutral impacts in terms of noise, air quality and greenhouse gases on relevant designations or receptors.

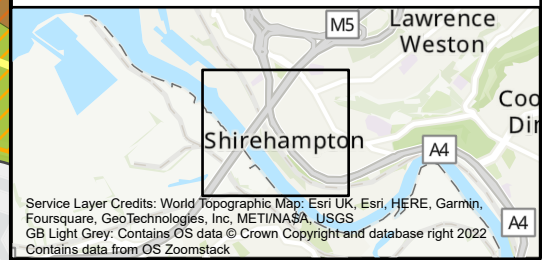
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## Appendix A – Environmental Constraints Plan





- Legend**
- Site Boundary
  - 600m Study Area
  - Public Rights of Way
  - Registered Parks and Gardens
  - Listed Buildings
  - ▲ Grade II
  - Flood Zone 2
  - Flood Zone 3
  - Noise Priority Area – Road (within 600m)
  - Site of Importance for Nature Conservation
  - Ancient Woodland
  - Conservation Area
  - Sensitive Receptors
  - Care Home
  - Parks
  - Schools



Service Layer Credits: World Topographic Map: Esri UK, Esri, HERE, Garmin, FourSquare, GeoTechnologies, Inc, METI/NASA, USGS, OS Light Grey; Contains OS data © Crown Copyright and database right 2022. Contains data from OS Zoomstack.

01	04/05/23	INITIAL ISSUE	RP	JT	KS
Rev	Date	Description	Drawn	Check	Approv

Client:

**PROJECT:**  
A4 PORTWAY OBC

**Site:** Bristol P&R entrance  
**Client:** Bristol City Council

Registered office:  
80 Fenchurch Street  
London  
EC3M 4BY

Coordinating Office:  
2 Glass Wharf  
Temple Quay  
Bristol  
BS2 0FR

[www.arcadis.com](http://www.arcadis.com)

Title:

**A4 Portway P&R –  
Environmental Constraints Plan**

Designed	J. Tilley	Date	04 MAY 23	Signed
Drawn	R. Pakhare	Date	04 MAY 23	Signed
Checked	J. Tilley	Date	04 MAY 23	Signed
Approved	K. Stubbs	Date	04 MAY 23	Signed
Scale:	1:5,000	Datum:	AOD	
Original Size:	A3	Grid:	OS	
Suitability Code:	S2	Project Number:	10053585	

Suitability Description: **For Information**

Drawing Number: **TBC** Revision: **P01**

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## Appendix E – Risk Register





Likelihood		
1 = Almost Certain	95.0%	
2 = Likely	50.0%	
3 = Possible	25.0%	
4 = Unlikely	12.5%	
5 = Rare	5.0%	

ENTER QRA QUANTITIES IN THESE COLUMNS

No.	Risk Ref	Description	Category	Support	Stage at which Risk occurs	Mitigation owner	Support	Initial Risk					Proximity (date)	Approach Avoid, Accept, Reduce, Transfer	Mitigation Measures	DATE OF UPDATE	Status	Residual Risk					Reason for closure & comments	Likelihood (%)	Financial			Delay			Workshop Comments											
								Impact		Prob.								RAG	Cost	Time	Perf	Rating			Score	RAG	Cost	Time	Perf	Rating		Score	RAG	Min (€k)	Max (€k)	Likely (€k)	Min (mths)	Max (mths)	Likely (mths)	Delay Cost (€k)/Month		
								Cost	Time	Perf	Rating	Score																														
1	risk 1	Tender returns are priced higher than anticipated cost estimates	Financial	EngDesign	Tender	BCC		H	3	H	3	M	5	H	11.00	11.00	28/05/2024	Avoid	Detailed design to be costed up including the costs for the civils, street lighting, signal infrastructure, Bill of Quantities based on the Highways framework prices. Contingency and risk allowance included in the funding request to cover increases in tender returns	18-May-23	Open	M	2	M	2	M	4	M	5.33	5.33												
2	risk 2	Chosen contractors delivery programme longer than anticipated once commissioned	Programme	EngDesign	Programme	BCC		H	3	H	3	L	1	H	7.00	7.00	28/05/2024	Avoid	BCC EngDesign to refine the programme based on detailed design outputs. Desired programme to be transparent in the tender documents. Time contingency allowed at the end of the programme for overrun	18-May-23	Open	M	2	M	2	L	1	M	3.33	3.33	25%				0.5	1	0.25	30				
3	risk 3	Programme of works is longer than the funding window for the project (March 2027). This could be a risk to the funding of the project if there elements left to be delivered post-funding window	Financial	WECA Programme Manager	Programme	BCC		H	3	H	3	M	2	H	8.00	8.00	31/03/2027	Avoid	BCC PM has developed a programme for the duration of the project, through to delivery and beyond to include monitoring and evaluation. The programme will be updated regularly to ensure accuracy. The BCC PM will flag opportunities to accelerate tasks, and risks that could cause delay to tasks at bi-weekly meetings with the WECA programme manager. Programme to be updated at key gateways, and the construction programme will be superimposed on to the programme once it has been received.	18-May-23	Open	M	2	M	2	L	1	M	3.33	3.33	12.5%											
4	risk 4	Scope of work increases due to unforeseen issues with utilities and/or other services under the surface of the site.	Construction	EngDesign	Construction	BCC		H	3	H	3	H	3	H	9.00	9.00	04/09/2024	Avoid	Prior to the tender period the design will have been subjected to C4 utility searches to understand whether any diversionary works will be needed. These searches should improve our knowledge of the utilities that are affected by the works and reduce the risk finding 'unknown' utilities when the project moves to the construction phase	18-May-23	Open	M	2	M	2	M	2	M	4.00	4.00	40.0%				0.25	0.5	0.2					
5	risk 5	A cable strike may occur during the construction phase. The impact of this risk would be on the programme as a delay to the works would be in place until Health and Safety had cleared the site.	Construction	EngDesign	Construction	BCC		M	2	H	3	M	2	H	7.00	7.00	04/09/2022	Avoid	Prior to the construction the BCC PM will work with the BCC Engineering Team to arrange the relevant utility searches up to CS's. Trial pits have been completed at the site as part of the utility searches, and further trial pits will be completed as part of the construction process, and further trial pits will be completed as part of the construction process.	18-May-23	Open	L	1	M	2	L	1	M	2.67	2.67	5.0%				0.125	0.25	0.0125	30				
6	risk 6	The construction methodology may require the closure of the bus access junction into the Portway Park and Ride site. This will impact on the performance of the park and ride site for the duration of the works as the bus stop and passengers will have to be moved to a temporary location.	Operational	BCC Programme manager	Construction	BCC		L	1	L	1	H	3	H	5.00	5.00	04/09/2024	Transfer	Work with BCC design team to understand whether there are alternative options to the construction methodology. BCC design team to provide further information about construction phasing, and the task durations within the construction. Early engagement to be held with WECA Bus Services team and Stagecoach	18-May-23	Open	L	1	L	1	M	2	H	4.00	4.00	95.0%											
7	risk 7	Chosen contractor unable to fulfil the contract (either through lack of resource, supplies, refusing works, or goes bust during the term of the contract. This could impact on the programme in having to mobilise the second place bidder on the contract, delay to the programme could incur cost implications. The second place bid on the tender may be more expensive than the first choice contractor	Construction	EngDesign	Construction	BCC		H	3	H	3	M	2	H	8.00	8.00	04/09/2024	Avoid	Work with BCC Design team to prepare the contracts before they are released for tender. BCC PM and BCC EngDes to ensure sufficient details on the project are contained in the procurement package so that potential bidders understand the requirements of the project. Each bid submitted will be subjected to a rigorous assessment to ensure that the bid meets the requirements of the contract and that the contractor has the capacity, resources, supplies, and materials to fulfil the works. A contract bond has been included in the cost estimate at 10% of the contract value, that insures the project against any failure to deliver on the contract requirements from the contractor behalf.	18-May-23	Open	M	2	M	2	M	2	M	4.00	4.00	12.5%				1	3	0.375	30				
8	risk 8	Site constraints demand a complex build methodology, which may result in the requirement for additional Temporary Traffic Management measures to be installed. Additional TTM would incur additional cost, and may incur some delay on the construction programme to set up / take down additional TTM	Financial	EngDesign	construction	BCC		H	3	M	FALSE	L	1	H	6.00	6.00	04/09/2024	Reduce	BCC EngDes to produce a design for the 'enabling works' which is inclusive of the traffic management. These enabling works will be required to ensure the Portway is kept free flowing in two directions whilst maintaining safe working distances. The designs for the enabling works will be inclusive of the TM required. The designs for the enabling works are to be made available to all potential bidders through the tender process and the cost of the TM to be included with the scheme cost	27-Apr-23	Open	M	2	L	1	L	1	M	2.67	2.67	25.0%				1	3	0.75	30				
9	risk 9	Failure to approve the Full Business Case at BCC cabinet and / or Combined Authority Directors level incurs a delay on the programme and presents the risk of additional costs associated with delay	Programme	BCC / WECA Programme Managers	Business Case	BCC		H	3	H	3	L	1	H	7.00	7.00	26/09/2023	Avoid	Early and ongoing engagement with key decision makers, and stakeholders on the design of the scheme, and with regards to the progress of the business case. Decision makers to be reminded of the benefits / outputs regularly. Risk built into the programme to cover any delays with political approvals of the business case	20-Apr-23	Open	M	2	M	2	L	1	M	3.33	3.33	12.5%				0.5	1	0.125	30				
10	risk 10	Change in political leadership may lead to delays, such as a review of the scheme. This delay could incur additional cost.	Political	WECA Programme Manager	Throughout	BCC		M	2	M	2	M	2	M	4.00	4.00	01/05/2024	Accept	Should the risk present itself a review of the project would need to be conducted and a way forward would need to be agreed with WECA and BCC Decision makers	18-May-23	Open	M	2	M	2	M	2	L	2.00	2.00	12.5%				1	3	0.375	30				
11	risk 11	Insolvency of suppliers or other supply chain issues could incur additional cost and / or delay to the project	Financial	EngDesign	Construction	BCC		H	3	H	3	H	3	M	6.00	6.00	11/06/2024	Reduce	Robust procurement process including supplier assessment including financials. Need to take into account suppliers over-stretching themselves on similar schemes elsewhere. Use of financial bonds where appropriate.	18-May-23	Open	M	2	M	2	M	2	L	2.00	2.00	5.0%				0.25	0.5	0.025	30				
12	risk 12	BCC and/or WECA no longer see the project as necessary in the delivery of long term aims for the region and consequently halt proceedings which could cause delay to the programme, and incur costs associated with this delay.	Political	BCC	Throughout	WECA		M	2	M	2	M	2	L	2.00	2.00	N/A	Avoid	Project has a strategic fit within the region. The project is coherent with the objectives as set out in the Joint Local Transport Plan 4. Ongoing dialogue with BCC management and WECA colleagues to ensure that strategic alignment is clear. Time contingency placed at the end of the programme to allow for delay.	20-Apr-23	Open	L	1	L	1	L	1	L	1.00	1.00	5.0%				1	3	0.15	30				
13	risk 13	Geo-technical conditions show an underestimation of the additional earth works and conditions required. Additional cost, and potentially time to be incurred if further geotechnical work required.	Technical / Design	EngDesign	Design	BCC		M	2	H	3	H	3	M	5.33	5.33	04/09/2024	Avoid	Understanding of the geotechnical conditions is fairly well understood from previous projects at the Park and Ride site. Cost contingency to be allowed for further geotechnical work. Time contingency allowed for in programme for further geotechnical work.	20-Apr-23	Open	M	2	L	1	M	2	M	3.33	3.33	12.5%				0.25	0.5	0.0625	30				
14	risk 14	The submission of a late FBC could mean that the project misses the target date for BCC Cabinet, and WECA directors meeting. This risk would cause delay in the programme of the current FBC stage, and also the construction stage. Delays in the programme also have the potential to incur cost implications.	Programme	Arcadis	Business case	BCC		M	2	H	3	H	9	M	9.33	9.33		Avoid	Programme for the project, and the current stages, has been developed. PM to deploy strict programme adherence techniques. Regular review of the programme to identify programme risks and opportunities to accelerate tasks. The programme includes a time contingency to allow for delays in the political approval process.	20-Apr-23	Open	L	1	M	2	M	2	L	1.67	1.67	12.5%				1	3	0.375	30				
15	risk 15	A delay in the WECA assurance process could, or failure to approve the business case could cause delay in the programme which could result in the project missing the deadline for directors. This delay could also have a cost implication	Programme	Arcadis	Business Case	BCC		H	3	H	3	H	3	H	9.00	9.00		Avoid	Early engagement was held with the Combined Authority's Grant Assurance team on the preferred option, modelling and appraisal methodology. Appraisal Specification Report has been submitted of the Grant Assurance Team. Programme has been developed to include a time contingency to allow for delays in the approval of the business case.	20-Apr-23	Open	M	2	M	2	M	2	M	4.00	4.00	25.0%				1	3	0.75	30				
16	risk 16	The severity of Covid-19 (or other nationally significant event) could increase which may result in additional restrictions and/or reduced resources that may cause impact to the delivery of the project	Programme	EngDesign	Throughout	BCC		M	2	M	2	M	2	M	4.00	4.00		Reduce	Early contractor engagement to ensure early programming. Remote work practices have become more established and consequently more efficient. BCC contractor framework requires contractors to increase safety within their working environments - engagement with contractors has assured that covid safe working methods are now established. CDM regulations are to be adhered to through-out the project	20-Apr-23	Open	L	1	L	1	L	1	L	1.00	1.00	12.5%				0.5	1	0.125	30.0				

No.	Risk Ref	Description	Category	Support	Stage at which Risk occurs	Mitigation owner	Support	Cost	Time	Perf	Rating	Score	RAG	Proximity (date)	Approach Avoid, Accept, Reduce, Transfer	Mitigation Measures	DATE OF UPDATE	Status	Cost	Time	Perf	Rating	Score	RAG	Reason for closure & comments	Likelihood (%)	Min (Ex)	Max (Ex)	Likely (Ex)	Min (mths)	Max (mths)	Likely (mths)	Delay Cost (Ex)/Month	Workshop Comments			
17	risk 17	Delays in the availability of the highway for street-works due to new network management arrangements and highway bookings. Other utilities may have made their reservations first.	Construction	EngDesign	programme	BCC		M 2	H 3	H 3	H	8.00	8.00	12/06/2024	Reduce	Need early programme of works and book in as soon as possible. Allow some time contingency in programme for delays. Provisional Advanced Authorisation "PAA" Street works permit to be submitted now to pencil in the works	18-May-23	Open	L 1	M 2	M 2	L	1.67	1.67		5.0%				1	3	0.15	30				
18	risk 18	Street lighting and / or traffic signal costs escalate due to global material shortages creating instability in pricing. Pricing has been driven up. There is a risk to the cost of the works and potentially the programme if additional time is required during the tender processes to find cost effective alternative suppliers	Finance	BCC HEAT & Traffic Signals	Tender	BCC		H 3	H 3	M 2	H	8.00	8.00		Reduce	Detailed design will provide a cost, in order to mitigate an appropriate financial contingency will be added. Ongoing engagement with BCC lighting team and Traffic signals for early indication of cost and supply issues. These costs will then be refined as the detail of the design progresses. There is an element of acceptance that the cost of materials and supplies has increased by a large amount with CPI over the past few years	20-Apr-23	Open	M 2	M 2	L 1	M	3.33	3.33		30.0%	13.4			0.5	1	0.3	2				
19	risk 19	The submission of a weak/inadequate FBC that does not meet the DfT TAG, or WECA GA requirements (low BCR for example) could result in a negative decision, consequently impacting on the funding received and subsequently the scope of the project, or there may be the requirement of a resubmission, which could impact on the programme, and incur additional costs if there are any	Financial/Programme	Arcadis	Business Case	BCC		H 3	H 3	H 3	H	9.00	9.00		Avoid	Ongoing communication with WECA regarding the requirements. Requirements have been agreed to assure that a robust FBC is presented to WECA grant assurance and the WECA Joint committee. Arcadis have submitted and received feedback on a Appraisal Specification Report (business case methodology) from the Combined Authority's Grant Assurance Team	20-Apr-23	Open	M 2	M 2	M 2	M	4.00	4.00		12.5%				1	3	0.375	30				
20	risk 20	Chemical works in Avonmouth (near) COMAH site - Major chemical leak / issue on one of these sites could result in the project having to down tools until the chemical leak has been resolved	Construction	EngDesign	Construction	BCC		M 2	H 3	M 2	L	2.33	2.33	04/09/2024	Accept	Safe working practices and information about chemical spillages included in the construction pack for the chosen contractor. Direct mitigation of chemical spillage risk outside the control of the project team	18-May-23	Open	L 1	M 2	L 1	L	1.33	1.33		5.0%				0.25	0.5	0.025	30				
21	risk 21	Other unforeseen contractor compensation events based on changing network requirements	Construction	EngDesign	Construction	BCC		H 3	M 2	M 2	M	4.67	4.67	04/09/2024	Reduce	Early conversations with BCC network management team to understand their requirements to maintain network capacity. Also to understand local build requirements, and wider requirements	18-May-23	Open	M 2	L 1	L 1	L	0.00	0.00		10.0%	11.2					0					
22	risk 22	Removal of trees is determined by the bird nesting season which could impact the programme or additional cost for ecologist time	Construction	EngDesign	Construction	BCC		M 2	H 3	L 1	M	4.00	4.00	04/09/2024	Reduce	Ecologist to assess the site for tree removal in winter 23/24 as advanced works before the construction phase of the project. Arboriculture Impact Assessment, Arboricultural Method Statement, and Preliminary Ecological Appraisal to inform the removal of the trees	18-May-23	Open	L 1	M 2	L 1	L	1.33	1.33		95.0%	0.5					0					
23	risk 23	Construction start delayed to avoid bird nesting seasons	Construction	EngDesign	construction	BCC		M 2	H 3	L 1	H	6.00	6.00	04/09/2024	Avoid	Ecologist to assess the site for tree removal in winter 23/24 as advanced works before the construction phase of the project. Arboriculture Impact Assessment, Arboricultural Method Statement, and Preliminary Ecological Appraisal to inform the removal of the trees. Specialist working packages to be adopted during the bird nesting season	18-May-23	Open	L 1	M 2	L 1	M	2.67	2.67		25.0%				0.5	1	0.25	30				
24	risk 24	Enhanced site security measures during the construction period required as the usual security measures are compromised - this could incur additional cost to the project	Financial	EngDesign	Construction	BCC		H 3	L 1	M 2	H	6.00	6.00	04/09/2024	Avoid	Site security priority to be outlined to the chosen contractor within the construction package. Contractor to ensure that site is secure when vacant and correct TM plans used.	18-May-23	Open	M 2	L 1	M 2	M	3.33	3.33		12.5%											
25	risk 25	Cost increases or delays in construction schedule may result in scheme exceeding the cost estimate	Financial		Construction	BCC		H 3	M 2	L 1	H	6.00	6.00	04/09/2024	Avoid	Working closely with the contractor to ensure there are no delays within the initial programme. Early identification of expected delays can help avoid unnecessary delays.	18-May-23	Open	M 2	M 2	M 2	M	4.00	4.00													
26	Risk 26	Nationwide unpredictability of material costs and uplifts due to current high inflation levels.	Financial		Construction	BCC		H 3	L 1	L 1	H	5.00	5.00	04/09/2024	Accept	Appropriate inflation has been accounted for in the financial case.	18-May-23	Open	M 2	L 1	M 2	M	3.33	3.33													
27	risk 27	Bus service operators do not use the new access.	Financial		Construction	BCC		M 2	L 1	H 3	H	6.00	6.00	04/09/2024	Avoid	Early engagement with bus operators to understand their willingness for using the new P&R access. Discuss requirements for BSIP or funding to encourage operators to use the site. Ongoing engagement as part of the West of England Enhanced Partnership (legally binding agreement with bus operators in the region to provide better ticketing and passenger information, lower fares, investment in bus priority measures and new and improved services).	18-May-23	Open	L 1	L 1	M 2	M	2.67	2.67													
28	risk 28	The scheme does not result in increased use of buses.	Financial		Construction	BCC		M 2	L 1	M 2	H	5.00	5.00	04/09/2024	Avoid	Working with bus operators, BCC teams and other stakeholders on the behavioural change and modal shift.	18-May-23	Open	L 1	L 1	M 2	M	2.67	2.67													
29	risk 29	Uncertainty over future demand for public transport.	Financial		Construction	BCC		L 1	L 1	M 2	H	4.00	4.00	04/09/2024	Reduce	Ongoing review of changing demand, relating to public transport.	18-May-23	Open	L 1	L 1	M 2	M	2.67	2.67													

Key:  
     Redacted information

Contingency :      Current      Conting

## Appendix F – Cost Breakdown

**E22011 Portway Park & Ride - New Bus Access**  
**Cost Estimate (Preliminary Design) - 3rd May 2023**

Element	Cost Estimate (£)	Comments
Civils Works		Average cost obtained from 4 contractors on the BHAMAWF 2021-2025 Framework (includes provision for civils works to accommodate some utility diversions works associated with BNET/National Grid/BT Openreach.
Contract Bond		1% of the total estimated civils works cost.
Fees - Engineering Design Team		15% estimate based on the Civils works value. Includes site investigation, preliminary design, detailed design, supervision of construction works, and contract management.
Fees - Street Lighting Team		Estimated cost - Street Lighting Team to confirm precise cost.
Fees - Traffic Signals Team		Estimated cost - Traffic Signals Team to confirm precise cost.
Utility Diversion Works		Cost is an estimate based on the received C3 feedback to date. Need to progress it to C4 / C5 in order to obtain more accurate prices.
Street lighting Contractor		Quote based on Bill of Quantities from Schedule of Rates
Traffic signal Contractor		Quote based on Bill of Quantities from schedule of rates - Contract name: Supply, Installation, and maintenance of equipment and infrastructure for the control and management of traffic and related services (WoEITS2)
Traffic signal Contractor - loops		Allowance in the event the loops are deemed required, subject to detailed design.
Temporary bus stop		Precise cost is dependant on the exact requirements deemed for temporary bus stops - to be confirmed during the detailed design phase.
BNET		
TRO - Completed scheme		Estimated likely cost - TRO Team confirmed that this is sound estimate for this level of design
TTRO - Interim		Estimated likely cost.
Removal of trees		For tree removal, hedge removal, hedge replacement and other earthworks
Tree planting		
Landscape Architect Fees		To cover design, procurement and site supervision
Ecologist		
Inflation		Allowance of 25% of the Civils works (planned to start in 2024) to account for the ongoing steep inflation.
<b>TOTAL :</b>		

## Appendix G – Economics Inputs and Outputs

# **Inputs and Outputs – Committed Service 10 and 11**

Impacts Proforma

This sheet includes the scheme related details and the scheme assumptions used for calculating the benefit-cost ratio. The scheme details and scheme impacts are to be filled by the user. Users may revise default scheme assumptions if local evidence is available. In such cases, additional sources or supporting evidence must be provided. The inputs provided should start from the scheme opening year, Year 1. In the absence of data for the opening year, closest possible year should be used or alternative methodology justified.

Enter the values  
Select from drop down menu

Scheme details

Scheme name text Portway P&R FBC  
Scheme promoter text Bristol City Council  
Appraisal year selection 2023 current year  
Scheme opening year selection 2025  
Appraisal period years 30 60 years for bus schemes  
Local area type From 'Area type\_LookUp' Other Urban

Scheme impacts: BUS

Is the demand input in unit of person trips? yes/no Yes  
Average bus occupancy factor AM peak hour 1 PM peak hour 1 Inter-peak hour 1 Night 1  
*If the previous input is 'No' and the demand is in unit of bus trips, input average bus occupancy for each time period and provide supporting evidence/ reference. Else provide this input as 1*

Year	year	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		Year 9		Year 10	
		2025	2026	2027	2028	2029	2030	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Time Period	hh:mm - hh:mm	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night
Peak period expansion factor	factor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DM	per day	0				0				0				0				0			
DS	per day	5				10				15				19				24			
DM	hours																				
DS	hours per trip																				

Scheme assumptions: *(can be revised with supporting justification)*

Appraisal base year year 2010  
Annualisation - AM peak hour days 253  
Annualisation - PM peak hour days 253  
Annualisation - Inter-peak hour days 253  
Annualisation - Night days 365  
Average length of bus trips - bus in London km 5.31 National Travel Survey Data 2021 (NTS0303)  
Average length of bus trips - other local bus km 9.20 National Travel Survey Data 2021 (NTS0303)  
Bus diversion factor - car % 24% TAG data book A5.4.6 (January 2023 v1.20.2)  
Bus diversion factor - taxi % 12% TAG data book A5.4.6 (January 2023 v1.20.2)  
Car occupancy rate factor 1.61 TAG data book A1.3.3 (January 2023 v1.20.2)  
Taxi occupancy rate factor 2.40 TAG unit A5.4 (2.2.11)  
Discount rate (0-30 years) % 3.50% TAG data book A1.1.1 (January 2023 v1.20.2)  
Discount rate (31-75 years) % 3.00% TAG data book A1.1.1 (January 2023 v1.20.2)  
Indirect tax correction factor 1.19 TAG data book A1.3.1 (January 2023 v1.20.2)



**Analysis of Monetised Costs and Benefits (in £'000s)**

All entries are discounted present values, in 2010 prices and values

Benefits/ Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Year 7 NA	Year 8 NA	Year 9 NA	Year 10 NA	Full appraisal period (2025 - 2055)
<i>Index of the year</i>	3	4	5	6	7	8	-	-	-	-	33
Journey time benefits							-	-	-	-	
Congestion benefit							-	-	-	-	
Infrastructure maintenance							-	-	-	-	
Accident							-	-	-	-	
Local air quality							-	-	-	-	
Noise							-	-	-	-	
Greenhouse gases							-	-	-	-	
Indirect taxation							-	-	-	-	
Investment costs							-	-	-	-	
Operating costs							-	-	-	-	
Private contributions							-	-	-	-	
PVB							-	-	-	-	
PVC											
BCR											

Key:

	Information not used
	Redacted information

# **Inputs and Outputs – Aspirational Service 10 and 11**

Impacts Proforma

This sheet includes the scheme related details and the scheme assumptions used for calculating the benefit-cost ratio. The scheme details and scheme impacts are to be filled by the user. Users may revise default scheme assumptions if local evidence is available. In such cases, additional sources or supporting evidence must be provided. The inputs provided should start from the scheme opening year, Year 1. In the absence of data for the opening year, closest possible year should be used or alternative methodology justified.

Enter the values  
Select from drop down menu

Scheme details

Scheme name text Portway P&R FBC  
 Scheme promoter text Bristol City Council  
 Appraisal year selection 2023 current year  
 Scheme opening year selection 2025  
 Appraisal period years 30 60 years for bus schemes  
 Local area type From 'Area type\_LookUp' Other Urban

Scheme impacts: BUS

Is the demand input in unit of person trips? yes/no Yes  
 Average bus occupancy factor  
 AM peak hour 1 PM peak hour 1 Inter-peak hour 1 Night 1  
 If the previous input is 'No' and the demand is in unit of bus trips, input average bus occupancy for each time period and provide supporting evidence/ reference. Else provide this input as 1

Year year  
 Year 1 2025 Year 2 2026 Year 3 2027 Year 4 2028 Year 5 2029 Year 6 2030 Year 7 NA Year 8 NA Year 9 NA Year 10 NA

	Time Period	hh:mm - hh:mm	Year 1		2025		Year2		2026		Year 3		2027		Year 4		2028		Year 5		2029		Year 6		2030		
			AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	
	Peak period expansion factor	factor																									
DM	Number of trips without scheme	per day	0				0					0								0				0			
DS	Number of trips with scheme	per day	8				16					23							39				47				
DM	Total bus travel time without scheme	hours																									
DS	Total bus travel time with scheme	hours per trip																									

Scheme assumptions: (can be revised with supporting justification)

Appraisal base year	year	2010	
Annualisation - AM peak hour	days	253	
Annualisation - PM peak hour	days	253	
Annualisation - Inter-peak hour	days	253	
Annualisation - Night	days	365	
Average length of bus trips - bus in London	km	5.31	National Travel Survey Data 2021 (NTS0303)
Average length of bus trips - other local bus	km	9.20	National Travel Survey Data 2021 (NTS0303)
Bus diversion factor - car	%	24%	TAG data book A5.4.6 (January 2023 v1.20.2)
Bus diversion factor - taxi	%	12%	TAG data book A5.4.6 (January 2023 v1.20.2)
Car occupancy rate	factor	1.61	TAG data book A1.3.3 (January 2023 v1.20.2)
Taxi occupancy rate	factor	2.40	TAG unit A5.4 (2.2.11)
Discount rate (0-30 years)	%	3.50%	TAG data book A1.1.1 (January 2023 v1.20.2)
Discount rate (31-75 years)	%	3.00%	TAG data book A1.1.1 (January 2023 v1.20.2)
Indirect tax correction	factor	1.19	TAG data book A1.3.1 (January 2023 v1.20.2)

**Analysis of Monetised Costs and Benefits (in £'000s)**

All entries are discounted present values, in 2010 prices and values

Benefits/ Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Year 7 NA	Year 8 NA	Year 9 NA	Year 10 NA	Full appraisal period (2025 - 2055)
<i>Index of the year</i>	3	4	5	6	7	8	-	-	-	-	33
Journey time benefits							-	-	-	-	
Congestion benefit							-	-	-	-	
Infrastructure maintenance							-	-	-	-	
Accident							-	-	-	-	
Local air quality							-	-	-	-	
Noise							-	-	-	-	
Greenhouse gases							-	-	-	-	
Indirect taxation							-	-	-	-	
Investment costs							-	-	-	-	
Operating costs							-	-	-	-	
Private contributions							-	-	-	-	
PVB							-	-	-	-	
PVC											
BCR											

Key:

	Information not used
	Redacted information

# **Inputs and Outputs – Committed Service 9**

Impacts Proforma

This sheet includes the scheme related details and the scheme assumptions used for calculating the benefit-cost ratio. The scheme details and scheme impacts are to be filled by the user. Users may revise default scheme assumptions if local evidence is available. In such cases, additional sources or supporting evidence must be provided. The inputs provided should start from the scheme opening year, Year 1. In the absence of data for the opening year, closest possible year should be used or alternative methodology justified.

Enter the values  
Select from drop down menu

Scheme details

Scheme name text Portway P&R FBC  
 Scheme promoter text Bristol City Council  
 Appraisal year selection 2023 current year  
 Scheme opening year selection 2025  
 Appraisal period years 30 60 years for bus schemes  
 Local area type From 'Area type\_LookUp' Other Urban

Scheme impacts: BUS

Is the demand input in unit of person trips? yes/no Yes  
 Average bus occupancy factor  
 AM peak hour PM peak hour Inter-peak hour Night  
 1  
 If the previous input is 'No' and the demand is in unit of bus trips, input average bus occupancy for each time period and provide supporting evidence/ reference. **Else provide this input as 1**

Year year  
 Year 1 2025 Year 2 2026 Year 3 2027 Year 4 2028 Year 5 2029 Year 6 2030 Year 7 NA Year 8 NA Year 9 NA Year 10 NA

		Year 1				Year 2				Year 3				Year 4				Year 5				Year 6			
		AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night
Time Period	hh:mm - hh:mm																								
Peak period expansion factor	factor	1				1				1				1				1				1			
DM Number of trips without scheme	per day	826				826				826				826				826				826			
DS Number of trips with scheme	per day	853				881				908				935				962				989			
DM Total bus travel time without scheme	hours	0.56				0.56				0.56				0.56				0.56				0.56			
DS Total bus travel time with scheme	hours per trip	0.5				0.5				0.5				0.5				0.5				0.5			

Scheme assumptions: (can be revised with supporting justification)

Appraisal base year year 2010  
 Annualisation - AM peak hour days 253  
 Annualisation - PM peak hour days 253  
 Annualisation - Inter-peak hour days 253  
 Annualisation - Night days 365  
 Average length of bus trips - bus in London km 5.31 National Travel Survey Data 2021 (NTS0303)  
 Average length of bus trips - other local bus km 13.70 Distance between Avonmouth and Bristol City Centre  
 Bus diversion factor - car % 30% RAND  
 Bus diversion factor - taxi % 12% RAND  
 Car occupancy rate factor 1.61 TAG data book A1.3.3 (January 2023 v1.20.2)  
 Taxi occupancy rate factor 2.40 TAG unit A5.4 (2.2.11)  
 Discount rate (0-30 years) % 3.50% TAG data book A1.1.1 (January 2023 v1.20.2)  
 Discount rate (31-75 years) % 3.00% TAG data book A1.1.1 (January 2023 v1.20.2)  
 Indirect tax correction factor 1.19 TAG data book A1.3.1 (January 2023 v1.20.2)

**Analysis of Monetised Costs and Benefits (in £'000s)**

All entries are discounted present values, in 2010 prices and values

Benefits/ Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Year 7 NA	Year 8 NA	Year 9 NA	Year 10 NA	Full appraisal period (2025 - 2055)
<i>Index of the year</i>	3	4	5	6	7	8	-	-	-	-	33
Journey time benefits							-	-	-	-	
Congestion benefit							-	-	-	-	
Infrastructure maintenance							-	-	-	-	
Accident							-	-	-	-	
Local air quality							-	-	-	-	
Noise							-	-	-	-	
Greenhouse gases							-	-	-	-	
Indirect taxation							-	-	-	-	
Investment costs							-	-	-	-	
Operating costs							-	-	-	-	
Private contributions							-	-	-	-	
PVB							-	-	-	-	
PVC											
BCR											

Key:

	Information not used
	Redacted information

# **Inputs and Outputs – Aspirational Service 9**



Impacts Proforma

This sheet includes the scheme related details and the scheme assumptions used for calculating the benefit-cost ratio. The scheme details and scheme impacts are to be filled by the user. Users may revise default scheme assumptions if local evidence is available. In such cases, additional sources or supporting evidence must be provided. The inputs provided should start from the scheme opening year, Year 1. In the absence of data for the opening year, closest possible year should be used or alternative methodology justified.

Enter the values  
Select from drop down menu

Scheme details

Scheme name text Portway P&R FBC  
 Scheme promoter text Bristol City Council  
 Appraisal year selection 2023 current year  
 Scheme opening year selection 2025  
 Appraisal period years 30 60 years for bus schemes  
 Local area type From 'Area type\_LookUp' Other Urban

Scheme impacts: BUS

Is the demand input in unit of person trips? yes/no Yes  
 Average bus occupancy factor  
 AM peak hour PM peak hour Inter-peak hour Night  
 1  
 If the previous input is 'No' and the demand is in unit of bus trips, input average bus occupancy for each time period and provide supporting evidence/ reference. **Else provide this input as 1**

Year year  
 Year 1 2025 Year 2 2026 Year 3 2027 Year 4 2028 Year 5 2029 Year 6 2030 Year 7 NA Year 8 NA Year 9 NA Year 10 NA

	Time Period	hh:mm - hh:mm	Year 1		2025				Year2				2026				Year 3				2027				Year 4				2028				Year 5				2029				Year 6				2030			
			AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night										
DM	Peak period expansion factor	factor	1					1					1					1					1					1					1					1										
DM	Number of trips without scheme	per day	826					826					826					826					826					826					826					826										
DS	Number of trips with scheme	per day	868					910					953					995					1037					1079					1121					1163										
DM	Total bus travel time without scheme	hours	0.65					0.65					0.65					0.65					0.65					0.65					0.65					0.65										
DS	Total bus travel time with scheme	hours per trip	0.53					0.53					0.53					0.53					0.53					0.53					0.53					0.53										

Scheme assumptions: (can be revised with supporting justification)

Appraisal base year year 2010  
 Annualisation - AM peak hour days 253  
 Annualisation - PM peak hour days 253  
 Annualisation - Inter-peak hour days 253  
 Annualisation - Night days 365  
 Average length of bus trips - bus in London km 5.31 National Travel Survey Data 2021 (NTS0303)  
 Average length of bus trips - other local bus km 13.70 Distance between Avonmouth and Bristol City Centre  
 Bus diversion factor - car % 30% RAND  
 Bus diversion factor - taxi % 12% RAND  
 Car occupancy rate factor 1.61 TAG data book A1.3.3 (January 2023 v1.20.2)  
 Taxi occupancy rate factor 2.40 TAG unit A5.4 (2.2.11)  
 Discount rate (0-30 years) % 3.50% TAG data book A1.1.1 (January 2023 v1.20.2)  
 Discount rate (31-75 years) % 3.00% TAG data book A1.1.1 (January 2023 v1.20.2)  
 Indirect tax correction factor 1.19 TAG data book A1.3.1 (January 2023 v1.20.2)

**Analysis of Monetised Costs and Benefits (in £'000s)**

All entries are discounted present values, in 2010 prices and values

Benefits/ Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Year 7 NA	Year 8 NA	Year 9 NA	Year 10 NA	Full appraisal period (2025 - 2055)
<i>Index of the year</i>	3	4	5	6	7	8	-	-	-	-	33
Journey time benefits							-	-	-	-	
Congestion benefit							-	-	-	-	
Infrastructure maintenance							-	-	-	-	
Accident							-	-	-	-	
Local air quality							-	-	-	-	
Noise							-	-	-	-	
Greenhouse gases							-	-	-	-	
Indirect taxation							-	-	-	-	
Investment costs							-	-	-	-	
Operating costs							-	-	-	-	
Private contributions							-	-	-	-	
PVB							-	-	-	-	
PVC											
BCR											

Key:

	Information not used
	Redacted information

# Inputs and Outputs – YTL Arena

Impacts Proforma

This sheet includes the scheme related details and the scheme assumptions used for calculating the benefit-cost ratio. The scheme details and scheme impacts are to be filled by the user. Users may revise default scheme assumptions if local evidence is available. In such cases, additional sources or supporting evidence must be provided. The inputs provided should start from the scheme opening year, Year 1. In the absence of data for the opening year, closest possible year should be used or alternative methodology justified.

Enter the values  
Select from drop down menu

Scheme details

Scheme name text Portway P&R FBC  
 Scheme promoter text Bristol City Council  
 Appraisal year selection 2023 current year  
 Scheme opening year selection 2025  
 Appraisal period years 60 60 years for bus schemes  
 Local area type From 'Area type\_LookUp' Other Urban

Scheme impacts: BUS

Is the demand input in unit of person trips? yes/no Yes  
 Average bus occupancy factor  
 AM peak hour 1 PM peak hour 1 Inter-peak hour 1 Night 1  
*If the previous input is 'No' and the demand is in unit of bus trips, input average bus occupancy for each time period and provide supporting evidence/reference. Else provide this input as 1*

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	2026	NA	NA	NA	NA	NA	NA	NA	NA	NA

	Time Period	Year 1				Year 2				Year 3				Year 4			
		AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night	AM peak hour	PM peak hour	Inter-peak hour	Night
Peak period expansion factor	hh:mm - hh:mm	17:00 - 18:00				17:00 - 18:00				17:00 - 18:00				17:00 - 18:00			
DM DS	Number of trips without scheme	3			0	3	0	0	0	3	0	0	0	3	0	0	0
DM DS	Number of trips with scheme	1350			0	1350	0	0	0	1350	0	0	0	1350	0	0	0
DM DS	Total bus travel time without scheme	0.4160			0	0.3827	0	0	0	0.3827	0	0	0	0.3827	0	0	0
DM DS	Total bus travel time with scheme	0.3827			0	0.3827	0	0	0	0.3827	0	0	0	0.3827	0	0	0

Scheme assumptions: (can be revised with supporting justification)

Appraisal base year	year	2010	
Annualisation - AM peak hour	days	253	
Annualisation - PM peak hour	days	17	
Annualisation - Inter-peak hour	days	253	
Annualisation - Night	days	365	
Average length of bus trips - bus in London	km	5.31	National Travel Survey Data 2021 (NTS0303)
Average length of bus trips - other local bus	km	9.20	National Travel Survey Data 2021 (NTS0303)
Bus diversion factor - car	%	24%	TAG data book A5.4.6 (January 2023 v1.20.2)
Bus diversion factor - taxi	%	12%	TAG data book A5.4.6 (January 2023 v1.20.2)
Car occupancy rate	factor	1.61	TAG data book A1.3.3 (January 2023 v1.20.2)
Taxi occupancy rate	factor	2.40	TAG unit A5.4 (2.2.11)
Discount rate (0-30 years)	%	3.50%	TAG data book A1.1.1 (January 2023 v1.20.2)
Discount rate (31-75 years)	%	3.00%	TAG data book A1.1.1 (January 2023 v1.20.2)
Indirect tax correction	factor	1.19	TAG data book A1.3.1 (January 2023 v1.20.2)

**Analysis of Monetised Costs and Benefits (in £'000s)**

All entries are discounted present values, in 2010 prices and values

Benefits/ Costs	Year 1 2025	Year 2 2026	Year 3 2027	Year 4 2028	Year 5 2029	Year 6 2030	Year 7 NA	Year 8 NA	Year 9 NA	Year 10 NA	Full appraisal period (2025 - 2055)
<i>Index of the year</i>	3	4	5	6	7	8	-	-	-	-	33
Journey time benefits							-	-	-	-	
Congestion benefit							-	-	-	-	
Infrastructure maintenance							-	-	-	-	
Accident							-	-	-	-	
Local air quality							-	-	-	-	
Noise							-	-	-	-	
Greenhouse gases							-	-	-	-	
Indirect taxation							-	-	-	-	
Investment costs							-	-	-	-	
Operating costs							-	-	-	-	
Private contributions							-	-	-	-	
PVB							-	-	-	-	
PVC											
BCR											

**Key:**

	Information not used
	Redacted information

# Inputs and Outputs – AMAT

**Active Mode Appraisal Toolkit User Interface Intervention**

**Intervention-specific information**

User input required for all interventions

Intervention name	A4 Portway Park and Ride
Intervention promoter	Bristol City Council

Key

<span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	User input required for all interventions
<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	User input required for all cycling interventions
<span style="background-color: #c0c0c0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	User input required for all walking interventions
<span style="background-color: #a0a0a0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Default assumptions (can be revised with supporting justification)

Please fill in the 'Intervention details' to obtain a benefit cost ratio for an intervention. If local evidence is available, users may revise the default assumptions below but must also provide additional sources or supporting evidence to justify any changes (column H). A worked example is provided in the accompanying AMAT User Guidance document to provide the user with a step-by-step guide to completing an assessment using AMAT.

**Intervention details**

Appraisal year	2023	Current year
Intervention opening year	2025	
Last year of funding	2025	
Appraisal period	30	
Local area type	Other Urban	

The appraisal period should correspond to the expected asset life. This should not exceed 60 years. For applying Marginal External Costs used in mode shift calculations. Choices: London, Inner and Outer Conurbations, Other Urban, Rural, National Average

**Mode information**

Please fill out the cycling and walking sections where relevant. If a intervention does not directly affect the number of users of a specific mode, the relevant section should be left blank. Ideally, forecast trip numbers should be based on counts representing an average weekday in spring or autumn to avoid seasonal bias. Both automatic and manual counts can be used. The number of trips currently (without the intervention in place) and expected (with the intervention in place). These sections require projections of the number of users in a 'Do-something' scenario (with the intervention in place) can be based on data from evaluations of historical interventions, case studies, or surveys. If the user does not have current or proposed numbers, please refer to the AMAT User Guide on potential sources of data to inform your assessment. For behaviour change schemes: 'How much of an average...trip will use the intervention?' should be set to zero and there should be no change in the Current and Proposed infrastructure.

**Cycling**

User input required for all cycling interventions

Number of trips without the proposed intervention		per day
Number of trips with the proposed intervention		per day
How much of an average cycling trip will use the intervention?		%
Current cycling infrastructure for this route		
Proposed new cycling infrastructure for this route		
Are any additional shower facilities being added?		
Are any additional secure storage facilities being added?		

**Evidence/Source**

	maximum 100%

**Walking**

User input required for all walking interventions

Number of trips without the proposed intervention	716	per day
Number of trips with the proposed intervention	785	per day
How much of an average walking trip will use the intervention?	10.00%	%
<b>Current walking infrastructure for this route</b>		
Street lighting		
Kerb level		
Crowding		
Pavement evenness		
Information panels	No	
Benches		
Directional signage	No	
<b>Proposed walking infrastructure for this route</b>		
Street lighting		
Kerb level		
Crowding		
Pavement evenness		
Information panels	Yes	
Benches		
Directional signage	Yes	

	maximum 100%

787.6

**Assumptions**

Default assumptions (can be revised with supporting justification)

Default TAG assumptions have already been entered. Users should only revise these if they can provide supporting evidence. Any additional evidence should be described in column H.

Decay rate	0.00%	%
------------	-------	---

TAG A5.1 explains that the impact of a cycling intervention is likely to diminish year by year following investment. The decay rate has been set at 0% for an infrastructure investment. For revenue-funded initiatives, such as cycle training or personalised travel planning, the decay rate may be positive. The default assumption is that 0% of new users are already active. This means all new users experience intervention-related health impacts.

**Cycling**

Average length of trip	4.84	km	National Travel Survey Data 2012-14
Average speed	15	km/h	National Travel Survey Data 2016
Proportion of cyclists who are employed	56.40%	%	National Travel Survey Data 2018
Proportion otherwise using a car	24.00%	%	As recommended in a 2022 study - see section 3.7.1 in TAG A5.1
Proportion otherwise using a taxi	6.00%	%	As recommended in a 2022 study - see section 3.7.1 in TAG A5.1

Please provide local evidence  
Please provide local evidence

**Walking**

Average length of trip	1.1	km	National Travel Survey Data 2012-2014
Average speed	5	km/h	National Travel Survey Data 2016
Proportion of pedestrians who are employed	56.40%	%	National Travel Survey Data 2018
Proportion otherwise using a car	24.00%	%	Assumed to be the same as cycling diversion factors
Proportion otherwise using a taxi	6.00%	%	Assumed to be the same as cycling diversion factors

Please provide local evidence  
Please provide local evidence

**Additional Information**

Return journeys	90%	%	National Travel Survey Data 2018
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A return journey involves going to and from your destination using the same route. Trips that make up return journeys will appear twice in the daily trip count (opposite directions).

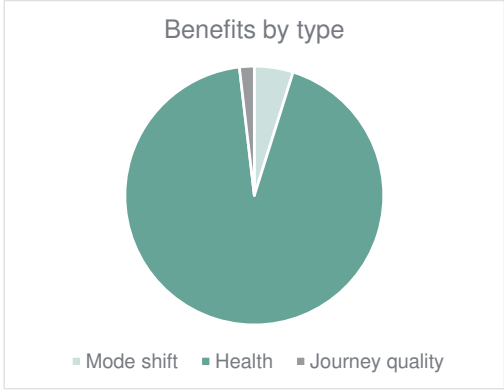
Background growth rate in trips	0.75%	%	National Travel Survey Data 2006-2016
Period over which this growth rate applies	20	years	Assumption based on TAG

This is an annualised growth rate for increases in active travel trips. This could be due to an increase in population, changes in demographics or travel trends.

Number of days for which intervention data is applicable per year	253	per year	Number of working days per year (365 minus weekends minus public holidays)
Car occupancy rate	1.6		Source: National Travel Survey 2002-16
Taxi occupancy rate	2.4		Source: TAG Data Book 2010

Promoters may want to change this depending on the intervention. For example, if the intervention is designed to shift modes from car to walking or cycling the occupancy rates may be higher.

Analysis of Monetised Costs and Benefits (in £'000s)		Benefits by type:	
Congestion benefit		Mode shift	4.9%
Infrastructure maintenance		Health	93.3%
Accident		Journey quality	1.8%
Local air quality			
Noise			
Greenhouse gases			
Reduced risk of premature death			
Absenteeism			
Journey ambience			
Indirect taxation			
Investment costs			
Operating costs			
Private contributions			
PVB			
PVC			
<b>BCR</b>			



**Key:**

	Information not used
	Redacted information



# **Inputs and Outputs – AMAT Journey Quality Only**

**Active Mode Appraisal Toolkit User Interface Intervention**

**Intervention-specific information**

User input required for all interventions

Intervention name	A4 Portway Park and Ride
Intervention promoter	Bristol City Council

Key

<span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	User input required for all interventions
<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	User input required for all cycling interventions
<span style="background-color: #c0c0c0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	User input required for all walking interventions
<span style="background-color: #a0a0a0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Default assumptions (can be revised with supporting justification)

Please fill in the 'Intervention details' to obtain a benefit cost ratio for an intervention. If local evidence is available, users may revise the default assumptions below but must also provide additional sources or supporting evidence to justify any changes (column H). A worked example is provided in the accompanying AMAT User Guidance document to provide the user with a step-by-step guide to completing an assessment using AMAT

**Intervention details**

Appraisal year	2023	Current year
Intervention opening year	2025	
Last year of funding	2025	
Appraisal period	30	
Local area type	Other Urban	

The appraisal period should correspond to the expected asset life. This should not exceed 60 years. For applying Marginal External Costs used in mode shift calculations. Choices: London, Inner and Outer Conurbations, Other Urban, Rural, National Average

**Mode information**

Please fill out the cycling and walking sections where relevant. If a intervention does not directly affect the number of users of a specific mode, the relevant section should be left blank. Ideally, forecast trip numbers should be based on counts representing an average weekday in spring or autumn to avoid seasonal bias. Both automatic and manual counts can be used. The number of trips currently (without the intervention in place) and expected (with the intervention in place). These sections require projections of the number of users in a 'Do-something' scenario (with the intervention in place) can be based on data from evaluations of historical interventions, case studies, or surveys. If the user does not have current or proposed numbers, please refer to the AMAT User Guide on potential sources of data to inform your assessment. For behaviour change schemes: 'How much of an average...trip will use the intervention?' should be set to zero and there should be no change in the Current and Proposed infrastructure.

**Cycling**

User input required for all cycling interventions

Number of trips without the proposed intervention		per day
Number of trips with the proposed intervention		per day
How much of an average cycling trip will use the intervention?		%
Current cycling infrastructure for this route		
Proposed new cycling infrastructure for this route		
Are any additional shower facilities being added?		
Are any additional secure storage facilities being added?		

**Evidence/Source**

	maximum 100%

**Walking**

User input required for all walking interventions

Number of trips without the proposed intervention	716	per day
Number of trips with the proposed intervention	716	per day
How much of an average walking trip will use the intervention?	10.00%	%

	maximum 100%

787.6

**Current walking infrastructure for this route**

Street lighting	
Kerb level	
Crowding	
Pavement evenness	
Information panels	No
Benches	
Directional signage	No


**Proposed walking infrastructure for this route**

Street lighting	
Kerb level	
Crowding	
Pavement evenness	
Information panels	Yes
Benches	
Directional signage	Yes


**Assumptions**

Default assumptions (can be revised with supporting justification)

Default TAG assumptions have already been entered. Users should only revise these if they can provide supporting evidence. Any additional evidence should be described in column H.

Decay rate	0.00%	%
------------	-------	---

TAG A5.1 explains that the impact of a cycling intervention is likely to diminish year by year following investment. The decay rate has been set at 0% for an infrastructure investment. For revenue-funded initiatives, such as cycle training or personalised travel planning, the decay rate may be positive. The default assumption is that 0% of new users are already active. This means all new users experience intervention-related health impacts.

**Cycling**

Average length of trip	4.84	km
Average speed	15	km/h
Proportion of cyclists who are employed	56.40%	%
Proportion otherwise using a car	24.00%	%
Proportion otherwise using a taxi	6.00%	%

National Travel Survey Data 2012-14
National Travel Survey Data 2016
National Travel Survey Data 2018
As recommended in a 2022 study - see section 3.7.1 in TAG A5.1
As recommended in a 2022 study - see section 3.7.1 in TAG A5.1

Please provide local evidence  
Please provide local evidence

**Walking**

Average length of trip	1.1	km
Average speed	5	km/h
Proportion of pedestrians who are employed	56.40%	%
Proportion otherwise using a car	24.00%	%
Proportion otherwise using a taxi	6.00%	%

National Travel Survey Data 2012-2014
National Travel Survey Data 2016
National Travel Survey Data 2018
Assumed to be the same as cycling diversion factors
Assumed to be the same as cycling diversion factors

Please provide local evidence  
Please provide local evidence

**Additional Information**

Return journeys	90%	%
-----------------	-----	---

National Travel Survey Data 2018
----------------------------------

A return journey involves going to and from your destination using the same route. Trips that make up return journeys will appear twice in the daily trip count (opposite directions).

Background growth rate in trips	0.75%	%
Period over which this growth rate applies	20	years

National Travel Survey Data 2006-2016
Assumption based on TAG

This is an annualised growth rate for increases in active travel trips. This could be due to an increase in population, changes in demographics or travel trends.

Number of days for which intervention data is applicable per year	253	per year
---	-----	----------

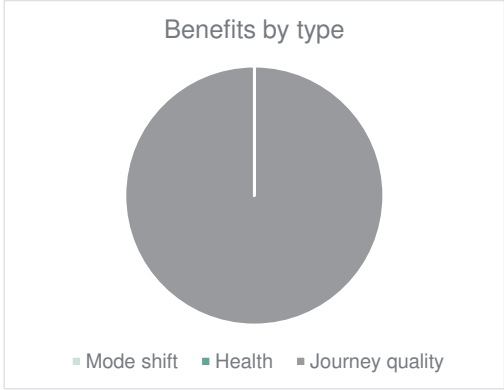
Number of working days per year (365 minus weekends minus public holidays)
--

Car occupancy rate	1.6
Taxi occupancy rate	2.4

Source: National Travel Survey 2002-16
Source: TAG Data Book 2010

Promoters may want to change this depending on the intervention. For example, if the intervention is designed to shift modes from car to walking or cycling the occupancy rates may be higher.

Analysis of Monetised Costs and Benefits (in £'000s)		Benefits by type:	
Congestion benefit		Mode shift	0.0%
Infrastructure maintenance		Health	0.0%
Accident		Journey quality	100.0%
Local air quality			
Noise			
Greenhouse gases			
Reduced risk of premature death			
Absenteeism			
Journey ambience			
Indirect taxation			
Investment costs			
Operating costs			
Private contributions			
PVB			
PVC			
<b>BCR</b>			



**Key:**  
  Information not used  
  Redacted information

# A4 Portway

## Early Engagement Report

### August 2022



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## 1. Summary

### How we engaged

This early engagement exercise asked people about their travel issues along the route. People who live or travel along the Portway A4 were encouraged to feed into the early engagement exercise. This was to find out how this main route into the city can be improved to help buses move quickly through traffic and make cycling and walking safer and more enjoyable.

The team produced different products to support the early engagement process and agreed on a survey as the best way to collate views from the community. The products included the survey with a freepost envelope, postcards, and posters. All the information was provided online and was compatible with word reader software and could be emailed out via editable pdfs.

### Community survey

The survey was launched on 29 June until 17 August 2022 which allowed seven weeks for comment and was designed by the team to capture views from residents, businesses and anyone who lives and uses the route. The survey questions were designed to help build a picture of the travel issues that exist along this main strategic corridor.

We also created an interactive map that sits on the smart survey platform and allowed people to pinpoint their exact position on the transport route and to add their issue which can be categorised using the prepopulated issue types such as traffic signals, street scene, cyclist issues, crossing points, pedestrian issues, safety, street lighting, bus issues, bus stop/shelters, clean air and noise. If the issue types did not cover the comment people could choose 'other' and continue to add their comments.

### Stakeholders

We had responses from the following stakeholder groups:

National Highways, First Bus, Stagecoach, Bristol Walking Alliance, Bristol Cycling Campaign, Bristol Disability Forum and British Mountaineering Council.

Two workshops were held for both local community groups and citywide campaign groups including ward members.

### Survey results

In total 1143 comments were received for the survey and 58 comments were left on the interactive map. Of the respondents:

- 30% of respondents said they were a local resident and 56% regularly travel along the route.
- Around 62% travel along this route by car/van and 26% walk whilst 50% cycle. Of the 46 other many of them use the train or run along the route.
- Safe cycle routes and clean air have the highest importance percentages with traffic noise as the lowest out of these options.
- Nearly 90% of respondents know about the park and ride service.
- Over 60% never use the park and ride and only around 10% use it once a week or more.
- The highest rating for very good was perceived safety on the bus at 22% but most options score over 80% for fair or above.

- 34% of respondents think the opening of the railway station would encourage people to use the Portway Park & Ride service.
- Over half of respondents said 'yes' or 'not sure' when asked if the addition of bus services running to communities north and west of the Park and Ride would encourage them to use the Park and Ride site more. With nearly 31% saying 'yes' and 22% saying 'not sure'.
- The main observations about the P&R are those supporting the service and the number of people who don't use the service. Extending the buses to the north was a popular and the key comment was the need for later buses and opening the P&R later and on a Sunday.

#### Site 1 (M5 Flyover to the Portway Park & Ride and onto Sylvan Way junction):

- Nearly 60% think the road is unsafe to cycle on and 47% think it is unpleasant to walk along.
- The main observations about difficulties along the route are with the cycle route. Primarily that the inbound cycle path needs to run continuously and be adequately segregated from both motorised traffic & pedestrians. The shared path is also an issue and has poor surfaces and is too narrow.
- 68% of respondents think safer cycle routes are a high importance followed by 56% who think safer walking routes are of high importance.
- Of the 425 'other' comments left 195 were about cycling issues where over 70 noted that they need a continuous cycle route segregated from motor traffic, including buses and walkers.

#### Section 2 – Sylvan Way junction to Bridge Valley Road junction

- Nearly 60% think the road feels unsafe to cycle on and over 50% think the road is unpleasant to walk along.
- The main observations about difficulties along the route are about the shared path and the cycle route. It is very poorly surfaced with frequent huge 'sink holes' left by the remains of trees. Shared use path is too bumpy and has poor quality surface for cycling on. Cyclists conflicting with pedestrians as there is no separated cycle lane.
- 68% think safer cycle routes and 58% think safer walking routes are of high importance
- Of the 462 'other' comments left 226 were about cycling issues and 104 were about walking and crossing the Portway.

#### Section 3 – Bridge Valley Road junction to Jacob's Wells Road roundabout (not including the Western Harbour section in this engagement)

- Over 60% of respondents have said the road feels unsafe to cycle on and 58% say the street is busy with traffic.
- The main observations about difficulties along the route are about the shared path and the cycle route. Broken glass, narrow pavement so gets tight with walk runners and cyclists, this is where people will walk to see the bridge etc. Shared use cycle path is poorly maintained and too narrow along the river side.
- Over 65% of respondents think safer cycle routes and over 60% think safer walking routes are of high importance.
- Of the 447 'other' comments left 204 were about cycling issues and 80 were about walking and crossing the roads.

#### Section 4 -Jacob's Wells Road roundabout to We The Curious (Explore Lane junction)

- Over 55% of respondents think the street is busy with traffic. Over 50% think the road feels unsafe to cycle on.
- The main observations about difficulties along the route are about the cycle routes. Cyclists can keep to the floating harbourside to avoid the road. Outbound cyclists turning right to go up Jacobs Wells Road must cross one lane of fast moving traffic without any warning to motorists.
- Over 60% of respondents think safer cycle routes and safer walking routes are of high importance.
- Of the 333 'other' comments left 173 were about cycling issues

#### **Interactive map**

A total of 58 comments were posted on the interactive map.

The main comments for Section 1 were about pedestrian issues such as the path being too narrow and sharing with cyclists as it is dangerous. There were also concerns of safety with regards traffic speed and signage for cyclists.

For Section 2 the main concerns were about having a segregated cycle route and more crossing points and safety concerns about traffic speed.

For Section 3 the main comments were about cycling and the issues about the narrow path and conflict between cars, buses, pedestrians and cyclists and traffic noise. Other comments were about traffic speed, road layout and the shared path.

There were no comments received for section 4.



## **2. Background**

Over the past decade changes have been made to the road network in Bristol to improve bus journey times and encourage walking and cycling. However, the transport network in Bristol still faces challenges, including growth in housing and employment areas, unreliable journey times, and high levels of congestion and air pollution.

To address these challenges and help Bristol reach its 2030 carbon neutral target, radical changes to Bristol's road network are required. These changes will need to make a transformational difference to bus travel, and act as an enabler for cycling and walking.

Over the next 10 to 15 years Bristol and the West of England Combined Authority have committed to developing and improving bus services as a priority for the region, in collaboration with bus operators.

### **Clean Air Zone (CAZ)**

The government has directed Bristol, and other cities, to reduce harmful pollution from vehicles in the shortest possible time. The size of the zone and its boundary has been designed to meet legal air quality targets in the central area where air quality is worst.

Central areas of the city and main routes, which include the Portway and the Cumberland Basin, have breached legal levels of pollution for several years because of the number of vehicles that use them. For this reason, they are included in the Clean Air Zone, which is being introduced later this year.

The A4 Portway will support the aim of the Clean Air Zone by helping to make sustainable transport modes - such as public transport, walking and cycling - the natural choice for people's journey.

### **How the Portway A4 route project links to the Western Harbour regeneration project**

Some of the A4 Portway route passes through the Western Harbour regeneration zone and this section is out of scope for this early engagement. This is because work will be needed to update or replace the Cumberland Basin road system in the future as part of the [Western Harbour's regeneration project](#). Replacement of large parts of the system will be necessary because the infrastructure of the Cumberland Basin has become older, and maintenance has become increasingly costly.

Implementing short term improvements along the Portway A4 route will improve bus journeys and the walking and cycling environment now ahead of work undertaken as part of the Western Harbour regeneration project in the future.

Feedback from this early engagement on the Portway A4 route will be integrated into [Western Harbour's masterplan](#) that will consider more detailed proposals for the area alongside consultation with the community.

### **Project ambition**

The focus of this project is to develop and improve the bus services and the walking and cycling environment running along the north western section of the A4.

Buses are an essential service connecting people to education, employment, sport and leisure activities, and are integral in connecting communities. Through infrastructure changes, the aim is to achieve greater bus reliability, improved bus punctuality, growth in people travelling by bus, and a step change in the quality of bus services along the A4. While the focus is on the bus services, there is scope to consider improvements to active travel infrastructure.

### **2.1 The A4 Portway route**

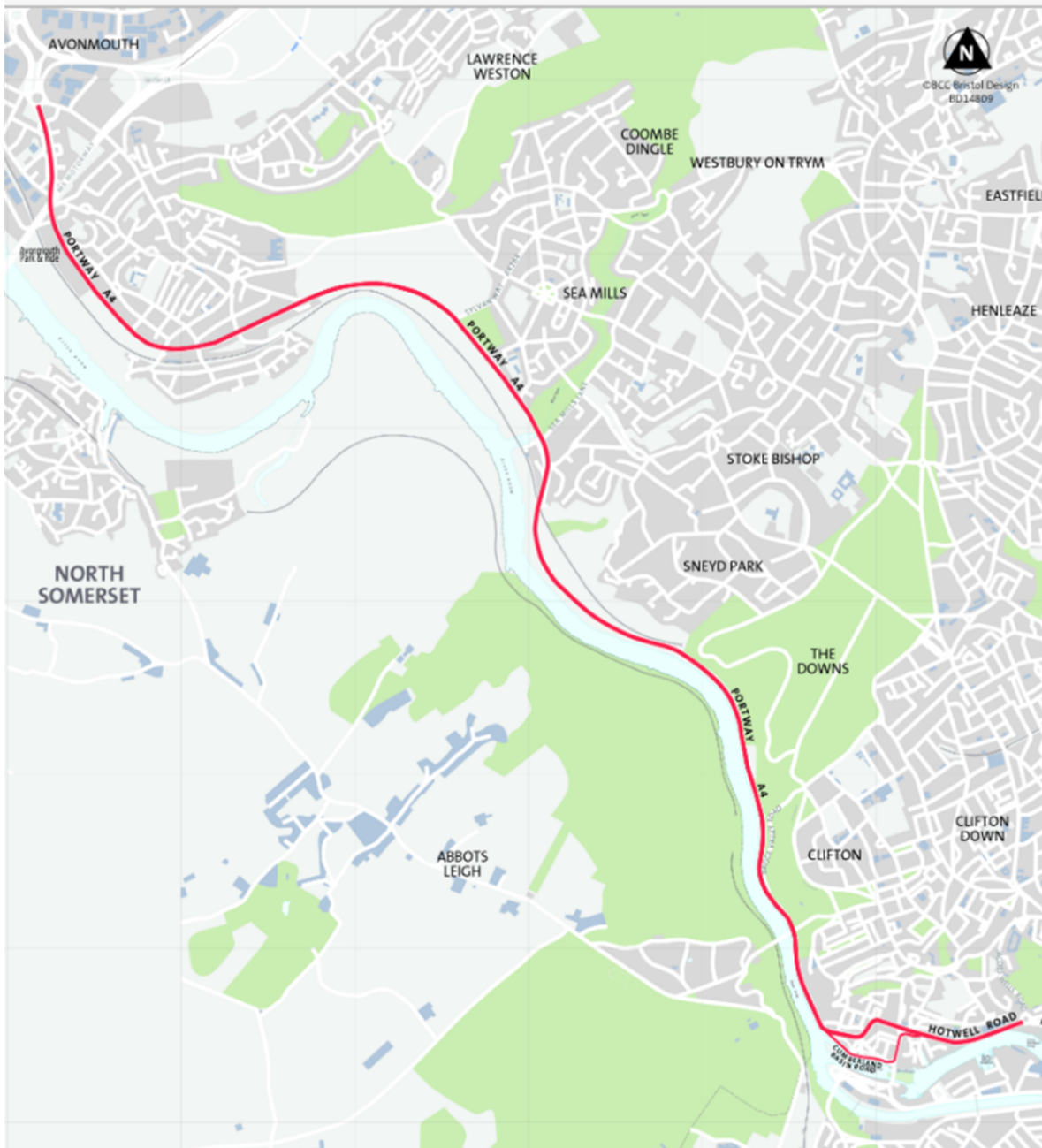
The A4 in Bristol links two of the city's Park and Ride sites: one at Portway and one at Brislington. The route starts at the M5 flyover, it travels along the A4 passing the Avon Gorge and onto Hotwell Road to the Jacob's Wells Road roundabout, then along Anchor Road, and up to Explore lane.

The whole route covers 4 wards. In the north the route starts in Avonmouth and Lawrence Weston and at the junction with Sylvan Way it changes to Stoke Bishop. At the junction with Bridge Valley Road, it moves into Clifton and where the A4 turns left at the Cabot Way junction it changes to Hotwells and Harbourside.

Feedback from previous [public engagement and consultation on Western Harbour](#) will be used to inform proposals on the Portway A4 route that runs along the Western Harbour boundary, which follows Hotwell Road, Dowry Place and Oldfield Place.

Transport proposals to this route will also benefit a number of bus services such as the Portway Park and Ride, X1, X4, X6/X7, X8/X9, and U2, Stagecoach service number 13, and service number 505.

Below is a map showing the A4 Portway transport route:



## 2.2 Objectives of engagement and communications

The main aim of the engagement exercise was to:

- seek views from key and local stakeholders
- seek views from local businesses, local people living and working along the route
- begin a constructive dialogue and create the environment where people can be involved throughout the process
- create a good understanding of the early engagement exercise to find out the issues and any benefits amongst stakeholders, local businesses, local people, and commuters
- demonstrate Bristol City Council is prioritising sustainable transport options to help Bristol become a sustainable city with a low impact on our planet, clean air, and a healthy environment for all

To achieve these objectives, the team agreed upon key messages such as:

- Bristol City Council is committed to working with local people and partners to improve sustainable transport across the city.
- We are improving key routes across the city to make these journeys easier, improving conditions for all forms of transport and those that live and work along those routes. This includes changes to junctions, creating bus gateways, improving reducing traffic on side roads, and improving the environment for everyone.
- The feedback from the Western Harbour regeneration project will be used to inform proposals on the Portway A4 route that runs along the Western Harbour boundary, which follows Hotwell Road, Dowry Place and Oldfield Place.
- The council have also introduced active travel measures during COVID-19 aimed at making it easier for people to choose to walk and cycle

The target audiences for this project include stakeholders such as:

- Bristol City Council ward members, Members of Parliament
- West of England Combined Authority
- Hospitals, care homes, emergency services
- Educational facilities such as the University, colleges, and local schools
- Business Improvement Districts, Business West and local businesses and traders
- Transport Operators
- Transport campaign groups
- Wildlife and habitat groups
- Equality groups
- Local people who live on the bus route or on side roads
- Local resident associations, faith, and community groups
- People working on the route
- People who visit local places on the route
- Commuters along the route

### **3. Early Engagement exercise**

This early engagement exercise asked people about their travel issues along the route. People who live or travel along the Portway A4 were encouraged to feed into the early engagement exercise. This was to find out how this main route into the city can be improved to help buses move quickly through traffic and make cycling and walking safer and more enjoyable.

#### **3.1 Engagement Tools**

The team produced different products to support the early engagement process and agreed on a survey as the best way to collate views from the community. The products included the survey with a freepost envelope, postcards, and posters. All the information was provided online and was compatible with word reader software and could be emailed out via editable pdfs.

The online survey had a shortened link [www.bristol.gov.uk/A4portwayengagement](http://www.bristol.gov.uk/A4portwayengagement) that was promoted and publicised through social media channels and newsletters etc. To ensure those who do not have online access were also included the team produced paper copies of the products.

The team also provided different ways for the public to get in touch if anyone had a comment or required a survey in a different format. They could contact the team on email at

[transport.engagement@bristol.gov.uk](mailto:transport.engagement@bristol.gov.uk), by phone 0117 9036449 or by writing to A4 Portway, Transport Engagement, PO BOX 3399, 100 Temple Street, Bristol, BS1 9NE.

See below for an image of the business card and poster:



The team encouraged everyone to have their say by:

- Putting up posters in the local area so that those using the road regularly can see there is a survey taking place
- Posting out letters to over 9000 local properties to raise awareness of the survey and encourage local people to have their say
- Contact local groups and key stakeholders and ask them to help raise awareness of the survey
- Provided two virtual stakeholder workshops via Teams which involved a short presentation about the project and what we are trying to achieve, followed by a discussion looking at the challenges and opportunities along the route. The dates were:
  - Thursday 30 June – 1pm to 2.30pm
  - Wednesday 13 July – 6pm to 7.30pm
- Held drop-in sessions during the early engagement at the following locations and dates:
  - Shirehampton Library - 1pm to 5pm, Wednesday 6 July
  - Sea Mills Library – 10am to 2pm, Tuesday 12 July
  - Portway Park & Ride – 8am to 12noon, Tuesday 19 July
  - Central Library – 10am to 2pm, Thursday 21 July
  - Portway Park & Ride – 8am to 12noon, Saturday 23 July

### **3.2 Survey**

The survey was launched on 29 June until 17 August 2022 which allowed seven weeks for comment and was designed by the team to capture views from residents, businesses and anyone who lives and uses the route. The survey questions were designed to help build a picture of the travel issues that exist along this main strategic corridor. This information was gathered through an online survey on the smart survey platform (paper copies and in various formats were available on request). The information gathered will help form the evidence for scheme designs as the project moves forward.

As the route was so long, we divided it into 4 sections in the survey to help people target their comments at the right location:

- 1) Portway P&R to Sylvan Way junction
- 2) Sylvan Way junction to Bridge Valley Road
- 3) Bridge Valley Road to Jacob Wells Road roundabout (not including the Western harbour section)
- 4) Jacob Wells roundabout to We the Curious

The survey has therefore been devised so that people answer questions:

- 1) About their own travel habits and what is important to them for transport routes
- 2) About their usage of the Portway Park and Ride and suggestions to improve the service
- 3) About each section of the route (following the order listed above). The three questions per section asked about any difficulties with the street environment, any improvements required and space for any other comments.
- 4) There was an interactive map where people could add a comment in a particular location
- 5) About free active travel support that is available
- 6) About your questions which are optional and help with demographic and equalities data

As the Portway Park and Ride service uses this route the survey is also an opportunity to promote the Portway Park and Ride and ask questions about the service and what customers would like changed, improved etc to encourage more to use it.

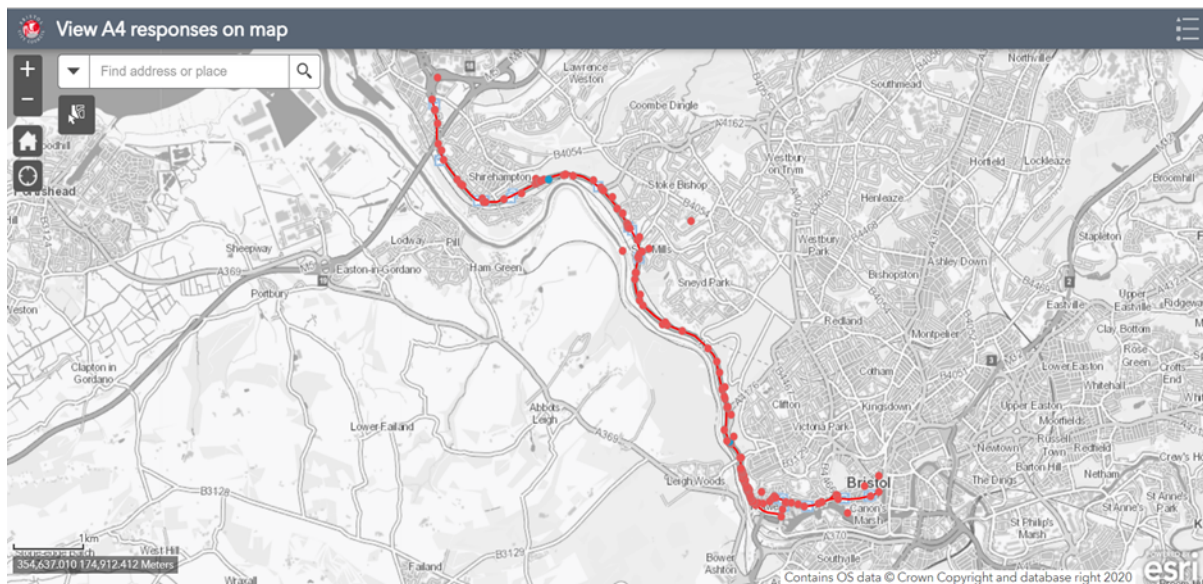
The survey was available through the consultation hub platform on the Bristol City Council website and through a link on the Travelwest website hosted by the West of England Combined Authority.

### **3.3 Interactive Map**

We also created an interactive map that sits on the smart survey platform and allowed people to pinpoint their exact position on the transport route and to add their issue which can be categorised using the prepopulated issue types such as traffic signals, street scene, cyclist issues, crossing points, pedestrian issues, safety, street lighting, bus issues, bus stop/shelters, clean air and noise. If the issue types did not cover the comment people could choose 'other' and continue to add their comments. People can also 'like' the comments.

See the following image of the interactive map showing all the comments made represented by red dots on the map.





### 3.4 Supporting communications

The team also created a social media toolkit which included images of the engagement and text for use in their communications and suggested web friendly copy for website, Facebook posts, twitter etc. The team also created a press release and copy for newsletters that were used with the sustainable transport business network and other local organisations.

First group also helped spread the word through printed adverts on the bus shelters and posters on the buses.

## 4. Results

### 4.1 Stakeholder engagement

The team identified key stakeholders who were contacted via email at the launch of the survey asking for their thoughts and comments. The key stakeholders list includes:

- 8 ward members covering Avonmouth and Lawrence Weston, Stoke Bishop, Central and Hotwells and Harbourside and the local MPs Thangam Debbonaire and Darren Jones
- emergency service providers,
- equality groups and disability groups
- transport / interest groups such as Bristol Cycling Campaign, Bristol Walking Alliance, Bristol Civic Society, First Bus, Stagecoach
- local interest groups such as Avon Gorge and Downs Wildlife project, Ambition Lawrence Weston, Cotswold Community Association, Shirehampton Community Action Forum
- educational institutions including pre-schools, local primary schools and secondary schools
- refuse firms such as Bristol Waste
- medical providers such as local GP surgeries
- faith groups and local centres

The team also provided two virtual stakeholder workshops which involved a short presentation about the A4 Portway corridor and what is trying to be achieved, followed by a discussion looking at the challenges and opportunities along this route from a transport perspective.

The workshops were held:

- Thursday 30<sup>th</sup> June – 1pm to 2.30pm
- Wednesday 13 July – 6pm to 7.30pm

Local and citywide stakeholders were invited to these workshops and those who could not attend either time but wanted to have a conversation were catered for on request.

### **Key stakeholders**

We had responses from the following stakeholder groups:

#### National Highways

National Highways look after trunk roads and have a vested interest in strategic routes that move a high volume / frequency of goods and people. They are interested in strategic bus operations like ensuring the efficient operation of services and they are concerned with the operation of Junction 18, Portway Roundabout, St Brendans, and St Andrews.

National Highways are helping to fund improvements to wayfinding at the 'Avonmouth' end of the corridor. They would not want to see a reduction in capacity, however, would be open to negotiation if the modelled designs showed no significant negative impacts on the network. They do support anything to encourage the modal shift away from cars and towards sustainable modes of transport including bus, walking and cycling. They have requested to be included in the workshop to comment on the long list / short list options.

#### First Bus

They submitted an email and noted that they would as a company fully encourage an improvement to the existing road structure on the corridor between Portway and Hotwell Road. The bus stops could do with a full upgrade to the shelters to include RTI information to give passengers more accurate information. They would also like to see an introduction of a bus lane along the length of Hotwell Road heading towards Bristol which would speed up journey times significantly.

#### Stagecoach

They submitted a letter that details the existing and potential role of the route and have expressed support to provide comment at this stage of the project. They detailed their support for the vision and ambition in the area and would like to see:

- Total segregation of bus services in both directions – seamless bus segregation provision
- The delivery of infrastructure to facilitate reliable bus services
- The delivery of a project that is mindful of the impacts on the wider strategic network
- The delivery of infrastructure that support and catalyse both a wider range of local bus services, and interurban bus and coach operations
- The delivery of infrastructure to the Portway Park and Ride that allows bus services travelling to and from the north and west of the Portway Park & Ride to access the site.
- Infrastructure to facilitate improved access to Avonmouth, Severnside, Portbury, Portishead, W-S-M etc.
- Careful consideration of any potential changes to the speed limit so as not to unduly affect journey times and punctuality.



In their concluding remarks, Stagecoach state that they see the A4 Portway as having the potential to deliver transformative impacts for communities within Avonmouth, Severnside, Bristol Port, areas within the West of England region, and beyond. Stagecoach continues to state that they welcome the fact that this project is being progressed.

#### BWA (Bristol Walking Alliance)

Bristol Walking Alliance see this as a major opportunity to improve the pedestrian experience along the Portway and note that “removing shared use wherever possible should be a main objective. A segregated cycle track would give walkers sole use of the pavement and place them further away from the motor traffic. Reducing the carriageway width to achieve this would also help traffic calming. Though the Portway may not in itself be a key walking route, it does provide essential walking access to many areas of natural features along its length that are important for leisure, recreation and access to nature”.

For section 1 Bristol Walking Alliance would like the bridges replaced by ground level signal controlled crossings and would like more facilities at the park and ride. Bristol Walking Alliance suggest a new pedestrian crossing between Shirehampton Golf club and Shirehampton Park and a segregated cycle lane two way between the park and ride and Sylvan Way.

For section 2 Bristol Walking Alliance would like to see the existing crossing at Sea Walls and the Gully footpath improved and have new crossing points at Old Sneed Park Nature Reserve, at each end of Avon Wildlife Trust’s land known as Bennett’s Patch & Whites Paddock, and where the new Zig-Zag footpath emerges beneath Bridge Valley Road. Bristol Walking Alliance would like additional bus stops and an improved leisure walking route.

For section 3 Bristol Walking Alliance note “there will need to be flood-prevention measures implemented along the section between Bridge Valley Road and the Cumberland Basin to prevent regular flooding at high tide with future sea level rise. The opportunity should be taken to widen the footway (perhaps cantilevered over a flood barrier?) to allow segregation from cycles”. Bristol Walking Alliance would also like a crossing to access the zig zag footpath from the Portway up to Sion Hill. For section 4 Bristol Walking Alliance had no comments.

#### Bristol Cycling Campaign

Bristol Cycling Campaign submitted a 22 point letter in response to the early engagement. Bristol Cycling Campaign noted that “there should be a clear goal to create a continuous cycle route segregated from motor traffic, including buses, and walkers, throughout this route, along the A4 Portway, from the Harbourside to Avonmouth”. Bristol Cycling Campaign were surprised and disappointed this is not front and centre of the consultation, but this is early engagement, and we are collecting suggestions to be considered in any future consultation. Bristol Cycling Campaign would also like the route, and all linking infrastructure, to comply with LTN 1/20.

Bristol Cycling Campaign suggested reallocating road space for high quality cycle and pedestrian infrastructure and would like a bidirectional cycle track parallel to the river located between the carriageway and footway. Bristol Cycling Campaign suggest the speed limit is reduced to 20mph is

residential areas and 30mph in other areas. Bristol Cycling Campaign would also like junctions and accesses to the Portway for cyclists improved and would like a reduction in turning movements at Bridge Valley Road. There needs to be secure cycle parking at the park and ride and at the new train station. Bristol Cycling Campaign would also like access to any plans at an early stage.

#### Bristol Disability Forum

Bristol Disability Forum fully support more bus priority measures on the Portway as this is a key route from the park and ride and the railway station. Bristol Disability Forum would like to see more bus stops and would like to see more bus services connecting to Sea Mills, Hotwells and the train stations and beyond to north somerset towns of Weston, Portishead, Clevedon and Nailsea. The route is well used by national express coaches, and Bristol Disability Forum would like a future metrobus service on the Portway.

#### British Mountaineering Council

The British Mountaineering Council welcomed the opportunity to provide input into this early engagement. The Portway runs through the Avon Gorge, which is a climbing venue of national importance. Its future development is a matter of great interest to our members.

British Mountaineering Council noted that “the Avon Gorge is a wonderful location for wildlife and leisure. It would be no exaggeration to say that it is a latent jewel in the crown of Bristol’s iconic destinations. Its potential to offer a superb visitor experience has not been realized by recent administrations.”

British Mountaineering Council also see the engagement exercise as opening the possibility of a public discussion about how the Avon Gorge could be transformed into a destination for the tranquil enjoyment of nature and leisure.

The British Mountaineering Council have expressed desire for the construction of 2 bus stops near ‘The Great Quarry’ within the Avon Gorge section of the Portway (1 outbound bus stop and 1 inbound bus stop). The British Mountaineering Council have also expressed desire for a crossing at the bottom of the Zig Zag path, and better pedestrian access to Bennetts Patch / Whites Paddock

#### Workshop 1 – Thursday 30 June

We had seven attendees at this workshop representing both local community groups and citywide campaign groups alongside a ward member.

A presentation was given which covered the aims of the project, how it fits with the wider policy and city ambitions of mass transit and links to rail, mobility hub etc. Once complete the group were asked two questions:

Q1 What are the challenges along the entire route?

The responses have been grouped by transport mode:

Walking

- Road crossings - with Portway being a busy route will need adequate number. of crossings especially towards city centre. Bridge Valley Road crossing needs improving. Crossings are

associated with traffic lights and need to look at further crossing points. Need to access the park and ride bus stops by crossing the Portway

- Walking bridges are inaccessible and not suitable nowadays- below standards
- Important to provide more direct pedestrian route from bridge over new cut that goes down over Southville towards Bridge Valley Road. Now the route is a dog leg and so is confusing.
- Vegetation management is required as the paths are overgrown
- Shared space - difficult for disabled people to share the space. Need to make sure distinctive differences like on Baldwin Street. Make sure cycling lane had same colour
- Lighting is an issue and can create dark spaces.
- Nature reserve - no pedestrian access to this so must come in from Stoke Bishop

#### Cycling

- The segregated cycle lane is a problem as not many people use it. It is not in good condition and is alongside a walking path
- Cycling and walking is shared along Portway for the most part. That may be necessary, but Local Transport Note (LTN) 1/20 standard is to be separated by minor level different if width allows for it.
- Cyclists prefer to be separated from road traffic e.g., step down in level to traffic
- Sad to see the big issue bikes go. Had to pull out but happy to see scooter although issue - last mile issue
- Bus lane becomes a cycle lane if the shared use path is not good enough

#### E-scooters

- Continually been bringing up issue of parking as on pavements in future need to put this on the road. Parking places are not well marked so need to allocate space for both bike and scooter parking key.
- People not leaving them in the correct place and blocking pathways

#### Buses

- Buses – low bus occupancy and usage
- Buses emerging on a hub - rerouting of local routes to Park and Ride
- Need link to Park and Ride from Lawrence Weston

#### Trains

- Train line along the Portway is a great improvement and be good to get to Portishead as this is a challenge
- Increasing bus, cycle, and walking - no mention of the train. Way cheaper to get train into town than bus

#### Speeding

- Speed limits are quite confusing on Portway 40, 30, 40, 50 - need to review speed limit

## Other

- Major related factors e.g., arena when they are big events will have buses at Portway Park and Ride. A38 are already overwhelmed
- Omission which is the relationship to flooding measures on Portway. Issue at high tide and issue with 1m climate rise for example under suspension bridge. Will need serious interventions
- Need to plan for future usage across all modes
- Mobility hub - think about transition from car to bike etc
- Live in Avonmouth - off road pathways. Hard to get off the Portway - new off-road pathway and new places to get off

## Q2) What are the possible solutions/ opportunities?

### Walking

- Keep the walking routes clear of debris and overgrown vegetation
- Include more crossing points in areas of high footfall particularly by the bus stops

### Cycling

- Improve cycle lane by providing segregated lanes for modes including walking
- Got great cycling routes but can be affected by 10% which creates unusual routes
- Make cycle route stand out - bikes you can get in from further places

### Buses

- Buses and trains - they end up in different destination. Use according to price and destination
- Bus operators get to select the route but need to more to where the Unitary Authority select the route
- Bus and train go to different places. Hippodrome – bus, Temple Meads for train
- Adequate bus shelters at all the routes and be accessible
- Improve the bus infrastructure e.g., bus stops and passengers to have confidence that buses will turn up e.g., Real Time Information needs to be available and accurate
- Needs to be cheaper than the train e.g., buses. Bus service may not run at full
- Integrated ticket system - for all modes
- x5 now stops which didn't – North Somerset Council link need to push the X5
- Avon Wildlife Trust - living roof on bus stops

### Train

- Train - works and links well with bikes - can get in from places such as Easton.

### Other

- Nature reserve - worth engaging with them and run Site of Special Scientific Interest. Complain about noise pollution as detracts from people using the site. Could improve access to site

- Electric points - just two in P&R site
- More bins
- South Gloucestershire Council masterplan - work in Severn beach. Portway linking to Avonmouth - need to be done together

Comments about the Park and Ride

Need public toilets, café and charging points for e-bikes, e-scooters and electric vehicles

### Workshop 2 – Wednesday 13 July

We had six attendees at this workshop representing both local community groups and citywide campaign groups.

A presentation was given which covered the aims of the project, how it fits with the wider policy and city ambitions of mass transit and links to rail, mobility hub and other initiatives. Once complete the group were asked two questions:

Q1 What are the challenges along the entire route?

The responses have been grouped by transport mode:

#### Walking

- Circular route coming down from The Downs. A few options via Victorian steps but when you get to the bottom you get stranded on bottom of Portway. Like to see Circular Route so you could go up and down in The Gorge – safer and user friendly route.
- Avon Gorge project produced a management plan and section about access to gorge. Long term aspiration. Geology trail looking at birds, rocks etc. The Gorge is Site of Special Scientific Interest. National geology organisations would love to explore it better but now it is difficult to get them down to look at it.
- Need access points, Zig Zag path coming down by Bridge Valley Road. Avon Gorge Hotel route comes out by Clifton rocks railway, but all come out to dangerous roads. Could we create safe crossings?
- Issues with shared path – whenever we have groups it can be dangerous and traffic noise and cyclists without bells
- Plea for crossing between Shirehampton and Sea Mills
- Maintenance of infrastructure is critical – debris, hedges etc.

#### Cycling

- Current shared use path is not up to the LTN1/20 standards. Trying to void shared space with peds. The path also drops off as you get up to the north of the Portway. Community severance at the north end from the bridge by Shirehampton station. Barrier to walking to the station.
- Better provision at southern part of the corridor for cycling to access the centre

- Primary ask to have a segregated cycle route throughout the length and still have 2 lanes of traffic. Such a lovely place and would be good to remove traffic altogether. Shared path does not work for either mode. Pavement for walking only and widen where it is narrow by Shirehampton. 3m wide segregated cycle route which might mean taking out traffic lane.

#### Buses

- Do we need more bus lanes – but with relatively low frequency and high prices. Bus gate??
- Need to link orbital and radius route for bus services

#### Road closures

- Consideration for closure Bridge Valley Road? Thinking of bus reliability and efficient traffic movements. When Bridge Valley Road was closed for repairs, it didn't stop traffic moving around.

#### Other

- Good place for wildlife and save money as it costs to do rock inspection and work to keep the rock face in good in order.
- Concerns about damage to ecological – special area of conservation and national nature reserve.
- 30 different trees only grow in Bristol and nowhere else.
- Level of Heavy Goods Vehicles traffic you get a lot of debris kicked onto the path
- Last mile support is very important – most significant challenge is the quality of the cycle paths for e-cargo bikes.
- Need to get people into and out of Portbury and Avonmouth area – not attractive. Greater sense of place. Need to link mode and population and work areas through measures such as cycle routes.

#### Q2) What are the possible solutions/ opportunities?

##### Walking

- Putting in more crossings
- Replacing the bridge in Shirehampton and connecting the Portway up as an active travel corridor so you can connect with quieter footways.
- Uninviting place for active travel because of noise, pollution, debris – could be resolved by reducing speed limits, from 50 to 40mph for example?

##### Cycling

- Segregated cycle lane – two-way
- People feel safer if they know where they are going from and to. Ride and stride scheme funded by national highways – way finding work starts in NSC and comes into Bristol.

## Speed

- Speed is a challenge – so reducing this and make 30 and 20 in residential areas. Probably wouldn't reduce journey times but would reduce pollution and avoid accelerate brake culture.

## Freight

- Underlining the conversation is that the Portway is a key freight route and assumed that freight must move as it does now. What about cargo bikes, rail freight?
- Assume freight is coming from south A370 – consider where else it might be coming from. Recycling depot in Avonmouth? Excellent motorway connections.
- Freight is passing through from one side to another and has port which makes Bristol great. Consumables and food needs to come in. Significant work for decarbonisation of large vehicles.

## Other

- Fail to put in signage in place. There is a need for sense of pride in place. Get a sense of what you are travelling through. For example, Sites Special Scientific Interest.
- Connections and hubs are great but need mini hubs in Sea Mills, Shirehampton stations.
- Decarbonisation – impact of emissions on ecology but can't get away that traffic will use it but as vehicles change to electric modes this will help. Also, quieter modes so impact on noise levels.
- Getting people into the gorge. "Portway Sundays" and close the road and family fun days.
- Support about seeing Portway as a 'place' and could use Portway as a car park for these destinations.
- Would like to close Bridge Valley Road but could be an issue for access for school groups to the Gorge could reduce turning movements and make one way.

## 4.2 Public Feedback

Below details the response to the survey, interactive map, drop-in sessions and emails/ letters/ phone calls. In total 1143 comments were received for the survey and 58 comments were left on the interactive map.

### 4.2.1 Survey

Below is a summary for each question with the breakdown of responses:

1. Which of the following best describes you?				
			Response Percent	Response Total
1	I am a resident along the route		30.24%	339
2	I am a business owner along the route		0.36%	4

**1. Which of the following best describes you?**

		Response Percent	Response Total
3	I work along the route	1.87%	21
4	I regularly travel along this route	56.74%	636
5	I am a taxi / private hire driver	0.00%	0
6	I am a regular visitor to the area	9.28%	104
7	I am responding on behalf of a business/ Voluntary Group/ Community Group/Social Enterprise Other (please specify):	1.52%	17
		answered	1121
		skipped	22

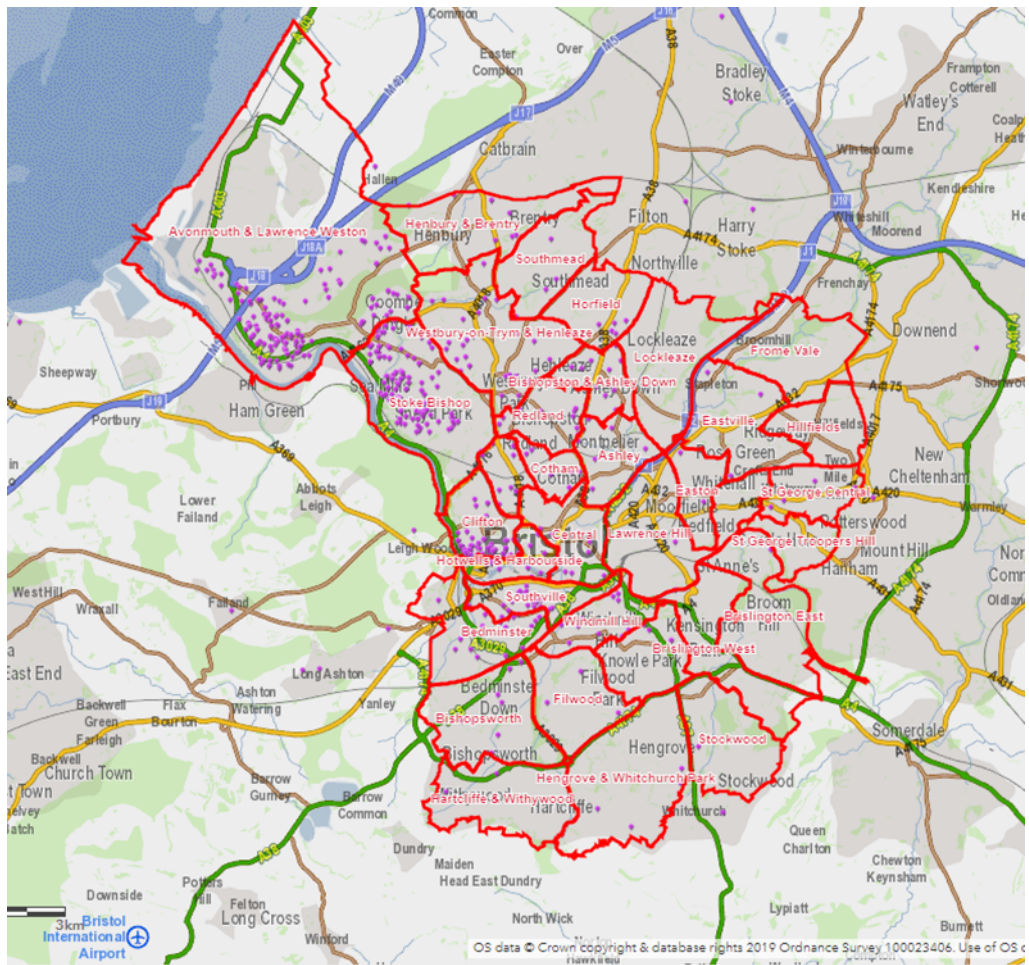
30% of respondents said they were a local resident and 56% regularly travel along the route.

**2. What is your full postcode?**

		Response Percent	Response Total
1	Open-Ended Question	100.00%	1099

The 1099 postcodes have been plotted on a map below to show where the respondents live.





**3. What is your main form of transport you usually use along this route? (Tick all that apply)**

		Response Percent	Response Total
1	Walk	25.83%	287
2	Bicycle and/or e-bike	50.68%	563
3	Scooter and/or e-scooter	2.52%	28
4	Bus / Metrobus	11.52%	128
5	Park & Ride	14.04%	156
6	Car / Van driver	61.21%	680
7	Car / Van passenger	15.12%	164
8	Taxi	3.24%	36

**3. What is your main form of transport you usually use along this route? (Tick all that apply)**

		Response Percent	Response Total
9	Motorcycle	2.52%	28
10	Other (please specify):	4.14%	46
		answered	1111

Around 62% travel along this route by car/van and 26% walk whilst 50% cycle. Of the 46 other many of them use the train or run along the route.

**4. Please tell us how important you think the following things are along main transport routes:**

	High importance	Medium importance	Low importance	Not at all important	Response Total
Have clean air	63.7% (704)	26.9% (297)	6.1% (67)	3.4% (38)	1106
Frequent bus services	57.3% (617)	28.0% (301)	9.5% (102)	5.2% (56)	1104
Minimise traffic noise	38.4% (410)	38.8% (414)	16.8% (179)	6.0% (64)	1096
Free flowing traffic e.g., reduced congestion	49.7% (532)	31.8% (341)	13.4% (143)	5.1% (55)	1098
Safe walking routes	66.0% (710)	21.8% (234)	9.3% (100)	2.9% (31)	1104
Safe cycling routes	73.5% (795)	14.4% (156)	7.2% (78)	4.8% (52)	1110
People enjoying the route	48.4% (520)	31.3% (336)	14.6% (157)	5.8% (62)	1104
				answered	1118
				skipped	25

Safe cycle routes and clean air have the highest importance percentages with traffic noise as the lowest out of these options.

**Portway Park and Ride**

**5. Do you know about the Portway Park & Ride service that is located on the A4 Portway?**

		Response Percent	Response Total
1	Yes	88.73%	992
2	No	9.84%	110

**5. Do you know about the Portway Park & Ride service that is located on the A4 Portway?**

		Response Percent	Response Total
3	Not sure	1.43%	16
		answered	1118
		skipped	25

Nearly 90% of respondents know about the park and ride service.

**6. How frequently do you use the Portway Park & Ride?**

		Response Percent	Response Total
1	Daily	1.25%	14
2	Two to three times a week	5.65%	63
3	Once a week	3.32%	37
4	Few times a month	10.57%	118
5	Few times a year	15.59%	174
6	Never	63.62%	710
		answered	1116
		skipped	27

Over 60% never use the park and ride and only around 10% use it once a week or more.

**7. Thinking about the Portway Park & Ride service and facilities, how would you rate the following:**

	Very good	Good	Fair	Poor	Very poor	Response Total
Opening and closing times	9.7% (66)	29.0% (198)	37.2% (254)	16.1% (110)	8.1% (55)	683
Journey times	24.8% (168)	36.5% (247)	30.0% (203)	5.0% (34)	3.7% (25)	677
Cost of ticket	6.4% (42)	16.3% (106)	46.3% (302)	20.9% (136)	10.1% (66)	652
Local service option in Shirehampton and Sea Mills	14.4% (91)	22.7% (143)	44.4% (280)	10.8% (68)	7.8% (49)	631
Facilities at the site	3.8% (23)	20.8% (126)	55.1% (334)	14.4% (87)	5.9% (36)	606
Service reliability and time waiting for bus	6.3% (40)	27.6% (176)	44.4% (283)	13.5% (86)	8.3% (53)	638
Perceived safety whilst on bus	22.0% (139)	43.8% (277)	28.0% (177)	2.2% (14)	4.0% (25)	632
The quality of the bus stop and stops along the route	11.9% (76)	36.8% (235)	38.8% (248)	6.7% (43)	5.8% (37)	639

**7. Thinking about the Portway Park & Ride service and facilities, how would you rate the following:**

	Very good	Good	Fair	Poor	Very poor	Response Total
Other	10.8% (31)	9.0% (26)	54.5% (157)	8.3% (24)	17.4% (50)	288
					answered	730
					skipped	413

The highest rating for very good was perceived safety on the bus at 22% but most options score over 80% for fair or above.

Later in the year the Portway railway station is planned to open on the Severn Beach line which will provide connections to Temple Meads and onwards to wider regions of the country. The Park & Ride will serve as a mobility hub where people will be able to access multiple modes of transport to travel around the city and beyond.

**8. Do you think this would encourage you to use the Portway Park & Ride service?**

		Response Percent	Response Total
1	Yes	33.93%	362
2	No	42.36%	452
3	Not sure	23.71%	253
		answered	1067
		skipped	76

34% of respondents think the opening of the railway station would encourage people to use the Portway Park & Ride service.

**9. One of the aims of the park and ride is to increase the connectivity to local places north and west of the site such as communities and businesses in Avonmouth, Lawrence Weston, Shirehampton and North Somerset etc. Would additional bus services connecting to these local areas encourage you to use the Portway Park & Ride more?**

		Response Percent	Response Total
1	Yes	30.89%	328
2	No	46.70%	496
3	Not sure	22.41%	238
		answered	1062
		skipped	81

Over half of respondents said 'yes' or 'not sure' when asked if the addition of bus services running to communities north and west of the Park and Ride would encourage them to use the Park and Ride site more. With nearly 31% saying 'yes' and 22% saying 'not sure'.

10. Any other comments about the Portway Park & Ride service?			
		Response Percent	Response Total
1	Open-Ended Question	100.00%	433

433 comments were left from the 1143 respondents, and these were categorised into the following multiple topics. Comments left often covered more than one topic so the total number categorised is 455 comments:

Topic	Number of responses
Supportive	57 comments
Reliability	23 comments
Bus lane/ stops/ priorities	18 comments
Pricing	26 comments
Connecting services	32 comments
Later buses	89 comments
Use train instead	26 comments
Prioritise the car	12 comments
Don't use it	106 comments
Park and cycle	6 comments
Other	50 comments

The main observations are the number of comments supporting the service, the number of people who commented they don't use the services. Extending the buses to the north was a trend and the key comment was the need for later buses and opening the P&R later and on a Sunday.

Below is a summary of the comments received in each category:

Supportive	
Summary of comments	I use it daily already it's a brilliant service. It is the best service to our area from the centre. Fastest bus ride into town. I love the Park & Ride service which I get from the Roman Way/sea Mills stop. The Portway bus service is excellent for getting into town from Sea Mills. It's a wonderful service with nice drivers.

Reliability	
Summary of comments	I gave up using the service in 2012 after poor reliability made me frequently late for work. Every time I try and use it, it never turns up and I end up having to use my car instead. It's frustrating to wait 30 minutes for a bus that arrives with the words "every 12 mins" written down the side. Efficiency needs to be vastly improved.

<b>Bus lane / stops/ priorities</b>	
<b>Summary of comments</b>	I think more bus lanes/ bus priority would be a good thing. A stop near the Zig Zag would open the P&R facilities to people wishing to go to Clifton Village. Please look at making a safer crossing point for pedestrians who alight at Riverleaze bus stop by Manor Farm football club coming from city centre. The fact that the park and ride only stops along Portway through Shirehampton, and Sea Mills makes it less practical.

<b>Pricing</b>	
<b>Summary of comments</b>	Instead of buying individual bus tickets at the park and ride site I'd like to see tickets per car as an incentive. Cost of tickets is too expensive. A combined train and bus ticket would be good. It is ridiculous that you can't buy reduced cost tickets from bus stops on the route. £5.50 a ticket is silly. For 2 adults and 1 child it costs £10 plus to get to town.

<b>Connecting buses</b>	
<b>Summary of comments</b>	Why doesn't the park and ride go to Cribbs Causeway as well as Broadmead? Clifton is a major attraction to the city and as such should have its own direct park and ride transport and not bus change from the centre. The partway park and ride hub could be expanded on the exit of the busses so that they can turn left towards Avonmouth and that way the service to Weston Super Mare could stop there and allow people to get access to that service. It would be good to have a bus connection from the P&R to Avonmouth Industrial Estate, as many people work there. Aztec West and Cribbs Causeway are major hub were people work and shop. I assume it is also important to develop or strengthen the public transport from / to the Portway park ride with Cribbs Causeway and Aztec West.

<b>Later buses</b>	
<b>Summary of comments</b>	It needs to run later it stops way too early, it doesn't serve those coming back from a night out or working late shifts. Please go up to/past midnight. Would be more useful if it ran later. The hours need to be extended so that it can be used later in the evening. A service running later into the evening would allow users to return home after evening events in the city centre - but may not be cost effective. Later buses would be great / not everyone finishes work early - those in retail and hospitality finish later. The closing time of the Portway P&R make it incredibly impractical. I often finish work after 8pm, and there is no easy way to travel from the city centre as the last bus is before then. Open on Sundays and later for people to use this service.

<b>Use the train</b>	
<b>Summary of comments</b>	For the Park and Ride train station to be useful it would be good to have more trains from the centre to the Park and Ride. Then to have Buses from the train station to places like Pill and Yate. Waste of taxpayers' money. Spend money on train network. Single track railway line with c 2x trains an hour isn't a great service interval. Railway is more effective than more buses on the road. Railway's cleaner etc. Support local railways. transport should be geared to support this method of transport and connectivity

<b>Prioritise the car</b>	
<b>Summary of comments</b>	The EXTENDED bus lane has had a serious negative affect on traffic tailbacks & a deterioration in air quality as a result. As a result, inbound Bristol traffic on this primary A road is an example of Bristol's road traffic management. The anti-car strategy makes car drivers feel like they're being used as cash-cows. Can't drive vehicles efficiently because of 20mph zones, increasing fuel costs. They then get accused of polluting the city so bring in a CAZ and charge them more.

<b>Don't use it</b>	
<b>Summary of comments</b>	I do not use and would not use as cycle. I cannot comment as I do not use the park and ride. I am a cyclist, and the P&R is irrelevant to me. It's not going to appeal to me, as I live closer to the centre than the park and ride. I am not willing to drive several miles out of the city to take a bus in to the city. I travel along the Portway, but the park & ride is completely irrelevant to me.

<b>Park and cycle</b>	
<b>Summary of comments</b>	It should also be promoted as a facility for drivers to park their cars then CYCLE to their destination along safe and speedy off-road cycle routes. Should also be 'park and cycle' service, free to cyclists.

<b>Other</b>	
<b>Summary of comments</b>	The signage is poor for car users. Instead of all these secondary projects including Western Harbour, why doesn't the Mayor get to grips with the school children who haven't got enough food to eat, that's a priority. Shouldn't the CAZ extend to this point as this is where you want people to stop driving? If you are serious about this being a mobility hub, you absolutely need to facilitate Park and Pedal, with secure CCTV covered bike store for those leaving their bikes overnight and during the day. This could be chargeable at a low rate (e.g., £5 per week). The Avon Gorge is a biological and geological Site of Special Scientific Interest. Cars, lorries and buses (especially using fossil fuels) should be excluded from the Portway.

## Section 1 – M5 flyover to the Portway Park and Ride and onto Sylvan Way junction

11. Do you experience any of the following difficulties with the street environment along this section of the route? (Please tick all that apply)				
			Response Percent	Response Total
1	The buses get held up in the traffic / the buses are too slow		13.08%	122
2	The buses are unreliable		14.58%	136
3	The buses are not frequent enough		13.61%	127
4	The road is unpleasant to walk along		47.05%	439
5	The road feels unsafe to cycle on		59.70%	557
6	The street is busy with traffic		37.73%	352
7	Traffic is too fast/ speeding traffic		42.87%	400
8	There is too much congestion		25.62%	239
9	There is not enough parking		4.07%	38
10	Other (please specify):		22.19%	207
			answered	933
			skipped	210

Nearly 60% think the road is unsafe to cycle on and 47% think it is unpleasant to walk along. Of the other comments these were categorised into the following multiple topics:

Topic	Number of responses
No issues	22 comments
Shared path	26 comments
Park & Ride issues	7 comments
Cycle route	52 comments
Speed limit	9 comments
Pavement / crossing	17 comments
Trees / maintenance	8 comments
Bus lane	18 comments
Air Quality / Noise	10 comments
Road improvements	9 comments
Other	7 comments

Below is a summary of the comments received in each category:

No issues	
Summary of comments	Leave it alone it works well. No problems. Traffic is free flowing and usually at an appropriate speed. The route is fine.

Shared path	
Summary of comments	Cyclists are taking over the pavement and making life difficult for walking. Quality of the shared path surface is very poor along most of the Portway, encouraging cyclists to use the



	road. The shared path (bike/walk) is too narrow and full of broken glasses. The 'Shared used Path' is far too narrow for cyclists in both directions, as well as pedestrians.
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<b>P&amp;R issues</b>	
<b>Summary of comments</b>	The buses are too expensive. Why are we focusing on buses for the park ride when a train is starting? Buses are expensive. Dangerous junction at P&R site and railway station.

<b>Cycle route</b>	
<b>Summary of comments</b>	Cycle route is disconnected and slow. The inbound cycle path does not run continuously and is therefore not fit for purpose. A safe cycle route needs to be CONTINUOUSLY SAFE. Adequately segregated from both motorised traffic & pedestrians. It should NOT INVOLVE crossing & recrossing a busy road. Very scary using inbound cycle lane due to speed and proximity of traffic. Connection from station road underpass to inbound cycle lane (east section) is unclear especially the first time you use it. Missing section of cycle paths in Shirehampton, quite dangerous to ride. On-street parking blocks cycle path.

<b>Speed limit</b>	
<b>Summary of comments</b>	The speed limit is confusing and seems designed to catch the unwary! The 30mph section is ridiculously slow. This is a main arterial route so the speed limit should be 40 to aid the through-put of traffic. The road is designed for speed/ cars. it's dangerous, filthy, loud and deeply hostile to people.

<b>Pavement / Crossing</b>	
<b>Summary of comments</b>	There is no pedestrian pathway on the incoming Portway specially between Hinton Lane to the Zig Zag. People parking on grass and pavement need to be ticketed more often. Inadequate safe crossing places. The pavement in the tunnel is absolutely disgusting. The pavement gets very narrow in places with not much space for cycles/pedestrians to pass each other and with fast-moving traffic very close by. The path can also become overgrown with brambles, nettles, etc.

<b>Trees / maintenance</b>	
<b>Summary of comments</b>	Some pruning of the trees and bushes (and removal of self-seeded trees) is needed to the beauty spot lookout point overlooking the large bend in the river. The vegetation on the footpath/cycle track is overgrown making the track dangerously narrow. Blocked cycle lane (trees / hedges), sunken drain / manhole in lane. Road poorly maintained - lots of gravel & glass

<b>Bus lane</b>	
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<b>Summary of comments</b>	Since the introduction of the bus lane traffic had become worse, yet hardly ever see a bus use it. The pointless bus Lane reduces the flow of other traffic. Lack of bus stops at junction with Sylvan Way. Cyclists make the road less safe for traffic and everyone else as they ignore the cycle lanes. The bus lane is 24 hours when there are not 24 hour buses.
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<b>Air quality / noise</b>	
<b>Summary of comments</b>	Reduce air and noise pollution. Road would be pleasanter with less air and roadside pollution. Noise is terrible. Large trucks frightening. Road is too loud to hear.

<b>Road improvements</b>	
<b>Summary of comments</b>	A dual carriageway without a central reservation in parts is very dangerous! A central reservation is necessary all along the road. Traffic turning right (illegally) from Port View Road onto the Portway is a major hazard. Cars swerving to get into correct lane inbound is a hazard. Congestion could be significantly eased by removing the bus lane.

<b>Other</b>	
<b>Summary of comments</b>	Weak leadership. Most pollution along here is the road dressing when 40mph we had tarmac. now 30mph and you see fit to kill people with tar and stone dust. The CAZ will utterly mess my commute to work, increasing costs and increasing congestion.

**12. How important do you think the following improvements to this section of the transport route are?**

	<b>High importance</b>	<b>Medium importance</b>	<b>Low importance</b>	<b>Not at all important</b>	<b>Response Total</b>
Bus priorities to speed up journey times	36.5% (347)	34.2% (325)	16.9% (161)	12.3% (117)	950
Bus stops with shelters	36.2% (336)	41.0% (380)	15.1% (140)	7.7% (71)	927
More frequent bus services	35.8% (330)	41.4% (381)	15.1% (139)	7.7% (71)	921
Safer walking routes	56.1% (549)	24.1% (236)	12.9% (126)	6.9% (67)	978
Safer cycle routes	68.0% (687)	14.9% (151)	8.9% (90)	8.2% (83)	1011
Cycle parking provisions	33.0% (309)	28.1% (263)	24.1% (226)	14.8% (139)	937
Traffic calming	34.0% (325)	26.8% (256)	20.1% (192)	19.1% (182)	955
Increased greenery such as trees and bushes	46.3% (457)	30.0% (296)	14.4% (142)	9.2% (91)	986
				answered	1046

**12. How important do you think the following improvements to this section of the transport route are?**

	High importance	Medium importance	Low importance	Not at all important	Response Total
				skipped	97

68% of respondents think safer cycle routes are a high importance followed by 56% who think safer walking routes are of high importance.

**13. Do you have any other comments or suggestions for this section of the route?**

	Response Percent	Response Total
1 Open-Ended Question	100.00%	425

Of the comments left these were categorised into the following multiple topics:

Topic	Number of responses
Cycling issues	195 comments
Bus infrastructure	20 comments
Bus services	21 comments
Speed	33 comments
Walking / crossing	37 comments
Road Infrastructure	38 comments
Cars	19 comments
No issues	30 comments
Greenery	13 comments
Maintenance	19 comments
Other	25 comments

Below is a summary of the comments received in each category:

Cycling issues	
Summary of comments	The response of 'Needs a continuous cycle route segregated from motor traffic, including buses, and walkers' was made over 70 times. Dedicated cycle path not shared with traffic or walkers would be helpful. Cyclists need to be completely separated from walkers as the majority show little concern for the safety of walkers.

Bus infrastructure	
Summary of comments	I think the service should stop at the unused stop at Park Row. This isn't a cycle lane; it's a bus lane and busses want to go at the speed limit. If you wouldn't let a 12 year old cycle along it alone it isn't a safe cycle lane! Reallocation of road space to allow a continuous bus lane. The bus lane doesn't need to be 24/7 it's an overzealous measure that increases congestion.

<b>Bus services</b>	
<b>Summary of comments</b>	Have all buses call at the park and ride station to reduce congestion and improve journey times. Integrating the bus service with the rail service is essential so that people along this stretch of the A4 can get to Clifton Down, Montpelier and Temple Meads, etc. Propose that buses call at the railway stations and a combined ticketing system so that only one ticket would be needed for a journey using both bus and rail. No bus route from Lawrence Weston to the P&R. The busses need to run until later in the day and be reliable.

<b>Speed</b>	
<b>Summary of comments</b>	Traffic frequently has excessive speeds i.e., beyond the displayed limits. 30mph limit for motor traffic with clearly marked speed cameras and heavy fines for speeding. The route is getting faster and busier. Support a speed limit reduction from 40 mph to 30mph along this whole stretch. That would also make it more consistent along the route (now it is 40 just before the M5 bridge, then 30 to Barrow Hill road, then 40 again).

<b>Walking / crossing</b>	
<b>Summary of comments</b>	There is already a good, shared pavement for walkers and cyclists. The pedestrian crossings between Woodwell Road used to turn green for crossing straight away which made it feel much safer as a pedestrian not being marooned in the middle of the Portway with speeding traffic and fumes. Please improve footpath signage to local facilities and showing short cuts for pedestrians. There should be cycle and footpath on the inbound side next to Shirehampton Park. The junctions at Sylvan Way and Hung Road are extremely pedestrian unfriendly.

<b>Road infrastructure</b>	
<b>Summary of comments</b>	Make it easier for cars to use, for a majority cycling or using public transport is not an option. Ensure traffic flow is not impeded. When the traffic calming measures and traffic lights were put in some years ago AND the new dual carriageway up the A38, the traffic on the Portway became much more chaotic and dangerous that it had been as there are just SO MANY obstacles. Do NOT introduce speed cushions or humps! The Hung Road crossing with the Portway is not well designed. On all four directions when turning right, you can't see the traffic lights once you edge forward so you don't know when it's gone red so you can be stuck in the middle of the road.

<b>Cars</b>
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<b>Summary of comments</b>	Ensure clear roadways for cars vans and lorries. Nothing in this about improving the life of motorists. Why are motorists excluded? Not very inclusive. Please do not forget disabled road users. Motor vehicles remain the priority. Focus should be on ensuring free flow of all forms of transport. A4 is a hugely important through route from city to motorway and not just an access for residents, whether South Bristol or north-west Bristol.
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<b>No issues</b>	
<b>Summary of comments</b>	Spend your budget where it's needed, not where it is not. If it ain't broke, don't fix it. We already have a great bus service, plenty of greenery (lots of trees) and the traffic flows well. We have bus stops with covers and good pavements. Improving this part of the route seems a waste of money to me. As far as I am aware, there are no problems on this section.

<b>Greenery</b>	
<b>Summary of comments</b>	This section is so hot in the summer - greenery would help add some shaded bits. Smarten up the central reservation as previously promised. Plant trees. Hedges and trees to separate the cycle/walking paths are needed for safety, noise and pollution reduction. Cut back growth on river banks.

<b>Maintenance</b>	
<b>Summary of comments</b>	Cut hedges back to allow full use of cycle lanes. The shared use path could be vastly improved with some minor changes - most importantly regular (at least a few times a week) cleaning/sweeping - the route is almost always littered with glass and other road mess which is a hazard for cyclists. Better maintenance of the greenery and their combined footpath/ cycle path. The pavements from Avonmouth roundabout to Shirehampton station (on both sides) are poorly maintained. They are often flooded and covered in leaves.

<b>Other</b>	
<b>Summary of comments</b>	Including the carriageway in the clean air zone is absolute madness!!!!!! More provision for e-scooters. People who have chosen to live alongside the A4 do so knowing that it is a busy route, you cannot change that, and you should not try to. Looking at this road in isolation from the rest of the city is a mistake. Have an HGV ban we get far too many massive HGVs driving through the Centre as it's a quicker short cut. Your survey is too restrictive. The area with benches overlooking the horseshoe in Avon clearly needs renewing and can provide a lovely spot for tourists and locals to stop and take in the glorious view. The Portway is a lost

	opportunity to showcase Bristol. Did you experience the Portway Sunday open days in 2015 and after?
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## Section 2 – Sylvan Way junction to Bridge Valley Road junction

### 14. Do you experience any of the following difficulties with the street environment along this section of the route? (Please tick all that apply)

		Response Percent	Response Total
1	The buses get held up in the traffic / the buses are too slow	15.89%	154
2	The buses are unreliable	13.93%	135
3	The buses are not frequent enough	14.45%	140
4	The road is unpleasant to walk along	50.36%	488
5	The road feels unsafe to cycle on	59.75%	579
6	The street is busy with traffic	47.16%	457
7	Traffic is too fast/ speeding traffic	42.62%	413
8	There is too much congestion	39.73%	385
9	There is not enough parking	5.37%	52
10	Other (please specify):	21.26%	206
		answered	969
		skipped	145

Nearly 60% think the road feels unsafe to cycle on and over 50% think the road is unpleasant to walk along.

Of the other comments these were categorised into the following multiple topics:

Topic	Number of responses
No issues	9 comments
Shared path	26 comments
Park & Ride issues	4 comments
Cycle route	23 comments
Speed limit	6 comments
Pavement / crossing	14 comments
Trees / maintenance	3 comments
Bus lane	10 comments
Air Quality / Noise	5 comments
Road improvements	9 comments
Other	7 comments

Below is a summary of the comments received in each category:

No issues	
Summary of comments	It's beautiful no issues. No comment. This area works well. Re-opening the stopping facility would make for a calmer

	environment. I have never been held up in a bus when I have used them on this part of the route.
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<b>Shared path</b>	
<b>Summary of comments</b>	The shared use path outbound is used both inbound and outbound. It is very poorly surfaced with frequent huge 'sink holes' left by the remains of trees. The street furniture means sections are forced to narrow to single person spaces. Shared space for cyclists and pedestrians is dangerous for both - especially at night. Shared use path is too bumpy and has poor quality surface for cycling on. Speaking as a regular cyclist along here, the shared use path is badly surfaced and narrow in places. The shared use path (outbound) is an appalling road surface.

<b>P&amp;R issues</b>	
<b>Summary of comments</b>	I only use this section on the Park and Ride bus which is usually excellent. inbound buses are held up by cyclists. quality of road surface is poor. The empty buses get in the way of proper traffic.

<b>Cycle route</b>	
<b>Summary of comments</b>	Cyclists conflicting with pedestrians as there is no separated cycle lane. Cycling causing dangerous environments for walkers and joggers. E- scooter causing the same problems. Cycle lane is a bumpy mess. High traffic noise means alerting others to your presence is difficult. The congestion on this road is a creation of Bristol Council. The traffic flowed perfectly freely before the extra wide cycle lane and permanent bus lane were introduced. The traffic level is much lower than it was 10 years ago.

<b>Speed limit</b>	
<b>Summary of comments</b>	40mph past sea mills junctions are stupid, constant changing speed are confusing. Put a speed camera that works up would be my only suggestion. Inbound bus lane 24 hrs seems unnecessary, and could be timed for busiest periods, causes congestion even when road is relatively quiet. Loose the 50mph speed limit - make it 40 or less.

<b>Pavement / Crossing</b>	
<b>Summary of comments</b>	The cycle path/footpath is shared, is interrupted by access to the football ground and cycle path surface is in terrible condition. The footpath/ cycle path is too close to the road and fast, heavy traffic. The path is also too narrow to easily pass other users. The road is very dangerous to cross at Riverleaze. The bus stop (poor quality) outside Manor Farm is in the middle of the cycle path and it's dangerous.

<b>Trees / maintenance</b>	
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<b>Summary of comments</b>	Road poorly maintained. Glass on cycle path. The pavement on the river side of the A4 frequently floods (by the rugby academy) a simple job to improve drainage. Also, maybe because of a lack of street cleaning the path as it goes along the Portway is wide enough but frequently covered in broken glass, so as a cyclist this means punctures.
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<b>Bus lane</b>	
<b>Summary of comments</b>	Because the extended bus lane is the cause of the tail backs. The bus lane is widely abused by private cars and vans during peak times. Buses get held up behind cyclists in the inbound bus lane. Slows buses and scares cyclists. Road rage directed at cyclist's, due to sharing the road and minimal segregation.

<b>Air quality / noise</b>	
<b>Summary of comments</b>	This road has been designed to let cars go fast at the cost of all other users. It's filthy and noisy and incredibly hostile to anyone not in a vehicle. As you get closer to the city it becomes increasingly bewildering that this amazing heritage site of the river and the bridge has such hostility to people built in. The traffic noise is very loud while cycling/walking.

<b>Road improvements</b>	
<b>Summary of comments</b>	Cars need to use this route and traffic is prevented from free flowing to give priority to virtually empty buses. This section once an excellent way into and out of the city has once again been messed up by the council with a bus lane in bound and part one lane out bound causing congestion. Not enough done for cars

<b>Other</b>	
<b>Summary of comments</b>	Frequent flooding after heavy rain. Can't comment on the buses, I never use them. No provision for tourists to stop and enjoy the view.

**15. How important do you think the following improvements to this section of the transport route are?**

	<b>High importance</b>	<b>Medium importance</b>	<b>Low importance</b>	<b>Not at all important</b>	<b>Response Total</b>
Bus priorities to speed up journey times	34.4% (308)	34.6% (310)	19.1% (171)	11.8% (106)	895
Bus stops with shelters	29.2% (259)	39.7% (352)	20.1% (178)	10.9% (97)	886
More frequent bus services	33.0% (292)	39.8% (353)	17.6% (156)	9.6% (85)	886
Safer walking routes	57.9% (558)	21.0% (202)	13.4% (129)	7.8% (75)	964
Safer cycle routes	67.5% (663)	14.2% (139)	9.5% (93)	8.9% (87)	982



**15. How important do you think the following improvements to this section of the transport route are?**

	High importance	Medium importance	Low importance	Not at all important	Response Total
Cycle parking provisions	29.0% (260)	22.6% (203)	28.0% (251)	20.5% (184)	898
Traffic calming	34.9% (320)	24.6% (226)	20.9% (192)	19.5% (179)	917
Increased greenery such as trees and bushes	44.2% (407)	26.8% (247)	15.3% (141)	13.6% (125)	920
				answered	1017
				skipped	97

68% think safer cycle routes and 58% think safer walking routes are of high importance

**16. Do you have any other comments or suggestions for this section of the route?**

	Response Percent	Response Total
1 Open-Ended Question	100.00%	462

Of the comments left these were categorised into the following multiple topics:

Topic	Number of responses
Cycling issues	226 comments
Bus infrastructure	45 comments
Bus services	30 comments
Speed	60 comments
Walking / crossing	104 comments
Road Infrastructure	55 comments
Cars	56 comments
No issues	11 comments
Greenery	15 comments
Maintenance	57 comments
Noise / air quality	37 comments
Other	47 comments

Below is a summary of the comments received in each category:

Cycling issues	
<b>Summary of comments</b>	Most comments related to the need for a continuous cycle route segregated from motor traffic including buses, and walkers. Others included things like the solution is not more lanes for cars, the solution is fewer lanes for cars and more provision for public transit and bicycle/e-scooter users. The cycle path coming out of Bristol is very bumpy and unpleasant. A line of paint on the road does not offer any protection for a vulnerable road user (i.e., a person on a

	bike). Two lanes for traffic leaving Bristol flows better and rarely congestion but traffic is often fast and there are big lorries so when cycling or walking it can feel dangerous and unpleasant. Its dirty and messy so grime and dust are thrown at you as you travel against the traffic.
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<b>Bus infrastructure</b>	
<b>Summary of comments</b>	Bus lane does not need to run the whole stretch. It could easily start later and end another 100 meters before the Bridge Valley Road junction. Since the bus lane is used so infrequently by actual buses, it might be worth looking into expanding who can use them, for instance since Taxis and Motorcycles can use the bus lane. 24hr bus lanes on either side of this stretch would mean the buses are able to stick to their timetables and be much more reliable. Reducing the traffic to single lanes inbound and outbound would reduce the speed and encourage more people to use alternative transport than cars.

<b>Bus services</b>	
<b>Summary of comments</b>	The bus lane seems to work well. Bus lanes are slowed by cyclists due to no specific provision for them. Bus lane is great, but buses can get held up behind cyclists when there is standing traffic in the other lane. It is a pain when cyclists use the bus lane in the morning rush hour. This causes buses to get trapped behind them and delay lots of people all at once. If the bus service were more frequent and cheaper there might be more take-up and some reduction in traffic.

<b>Speed</b>	
<b>Summary of comments</b>	Does what is essentially an urban green space really require the speed limit to be increased to 50mph along this stretch, or could it be slowed down? The constant changes in speed limits are confusing for drivers - can they be standardised at 40mph throughout? I wonder if eliminating the "racetrack" nature of this 50mph section would even the flow. Reduce the speed limit.

<b>Walking / crossing</b>	
<b>Summary of comments</b>	The beautiful zigzag path leads down to the Portway and dumps you out in a place that is dangerous and very difficult to cross. There is no pavement, no pedestrian crossing, not even an island that would mean you could cross one way traffic at a time. Cycle path/footpath too narrow. The pavement is shared with cyclists and pedestrians and can get busy. The surface is not wide or smooth enough to cycle on and often lots of glass and debris causing punctures. Safe zebra crossings. They are too far away one from another. People cross the road outside the zebra crossing very dangerous!

<b>Road infrastructure</b>	
<b>Summary of comments</b>	Cities need arterial routes to move traffic past the city - mess with it too much and you will simply send the same traffic through residential areas. To reduce congestion, it would be sensible to allow traffic turning left up Bridge Valley Road to enter filter lane earlier than currently allowed as very few vehicles make this turn and get stuck in the queue to continue into Hotwells. This section of route is always problematic with traffic congestion heading in-towards Bristol. The main issue is the traffic lights at Bridge Valley Road holds traffic which at times can back up to Roman Way. There seems to be an issue with the lights at Bridge Valley Road causing long tailbacks at random.

<b>Cars</b>	
<b>Summary of comments</b>	Stop restricting private vehicle use. Ensure traffic flow is not impeded. You don't need to calm the traffic. It doesn't move in rush hour. Remove bus lane, reinstall two lanes outbound. There needs to be transport improvements made to the bottom end of this section to improve the flow of traffic for all not just buses.

<b>No issues</b>	
<b>Summary of comments</b>	There is a bus lane here and the shared pathway is great as is. This section has existing bus lane - wide pavement to accommodate very limited number of pedestrians and cycles, passes through a beautiful part of the Avon Gorge. Leave it alone.

<b>Greenery</b>	
<b>Summary of comments</b>	An extended canopy that had solar lighting with a grassy top and cycle/walkway would radically transform the vista and be visionary in addressing the major problems caused by this link road whilst still enabling some discreet travel that doesn't compromise the natural landscape. Reinstatement of the many trees that once lined the route on the riverside footpath would improve the appearance and reduce noise. Plenty of greenery already! No need to spend money on more.

<b>Maintenance</b>	
<b>Summary of comments</b>	Improved surface to the shared use path to make cycling along it easier. Surface of pavement needs resurfacing. The fencing between the pedestrian footpath and the River Avon is rusting and falling away in places. Road poorly maintained - large pot holes, trees / shrubs over hang into the bus lane. Cycle path (pavement side) is poorly maintained with so much gravel and glass, meaning it is a high puncture risk for

	cyclists. Please keep trees, hedges, bushes tidy. Summer time they are overgrown, and cause cycling being bit dangerous.
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<b>Noise / air quality</b>	
<b>Summary of comments</b>	To have polluting and noisy buses travelling along the Portway is a poor decision. Road noise caused by the road surface texture can be improved significantly. The Portway and Avon Gorge is one of the most beautiful features of Bristol but is wholly dedicated as a traffic route and is one of the noisiest roads as shown on public noise mapping and experienced by residents nearby. Hedges and trees to separate the cycle/walking paths are needed for safety, noise and pollution reduction. Reduce noise and encourage more active travel along the route.

<b>Other</b>	
<b>Summary of comments</b>	Stop closing roads, you are just causing unnecessary congestion. Currently dangerous, just signs on a pavement beside busy dual carriageway. Please do not forget disabled road users. Not everyone can walk, cycle, use scooters or the park and ride and we need to use our cars to get to work. Could we have 'quiet tarmac' laid? Improve access to Avon Wildlife Trust site.

**Section 3 – Bridge Valley Road junction to Jacob's Wells Road roundabout (not including the Western Harbour section in this engagement)**

**17. Do you experience any of the following difficulties with the street environment along this section of the route? (Please tick all that apply)**

			<b>Response Percent</b>	<b>Response Total</b>
1	The buses get held up in the traffic / the buses are too slow		28.94%	281
2	The buses are unreliable		16.58%	161
3	The buses are not frequent enough		17.40%	169
4	The road is unpleasant to walk along		53.66%	521
5	The road feels unsafe to cycle on		63.44%	616
6	The street is busy with traffic		58.81%	571
7	Traffic is too fast/ speeding traffic		39.96%	388
8	There is too much congestion		50.67%	492
9	There is not enough parking		9.99%	97
10	Other (please specify):		15.14%	147
			answered	971
			skipped	172

Over 60% of respondents have said the road feels unsafe to cycle on and 58% say the street is busy with traffic.

Of the other comments these were categorised into the following multiple topics:

Topic	Number of responses
No issues	15 comments
Shared path	20 comments
Cycle route	33 comments
Pavement / crossing	9 comments
Trees / maintenance	16 comments
Bus lane	9 comments
Air Quality / Noise	14 comments
Road improvements	15 comments
Other	16 comments

Below is a summary of the comments received in each category:

No issues	
Summary of comments	This part of the route works as well as can be expected, given the restricted width and the limited scope for any improvement. No major problem.

Shared path	
Summary of comments	Broken glass, narrow pavement so gets tight with walk runners and cyclists, this is where people will walk to see the bridge etc. Uneven surface, trees and lampposts on roadside of the shared path causing obstacles. There is a very narrow passage in the shared path. During rush hours, it is very unsafe to ride.

Cycle route	
Summary of comments	Shared use cycle path is poorly maintained and too narrow along the river side. You should be able to cycle on the path from the Army Surplus Shop round to the Pump House to avoid the road. Needs a continuous cycle route segregated from motor traffic, including buses, and walkers. No continuous and protected cycleway.

Pavement / Crossing	
Summary of comments	Crossing the road to access footpaths and streets is very dangerous. There is nowhere to cross to use the footpath up to Clifton, but you must cross as you can't walk on that side as the footpath vanishes outside the Colonnade. Poor facilities for pedestrians crossing Hotwells Road.

Trees / maintenance	
Summary of comments	The potholes are damaging to all modes of transport and need repairing. Road surface is bad under rock shelter. Road surface uneven making bus travel uncomfortable. The Road is continuously breaking up and having to be patched, which is

	bad for cars as well as cycles, full resurfacing doesn't seem to have a good lifespan here.
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<b>Bus lane</b>	
<b>Summary of comments</b>	The bus lane must be all the way 24 hours along Hotwell road to and from the junction at Jacobs wells. bus lane will need priority on traffic lights to avoid jamming entrance/exits at roundabouts. Remove the bus lane and you will ease congestion.

<b>Air quality / noise</b>	
<b>Summary of comments</b>	Traffic noise and vibrations from heavy lorries. It maybe noisy and the building next to the road look neglected, on the contrary the area around the basin is quite pleasant as segregated from the traffic.

<b>Road improvements</b>	
<b>Summary of comments</b>	The measures to close Baldwin St & Bristol Bridge to cars mean it is not viable for me to use this part of the route. I must divert over the Cumberland Basin towards Coronation Rd. Traffic lights on Jacob Wells Road are just plain stupid and again cause of congestion. Traffic can be heavy at certain times of the day and is exacerbated by bridge swings in the area. Bridge Valley Road feed into the Portway causes the congestion. Shorten the traffic light sequence in Hot wells near to the Plimsol Bridge flyovers. The traffic does get bad here but that's mainly going into town rather than round the Cumberland Basin. Bridge swings are a nightmare.

<b>Other</b>	
<b>Summary of comments</b>	Cars are also road users! Not enough river crossing points slow down traffic flow. The electric scooters are dangerous to cars and pedestrians! This road feels like it's 1975 - so outdated and designed for cars not people. Weak leadership.

**18. How important do you think the following improvements to this section of the transport route are?**

	<b>High importance</b>	<b>Medium importance</b>	<b>Low importance</b>	<b>Not at all important</b>	<b>Response Total</b>
Bus priorities to speed up journey times	37.6% (330)	33.8% (297)	16.1% (141)	12.5% (110)	878
Bus stops with shelters	29.7% (255)	37.9% (325)	21.3% (183)	11.1% (95)	858
More frequent bus services	33.8% (290)	37.1% (318)	18.0% (154)	11.1% (95)	857
Safer walking routes	61.5% (573)	19.3% (180)	10.7% (100)	8.4% (78)	931
Safer cycle routes	67.8% (647)	14.3% (136)	9.2% (88)	8.7% (83)	954

**18. How important do you think the following improvements to this section of the transport route are?**

	High importance	Medium importance	Low importance	Not at all important	Response Total
Cycle parking provisions	34.2% (300)	25.8% (226)	22.8% (200)	17.2% (151)	877
Traffic calming	39.8% (353)	22.4% (199)	17.7% (157)	20.1% (178)	887
Increased greenery such as trees and bushes	48.9% (439)	25.6% (230)	13.2% (118)	12.3% (110)	897
				answered	994
				skipped	120

Over 65% of respondents think safer cycle routes and over 60% think safer walking routes are of high importance.

**19. Do you have any other comments or suggestions for this section of the route?**

	Response Percent	Response Total
1 Open-Ended Question	100.00%	447

Of the comments left these were categorised into the following multiple topics:

Topic	Number of responses
Cycling issues	204 comments
Bus infrastructure	25 comments
Bus services	14 comments
Speed	23 comments
Walking / crossing	80 comments
Road Infrastructure	33 comments
Cars	40 comments
No issues	5 comments
Greenery	5 comments
Maintenance	38 comments
Noise / air quality	20 comments
Other	61 comments

Below is a summary of the comments received in each category:

Cycling issues	
<b>Summary of comments</b>	Again, most comments are saying need a continuous cycle route segregated from motor traffic, including buses, and walkers. This route must have cycle tracks built to minimum standards in LTN1/20, separated from pedestrians and vehicles which will be provide a direct, coherent, safe and comfortable and attractive cycle route down the A4. Not paint in the road, with parked cards or a bumpy shared use

	pavement. How do you cycle across Cumberland Basin? Improve signs for paths & cycle paths to make them more obvious. Probably need to build a proper physically separated (i.e., with concrete) cycle path to keep traffic and cyclists 100% apart.
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<b>Bus infrastructure</b>	
<b>Summary of comments</b>	There is already a bus lane outbound, which does not need improving. Also don't put a bus gate on Cumberland road. Make it one way for outbound traffic with a two way cycle lane. Get rid of the on street parking and make that lane a bus lane. Perhaps not having a dedicated bus lane will allow more traffic to flow out of Bristol quicker.

<b>Bus services</b>	
<b>Summary of comments</b>	If we can get fast, reliable, buses they will coax motorists out of their cars - but they must be affordable (ideally a lot cheaper than running a car - and not by making cars dearer, need to make buses cheaper). Get people off the E-Voi scooters and onto the buses, make the buses run more frequently and into the night. First bus can do as they please regardless of your plans.

<b>Speed</b>	
<b>Summary of comments</b>	The speed limit on Hotwell Road is too high. Vehicles, travelling at 40mph++ zoom by just a pavement's width from our windows. Our windows are large, single-glazed, sometimes rickety sash windows. Reduce speed limit to 30 mph. This is sufficient in an urban area and will set the tone for the whole Portway. Make this 20mph. Exclude large trucks and lower and enforce speed to 30mph.

<b>Walking / crossing</b>	
<b>Summary of comments</b>	The shared path can get really narrow at points and I've had a few hair raising moments with other users not seeing me etc. It's very difficult to cross Hotwells Road here and a better pedestrian crossing should be provided. Needs a continuous pedestrian route segregated from motor traffic, including buses and which is accessible by wheelchair and appropriate for pram/ buggy use and which has quality way finding/ maps. A divide / cordoning off pedestrian walkway from Clifton Rocks to the houses please. Reduce noise and encourage more active travel along the route.

<b>Road infrastructure</b>	
<b>Summary of comments</b>	Reopen the route to Cumberland Rd to cars. The closure of Baldwin St & Bristol Bridge to cars and removing the access along Avon Crescent leaves only one viable route to get to the Temple Quay area. Make Coronation Road one way for inbound traffic with a two way bike lane. Turn up Bridge



	Valley Road at traffic lights is very tight meaning larger vehicles must take it in the right lane and cut across the left. Improve the traffic lights at bridge valley road, wide the route to allow better flow of traffic.
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<b>Cars</b>	
<b>Summary of comments</b>	Cars also regularly park alongside the terrace of houses here and no efforts seem to be made to issue parking tickets or get them towed. There is always congestion on this entire section but that is a consequence of bottlenecks further on and will not be solved changing the road layout. It is an important route for cars, buses and all other forms of transport. Giving priority to buses would without building additional lanes (not possible in this section) would mean a loss for some other form of transport, better to improve and make the rail option the primary option. Every day cars parked on the double yellows causing a block at rush hour for cars / buses coming into town

<b>No issues</b>	
<b>Summary of comments</b>	I'm not a bus user so difficult to comment on bus aspect. The is already a pleasant area to walk along with trees, a 30 mile limit, seems fine to me, anytime I have travelled on the bus it progresses at a good speed. Walkers and cyclist have a lovely area next to the docks to walk. The route should be left as it currently operates in July 2022.

<b>Greenery</b>	
<b>Summary of comments</b>	At this point also there is a section with no street trees at all - the pavement is very narrow so would need widening before trees were possible. Trees and shrubbery forming a dividing line between road traffic and pedestrian/cycle routes would do much to improve the outlook and discourage car reliance. More trees for shade in summer.

<b>Maintenance</b>	
<b>Summary of comments</b>	There are lots of potholes and the traffic is too fast. Inbound the cycle path from bridge valley to Cumberland basin often has glass on it and when the river comes over it's a bit hazardous. It often leaves silt behind on the pavement, again not great for bikes. Often glass and debris in footway. The path under the Suspension Bridge is narrow in places, close to heavy traffic and prone to flooding. The Road is continuously breaking up and having to be patched, which is bad for cars as well as cycles.

<b>Noise / air quality</b>	
<b>Summary of comments</b>	As a resident, cannot express how dominated our lives are by the relentless traffic noise. The traffic is incredibly noisy - it fills the whole gorge. Resurface around the ramps and flyover

	with a decent smooth surface to reduce noise and increase flow. Noise and fumes and horrible. Traffic is too busy and too noisy.
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Other	
<b>Summary of comments</b>	Stop electric scooters, they are so dangerous, would love to know the figures for casualty admissions in town and the increased cost to the NHS since the trial scheme started. Please do not forget disabled road users. stop making your surveys so appalling biased. From Bridge Valley Road to the flyover start it is constrained by geography. Nothing much can be done. Clearly there is an agenda to rid Bristol of cars and anyone who might want to use on. Difficult to be more radical while Western Harbour plans are being considered.

#### Section 4 -Jacob's Wells Road roundabout to We The Curious (Explore Lane junction)

#### 20. Do you experience any of the following difficulties with the street environment along this section of the route? (Please tick all that apply)

		Response Percent	Response Total
1	The buses get held up in the traffic / the buses are too slow	27.93%	229
2	The buses are unreliable	17.68%	145
3	The buses are not frequent enough	19.15%	157
4	The road is unpleasant to walk along	36.22%	297
5	The road feels unsafe to cycle on	51.59%	423
6	The street is busy with traffic	55.12%	452
7	Traffic is too fast/ speeding traffic	31.10%	255
8	There is too much congestion	44.51%	365
9	There is not enough parking	10.85%	89
10	Other (please specify):	13.17%	108
		answered	820
		skipped	323

Over 55% of respondents think the street is busy with traffic. Over 50% think the road feels unsafe to cycle on.

Of the other comments these were categorised into the following multiple topics:

Topic	Number of responses
No issues	11 comments
Cycle route	22 comments
Bus lane	10 comments
Air Quality / Noise	5 comments
Road improvements	10 comments

Other	12 comments
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Below is a summary of the comments received in each category:

No issues	
Summary of comments	Bus lane can be used for cycling. There are footpaths for pedestrians. Great bus lane. Works fine. Pretty good, I thought. Always clear.

Cycle route	
Summary of comments	Cyclists forgetting that they are also bound by the highway code. Cyclists can keep to the floating harbourside to avoid the road (which is a death trap) however the cycle route loses its way around about the @Bristol - it should take you straight to the Hippodrome without going back onto the road. Although there is a shared use wide pavement along the route (not shown), outbound cyclists turning right to go up Jacobs Wells Road must cross one lane of fast moving traffic without any warning to motorists.

Bus lane	
Summary of comments	There are no 24 hour buses, so not sure why there are 24 hour bus lanes. Traffic here is insane and dreadfully slow at busy times - not good for bus users and cyclists are just going to use pedestrian spaces to circumvent. Why is there a 24 hour bus lane when there are no 24 hour buses? Remove all parking from bus lane.

Air quality / noise	
Summary of comments	Too much pollution. A smelly route out of Bristol with high pollution. cyclist and now scooters are endangering pedestrians and those with mobility and visual problems. This area gets clogged with cars and becomes very polluted.

Road improvements	
Summary of comments	Less parking on the street. Restricted width acts to limit what can be achieved here, but the priority should be to get rid of all parking or waiting. The whole route from the suspension bridge to the Centre should be a red-route. Traffic here is insane and dreadfully slow at busy times - not good for bus users and cyclists are just going to use pedestrian spaces to circumvent. Do cars need to access this part? The road surface is in poor condition.

Other	
Summary of comments	Still one sided question. The city has already been made unfriendly I now never go there, too many restrictions you cannot navigate through the roads and there's nothing to go for anyway. This is important access to parking at Millennium Square. Traffic movement is readable. Don't use this route.

**21. How important do you think the following improvements to this section of the transport route are?**

	High importance	Medium importance	Low importance	Not at all important	Response Total
Bus priorities to speed up journey times	37.3% (307)	31.3% (258)	18.4% (152)	13.0% (107)	824
Bus stops with shelters	32.7% (267)	36.5% (298)	19.6% (160)	11.2% (91)	816
More frequent bus services	34.0% (279)	37.4% (307)	18.3% (150)	10.4% (85)	821
Safer walking routes	49.9% (428)	23.7% (203)	16.6% (142)	9.8% (84)	857
Safer cycle routes	62.3% (560)	16.1% (145)	11.1% (100)	10.5% (94)	899
Cycle parking provisions	40.6% (341)	26.5% (222)	18.6% (156)	14.3% (120)	839
Traffic calming	36.8% (311)	23.2% (196)	21.1% (178)	18.9% (160)	845
Increased greenery such as trees and bushes	51.6% (440)	25.1% (214)	11.0% (94)	12.3% (105)	853
				answered	946
				skipped	197

Over 60% of respondents think safer cycle routes and safer walking routes are of high importance.

**22. Do you have any other comments or suggestions for this section of the route?**

	Response Percent	Response Total
1 Open-Ended Question	100.00%	333

Of the comments left these were categorised into the following multiple topics:

Topic	Number of responses
Cycling issues	173 comments
Bus infrastructure	20 comments
Bus services	18 comments
Speed	9 comments
Walking / crossing	36 comments
Road Infrastructure	23 comments
Cars	31 comments
No issues	23 comments
Greenery	12 comments
Maintenance	5 comments
Noise / air quality	9 comments
Other	22 comments

Below is a summary of the comments received in each category:

<b>Cycling issues</b>	
<b>Summary of comments</b>	This route must have cycle tracks built to minimum standards in LTN1/20, separated from pedestrians and vehicles which will provide a direct, coherent, safe and comfortable and attractive cycle route down the A4. Not painted on the road, with parked cars or a bumpy shared use pavement. Improvement to cycling up Jacobs Wells Road to the Triangle would be welcome. Continuous cycle lane that is segregated from both the road and the pedestrian pavement. The pinch point for cyclists on this section is the roundabout on which there is some short cyclist lane, but it's not well protected against cars changing lane. The bus lane on both sides of the road work well for cyclists and feel safe. Needs dedicated bus/cycle lanes in both directions that go the full length of the road.

<b>Bus infrastructure</b>	
<b>Summary of comments</b>	Get rid of the on Street parking and make that lane a bus lane. There is already a bus lane in this section which seems to work well. I usually am only going as far as Canons Way and find this part of the route the quickest. Needs dedicated bus/cycle lanes in both directions that go the full length of the road. Create a continuous bus lane from Portway P&R to Explore Lane, whereas the shared cycle path along the Portway needs significant investment to make it fit for purpose. The bus lane should only apply during peak times.

<b>Bus services</b>	
<b>Summary of comments</b>	Buses progress along this section fine in my experience. The bus lane should only apply during peak times. Improve Portway and Long Ashton park and rides. What use are 24 hour bus lanes without 24 hour buses? They represent very poor utilisation of limited road space.

<b>Speed</b>	
<b>Summary of comments</b>	The speed along Hotwell Road/ Anchor Road should be reduced to 20mph. It becomes that anyway half way down Anchor Road, so the time lost for motorists is just seconds. Should have 20 mph speed from Cumberland basin into town. 30 mph around Hotwells is too fast and makes the urban area like a race track. Speed of cars is terrifying. Slow traffic speeds by narrowing traffic lanes.

<b>Walking / crossing</b>	
<b>Summary of comments</b>	Feel unsafe when walking on this section is the shared spaces for pedestrians, bikes and e-scooters. Footpath along this route is wide, maintained well and well lit. I regularly use this route as a pedestrian. This road is just a barrier that separates the river/ harbourside from the city. Take space off cars and

	create multiple single phase crossings that give priority to people. It isn't a popular walking or cycling route because it is parallel to the harbourside walk which is much more pleasant.
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<b>Road infrastructure</b>	
<b>Summary of comments</b>	4 lanes of traffic is unnecessary, especially near we the curious where the volumes do not justify it (single Lane traffic at each end of the road anyway). From a driver's perspective, this section could do with much better signage to get into the correct lane ready for joining City Centre traffic. Too many traffic lights being too close to each other along anchor road. Reduce car lanes to make space for shared use paths. Turning right into Lime Kiln Road leaves tail end of vehicle sticking out onto main carriageway.

<b>Cars</b>	
<b>Summary of comments</b>	Stop restricting private vehicle use and routes open to the centre and across the city. Car users are also important. Why do you think everyone should travel by bus? Flow of outbound traffic is poor on Jacob's Wells Road roundabout; the lights and crossings often aren't in sync and holds up traffic. This section of route does suffer with congestion at peak times, but the main issue is usually due to parked cars restricting the width of carriageway forcing two lanes into one at the point of the parked car.

<b>No issues</b>	
<b>Summary of comments</b>	There are already perfectly safe and well segregated lanes/walkways for people and bicycles. This bit already has a good amount of road space for busses / walking / cycling - a few more trees would be nice, but please spend the money elsewhere where it is really needed! Cannot see any reason to make changes to this area.

<b>Greenery</b>	
<b>Summary of comments</b>	A few more trees would be nice on Anchor Rd. Anchor Road is a heat island: extra trees would help to improve the environment. The area lacks very much greenery and is dominated by the road and building facades. More prominent trees and shrubbery would increase the attractiveness of the route to all comers.

<b>Maintenance</b>	
<b>Summary of comments</b>	Cut hedges back to allow full use of cycle lanes. Poorly maintained road. The lines marking the "roundabout" turning section outside the church have mostly vanished. The road surface is bad along parts of this section leading to very bumpy and noisy bus rides.

<b>Noise / air quality</b>	
<b>Summary of comments</b>	Try to keep the traffic flowing to reduce pollution. To have polluting and noisy buses travelling along the Portway is a poor decision. The traffic is horrendous, polluting and congested. Reduce noise and encourage more active travel along the route. Smelly and noisy.

<b>Other</b>	
<b>Summary of comments</b>	Open the train line to Portishead to reduce the amount of traffic coming in from that side of the city! Look at Barcelona and consider implementing the superblock concepts in Clifton, Redland, Henleaze and Stoke bishop to make it better to get around without a car. Put in the trams that have been consulted on and never implemented. Why are we paying for a Mayor who has been voted out of office?

### Active Travel Support

As part of the survey any respondents were given the opportunity to indicate if they would be interested in any of the free active travel support offers that are currently available from the council. The table below shows the level of interest in the offers and each person who left their contact details will be followed up to see if they are still interested in the free offer to help people travel more sustainably for some of their trips.

<b>8. Please indicate which of the following free active travel offers you would like to receive information about (tick all that apply):</b>				
			<b>Response Percent</b>	<b>Response Total</b>
1	Personal Travel Planning - to help you explore all your options your regular journeys with our free 1:1 service (currently offered over the phone or video meeting).		3.96%	25
2	Borrow a bicycle for free - try cycling before you buy. We can loan you a hybrid (city) or folding bicycle for up to 1 month, or an electric bike for up to 2 weeks.		9.83%	62
3	Free cycle training - to improve your skills and ability to cycle confidently whatever your ability, sessions can be tailored for complete beginners, intermediate or advanced levels.		6.81%	43
4	Free basic bicycle maintenance courses – a bike mechanic will help you with basic skills.		11.41%	72
5	Accompanied cycle ride - to find your best route and build your confidence.		2.38%	15
6	Free bus taster tickets – try the bus for free and find a new way of travelling without the car.		12.36%	78

**8. Please indicate which of the following free active travel offers you would like to receive information about (tick all that apply):**

		Response Percent	Response Total
7	Information about Car clubs – a perfect solution for short trips. Simply pay by the hour with no extra costs for insurance, fuel and maintenance costs. Find your nearest car club.	6.18%	39
8	Information about Car sharing – You don't even need to own a car, just search for drivers going the same way.	4.75%	30
9	Information about electric charging points – helpful for those looking at electric vehicles	12.36%	78
10	None of the above	65.93%	416
		answered	631
		skipped	294

**Demographic data**

The table below shows that there is a good split of ages who have responded to this survey from 25 up to 74 years old with the largest group between 25 and 35 years old.

**25. What is your age?**

		Response Percent	Response Total
1	0-10	0.00%	0
2	11-15	0.00%	0
3	16-17	0.09%	1
4	18-24	1.87%	20
5	25-34	17.29%	185
6	35-44	22.43%	240
7	45-54	19.25%	206
8	55-64	17.94%	192
9	65-74	14.21%	152
10	75-84	2.90%	31
11	85 +	0.19%	2
12	Prefer not to say	3.83%	41
		answered	1070
		skipped	44



**26. Do you consider yourself to be a disabled person?**

		Response Percent	Response Total
1	Yes	7.26%	79
2	No	86.58%	942
3	Prefer not to say	6.16%	67
		answered	1088
		skipped	55

**27. What is your sex?**

		Response Percent	Response Total
1	Female	35.19%	385
2	Male	55.67%	609
3	Prefer not to say	8.23%	90
4	Other (please describe):	0.91%	10
		answered	1094
		skipped	49

**28. Have you gone through any part of a gender reassignment process, or do you intend to?**

		Response Percent	Response Total
1	Yes	0.28%	3
2	No	88.47%	944
3	Prefer not to say	11.25%	120
		answered	1067
		skipped	76

**29. What is your ethnic group? (please tick one box only)**

		Response Percent	Response Total
1	White British	77.69%	839
2	White Irish	1.30%	14
3	White Other	5.65%	61
4	Black /African / Caribbean / Black British	0.37%	4
5	Asian / Asian British	1.39%	15
6	Mixed / Multi ethnic group	1.67%	18

### 29. What is your ethnic group? (please tick one box only)

		Response Percent	Response Total
7	Gypsy / Roma / Irish Traveller	0.09%	1
8	Prefer not to say	10.09%	109
9	Any other ethnic background (please describe):	1.76%	19
		answered	1080
		skipped	63

### 30. What is your religion/faith?

		Response Percent	Response Total
1	No Religion	57.72%	617
2	Buddhist	1.03%	11
3	Christian	25.63%	274
4	Hindu	0.19%	2
5	Jewish	0.19%	2
6	Muslim	0.56%	6
7	Pagan	0.47%	5
8	Sikh	0.19%	2
9	Prefer not to say	11.88%	127
10	Other (please describe):	2.15%	23
		answered	1069
		skipped	74

### 31. What is your sexual orientation?

		Response Percent	Response Total
1	Bisexual	3.79%	40
2	Gay Man	2.84%	30
3	Gay Woman / Lesbian	1.04%	11
4	Heterosexual / Straight	71.94%	759
5	Prefer not to say	18.58%	196
6	Other (please describe):	1.80%	19
		answered	1055
		skipped	88

### 32. Are you pregnant or have you given birth in the last 26 weeks?

		Response Percent	Response Total
1	Yes	1.53%	16
2	No	87.01%	911
3	Prefer not to say	11.46%	120
		answered	1047
		skipped	96

### 33. Are you a refugee or asylum seeker?

		Response Percent	Response Total
1	Yes	0.19%	2
2	No	89.18%	940
3	Prefer not to say	10.63%	112
		answered	1054
		skipped	89

### 34. We want to make sure our surveys are as good as possible. Please tell us if you agree or disagree with the following statements:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Response Total	
There is enough information for me to answer the questions	16.9% (177)	52.1% (545)	17.6% (184)	9.0% (94)	4.4% (46)	1046	
The questions make it easy for me to give my views	14.6% (153)	45.6% (478)	19.9% (209)	13.1% (137)	6.8% (71)	1048	
The survey meets my accessibility needs	24.8% (255)	49.9% (513)	19.7% (203)	2.6% (27)	2.9% (30)	1028	
						answered	1049
						skipped	94

#### 4.2.2 Interactive map

A total of 58 comments were posted on the interactive map. The responses have been divided into the 4 sections to follow the layout of the survey design and then by issue type.

Section 1. Portway park and ride to Sylvan Way - 9 comments received

Issue Type	Summary	Description
Bus issues	Bus lane needs to be shorter	Bus lane needs to start later as traffic currently backs up to the Hung Road traffic lights
Cyclists' issues	Signage for cycles	Cyclists route to Avonmouth Bridge should not be via Park Road, where there is no safe crossing of Portway,

		but via West Town Road where there is lights-controlled crossing
Pedestrian issues	Narrow path too close to road, and sharing with cyclists is dangerous	
Pedestrian issues	Narrow path too close to road, and sharing with cyclists is dangerous	
Pedestrian issues	Narrow path too close to road, and sharing with cyclists is dangerous	Push path back from road
Pedestrian issues	Needs safer pedestrian access to park and ride	
Safety	Concerns of increased traffic in Shirehampton Village	As part of any improvement plans for this section of the A4, there MUST be new, effective speed deterrents implemented in Shirehampton village, to stop rat-runners avoiding A4.
Safety	Traffic speeds along this section (excess of 40mph limit). Reduce to 30pmh as far as Roman Way	Cars and lorries drive at speed along this built up area. Feels unsafe to walk and cycle, even on the pavement and at crossings. A slower speed limit would reduce traffic noise too.
Traffic signals	Remove the traffic lights	Remove the existing traffic lights and send the buses out of the car exit towards Avonmouth and back around the roundabout. This would allow the Park & Ride to serve Avonmouth.

## Section 2. Sylvan Way to Bridge Valley Road – 21 comments

Bus issues	Bus lane needs to end sooner as this would allow more cars through the lights, thus reducing congestion	Bus lane doesn't need to be 24/7 as the buses do not run 24/7
Bus stops / shelters	Bus stop required. Long distance between Shirehampton and Riverleaze	Bus stops used to be here but were taken away a long time ago. Large residential area not catered for by buses
Bus stops / shelters	Need a covered shelter here	
Clean air	The air along the Portway is extremely polluted.	Portway could be such a great place to walk, cycle and run if the air was within legal pollution levels
Cyclists' issues	The shared cycle / footpath narrows here and stops by the bus stop, requiring cyclists to get onto the slip road then cross back	The route narrows and stops at the bus stop. Cyclists need to get onto the slip road, then cross back to re-join the shared path. This is awkward and visibility for traffic is poor
Cyclists' issues	Door zone, death zone	Cycling close to parked cars is so dangerous. When a door opens you are knocked into traffic. This is a deadly design.
Cyclists' issues	shared path not fit for cyclist & pedestrians. vehicles intimidate cyclists on roads.	share path too narrow / no protective barrier to 50/60mph traffic. When on roads, vehicles pass to fast and are aggressive. No need for two lanes out of city to Avonmouth - turn into cycle path

Cyclists' issues	Cycle route requires crossing a road	Bicycles must cross a road and (outbound) re-join the shared use path with no visibility of pedestrians or cyclists coming the other way.
Cyclists' issues	Toucan crossing has too much delay	I use this crossing regularly, and nearly always end up crossing the road before the lights have changed, because the crossing is so slow to respond.
Noise	Traffic noise makes leisure pursuits in the area more hazardous.	Climbing in the gorge or cycling along the Portway can be made more hazardous by the noise volume from the very busy road.
Noise	Road noise due to bad road surface	Large lorries, particularly empty container lorries make a terrible noise when passing over bumps and holes in the road, causing houses to shake
Other	Fence is unsightly and rusty	The fence behind the bus stop is very ugly and rusting. A better fence would provide a sound barrier and more protection to residents.
Other	Sign needed	The footpath down the Portway needs signage, as the entrance is very difficult to spot.
Other	Stop forcing traffic into Sylvan Way therefore increasing pollution for residents when traffic can run freely in less built up areas of the Portway	Stop poisoning residents when there is no need
Pedestrian issues	More crossing points along the Portway needed and the shared cycling and walking footpaths are not helpful and dangerous	If walking between the River Avon and Bishops Knoll nature reserve, there is no way to cross the Portway without it being very dangerous.
Pedestrian issues	Pavement required need to walk in road	Undergrowth needs cutting right back, and pavement needs resurfacing. Need to balance on kerb or walk in road a buggy or mobility scooter could not get through here.
Pedestrian issues	Reopen the Hotwell Railway Tunnel	Perhaps repurpose the old Hotwell Railway Tunnel as a pedestrian route/cycle track away from the noisy main road, along with a route within these green spaces.\
Safety	Dangerous fence	Fence is rusty, not providing any use as not safety fence, broken and dangerous for children and pets. Also is bad for wildlife as loss of green belt from nature reserve due to concrete paving.
Safety	Traffic speeds	Because this stretch of road has 2 lanes people treat it like a 70mph dual carriageway. It needs a reduced speed limit and enforcement
Safety	Inbound super elevation never intended to take ALL traffic on crown of road. Risk of overturning. ETC	All traffic now forced to use crown of banked curve since c 2012, never the design intention, by Bus lane. Drivers watching the nearside white line and not the offside kerb. Severe risk of death
Traffic signals	Traffic slows down	

Section 3. Bridge Valley Road to Jacobs Wells Road – 28 comments

Clean air	The whole Portway needs to be rethought,	This is a potentially pristine area of the city and should never have been allowed to become a traffic rat-run
Cyclists' issues	Why isn't there clear signage to the links to the Centre.	Why isn't there clear signage to the cycle route across College Green which then links to the Centre.
Cyclists' issues	Shared path narrows and gets very uneven very difficult to cycle along	Shared path constricts here and has railings and is impossible to cycle at any speed also impossible to pass any other user.
Cyclists' issues	No easy way of crossing road	
Cyclists' issues	Roadway very narrow here. Cars pass too close to cyclists and usually at speed	Roadway very narrow. Pavement equally narrow. A lights-controlled pedestrian crossing at the bottom of the Zigzag and replace the pavement on that side with a cycle lane could help.
Cyclists' issues	Car v cyclist conflict over meaning of double yellow lines.	Cyclists don't seem to appreciate that double yellow lines allow loading, and that cars and vans *need* to stop outside these properties. Better to have marked loading bays. Or even better, parking.
Cyclists' issues	Flyover cycling provision	There is no suitable cycle route to get from the Portway to South of the river towards Ashton Gate without going round Hotwells. There should be an easy route for cycles to travel through the area.
Cyclists' issues	Cycling inbound very unpleasant	Parked cars make this very unpleasant to cycle along
Noise	Change the traffic flow so residents only down merchant road and basin road to create a public space along basin.	Reduce three lanes on Hotwell Road to two and use one for traffic flowing out of Bristol. Create a greater public space by the basin
Noise	Great place for a noise camera	There is a real problem with motorbikes, some with modified silencers, 'opening the taps' at night and racing along the Portway. Install one of the new noise cameras to catch them.
Noise	Slow down traffic to 20MPH	You cannot take this corner at over 20mph, so why not slow traffic down to that speed.
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Noise	Slow down traffic to 20MPH	You cannot take this corner at over 20mph, so why not slow traffic down to that speed.
Other	Pavement under the canopy is covered in pigeon droppings	
Other	Fundamental problem with the underlying geology	If you look at BCC's "Fix My Street", the VAST number of pothole complaints here shows that there is a fundamental problem. This must be

		remedied at source, before any bus lane or other tarmac is laid
Other	Prohibit right turn into Mardyke Car Park	Keep the traffic flowing by making cars approaching Mardyke Car Park from the west U turn at Jacobs Well Roundabout. This will keep the traffic flowing. Ditto any other right hand junction.
Other	Joy Hill Turning	Further to the other comment here, a bike or bus lane running along Dowry Parade would improve things, as it would make the turning circle into Joy Hill less severe if entering from a middle lane.
Other	Multiple bumps in the road. Not quite potholes, more like depressions.	There are lots of depressions, usually around manholes. These cause nearby flats to shake violently whenever a lorry goes over them. Please resurface the road flat and smooth as part of your works.
Other	Water fountain at the Hot Well	Great idea here about installing a water fountain. Just to add, not just walkers but cyclists, joggers and dogs would also welcome water fountains here and along the route. Especially in 35 degree heat.
Other	Why have a lay-by here?	Fill in the lay-by and widen the space available for walking, cycling and running. Space would be left over for a large, planted area to lessen the impact of all the cars, plus absorb some CO2
Pedestrian issues	Stopping on the pavements.	Could you dissuade vehicles (mainly servicing the flats) from pulling onto the pavement here. The road is wide enough to allow stopping on the carriageway.
Pedestrian issues	Pavement width between the house and the gantry	This gap is very narrow for pedestrians.
Pedestrian issues	Narrow path encumbered by bins, boxes, refuse bags and bulky waste on and around bin collection day.	Can a better arrangement be made? Suggestion: assign some of the unnecessarily-wide road space as an area for bins/bags (and parking too!).
Pedestrian issues	Slow down traffic to 20MPH	You cannot take this corner at over 20mph, so why not slow traffic down to that speed.
Safety	Shared path narrows and is dangerous for cyclist pedestrians and Voi mixing	Path narrows right down and OK if path quiet but difficult to pass other shared path users
Safety	Dangerous and unnecessarily space-hungry road layout where Cabot Way Overpass and Cumberland Basin Road merge onto northbound Hotwell Road.	Make Cumberland Basin Rd give way rather than merge. Drivers are too ill-disciplined, signage is poor, and near-misses are frequent. This frees up the extra-wide carriageway on Hotwell Rd for other uses.
Street scene	*No* further restrictions on parking please.	Our local shops are struggling and closing. Our next nearest shops are up the cliff in Clifton. Don't kill our shop keeper's custom by introducing parking restrictions.

Section 4. Jacobs Wells Road to Explore lane – no comments received

#### 4.2.3 Drop in sessions

The project team also ran drop in sessions in each area along the route in Shirehampton library, Sea Mills library, Central library and the Portway Park and Ride. For each drop in session the team presented:

- A3 laminated plans of the four maps
- Business cards with the short link to the consultation hub

The drop in sessions were planned to be in weeks 3 to 6 to give people time to review the information about the engagement and to come down and talk to the project team if they have any questions.

Active Travel roadshows were also organised alongside the drop in sessions at the Portway Park and Ride site (with a Dr Bike where possible) to also encourage people to come down and talk to us about free support to walk, cycle and catch a bus.

In total the team talked to over 250 people at the four locations. The sessions were held in the day time both in the week and at weekends to try and talk to a variety of people. These were both informative for the team as this gave people a chance to get involved and talk to officers first hand about their specific issues. It was also an opportunity to raise awareness of the survey to those who may not have otherwise heard of it or got involved.

The sessions held at the Park & Ride site were particularly useful as the team spoke to users of the existing bus service to see what improvements may be required.

Comments and questions received at the sessions covered things like:

- The Portway is used as an overflow when the M5 is closed.
- People cycle along the pavements and don't use the inbound cycle lane
- Chaos turning left into Sylvan Way
- Too fast and road surface not good enough. Need to resurface road. HGVs causing an issue
- Pedestrian island needs to be refurbished.
- Footway bridge – unsteady. Needs to be replaced. To go to station. Lot of people crossing ad hoc.
- Hung Road crossroads not easy to cross. Speed of traffic from motorway too fast and yellow camera works on next section where it is 40mph.
- X5 Portishead – stopping at end at roundabout and goes onto the motorway- use the local stops. Could connect P&R complex. Mini bus station at P&R.
- Need to kept trees cut back and get the Portishead station route.
- Bus needs to run later to make it worthwhile e.g., past 7.30pm on a weekday and weekend.
- Maintenance of route particularly on the pavements as routes are very narrow.
- When the council did the traffic calming in Avonmouth they made the pavements wide but now the grass is over grown so the verge is no longer 3m.
- Want to connect on the Portway more – lack of bus stops.



- Need extra crossing points.
- Bus user – loves bus service – direct, quick and happy with it.
- Speed limit could be slower
- If you connected the walking and cycling route that goes under the Portway by Sneyd Park, you could connect to Sea Mills. The route would need to go under the railway and connect with the routes.
- Bridge lights don't work. need to change batteries on the traffic lights. Temporary ones are still temp traffic lights.
- Extend cycle lane from Merchants road to Bridge Valley Road and beyond.
- Extend bus lane further up to Park Road so 24 hr bus lane.

**Portway Park & Ride:  
Bus junction improvements  
February 2023**



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## **1. Background**

Over the past decade changes have been made to the road network in Bristol to improve bus journey times and encourage walking and cycling. However, the transport network in Bristol still faces challenges, including growth in housing and employment areas, unreliable journey times, and high levels of congestion and air pollution.

To address these challenges, and help Bristol reach its 2030 carbon neutral target, radical changes to Bristol's road network are required. These changes will need to make a transformational difference to bus travel, and act as an enabler for cycling and walking.

Over the next 10 to 15 years Bristol and the West of England Combined Authority have committed to developing and improving bus services as a priority for the region, in collaboration with bus operators.

## **2. Improvements to the A4 Portway Park & Ride**

There are several planned improvements taking place at the Park & Ride. The main change is the installation of a new railway station, which is due to open in 2023. As part of this work the car park is being expanded. Separately, there are plans to enhance the existing Park and Ride facilities to create a new mobility hub. This will see better cycle parking, micro mobility parking, parcel lockers, more seating and upgrades to the toilet facilities.

With new housing developments, the YTL Arena in Filton, and the expansion of employment areas such as Avonmouth, the need to improve the Park & Ride to serve as a key transport hub is required to meet the extra demand.

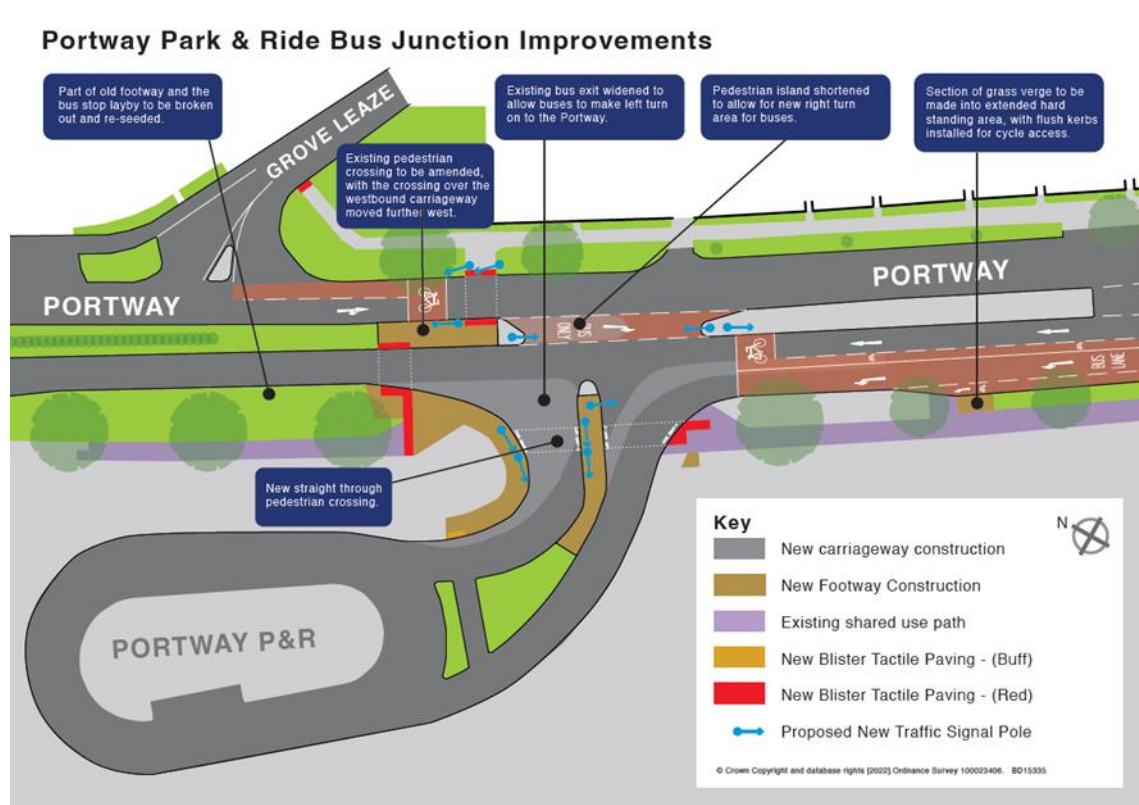
As part of the early engagement held in Summer 2022 people were asked about the Portway Park & Ride and what improvements they would like to see on the A4 Portway route. One theme that has come out of that early engagement was the desire to see more connecting bus routes to the Portway Park & Ride site. To allow this to happen the bus entrance and exit to the site would need to be expanded.

## **3. Entrance and exit expansion**

This project proposes to widen the bus entrance and exit junction so buses can turn left travelling northbound towards Avonmouth employment area, Filton, Cribbs Causeway, and help to mitigate the impact of the new arena. The ability to turn left would also serve the railway replacement bus services and the YTL Arena shuttle bus. The proposed changes are shown on the following plan and would include:

- upgrading the bus entrance and exit junction to allow bus services to enter and exit the site when travelling to and from the north
- moving the existing pedestrian crossing over the westbound side of the carriageway further west
- upgrading the crossing to a new signalised crossing at the bus entrance to the Park & Ride site

- adding advanced cycle stop lines at the junction to give cyclists priority and a widened ramp that leads cyclists from the bus lane to the shared use path
- realigning the traffic island at the bus entrance
- upgrading the traffic signals
- removing 7 trees and replacing them with 13 more as part of the landscaping plan



## Trees

As part of this proposal seven trees would need to be removed and three would need to be temporarily removed whilst the work is carried out and put back once the works are complete

We have been through a design appraisal process and considered other designs for this scheme, however, they were discounted for reasons including major arboriculture impact, with some design ideas requiring the removal of 20 or more trees. Further option development led to the identification of the proposal presented here, which was the most preferable with regards to the loss of trees.

We have carried out an Arboriculture Impact Assessment, which has provided detailed information on the exact trees to be removed, including their quality, useful life expectancy, and the number of replacement trees required in line with the Bristol Tree Replacement Standards.

The proposed mitigation is to plant 13 new trees on the park and ride site and ensure the three trees that are being temporarily removed are put back on the central reservation.

The delivery of these improvements will be subject to approval of a Business Case.

#### **4. Light touch consultation**

As the proposals are for the bus entrance to the park and ride it was felt that a light touch consultation was appropriate. This approach included:

- Contacting local groups and key stakeholders
- Providing one virtual stakeholder workshops via Teams which involved a short presentation about the project and what we are trying to achieve, followed by a discussion about the proposal. The date was:
  - Wednesday 18 January – 6pm to 7.30pm
- On site event at the Park & Ride on Wednesday 25 January 2023 from 8am to 9.30am to talk to bus users
- Letter drops to local properties

The light touch consultation started Monday 9 January and finished on Sunday 5 February 2023.

The letter drop was to 674 local properties in the vicinity of the bus entrance. The letter detailed the reasoning for the proposal and outlined them in a written format and was accompanied by a plan which showed the proposals in a visual way. People were asked to comment or ask questions and could contact the team by email at [transport.engagement@bristol.gov.uk](mailto:transport.engagement@bristol.gov.uk), by phone 0117 9036449 or by writing to Portway bus entrance, Transport Engagement, PO BOX 3399, 100 Temple Street, Bristol, BS1 9NE.

#### **5. Results**

##### **5.1 Stakeholder engagement**

The team identified key stakeholders who were contacted via email at the launch of the consultation asking for their thoughts and comments. The key stakeholders list includes:

- local ward members and local MP Darren Jones,
- emergency service providers,
- transport providers such as First bus, Stagecoach, GWR, taxi forum
- campaign groups such as Bristol Walking Alliance, Bristol Cycle Campaign, Bristol Tree Forum
- accessibility groups such as Bristol Disability Equality Forum and WECIL
- local groups such as SevernNet

These groups were also invited to the virtual stakeholder session.

##### **5.2 Stakeholder session**

The stakeholder session was held on Wednesday 18 January at 6pm. There were six attendees who ranged from the local ward member and a representative from the local MP's office to local transport groups who represented walking, cycling and accessibility.

The session began with a 14 page presentation on the project which covered:

- background to the project,

- location of the P&R,
- current junction layout
- proposal of new layout
- benefits and why we are proposing this
- areas of sensitivity
- next steps

The meeting was then opened for a question and answer session and to allow each stakeholder to make comments. The main themes of the session included questions about traffic signals and how these affect the ability for people and cyclists to cross the roads and what impact that will have on the buses and traffic.

Questions were also asked about the funding of the project and stakeholders wanted to know how this linked with the mobility hub, the new railway station and the YTL arena development. Other comments were made about the trees and the facilities at the park & ride and whether there was scope to improve them. Below is a summary of the questions and answered recorded at the meeting:

#### Question and Answer session

Each stakeholder was given the opportunity to make comments and ask questions and below is a summary of questions and responses:

Q1 Is it the case that buses coming into P&R from city centre will be light controlled?

A1 Buses travelling inbound from Bristol will be light controlled as they enter the site.

Q2 Are there going to be light for pedestrians and cyclists at this junction?

A2. Yes, there is a light controlled crossing to help pedestrians and cyclists to cross the mouth of the junction to avoid conflict

Q3. Will the default for the lights be a green stage for pedestrians and cyclists?

A3. Apologies there was a mistake in the answer given at the stakeholder session. Upon further investigation of the signal phasing diagram the default traffic signal phase is for both lanes on the A4 Portway to be on green, this includes the indicative green arrow for right turning buses into the site. Due to the indicative green arrow for right turning buses in this phase it is not possible to keep the pedestrian crossing on the 'green man' continuously as this would lead to a conflict between those crossing and buses turning into the site. We are still making final amendments to the traffic signal phasing and if it is still not possible to run a continuous green man at the pedestrian crossing across the bus entrance / exit, it should be possible to engineer the traffic signals to ensure that pedestrians are not waiting long to cross.

Q4. Looking at the pedestrian crossing on the Portway itself, have you considered how people using scooter and ebikes provided by the new mobility hub will integrate with pedestrians crossing from the Grove Leaze direction?

A4. People can cross the Portway from Grove Leaze to the P&R site and vice versa using the signal controlled crossing which is split into two sections to cross the carriageways. The crossing is a shared facility for all users.

Q5. Has a straight crossing without a staggered leg been considered as this break in the crossing feels as though there is potential for conflict between users using the crossing?

A5. Yes it was considered but is not possible due to mature trees and due to proximity of the junction with Grove Leaze.

Q6. Is the YTL arena development contributing to this project?

A6. This project is funded through the City Region Sustainable Transport Settlement

Q7. How much travel disruption might be expected during construction? And are you keeping two way traffic movements?

A7. To achieve the two way traffic during construction period are exploring options that may turn central reservation into a running lane for traffic which will allow us to keep safe space for contractors. We have been working with Bristol City Council's Network Management Team and National Highways and are keen to avoid travel disruption and avoid 3 way lights.

Q8. Will there be any new additional secure bike parking and e scooter charging points in P&R?

A8. We will put you in touch with the Project Manager of the Mobility Hubs at WECA who can comment further on that point.

Q9. How wide is the shared use path on the Portway?

A9. It varies in width but not sure of the exact width.

Q10. Trees and leaves are an issue on Portway and can create a barrier for people with limited mobility. If I got off at the P&R, can I walk / push back up to the shared use pathway?

A10. Yes, this section is just not on the map to ensure the focus is on the new infrastructure proposed.

Q11. With new facilities at the P&R which includes a new train station. Will there be an increase to toilet facilities?

A11. We would need to confirm that with WECA colleagues

Q12. Will there be a covered walkway from the train station to the bus stop?

A12. That is something the project team can take away and consider.

Q13. Looks great for buses, very bus centric. Wondered if the whole corridor had been shelved due to costs?

A13. No, just fast tracking this element of the project



Q14. Much wider pavements are needed for people to use. Trees are constraining the width of the path. Never seen a queue in bus lane westbound, could that space be used to widen path?

A14. This is something that could be looked at but would be unlikely due to catering for bus movements.

Q15. Need better signage as there is a great shared use path but need better signs. Could finger posts be installed to point people to the route for Shirehampton Village etc?

A15. Way finding will be picked up as part of the car park expansion and will be improved.

Q16. Shared use signs are needed if keeping cyclists on the pavement

A16. Noted.

Q17. Better not to have shared infrastructure. Did notice an error on the map. Should there be tactile paving on the crossing on the mouth of the junction?

A17. Yes that is an omission on the drawing.

Q18. How much busier will the P&R be if there are all these buses going north and south? Is the bus stop going to be big enough? How many buses can you fit into the bus stop section?

A.18 Shuttle buses for the arena will run continuously so no risk of queues of buses. Also, in the evening so risk of clashing with normal buses is low. Currently modelling based on one bus every 10 to 15 mins from both directions.

Q19. If you have lots of buses unloading, do you have a raised kerb and shelters to cope with this demand?

A19. We have a longer bus stop there now and any expansion will be subject to review as part of wider corridor project.

Q20. If people would like to comment on the tree discussions where we sometimes must compromise on good infrastructure because of the positioning of existing trees that would be encouraged?

A20. Stakeholders can contact the team directly with any specific comments.

### **5.3 Stakeholder feedback**

We had responses from the following stakeholders:

#### **SevernNet**

Great to see the P&R entrance progress and hope the whole corridor can benefit from a significant upgrade for active travel. It seems the buses flow freely westbound and the weakness especially in terms of safety is with active travel.

Could the signal controlled crossing across the P&R entrance remain on green for active travel users? Cyclists typically use the 'shared use' pavement so would like to see the focus on the shared use path being improved, shared use signs and width increased.

Could include a few fingerposts with wayfinding e.g. West for Avonmouth, Lawrence Weston, Pill, NCN41 and across Portway for Shirehampton on foot etc. Shared use signage is missing identifying the pavement as shared use.

#### BWA (Bristol Walking Alliance)

Bristol Walking Alliance commented on the crossing points and asked about a continual green man for pedestrians and cyclists. However, this is not possible due to the indicative green arrow for right turning buses in this phase so the pedestrian crossing cannot be on the 'green man' continuously as this would lead to a conflict between those crossing and buses turning into the site.

BWA commented that if pedestrians can only cross the mouth of the site when both lanes of the Portway are halted, it will inevitably lead to unnecessary delay for pedestrians and cyclists, encouraging them to cross on red. They wanted the team to see if it is possible for entering buses to be separately signalled so that the pedestrian crossing is green by default and only turns red when a bus is approaching.

#### Bristol Tree Forum

The Bristol Tree Forum were sent the details about the trees that are proposed to be removed. There was a query about 3 specific trees which has been addressed and they also asked for the project to be submitted as a planning application. However, the project is deliverable under permitted development.

#### Avonmouth Planning Group

This group would like the project to consider improvements to the safe walking entrance for pedestrians coming from Avonmouth and the lower end of Shirehampton. As the layout now means anyone walking from this area and entering via either Victoria Rd or The Portway have to walk on the road that vehicles use to either enter or exit the site.

They also ask that the running times of the 902 be looked at and encourage that the last bus back should leave the centre of Bristol by 11pm or 1115pm to enable and encourage theatre goers to use the service, thus also preventing pollution in central Bristol. This is out of the scope of this consultation but has been noted as part of the wider strategic corridor work.

## **6. Public Results**

### **6.1 On Site session**

The project team ran a drop in session at Portway Park & Ride which was aimed at public transport users. The team carried out a walk around of the site and spoke to passengers waiting to board the bus. The main comments were very positive and people who regularly use the service were happy to hear about the plans to improve the bus exit and the possibility to expand in the future. They also referred to the punctuality of the existing bus service and would like the service to run later.

## **6.2 Public feedback**

There were 647 letters sent out to local people asking for any comments or concerns. The team did not receive any feedback from the letters except for one phone call asking about the bus services at the site.

# Portway P&R Risk Register

## Negative Risks that offer a threat to Portway P&R Bus Access and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Risk Owner	Key Mitigations	Current Risk Level			Monetary Impact of Risk
								Likelihood	Impact	Risk Rating	£k
R001	Uncertain future economic conditions may result in an increase to the cost of, labour, raw materials, and supplies. Uncertain market conditions may dictate the demand for materials, labour, and supplies which could result in long lead-in times and programme delays	Inflation, global events, supply and demand	Potential for increased cost of materials and delays to secure them	Open	Construction	BCC PM	Through the tender process, ensure that all parties that have submitted a bid are able to resource and supply the work in the given timescales. RPI increase to be accounted for within the economic and financial cases of the business case, contingency derived from a QRA to be placed on construction costs	2	3	6	<£250k

R002	Tender returns are higher than cost estimate based on B.o.Q	Price of materials rising, higher level of inflation	Cost of works higher than estimated	Open	Tender	BCC PM	Cost estimate has been based on average sum of three contractors on the Highways Framework using Bill of Quantities. Inflationary amount has been included in the cost estimate to account for any uplift between cost estimate production and the construction start date. Contingency sum added in the QRA for tender returns to be higher than estimated.	2	4	8	<£500k
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<p><b>R003</b></p>	<p>Delays in securing of funding could delay the construction programme</p>	<p>Failure to agree on project finances</p>	<p>Delay to the commencement of the construction programme which could see cost estimate increase</p>	<p>Open</p>	<p>Finance</p>	<p>BCC PM to brief the BCC chief financial officer in advance of capital investment board to ensure smooth passing through CIB gateway. Business case demonstrates that the project would meet the Department for Transport 'high' value for money category which meets the WECA Grant Assurance Guidance</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>&lt;£50k</p>
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<p><b>R004</b></p>	<p>Project cannot secure assigned funding through the WECA Grant Assurance &amp; Business Case process.</p>	<p>This could be for reasons including lack of suitability with the DfT's TAG / WECA's Grant Assurance guidance on appraisal, or the project is not transformational enough to realise clear benefits at BCR ratio of 2:1</p>	<p>Construction works would not be funded</p>	<p>Open</p>	<p>Financial</p>	<p>BCC PM                      The DfT's TAG and WECA's guidance on appraisal is not within the controls of the project. To ensure the project is consistent with these conditions the project team produced an OAR and ASR, which were submitted to WECA Grant Assurance prior to the submission of the final FBC. The appraisal methodology was accepted by Grant</p>	<p>2</p>	<p>3</p>	<p><b>6</b></p>	<p>Scheme would not be funded</p>
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<p><b>R005</b></p>	<p>Chosen contractors delivery programme longer than anticipated once commissioned</p>	<p>Supplies issues, low resource levels, lack of capacity to take on the works</p>	<p>Construction programme longer than anticipated, which has consequent impacts on the park and ride users due to longer period of closure</p>	<p>Open</p>	<p>Tender</p>	<p>BCC Engineering Design</p>	<p>BCC EngDesign to refine the programme based on detailed design outputs. Desired programme to be transparent in the tender documents. Time contingency allowed at the end of the programme for overrun.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>&lt;£10k</p>
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<p><b>R006</b></p>	<p>A cable strike may occur during the construction phase. The impact of this risk would be on the programme as a delay to the works would be in place until Health and Safety had cleared the site. Depending on the severity of the cable strike there may also be an impact on cost to repair the cable</p>	<p>Utilities that did not show up on the utility searches, inaccurate utility mapping</p>	<p>Delay to the construction programme</p>	<p>Open</p>	<p>construction</p>	<p>BCC Engineering Design  Prior to the construction the BCC PM will work with the BCC Engineering Team to arrange the relevant utility searches up to C5's. Trial pits have been completed at the site as part of the utility search process, and further trial pits will be completed at the beginning of the construction phase. BCC Highways Electrical Asset Team have</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>&lt;£50k</p>
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<p><b>R007</b></p>	<p>The construction methodology may require the closure of the bus access junction into the Portway Park and Ride site. This will impact on the performance of the park and ride site for the duration of the works as the bus stop and passengers will have to be moved to a temporary location.</p>	<p>Space, topographical constraints and the strategic nature of the A4 Portway means that the Portway P&amp;R Bus Junction will have to close for up to 6 months to construct the improvements</p>	<p>Quality of the Park and Ride Service diminished over the 6 month construction period</p>	<p>Open</p>	<p>Construction</p>	<p>BCC PM          WORK WITH BCC design team to understand whether there are alternative options to the construction methodology. BCC design team to provide further information about construction phasing, and the task durations within the construction. Early engagement to be held with WECA Bus Services team and Stagecoach Temporary</p>	<p>5</p>	<p>2</p>	<p><b>10</b></p>	<p>&lt;£50k</p>
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<p><b>R008</b></p>	<p>Chosen contractor unable to fulfil the contract either .</p>	<p>through lack of resource, supplies, refusing works, or goes bust during the term of the contract</p>	<p>This could impact on the programme in having to mobilise the second place bidder on the contract, delay to the programme could incur cost implications. The second place bid on the tender may be more expensive than the first choice contractor</p>	<p>Open</p>	<p>Tender / Construction</p>	<p>BCC PM          WORK WITH BCC Design team to prepare the contracts before they are released for tender. BCC PM and BCC EngDes to ensure sufficient details on the project are contained in the procurement package so that potential bidders understand the requirements of the project. Each bid submitted will be subjected to</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>&lt;£50k</p>
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<p><b>R009</b></p>	<p>The severity of Covid-19 (or other nationally significant event) could increase which may result in additional restrictions and/or reduced resources that may cause impact to the delivery of the project</p>	<p>Globally significant events such as COVID or other nationally / internationally significant event</p>	<p>This could impact on the project programme, and or cost, if different working practices need to be adopted</p>	<p>Open</p>	<p>Programme</p>	<p>BCC PM Early contractor engagement to ensure early programming. Remote work practices have become more established and consequently more efficient. BCC contractor framework requires contractors to increase safety within their working environments - engagement with contractors has assured that covid</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>&lt;£50k</p>
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<p><b>R010</b></p>	<p>Delays in the availability of the highway for street-works due to new network management arrangements and highway bookings. Other utilities may have made their reservations first.</p>	<p>Late submission of permits to work on road space</p>	<p>Delay to the construction programme</p>	<p>Open</p>	<p>Construction</p>	<p>Need early programme of works and book in as soon as possible. Allow some time contingency in programme for delays. Provisional Advanced Authorisation "PAA" Street works permit to be submitted now to pencil in the works</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>&lt;£10k</p>
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<p><b>R011</b></p>	<p>Street lighting and / or traffic signal costs escalate due to global material shortages creating instability in pricing. Pricing has been driven up. There is a risk to the cost of the works and potentially the programme if additional time is required during the tender processes to find cost effective alternative suppliers</p>	<p>Global price of supplies increase</p>	<p>Possible cost increase to the project</p>	<p>Open</p>	<p>Construction</p>	<p>Detailed design will provide a cost, in order to mitigate an appropriate financial contingency will be added. Ongoing engagement with BCC lighting team and Traffic signals for early indication of cost and supply issues. These costs will then be refined as the detail of the design progresses. There is an element of acceptance that the cost of</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>&lt;£50k</p>
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<p><b>R012</b></p>	<p>Inadequate Traffic Management during the construction process could lead to reduced road safety, increased highway user complaints, need to implement additional Temporary Traffic Management measures. Risk of officer time being taken up by complaints, and increased cost of TTM</p>	<p>Traffic Management infrastructure scheduled not adequate enough for the strategic nature of the road</p>	<p>Programme delays to re-work the Traffic Management schedule and potential cost increases</p>	<p>Open</p>	<p>Construction</p>	<p>BCC Engineering Design          BCC Engineers to hold conversations with internal BCC network management officers to agree acceptable TTM prior to tender process going live. BCC PM to liaise with BCC Eng Design (or design team if other) to ensure adequate TTM plans have been included as part of the tender, and that TTM plans adhere to relevant</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>&lt;£10k</p>
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# Equality Impact Assessment [version 2.9]



Title: Portway Park and Ride Bus Access Improvements	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [Project]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Toby Clayton
Service Area: City Transport	Lead Officer role: Senior Public Transport Officer

## Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](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 proposed project will deliver infrastructure changes to the Portway P&R site that allow bus services to access and egress the site from the north and west, as currently the site can only accommodate for buses travelling to and from the city centre (east)

The aim is set to be achieved through the following strategic objectives

1. Contribute to improving public transport journey times, punctuality, and reliability of along the corridor by delivering enhanced access to/from Portway P&R site
2. Deliver a Park and Ride facility that has the capacity to accommodate event shuttle buses for the YTL Arena in time for the Arena opening in 2025/2026
3. Safeguard the possibility of running new or additional services from the Portway Park Ride site northbound to serve Avonmouth, Weston Super Mare, Portbury, Portishead, Severnside, South Gloucestershire, North Somerset, South Wales etc
4. Contribute to the increase in the proportion of trips that are made by bus
5. Contribute to the reduction of levels in air pollution and CO2 emissions through mode shift from private car to public transport

The measures proposed as part of this project will contribute to meeting the regional objectives of driving growth and productivity through infrastructure investment, levelling up services towards the standards of the best, and decarbonisation of transport, especially promoting modal shift from cars to public transport, walking and cycling.



The measures to be implemented as part of the project are needed on a local level to contribute to the modal shift away from the private car, to ensure geographical and physical connectivity of communities, to provide infrastructure to support the occupancy growth in the recovery of the Covid pandemic, and passenger growth following the implementation of the Clean Air Zone, to reduce general traffic levels, congestion, and pollution, and to safeguard bus infrastructure and services for any increase in congestion and their capacity for increased demand. The gravity behind these reasons is enhanced by the need to become carbon neutral by 2030.

The proposal to make improvement to the bus access will also contribute to the creation of a mobility hub at the Portway Park and Ride site, whereby users are able to access multiple modes of transport. The proposals would complement the opening of the new rail station, and expansion of the site's car park.

The key action we are proposing to take includes making infrastructure changes to the current layout of the bus junction, so that a bus can make the left turn out of the site and the right turn into the site. The proposals also include a straight across crossing at the bus entrance. In addition to this key action, the project will also look to improve the walking and cycling environment near the site through the implementation of walking and cycling wayfinding signs to local destinations.

## 1.2 Who will the proposal have the potential to affect?

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

## 1.3 Will the proposal have an equality impact?

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

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

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

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

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

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

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

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

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

<b>Data / Evidence Source</b> [Include a reference where known]	<b>Summary of what this tells us</b>
<p><a href="#">Open Data Bristol – Ward Statistical Profiles</a></p> <p><a href="#">Microsoft Power BI</a></p>	<ul style="list-style-type: none"> <li>• Total ward population for Avonmouth and Lawrence Weston (22,177)</li> <li>• 20.7% (or 4,593) of the population of Avonmouth and Lawrence Weston are under the age of 15</li> <li>• 15.6% (or 3,452) of the population of Avonmouth and Lawrence Weston are over the age of 65</li> <li>• Crime rates are lower than the Bristol average (113.8 per 1000) in Avonmouth and Lawrence Weston (104.2 per 1000)</li> <li>• Avonmouth and Lawrence Weston has a significantly lower percentage of people from Black, Asian and Minority Ethnic background (10%), when compared to the city average (18.9%)</li> <li>• Avonmouth and Lawrence Weston have a lower percentage of households with no access to a car or van (23.3%) when compared to the city average (26.2%)</li> <li>• Avonmouth and Lawrence Weston have two neighbourhoods in the top 5% most deprived areas within England</li> <li>• There are a higher number of people within Avonmouth and Lawrence Weston who provide unpaid care at 9.4% when compared to the City average of 7.6%</li> <li>• 58.4% of the Avonmouth and Lawrence Weston population believe that traffic congestion is a problem locally.</li> <li>• 26.2% of the Avonmouth and Lawrence Weston population ride a bicycle at least once a week which is higher than the Bristol average of 25.1%</li> <li>• 40.7% of the Avonmouth and Lawrence Weston population are satisfied with the local bus service</li> <li>• 64.3% of the Avonmouth and Lawrence Weston believe that air quality and traffic is a problem locally</li> </ul>
<p><a href="#">Bristol Quality of Life Survey 2021-2022 results</a></p> <p><a href="#">Microsoft Power BI</a></p>	<ul style="list-style-type: none"> <li>• 49.8% of the Avonmouth and Lawrence Weston population either drive their car or van to work which is significantly higher than the Bristol average of 33.1%</li> <li>• Only 6.8% of the Avonmouth and Lawrence Weston population take the bus, minibus, or coach to work.</li> <li>• Only 4.6% of the Avonmouth and Lawrence Weston population cycle to work compared to the Bristol average of 5.2%</li> <li>• Only 50.7% of the Avonmouth and Lawrence Weston population feel safe outdoors after dark which is lower than the Bristol average of 57.5%</li> <li>• 7.6% of the Avonmouth and Lawrence Weston have been a victim of crime over the past 12 months</li> <li>• 6.8% of the Avonmouth and Lawrence Weston population said that fear of crime prevents them from leaving their home when they want to which is lower than the Bristol average (9.3%)</li> <li>• 78.3% of the Avonmouth and Lawrence Weston population are in good health which is lower than the Bristol average of 83.1%</li> </ul>

	<ul style="list-style-type: none"> <li>• Avonmouth and Lawrence Weston have a higher population of people that are considered to be overweight or obese at 56% when compared to the Bristol average of 47.5%</li> <li>• Avonmouth and Lawrence Weston has a higher percentage of people that have a health condition or illness that limits their day to day activities a lot at 12.5%, when compared to the city average of 8.8%</li> <li>• 3.6% of the Avonmouth and Lawrence Weston population believe that air pollution prevents them from leaving their house when they want to</li> <li>• 21.9% of the Avonmouth and Lawrence Weston population have said that they have changed the way in which they travel around Bristol due to climate change concerns which is lower than the Bristol average of 32.9%</li> <li>• A higher percentage of people in Avonmouth and Lawrence Weston (64.8%) believe air quality and traffic pollution is a problem locally, when compared to the city average (70.1%)</li> <li>• The percentage of people who were victim of racial discrimination or harassment in the last year in Avonmouth and Lawrence Weston was 3.3% which is lower than the Bristol average of 5.3%</li> <li>• Avonmouth and Lawrence Weston has a significantly higher percentage of people (11.3%) with no formal qualification when compared to the city average (7.2%)</li> <li>• 23.3% of the Avonmouth and Lawrence Weston population said that lack of transport options prevents them from leaving their home when they want to</li> <li>• 12% of the Avonmouth and Lawrence Weston population take the bus to work</li> </ul>
<p><u>Open Data Bristol – Deprivation in Bristol 2019 (LSOA11)</u></p> <p><a href="#">Deprivation in Bristol 2019 (LSOA11) – Open Data Bristol</a></p> <p><a href="#">Microsoft Power BI</a></p>	<ul style="list-style-type: none"> <li>• There are seven neighbourhoods in Avonmouth and Lawrence Weston that are among the 20% most deprived areas in the country, two of these neighbourhoods are among the 5% most deprived areas.</li> </ul>
<p><u>YouGov / BBC National Survey 2022</u></p>	<ul style="list-style-type: none"> <li>• 45% women feel unsafe on public transport alone at night (32% when with somebody else).</li> <li>• Even in the daytime 17% of women feel unsafe on public transport</li> <li>• 38% of women feel unsafe getting a taxi/ride-share by themselves</li> <li>• 32% of women experienced unwanted attention or sexual harassment on public transport</li> <li>• 24% of women experienced unwanted attention or sexual harassment getting a taxi/ride-share by themselves</li> </ul>
<p><u>Other sources of information</u></p>	<ul style="list-style-type: none"> <li>• 2011 Census Profiles - <a href="#">Census 2011 - bristol.gov.uk</a></li> <li>• FS13 Future of Transport – Equalities and access to opportunity, FS13 Rapid Evidence Review, Department for Transport 2020</li> <li>• Access to transport and life opportunities, NatCen, 2019</li> <li>• Indices of Multiple Deprivation - <a href="#">Deprivation - bristol.gov.uk</a></li> </ul>

	<ul style="list-style-type: none"> <li>• Crime – Offence Rates 2020/21 (Police), Youth Offending Team Data (BCC) and, Quality of Life Survey Data 2020/21 (All this information comes together in ward profiles)</li> </ul>
<b>Additional comments:</b>	

**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.

We know there are gaps in local diversity data, especially where this is has not historically been included in statutory reporting.

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

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

An early engagement exercise was conducted with members of the public and local stakeholders for the wider A4 Portway Strategic Corridor proposals in the Summer of 2022. As part of this engagement activity, people were asked about the Portway Park and Ride, and specifically whether if the bus could access and egress the site travelling in both directions would encourage greater use of the bus – to which 31% said 'Yes' and 22% were 'Not Sure' and 47% said 'No'

Another period of public consultation was held on the Park and Ride bus access improvements in January 2023, specifically on the preferred design option. During this period, the designs were sent to residents with a letter explaining the details and rationale of the work. Virtual sessions were also held with transport stakeholders to inform them of the proposals.

The proposals have been subjected to review from local bus operating companies, who support the proposed improvements.

The proposed improvements have also been subjected to consultation and review by internal BCC specialist teams as part of the Quality Assurance process, and key decision makers.

## 2.5 How will engagement with stakeholders continue?

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

The proposals will be subject to one more round of consultation, this will be the statutory consultation as part of the TRO process. This is programmed for Autumn 2023.

The project team will continue to work with partners of Bristol City Council, including the West of England Combined Authority, and bus operators as the designs develop.

## 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 impacts specific to the proposal, we are aware of existing issues for local citizens based on their characteristics, available to Bristol City Council through data held, which we will seek to address and mitigate where possible through project design and delivery.

Some localised impacts that were raised by stakeholder groups through the consultation period included the desire for pedestrian areas to be widened to benefit those with limited mobility, this comment has since been considered by the design team and actioned in some areas of the proposals, concerns raised about the maintenance of the shared use path and the impact of poor maintenance on those with limited mobility.

Information presented against each of the protected characteristics below has been derived from the following documents:

Transport and inequality: An evidence review for the Department for Transport, NatCen, 2019: [Transport and inequality \(publishing.service.gov.uk\)](#)

Access to transport and life opportunities, NatCen, 2019: [Access to Transport and Life Opportunities \(publishing.service.gov.uk\)](#)

FS13 Future of Transport – Equalities and access to opportunity, FS13 Rapid Evidence Review, Department for Transport, 2020: [FS13: Future of Transport - Equalities and access to opportunity - rapid evidence review \(publishing.service.gov.uk\)](#)

Equality and Human Rights Commission, Being Disabled in Britain, 2017: [Being disabled in Britain: a journey less equal | Equality and Human Rights Commission \(equalityhumanrights.com\)](#)

Pew Research Centre, religion and Living Arrangements Around the World, 2019: [Religion and household makeup around the world | Pew Research Center](#)

#### PROTECTED CHARACTERISTICS

<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	The cost of owning and running a car is high, younger people may be less likely to be able to afford these costs, therefore they are more reliant on public transport. Adults under the age of 30 have more limited car access than other age groups but make greater use of buses, trains, and bicycles. <a href="#">Transport and inequality (publishing.service.gov.uk)</a>
Mitigations:	Making improvements to the accessibility, availability, and reliability of buses will be of benefit to younger people as they utilise buses to access employment education, training, and activities. The minor improvements we are making to crossing facilities, at the junction, and the inclusion of wayfinding near the site will help contribute to the uptake in walking and cycling.
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Older people (70+) have more limited access to cars and a lower car use than adults aged 30-69. ( <a href="#">Access to Transport and Life Opportunities (publishing.service.gov.uk)</a> ) Older people are more likely to have a disability or long-term health problem which could affect their ability to use transport (inclusive of mobility impairments, hearing impairments, and cognitive impairments). Some older people will require public transport staff to assist them when boarding/disembarking. Some older people may struggle with finding accurate and up to date pre-travel information, including timetables, accessible infrastructure, and information about ticketing. For example older people in Bristol may be less likely to be comfortable using digital services than average (Quality of Life Survey) and may not use digital tools associated with public transport, such as the iPoints, touch screen ticket machines, smartphones (for travel planning). (69% in older people vs. 82% in younger people). Ageing is linked with a reduction in car usage. This is because of worsening physical conditions, increased stresses of driving, car costs, and a reduced need to drive. ( <a href="#">FS13: Future of Transport - Equalities and access to opportunity - rapid evidence review (publishing.service.gov.uk)</a> )
Mitigations:	Maintaining and improving the accessibility and availability of public transport is essential for this demographic, in doing so it will enhance the opportunities for older people to remain connected and maintain their independence.
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Those with mobility impairments have more limited car access and lower car use than those without mobility impairments. Many Disabled people are reliant on the use of public transport despite experiencing a range of additional barriers and challenges when doing so. Around 60% of Disabled people have no access to a car and use the bus around 20% more than their non-Disabled counterparts. For wheelchair users obstructions such as bins or advertising boards can make the pedestrian environment particularly challenging. ( <a href="#">Being disabled in Britain: a journey less equal   Equality and Human Rights Commission (equalityhumanrights.com)</a> )
Mitigations:	Measures will look to improve the trip chain (route in which people take to get to bus stops), to ensure it is accessible to all users, such as the widening of footway areas near the junction. The long-term use of the public transport options facilitated at the Portway Park and Ride will help to improve the health of people who suffer from a respiratory illness and contribute toward improving air quality in Bristol.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Experiences of public transport are different depending on Sex. It has been found that women are less likely to take longer journeys, they are less likely to travel at night or on weekends due to perception of safety. Lack of perceived safety is due to a number of factors including reduced frequency, longer wait times, no or poor CCTV, and no real time information. Inadequate public transport creates barriers for women accessing employment and educational opportunities.



	Younger men between the ages of 16-19 are more likely to be victims of crime on the public transport network compared to men of all other age groups. ( <a href="#">FS13: Future of Transport - Equalities and access to opportunity - rapid evidence review (publishing.service.gov.uk)</a> )
Mitigations:	Improving the punctuality, reliability, and journey times of buses will be beneficial in providing a better network for multiple journeys in a day. The Portway Park and Ride improvements should contribute to reducing barriers for women when access employment and education opportunities. Providing an integrated transport network will help make journeys more reliable and enable women to undertake a better-connected journey. Improving safety on the bus and around the stops is also an important consideration for younger men.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Low level of perceived safety on public transport or while waiting for public transport.
Mitigations:	The improvement to bus infrastructure to ensure the reliability of buses can help to improve the perception of safety, as passengers can be more reassured that the bus will show up on time
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Public transport plays an important role in the social inclusion of many parents with young children. Parent with young children have been identified as vulnerable to social isolation. Exposure to poor air quality and pollutants can also affect the foetal development and cause low birth weights, premature births, stillbirths and miscarriages. ( <a href="#">FS13: Future of Transport - Equalities and access to opportunity - rapid evidence review (publishing.service.gov.uk)</a> )
Mitigations:	The measures to be implemented as part of the Park and Ride bus access improvements will help to facilitate access to public transport and will be a benefit to this protected characteristic group as it will reduce the likelihood of social exclusion and it will improve connectivity. The improvements being proposed to the walking and cycling infrastructure could contribute to the uptake of active travel modes as part of a wider integrated sustainable travel network. The project will conform to the citywide ambition of pollution reduction and carbon neutrality, consequently reducing the impact of poor air quality on this demographic.
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Safety when using public transport is currently a concern for Trans people.
Mitigations:	The Portway Park and Ride proposals aim to ensure the reliability of buses which can help to improve the perception of safety for passengers at bus stops, if they can be reassured that their bus will show up on time
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	People from a Black or minoritised ethnic background are less likely to have access to a private vehicle (Lack of access to a vehicle is 41% for Black people, 30% for mixed ethnicity, and 21% for Asian - <a href="#">FS13: Future of Transport - Equalities and access to opportunity - rapid evidence review (publishing.service.gov.uk)</a> ) and make greater use of public transport ( <a href="#">Access to Transport and Life Opportunities (publishing.service.gov.uk)</a> ) and live in densely populated areas increasing their exposure to air pollution ( <a href="#">FS13: Future of Transport - Equalities and access to opportunity - rapid evidence review (publishing.service.gov.uk)</a> ). Black and Asian adults are less likely to participate in active travel, especially cycling. Some people from a Black, Asian and minority Ethnic background may fear racially motivated hate incidents when using public transport, thus potentially causing a barrier to the public transport network ( <a href="#">FS13: Future of Transport - Equalities and access to opportunity - rapid evidence review (publishing.service.gov.uk)</a> ). Higher level air pollution exposure is linked to the high proportion of Black, Asian and minority ethnic communities living in densely populated urban areas where air pollution is highest.
Mitigations:	There is a higher reliance on public transport among some Black and minoritised ethnic communities to access employment and opportunities, by improving routes such as the Portway, connectivity to employment, education, and opportunities will be improved.

	<p>The provision of access to transport can help in reducing the exclusion of people from activities, services, and opportunities.</p> <p>The bus network and operational hours can affect the type of employment available to those who are reliant on it for travel.</p> <p>Ensuring the accessibility to affordable and sustainable modes of transport, such as the bus can be beneficial in improving air quality in densely populated areas – if bus journey times can be improved operators may be able to lower the price of tickets as the committed number of bus vehicles on that route can be reduced</p>
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<p>Safety and the perception of safety is particularly important for a number of groups when using the pedestrian environment and public transport. This is inclusive of people from particular religions or faith communities.</p> <p>The geographical distribution of faith schools means that younger people at these schools may have to travel further distances to access a particular school.</p> <p>. Some religious groups tend to have a higher number of children and multi-generational households (<a href="#">Religion and household makeup around the world   Pew Research Center</a>). Travel barriers to larger families include, cost, journey planning and ease.</p>
Mitigations:	The Portway Park and Ride proposals aim to ensure the reliability of buses which can help to improve the perception of safety for passengers at bus stops, if they can be reassured that their bus will show up on time.
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	There is no evidence to suggest that this protected characteristic group might experience transport in a different way.
Mitigations:	N/A
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<p>People with lower incomes have considerably limited car access but only slightly lower car use than people with higher incomes. People with lower incomes make more use of buses.</p> <p>Transport costs and affordability are central to the impact of transport on inequality – if people are not able to get access to a place, they may not be able to access employment, education and training that would improve their prospects.</p> <p>Improving the provision for cycling can have a positive impact on employment opportunities.</p> <p>People who depend more on the bus network tend to be lower paid, live in more deprived areas and are more likely to turn down jobs due to transport issues, than those on higher incomes.</p> <p>Access to work is greatly improved by more accessible and affordable public transport opportunities.</p> <p>Affordability of transport is a key barrier to transport use for those living on low-incomes 26.7% of people in the most deprived 10% of the Bristol population said that that the lack of transport options prevents them from leaving home when they want to (<a href="#">Microsoft Power BI</a>).</p> <p>People living in deprived neighbourhoods are significantly more likely to feel unsafe and believe that crime is a significant problem in the areas that they are living.</p> <p>Public transport has the potential to increase access to employment and education, in return creating economic prosperity – as long as the transport networks connect more deprived areas to centres of employment and education.</p>



Mitigations:	Improving the accessibility of buses will improve connectivity to education and training -which could have a positive impact on improving an individual's prospects. Ensuring there is public transport infrastructure in place within deprived areas could allow buses to serve said communities, which may result in a decline in transport-related employment issues. The provision of access to public transport interchanges will allow rail users to gain access to the wider, national rail network and city-wide bus network.
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Other groups</b> [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

<ul style="list-style-type: none"> <li>• Increasing the proportion of journeys made by public transport, walking and cycling will bring about improvements in air quality, particularly affecting those groups who live in densely populated areas.</li> <li>• It is hoped that the improvements included in this scheme will help encourage bus patronage and reduce the amount of people that use cars, consequently improving the air quality along the route. Better air quality will also benefit the health and wellbeing of residents local to the route.</li> <li>• Through potential walking and cycling infrastructure improvements, it is hoped that the scheme will encourage active travel and improve health and wellbeing.</li> <li>• Improving bus services, making them quicker, more efficient and broadening the network coverage will have beneficial impacts to all groups but particularly groups that are more reliant on buses as their primary mode of transport. This particularly applies to younger people, women, parents/carers with young families and Disabled people. A good network will enable all groups to access jobs, education and other services and opportunities.</li> <li>• Improving the physical accessibility to/from stops will particularly benefit Disabled people and parents/carers with young families.</li> </ul>
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## 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 is a potential for negative impacts to be experienced by car users as a result of proposals that develop as part of the proposals. The operation of the junction will be modified to accommodate longer periods for pedestrians / cyclists to cross the whole junction at the bus entrance exit, and a longer green time will be given to buses travelling towards the city from the site as the stop line at the exit is pushed further back into the site. The resulting impact of this means that the delay at the junction could be more than it is currently, however the junction can still operate at an acceptable capacity. The justification for this is that, giving priority to sustainable transport methods will help ensure the reliability and punctuality of bus services, low public transport journey times, improved air quality through a reduction in traffic, and improved health and wellbeing through the uptake in active travel methods.

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

- Shorter bus journey times, better bus punctuality, and reliability along the A4 Portway, A4 Hotwell Road, and A4 Anchor Road
- Improved connectivity to education, jobs, and other services by sustainable modes of transport
- Improved air quality – improved health
- Improved physical accessibility to the bus network
- Improved pedestrian and cycle links – improved benefits of active travel
- Potential for improved public realm and tree planting opportunities

### 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
Statutory consultation to inform residents and stakeholders of the changes coming into effect. Ensure that engagement and public consultation is accessible and inclusive to all groups.	Project team	Autumn 2023
Monitor local data that informs the proposal, update scheme and EqIA as necessary – all groups.	Project team	Ongoing
Work with Arcadis to develop the full business case	Project manager + Project manager support	May 2022 – June 2023
Continue engagement with the cabinet member for transport.	Project manager	Ongoing
Improve bus reliability, punctuality, and journey times through measures identified as part of this project	Scheme project manager	Ongoing
Improve the physical and geographical connectivity to communities in Avonmouth and Lawrence Weston and beyond	Scheme project manager	Ongoing
Update the EqIA after all key milestones in the project – relevant to all groups	Project Manager	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.

A monitoring and evaluation plan will be produced before the scheme is implemented so that it is ready to assess the benefits of the work. The plan will be considerate of issues set out in the Equalities Impact Assessment and the plan will help to inform updates to the Equalities Impact Assessment. There will be monitoring of general bus passenger usage, as well as more specific information from the Quality of Life Survey and the Transport Focus Annual Bus Passenger Survey.

There will be ongoing engagement with the Public Transport Safety and Equalities Group, and the Disabled people and older people pavement and roads advisory group, to monitor the outcomes of the scheme.

### 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> 
Date: 31/5/2023	Date: 2.6.2023

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.2]

Title: Portway Park and Ride Bus Access Improvements	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [Project]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Toby Clayton
Service Area: City Transport	Lead Officer role: Senior Public Transport Officer and Project Manager for the Portway Park and Ride bus access improvements

## Step 1: What do we want to do?

The purpose of this Env. Impact Assessment is to help you develop your proposal in a way that is compliant with the council's policies and supports the council's strategic objectives under the One City Climate Strategy and One City Ecological Emergency Strategy. Under these strategies BCC has committed to achieving net zero carbon emissions from its direct activities by 2025, and for all emissions by 2030. It has also committed to ensuring that 30% of land within the city is managed for nature, to find ways to reduce and eliminate threats to wildlife and habitat, and to achieve biodiversity net gain.

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 Env. Impact Assessment. Please contact the Environmental Performance 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. Please use plain English, avoiding jargon and acronyms.

The aim of the project is "To create a new access and egress for bus services travelling to and from the North and the West of the Portway Park and Ride site that make public transport people's natural choice in mode of travel to enhance social, wellbeing, economic and environmental outcomes."

The Portway is the northwest section of the A4, a route linking Bristol to London. It connects Bristol City centre to Avonmouth, Portbury, Severnside, the M5, and communities in North Somerset, South Wales, South Gloucestershire, and beyond.

The A4 Portway has been identified as a high priority corridor with the ability to move a large amount of people from areas in northwest Bristol to the city centre in a short space of time. It is recognised as a high priority corridor in both WECA's Bus Infrastructure Programme and Phase 1 of the City Regional Sustainable Transport Settlement (CRSTS). The A4 Portway has been identified under Initiative B1 of WECA's Bus Service Improvement Plan (BSIP) as having significant potential to facilitate infrastructure that prioritises public transport over general traffic, as well as improving opportunities for other modes of sustainable transport.

At the northern end of the A4 Portway is the Portway Park and Ride site. The site currently facilitates Stagecoach West's service number 9 travelling from the Portway Park and Ride site to Brislington Park and Ride site via the City Centre and Temple Meads. At present the infrastructure at the bus junction is set up to facilitate bus services travelling to and from the east (city centre direction). This layout presents issues for future bus service development into Avonmouth, Severnside and the north, YTL Arena shuttles wishing to use the site when travelling to and from the YTL Arena along the M5, and rail replacement services.

To achieve the aim, the project has set out on meeting the following objectives

1. Improving the journey time, punctuality, and reliability of bus services along the corridor by delivering enhanced access to/from Portway P&R site

2. To deliver a P&R facility that has the capacity to accommodate event shuttle buses for the YTL Arena in time for the Arena opening in 2025/ 2026
3. Safeguard the possibility of running new or additional services from the Portway P&R site northbound to serve Avonmouth, Weston Super Mare, Portbury, Portishead, Severnside, South Gloucestershire, North Somerset, South Wales etc
4. Increase the proportion of trips that are made by bus
5. Reduce levels of air pollution and CO2 emissions through mode shift from private car to public transport

## 1.2 Will the proposal have an environmental impact?

*Could the proposal affect the environment now or in the future? If 'No' explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by the Environmental Performance 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 Environmental Performance Team.*

**Yes**       **No**      [please select]

The project should have a positive environmental impact in the future. It is anticipated that the outcomes of this project will encourage people to make greater use of sustainable transport modes, reducing reliance on the private car and subsequently reducing emissions and their impact on the environment and society.

## Step 2: How 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. See detailed guidance documents for advice on identifying potential impacts etc. Env. Impact Assessments (Env.IA) (sharepoint.com)*

### 2.1 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

*If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the decision pathway report alongside other key considerations.*

**Yes**       **No**       **Not applicable**      [please select]

*If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.*

The project is set to deliver measures that improve highway infrastructure. The project has been subjected to an optioneering process through the business case development, whereby the preferred option was selected based on an assessment of its performance against criteria derived from the objectives. Environmental factors, including impact on trees, has been fundamental in the optioneering process.

In order to access funding to carry out the works the preparation of a business case is required. During the appraisal of the scheme within the business case process, an Environmental Appraisal will be undertaken to understand the impacts (benefits and adverse) of the scheme on the built and natural environments, and people with reference to relevant legislation and in accordance with the DfT's Transport Appraisal Guidance.

### 2.2 Does the proposal create any benefits for the environment, or have any adverse impacts?

*Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [One City Climate and Ecological Emergency strategies](#).*

*Consider how the proposal creates environmental impacts in the following categories, both now and in the future. Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts where possible.*

*Mitigation actions are only required when there is a likely negative impact. Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 3.2 below. Remember that where mitigations are listed these are expected to be incorporated into the proposal and properly actioned.*

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

The outcomes of this project should encourage a shift in the use of transport modes whereby the number of trips being made on public transport, walking, and cycling increase, and the number of trips made in private vehicles reduce, consequently reducing the levels of emissions in the area. Reduction in levels of emissions will have knock on benefits to habitats and wildlife in the environmentally sensitive areas adjacent to the site.

<p><b>ENV1 Carbon neutral: Emission of climate changing gases</b>  <i>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030. Will the proposal lead to the emission of carbon dioxide, methane, or fluorinated gases in either the implementation and / or operation phase? Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the target dates.</i></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	<p>Once the scheme has been delivered it should lead to a reduction in vehicle emissions in the area, as more people are encouraged to make use of public transport, walking, and cycling.</p>
	<p><b>Enhancing actions</b></p>	<p>The outcomes of this project should be enhanced by the Bristol Clean Air Zone. The Clean Air Zone aims to discourage private vehicles that produce the most emissions from entering the city centre, it is anticipated that the owners of these vehicles may switch to public transport, walking, or cycling for trips into the Clean Air Zone.</p>
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less                      <input type="checkbox"/> 1 – 5 years                      <input checked="" type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>During the construction phase the contractors commissioned to complete the works may need to use vehicles that are reliant on traditional fuels, such as petrol and diesel. The use of these vehicles could increase levels of emissions around the construction areas.</p>
	<p><b>Mitigating actions</b></p>	<p>Construction Management Plan to be produced prior to construction phase that will outline the environmental controls for noise &amp; vibration, and air quality &amp; dust control.                      If available to the contractor, we may request that they use electric vehicles for some of the construction work.</p>
<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less                      <input checked="" type="checkbox"/> 1 – 5 years                      <input type="checkbox"/> 5+ years</p>		

<p><b>ENV2 Ecological recovery: Wildlife and habitats</b>  <i>Consider how your proposal will support increased space for nature, reduce the use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world. If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation will lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</i></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	<p>Reduced levels of emissions to be beneficial to the environmentally sensitive areas / wildlife rich areas adjacent to the site.</p>
	<p><b>Enhancing actions</b></p>	
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less                      <input type="checkbox"/> 1 – 5 years                      <input checked="" type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>Light, noise, dust pollution could cause adverse impacts during the construction stage.                       There are proposals to remove ten trees and some hedges at the Portway P&amp;R site to facilitate construction of a new bus access / egress.</p>
	<p><b>Mitigating actions</b></p>	<p>Construction Management Plan to be produced prior to construction phase that will outline the environmental controls for noise &amp; vibration, and air quality &amp; dust control, and light.                       The removal of the ten trees will be mitigated by planting replacement trees on site, in line with the Bristol Tree Replacement and BNG Standards. Ecologist to be present on site to supervise the removal of the trees and advise on meeting BNG requirements.</p>
<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less                      <input checked="" type="checkbox"/> 1 – 5 years                      <input type="checkbox"/> 5+ years</p>		

<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and waste</b></p> <p><i>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</i></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<b>Benefits</b>	
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	
<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p><b>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</b></p> <p><i>Bristol’s climate is already changing; even in a best-case scenario instances of extreme weather will increase in future. Consider how the proposal will perform during periods of extreme weather (heat and flooding). Consider if the proposal will lead to an increased risk to BCC assets during extreme weather and consider how the proposal will impact Bristol’s resilience to extreme weather as a whole.</i></p> <p><input type="checkbox"/> <b>No impact</b></p>	<b>Benefits</b>	The proposals that emerge as part of the project will not contradict the proposals of the emerging Avon Flood Strategy / Flood Defence proposals by BCC.
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	
<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p><b>Prevention of Pollution to air, water, or land</b></p> <p><i>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</i></p> <p><input type="checkbox"/> <b>No impact</b></p>	<b>Benefits</b>	The outcomes of the project should reduce the occurrence of air pollution by encouraging people to make use of sustainable transport modes as opposed to their private vehicles.
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	
<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

## Step 3: Actions and Measurement

### 3.1 How has this 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.

<b>Summary of positive impacts / opportunities to support the One City Climate and Ecological Strategies:</b>
<ul style="list-style-type: none"> <li>• Reduced vehicle emissions</li> <li>• Reduced volume of traffic – reduction in emissions, visual &amp; noise pollution</li> <li>• Improved quality of the highway – reduction in noise pollution</li> <li>• Increased uptake in sustainable travel methods</li> </ul>
<b>Summary of significant negative impacts and how they can be mitigated or justified:</b>
<ul style="list-style-type: none"> <li>• Removal of 10 trees and some hedges</li> <li>• Potential for increased noise, light and dust pollution during construction phase</li> <li>• Additional carbon emissions during the construction phase</li> </ul>

### 3.2 Action Plan

Use this section to set out any actions you have identified to improve data, enhance benefits, or mitigate impacts etc. This action plan should be updated at each stage of the project. Please be aware that the Environmental Performance Team may use this action plan as an audit checklist during the project's implementation or operation.

Improvement / action required	Responsible Officer	Timescale
Construction Management Plan to be produced before the construction period commences	Civils' contractor	June 2024
Monitoring and Evaluating the outcomes of the scheme against the project aims and objectives	BCC PM	Post-construction
Certified ecologist to be present on site for the removal of the trees	BCC PM	Post FBC sign off
Ensure that the impact of the lost trees and hedgerows are offset in line with Arboriculture Impact Assessment, Landscape Plan, Preliminary Ecological Appraisal, Arboriculture Method Statement, and is under consultation with a certified Ecologist.	BCC PM	September 2024

### 3.3 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 impact assessment should be periodically reviewed to make sure your changes have been effective, and your approach is still appropriate.

<p>A Monitoring and Evaluation plan will be produced before the scheme is implemented so that it is ready to assess the outputs upon completion of the scheme. The plan will be considerate of the issues set out in the Environmental Impact Assessment and the plan will help to inform updates to the Equalities Impact Assessment. There will be monitoring of general bus passenger usage, air quality data, as well as more specific information from the Quality of Life Survey and Transport Focus Annual Bus Passenger Survey.</p>
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## Step 4: Review

The Environmental Performance Team need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the



*environmental impact of the proposal. Please seek feedback and review from the Environmental Performance Team before final submission of your decision pathway documentation<sup>1</sup>.*

<b>Environmental Performance Team Review:</b> Daniel Shelton	<b>Submitting author:</b> T. L. Clayton
<b>Date: 26/05/2023</b>	<b>Date: 26/05/2023</b>

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<sup>1</sup> Review by the Environmental Performance Team confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This is not an endorsement or approval of the proposal.

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

Document is Restricted

By virtue of paragraph(s) 1, 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:** 03 October 2023

<b>TITLE</b>	<b>Estate Rationalisation – Surplus Asset Disposals</b>		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Pete Anderson	<b>Job title:</b> Director - Property, Assets, and Infrastructure		
<b>Cabinet lead:</b> Councillor Craig Cheney, Deputy Mayor with responsibility for Finance, Governance and Performance	<b>Executive Director lead:</b> John Smith – Interim Executive Director Growth & Regeneration		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>			
<p>To seek Cabinet approval to the disposal of the BCC assets specified in exempt Appendix I, which have been identified following an analysis of the Council’s investment estate by an externally commissioned partner. Options were presented to the Estates Strategy Board and a list of assets has been identified that best contribute towards achieving the 23/24 capital receipts and revenue savings targets.</p>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>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. These targets have since been reprofiled to £23.9m in capital receipts and £4.8m revenue savings for 23/24.</li> <li>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, and allocated funding of £6.04m to deliver this work. 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 respectively. The approach outlined was that any property that does not have an operational and business necessity and/or a sufficient financial yield would be considered for release.</li> <li>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 market value, it has been agreed that any recommended disposals will be subject to final approval by Cabinet.</li> <li>4. BCC commissioned an external review of the operational, development, and investment estates. The consultants completed an options appraisal of assets in scope in line with agreed criteria, to meet the required financial targets whilst minimising any negative impact. The initial findings of this review were approved at September Cabinet, on the understanding that further details would follow in relation to how the financial targets would be met.</li> </ol>			

5. A specific review focusing on the Council's investment estate has been completed, which analysed assets in line with the following criteria: impact on revenue budget, future liability for maintenance and sustainability standards, the external market position and whether sales were deliverable within the current financial year.
6. Following this review, a list of assets (exempt Appendix I) has been identified which could be disposed of this year. These assets are the preferred options for disposal based on the criteria referenced above. It is estimated that the capital receipt value attached to these assets is in the region of £2.5 – 3m and this will contribute to meeting the MTFP capital receipts target. However, by selling these investment assets the Council will lose revenue at a rate of around 5% per annum on the estimated capital value. Estate Strategy Board recommends that these assets should be approved for disposal and delegated authority provided to the Executive Director – Growth and Regeneration to agree the timing of disposal based on the most recent capital and revenue performance forecasts to secure the best financial advantage for the Council.
7. Should approval be obtained for the disposals listed in the Appendices to this report, Legal Services will be requested to carry out the conveyancing on the properties and, they will be placed with agents for sale on the open market.
8. Professional fees associated with competing the disposal of assets of up to 4% will be deducted from the disposal proceeds.
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 current and future capital investment or, for any other purpose permitted by Regulation.
10. Finally, Cabinet is asked to note an error in the reports of 4 July 2023 (Appendix A) and 5 September 2023 (Appendix A2) which incorrectly referred to 2 -16 Filwood Broadway. The correct address for this site is 4 -16 Filwood Broadway. The remaining information for this site is unchanged.

**Cabinet Member / Officer Recommendations:**

That Cabinet

1. Authorises the Executive Director – Growth and Regeneration in consultation with the Deputy Mayor with responsibility for Finance, Governance and Performance and S151 Officer, to take all steps required for disposal of the assets listed in exempt Appendix I, 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. Consultation has also been undertaken with the Cabinet Member for Housing.

**Background Documents:**

Generic:

- [Corporate Strategy 2022-27 \(bristol.gov.uk\)](https://www.bristol.gov.uk/corporate-strategy-2022-27)
- [Feb 2023 -Full Council - 23/24 budget setting savings](#)

Property Programme:

- [\(Public Pack\)Agenda Document for Cabinet, 06/06/2023 16:00 \(bristol.gov.uk\)](#)
- [\(Public Pack\)Agenda Document for Cabinet, 04/07/2023 16:00 \(bristol.gov.uk\)](#)
- [\(Public Pack\)Agenda Document for Cabinet, 05/09/2023 16:00 \(bristol.gov.uk\)](#)

<b>Revenue Cost</b>	<i>See Exempt Appendix I</i>	<b>Source of Revenue Funding</b>	-
<b>Capital Cost</b>		<b>Source of Capital Funding</b>	
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input checked="" type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

In approving the 2023-2030 Capital Strategy and Medium Term Financial Plan (MTFP), the Council recognised the need to rationalise its estate through the Property Programme, to generate £66.8m of General Fund (GF) capital receipts. Most of these receipts need to be delivered in the first 2 years of the MTFP. This being £36m in 23/24 and £16m in 24/5 to fund approved capital investment schemes, including contingency and spend to support the Council's Top 4 Transformation Programme using the flexibilities provided by the Government's Use of Capital Receipts Flexibility Regulations. The total capital receipts expected from the Property Programme in 23/24 has since been revised to £23.9m with total revenue savings now expected of £4.8m.

A specific review focusing on the Council's investment estate has been completed, which analysed assets for potential disposal in line with the following criteria: impact on revenue budget, future liability for maintenance and sustainability standards, the external market position and whether sales were deliverable within the current financial year. The assets identified in Exempt Appendix I are those that are deemed to best fit the criteria.

**Capital**

The assets listed in Appendix I, for disposal on the open market, have been estimated by council officers as having a market value of between £2.5m and £3m. The valuation has been reviewed without challenge by a professional external party with experience in this field.

The table below shows that subject to market conditions the sale of the assets could generate capital receipts of between £2.40m and £2.88m (net of the cost of sale).

Assets	Estimated Value		Cost of Sale		Net Potential Value	
	Min	Max	Min	Max	Min	Max
	£'000	£'000	£'000	£'000	£'000	£'000
Disposals of Assets via open market sale	2,500	3,000	100	120	2,400	2,880

It is currently expected that disposal of all the identified assets will take place should there be a clear and justifiable financial need to do so. The capital receipts will contribute to the Council's Property Programme capital receipts anticipated target of £23.9m.

### Revenue

As the assets identified for disposal are part of the investment estate, some but not all, generate rental income for the Council. The associated rental income (based on current rents) is estimated at between 5-6% of the estimated capital value. Details of the estimated income is included in Exempt Appendix I.

Given that the assets generate an income stream, before they are offered for sale on the open market, officers should fully appraise the need to realise capital receipts in year based on the latest forecast capital investment and transformational spend to be financed by capital receipts. This will provide an opportunity to determine the best timing for any such disposal based on the prevailing financial needs at the time.

**Finance Business Partner:** Alison Bennett - Finance Business Partner, 22 September 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. The disposal route suggested by this report (disposal on open market) should ensure best consideration is achieved.

**Legal Team Leader:** Andrew Jones – Property Planning and Transport, 22 September 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, 11 September 2023

### 4. HR Advice:

The sites detailed in Appendix I are from the Council's 'investment estate' so no services are delivered from them, and therefore there is no identified HR impact.

### HR Partner:

Celia Williams, HR Business Partner 20 September 2023

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	23 September 2023
<b>Cabinet Member sign-off</b>	Councillor Craig Cheney, Deputy Mayor with responsibility for Finance, Governance and Performance	12 September 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	4 September 2023

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

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



# 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 £4.8m of revenue savings and £23.9m 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 from the Council’s investment estate (as specified in exempt Appendix I) on the open market, to raise capital receipts to support the Council’s current funding gap. This means there is no impact on staff groups or citizens, as the Council does not currently occupy or deliver services from these sites.

### 1.2 Who will the proposal have the potential to affect?

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

### 1.3 Will the proposal have an equality impact?

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

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

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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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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 review of the office, depot, operational, and investment estates overall has the potential to have an equality impact to service users and the wider community, although it will vary significantly between individual properties.

However for the disposal of these properties specifically we have not identified any significant potential impacts, primarily due to the fact that they are from the Council’s investment estate and not occupied by the Council themselves or its partners. The list of assets for disposal is exempt for reasons of commercial sensitivity.

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**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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off: Peter Anderson</b> 
Date:13/9/2023	Date: 18/9/23

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<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title:</b> Property Programme – Estate Rationalisation and Disposals		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input checked="" type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Changing
<input checked="" type="checkbox"/> Other MTFP Savings	<input type="checkbox"/> Already exists / review	
<b>Directorate:</b> HR Workforce and Organisational Design	<b>Lead Officer name:</b> Emily Hewitt	
<b>Service Area:</b> Portfolios, Programmes and Projects.	<b>Lead Officer role:</b> Senior Project Manager	

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please contact the [Sustainable City and Climate Change Service](#) 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. Please use plain English, avoiding jargon and acronyms.

To enable the Council to deliver £4.8m of revenue savings and £23.9m 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 from the Council’s investment estate (as specified in exempt Appendix I) on the open market, to raise capital receipts to support the Council’s current funding gap. This means there is no impact on staff groups or citizens, as the Council does not currently occupy or deliver services from these sites.

### 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by the [Sustainable City and Climate Change Service](#).

If ‘Yes’ complete the rest of this assessment.

<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[please select]
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### 1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

## Step 2: What kinds of environmental impacts might the project have?

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

### 2.1 Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support [our corporate environmental objectives](#) and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

**Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
<p><b>ENV1 Carbon neutral: Emissions of climate changing gases</b></p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes</p>	Benefits	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.
	Enhancing actions	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years</p>		

<p>to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Adverse impacts</b></p>	<p>Any construction or redevelopment works will create emissions in the short term, which should be outweighed by greater future efficiencies.</p>
	<p><b>Mitigating actions</b></p>	<p>Any actions 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. 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>
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less                      <input type="checkbox"/> 1 – 5 years                      <input checked="" type="checkbox"/> 5+ years</p>	
<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	<p>The land around these buildings may be altered to provide biodiversity net gain.</p>
	<p><b>Enhancing actions</b></p>	<p>Any actions 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><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less                      <input type="checkbox"/> 1 – 5 years                      <input checked="" type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less                      <input type="checkbox"/> 1 – 5 years                      <input type="checkbox"/> 5+ years</p>		
<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p>	<p><b>Benefits</b></p>	

<p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Enhancing actions</b></p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>Any construction or redevelopment works arising from sale of assets may consume non-renewable resources and will generate waste.</p>
	<p><b>Mitigating actions</b></p>	<p>Any 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>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</b></p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> No impact</p>	<p><b>Benefits</b></p>	
	<p><b>Enhancing actions</b></p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>Statutory duty: Prevention of Pollution to air, water, or land</b></p>	<p><b>Benefits</b></p>	

<p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Enhancing actions</b></p>	
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>Any construction or redevelopment works may cause pollution.</p>
	<p><b>Mitigating actions</b></p>	<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><b>Persistence of effects:</b>    <input checked="" type="checkbox"/> 1 year or less            <input type="checkbox"/> 1 – 5 years            <input type="checkbox"/> 5+ years</p>		

## Step 3: Actions

### 3.1 Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
No specific 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.	David Martin	Within timescales of sale transactions

## Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal. Please seek feedback and review from the [Sustainable City and Climate Change Service](#) before final submission of your decision pathway documentation<sup>1</sup>.

Where impacts identified in this assessment are deemed significant, they will be summarised here and included on the cover sheet of the decision pathway documentation.

<p><b>Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):</b></p>
<p><b>Summary of significant adverse impacts and how they can be mitigated:</b></p>

<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage and to provide an endorsement or approval of the proposal.

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<b>Environmental Performance Team Reviewer:</b> Daniel Shelton	<b>Submitting author:</b> David Martin
<b>Date:</b> 12/09/2023	<b>Date:</b> 11/09/23



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:** 03 October 2023

<b>TITLE</b>	Keep Bristol Cool Framework		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Alex Minshull	<b>Job title:</b> Sustainable City and Climate Change Manager		
<b>Cabinet lead:</b> Cllr Kye Dudd, Cabinet Member for Climate, Ecology, Energy and Waste	<b>Executive Director lead:</b> John Smith, Interim Executive Director Growth and Regeneration		
<b>Proposal origin:</b> <a href="#">BCC Staff</a>			
<b>Decision maker:</b> <a href="#">Cabinet Member</a>			
<b>Decision forum:</b> <a href="#">Cabinet</a>			
<b>Purpose of Report:</b> To seek approval for the Keep Bristol Cool Framework			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. The UK’s national assessment of climate risks has identified the risk of high temperatures having a detrimental impact on health, wellbeing, and productivity as one of the major risks facing the country.</li> <li>2. Our own high-level assessment of climate risk – the Preliminary Climate Resilience Assessment – identified the potentially serious and wide-ranging impacts of extreme heat on the city’s population, public services, and assets, and flagged the need to fill a data and knowledge gap investigating the impact of extreme heat on the city. It also identified the need to produce a local management plan to deal with heat risks.</li> <li>3. Funding through the UK Climate Resilience Programme provided the council with the expertise to complete the city’s first baseline assessment of urban heat risks and to produce an urban heat resilience framework which sets out the actions to address these risks.</li> <li>4. This first baseline assessment brings together data from three different perspectives: 1) Met Office analysis using the latest climate projections showing the increasing frequency, severity and duration of heatwave events and temperatures exceeding critical temperature thresholds, 2) the creation of a Heat Vulnerability Index which identifies those areas of the city where extreme heat could have the biggest impact on people’s health &amp; wellbeing, and 3) feedback from Bristol’s Quality of Life survey since 2020 on homes overheating.</li> <li>5. The Keep Bristol Cool framework is the city’s first strategic plan for tackling urban heat risks, produced with input from key internal and external stakeholders. It sets out 20 objectives across four thematic areas – covering protecting vulnerable people and the public during heatwaves, future-proofing growth &amp; regeneration, tackling overheating in people’s homes and using blue green infrastructure for cooling streets and public spaces.</li> </ol>			
<b>Cabinet Member / Officer Recommendations:</b>			
<b>That Cabinet:</b>			
<ol style="list-style-type: none"> <li>1. Approves the Bristol City Council Keep Bristol Cool Framework at Appendix A.</li> <li>2. Authorise the Cabinet Member for Climate, Ecology, Energy and Waste and Executive Director Growth and Regeneration to take all steps required to implement the Framework.</li> </ol>			
<b>Corporate Strategy alignment: The Keep Bristol Cool framework supports priorities across all seven themes:</b>			
<ol style="list-style-type: none"> <li>1. Theme 1 Children &amp; Young People: CYP1 Child Friendly City - how we design our neighbourhoods and build communities to be safe for children, have access to play and green spaces or other areas for young people to enjoy safely, CYP2 Supported to thrive - an affordable, safe, and secure home, access to education, training and employment, health care, play and green spaces are all crucial if our children and families are to thrive,</li> </ol>			

CYP4 Intergenerational equity - children and families living and growing up in low-income households are the most vulnerable to adversities and have the least resources to overcome them.

2. Theme 2 Economy & Skills: ES1 Regeneration - enable the growth, development and regeneration of the city in an inclusive, sustainable, healthy and resilient way, ES3 Good Growth - help create inclusive, sustainable, and resilient economic growth, positively influencing wider economic systems.
3. Theme 3 Environment & Sustainability: ENV4 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, ENV5 Global leadership - Show global leadership in delivering the UN Sustainable Development Goals at a local level and developing best practice across international networks.
4. Theme 4 Health, Care & Wellbeing: HCW1 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.
5. Theme 5 Homes & Communities: healthy, resilient, and inclusive neighbourhoods with fair access to decent, affordable homes - HC1 Housing Supply & HC2 Low & Zero Carbon - Healthy, resilient, and inclusive neighbourhoods with fair access to decent, affordable homes, HC5 Community Participation - work to make neighbourhoods safer and more accessible, with good local amenities and strong cultural and social networks. Enable and encourage civic, political and democratic participation.
6. Theme 6 Transport & Connectivity: TC4 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.
7. Theme 7 Effective Development Organisation: ED01 One City - enable strong civic participation and the joining-up of activities by partners towards our common goals, ED02 One Council - make it easier to get things done as ‘One Council’ by adopting more consistent standardised and well-communicated procedures and processes, with corporate support services that are the right size for the needs of the organisation, ED04 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, 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.

**City Benefits:**

1. Protecting people during heatwave events and managing crises - saving lives and protecting health and wellbeing.
2. Building urban heat resilience into new pieces of city and new developments.
3. Making people’s homes safer and more comfortable (both new build & retrofit).
4. Making places safer and more comfortable for communities, visitors and workers (new places & retrofit).
5. Reducing the impact of emergencies on public services, especially emergency response and our health and social care systems.
6. Building a common understanding of Bristol’s urban heat risks.
7. Supporting decision-makers through a new evidence base.
8. Maximising co-benefits for climate resilience, net zero and nature recovery.
9. Advocating wider action across the city.

**Consultation Details:** Bristol City Council Teams across the council, Healthier Together, Service Managers, External organisations and partnerships, Community Climate Action Panel, Equalities Team, Environmental Impact Assessment Team.

**Background Documents:**

[The Corporate Strategy](#), [One City Climate Strategy](#) and [Preliminary Climate Resilience Assessment](#)

<b>Revenue Cost</b>	<b>£0</b>	<b>Source of Revenue Funding</b>	
<b>Capital Cost</b>	<b>£0</b>	<b>Source of Capital Funding</b>	
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

**1. Finance Advice:**

This report seeks Cabinet approval for the Bristol City Council Keep Bristol Cool Framework. This framework sets out the Council’s plans to deal with urban heat risks going forward. It has been developed within existing budget resources.

The report seeks approval for an agreement on the high-level direction rather than details on the delivery underpinning these ideals. As detailed proposals are developed these will be reported back to Cabinet with full costings and funding outlined for consideration and decision at that time.

In the meantime, all the deliverables outlined in the framework can be delivered within existing resources and as a result there are no funding implications arising from this report.

**Finance Business Partner:** Alison Bennet, Finance Business Partner, Growth & Regeneration, 5 September 2023

**2. Legal Advice:** This report is high level only at present. As and when action plans/decisions are required to deliver the framework, appropriate consultation with stakeholders should be undertaken and responses taken into account. Consultation should be undertaken at a formative stage, give sufficient reasons for a proposal to allow intelligent consideration and allow adequate time for consideration and response. The degree of specificity regarding the consultation should be influenced by those who are being consulted.

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

The Equalities Impact Assessment is designed to assess whether there are any barriers in place that may prevent people with a protected characteristic using a service or benefiting from a policy. The decision maker must take into consideration the information in the assessment before taking the decision. A decision can be made where there is a negative impact if it is clear that it is necessary, it is not possible to reduce or remove the negative impact by looking at alternatives and the means by which the aim of the decision is being implemented is both necessary and appropriate. Further Equalities Impact Assessments will be required as and when action plans/decisions are proposed to deliver the framework.

**Legal Team Leader:** Dawn Bodill and Husinara Jones, Legal Team Leader, 7 August 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, 3 August 2023

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

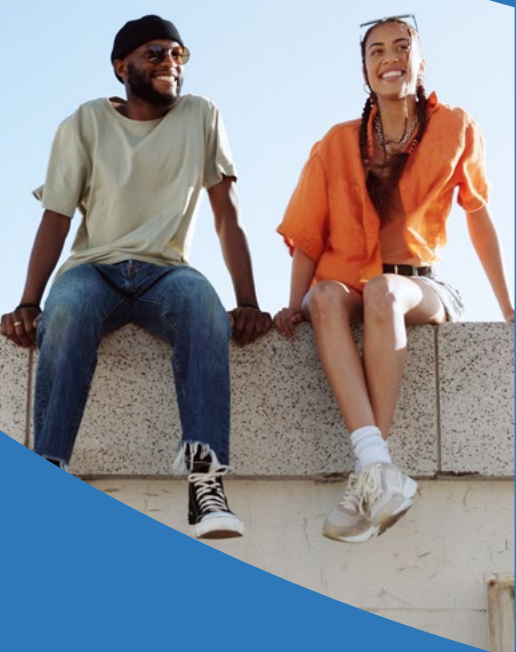
**HR Partner:** Celia Williams, HR Business Partner 11 July 2023

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	12 July 2023
<b>Cabinet Member sign-off</b>	Cllr Kye Dudd, Cabinet Member for Climate Ecology, Energy and Waste	17 July 2023
<b>For Key Decisions - Mayor’s Office sign-off</b>	Mayor’s Office	04 September 2023

<b>Appendix A – Keep Bristol Cool Framework</b>	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>

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





# Keep Bristol Cool

## A Framework for Urban Heat Resilience



You can request alternative formats of this document by contacting:  
[Ben.Smallwood@bristol.gov.uk](mailto:Ben.Smallwood@bristol.gov.uk)





# Foreword

## Councillor Kye Dudd

The UK needs to adapt to the effects of global heating. If we take preventive action now we will reduce its impact in the future. This is crucial in cities where infrastructure was largely not built for, and therefore is not prepared for, periods of sustained hot weather, which is fast becoming the norm each summer.

Our [climate is changing](#) and will continue to do so as a result of global greenhouse gas emissions. Despite efforts to reduce emissions, the effects will have impacts

for years to come. One of the significant impacts will be rising temperatures.

Building our heat preparedness and resilience to climate change impacts is a cost-effective and essential way to protect our people, economy and environment. Many of the risks and associated actions will directly involve the role of the City council through our management of critical public infrastructure, policy and services.

We have shown steady firm leadership in climate and ecology over the years. We were the first UK Green Capital in 2015, and I'm proud that Bristol was the first local authority to declare a climate emergency, and subsequently, an ecological emergency too. The creation of Bristol City Leap this year shows that we are a city ready to take the necessary action at the scale that's needed to fight climate change.

Our One City Climate Strategy sets out a long-term strategic vision of the city's journey to reach net zero, adapt to climate change and ensure our journey to net zero is a just transition for all residents. The strategy rightfully puts a strong emphasis on public health impacts felt by the climate emergency over the coming years. It includes a key target that the city is a safe place for citizens during climate change induced extreme heat conditions. The Keep Bristol Cool Framework is the beginning of an action plan of this strategic approach when it comes to this issue of global heating.

Like the One City Climate Strategy, this framework takes a holistic approach, that makes sure action happens at a council-wide level, that speaks to all seven themes in our corporate strategy and is truly cross-cutting. This involves alignment between actions tackling both urban heat and wider determinants of health – such as the environment we live in, ensuring good quality housing, reducing air pollution, and reducing inequalities.

Similar to so many other issues relating to the Climate Emergency and inequality in a more general sense, there is key correlation between the most deprived neighbourhoods and citizens being at the largest risk of the hazards relating to sustained hot weather and its consequences. This enshrines the need for a just transition when it comes to net zero and ensure action we take as a council across the city leads to sustainable and inclusive growth across actions relating to net zero and beyond.

This is a framework for Bristol City Council, that I hope will work as a springboard for citywide action, strongly rooted in a One City Approach to the issue. As we look at the practical side of what we can deliver as a council such as trees on streets, heat resilient improvements to our social housing stock, wider city planning and the council's immediate response to heatwaves; we also want this framework to strengthen the city's approach to global heating by convening key anchor institutions and empowering partners from VCSE, Transport, Education, trade union, and private sector groups. It's only through this joined-up approach with partners that we are going to be able to deliver the benefits of this framework as we strive toward net zero and nature recovery.

I'd also like to thank the work that has preceded the Keep Bristol Cool Framework. This framework was built around the evidence of Bristol's pioneering heat vulnerability map, which wouldn't have been possible without the UK Climate Resilience programme and its expertise using the Met Office's world-leading science, combined with insights from Bristol residents.



**Councillor  
Kye Dudd,  
Cabinet Member  
for climate, ecology,  
waste and energy**





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# Executive Summary

This framework sets out the challenges facing Bristol regarding increasing temperature in the city due to climate change over the coming years and decades.

By the 2080s, average summer temperatures could increase by up to 7°C when compared to the end of the 20th Century. By this point about 1 in 5 days could be hotter than 25°C, with one in 15 over 30°C. Sustained and extreme heat can have significant impacts on human health, the city's infrastructure and nature.

We have developed an extensive evidence base of the urban heat risks and vulnerabilities of Bristol, including the Heat Vulnerability Index used in the Keep Bristol Cool Mapping Tool. This evidence base has been used to establish the Framework's Goals and Themes.

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**By the 2080s**

average summer temperatures could increase by up to

**7°C**

---

**1 in 5 days could be hotter than**

**25°C**

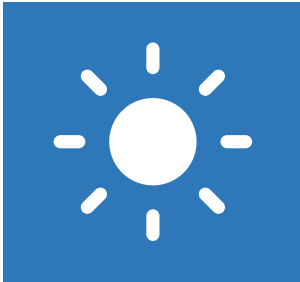
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**and 1 in 15 days over**

**30°C**

# Keep Bristol Cool

## Framework's Goals



### **Protecting vulnerable people, the public, council employees and council services during heatwaves**

Protecting people's health and wellbeing during heatwave events including maintenance of critical public infrastructure and services.

Themes under this goal:

- Improving severe weather planning
- Using latest evidence to warn and inform
- Improving heatwave preparedness
- Trialling the monitoring of heat impacts
- Providing cool places



### **Future-proofing growth and city regeneration**

Building urban heat resilience into new pieces of the city, city infrastructure, and new developments.

Themes under this goal:

- Local Plan climate adaptation policies
- Using latest evidence to inform regeneration frameworks
- Understanding resilience of council infrastructure
- Working with infrastructure providers to understand their heat vulnerability
- Engaging citizens with visions of the future



## **Tackling overheating risk in people's homes**

Making people's homes safer and more comfortable for communities, visitors and workers when building new homes and retrofitting existing properties.

Themes under this goal:

- Understanding resilience of care settings
- Taking an integrated approach to retrofitting homes
- Ensuring the council's new homes do not overheat
- Working with the wider housing sector to improve resilience
- Awareness raising with homeowners



## **Using blue green infrastructure for cooling streets and public spaces**

Making places safer and more comfortable for communities, visitors, and workers when creating new places and retrofitting existing neighbourhoods.

Themes under this goal:

- Defining a potential cool corridors network
- Understanding the resilience of major public spaces
- Trialling nature-based solutions
- Improving community resilience
- Harnessing citizen science

**These goals and their themes will anchor our subsequent action plan over the coming years, working with the wider council and city partners, to embed resilience and pro-active work around urban heat in Bristol.**



# Introduction

**Bristol is on an ambitious journey to build a city that is carbon neutral and climate resilient city by 2030<sup>1</sup> and is making an ecological recovery. The city recognises the urgent need for greater action, better preparing the city for the growing impacts of climate change and building on a proud record of climate action.**

We are already feeling climate change impacts through extreme weather events – floods, storms, droughts, and heatwaves - alongside sea level rise, shifting weather patterns, and changing seasons bringing hotter, drier summers and milder, wetter winters. We could also see flooding from heavy downpours in summer. These impacts have knock-on consequences for people, nature, the economy and society. We have seen how record-breaking temperatures last summer brought unprecedented numbers of heat-related deaths, wildfire incidents and significant infrastructure disruption<sup>2</sup>.

The UK's national assessment of climate risks identified the risk of high temperatures as one of the major risks facing the country due to its detrimental impact on health, wellbeing, and productivity<sup>3</sup>. Our own local climate risk assessment also identified the potentially serious and wide-ranging impacts of extreme heat on the city's people, public services and assets<sup>4</sup>.

The One City Climate Strategy recognised the urgent need to prepare a local management plan to address urban heat risks, and to investigate the impact of extreme heat on the city to fill a critical data and knowledge gap. This council-led framework is a fulfilment of these recommendations addressing five aims:

## Our five aims

1. Building a common understanding of Bristol's urban heat risks.
2. Supporting decision-makers through a new evidence base.
3. Setting objectives for delivering urban heat resilience across priority themes.
4. Maximising co-benefits through a joined-up response to climate resilience, net zero and nature recovery.
5. Advocating wider action across the city.

<sup>1</sup> [One City Climate Strategy](#)

<sup>2</sup> [Progress in adapting to climate change – 2023 Report](#)

<sup>3</sup> [Independent Assessment of UK Climate Risk \(CCRA3\)](#)

<sup>4</sup> [Bristol One City Climate Strategy](#)

<sup>5</sup> Adapted from the Bristol Resilience Strategy definition of city resilience

## Our working definition

*“Urban heat resilience is the capacity of individuals, communities, institutions, businesses, and systems within Bristol to survive, adapt and grow in the face of increasing temperatures and more severe heatwaves”<sup>5</sup>.*

The audience for this framework is policy makers and practitioners, council teams, businesses, organisations and communities with the responsibility and capacity to accelerate action and influence others, those already engaged in climate change issues, the general public and our communities, and for anyone else interested in finding out what the council's doing on climate resilience.



# Background

## Record-breaking temperatures

**The UK and Europe experienced a record-breaking summer last year with extreme heatwaves, wildfires, and the worst drought in 500 years.**

Five spells of hot weather over the summer months of 2022 caused the premature death of around 3,000 people in the UK<sup>1</sup>. Climate change is making extreme weather events like heatwaves more likely, with increases in their frequency, intensity, and duration.

In July 2022 red alert warnings were issued by the Met Office and the UK Health Security Agency in order to protect life and help people, businesses and service providers get ready for unprecedented temperatures. This was the first-time 40°C was recorded in the UK since records began. Cities like Bristol experienced three extremely hot days in the mid-30°Cs, with night-time temperatures as high as 20°C in some homes.

<sup>1</sup> [UKHSA and ONS release estimates of excess deaths during summer of 2022 – GOV.UK](#)

<sup>2</sup> [Record breaking 2022 indicative of future UK climate – Met Office](#)

<sup>3</sup> [bbc.co.uk/news/science-environment-66084543](https://www.bbc.co.uk/news/science-environment-66084543)

Not only was 2022 the first year in the UK when 40°C was recorded as part of a heatwave which exceeded previous records by a large margin, it was also the warmest year in records back to 1884. The world's longest running instrumental temperature series dating back to 1659, the Central England Temperature (CET) record, also recorded its hottest year on record. It wasn't only the unprecedented hot summer, but all months of 2022 except December were warmer than the 1991-2020 average.

Met Office studies found both the record warm year and July heatwave were made more likely by human induced climate change<sup>2</sup>. With the top-10 warmest years for the UK in the series from 1884 have occurred in the 21st century.

June 2023 was the UK's hottest June on record, beating the previous record set in 1940, as well as June 1976 with sustained heat both day and night with an average monthly temperature of 15.8°C<sup>3</sup>. June was also the fourth sunniest in a series since 1910, and the sunniest since 1957.

## Cities feel the heat

Living in a city can increase vulnerability to heat. Many deaths during heatwaves occur because of the combined effect of high temperatures and the urban micro-climate. In addition to background warming an additional factor facing city residents is the urban heat island effect, the combined effect of the built environment as compared to more natural, rural environments.

### URBAN HEAT ISLAND PROFILE

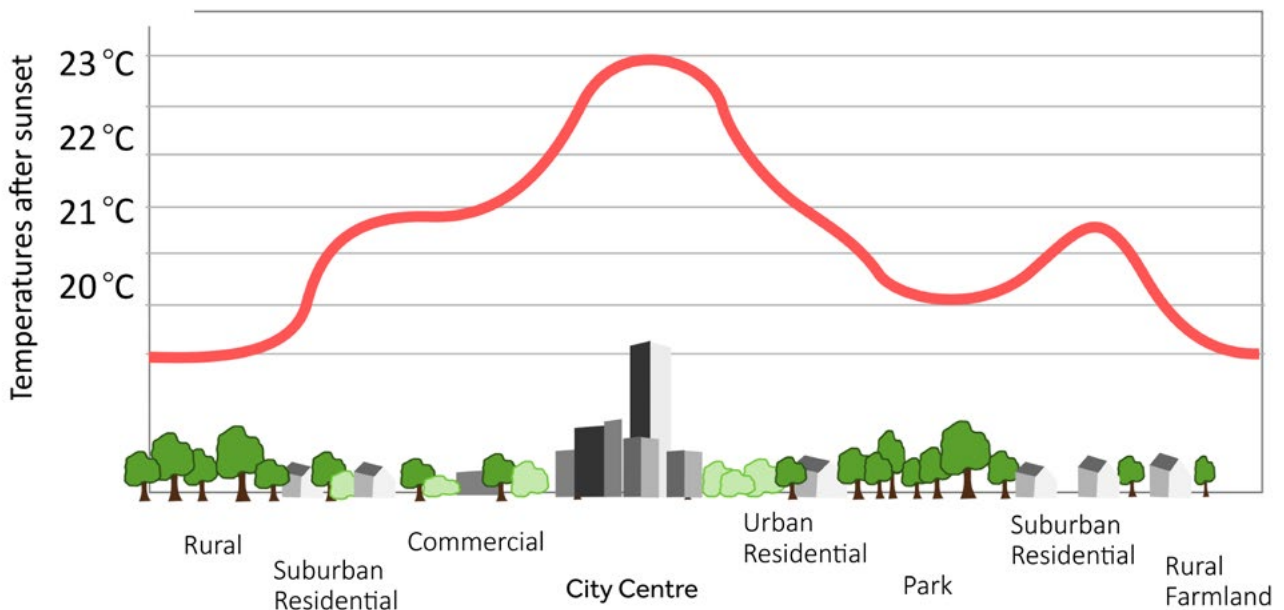


Figure: The Urban Heat Island effect (Wikimedia Commons)

Urban environments warm-up for a variety of reasons:

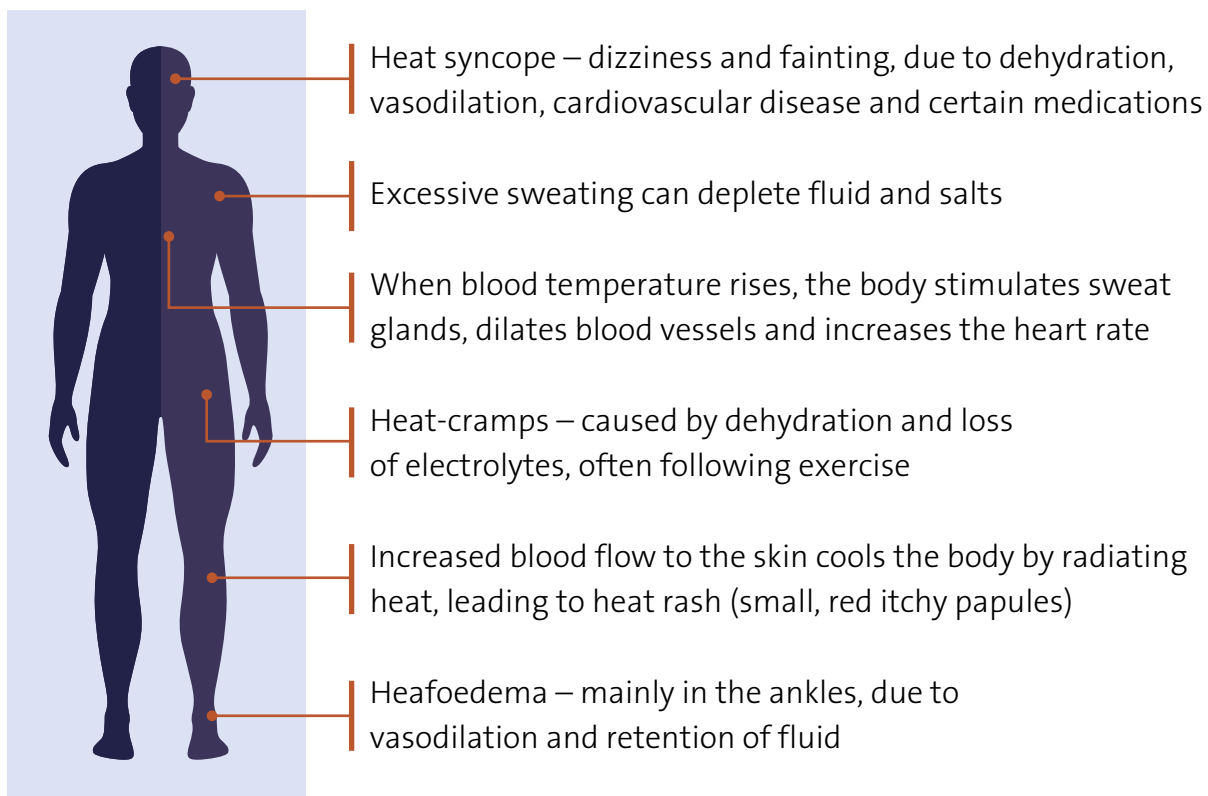
- The dominance of hard surfaces like roofs, roads, and concrete which absorb and retain heat more easily than natural features, typically releasing this heat slowly at night. This prevents cities from cooling as much or as fast as rural areas during the evening.
- The arrangement of buildings and streets (otherwise known as the 'cityscape') where heat can become trapped on narrow 'street canyons' lined by tall buildings.
- The addition of waste heat emissions from buildings, vehicles, and other activities such as industrial processes.

Natural features, or living infrastructure, such as green spaces, trees and water bodies can all help reduce the Urban Heat Island through their natural cooling effect. As water evaporates from leaves, soil and water features it removes energy or heat from the urban environment.

## Effects of heat

We are familiar with the positive images of hot weather but less so with the often-hidden negative impacts on health and other city systems. Our body temperature must remain within the narrow band of 36.5°C to 37.3°C in order to stay healthy. When people are unable to maintain a safe body temperature, they become vulnerable to heat stress. This can result in heat stroke, a worsening of existing health conditions and death if not treated quickly enough.

In the same way the performance of our buildings, railways, roads etc are all affected when temperatures stray outside certain boundaries or operational norms, leading to rooms overheating, rails buckling and road melt. Similarly the natural environment also has its own limits which affect species, biodiversity, and habitats.



### Health effects of heat

The main causes of illness and death during a heatwave are respiratory and cardiovascular diseases. Additionally, there are specific heat-related illnesses including:

Heat Exhaustion		Heatstroke	
• Nausea or irritability	• Headache	• Hot, dry skin or profuse sweating	• Seizures
• Dizziness	• Fatigue	• Confusion	• Very high body temperature
• Muscle Cramps or weakness	• Heavy sweating	• Loss of consciousness	
• Feeling faint	• High body temperature		

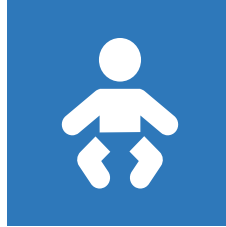


## Effects of Heat continued

Rising temperatures affect all populations. However, some populations are more exposed to, or more physiologically or socio-economically vulnerable to physiological stress, exacerbated illness, and an increased risk of death from exposure to excess heat<sup>1</sup>. These include<sup>2</sup>:



People aged 65+



Babies and young children



People who have a severe physical or learning disability or have limited mobility



People with chronic and underlying health conditions



People with alcohol or drug addiction



People with a mental health condition



Economically or socially marginalised groups



People who are pregnant



Outdoor and manual workers



People who are homeless



People who live alone or are socially isolated



People who live in care settings

<sup>1</sup> [Heat and Health \(who.int\)](#)

<sup>2</sup> [UK heatwave risk report | British Red Cross](#)

# Case for action

As we have witnessed this year in southern Europe heat can cause wildfires especially when whipped up by windy conditions.

Extended periods of excessive heat can have a negative impact on trees and food by reducing the amount of available moisture. This can result in leaves shedding and food ripening too early. Intricate food chains can be disrupted as insect populations reduce and soil dries up.

## UK preparedness for climate change

The latest assessment by the Government's independent advisor the Committee on Climate Change found 'very limited evidence of the implementation of adaptation at scale needed to fully prepare for climate risks facing the UK across cities, communities, infrastructure, economy, and ecosystems'<sup>1</sup>. In summary it concluded that both 'buildings and overheating' and 'health protection from climate change' both suffered from limited policies and plans as well as mixed progress, unevaluable actions, and/or insufficient actions.

## Bristol Corporate Strategy 2022–2027

The council's corporate strategy sets out our contribution to the city and is our main strategic document and provides the overarching context for the Framework.

Below are the most relevant Priority Action Areas under their corresponding themes for the Framework:

---

### Theme 1 Children and Young People:

#### CYP4 Intergenerational equity

Children and families living and growing up in low-income households are the most vulnerable to adversities and have the least resources to overcome them.

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### Theme 2 Economy and Skills:

#### ES1 Regeneration

Enable the growth, development, and regeneration of the city in an inclusive, sustainable, healthy, and resilient way.

---

### Theme 3 Environment and Sustainability:

#### ENV4 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.

---

### Theme 4 Health, Care and Wellbeing:

#### HCW1 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.

<sup>1</sup> [Progress in adapting to climate change - 2023 Report to Parliament - Climate Change Committee](#)

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## Theme 5 Homes and Communities:

### HC1 Housing Supply and HC2 Low and Zero Carbon

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

---

## Theme 6 Transport and Connectivity:

### TC4 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.

---

## Theme 7 Effective Development Organisation

### ED04 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.

### 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.

## Corporate risk management

Mitigating urban heat risks through improving our preparedness for heatwave events and building longer-term resilience addresses:

- Communities/social risks: e.g. making neighbourhoods more resilient to urban heat risks through awareness raising on heatwave preparedness and physical changes to homes and the outdoor environment.
- Environmental risks: e.g. using passive cooling to tackle hot weather and heatwaves which reduces carbon emissions from active cooling such as air conditioning.
- Financial loss: e.g. gathering corporate intelligence on the financial impact of heatwave events on the council's functions.
- Infrastructure risks: e.g. highways specification – coping with high temperatures and making contributions to urban cooling and mitigating urban heat island effect.
- Legal risks: e.g. fulfilling statutory duties as a social housing landlord and ensuring homes are fit-for-purpose.
- Personal health and safety risks: e.g. ensuring council facilities are comfortable for the workforce during hot weather and heatwave events.
- Reputational risks: e.g. delivering tangible progress in meeting 2030 goal for a climate resilient city and maximising co-benefits for net zero and nature recovery.
- Service delivery risks: e.g. ensuring delivery of critical services through business continuity planning and emergency preparedness.



# Developing the framework

We have co-developed this framework with experts funded through the UK Climate Resilience Programme. This funding enabled us to work with a dedicated Embedded Researcher with expertise in heat vulnerability analysis from the Tyndall Centre for Climate Change Research, and the Met Office’s urban climate services team.

At the heart of the document is Bristol’s first citywide baseline assessment of urban heat risks. We’ve explored how risks to health vary across the city in three key ways: using the latest climate data to explore future extreme heat trends, the creation of a Heat Vulnerability Index (HVI) which looks at risks today and neighbourhood-level feedback from Bristol’s Quality of Life survey on homes overheating.

The climate data and HVI can be accessed through the Keep Bristol Cool mapping tool<sup>1</sup> and Met Office Heat Pack<sup>2</sup>. The Quality-of-Life data can be viewed using the interactive dashboard<sup>3</sup>. For those who are interested in the finer detail of the evidence base please see the technical information at the end of this report.





We also worked closely with colleagues within the council and wider stakeholders. We used structured workshops and conversations with stakeholders to explore with them what this new evidence base tells us about urban heat risks, including areas which require further investigation. By exploring the ‘problem’ through this data, it’s allowed us to identify ‘solutions’ – with four priority themes for action, specific goals for each theme and a set of 20 objectives for implementation over the next two to three years.

[1 Keep Bristol Cool mapping tool](#)

[2 Met Office Bristol Heat Pack](#)

[3 Bristol Quality of Life Dashboard](#)

# Our four strategic goals

Strategic Goal	Urban heat resilience
 <p>1. Protecting vulnerable people, the public, council employees and council services during heatwaves</p>	<p>Protecting people’s health and wellbeing during heatwave events including maintenance of critical public services</p>
 <p>2. Future-proofing growth and city regeneration</p>	<p>Building urban heat resilience into new pieces of city, city infrastructure and new developments</p>
 <p>3. Tackling overheating risk in people’s homes</p>	<p>Making people’s homes safer and more comfortable when building new homes and retrofitting existing properties</p>
 <p>4. Using green and blue infrastructure for cooling streets and public spaces</p>	<p>Making places safer and more comfortable for communities, visitors, and workers when creating new places and retrofitting existing neighbourhoods</p>

In developing the framework we looked at cities within the UK, Europe and further afield to see what progress is being made to tackle the growing threat of extreme heatwaves including London’s Cool refuge initiative, Vienna’s Cool Streets project, Sydney’s Turn Down the Heat Strategy, and cross-cutting guidance like the UNEP’s Beating the Heat: A Sustainable Cooling Handbook for Cities.

This framework isn’t an evaluation of current activities which are contributing to Bristol’s urban heat resilience.





# Our baseline assessment of urban heat risks

The creation of Bristol’s first citywide baseline assessment of urban heat risks is the foundation for this framework. These insights into how heat risks may vary across the city and the key driving forces behind this vulnerability, helps to direct interventions such as:

- Concentrating emergency planning efforts during a heatwave to protect clusters of vulnerable people,
- Prioritising retrofit programmes for vulnerable communities who live in high-risk areas with poorly adapted homes, or
- Increasing tree planting, wildlife habitats and soft landscaping in city hotspots.

This assessment brings together sources of data which look at heat risks from three different perspectives:

1. Met Office analysis using the latest climate projections to assess changes in extreme heat events this century.
2. The creation of a Heat Vulnerability Index to identify those areas of the city where extreme heat could have the biggest impact on people’s health and wellbeing.
3. Using feedback from Bristol’s Quality of Life survey<sup>1</sup> to explore perceptions and spatial patterns for homes which overheated during the last three years.

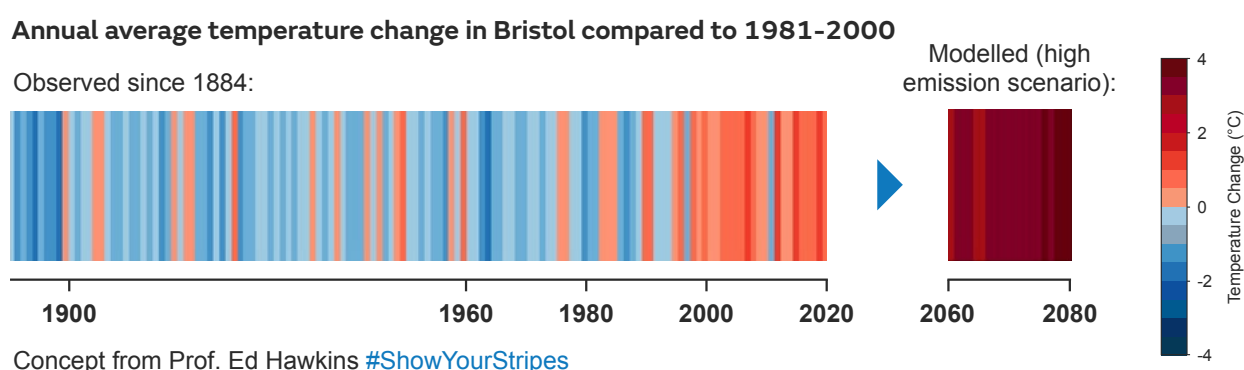
The following section outlines the methodology for generating this baseline assessment and our summary findings.

<sup>1</sup> [Quality of life in Bristol](#)

# Bristol's warming climate and extreme heat trends

Bristol's temperature has already increased significantly over the last century. Most of this warming has occurred in the past twenty years and is projected to continue throughout this century due to climate change. Unique climate stripes have been created which clearly show how annual temperatures are getting warmer with time<sup>1</sup>. This shows visually how annual average temperatures have changed since 1887, compared to a baseline or reference period of 1981 to 2000.

**Figure: Bristol's climate stripe** (© Met Office)



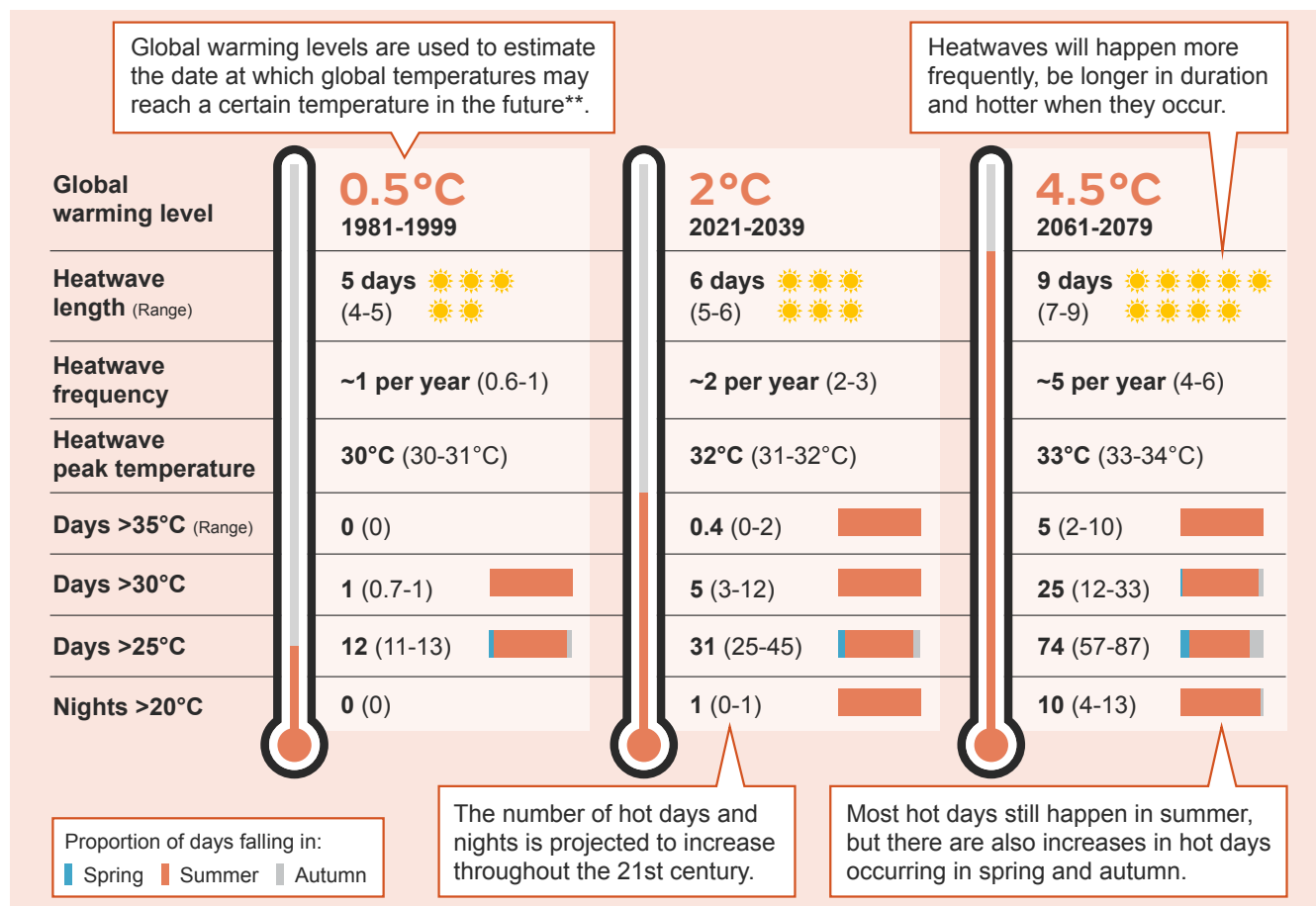
The Met Office used the latest UK Climate Projections to look at Bristol's warming climate this century. They looked into how air temperatures are gradually increasing and the number of days when temperatures are reached that negatively affect health and wellbeing, infrastructure and building performance. Data was produced for the city as a whole and mapped to show differences between neighbourhoods and Bristol's urban heat island effect. They also looked into how heatwaves are changing in frequency, severity, and duration this century. The Met Office define a Bristol heatwave as three or more consecutive days where maximum daily temperatures exceed 27°C.

The Met Office climate model used to generate this data works on a similar scale to those used for weather forecasts and includes a

more detailed representation of urban land surface than previously used in climate modelling. The modelling is based on a future outlook where greenhouse gas emissions continue to grow unabated (and would mean that some existing climate policies in some countries would be reversed). This would lead to about a 4.5°C global temperature rise by the end of the century. Under this scenario, we would pass the upper Paris target of 2°C during the 2030s (2021-2039) which is earlier than some other models.

The values in the table below present the results from the climate model simulations for Bristol based on a 4.5°C global temperature rise by 2100. The main value shows the mid-point or 50% 'central estimate' alongside the range for the climate projections (10% lower end and 90% upper end).

# Figure: Future extreme heat trends for Bristol during the 21st century<sup>1</sup>



So if global greenhouse emissions do continue to fall short of reduction targets as the century progresses, summers will continue to get hotter with more extreme heatwaves. We are also already locked-into a period of inevitable climate change due to historic emissions.

In Bristol over the next 20 years we could see average summer temperatures between 1.0°C and 2.2°C<sup>2</sup> warmer than the end of the 20th Century. Heatwaves will also be getting more frequent, severe, and longer.

By the 2080s, average summer temperatures could increase by between 3.1°C and 7.6°C when compared to the end of the 20th Century<sup>3</sup>. By this point about 1 in 5 days

could be hotter than 25°C, with one in 15 over 30°C. Heatwaves could have more than doubled in frequency when compared to the 2030s to five times a year, representing a five-fold increase on the 1980s and 1990s. A typical heatwave could last for 9 days, reaching a peak temperature of 33°C<sup>4</sup>.

Mapping this temperature data for Bristol shows the city's own unique urban heat island where the central and eastern areas tend to be warmer than other parts of the city. Data was mapped for MOSAs (Middle Layer Super Output Area) which are similar in size to electoral wards.

1 © Met Office

2 Met Office Bristol City Pack SPF City Pack editable template



3 Met Office HadUK-Grid provides climate information for the UK derived from a UK network of weather stations

4 Met Office Bristol Heat Pack CSSP City pack Bristol





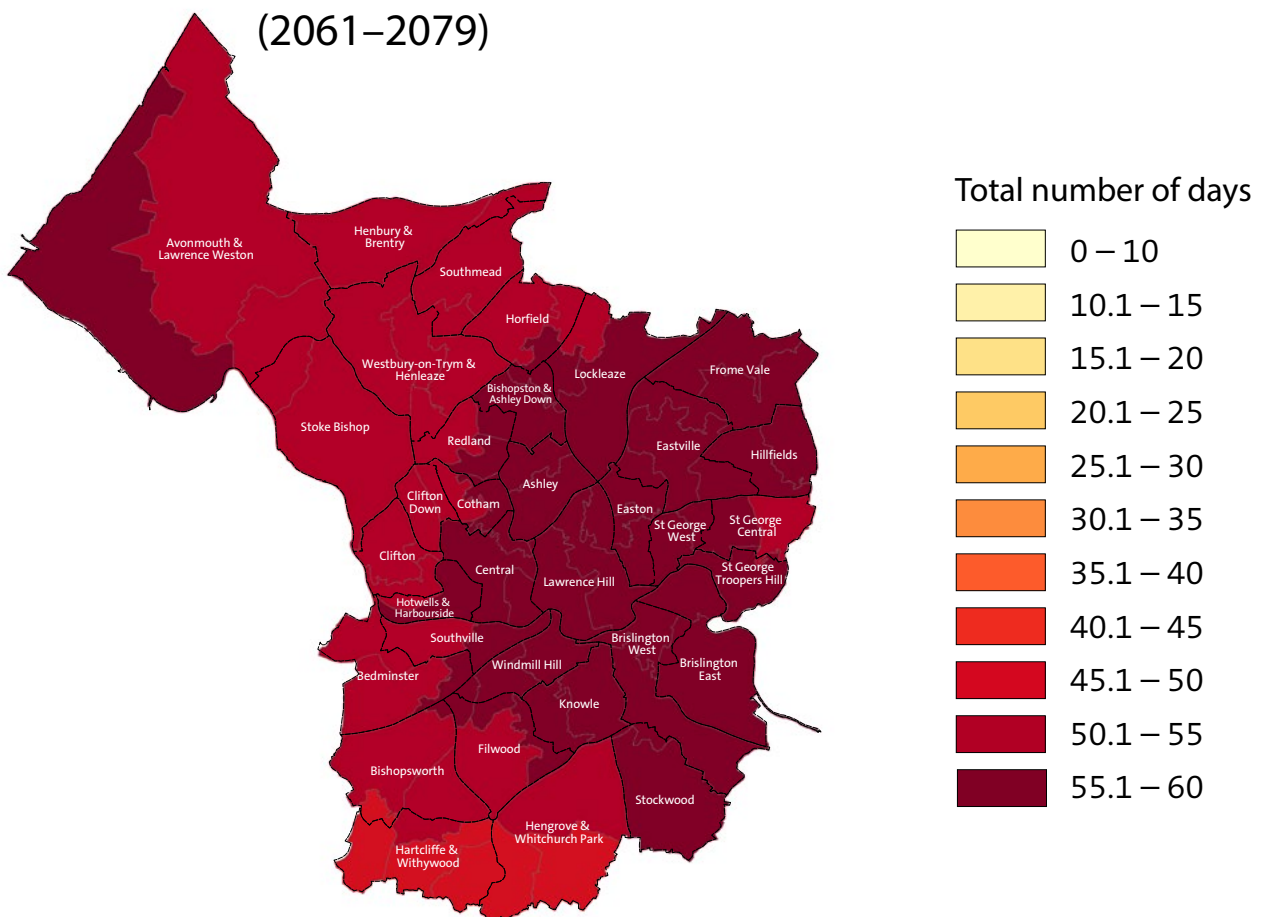
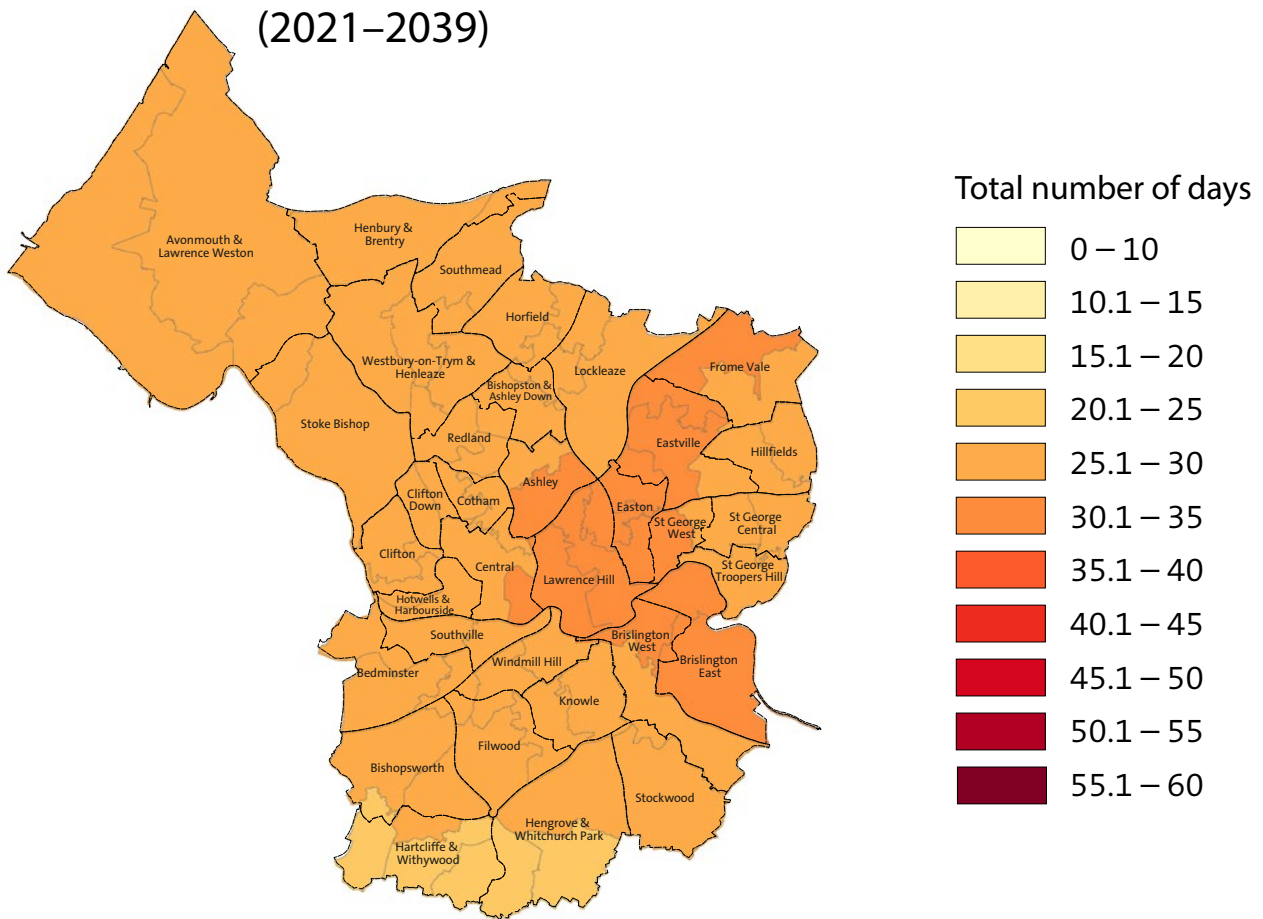
## Table: Urban heat island patterns for Bristol

 <p>Daytime</p>	<p>The central and eastern areas of Bristol will experience the highest number of warm (above 25°C) and hot days (above 30°C).</p> <p>The centre is heavily urbanised with several retail and business parks with hard surfacing which may cause these areas to heat-up more intensely than surrounding areas.</p> <p>The eastern parts of the city are also further away from any cooling effect from coastal sea breezes during the day. The prevailing westerly winds can pick-up and transport heat from the urban heat island creating a downwind effect to the east of the city.</p> <p>Areas at a higher elevation to the north-west and south are generally cooler than central city areas.</p>
 <p>Night-time</p>	<p>There are more tropical nights (above 20°C) concentrated in the low-lying and more built-up central regions of the city.</p> <p>In these areas an urban heat island effect can be seen where the heavily built-up areas of the city absorb energy from the sun during the day and release heat back into the atmosphere at night preventing temperatures in the city centre from cooling down.</p>

Bristol’s climate data should be treated as an approximation where a number of factors can influence the results. These include the natural variability of our climate and the fact that the climate model can’t represent some small-scale local climate processes.

Using the Met Office’s climate model to drive UKCP Local means that the projections explore a narrower range of future outcomes and generates results on the warmer end of the climate response.

Figure: Average number of summer days above 25°C (© Met Office<sup>1</sup>)



1 © Crown Copyright and database right 2023. Ordnance Survey AC0000807971

Figure: Average number of days for summer days above 30°C (© Met Office)

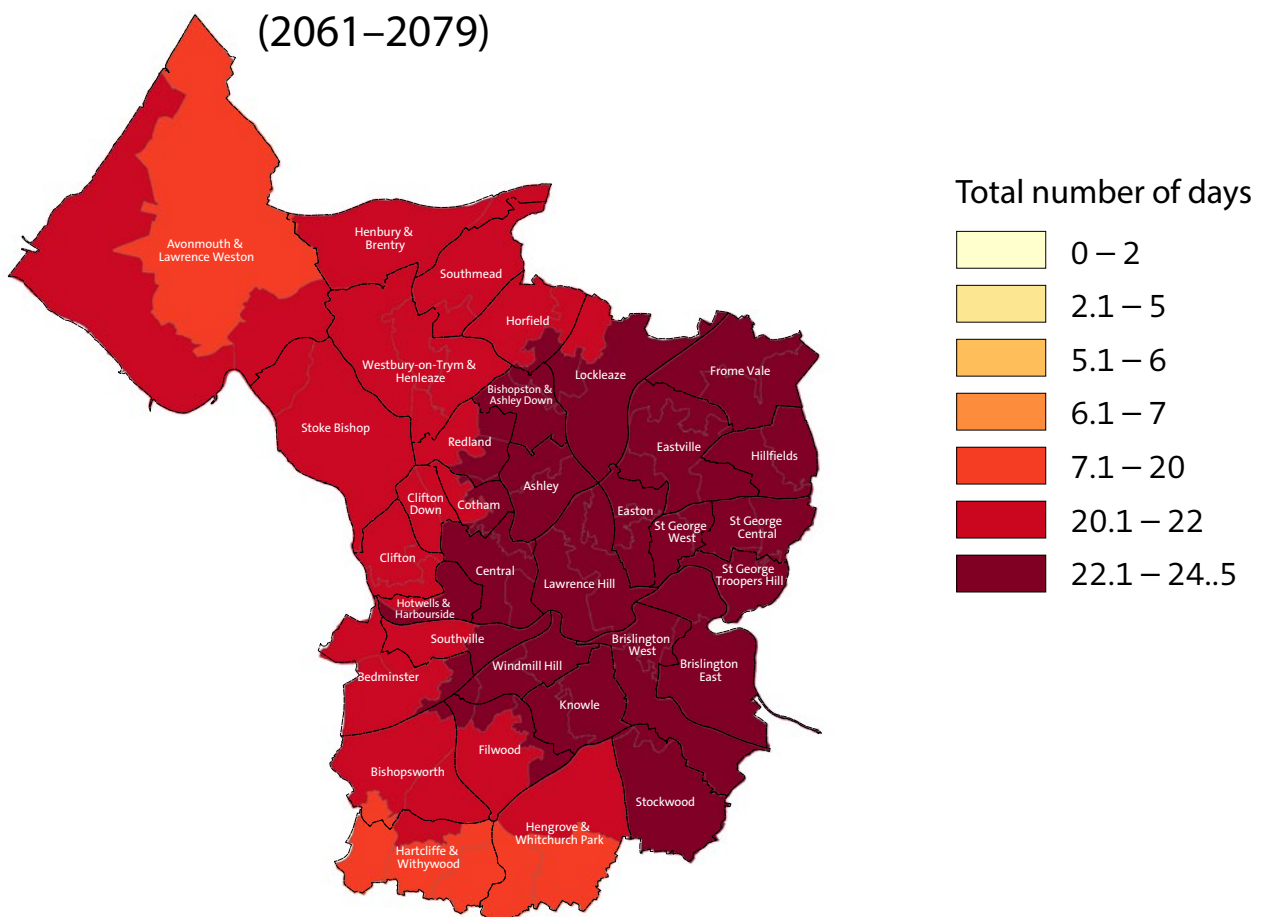
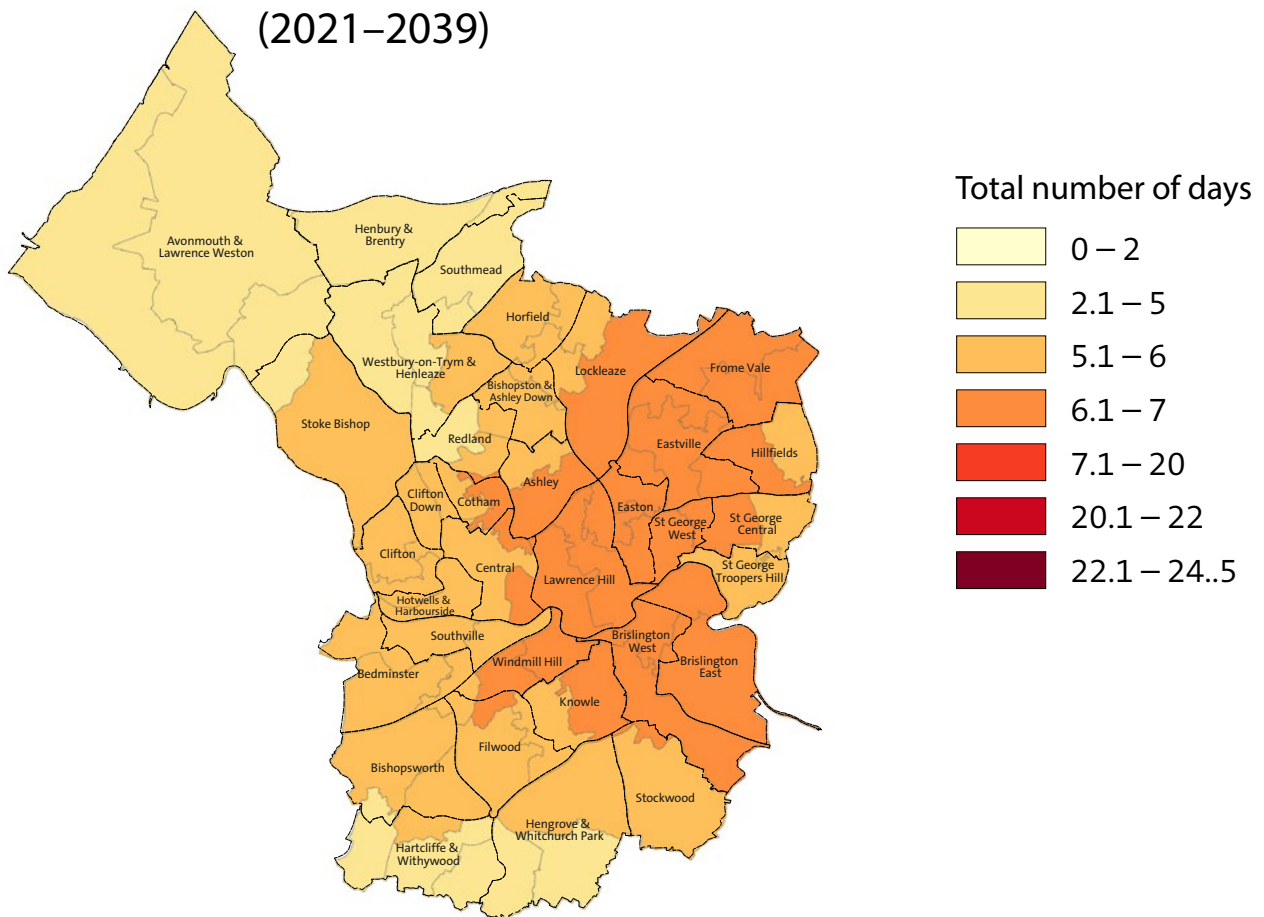
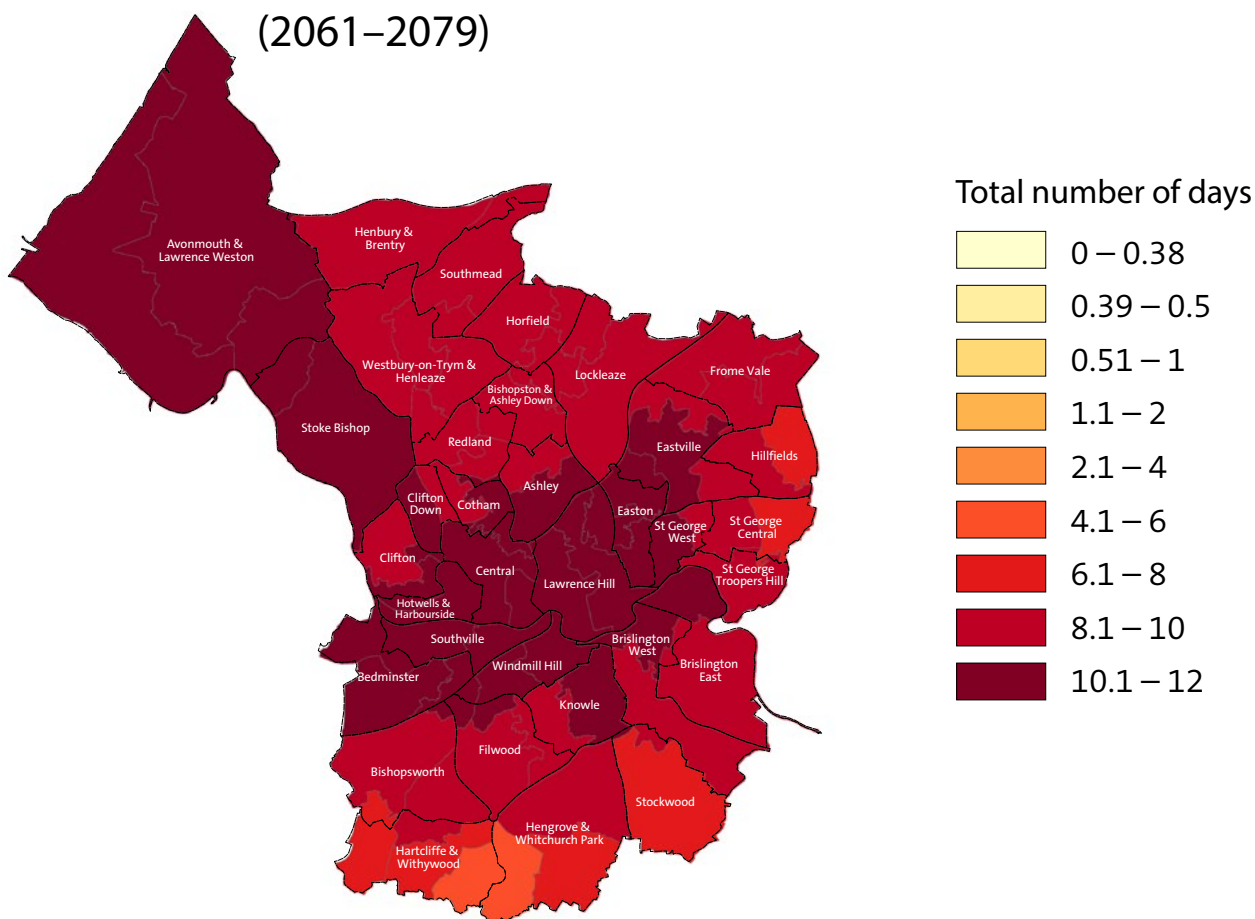
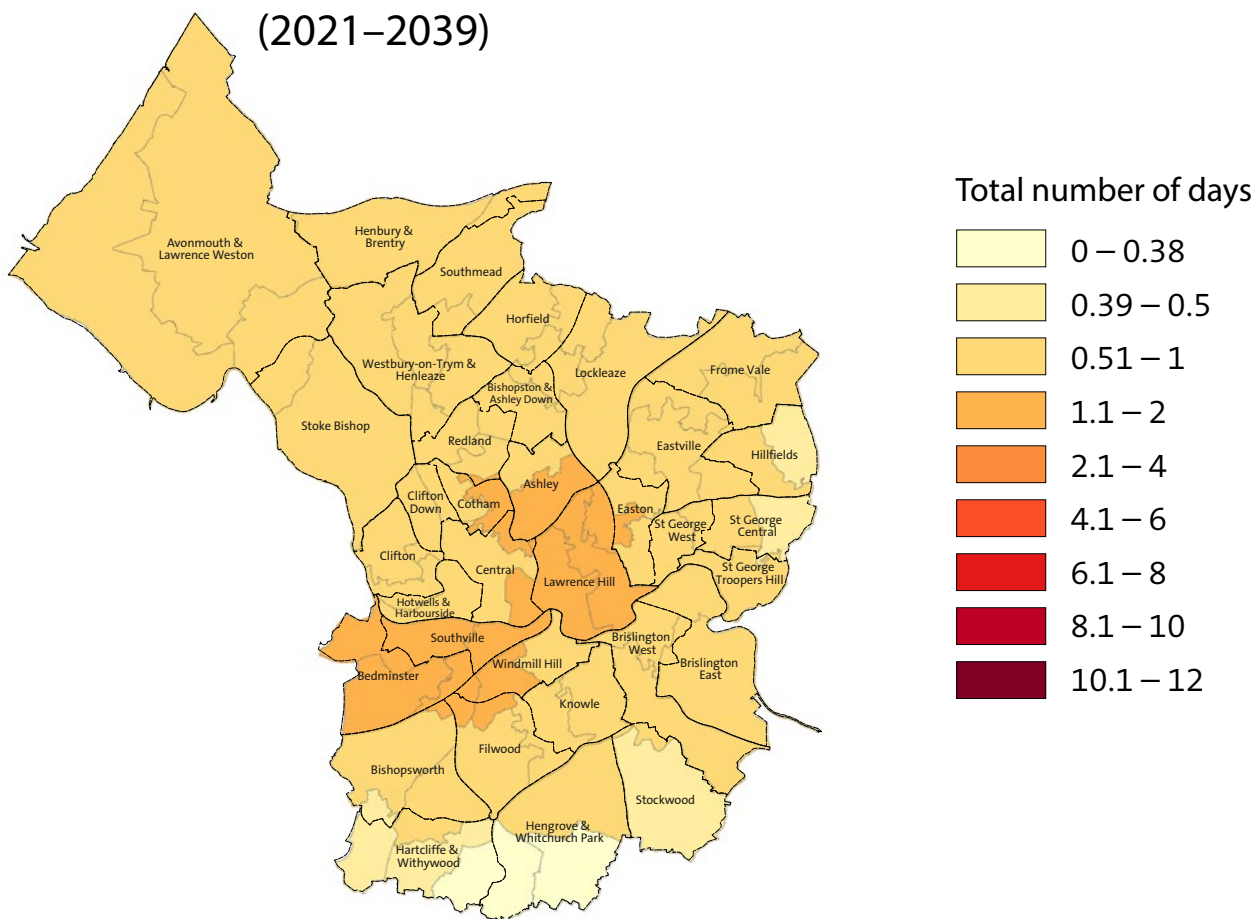




Figure: Average number of nights for summer nights above 20°C (© Met Office)



# Bristol's Heat Vulnerability Index

Countries and cities around the world are using the power of spatial mapping to explore the impacts of climate change on places, and to develop responses that build the climate resilience of cities, neighbourhoods, and people.

Determining people's vulnerability to high temperatures is complex as it depends on many factors. The development of a Heat Vulnerability Index (HVI) can help us to understand these variations across a city by mapping those factors which increase heat-health risks, using the best available information to describe individuals, their neighbourhoods, their homes, and the local environment. Sources of information to describe these characteristics can include census data, satellite imagery, modelled data, the Index of Multiple Deprivation, information about local land use and land cover (proxies for the Urban Heat Island effect), information on population density (a proxy for waste heat emissions), as well as data on housing characteristics. Proxies are data which acts as substitutes for direct measurements.

These factors can then be layered and combined to create an index to help understand these variations in heat risks. This enables different parts of a city to be compared to one another, as well as identifying the most at-risk areas.

A Heat Vulnerability Index has been developed for Bristol which brings together spatial information on Bristol's population, people's homes, and their local environment. This index helps us identify those areas of the city where extreme heat could have the biggest impact on people's health and wellbeing.

Knowing who is most vulnerable to urban heat risks in a city and where they live, provides important evidence to help build resilience to both current and future heat. The negative impacts of heat on human health do not occur equally across a population.

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## **The causes of this vulnerability are complex, but generally fit into four key aspects:**

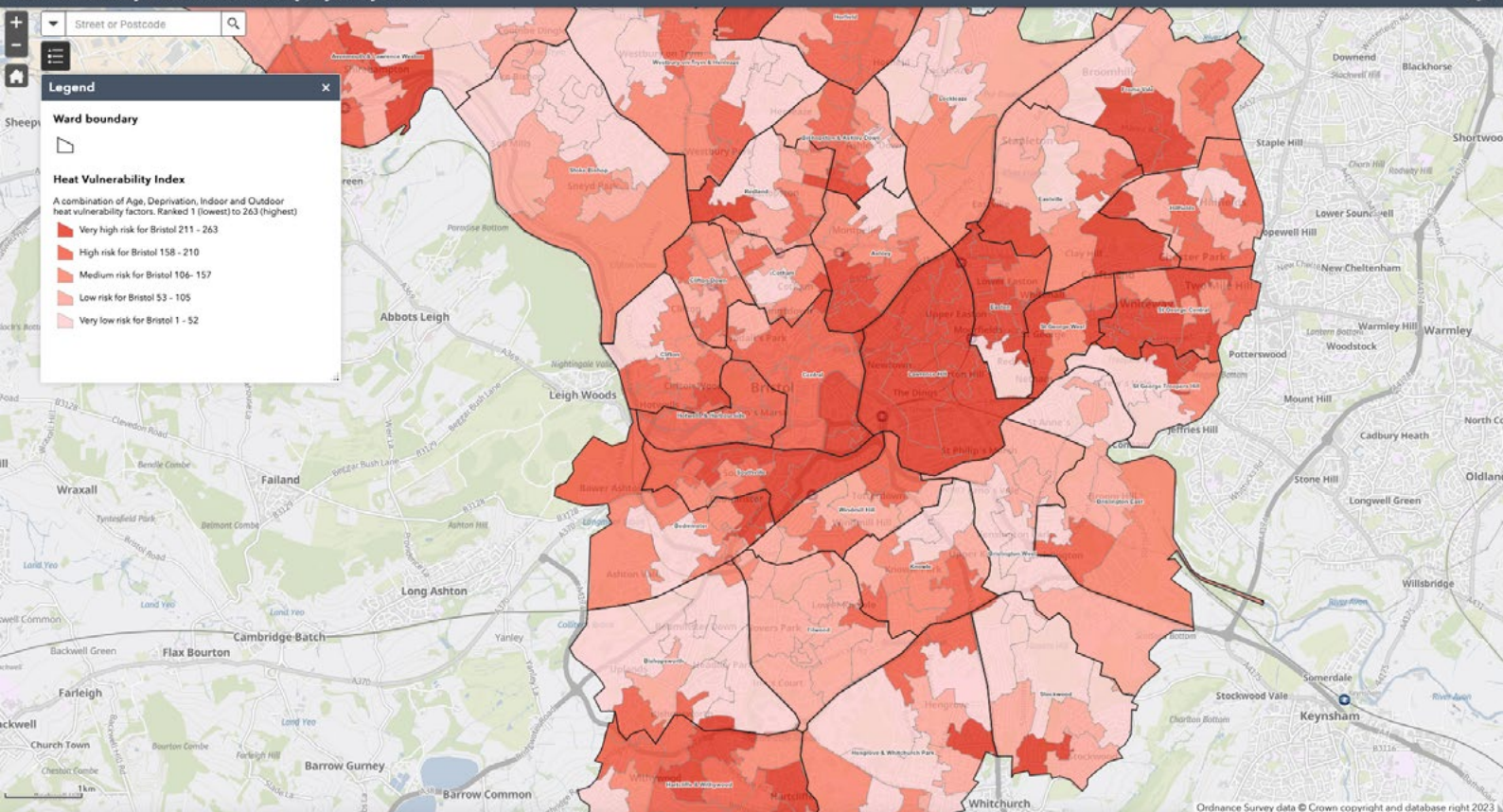
1. A person's sensitivity to heat such as age (especially over 65s and under 5s) and any health conditions.
2. A person's ability to adapt to high temperatures, which is influenced by factors such as income, employment, and education.
3. A person's exposure to high outdoor temperatures because they live in an area with a strong Urban Heat Island effect e.g. a very urban environment with limited green space and tree cover.
4. A person's exposure to high indoor temperatures because their home is more prone to overheating e.g., south-facing property with large windows.

**Table: Bristol’s Heat Vulnerability Index**

KBC Mapping	Construction	Heat Vulnerability Aspects	Bristol
Heat Vulnerability Index	<p>Ranked score combining four layers – age, IMD, outdoor and indoor exposure.</p> <p>LSOAs ranked 1 (least vulnerable) to 263 (most vulnerable).</p> <p>34 factors.</p>	<p>A person’s sensitivity to heat stress</p> <p>A person’s ability to adapt to reduce exposure to high temperatures</p> <p>Exposure to high indoor temperatures</p> <p>Exposure to high outdoor temperatures</p>	<p>The HVI identifies the most heat vulnerable locations in the city, combining all four vulnerability layers.</p>
Age-related vulnerability layer	<p><b>5 factors:</b></p> <ol style="list-style-type: none"> <li>1. Population aged 0–1</li> <li>2. Population aged 2–5</li> <li>3. Population aged 65–74</li> <li>4. Population aged 75 plus</li> <li>5. Population aged 64 plus and living alone</li> </ol>	<p>A person’s sensitivity to heat stress</p>	<p>This layer identifies the most vulnerable locations in the city due to age-related factors which affects a person’s sensitivity to heat stress.</p>
Deprivation vulnerability layer	<p><b>One index:</b> IMD – income, employment, education, health, crime, barriers to housing and services and living environment</p>	<p>A person’s ability to adapt to reduce exposure to high temperatures</p>	<p>This layer identifies the most vulnerable locations in the city due to deprivation which affects a person’s ability to adapt to reduce exposure to high temperatures.</p>

KBC Mapping	Construction	Heat Vulnerability Aspects	Bristol
Indoor exposure vulnerability layer	<p><b>13 factors:</b></p> <ol style="list-style-type: none"> <li>1. High glazing areas</li> <li>2. Modern homes</li> <li>3. Flats</li> <li>4. Terraced homes</li> <li>5. Poor roof energy efficiency</li> <li>6. Very poor roof energy efficiency</li> <li>7. Poor glazing energy efficiency</li> <li>8. Very poor glazing energy efficiency</li> <li>9. South-facing homes</li> <li>10. Southwest-facing homes</li> <li>11. Overcrowding</li> <li>12. Good wall energy efficiency</li> <li>13. Very good wall energy efficiency</li> </ol>	Exposure to high indoor temperatures	This layer identifies the most vulnerable locations in the city due to home-related factors which affects a person's exposure to high indoor temperatures.
Outdoor exposure vulnerability layer	<p><b>15 factors:</b></p> <ol style="list-style-type: none"> <li>1. Mean land surface temperature</li> <li>2. Normalised Difference Vegetation Index</li> <li>3. % homes near busy roads</li> <li>4. Population density</li> <li>5. Air pollution (NOx)</li> <li>6. Air pollution (PM10)</li> <li>7. Air pollution (PM2.5)</li> <li>8. Building height</li> <li>9. Land covered by buildings</li> <li>10. Mean distance to green space</li> <li>11. Normalised Difference Built-up Index</li> <li>12. Greenspace</li> <li>13. Blue space</li> <li>14. Urban</li> <li>15. Suburban</li> </ol>	<p>Exposure to high outdoor temperatures</p> <p>A person's ability to adapt to reduce exposure to high temperatures</p>	This layer identifies the most vulnerable locations in the city due to outdoor environment factors which affects a person's exposure to high outdoor temperatures.





## The HVI has been used to develop the Keep Bristol Cool mapping tool, which is available online.

The tool is for policy makers and practitioners such as urban designers, landscape architects, or emergency planners to explore:

- how current heat vulnerability varies across different neighbourhoods
- how climate change may increase temperatures in the future

### The tool

gives insights into how urban heat risks vary across the city and within communities



identifies the areas where high temperatures and heatwaves could have the biggest impact on people's health and wellbeing



The following pages show heat vulnerability trends for Bristol for the Overall HVI and the four vulnerability layers used to build the index, listing those Wards ranked in the highest category of 'very high risk for Bristol'.





# Heat vulnerability trends for Bristol

## Heat Vulnerability Index



The most vulnerable Wards in the Bristol are all located in the central and eastern parts of the city based on a combination of four vulnerability layers:

1. Lawrence Hill
2. Easton
3. St George Central
4. Central
5. Hillfields
6. St George West

The Lawrence Hill Ward is ranked as the most vulnerable ward in the city. It has a very high-risk rating for deprivation levels, number of homes at risk of overheating and the exposure of residents to high outdoor temperatures which all contribute to high levels of heat vulnerability and risks to health.

## Age



Looking at age-related vulnerability the following are considered the most vulnerable Wards in the city:

1. St George Troopers Hill
2. Bedminster
3. Westbury-in-Trym and Henleaze
4. Hengrove and Whitchurch Park
5. Stoke Bishop
6. Hillfields
7. Stockwood

The St George Troopers Hill Ward has a very high- or high-risk rating for a range of factors which increase the sensitivity of the population to heat stress, including higher numbers of very young children (aged 0-1) and older people (aged 65+ including those living alone).

## Index of Deprivation



Looking at deprivation-related vulnerability the following are considered the most vulnerable Wards in the city:

1. Hartcliffe and Withywood
2. Lawrence Hill
3. Filwood
4. Southmead
5. Lockleaze
6. Avonmouth and Lawrence Weston
7. Easton

The Hartcliffe and Withywood Ward has the highest Index of Multiple Deprivation rating in the city. The IMD combines datasets on income, employment, education, health, crime, barriers to housing and services and living environment.

## Homes



Looking at indoor exposure-related vulnerability the following are considered the most vulnerable Wards in the city:

1. Hotwells and Harbourside
2. Central
3. Clifton
4. Redland
5. Clifton Down
6. Cotham
7. Lawrence Hill

The Hotwells and Harbourside Ward has a very high- or high-risk rating for a range of factors which increase the likelihood of homes overheating, including a significant percentage of the housing stock classified as modern homes, flats, and properties with large and/or energy inefficient glazing areas.

## Urban environment

Looking at outdoor exposure-related vulnerability the following are considered the most vulnerable Wards in the city:

1. Central
2. Lawrence Hill
3. Bishopston and Ashley Down
4. Easton
5. Ashley
6. Clifton Down
7. Southville

The Central Ward has a very high- or high-risk rating for a range of factors which indicate a strong Urban Heat Island effect. It's a built-up, dense urban environment with tall buildings and has a general lack of greenness and greenspace.

High air pollution levels will also reduce the likelihood of people opening their windows, which can cool homes when done at the right time.



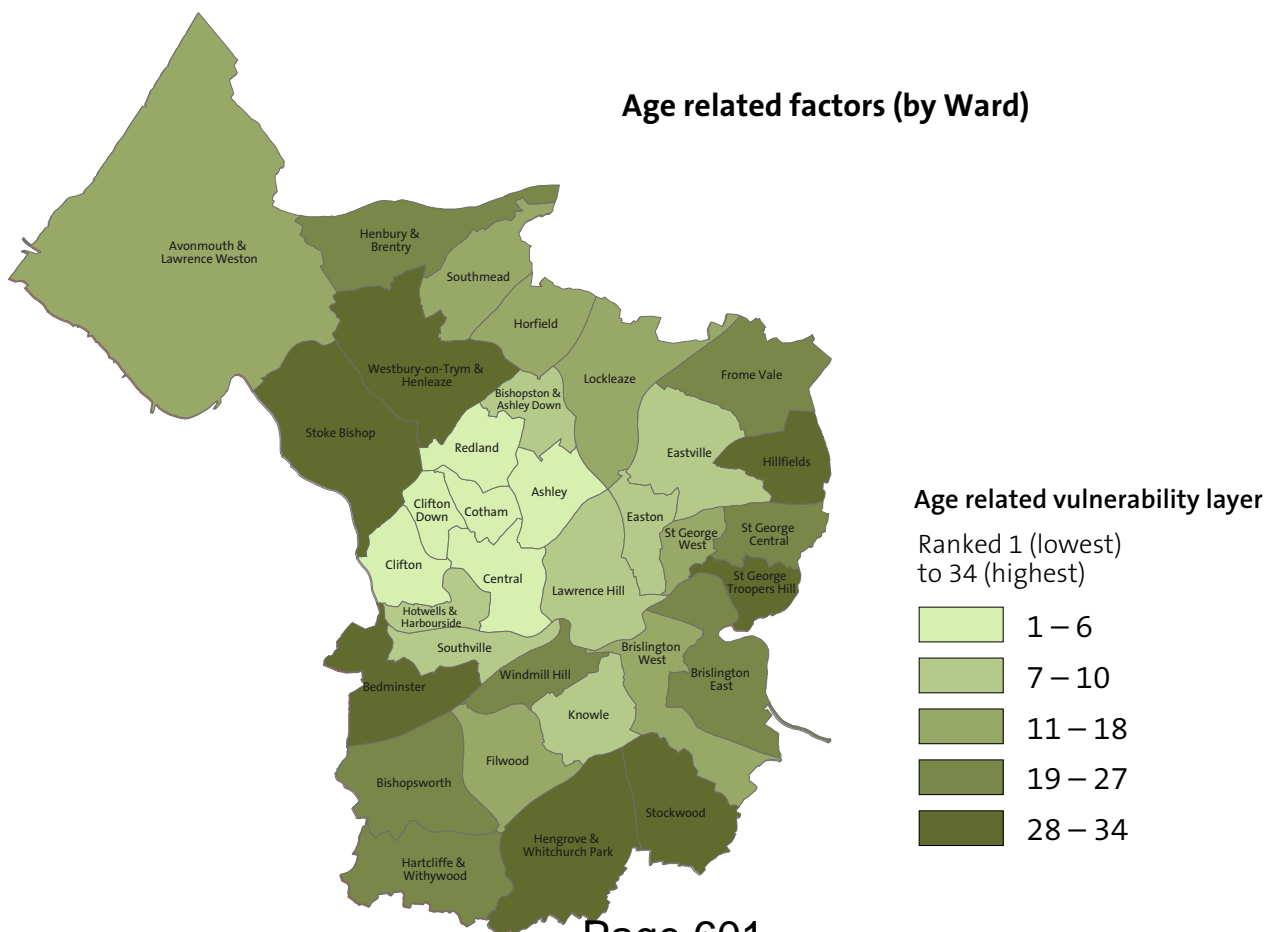
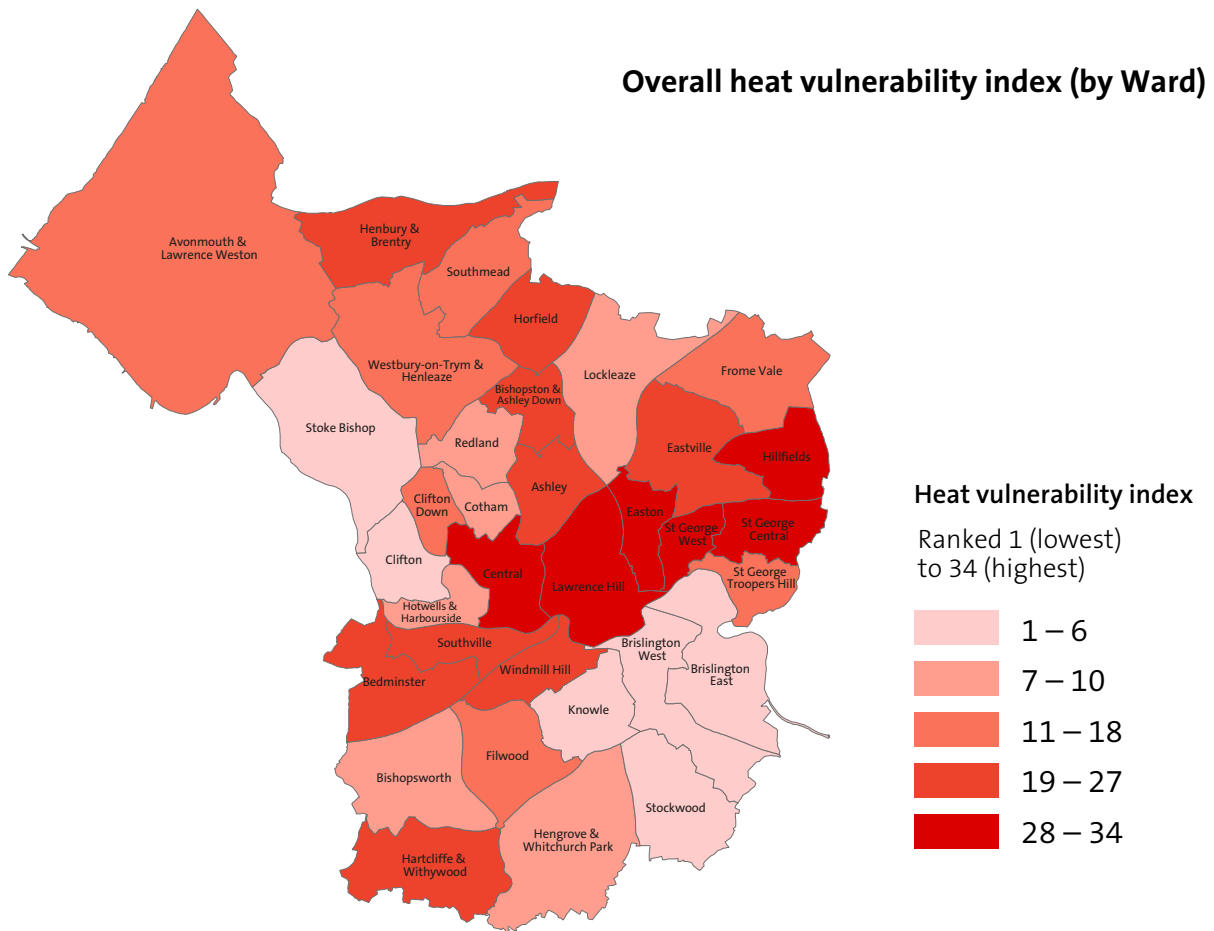


## Summary of limitations:

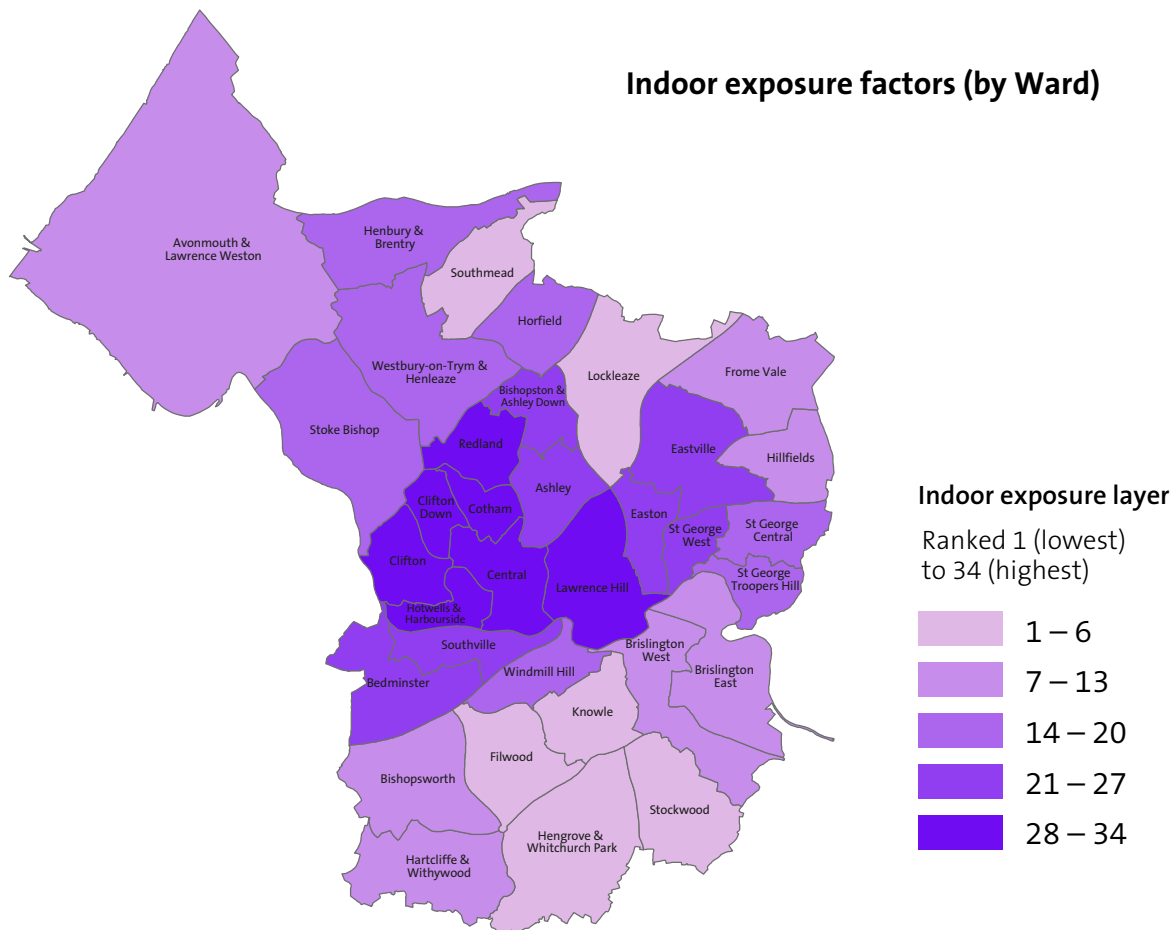
- The index is a relative measure of vulnerability, where an aggregation of data helps reveal patterns and picks-up trends, which assists the prioritisation of interventions. The mapping is based on ranking the wards or LSOAs from low to high, with the shading being based on the position in the ranking. This is particularly relevant for the indoor and outdoor exposure layers. For example, a neighbourhood identified as ‘low risk for Bristol’ in outdoor exposure could still be high risk if compared to countryside village.
- The index averages spatial data over a whole Ward or LSOA so this doesn’t capture variability within these areas. So areas identified as ‘very low risk for Bristol’ will still include people, homes and locations that are vulnerable to heat risks. It does not provide a household or building-level assessment.
- The outdoor exposure vulnerability layer is based on location-specific factors which affect both the Urban Heat Island effect and window opening due to noise and air pollution levels. The indoor exposure vulnerability layer only includes building-specific factors which affect the likelihood of a home overheating. This enables a separation between public and private domains.
- The construction of the index has been limited by the availability of robust, open source data at the right geographic scale. So other factors known to affect heat vulnerability were excluded where data was unavailable e.g. loft conversions. The indoor exposure vulnerability layer was also heavily reliant on EPC data (Energy Performance Certificates) which is known to have weaknesses because many simplifying assumptions are made in calculations for existing homes. For example, window dimensions are not measured but are instead calculated automatically based on the age band of the home and the measured wall area.
- The index does not tell us about the impacts of urban heat for example how many homes will overheat or how many individuals may become ill as a result of exposure to high temperatures.
- The index was constructed using data from 2021 or earlier using Ward, LSOA and LSOA boundaries that were correct at the time of production.



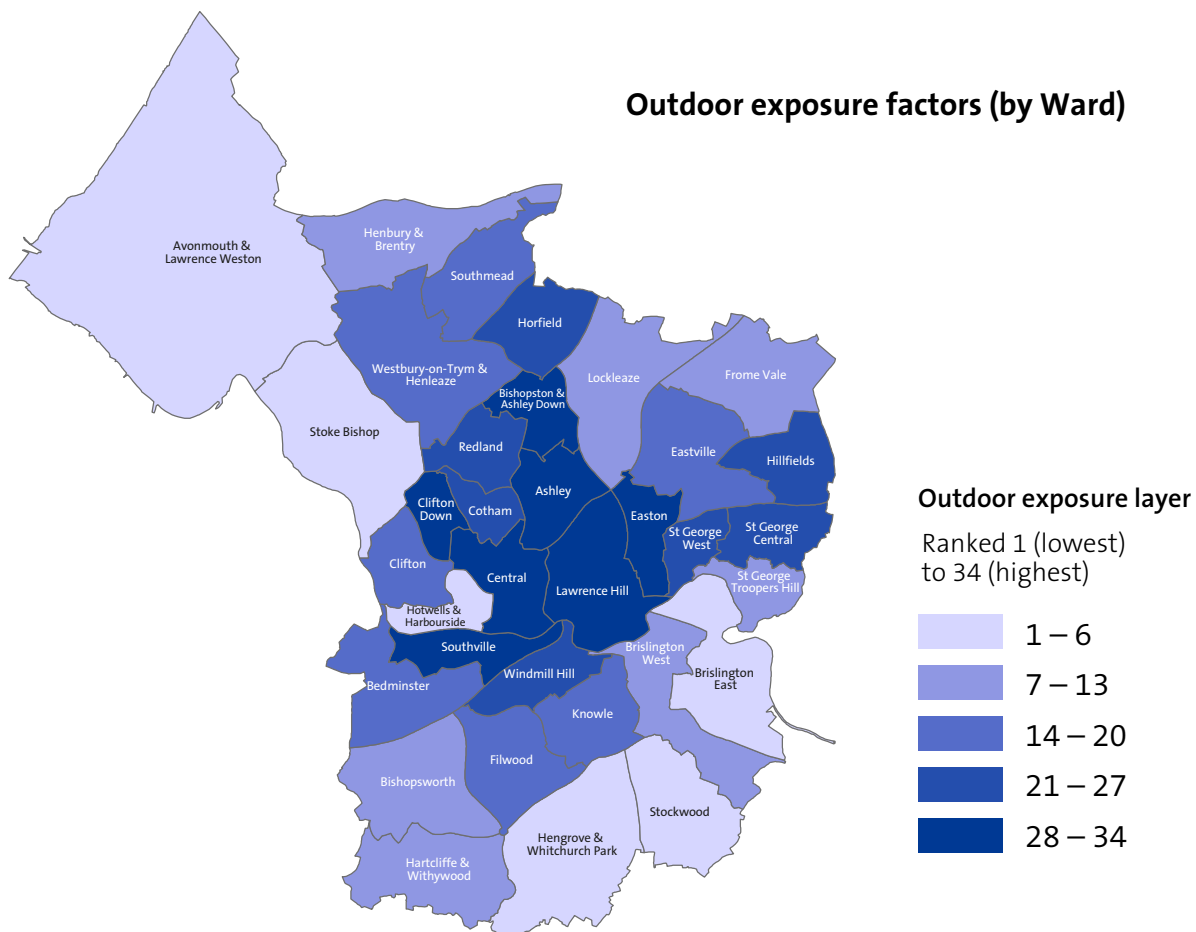
**Figure: Heat vulnerability layers for wards**



## Indoor exposure factors (by Ward)



## Outdoor exposure factors (by Ward)





# Bristol's Quality of Life Survey, 2022

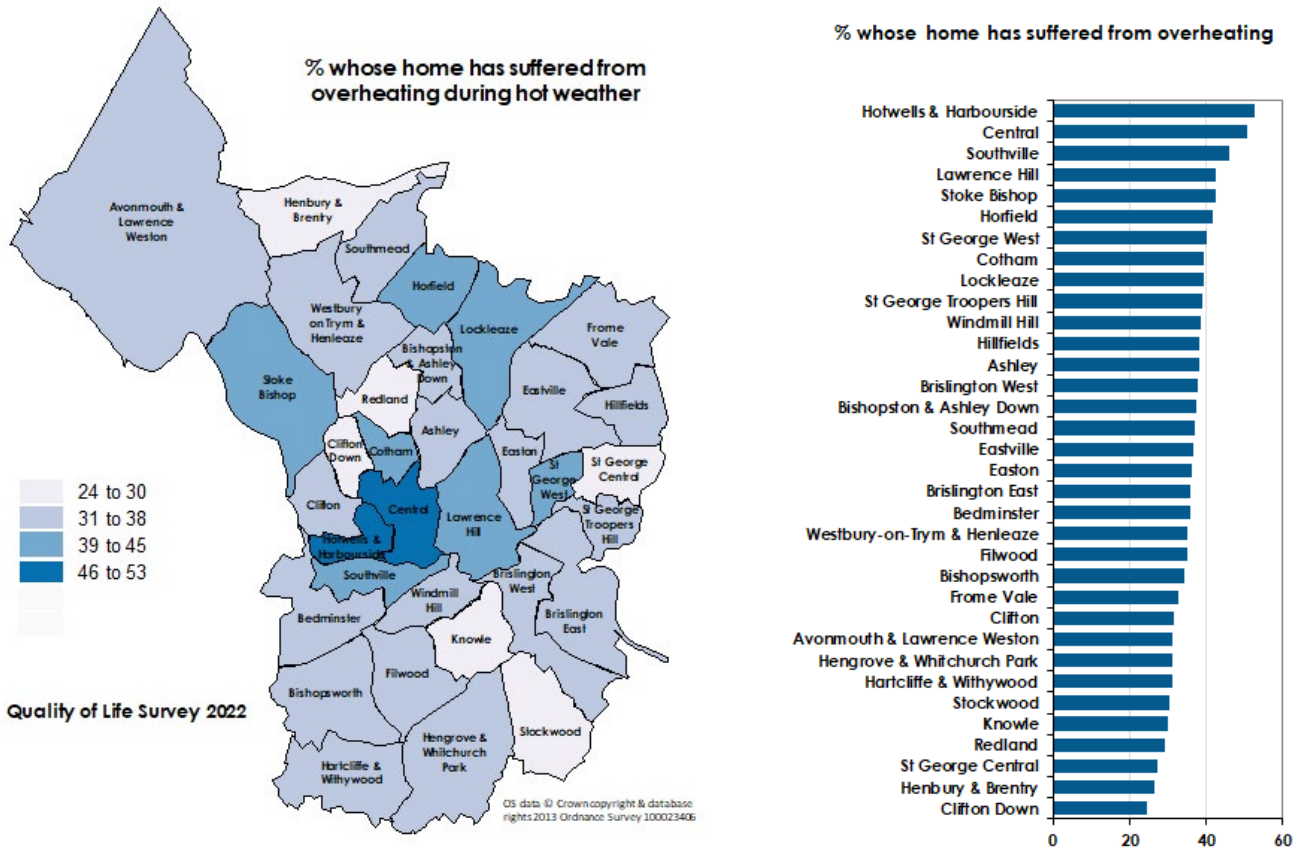
The Quality of Life Survey provides an annual snapshot on the quality of life in Bristol. It is the council's main tool for providing neighbourhood-level statistics and public perception information. The statistics are analysed at a ward-level and for equalities groups such as age, sex, and ethnicity. The data provides valuable insights that help the council, health services and other public sector partners to help plan local services, track change, and improve the quality of life in Bristol.

The survey has been running since 2001 with some of the questions changing over time. Data across approximately 180 indicators is collected through the survey including ones specifically about climate change. Over the last three years, local residents have been asked whether their homes had suffered from overheating during the last 12 months.

By exploring the 'problem' through this data, it's allowed us to identify 'solutions' – with four priority themes for action, specific goals for each theme and a set of 20 objectives for implementation over the next two to three years.

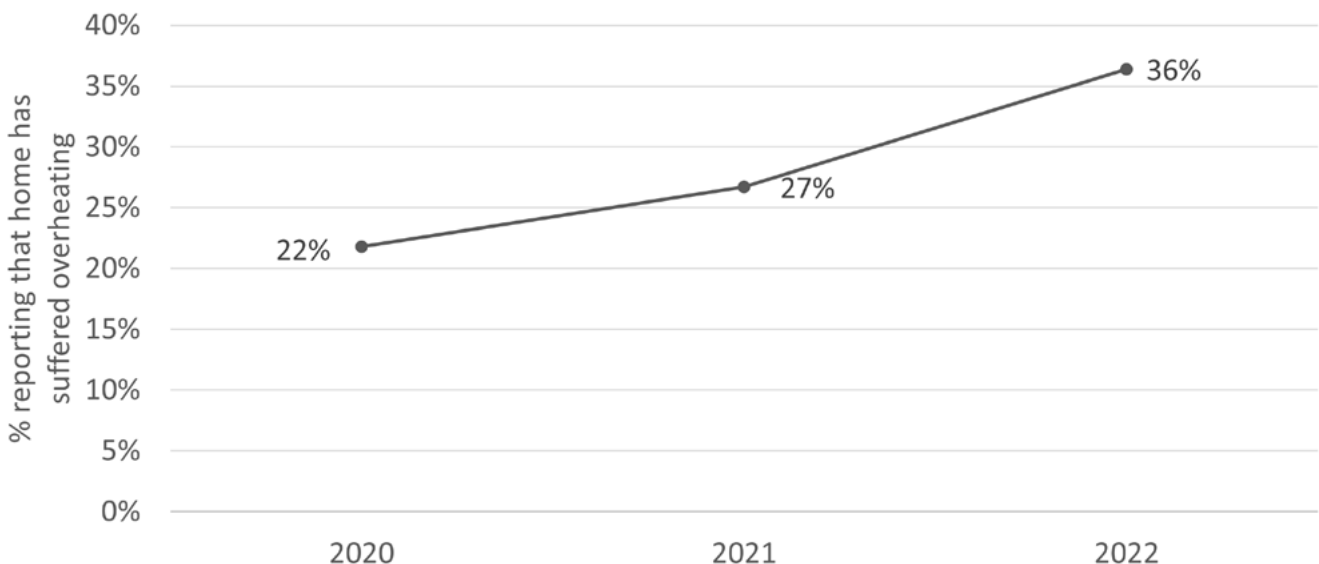


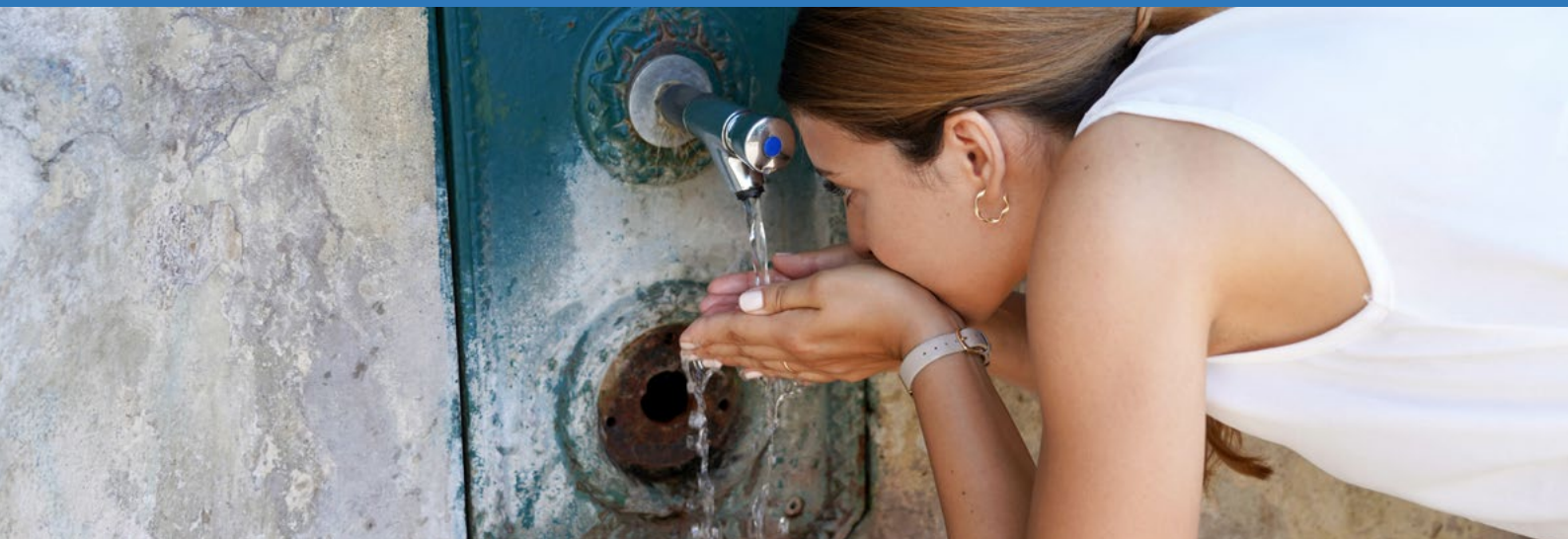
**Figure: Quality of Life Survey 2022 – % homes which overheated by Ward**



Looking at the last three years there is an upward trend in the percentage of people saying that their homes have overheated with a Bristol average of 21.8% in 2020, 26.7% in 2021 and 36.4% in 2022. Reporting levels will be affected by people’s perceptions of extreme heat and their own vulnerability, alongside those factors which affect their heat vulnerability i.e. heat exposure levels, sensitivity to heat, and ability to adapt to high temperatures.

**Figure 2 Trend of people reporting that their home has suffered overheating**





The Quality of Life survey shows that about 1 in 2 people living in the city centre wards of Hotwells & Harbourside and Central reported that their homes overheated last year. This is a dense urban area with access to the waterside but limited green space which is in high demand during hot weather. The city centre also has a high concentration of flats including purpose-built student accommodation.

Looking at the spread across equalities groups, younger people (aged 16 to 24 years) and people in private rented accommodation were most likely to report overheating (at 57% and 50% respectively). Younger people, in general, also tend to live in private-rented accommodation more than other groups. This demographic could also explain why LGB+ (Lesbian, Gay and Bisexual+) and Trans reporting levels are also so high (at 53% and 55% respectively)<sup>1</sup>.

There are between 60–800 caravan dwellers in Bristol that will be vulnerable to heat. These are situated across the city, most are aged 25–49 years, but the oldest is 79 years old. The majority do not have access to

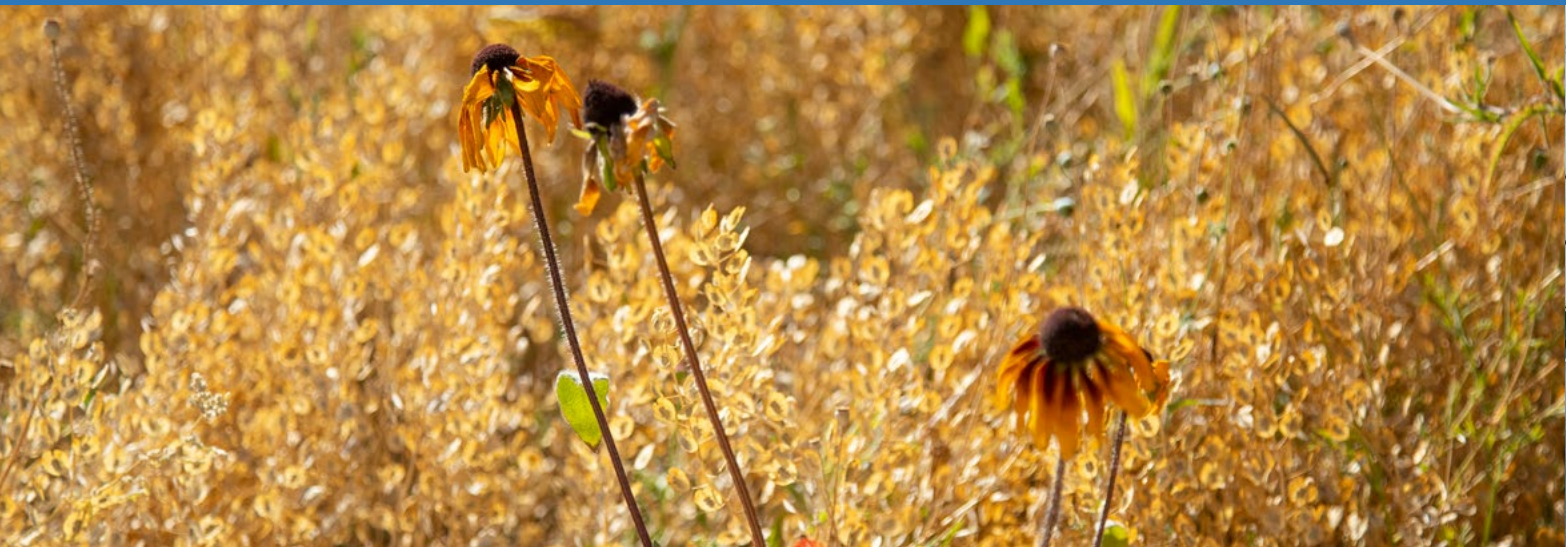
clean drinking water, or water for washing clothes or showering. Their vans heat up during hot weather so can be uncomfortable to live in, and with no showers they cannot cool down easily. Those without roofs and/or are homeless, will face similar problems and be especially vulnerable to heat.

At a national scale, the British Red Cross briefing on heatwaves in the UK looked into public perceptions of heatwaves<sup>2</sup> based on a survey of 2,000 adults during the summer of 2021. While most adults see heatwaves as a potential risk to other people's health, some of the most vulnerable groups underestimate the risk to their own health. Over half of people aged 75+ did not consider themselves vulnerable to the impact of heatwaves. Other at risk groups who did not consider themselves vulnerable included people: with a heart condition (31%), with a lung condition (28%), those living in a top-floor flat (30%) and those working outdoors 30+ hours a week (34%). Four in 10 adults also think heatwaves are a normal part of summer, with over a third of people believing that they are a problem of the future, not the present.

<sup>1</sup> LGB+ and Trans definitions from [Equality Strategy 2018–2023](#)

<sup>2</sup> [British Red Cross report on heatwaves in the UK](#)





# Our work to tackle the climate and ecological emergency

This framework builds on and supports ongoing initiatives to tackle the twin climate<sup>1</sup> and ecological<sup>2</sup> emergencies. Details of these can be found in our Action Plans and our website.

## Vision and Principles

The One City Climate Strategy sets out our vision and principles,

‘In 2030, Bristol is carbon neutral and climate resilient. We have collectively achieved a fair and inclusive transition; capturing the opportunities for new jobs and investment, improved health, wellbeing and education, and a better environment for local people. We have helped lead the way to a safer global climate.’

The vision includes five principles which have been applied to this framework and the issues it contains:

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### Evidence based

Our work will be informed by robust evidence from leading climate science and practitioners.

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### Learning

All council decisions will consider the risks of overheating so that we work towards making our policies, plans and services more climate resilient.

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### Transformative and Collaborative

We will produce and implement a Keep Bristol Cool Action Plan guided by this framework working inclusively and collaboratively with organisations and the community.

Action will be prioritised in areas with the greatest heat vulnerability.

Action will be prioritised to protect the most vulnerable people.

---

### Fair

We will ensure that our commitment to social justice remains at the heart of what we do.

<sup>1</sup> [Climate emergency](#)

<sup>2</sup> [Ecological emergency](#)



# Our strategic Goals and Themes for urban heat resilience

Taking the evidence base, case for action, and our current work around the climate and ecological emergency, we've created four high-level strategic goals that Bristol's urban heat resilience should strive towards.

These are live goals, which will need to be regularly readdressed and reassessed to ensure we're making progress toward them in the best way possible. A future action plan will use these goals as a starting point to create and assign actions towards making Bristol more urban heat resilient.

Specific actions will also be underpinned by the specific themes that sit under each goal. Many of these themes are cross-cutting in nature, but for the purpose of this framework have been allocated to their most relevant goals.



## Goal 1: Protecting vulnerable people, the public, council employees and council services during heatwaves

Protecting people's health and wellbeing during heatwave events including maintenance of critical public infrastructure and services.

Themes:

1. Improving severe weather planning
2. Using latest evidence to warn and inform
3. Improving heatwave preparedness
4. Trialling the monitoring of heat impacts
5. Providing cool places



## Goal 2: Future-proofing growth and city regeneration

Building urban heat resilience into new pieces of the city, city infrastructure, and new developments.

Themes:

1. Local Plan climate adaptation policies
2. Using latest evidence to inform regeneration frameworks
3. Understanding resilience of city council infrastructure
4. Working with infrastructure providers to understand their heat vulnerability
5. Engaging citizens with visions of the future



## Goal 3: Tackling overheating risk in people's homes

Making people's homes safer and more comfortable for communities, visitors and workers when building new homes and retrofitting existing properties.

Themes:

1. Understanding resilience of care settings
2. Taking an integrated approach to retrofitting homes
3. Ensuring the council's new homes do not overheat
4. Working with the wider housing sector to improve resilience
5. Awareness raising with home-owners



## Goal 4: Using blue green infrastructure for cooling streets and public spaces

Making places safer and more comfortable for communities, visitors, and workers when creating new places and retrofitting existing neighbourhoods.

Themes:

1. Defining a potential cool corridors network
2. Understanding the resilience of major public spaces
3. Trialling nature-based solutions
4. Improving community resilience
5. Harnessing citizen science



# Goal 1: Protecting vulnerable people, the public, council employees and council services during heatwaves

## Improving severe weather planning

Heatwaves are being increasingly common we will need to ensure our severe weather plans and processes are heat wave ready. The national Adverse Weather and Health Plan<sup>1</sup> provides guidance and recommendations on how local authorities can improve their preparedness and response plans.

## Using latest evidence to warn and inform

The latest urban heat evidence base, such as the Keep Bristol Cool mapping tool, can help identify high-risk communities and vulnerable groups. This will enable better targeting of information and advanced warning of heat waves.

## Improving heatwave preparedness

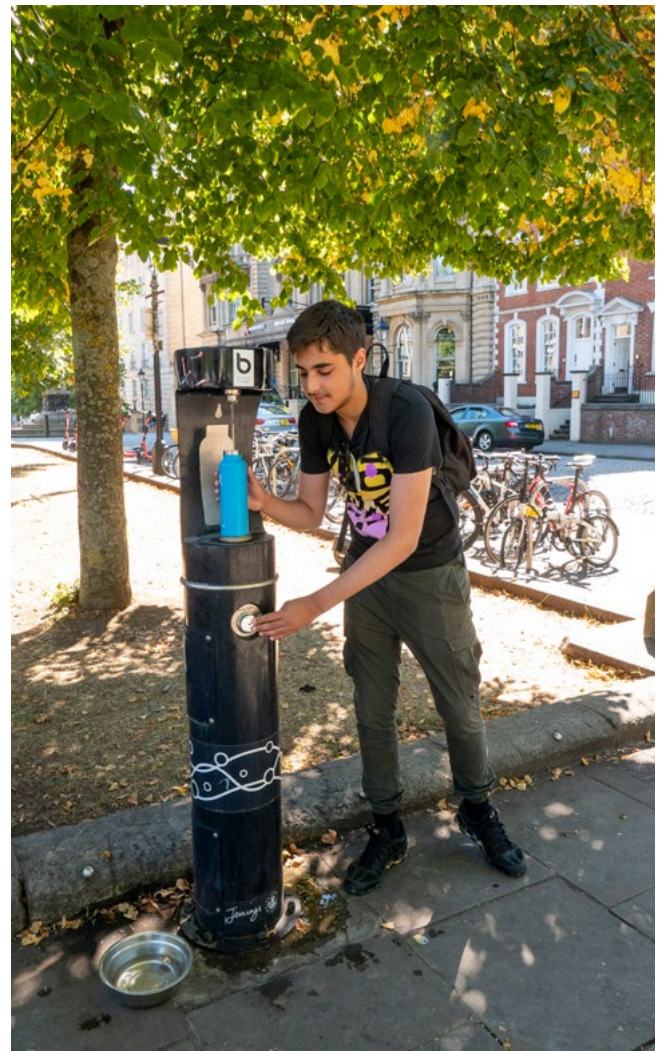
Improving how prepared the council, education institutions, workplaces and community facilities are for heatwaves is important for achieving this goal. This could include raising awareness, preparing business continuity plans and signing up to weather warnings.

## Trialling the monitoring of heat impacts

There is currently limited data available on the impacts of heatwaves and extreme heat on key council functions, such as building closures, critical service delivery and asset performance. Through collecting more data, we can better plan actions to improve resilience.

## Providing cool places

The Welcoming Spaces Network was set up in October 2022, initially to support residents over autumn and winter, and many spaces have continued to operate following the initial period. These spaces can provide support during heatwaves, such as drinking water, guidance on keeping homes cool, details on shaded local greenspaces, and information from partners on relevant services.



<sup>1</sup> [Adverse Weather and Health Plan - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/106222/Adverse-Weather-and-Health-Plan.pdf)

## Goal 2: Future-proofing growth and city regeneration

### Local Plan climate adaptation policies

The revised Local Plan will guide development in the city over the next 20 years. During this time, the frequency and duration of heat waves are likely to increase, and average and peak summer temperatures will be higher. Climate change adaptation policies within the Local Plan will help ensure new development is resilient to increased temperatures and contributes to wider city resilience.



### Using latest evidence to inform regeneration frameworks and masterplans

Areas of the city will undergo significant change over the next 20 years and regeneration frameworks and masterplans are being developed for these areas to guide development. The latest urban heat evidence base, such as the Keep Bristol Cool mapping tool, can be used to inform the production of the frameworks and masterplans to provide the foundations for heatwave ready development.



### Understanding resilience of City council infrastructure

Bristol City Council is responsible for a large amount of infrastructure that is vital for the city to function, including highways, energy, ICT, drainage and flood risk assets. Understand how resilient these assets are to increased heat will help guide future asset management and upgrade works.

### Working with infrastructure providers to understand their heat vulnerability

Much of the city's vital infrastructure, such as electricity and water supply, is managed by third parties. Understanding the vulnerability of the city's infrastructure systems requires a coordinated approach – identifying common challenges, interdependencies and priorities. These infrastructure networks are regional, so addressing this will involve collaborating with our neighbouring local authorities and the West of England Combined Authority.

### Engaging citizens with visions of the future

Co-creating a positive vision for a climate resilient future with citizens can help build support for changes to our buildings, streets, neighbourhoods and open spaces. This theme would involve working with our academic, arts, culture and community partners.



## Goal 3: Tackling overheating risk in people's homes



### Understanding resilience of care settings

Adult and children's care facilities, including residential, day-care and specialist units, could be particularly affected by heat waves. Understanding more about the resilience of our facilities will be important to make operational, asset management and future-proofing decisions.



### Taking an integrated approach to retrofitting homes

We are undertaking an ambitious programme to retrofit our council homes. The primary aim of this programme is to improve the energy efficiency and reduce the carbon emissions of the homes but it is also an opportunity to implement measures that reduce overheating risk. Learning from initial projects can inform later stages of the retrofit programme.



### Ensuring the council's new homes do not overheat

New council homes should provide for the comfort, health and wellbeing of occupiers throughout the year and include measures for reducing overheating risk over their lifetime. There are also opportunities for the developments to benefit the surrounding environment's climate resilience, through providing green infrastructure.

### Working with the wider housing sector to improve resilience

Increased heat will affect all housing in the city so working with housing sector partners to raise awareness and knowledge share will be a vital part of tackling overheating across the city.

The Bristol Living Rent Commission, alongside other issues, highlighted limitations in the council's and private tenants' power to improve the quality of private rented housing sector across the city, which includes the adaptations needed to combat global heating. Therefore, this framework looks at the actions that can be taken within the council's control in regard to housing, while ensuring information campaigns around the issue are pertinent to all of Bristol's citizens.

## Awareness raising with home-occupiers

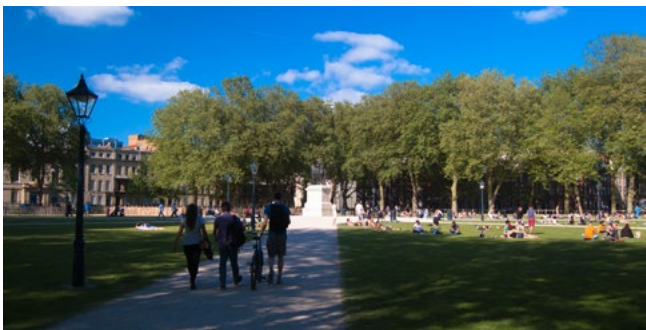
It will be important to that people have access sound and consistent advice on how to keep their homes cool during hot weather and heatwaves. This will involve working with healthcare and social housing partners.

## Goal 4: Using blue and green infrastructure for cooling streets and public spaces



### Defining a potential cool corridors network

A strategic network of cool corridors (e.g. river walkways or shaded avenues) can provide resilient routes for active travel through city during hot weather. This could be defined within the Bristol Green and Blue Infrastructure Strategy and then delivered through new developments, the management of council assets, and working in partnership with key landowners and Business Improvement Districts.



### Understanding the resilience of major public spaces

Major public spaces in the city centre, such as Lloyds Amphitheatre, Millennium

Square, Castle Park and Queen Square, are often heavily used during the summer, including for events. Understanding the current resilience of these spaces to heat can inform future operations, assess management and future-proofing.



### Trialling nature based solutions

Nature based solutions, such as sustainable urban drainage systems, can deliver multiple benefits, improving flood risk, wellbeing and nature, as well as heat resilience. Trailing and monitoring these systems can help build the evidence base for wider use in the city.

### Improving community resilience

Green infrastructure, such as trees, can be used to improve the resilience of neighbourhoods. The Keep Bristol Cool Mapping Tool can help identify the most vulnerable neighbourhoods in the city and direct the focus of green infrastructure improvements to improve community resilience.

### Harnessing citizen science

Citizen science and co-design can be used to build a story of place, which generates insights into the lived experience of different communities during heatwaves. There are opportunities to work with city partners, including academia and community organisations, on initiative to support this.





## Next steps

We are already making progress towards the achieving goals within this framework, with work underway across many of the themes. There is more work to do across all the themes within the framework. Following the publication of the Keep Bristol Cool framework, the council will develop an action plan over the coming year to support achievement of these goals, working with its team, wider partners and the community.

## Monitoring and reporting

We will review progress annually and seek input from external partners and advisors such as the Bristol Advisory Committee on Climate Change as appropriate.





# Acknowledgements

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The Keep Bristol Cool project team (past and present): Sustainable City Team Bristol City Council, Embedded Researcher Dr Charlotte Brown, Tyndall Centre for Climate Change Research (University of Manchester), Met Office Urban Climate Services Team, and Sarah Toy Consulting.

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Scrutiny Commission, Forest Research, and all participants at our Heat Vulnerability in a Changing Climate practitioner workshop.

Our partners, contributors, reviewers, testers and co-authors: colleagues across Bristol City Council; West of England Combined Authority; Healthier Together - Bristol North Somerset & South Gloucestershire Sustainability & Health Group, Bristol Resilience Group (Avon & Somerset Local Resilience Forum), Bristol Advisory Committee on Climate Change, West of England Sustainability Group, Social Housing Decarb Forum, Landsmith Associates, Core Cities Adaptation Working Group, and everyone else who helped along the way.

# Appendix Glossary

**GIS:** Geographical Information Systems is a technology that allows data to be visualised on a map. It is an efficient tool for exploring spatial data and investigating place-based questions such as how heat vulnerability varies across a city.

**Heat Vulnerability Index:** The HVI brings together spatial information on Bristol's population, people's homes, and their local environment with a focus on heat-health risks.

**Index of Multiple Deprivation:** This combines datasets on income, employment, education, health, crime, barriers to housing and services and living environment as a way of ranking each small area of England from the most deprived to the least deprived area.

**LGB+:** This stands for Lesbian, Gay, and Bisexual with a plus sign to include Genderqueer, Non-Binary, Questioning, Intersex and Asexual etc.

**LSOA:** A Lower Layer Super Output Area is a geographical unit commonly used for the collection and reporting of data on populations and households in cities. There are 263 of these areas in Bristol.

**MSOA:** A Middle Layer Super Output Area is a geographical unit commonly used for the collection and reporting of data on populations and households in cities. There are 55 of these areas in Bristol.

**Normalised Difference Built-up Index:** A Normalised Difference Built-up Index (NDBI) is a way of estimating the density of built-up areas using satellite images. It measures the difference between shortwave-infrared light (strongly reflected by built-up areas) and near-infrared light

(strongly absorbed by less built-up areas). The index ranges from +1 to -1 with higher values representing more built-up areas.

**Normalised Difference Vegetation Index:** A Normalised Difference Vegetation Index (NDVI) is a way of estimating the density of vegetation in an area using satellite images. It measures the difference between near-infrared light (strongly reflected by vegetation) and red light (strongly absorbed by vegetation). The index ranges from +1 to -1 with higher values representing more greenspace.

**NOx:** This refers to a combination of nitrogen dioxide (NO<sub>2</sub>) and nitric oxide (NO). Together they are often referred to as oxides of nitrogen (NOx). NOx is produced by combustion processes. Health effects are associated with NO<sub>2</sub>. Short term exposure to high levels of NO<sub>2</sub> can cause irritation to the respiratory system causing inflammation. Studies have shown long term exposure is associated with reduced lung development and respiratory infections in childhood and effects on lung function in adulthood. In building the Heat Vulnerability Index, NOx data has been used as a proxy for window opening, alongside other pollutants and noise levels.

**PM:** Particulate matter is everything in the air that isn't a gas, a suspension of particles which are solid, liquid or somewhere in between. It can come from natural sources such as pollen, sea spray and desert dust, and human-made sources such as smoke from fires, soot from vehicle exhausts, dust from tyres and brakes, as well as emissions from industry. PM is often classified according to size and referred to as 1) coarse particles known as PM<sub>10</sub> (particles that are less than 10

microns ( $\mu\text{m}$ ) in diameter) or 2) fine particles known as PM<sub>2.5</sub> (particles that are less than 2.5  $\mu\text{m}$  in diameter). There is an extensive body of evidence that long-term exposure to PM increases mortality and morbidity from cardiovascular and respiratory diseases. In building the Heat Vulnerability Index, PM data has been used as a proxy for window opening, alongside other pollutants and noise levels.

**Proxy:** This is information or data which acts as a substitute for direct measurements. For example, using noise and air pollution data as a 'proxy' for people opening their windows because higher levels are likely to act as a deterrent. Another example is using land surface temperatures taken from satellites and information on population density as 'proxies' for the Urban Heat Island effect.

**Trans:** This is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois<sup>1</sup>.

**UK Climate projections:** This is a set of tools and data that shows us how the UK climate may change in the future. UKCP Local provides information at a city-level on what these changes might look like.

**Urban Heat Island:** This describes a phenomenon where the urban environment of a city experiences higher temperatures than more rural surroundings. Each city has its own unique pattern.

<sup>1</sup> [List of LGBTQ+ terms](#)

## Research and innovation

We invite academia and technology partners to investigate:

1. Monitoring Bristol's urban climate using a citywide meteorological network either as a dedicated system or through existing infrastructure assets.
2. Waste heat contributions to Bristol's urban heat island and key interventions.
3. Smart Apps which could assist Bristol's heatwave response.
4. Methods for capturing, processing and visualising organisational-level data on the impacts of heatwave events.
5. Hierarchy of options for changing surfaces at roof and ground level e.g. cool pavements, green roofs etc to reduce Bristol's urban heat island.
6. Permitted Development Rights monitoring data for tracking higher-risk conversion of buildings from non-residential to residential and home improvements such as loft conversions and extensions.
7. Estimation of greening levels for a +2°C 2080 and +4°C 2080 climate scenario taking into account areas where higher levels may be needed to address the urban heat island effect.
8. Retrofit packages for private-rented accommodation including occupancy-level mitigations and landlord interventions.
9. Adapting Bristol's historic environment for higher temperatures and heatwaves.
10. Neighbourhood-level lived experience of people during heatwaves, including mining social media.



# Equality Impact Assessment [version 2.12]



Title: Keep Bristol Cool Framework	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Kathy Derrick
Service Area: Sustainable City & Climate Change Service	Lead Officer role: Sustainable City 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 Equality Impact assessment (EqIA) accompanies a Decision Pathway report which seeks to approve the Keep Bristol Cool Framework : [see here](#). This EqIA is for the Framework rather than a delivery plan and when it moves to delivery, an updated EqIA will be submitted for review.

The context to this report is the UK’s national assessment of climate risks that identified the risk of high temperatures as one of the major risks facing the country due to its detrimental impact on health, wellbeing, and productivity. Our own local climate risk assessment also identified the potentially serious and wide-ranging impacts of extreme heat on the city’s people, public services, and assets.

The Keep Bristol Cool Framework will enable Bristol City Council to increase its climate resilience by setting out 4 guiding areas for action. It is principally for policy makers, commissioners, practitioners, council teams and city partners with the responsibility and capacity to accelerate action and influence others. It may also be of interest to the public and communities, and for anyone else interested in finding out what the Council is doing on climate resilience.

### 1.2 Who will the proposal have the potential to affect?

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

### 1.3 Will the proposal have an equality impact?

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

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

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

<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[please select]
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The proposals in the Framework do not have any negative impacts on equality groups.

Rising temperatures and heatwaves do disproportionately affect a number of equality groups : the under 5's and over 65's, Disabled people, pregnant and nursing mothers/parents and those in deprivation who are less able to adapt because of their low income, living in homes prone to overheating such as flats, employment or education.

## 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 reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/what-we-do/equality-and-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/what-we-do/equality-and-diversity). 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 \(sharepoint.com\)](https://www.bristol.gov.uk/what-we-do/equality-and-diversity) 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
<a href="#">Health Protection Agency, 2012 - Health Effects of Climate Change</a>	<p>At present, the health burden due to low temperature exceeds that of high temperature. However, heat-related mortality, which is currently around 2,000 premature deaths per year, is projected to increase steeply in the UK throughout the 21st century, from around a 70% increase in the 2020s to around 540% in the 2080s<sup>1</sup>. Southern, central and eastern England appear to be most vulnerable to current and future effects of hot weather compared with other UK regions.</p> <p>In summary the health burden from high temperatures is going to rise in the future. It is why the Framework includes Priority Theme 1: 'Protecting vulnerable people &amp; the public during heat waves'.</p>
<a href="#">UK Climate Risk Independent Assessment ( CCRA3) - Health, communities and the built environment</a>	<p>There is good evidence that high temperatures can increase the risk of injury, particularly injuries in children<sup>1</sup>.</p> <p>High temperatures can adversely affect the health of pregnant women, particularly increasing the risk of preterm birth<sup>2</sup></p> <p>There is a lack of evidence of impact on mental health effects, although there is some evidence that high temperature can worsen symptoms, and there is some evidence that high temperatures increase the risk of suicide<sup>3</sup></p>
<a href="#">BMJ,2006</a>	<p>A risk of mortality was observed for both heat and cold exposure in all regions in the UK. Elderly people, particularly those in nursing and care homes, were most vulnerable. The greatest risk of heat mortality was observed for respiratory and external causes, and in women, which remained after control for age.</p>
<a href="#">BJPsych, 2018 - Temperature related deaths in people with psychosis, dementia and substance abuse</a>	<p>Patients with mental illness showed an overall increase in risk of death of 4.9% (95% CI 2.0–7.8) per 1° increase in temperature above the 93rd percentile of the annual temperature distribution. Younger patients and those with a primary diagnosis of substance misuse demonstrated greatest mortality risk.</p>
<a href="#">British Red Cross Briefing - Feeling the Heat</a>	<p>Public perceptions of heatwaves based on a survey of 2000 adults during the summer of 2021. While most</p>

adults see heatwaves as a potential risk to other people's health, some of the most vulnerable groups underestimate the risk to their own health. Over half of people aged 75+ did not consider themselves vulnerable to the impact of heatwaves. Other at risk groups who did not consider themselves vulnerable included people: with a heart condition (31%), with a lung condition (28%), those living in a top-floor flat (30%).

[Keep Bristol Cool Heat Vulnerability Tool](#)

This tool shows spatial maps of heat vulnerability by ward across Bristol. The equalities groups of age and deprivation are specifically mapped but other equalities groups are not.

Heat vulnerability associated with age varies across the city (there aren't maps for all the protected characteristics). Wards with high vulnerability are St George Troopers Hill, Bedminster, Westbury-in-Trym & Henleaze, Hengrove & Whitchurch Park, Stoke Bishop, Hillfields and Stockwood.

Heat vulnerability associated with deprivation varies across the city. Wards with high vulnerability are Hartcliffe & Withywood, Lawrence Hill, Filwood, Southmead, Lockleaze, Avonmouth & Lawrence Weston and Easton. Evidence indicates the key role that occupant behaviours can play in indoor heat exposures. For example, failure to open windows can significantly increase overheating risk in dwellings<sup>4</sup>, however a monitoring and questionnaire study found around 70% opened only one or two windows at night in London for security reasons<sup>5</sup>

[Quality of Life Indicator, 2022 - % whose home has suffered from overheating during hot weather](#)

The Bristol Quality of Life survey shows that about 1 in 2 people living in the city centre wards of Hotwells & Harbourside and Central reported that their homes overheated last year. This is a dense urban area with access to the waterside but limited green space which is in high demand during hot weather. The city centre also has a high concentration of flats including purpose-built student accommodation.

Evidence from studies by (Beizaee et al., 2013; Lomas and Kane, 2013; 2015) and (Mavrogianni et al., 2012) point to an increased risk of overheating in flats and more energy efficient dwellings. New build flats are often high density, single-aspect with a lack of effective and/or secure ventilation.

Looking at the spread across equalities groups, younger people (aged 16 to 24 years) and people in private rented accommodation were most likely to report overheating (at 57% and 50% respectively). Younger people, in general, also tend to live in private-rented accommodation more than other groups. This demographic could also explain why LGB+ (Lesbian, Gay & Bisexual+) and Trans reporting levels are also so high (at 53% and 55% respectively).

**Additional comments:**

- 1 Otte im Kampe, 2016 <https://pubmed.ncbi.nlm.nih.gov/26868947/>
- 2 Chersich et al., 2020
- 3 Thompson et al., 2018
- 4 Taylor et al., 2018)
- 5. Mavrogianni et al., 2020

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

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

## 2.3 Are there any gaps in the evidence base?

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

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

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

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

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

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

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

Discussion has been undertaken with different BCC Services to understand the issues and opportunities to produce the Framework and potential actions for a subsequent action plan. The BCC services were : Connected City, Traffic & Highways, Regeneration, Housing Delivery, Planning Services, Sustainable City & Climate Change, Property & Facilities Mgt, Neighbourhoods & Communities, Adult Social Care.

The following stakeholders were consulted with. They were sent a copy of the draft Framework and the themes and potential actions and asked to give feedback on the themes and potential actions and general views and comments on the framework as a whole : Community Climate Action Community Leadership Panel, Bristol Advisory Committee on Climate Change, Bristol Green Capital, Arup, The Tyndall Centre @ Manchester University, Social Housing Decarb Forum, UKRI, Met Office, BNSSG Sustainability & Health Group, Avon & Somerset Resilience Forum, WECA, Landsmith Associates, Cabot Institute @ University of Bristol.

A presentation and question and answer session was undertaken with the Community Climate Action Panel who subsequently emailed their comments. Engagement with local groups will take place as part of the delivery of actions in the future.



## 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 with groups representing different relevant protected characteristics will be undertaken when the Framework is used for delivery of actions. At that time the engagement will be more timely, specific and meaningful. The engagement isn't something that can be planned now, this is a Framework not a delivery plan.

## 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.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)	
There are no known adverse impacts from the Framework.	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Younger people (aged 16 to 24 years) and people in private rented accommodation were most likely to report overheating (at 57% and 50% respectively). Younger people, in general, also tend to live in private-rented accommodation more than other groups. This means that this group will potentially be disproportionately affected by rising temperatures in Bristol
Mitigations:	Creating this framework will allow for a coordinated Bristol-wide approach to address issues arising for this community appropriately to this specific community
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	A person's sensitivity to heat such as age (especially over 65s) is a risk factor. This is because they are more likely to have chronic medical conditions that changes normal body responses to heat, are less able to sweat and regulate body temperature and do not adjust to sudden changes in temperature as well as younger people. While most adults see heatwaves as a potential risk to other people's health, some of the most vulnerable groups underestimate the risk to their own health. Over half of people aged 75+ did not consider themselves vulnerable to the impact of heatwaves.
Mitigations:	Creating this framework will allow for a coordinated Bristol-wide approach to address issues arising for this community appropriately to this specific community.
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Heart, lung and kidney diseases increase the risk of heat related illness. Other at risk groups do not consider themselves vulnerable including people: with a heart condition (31%), with a lung condition (28%). Disabled people may be less mobile and/or live in homes where they cannot get access to cool places. They may be dependent on others for these needs such as their carers who by working in the same conditions will be similarly exposed.
Mitigations:	Creating this framework will allow for a coordinated Bristol-wide approach to address issues arising for this community appropriately to this specific community.

	Care plans that include how to keep cool during heatwaves. Availability in Easy Read will be considered during production of the Framework document.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Pregnant women can feel more hot and uncomfortable than non pregnant women. They are more likely to become dehydrated, fatigued and suffer from heat exhaustion.
Mitigations:	The framework doesn't address pregnancy specifically but there would be mitigation measures in terms of protecting the health and safety of BCC employees.
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	A person's ability to adapt to high temperatures is influenced by factors such as income, employment, and education. A person's exposure to high indoor temperatures because their home is more prone to overheating e.g. a south-facing property with large windows, small flats and hotel rooms with little or no ventilation and caravans used by the homeless.
Mitigations:	Affordable housing that is built to minimise heat. Practical measures by residents and businesses such as using blinds/curtains etc. Checking on vulnerable neighbours.
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Carers are exposed to the same conditions as the people they care for. In addition they are highly likely to have physically demanding jobs and could become fatigued and dehydrated.
Mitigations:	Not specifically referred to in the Framework.
<b>Other groups</b> [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 Framework sets out 4 framework goals for urban heat resilience. Each of these are aimed at reducing the impact of heat on all citizens and visitors to Bristol. However as shown in the evidence in 2.1 above equalities groups related to 1. Age – younger and older people 2. Disability 3. Deprivation and 4. Carers are most likely to benefit from interventions associated with them. For each of the 4 goals there are 5 objectives that action could be taken on. Their effectiveness in increasing equality will depend on how they are planned, designed, implemented and operated. The framework can be used in tandem with the [Keep Bristol Cool Heat Vulnerability Tool](#) to understand where in the city equalities groups are affected by heat and therefore prioritise resources.

The Framework Goals and Objectives are set out below,

**Protecting Vulnerable People & the Public During Heatwaves**

1. Severe Weather Plan
2. Warning & Informing
3. Impacts Monitoring
4. Cool Spaces Network
5. Heatwave Preparedness

**Future Proofing Growth and City Regeneration**

6. Local Plan
7. Regeneration Frameworks
8. Local Infrastructure
9. Infrastructure Providers
10. Visions of the Future

**Tackling overheating in people's homes**

11. Care Settings
12. Retrofitting Homes
13. New Homes
14. Housing Sector
15. Awareness Raising

**Using Blue Green Infrastructure for Cooling Streets and Public Spaces**

16. Cool Corridors Network
17. Major Public Spaces
18. Nature Based Solutions
19. Community Resilience
20. Citizen Science

**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 known significant negative impacts.

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

The Framework identifies opportunities in policy and service provision that could significantly mitigate the impact of heat on the equalities groups most affected. Rising temperatures and heatwaves do disproportionately affect a number of equality groups : the under 5's and over 65's, Disabled people, pregnant and nursing mothers and those in deprivation who are less able to adapt because of their low income, living in homes prone to overheating such as flats, employment or education.

## 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
This Framework is going to Cabinet. This EqIA will be updated with any relevant insight during the decision pathway process.	Kathy Derrick	see link to the report in 1.1 above for timescales.


## 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 Framework is intended to offer a medium term guide to adaptation measures for heat. There is a lack of climate resilience indicators or monitoring, these will depend on resources. The quality of life survey will provide feedback on perceptions of overheating. Projects themselves can build before and after monitoring into their project lifecycles.

## 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <b><i>Reviewed by Equality and Inclusion Team</i></b>	<b>Director Sign-Off:</b> 
Date: 17.07.2023	Date: 5.9.2023

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title: Keep Bristol Cool Framework</b>		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input checked="" type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Changing
<input type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
<b>Directorate: Growth and Regeneration</b>	<b>Lead Officer name: Kathy Derrick</b>	
<b>Service Area: Sustainable City &amp; Climate Change</b>	<b>Lead Officer role: Sustainable City Team Manager</b>	

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please contact the [Sustainable City and Climate Change Service](#) 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. Please use plain English, avoiding jargon and acronyms.

The Framework provides a strategic approach to tackling increasing overheating in the city from hotter, drier summers. Action is proposed in four key areas – emergency planning, future proofing city regeneration, overheating in homes and using blue/green infrastructure to mitigate the heat island effect of the city.

### 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by the [Sustainable City and Climate Change Service](#).

If ‘Yes’ complete the rest of this assessment.

Yes  No [please select]

### 1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If ‘Yes’ please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

Yes  No  Not applicable [please select]

If ‘No’ explain why environmental impacts have not been considered as part of the options appraisal process.

## Step 2: What kinds of environmental impacts might the project have?

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

### 2.1 Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support [our corporate environmental objectives](#) and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

**Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)			
<p><b>ENV1 Carbon neutral: Emissions of climate changing gases</b></p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<b>Benefits</b>	If implemented, the framework will result in more trees and vegetation planted removing carbon dioxide from the atmosphere.	
	<b>Enhancing actions</b>		
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years		
	<b>Adverse impacts</b>	It is likely that works to implement the framework will generate some emissions.	
	<b>Mitigating actions</b>	An emissions minimisation plan will be implemented before any works are undertaken where appropriate.	
<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years			

<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<p><b>Benefits</b></p>	<p>If implemented, this strategic plan would:</p> <ul style="list-style-type: none"> <li>• Support invertebrates by providing more green spaces with soil habitats.</li> <li>• Support wildlife by providing more vegetation as shelter and food for pollinators.</li> <li>• Support wildlife by providing more places to drink.</li> <li>• Support wildlife by providing more trees as habitats for birds.</li> <li>• Support active lifestyles by providing more trees to provide shade to walk or rest under.</li> </ul>
	<p><b>Enhancing actions</b></p>	
	<p><b>Persistence of effects:</b>   <input type="checkbox"/> 1 year or less      <input type="checkbox"/> 1 – 5 years      <input checked="" type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p><b>Persistence of effects:</b>   <input type="checkbox"/> 1 year or less      <input type="checkbox"/> 1 – 5 years      <input type="checkbox"/> 5+ years</p>		
<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p><a href="#">Further guidance</a></p>	<p><b>Benefits</b></p>	
	<p><b>Enhancing actions</b></p>	
	<p><b>Persistence of effects:</b>   <input type="checkbox"/> 1 year or less      <input type="checkbox"/> 1 – 5 years      <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>It is likely the works to implement the framework will result in the use of resources and the production of waste.</p>
	<p><b>Mitigating actions</b></p>	<p>A resource and waste plan will be implemented before any works are undertaken where appropriate.</p>



<input type="checkbox"/> <b>No impact</b>	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
<p><b>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</b></p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p><a href="#">Further guidance</a></p> <input type="checkbox"/> <b>No impact</b>	<b>Benefits</b>	<p>This strategic framework provides leadership in the form of an evidence-based and co-ordinated approach to adapting and building resilience to hotter, drier summers. If implemented, this framework would:</p> <p>Protecting vulnerable people and the public during heatwaves with:</p> <ul style="list-style-type: none"> <li>• Severe weather plan</li> <li>• Warning and informing</li> <li>• Impacts monitoring</li> <li>• Cool spaces network</li> <li>• Heatwave preparedness</li> </ul> <p>Future proofing growth and city regeneration through:</p> <ul style="list-style-type: none"> <li>• Local Plan</li> <li>• Regeneration frameworks</li> <li>• Local Infrastructure</li> <li>• Infrastructure providers</li> <li>• Visions of the future</li> </ul> <p>Tackling overheating risk in people’s homes by working with:</p> <ul style="list-style-type: none"> <li>• Care settings</li> <li>• Retrofitting homes</li> <li>• New homes</li> <li>• Housing sector</li> <li>• Awareness raising</li> </ul> <p>Using blue-green infrastructure for cooling streets and public spaces with:</p> <ul style="list-style-type: none"> <li>• Cool corridors network</li> <li>• Major public spaces</li> <li>• Nature based solutions</li> <li>• Community resilience</li> <li>• Citizen science.</li> </ul> <p>It is likely that works to increase the amount of vegetation will slow stormwater runoff and reduce the risk of flooding in the city.</p>	
		<b>Enhancing actions</b>	
		<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
<b>Adverse impacts</b>			

	<b>Mitigating actions</b>		
<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years			
<p><b>Statutory duty: Prevention of Pollution to air, water, or land</b></p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> No impact</p>	<b>Benefits</b>	<p>If implemented, this strategic plan would:</p> <ul style="list-style-type: none"> <li>• Provide more vegetation to trap airborne particulates and polluting gases through deposition on leaves.</li> <li>• Reduce diffuse pollution from tyre dust washing into watercourses by installing sustainable urban drainage systems (SuDS).</li> </ul>	
	<b>Enhancing actions</b>		
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years		
	<b>Adverse impacts</b>	It is likely that works to implement the framework will cause some air pollution and may result in unplanned pollution.	
	<b>Mitigating actions</b>	A pollution prevention, mitigation and remediation plan will be implemented before any works are undertaken.	
<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years			

## Step 3: Actions

### 3.1 Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
The following will be a condition of joining the framework: Before any works begin, the following plans will be produced and implemented: Emissions minimisation plan Resources and waste plan Pollution prevention, mitigation and remediation plan.	Ben Smallwood	

## Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal. Please seek feedback and review from the [Sustainable City and Climate Change Service](#) before final submission of your decision pathway documentation<sup>1</sup>.

Where impacts identified in this assessment are deemed significant, they will be summarised here and included on the cover sheet of the decision pathway documentation.

### Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):

This strategic framework provides leadership in the form of a co-ordinated approach to adapting and building resilience to hotter, drier summers. If implemented, the framework would:

- Protect vulnerable people and the public during heatwaves with planning, preparedness, communication and more cool spaces.
- Future proof growth and city regeneration through forward planning.
- Reduce the risk of overheating in people's homes by working with third parties and raising awareness.
- Developing blue-green infrastructure for cooling streets and public spaces by working with communities.

This will in turn result in:

- More trees and vegetation removing carbon dioxide from the atmosphere, provide habitat, shelter and food for insects, pollinators and birds, shade during hot weather, trap pollutants through deposition, slow runoff and reduce flood risk.
- More green spaces and more soil habitat for invertebrates, more places to support wellbeing and cooler outdoor spaces.
- More soft SuDS spaces, providing wildlife with more places to drink and cleaning more pollution.

**Adopting this document is not significant. If used well once adopted, it could lead to these significant benefits.**

### Summary of significant adverse impacts and how they can be mitigated:

It is likely that works to implement the framework will generate some emissions and pollution, use resources and produce waste. **Not significant.**

<b>Environmental Performance Team Reviewer:</b> Giles Liddell, Project Manager - Environmental	<b>Submitting author:</b> Kathy Derrick, Sustainable City Team Manager
<b>Date:</b> 11/08/2023	<b>Date:</b> 11/08/2023

<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This does not constitute an endorsement or approval of the proposal.



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>Direct Award of Bristol Primary Care Sexual Health Services Contracts</b>		
<b>Ward(s)</b>	City-wide		
<b>Author: Dr Joanna Copping</b>	<b>Job title: Consultant in Public Health Medicine</b>		
<b>Cabinet lead: Cllr Ellie King, Cabinet Member for Public Health and Communities</b>	<b>Executive Director lead: Hugh Evans, Executive Director for Adults and Communities</b>		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker: Cabinet Member</b> <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b> To seek approval to make a direct award of the contracts for Bristol’s primary care sexual health services to general practices and community pharmacies that can fulfil the requirements of the service specification from 1 <sup>st</sup> April 2025 and delegated authority to formalise the service specification ensuring that it meets all national and local requirements.			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. Since 1st April 2013, local authorities have been mandated to commission comprehensive open access sexual and reproductive health services. In Bristol, general practices are commissioned by Bristol City Council to provide long-acting reversible contraception (LARC; coils and implants), chlamydia screening for young women under 25 and condom collection for young people under 25. GPs also provide sexual health services as part of their General Medical Services contract with the Integrated Care Board (ICB) including contraception, pregnancy advice and testing or referral for sexually transmitted infections (STIs). Community pharmacies are commissioned by Bristol City Council to provide emergency hormonal contraception (EHC) for young people under 25, chlamydia screening for young women under 25, and chlamydia treatment and condom collection for young people under 25. The current primary care sexual health contracts are due to expire on 31<sup>st</sup> March 2025. The current annual budget for these services is outlined in Appendix I, however, since they are activity based, actual annual costs vary.</li> <li>2. In addition to primary care sexual health services, Bristol City Council is also in the process of jointly recommissioning integrated sexual health services with North Somerset, South Gloucestershire and Bath and North East Somerset Council (BaNES) and the Bristol, North Somerset and South Gloucestershire (BNSSG) ICB. These services include sexual health promotion and prevention, contraception, STI testing, treatment and partner notification, chlamydia screening, sexual health elements of psychosexual counselling, HIV prevention, pregnancy testing, termination of pregnancy, training provision and research participation. These services, branded as Unity Sexual Health, are currently commissioned from University Hospitals Bristol and Weston NHS Foundation Trust (UHBW). UHBW sub-contract with a range of partners to deliver the service specification. The current contract expires on 31<sup>st</sup> March 2024. As lead commissioner, Bristol City Council are in the process of extending the contract for a further year to 31<sup>st</sup> March 2025.</li> <li>3. Due to the local nature of primary care sexual health services, these contracts will not be commissioned as part of the wider integrated sexual health service; they will be commissioned directly by the local authority with a commitment to align the services across Bristol, North Somerset and South Gloucestershire where this</li> </ol>			

is possible and beneficial.

4. An options appraisal considered by Public Health Commissioners from the three local authorities indicates that primary care provides good value and outcomes. Direct award is the only means of securing primary care (GP/pharmacy) universal coverage of sexual health service provision.
5. In addition, the new [Provider Selection Regime](#) (Health and Care Act 2022) will replace existing procurement rules for healthcare services and is expected to go live in October 2024. There will be the opportunity to continue existing contracting arrangements in circumstances where the incumbent provider is the only viable provider due to the nature of the service, where alternative providers are already available via patient choice routes, or where the incumbent is doing a good job, is likely to continue to do so, and the service is not changing.
6. In Bristol, national outcomes [data](#) show that general practices fit 6 times the number of coils and implants than the specialist sexual health services and have an extensive community reach with 39 practices covering Bristol. Similarly, community pharmacies are also uniquely placed as trusted providers of EHC to young people across Bristol and have a very wide community reach.
7. General practices and community pharmacies have specially trained staff, quality and safety processes, clinical governance policies, community reach and knowledge of their local populations that make them ideally placed to continue providing these sexual health services across Bristol. In addition, there are a number of recent national changes that highlight the need to retain our primary care services including:
  - a. The [Women's Health Strategy for England](#), published in August 2022, highlights that despite women having a longer life expectancy than men, they spend significantly more years in ill health. The strategy outlines a 10-year ambition for improving the health of women across the life course, including commitments to improve access to services including LARC. It raises an urgent action around the development of local 'Women's Health Hubs', which aim to address fragmentation in provision of women's health services. Bristol City Council's Communities and Public Health Team are working closely with the ICB to develop these hubs which will have a strong focus on LARC and will require general practice involvement.
  - b. The new [Community Pharmacy Contraception Service](#) that has been rolled out nationally by NHS England enables pharmacists to provide oral contraception. This will provide an important opportunity for enhanced and joined up care and will offer access to immediate oral contraception to individuals presenting for an EHC consultation who are not otherwise using a regular form of contraception. This gives further reasons for retaining sexual health services within pharmacies.

#### **Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Approve the proposed approach to make a direct award of contracts for Bristol's primary care sexual health services to general practices and community pharmacies that can fulfil the requirements of the service specification from 1<sup>st</sup> April 2025.
2. Authorise the Executive Director for Adults and Communities and the Director of Communities and Public Health, in consultation with the Cabinet Member with responsibility for Public Health and Communities to take all steps required to directly award the contracts (including any over the key decision threshold) for primary care sexual health services to general practices and community pharmacies for 3 years plus 2 + 2 subject to a maximum budget envelope (as outlined in Appendix I) and availability of sufficient, designated funding within the Public Health Grant.
3. Authorise the Executive Director for Adults and Communities and the Director of Communities and Public Health, in consultation with the Cabinet Member with responsibility for Public Health and Communities to

invoke any subsequent extensions/variations specifically defined in the contracts awarded.

**Corporate Strategy alignment:**

Theme 4 (Health, Care and Wellbeing) of the Corporate Strategy describes how we need to embed health in all our policies to improve physical and 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 that we need to commission public health services to improve the health and wellbeing of our residents. The continued commissioning of this sexual health contract will help to achieve these aims.

**City Benefits:**

While there is a requirement to provide open access sexual health services to all residents, sexual health problems are not equally distributed within the population. Strong links exist between deprivation and STIs such as chlamydia, teenage conceptions and abortions, with the highest burden borne by women, men who have sex with men (MSM), teenagers, young adults and black and minoritised ethnic groups. The recommissioning of primary care sexual health services ensures that there are high quality contraception services available close to home for all women requesting a coil, implant or EHC and that young people, especially those aged under 25 (who make up more than 15% of the total population of Bristol), can get easy access to STI testing and free condoms to reduce the spread of STIs and the potential for an unwanted pregnancy.

**Consultation Details:**

Consultations have taken place at a director-level via the Sexual Health Oversight Group, whose members decided that the only viable providers of primary care sexual health services are those currently doing so. Advice on making a direct award of the contracts to general practices and community pharmacies has also been sought from Procurement, who advised that a paper would need to be presented to Cabinet.

**Background Documents:**

- [Commissioning local HIV sexual and reproductive health services - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Sexual and Reproductive Health Profiles - Data - OHID \(phe.org.uk\)](http://phe.org.uk)
- [Preview of proposals for the Provider Selection Regime - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Women's Health Strategy for England - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Pharmacy Contraception Service - Community Pharmacy England \(cpe.org.uk\)](http://cpe.org.uk)

<b>Revenue Cost</b>	Budget envelope as outlined in Appendix I	<b>Source of Revenue Funding</b>	Public Health Grant
<b>Capital Cost</b>	£0	<b>Source of Capital Funding</b>	N/A
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input checked="" type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

**1. Finance Advice:** This is a recommissioning exercise and so there are no new spending commitments. However, costs may vary as this is an open access service and costs will be based on demand. The maximum budget envelope (as set out in the exempt Appendix I) will be funded from the Public Health Grant, provided that sufficient, designated funding is available to cover these costs. If sufficient funding is not available, other options would need to be explored, as the Council is unable to commit to expenditure without being clear on its ability to fund this. Exempt financial information is set out in exempt Appendix I.

**Finance Business Partner:** Denise Hunt, 19 September 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, 20 September 2023

<b>3. Implications on IT:</b> I can see no implications on IT in regard to this activity.		
<b>IT Team Leader:</b> Alex Simpson, Lead Enterprise Architect, 3 August 2023		
<b>4. HR Advice:</b> The report is seeking approval to make a direct award of the contracts for Bristol’s primary care sexual health services to general practices and community pharmacies from 1 <sup>st</sup> April 2025 and delegated authority to formalise the service specification ensuring that it meets all national and local requirements. This report does not have any significant HR implications arising from it for Bristol City Council employees.		
<b>HR Partner:</b> Lorna Laing, HR Business Partner – Adults & Communities, Children's & Education, 1 August 2023		
<b>EDM Sign-off</b>	Hugh Evans, Executive Director for Adults and Communities	16 August 2023
<b>Cabinet Member sign-off</b>	Cllr Ellie King, Cabinet Member for Public Health and Communities	31 August 2023
<b>For Key Decisions - Mayor’s Office sign-off</b>	Mayor’s Office	4 September 2023

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



# Equality Impact Assessment [version 2.9]



Title: Direct Award of Bristol Primary Care Sexual Health Services Contracts	
<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: People	Lead Officer name: Joanna Copping
Service Area: Communities and Public Health	Lead Officer role: Consultant in Public Health Medicine

## 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 purpose of this proposal is to a) seek approval from Bristol City Council’s Cabinet at the meeting on 3<sup>rd</sup> October 2023 to make a direct award of the contracts for Bristol’s primary care sexual health services to all general practices and community pharmacies that can fulfil the requirements of the service specification from 1<sup>st</sup> April 2025 until 31<sup>st</sup> March 2028 in the first instance with two optional extension periods of 2 years each, which if both were implemented would take the contract through to 31<sup>st</sup> March 2032; and to b) delegate authority to formalise the service specification ensuring that it meets all national requirements expected of the local authority in commissioning high quality long-acting reversible contraception (coils and implants) and emergency hormonal contraception, and local requirements that are still being developed.

Local authorities have the responsibility to commission open access sexual health services, including long-acting reversible contraception (LARC), also known as coils and implants, and emergency hormonal contraception (EHC). General practices are currently commissioned by Bristol City Council to provide coils and implants, chlamydia screening and the condom card, and community pharmacies are commissioned to provide EHC, chlamydia screening and the condom card. The current primary care sexual health contracts expire on 31<sup>st</sup> March 2025.

In addition to primary care sexual health services, Bristol City Council is also in the process of jointly recommissioning integrated sexual health services, expected to be from April 2025, with North Somerset, South Gloucestershire and Bath and North East Somerset Council (BaNES) and the Bristol, North Somerset and South Gloucestershire (BNSSG) Integrated Care Board (ICB). These services include sexual health promotion and prevention, contraception, STI testing, treatment and partner notification, chlamydia screening, sexual health elements of psychosexual counselling, HIV prevention, pregnancy testing, termination of pregnancy, training provision and research participation. These services, branded as Unity Sexual Health, are currently commissioned collaboratively by Bristol City Council and the partners mentioned above from University Hospitals Bristol and Weston NHS Foundation Trust (UHBW), who are the lead provider for Unity Sexual Health.

Due to the local nature of primary care sexual health services, these primary care contracts will not be commissioned as part of the wider integrated sexual health service; they will be commissioned directly by the local authority with a commitment to align the services across Bristol, North Somerset and South Gloucestershire where this is possible and beneficial. An options appraisal exploring the options for recommissioning primary care services was undertaken by the three local authorities and indicated that primary care provides good value and outcomes. Direct award is the only means of securing primary care (GP/pharmacy) universal coverage of sexual health service provision.

## 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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[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](#)

<b>Data / Evidence Source</b> [Include a reference where known]	<b>Summary of what this tells us</b>
<a href="https://www.gov.uk">A Framework for Sexual Health Improvement in England - GOV.UK (www.gov.uk)</a>	The Framework identifies those that have experienced sexual and/or domestic violence and abuse; those at risk of or who have had female genital mutilation (FGM); people involved in sex work; Disabled people with Learning Difficulties; lesbian, gay, bisexual and transgender (LGBT) people; homeless people; young people; Black women and people with Black African ethnicity groups at higher risk of sexual ill health. Some groups at higher risk of poor sexual health face stigma and discrimination, which can influence their ability to access services.
National <a href="#">Integrated sexual health service specification</a> (2023)	The new specification states that sexual health is not equally distributed within the population. Strong links exist between deprivation and STIs, teenage conceptions and abortions, with the highest burden borne by women, men who have sex with men (MSM), trans community, young people, and people from ethnic minority backgrounds. Similarly, HIV infection in the UK disproportionately affects gay, bisexual and other MSM, and black African populations. Some groups at higher risk of poor sexual health face stigma and discrimination, which can influence their ability to access services. Despite the increased provision of remote and online services improving access for some, it should be recognised that some will be excluded or may be disadvantaged by these approaches.
Bristol, North Somerset and South Gloucestershire Sexual Health Needs Assessment (2023) – not publicly available	More than 15% of Bristol’s population is aged 15-24, higher than the England average, and 30% of all new STI diagnoses in Bristol in 2022 were chlamydia cases in young people aged 15-24. The city is ethnically diverse and has areas of high deprivation, with new STI diagnoses among Black communities in Bristol lower than expected when compared to national data suggesting access for this group may be a particular issue. Access to coils and implants in general practices is increasing following COVID-19, however this is not the case for all practices in Bristol where limited access to LARC continues, with local data suggesting that practices at 60% or less of pre-COVID-19 activity are in more deprived areas. Although access is challenging in certain parts of Bristol, data show that general practices in Bristol fit 6 times the number of coils and implants than the specialist sexual health services. Condom uptake has fallen considerably across the whole of Bristol.
<a href="#">Bristol Census 2021 Data Dashboard (BCC)</a>	There is a significant lesbian, gay, bisexual and trans (LGBT) community in Bristol, with new Census 2021 data revealing that more than 6% of the population selected a LGBT+ sexual orientation (compared to just over 3% in England and Wales). Furthermore, 0.83% selected that they identify with a gender that is different to that assigned at birth (compared to 0.54% in England and Wales). Since we are aware that these groups are likely to have a higher risk of poor sexual health, these factors mean sexual health is a high priority for Bristol.
<a href="https://www.gov.uk">Towards Zero: the HIV Action Plan for England - 2022 to 2025 - GOV.UK (www.gov.uk)</a>	The report identifies a need to maintain the progress made with HIV for gay and bisexual men and young adults but build on this by significantly improving diagnoses among heterosexual people and people with Black African ethnicity. People with Black African ethnicity remain the ethnic group with the highest rate of HIV,

	making them a priority for HIV prevention and testing. Primary care is one route for such HIV testing.
<a href="#">Summary Profile of Local Sexual Health Bristol (2023)</a>	This report identifies how sexual health in an area compares with other local authorities, and for some indicators (such as HIV prevalence) breaks data down in relation to demographic factors such as age or geography. Bristol ranked 38th highest out of 150 upper tier local authorities (UTLAs) and unitary authorities (UAs) for new STI diagnoses excluding chlamydia in those aged under 25 in 2021, with a rate of 437 per 100,000 residents, worse than the rate of 394 per 100,000 for England.
<a href="#">Women's Health Strategy for England - GOV.UK (www.gov.uk) 2022</a>	Women spend a significantly greater proportion of their lives experiencing ill health and chronic health conditions when compared with men. Women with an existing health condition are less likely to feel comfortable talking to healthcare professionals about some topics – e.g. contraception. Some groups of women face additional barriers regarding access to and experience of services, and lesbian and bisexual women can face stigmatisation when accessing healthcare – for example discrimination in sexual health clinics. This strategy proposes actions to address these disparities.
<p><b>Additional comments:</b></p> <p>The current contract with UHBW identifies the following vulnerable groups who are at greater risk or poor sexual and reproductive health outcomes:</p> <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Looked after children</li> <li>• Care leavers</li> <li>• Disabled people with Learning Difficulties</li> <li>• Commercial sex workers</li> <li>• Substance misusers</li> <li>• Asylum seekers</li> <li>• Lesbian, gay, bisexual and transgender people</li> <li>• Men who have sex with men</li> <li>• Some ethnic groups, including black Africans and Gypsy and Travellers</li> <li>• People living in deprived areas</li> <li>• Trafficked people</li> <li>• Offenders</li> <li>• Those experiencing or at high risk of sexual exploitation, coercion or violence</li> <li>• People living with HIV</li> </ul>	

## 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 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.

Comprehensive engagement and consultation with the populations of Bristol, North Somerset and South Gloucestershire have been built into the timelines for the sexual health recommissioning, including a particular focus on at-risk groups (more information provided in 2.4). The recommissioning team are engaging with marginalised groups to ensure that we have taken in to account representative views of groups that may use sexual health services. There is a risk that we do not have good quality local data on some groups, including some communities that experience inequalities, making it even more important to build links with these communities and gather their views on how they want to access services and what other barriers and facilitators there are to access.

We aim to address gaps in local data availability through the procurement of new services and ensuring that a clear requirement to provide this data is included in the new service specification.

In terms of council wide data, 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.

We have very little (almost no data) available from our service providers to enable monitoring by disability - this will be addressed in the new contract.

## 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.

Special consideration is being given to effective engagement and consultation, including with vulnerable groups. As part of the sexual health needs assessment, a public survey was issued by the council's Consultation and Engagement Team across Bristol, North Somerset and South Gloucestershire, which received just under 650 responses. This was supplemented by 27 semi-structured interviews with stakeholders, including health professionals and voluntary and community sector organisations working with those at risk of poor sexual and reproductive health outcomes (including some of those listed below). Presently, commissioning leads from each BNSSG council are collaborating to undertake rapid engagement with the following at-risk groups to find out how these groups wish to access sexual health services across Bristol, North Somerset and South Gloucestershire, and what are the barriers and facilitators to access for them. A survey has been developed and is being translated into easy read and the three most common languages spoken by asylum seekers and refugees in Bristol. The survey will also be supplemented by information gathered through face to face meetings and focus groups if this is recommended by those organisations working with the groups listed below. We will use this information to support our design of the new services:

- Homeless
- Looked after children
- Care leavers
- Young Disabled people with Learning Difficulties

- Sex workers
- Substance misusers
- Asylum seekers, migrants and refugees
- Lesbian, gay, bisexual and transgender people
- Black African and Caribbean communities

The Consultation and Engagement Team led on this and would have asked for translation requests.

## 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.

There will be a formal public consultation towards the end of 2023 as part of the recommissioning process, which will be supported by Bristol City Council's Consultation and Engagement Team, alongside colleagues from North Somerset and South Gloucestershire Councils and BNSSG ICB. This will involve sharing proposed plans for the new (post-April 2025) BNSSG integrated sexual health service and Bristol primary care sexual health services. It will invite current sexual health service users, current service staff, professionals/stakeholders, the general public, and targeted vulnerable groups, to share their views on the proposals via a survey that will be available in easy read and other languages, as well as face to face meetings and focus groups with the communities most at risk of poor sexual and reproductive health. Once the consultation has closed the feedback received will be thoroughly reviewed and taken in to account when finalising the service model design ahead of going out to tender.

## 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 that would arise through the continuation of making a direct award of primary care sexual health services to general practices and community pharmacies based on the information and data we have available locally. However, as mentioned above, we don't have data for all protected and at-risk characteristics groups. Our understanding through national data suggests that there may be some impacts for a number of these characteristics, which are described below.

The continued provision of these services by general practices and community pharmacies also offers many benefits due to their extensive community reach across Bristol. Both general practices and community pharmacies are trusted providers of LARC and EHC. Also, general practices and community pharmacies have specially trained staff, well-established quality and safety processes, clinical governance policies and knowledge of their local populations that make them ideally placed to continue providing these sexual health services across Bristol.

If a competitive tender for these services is required (for example, if Cabinet do not agree to the direct award request), it is highly unlikely that service providers with the same community reach (e.g. 39 general practices in Bristol alone) would be found due to the costs involved in running services from so many locations. This would increase inequalities in access to services, and would therefore require the new provider(s) to work closely with



<p>the commissioner during service mobilisation to ensure that the service venues are appropriately placed to reach those that are risk of poor sexual and reproductive health outcomes. The demographics of those taking up the services would require close monitoring, and the provider would need to be flexible and adaptable to changing need in the population.</p>	
<p><b>PROTECTED CHARACTERISTICS</b></p>	
<p><b>Age: Young People</b></p>	<p>Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Potential impacts:</p>	<p>Some of the services to be recommissioned within primary care include free EHC, chlamydia screening and condoms, all specifically for people under 25. There is greater need for sexual health services for looked after children and care leavers. By continuing to provide primary care sexual health services in general practices and community pharmacies, we continue with the status quo in that some young people cannot or feel unable to access these sexual health services.</p>
<p>Mitigations:</p>	<p>We are mitigating this risk by engaging with young people, including a specific focus on looked after children and care leavers, as part of the sexual health needs assessment engagement that has already taken place, the rapid community engagement currently taking place, and again later in the year as part of the formal public consultation. This will ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. Furthermore, as the development of Women’s Health Hubs progresses across BNSSG as a priority of the Women’s Health Strategy, there may be opportunities to explore more age-sensitive ways of delivering these LARC, EHC, chlamydia screening and condom card services to the women of this population. Furthermore, by having these services provided by general practices and community pharmacies that are embedded in the local communities, the staff will have a very good understanding of the demographics and needs of the local populations.</p>
<p><b>Age: Older People</b></p>	<p>Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Potential impacts:</p>	
<p>Mitigations:</p>	
<p><b>Disability</b></p>	<p>Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Potential impacts:</p>	<p>There is greater need for sexual health services among Disabled people with Learning Difficulties. By continuing to provide primary care sexual health services in general practices and community pharmacies, we continue with the status quo in that some Disabled people with Learning Difficulties cannot or feel unable to access these sexual health services.</p>
<p>Mitigations:</p>	<p>We are mitigating this risk by engaging with Disabled people with Learning Difficulties as part of the sexual health needs assessment engagement that has already taken place, the rapid community engagement currently taking place, and again later in the year as part of the formal public consultation. This will ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. Furthermore, as the development of Women’s Health Hubs progresses across BNSSG as a priority of the Women’s Health Strategy, there may be opportunities to explore disability-sensitive ways of delivering these LARC, EHC, chlamydia screening and condom card services to the women of this population. Furthermore, by having these services provided by general practices and community pharmacies that are embedded in the local communities, the staff will have a very good understanding of the demographics and needs of the local populations.</p>
<p><b>Sex</b></p>	<p>Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Potential impacts:</p>	<p>Recent changes to the national chlamydia screening programme mean that this service is now only for young women, impacting males who may be at increased risk of chlamydia if having unprotected sex. c</p>
<p>Mitigations:</p>	<p>This risk is mitigated by the fact that asymptomatic men (and women) of any age can access free STI testing (which includes a test for chlamydia) through the integrated</p>



	sexual health service at Unity. A postal test kit can be requested via the Unity website: <a href="#">How to order a postal kit using your online account   Unity Sexual Health</a> , or people can access the kits in person from one of four vending machines across BNSSG: <a href="#">Unity Vending Machines   Unity Sexual Health</a> . Universal access to STI tests will be maintained under the new integrated sexual health service.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is greater need for sexual health services among men who have sex with men. Recent changes to the national chlamydia screening programme mean that this service is now only for young women, impacting men who have sex with men who may be at increased risk of chlamydia if having unprotected sex. Furthermore, some LGBTQ+ communities may feel stigma from disclosing their sexual orientation to healthcare providers including GPs and pharmacies.
Mitigations:	The chlamydia risk is mitigated by the fact that asymptomatic men of any age and sexual orientation can access free STI testing (which includes a test for chlamydia) through the integrated sexual health service at Unity. A postal test kit can be requested via the Unity website: <a href="#">How to order a postal kit using your online account   Unity Sexual Health</a> , or people can access the kits in person from one of four vending machines across BNSSG: <a href="#">Unity Vending Machines   Unity Sexual Health</a> . Universal access to STI tests will be maintained under the new integrated sexual health service. We will also mitigate risks by engaging with men who have sex with men as part of the sexual health needs assessment engagement that has already taken place, the rapid community engagement currently taking place, and again later in the year as part of the formal public consultation. This will ensure that we are listening to what this group want and need from condom card services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. We will also ensure that the service specification clearly outlines that all health professionals delivering the contract must have received appropriate equalities and diversity training, and that services should be delivered in an inclusive way.
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	People having undergone gender reassignment may feel stigma when attending services from healthcare providers including GPs and pharmacies.
Mitigations:	Ensure that service specification clearly outlines that all health professionals delivering the contract must have received appropriate equalities and diversity training, and that services should be delivered in an inclusive way.
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Through the Common Ambition Bristol project, there has been feedback that some members of the African and Caribbean heritage communities have a mistrust of NHS sexual health services and do not feel welcome/represented by staff. By continuing to procure LARC, EHC, chlamydia screening and condom card services with general practices and community pharmacies may result in members of this population not attending for these services.
Mitigations:	We are mitigating this risk by carrying out high quality engagement with the African and Caribbean heritage communities in Bristol, as part of the sexual health needs assessment engagement that has already taken place, the rapid community engagement currently taking place, and again later in the year as part of the formal public consultation. This will ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. Furthermore, as the development of Women's Health Hubs progresses across BNSSG as a priority of the Women's Health Strategy, there may be opportunities to explore culturally sensitive ways of delivering these LARC, EHC, chlamydia screening and

	condom card services to the women of this population. Furthermore, by having these services provided by general practices and community pharmacies that are embedded in the local communities, the staff will have a very good understanding of the demographics and needs of the local populations.
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is greater need for sexual health services in areas of high socio-economic deprivation. By continuing to provide primary care sexual health services in general practices and community pharmacies, we continue with the status quo in that some people from more deprived neighbourhoods cannot or feel unable to access these sexual health services.
Mitigations:	We will mitigate this risk by carrying out high quality engagement and consultation with those living in the most deprived parts of Bristol. This will ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. As the development of Women's Health Hubs progresses across BNSSG as a priority of the Women's Health Strategy, these will ensure that sexual health services are easily accessible in the most deprived areas. Furthermore, by having these services provided by general practices and community pharmacies that are embedded in the local communities, the staff will have a very good understanding of the demographics and needs of the local populations.
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Other groups</b> [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]	
<b>Asylum seekers and Refugees/Migrants</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Some migrant groups have higher sexual health needs and there is a risk that by continuing to provide primary care sexual health services in general practices and community pharmacies, we continue with the status quo in that some asylum seekers, refugees and migrants cannot or feel unable to access these sexual health services, partly because they may not know that they can.
Mitigations:	We are mitigating this risk by carrying out high quality engagement and consultation with asylum seekers, refugees and migrants and those working closely with them to ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. Furthermore, by having these services provided by general practices and community pharmacies that are embedded in the local communities and with links to organisations such as the Haven and the integrated sexual health provider (from April 2025), tailored support for this vulnerable group can be provided.
<b>Homeless People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Homeless people are likely to have higher sexual health needs and there is a risk that by continuing to provide primary care sexual health services in general practices and

	community pharmacies, we continue with the status quo in that some homeless people cannot or feel unable to access these sexual health services.
Mitigations:	We are mitigating this risk by carrying out high quality engagement and consultation with homeless people and those working closely with them to ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. Furthermore, by having these services provided by general practices and community pharmacies that are embedded in the local communities and with links to organisations such as the Homeless Health Service and the integrated sexual health provider (from April 2025), tailored support for this vulnerable group can be provided.
<b>People with Substance Misuse Problems</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	People with substance misuse problems have greater needs around sexual health and there is a risk that by continuing to provide primary care sexual health services in general practices and community pharmacies, we continue with the status quo in that some people with substance misuse problems cannot or feel unable to access these sexual health services.
Mitigations:	We are mitigating this risk by carrying out high quality engagement and consultation with people with substance misuse problems and those working closely with them to ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. Furthermore, by having these services provided by general practices and community pharmacies that are embedded in the local communities and with links to organisations such as Bristol Drugs Project, Developing Health and Independence, Addiction Recovery Agency and the integrated sexual health provider (from April 2025), tailored support for this vulnerable group can be provided.
<b>Sex Workers</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Sex workers have greater needs around sexual health and there is a risk that by continuing to provide primary care sexual health services in general practices and community pharmacies, we continue with the status quo in that some sex workers cannot or feel unable to access these sexual health services.
Mitigations:	We are mitigating this risk by carrying out high quality engagement and consultation with sex workers and those working closely with them to ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly. Furthermore, by having these services provided by general practices and community pharmacies that are embedded in the local communities and with links to organisations such as One25 and the integrated sexual health provider (from April 2025), tailored support for this vulnerable group can be provided.

### 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 continued provision of primary care sexual health services by general practices and community pharmacies is a benefit due to their extensive community reach across Bristol, ensuring that for the majority of people there is always a general practice or pharmacy close to where they live. For example, this particularly benefits pregnant women/those with children, older people and Disabled people, who may not be able to travel very easily. The co-location of general practices and community pharmacies on or near to university campuses is a great benefit for young people, who can access a wide range of sexual health services in addition to LARC, EHC, chlamydia screening and the condom card. The services that general practices and community pharmacies offer are universal to all and therefore should not be discriminatory to any individuals based on their protected characteristics. However there are relevant characteristics that some individuals may have that make it more difficult for them to access services.

## 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 is a risk that by continuing to provide primary care sexual health services in general practices and community pharmacies, we continue with the status quo in that individuals based on their protected or relevant characteristics cannot or feel unable to access these services. The risk is that the proposal doesn't make the experience of inequality in access to primary care sexual health services better or worse, it just stays the same. This is being mitigated by engaging with those groups at risk of poor sexual and reproductive health outcomes to ensure that we are listening to what this group want and need from services and provide reassurance that we have used this information to inform the design and commissioning of future services positively and thoroughly.

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

The continued provision of these services by general practices and community pharmacies is a benefit due to their extensive community reach across Bristol. If a competitive tender for these services were required, it is highly unlikely that service providers with the same community reach (e.g. 39 general practices in Bristol alone) would be found due to the costs and feasibility involved in running services from so many locations. This would increase inequalities in access to services.

Furthermore, both general practices and community pharmacies are trusted providers of LARC, EHC, and a wide range of other healthcare services, with a multitude of links to other government agencies and voluntary and community sector organisations to be able to support their local population with a range of needs. General practices and community pharmacies have specially trained staff, well-established quality and safety processes, clinical governance policies and knowledge of their local populations that make them ideally placed to continue providing these sexual health services across 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
Design of a new primary care sexual health service delivery model which takes into account the needs of vulnerable groups in order to increase access by these groups.	Joanna Copping	2023-24
Communication and consultation of proposed new service model with vulnerable groups (plus professionals and other stakeholders)	Joanna Copping	2023-24

Improvement / action required	Responsible Officer	Timescale
to provide reassurance that we have listened and understood their needs.		

### 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 BNSSG Sexual Health Recommissioning Board are overseeing the engagement and consultation process to ensure appropriate vulnerable groups are identified and approached for their views. The engagement lead will work with BCC Engagement and Consultation team to monitor survey responses from those with protected characteristics.

The new service model will be developed with a range of stakeholders and utilising feedback and evidence from the sexual health needs assessment and the rapid community engagement currently underway. We will be able to demonstrate that we have designed a service which enables delivery to our most vulnerable groups, which will then be taken out for further consultation to ensure we have fully taken into account the needs of vulnerable and protected groups.

### Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> 
Date: 18/08/2023	Date: 29/08/2023

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title:</b> Direct Award of Bristol Primary Care Sexual Health Services Contracts		
<b>Project stage and type:</b> <input checked="" type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<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
<b>Directorate:</b> People		<b>Lead Officer name:</b> Dr Joanna Copping
<b>Service Area:</b> Communities and Public Health		<b>Lead Officer role:</b> Consultant in Public Health Medicine

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please contact the [Sustainable City and Climate Change Service](#) 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. Please use plain English, avoiding jargon and acronyms.

To seek approval to make a direct award of the contracts for Bristol’s primary care sexual health services to general practices and community pharmacies that can fulfil the requirements of the service specification from 1<sup>st</sup> April 2025 and delegated authority to formalise the service specification ensuring that it meets all national and local requirements.

### 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by the [Sustainable City and Climate Change Service](#).

If ‘Yes’ complete the rest of this assessment.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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### 1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If ‘Yes’ please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If ‘No’ explain why environmental impacts have not been considered as part of the options appraisal process.



## Step 2: What kinds of environmental impacts might the project have?

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

### 2.1 Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support [our corporate environmental objectives](#) and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

**Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many categories)		
<p>The most significant adverse impacts of this proposal relate to single-use plastics, for example plastic speculums, and the prescribing of medicines, which account for around 25% of carbon emissions within the NHS: <a href="#">Pharmacy's Role in Climate Action and Sustainable Healthcare   RPS (rpharms.com)</a>. The NHS Long Term Plan was published in January 2019. It outlines some key commitments to help the NHS be a low carbon institution and lead by example in sustainable development. These commitments include:</p> <ul style="list-style-type: none"> <li>• Reducing carbon emissions</li> <li>• Improving air quality</li> <li>• Reduction of single use plastics</li> <li>• Improving efficiency and adopting new innovations to reduce waste, water and carbon.</li> </ul> <p>Delivering the proposed services in the community at general practices and community pharmacies local to where residents live would result in environmental benefits through a reduced travel need, and therefore a reduction in associated emissions and air pollution. It may also increase active transport and have a positive impact on people's physical activity.</p> <p>Local authority-commissioned primary care sexual health services are one small aspect of the broader health services that primary care providers offer, which come with wider implications around estates, waste management, pollution and complexity of supply chains that are beyond the scope of this assessment. The local authority are keen to work collaboratively with the providers to reduce the environmental impact of the services we commission.</p>		
<p><b>ENV1 Carbon neutral: Emissions of climate changing gases</b></p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city</p>	<p><b>Benefits</b></p>	<p>Enabling people to access healthcare in the community and closer to home reduces the need for people to travel from across Bristol to a single or small number of locations. By having services closer to where people live this will may encourage more people to walk or cycle to their general practice or community pharmacy, having a positive impact on their physical activity.</p>



<p>in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Enhancing actions</b></p>	
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less        <input type="checkbox"/> 1 – 5 years        <input checked="" type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>Medicines account for ~25% of carbon emissions within the NHS, the total of which was estimated to be 6.1MtCO<sub>2</sub>e in 2020 (<a href="#">delivering-a-net-zero-national-health-service.pdf (england.nhs.uk)</a>), and the dispensing of emergency hormonal contraceptives will be contributing to this, albeit on a very small scale. In 2022-23, Bristol community pharmacists dispensed emergency hormonal contraception to more than 2,700 young women aged 15-24.</p>
	<p><b>Mitigating actions</b></p>	<p>Pharmacists and prescribers have a professional responsibility to ensure more sustainable use of medicines and to decrease the carbon footprint and environmental risk of all pharmaceutical care, and a commitment to the sustainable use of medicines will be explicitly stated in the service specification.</p>
<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less        <input type="checkbox"/> 1 – 5 years        <input checked="" type="checkbox"/> 5+ years</p>		
<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	
	<p><b>Enhancing actions</b></p>	
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less        <input type="checkbox"/> 1 – 5 years        <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p><b>Persistence of effects:</b>    <input type="checkbox"/> 1 year or less        <input type="checkbox"/> 1 – 5 years        <input type="checkbox"/> 5+ years</p>		

<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	High single-use plastic in fitting coils through the use of plastic speculums. In 2022-23, there were 3,355 coils fitted for contraceptive purposes in women of reproductive age as reported by Bristol general practices.
	Mitigating actions	Support and encourage a move towards re-usable stainless steel speculums by making this a key future service sustainability goal in the specification, and clearly state support for the commitments made nationally by the Royal College of General Practitioners: <a href="https://www.rcgp.org.uk">Sustainable development, climate change and green issues (rcgp.org.uk)</a> and the Royal Pharmaceutical Society: <a href="https://www.rpharms.com">Pharmacy's Role in Climate Action and Sustainable Healthcare   RPS (rpharms.com)</a>
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years		
<p><b>ENV4 Climate resilience: Bristol's resilience to the effects of climate change</b></p> <p>Bristol's climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	Benefits	
	Enhancing actions	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	Adverse impacts	
	Mitigating actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<p><b>Statutory duty:</b> <b>Prevention of Pollution to air, water, or land</b></p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<b>Benefits</b>	
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> <b>1 year or less</b> <input type="checkbox"/> <b>1 – 5 years</b> <input type="checkbox"/> <b>5+ years</b>	
	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	
<b>Persistence of effects:</b> <input type="checkbox"/> <b>1 year or less</b> <input type="checkbox"/> <b>1 – 5 years</b> <input type="checkbox"/> <b>5+ years</b>		

**Step 3: Actions**

**3.1 Action Plan**

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

<b>Enhancing / mitigating action required</b>	<b>Responsible Officer</b>	<b>Timescale</b>
All actions listed in ENV1 and ENV3	F Altinoluk-Davis	31/03/2024

**Step 4: Review**

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal. Please seek feedback and review from the [Sustainable City and Climate Change Service](#) before final submission of your decision pathway documentation<sup>1</sup>.

<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage and to provide an endorsement or approval of the proposal.

Where impacts identified in this assessment are deemed significant, they will be summarised here and included on the cover sheet of the decision pathway documentation.

<b>Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):</b>
<b>Summary of significant adverse impacts and how they can be mitigated:</b>

<b>Environmental Performance Team Reviewer:</b> Daniel Shelton	<b>Submitting author:</b> Filiz Altinoluk-Davis
<b>Date:</b> 11/08/2023	<b>Date:</b> 11/08/2023

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:** 03 October 2023

<b>TITLE</b>	<b>Hengrove Park Leisure Centre: Parkwood Community Leisure conversion to Lex Leisure Community Interest Company (CIC)</b>	
<b>Ward(s)</b>	<b>Hengrove and Whitchurch Park</b>	
<b>Author:</b> Guy Fishbourne/Katharine Moran	<b>Job title:</b> Sport & Physical Activity Development Manager/Senior Sport & Physical Activity Development Officer	
<b>Cabinet lead:</b> Mayor Marvin Rees	<b>Executive Director lead:</b> Hugh Evans	
<b>Proposal origin:</b> BCC Staff		
<b>Decision maker:</b> Mayor <b>Decision forum:</b> Cabinet		
<p><b>Purpose of Report:</b>                  The purpose of this report is to inform cabinet of an updated proposal presented to the Council (previously approved at November 2019 cabinet, but not implemented due to Covid19 pandemic) by Parkwood Leisure Ltd, that involves them terminating their current leisure subcontract at Hengrove Park Leisure Centre with Parkwood Community Leisure and replacing it with a new leisure subcontract to Lex Leisure Community Interest Company (CIC). The new CIC arrangement will benefit from VAT relief, and consequently provide an annual indexed payment of £106,000 (plus VAT) to the Council, plus a community grant fund of 0.75% of their annual turnover (estimated value currently £24,000)</p>		
<p><b>Evidence Base:</b>  <b>Background</b></p> <ol style="list-style-type: none"> <li>Hengrove Leisure Centre was built under the Private Finance Initiative (PFI) and has been operational for 11 years. The Councils contractor (Bristol Active Limited (BAL)) operates and maintains the facility and is contractually bound to continue doing so until 2037. Under the PFI arrangement, Parkwood Leisure Ltd are their leisure operator and Parkwood Leisure Ltd deliver the services through their current leisure subcontract with Parkwood Community Leisure (a non-profit distributing company (NPDO)).</li> <li>Parkwood Leisure Ltd previously put a proposal directly to BCC to terminate their current leisure subcontract to Parkwood Community Leisure and replace it with a new leisure subcontract to Lex Leisure CIC.</li> <li>A decision to support the original proposal was previously taken at Cabinet on November 5<sup>th</sup>, 2019, agenda item 16 - Hengrove Leisure Centre: Parkwood Community Leisure Ltd Conversion to Lex Leisure Community Interest Company (CIC).</li> <li>All legal paperwork was subsequently complete and due for final signatures in March 2020, but this was put on hold as all leisure centres were forced to close due to the Covid -19 pandemic.</li> <li>Since re-opening the focus for Parkwood Leisure Ltd has been on business recovery, and the original proposal taken to November 2019 cabinet remained on hold until this year.</li> </ol> <p><b>Original Proposal from November 2019</b>                  The original proposal benefitted the council and included:</p> <ol style="list-style-type: none"> <li>An annual payment of £76,000 (indexed) plus VAT to the council for the remainder of the contract (2037). The sum to the Council was guaranteed and indexed ensuring whatever the trading position of Parkwood</li> </ol>		

Leisure Ltd, the benefit to the Council was not at risk. The proposal also requested the Council to waive any income benchmark exercise until 2025.

7. Lex Leisure CIC being entitled to retain 0.75% of sales turnover (£25,000 in 2019) which would be used towards an annual small grants pot for Bristol applicants to bid in to.
8. A further 0.75% of sales turnover contributed by Parkwood Leisure Ltd to the same annual small grants pot which in total equates to 1.5% of the annual sales turn over, to be awarded and administered by the Lex Leisure CIC board.
9. The Lex CIC awarding of the other 0.75% will be done in a way which is consistent of the CIC's stated aims of building on the legacy of the previous 2 x paralympic games.

#### **Current situation and changes to updated proposal**

10. We now have an updated proposal from Parkwood Leisure Ltd which officers from Finance, Legal and Public Health have been reviewing, and a Covid Deed of Variation which did not exist previously.
11. The updated proposal provides an improved benefit to the council as it includes:
  - i. An increase in the annual payment to the authority from £76,000 to £106,000 (indexed) for the remainder of the contract (2037) payable from Year 2.
  - ii. A community grant fund of 0.75% of turnover contributed by Parkwood Leisure Ltd (c.£24,000 estimated current value) which will now be paid directly to the council for administering locally against criteria aligned with our Sport and Physical Activity Strategy for Bristol, rather than through the Lex Leisure CIC board as previously proposed.
  - iii. The updated proposal requests a minor adjustment to the Direct Agreement paperwork which would provide for the annual payment (£106,000) to the Authority to be suspended/partially suspended during any period where government directed closures are forced upon the leisure centres, as has been the case during the Covid 19. This differs from the original proposal where the sum to the Council was guaranteed and indexed ensuring whatever the trading position of Parkwood Leisure Ltd, the benefit to the Council was not at risk.
  - iv. The Council's PFI Contractor Bristol Active Limited (BAL) will receive £5,000 per annum for facilitating this arrangement, as Parkwood Leisure Ltd are their contractor. A change from £10,000 per annum in the original proposal.
  - v. The updated proposal does not affect the income benchmark provisions in the PFI project agreement, whereas the original proposal requested it to be waived until 2025.
  - vi. The annual payment to BCC over the rest of the contract term (14 years) paid from year 2 of the conversion/agreement, will add up to over £1.4 million in income for the Council. Any financial benefits in year one (after all of the costs of the conversion have been covered) will be shared 50:50 with BCC.
12. As with the previous proposal:
  - i. Lex Leisure CIC being entitled to retain 0.75% of sales turnover which would be used towards an annual small grants pot (to be administered by the Lex board) for Bristol applicants to bid in to from Year 2.
  - ii. Any residual benefit (over and above the £106,000) will be retained by Lex Leisure CIC as they carry the full income risk in this proposal.
  - iii. All of the mechanisms in the current PFI contract will remain the same including the profit share arrangement. In this way the risk profile is unchanged and does not impact the authority or its PFI Contractor (Bristol Active Limited) other than to provide an additional indexed annual payment.



- iv. All staff would transfer from Parkwood Community Leisure to Lex Leisure CIC under TUPE retaining all of their current terms and conditions. There would be no change to any terms and conditions of employment, hours of work or pension arrangements.
- v. There will be changes required to the Project Agreement and lease to reflect the change of subcontractor to Lex Leisure, and the SPV bank and funders will require their own legal advice and due diligence on the change.
- vi. The proposal will be legally captured by a direct agreement between the Council and Parkwood Leisure Ltd, avoiding the need for a deed of variation to the main contract. The principal reason why the direct agreement approach is suggested is the bank's objection to amending the main project agreement using the change control procedure on the basis that:
  - the current scenario doesn't actually constitute a change for the purposes of the project agreement and so wouldn't allow that mechanism to be used and
  - more commercially neither the Bank nor BAL will accept the risk of the VAT savings being channelled through the PFI SPV
- vii. Service to the customer remains unchanged along with all brands and operating procedures.

**Cabinet Member / Officer Recommendations:**

1. Authorise the Executive Director: Adult and Communities in consultation with the Cabinet Member for Finance, Governance and Performance, subject to the satisfactory completion of financial and legal due diligence, to take all steps required to support Parkwood Leisure Ltd in the conclusion of the transfer from Parkwood Community Leisure to Lex Leisure CIC, including the negotiation and completion of all necessary legal documentation as outlined in this report.

**Corporate Strategy alignment:**

1. Using our assets wisely, generating a social and/ or financial return. Raise money in a fair but business like way.
2. Supporting the organisational priority to be responsible financial managers and explore new commercial ideas.
3. Support the medium term financial plan.

**City Benefits:**

1. Efficient and effective service delivery.

**Consultation Details: n/a**

**Background Documents:**

2019 Cabinet Decision [ModernGov - bristol.gov.uk](https://www.moderngov.com/d/4280267/page/1)  
[Corporate Strategy \(bristol.gov.uk\)](https://www.bristol.gov.uk/corporate-strategy)

<b>Revenue Cost</b>	£15,000	<b>Source of Revenue Funding</b>	Taken from Yr 1 savings
<b>Capital Cost</b>		<b>Source of Capital Funding</b>	
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input checked="" type="checkbox"/>

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

**1. Finance Advice:** This report seeks approval to support Parkwood Leisure in the conclusion of the transfer from

Parkwood Community Leisure to Lex Leisure subject to the completion of financial and legal due diligence. The assumptions that informed the previous negotiations and Cabinet decision of 2019 have now been revisited. As set out in paragraph 11, the update proposal represents an improved benefit to the council (from £76,000 to £106,000 of income equating to c£1.4m over the remainder of the contract). There are, however, changes to the previous arrangement where the annual payment to the Authority may be suspended/partially suspended during any period where there are forced closures (such as those which took place during the Covid 19 period), so this income is no longer guaranteed. The proposal also differs from the previous agreement, in that it no longer requests the council to waive any income benchmarking exercise. National non-domestic rate relief (NNDR) assumptions have also changed since the previous Cabinet decision. Whilst 80% relief will still be awarded to the new provider, the 20% discretionary relief will cease from 1 April 2024 following a Cabinet decision. The increased annual payment of £106k will therefore offset the financial risk to the Council of these changes in NNDR costs, potentially being recharged back to the Council from April 2024.

**Finance Business Partner:** Denise Hunt 19 September 2023

**2. Legal Advice:** The financial implications are set out above, but amount, overall, to an improved positions compared to that reported in November 2019. The aim is to leave any payment mechanism under the current PFI unchanged, and to replace the Leisure Operator’s current sub-contractor with a more VAT efficient Community Interest Company (CIC) (Lex Leisure). Consequent on that, a revised commercial package is proposed. The risk profile and economic balance is generally unchanged as a result of the proposed changes and is arguably more in favour of the Council, even allowing for the proposed suspension of payments due to forced closures. According there does not appear to be any procurement issues raised by the proposal.

It is proposed that the arrangement is captured in an agreement between the council, Parkwood Leisure Limited. Minor changes – recording the change in operator - may need to be made to the Project Agreement but would not constitute a material / substantial change for the purposes of public procurement law.

It follows that the changes could be agreed without instigating the contractual change control mechanism (i.e. without bank approvals or certification etc), and without requiring a waiver of the council’s procurement procedures. All parties will wish to carry out legal and technical due diligence on the direct agreement and related documents, but the process should be simpler and less costly than with a formal Change.

While the proposed contractual structure does not raise any particular concerns a full review, together with negotiation of the relevant contractual provisions, will be required in due course.

**Legal Team Leader:** Eric Andrews; Legal Services, 17 August 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, 9 August 2023

**4. HR Advice:** The report is to inform cabinet of an updated proposal from Parkwood Leisure which involves the termination of the current leisure subcontract at Hengrove Park Leisure Centre with Parkwood Community Leisure and replacing it with a new leisure subcontract to Lex Leisure CIC. This will have an impact for all the employees who work at the leisure centre, their employment will transfer from Parkwood Community Leisure to Lex Leisure under TUPE (Transfer of Undertakings (Protection of Employment) Regulations). The employees will retain all of their current terms and conditions under the regulations, including Pension arrangements. Although the employee are not Bristol City Council employees we would offer HR support in respect of the TUPE if required.

**HR Partner:** Lorna Laing, 7 August 2023

<b>EDM Sign-off</b>	<b>Hugh Evans, Executive Director Adults and Communities</b>	<b>23 August 2023</b>
<b>Cabinet Member sign-off</b>	<b>Cllr Craig Cheney, Deputy Mayor - City Economy, Finance and Performance/Mayor Marvin Rees</b>	<b>24 August 2023</b>
<b>For Key Decisions - Mayor’s Office sign-off</b>	<b>Mayor’s Office</b>	<b>4 September 2023</b>

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

# Equality Impact Assessment [version 2.12]



Title: <b>Hengrove Park Leisure Centre: Parkwood Community Leisure conversion to Lex Leisure Community Interest Company (CIC).</b>	
<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 and Communities	Lead Officer name: Guy Fishbourne
Service Area: Communities and Public Health	Lead Officer role: Sport and Physical Activity Development Manager

## Step 1: What do we want to do?

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

A proposal by Parkwood Leisure that involves them terminating their current leisure subcontract at Hengrove Park Leisure Centre with Parkwood Community Leisure and replacing it with a new leisure subcontract to Lex Leisure CIC.

The new CIC arrangement will benefit from VAT relief, and consequently provide an annual indexed payment of £106,000 (plus VAT) to the Council, plus a community grant fund of 0.75% of their annual turnover (estimated value currently £24k).

The annual payment to BCC over the rest of the contract term (14 years) paid from year 2 of the conversion/agreement, will add up to over £1.4 million in income for the Council.

Service to the customer remains unchanged along with all brands and operating procedures.

### 1.2 Who will the proposal have the potential to affect?

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

### 1.3 Will the proposal have an equality impact?

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


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

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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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### 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b> 
Date: 6/9/2023	Date: 7 September 2023

<sup>1</sup> 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.



# Environmental Impact Assessment [version 1.0]

<b>Proposal title: Hengrove Park Leisure Centre: Parkwood Community Leisure conversion to Lex Leisure Community Interest Company (CIC).</b>		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Changing
<input type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
<b>Directorate: Adults and Communities</b>	<b>Lead Officer name: Guy Fishbourne</b>	
<b>Service Area: Communities and Public Health</b>	<b>Lead Officer role: Sport and Physical Activity Manager</b>	

## Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) 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. Please use plain English, avoiding jargon and acronyms.

A proposal by Parkwood Leisure that involves them terminating their current leisure subcontract at Hengrove Park Leisure Centre with Parkwood Community Leisure and replacing it with a new leisure subcontract to Lex Leisure CIC.

The new CIC arrangement will benefit from VAT relief, and consequently provide an annual indexed payment of £106,000 (plus VAT) to the Council, plus a community grant fund of 0.75% of their annual turnover (estimated value currently £24k).

The annual payment to BCC over the rest of the contract term (14 years) paid from year 2 of the conversion/agreement, will add up to over £1.4 million in income for the Council.

Service to the customer remains unchanged along with all brands and operating procedures.

### 1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk)

If ‘Yes’ complete the rest of this assessment.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
------------------------------	--	-----------------

### 1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If 'Yes' please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
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If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

## Step 2: What kinds of environmental impacts might the project have?

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. See detailed [guidance documents](#) for advice on identifying potential impacts.

### Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future.

**Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
N.A		
<b>ENV1 Carbon neutral: Emissions of climate changing gases</b>  BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.  Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes	Benefits	
	Enhancing actions	
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		



<p>to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
<p><b>ENV2 Ecological recovery: Wildlife and habitats</b></p> <p>BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<b>Benefits</b>	
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	
<p><b>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</b></p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for</p>	<b>Benefits</b>	
	<b>Enhancing actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	

<p>less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</b></p> <p>Bristol’s climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p><a href="#">Further guidance</a></p> <p><input checked="" type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p>	
	<p><b>Enhancing actions</b></p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p><b>Statutory duty: Prevention of Pollution to air, water, or land</b></p> <p>Consider how the proposal will change the likelihood of pollution occurring to air,</p>	<p><b>Benefits</b></p>	
	<p><b>Enhancing actions</b></p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

water, or land and what steps will be taken to prevent pollution occurring.  <a href="#">Further guidance</a> <input checked="" type="checkbox"/> <b>No impact</b>	<b>Adverse impacts</b>	
	<b>Mitigating actions</b>	
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years	

### Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale

### Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing [environmental.performance@bristol.gov.uk](mailto:environmental.performance@bristol.gov.uk) before final submission of your decision pathway documentation<sup>1</sup>.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the ‘evidence base’ section of the decision pathway cover sheet.

<b>Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):</b>
NA
<b>Summary of significant adverse impacts and how they can be mitigated:</b>
NA

<sup>1</sup> Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage and to provide an endorsement or approval of the proposal.

<b>Environmental Performance Team Reviewer:</b> Daniel Shelton	<b>Submitting author:</b> Guy Fishbourne
<b>Date:</b> 04/09/2023	<b>Date:</b> 01/09/2023

# Decision Pathway – Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>Asset Management Software Contract</b>		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Keith Featherstone	<b>Job title:</b> Senior Asset Management Engineer		
<b>Cabinet lead:</b> Cllr Craig Cheney, Deputy Mayor - City Economy, Finance and Performance	<b>Executive Director lead:</b> John Smith, Interim Executive Director Growth and Regeneration		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>			
To seek approval for the procurement of an asset management software system contract via the government digital marketplace framework (G-Cloud).			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. The current G-Cloud contract for an asset management system is with Brightly for a software system called Confirm. Confirm is the asset management, customer relationship management and maintenance reporting software used by teams across the Growth and Regeneration service. Confirm meets all the statutory requirements of the departments using the system. The existing contract has been running since 1 February 2021 and is due to end in January 2025. Under G-Cloud contract rules no further extensions are permitted beyond this point (2+1+1 max length). The annual cost of this contract is estimated at £286k; the overall cost will be therefore approximately over £1m based on a 4 year (2+1+1) contract from 1 February 2025 until 31 January 2029.</li>   <li>2. Council assets within the Growth and Regeneration directorate make up a large majority of the city’s infrastructure and green spaces. Maintaining these assets is crucial to ensure goods, services, people and communication networks can continue to operate within the city and wider region.</li>   <li>3. An asset management software system is essential to deliver an effective and efficient approach to asset management. A software system should allow for the recording of detail against an asset including but not limited to: <ul style="list-style-type: none"> <li>- Value of the asset</li> <li>- Lifespan of the asset</li> <li>- Repair works carried out</li> <li>- Cost of the repair works</li> <li>- Public enquiries logged against the asset</li> <li>- Condition of the asset</li> <li>- Location of the asset.</li> </ul> </li>   <li>4. By recording this detail in an asset management software system the council is able to: <ul style="list-style-type: none"> <li>- Meet its statutory reporting requirements</li> <li>- Coordinate works on the infrastructure network to ensure minimal disruption to movements and utility services across the city</li> </ul> </li> </ol>			

- Present evidence in court against claims
  - Spend public money more efficiently through strategic repair and replacement schemes based on an assets condition and history
  - More effectively plan and deploy resource using data analytics and mobile technology.
5. There are currently 450,000 assets in the existing asset management software system, Confirm, belonging to several teams across Growth and Regeneration.
  6. The government digital marketplace framework (G-Cloud) is not a direct award platform. A detailed set of requirements will be gathered from stakeholders and then weighed against available suppliers on the G-Cloud framework. A key part of the requirements will be ensuring a software system meets the council's Digital Transformation Programme.
  7. It should be noted that a change from the existing asset management software system, Confirm, would require at least 18 months to migrate data and processes to a new system. A cheaper alternative software system provider may be gained through G-Cloud procurement. However, the internal cost will be greatly reduced by re-procurement of the same system. The benefits of re-procuring of the existing asset management software solution, Confirm, through G-Cloud are outlined below along with the risks/costs of switching to a new system.
  8. Benefits of re-procuring Confirm:
    - Ensure continuity and strengthening of the project, Works and Asset Management System (17EN157) - to migrate all departments, within scope, to a single corporate digital solution to asset management and promote standardised best practice across the council.
    - No additional costs associated with data/process migration and staff training.
    - Confirm meets the BCC IT strategy of moving software 'out of house' and decommissioning unsupported systems, files and folders
    - Confirm works for statutory needs of departments including, but not limited to, section 41 of the Highways Act, Bridge Condition Indicator scores. Energy Extract report, export of National Street Gazetteer records.
    - Efficiencies gain by use of mobile working module in Confirm.
    - Extensive Confirm knowledge base and support network within BCC that is shared across departments.
  9. Risks/Costs of switching system to an alternative:
    - Additional cost to be paid to existing supplier to extract all data within Confirm ready for import into a new system.
    - Additional cost to be paid to a new supplier to configure the new system to meet BCC processes and reporting requirements.
    - Cost of training staff at BCC to use the new system.
    - Cost of setting up new integrations with third party systems.
    - Challenge of staff engagement with a new system for those that have recently migrated, or are currently migrating, onto Confirm as part of project Works and Asset Management System (17EN157).

**Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for City Economy, Finance and Performance to procure and award the contract necessary for the implementation of an asset management software system via the government digital marketplace framework (G-Cloud) 2+1+1 years, in-line with the procurement routes and maximum budget envelopes outlined in this report.
2. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for City Economy, Finance and Performance to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

### Corporate Strategy alignment:

Procuring an asset management software system will provide data and analysis used in part to assess the Transport and Connectivity framework of measures as part of the Corporate Strategy, and by planning and policy makers to enable strategic decisions to be taken for Bristol and the wider region as part of the Joint Local Transport Plan 2020-2036.

Asset management systems allow for asset life-cycle modelling to predict the most economically viable points before it reaches the end of its operational life. This is a key objective in section TC4, Physical Infrastructure, of the Corporate Strategy.

The procured software solution will align with the council's Digital Transformation Programme by utilising cloud-base software environments and providing secure storage and well-planned disaster recovery processes with suppliers. An asset management software system collects digital data to allow decision makers to supplement knowledge and make well-informed choices. This is a key goal of section ED04, Data Driven, of the Corporate Strategy.

### City Benefits:

A single asset management software system used across Growth and Regeneration standardises ways of working and allows for:

- Easier sharing of data for individual teams, providing cost savings on infrastructure works through improved coordination.
- Mobile working via an asset management software system allows citizen enquiries to reach staff directly in real-time, reducing the time taken to carry out remedial works where a defect could cause accident or injury.
- Greater success against claims where defending evidence presented by the council has been recorded in an asset management software system.

Asset management software allows proactive monitoring of the condition and usage of our assets. Providing data led intelligence to prioritise and allocate funding resources to maintain them, balancing risk and performance in short, medium and long term. Data gathered ensures we can monitor, report, and deliver on statutory duties and their associated targets to ensure the safety of our communities. Where the whole life history of an asset is recorded, continual improvement and performance management can be monitored ensuring the safety of our staff, contractors, and the public. Managers can use the data gathered to make decisions to improve assets and the processes of maintaining them for the community.

### Consultation Details:

Growth and Regeneration Divisional Management Team 8 June 2023.

Initial look at potential suppliers on the government digital marketplace framework (G-Cloud) in spring 2023 by subject matter experts within Management of Place Directorate. A new version of G-Cloud will be in place autumn 2023 where contractual terms will be review against the previous version of G-Cloud. Stakeholders will be consulted to produce a list of functional and non-functional software requirements after cabinet, 3 October 2023.

### Background Documents:

1. Current Government digital marketplace framework (G-Cloud) [G-Cloud 13 - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk)
2. Confirm software if fully compliant with BCCs IT and Digital Transformation Programme [IT and digital transformation at the council \(sharepoint.com\)](https://www.bristol.gov.uk/it-and-digital-transformation-at-the-council)
3. Joint Local Transport Plan 2020-2036 [Joint Local Transport Plan 4 2020-2036 \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk)
4. Corporate Strategy 2022-2027 [Corporate Strategy 2022-27 \(bristol.gov.uk\)](https://www.bristol.gov.uk)

<b>Revenue Cost</b>	<b>£286,000</b>	<b>Source of Revenue Funding</b>	<b>Annual virements by departments to recharge the cost based on their software licence numbers.</b>
<b>Capital Cost</b>		<b>Source of Capital Funding</b>	



One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>
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**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**Finance Advice:** This report requests approval to procure an Asset Management Software (AMS) System contract via the government digital marketplace framework.

The existing contract has been running since February 2021 and is due to end in January 2025 (maximum 4-year contract). The service is looking to procure a new contract on the same time frame of 4-years, from February 2025 until January 2029. It is estimated that over this timeframe this will represent c. £1.1m to a third-party supplier, with an estimated annual cost of £0.286m to the Council.

The cost of the contract will be recovered from the users of the system via internal recharges based on the number of licence users each department holds. The cost recharged to users will be funded from various departmental budgets currently held by users. The new contract will need to fit the existing budget envelope available, any risk of cost increases resulting from any contract variation or extension will need to be discussed and agreed with system users to ensure appropriate funding is in place. Otherwise, alternative cost mitigation mechanisms will need to be found to preserve the maximum budget envelope.

The Service will need to work with finance colleagues to ensure the system is configured to fully meet its data and information requirements in relation to financial management reporting and in particular asset disclosure and valuation requirements for the Council’s annual Statutory Accounts.

Routine processes will need to be put in place to ensure the cost of the licenses held by each area are recharged as appropriate to ensure costs are allocated in accordance with system license use. The Service is expected to put in place robust and proportionate contract management processes to ensure the Council achieves good value for money from the contract and the system fully meets the Councils business requirements.

**Finance Business Partner:** Stuart Booth, Interim Head of Financial Planning and Improvement 12 September 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 21 September 2023

**3. Implications on IT:** IT are supportive of the proposal and will be keen to work with Transport on this. Having worked on procurements using G-Cloud extra time should be allowed for to ensure BCC requirements can be met by the suppliers. IT are available to aid in progressing relevant work and can be engaged through the existing work request process.

**IT Team Leader:** Alex Simpson – Lead Enterprise Architect 11 September 2023

**4. HR Advice:** No HR implications evident in the proposals.

**HR Partner:** Chris Hather, HR Consultancy Manager 11 September 2023

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	28 June 2023
<b>Cabinet Member sign-off</b>	<ol style="list-style-type: none"> <li>Cllr Donald Alexander, Cabinet Member for Transport</li> <li>Cllr Craig Cheney, Deputy Mayor - City Economy, Finance and Performance</li> </ol>	<ol style="list-style-type: none"> <li>13 July 2023</li> <li>11 September 2023</li> </ol>
<b>For Key Decisions - Mayor’s Office sign-off</b>	Mayor’s Office	21 September 2023

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

## Appendix D Risk Register

### Negative Risks that offer a threat to procurement of an asset management software system 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	Failure to procure/extend asset management software system will result in the transport service not being able to meet statutory duties	Cabinet decide not to agree to report recommendation	For transport service this would mean council's statutory register and coordination record of works under NRSWA and would cease to work as of 31st January 2025. This would seriously limit the council's ability to manage the road network. This would inevitably lead to increased congestion on the network with ensuing negative implications for residents, businesses, visitors and the local economy	Open		Service Provision Financial loss or gain Reputation	Patsy Mellor - Director Management of Place	The council would have to revert to paper system until replacement asset software system was procured which is estimated to take minimum of 12-18 months minimum in the event a different software supplier is selected		2	5	10				0	
2	Failure to procure/extend asset management software system will impact negatively on Highways Maintenance works programme	Cabinet decide not to agree to report recommendation	Current software provider, Confirm, is used to manage our Term and Framework contracts for maintenance and inspection. The Council would have to revert to paper system requiring reallocation of manpower resulting in higher risk of increased insurance claims and/or slowdown in delivery of capital works programme	Open		Service Provision Financial loss or gain Reputation	Patsy Mellor - Director Management of Place	The council would have to revert to paper system until replacement asset software system was procured which is estimated to take minimum of 12-18 months minimum in the event a different software supplier is selected		2	5	10				0	
3	Failure to procure/extend asset management system will impact on asset management strategy and planning	Cabinet decide not to agree to report recommendation	Asset Management planning is a corporate priority so this would create a gap in our knowledge of assets and their condition	Open		Service Provision Financial loss or gain Reputation	Patsy Mellor - Director Management of Place	Historic asset data would not be available to make informed strategic decisions		2	4	8				0	
4	Failure to procure/extend asset management software system will negatively impact on the increased efficiency potential of the docks repair and maintenance programme that has only been digitised into the current software system, Confirm, in 2023	Cabinet decide not to agree to report recommendation	We would not be able to more effectively address the maintenance and inspection backlog in the docks which would affect the performance of the harbour estate to maintain infrastructure and services	Open		Service Provision Financial loss or gain Reputation	Patsy Mellor - Director Management of Place	The docks department would continue to use paper records and officer knowledge to monitor the maintenance works and the condition of assets around the harbour		2	5	10				0	
6	Failure to procure/extend asset management software system will impact negatively on parks service works programme	Cabinet decide not to agree to report recommendation	Current software provider, Confirm, is used for H&S inspections of footpaths and trees, to manage the term contract for tree management, in-house grounds maintenance teams and repairs of footpaths and other infrastructure. The council would have to revert to paper system requiring additional staff, poor financial information relating to cost of required work. Slowdown in delivery of grounds maintenance service delivery for parks, highway verges and housing land resulting in higher risk of increased insurance claims	Open		Service Provision Financial loss or gain Reputation	Patsy Mellor - Director Management of Place	The council would have to revert to paper system until replacement asset software system was procured which is estimated to take minimum of 12-18 months minimum in the event a different software supplier is selected		2	5	10				0	

# Equality Impact Assessment [version 2.9]



Title: <b>Asset Management Software Contract 2025</b>	
<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: Growth and Regeneration	Lead Officer name: Keith Featherstone
Service Area: Management of Place	Lead Officer role: Senior Asset Management Engineer

## 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 seek Cabinet approval for the procurement of an asset management software system contract via the government digital marketplace framework (G-Cloud). The current G-Cloud contract for an asset management system is with Brightly for a software system called Confirm.

Confirm is the asset management, customer relationship management and maintenance reporting software used by teams across the Growth & Regeneration service. Confirm meets all the statutory requirements of the departments using the system.

An asset management software system is essential to deliver an effective and efficient approach to asset management. A software system should allow for the recording of detail against an asset including but not limited to:

- Value of the asset
- Lifespan of the asset
- Repair works carried out
- Cost of the repair works
- Public enquiries logged against the asset
- Condition of the asset
- Location of the asset.

By recording this detail in an asset management software system the council is able to:

- Meet its statutory reporting requirements
- Coordinate works on the infrastructure network to ensure minimal disruption to movements and utility services across the city
- Present evidence in court against claims
- Spend public money more efficiently through strategic repair and replacement schemes based on an assets condition and history
- More effectively plan and deploy resource using data analytics and mobile technology.

Stakeholders will be consulted to produce a list of functional and non-functional software requirements after cabinet, 5<sup>th</sup> September 2023. The requirements will be weighed against available suppliers on the G-Cloud framework. A new G-Cloud framework will be in place for the start of a January 2025 contract.

## 1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input 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]
------------------------------	--	-----------------

Contract for a software system to store information relating to council owned assets and associated works, condition, and enquiries made against the asset.

## 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
<b>Additional comments:</b>	

## 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.

## 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.

## 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.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>OTHER RELEVANT CHARACTERISTICS</b>	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
<b>Other groups</b> [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

## 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.

<b>Summary of significant negative impacts and how they can be mitigated or justified:</b>
<b>Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:</b>

### 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.


## 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 Director<sup>1</sup>.

<b>Equality and Inclusion Team Review:</b> <i>Reviewed by Equality and Inclusion Team</i>	<b>Director Sign-Off:</b>
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<sup>1</sup> 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.



	 Patsy Mellor, Director Management of Place
Date: 25/7/2023	Date: 25/07/2023

## Eco Impact Checklist

<b>Title of report: Asset Management Software Contract 2025</b>				
<b>Report author: Keith Featherstone</b>				
<b>Anticipated date of key decision 03/10/2023</b>				
<b>Summary of proposals:</b>				
1) <b>Procurement of asset management software system via the government digital marketplace framework (G-Cloud)</b>				
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			
<b>Consulted with:</b>				
<b>Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u></b>				
The significant impacts of this proposal are...				
The proposals include the following measures to mitigate the impacts...				
The net effects of the proposals are there are no significant impacts to this proposal as it will allow for the continuation of existing services, however having an effective asset management system in place has a slight positive environmental impact as it ensures the efficient performance and management of assets and effective management of horticulture assets that will ensure high quality parks/ green spaces.				
<b>Checklist completed by:</b>				
Name:	Keith Featherstone			
Dept.:	Traffic & Highways Maintenance			
Extension:	23077			
Date:	19/07/2023			
Verified by	Nicola Hares – Environmental Performance –			





# Decision Pathway – Report

**PURPOSE:** For noting

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>Progress Report on the Dedicated Schools Grant (DSG) High Needs Block Recovery Plan</b>		
<b>Ward(s)</b>	All Wards		
<b>Author: Tommy Jarvis</b>	<b>Job title: Senior Project Manager</b>		
<b>Cabinet lead: Councillor Asher Craig Cabinet Member for Children’s Services, Education and Equalities</b>	<b>Executive Director lead: Stephen Peacock Chief Executive</b>		
<b>Proposal origin:</b> Other			
<b>Decision maker:</b> For noting <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>  The report is for information and will provide Cabinet with an update on progress on the 14 deficit mitigation schemes contained with Dedicated Schools Grant (DSG) High Needs Block (HNB) Recovery Plan (indicative proposals first published at Bristol Schools Forum in September 2022). The report will also lay out how the High Needs Block Recovery Plan interfaces with the Our Families transformation programme.			
<b>Evidence Base:</b>  <ol style="list-style-type: none"> <li>Over recent years, rising demand and other pressures have contributed to many local authorities (LA) in England accruing deficits on their Dedicated Schools Grant (DSG). The Covid pandemic has exacerbated these issues. In Bristol, the overspend on the DSG High Needs Block (HNB) budget (i.e., the funding that supports provision for pupils and students with Special Education Needs and Disabilities (SEND)) has been increasing year-on-year to the point at which it has become unsustainable. The cumulative deficit is forecasted to reach approximately £58m without mitigations at the end of the 2023/24 financial year, as outlined in the most recent School’s Forum Report (Background Documents 8)</li> <li>Any LA that has an overall deficit on its DSG account, or whose DSG surplus has substantially reduced during the year, must be able to present to Department for Education (DfE) for managing their future DSG on a sustainable basis. The DSG Management Plan is a planning tool, intended to help LAs to develop evidence-based and strategic plans for the provision of children and young people with SEND; which needs to be regularly updated and presented at schools forum meetings and any high needs sub-groups regularly, and at least on a termly basis. Completion of the Plan enables LAs to comply with the DfE requirement in Paragraph 5.2 of the Condition of the DSG Grant.</li> <li>In early 2023 Bristol City Council (BCC) was awarded £1m of funding from the DfE’s Delivering Better Value (DBV) in SEND programme. The funding must be used to deliver two workstreams focused on school-based inclusion and HNB funding allocation.</li> </ol>			

4. The DSG Management Plan is underpinned by a HNB Recovery Plan which details 14 separate cost efficiency/enabling schemes with letter beginning A – G (as outlined in Appendix A1 – Fig.2). All 14 of these mitigations are in delivery with 4 (B1, E1, F1, F2) being taken forward with funding awarded as part of Bristol’s participation in the DfE’s DBV in SEND programme. Following a full procurement process a Delivery Partner has been secured to deliver this element of the programme. Private Public Ltd., in partnership with Social Finance Ltd., started the delivery of these mitigations in July 2023. Relevant Equalities Impact Assessments (EqIA) can be found for each scheme by following the links in Appendix A2.
5. The anticipated completion dates for the 10 cost efficiency/enabling schemes already in delivery are:
  - a) DBV Workstream 1, strengthening relationships between families and schools is due for completion March 2024.
  - b) The Belonging with SEND programme (C4) is expected to be completed September 2024.
  - c) SEND Sufficiency schemes (A1, A2, A3) are targeted to be completed by October 2024.
  - d) Some schemes are now business as usual. These include improvements to commissioning frameworks (D2, D3) and workforce development (C5, C6). Work in this space will be ongoing
  - e) The implementation of a Needs Matrix for Top Up funding (B2) is being reviewed and will be adapted following the outcome of DBV workstream 2 Review February 2024
  - f) Reduction in the Use of ALP (G1) - Review to be completed October 2023
6. The 4 schemes which are part of the DBV in SEND programme, now known as DBV Workstream 2 are:
  - a) Review HNB Element 3 non-statutory top up funding
  - b) Specialist place planning
  - c) Review of 18 – 25 EHCP top up funding
  - d) Review of Post-16 Out of Authority

A full 6-week public consultation on changes to the schemes will begin in October 2023 and the outcome of that consultation will subsequently be presented at Cabinet together with an EqIA for those schemes.
7. The DSG Deficit Programme now forms part of the wider *Our Families* Transformation Programme. [Our Families Cabinet Report 6 June 2023](#) Projects and workstreams from the DSG Deficit Programme have now been aligned to the key focus areas as outlined in Appendix A1 Fig.3.
8. It is proposed that the governance of the DSG Deficit Programme will align with the existing SEND Governance structure in Bristol. In addition to this the DSG Deficit Programme will report into the *Our Families* Programme Board, Schools Forum and directly to the DfE regarding the DBV programme. (Appendix A Fig. 4)

**Cabinet Member / Officer Recommendations:**

That cabinet:

1. Note the progress on the DSG HNB Plan; specifically, that 4 of the schemes will be delivered via the DBV programme
2. Note that a full public consultation will be undertaken for these 4 schemes pertaining to review of High Needs Block Element 3 funding
3. Note the links to wider transformation activities and programmes of change within the Children & Education Directorate
4. Note the future proposed structure, management and governance of the High Needs Block Recovery Plan beyond this update paper.

**Corporate Strategy alignment:**

This programme is well aligned to priorities for our Children and Young People set out within the Corporate Strategy,

**CYP3: Equity in education**

Over the course of this Corporate Strategy, we expect our SEND provision to continue improving, co-designing appropriate support with children and families to meet their needs. We want to create the right conditions that will enable more young people with SEND and from disadvantaged backgrounds to enter further education, employment, or training. Supporting children and young people to experience an inclusive education that meets their academic, health, social and emotional needs is a crucial step to entering employment and becoming independent and economically active within the city, which supports their lifelong wellbeing.

Our ambition is that children and young people have access to an education that develops their potential both in what they learn and who they become, so that they have skills for life and work. Additionally, an education that is inclusive and values diversity, and that provides opportunities where they learn from each other and benefit from understanding their different experiences is important. In achieving this, we will work both directly and with partners across the entire system to maximise opportunities for all. This includes access to further education, higher education, and other training providers to help people find pathways to employment; acknowledging and building upon much existing work by the council and partners in these sectors to address the educational disadvantage in the city.

**City Benefits:**

That funding which supports provision for pupils and students with SEND is spent in fair, transparent and sustainable way.

**Consultation Details:**

Consultation and engagement on plans to address the DSG deficit have been ongoing over since 2021:

- A first iteration of the DSG Management Plan was presented to Bristol Schools Forum in November 2021 with feedback invited on the proposed mitigations.
- A second iteration of the DSG Management Plan was presented in March 2022, and a third in September 2022 (accompanied by indicative mitigation proposals set out in the HNB Recovery Plan)
- Following the September meeting, a series of engagement activities took place seeking views on the indicative mitigation proposals, including Head teachers, Governors, SENDCos and parent carer forums. An online survey was also undertaken.
- Further public consultation is planned for schemes pertaining to reviews of the use of High Needs Block Element 3 funding starting September and concluding in November 2023

**Background Documents:**

1. DfE [Guidance on our work with local authorities](#), October 2022
2. DfE [Sustainability in high needs systems: guidance for local authorities](#), June 2022
3. [The Dedicated Schools Grant \(DSG\) Management Plan Update including mitigations](#) Sept 22
4. [6a Appendix A DSG Management Plan.pdf](#) Sept 22
5. [6i 2022-09-27 DSG Mitigations Covering Report.pdf](#) Sept 22
6. [Appendix A DSG Mitigations plan](#) Sept 22
7. [Report to Bristol Schools Forum, 12 January 2023 – Delivering Better Value in SEND](#) Jan 23
8. Report to Bristol School Forum, [DSG 2023/24 Quarter 1 \(Q1\) forecast report as at May 2023 \(Period 02 / P02\)](#) July 2023
9. Report to Bristol School Forum, [Delivering Better Value \(DBV\) in SEND Programme July](#) 2023

<b>Revenue Cost</b>	<b>£1,600,000</b> <b>£1,000,000</b>	<b>Source of Revenue Funding</b>	Dedicated School Grant Delivering Better Value Grant (DfE)
<b>Capital Cost</b>	£N/A	<b>Source of Capital Funding</b>	N/A
<b>One off cost</b> <input checked="" type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

## 1. Finance Advice: HNB recovery plan:

DSG ended the financial year 2022-23 with a cumulative deficit of £39.680m. As illustrated in Table 1 below that in-year unmitigated deficit of £18.488m is forecasted as at P05 (August 2023). This means the unmitigated DSG deficit position could reach £58.170m in 2023-24 in do nothing scenario. Two workstreams funded through a Department for Education Delivering Better Value (DBV) Grant are starting to move from the development to the delivery phase. Forecast mitigated deficit position of £16.4m could be achieved if benefits of transformation work currently underway could materialise which is excluding £1.0m potential mitigations are currently highlighted as at risk due to further due diligence work is still required and delay in securing a delivery partner to delivery workstream 2 mitigation proposals.

Latest DSG forecast position for 2023-24 as at P05 (including unmitigated and mitigated position) is summarised in below table:

Table 1 - Bristol Dedicated Schools Grant 2023/24	2022/23 b/f balance	Gross DSG funding / Budget 2023/24*	P05 Gross DSG forecast outturn	In-year variance as at P05	Cummulative c/f forecast position as at P05
	£'000				
Schools Block	(787)	323,851	323,851	(0)	(787)
De-delegation	(527)	0	(1)	(1)	(528)
Central School services Block	8	2,717	2,709	(8)	(0)
Early Years	(605)	37,432	38,333	902	296
High Needs Block	42,520	86,675	103,221	16,546	59,067
High Needs Transformation	(928)	1,627	2,677	1,049	121
Funding	0	(452,302)	(452,302)	0	0
<b>Total (Unmitigated position)</b>	<b>39,680</b>	<b>(0)</b>	<b>18,488</b>	<b>18,488</b>	<b>58,170</b>
Mitigations (budget v.s. forecast in 2023-24)		(3,180)	(2,112)	(1,068)	(2,112)
<b>Total - Mitigated position</b>	<b>39,680</b>		<b>16,376</b>	<b>(1,068)</b>	<b>56,058</b>

\* Bristol gross DSG Allocations, including recoupment and deductions for NNDR, and for direct funding of high needs places directly passported to schools by ESFA totalling £255.752m as at 20th July 2023.

The latest summary of five years DSG forecast position including mitigations is illustrated in Table below. The latest iteration shows the forecasted unmitigated deficit to be £127.4m which is a reduction of £800k. This is primarily driven by the reduction in population between 4- to 14-year-olds within Bristol. Based on the population data used from the ONS website for our forecasting the average reduction within this age demographic between 2024 to 2028 is (0.80%). When looking at the population within Bristol aged 0 to 25 in 2023 the analysis shows approximately 8.1% of the total are CYP's within the High Needs Block. This is estimated to reduce to 7.5% by 2028.

		Outturn					
Table DSG MP: DSG Forecast Position		2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Income/Surplus should be shown as negative		Forecast £000	Forecast £000	Forecast £000	Forecast £000	Forecast £000	Forecast £000
1	Brought Forward unmitigated deficit	£24,480	£39,577	£58,232	£79,906	£98,738	£114,929
2	Total Expenditure	£438,486	£470,957	£476,569	£476,404	£476,522	£475,669
3	DSG Income	(£423,388)	(£452,302)	(£453,275)	(£455,953)	(£458,712)	(£461,553)
4	Schools Block 0.5% (Subject to SF Approval)			(£1,619)	(£1,619)	(£1,619)	(£1,619)
<b>Funding gap carry forward to future years</b>		<b>£39,577</b>	<b>£58,232</b>	<b>£79,906</b>	<b>£98,738</b>	<b>£114,929</b>	<b>£127,425</b>
<b>Mitigation Proposals</b>							
5	Annual Indicative Proposed Mitigations	£0	(£2,112)	(£8,965)	(£11,473)	(£12,574)	(£12,574)
6	DBV Stretched confidence benefits - annual	£0	£0	(£1,035)	(£5,227)	(£10,526)	(£14,826)
<b>Total Mitigations</b>		<b>£0</b>	<b>(£2,112)</b>	<b>(£10,000)</b>	<b>(£16,700)</b>	<b>(£23,100)</b>	<b>(£27,400)</b>
7	Mitigations cumulative	£0	(£2,112)	(£12,112)	(£28,812)	(£51,912)	(£79,312)
8	<b>Funding Gap after proposed mitigations</b>	<b>£39,577</b>	<b>£56,120</b>	<b>£67,794</b>	<b>£69,926</b>	<b>£63,017</b>	<b>£48,113</b>

It is worth noting that forecast for 2023-24 and onwards are based on demand forecast (number of children in the system) and including national trend plus contingency circa 15% taking into consideration of increased complexity, backlog and 10% growth based on Service advice.

Whilst we continue to work with the DfE to drive the improvements required in outcomes for children with additional and special educational needs and achieve a balance in year position, that can be sustained and demonstrable reduces the deficit, we will need to consider all potential funding sources. The Council has made significant investment in the General fund budget of circa £4m per year since 2022-23 to improve SEN service and fund Home to School Transport (HTST) and similarly have significant pressures in year of the same magnitude which will be recurrent in 2024/25 and beyond. We recognise the collaborative approach adopted to date and the significant contribution that schools have and continue to make in investing in the Education Transformation programme. In considering future budgets, we have provisionally included the 0.5% transfer in our latest forecast understanding this will require approval from Bristol Schools Forum.

Based on latest forecast (as of P05, August 2023), which was broadly in line with Newton's (DfE DBV delivering partner) forecast, it is estimated that High Needs Block could achieve a balanced budget position in 2026-27 if DBV stretched confidence benefits materialise, which is subject to further due diligence and formal consultation. It is therefore absolutely vital that progress on mitigation proposals is monitored and delivered on a timely basis in order to restore and secure financial health of DSG funding in the longer term.

**Finance Business Partner:** Angel Lai – Finance Manager for Children's & Education 20 September 2023

**2. Legal Advice:** This report notes an update on the Dedicated Schools Grant (DSG) High Needs Block Recovery Plan. It includes reference to planned consultation for schemes pertaining to reviews of the use of High Needs Block Element 3 funding. 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 the decision maker has considered the consultation responses, or a summary of them, before taking its decision.

**Legal Team Leader:** Husinara Jones, Team Manager/Solicitor 11 September 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, 11 September 2023

**4. HR Advice:** This report is for information and to provide an update on the progress of the 14 deficit mitigation



schemes contained with Dedicated Schools Grant (DSG) High Needs Block (HNB) Recovery Plan. There are no significant HR issues arising from this report for Bristol City Council employees.

**HR Business Partner:** Lorna Laing, 13 September 2023

<b>EDM Sign-off</b>	Abi Gbago, Executive Director Children and Education	30 August 2023
<b>Cabinet Member sign-off</b>	Councillor Asher Craig Cabinet Member for Children, Education and Equalities	4 September 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	4 September 2023

<b>Appendix A – Further essential background / detail on the proposal</b> A1. National DSG Context A2. HNB Recovery Plan	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b>	<b>NO</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b>	<b>NO</b>
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b>	<b>NO</b>
<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Exempt Information</b>	<b>NO</b>
<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>
<b>Appendix L – Procurement</b>	<b>NO</b>

## Appendix A

### National Context

Since 2006 the Department for Education (DfE) has funded local authorities for their current expenditure on schools, early years and children and young people with high needs through a specific grant known as the Dedicated Schools Grant (DSG), made under section 14 of the Education Act 2002. This specific grant must be spent on the local authority's Schools Budget, which is defined in regulations (currently the School and Early Years Finance (England) (No 2) Regulations 2018).

At the end of each financial year, a local authority may have underspent or overspent against its DSG allocation. The conditions of grant for the DSG provide that any underspend must be carried forward to the next year's Schools Budget. To date, the conditions of grant have provided three options for dealing with an overspend:

- the local authority may decide not to fund any of the overspend from its general resources in the year in question, and to carry forward all the overspend to the schools' budget in future years
- the local authority may decide to fund part of the overspend from its general resources in the year in question, and carry forward part to the schools' budget in future years
- the local authority may decide to fund all the overspend from its general resources in the year in question

Carrying forward an overspend to the schools' budget in future years requires the consent of the local school's forum, or if that is not forthcoming the authorisation of the Secretary of State. In practice, Schools forums have almost always approved the carrying forward of an overspend. Until the last few years, few local authorities were recording DSG overspends, and those overspends were small. However, pressures on the HNB budget have led to more and larger overspends in recent years.

### Local Context

Here in Bristol, the overspend on the DSG High Needs Block (i.e., the funding that supports provision for pupils and students with SEND) has been increasing year-on-year to the point at which it has become unsustainable. The forecast cumulative deficit at the end of this current financial year is approx. £58m.

Table 4 DSG MP: DSG forecast position	2022-23					
	outturn	2023-24	2024-25	2025-26	2026-27	2027-28
Income / Surplus should be shown as negative	Forecast £'000	Forecast £'000	Forecast £'000	Forecast £'000	Forecast £'000	Forecast £'000
Brought forward unmitigated deficit	£24,650	£39,681	£60,735	£80,871	£98,579	£114,732
Total expenditure	£437,761	£464,920	£476,529	£491,701	£506,736	£521,263
Total Income <sup>1</sup>	-£422,730	-£443,867	-£448,277	-£463,967	-£480,206	-£497,013
<b>Funding gap carry forward to future years</b>	<b>£39,681</b>	<b>£60,735</b>	<b>£80,871</b>	<b>£98,579</b>	<b>£114,732</b>	<b>£128,242</b>
Mitigation Proposals:						
Carried forward indicative proposals			-3,075	-12,040	-23,512	-36,086
Annual Indicative Proposed Mitigations	0	-3,075	-8,965	-11,472	-12,574	-12,574
<b>Funding gap after proposed mitigations</b>	<b>£39,681</b>	<b>£57,660</b>	<b>£68,831</b>	<b>£75,067</b>	<b>£78,646</b>	<b>£79,582</b>
DBV stretched confidence benefits - cumulative	£0	-£3,180	-£13,180	-£29,880	-£52,980	-£80,380
DBV stretched confidence benefits - annual	£0	-£3,180	-£10,000	-£16,700	-£23,100	-£27,400
<b>Funding gap after DBV stretched benefits</b>	<b>£39,681</b>	<b>£57,555</b>	<b>£67,691</b>	<b>£68,699</b>	<b>£61,752</b>	<b>£47,862</b>
<i>Note <sup>1</sup>: income uplift of 3.5% assumed post 2023-24 per ESFA guideline.</i>						

Figure 1 – DSG Deficit Forecast

Other LAs are facing similar challenges and the DfE is running some [intervention programmes](#) to assist local authorities with deficits to achieve HNB spend sustainability.

The steep increase in deficit is due mainly to increased demand for Special Educational Needs provision. The main cost drivers are:

- the rise in demand for Education, Health and Care plans (EHCPs) following national reforms from 2014
- increasing complexity of children's needs
- the rising costs of out of authority placements

Demand continues to increase and, despite additional funding from the DfE, it has not been possible to recover the deficit which began to accelerate in 2019/20.

Any local authority that has an overall deficit on its DSG account at the end of the 2021 to 2022 financial year, or whose DSG surplus has substantially reduced during the year, must co-operate with the DfE in handling that situation through the DSG Deficit Management Plan.

The Plan is intended to help LAs to develop evidence-based and strategic plans covering the provision available for children and young people with special educational needs and disabilities. Completion of the Plan will enable us to comply with the DfE requirement in Paragraph 5.2 of the Condition of the DSG Grant.

The DSG Management Plan is underpinned by the **HNB Recovery Plan** which details 14 separate cost efficiency/enabling schemes with letter beginning A - G. Of the 14, 10 are in delivery with 4 (B1, E1, F1, F2) being taken forward with funding awarded as part of Bristol's participation in the DfE's DBV in SEND programme (one of the DfE's [high needs block](#)

[sustainability programmes](#)). An overview of the DSG Programme which includes HNB recovery plan schemes, DBV in SEND and the Maintained Nursery Transformation Programme is as follows:

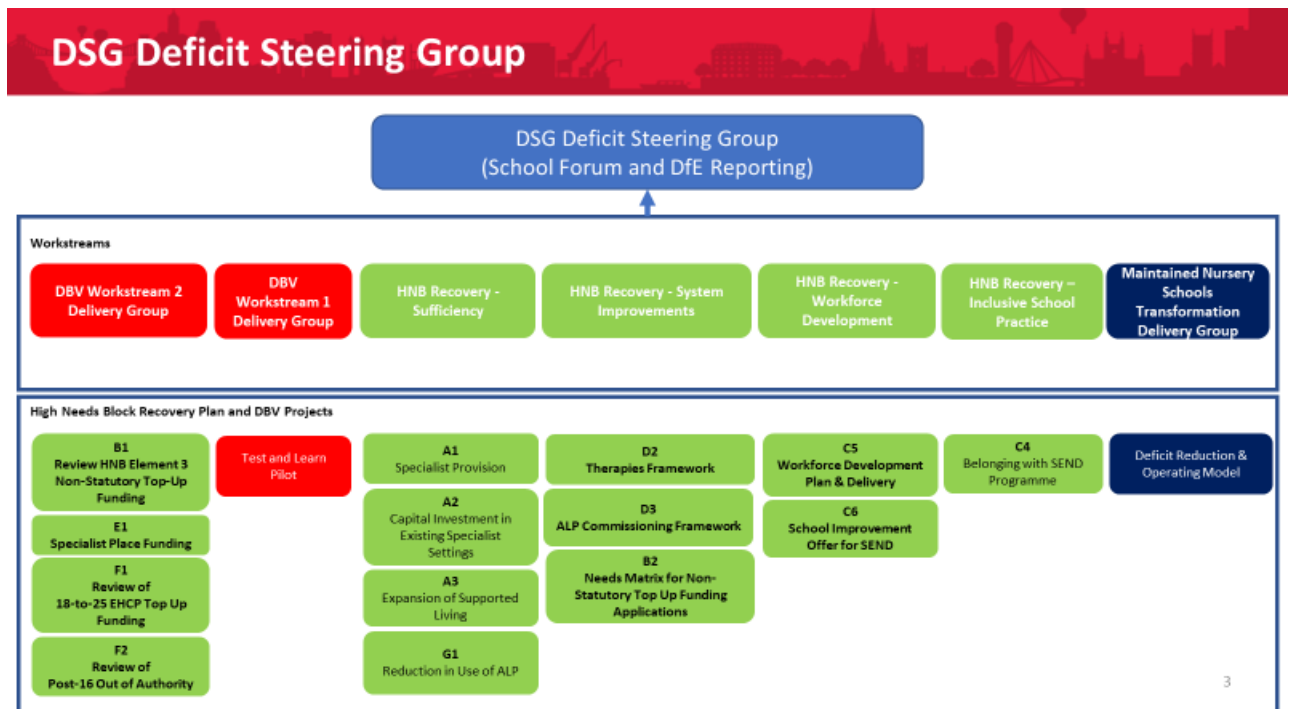


Figure 2 – DSG Work Programme

To ensure alignment with the wider Our Families Transformation Programme the DSG Deficit Programme workstreams and projects have been grouped as per the following slide. This is to ensure consistency in messaging and reporting to the Our Families Transformation Board.

## Alignment with Our Families

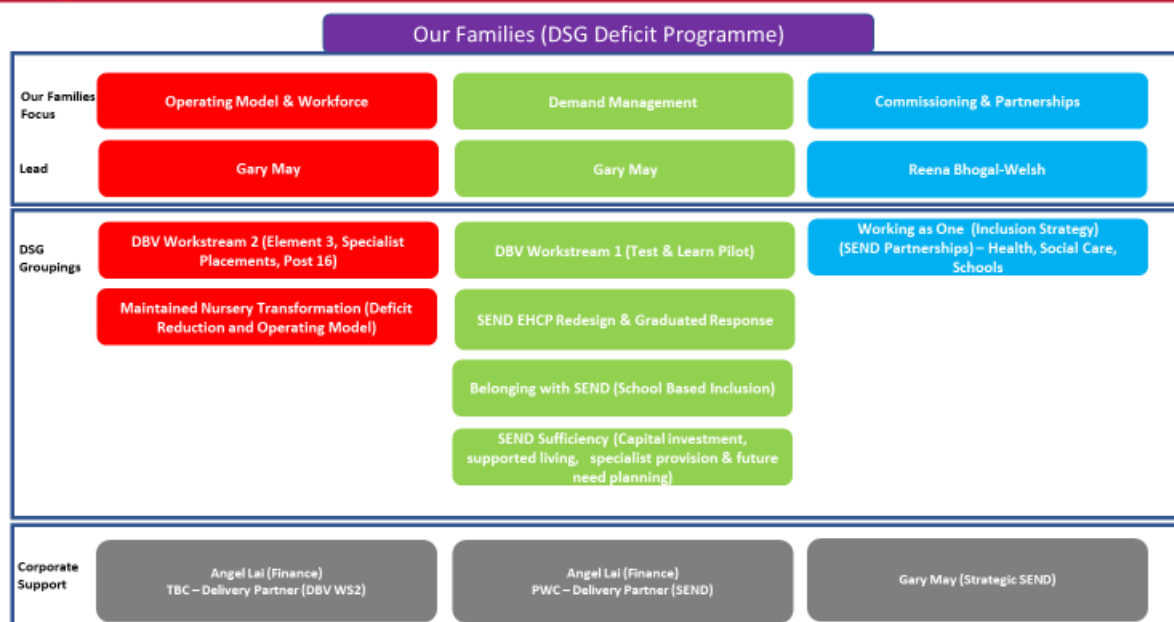


Figure 3 – DSG Deficit link to Our Families

As part of the diagnostic phase of DBV in SEND, the Bristol's HNB Recovery Plan was assessed and validated by the programme delivery partners – Newton Europe and CiPFA – mitigation figures were updated as a result.

The development of this work has been informed by the DfE's research report: [High needs budgets: effective management in local authorities](#). This research focuses on 10 local authorities that are seen to be managing their high needs budgets more effectively, with the intention of identifying positive practice that can be transferred to other areas.

Bristol Schools Forum have received updates regularly regarding the development of the DSG Management Plan, the development of the HNB Recovery Plan and the DBV in SEND programme process and outputs as can be evidenced in the following papers:

- Bristol Schools Forum, March 2022 – [Presentation by Director of Education & Skills ; DSG Management Plan Update](#)
- Bristol Schools Forum, September 2022 – [DSG Management Plan Update ; Update on High Needs \(Delivering Best Value\)](#)
- October to November 2022 – High Needs Block Recovery Plan engagement (and [survey](#))
- Bristol Schools Forum, January 2023 – [Delivering Best Value in SEND Update ; Belonging with SEND Programme](#)
- Bristol Schools Forum, March 2023 – [High Needs Recovery Plan – Delivering Best Value](#) (report pack includes analysis of engagement work undertaken in Autumn 2022)

- Bristol Schools Forum, July 2023 - [DSG Budget Monitor | Period 2](#) & [Delivering Better Value in SEND Resourcing](#)

Bristol Schools Forum ‘buy in’ to the proposals presented in reports and the approach being taken by the Council is evidenced through their decision to transfer the full amount (£1.6m) possible to support transformational delivery in 2023/24. £600k of this funding will be used to support the delivery of the HNB recovery plan, with an additional £1m funding coming from the DBV Programme.

Moving forward, oversight of delivery will be managed at the operational level through the DSG Deficit Programme Steering Group which meets every six weeks. This will escalate issues and report routinely into the SEND Partnership Board and the Our Families Programme Board on a 6-weekly basis (system-wide programme of service improvement and savings delivery in the Children & Education Directorate). The Council’s Corporate Leadership Board maintains a portfolio level view of all saving and efficiencies programmes within the organisation. Additional governance is provided by Bristol Schools Forum. An outline of the Governance structure for the programme is shown in figure 4 below.

Performance of the programme will also be monitored through the Programme Performance Data Working Group. This data focussed group uses defined Key Performance Indicators to examine progress, provide assurance on achievement of outcomes and allow the programme to concentrate on any areas of concern that arise.

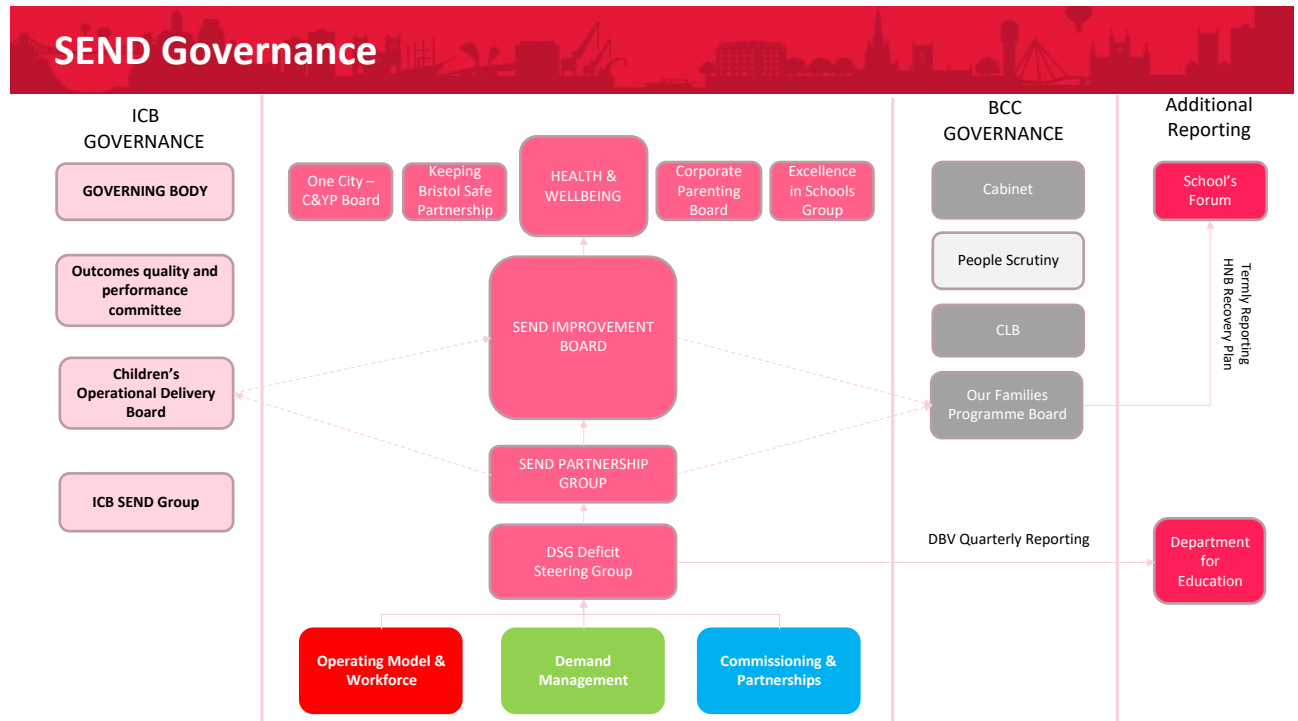


Figure 4 – Draft DSG Deficit Governance and Reporting

Bristol's context prior to DBV (taken from DBV slide pack)

- Bristol City Council and its local area are on an established improvement journey when it comes to providing support to its local children with SEND
- Following the local area inspection conducted by CQC and Ofsted in November 2019, the local area has been working through a Written Statement of Action to improve its local services
- This has yielded significant effort and focus from local area leaders for services supporting children with SEND, leading to the establishment of a strong existing governance framework and set of initiatives to improve local services
- These efforts have yielded results, with the latest revisit (October 2022) finding sufficient progress had been made against four of the five weaknesses highlighted
- The local area has built up on this to also develop a mature work programme targeted at managing the escalating deficit on the High Needs Block
- There is marked commitment from executive leaders in the city council to support all improvement work in this area

## Appendix A2 High Needs Block (HNB) Recovery Plan

Ref:	Name of Scheme	Status	Narrative	Links to Published Documents (Cabinet Papers, consultation etc.)
A1	Specialist Provision	Delivery	<p>So far capital projects have delivered 233 additional specialist education places in Bristol. Work continues with a further 104 places forecast by September 2024 and a further 56 by September 2025. In addition to this, conversations are ongoing about additional projects being added into the programme.</p>	<p><a href="#">(Public Pack) Agenda Document for Cabinet, 06/09/2022 16:00 (bristol.gov.uk)</a></p>
A2	Capital Investment in Existing Specialist Settings	Delivery	<p>The Council has received £14.874m High Needs Grant Funding from the Department for Education for 2022/23 and 2023/24. Cabinet has taken the decision to use this funding to deliver the additional specialist places noted in A1 and A3 with some capital held for future specialist provision opportunities. It is hoped the DfE will announce new High Needs Grant Funding for 2024/25 &amp; 2025/26 to enable the delivery of the next wave of strategic priorities to continue to reduce the reliance on INM provision and support the recovery plan.</p> <p>In addition, the Council has targeted appropriate Free School windows to encourage investment in new Specialist schools in the city. This has resulted in the approval of a DfE investment in a new Specialist Free School located in the North of the City. Future bid opportunities will be reviewed on their ability to deliver key strategic priorities for the city including supporting the HNB recovery plan.</p>	<p><a href="#">(Public Pack) Agenda Document for Cabinet, 06/09/2022 16:00 (bristol.gov.uk)</a></p>



## Appendix A2 High Needs Block (HNB) Recovery Plan

Ref:	Name of Scheme	Status	Narrative	Links to Published Documents (Cabinet Papers, consultation etc.)
A3	Expansion of Support Living (Project Rainbow)	Delivery	<p>The 12-bedroom property is currently under construction at the City of Bristol College Ashley Down site with expected completion for the start of term 1, September 2023. The college anticipate that all 12 rooms will be fully occupied within the autumn term.</p> <p>The property is for young people aged 18-24 with an Education, Health and Care Plan (EHCP) who are enrolled on a full-time course with City of Bristol College. Students living at the centre will develop independent living skills, employability skills, gain work experience and have opportunities to socialise with others.</p> <p>Bristol City Council have been working together with students currently living at the City of Bristol College Brislington Centre site and young people from the Listening Partnership (our SEND participation group) to co-produce plans for the site, including interior design and artwork, signage, and accessibility.</p>	<p><a href="#">(Public Pack) Agenda Document for Cabinet, 18/01/2022 16:00 (bristol.gov.uk)</a> page 675</p> <p><a href="#">(Public Pack) Agenda Document for Cabinet, 06/09/2022 16:00 (bristol.gov.uk)</a> page 11</p>

## Appendix A2 High Needs Block (HNB) Recovery Plan

Ref:	Name of Scheme	Status	Narrative	Links to Published Documents (Cabinet Papers, consultation etc.)
B1	Review of HNB Element 3 Non-Statutory 'top-up' Funding	Planning	This mitigation is being pursued as part of the DfE's Delivering Better Value in SEND Programme which Bristol has secured funding for. A procurement process has been undertaken to identify a delivery partner to work with the council to develop a suite of options for public consultation. This work collectively comprises 4 schemes within the HNB Recovery Plan (and is also known as Workstream 2). The delivery partner is currently developing proposals for consultation in November 2023 before a Cabinet decision planned for January 2024.	<a href="#">Delivering Better Value in SEND Programme Grant Allocation (Cabinet Report) 07/02/2023</a> (pages 294 to 298)
B2	Needs Matrix for Non-Statutory Top-Up Funding Applications	On Hold	Pending outcome of DBV Workstream 2	<a href="#">DCLU Local Digital Fund Round 5 Award</a>
C4	Belonging with SEND Programme	Delivery	The Belonging with SEND programme was delivered as a grant funding programme to support schools turn creative ideas into innovative school inclusion practice. To date 29 schools have received funding totalling £485k. Round 1 funded projects were completed in July – September 2023. Round 2 projects will complete in January 2024 and Round 3 projects will complete in July/September 2024. Further funding rounds will be developed in the new academic year 2023/24.	<a href="#">Bristol Schools Forum Report January 2023</a>

## Appendix A2 High Needs Block (HNB) Recovery Plan

Ref:	Name of Scheme	Status	Narrative	Links to Published Documents (Cabinet Papers, consultation etc.)
C5	Workforce Development Plan and Delivery	Delivery	This work is currently focusing on maintenance and continued development of the online SEND workforce development offer, planning delivery of in-school training following a reduction in attendance due to workload challenges and completion of guidance on working with families of CYP with SEND from Black and Minoritised Communities following engagement with parent carers and educational settings.	<a href="#">Bristol SEND Workforce Development Offer</a>
C6	School Improvement Offer for SEND	Delivery	Supporting schools with developing their SEND provision by providing school-based reviews; mapping Ordinarily Available Provision (OAP) through using a whole school OAP template; managing School SEND Coordinator clusters; member/vice-Chair of Inclusion in Education Group; workforce development through SEND Peer reviews; Belonging with SEND reviewing and monitoring projects.	<a href="#">Ordinarily Available Provision; Support for SENDCos;</a>
D2	Therapists, Mentors and Tutors Framework	Delivery	The framework contract is live with three tender rounds having been run. There are 17 providers on the framework, and a block contract has been called off under the framework for SALT and OT with health provider Sirona.	<a href="#">Additional Provision Framework Contract - Therapists Mentors Tutors Approved Providers List Fina.pdf (bristol.gov.uk)</a>
D3	ALP Framework	Delivery	The framework contract is live, tender round 5 closed Friday 16th June. 16 providers are on the framework, with a further 29 bids submitted and ready for evaluation.	<a href="#">Alternative Learning Provision (bristol.gov.uk)</a> <a href="#">Alternative Learning Provision Framework - Decision Pathway Report.pdf (bristol.gov.uk)</a>

## Appendix A2 High Needs Block (HNB) Recovery Plan

Ref:	Name of Scheme	Status	Narrative	Links to Published Documents (Cabinet Papers, consultation etc.)
E1	Specialist Place Funding	Planning	This mitigation is being pursued as part of the DfE's Delivering Better Value in SEND Programme which Bristol has secured funding for. A procurement process has been undertaken to identify a delivery partner to work with the council to develop a suite of options for public consultation. This work collectively comprises 4 schemes within the HNB Recovery Plan (and is also known as Workstream 2). The delivery partner is currently developing proposals for consultation in November 2023 before a Cabinet decision planned for January 2024.	<a href="#">Delivering Better Value in SEND Programme Grant Allocation (Cabinet Report) 07/02/2023</a> (pages 294 to 298)
F1	Review of 18 to 25 EHCP top up Funding	Planning	This mitigation is being pursued as part of the DfE's Delivering Better Value in SEND Programme which Bristol has secured funding for. A procurement process has been undertaken to identify a delivery partner to work with the council to develop a suite of options for public consultation. This work collectively comprises 4 schemes within the HNB Recovery Plan (and is also known as Workstream 2). The delivery partner is currently developing proposals for consultation in November 2023 before a Cabinet decision planned for January 2024.	<a href="#">Delivering Better Value in SEND Programme Grant Allocation (Cabinet Report) 07/02/2023</a> (pages 294 to 298)

## Appendix A2 High Needs Block (HNB) Recovery Plan

Ref:	Name of Scheme	Status	Narrative	Links to Published Documents (Cabinet Papers, consultation etc.)
F2	Review of Post-16 Out of Authority	Planning	This mitigation is being pursued as part of the DfE's Delivering Better Value in SEND Programme which Bristol has secured funding for. A procurement process has been undertaken to identify a delivery partner to work with the council to develop a suite of options for public consultation. This work collectively comprises 4 schemes within the HNB Recovery Plan (and is also known as Workstream 2)	<a href="#">Delivering Better Value in SEND Programme Grant Allocation (Cabinet Report) 07/02/2023</a> (pages 294 to 298)
G2	Alternative Learning Provision	Planning	High quality properly commissioned and monitored ALP will form an essential part of meeting Bristol's sufficiency requirements going forward. There is currently a local deficit in local SEMH provision. Effective ALP can offer an excellent local alternative to high cost out-of-authority ISP's meeting lower levels of SEMH Primary need and will form part of the sufficiency strategy. A plan will be developed to support the development and improvement of existing ALP provision and the development of needs led new provision.	



# Decision Pathway – Performance Report

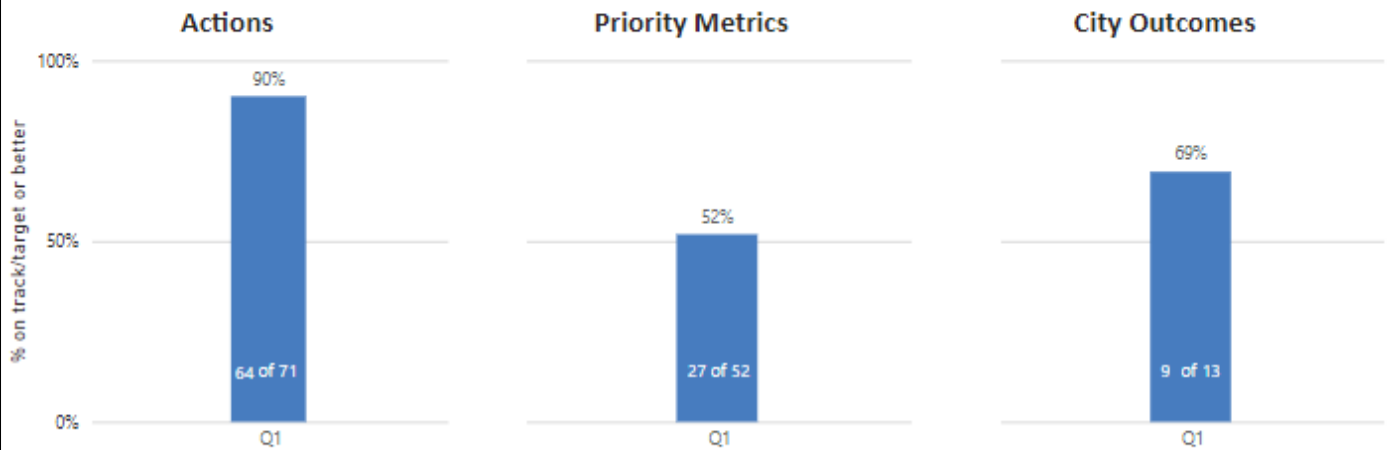
**PURPOSE:** For noting

**MEETING:** Cabinet

**DATE:** 03 October 2023

<b>TITLE</b>	<b>Quarterly Performance Report (Q1 - 2023/24)</b>		
<b>Ward(s)</b>	All wards		
<b>Author:</b> Guy Collings	<b>Job title:</b> Head of Insight, Performance & Intelligence		
<b>Cabinet lead:</b> Cllr Cheney, Deputy Mayor - City Economy, Finance and Performance	<b>Executive Director lead:</b> Stephen Peacock, Chief Executive		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b> For Cabinet to note the outcomes from the Thematic Performance Clinics for Q1 2023/24 and note areas for additional Performance Improvement support.			
<p><b>1/ Evidence Base:</b>                  This report and appendices provide the relevant Performance Measures from the Business Plan 2023/24, as approved by CLB in March and noted by Cabinet in April 2023. Key points of note:</p> <p><b>Performance Dashboard</b> - All Performance Metrics and Actions are at: <a href="#">2023-24 Performance Dashboard (Q1 Cabinet - public link)</a>; this new interactive Power Bi tool is replaces the previous pdf appendices. Details are summarised in appendices.</p> <p><b>Thematic Performance Clinics</b> - As per Performance Framework 2023/24, reporting is primarily through Thematic Clinics which focus on overall Performance for each of the 7 Business Plan themes and address specific Performance Improvement issues. Appendix A2 contains all 7 Theme Summary reports.</p> <p><b>Business Plan Actions</b> – 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><b>Business Plan Priority Metrics / City Outcome Measures</b> – Performance reports include <b>Business Plan Priority Metrics</b> (mainly quarterly measures for the Business Plan Priorities; metrics the council has direct responsibility over so measure council performance) plus <b>City Outcome Measures</b> (mainly annual indicators on the Corporate Strategy themes and overall ‘health of the city’; outcome-focused measures that are slow moving, with long-term targets).</p> <p><b>Targets</b> – Any Targets which require explanation, such as appearing counter-intuitive compared to last year’s outturn, are noted in <a href="#">BCC 2023/24 Business Plan Performance Measures and Targets</a>.</p>			
<b>2/ Performance summary for Q1</b>			
Taking the Business Plan Actions, Performance Metrics and City Outcomes available this quarter: <ul style="list-style-type: none"> <li>• <b>6 Themes</b> are On Schedule for Q1, and 1 Behind Schedule</li> <li>• <b>90%</b> of all Business Plan Actions are currently On Track or better (64 of 71)</li> <li>• <b>52%</b> of all Business Plan Priority Measures (with established targets) are on or better than target (27 of 52)</li> <li>• <b>69%</b> of all City Outcome Measures (with data &amp; established targets) are on or better than target (9 of 13)</li> </ul>			

## 2023-24 Business Plan and Performance Reporting (% on track / on target by quarter)



Business Plan Theme	Q1	Q2	Q3	Q4
1. Children & Young People	On Schedule			
2. Economy & Skills	On Schedule			
3. Environment & Sustainability	On Schedule			
4. Health, Care & Wellbeing	On Schedule			
5. Homes & Communities	On Schedule			
6. Transport & Connectivity	On Schedule			
7. Effective Development Organisation	Behind schedule			

Overall Theme status as reported in quarterly reports which take into consideration BP Actions, BP Priority Metrics and City Outcome Measures.

Source: [2023-24 Performance Dashboard \(Q1 Cabinet - public link\)](#)

### 3/ Key Points of focus:

Overall, 6 of the Themes are reporting as On Schedule at the end of Q1, with Effective Development Organisation (EDO) being noted as Behind schedule as only 36% of Priority Metrics in that Theme are on target (5 significantly worse than target) even though all Actions are on track. Also, the EDO Clinic included a review of Performance reporting that may significantly impact future reporting plans (see EDO Theme report, p2); further details are being worked through and will follow.

The clear majority of Business Plan Actions are rated as being on track, with all actions in the Health, Care & Wellbeing Theme (as well as EDO) on track. Just over half of Business Plan Priority Metrics (52%) are on target, with 59% of Metrics are doing better than at the same point last year. Over two thirds of City Outcomes (69%) are on target, reflecting the overall 'health of the city' as opposed to specific Council performance, but only 13 of these mainly annual measures have data available in Q1; 73% of these are improved or the same compared to last year.

The 7 Theme Summary reports plus all data on individual Actions, Performance metrics and City Outcomes are in the appendices, including the [2023-24 Performance Dashboard \(Q1 Cabinet - public link\)](#).

Key headlines from the Themes are noted in the table following:

Theme	Q1 overall progress	Points of Focus
1. Children & Young People	On Track	<ul style="list-style-type: none"> <li>• <b>Over 90% of actions are on track</b> for Q1 (11 of 12)</li> <li>• <b>BPPM247 % of Family Outcomes achieved through Supporting Families programme</b> - Performance re the outcomes of early help have continued to improve each quarter, indicating sustained improvement.</li> <li>• <b>BPPM201 Audited children's social work records rated good or better</b> - this metric is significantly worse than target; this is partially due to high levels of vacancies increasing pressures across the service.</li> </ul>
2. Economy & Skills	On Track	<ul style="list-style-type: none"> <li>• <b>BPPM266 Increase % of adults with learning difficulties known to social care who are in paid employment</b> – whilst significantly below target, work is underway to review the data across service areas and improve recording</li> <li>• <b>75% of actions are on track</b> for Q1 (9 of 12), including the new Building Bristol Initiative which has been performing very well to date.</li> </ul>
3. Environment & Sustainability	On Track	<ul style="list-style-type: none"> <li>• <b>BPPM542</b> – The amount of untreated waste landfilled has been very low this quarter (which is good) as the Energy Recovery Centres in Avonmouth have been available to receive waste for the full period.</li> <li>• <b>P-ENV2.2 Develop an ecological and green infrastructure investment plan</b> – behind schedule, as an Ecological Emergency Co-ordinator, who is to lead this work, has not been appointed and the project has not started.</li> </ul>
4. Health, Care & Wellbeing	On Track	<ul style="list-style-type: none"> <li>• <b>P-HCW1.2 Work with partners across the Integrated Care System, NHS and VCSE sector to develop an Integrated Care strategy.</b> This action has been completed and is awaiting sign-off by Cabinet</li> <li>• <b>P-HCW3.2 Develop and implement a Damp and Mould action plan.</b> The Damp &amp; Mould Policy gives a framework to remove the onus from tenants and back to BCC as the landlord; it is awaiting sign-off by the Council.</li> </ul>
5. Homes & Communities	On Track	<ul style="list-style-type: none"> <li>• <b>Community work</b> continues to perform significantly better than target: <b>BPPM194 Numbers participating in community clear-ups per quarter</b> - continue to see good take-up of litter picking activities across Bristol.</li> <li>• <b>BPPM311 Levels of engagement with community development work</b> – over 2,000 conversations building community and seeing what matters.</li> <li>• <b>BPPM374a Average relet times (all properties)</b> - now at 105 days (much worse than 75 days in Q1 2022-23) having risen for 4 consecutive quarters</li> </ul>
6. Transport & Connectivity	On Track	<ul style="list-style-type: none"> <li>• <b>BPOM475 Bus passenger numbers</b> - continuing to increase and are well above the Q1 target (although still 15% below pre-pandemic levels).</li> <li>• <b>BPOM474 Park and Ride passenger numbers</b> – these have stagnated and remain significantly worse than target.</li> </ul>
7. Effective Development Organisation	Behind schedule	<ul style="list-style-type: none"> <li>• <b>BPPM516 Percentage of FOI requests responded to within 20 working days</b> - significantly worse than target, due to stretched resources and a culture of de-prioritisation in certain parts of the organisation.</li> <li>• <b>BPPM522 Average number of working days lost to sickness</b> – had a slight improvement for the first time in two years but remains significantly worse than target, predominantly due to an increase in long-term sickness.</li> </ul>

**Cabinet Member / Officer Recommendations:**

1. That Cabinet note the Theme Summary reports and overall Performance progress, and the measures to address performance issues to be implemented by relevant services.

**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 Teams and Executive Director Meetings, and through the Thematic Performance Clinics prior to the production of this report.

**Background Documents:**

1. [BCC 2023/24 Business Plan](#)
2. [BCC 2023/24 Performance Framework](#)
3. [BCC 2023/24 Business Plan Performance Measures and Targets](#)
4. [BCC Corporate Strategy 2022-27](#)
5. Appendix A1: [2023-24 Performance Dashboard \(Q1 Cabinet - public link\)](#)

<b>Revenue Cost</b>	£0	<b>Source of Revenue Funding</b>	N/A
<b>Capital Cost</b>	£0	<b>Source of Capital Funding</b>	N/A
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

**1. Finance Advice:** 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:** Olubunmi Kupoluyi - 24 August 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 – 24 August 2023

**3. Implications on IT:** There are no implications on IT in regard to this activity.

**IT Team Leader:** Paul Day – 24 August 2023

**4. HR Advice:** There are no HR implications arising from this report as it is for noting only.

**HR Partner:** James Brereton – 24 August 2023

<b>EDM Sign-off</b>	A&C / C&E / G&R / Resources EDMs	23 August 2023
<b>Cabinet Member sign-off</b>	Cllr Cheney CMB	11 Sept 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	11 Sept 2023

<b>Appendix A – Further essential background / detail on the proposal</b> Appendix A1: <a href="#">2023-24 Performance Dashboard (Q1 Cabinet - public link)</a> Appendix A2: All 7 Theme Summary reports	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b>	<b>NO</b>

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

# Children & Young People Theme Summary Report

Qtr 1 (01 Apr '23 – 30 Jun '23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 Business Plan, inc summary from lead Director.

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

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>On schedule</b>
92% on schedule or better (11 of 12)	43% on target or better (3 of 7)	50% on target or better (1 of 2)	
<b>Direction of Travel</b>			
N/A	75% improved compared to 12 months ago (3/4)	100% improved compared to 12 months ago (2/2)	

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

- BPPM247 - **Increase the percentage of Family Outcomes achieved through the Supporting Families programme** – Working with families to achieve identified outcomes had improved over the previous year and remains performing well in 2023/24.

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

- BPPM200 -**Increase the percentage of children in care that have a full time suitable education provision**– this is a new measure this year that for the first quarter is performing slightly below target
- BPPM213 – **Reduce incidents of serious violence involving children and young people** – this is only performing worse than target by 0.5 so is close to target but performing slightly below
- BPOM201 - **Percentage of audited children's social work records rated good or better** – Performance as at 31 March '23 (reported with a 3 month data lag) has been amended from 70% to 54% following moderation and is now below target

## 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

- Children education summary
- To continue to deliver existing action plan for low-income families; this is cross cutting.

**Post-Clinic note** – data for 1 Priority Metric (audited children's social work records ratings) was corrected after the Clinic discussion, changing from above target to well below. This is noted for Q2 review.

## 4. Lead Director Comments:

There was a discussion to ensure a narrative is added to measures to ensure an understanding of the context.

Discussed measures within education and clarity gained regarding what the measures are telling us and how they evidence impact.

For Q2 thematic meeting, Education colleagues to provide additional information on the education measures and have a focussed session on these metrics.

Update to be provided on measures:

- BPOM201 – Percentage of Audited children's social work records rated good or better.
- BPPM225e – Increase the percentage of final EHCPs issued within 20 weeks excluding exception cases.

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

**Date of Thematic Performance Clinic**

7/8/23

# Economy & Skills Theme Summary Report

Qtr 1 (01 April 23 – 30 June 23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 Business Plan, inc summary from lead Director.

Lead Director: Christina Gray [Director Communities & Public Health]

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>On schedule</b>
75% on schedule or better (9/12)	50% on target or better (4/8)	50% on target or better (2/4)	
<b>Direction of Travel</b>			
N/A	50% improved on 12 months ago (3/6)	67% improved on 12 months ago (2/3)	

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

- BPPM270 – **Increase experience of work opportunities for priority groups** – This measure is well above target for Q1 at 1,845 and is performing significantly better than this time last year (718)
- BPOM269 - **No of adults aged 19+ who progress from all employment support activities into employment or better** – Outputs from employment support programmes have shown strong growth this quarter including Future Bright and WE WORK for Everyone
- BPPM506 – **Increase the level of social value generated from procurement and other council expenditure** - £6014k generated in Q1, already well over half of the annual target.

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

- BPPM266 - **Increase % of adults with learning difficulties known to social care who are in paid employment** – significantly below target at 3.6%. KPI data currently being reviewed to understand the detail better.
- BPPM263a – **Reduce the % of young people aged 16-17 who are NEET/Not Known** - significantly below target and increase in NEET/Not Knowns compared to Q1 last year. This increase is expected annually and the team are currently contacting year 12's who may need support in applications for next year.
- PES3.2 – **Deliver high quality cultural activity that celebrates Bristol and attracts local, national and international audiences** – Visitor numbers across museums are rebounding to pre-Covid levels but still tracking behind. City events experience issues with cancellations mainly due to rising costs. This impacts visitor numbers.

## 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

- The performance clinic was attended by a senior analyst along with service managers from Education & Skills and Adult Social Care (ASC), in order to focus on the metric “**Adults with learning difficulties known to social care who are in paid employment**”.
- It was noted that responsibility for this metric has moved from Employment, Skills & Learning to Adult Social Care for the current reporting year, and that it is part of a national stat return so data source and methodology cannot be changed.
- Following the last review of this action (in Q4 2023-23) work is ongoing to clean up the data to ensure that it is a correct reflection of the indicator which is focused on adults with a learning difficulty who are in receipt of longer-term ASC support who are in paid employment.

- This information may be in Care Act Reviews rather than recorded in the main ASC data system. There are around 1,000 adults in in this cohort, not all of whom will be able to work and others who may be in education or training.
- It was agreed more analysis of the cohort is needed to give clearer indication of the number who are available/interested in work.
- It was also noted that further work is needed to understand progress issues on the action re “**delivering cultural activity that celebrates Bristol and attracts visitors**”; to be a focus for Q2.

#### **4. Lead Director Comments, inc summary of Theme rating:**

Following the last review of the “Adults with learning difficulties known to social care who are in paid employment” metric at the Q4 E&S Clinic, significant work has been ongoing to improve the data quality to ensure it is a correct reflection of the relevant cohort, and to provide additional insight on those service users.

Also, a separate indicator is being developed by Employment, Skills & Learning colleagues to record and reflect progress made in access to education, skills and work for people with a learning difficulty who are not in receipt of ASC longer term support. It was agreed to keep this action under review.

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

#### **Date of Thematic Performance Clinic**

2 Aug 2023

# Environment & Sustainability Theme Summary Report

Qtr 1 (01 April 23 – 30 June 23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 Business Plan, inc. summary from lead Director.

**Lead Director: Pete Anderson** [Director Property, Assets and Infrastructure]

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>On schedule</b>
87.5% on track or better (7/8)	100% on target or better (4/4)	100% on target or better (1/1)	
<b>Direction of Travel</b>			
Not relevant for Q1 (comparison is in-year)	75% improved compared to 12 months ago (3/4)	0% improved compared to 12 months ago (1/1)	

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

- **BPPM542** – the amount of untreated waste landfilled has been very low this quarter due to the Energy Recovery Centres in Avonmouth being available to receive waste for the full period.
- **BPPM545** - Fly-tip clearances were significantly lower in May compared to the same period last year, which is why this measure is currently showing as significantly better than target.
- **P-ENV3.2** - The expansion across the city of the commercial waste improvement project continues apace and is on schedule. Phase 3 is now completed (Stapleton Road) - we are now moving into Phase 4 - Gloucester Road corridor to city centre.

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

- **P-ENV2.2** – Developing an ecological and green infrastructure investment plan is showing as behind schedule. This is due to the lack of appointment to the Ecological Emergency Co-ordinator role who is to lead this work. The project has therefore yet to start.

## 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

- The Clinic was postponed due to Director leave – rescheduled for 7<sup>th</sup> Sept.

## 4. Lead Director Comments, inc summary of Theme rating:

It is heartening to see all but one of the associated metrics and actions for the Environment & Sustainability theme being either on track (actions) or better than target (metrics). Recruitment of an Ecological Emergency Co-ordinator should help with bringing our one 'behind schedule' action back on track next quarter. Details of the specifics on all the associated measures can be found in Appendix B.

**Pete Anderson** [Director Property, Assets and Infrastructure]

**Date of Thematic Performance Clinic**

7 September 2023

# Health, Care & Wellbeing Theme Summary Report

Qtr 1 (01 April 23 – 30 June 23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 Business Plan, inc summary from lead Director.

**Lead Director: Mette Jakobsen** [Director Adult Social Care]

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>On schedule</b>
100% on track or better (7/7)	43% on target or better (3/7)	Data not yet due	
<b>Direction of Travel</b>			
Not relevant for Q1 (comparison is in-year)	71% improved compared to 12 months ago (5/7)	Data not yet due	

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

- All of the published actions (100%) for this theme are presently on schedule.
- 5 of the performance metrics (71%) are better than Q1 in 2021/22.
- 3 of the performance metrics (43%) are better than the Q1 target:
  - increase the percentage of service users (aged 18-64) receiving Tier 3 (long term care) at home or tenancy [snapshot]
  - increase the percentage of service users (aged 65+) receiving Tier 3 (long term care) at home or tenancy [snapshot]
  - Increase % of BCC regulated CQC Care Service providers where provision is rated 'Good or Better'

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

- Reduce the percentage of contacts to Adult Social Care (aged 18-64) starting Tier 3 services
- Reduce the percentage of contacts to Adult Social Care (aged 65+) starting Tier 3 services
- Number of service users (aged 18-64) in Tier 3 (long term care) [Snapshot]
- Number of service users (aged 65+) in Tier 3 (long term care) [Snapshot]

## 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

- **Deliver actions to address Food Equality along with key partners to address food inequality in the city.**
  - The Food Equality Plan production was overseen and approved by Cabinet Members and the Health & Wellbeing Board. The actions in the plan were co-produced by the people of Bristol, including Train more food educators / map food support settings / pilot community-led Food Justice Networks.
  - Feeding Bristol and the Public Health Team will produce an annual report on food equality in Bristol.
- **Work with partners across the Integrated Care System, NHS and VCSE sector to develop an Integrated Care strategy.**
  - As at Q1 the Integrated Care Strategy has been completed and endorsed by all partners at the Integrated Care Partnership Board and the action was marked as "On Track". The reality is that each partner will be taking the strategy to each of their governance forums for information, for Bristol this will be presented to Cabinet in September '23.

- **Develop and implement a Damp and Mould action plan.**

- Damp & Mould does not occur because of lifestyle (cooking / drying clothes / showering) it goes deeper into the design of the property and as a landlord we have a duty to ensure the safety of our tenants, in our 27,000 homes.
- The plan is to move away from being a reactive landlord and fixing issues and become a proactive landlord and prevent the issue of Damp & Mould occurring in the first place.
- In June '23 cabinet approved the plan for an external company to be commissioned to carry out house condition surveys, with the aim of completing surveys of 40% of council homes from Autumn '23 - Autumn '24.
- The Damp & Mould Policy gives a framework to remove the onus from tenants and back to us, as the landlord; with better record keeping & data analysis, training & awareness of staff and improved communications of the issue
- At present the Damp & Mould policy is awaiting formal approval / sign-off by the council.
- Following policy approval, it may be a good idea to include Social Workers (as well as Housing staff) in future awareness training.

#### **4. Lead Director Comments, inc summary of Theme rating:**

There has been a lot achieved in the first three months of the year, with some actions completed and some to be completed or near completion by the end of 2023. Pleasingly all actions were reported at 30 June '23, as 'On Track' and most notably the action around creating a shared Integrated Care Strategy has been completed and published at: [Our Strategy - BNSSG Healthier Together](#)

Whilst 4 performance indicators are showing 'Below Target', 71% of the priority performance metrics are better than Q1 in 2021/22. The 4 x KPIs that are presently 'Below Target' are within my Directorate, Adult Social Care, and the position is being closely monitored.

There was contrasting performance across the Health, Care & Wellbeing Theme in Q1, but on balance the Theme is judged to be "On Schedule" for where we expect it to be.

**Mette Jakobsen** [Director - Adult Social Care]

#### **Date of Thematic Performance Clinic**

7 August 2023



# Homes & Communities Theme Summary Report

Qtr 1 (01 April 23 – 30 June 23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 [Business Plan](#), inc summary from lead Director.

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

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>On schedule</b>
92% on track or better (12/13)	64% on target or better (9/14)	100% on target or better (3/3)	
<b>Direction of Travel</b>			
Not relevant for Q1 (comparison is in-year)	57% improved compared to 12 months ago (8/14)	50% improved compared to 12 months ago (1/2)	

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

- Community work continues to perform above target (citizen clean-ups, community engagement).
- People enabled to live independently through home adaptations (939), above target (850).
- 474 households were moved into settled accommodation – significantly above the Q1 target (275).
- 142 private sector dwellings were returned to occupation against at Q1 target of 75.
- Highest recorded consultation response rate from 20% most deprived areas when compared to 20% least deprived areas.

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

- Average re-let times are now 105 days (75 days in Q1 2022-23), rising for 4 consecutive quarters.
- Energy efficiency home installations are significantly behind target.
- Homelessness prevention is improved on 2022-23 Q4, but behind the Q1 target (352 households compared to a target of 388).
- The number of households in Temporary Accommodation (1,323) is within target but has continued to increase for an 8th consecutive quarter.
- Housing delivery (including affordable) is above target for Q1, but expected to slip as the year progresses.

## 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

- The shift in council policy to focus on using council properties for Temporary Accommodation (TA) to reduce the spend on private property means the nature of voids is changing, increasing the amount of work required on TA properties and reducing the resource available for non-TA properties. Issues with the mobilisation speed and capacity of the new contractor framework have added to the backlog. Improvement is not expected to be seen until Q3. Focus is now on:
  - Reducing the number of void properties that need major work before re-let by improving tenancy audit numbers and information flow between Repairs and Estates.
  - Agreement with additional contractors to take on small numbers of void properties as well as repair work from end of Q2.
  - Working on both the backlog and new properties (rather than just the oldest properties) to improve the average turnaround times.
- Energy efficiency upgrades and low carbon heating for low-income households living in the worst quality, off-gas grid homes from the Home Upgrade Grant 2 scheme delivered by City Leap is on target for household sign-up numbers following increased marketing and a BBC Points West item.

Contractors are in place to do the work and it is expected that figures will be improved on Q1 performance but still behind target in Q2.

**4. Lead Director Comments, inc summary of Theme rating:**

The Theme is judged to be “On Schedule” overall with most actions and metrics on track or better than target. The two metrics discussed at the clinic are performing significantly worse than their targets. Given the council focus on reducing the spend on Temporary Accommodation and the capacity of contractors, void performance is not expected to improve until at least Q3.

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

**Date of Thematic Performance Clinic**

7 Aug 2023

# Transport & Connectivity Theme Summary Report

Qtr 1 (01 April 23 – 30 June 23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 [Business Plan](#), inc summary from lead Director.

**Lead Director: Patsy Mellow** [Director Management of Place]

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>On schedule</b>
88% on track or better (7/8)	0% on target or better (0/1)	67% on target or better (2/3)	
<b>Direction of Travel</b>			
Not relevant for Q1 (comparison is in-year)	0% improved compared to 12 months ago (0/1)	67% improved compared to 12 months ago (2/3)	

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

- The Enhanced Partnership with WECA and bus operators in place and the board sitting regularly to oversee decision making.
- **BPOM 475** Bus passenger numbers are continuing to increase and are 110,000 above the Q1 target (although still 15% below pre-pandemic levels).
- The Cumberland Road, Redcliffe Bridge and Goal Ferry works programmed to complete in August.

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

- **BPOM 474** Park and Ride passenger numbers have stagnated in Q1
- **TC1.1** Mass Transit Strategic Outline Business Case is now due in October 2023, delayed from June

## 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

Park and Ride numbers are not expected to return to pre pandemic levels. However, improvements are expected following:

- Increase in the metro bus M2 frequency from every 20 minutes to 15 minutes in April 2023
- Improvement in Long Ashton P&R journey times following August completion of the Cumberland roadworks
- WECA Park & Ride promotion campaign and re-branding of Stage Coach vehicles
- New, free birthday month bus travel scheme which aims to change people's habits.

Transport projects

The A4 scheme is going out to consultation this month but may be re-baselined and progressed in the next CRSTS (City Region Sustainable Transport Settlement) period. The M32 project has cohesion and momentum and is moving forward, following previous delays which were a result of taking time to identify the right solution. The A37/4018 projects have some elements progressing more quickly than anticipated and some are slower. City Centre – looking at elements that can be accelerated and discussions with First Bus are now happening following previous delays with a proposal to go to Cabinet in September. The Bedminster Green project in on time and budget. Hartcliffe and Hengrove Metrobus improvements are next to be considered.

**Post-Clinic note** – data for the 1 Priority Metric (number of people killed or seriously injured in road traffic incidents) was provided after the Clinic discussion had taken place. However, this data is an interim BCC estimate of road traffic injuries as we are still awaiting the actual data from Avon & Somerset Police due to ongoing issues with the Police data reporting system.

**4. Lead Director Comments, inc summary of Theme rating:**

**BPOM 474 Increase the numbers of park and ride Journeys into Bristol:** As well as the points raised above the team also highlighted that they are in discussion with WECA assessing how we shape the offer to be user friendly for off peak journeys, currently the focus in on commuters.

**TC1.1 Mass Transit Strategic Outline Business Case is now due in October 2023, delayed from June:** There is a rebasing exercise underway that will be complete by the end of August that will then go WECA & DfT for agreement

**Patsy Mellow [Director Management of Place]**

**Date of Thematic Performance Clinic**

10 Aug 2023

# Effective Development Organisation Theme Summary Report

Qtr 1 (01 April 23 – 30 June 23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 Business Plan, inc. summary from lead Director.

**Lead Director: Tim Borrett** [Director Policy, Strategy and Digital]

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>Behind schedule</b>
100% on track or better (12/12)	36% on target or better (4/11)	No metrics reported on during Q1	
<b>Direction of Travel</b>			
Not relevant for Q1 (comparison is in-year)	50% improved compared to 12 months ago (5/10)	N/A for Q1	

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

- **BPPM515** - *Reduce the % of complaints escalated from Stage 1 to Stage 2* is showing as significantly better than target, however it should be noted that a high number of Waste and Clean Air Zone cases, which account for 40% of the overall number of complaints received, don't tend to escalate past the initial complaint stage. However, this is still a notable improvement from last quarter.
- **P-EDO5.1** - *Preparing the organisation for its change to a committee model of governance* is progressing well. The next phase of activities will focus on rewriting relevant parts of the Constitution and managing external partnerships. In addition, a 2024 Steering Group of officers has been established to prepare the organisation for the changes ahead (meetings pulse, staff training, public information etc.).
- **P-EDO2.3** – *The restructure and redesign of our corporate support services to deliver ambitious savings targets that help address our budget challenge* is on track to deliver. Many restructures are complete or in-flight, including Policy, Strategy and Communications (complete); Digital Transformation (completion in Q2); HR (completion in Q2/3) and Finance (completion in Q2/3).

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

- **BPPM516** - *Increase the percentage of Corporate FOI requests responded to within 20 working days* is showing as significantly worse than target. It is likely that stretched resources, a lack of understanding of the requirements of FOI handling or applicable exemptions, and a culture of deprioritisation of such requests are key factors that exist in certain parts of the organisation.
- **BPPM529** - *Increase the % of young people (16-29) in the Council's workforce* remains significantly worse than target. Recruitment of young people is a long-standing priority for the Council, as it is for the public sector more generally. We continue to market entry level jobs (including apprenticeships) and are committed to exploring other avenues through which this disparity can be addressed. An increased focus on apprenticeships and career progression opportunities is hoped to attract a greater number of younger people applying to work at the council.
- **BPPM522** - *Reduce the average number of working days lost to sickness (BCC)* – while there has been a slight improvement this quarter for the first time in two years, this remains significantly worse than target. The level of sickness is predominantly down to an increase in long-term sickness cases. Recent work with HR to provide targeted support to managers to help them manage sickness absence cases is having an impact which we expect to see being maintained. This support includes drop-in advisory sessions and specialist advice and support for areas with high sickness levels.

### 3. Key points discussed at Thematic Performance Clinic, inc. next steps:

Key points discussed at the Thematic Clinic, plus any next steps:

The Clinic discussed changing elements of the Performance Reporting Framework to include:

- Piloting a 2 hour 'CLB style' quarterly performance meeting. This would include compliance issues from central areas of the business – such as FOI, Procurement, Information Governance, Audit etc. – alongside a session on one or two identified issues from across the Authority that would benefit from a discussion in the round with senior leaders.
- A proposal was also made to pause the quarterly Thematic performance clinics for Q2 23/24 to create capacity to run this pilot. These would be replaced to some degree by the lengthened CLB style session described above.
- The Power BI performance dashboard would be available to Members as well as senior officers at an early stage each reporting period. This should go some way in addressing previously raised concerns around the length of time it takes for Members to have oversight of performance. The clinic also agreed proposing a more rigid deadline for managers when compiling quarterly results and an accelerated 'decision pathway', to bring quarterly performance reporting in-step with other quarterly reports.
- It should be noted that this new approach is subject to agreement with the CEO and Cabinet Member, and if approved would be implemented for Q2 reporting.

### 4. Lead Director Comments, inc. summary of Theme rating:

Overall progress is reported as behind schedule for Q1, although encouragingly all Actions are on track. Some metrics are persistently behind target, and as noted in last quarter's report there are both capacity and cultural reasons for this. With new management objectives now rolled out in the organisation to set standards for this, and with a potential new approach to reviewing key corporate health and compliance measures at CLB to be trialled next quarter, there should be a continuing focus on ensuring that core fundamental tasks (such as answering FOIs, paying invoices on time, and responding to complaints) are not deprioritised. Senior leaders and other managers should seek to challenge pockets of culture where compliance may be portrayed as coming at the expense of service delivery. If there are any areas where this is a true risk, the senior leaders should discuss this overtly and make a conscious, recorded decision at CLB or EDM about what to prioritise, ensuring that Cabinet Members are consulted and that the decision is reported to Members and communicated to colleagues. It should be noted that many challenging areas of performance, such as FOI, are statutory requirements and therefore should not be considered suitable for being deprioritised.

**Tim Borrett, Director: Policy, Strategy and Digital**

**Date of Thematic Performance Clinic**

1 August 2023