

# Cabinet Agenda



**Date:** Tuesday, 5 March 2024

**Time:** 4.00 pm

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

## Distribution:

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

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**Issued by:** Amy Rodwell, Democratic Services

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

E-mail: [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

**Date:** Monday, 26 February 2024



# 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

Members of the press and public who plan to attend a public meeting at City Hall are advised that you will be **required to sign in** when you arrive and you will be issued with a visitor pass which you will **need to display at all times**. **(Pages 7 - 9)**

Up to one hour is allowed for this item.

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 5 March Cabinet is **12 noon on Monday 4<sup>th</sup> March**. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol, BS1 5TR  
e-mail: [democratic.services@bristol.gov.uk](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 Cabinet is **5.00 pm on Wednesday 28<sup>th</sup> February**. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol BS1 5TR.  
Democratic Services e-mail: [democratic.services@bristol.gov.uk](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**

**7. Chair's Business**

To note any announcements from the Chair

**PART B - Key Decisions**

**8. Local Electric Vehicle Infrastructure Fund (LEVI) Bid**

(Pages 10 - 25)

**9. City Leap Power Purchase Agreement**

(Pages 26 - 40)

**10. A4 Portway Strategic Corridor Outline Business Case (OBC)**

Appendices published as a supplement to this agenda

(Pages 41 - 46)

**11. City Region Sustainable Transport Settlement (CRSTS) – Maintenance and Integrated Transport Block Allocation 2024/25**

(Pages 47 - 59)

**12. Bristol Street Outreach Contract Extension**

(Pages 60 - 79)

**13. Accelerating the Transformation of Temporary Accommodation**

Appendix E and Appendix F to follow

(Pages 80 - 88)



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- 14. Parks and Green Spaces Strategy** (Pages 89 - 297)
- 15. Investment in Parks** (Pages 298 - 325)
- 16. Allotments Rents and Water Charges**  
Report to Follow
- 17. Football Foundation Funding for Playzone – Ball Courts** (Pages 326 - 341)
- 18. Home to School Travel Support Policy Changes** (Pages 342 - 423)
- 19. Employment, Skills and Lifelong Learning (ESL) Plan 2024-28** (Pages 424 - 550)
- 20. Future Bright Plus – Phase 3 extension of existing programme** (Pages 551 - 570)
- 21. WorkWell Partnership – Specialist Employment Support Programme** (Pages 571 - 591)
- 22. Variation of Alternative Learning Provision Framework to cover Post-16 SEND Support** (Pages 592 - 601)
- 23. Bristol Holding Limited Group Company Business Plans 2024/25** (Pages 602 - 724)
- 24. Finance Exception Report (P10)** (Pages 725 - 749)
- 25. Transport Funding Bid – A432 (Fishponds Road)** (Pages 750 - 787)
- PART C - Non-Key Decisions**
- 26. People Living in Vehicles in Bristol** (Pages 788 - 848)



**27. Goram Homes - Pipeline of Housing Development Sites**

Report to follow.

**28. Co-production Policy and Process for Adult Social Care**

**(Pages 849 - 856)**

**29. Q3 Quarterly Performance Progress Report – Q3 2023/24**

**(Pages 857 - 876)**



# Public Information Sheet

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

You can find papers for all our meetings on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk).

## Attendance at Public meetings

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

Members of the press and public who plan to attend a public meeting at City Hall are advised that you will be **required to sign in** when you arrive and you will be issued with a visitor pass which you will **need to display at all times**.

Please be 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 Safety Measures

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

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

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

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

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

## Public Forum

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

The following requirements apply:



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

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

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

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

#### **During the meeting:**

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

For further information about procedure rules please refer to our Constitution

<https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>





## Webcasting/ Recording of meetings

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





# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Local Electric Vehicle Infrastructure Fund (LEVI) Bid</b>		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Jacob Pryor	<b>Job title:</b> Transport Policy, Bidding and Strategic Projects Team Manager		
<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			
<b>Purpose of Report:</b>			
<ol style="list-style-type: none"> <li>To note the Stage 2 bid for Local Electric Vehicle Infrastructure Fund (LEVI) funding and to seek approval to accept and spend the funding.</li> </ol>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>As outlined in the One City Climate Strategy Bristol’s ambition is to be carbon neutral and climate resilient by 2030.</li> <li>Transport accounts for about 34% of the average Bristol resident’s carbon footprint with driving being the largest sub-category of this at 17%.</li> <li>A headline objective of the strategy is that by 2030 “all of Bristol’s cars primarily consist of ultra-low emission vehicles (ULEVs) and 90% of other vehicles to be ULEV”.</li> <li>Nationally ULEVs accounted for 2.1% of the entire fleet in 2022, but for the West of England that number was 1.4% and for Bristol it was 1.2% - about 2,364 vehicles.</li> <li>There are multiple factors that are preventing more rapid uptake of EV vehicles from high upfront costs, to perceived ‘range anxiety’ and a lack of reliable charge points.</li> <li>The UK government’s ‘Taking charge: the electric vehicle infrastructure strategy’ (2022) notes that the pace of delivery of public on-street charge points is a key challenge for the sector as this can be an area where the commercial case for charge point operators can be weaker.</li> <li>Recognising that on-street charge points require additional investment the government invited councils to apply for grants from the Local Electric Vehicle Infrastructure (LEVI) fund in February 2023. The fund has two main objectives:</li> <li>“Deliver a step-change in the deployment of local, primarily low power, on-street charging infrastructure</li> </ol>			

across England.”

9. “Accelerate the commercialisation of, and investment in, the local charging infrastructure sector.”
10. Bristol’s approach to applying for a grant from the LEVI fund will be to choose the ‘right charger for the right location’ which will include on-street chargers, chargers in community hubs and car parks and rapid chargers.
11. Bristol is in an advantageous position in terms of meeting both objectives of the fund given its recently launched partnership with Ameresco under Bristol City Leap (BCL)
12. Bristol City Council will seek to use BCL to accelerate the rollout of charge points under LEVI and bring in additional investment to match the government’s capital grant.
13. The LEVI funding bid has 3 stages of submission.
14. Stage 1 was an Expression of Interest which was submitted by the West of England Combined Authority (WECA) and West of England (WoE) Local Authorities on the 26th of May 2023.
15. Stage 2 required WECA and WOE authorities to submit a draft tender document for review. This was submitted on the 30<sup>th</sup> of November 2023.
16. Should this Stage 2 application be successful WECA (and in turn Bristol) will receive 90% of its share of the WECA funding allocation upfront with the remaining 10% held back until Stage 3 submission.
17. Stage 3 submission is required in September 2024 and will require Bristol to finalise a draft contract with a commercial partner for review by the Office for Zero Emission Vehicles. If OZEV approve the contract the remaining funding 10% of funding will be released and the project will progress to delivery.
18. The indicative funding allocation for the WECA area is £6,644,000 and Bristol may reasonably expect to receive up to £4m of funding, noting that the exact figure may be less than this.
19. The projected investment through LEVI will complement the council’s other efforts in the field of electric vehicle infrastructure delivery including up to £2.46m of ‘Green Recovery Fund’ ([see Feb 24 cabinet meeting](#)) which will see a further expansion of the public charge point network.
20. BCC’s Environmental Impact Assessment has determined significant beneficial impacts from the proposal: To achieve the transport related objectives in the One City Climate Strategy, BCC needs to coordinate the rapid and large-scale expansion of EV charging infrastructure. This proposal provides BCC the financial means to contribute a large quantity of this in a way that widens the opportunity for EV ownership beyond those citizens with private off-street parking.

**Cabinet Member / Officer Recommendations:**

That cabinet

1. Notes the submission of the Stage 2 LEVI bid.

Contractual:

2. Authorises the Executive Director for Growth and Regeneration in consultation with the s151 Officer and the Cabinet Members for Transport and Housing Services and Energy to:
  - i. accept any grant awarded from the LEVI fund to the council (and enter into any grant agreements and other agreements required to accept the grant funding with central government and/or WECA

- and/or the other WoE authorities and
- ii. spend such grant funding in accordance with the objectives of the LEVI fund set out in this report, including procuring and entering into all necessary contracts for goods, services or works up to the limit of the grant funding including a contract for the supply of EV charge points and infrastructure with a potential duration of up to 15 years.
3. Authorises the Executive Director for Growth and Regeneration to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.
  4. Authorises the Head of Strategic Procurement & Supplier Relations to approve appropriate procurement routes to market where these are not yet fully defined in this report, or if changes to procurement routes are subsequently required

**Corporate Strategy alignment:**

1. The proposal aligns directly with the Corporate Strategy objective ENV1 – Carbon Neutral

**City Benefits:**

1. By delivering an expansion of the electric vehicle charge point network the proposal will help to drive ULEV uptake which in turn will reduce carbon emissions and improve air quality.

**Consultation Details:**

1. Measures contained within this proposal will be subject to consultation

**Background Documents:**

Local Electric Vehicle Infrastructure Fund bidding guidance: <https://energysavingtrust.org.uk/grants-and-loans/local-electric-vehicle-infrastructure-scheme/>

<b>Revenue Cost</b>		<b>Source of Revenue Funding</b>	
<b>Capital Cost</b>	£ ≤4m	<b>Source of Capital Funding</b>	Grant
<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 checked="" type="checkbox"/>

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

**Finance Advice:** The report, among other requests, asks Cabinet to note the submission of a Stage 2 Local Electric Vehicle Infrastructure (LEVI) bid. The LEVI funding support Local Authorities in England to plan and deliver charging infrastructure for residents without off-street parking. This capital funding is provided by the Government to support chargepoint delivery and capability funding to ensure that Local Authorities have the staff and capability to plan and deliver charging infrastructure.

If successful, the council will get a share of the 6.644m set aside for the WECA area. It is estimated that BCC's share of this allocation will be approximately **up to** £4m, although the exact figure may be less than this. This funding if received will add to investment of £2.46m of 'Green Recovery Fund' already earmarked electric vehicle infrastructure delivery.

There is no requirement to match fund and as a result accepting this funding will have no impact on the approved revenue or capital budgets.

The council will, however, seek match funding from a commercial partner. While there is no requirement to secure match funding of a particular amount, the greater the amount secured in match funding from the private sector, the more attractive the bid will be to the funder.

The Stage 2 bid process seeks estimates from bidders of the likely number of charge points to be delivered from the funding earmarked. Final details of the actual number of charge points to be delivered will only be known at Stage 3 when the total funding identified (both LEVI and private) is known.

Further details of any match funding including future delivery costs will be reported to Committee later as part of any Stage 3 bid.

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 16 January 2024.

**2. Legal Advice:** Whenever the council receives and/or spends grant funding, it needs to ensure this is in accordance with the Subsidy Control Act 2022. The relevant officers will need to ensure that appropriate advice is obtained prior to accepting and spending the funding.

Whenever the Council procures good, works or services over a certain value, it must comply with its own procurement rules and depending on value, also the Public Contracts Regulations 2015. The relevant officers must ensure prior to entering into any contracts to spend any LEVI grant funding received, that appropriate advice is obtained from the legal and procurement teams within the Council.

**Legal Team Leader:** Sinead Willis, Team Manager Commercial and Governance Team, 2 January 2024

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

**IT Team Leader:** Alex Simpson, Lead Enterprise Architect, 4 January 2024

**4. HR Advice:** The project will be delivered by existing internal resource, therefore no HR implications are anticipated

**HR Partner:** Celia Williams, HR Business Partner, Growth and Regeneration 2 January 2024

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	3 January 2024
<b>Cabinet Member sign-off</b>	Cllr Donald Alexander, Cabinet Member for Transport	22 January 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<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>

# Risk Register

Project Name: LEVI  
 Project ID:  
 Project Manager: Jacob Pryor

**Key:** Type: C (Construction); D (Design); E (Environmental); F (Financial); M (Management); P (Political); O (Operational); T (Technical); U (Utilities)

**Probability:** 1 (unlikely); 2 (equally likely/unlikely); 3 (likely); 4 (very likely)

**Cost Impact:** 1 (up to 1% or £10k); 2 (between 1 and 5% or £10k and £50k); 3 (between 6 and 15% or £50k and £250k); 4 (between 16 and 25% or £250k and £500k); 5 (greater than 25% or £500k)

**Delivery impact:** 1 (up to 3 months); 2 (between 3 and 6 months); 3 (between 6 and 9 months); 4 (between 9 and 12 months); 5 (greater than 12 months)

**Priority:** 1- 4 (very low); 5-9 (low); 10-14 (medium); 15-19 (high); 20-24 (very high); 25 (critical)

**Response (to risks):** Avoid; Reduce; Fallback; Transfer; Accept; Share; or a combination

**Response (to opportunities):** Share; Exploit; Enhance; Reject; or a combination

Risk ID	Type	Description	Original				Date Identified	Date Updated	Proximity (by project stage)	Response (may be more than one)	Mitigation (may be more than one)	Residual				Risk owner	Mitigation owner	Notes	Status	Related Issue ID
			Probability	Cost Impact	Delivery Impact	Priority						Probability	Cost Impact	Delivery Impact	Priority					
1	F (Financial)	The project cannot be contained within the funding envelope	2	3	3	12	06-Feb-24		Delivery	Reduce	Early engagement with finance colleagues to establish contingency and inflation allowances, commitment with funder to contain project within allocation	1	3	3	6	PM	PM			
2	D (Design)	Charge point locations are not supported/used by the local community	2	1	3	8	06-Feb-24		Delivery	Reduce	Undertake engagement with local residents at the earliest opportunity to establish demand and identify any delivery challenges. Use data to develop an understanding of gaps in the network and where demand is highest	1	1	2	3	PM	PM			
3	M (Management)	Insufficient resources to deliver the project	1	3	5	8	06-Feb-24		Delivery	Avoid	Resource planning during proposal development will prevent this from occurring. Understanding impact on support services and including costs within budget	1	1	2	3	PM	PM			
4	P (Political)	Scheme lacks political support	1	3	5	8	06-Feb-24		Delivery	Reduce	Early engagement with key decision makers and ward councillors. Secure cabinet approval in advance of funding decision	1	2	2	4	PM	PM			
5	F (Financial)	Partners Ameresco have no commercial interest in the project	2	3	3	12	06-Feb-24		Delivery	Reduce	Early engagement Ameresco to scope out interest and capability to deliver against proposal	1	2	2	4	PM	PM			

# Equality Impact Assessment [version 2.12]



Title: <b>Local Electric Vehicle Infrastructure Fund (LEVI) Bid</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 checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Economy of Place	Lead Officer name: Jacob Pryor
Service Area: City Transport	Lead Officer role: Policy, Bidding and Strategic Projects 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.

- As outlined in the One City Climate Strategy Bristol’s ambition is to be carbon neutral and climate resilient by 2030.
- Transport accounts for about 34% of the average Bristol resident’s carbon footprint with driving being the largest sub-category of this at 17%.
- A headline objective of the strategy is that by 2030 “all of Bristol’s cars primarily consist of ultra-low emission vehicles (ULEVs) and 90% of other vehicles to be ULEV”.
- Nationally ULEVs accounted for 2.1% of the entire fleet in 2022, but for the West of England that number was 1.4% and for Bristol it was 1.2% - about 2,364 vehicles.
- There are multiple factors that are preventing more rapid uptake of EV vehicles from high upfront costs, to perceived ‘range anxiety’ and a lack of reliable charge points.
- The UK government’s ‘Taking charge: the electric vehicle infrastructure strategy’ (2022) notes that the pace of delivery of public on-street charge points is a key challenge for the sector as this can be an area where the commercial case for charge point operators can be weaker.
- Recognising that on-street charge points require additional investment the government invited councils to apply for grants from the Local Electric Vehicle Infrastructure (LEVI) fund in February 2023. The fund has two main objectives:
  - “Deliver a step-change in the deployment of local, primarily low power, on-street charging infrastructure across England.”



- “Accelerate the commercialisation of, and investment in, the local charging infrastructure sector.”
- Bristol’s approach to applying for a grant from the LEVI fund will be to choose the ‘right charger for the right location’ which will include on-street chargers, chargers in community hubs and car parks and rapid chargers.
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- The projected investment through LEVI will complement the council’s other efforts in the field of electric vehicle infrastructure delivery including up to £2.46m of ‘Green Recovery Fund’ (see Feb 24 cabinet report) which will see a further expansion of the public charge point network.

## 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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- Inclusive access: expanded EV charging infrastructure promotes equality by ensuring that more citizens, including those living in residential areas currently underserved, have access to EV charging facilities.
- Accessible and usable EV charge points: the new charge point installations will have an increased focus on improved accessibility and usability.
- Economic Opportunities: development of new charging sites can offer economic opportunities and jobs evenly across different regions of the city, helping to reduce economic disparities.
- Reduced Emissions: the initiative promotes the use of electric vehicles, which do not emit tailpipe pollutants, thereby contributing to cleaner air and potentially reducing respiratory and other health issues linked to air pollution.
- Quality of Life: The initiative, encourages cleaner transportation options, aims to enhance the quality of life for all citizens, fostering a healthier and more pleasant urban environment.

This EqIA is regarding accepting the funding. A further EqIA will be written if the funding is accepted which will make considerations for the works involved with implementing the charging points.

## 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></p>  <p>John Smith</p>
<p>Date: 8/2/2024</p>	<p>Date: 13.2.24</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: Local Electric Vehicle Infrastructure Fund (LEVI) Bid</b>		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input checked="" 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 checked="" type="checkbox"/> New	<input type="checkbox"/> Changing
<input type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
<b>Directorate:</b> Growth and Regeneration	<b>Lead Officer name:</b> Jacob Pryor	
<b>Service Area:</b> City Transport	<b>Lead Officer role:</b> Transport Policy, Bidding and Strategic Projects	

## 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. As outlined in the One City Climate Strategy Bristol’s ambition is to be carbon neutral and climate resilient by 2030.
2. Transport accounts for about 34% of the average Bristol resident’s carbon footprint with driving being the largest sub-category of this at 17%.
3. A headline objective of the strategy is that by 2030 “all of Bristol’s cars primarily consist of ultra-low emission vehicles (ULEVs) and 90% of other vehicles to be ULEV”.
4. Nationally ULEVs accounted for 2.1% of the entire fleet in 2022, but for the West of England that number was 1.4% and for Bristol it was 1.2% - about 2,364 vehicles.
5. There are multiple factors that are preventing more rapid uptake of EV vehicles from high upfront costs, to perceived ‘range anxiety’ and a lack of reliable charge points.
6. The UK government’s ‘Taking charge: the electric vehicle infrastructure strategy’ (2022) notes that the pace of delivery of public on-street charge points is a key challenge for the sector as this can be an area where the commercial case for charge point operators can be weaker.
7. Recognising that on-street charge points require additional investment the government invited councils to apply for grants from the Local Electric Vehicle Infrastructure (LEVI) fund in February 2023. The fund has two main objectives:
8. “Deliver a step-change in the deployment of local, primarily low power, on-street charging infrastructure across England.”

9. "Accelerate the commercialisation of, and investment in, the local charging infrastructure sector."
10. Bristol's approach to applying for a grant from the LEVI fund will be to choose the 'right charger for the right location' which will include on-street chargers, chargers in community hubs and car parks and rapid chargers.
11. Bristol is in an advantageous position in terms of meeting both objectives of the fund given its recently launched partnership with Ameresco under Bristol City Leap (BCL)
12. Bristol City Council will seek to use BCL to accelerate the rollout of charge points under LEVI and bring in additional investment to match the government's capital grant.
13. The LEVI funding bid has 3 stages of submission.
14. Stage 1 was an Expression of Interest which was submitted by the West of England Combined Authority (WECA) and West of England (WoE) Local Authorities on the 26th of May 2023.
15. Stage 2 required WECA and WOE authorities to submit a draft tender document for review. This was submitted on the 30<sup>th</sup> of November 2023.
16. Should this Stage 2 application be successful WECA (and in turn Bristol) will receive 90% of its share of the WECA funding allocation upfront with the remaining 10% held back until Stage 3 submission.
17. Stage 3 submission is required in September 2024 and will require Bristol to finalise a draft contract with a commercial partner for review by the Office for Zero Emission Vehicles. If OZEV approve the contract the remaining funding 10% of funding will be released and the project will progress to delivery.
18. The indicative funding allocation for the WECA area is £6,644,000 and Bristol may reasonably expect to receive **up to** £4m of funding, noting that the exact figure may be less than this.
19. The projected investment through LEVI will complement the council's other efforts in the field of electric vehicle infrastructure delivery including up to £2.46m of 'Green Recovery Fund' (see Feb 24 cabinet report) which will see a further expansion of the public charge point network.

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

The development of the proposal has largely been driven by the assessment criteria of the funding body which focuses on increasing the provision of low-powered charge points. At a later stage of development, the proposal will consider how investment in charge points is prioritised at different locations in the city and include consideration of the type and power of charge point that best suits a given location.

## 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)

Generally speaking, the construction of charge points will carry adverse environmental impacts attributed to the extraction, installation, use and ongoing maintenance of the materials used. Balanced against those impacts are the expected positive environmental effects which will include encouraging the uptake of zero-emission capable vehicles and the benefits that this will have for reducing carbon emissions and providing air quality benefits. Electric vehicles are often quieter than Internal Combustion Engine (ICE) driven vehicles and therefore we can expect a net positive impact on noise pollution levels.

#### 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

#### Benefits

The lifecycle emissions of EVs in the UK is less than half of those from comparable ICE vehicles ([Ricardo 2021](#)). The energy, or carbon, 'payback' period for EVs in the UK has been shown to be approximately 20,000 kms ([Faraday Institution 2021](#)), which for an average UK car is between 2 and 3 years of age.

The lifecycle emissions of EV charge-points have been estimated to be between 1% and 3.5% of an EV's total lifecycle emissions ([Zhang et al 2019](#)).

The infrastructure installed through this proposal will encourage uptake of zero-emission capable vehicles. As these vehicles replace ICE vehicles, the proposal will have a net positive impact in reducing carbon emissions.

<p>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>Local consultation with the community and use of relevant data sets (e.g. identifying gaps in the network) will help to inform where the interventions will have the greatest impact which should help maximise the effectiveness of the improvements. In turn this has the potential to enhance the above-mentioned carbon savings through increased use of electric vehicles.</p> <p>Through its procurement approach the council will seek to encourage the use of energy providers that invest in renewables.</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>The proposal will produce carbon emissions attributed to the extraction, installation, use and ongoing maintenance of the materials used.</p>
	<p><b>Mitigating actions</b></p>	<p>The lifecycle emissions of EV charge-points have been estimated to be between 1% and 3.5% of an EV's total lifecycle emissions (<a href="#">Zhang et al 2019</a>). When, included in an EV's whole life-cycle emissions, the charge points make a marginal increase in the energy return on investment.</p> <p>The council will ensure that the environmental credentials of different charge point and energy providers are considered in the approach to procurement.</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>Given the very small-scale and localised nature of the works the proposal is unlikely to deliver any ecological benefits that contribute to improved wildlife and habitats</p>
	<p><b>Enhancing actions</b></p>	<p>N/A</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>Given the very small-scale and localised nature of the works the proposal is unlikely to create any adverse ecological impacts, particularly because improvements will take place on existing highways infrastructure as opposed to encroaching on green infrastructure</p>
	<p><b>Mitigating actions</b></p>	<p>N/A</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>	<p><b>Benefits</b></p>	<p>Encouraging the use of zero-emission capable vehicles over ICE vehicles will reduce the consumption of non-renewable fossil fuels. Zero emission capable vehicles will still consume non-renewable fossil fuels, but this would be expected to be at a reduced rate as the electricity grid from which they draw energy will be partly powered by renewable sources such as wind, solar and hydro.</p>
	<p><b>Enhancing actions</b></p>	<p>Local consultation with the community will help to inform where the interventions will have the greatest impact which should help maximise the effectiveness of the improvements. In turn this has the potential to enhance the above-mentioned resource savings through increased use of zero emission capable vehicles</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>The extraction, refinement, and installation of materials in the project will inevitably use non-renewable resources and generate waste products. The same is true of the vehicles that will use the charge points.</p>
	<p><b>Mitigating actions</b></p>	<p>Through its procurement approach the council will seek to favour providers that can demonstrate credible proposals for reducing waste at different stages of the products lifecycle.</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>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>None</p>
	<p><b>Enhancing actions</b></p>	<p>None</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>The proposal is not anticipated to have any adverse impacts on Bristol’s resilience to climate change.</p>
	<p><b>Mitigating actions</b></p>	<p>N/A</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>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 type="checkbox"/> No impact</p>	<b>Benefits</b>	The proposal will encourage more trips by zero-emission capable vehicles which will provide air quality and noise benefits.
	<b>Enhancing actions</b>	Local consultation with the community will help to inform where the interventions will have the greatest impact which should help maximise the effectiveness of the improvements. In turn this has the potential to improve air quality and noise pollution through increased use of zero-emission capable vehicles.
	<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>	Through its procurement approach the council will seek to favour providers that can demonstrate credible proposals for reducing pollution at different stages of the products lifecycle.
<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
Ensure that mitigations listed above are secured through the procurement of a charge point provider.	Jacob Pryor	2024/25
Ensure that engagement and consultation enhance the effectiveness of the improvements, drawing on local experiences and knowledge of how transport infrastructure is used.	Jacob Pryor	Start 2024 (ongoing)

### 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.

**Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):**

BCC's Environmental Impact Assessment has determined significant beneficial impacts from the proposal: To achieve the transport related objectives in the One City Climate Strategy, BCC needs to coordinate the rapid and large-scale expansion of EV charging infrastructure. This proposal provides BCC the financial means to contribute a large quantity of this in a way that widens the opportunity for EV ownership beyond those citizens with private off-street parking.

**Summary of significant adverse impacts and how they can be mitigated:**

<b>Environmental Performance Team Reviewer:</b>	<b>Submitting author:</b>
Daniel Shelton	Jacob Pryor
<b>Date:</b>	<b>Date:</b>
05.02.24	05.02.24

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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 does not constitute an endorsement or approval of the proposal.



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	City Leap Power Purchase Agreement		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Helen Reed	<b>Job title:</b> City Leap Client and Energy Service Manager		
<b>Cabinet lead:</b> Cllr Kye Dudd, Cabinet Member for Housing Services and Energy	<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> To seek approval to establish a Power Purchase Agreement to enable Bristol City Council (BCC) to purchase electricity generated by renewable energy systems funded and installed by Bristol City Leap (BCL) and other local renewable energy systems and establish arrangements to enable investments by BCL in energy efficiency measures for BCC sites.			
<b>Evidence Base:</b> <b>City Leap</b> <ol style="list-style-type: none"> <li>The council has set a target to be carbon neutral for our direct emissions by 2025. This is the most ambitious target of any major UK city council. It is set out in Corporate Strategy as aim ENV1: Carbon Neutral, which states the council’s commitment to achieve carbon neutrality for our direct emissions by 2025.</li> <li>In January 2023, the council established the City Leap partnership with Ameresco Limited to help deliver the council’s net zero ambitions, by taking a strategic approach to decarbonisation across the council’s estate. The primary and most urgent focus for City Leap has been in relation to the council’s direct emissions having regard to Corporate Strategy aim ENV1.</li> </ol> <b>Renewable Energy Generation Systems</b> <ol style="list-style-type: none"> <li>Bristol City Leap (BCL) is developing proposals for new renewable energy systems, both large-scale grid-connected and building-integrated systems.</li> <li>These new installations will be funded by BCL investment. In order to give confidence to BCL that its investment will generate an adequate return, it is proposed that the council would enter into agreements (Power Purchase Agreements) to buy the electricity generated by the installations (in effect act as ‘ofttaker’).</li> </ol> <b>BCL Large Scale renewables</b> <ol style="list-style-type: none"> <li>BCL propose to develop several large-scale renewable energy systems, including both wind turbines and solar farms. Delivery of these projects will be subject to leasing arrangements agreed between the council and BCL, the development of suitable infrastructure, and agreement on contractual arrangements for supply customers (including PPAs with the council).</li> </ol> <b>BCL Building-Integrated systems (Rooftops)</b> <ol style="list-style-type: none"> <li>BCL propose to develop rooftop-mounted solar photovoltaic systems on:                     <ol style="list-style-type: none"> <li>Schools</li> <li>HRA housing blocks</li> </ol> </li> </ol>			

- c. Council's corporate buildings
  - d. Council's Investment Portfolio buildings
7. At these locations, the majority of the power generated would be used within the building (offsetting grid demand) through a 'behind-the-meter' connection, with any surplus being exported for use in other council buildings.

#### **BCC/BCL Power Purchase Agreement**

8. The council would enter into Power Purchase Agreement (PPA) with BCL under which the council would buy the power generated by BCL-funded renewable energy systems. Such agreements would cover
- a. 'behind-the-meter' supplies for rooftop/direct wire systems
  - b. large scale renewables to supply council buildings
9. Further detail on the proposed PPA arrangements can be found at Appendix A.
10. This paper is seeking approval for entering into PPAs for an initial group of BCL Large Scale Renewables and Rooftop systems. This would supply locally generated zero-carbon electricity over 20 years (2025 – 2044).

#### **Other Renewable Energy Generation**

11. In February 2021, cabinet gave approval to enter into *"New contracting arrangements for Generators, which will allow pre-qualified renewable generators to enter long term supply arrangements for nominated council sites"*. As a result of that approval, a Dynamic Purchasing System was set up to enable energy to be purchased from local generators. It is proposed to use the DPS to offer the opportunity for local generators to provide around 4MW of renewable energy from existing renewable energy systems. This will enable the council to have access to additional zero carbon energy whilst the new BCL energy systems are under construction.

#### **Investment in Energy Efficiency and Decarbonisation measures (Energy-as-a-Service)**

12. BCL is developing proposals to fund energy efficiency measures across the council's estate. This would enable BCL/Ameresco investment funds to be used to install and operate energy efficiency measures across the council's estate.
13. This investment would be repaid through charges levied on BCC, which would be offset by energy cost and carbon savings arising from the measures implemented.

#### **Environmental impact**

14. BCC's Environmental Impact Assessment has determined that significant benefits will arise from the proposal: these measures will enable the council's estate to be supplied with locally generated zero-carbon electricity and will help reduce energy demand across its estate. This is an essential step for the council to reach its 2025 net zero goal.

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

That cabinet:

1. Authorises the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Housing Services and Energy, to progress and negotiate long-term Power Purchase Agreements between the council and Bristol City Leap in accordance with the terms of the City Leap Concession agreement, in order to enable the supply of electricity to council sites, the final entry in to such agreements being subject to further cabinet or committee authority as appropriate.
2. Authorises the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Housing Services and Energy, to progress and negotiate long-term Power Purchase Agreements between the council and winning bidder(s) to provide zero-carbon electricity to BCC sites under the previously established Generation Dynamic Purchasing System, the final entry in to such agreements being subject to further cabinet or committee authority as appropriate.
3. Authorises the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Housing Services and Energy, to progress and negotiate leasing arrangements for council-owned sites

identified for large scale renewable energy generation, the final entry in to such agreements being subject to further cabinet or committee authority as appropriate.

4. Authorises the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Housing Services and Energy, to progress and negotiate energy efficiency investment arrangements between the council and Bristol City Leap in accordance with the terms of the City Leap concession agreement, in order to enable investment in energy efficiency and carbon reduction measures at council sites. Individual projects which would require a key decision under the current system of governance would need further cabinet or committee authority as appropriate.

**Corporate Strategy alignment:**

1. Environment and sustainability: Decarbonise the city, support the recovery of nature and lead a just transition to a low-carbon future.
2. Economy and skills: Economic growth that builds inclusive and resilient communities, decarbonises the city and offers equity of opportunity.
3. Mayor’s Climate Emergency Action Plan
4. One City Ecological Emergency Strategy

**City Benefits:**

1. Reduce the council’s and city’s carbon footprint contributing to sustainability
2. Support economic resilience and a green recovery in response to the economic impacts of Covid-19
3. Use learnings from the delivery experience to inform the development and design of further energy efficiency and heat schemes
4. Support local supply chain growth and job creation in the energy sector
5. Facilitate actions by city partners and citizens to reduce their carbon footprints
6. Deliver external funding for investment in the City

**Consultation Details:**

1. Property Services City Leap Working Group
2. Large Scale Renewables City Leap Working Group
3. Internal stakeholders who operate services from identified properties: Cemeteries & Crematoria, Culture, Adult Social Care, Adult Care Commissioning, Children’s Commissioning, Libraries, Housing Supply, Education.
4. Forms part of the Bristol City Leap Joint Venture Company’s remit of work as set out by the City Leap Concession Agreement.
5. Chief Finance Officer, Finance Business Partner, Executive Director for Growth & Regeneration, Cabinet Member for Climate, Ecology, Energy and Waste and Designated Deputy Mayor with responsibility for Finance, Governance and Performance as part of the exceptional approval process in order to seek approval to submit.
6. The council’s Strategic Climate and Environmental Emergency Board

**Background Documents:**

1. Mayor’s Climate Emergency Action Plan Update: [CEEP Appendix A1 - Update On Mayors Climate Action Plan Final.pdf \(bristol.gov.uk\)](#)
2. Decision Pathway – Report, Cabinet Approval, Establishing the City Leap Energy Partnership: [2022 12 06 Establishing the City Leap Energy Partnership - Cabinet Report - FINAL.pdf \(bristol.gov.uk\)](#)
3. One City Plan (third iteration): [One City Plan 2021 \(bristolonecity.com\)](#)
4. BCC Corporate Strategy, 2022-27: [Corporate Strategy 2022-27 \(bristol.gov.uk\)](#)
5. Decision Pathway for Sleeved Pool Electricity Supply and long-term renewable energy contracting arrangements, February 2021 - [ModernGov - bristol.gov.uk](#)
6. Bristol City Leap [five-year plan](#)

<b>Revenue Cost</b>	£89M	<b>Source of Revenue Funding</b>	Utilities Purchase budget
<b>Capital Cost</b>	£nil		

One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>
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**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:** This cabinet report is seeking approval to enter negotiations with Bristol City Leap to set up Powershare Agreements. There are potentially significant savings associated with this type of agreement. However, the details of any potential contractual arrangements is not yet known. A fuller report will be submitted when the terms are better known.

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 16 February 2024.

**2. Legal Advice:** Whenever the council purchase goods, works or services above certain thresholds, it must comply with its own procurement rules and/or the Public Contracts Regulations 2015 (and any applicable successor legislations, e.g Procurement Act).

The relevant officers should ensure they seek appropriate advice from the council’s procurement and legal team in relation to each arrangement contemplated by this report, to ensure these obligations are met.

The council also needs to ensure that any payments made, funds or land interests granted are at the market rate. The council has duty to obtain best value, and to ensure it does not grant any subsidies not permitted under the Subsidy Control Act 2022.

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 duty to seek best consideration is subject to certain exceptions, most notably section 2 of the Local Government Act 2000 providing the council with well-being powers to accept a disposal at undervalue within the £2 million threshold, where the authority considers the disposal will help it to secure the promotion or improvement of the economic, social or environmental well-being of its citizens.

The term of the proposed leasing arrangements is long at 20+ years with the potential of blocking alternative uses or disposal of assets. Each lease will need careful consideration by Property Services prior to commitment to this scheme.

**Legal Team Leader:** Sinead Willis, Commercial and Governance Legal Team Manager and Andrew Jones – Property Planning and Transport Team Manager 13 February 2024

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

**IT Team Leader:** Alex Simpson – Lead Enterprise Architect. 23 January 2024

**4. HR Advice:** Having reviewed the report I can confirm that no HR implications are evident in the proposals.

**HR Partner:** Chris Hather MCIPD - HR Consultancy Manager - Growth and Regeneration 24 January 2024

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	24 January 2024
<b>Cabinet Member sign-off</b>	Cllr Kye Dudd, Cabinet Member for Housing Services and Energy	8 January 2024
<b>For Key Decisions - Mayor’s Office sign-off</b>	Mayor’s Office	5 February 2024

<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>

## **Appendix A to City Leap Power Purchase Agreement Decision Pathway report**

### **Power Purchase Agreement**

Bristol City Leap (BCL) is proposing to invest in and develop new renewable energy generation systems. This includes Large Scale Renewables (wind turbines and solar farms), which would be developed on the council-owned land, and rooftop systems (solar panels) supplying directly in to the building they are mounted on.

BCL propose to recover their investment by selling the power generated by these systems to Bristol City Council. In order to recover the full development and operating costs involved, this would need to be a long-term contracting arrangement (20+ years), covering the expected operational lifetime of each system. This contract would take the form of a Power Purchase Agreement (PPA), under which the council would agree to buy the power generated at an agreed rate (so this would be an electricity supply contract, but over a much longer term than usual). The proposal is that the rate charged should be fixed<sup>1</sup>, based on the recovery of the original investment and the expected lifetime operating costs of each system. This would give the council certainty in future energy prices, and BCL assurance of a return on their investment.

For the rooftop systems, the majority of the power generated would be used within the building the generation system is mounted on. As a 'behind-the-meter' supply, this would avoid significant charges associated with grid supplies, giving significant reductions in electricity costs. In the case of a school or housing blocks, the Supply team would purchase electricity from BCL, recharge the amount used within the building to the school or to the council, and either 'sleeve'<sup>2</sup> the surplus to other council sites, or export this as a sale to the grid. BCL are currently developing proposals for around 4MW of rooftop generation (just over twice the capacity of the council's current solar farm).

The Large Scale Renewable (LSR) systems would be constructed on the council land, and would be connected to the grid. BCL would sell the power generated by these systems to the council under a PPA, to be 'sleeved' (virtually supplied) to council sites. BCL is developing proposals for up to 25 MW of new LSR generation (five times the capacity of the council's current wind turbines), going live from early 2025.

### **Leasing arrangements**

The proposed Large Scale Renewables outlined above would be developed on the council-owned land. As such, the council would need to agree a lease with BCL for each site. The Decision Pathway paper seeks authority to begin negotiations on long-term lease agreements with BCL to make use of the sites identified as having potential for wind or solar energy generation.

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<sup>1</sup> Adjusted for inflation

<sup>2</sup> Sleeving is a contractual mechanism that allows power produced by renewable energy generation systems to be supplied virtually to nominated sites, as if they were connected to the renewable energy generation system.

## Bristol City Leap Power Purchase Agreement Risk Register

Negative Risks that offer a threat to the renewal of the Gas supply contracts (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	Unable to agree a PPA price that enables BCL to recover their investment	Price set is greater than BCC can afford or is willing to pay	Development of new renewables does not proceed	Open	Programme / Project Management		Energy Supply	Open discussion with BCL over returns needed to cover BCL investments	Stable	1	7	7	BCL investment of tens of £Ms at risk	1	1	1	
2	Unable to agree a PPA price that BCC can afford	Cost of development/ operation results in a higher price for the power produced than BCC can afford to pay	BCC uses other electricity supply options, which would not offer locally generated zero carbon electricity, and reduces opportunities to make use of new BCL renewable capacity	Open	Financial Loss / Gain		Energy Supply	Open discussion with BCL over BCC options and affordability	Stable	1	7	7	Loss of potential savings of around £1M pa	1	1	1	
3	Unable to agree an investment approach (Energy-as-a-Service)	Cost of the investment exceeds that which BCC can afford, unable to agree a practical method for agreeing savings generated	BCC has reduced opportunity to make energy and carbon savings	Open	Financial Loss / Gain		City Leap Client Function	Open discussion with BCL over BCC options and affordability	Stable	1	7	7	Loss of potential £Ms of savings	1	1	1	
4												0				0	
5												0				0	
6												0				0	



# Equality Impact Assessment [version 2.12]



Title: City Leap Power Purchase Agreement	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [Energy Supply]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Property Assets and Infrastructure	Lead Officer name: David Gray
Service Area: City Leap Client Function	Lead Officer role: Energy Supply Manager

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

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

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

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

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

This EqIA is to put forward a proposal is to set up contracts to buy electricity from new wind turbines and solar farms to be built in and around Bristol for use in Bristol City Council (BCC) buildings.

Specifically, to set up Power Purchase Agreements (PPAs) to enable Bristol City Council (BCC) to buy the power output from new renewable energy systems to be built and constructed by Bristol City Leap (BCL), and by community energy groups. This would involve BCC agreeing to be the 'offtaker' (customer) for electricity generated by new renewable energy systems (solar farms and wind turbines). The power generated by these would be distributed through the electricity grid, using a 'sleeving' arrangement, which allows the virtual supply of BCC sites from renewable energy systems.

A similar arrangement is already in place for BCC's own wind turbines and solar farm at Avonmouth, this would extend the arrangement to new systems being built by BCL. This would also include an element of securing power from community energy groups, who would be invited to sell their generation from community-owned renewable energy systems to BCC. These arrangements would be set up for the operating lifetime of the system, typically 20-25 years, and would be managed by the BCC Energy Supply team as long-term energy supply contracts.

To let land and roofs of BCC-owned buildings for the development of new renewable energy systems. BCL propose to build a number of new wind turbines and solar farms on BCC-owned land, and mounted on BCC buildings (solar) over the next 4-5 years. These systems would be owned and operated by BCL, leasing the land and roofs from BCC. These plans are subject to planning permission, and are still only at an early planning stage. The majority of the currently proposed systems would be located in Avonmouth.

To set up an investment mechanism to all Ameresco to invest in energy efficiency measures on the BCC estate. The process to enable Ameresco to invest commercial funds in energy efficiency measures on the BCC estate are in the early stages of developed, all that is being sought at this time is agreement in principle to set up an investment funding model. This would likely involve Ameresco providing capital funds for energy efficiency measures, repaid through a service fee paid from savings made by BCC.

If there are any deviations from the plan outlined above in this EqIA, this EqIA will be updated.

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

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

## 1.3 Will the proposal have an equality impact?

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

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


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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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This measure is essentially an energy supply contract, and an arrangement to increase investment in energy efficiency measures. As such, it will provide wider benefits in reducing CO<sub>2</sub> emissions, but no direct impact on any specific group.

## 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>  Peter Anderson Director Property Assets & Infrastructure
Date: 05.02.2024	Date: 06/02/2024

<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: City Leap Power Purchase Agreement</b>		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input checked="" 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 [Energy Supply]	<input type="checkbox"/> Already exists / review	
<b>Directorate: Property Assets and Infrastructure</b>	<b>Lead Officer name: David Gray</b>	
<b>Service Area: City Leap Client Function</b>	<b>Lead Officer role: Energy Supply 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.

<p>To set up Power Purchase Agreements to enable BCC to buy the power output from new renewable energy systems to be built and constructed by Bristol City Leap, and by community energy groups.</p> <p>To let land and roofs of BCC-owned buildings for the development of new renewable energy systems.</p> <p>To set up an investment mechanism to all Ameresco to invest in energy efficiency measures on the BCC estate.</p>
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### 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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> [please select]
---

<p>This proposal will substantially increase the amount of zero-carbon electricity being supplied to BCC sites, and will help reduce energy demand across the BCC estate.</p>
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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)		
<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	<p>These measures will enable the whole of the BCC estate to be powered by locally generated zero-carbon electricity, and will help reduce energy demand across the BCC estate.</p>
	Enhancing actions	
<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>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><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 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>The proposed new renewable energy systems will be built on existing Council land, which will have existing biodiversity profiles.</p>
	<p><b>Mitigating actions</b></p>	<p>All proposed renewable energy installations will be subject to ecological review before progressing, which will include appropriate biodiversity monitoring and mitigation measures for each site.</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>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>	<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>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>Adverse impacts</b></p>	<p>The proposed new renewable energy systems involve a significant volume of material for their construction. This may include rare earth and other specialised material where battery storage is being considered.</p>
	<p><b>Mitigating actions</b></p>	<p>Use of material sufficiently durable to last the expected 20-25 year operating lifetime of the new systems means an unavoidable use of impactful material, but this will be offset by the benefits from operating the new systems.</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>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"/> No impact</p>	<p><b>Benefits</b></p>	<p>Increased use of zero-carbon electricity will help reduce overall atmospheric CO<sub>2</sub> emissions.</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>Most of the installations proposed are located at Avonmouth, in areas which may be vulnerable to long-term sea level rises.</p>
	<p><b>Mitigating actions</b></p>	<p>Continue to monitor the ongoing flood risk, take mitigation measures during the installation (eg plant rooms raised above ground level) where possible.</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>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><b>Persistence of effects:</b>    <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 type="checkbox"/> No impact	<b>Adverse impacts</b>	Very small risk that certain materials used in plant rooms and battery storage might be considered a contaminant.
	<b>Mitigating actions</b>	These systems will be installed so as to contain and reduce risk of leakage.
	<b>Persistence of effects:</b> <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" 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
The proposed mitigation measures outlined above are routine for installations of this nature	Bristol City Leap	3-5 years

### 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>
BCC’s Environmental Impact Assessment has determined significant beneficial impacts from the proposal: These measures will enable the BCC estate to be supplied from locally generated zero-carbon electricity and will help reduce energy demand across the BCC Estate. This is an essential step for BCC to reach its 2025 net zero goal.
<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 constitute an endorsement or approval of the proposal.

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<b>Environmental Performance Team Reviewer:</b> Daniel Shelton	<b>Submitting author:</b> David I Gray
<b>Date:</b> 25.01.2024	<b>Date:</b> 22 <sup>nd</sup> Jan 24





# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>A4 Portway Strategic Corridor OBC</b>		
<b>Ward(s)</b>	Avonmouth and Lawrence Weston, Stoke Bishop, Clifton, Hotwells and Harbourside		
<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			
<b>Purpose of Report:</b>  To seek approval for the submission of an Outline Business Case (OBC) to the West of England Combined Authority (WECA) and progress to the Full Business Case (FBC) stage for City Regional Sustainable Transport Settlement (CRSTS) funding to deliver the A4 Portway Strategic Corridor improvements.			
<b>Evidence Base:</b>  <ol style="list-style-type: none"> <li>As explained within the Cabinet report considered 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 seeking to make infrastructure improvements to key corridors across the city making public transport, walking and cycling people’s natural choice in mode of travel. Specific project aims and objectives can be seen in the OBC (Appendix A1)</li> <li>BCC’s Strategic Corridor Programme is within WECA’s CRSTS Programme. The objectives of the CRSTS programme are to; Deliver growth and productivity, level-up, and decarbonise transport in the region.</li> <li>The A4 Portway Strategic Corridor proposals demonstrate a strong strategic alignment, seen in Appendix A1. Contributing towards delivering policy and targets set out in local and regional strategies.</li> <li>Current issues on the Portway include congestion and bus delays, lower bus patronage since the COVID pandemic, high dependency on private vehicles and lower modal share on sustainable transport modes, air pollution, safety and poor perception of safety.</li> <li>The key infrastructure proposals being put forward within the OBC (Appendix A1) include new 24-hour bus lanes along the Portway, wider paths for shared use between pedestrians and cyclists, speed limit reductions, and various junction improvements along the route.</li> <li>The new 24-hour bus lanes will present benefits vital to encourage the modal shift to increase bus patronage. The wider shared infrastructure for pedestrians and cyclists will improve the safety and perception of safety for those walking and cycling and contribute to the uptake of active travel. The reduction of speed limits will contribute to improved road safety and perception of road safety while minimising the impact on journey times along the route. Other benefits will include an uplift in the quality of the highway through resurfacing and environmental benefits by encouraging a modal shift and reducing the levels of carbon emissions and air pollution along the route. Reduction in levels of emissions will have knock on benefits to habitats and wildlife in the environmentally sensitive areas along the corridor (Appendix F1).</li> </ol>			

7. The infrastructure changes present benefits to users of the A4 Portway which are captured in Appendix A1, the benefits have been monetised so that a comparison can be made with the current scheme outturn cost estimate of £12.753mn. The core BCR for the project is currently over 2 and considered 'high' value for money. Further appraisal work and cost refinement will be completed at the FBC stage.
8. Early engagement in August 2022 over 1,000 residents and local stakeholders identified key themes such as poor perception of safety, need for improved cycle infrastructure, better maintenance and additional crossings. These themes can be seen in the report in the Early Engagement Report (please see hyperlinks below), which was used to help inform the design optioneering.
9. A further public consultation period was then held on the concept designs over the Autumn of 2023 where over 1400 residents, stakeholder groups, ward members and MPs commented and provided feedback on the concept designs. A detailed report can be found in Appendix B1.
10. To access the CRSTS funding, Bristol City Council are required to submit an Outline Business Case (OBC) and Full Business Case (FBC) compliant with the Department for Transport's Transport Appraisal Guidance and WECA's Assurance Framework before commencing with construction. The OBC and its appendices for this project can be found in Appendix A1. The project will return to cabinet when an FBC has been prepared.
11. The current cost estimate of the A4 Portway proposals is £12.753mn. The breakdown of this £12.753mn can be seen in Appendix I1. The cost estimate for the project will be refined in the FBC and detailed design stage. The sunk costs at the time of submitting the report will be £993,076.88 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 under approvals granted at BCC Cabinet in May 2023.
12. The table below summarises the Bristol City Council CRSTS programme allocations. The A4 Portway and Hub has been allocated £13.76 million. A cabinet report seeking approval on the FBC to spend £2.006 million of this allocation on the improvements of the bus junction at the Portway Park and Ride site was approved at BCC Cabinet in October 2023:

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 extension A38 South (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
Total	172.89	38.00	210.89

13. The table below summarises the Bristol City Council CRSTS spend across the programme to date.

CRSTS Programme		£210.89mn (total BCC allocation)
Name of project	Stage of project	CRSTS Spend to date
Bristol Bridge	Construction	£661k
Victoria Street & Colston Avenue (A37 WP1)	FBC	£157k
A37 South - Temple Meads to Stockwood (A37 WP2)	FBC	£78k

A37 OBC and A37 North FBC (A37 WP3)	OBC & FBC	£90k
A4018	Tender preparation	£47k
A4 Portway Strategic Corridor	OBC	£479k
Portway P&R Bus Access	Detailed design (FBC Approved)	£55k
East Bristol Liveable Neighbourhood	FBC	£341k
Bedminster Green	Construction	£3.527mn
City Centre Strategic Corridor	Option Assessment	£574k

14. One key risk for this project is that the scheme cost does not decrease naturally with the progression of the design. The mitigation for this risk is to enhance the detail of the design and complete another cost estimate at the FBC stage. If the scheme value is still more than the amount allocated for this project following detailed design the project will look at de-scoping elements to bring the outturn cost within the allocated amount prior to seeking approvals on the FBC. The project team will also continue to seek opportunities for additional funding. Full risk registers and corresponding mitigations can be seen in Appendix D1, and a Quantitative Risk Register can be seen in the appendices of the OBC (Appendix A1.6)

**Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Notes the previous Cabinet approvals granted on Item 9 at the Cabinet Meeting on 2 May 2023 to develop business cases for the Strategic Corridor Programme.
2. Approves the submission of an Outline Business Case (Appendices I1 and A1.1-A1.11.3) to the West of England Combined Authority (WECA).
3. Authorises the Executive Director of Growth and Regeneration in consultation with the Director of Finance and Cabinet Member for Transport to take all steps required to submit the OBC and develop the Full Business Case for the A4 Portway Strategic Corridor including the acceptance and spend of up to £0.85m CRSTS funding as per the approvals granted on Item 9 at the Cabinet Meeting on 2 May 2023.
4. Notes the consultation report in Appendix B1.

**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, reliability, and punctuality through bus priority measures.
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.
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 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. The delivery of improvements that benefit the safety of all road users, including speed limit reductions, more space for those walking and cycling, improved and additional crossing points, street lighting improvements.
6. Highway improvements that will contribute to the reduction in community segregation through the improvement of public transport services.
7. Contributing to improving the air quality in the area through improvements to sustainable transport infrastructure, encouraging modal shift from private vehicles to more sustainable transport modes
8. Improvements to the urban environment including enhancing the public realm, creating more green space and planting trees where possible.
9. Better public transport interchange points, ensuring that the bus stop waiting environment is of high quality and where possible improving the trip chain to the bus stop. Making improvements at bus stops and to the trip chain can have indirect benefits including bus patronage growth, improved perception of safety, active travel uptake for the first and last mile of one’s journey.
10. Upgrading and maintaining council assets where possible such as the surface of the carriageway, bus stops , and signals.

#### **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. The report from this engagement section can be found using the hyperlinks in the background documents below.
2. The concept designs were then subjected to further consultation with residents, local stakeholders, ward members and MPs in Autumn 2023.
3. The designs have been subjected to review by internal Bristol City Council Quality Assurance colleagues at various points throughout the project lifecycle.
4. The scheme has been discussed with local operators, including First Bus, Stagecoach, and some coach operators at the early engagement in summer 2022 and then again at the consultation in 2023. Stagecoach and First Bus have both provided support for the proposals. Discussions with these operators will continue as the project progress’.
5. WECA have also been consulted on these proposals.
6. 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://moderngov- Bristol.gov.uk)

Bus Deal / Strategic Corridors Update – Item 9 at the May (2nd) 2023 Cabinet Meeting: [ModernGov - bristol.gov.uk](https://moderngov- Bristol.gov.uk)

Portway Park and Ride Bus Access Improvements Full Business Case (FBC) – Item 14 at the October 2023 Cabinet Meeting: [ModernGov - bristol.gov.uk](https://moderngov- Bristol.gov.uk)

Early Engagement Report for the A4 Portway Corridor – Item 14, Appendix B1 at the October 2023 Cabinet Meeting: [ModernGov - bristol.gov.uk](https://moderngov- Bristol.gov.uk)

West of England Bus Strategy: [West of England Bus Strategy \(westofengland-ca.gov.uk\)](https://westofengland-ca.gov.uk)

West of England Joint Local Transport Plan: [Joint Local Transport Plan 4 2020-2036 \(westofengland-ca.gov.uk\)](https://westofengland-ca.gov.uk)

West of England Bus Service Improvement Plan: [West of England Bus Service Improvement Plan \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk)

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)

Bristol Transport Strategy: [Bristol Transport Strategy](https://www.bristol.gov.uk)

National Bus Strategy for England – Bus Back Better: [Bus Back Better \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Department for Transport Business Case Guidance: [Transport business case guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

CRSTS letter confirming the delivery plan for The West of England Combined Authority, 29 July 2022: [Finalised city region sustainable transport settlement: letter to Mayor Dan Norris \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

<b>Revenue Cost</b>	£N/A	<b>Source of Revenue Funding</b>	N/A
<b>Capital Cost</b>	£12.753m	<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:**

**Finance Advice:**

The report among other requests, seeks approval for the submission of the OBC to the West of England Combined Authority (WECA). This would further progress this phase of the works on the Strategic Corridor and deliver the objectives associated with the A4 Portway.

The latest estimated costs of this work phase as outlined in the OBC is £12.753m. These costs have been developed by the Council’s in house team and reflect the latest estimates of the available costing assumptions. It includes allowances for contingency and inflation that are reasonable relative to the assessed risk of each cost element. This is summarised as follows:

Item	Amount £’m
Direct Costs	(Please refer to Appendix I1)
Indirect Costs	(Please refer to Appendix I1)
Risk & Inflation	(Please refer to Appendix I1)
<b>Total</b>	<b>£12.753</b>

These costs are expected to be funded from the £13.76m set aside within the Council’s CRSTS programme. This is funded from already approved CRSTS funding of £11.56m plus a local contribution of £2.48m.

Cabinet agreed in October 2023 to spend £2.006m of the £13.76m funding for this scheme on the improvements of the bus junction at the Portway Park and Ride site. This means that a total of £11.75m is now available to cover the costs of this work phase which is estimated at this stage at £12.753m

It is anticipated that this cost estimate will be reduced at the next business case stage so that the estimated costs will fall within the available funding envelope. Should this not be the possible the service will look at de-scoping some elements of the scheme to bring the final cost estimate within the funding available. This will be necessary as there are no funds set aside within the Council’s revenue or capital estimates to cover any costs that are not funded by the approved CRSTS funding already available.

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 16 January 2024.

**2. Legal Advice:** 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.

**Legal Team Leader:** Husinara Jones, Team Manager/Solicitor, 4 January 2024.

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

**IT Team Leader:** Alex Simpson, Lead Enterprise Architect, 4 January 2024.

**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, 8 January 2024.

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	13 December 2023
<b>Cabinet Member sign-off</b>	Cllr Donald Alexander, Cabinet Member for Transport	11 January 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<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>Part</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>

## Decision Pathway – Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>City Region Sustainable Transport Settlement – Maintenance and Integrated Transport Block (ITB) Allocation 2024-25</b>		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Adam Crowther	<b>Job title:</b> Head of City Transport		
<b>Cabinet lead:</b> Cllr Don 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			
<b>Purpose of Report</b>			
<ol style="list-style-type: none"> <li>1. To seek approval to accept and spend the proposed maintenance and Integrated Transport Block (ITB) funding allocation from West of England Combined Authority (WECA) as part of the City Region Sustainable Transport Settlement (CRSTS).</li> </ol>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. The City Region Sustainable Transport Settlement (CRSTS) funding has been awarded to WECA by the Department of Transport to achieve significant change in the quality of the local transport network, particularly public transport. The key objectives of this funding are: <ul style="list-style-type: none"> <li>• to drive growth and productivity through investment in infrastructure,</li> <li>• to increase the quality of services towards the standards of the best,</li> <li>• to decarbonise transport, especially by promoting modal shift from cars to public transport, walking and cycling.</li> </ul> <p>These objectives are all directly in line with the strategic and corporate objectives for Bristol City Council. More detail on strategic alignment of projects is shown in Appendix A.1</p> </li> <li>2. CRSTS covers a wide range of sustainable transport projects as well as covering maintenance and ITB. Approvals for the majority of CRSTS spend will be as required by each project through the appropriate decision pathways with WECA committee approval sought where necessary. This paper covers the annual maintenance and ITB allocation that is included in the overall CRSTS allocation and is passed by WECA to each authority to spend on appropriate measures.</li> <li>3. As last year, this funding replaces previous Transport Block funding streams including Integrated Transport Block, Highways Capital Maintenance Block and Highways Incentive Block. All works previously funded by these funding streams need to be delivered using this CRSTS funding. These are primarily statutory maintenance and replacement projects, or minor schemes and so do not require a business case to WECA. These projects are detailed in Appendix A.1, with additional information on their alignment with strategic priorities.</li> <li>4. The council understands any underspend at the end of the financial year can be rolled over into the next financial year, the grant allocation letter from WECA states “The West of England Combined Authority reserves the right to reclaim any grant remaining that has not been incurred or committed in the 2023/24 financial year. Any such repayments should be made within 28 days of the request.” Clarification on this matter is still being sought.</li> <li>5. £1m of central funding (internal prudential borrowing) has been assigned to support additional maintenance work as part of the capital investment strategy to improve council assets. This will be delivered alongside the</li> </ol>			

CRSTS funding and is included in Appendix A1 as non-CRSTS funding.

6. A bid to the Traffic Signals Obsolescence Grant (TSOG) has secured £0.105m for traffic signal replacement.
7. An additional sum of £0.702m has been made available by WECA for additional work on potholes.

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

##### **That cabinet:**

1. Note the proposed indicative funding allocations of £8.772m of WECA CRSTS maintenance and ITB, £1m internal funding, £0.702m for additional pothole repairs, and £0.105m of TSOG, totalling £10.579m for 2024-25.
2. Authorise the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Transport, to take all steps required to accept and spend up to £10.579m of WECA CRSTS maintenance, ITB, and other funding as outlined in this report.
3. Authorise the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Transport, to 'roll over' underspend from the financial year 23/24.
4. Authorise the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Transport, to take all steps necessary to procure and award any contracts (including any contracts over the key decision threshold) necessary to deliver the works identified in Appendix A.1 as maintenance or minor works and any remaining works from last year; making use of existing term contracts and/ or approved frameworks where appropriate, up to the budget ceiling identified in Appendix A.1.
5. Authorise the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Transport, to make reasonable changes to the programme of works to ensure delivery of the programme, in accordance with the Council's scheme of financial delegations.

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

1. The projects funded are within the Environment and Sustainability, and Transport and Connectivity Themes, with some secondary impacts on the Economy and Skills Theme.
2. Projects are associated with ENV1 Carbon Neutral, with decarbonisation as a key objective, and improvements to public transport networks being a key output in the Bristol One City Plan. Also improvements are aimed at increasing economic growth, as a key objective of the funding, and so will be aligned with ES1 Regeneration and ES2 Access to Employment by increasing transport options between commercial centres and residential areas.
3. Maintenance funding will be provided for review of structures, directly aligned with TC4 Physical Infrastructure.
4. This funding includes transport business as usual, such as safer streets around schools (directly referenced in the corporate strategy), flood surveys (directly aligned with ENV4 Climate Resilience), and Road Safety (directly aligned with TC3 Safe and Active Travel).

##### **City Benefits:**

1. The projects proposed to be delivered using this funding are critical to the success of the council's decarbonisation strategy and transport strategy. This investment will improve public transport infrastructure in Bristol, increasing connectivity and helping produce economic growth. It will help provide a comprehensive and reliable bus network and improve access to wider employment and training opportunities, including to the most deprived parts of the city and ensure that key city transport assets are appropriately maintained to benefit all users.
2. Due to the type of projects, there may be negative environmental and equalities impacts that have to be considered and mitigated, particularly during construction. Mitigations will be sought and implemented where possible before delivery via scheme-specific Equalities Impact Assessments.

##### **Consultation Details:**

1. Public consultation will take place on projects individually at the point that it is required.
2. For maintenance schemes, consultation is often not required as there is no change to the physical asset being upgraded.



**Background Documents:**  
<https://www.westofengland-ca.gov.uk/what-we-do/transport/city-region-sustainable-transport-settlement>

<b>Revenue Cost</b>	£0	<b>Source of Revenue Funding</b>	N/A
<b>Capital Cost</b>	Up to £10.579m, plus rolled over underspend from 2023-24.	<b>Source of Capital Funding</b>	Grant funding CRSTS Prudential Borrowing
<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:** The report seeks approval to accept and spend the annual CRSTS funding allocation towards the Councils Transport Block funding streams including Integrated Transport Block, Highways Capital Maintenance Block and Highways Incentive Block for 2024/25.

The transport capital programme for 2024/25 is estimated at £10.579m. Funding for these schemes are from both the WECA administered CRSTS funding as well as the Council funding as follows:

	Details	£'m
1	Proposed maintenance and Integrated Transport Block (ITB) funding allocation from WECA as part of the CRSTS	£8.772
2	Internal funding	£1.000
3	Traffic Signals Obsolescence Grant	£0.105
4	Additional WECA Grant For Potholes	£0.702
<b>Total</b>		<b>£10.579</b>

The £1m of internal funding has already been approved for prudential borrowing to fund maintenance.

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 19 January 2024.

**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 23 January 2024

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

**IT Team Leader:** Alex Simpson, Lead Enterprise Architect, 15 January 2024

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

**HR Partner:** Celia Williams, HR Business Partner 23 January 2024

<b>EDM Sign-off</b>	John Smith, Interim Executive Director for Growth and Regeneration	10 January 2024
<b>Cabinet Member sign-off</b>	Cllr Alexander, Cabinet Member for Transport	18 January 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<b>Appendix A – Further essential background / detail on the proposal</b> A1 CRSTS Maintenance and minor transport schemes detail	<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>

**Details of the Maintenance and Integrated Transport Block Funding Allocations for Bristol for 2024/25**

Project	Proposed Budget (£m)	Cost Centre	Programme Reference	Funding Block	Total per funding block	Details	Alignment with Strategy
Casualty Reduction	0.150	P13509-1001	PL05	CRSTS (Integrated Transport Block)		Design and implementation of a range of road safety engineering schemes in order to reduce the number or severity of road casualties across the City. This would include interventions if flagged by road safety audits during the year.	Directly contributes to theme TC3 - Safe and Active Travel, by helping to reduce road collisions and improve actual and perceived safety. These have been identified as major barriers to active travel, particularly walking and cycling
Safer Routes to School	0.020	P13509-1002	PL05	CRSTS (Integrated Transport Block)		To design and install infrastructure improvements to encourage active travel to schools. This includes crossing improvements at Long Cross and Four Acres schools, entrance protection at Hotwells and replacement of wig wag safety lights.	Directly contributes to theme TC3 - Safe and Active Travel by helping to improve actual and perceived safety around schools. This also helps to support CYP1 Child Friendly City
Local Area Committee Schemes	0.150	P13550-1001	PL10	CRSTS (Integrated Transport Block)		Area Committees have developed plans for local transport improvements based on local issues. These are mainly funded using developer funds (Community Infrastructure Levy and s106) however substantial additional benefits have been identified on some schemes if more funding is provided. These include schemes are on Cotswold Road, Duckmoor Road, Greville Road, and Langton Court Road.	These schemes contribute to the TC3 Safe and Active Theme, but have also been directly guided by local communities so supports EDO1 One City theme as well
Flood Risk (Drainage Surveys)	0.040	P13520-1001	PL04	CRSTS (Integrated Transport Block)		To carry out cyclical surveys of flood risk management assets and undertake capital maintenance works such as structures	Directly contributes to theme ENV4 - Climate Resilience, by helping to reduce the impact of flooding and improve resilience to extreme weather events
School Streets	0.140	P15398-1001	PL05	CRSTS (Integrated Transport Block)	0.500	To design and deliver school streets interventions around further schools. School streets are short-term daily street closures outside schools during drop-off and pick-up times. Will include completion of Minerva, Whitehall, Cathedral Primary and Chester Park schemes, and four additional schemes that are not yet determined.	Directly contributes to theme TC3 - Safe and Active Travel by helping to improve actual and perceived safety around schools. This also helps to support CYP1 Child Friendly City
Maintenance: Structural Carriageway Repairs and Surfacing	1.000	P13507-1005	PL10	Additional Local Funding	1.000	This funding is to replace road layers due to failure caused by traffic loading or in areas where preventative techniques cannot be used, ie. busy junctions and roundabouts. The replacement may be just the surface course (top layer) or lower layers of the road if foundation failure is present. Reconstruction is expensive, and is therefore only used where preventative maintenance would not be suitable. It also has a higher impact upon the environment. This is preparation for next years preventative maintenance (surface dressing and micro asphalt). It is to patch the road where foundation failures exist, so to restore strength to weak spots and regulate where any substantial undulations exist. It has to be carried out in advance of preventative maintenance, to allow the bitumen residue to wear off prior to being surfaced.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Maintenance: Additional Highways Maintenance Funding	0.702	P13507-1007	PL10	Additional Grant Funding	0.702	Extra level of funding for this financial year provided via WECA for additional investment in highway maintenance/pothole rectification.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Traffic Signals (Traffic Signals Obsolescence Grant )	0.105	P13600-1001	PL10	Additional Grant Funding	0.105	A new source of funding to replace aging and/ or obsolescent halogen traffic signals with new LED bulbs that use less energy; and to replace older 2G/ 3G communication systems.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Maintenance: Structural Carriageway Repairs and Surfacing (Pothole Action Fund)	1.668	P13507-1007	PL10	CRSTS (Pothole Action Fund)		This funding is to replace road layers due to failure caused by traffic loading or in areas where preventative techniques cannot be used, ie. busy junctions and roundabouts. The replacement may be just the surface course (top layer) or lower layers of the road if foundation failure is present. Reconstruction is expensive, and is therefore only used where preventative maintenance would not be suitable. It also has a higher impact upon the environment. This is preparation for next years preventative maintenance (surface dressing and micro asphalt). It is to patch the road where foundation failures exist, so to restore strength to weak spots and regulate where any substantial undulations exist. It has to be carried out in advance of preventative maintenance, to allow the bitumen residue to wear off prior to being surfaced.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Maintenance: Small works orders (Pothole Action Fund)	0.200	P13507-1007	PL10	CRSTS (Pothole Action Fund)	1.868	Essential footway repair works to enable BCC to meet its statutory s41 of the Highways Act. Works are identified through statutory inspections and reports from the public which are not an immediate (category one) defect but will likely deteriorate to become dangerous. These defects can be batched together to form a small works order; an essential process to enable Highways to meet the savings tracker by reducing the pressure of the reduced revenue budgets by using capital funds to repair the road and thus overall improving the condition of the network. Works will be city wide, but likely to be more focused more on the strategic and classified network as this is where we have a higher frequency of inspections and receive the greatest number of enquiries.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure. Indirectly contributes to theme TC3 - Safe and Active travel by making pedestrian routes safer and more accessible
Maintenance: Preventative Carriageway Surfacing	1.939	P13507-1001	PL10	CRSTS (Highways Maintenance Block)		This is to carry out preventative maintenance on various classified roads, so to protect them from environmental damage and so substantially prolong their life. The process also helps to restore skid resistance. The process offers an economical means of maintaining a road and is backed by the Government. Preventative maintenance is a more efficient way of working and offers environmental benefits when compared to replacement works.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Maintenance: Preventative Footway Surfacing	0.900	P13528-1001	PL10	CRSTS (Highways Maintenance Block)		This is to carry out preventative maintenance on various bituminous footways, so to protect them from environmental damage and so substantially prolong their life. The process offers an economical means of maintaining footways and is backed by the government. Preventative maintenance which is a more efficient way of working and offers environmental benefits when compared to replacement works.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure. Indirectly contributes to theme TC3 - Safe and Active travel by making pedestrian routes safer and more accessible
Maintenance: Structural footway repairs	0.500			CRSTS (Highways Maintenance Block)		This is to replace modular footpaths that have failed and are therefore in a poor condition. They are bituminous footpaths which are beyond preventative maintenance or hard paved footpaths including slabs or of concrete construction. Replacement work will result in less adhoc small repairs, so reduce the pressure on revenue	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure. Indirectly contributes to theme TC3 - Safe and Active travel by making pedestrian routes safer and more accessible
Maintenance: Structures repairs and inspection of structural assets	0.800	P13498-1001	PL10	CRSTS (Highways Maintenance Block)		To undertake structural repairs to a number of structures assets in need maintenance to ensure the authority meets its statutory duty. The work comprises of concrete repairs to bridges, parapet repair, replacement of waterproofing on bridge decks and maintaining operational elements of the asset.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Maintenance: Drainage repairs	0.500	P13519-1001	PL10	CRSTS (Highways Maintenance Block)		This is to carry out repair to priority gullies which following investigation have been shown as non-running (not working). We have prioritised non-running gullies and the allocated budget will be spent on ones which are located in identified flood areas, the strategic road network and gullies which have had repeated call-outs on and therefore represent an on-going revenue cost.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Maintenance: Street Lighting Column Replacement	0.665	P13593-1001	PL10	CRSTS (Highways Maintenance Block)		This is to replace old steel lamp columns which are prone to rusting. Typically they have exceeded their design life and many could be considered structurally unsound. Some of these columns are unused, which is an additional safety concern	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Public Rights of Way	0.100	P13571-1001	PL10	CRSTS (Highways Maintenance Block)		Funding to improve rights of way by way of surfacing improvements, signing works, additional of accessible gates and control of vegetation. Works prioritised through type of use and state of asset	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure. Indirectly contributes to theme TC3 - Safe and Active travel by making pedestrian routes safer and more accessible
Urban Traffic Controls (UTC)	0.150	P15545-1001	PL10	CRSTS (Highways Maintenance Block)		Much of the Urban Traffic Control asset stock is life expired or close to life expired. It is this stock that actually controls the traffic network and supplies information to the public. Funding will allow the most critical assets to be replaced	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
Traffic Signals	0.850	P13600-1001	PL10	CRSTS (Highways Maintenance Block)	6.404	Over half of the traffic signal assets in Bristol are beyond design life and in need of replacement. At least 10 sites per year need to be replaced to stay at current life expired levels. Current funding will allow between 5-7 sites to be replaced depending on their size.	Directly contributes to theme TC4 - Infrastructure by assessing, replacing, repairing and renewing infrastructure
<b>Total CRSTS Maintenance, ITB and additional maintenance funding 2024-25</b>	<b>10.579</b>				<b>10.579</b>		



Title: <b>City Region Sustainable Transport Settlement – Maintenance and Integrated Transport Block Allocation 2024-25</b>	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> <b>Other Contract</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: <b>Growth and Regeneration</b>	Lead Officer name: <b>Adam Crowther</b>
Service Area: <b>City Transport</b>	Lead Officer role: <b>Head of City Transport</b>

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

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

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

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

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

The proposal is to receive funding from the West of England Combined Authority (WECA) to deliver several transport projects. This is a high-level EqIA, each scheme and maintenance programme undertaken using this funding will be subject to individual EqIAs.

The schemes which we are seeking authority to spend on in this cabinet report includes maintenance, flood risk, and programmes of small transport schemes, including Area Committee schemes (known as local transport schemes).

#### Maintenance schemes

Maintenance includes schemes with the objective of maintaining current levels of service. It includes footway, carriageway, structures, street lighting, and road drainage maintenance, all of which have the aim of maintaining a safe and accessible highway network for all users. Traffic management includes the replacement of Urban Traffic Controls and traffic signals where these assets are damaged or at their end of life. All these projects will involve assessment of existing assets and replacement of damaged or aged assets. These individual projects will require an EqIA, as the nature of what is to be delivered means that schemes are a statutory requirement and are determined by the lifecycle of assets. The process by which assets are prioritised for repair should be assessed separately. There will need to be operationally-focused EqIAs at a scheme level to ensure that schemes are delivered in compliance with equality requirements, and to assess whether there is likely to be any disruption during works which might have a disproportionate impact on any groups. We understand that EqIAs should be completed before any works begin to ensure any negative impacts are identified and mitigated.

### Flood schemes

These schemes have the aim of reducing the risk of flooding by improving sustainable drainage; however, they are sometimes designed alongside other schemes and are included in the EqIA analysis for these schemes. For stand-alone schemes, individual scheme EqIAs will be conducted.

### Local transport schemes

Public Rights of Way improvements, Safer Routes to School and School Streets schemes and Casualty Reduction Schemes. These projects all have the aim of improving the safety and accessibility of travelling via more active methods, particularly walking. These schemes do not require assessment as a programme at this time, as all undergo individual scheme EqIAs at the beginning of design. Local Area Committee schemes are approved by Area Committees and include equalities assessment alongside submission of phase 2 Area Committee approval.

## 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"/> <b>The wider community</b>
<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"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
There is no Equalities impact involved in accepting funding, however all projects will present detailed EqIAs once there are firmer plans/ details in place to deliver the schemes.	

## 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: 21/11/2023	Date: 23.11.2023

<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 Region Sustainable Transport Settlement – Maintenance and Integrated Transport Block Allocation 2024-25		
<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 type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
<b>Directorate:</b> Growth and Regeneration	<b>Lead Officer name:</b> Adam Crowther	
<b>Service Area:</b> Transport	<b>Lead Officer role:</b> Head of city transport	

## 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.

<p>Cabinet date: 05 March 2024. Seeking approval to accept funding from WECA to deliver transport infrastructure and highways maintenance projects during financial year 2024-25.</p> <p>Previous approval in principle given in CRSTS cabinet approval dated 5<sup>th</sup> April 2022.</p> <p>This includes highways, structures and lighting maintenance, traffic signals and urban traffic management system replacement, public rights of way improvements, school streets projects, casualty reduction schemes, and local Area Committee-led transport improvements. Full details are included in Appendix A1.</p>
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### 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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[please select]
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<p>The environmental impacts of this proposal are on structures and highways maintenance schemes in usage of non-renewable materials (e.g. concrete and asphalt) and climate changing gas emission. These are statutory duties to complete, however, so can only be mitigated not fully prevented. Furthermore, if assets are not maintained, unplanned reactive repair work may be required which could have more significant negative impacts.</p> <p>The proposals include the following measures to mitigate the impacts: lifetime plans for asset maintenance to reduce need for reconstruction; long-term council objectives to reduce car usage (and hence need for maintenance); and scheme level assessments of wildlife habitat impact during delivery. Further assessment is</p>
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not possible at a programme level and will be carried out on a scheme-by-scheme basis.

The net effects of the proposals are a minor-ve impact in the short term with an expected +ve impact in the long term, with projects aimed at reducing the long-term carbon costs of reactive maintenance or repairs.

### 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.

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## 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)		
<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	<b>Benefits</b>	If assets are not maintained their condition will worsen and this could lead to safety and congestion (and hence air quality) issues.  Funding allocated for infrastructure improvements to encourage active travel, reduction in car journeys will reduce air pollution.

<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 type="checkbox"/> 5+ years</p>	
	<p><b>Adverse impacts</b></p>	<p>The delivery of maintenance schemes will release climate changing gas including Pollution from contractors travelling to site to complete works.</p>
	<p><b>Mitigating actions</b></p>	<p>The council’s maintenance team have completed an assessment of direct and indirect CO<sup>2</sup> from works and are working with contractors to ensure that materials used are as low carbon as possible, including consideration to be made for materials to have recycled content. Aim to procure local contractors to reduce travel distance where possible.</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 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>Any infrastructure works have the potential to disrupt local wildlife, specifics aren’t known at this time at a programme level – individual projects and schemes will undertake the necessary investigations.</p>
	<p><b>Mitigating actions</b></p>	<p>Assessment of local wildlife will take place on a scheme-by-scheme basis and timing of works arranged to minimise disruption.</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"/> No impact</p>	Benefits	If assets are not maintained, unplanned reactive repairs work may be required which could have more significant negative impacts.
	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	Waste will be generated through repairs/ construction process.
	Mitigating actions	Contractors to create a waste management plan and follow waste hierarchy.
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 type="checkbox"/> No impact</p>	Benefits	Specifically flood projects will reduce the impact of extreme weather events. Funding allocates budget to support SUDS (Sustainable Urban Drainage) for capital projects.
	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 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>	Funding has been allocated for works to take place on bridges, near waterways, potential for spillages to cause pollution into water ways.
	<b>Mitigating actions</b>	When works take place on bridges, contractors to have a full emergency spill response plan and equipment in place.
<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: 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 does 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>
<b>Summary of significant adverse impacts and how they can be mitigated:</b>

<b>Environmental Performance Team Reviewer:</b> Nicola Hares – Environmental Performance	<b>Submitting author:</b> Steven Riley
<b>Date: 4 December 2023</b>	<b>Date: 30 January 2024</b>

# Decision Pathway – Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Bristol Street Outreach Contract Extension</b>		
<b>Ward(s)</b>	City-wide		
<b>Author:</b> Paul Sylvester	<b>Job title:</b> Head of Housing Options		
<b>Cabinet lead:</b> Councillor Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	<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>			
<ol style="list-style-type: none"> <li>1. To seek approval to take up a permitted contract extension for the Bristol Outreach Service from 1 October 2024 to 30 September 2026 and to approve spend for a further two-year extension from 1 October 2026 to 30 September 2028 (subject to review).</li> </ol>			
<b>Evidence Base:</b>			
<b>Background</b>			
<ol style="list-style-type: none"> <li>1. As part of the work in the city to reduce rough sleeping and help people move off the streets, Bristol City Council have funded an Outreach service for the last twenty years. This service works alongside several other services that are designed to prevent and relieve rough sleeping that are funded through the Rough Sleeping Initiative (RSI) from the Department for Levelling Up, Housing and Communities (DLUHC).</li> <li>2. Bristol Street Outreach is the main service engaging with people on the streets and works with people to link with support services and to move into accommodation. The service also: <ul style="list-style-type: none"> <li>• manages a multi-agency ‘Hub’ for services that prevent and relieve rough sleeping.</li> <li>• coordinates access to 47 supported Outreach access beds.</li> <li>• coordinates the Bristol Weather Emergency Protocol (to prevent loss of life).</li> <li>• coordinates bi-monthly and annual rough sleeper counts in the city.</li> <li>• provides monthly data for returns to DLUHC.</li> <li>• takes a lead – with BCC - in ensuring that all services for people who are rough sleeping work coherently and effectively.</li> </ul> </li> <li>3. The levels of people sleeping rough in the city has increased markedly since 2013 because of the impact of Austerity, the Cost-of-living crisis and the lack of affordable accommodation in the city. Last year 912 people slept rough, a rise of 28% from the year before, average monthly counts are up 26% and there has been a recent increase of people who are new to the streets, despite the work and resources that have been put into preventing and relieving rough sleeping.</li> <li>4. The contract for the Bristol Street Outreach (BSO) service, was awarded for three years (from 1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2024) with an option to extend the contract for two further periods of two years. The contract value is £559,950 per year (with no uplift during this period).</li> <li>5. This report is proposing to take up a permitted extension of two years from October 1st, 2024, in line with Clause 3.1 of the contract and the Cabinet report from 17<sup>th</sup> February 2021 and to gain approval for a further permitted two-year extension from 1<sup>st</sup> October 2026 (subject to service review and approval of service director by March 2026). Approval is being sought for this as the original cabinet report only sought approval for spend from October 2021 to September 2024 and not for any extensions beyond this. Following this,</li> </ol>			

Bristol City Council will go out to tender for a new service from October 2028.

6. In addition, this report is also proposing that the council will evaluate prices annually and will apply economic price adjustments where applicable as the funding for street Outreach has had no uplift for the last ten years. This is also a reflection of the need to ensure that the Outreach team maintains the current structure to enable them to work with almost 1,000 people that come onto the streets each year. A recent 'Deep Dive' review of RSI funding highlighted that the service needs more capacity to engage with the number of people coming onto the streets, emphasising the need to at least maintain current funding levels".
7. The trigger for making an economic price adjustment will be if CPI has increased or decreased by more than 2% since the beginning of the contract, or since the last time there was a price adjustment (whichever is more recent). If CPI fluctuates by less than 2% since last time there was a price adjustment, then the prices will remain the same. The price adjustment will be linked to CPI, looking at CPI at the point of price evaluation, and then using this as a guide as to how to adjust the prices for the following 12 months until the next price evaluation. Increases in pricing will be capped at 5%.
8. The service has good outcomes and plays an integral operational role in connecting clients with different services, including specialist services to address needs around mental health, benefits, substance use, physical health, offending and domestic violence. In addition, the service manager plays an important strategic role in leadership of sector-wide approaches to reduce rough sleeping in the city.

**Cabinet Member / Officer Recommendations:**

**That Cabinet:**

1. Authorises the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Housing Delivery and Homelessness to approve a two year extension for the Bristol Outreach Service from October 1st 2024 and (subject to service review) a further two year extension from 1st October 2026 with a maximum total budget envelope of up to £2,239,800 (subject to any annual uplift agreed that will be based on CPI and an appropriate Housing index) as outlined in this report.

**Corporate Strategy alignment:**

1. Key commitment to reduce the overall level of homelessness and rough sleeping, with no-one needing to spend a 'second night out'

**City Benefits:**

1. In brief, the extension of the Bristol Street Outreach service will mean that people sleeping rough in the city have access to specialist engagement workers providing links to both accommodation and support services, as well as access to Severe Weather Emergency Protocol measures.

**Consultation Details:**

1. There was extensive consultation carried out for the Reducing Rough Sleeping Commissioning Plan published in January 2021.

**Background Documents:**

Ending rough sleeping for good: <https://www.gov.uk/government/publications/ending-rough-sleeping-for-good>  
 Delivery Plan: <https://www.gov.uk/government/publications/rough-sleeping-strategy-delivery-plan>  
 Bristol's Reducing Rough Sleeping Commissioning plan: <https://www.bristol.gov.uk/council-and-mayor/policies-plans-and-strategies/housing/commissioning-homelessness-prevention-services>

<b>Revenue Cost</b>	£2,239,800	<b>Source of Revenue Funding</b>	Wraparound Service
<b>Capital Cost</b>	N.A	<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 report seeks approval for the extension of the current contract for services with Bristol Street Outreach for a further four years from 1 October 2024 to 30 September 2028. The contract has a current

annual value of £559,950 so the initial total value over the four years will be £2,239,800.

The new contract extension will allow annual uplifts depending on inflationary movements as measured by CPI. If CPI is above 2% then the annual contract value would be uplifted by the CPI level. If CPI is 2% or below, then there would be no uplift in the annual value. It would make sense to review the CPI level in September and the September 2024 level would determine the uplift for the following year, in this case the first year. The most recent BOE inflation forecast places September 2024 CPI at between 2 and 2.75%. This would trigger an annual uplift in the first year of the contract of between £11,199 and £15,398. This will increase costs in 2024/25 and this will need to be absorbed within the overall Housing Options budget.

If CPI is higher then there would be a higher uplift. A September 2024 CPI of 4% would result in increased annual costs of £22,400. If CPI stayed at 4% throughout the life of the contract, then this would result in potential growth of £185,600 over the life of the contract. Any such increase would require budget growth bid accompanied by a robust business case before any contract extension should be awarded.

**Finance Business Partner:** Martin Johnson – Interim Finance Business Partner Housing & Landlord Services 19 February 2024

**2. Legal Advice:** The extensions being invoked are provided for in the contract and were previously approved by Cabinet. Legal Services will advise and assist in relation to the contractual arrangements for the extensions.

**Legal Team Leader:** Husinara Jones, Team Manager/Solicitor 12 February 2024

**3. Implications on IT:** I am comfortable that there is no implication on IT in regard to this report and its content.

**IT Team Leader:** Gavin Arbuckle 18 January 2023

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

**HR Partner:** Celia Williams – HR Business Partner, G&R 9 January 2024

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	24 January 2024
<b>Cabinet Member sign-off</b>	Councillor Tom Renhard	5 February 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<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>

# Bristol Street Outreach Extension 2024-26

## Negative Risks that offer a threat to the service 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
BSO 2024-25-001	Rise in rough sleeping if the service is not extended.	Impact of not having a core outreach and engagement service in the city	Increase in rough sleeping. Increased pressure on Homeless Prevention Services, Temporary Accommodation (TA)	Open	Empowering and Caring	Communities/Social/Financial	Paul Sylvester			2	5	10		1	5	5	Dec-23
BSO 2024-25-002	Despite having services in place that prevent and relieve rough sleeping, the flow of people coming onto the streets increases.	Causes of rough sleeping increase due to economy and lack of affordable accommodation	Increase in rough sleeping. Increased pressure on Homeless Prevention Services, Temporary Accommodation (TA).	Open	Empowering and Caring	Communities/Social/Financial	Paul Sylvester	Monthly monitoring of levels of rough sleeping, responsiveness of linked services to address rises and work to move people away from the streets and into accommodation. DLUHC commitment to funding services in the city to prevent and reduce rough sleeping, including funded bed-spaces.	>	2	5	10		1	5	5	Dec-23
BSO 2024-25-003	Reputational risk that levels of Rough Sleeping do not reduce in line with targets due to the flow of people coming onto the streets increasing the numbers of people on the streets during snapshot counts of people rough sleeping.	Increase in homelessness and rough sleeping due to cost of living crisis and other govt policies e.g. fast track home office decisions	Loss of reputation with govt; Loss of reputation with Bristol population; impact on Bristol as a Business and Tourism destination. Increased pressure on wider emergency /street services (eg A&E, police, ASB team).	Open	Empowering and Caring	Reputational	Paul Sylvester	Constant dialogue with Govt advisors, increases could lead to further funding opportunities from DLUHC so govt maintain pledge to reduce rough sleeping. DLUHC committed to funding services in the city. Causes of rough sleeping need to be clearly communicated to public and media through Comms Group.	<	2	5	10		1	5	5	Dec-23



# Equality Impact Assessment [version 2.12]



Bristol Street Outreach service extension through 2024-26	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state] <i>Funding bid</i>	<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 \(EqIA\) \(sharepoint.com\)](#).

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 objective of this proposal is to take up a permitted two-year extension to extend the existing Bristol Street Outreach (BSO) service from 1<sup>st</sup> October 2024- 30<sup>th</sup> September 2026, with an option to extend for a further two years, subject to review.

As part of the work in the city to reduce rough sleeping and help people move off the streets, Bristol City Council have funded the Bristol Street Outreach service. This service works alongside several other services that are designed to prevent and relieve rough sleeping that are funded through the Rough Sleeping Initiative (RSI) from the Department for Levelling Up, Housing and Communities (DLUHC).

Bristol Street Outreach is the main service engaging with people on the streets and works with people to link with support services and to move into accommodation.

This EQIA is an update of the EQIA that was produced for the Reducing Rough Sleeping Commissioning Plan that can be found on the BCC website [here](#). Much of the data is derived from the Needs Analysis for the Commissioning Plan.

Please note – this EQIA primarily considers the equalities implications if the proposal described above is not taken forward, i.e. the scenario that there is no Bristol Street Outreach (BSO) service performing this function in the city.

### 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.

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

Following consultation with equalities team, the proposal to extend the service would not have an equalities impact. However a situation where the service was not extended would have a major equalities impact. This impact will be discussed in the remainder of the form.

## 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
<i>Housing Support Register</i>	Database for at risk and vulnerable citywide homelessness prevention placements. This database has a record for each person who sleeps rough, listing their personal characteristics, support needs, rough sleeping events and outcomes for example moving into accommodation. This shows us the number and range of people with different equalities characteristics who would be disadvantaged if the BSO service was not in place. This data is not included here as it is not publicly available.
Abritas	Database for citywide Homelessness Prevention Service to capture those assessed under the Homelessness Reduction Act - linked to gov.uk H-CLIC. This database has a record for each person who makes a homelessness presentation, listing their personal characteristics at the time of their application and supporting analysis of the characteristics of people at risk of rough sleeping. This demonstrates the

	demand for rough sleeping services, including the BSO service. This data is not included here as it is not publicly available.
Joint Strategic Needs Assessment	Citywide quarterly data, population, housing, health. This <a href="#">Joint Strategic Needs Assessment</a> provides a city-level point of reference against which to compare the personal characteristics of those people who a) make homelessness applications and b) sleep rough in Bristol.
National Statutory Homelessness Statistics (Department of Levelling up Housing & Communities)	<a href="#">National Homelessness Data</a> from quarterly returns by local government through H-CLIC returns. These statistics provide a point of reference to compare local equalities data with national homelessness trends. Bristol experienced a rise in rough sleeping during the autumn of 2023 at rates above most areas in the UK.
Homelessness Trends	Quarterly report on citywide homeless trends. This report supports analysis of changing trends in the demographics of people sleeping rough from year to year in Bristol. Both 2022-23 and 2023-24 have seen rises of around 25% against a variety of measures. This data is not included here as it is not publicly available.
Rough Sleeping snapshot	Citywide monthly and annual street count reported to DLUHC. This annual figure and detailed monthly report . is the main way to identify trends in rough sleeping. In the autumn of 2023, rises in monthly and nightly rough sleeping and both ‘new to the streets’ and ‘longer-term’ rough sleeping demonstrated the ongoing need for the BSO service. This data is not included here as it is not publicly available.
<p><b>Additional comments:</b></p> <p>The numbers of people rough sleeping in Bristol have increased markedly since 2013 as a result of austerity (reducing service provision), Welfare Benefit reform, lack of affordable housing and, more recently the cost of living crisis. The most recent annual count in November 2023 was 67, higher than in 2022 (58). The RSI 2022-25 funding bid and services implemented follow subsequent smaller bids new bid for further ‘Targeted Funding’ and ‘Move On and Prevention’ will aim to reduce rough sleeping by 2024-25.</p> <p>Statutory homeless statistics capture data on everyone who has been assessed under the Homelessness Reduction Act. The latest national statistics (2020-21) indicate that homelessness has disproportionately affected certain communities, with single households, young people, and minoritised ethnic communities (especially Black/Black British people) who have seen the greatest increases.</p> <p>The people described above who sleep rough in Bristol are all worked with by the Bristol Street Outreach Service. If this service was not extended as outlined in this proposal, outcomes for these people in terms of accessing accommodation and ending rough sleeping would be severely impacted. Equalities information about the people sleeping rough would also reduce significantly since the service is a key provider of data – this would have an impact on strategic equalities planning in the sector.</p>	

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

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

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

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

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

Data collected for the homelessness review indicates that there are gaps in existing ethnicity data and sexual orientation data; characteristics are not always stated or recorded. We will be looking to improve the range of equalities data we gather, both as a local authority and through the homelessness services we commission. Last year was a transition year for many services as we had to rationalise all the services that were created during everyone in and go out to tender. We now have all the correct services in place and are requesting that all commissioned services undertake an Equality Impact Assessment as part of the annual monitoring for 2023-24 to identify any gaps in access to groups with protected characteristics who are rough sleeping or at risk of rough sleeping in the city.

## 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 Homelessness & Rough Sleeping Strategy 2019-24, which was informed by a full public consultation with external stakeholders and service users underwrites the provision of statutory homelessness services in the city, including services that aim to tackle rough sleeping and improve health and wellbeing. This strategy applies multi-agency governance that includes stakeholders and those with lived experience of homelessness.

We also met with service providers to consider services that they feel are gaps in the current system and the inclusion of new interventions in the RSI 2022-25 bid. Representatives from Independent Futures (IF) with lived experience of homelessness also gave feedback on proposals and will be involved in the commissioning process. The original commissioning plan for rough sleeping services published in December 2019 contains extensive consultation with people using services about the proposals that we are implementing.

These consultations considered scenarios with and without the proposed service.

## 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 Independent Futures representatives (an organisation of people with lived experience of rough sleeping) is a thread that runs through our commissioning processes. Representatives from this group also assist in peer interviews of people who use services to inform service development, reduce gaps and improve access to services – including through feedback on Bristol Street Outreach.

## 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)	
<p>Bristol Street Outreach is the first and main service working with people engaging in repeat and longer-term rough sleeping. As a result the service is the starting point in the process of accessing services that relieve and prevent rough sleeping, provide accommodation, and offer support to maintain accommodation. The service also refers into specialist services including substance use, mental health, benefits advice and immigration legal advice; as well as specialist services for young people, vulnerable women and people who have no recourse to public funding. Bristol Street Outreach mitigates the barriers that these groups may face accessing homelessness and rough sleeping services. These referrals would be impacted in the absence of the service for people with all characteristics and also with specific impact for people with certain characteristics as described below.</p>	
<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:	<p>Information from the Needs Analysis shows that the majority of people (over 75%) who have accessed the current Rough Sleeper Service last year are aged between 26 and 50 years old. The number of <b>young people (18 to 25)</b> was 10% of the client group. Young people (up to the age of 25) are offered accommodation in the young people's pathway as this is often more appropriate for their needs and prevents them being exposed to older people with more complex needs who may take advantage of their vulnerability.</p> <p>This 10% who are young people would be disadvantaged in the case that the BSO contract is not extended, because their referral on to youth-specific services would be slower and less effective.</p>
Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach services for young people. This would take time and it is likely there would be a gap in service provision for the client group.
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>Only 1% of clients who have contact with the service are <b>61 years or older</b>. This partly reflects the vulnerability of people who end up sleeping on the streets and the complexity of their issues. The mean age at death was 45 years for men and 43 for women, far lower than for the general population, which is 76 years and 81 years for men and women respectively. This often reflects the impact of living on the streets, and the trauma that many people experience in early life. Information from 2022-23 indicates that this level remains the same.</p> <p>In the case that the BSO contract is not extended, older clients would be disadvantaged because they are at greater risk on the streets.</p>
Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach services for older people. Again, this would take time and it is likely there would be a gap in service provision for the client group.
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The majority of people on entry to the BSO service responded to say that they were not a Disabled Person; indeed only 9% in 2017-2020 and 7% in 2019-20 stated that they were Disabled. The first two quarters of 2020-21 there was an increase in those where their Disability status was unknown, again possibly reflecting people who moved from rough sleeping before fuller details were collected. However, as noted in the Needs Analysis, this contrasts with a 2010 Homelessness Audit of 152 people in homelessness services or

	<p>supported housing, whereby 59% said they experienced a long-term physical health need or problem. We also know that in the adult supported accommodation pathways in 2018-19, 73% of people have mental health needs and 43% of people have physical health needs. Accommodation needs to be accessible for those with physical impairments (e.g., mobility difficulties, wheelchair users).</p> <p>In the case that the BSO contract is not extended, these clients would be disadvantaged because they are at greater risk on the streets.</p>
Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach service for Disabled people. Again, this would take time and it is likely there would be a gap in service provision for the client group.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>Around 20% of BSO clients were female in the first six months of 2022-23. Women face greater risks on the streets including assault and exploitation and have higher risk strategies for avoiding rough sleeping (for example staying with abusive partners). Numbers of women on the streets are also under-represented in data due to difficulties identifying women who sleep rough at different times of day and in hidden locations.</p> <p>In the case that the BSO contract is not extended, these clients would be disadvantaged because they are at greater risk on the streets.</p>
Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach services for women. Again, this would take time and it is likely there would be a gap in service provision for the client group.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>People of some sexual orientations are at greater risk of discrimination and violence on the streets including hate crime and anti-social behaviour.</p> <p>In the case that the BSO contract is not extended, these clients would be disadvantaged because they are at risk on the streets.</p>
Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach services for people with all sexual orientations. Again, this would take time and it is likely there would be a gap in service provision for the client group.
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Services are largely provided for single people.
Mitigations:	Any pregnant rough sleepers will be referred to suitable services commissioned through different funding.
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>Work is being undertaken to ensure that any Trans clients who are rough sleeping feel comfortable accessing Outreach services (4 clients in 2022-23). We will build a collaborative relationship with accommodation providers and relevant support services to select and place people in appropriate accommodation across the city. Service providers are required to have robust policies to tackle discrimination, harassment, victimisations and hate incidents. All services are required to work within the public sector equality duty framework. This will be a focus of the provider equality impact assessments and we will discuss this with the supported housing Pathways to consider specific provision. A service EQIA that is currently being undertaken by the BSO Team will explore any access issues and outcomes for these clients.</p> <p>In the case that the BSO contract is not extended, these clients would be disadvantaged because they are at risk on the streets.</p>

Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach services for people with gender reassignment. Again, this would take time and it is likely there would be a gap in service provision for the client group.
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>Information from the Needs Analysis tells us that there are now lower levels of Black/African/Caribbean/Black British people, white other and lower levels of Asian/Asian British people engaging with the service compared to the Bristol population in the <a href="#">2021 census</a>. For the 12 months to the end of June 2023, for people where their ethnicity was known, 194 people (13%) were from Black and Minority Ethnic (BAME) ethnicities. This compares with 18.9% of the Bristol population as reported by the census.</p> <p>Information for the first two quarters of 2020-21 during the COVID19 period show a reduction in those identifying as White British, from 62% in both previous time periods to 52%. This drop is explained by slight increases in most other ethnicities - in particular double the number of individuals identifying as Black or Black British: African or where the ethnicity is unknown. This suggests that the COVID pandemic has had more of an impact on non-White British people who are disproportionately likely to enter the rough sleeping service. During 'Everyone in' the government suspended legislation around people who had no recourse to public funding which is likely to have had an impact in the reduction of White British clients in comparison to previous years.</p> <p>Service providers are required to have robust policies to tackle discrimination, harassment, victimisations and hate incidents which has been informed by SARI. All services are required to work within the public sector equality duty framework. RSI funding has provided legal advice and support for people who have no recourse to public funding to provide accommodation, help regularise status and provide more options for people to leave the streets.</p> <p>Recent data from the Outreach Team for 2022-23 shows a reduction in Black African clients and White Other clients have also reduced due to Brexit and the EUSS scheme. In the past few years there has been an increase in Romanian Roma clients who have been rough sleeping in the city.</p> <p>In the case that the BSO contract is not extended, these clients would be disadvantaged because they are disproportionately represented on the streets.</p>
Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach services for people of different ethnicities. Again, this would take time and it is likely there would be a gap in service provision for the client group.
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>A significant proportion engaging with homelessness services say they have no religion. More recently 12% said they were Christian and 4% said they were Muslim.</p> <p>In the case that the BSO contract is not extended, clients of different religions would be disadvantaged.</p>
Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach service for people of different religions. Again, this would take time and it is likely there would be a gap in service provision for the client group.
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Services are mostly for single people.
Mitigations:	n/a

OTHER RELEVANT CHARACTERISTICS	
<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Almost all people sleeping rough in Bristol experience socio-economic deprivation – this is therefore at a disproportionate rate compared with wider society.  In the case that the BSO contract is not extended, more people experiencing socio-economic deprivation would be disadvantaged because they make up more of the population of people sleeping rough.
Mitigations:	In the case that the BSO contract is not extended, other services would need to be commissioned or expanded to offer a street outreach service for people of different religions. Again, this would take time and it is likely there would be a gap in service provision for the client group.
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	We do not currently have evidence about numbers of carers sleeping rough.
Mitigations:	Careful consideration of location and access to carer network for placement
<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:	N/A
Mitigations:	N/A

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

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

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

The proposal will advance equality of opportunity for those who are currently street homeless by providing support and engagement by improving onward access to homeless services through support workers and navigators.

As described above, BSO refers clients into specialist services (e.g. youth services, immigration advice, social care). It also has its own processes for ensuring equality of support via the service. It also undertakes the equalities monitoring of people sleeping rough in the city, enabling us to work strategically to ensure that other services that do not disadvantage people due to their personal characteristics.

## Step 4: Impact

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

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

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

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

The negative impacts described above all relate to the scenario where the BSO contract is not extended, helping clarify the specific equalities consequences of not taking this proposal forward.



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

The proposal will advance equality of opportunity for those who are currently street homeless or are at risk of homelessness by providing accommodation and support to access homelessness prevention services.

**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 support providers to ensure better data collection to reduce gaps and increase understanding of this client group.	Commissioning Manager	6 months
We will continue to monitor data and ensure that all commissioned services produce an EQIA with an action plan each year to improve access to services for all protected characteristic groups. The EQIAs and action plans will be an integral part of the annual reviews of services.	Commissioning Manager	Annually

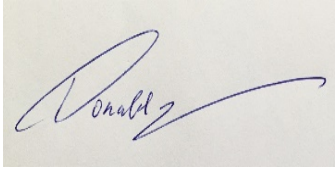
**4.3 How will the impact of your proposal and actions be measured?**

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.

- Ongoing quarterly monitoring of KPIs including outcomes for people sleeping rough.
- Ongoing quarterly equalities monitoring of people sleeping rough in Bristol who are engaged with by the service.
- Monthly Street Count reports which include equalities data.
- Monthly DELTA returns to DLUHC which include extensive data on rough sleeping and includes some equalities detail.
- Annual review of service performance.
- Regular data analysis of outcomes and equalities information for people sleeping rough.

**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 of Housing and Landlord Services 
Date: 9/1/2024	Date: 11/1/2024

<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: Bristol Street Outreach Contract Extension</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 checked="" type="checkbox"/> Service	<input type="checkbox"/> New	<input type="checkbox"/> Changing
<input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> Already exists / review	
<b>Directorate: Growth and Regeneration</b>	<b>Lead Officer name: Paul Sylvester</b>	
<b>Service Area: Housing</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 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 objective of this proposal is to take up a permitted two-year extension to extend the existing Bristol Street Outreach (BSO) service from 1st October 2024- 30th September 2026.

As part of the work in the city to reduce rough sleeping and help people move off the streets, Bristol City Council have funded the Bristol Street Outreach service. This service works alongside several other services that are designed to prevent and relieve rough sleeping that are funded through the Rough Sleeping Initiative (RSI) from the Department for Levelling Up, Housing and Communities (DLUHC).

Bristol Street Outreach is the main service engaging with people on the streets and works with people to link with support services and to move into accommodation. The service also:

- manages a multi-agency ‘Hub’ for services that prevent and relieve rough sleeping;
- coordinates access to 47 supported Outreach access beds;
- coordinates the Bristol Weather Emergency Protocol (to prevent loss of life);
- coordinates bi-monthly and annual rough sleeper counts in the city;
- provides monthly data for returns to DLUHC;
- takes a lead – with BCC - in ensuring that all services for people who are rough sleeping work coherently and effectively.

### 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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	<input checked="" type="checkbox"/> <b>Not applicable</b>	[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)		
This proposal does not have significant environmental impacts, since it is a continuation of an existing contract. Any potential to make variations in the contract extension will be limited, but where any opportunities exist to strengthen environmental provisions, it is suggested that they are used.		
<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 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>Additional staff may lead to an increase in emissions through increased travel.</p> <p>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.</p>
	<p><b>Mitigating actions</b></p>	<p>Contract variations and the contract management process will be used to encourage active travel, the efficient use of travel, and efficient (zero or low emission) vehicles.</p> <p>Contract variations and the contract management process will be used to encourage the efficient use of utilities and efficiency of buildings.</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></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"/> No impact</p>	<p><b>Benefits</b></p> <p>The provision of waste and recycling services and how well users separate recycling will affect this impact.</p> <p>Reducing rough sleeping will reduce associated waste being left on the street.</p>
	<p><b>Enhancing actions</b></p> <p>Contract variations and the contract management process will be used to encourage the provision and proper use of effective recycling infrastructure.</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>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>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"/> No impact</p>	<p><b>Benefits</b></p> <p>Reducing homelessness reduces exposure to extreme weather that can be associated with climate change.</p>
	<p><b>Enhancing actions</b></p> <p>Contract variations and the contract management process will be used to encourage the use of accommodation that does not put users at risk from extreme weather (particularly heatwaves) and flooding.</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>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>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>	
	<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>	Additional staff may lead to an increase in pollution through increased travel.
	<b>Mitigating actions</b>	Contract variations and the contract management process will be used to encourage active travel, the efficient use of travel, and efficient (zero or low pollution) vehicles.
<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.

<b>Enhancing / mitigating action required</b>	<b>Responsible Officer</b>	<b>Timescale</b>
Contract variations and the contract management process will be used to encourage active travel, the efficient use of travel, and efficient (zero or low emission or pollution) vehicles.	Hywel Caddy	31 <sup>st</sup> October 2024
Contract variations and the contract management process will be used to encourage the efficient use of utilities and efficiency of buildings.	Hywel Caddy	31 <sup>st</sup> October 2024
Contract variations and the contract management process will be used to encourage the provision and proper use of effective recycling infrastructure.	Hywel Caddy	31 <sup>st</sup> October 2024
Contract variations and the contract management process will be used to encourage the use of accommodation that does not put users at risk from extreme weather (particularly heatwaves) and flooding.	Hywel Caddy	31 <sup>st</sup> October 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>.

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> Giles Liddell, Environmental Performance Co-ordinator	<b>Submitting author:</b> Harry Greatorex, Commissioning Manager - Move-On Accommodation
<b>Date:</b> 09/01/2024	<b>Date:</b> 07/12/2023

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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:** 05 March 2024

<b>TITLE</b>	Accelerating the Transformation of Temporary Accommodation		
<b>Ward(s)</b>	City-wide		
<b>Author:</b> Louise Davidson	<b>Job title:</b> Head of Housing Delivery		
<b>Cabinet lead:</b> Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	<b>Executive Director lead:</b> Stephen Peacock (Chief Executive)		
<b>Proposal origin:</b> Councillor			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>  To inform Cabinet on the ambition to reduce the cost of temporary accommodation and specialist and supported housing; and to provide an update on work to establish a second housing company operating as a not-for-profit Registered Provider with the potential to increase and accelerate the supply of temporary accommodation and specialist and supported housing for the city.			
<b>Evidence Base</b>			
<u>Background</u>			
<ol style="list-style-type: none"> <li>1. The council has four key priority transformation priorities across Property, Temporary Accommodation (TA), Children’s &amp; Education and Adult Social Care. All are connected by the requirement to supply additional homes to address demand pressures.</li> <li>2. Specialist and supported homes are provided alongside support on a short, medium or long term basis for individuals or households who are homeless and / or have a temporary or permanent care and support need. These homes might be subsidised affordable housing or delivered through exempt rents; they may be a permanent or short-term supply, delivered through new build, acquisition or leasehold arrangements. Appendix A provides a fuller explanation of how delivery of exempt rent accommodation will work to address current cost challenges for the council.</li> <li>3. Over the last 12 months officers have engaged with a range of Registered Providers (RPs) and other specialist housing partners in the city to increase the targeted supply of housing to address this need and is launching a Supported Housing Delivery Plan (SHDP) to direct this delivery.</li> <li>4. The Supported Housing Delivery Plan articulates and quantifies the demand and requirements for new specialist provision for the next five years. The SHDP will be adopted in early March, using the Delegated Authorities awarded to the Executive Director of Growth and Regeneration under Project 1000; the Council’s current Housing Delivery Plan.</li> <li>5. Whilst there is clear interest in delivery and an increase in the pipeline of new schemes to support the three</li> </ol>			



transformation areas, the capacity in the city to meet demand is of concern: RPs are reporting pressures on their own borrowing capacity as they face challenges around the cost of borrowing, investment into their own housing stock and cost inflation in construction.

6. Some of our larger RP partners do not deliver supported housing and some restrict the area of their supported housing services geographically or by client group.
7. There is currently a pipeline of 300 supported housing units planned for the city. Much of this pipeline has emerged over the past 12 months following targeted engagement with the RPs in Spring 2023. There are 8 RPs currently looking to deliver new supported housing provision in Bristol.
8. The reliance on private sector provision to meet TA or other supported housing provision is an underlying factor in the escalating cost of meeting the needs of the City's most vulnerable citizens, linked to both housing benefit rules and market forces.
9. The council's own Housing Revenue Account (HRA) is working with both Adult and Children Services to address some of this specialist housing need. However the HRA does not have an established supported housing specialism to meet the needs of some of the City's most vulnerable clients. Since April 2023 the HRA has met the needs of 74 care leavers and has rehoused 19 vulnerable adults in receipt of care. It has also provided 98 units of Temporary Accommodation. The targeted allocation of its housing stock is making a significant impact in addressing specialist housing needs but this impacts on the allocation of homes to households on HomeChoice who require an affordable, rented home in the city.

#### Increasing capacity for supported housing delivery in Bristol

10. The creation of a council owned not-for-profit Registered Provider has the potential to provide much needed additional capacity to the existing supply by delivering both exempt rent and other models of specialist and supported housing.
11. If the council establishes an RP and directs its activity towards addressing the subsidy loss incurred by placing homeless households in private sector TA, the levels of potential savings would be substantial. A programme of Temporary Social Housing commissioning that replaces the spot and block purchase of TA has the potential to save the council up to £12.2m a year in subsidy loss, would incur £2.6m in support costs, giving a net saving of £9.6m a year (see appendix A for more details).
12. The provision of new exempt rent supported housing for clients with a care requirement via the development of adapted, accessible and specialist housing would also generate significant savings for the council. There are over 400 Adult Social Care customers living in residential care settings who could be better accommodated in supported housing. For example, the council currently supports the costs of accommodating 16 young adults in the Preparing for Adulthood (Transitions) cohort in residential care. A saving of around £935,000 p/a would be made if these young people lived in a supported housing setting (see Appendix A for more details).
13. Accommodating care leavers in a supported housing placement instead of External Supported Accommodation would save the council on average £1,500 per person per week.
14. A council-owned registered provider would deliver significant financial benefits to the council, as well as benefitting the people living in these homes. Households who are homeless and living in supported housing will benefit directly from the support to recover from homelessness and move into permanent housing. Clients living in specialist and supported housing will benefit from having an independent home with targeted personal care and support.
15. The establishment of a second housing company will be underpinned by a strong evidence base around the capacity challenge in the city to meet demand and a robust review of other means to maximise delivery. This work will consider all routes for creating additional capacity for temporary accommodation and specialist and

supported housing and will encompass the HRA, delivery via existing RPs, the creation of a council-owned RP and private sector partnerships. For all of these delivery options, the council will need to be able to determine risks, deliverability, viability and best fit for the types of homes needed to meet the specialist and supported housing pressures in the city.

16. A new council owned RP would have the potential capacity to deliver more than specialist and supported housing. The opportunity to deliver a wide range of tenures and affordable housing products can be explored, for example Rent-to-Buy and discounted intermediate rented and other products aimed at addressing the housing needs of the city's Key Workers, which would complement the affordable homes delivered by the HRA and the council's partner RPs.
17. The new housing company would be aligned to, and complement, the Council's existing housing company, Goram Homes. This sister company would build on Goram Homes' mission to deliver new market sale and affordable homes, by owning / leasing and managing other tenure such as temporary and specialist accommodation. The two companies would work closely together to help us tackle our housing challenges, and respond to cost pressures, and could potentially share services and Board. When Goram was established, Cabinet gave approval to set up two housing companies. The proposed creation of a new council owned RP links naturally to the existing housing company and it is proposed that the second Goram company is used for this purpose.
18. Achieving Registered Provider status will ensure that the new housing company can maximise its impact on significantly reducing council spend on TA and residential placements by Adult and Children Services. It will allow the council to direct new supply and control delivery of TA and supported housing to maximise savings; to control the quality of new provision and to flex supply to meet any changing demands. The new RP will be able to join existing commissioning frameworks or enable the creation of new bespoke partnership working arrangements to address need.
19. Arcadis (the council's strategic partner) will be commissioned to undertake the work set out in paragraph 15 under the auspices of the work of the council's Supported Housing Delivery Board, ultimately reporting into the Corporate Leadership Board. Delivery governance will form part of the first phase of the Arcadis work.
20. It is likely to take the new housing company 18-24 months to achieve Registered Provider status with the Regulator of Social Housing. In the meantime, the new company will be able to work with a partner RP provider in the city to accelerate delivery of exempt rent accommodation. It will also work with the council to establish clear routes to new delivery including funding strategies and prioritisation of delivery activity.

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

That cabinet:

1. Notes the potential benefits of a council-owned not for profit RP and the ambition to take all appropriate steps to establish a company to help address the need to deliver specialist and supported housing in the city and to potentially deliver a wider range of affordable housing products to meet the City's needs.
2. Authorises the Chief Executive, in consultation with all Executive Directors, the Cabinet Member for Housing Delivery and Homelessness and the Deputy Mayor with responsibility for City Economy, Finance and Performance to progress the development of a Full Business Case for the establishment of a company to be approved in accordance with the decision pathway.

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

1. HC1 Housing supply: Ensure the affordability, availability, diversity and sustainability of housing for all. This includes accelerating home-building in the city to at least 2,000 homes each year, with at least 1,000 affordable, by 2024. Build and retain new social housing; review the system for allocating social housing;

provide more supported and extra-care housing for those who need it; pursue a 'living rent' in the city; and ensure there are strong long-term plans for the council's own housing stock and the use of land in the city.

**City Benefits:**

1. Meet the housing and support needs of needs of homeless families and vulnerable adults and young people in line with Children and families Act (2014) including SEND Code of Practice, The Care Act (2014), the Mental Health Act (1983) (2007). Bristol City Council allocation scheme complies with the requirements of Parts VI and VII of the Housing Act 1996 (as amended) regarding the allocation of accommodation: guidance for local housing authorities in England 2012 and allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006, SI 2006/1294 as amended and with regard to the Equalities Act 2010.
2. Increase the availability of provision which meets BCC's high aspirations young people in BCC's care, delivering in line with the assessed needs to achieve agreed outcomes.
3. Opportunity to increase the capacity in the affordable housing sector around supporting housing for people with complex needs and temporary accommodation.
4. Opportunity to widen the range of affordable housing options in the city.

**Consultation Details:**

1. BCC Shareholder Group
2. Corporate Leadership Board 22 January 2024
3. Internal officer and member consultation
4. Extensive Discussion with Goram Homes
5. Supported Housing Delivery Board

**Background Documents:**

1. [Goram Business Plan 2024/25](#)
2. Transformation Mandates
3. [Project 1000: Housing Delivery Plan](#)

<b>Revenue Cost</b>	£75,000	<b>Source of Revenue Funding</b>	Transformation Funding 24/25
<b>Capital Cost</b>		<b>Source of Capital Funding</b>	
<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 approval to spend £75k on a review to establish the viability and affordability of a second company, in addition to Goram, that will be a not-for-profit Registered Provider to address the shortage of Temporary Accommodation in Bristol. Subsidy Loss caused by Temporary Accommodation is a significant and growing pressure on Council budgets, a programme of Temporary Social Housing commissioning would significantly reduce these pressures.

The initial £75k costs are an approximation of the likely funding required by Arcadis to deliver the work described in the Report at paragraph 15. The requirement will be reconsidered should the actual costs prove high with funding expected to come from the 2024-25 Transformation budget.

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 26 February 2024.

**2. Legal Advice:** The current proposal to establish a second housing company will require a robust and viable business case. A full business case is to be produced and presented for approval in accordance with the decision pathway.

**Legal Team Leader:** Eric Andrews; Team Manager; 22 February 2024

**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 February 2024

**4. HR Advice:** At this stage there are no HR implications evident, but HR advice should be sought throughout the lifecycle of the project to ensure any impact on the workforce is carefully considered in line with BCC HR policy and process.

**HR Partner:** Celia Williams, HR Business Partner – Growth and Regeneration 13 February 2024

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	22 February 2024
<b>Cabinet Member sign-off</b>	Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homelessness	26 February 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	26 February 2024

<b>Appendix A – Further essential background / detail on the proposal</b> Background to the key Transformation Workstreams and their Housing Cost challenges:	<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>

## **Background to the key Transformation Workstreams and their Housing Cost challenges:**

### Using specialist and supported housing with rents exempt from the Rent Standard:

All properties rented by social landlords have rents set in accordance with the [Government's Rent Standard](#). This includes all general needs affordable housing and supported housing for people with lower levels of support needs.

There are two scenarios where rent levels are exempt from the Rent Standard:

- Temporary Social Housing (accommodation which is temporary in nature, provided by a not-for-profit RP with additional commissioned support)
- Specialised Supported Housing (for adults who are Care Act eligible, provided by a not-for-profit RP with costs of accommodation fully covered by housing benefit and the costs of care met elsewhere).

In these scenarios, the government acknowledges that the cost of providing specialised housing is higher than the national formula allows for, so enables a full cost recovery model.

The effect of these rules is that RPs can fully recover the cost of providing the housing (capitalised build cost/ lease cost, management, maintenance and housing-related service charges). In contrast, Local Authorities can only charge a rent for these types of service users up to the rates set by the rent standard.

### Temporary Accommodation:

In Bristol, homelessness levels have increased significantly from pre-covid levels. There are now over 1,400 homeless households currently being accommodated in Temporary Accommodation (TA). The council has a legal obligation to house people who are legally homeless and vulnerable. Due to a lack of affordable housing much of that accommodation is secured via expensive spot purchased TA from the private rental sector. The council claims some of the cost back via Housing Benefit, but this is capped by central government, at Local Housing Allowance (LHA) rates set in 2011, so the amount that the council pays above the cap results in a loss to the council, known as subsidy loss.

The annual TA subsidy loss for 2023/24 is estimated to total over £13m. Long-term, the solution to high numbers of households in TA is to increase the number of general needs affordable housing available and so we are working with our Housing Revenue Account (HRA) and Registered Provider (RP) partners to identify opportunities to increase our housing stock at pace. In the short-term we are working on various workstreams to reduce our dependence on expensive private-rented TA to reduce our subsidy loss.

The delivery of an increased supply of exempt rent Temporary Social Housing, as supported accommodation, will allow total cost recovery through housing benefit.

70% of the TA which the council secures is spot purchased accommodation from the private rental sector through the Emergency Accommodation (EA) Framework. This is the main source of subsidy loss: the council is effectively paying the retail cost of capital and the landlord's profit margin on the properties it rents from the private sector. The council recently recommissioned a new EA

Accelerating the Transformation of Temporary Accommodation  
Appendix A: Increasing the supply of exempt and supported housing and impact on BCC costs

framework in an attempt to secure better value from the private rented sector. Given market conditions this is not expected to significantly improve the situation.

If a significant programme of TSH delivery replaced the spot and block purchasing of TA, based on same number of placements as seen Jan-Dec 2023 (average of 850 pcm), the council would save £12.2m in subsidy loss, but have to spend £2.6m in support costs, giving a net saving of £9.6m:

Spot & Block delivery of TA: average subsidy loss (household/yr)*	subsidy loss from exempt rent TA	Cost of support provision (household/yr)	Annual net saving (household/yr)	Average number of households in TA	Total annual net savings (assuming 850 households)
14,322	£0	£3,120	£11,202	850	£9,521,700

**Spot and block** subsidy loss in 2023 was £12,245,744 (This is based on actual placements and actual subsidy loss for the full calendar year of 2023)

(See Table 1 below for details of current TA provision and costs / subsidy loss levels)

There are implementation challenges with the Temporary Social Housing work which will affect how quickly we bring additional properties on-line and therefore make savings on subsidy loss. These include arrangements for leasing properties from existing TA providers who themselves have leased from other private landlords, agreeing lease costs that meet the criteria for Temporary Social Housing and getting providers on board with the benefits of this approach, recognising that this will change their business model which could lead to organisational changes.

**Table 1: Summary of weekly cost savings for a supported TA placement:**

Replacement of the supply of TA that incurs a subsidy loss for BCC will deliver savings, although revenue costs for support will be required. The potential subsidy loss that can be avoided for each type of accommodation is shown in **bold**

Placement Through	Average weekly Subsidy Loss	Average Weekly Support Cost	How is it limited	Commentary	Households currently in TA
BCC Stock	£0	£30	Limited stock and in high demand	Reduces availability of social rent homes for the city. Support costs to be met by BCC	143
RP Exempt/Supported Accommodation (Singles & Families Framework)*	£0	£60	Subject to RP capacity	Total rent recovery model. Support costs met by BCC. Wider significant savings could be generated by re-commissioning more TA through RPs (new or existing)	146
Private Rented Team TA (families)	<b>£193.48</b>	£0	Subject to PRT sourcing and agreeing lets	Limited supply in the city and still generates subsidy loss. Work intensive	48

Accelerating the Transformation of Temporary Accommodation  
Appendix A: Increasing the supply of exempt and supported housing and impact on BCC costs

Emergency Accommodation (singles)- Spot/Block	<b>£128.80</b>	£0	Large availability, often poor quality	Very expensive, especially for families	474
Emergency Accommodation (families)- Spot/Block	<b>£416.29</b>	£0	Large availability, often poor quality	Very expensive, especially for families	475
Emergency Accommodation - Hotels	<b>£449.05</b>	£0	Large number of rooms available	Very expensive and typically unsuitable accommodation	88

Adult Social Care

The housing element of the Transformation workstream for Adult Social Care is focussed around reducing the high costs of maintaining individuals in residential care settings when their housing and support needs could be better met in a supported living environment provided by one of the council's Registered Provider partners.

The delivery of Specialised Supported Housing enables a housing benefit funded full-cost-recovery model for Adult Social Care accommodation. This will reduce our reliance on expensive residential care settings, delivering cashable savings and cost avoidance for the authority. Recent research commissioned by ASC showed that around 35% of the cost of residential care is attributable to the housing element of provision. Whilst the cost of the care element of meeting someone's needs might not vary significantly in a housing-based setting, the full housing cost will be met via Housing Benefit. This represents around a 35% saving against current residential care costs.

There are over 400 ASC customers currently living in a residential care settings who could be better accommodated in a supported housing environment with care. The current annual cost of these placements exceeds £40,800,000. A potential saving of over £14,200,000 could be made each year if each individual was moved out of residential care. These numbers do not account for the numbers of young people in care with Learning Difficulties or severe mental health who will be transitioning out of Children's Services in the coming years and who will be picked up by ASC as Care Act eligible clients.

Unlike homeless households or care leavers, the client groups whose housing and care needs are being met by Adults Social Care will require housing and care for the whole of their lives. The supply of new housing with care and support to grow as the City's needs increase (see Table 2 below for details of current costs of residential care provision and potential savings).

Children Services: Our Families (Children and Education) Transformation Programme:

The costs associated with placing Care Leavers in External Supported Accommodation (ESA) (this means organisations registered with Ofsted to provide anything up to 16 hours of support per week) is significantly higher than placing a care leaver in affordable supported housing in the city. On average at any one time, 20 care leavers, including Unaccompanied Asylum Seeker Children, have their housing and support needs met through ESA's at an annual cost to the Council of around £1,500,000

Care leavers (unless falling into the Preparing for Adulthood, transitions cohort) do not require exempt accommodation but need an increased supply of affordable supported and supported move-on housing to enable them to develop the skills to sustain independent tenancies and live fully

Accelerating the Transformation of Temporary Accommodation  
Appendix A: Increasing the supply of exempt and supported housing and impact on BCC costs

independent lives. Almost all Care Leavers who are not transitioning due to enduring care needs will move on as they develop independence skills. This housing supply can be delivered by our RP partners and specialist youth housing providers using subsidy from Homes England or the council by way of free land or capital funding.

On average, each care leaver allocated a supported housing placement will save the council £1,500 per week (see Table 2 below for details of current costs of ESA provision and potential savings).

**Table 2: Summary of weekly cost savings for a supported housing placement:**

Replacing residential care and ESA placements with a housing supply where the housing cost will be met by HB will deliver direct savings for BCC. The level of potential weekly savings are shown in **bold**

Cohort	Average Residential / Placement cost per week (as of 19/02/24) (per person)	<b>Saving on housing costs being met by HB (person/per week)</b>	Average continued care / support cost (person/per week)	Numbers currently being housed by BCC in high cost Residential care / ESAs	<b>Total potential saving per week</b>
Transitions / Preparing for Adulthood (over 18, currently ASC funded)	£3,213	<b>£1,124</b>	£2,088.45	16	<b>£17,984</b>
Learning Disability	£1,965	<b>£688</b>	£1,277.25	269	<b>£185,072</b>
Mental Health	£1,368	<b>£479</b>	£889.20	150	<b>£71,850</b>
Care Leavers	£1,837	<b>£1,500</b>	£337	17	<b>£25,500</b>





# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Parks and Green Spaces Strategy and Food Growing and Allotments Strategy</b>	
<b>Ward(s)</b>	Citywide	
<b>Author:</b> Jonathan James	<b>Job title:</b> Head of Service, Natural and Marine Environment	
<b>Cabinet lead:</b> Cllr King, Cabinet Member with responsibility for Public Health and Communities	<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>		
<ol style="list-style-type: none"> <li>To approve a new Parks and Green Spaces and Food Growing and Allotments Strategy that set out ambitions for Bristol’s parks, green spaces and food growing land over the next 15 years up to 2039.</li> <li>To seek approval to proceed with a full bid to the WECA Green Recovery Fund to enable the delivery of a £1M investment in accelerating our ambitions to manage 30% of green space for nature by 2030.</li> </ol>		
<b>Evidence Base:</b>		
<b>Parks and Green Spaces and Food Growing and Allotments Strategy – 2024-2039</b>		
<ol style="list-style-type: none"> <li>Bristol’s parks and green spaces are a significant part of the city’s landscape, with the city covered by over 400 parks and green spaces of varying sizes and functions. Our parks and green spaces play a key role in the city’s overarching vision of becoming a ‘fair, healthy and sustainable city.’</li> <li>Parks and green spaces offer a wide variety of benefits ranging from recreation and culture, to supporting sustainable food growing and renewing wildlife habitats. They are the city’s most popular leisure resource, with over half of residents enjoying a visit to a park every week.</li> <li>A new strategy has been developed in recognition of new challenges the council faces in managing our parks and green spaces, and the need to adapt them to local and national priorities which have emerged since the last strategy was adopted in 2008. Key challenges are: <ul style="list-style-type: none"> <li><b>Financial pressure:</b> It is estimated that, nationally, parks budgets have fallen in real terms by £350m since 2011. Thirteen years of government austerity means that budgets for parks have reduced by around two-thirds since 2010.</li> <li><b>Climate and ecological crises:</b> The latest State of Nature report shows that over half of all UK wild species are in decline and there is an urgent need to restore habitats and create new spaces for nature. Global Warming is creating more extreme weather events, particularly of heat and high precipitation – leading to risk of heat stress and increased flood risks.</li> <li><b>Inequity:</b> Satisfaction with the quality of local parks is lower among people from the most deprived wards of Bristol, as well as disabled people, and single parents. Establishing a more</li> </ul> </li> </ol>		

equitable spread of quality parks and green spaces in the city is a major priority.

- **Inclusion and safety:** There is local and national evidence demonstrating that people's experience of safety and belonging within parks is not equal. Certain features of our parks and green spaces make them less inclusive and safe for certain users, particularly women and girls who are disproportionately impacted by the threat of harassment and violence.
- **Engagement:** Despite an increased demand from residents to have a say in how their parks are enhanced and developed, we know there are barriers to some communities being more involved in decision making around local parks and green spaces.
- **Population growth:** The population of the city is growing with much of that growth focussed on the central area of the city. Informed and realistic standards can help guide provision of good quality green spaces in these areas.
- **Health and wellbeing:** The physical and mental health benefits from parks are not shared equally across the city. Each year around 17 million visits are made to Bristol parks, but nearly half the population (44%) don't visit parks, or do so rarely, rising to 70% not using parks in the most disadvantaged areas of the city (Quality of Life Survey).
- **Food growing:** Since the adoption of our last Allotments Strategy in 2009, interest in food growing – both nationally and locally – has surged; a trend which accelerated during the COVID-19 pandemic. This rise in interest has seen allotment waiting lists grow; our waiting list is currently at 8000 (there are 6,500 people on the list, with some people putting their name down for more than one site). This increase requires a shift from predominantly focussing on the improvement of allotments sites, to considering how we can increase access to food growing opportunities.

4. Our Parks and Green Spaces Strategy 2024 addresses these key challenges, establishing a vision that 'by 2039, all our communities feel that parks are accessible, inclusive, safe, fun and rich in nature and wildlife. We want more people than ever before to visit our parks and stay for longer, and to take part in activities which make them healthier and happier.'

5. The realisation of this vision is underpinned by five key principles:

- **Collaboration:** We will seek to engage a more diverse range of stakeholders and commit to co-designing change in partnership with communities. By delivering with – rather than to – communities, we can achieve more, deliver greater benefits, and accomplish our shared objectives.
- **Creativity:** We will find innovative and creative ways of addressing the biggest challenges outlined in this strategy, and – using an open dialogue with stakeholders and communities – will seek to adapt to new ideas and new ways of thinking.
- **Equitable and Inclusive:** Using Bristol City Council's Equity and Inclusion Policy and Strategic Framework as a guide, we will seek opportunities to collaborate with a more diverse group of stakeholders to achieve our goal of making parks and green spaces more accessible and inclusive for people of all backgrounds. We will be mindful of the impact on equalities groups in all our service delivery.
- **Financially sustainable:** We will be driven by an ambition to create a sustainable and long-term future for parks, focussing on how we can make the most of our assets – both the parks estate and the communities who use them – to drive investment and generate income for future use. We'll be open to new partnerships and opportunities to secure more income for the parks service.
- **Informed:** Our creative approach to developing new and existing spaces will be informed by a growing evidence base which includes local data, learning from the successes of other places and from proactively forming relationships with stakeholders and communities across the city.

6. These principles will enable us to deliver improved outcomes, particularly against the six key priority themes we have identified within the strategy. These are:

- **Nature and Climate:** We will restore habitats and create new spaces for nature, implementing

our plan to manage 30% of council land for nature by 2030 – an additional 830 hectares of land.

- **Children and Young People:** We will deliver quality play opportunities and seek to design future developments around the needs and ideas of children and young people. Children and young people will feel a greater sense of belonging, inclusion and safety within their local parks and green spaces.
- **Community Participation:** We will establish more effective working relationships with organisations and communities that share an interest in improving parks and green spaces. In this way we will develop stronger links, change will better respond to local needs, be better designed, and be delivered at a faster pace.
- **Health and Wellbeing:** Our 'Wild and Well' approach will support a more equitable share of the health benefits which come with visiting parks and green spaces regularly.
- **Culture:** We will build on our piloted 'Our Spirit of Place' approach to ensure our decision-making around cultural offerings in parks is aligned to the needs and aspirations of our communities.
- **Employment and Skills:** – We will address the employment barriers for under-represented groups through the delivery of our Health and Wellbeing Transformation Programme. We will provide more work and training opportunities through an expanded apprenticeship programme and Parks Volunteer Programme.

7. The Strategy also adopts a revised approach to minimum standards for publicly accessible open spaces for in Bristol, an important function in support of the Local Plan. These standards help to ensure that there is sufficient, good quality open space to meet the needs of Bristol's population and maintain ambitious targets for open spaces while being grounded in realistic delivery. More information on this approach is provided in Appendix A2.

8. Our Food Growing and Allotments Strategy has been embedded in the Parks and Green Spaces Strategy in recognition of the role our green space land plays in realising our vision for providing a thriving network of accessible spaces for local people, communities and social enterprises to grow healthy and sustainable food. This network will tackle food inequity, strengthen food resilience and support community cohesion and wellbeing.

9. Off the back of being awarded Gold Sustainable Food City status, we have developed a strategic approach to achieving equitable and sustainable food growing across Bristol. The development of our Food Growing and Allotments Strategy is primarily driven by two documents and their aims – Bristol Good Food 2030 and Bristol Food Equality Strategy 2022 - 2032. Delivery of the Strategy is driven by three key commitments:

- Reducing the number of people who are waiting to access Bristol City Council owned food growing spaces.
- Delivering new spaces for food growing.
- Working to ensure people and communities from every area of the city can access suitable food growing opportunities.

10. We will deliver on these commitments by focussing on four key priorities:

- **Effective Use of Existing Space** – By establishing a stronger tenancy agreement, engaging with our Allotment Associations, and improving information to tenants, we will support a greater number of plots to be used for their full benefit and adapt sites so they make the most of the space available.
- **Collective Food Growing** – Established to satisfy a particular community need and interest in food growing, collective growing is a great opportunity for providing social interaction and community cohesion, and encouraging the participation of under-represented groups.
- **Repurposing Land** – We will review our current landholding agreements so that we can start to explore opportunities to repurpose land to diversify our food growing spaces and ensure land is being used effectively to meet Bristol's food growing aspirations.

- Investment and Sustainable Funding – It is essential that our allotments service can run sustainably. Using allotment plots more efficiently and repurposing land will support this, but to reach the levels of funding required, we will also implement a fairer and more realistic approach to tenancy fees and work with communities to identify strategic funding opportunities.

11. The ambitions and actions which underpin this strategy have been established in conversation with communities and stakeholders, and developed in response to relevant national, regional, and local strategies. The Strategy sets out how we aim to work collaboratively to reach our shared goals.
12. A draft of the Strategy was subject to public consultation between 11 December 2023 and 22 January 2024 with over 700 individuals and relevant organisations responding. Organisations included Bristol Parks Forum, Bristol Walking Alliance, Natural England, Bristol Civic Society and the British Mountaineering Council.
13. The key themes arising from the consultation are set out in a summary of the consultation in Appendix B, a summary of which is provided below:
  - The consultation demonstrated widespread and clear support for the proposals and actions the draft Strategy has set out, giving a clear mandate to proceed.
  - The actions with the highest percentage of people in agreement was ‘to identify sites for tree planting or natural regeneration’ and ‘identify priority sites for Keeping Bristol Cool framework’ (both at 93%)
  - The action with the highest percentage of people disagreeing was ‘to explore commercial activities that improve the recreational offer and income’ (23%).
  - Our Health and Wellbeing theme drew the widest range of comments with subject areas such as safety, accessibility, park design, regulation, volunteering, community engagement, park infrastructure and decision-making all surfacing.
14. Taking into account the consultation responses, the proposed final Strategy document is set out at Appendix A1. Amendments have been made to the draft Strategy including strengthening the relationship between allotments and parks and green spaces in supporting community food growing opportunities, more clearly defined actions and outcomes by 2039 and a commitment to review actions over time. The additional comments made by citizens and local, citywide and national bodies through the consultation will help inform how we approach the delivery of actions and policies going forward and help us identify who to engage with further when we do so.

### **Green Recovery Fund bid**

15. To help us accelerate our ambitions for nature, we will submit a bid to the Green Recovery Fund, administered by the Combined Authority. The deadline for full applications is 15 March 2024. Our ‘Managing More Green Space for Nature’ project proposal will make a significant contribution to urban nature recovery by implementing a first phase pilot towards achieving 30% of council land managed for nature by 2030. This work involved an analysis of Bristol’s ecological network and identified opportunities for habitat improvements to deliver greater connectivity, functionality and resilience for nature. The expected project outcomes are:
  - Increased area of species-rich grassland and wetland habitat within the Bristol Ecological Network.
  - Generate Biodiversity Net Gain (BNG) units facilitating future investment.
  - Improved condition and resilience of habitats within Sites of Nature Conservation Interest (SNCIs).
  - Residents more engaged and contributing to nature recovery in local green spaces.
  - Habitat management plans that direct action and facilitate investment.
  - An understanding of priorities, options and costs for improving fish passage in Bristol’s rivers.

- Learning to enact a full implementation plan to achieve 30% of council land managed for nature by 2030.

Table 1: Activity programme and costs – Green Recovery Fund project:

Activity	Output	Programme	Total Capital £	Total Revenue £	Total Capital & Revenue £
<b>Habitat creation</b>					
Habitat creation/enhancement	65 hectares species-rich grassland created	2024 to 2025	£35,000	£172,894	£333,894
	Ponds x 5 @ £5k/pond	2024 to 2025	£25,000		
	River restoration in South Bristol	TBC	£101,000		
Changes to grass cutting maintenance regimes	Pilot managing for nature grass cutting regimes 1/3 city (BCC land)	2024 to 2026	£195,000	£140,966	£335,966
City-wide conservation vol programme for SNCIs	Management of habitats across 15 SNCIs	2024 to 2026	£24,000	£95,284	£119,284
<b>Engagement</b>					
Communication and engagement	Implementation of Communication Plan	2024 to 2026		£101,882	£101,882
	Engagement for river restoration work	TBC	£0	£1,600	£1,600
	R&D new techniques to engage under-represented groups	TBC	£0	£15,000	£15,000
	Engaging BAME community in conservation volunteering	2024 to 2026	£0	£9,333	£9,333
<b>Development</b>					
Management Plans (Prepare and adopt)	24 new/updated Management Plans for SNCIs	2024 to 2026		£101,882	£101,882
Work to enable sustainable grazing of grassland SNCIs	Grazing Feasibility Study	2024	£0	£7,000	£7,000
Assessing barriers to fish passage within Bristol's river corridors.	SNIFFER Assessment fish barriers & eDNA testing Trym & Frome	2024	£0	£40,000	£40,000
			<b>£380,000</b>	<b>£685,841</b>	<b>£1,065,841</b>

16. BCC's Environmental Impact Assessment has determined significant beneficial impacts from the proposal: The Parks and Green Space strategy sets out much of the framework required for realisation of our corporate environmental objectives relating to nature (ENV2) and climate resilience (ENV4). A successful funding bid will make a significant contribution to the timely achievement of parts of those objectives.

#### Cabinet Member Recommendations:

##### That Cabinet:

1. Approves the Parks and Green Space Strategy and Food Growing and Allotments Strategy as set out in Appendix A1 and Appendix A2.
2. Approves the submission of a grant application of £625,841 to the Green Recovery Fund administered by the Combined Authority to deliver a Managing for Nature project at a cost of £1,065,841.
3. Authorise the Executive Director for Growth and Regeneration in consultation with the Cabinet Member with responsibility for Public Health and Communities, to take all steps required to implement the

Strategies and, if successful, to accept and spend the funding, including to procure and enter into contracts (including any over the key decision threshold), to deliver the Managing for Nature Project as outlined in this report.

4. Note the outcome of the consultation as set out in this report and Appendix B.

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

1. Theme: Development and Delivery – The Strategy will provide opportunities for communities, park users, local stakeholders and volunteers to engage in managing and developing the city’s parks and green spaces. By working with and empowering others, improvements and change will respond better to local needs, be better designed, raise quality and be delivered faster. Developing opportunities for a more diverse range of decision-makers will be key to our service delivery.
2. Theme: Environmental Sustainability – The Strategy commits to a Managing for Nature Plan that will largely deliver our ambition for at least 30% of the Council’s land to be managed for nature. We will establish 50 hectares of new trees and woodland within 10 years and the Strategy will ensure that change is delivered in the right space and protects important existing recreational functions.
3. Theme: Equality and Inclusion – The Strategy adopts equality and inclusion as a strategic principle. We will seek opportunities to collaborate with a more diverse group of stakeholders to achieve our goal of making parks and green spaces more accessible and inclusive for people of all backgrounds.
4. Theme: World Class Employment – we will develop a workforce that is more representative of the communities we serve through our succession planning and invest in volunteering opportunities throughout the city and across our work areas.

#### **City Benefits:**

1. Bristol’s One City Plan – In 2050, Bristol is a fair, healthy and sustainable city. A city of hope and aspiration, where everyone can share in its success.
2. One City Climate Strategy – In 2030, Bristol carbon neutral and climate resilient. We have collectively achieved a fair and inclusive transition; capturing the opportunities of new jobs, investment, improved health, wellbeing and education, and a better environment for local people. We have helped lead the way to a safer global climate.
3. One City Ecological Emergency Strategy – We will work together to ensure that 30% of Bristol’s land is managed for nature. We will create space for nature and find new, fair and inclusive ways to reduce and eliminate the threats to habitats and wildlife. Together we will take action for nature so that both people and wildlife can benefit.
4. Bristol Health and Wellbeing Strategy - Citizens to thrive in a city that supports their mental health and wellbeing, with children growing up free of ‘Adverse Childcare Experiences’ and the gaps in health outcomes between the most economically-deprived areas and the most affluent areas of Bristol significantly reduced.
5. One City, Food Equality Strategy – Food equality exists when all people have. At all times, have access to nutritious, affordable and appropriate food according to their social, cultural and dietary needs. They are equipped with the resources, skills and knowledge to use and benefit from, which is sourced from a resilient, fair and environmentally sustainable food system.
6. Bristol Good Food 2030 – As well as being tasty, healthy affordable and accessible, the food we eat should be good for workers, good for local communities, good for local businesses and good for animal welfare.

#### **Consultation Details:**

1. A draft Parks and Green Spaces and Food Growing and Allotments Strategy was subject to consultation between 11 December 2023 and 22 January 2024.
2. The draft Strategy was informed by engagement with a number of stakeholders during 2022. These are listed in the Strategy on page 59.

3. A briefing on the Strategy took place at Communities Scrutiny on 14 September 2023. Early work on the Managing for Nature elements of the Strategy took place on 17 November 2022.
4. A number of Cabinet Member briefings too place in 2022, 2023 and 2024 on elements of the Strategy content.

**Background Documents:**

[Parks and Green Space Strategy 2008](#)

[Consultation 2024-2039 Parks and Green Spaces and Food Growing and Allotment Strategy](#)

[Bristol Good Food 2030 One City Framework for Action and the Bristol Good Food 2030 Summary](#)

[One City Food Equality Strategy \(2022-32\)](#)

[One City Food Equality Action Plan \(2023-26\)](#)

<b>Revenue Cost</b>	£685,841	<b>Source of Revenue Funding</b>	£625,841 – Combined Authority Green Recovery Fund £60,000 - Natural Flood Management grant
<b>Capital Cost</b>	£380,000	<b>Source of Capital Funding</b>	£291,000 - Management of council land for nature initiative £89,000 - Natural Flood Management grant
<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 requests approval for the Parks and Green Spaces and Food Growing and Allotments Strategy 2024-2039 and the submission of a grant application for £626k to the Green Recovery Fund.

The Green Recovery Fund is required to fund a pilot to establish how Bristol will achieve the commitment to deliver 30% of council land managed for nature by 2030. As match funding, the Council is contributing £291k of the £450k fund to manage council land for nature that is included in the 2024-25 Budget now awaiting Council approval. This may need to be increased by £89k should the bid for Natural Flood Management funding not be successful.

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 26 February 2024.

**2. Legal Advice:**

The submission of a bid for grant funding does not raise any specific legal implications. 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 grant agreement and the conduct of the procurement process and the resulting contractual arrangements.

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.

**Legal Team Leader:** Husinara Jones, Team Manager/Solicitor 12 February 2024

**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 February 2024

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

**HR Partner:** Celia Williams, HR Business Partner 13 February 2024

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	25 January 2024
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<b>Cabinet Member sign-off</b>	Councillor Ellie King, Cabinet Member with responsibility for Public Health and Communities	26 February 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	26 February 2024

<b>Appendix A – Further essential background / detail on the proposal</b> A1 - Parks and Green Spaces and Food Growing and Allotments Strategy A2 - Minimum standards for publicly accessible open spaces for recreation in Bristol	<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>NO</b>
<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>
<b>Appendix L – Procurement</b>	<b>NO</b>

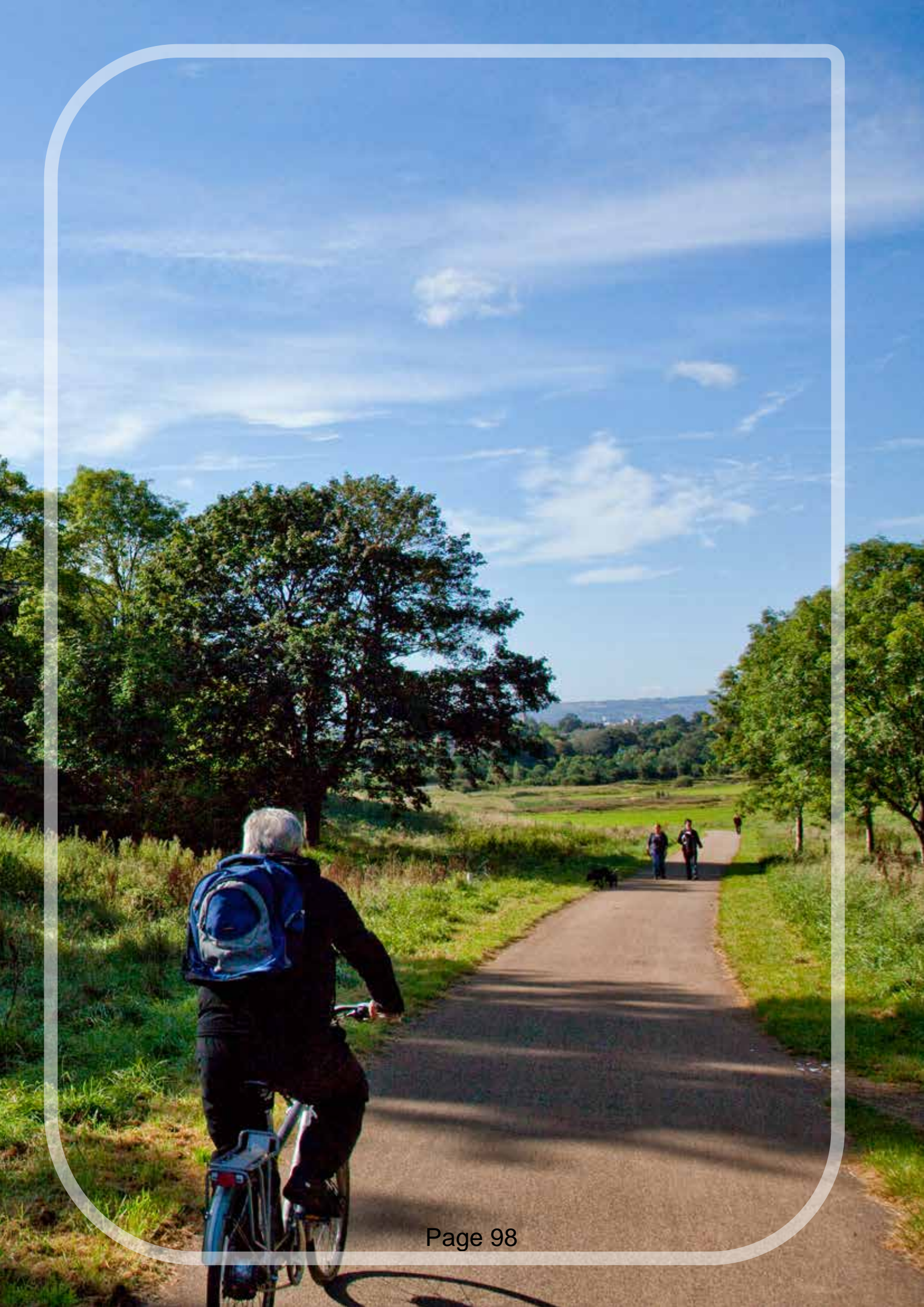


# Bristol City Council Parks and Green Spaces Strategy and

## Food Growing and Allotments Strategy

It is our ambition that by 2039, all our communities feel that parks are accessible, inclusive, safe, fun and rich in nature and wildlife. We want more people than ever before to visit our parks and stay for longer, and to take part in activities which make them healthier and happier.





# Contents

<b>Foreword</b>	<b>4</b>
<b>Chapter 1: Introduction</b>	<b>6</b>
Value of Parks	6
A Vision for Parks in 2039	8
<b>Chapter 2: Strategic Principles</b>	<b>10</b>
<b>Chapter 3: The Bigger Picture</b>	<b>11</b>
<b>Chapter 4: What Space is Included in this Strategy?</b>	<b>13</b>
<b>Chapter 5: Priority Themes</b>	<b>17</b>
<b>Nature and Climate</b>	<b>17</b>
The case for change: Fonhill Park Fonhill Park Sustainable Drainage Scheme	20
<b>Children and Young People</b>	<b>21</b>
The case for change: One Tree per Child - May Park School	24
<b>Community Participation</b>	<b>25</b>
The case for change: Carolina House and Dove Street, Kingsdown	28
<b>Health and Wellbeing</b>	<b>29</b>
The case for change: 'Wild and Well' - Opening parks for health	31
<b>Culture</b>	<b>32</b>
The case for change: Blaise Castle Estate	35
<b>Employment and Skills</b>	<b>36</b>
The case for change: ParkWork	38
<b>Chapter 6: Food Growing and Allotments Strategy</b>	<b>39</b>
The case for change: Alive Activities	43
The case for change: Blaise Nursery Community Growing Project	47
<b>Chapter 7: Implementing Our Strategic Vision – Key Actions</b>	<b>48</b>
<b>Chapter 8: Glossary of Terms</b>	<b>58</b>
<b>Appendix A: Stakeholder Engagement</b>	<b>60</b>



# Foreword

A significant area of Bristol is covered by over 400 beautiful parks and natural open spaces. We are lucky to live in a city so rich in parks, woodlands, areas for nature, playgrounds and playing pitches; from the expanse of The Downs to community pocket parks, over half of us enjoy a visit to a park every week. Our parks are beautiful destinations for us to exercise, socialise, relax and play, bringing proven benefits to our health, wellbeing, and life satisfaction. They also support events and festivals, food growing and organised sport. Our green spaces are rich and diverse in nature and wildlife, and key to tackling the climate and ecological emergencies. Our work to plant more trees, promote biodiversity, protect wildlife habitats and support local food production, all contribute to a healthy and sustainable city.

In Bristol, working together with partners across business, voluntary and community sectors, we have set a One City ambition that everyone should have access to an excellent quality park or green space within a 10-minute walk of home. We are recognised nationally for our commitment to parks and green spaces, and this strategy sets out our approach and priorities for maintaining and improving these cherished places.

The value of our parks as community spaces was made clear during the COVID-19 pandemic, and now during the cost-of-living crisis. We know, however, that not all Bristol residents access green spaces equally. Overall satisfaction with parks is high across the city, but this is notably lower in disadvantaged areas. We know that factors such as gender, ethnicity and physical ability can influence how often a person visits a park in the city. This means that there are people who stand to benefit most from our parks, but currently, they do not.

We are committed to understanding and tackling the barriers that prevent some of our communities accessing the benefits our parks provide, including growing food. We want everyone in our city to feel that our parks are relevant to them, that they are welcoming and that their needs are catered for.

Thirteen years of government-imposed austerity means that budgets for parks have reduced by around two-thirds since 2010. We must therefore look creatively to harness the energy and resource available in the city. Communities know their area best, and we want to work with groups to deliver a joint vision. To do this, we are committed to developing a sustainable Parks Service that is informed, collaborative, creative and responsive to the needs of Bristolians. This strategy sets out our vision for managing and improving our services to deliver multiple benefits.

I am proud to live in a city where local people value and contribute so much to our parks and green spaces. I want to take the opportunity to thank all the organisations, staff and volunteers who have contributed to this work, as well as those, including 67 Friends of Parks groups, who do so much around the city to maintain and improve our parks and green spaces.



Councillor Ellie King

Cabinet Member for Public Health  
and Communities



# Chapter 1: Introduction

## Bristol's Parks in 2024

Bristol's parks and green spaces are a significant part of the city's landscape, offering a wide variety of benefits ranging from recreation and culture, to supporting sustainable food growing and renewing wildlife habitats. Our Parks and Green Spaces Strategy (PGSS) has been developed in recognition of the added value these spaces can bring to the city, and the potential they have to support the city's overarching vision of becoming a 'fair, healthy and sustainable city, a city of hope and aspiration where everyone can share its success.'

The strategy has also been produced in recognition of the increasingly difficult financial situation that local authorities are in because of central government funding cuts. It is estimated that, nationally, parks budgets have fallen in real terms by £350m since 2011; Bristol's relatively healthy parks and green space provision also means that we have been ineligible for major grants such as the Levelling Up Parks Fund (2022). This, combined with demand for other

financially restrained council services, has meant that our strategic direction has shifted from our last PGSS (2008-2023) to focus on how we work more collaboratively and creatively to ensure the benefits of parks are shared fairly across the city.

While the impact of long-term austerity and cuts to public sector funding have established a new set of barriers to delivery, there are lots of achievements and successes from the last PGSS period that we aim to build on and enhance. Since the adoption of the last strategy in 2008, Bristol has been recognised as having two of the top 10 parks in the UK for welfare value (at a combined value of £20,694,915 per year). The same research highlights that white people are 1.8 times more likely to take a trip to a recreation site than a black person, and the wealthiest individuals are 1.6 times more likely to take a similar trip than the poorest. Our strategy has a clear focus on how we address this sort of unfairness at a local level.



The 15 year period since the last strategy was adopted has also seen over 100,000 trees being planted and the designation of nine new Local Nature Reserves. The parks service also played a critical role in Bristol becoming only the second city in the UK to be awarded Gold Sustainable Food City status. It is our ambition to build on these successes – and the benefits they have brought the city – alongside engagement with a range of stakeholders, that have supported us to define our vision, principles and priority themes for the next 15 year period.



Snuff Mills © BCC



Castle Park © BCC



Oldbury Court © BCC

## A Vision for Parks in 2039

**Our vision for Bristol is that by 2039, all our communities feel that parks are accessible, inclusive, safe, fun and rich in nature and wildlife. We want more people than ever before to visit our parks and stay for longer, and to take part in activities which make them healthier and happier.**

Bristol's green spaces will be thriving places for nature and will play a significant role in tackling the ecological emergency. They will help to tackle the climate emergency and keeping Bristol cool.

Our parks will be a sustainable long-term community asset. Bristol City Council's Parks Service will be flexible and local, recognising that Bristol is made of many communities with different needs. Our parks workforce will be highly skilled and more diverse and reflective of the communities we serve. Bristol City Council will manage parks and green spaces strategically to prioritise areas of greatest need.

The city will grow its thriving network of accessible food growing spaces including in our parks, in public areas and through

a more equitable allotments service, and will support the city's aspirations of achieving greater food equality and sustainable food growing. The Food Growing and Allotments Strategy sits within this strategy in recognition of the role the council plays in building this network as an allotment land owner, in its development of parks, and in supporting partners and communities to create other food growing spaces.

Bristol's parks will be managed in partnership with communities. Community groups across Bristol will be empowered to improve our parks, manage areas, and deliver their local vision. The power and resilience of community groups will be improved by their access to and involvement in parks and green spaces.





**Our vision:** By 2039, all our communities feel that parks are accessible, inclusive, safe, fun and rich in nature and wildlife. We want more people than ever before to visit our parks and stay for longer, and to take part in activities which make them healthier and happier.

Our vision will be guided by these **Strategic Principles:**

- Collaborative
- Creative
- Equitable and Inclusive
- Financially Sustainable
- Informed

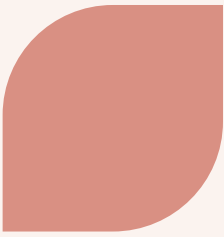
Our principles will drive change in six **Strategic Priority Themes:**

- Nature and Climate
- Children and Young People
- Community Participation
- Health and Wellbeing
- Culture
- Employment and Skills

**Food Growing and Allotments**  
As set out in our Food Growing and Allotments Strategy

Our work will deliver the following **benefits** for parks and green spaces

- Quality and Equity** (Icon: Award and scales)
- Accessible and Connected** (Icon: Person in wheelchair)
- Sustainable and Resilient** (Icon: Plant with sun and water)
- Playful and Fun** (Icon: Two children)
- Healthy and Active** (Icon: Person running and heart)
- Educational and Inspiring** (Icon: Lightbulb)
- Safe and Welcoming** (Icon: Person with 'Hi!' speech bubble)
- Nature** (Icon: Hedgehog)



## Chapter 2: Strategic Principles

In the early development of this strategy, we met with community groups and ran several workshops where stakeholders and interested groups came together (See Appendix A for a full list of stakeholders). People and organisations with a broad range of interests have helped to shape and inform this strategy's development. Our conversations have highlighted the need for us to ensure parks are accessible, inclusive, and meeting the needs of all of Bristol's diverse communities.

The feedback from these engagement sessions has informed our thinking on how we should work (our Strategic Principles) and what we should focus on (our Priority Themes) to deliver improvements on our parks and green spaces for the next 15 years.

This strategy sets out our ambition for delivering high-quality, accessible, fun, and safe parks and green spaces, while balancing the need to maintain these spaces in a sustainable and responsible manner. To achieve this, it is essential that our delivery is guided by a set of principles which reflect the views of our stakeholders, as well as the ambitions of the organisation and the city as a whole.

We believe that the following five guiding principles will create the appropriate conditions for achieving our vision for parks in 2039:

<b>Collaboration</b>	We will seek to engage a more diverse range of stakeholders and commit to co-designing change in partnership with communities. By delivering with – rather than to – communities, we can achieve more, deliver greater benefits, and accomplish our shared objectives.
<b>Creativity</b>	We will find innovative and creative ways of addressing the biggest challenges outlined in this strategy, and – using an open dialogue with stakeholders and communities – will seek to adapt to new ideas and new ways of thinking.
<b>Equity and Inclusion</b>	Using Bristol City Council's Equity and Inclusion Policy and Strategic Framework as a guide, we will seek opportunities to collaborate with a more diverse group of stakeholders to achieve our goal of making parks and green spaces more accessible and inclusive for people of all backgrounds. We will be mindful of the impact on equalities groups in all our service delivery.
<b>Financial Sustainability</b>	We will be driven by an ambition to create a sustainable and long-term future for parks, focussing on how we can make the most of our assets – both the parks estate and the communities who use them – to drive investment and generate income for future use. We'll be open to new partnerships and opportunities to secure more income for the parks service.
<b>Informed</b>	Our creative approach to developing new and existing spaces will be informed by a growing evidence base which includes local data, learning from the successes of other places and from proactively forming relationships with stakeholders and communities across the city.

## Chapter 3: **The Bigger Picture**

This strategy sets out our ambitions for Bristol's parks and green spaces over the next 15 years, and how we aim to work collaboratively to reach our shared goals. The ambitions and actions which underpin this strategy have not been created in isolation; aside from establishing them in conversation with communities and stakeholders, they have been developed in response to relevant national, regional, and local strategies.

At a **national level**, our strategy supports the government's ambition to ensure everyone has a green space within at least a 15-minute walk. We also considered international agreements such as the Glasgow Food and Climate Declaration as we think globally and act locally through strategic delivery.

At a **regional level**, our strategy will aim to align with the West of England Combined Authority's (referred to as WECA in this document) West of England Nature Recovery Strategy and the forthcoming local nature recovery strategy

At a **local level**, the Parks and Green Spaces Strategy has been primarily influenced by Bristol's One City Plan as it sets out a city-wide and shared vision for what we want Bristol to look like in 2050. This is the guiding strategic document for other key strategies such as the One City Climate Strategy, so the relevant goals within it are referenced throughout this document.



### Relevant City Strategies and Goals

**Bristol's One City Plan** - In 2050, Bristol is a fair, healthy and sustainable city. A city of hope and aspiration, where everyone can share in its success.

One City, Climate Strategy	One City, Ecological Emergency Strategy	Bristol Health and Wellbeing Strategy	One City, Food Equality Strategy	Bristol Good Food 2030
'In 2030, Bristol is carbon neutral and climate resilient. We have collectively achieved a fair and inclusive transition; capturing the opportunities of 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.'	'From today, we will work together as a city to ensure that 30% of Bristol's land is managed for nature. We will create space for nature, and unite to find new, fair and inclusive ways to reduce and eliminate the threats to habitats and wildlife. Together we will take action for nature so that both people and wildlife can benefit.'	'... Citizens to thrive in a city that supports their mental and physical health and wellbeing, with children growing up free of 'Adverse Childcare Experiences', and the gaps in health outcomes between the most economically-deprived areas and the most affluent areas of Bristol significantly reduced.'	'Food equality exists when all people, at all times, have access to nutritious, affordable and appropriate food according to their social, cultural and dietary needs. They are equipped with the resources, skills and knowledge to use and benefit from, which is sourced from a resilient, fair and environmentally sustainable food system.'	'As well as being tasty, healthy, affordable and accessible, the food we eat should be good for nature, good for workers, good for local communities, good for local businesses, and good for animal welfare.'

**Bristol City Council - Green Infrastructure Strategy:** To be developed in 2024 to form the council's wider approach to its network of green infrastructure (for which the Parks and Green Spaces will form a part).



But as well as being driven by – and contributing towards – the goals of the One City Plan, the Parks and Green Spaces Strategy also anchors other important strategic work. As the diagram above shows, this strategy influences and integrates with other work being delivered in the future.

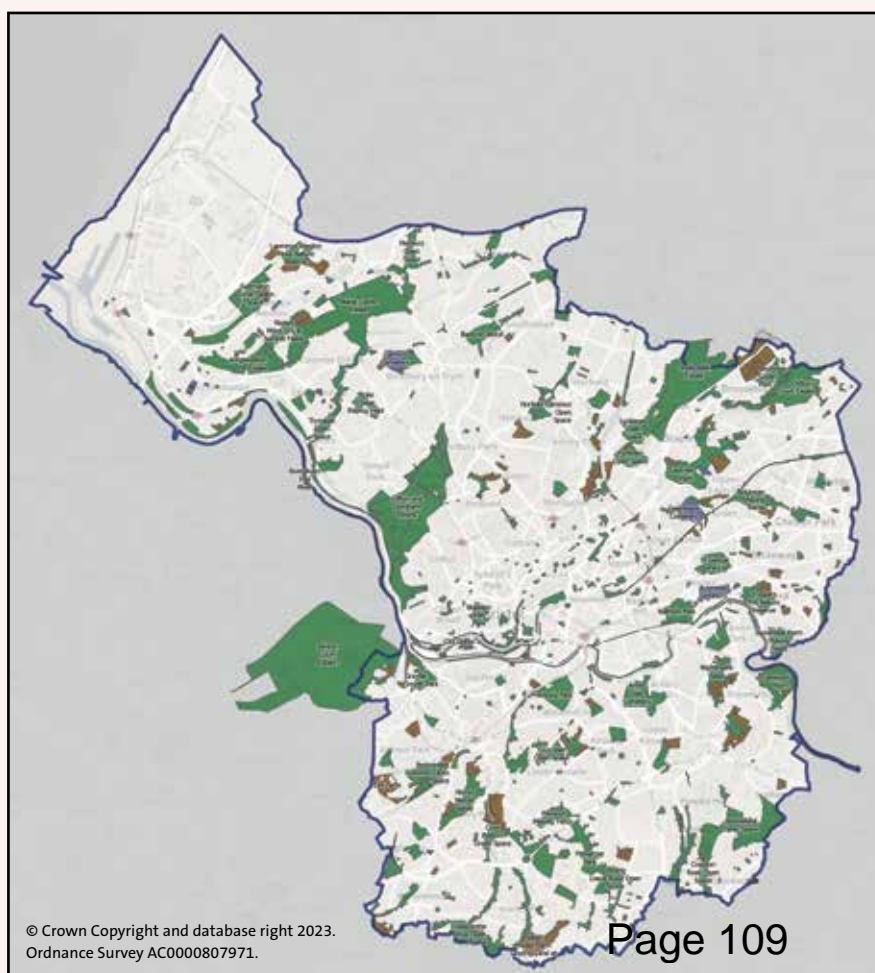
# Chapter 4: What Space is Included in this Strategy?

The commitments, actions and standards contained in this strategy apply to:

- Public parks and green spaces,
- Allotments and other food growing land,
- Closed burial grounds and active cemeteries,
- Most of the land used for grazing in the city.

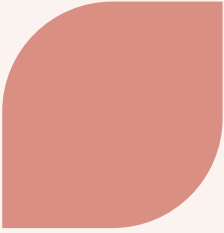
Most of this land is managed by the council's Parks Service, but includes some sites managed by others when they offer full public access. There are other green spaces managed by the council that are not included because they do not offer full public access for recreation, such as green space on housing estates, roadside verges and school playing fields. However, where appropriate, we will consider opportunities to use these green spaces in a way that achieves our strategic aims.

We have also included commitments to working collaboratively with city partners where they are responsible for accessible green space. In the case of food growing, we will work with partners – such as our city farms – to boost food growing in land outside of private allotment plots. Doing so will help us achieve our shared goals and support the delivery of our overall vision for Bristol.



**Map of green space considered by the Parks and Green Spaces Strategy**

<span style="color: green;">■</span>	Recreational green space
<span style="color: brown;">■</span>	Food growing or grazing land
<span style="color: blue;">■</span>	Cemeteries and churchyards with access for recreation



## Green Space Provision Standards: Quality, Quantity and Distance

The Parks and Green Spaces Strategy proposes to update minimum standards for publicly accessible open spaces for recreation in Bristol, previously established in the Parks and Green Spaces Strategy 2008 - 2023.

The purpose of setting standards is to help to ensure that residents across the city have sufficient and equitable access to high quality open space that meets their needs. Like all cities with a densely populated urban centre, it is not realistic to expect equal supply of green space across the whole of Bristol. These standards help to guide decisions by setting out city-wide provision, while also highlighting areas where the focus should be on ensuring enhanced quality of open spaces to meet the demands placed on them by higher levels of population.

The standards and approaches set out in this section of the strategy support three key aims:

- That we are able to deliver a net gain of green space for the whole city.
- Opportunities are taken for the creation of new open spaces for recreation in the Central and Inner Urban areas of the city, where the amount of open space in proximity to residents' homes is more limited than other parts of the city, and
- That investment will be used to drive up the quality of parks and green spaces in areas with the highest levels of inequality and in a way that is defined and co-designed with communities.

The standards for open space for recreation are applicable to defined types of space. These include the city's public parks, playing fields and children's play spaces and formal spaces which have become recreational such as historic

burial places. They are open spaces which are always publicly accessible and available for use by anyone in the city.

The standards we propose to adopt relate to:

- 1. Quality:** What is the quality residents should expect from open spaces.
- 2. Distance:** How far individuals travel to different types of open spaces.
- 3. Quantity:** How much open space is available.

### Quality

Our engagement shows quality is the most important factor for people visiting our parks and green spaces. We know from Bristol's Quality of Life survey that satisfaction with local parks is lower for people from the most disadvantaged areas of Bristol, as well as disabled people, and single parents. Establishing a more equitable spread of quality parks and green spaces in the city is a significant priority for this strategy. This strategy outlines our ambition for more community participation, management, and control over green spaces in the city and we recognise that delivering better quality can only be achieved by working with communities and partners.

We will therefore seek to develop a revised quality standard, using the following commitments as a guide:

- We will recognise that quality does not mean the same to everyone and that we cannot assume we know what people's perception of quality is.
- We will work proactively with different communities – especially those who have lower satisfaction levels with parks and green spaces – to determine what quality means for people.

- We will use nationally recognised standards, such as the Green Flag Standard, as a guide to ensure our quality standards are robust and measurable.

We will use this revised quality standard to drive up standards across the city and realise our One City ambition of having an excellent quality park or green space within a 10-minute walk of home. Our strategic aim is to prioritise raising the quality of parks in areas of higher deprivation and where satisfaction is currently low.

### Distance

The aim of distance standards is to:

- Protect and promote an accessible network of green space.
- Support communities and decision makers (such as Area Committees) when it comes to investing in parks and green spaces, particularly children's play areas.

The distance standards are based on research as to how far Bristol residents feel is reasonable to travel to get to different types of space that have a specific function, and on analysis of Bristol's layout to ensure the standards are credible.

Our distance provision standards are:

Distance to the nearest:	Minimum Standard:
Green Space	400m
Children's Play and Young Peoples Space	450m
Formal Green Space	600m
Informal Green Space	550m
Natural Green Space	700m

Distance standards do not apply to sports space, as the council's Playing Pitch Strategy determines provision based on a detailed calculation of supply and demand.

### Quantity

Like similarly sized cities across the UK, the amount of green space varies as you move from the outskirts of Bristol towards the urban centre of the city. As we look forward to 2039, we are also anticipating that the population of the urban centre will grow faster than the outskirts of Bristol.

In line with our wider commitment to equity throughout this strategy, our desire is to achieve a fairer spread of parks and green spaces across the city. Differences in space and population growth mean that it is not possible to achieve the same supply of quantity everywhere, but it does mean that our quantity standards should:

- Continue to ensure there is a sufficient supply of parks and green space for all areas of Bristol as they grow in population size.
- Helps us to focus our resource on delivering new parks and green spaces in the areas that need them the most.
- Leads to an overall net gain of recreation spaces across the city.

To achieve this, we have developed a minimum standard of provision for the city as a whole and separate standards for the 'Inner Urban' and 'Central' zones of the city respectively. This is covered in more detail in the Minimum Provision Guidelines below.

This strategy is being adopted at a time when significant parts of the inner-city and the centre of the city are undergoing transformational regeneration. This series of regeneration projects offers us the opportunity to deliver new, high-quality parks and green spaces for the new communities who will live and work in the Inner Urban and Central zones. The aspiration for delivering new green spaces reflects the importance parks and green space play in the creation of successful and high-quality urban regeneration.

**Minimum provision guideline – Central and Inner Bristol**

As well as maintaining an overall citywide quantity standard, we are introducing standards for a specifically defined Central and Inner Urban zone:

Area/Zone	Supply of open space with current population (m <sup>2</sup> per person)	Supply of open space because of predicted population increase (m <sup>2</sup> per person)	Minimum provision standard (m <sup>2</sup> per person)
Central	12.02	7.28	7.75
Inner Urban	13.13	11.48	11.53
Citywide	33.37	29.17	29.25

The standard is set as a minimum amount of open space a resident should have access to and therefore is expressed in m<sup>2</sup>/person. We have set a standard based on the expected population growth in Bristol over the next 15 years, aiming to introduce new green space in areas where this growth will be highest.

To reach our minimum standards, we have established the following aspirations for new open space in these zones:

Area/Zone	Combined new open space for recreation provision
Central	2.9 hectares
Inner Urban	1 hectare

This strategy seeks to encourage and guide the development of new spaces in regeneration areas – identified in the Local Plan – rather than specifically outline sites for development. It is most likely that opportunities will be created in parts of the city centre, Temple Quarter, St Philip’s Marsh and Frome Gateway.

A full outline of our approach to provision standards can be read in our [Provision Standards Review report](#).



# Chapter 5: Priority Themes

While we continue to commit to delivering a broad range of services and improvements to our parks and green spaces, we acknowledge that there are some specific areas and benefits that we will focus our resource and ideas on. We have called these our Priority Themes.

These six Priority Themes, including food growing and allotments which is contained in its own strategy, have been developed in consultation with stakeholders and communities to ensure that our plans for delivery meet the needs and aspirations of local communities. They have also been chosen because each one supports and compliments each other. Aside from delivering placed-based benefits, focussing on these areas will also contribute to the delivery of wider local and national strategic aims.

## Priority theme: Nature and Climate

**Our vision:** Our parks and green spaces are rich in nature that is accessible to all. Parks and green spaces provide a network of wildlife habitats that play a significant role in keeping Bristol cool and help to tackle the climate emergency.

### Benefits:



### Relevant One City Goals/Targets

- By 2030, Bristol will be carbon neutral and climate resilient.
- By 2030 - 2031, 30% of land in the city is managed for nature, and pesticide use has reduced by at least 50%.
- By 2033 - 2034, Bristol is supporting a wider range of wildlife, with the complete return of species such as pine marten, red kite and beavers, as a consequence of Ecological Emergency activity.
- By 2040, tree canopy cover in the city, including public, private, and residential land, has increased by 336 hectares, giving a total tree canopy coverage of 20%.

## Why is Nature and Climate a priority?

- We are facing an ecological crisis. The latest State of Nature report (2023) shows that species in the UK have declined by an average of 19% since 1970. To reverse this decline, we need to restore habitats and create new spaces for nature. We need to move from a patchwork of isolated habitats to a connected ecological network, defined by the West of England Nature Recovery Network.
- Bristol has declared an ecological emergency, calling for 30% of the city's land to be managed for nature by 2030. Our Managing for Nature Plan shows that 31.6% of land covered by this strategy is currently being managed for nature, but the figure for all council land is 15%. In response, we have identified the potential to create or enhance 830 hectares (ha) of natural habitats on council land, of which 771 ha are on PGSS land. With the land already managed for nature this would be a significant contribution, achieving over 70% of PGSS land managed for nature and 31.4% overall for all council land.
- Whilst we are looking at nature recovery to maximise the benefits for wildlife, we also recognise how important it is for people to experience nature close to home. Contact with nature plays a vital role in our emotional, psychological, and physical health and wellbeing.
- Many of the city's rivers flow through our parks and are a source of interest for communities. More natural rivers, watercourses, ponds and wetlands will sustain more wildlife including fish and birds.
- Bristol's city-wide One City Climate Strategy sets out how the city aims to become a carbon neutral and climate resilient city by 2030. Our parks are already contributing to these goals in many ways, but we recognise that there are further opportunities to use our land to support the city's goals.
- Given the likely increase in temperatures during the summer, it is vitally important that parks are utilised as 'cooling spaces' – spaces that themselves are cooler but can also reduce peak temperatures within neighbourhoods. Comfortable shaded areas in parks can act as places of respite during heatwaves. Innovative ways of creating green spaces must be developed to offset new developments within the densest urban areas of our city.
- The role of trees in our city will be pivotal in delivering protection against higher temperatures. Extensive research has highlighted an imbalance in the tree coverage across the city, particularly in certain areas of high deprivation, where tree canopy is just 9% compared to 26% in some neighbourhoods. The One City Tree and Woodland Strategy will address this inequality and ensure the benefits of trees can be enjoyed everywhere.



## Our Commitments

### Nature

- We will deliver actions from our Managing for Nature Plan to support the city's ambition to ensure at least 30% of the city's land is managed for nature and is accessible for all. We will work together with partners, communities, and parks groups to support the delivery of a further 771 hectares of new or enhanced natural habitat.
- We will work towards meeting the One City target of reducing pesticide use in the city by 50% through changes in our parks operations and by working with our allotment and food growing tenants.
- We will establish at least 50 hectares of new trees and woodland within 10 years of the adoption of this strategy by identifying new sites for tree planting, continuing our successful grant funding programme and planting trees through our One Tree Per Child programme and other volunteering activities.
- We will pursue funding to support our nature recovery programme including new opportunities such as Biodiversity Net Gain.

### Climate

- Using the Keep Bristol Cool mapping tool, we will identify priority areas where the provision of more natural vegetation, including trees, would help keep communities cooler as we expect more extreme hot weather due to climate change. We will also explore how we can ensure there are accessible, comfortable and shaded places of respite and cool corridors for movement in parks, particularly in areas classified as highly vulnerable in the Keep Bristol Cool mapping tool.
- We will ensure that our habitats are designed to thrive in changing climate conditions and we will develop nature corridors as set out in our Managing for Nature Plan.
- Through the City Leap partnership, we will consider how parks and green space can be used to host low carbon energy infrastructure (such as ground source heat pumps) in a way that maintains the other benefits of our spaces.
- We will identify opportunities for parks and green spaces to provide flood protection such as Sustainable Urban Drainage Systems (SuDS) like the one in Fonthill Park.

### National Strategies

[Environment Act 2021](#)

[Environment Improvement Plan](#)

[National Air Quality Strategy](#)

[England Trees Action Plan \(2021-2024\)](#)

### Local Strategies

[One City Climate Strategy](#)

[One City Ecological Emergency Strategy](#)

[Bristol City Council Ecological Emergency Action Plan](#)

[Keep Bristol Cool Framework](#)

[Local Plan](#)

Bristol Blue Green Infrastructure Strategy  
(In development)

## The case for change : Fonthill Park Sustainable Drainage Scheme.



The Fonthill Park Sustainable Drainage Scheme (SuDS) in Southmead, reduces the impact of flooding in one of the high-risk areas identified in Bristol City Council's surface water management plan and improves the ecological and aesthetic value of the park.

A flood in November 2012 confirmed the park as high-risk, flooding properties and causing disruption to the local road network. The flooding was primarily caused by the drainage system not being able to cope with the amount of water running from further upstream.

By designing SuDS that complemented the park's natural topography, the design team were able to transform the whole park into a multi-functional, interesting and engaging landscape as well as an important flood mitigation tool during periods of intense and prolonged rainfall.

**“Without the Fonthill Park scheme we surely would have had a repeat of the flooding we last saw in 2012 if not worse... several residential properties were likely saved from flooding as a result.”** Susdrain project report

Completed in November 2016, the SuDS basins use green infrastructure to protect the area from the adverse effects of excessive storm water, increasing communities' resilience to climate change whilst also delivering multiple additional benefits including improvements in biodiversity, improvements to the area's visual appeal, play provision and air quality.



Sustainable Drainage Scheme providing new greenspace



Sustainable Drainage Scheme with new wildflower meadow

## Priority theme: Children and Young People

**Our vision:** Our parks and green spaces provide exciting and diverse play spaces that ensure all children and young people can flourish, develop, have fun and feel safe and included.

### Benefits:

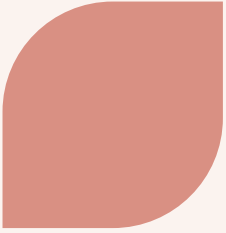


### Relevant One City Goals/Targets

- By 2041 - 2042, due to cross-sector investment, everyone, across the city, has access to excellent quality green space within a 10-minute walk from their home.
- By 2045 - 2046, there is virtually no childhood obesity or malnutrition in the city.

### Why are Children and Young People a priority?

- Bristol's Belonging Strategy outlines a vision that every child and young person in Bristol has the best start in life, accesses education that is inclusive and values diversity, and is given opportunities to grow with support from their community. The opportunities for socialising, play, learning and healthy development that parks and green spaces offer make this strategy vitally important to realising the vision of the Belonging Strategy.
- There are over 80,000 children and young people in Bristol who could use parks and green spaces for recreation, social opportunities and many other benefits that these spaces provide. As the city's population grows, it is important that we have a creative mix of parks and green spaces to meet this demand.



- We know that park facilities for children and young people are not evenly provided throughout the city, particularly for those who do not have access to private gardens. Our approach to parks delivery will be informed by the principle that every child and young person should have a high quality and spacious place to play.
- It is not just the physical spread of parks and green spaces which impacts unfair access. We are also aware of how the layout and design of these spaces can create barriers to girls feeling safe and welcome in them. We want to capture the voice and views of girls when delivering changes to our service in the future.
- Another key strategic aim of the Belonging Strategy is that children and young people 'own the whole city'. We want to ensure that the voices and influence of children and young people are included when making plans to improve our facilities.
- Activities and educational sessions such as Forest School, provided by our partners, are an important element in our offer to children and young people. We would like to see more of these types of activities taking place where there is local demand.



Sea Mills © BCC



Windmill Hill Play Park © BCC

St Pauls Park  
© BCC



## Our Commitments

- For children and young people, we will seek to provide a children's play space within 450m of home. For young people and young adults, we seek to provide a multi-use games- area (MUGA) within 1 km of home and a good quality 'wheels park' within 2 km of home.
- We will involve children and young people in decision-making about play provision and play experiences, aiming to be inclusive and relevant to the needs of the communities that we serve.
- We will seek to collaborate more strategically with the city's children and youth representatives and organisations to ensure future developments are co-designed with children and young people in mind.
- We will do more to meet the needs of disabled children and children with an impairment, children from black and minoritized ethnic backgrounds, and recognise that girls' use of play facilities, particularly multi-use games areas, drops off in adolescence as they feel that these facilities are not for them. We will work towards Green Flag's Safer Parks guidance 'improving access for women and girls', which outlines how changes to park design and management will help women and girls – and all park users - feel safer and more welcomed in our parks and green spaces.
- We will explore ways of integrating play, education and learning into all aspects of our parks and green spaces to release pressure from our existing playground infrastructure. Where possible, we will work with local councillors and communities to commit resource to improving play facilities where they are most needed.

### National Strategies

[Transforming Children and Young People's Mental Health Provision](#)

[Children's Social Care Implementation Plan](#)

[SEND and Alternative Provision Improvement Plan](#)

### Local Strategies

[One City Belonging Strategy](#)

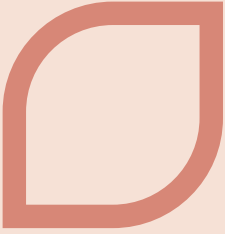
[Bristol's Safer Options Approach 2020-2030](#)

[Community Safety Partnership Plan](#)

[Bristol Impact Fund 2: Growing the Power of Communities](#)

The case for change :

## One Tree Per Child at May Park School.



May Park School is a local authority run primary school in the Eastville Ward. It is an area of high deprivation, low tree canopy cover and has a high proportion of pupils from black and minority ethnic backgrounds and with English as a second language. One Tree Per Child has worked with the school over the last five years to plant over 500 trees on and around the school, including the planting of a rare Bristol whitebeam tree (supplied by University of Bristol Botanic Gardens), hedgerow planting and the improvement of the forest school.

A large part of this planting was around the Rosemary Lane and East Park Housing Open Spaces, a short walk from the school. A resident led plan to plant 200 woodland trees forming the 'Workhouse Woodland' during Covid lockdown has since been visited by pupils from May Park who helped replace trees that struggled due to drought conditions.

Pupils were also actively involved in deciding on which areas of the school should be prioritised and specific designs for planting. This involvement then extended to designing tree planting projects in a nearby housing estate, where pupils continue to water and maintain the trees planted.

The project is not just about planting trees, but about giving children and young people confidence and knowledge about the natural spaces that surround them. The pupils involved have had the opportunity to engage in assemblies and workshops, and were one of the first groups to trial new online learning resources developed by One Tree Per Child.





## Priority theme: Community Participation

**Our vision:** We will empower park users, volunteers, and community groups to engage in park management and development. We will work collaboratively with local partners to support communities to make the most of their park.

### Benefits:



## Relevant One City Goals/Targets

### One City Plan Goals

- By 2038 - 2039, the ongoing Many Neighbourhoods One City work has increased the percentage of people who volunteer or help out in their community at least three times a year to 80% (68% in 18/19)
- By 2048 - 2049, all Bristol's parks and open spaces are used every day by community organisations for mental and physical health benefits.
- By 2048 - 2049, food system governance and citizen participation mechanisms are well understood, well used, and fully integrated into the operations of Bristol and the surrounding city region.



## Why is Community Participation a priority?

- We are extremely proud of the work many of Bristol's residents, community groups and organisations carry out to fundraise for our parks, and the work they do to keep our spaces looking good and inclusive for everyone. We recognise the value this brings to our parks and green spaces; without this support, Bristol's parks and green spaces would struggle to sustain the level of service provision it maintains today.
- We know that there is even greater demand from Bristol residents to support parks and to contribute to their communities through parks. To meet the ambitions of this strategy we will be looking at ways in which we can grow the support from community groups, volunteers, and other organisations across the city.
- Parks and green spaces should be safe and welcoming for all, but we know that this is not the case. We know that for women and girls particularly, their experience of going to a park or green space can be impacted by the threat of harassment and violence. We will use guidance and best practise from organisations such as Make Space for Girls to improve safety in our spaces.
- Due to budgetary constraints the Parks Service has not been able to continue to provide the community support it has provided previously. In developing the strategy, we have listened to communities and stakeholders who have told us the impact this is having and the practical barriers they now feel exist that can prevent some communities achieving what they want to see in green spaces.



## Our Commitments

- By working with others, we will develop stronger links between our service and communities. Improvements and change will better respond to local needs, be better designed, and be delivered at a faster pace. By providing more opportunities to take part and volunteer, we can generate opportunities for people to develop new skills and become more connected to their local community.
- We will work collaboratively with other council services and community partners to ensure our work is done with, not to, communities. Developing opportunities to empower communities to make decisions will be key to our service delivery in the future. We will establish more effective working relationships with the city's 'anchor organisations' and the many other organisations and services that share an interest in supporting citizen's access to parks and green spaces.
- We will continue to develop projects together with Your Park Bristol and Bath (a key charitable organisation and partner) that can help support volunteering, community grant funding and help grow the capacity in our communities to make green space management decisions.
- We will invest in our workforce and develop our service in terms of the skills, processes and structures needed to engage with communities who want to improve, invest in and develop their local spaces. We will seek to design and deliver ways to devolve responsibility for the management of spaces to communities.

### National Strategies

[Integrated Communities Strategy](#)

[UK Resilience Strategy](#)

[Community Development Framework](#)

### Local Strategies

[One City Belonging Strategy](#)

[Bristol's Safer Options Approach 2020-2030](#)

[Community Safety Partnership Plan](#)

[Bristol Impact Fund 2: Growing the Power of Communities.](#)

The case for change :

## Carolina House and Dove Street, Kingsdown.



During the first COVID-19 lockdown, a Carolina House resident created a small garden (named Dove Garden) in an unused corner of the estate, and soon other residents joined in to help plant and water. From this, the Growing Green Carolina WhatsApp group was set up and more residents got involved in planting up containers, running informal gardening sessions and holding family social events.

Working together with local community-led initiative 'Friendly Neighbours' (which also started in the lockdown to support isolated neighbours), residents began to discuss how the park could be improved and made more inclusive and safer for all residents and users. Their passionate community organising meant Love Your Park funding was secured to make initial improvements (such as planting bulbs), sessions were established to ensure the park was tidy and attractive, children produced posters which encouraged dog walkers to access the park in a safe and

inclusive way and community picnics and family activities took place through the year.

The resident's community-led initiative is not only a good example of how community participation can impact parks, but it also an example of how residents can work with the council to improve these spaces. Friendly Neighbours and Growing Green Carolina worked with councillors and officers from Parks, Housing, Specialist Projects and Community Development to secure Community Infrastructure Funding which supported the transformation of the concrete terrace to a greener and more welcoming space with areas for children's play, seating and more greenery as well as further improvements in the park. The success of the project has led to residents from neighbouring Armada House and Freemantle House beginning discussions about what they would like to make happen in their outside spaces.



## Priority theme: Health and Wellbeing

**Our vision:** Our parks, green spaces and allotments provide a range of health benefits to all communities and contribute towards greater wellbeing across the city.

### Benefits:



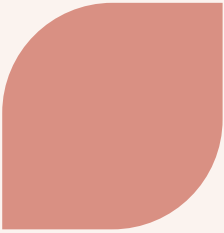
### Relevant One City Goals/Targets

#### One City Plan Goals

- By 2030 - 2031, the design of the built and natural environment contributes to improving public health and reducing health inequalities as standard.
- By 2031 - 2032, people living in the 10% most disadvantaged areas of Bristol are as satisfied with where they live and the quality of parks and green spaces, as people living in the most affluent areas of the city.
- By 2050, everyone in Bristol has the opportunity to live a life in which they are mentally and physically healthy.

### Why is Health and Wellbeing a priority?

- Parks play a key role in supporting communities to live healthier lifestyles and preventing ill-health. Simply being in a park or green space makes us feel better. The main reasons people give for visiting parks in Bristol are, 'fresh air', 'exercise' or 'to relax and unwind' (34.1%). These responses describe the essential health and wellbeing benefits people get from visiting our parks and green spaces.
- But the physical and mental health benefits from parks are not shared equally across the city. Each year around 17 million visits are made to Bristol parks, but nearly half the population (44%) don't visit parks, or do so rarely, rising to 70% not using parks in the most disadvantaged areas of the city (Quality of Life Survey). We can address this unfairness and deliver significantly more health and wellbeing benefits to our citizens.
- Parks provide a solution to key city health and wellbeing needs, including maintaining a healthy weight through sport and general physical activity (such as walking), and good mental health as people can relax and make a positive contribution to their neighbourhood through volunteering. Parks are particularly important in providing safe places for children and young people to explore, play and be physically active.
- Parks and green spaces are identified as important places for sport and healthy activity. Bristol's Sport and Physical Activity Strategy sets out plans for supporting people to be more active.



## Our Commitments

- We will conduct research to understand why some people don't use parks, or only do so occasionally, and support work to increase active recreation within our parks and green spaces.
- We will use this evidence to make the health benefits of parks more within reach for all people across the city and target health interventions for those who would benefit most.
- We will take a partnership approach to attract funds and expertise from a variety of sources. By rolling out our 'Wild and Well' approach we will build essential relationships between the health sector, community organisations, parks groups and green social prescribing practitioners and sport providers.
- We will continue to work with the council's Sport Development Team to maintain the current provision of playing pitches and work to improve the quality of these pitches and related facilities, such as changing rooms.
- We will expand the number of allotments and increase the number of people experiencing the significant health benefits of food growing, and we will provide collective and supported food growing opportunities in different parts of the city. We will also increase the number of people that can apply for a discounted allotment space, supporting people on lower incomes who rely on benefits and tax credits.

### National Strategies

[National Planning Policy Framework](#)

[NHS Long Term Plan](#)

[Public Health England Strategy \(2020-2025\)](#)

[A Strategy for Tackling Loneliness](#)

### Local Strategies

[Bristol Health and Wellbeing Strategy](#)

[Our Future Health \(Integrated Care\) Strategy](#)

[Local Plan Review](#)

[Thrive Bristol Approach](#)

[Built Sport and Active Recreation Strategy](#)

The case for change :

## 'Wild and Well' - Parks for health.

To achieve our aspirations of creating green spaces that offer multiple health benefits, we have worked proactively with communities to support health intervention programmes across the city. Our main way of trialling this has been through the Wild and Well programme.

Wild and Well is a programme aimed at promoting the use of parks for people's health and wellbeing. The initiative connects organisations and communities to make it easier for people to take part in health programmes in their local park, which ultimately results in more people using parks. It is led by Your Park Bristol and Bath, and aims to build essential relationships between health professionals, community organisations, parks friends of groups, and green social prescribing practitioners to support people's health.

The Wild and Well project worker, along with community development workers, applied this approach to Hartcliffe and Withywood and demonstrated tangible results. A network has now been set up to raise awareness of the array of organisations, relationships, and individuals involved in park health programmes, and various park-based health interventions have been piloted to test and develop partnerships and referral mechanisms. Our focus has been to support effective partnerships that lead to positive health outcomes for communities.



## Priority theme: Culture

**Our vision:** Our parks and green spaces reflect the diverse cultural heritage of our local communities, and develop into vibrant, welcoming and creative cultural hubs for their communities.

### Benefits:



## Relevant One City Goals/Targets

### One City Plan Goals

- By 2031 - 2032, as part of the 'Many Neighbourhoods One City' work, every neighbourhood in Bristol has a thriving and sustainable community anchor organisation and everyone has access to a cultural/creative opportunity within their neighbourhood.
- By 2033, city sporting and cultural facilities are internationally recognised and capable of hosting international events raising Bristol's profile and bringing associated economic benefits.





## Why is Culture a priority?

- The West of England Cultural Plan and Bristol's One City Plan both identify the importance of the region and city's cultural heritage and its potential to drive inclusive growth throughout the area. Parks and green spaces play a pivotal role in driving Bristol's cultural offer.
- Whether it is Castle Park's medieval buildings or Brandon Hill's Cabot Tower, our parks hold historical significance and contribute to the city's cultural identity. Preserving and celebrating these spaces will ensure we contribute to the city's rich cultural legacy.
- Bristol is a city renowned for its cultural diversity, and our parks serve as a platform for celebrating and embracing this diversity. From music festivals to food markets, parks such as Eastville Park and The Downs host events that showcase the city's multicultural fabric.
- Regular engagement with parks and their cultural offerings has been linked to improved mental health, reduced stress levels, and increased overall well-being.
- The council has an obligation to ensure that listed buildings, scheduled monuments and registered parks and gardens are maintained and preserved for future generations. We need to be realistic about our ability to maintain heritage going forward and design solutions accordingly. We will need to prioritise what and where we invest based on not only highest need but also what will deliver the most benefit to residents of Bristol.



## Our Commitments

- We will continue to build on the 'Our Spirit of Place' approach, working with a city-wide network of stakeholders to ensure our decision-making around cultural offerings in parks is aligned to the needs and aspirations of our communities.
- We will secure external funding and co-design plans with stakeholders and communities to enhance the benefits of existing historic and cultural sites such as St Peter's Church in Castle Park, and Ashton Court Mansion.
- We will explore opportunities to develop infrastructure so that a larger range of parks sites can be used for medium to large sized cultural events. Our current event programme will be guided by more ecologically conscious practises.
- We will conduct a review of our permission processes to ensure our parks and green spaces are more accessible and inclusive to community-led cultural initiatives.
- We will work internally and with community partners to improve the way we monitor our historic sites, will strategically invest in sites in need of greatest maintenance and will ensure information about these sites are accessible to all.

### National Strategies

[Levelling Up the United Kingdom](#)

[The Culture Strategy](#)

[The Civil Society Strategy](#)

### Local Strategies

[WECA Cultural Strategy](#)

[Bristol Culture Strategy](#)

[Bristol Equity and Inclusion Policy and Framework](#)



## The case for change: **Blaise Castle Estate.**

In 2021, as part of the Bristol Future Parks project, the council trialled a new approach to community engagement which brought together the councils existing “Our Place” community mapping programme and The National Trust’s “Spirit of Place” approach. We trialled this new approach at five sites across the city one of which was Blaise Castle Estate.

Central to this process was collaborative engagement between the local community, friends of groups and council officers. Through surveys and immersive workshops, participants shared perspectives, memories, and feelings about the estate. Discussions centred around features like the dramatic landscape, hidden caves, and mythical tales that evoke strong emotions. Three themes emerged highlighting the important elements of the Estate:

1. The community stressed the importance of preserving the allure of the Estate’s rich **history** of mythical stories and intriguing natural formations, while safeguarding the estate’s inherent natural beauty.
2. The Estate’s **geology** and **ecology** were identified as precious resources requiring maintenance through collaborative partnerships.
3. The community emphasised the need to respect the **range of experiences** offered by the Estate, from quiet tranquil areas to vibrant family activities. It was agreed that maintaining these areas and promoting eco-friendly modes of transportation between areas is important.

These themes will guide future decisions, preserving allure and ecological vitality while embracing diverse experiences. The Spirit of Place process produced a shared vision and guiding principles. Shared documents enable broader conversation, shaping responsible development while respecting the site’s significance.



## Priority theme: Employment and Skills

**Our vision:** The Parks Service workforce will reflect the communities we serve and have the skills and experience to help us achieve our ambitions for vibrant and inclusive parks and green spaces. Communities will be empowered with the skills necessary to support their parks through volunteering, fundraising and wider representation.

### Benefits:



### Relevant One City Goals/Targets

#### One City Plan Goals

- By 2033 - 2034, all communities in Bristol can participate in the development and delivery of city-wide and local learning and skills programmes.
- By 2038 - 2039, food skills for sustainable, healthy living are embedded throughout the education system and accessible, community-based skills opportunities exist citywide.
- By 2050, everyone in Bristol can contribute to a sustainable, inclusive, and growing economy from which everyone benefits.

### Why is Employment and Skills a priority theme?

- The Parks Service has always required a highly-skilled and multidisciplinary workforce, but this requirement has been intensified due to the growing need to improve our community engagement and partnering skills, and our business and marketing capabilities to support our goal of making the service financially sustainable.
- At the time of writing, 70% of our employees are over 50 years old, 84% are white-British males and 68% do not identify as disabled. While our current workforce is highly skilled, there is a need to ensure these skills are passed on to a workforce which more closely reflects the diversity of our city.
- The skillsets for our operational staff have changed, with more of an emphasis on high volume and machine-based work as opposed to traditional gardening and horticulture. This shift has made recruiting and retaining staff more challenging, so there is a need to ensure operational staff have the right development opportunities in the future.
- Delivering our strategic vision for parks and green spaces will require a collaborative approach which enables partners and communities to take more ownership of their spaces. The Parks Services plays a strategic role in providing skills to these individuals and groups.

## Our Commitments

- We will address the current employment barriers for under-represented groups through the delivery of our Health and Wellbeing Transformation Programme.
- Through our staff succession plan we will develop skills fit for the future, including expanding our apprenticeship programme to provide a range of career opportunities with mentoring to ensure that skills and experience are passed down.
- We will continue to develop a Parks Volunteer Programme in partnership with Your Park and others, offering volunteers and community groups training to support capacity-building.
- We will also seek to create volunteer opportunities across the service - new roles to add capacity that are supported by specialists in our officer working group.

### National Strategies

[Creative Industries Sector Vision](#)

[Skills for Jobs: Lifelong Learning for Opportunity and Growth](#)

[Build Back Better High Streets](#)

### Local Strategies

[One City Economic Recovery and Renewal Strategy](#)

Bristol Employment and Skills Plan (in development)

## The case for change: **ParkWork.**



ParkWork is a project established by Bristol Parks Forum (and subsequently managed by Bristol City Council) to improve parks and green spaces in Bristol by carrying out specialist conservation, and maintenance work alongside the local community. ParkWork supports over 3,500 hours of volunteering in parks and green spaces each year and provides a safe, practical base for vulnerable volunteers to meet, gather tools, and have access to facilities. The project offers skills training to the unemployed and individuals with poor mental and physical health, working closely with Job Centre, Ways-2-Work, Princes Trust, and City of Bristol College.

The programme engages young people from diverse backgrounds and adapts the experience according to their needs and interests. The activities are park-focused, aiming to support park management and provide work-based skills training and education around conservation. The outcomes of the programme include individuals feeling confident to apply for jobs and learning skills to help them with that, with some individuals going on to further education and employment, including two who are employed in the council's parks department.





Chapter 6:  
**The Food Growing and  
Allotments Strategy  
2024 - 2039**

# Chapter 6: Food Growing and Allotments

**Our vision:** The city will provide a thriving network of accessible spaces for local people, communities and social enterprises to grow healthy and sustainable food. This network will tackle food inequity, strengthen food resilience and support community cohesion and wellbeing.

## Benefits:



## The Strategic Context

Our strategic approach to food growing and the use of allotment space in the city has been guided by significant national and local strategies.

### Nationally

The UK's [National Food Strategy](#) highlights the critical and negative role the food industry has played in driving food inequality, health inequity, climate change and biodiversity loss. It sets out the following objectives to supporting a healthier, more equitable UK food system:

1. Escape the junk food cycle to protect the NHS.
2. Reduce diet-related inequality.
3. Make the best use of our land.
4. Create a long-term shift in our food culture.

Our Food Growing and Allotments Strategy is influenced by these principles, as well as the Milan Urban Food Policy Pact and the Glasgow Food and Climate Declaration. Bristol City Council became signatories of both international agreements in September 2018 and November 2021 respectively, committing to developing a more strategic approach to supporting local and sustainable food systems.

Our approach to allotments has been shaped and guided by the Allotments Act 1950, which sets out the council's statutory duties in relation to the provision and protection of food growing land. It is the primary legislation which informs our approach to tackling our allotment waiting list.



## Locally

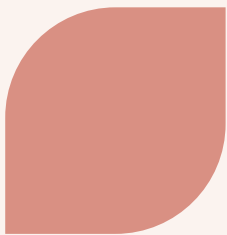
Bristol's One City Plan outlines the city-wide approach to achieving a 'fair, healthy and sustainable' city by 2050. It includes several goals which this strategy contributes to, alongside individuals, communities and organisations across the city:

- By 2033 - 2034, community food distribution is recognised and sustainably funded to enable better access to local food; supporting stable, environmental food system change.
- By 2033 - 2034, 20% of food consumed in the city comes from sustainable producers in the city region.
- By 2037 - 2038, there is a significant increase in the number of urban farmers (using residential, public and business land) and volume of urban food produced for local markets and communities.

Off the back of becoming only the second city in the UK to be awarded Gold Sustainable Food City status, we have developed a strategic approach to achieving equitable and sustainable food growing across Bristol. Our approach to allotments is primarily driven by two documents and their aims:

- **Bristol Good Food 2030:** By 2030 the volume of land used for growing increases significantly with 100% of suitable, council owned land used for growing.
- **Bristol Food Equality Strategy 2022 - 2032:** Champion food equality when considering land use within the city, including equitable distribution geographically. This will include the need to review access to and management of allotments and smallholdings as part of the new Parks and Green Spaces Strategy and wider issues of city planning.





## Why is Food Growing a priority theme?

Many people recognise the benefits that allotments and food growing provide, whether in allotments, gardens or in shared community space. Benefits include the opportunity for a year-round healthy lifestyle which is active, socially inclusive and which supports sustainability and well-being. Our role in increasing sustainable food growing will also support the ambitions set out in the city’s Good Food 2030 Plan.

The recognition of these benefits has led to a surge in interest in food growing, especially since our last Allotments Strategy was adopted in 2009 and accelerated during the Covid-19 pandemic. This rise in interest has seen allotment waiting lists grow to nearly 6,500 people.

Bristol City Council’s Parks Service manages 227 hectares of food growing land (much of which is protected under the Allotments Act). Within this land, the council manages over 4,000 allotment plots, with an additional 1,500 plots managed by five Allotment Associations on behalf of the council. The significant potential for making better use of allotment space and exploring collective food growing make this an important priority.

The table below outlines the food growing land in scope for this strategy:

<b>Allotment Plots – BCC managed</b>	72.87ha (4,000 plots / 97 sites)	Of which: 0.02ha is designed for use by disabled people. 2.23ha is for Collective Food Growing
<b>Allotment Plots – Allotment Association managed</b>	30.29ha (1,500 plots / 19 sites)	
<b>Community Orchard</b>	2.60ha (6 sites)	
<b>Market Garden</b>	10.20ha (8 sites)	
<b>Small Holding production area (mixed use)</b>	6.04ha (19 sites)	
<b>Grazing (and other non-food growing use)</b>	105.4ha (33 sites)	

With demand for allotments rising and a lack of food growing options available in more deprived wards, we have recognised that our renewed strategy cannot focus on private allotment space alone. Our strategy also focusses on how we integrate food growing into our parks and green spaces, and how we support other organisations and communities to develop their own food growing opportunities.

Whether it is strengthening our approach to sustainable food growing or ensuring that more communities can access food growing opportunities, the Food Growing and Allotments Strategy plays a critical part in delivering the six other strategic priorities outlined in the Parks and Green Spaces Strategy.

## The case for change: **Alive Activities.**

**Alive Activities** run a community allotment in Brentry, Bristol, to help those living with dementia and their families. The gardening space gives older people the chance to enjoy the benefits of having an allotment without the pressure of having to keep it maintained.

Alive Activities took on the overgrown and neglected plot just days before the nation was plunged into the first lockdown and created Bristol's first dementia-friendly allotment. The gardening team at Alive first tamed the land and made it suitable for growing, they then turned the space into a safe, user-friendly, engaging and stimulating space for the participants they were soon to welcome through the gates.

Following the opening of the allotment by the Mayor of Bristol in July 2021, the site received a lot of attention. The plot was featured on Gardener's Word as an example of the difference that gardening in general, and therapeutic horticulture, can make to people's lives. A second allotment has just opened in Talbot Road, South Bristol.



**Brentry Allotments** © Alive Activities



## Our Commitments

The successful delivery of this Food Growing and Allotments Strategy will be driven by three key commitments:

1. Reducing the number of people who are waiting to access Bristol City Council owned food growing spaces.
2. Delivering new spaces for food growing while maintaining the balance of land outlined in the wider Parks and Green Spaces Strategy.
3. Working to ensure people and communities from every area of the city can access suitable food growing opportunities.

***We will deliver on these commitments by focussing on four key priorities:***

1. Effective Use of Existing Space
2. Collective Food Growing
3. Repurposing Land
4. Investment and Sustainable Funding

### **Effective Use of Existing Space:**

Our extensive mapping of council allotment land has highlighted the potential for increasing the number of plots on sites by supporting existing tenants to use their plots more efficiently and effectively. We also know that establishing more efficient tenant management systems will help us to reduce the number of plots being left dormant and unused.

By establishing a stronger tenancy agreement, engaging more proactively with our Allotment Associations, and improving the information and guidance available to tenants, we will support a greater number of plots to be used for their full benefit, and adapt sites, so they make the most of the space available.

We will also focus some of our resources on how we support communities and

organisations to repurpose their own land for food growing, in recognition that the council plays an important part in supporting food growing opportunities outside of allotment land. There are opportunities to capture and share existing best practise to support a city-wide increase in food growing.

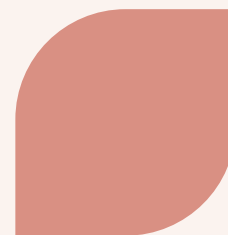
### **Collective Food Growing:**

Collective growing plots are a great way to enjoy the benefits of an allotment plot without having to commit to an individual allotment tenancy or join the waiting list for a plot. These have been established by a group or organisation to satisfy a particular community need and interest in food growing, providing social interaction and community cohesion.

There is great opportunity for these initiatives to encourage the participation of under-represented groups, and to be a stepping-stone for everyone to progress from an interest in food growing to taking on their own allotment plot. Increasing opportunities for collective food growing – through adapting our allotment spaces and by supporting other organisations to develop their own land – will require a collaborative and creative approach, but it has the potential to reduce pressure on our allotment waiting list and ensure the benefits of food growing are accessible..

### **Repurposing Land:**

Our allotment spaces sit alongside a network of small holdings, market gardens and land for grazing livestock. While we will continue to keep some land for these uses, we are aware that they have limited benefit beyond the individual users; and whilst allotment tenants are required to cultivate 75% of their plot during the summer months, many small holdings tend to use less than 10% of their site for food growing.



Having conducted extensive land mapping we now need to review our current landholding agreements so that we can start to explore opportunities to repurpose land to diversify our food growing spaces and ensure land is being used effectively to meet Bristol's food growing targets. Doing so will increase our allotment capacity and the land available for larger scale food producing through collective food growing, social enterprises, semi-commercial and commercial food producers. Once suitable land has been identified we will review how these opportunities are promoted to ensure that the system of securing land is fair and equitable. We are particularly interested in opportunities that will not only ensure land is being sustainably and efficiently managed but that also delivers social value and benefits the residents of Bristol.

### **Investment and Sustainable Funding:**

Against a backdrop of growing demand for allotments and a national decline in funding for parks services, it is essential that our allotments service can run sustainably and can secure suitable investment to enable changes to our infrastructure. We estimate that £3.5m of capital investment will be required to support the needed infrastructure changes.

Using allotment plots more efficiently and repurposing land will support cost savings, but to reach the levels of funding required to operate sustainably and ambitiously, we will also:

- Implement a fairer and more sustainable approach to tenancy fees.
- Work with communities to identify strategic funding opportunities.

### **A fairer approach to tenancy fees**

The Allotments Act requires the rent charged for allotment plots to be a “reasonable amount” and what the “tenant would expect to pay”. Bristol City Council has always applied the same rental rate to tenants for a plot, regardless of whether they have access to enhanced on-site facilities.

The quality of – and access to – food growing space should not be dependent on where you live in the city. Driving investment to improve infrastructure and create new allotment spaces requires us to implement a fairer approach to tenancy fees. Our proposed new fees approach will take three main factors into consideration:

1. The variation in size of plots
2. The variation in on-site facilities (e.g. toilets, car parking)
3. The approach that comparable local authorities take to fees.

Aside from maintaining financial sustainability, there are several benefits we intend to deliver through this new approach to fees:

- Investment in the infrastructure and facilities available at existing sites
- Investment in food growing opportunities where allotment spaces are less numerous across the city,
- Investment in creating more accessible allotment sites for disabled people and people with additional needs
- Expanding the offer of reduced fees to people on low incomes. In 2022, 13% of allotment tenants benefited from a 50% discount,
- Increasing the skills and capacity of the parks service team,
- Delivering the wider priorities linked to

**Working with communities to identify funding opportunities.**

Since the adoption of the Parks and Green Spaces Strategy 2008-2023 and Allotments Strategy 2009-2019 respectively, the way local government services are funded has changed significantly. With evidence showing that the value of central government grants has declined, become more numerous, competitive, short-term and smaller, it is essential that we take a more strategic approach to applying for funding.

We will prioritise funding opportunities which enable us to deliver progress against the strategic priorities outlined in the One City Plan and Bristol City Council's Corporate Strategy 2022 - 2027.

We will also ensure that we develop funding bids against priorities identified by local communities. One way we will do this is by working closely with communities and local organisations to develop Community Infrastructure Levy (CIL) bids.

In Bristol, a proportion of CIL funding is devolved to Area Committees made up of local councillors. We will provide support and advice to groups to produce successful bids which support allotment infrastructure improvement.

Bower Ashton  
Allotments. ©BCC



The case for change:

## Blaise Nursery: Communities Growing Project.

In 2020, at the start of the pandemic, many garden centres were forced to close. At Blaise Plant nursery they were determined that the thousands of fruit and veg plants they had wouldn't go to waste, and so many were given away to households across the area. This gesture of support for the local community was so successful it marked the beginning of a pioneering project.

The Parks Volunteer Coordinator joined forces with Blaise Nursery to create a food growing network that would supply food support schemes and communities across the city. The overall aim is to get healthy, locally grown and sustainable food on to tables in communities where that may not currently be happening.

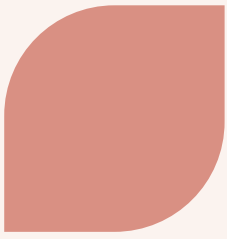
Three years on and the Communities Growing Project has become a huge success. Blaise Nursery is at the heart of the operation as plug plants (small plants grown from seed) are delivered right across Bristol to allotments, schools,

community gardens and community groups who grow them on ready for harvest.

Almost 60 growing groups across the city are supported through the project, and Bristol City Council Parks staff give their time voluntarily to make deliveries and offer support. Not only does the scheme provide healthy, locally grown food, but it also brings people together to learn about growing and where their food comes from.

Once grown, the food is collected and sorted by volunteers ready for distribution through local food support schemes like 'Family Food Action' that runs from Ardagh Community Trust, supporting about 1,500 people a week. Some of the food goes on to support projects like the afterschool cooking and growing club run at The Vench in Lockleaze, which teaches kids how to take food from plot to plate.





## Chapter 7: Implementing Our Strategic Vision – Key Actions

The development of our strategic principles and prioritisation of key priorities of work has been driven by the challenging context we face as a city, local authority, and parks service. While there are significant challenges on the immediate horizon, we remain ambitious about achieving our vision of enabling all communities to feel that parks are accessible, inclusive, safe, fun and rich in nature and wildlife.

Looking further ahead, there is uncertainty about the future of local government funding and public spending as a whole. With this in mind, we have:

- Identified a set of key actions which will deliver the overall vision and commitments within each Priority Theme, including our wider commitment to financial sustainability and investment.
- Focused most actions on the short-term (1-5 years) and medium-term (6-10 years).
- Outlined what our intended outcomes are to link priority actions to wider city goals and service objectives.
- Committed to developing a joined-up approach to managing land where there are competing demands (e.g. nature, food growing and physical activity).
- Committed to developing a more detailed and short-term action plan and reviewing and refreshing the full strategy after five years.,

### Financial Sustainability and Investment - Key Actions:

#### Short-term

- Successfully deliver our current £7m parks capital programme to upgrade parks and play facilities across the city, providing new facilities and improving access for all residents.
- Invest £2m to increase our allotment and food growing capacity that will generate income annually through fees.
- Work with the council's funding lead to develop central government and other funding bids. We will focus on attracting funding to deliver on this strategy's priority themes.
- Review our land and property agreements to generate the appropriate amount of revenue, both through rental income and commercial opportunities.



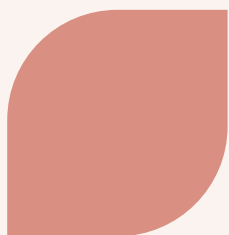
**Financial Sustainability and Investment - Key Actions:****Medium-term**

- Work with partners to establish new, commercial enterprises to generate income to support well managed green spaces. We will identify opportunities for both BCC and local voluntary, community and social enterprise (VCSE) organisations to establish these projects.
- Explore the potential for more commercial activities in parks that improve the recreational offer to residents and generate income that will support well-managed green spaces.
- Build on the success of the Community Resilience Fund by working across the council to develop a more participatory approach to distributing CIL funding to community-led parks development.

**Long-term**

- Increase investment in sites in areas of disadvantage and cultural diversity to ensure improvements in quality are what the community want.
- Ensure that our most visited sites and destination parks receive the investment needed to provide a high-quality experience and offer a range of facilities including toilets, cafes and play areas.
- Invest in increasing the number of sites that can host medium to large sized events that are organised by both for-profit and not-for-profit organisations.

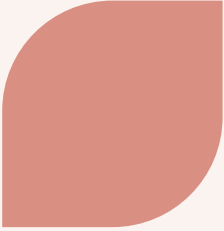




<b>Nature and Climate - Key Actions:</b>	
<b>Short-term</b>	<ul style="list-style-type: none"> <li>• Begin to implement our Managing for Nature plan, which sets out opportunities to meet the council's objective to manage 30% of its land for nature by 2030.</li> <li>• Identify and develop priority sites to support the delivery of the Keeping Bristol Cool Framework – the city's plan to adapt to rising summer temperatures – through tree planting, and identifying potential cool corridors and places of respite.</li> <li>• Work with communities and stakeholders to design an online information hub where residents can access information about parks services, including our nature and climate actions.</li> <li>• Tenants on our land, including allotment holders, will be encouraged (through education, training, and changes in tenancy agreements and management) to reduce their use and reliance on pesticides in line with the city's aspirations. We will support tenants to collectively vote on whether to assign their site as pesticide free.</li> </ul>
<b>Medium-term</b>	<ul style="list-style-type: none"> <li>• Aim to plant or naturally regenerate up to five hectares of trees per year.</li> <li>• Subject to funding and demand, we will provide Electric Vehicle charging facilities at parks where there is demand and support.</li> </ul>
<b>Intended outcomes:</b>	<ul style="list-style-type: none"> <li>• The Parks Service's use of pesticides will be reduced, contributing to the council's target to reduce the use of pesticides by at least 50% by 2030</li> <li>• Bristol will be a more nature rich city with its green spaces actively managed to support both new and improved habitats that cover at least 30% of council land.</li> <li>• Bristol's tree canopy on public, private and residential land will have significantly increased, in line with the goals established by the One City Tree and Woodland Strategy.</li> </ul>

<b>Children and Young People - Key Actions:</b>	
<b>Short-term</b>	<ul style="list-style-type: none"> <li>• Develop a more inclusive consultation approach for when we develop and invest in play provision. Our processes will consider the added barriers experienced by disabled children, girls and other minoritised groups.</li> <li>• Review how permission to provide play and education services in parks is sought and given so that applicants are more informed, and the process is as straight forward as possible.</li> </ul>
<b>Medium-term</b>	<ul style="list-style-type: none"> <li>• Work with local communities to develop 'playable landscapes' in areas of parks not currently designated for play, ensuring places are accessible and safe for all children and families.</li> <li>• In line with the Food Equality Action Plan (2023 - 2026), we will support an increase in the number of schools, nurseries and children's centres that have access to food growing spaces.</li> </ul>
<b>Longer-term</b>	<ul style="list-style-type: none"> <li>• Deliver new children and young people's playgrounds where there is a deficit.</li> </ul>
<b>Intended outcomes:</b>	<ul style="list-style-type: none"> <li>• Every child across the city has access to a quality green space within a 10-minute walk from their home.</li> <li>• A multi-use-games-area will be accessible within 1km of every home, and a good quality 'wheels park' within 2km of every home.</li> <li>• Children and young people, particularly girls and those from marginalised groups, can influence the management of their parks and outdoor play spaces.</li> </ul>

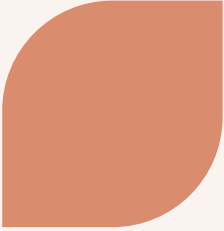




<b>Community Participation - Key Actions:</b>	
<b>Short-term</b>	<ul style="list-style-type: none"> <li>• Establish better consultation and engagement practices so that communities can better influence the way their parks develop. We will focus on communities who face additional barriers to being involved in council decision making</li> <li>• Design and trial our new approach to assessing the quality of our parks in partnership with community groups and park users.</li> <li>• Improve the perception of safety in parks and green spaces through targeted site planning, maintenance and investment, particularly for women and girls</li> </ul>
<b>Medium-term</b>	<ul style="list-style-type: none"> <li>• Continue to support the network of 67 Friends of Parks Groups and focus on supporting new groups in areas of high deprivation.</li> <li>• Work with organisations and communities who represent disabled people to deliver and trial ‘inclusive recreation spaces’, a recommendation made in the ‘More Than a Checkbox’ report.</li> <li>• Work with organisations like Your Park Bristol and Bath to develop capacity within the parks service to support the growth of volunteering in the city.</li> </ul>
<b>Intended outcomes:</b>	<ul style="list-style-type: none"> <li>• We will support more community led volunteering and have grown staff-led volunteering so that volunteer hours are doubled from their 2023 level. We will target areas of greater disadvantage where satisfaction in parks is lower by supporting communities (friends of groups and parks groups) to be active volunteers for their park.</li> <li>• A community or volunteer celebration event will be held at least every two years to acknowledge the contribution of the voluntary and community sector.</li> <li>• There will be joint action and management plans for implementing the changes required to deliver on quality assessments.</li> </ul>

<b>Health and Wellbeing - Key Actions:</b>	
<b>Short-term</b>	<ul style="list-style-type: none"> <li>• Conduct research to understand who uses our parks, how they use them and the barriers to use. We will use this learning to develop a targeted response plan.</li> </ul>
<b>Medium-term</b>	<ul style="list-style-type: none"> <li>• Support groups to deliver nature-based health and wellbeing activity programmes, through the framework of Wild and Well, focusing on areas of greatest need.</li> <li>• Work with Friends of Parks groups to develop resources which communities can use to produce community-led health interventions in parks and green spaces.</li> <li>• Work with healthcare providers to raise awareness of how parks and green spaces can support green social prescribing to support the health of residents.</li> <li>• Improve access for women and girls, using guidance from Make Space for Girls and Green Flag's Safer Parks to increase our parks' appeal, safety, and relevance.</li> </ul>
<b>Intended outcomes:</b>	<ul style="list-style-type: none"> <li>• Our parks and green spaces contribute to improving public health and reducing health inequalities as standard.</li> <li>• By 2032, people living in the 10% most disadvantaged areas of Bristol are as satisfied with where they live and the quality of parks and green spaces as people living in the most affluent areas of the city.</li> <li>• Increase in the number of people visiting a park or green space at least once a week.</li> </ul>

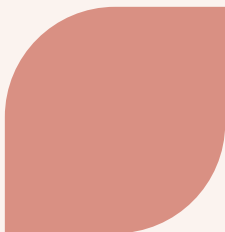




<b>Culture - Key Actions:</b>	
<b>Short-term</b>	<ul style="list-style-type: none"> <li>• Work with the City Events Team to develop an events and activities programme that supports and contributes to the financial sustainability of the park's service and promote a good range of year-round events at a wider variety of sites.</li> <li>• Work with the City Events Team to review future event fees and the community application process to create a system that makes it easier for a wider range of community groups and organisations to plan and run events and to look at using a wider range of under-utilised sites at a lower hire fee.</li> <li>• Continue to preserve the historic environment and work to remove at least three of the five parks-based assets from the Heritage at Risk Register.</li> <li>• Develop promotional activities, as well as digital and onsite material, to make it easier to access information about the culture and heritage in our parks.</li> </ul>
<b>Medium-term</b>	<ul style="list-style-type: none"> <li>• Support industry partners to deliver their events in line with the city's climate and ecological aspirations, by working to secure 'Greener code' or the equivalent sustainable accreditation.</li> <li>• Create a publicly accessible tool kit and guidance explaining how to carry out 'Our Spirit of Place' assessments of sites.</li> <li>• Trial ways of enabling the VCSE sector and community groups to monitor our historic environment with a clear route for reporting maintenance requests.</li> </ul>
<b>Intended outcomes:</b>	<ul style="list-style-type: none"> <li>• Bristol's parks support a programme of year-round activities across a variety of sites.</li> <li>• Every neighbourhood in Bristol has access to a cultural/creative opportunity within their neighbourhood parks and green spaces.</li> <li>• Bristol's sporting and cultural facilities are recognised as capable of hosting international events.</li> <li>• There will be no parks based historic assets on the Heritage at Risk Register.</li> </ul>

Employment and Skills - Key Actions:	
<b>Short-term</b>	<ul style="list-style-type: none"> <li>• Work with city partners to develop an improved package of accessible training opportunities to communities involved in our parks and green spaces.</li> <li>• Coordinate the development of training materials for parks volunteers, with input from existing volunteers.</li> <li>• Undertake a staff skills audit to identify skills gaps, opportunities for development and ways to diversify the workforce.</li> </ul>
<b>Medium-term</b>	<ul style="list-style-type: none"> <li>• Develop and begin to deliver a service-wide Learning and Development Plan to support the appropriate skills development for our future service. This will include improving our capacity to support volunteering and community engagement.</li> <li>• Continue to work with the council's Employment, Learning and Skills service to offer parks roles to underrepresented groups in the city.</li> </ul>
<b>Intended outcomes:</b>	<ul style="list-style-type: none"> <li>• Our workforce will be more diverse and more representative of Bristol's communities,</li> <li>• All communities in Bristol can participate in the development of local parks-based learning and skills programmes.</li> </ul>





### Food Growing and Allotments - Key Actions:

#### Short-term

- Develop policies and support for tenants so that food growing across council-managed sites become more environmentally sustainable and nature friendly, supporting Bristol's Climate Friendly Grower's Pledge.
- Work with Bristol's disability groups to develop an exemplar accessible allotment plot and deliver across several sites by 2026.
- Reduce food waste by encouraging all food growers to redistribute locally grown surplus food through local food support schemes.
- Carry out an audit into who uses existing BCC allotment space and engage with stakeholders to understand the barriers that underrepresented groups
- Work with food equality partners to develop a food growing priority list, developing specific interventions including offering collective food growing opportunities.
- Proactively support community groups and organisations with Community Infrastructure Levy funding applications which either deliver appropriate food growing opportunities in our parks or support the development of food growing spaces on other land.
- Revamp the Healthy Schools Food Environment award to have a wider focus on improving food growing within schools; working with partners to coordinate our respective offers of support to schools for developing their own green space for food growing.

#### Medium-term

- Work with city partners to ensure communities at risk of food inequality have access to food growing land and opportunities to develop growing and cooking skills.
- Develop a place-based approach in partnership with the food growing community to determine what type of food growing initiative would achieve the best outcomes for that space in that area.
- Create registration processes for collective food growing groups and larger scale food producers, working in partnership with Bristol Food Producers to help identify and match appropriate growing space with local food producers, as land becomes available.



**Food Growing and Allotments - Key Actions:****Longer-term**

- Where possible, we will pilot the repurposing of council-owned land for food growing in areas of high deprivation and food inequality. This will include allotment space, collective food growing and commercial food growing space respectively.

**By 2039:**

- All suitable growing land in the city-region is identified with the best land protected for growing. The volume of land used for growing [commercial, social enterprises, communities] increases significantly with 100% of suitable, council owned land used for food growing.
- 20% of food consumed in the city comes from sustainable producers in the city region.

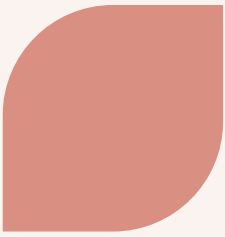


## Chapter 8: **Glossary of Terms**

<b>Anchor Organisation</b>	Organisations who are based within a specific community or geographic area and have a significant role in how that community or place develops over time. Most often from the voluntary and community sector.
<b>Community Resilience Fund</b>	A capital grant fund delivered by Bristol City Council to support community and voluntary organisations to: <ul style="list-style-type: none"> <li>• recover from the pandemic</li> <li>• increase their sustainability</li> <li>• continue the vital work they do for the long term.</li> </ul>
<b>Climate Friendly Grower's Pledge</b>	A local pledge created by the Avon Wildlife Trust to support more sustainable food growing practises in the area. Developed in partnership with Bristol City Council.
<b>Community Infrastructure Levy (CIL)</b>	Is a financial contribution which local authorities receive from developers to make improvements to important infrastructure such as roads and schools. Bristol City Council uses 15% of its CIL funding for schemes which are decided by residents in partnership with local councillors. These local schemes can include parks and green spaces.
<b>Destination park</b>	A park which, due to its size or amenities, attracts larger number of visitors from across the city.
<b>Food equality</b>	When all people, at all times, have physical and economic access to sufficient safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life.
<b>Food Growing Priority List</b>	A list of individuals in Bristol who face additional barriers to accessing food growing opportunities (e.g. because of limited or no private garden space). The council will work with partners to support individuals on this list to access opportunities through collective food growing.
<b>Grazing land</b>	A field covered with grass or herbage and suitable for grazing by livestock.
<b>Green social prescribing</b>	Green social prescribing is the practice of supporting people to engage in nature-based interventions and activities to improve their mental and physical health.
<b>Greener code</b>	An internationally recognised award, created by Vision: 2025, to support outdoor live events run more sustainably and with less of an environmental impact.
<b>Gold Sustainable Food City</b>	Awarded by the UK partnership programme, Sustainable Food Places. The award recognises the positive work undertaken across the city's food system. Bristol is only the second city in the UK to achieve the status, after Brighton and Hove was awarded in Aug 2020.



<b>Heritage at Risk Register</b>	An annual Heritage at Risk Register is published by Historic England. The survey is used by national and local government, a wide range of individuals and heritage groups to establish the extent of risk and to help assess priorities for action and funding decisions.
<b>Market gardens</b>	A place where fruit and vegetables are grown for sale.
<b>Neighbourhood park</b>	A smaller park which serves the population of a neighbourhood and is accessible by walking or cycling.
<b>Our Spirit of Place</b>	An approach that works with local communities to understand the unique qualities of a park or green space taking into account physical features, cultural aspects, heritage and aesthetic qualities – that together define the ‘spirit of place’.
<b>Place-based</b>	Place-based approaches consider the opportunities and challenges within a specific location and work with local people to plan and deliver improvements in the area.
<b>Playable landscape</b>	Is the process of designing park or green space (outside of a formal play area) to make the space more inviting and playful for children and young people.
<b>Small holding</b>	An area of land that is used for farming but is much smaller than a typical farm.
<b>Social enterprise</b>	A business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.
<b>Social value</b>	Social value is defined through the Public Services (Social Value) Act (2013) which requires all public sector organisations and their suppliers to look beyond the financial cost of a contract to consider how the services they commission and procure can improve the economic, social and environmental wellbeing of an area.
<b>Sustainable Drainage Scheme</b>	A way of managing surface water to reduce the risk of flooding and deal with any pollution in the water.
<b>Typography</b>	A breakdown of the different types of parks and green spaces.
<b>Welfare value</b>	The value a place may bring someone in terms of the benefits to their physical, emotional, social or mental wellbeing. This could include improvement in physical fitness or opportunities to connect socially.
<b>Wheels park</b>	A dedicated space for people to use for activities such as skating or scooting.



## Appendix A: **Stakeholder Engagement**






















**The following organisations have been consulted as part of the development of the strategy.**

Age UK,  
Avon Wildlife Trust,  
Bristol Allotments Forum,  
Bristol Disabilities and Equalities Forum,  
Bristol Food Network,  
Bristol Food Producers,  
Bristol Tree Forum,  
Bristol Parks Forum,  
Feeding Bristol,  
Forest of Avon Trust,  
Friends of Badocks Wood,  
Friends of Hengrove Mounds & Hawkfield Meadow,  
Green Futures,  
Knowle West Health Park,  
Knowle West Alliance,  
Learning Partnership West,  
Natural England,  
NHS,  
SHINE,  
Street Goat,  
Sustrans,  
University of Bristol,  
Up Our Street,  
West of England Centre for Inclusive Living (WECIL),  
West of England Nature Partnership,  
Your Park Bristol and Bath

**Documents available in other formats:**

You can request alternative formats of this document  
by email: **[bristolparks@bristol.gov.uk](mailto:bristolparks@bristol.gov.uk)**

## Our parks and green spaces in numbers

<p><b>117</b></p>  <p>Listed buildings and structures</p>	<p><b>700</b></p>  <p>Hectares of woodland</p>	<p><b>£330,000</b></p>  <p>per year of stored carbon</p>	<p><b>5</b></p>  <p>Registered parks and gardens</p>	<p><b>235</b></p>  <p>Members of staff</p>
<p><b>17million</b></p>  <p>annual visits to parks and green spaces</p>	<p><b>15 cafes</b></p> 	<p><b>1,364 hectares</b></p>  <p>of grass mown each year</p>	<p><b>129 Playgrounds</b></p> 	
<p><b>1 plant nursery</b></p> 	<p><b>14,000</b></p>  <p>Trees planted in 2023</p>	<p><b>60</b></p>  <p>Sites of Nature Conservation interest</p>	<p><b>25</b></p>  <p>cemetery and crematoriums</p>	
<p><b>34</b></p>  <p>Multi-use games areas</p>	<p><b>14</b></p>  <p>Wheels parks</p>	<p><b>440</b></p>  <p>Parks and green spaces</p>	<p><b>4,000</b></p>  <p>council managed allotment plots</p>	
<p><b>67</b></p>  <p>Parks groups</p>	<p><b>£361m</b> per year</p>  <p>the monetary value of physical and mental health benefits</p>	<p><b>13,000</b> per year</p>  <p>Hours of staff led volunteering in parks</p>	<p><b>£12.3m</b> per year</p>  <p>Revenue generated</p>	





# Bristol Open Space provision standards

## Introduction

In 2008, the council's Parks and Green Space Strategy adopted minimum standards for publicly accessible open spaces for recreation in Bristol. These standards help to ensure that there is sufficient open space to meet the needs of Bristol's population and helps to guide decisions by setting out citywide provision and showing areas where the focus is on ensuring quality of open spaces is enhanced to meet the demands placed on them by higher levels of population.

The standards adopted relate to:

- Quality: What is the quality residents should expect from open spaces
- Distance: How far individuals travel to open space
- Quantity: How much open space is available

The provision standards of 2008 have proven to be undeliverable, and so the standards adopted in the 2024 Parks and Green Spaces Strategy have been proposed to maintain ambitious targets for open spaces while being grounded in realistic delivery. They reflect how the city has changed over the last 15 years and changes made to the National Planning Policy Framework.

### Summary of proposals:

- The Parks and Green Spaces Strategy 2024-2039 retains existing standards for distance (access), ensuring citizens will have access to a variety of different types of Open Space and be no more than a 10-minute walk from a children's play area.
- We are introducing a Bristol Parks Quality Standard that aligns with the national Green Flag assessment criteria while ensuring community views are represented when quality is determined and assessed.
- Our quantity standard accounts for how the city looks now and how the population is likely to grow over the next 15 years. A city-wide minimum standard applies alongside specific minimum standards for a 'Central Zone' and 'Inner Urban Zone'. These standards are based on our ambition to deliver new green space in two zones where significant regeneration is taking place.
- We have set out that new green spaces should be a minimum size of 0.2 hectares to be included in our quantity standards.
- We will seek financial contributions from development to raise the quality of green spaces through the CIL mechanism, through S106 agreements and through land agreements. We will operate an updated quality cost model to inform this process.



## **Open space: Definition and supply**

### **Definition**

The standards for open space for recreation are applicable to defined types of space. The definition is not always clear cut but open spaces for recreation include the city's public parks, playing fields and children's play spaces and formal spaces which have become recreational such as historic burial places. They are open spaces which are always publicly accessible and available for use by everyone in the city; to sit and experience nature or a visual attraction, for informal and formal sports activities, children's play, events and cultural activities. Open space for recreation would be focussed primarily on recreation and activity – whether it be passive use or active use and ideally would allow for more than one use at any given time and those uses should be able to take place independently. It is open spaces of this sort to which the strategy relates and which form the basis for open space standards.

Space that is public realm, in contrast, is primarily to provide an attractive outdoor environment in a way that directly responds to a built environment's primary function or use. Public realm is not included in this strategy as it not considered to be open space for recreation, as it generally provides an attractive outdoor environment in a way that directly responds to a built environment's primary function or use.

### **Open space supply**

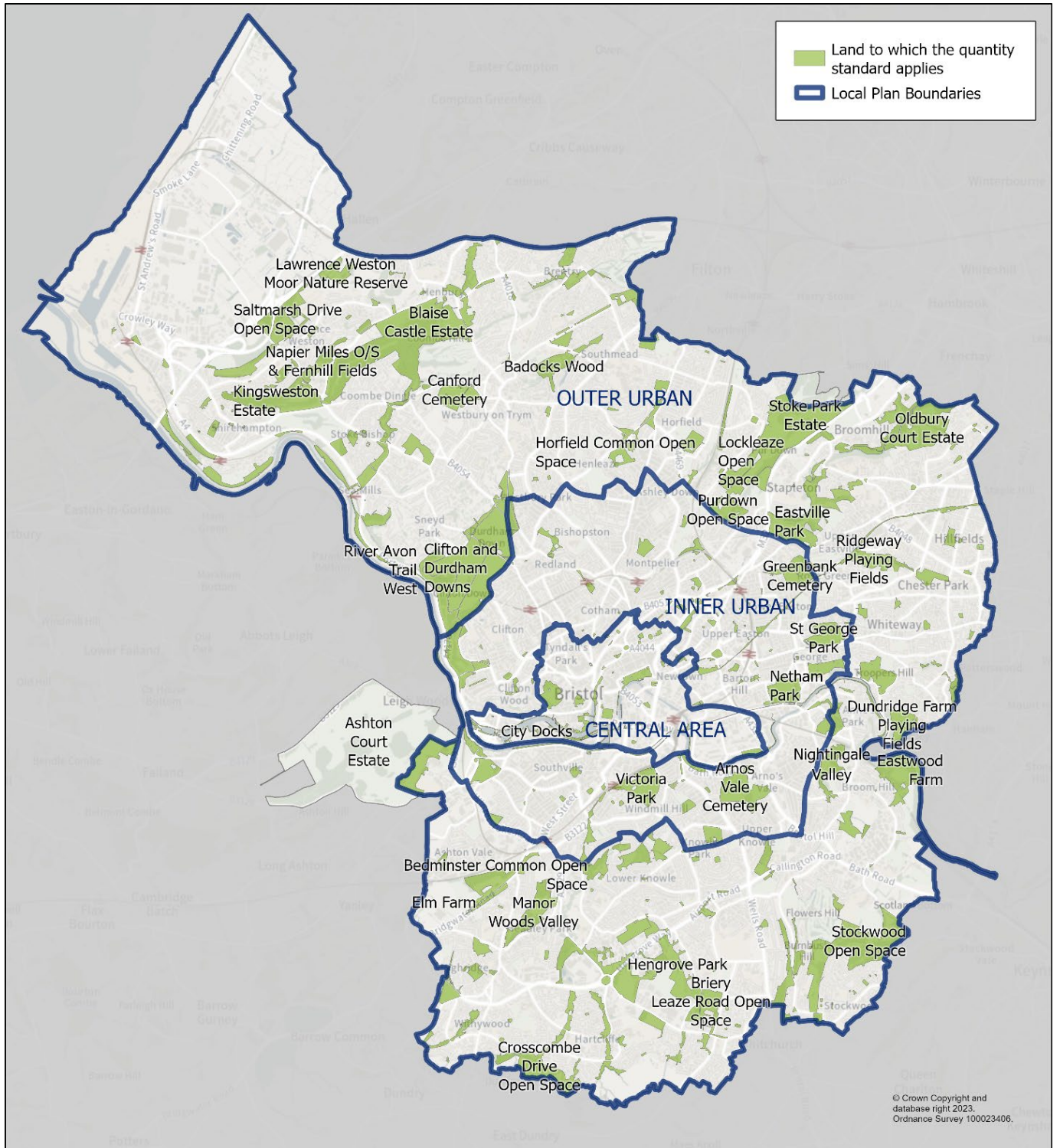
Some council-owned and operated cemeteries are now to be identified as open space for provision standards purposes. These sites are no longer used for new burials and there is a clear opportunity to manage these sites going forward to accommodate appropriate and respectful recreational use, particularly to experience nature.

The continued exclusion from the open space standards of green space within Bristol's City Council's housing estate reflects that their primary function is to provide for a very local community or housing area and not all citizens would feel within their rights to enter and make use of these spaces.

An overview of types of space not considered as open space for recreation by the Parks and Green Spaces Strategy is provided on pages 9 and 10.

A map identifying the space considered as 'open space for recreation' in the city to which the provision standards apply is provided below:

Map identifying the space considered as 'open space for recreation' in the city to which the provision standards apply.



## Open space provision standards: Quality, Distance and Quantity

The purpose of setting standards is to help to ensure that residents across the city have sufficient and equitable access to high quality open space that meets their needs. Like all cities with a densely populated urban centre, it is not realistic to expect equal supply of green space across the whole of Bristol. These standards help to guide decisions by setting out city-wide provision, while also highlighting areas where the focus should be on ensuring enhanced quality of open spaces to meet the demands placed on them by higher levels of population.

This section outlines the proposals for updating or maintaining the Quality, Distance and Quantity standards respectively.

### Quality provision standard

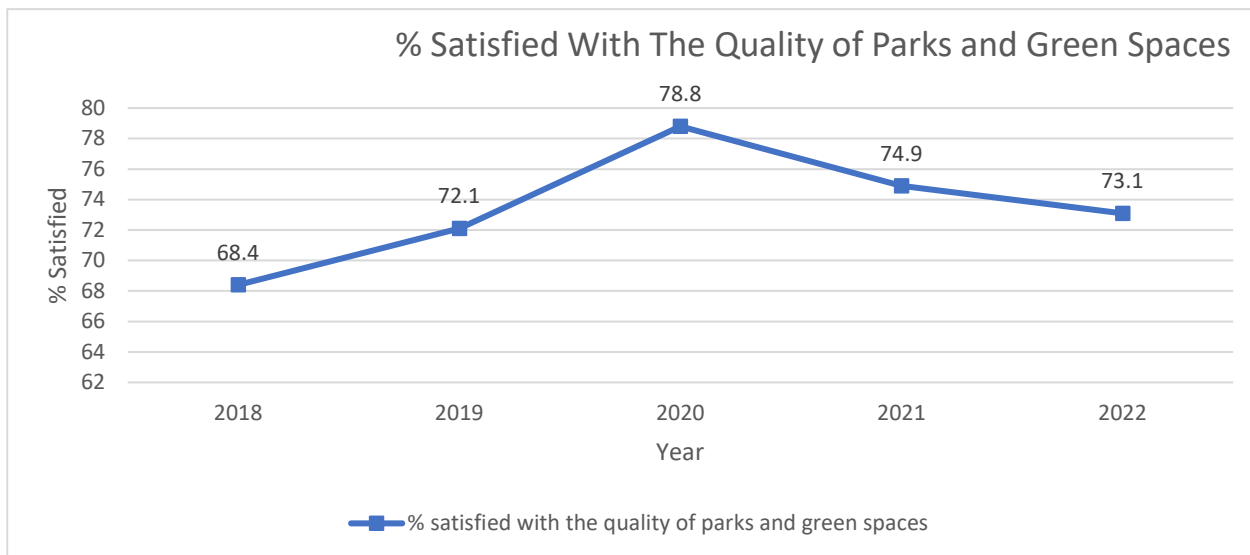
Research undertaken for our 2008 strategy, and engagement to shape our new strategy, has consistently identified that quality is the most important factor for people visiting our parks and green spaces, as represented in the graphic below.



Quality is the overriding factor affecting the public's satisfaction with green space, which in turn affects people's satisfaction with the quantity and accessibility of green spaces. Improving the quality of parks and green spaces is key to raising overall satisfaction.

A quality Parks Service should seek to provide different types of spaces – from informal semi-natural green space to busy, multifunctional, formal parks. These spaces must also deliver an environment that feels safe, inclusive and welcoming and must be clearly well cared for and regularly maintained.

The Bristol Quality of Life survey provides an annual snapshot of the quality of life in Bristol across 50 priority indicators. In 2022, 73% of people were satisfied with the quality of their park or green space (by ward). This is up from 68% in 2018, but down from 79% in 2020 (when Covid-19 limitations saw a marked increase in use of parks for outdoor recreation).



However, the data demonstrates marked differences in satisfaction with parks and green spaces between wards, ranging from 24.6% at the lowest in Hartcliffe and Withywood, to 91.8% at the highest in Clifton Down. There is also a marked difference in satisfaction with parks and green spaces between communities living in deprived areas at 46% satisfied versus the city average at 73%.

The Parks and Green Spaces Strategy 2024-2039 sets out an ambition for more community participation, management and control over green spaces in the city and it recognises that delivering better quality can only be achieved by working with communities and partners.

There is now a need for us to gather the views of the community to find out what they think a quality park is, and make sure they participate in our approach to assess quality and to guide investment going forward.

The strategy aims to establish a city-wide network of quality parks and green spaces, where communities have shaped their future. We will assess quality using Green Flag criteria and be guided by the One City ambition to have an excellent quality park within a 10-minute walk from home. However, our strategic priority is to raise the quality of Open Space for communities in areas of higher deprivation and where satisfaction with quality is unacceptably lower than in other areas of the city.

Our Bristol Quality Park Standard will use the Green Flag Standard to combine an objective assessment of features and facilities in parks with user-defined and user-measured quality criteria. Reflecting the scale of resources required to audit all spaces, the Bristol Quality Park Standard will:

- Reflect Green Flag award criteria with priority sites (to be defined) submitted for Green Flag accreditation.

- Promote ‘snapshot’ park user quality assessments to compliment full Bristol Quality Park standard assessments.
- Invite communities to undertake Bristol Quality Park assessments in partnership with Parks Service staff and other organisations, as appropriate.

Further, the Bristol Quality Park Standard, will:

- Provide a basis for assessing the quality of individual sites against a consistent methodology.
- Enable the quality of sites to be gauged in relation to one another.
- Enable an overview of all sites’ quality to be collectively considered, across the city or, within specified areas.
- Enable relative priorities for the attraction of investment and improvement through planning, design or management (in conjunction with the Quantity and Access standards).
- Provide a basis for ongoing monitoring and review.

The new Bristol Quality Park Standard will reflect the Green Flag criteria and scoring method across the following eight categories:

- A Welcoming Place
- Healthy, Safe and Secure
- Well Maintained and Clean
- Environmental Management
- Biodiversity, Landscape and Heritage
- Community Involvement
- Marketing and Communication
- Management

We will develop a Bristol Quality Park user guide – this will embed elements from the existing Parks Quality Assessment guide and best practice from others who have already in place clear and good guidance – based on Green Flag Criteria.

A rolling programme of quality assessments will be established, creating an initial baseline and re-assessing sites on a rolling three-year cycle accompanied by a tri-annual State of Parks report.

### **Distance provision standards**

Distance standards seek to ensure equal access to a variety of different open spaces. The standards set a maximum distance citizens should have to walk to an open space and also to different types of space that have a specific function. Distance Standards are set for Children’s Play and Young People’s Space, Formal Green Space, Informal Green Space and Natural Green Space.

Distance standards do not apply to sports space as provision is dictated by the characteristics some parks happen to have and the council’s Playing Pitch Strategy determines provision based on a detailed calculation of supply and demand.

Table 1: The Distance Standards by type of Open Space

Distance to the nearest:	Minimum Standard
Green Space	400m (9 minutes' walk)
Children's Play and Young Peoples Space	450m (10 minutes' walk). Minimum size 0.06ha
Formal Green Space	600m (15 minutes' walk)
Informal Green Space	550m (13 minutes' walk)
Natural Green Space	700m (18 minutes' walk)

A review of the options concluded that maintaining the distance standard from 2008 would provide important continuity over a 30-year period and continues to maintain an ambitious target for access to the right range of spaces.

See pages 11-15 for a view of the distance standards applied to Bristol.

### Quantity provision standards

The provision standards for quantity align with Local Plan policies that ensure the effective and efficient use of land and are a realistic target which will support the delivery of new green spaces in the areas that need them most. There is a Citywide standard and provision guidelines to guide potential new open space provision in the Central and Inner Urban areas of the city.

Our provision standard directly relates to the population density of these urban areas and closely reflect and respond to the likely population uplift generated by the planned provision of new housing and employment in those areas, as Bristol seeks to deliver the revised Local Plan.

Our approach to setting and applying the proposed quantity standard:

- **We will seek a net uplift in the area of open space for recreation as a result of the standards and guidelines.** This reaffirms our commitment to providing quality green spaces in light of significant population increases within the city.
- **New open space for recreation is provided in the Central and Inner Urban areas of the city.** The standard reflects a consideration of the opportunity for new open space in areas of regeneration, where delivery is more credible. We are proposing the following targets for the Central and Inner Urban zones respectively:
  - Central Zone: At least 2.9 hectares of new open space to be delivered within the regeneration areas of Mead Street, City Centre, Temple Quarter and St Philips areas.
  - Inner Urban zone: At least 1 hectare of new open space to be delivered within the Frome Gateway regeneration area. This reflects the less obvious opportunities for new development within this zone.

The Strategy does not specify where new green space should be delivered to reach the proposed minimum provision. It will be for Development Frameworks and Development Briefs within the regeneration areas to approach this, where area-specific opportunities and constraints can be properly identified, assessed and public consultation can help determine the right place-making options. Need will therefore be assessed through these processes and at a more local scale.

Table 2: Open Space supply quantity 2023 and 2039 and Proposed Quantity Standards

Area/Zone	Supply of open space with current population (m2 per person)	Supply of open space because of predicted population increase (m2 per person)	Minimum provision standard (m2 per person)
Central	12.02	7.28	7.75
Inner Urban	13.13	11.48	11.53
Citywide	33.37	29.17	29.25

The draft Local Plan policy sets out that where *new* open space for recreation is created as part of a development, it will be expected to be of an appropriate minimum size. Our guideline is that the minimum size of open space for new provision should be 0.2 hectares (about the size of a mini football pitch) with no dimension being smaller than 20m. This approach avoids a proliferation of small amenity spaces or public realm improvements which have limited recreational function. A space of 0.2 hectares has more potential to offer multifunctional use, to support ecology if providing for nature is the primary function, and to respond to the need for urban parks to promote mental and physical health.

### Planning contributions: Hierarchy of provision standards

In the Outer Urban zone investment obtained from development will focus on raising quality and providing access through application of the distance standards, reflecting that the provision of green space is much higher than the Central and Inner Urban zones.

In the Central and Inner Urban zones, relevant development will need to contribute towards the need to meet the quality, distance and quantity standards in that order of hierarchy. We recognise in these zones, given the developed nature of Bristol, achieving the desired quantity of open space for recreation, within the appropriate distance, may not always be possible due to limiting factors such as scale of development, land availability or scheme viability. In such circumstances, quality improvements to nearby open spaces can assist in addressing open space provision. Investment in quality will be primarily driven by planning contributions like the Community Infrastructure Levy or S106 agreements. Our cost modelling sets the provision and maintenance of quality space over a 15-year period at £984 per m<sup>2</sup>.

The exception will be in the Regeneration Areas identified in the Local Plan where new open space for recreation may be a higher priority – with any new space provided expected to be of high quality. We expect Development Frameworks and/or Development Briefs for these areas and subsequent development to respond to all of the provision standards.

Contributions through planning from developers can be generated by the Community Infrastructure Levy mechanism set out in the Local Plan but also by S106 agreements or land agreements where this is deemed appropriate.

## **Overview of sites not considered as open space for recreation Open Space by the Parks and Green Spaces Strategy**

The following categories are not included as open space for recreation in this strategy (although it is acknowledged that they contribute to the overall green space resource in the city):

### **1.1 Allotments:**

These are not defined as open space for recreation. They are subject to statutory protection and specific policies in the Bristol Local Plan.

### **1.2 School Grounds:**

Except where land acts as public open space outside of the school day.

### **1.3 South Bristol Cemetery:**

This is a functioning cemetery and is not defined as an open space for recreation. The cemetery is located within the Green Belt as defined by the Bristol Local Plan.

### **1.4 Church Yards associated with churches for active worship:**

Church yards which remain associated with churches/ buildings for active worship and continue to be owned and managed by the appropriate church. Other church yards are deemed to be publicly accessible where the maintenance of these spaces is carried out under the Closure of Burial Grounds Act.

### **1.5 Grazing Land and City Farms:**

Generally, the function of grazing land is such that it unsuitable for public use.

### **1.6 Incidental Residential Green Space:**

Green space that is associated with housing, but which is publicly accessible and maintained.

The 'test' for what is publicly accessible is one that involves a gauge of whether a non-resident user of that space would feel to be intruding into residents 'defensible space'. If a site fails this test, it will fall outside the scope of this typology.

### **1.7 Residential land without legitimate public access:**

Includes:

- Residential communal gardens, for shared resident use,
- Sheltered gardens, associated with sheltered residential accommodation, and
- Formal, equipped play areas within or associated with public or private sector housing.

### **1.8 Land that is not publicly owned and which does not support legitimate ready public access:**

Land which is only accessible to the public on certain days in each year. e.g. Goldney House Garden, Clifton, owned by Bristol University.



Land which is used primarily for outdoor sports provision that is the subject of a charge. e.g. Coombe Dingle Sports Complex, owned by Bristol University. This category also includes golf courses, where public access may occur but is not promoted.

#### 1.9 Highway Landscape:

Verges, traffic islands, central reservations, and the interstices of junctions are not normally locations where public access is encouraged. Their purpose is generally visual, including softening and screening, although it is accepted that some areas may be used by walkers, cyclists and horse-riders.

Note there are some exceptions for larger highway landscapes which act as open space for recreation.

#### 1.10 Development associated landscaped areas:

The value to the local community of some areas of greening that may be publicly enjoyed is recognised. However, they are typically not of a size, shape, or form conducive to physical use, their role being simply one of providing visual amenity, softening, or screening.

#### 1.11 No Right of Public Access:

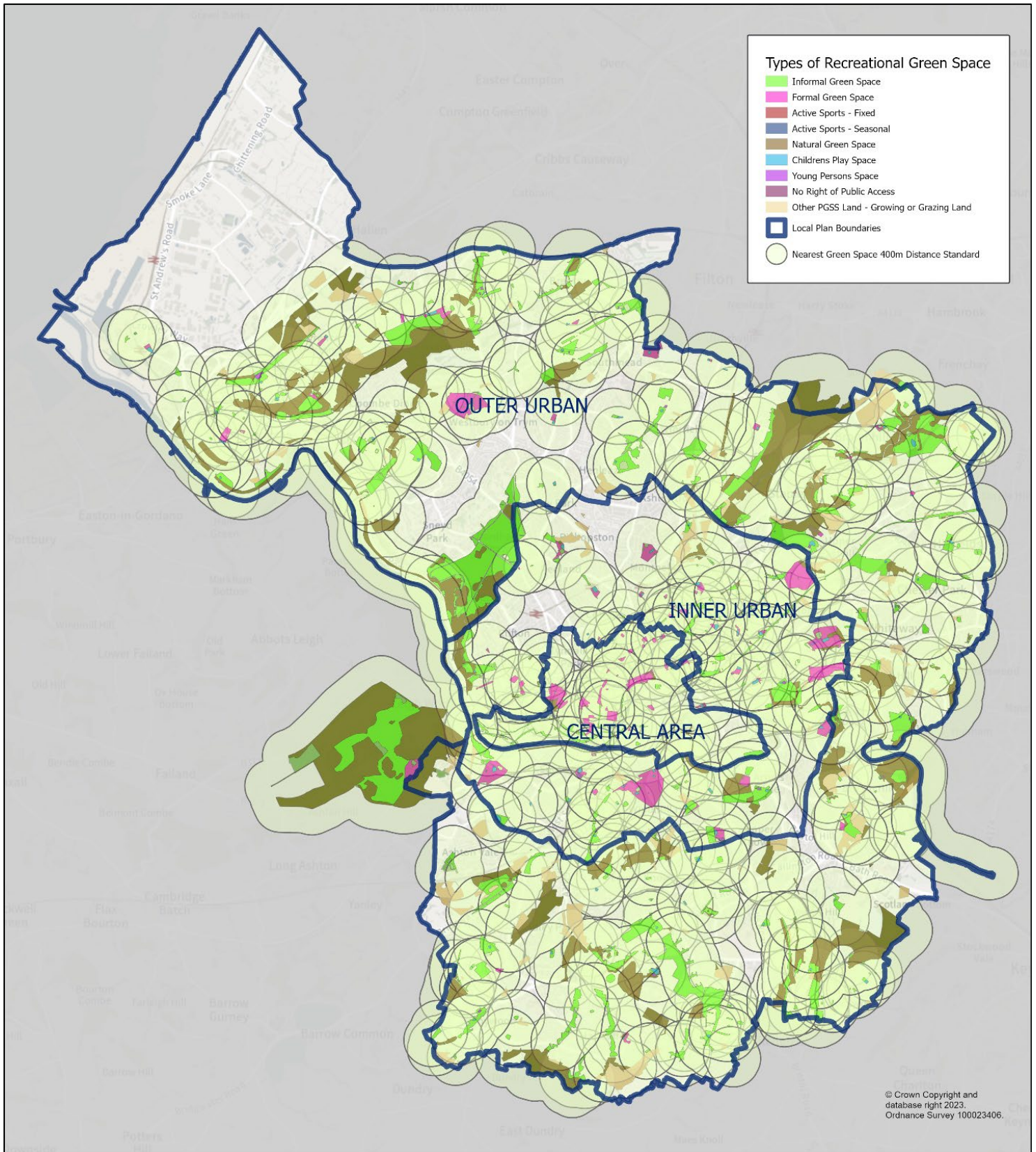
These are areas within a park and green space where the public is excluded. These will normally be depot facilities, leased buildings not servicing a parks and green space function or staff housing / park lodges.

#### 1.12 Areas of open water:

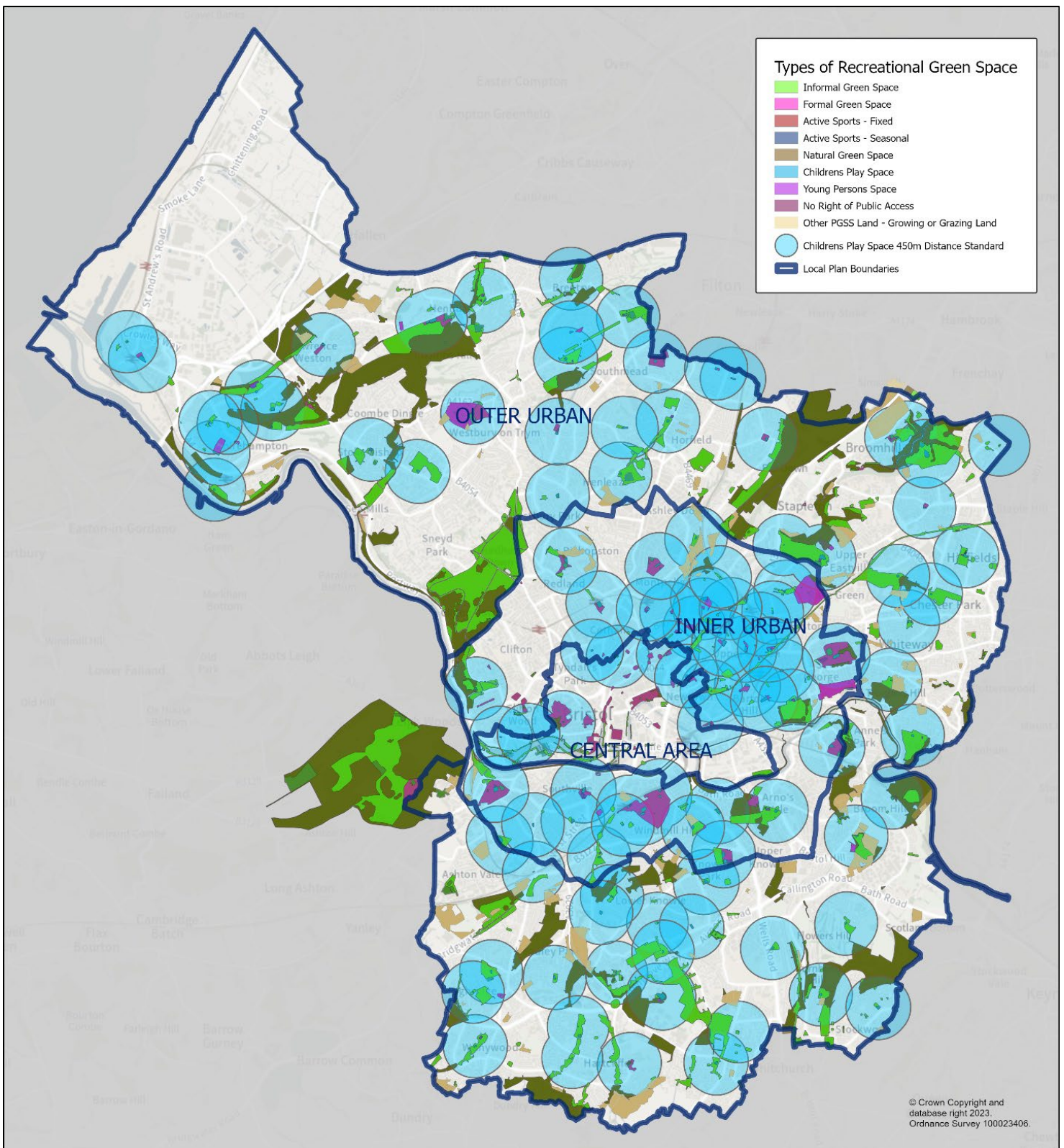
Ponds, lakes and streams which are integral to parks are included.

# The Distance Standards applied to Bristol.

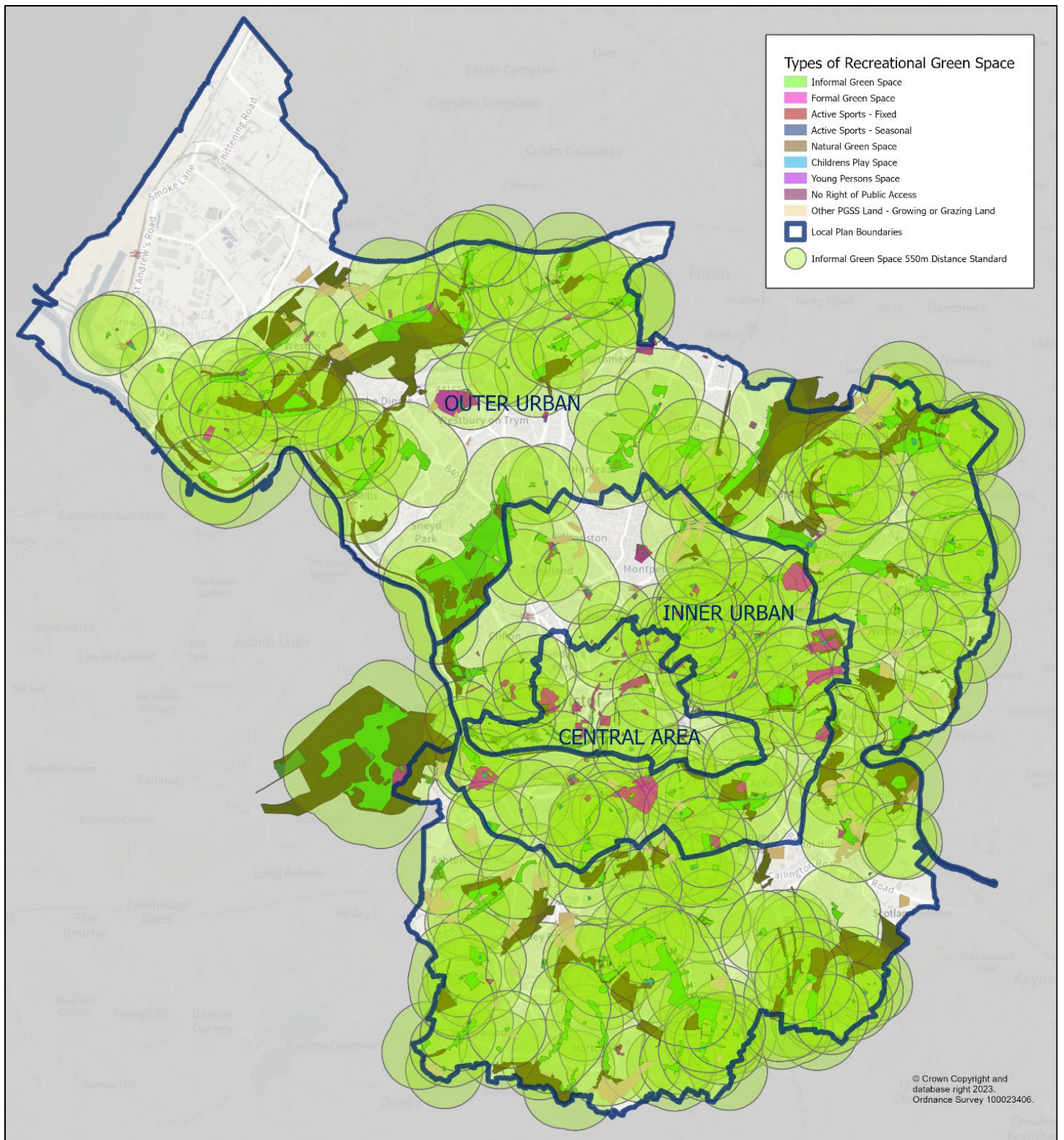
## Map 1: Nearest Green Space 400m distance standard



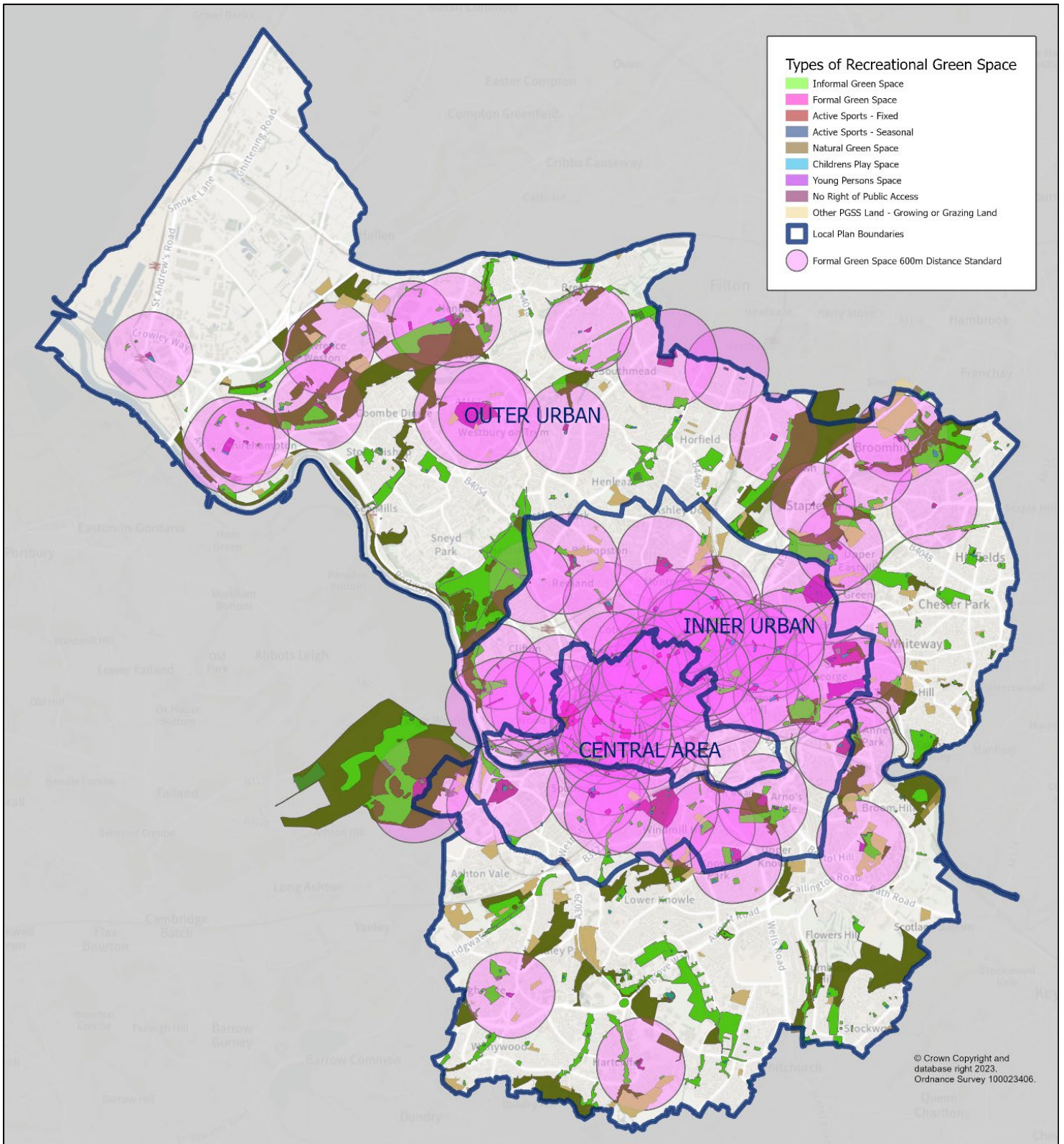
**Map 2: Children's Play Space 450m distance standard**



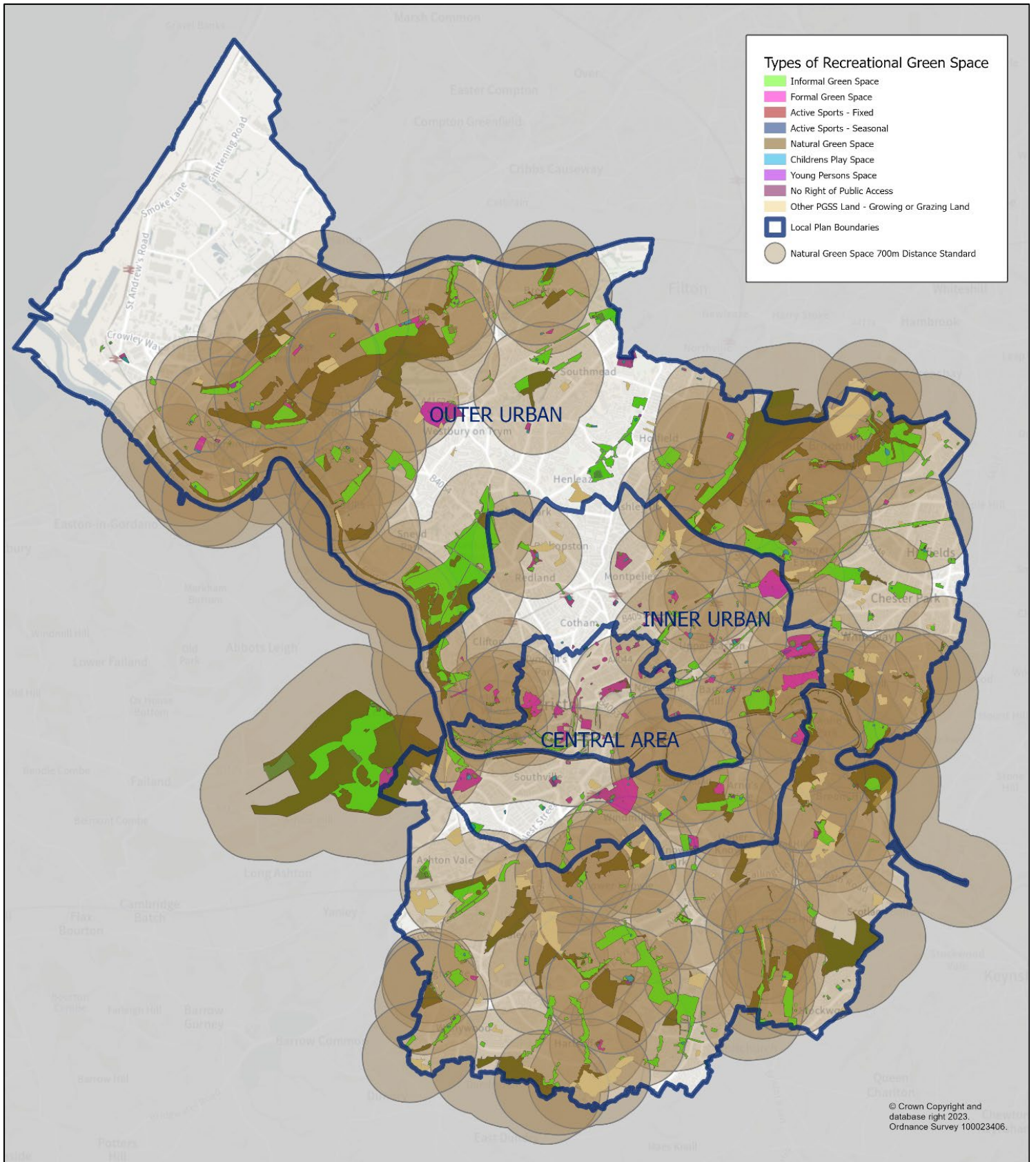
**Map 3: Informal Green Space 550m distance standard**



**Map 4: Formal Green Space 600m distance standard**



**Map 5: Natural Green Space 700m distance standard**





## Parks and Green Spaces Strategy Consultation

Consultation Report v0.4

26 February 2024

## Contents

1	Introduction .....	4
1.1	Overview of the Parks and Green Spaces Strategy .....	4
1.2	Priority themes .....	5
1.3	Scope of this report .....	6
2	Methodology .....	7
2.1	Survey .....	7
2.1.1	Online survey .....	7
2.1.2	Alternative formats .....	8
2.1.3	Other correspondence .....	8
2.2	Publicity and briefings .....	8
2.2.1	Objective .....	8
2.2.2	Bristol City Council channels .....	9
2.2.3	Media engagement .....	9
2.2.4	Social Media – posts, outreach, and advertising .....	9
3	Survey response rate and respondent characteristics .....	10
3.1	Response rate to the survey .....	10
3.2	Geographic distribution of survey responses .....	10
3.3	Response rate from areas of high and low deprivation .....	14
3.4	Characteristics of survey respondents .....	16
3.4.1	Overview .....	16
3.4.2	Age .....	17
3.4.3	Disability .....	18
3.4.4	Ethnicity .....	19
3.4.5	Religion/Faith .....	21
3.4.6	Sex .....	23
3.4.7	Gender reassignment .....	24
3.4.8	Sexual orientation .....	25
3.4.9	Pregnancy and maternity, carer status and and refugee/asylum status .....	26
3.4.10	Other respondent characteristics .....	28
4	Survey results .....	30
4.1	Nature and Climate .....	31
4.1.1	Views on the actions for Nature and Climate .....	31
4.1.2	Views on the areas identified as having the potential to be managed for nature	32
4.1.3	Concerns about managing more land for nature on use of green spaces	34



4.1.4	Views on the areas identified for tree planting to have the greatest benefit	39
4.1.5	Comments or suggestions about the Nature and Climate theme.....	40
	Figure 19: Comments or suggestions about the Nature and Climate theme.....	44
4.2	Children and Young People .....	45
4.2.1	Views on the actions for Children and Young People .....	45
4.2.2	Comments or suggestions about the Children and Young People theme..	46
4.3	Community Participation .....	50
4.3.1	Views on the actions for Community Participation .....	50
4.3.2	Comments or suggestions about the Community Participation theme.....	51
4.4	Health and Wellbeing .....	55
4.4.1	Views on the actions for Health and Wellbeing .....	55
4.4.2	Comments or suggestions about the Health and Wellbeing theme .....	56
4.5	Culture .....	60
4.5.1	Views on the actions for Culture.....	60
4.5.2	Comments or suggestions about the Culture theme .....	61
4.6	Skills and Employment.....	65
4.6.1	Views on the actions for Skills and Employment? .....	65
4.6.2	Comments and suggestions about the Skills and Employment theme .....	66
4.7	Sustainability and Investment .....	69
4.7.1	Views on the actions for Financial Sustainability and Investment .....	69
4.7.2	Comments or suggestions about the approach to Financial Sustainability	70
4.8	Food Growing and Allotments.....	73
4.8.1	Views on the actions for Food Growing and Allotments .....	73
4.8.2	Comments or suggestions about Food Growing and Allotments Strategy.	74
4.8.3	Opportunities to increase the land available for food growing.....	78
4.9	Green Space Provision Standards: Quality, Distance and Quantity .....	81
4.9.1	Views on the approach to update minimum standards for publicly accessible open spaces .....	81
5	Impact of the proposals because of protected characteristics.....	86
5.1	Scale of effects .....	86
5.2	Reasons why the proposals would affect people because of protected characteristics.....	87
6	Summary of other correspondence .....	89
7	How will this report be used?.....	99

# 1 Introduction

## 1.1 Overview of the Parks and Green Spaces Strategy (PGSS)

Our public parks and green spaces are vital spaces for all communities to enjoy. With over 17 million visits per year, and over half of Bristol resident's using parks and green spaces weekly, they are the most popular free-to-use resource in the city. We visit parks for our health and wellbeing, to relax, play, socialise, engage in sport and be in contact with nature. They host events that attract international and local audiences, supporting the rich cultural heritage that makes Bristol a great place to live and visit.

Increasingly, our parks and green spaces are recognised for their important role in helping the city respond to the climate and ecological emergencies, as we seek to increase tree cover, create new spaces for nature, support community food growing and help keep Bristol cool during more frequent heatwaves.

Our parks and green spaces are much loved and highly valued, but we face significant challenges. Austerity and budget cuts have had a significant impact on our ability to deliver a quality service that meets the needs of all in the city.

Our new Parks and Green Spaces Strategy sets out a bold and ambitious plan to improve our parks and green spaces and deliver more for the city over the next 15-years.

## 1.2 Priority themes

Through engagement work six priority themes have been identified that will drive the approach, alongside the approach to financial sustainability, Green Space Provision Standards and food growing and allotments – so that Bristol’s parks and green spaces meet the need of residents’, and the aspirations and objectives of the council and Bristol as a whole.

### **Nature and climate**

How we will continue to respond to the ecological and climate emergencies, with our plans to manage more land for nature and mitigate climate change.

### **Children and young people**

How we will support healthy lifestyles for all of our young people in early life through fun, play and learning.

### **Community participation**

How we will create more inclusive and accessible parks with a greater level of community involvement.

### **Health and wellbeing**

How we will address health inequalities across the city, our role in developing health related activities in our parks.

### **Culture**

How we will bring people together to celebrate and enjoy all the cultural events Bristol has to offer. Our role as custodians of the historic landscape and making heritage accessible.

### **Employment and skills**

How we will develop a more diverse workforce with the skills and knowledge to deliver a great parks service in collaboration with communities.

We also look at how we will deliver a financially sustainable Parks Service and secure the investment required to deliver this strategy.

[The draft Parks and Green Spaces Strategy can be viewed here.](#)

### 1.3 Scope of this report

This consultation report describes the consultation methodology and the feedback received, which will be considered by Cabinet on 5 March 2024.

- **Chapter 2** of this report describes the consultation methodology. The consultation information and questions are summarised in section 2.1. The print versions of the [Parks and Green Spaces Strategy](#) and [survey booklet](#) can be viewed online.
- **Chapter 3** presents the consultation survey response rate and respondent characteristics.
- **Chapter 4** describes feedback on the Parks and Green Spaces Strategy
- **Chapter 5** sets out the effects that respondents said the proposals would have on them because of their protected characteristics.
- **Chapter 6** summarises the feedback received from letters and emails.
- **Chapter 7** describes how this report will be used and how to keep updated on the decision-making process.

## 2 Methodology

### 2.1 Survey

#### 2.1.1 Online survey

The Parks and Green Spaces Strategy consultation was available on the council's Consultation and Engagement Hub ([www.ask.bristol.gov.uk](http://www.ask.bristol.gov.uk)) between 11 December 2023 and 22 January 2024.

#### Survey information

The survey contained the following information as context for the survey questions.

- [Bristol City Council Parks and Green Spaces Strategy and Food Growing and Allotments Strategy](#)
- [Map showing sites that are being managed for nature, and sites that have potential to be managed for nature](#)
- [Map showing the tree canopy combined impact score](#) to identify where tree planting would provide the most benefit to land.
- [Map showing land and food growing sites with areas where households have experienced moderate or severe food insecurity](#)
- [Bristol Open Space provision standards](#)
- [Provision standards proposals maps](#)

#### Survey questions

The survey questions sought respondents' views on the following:

- Whether respondents agreed or disagreed with the actions in the Nature and Climate; Children and Young People; Community Participation; Health and Wellbeing; Culture; Skills and Employment; Financial Sustainability and Investment; and the Food Growing and Allotments sections of the PGSS.
- Whether respondents agreed or disagreed with the areas that had been identified as having the potential to be managed for nature.
- Whether respondents had concerns about the impact that managing more land for nature could have on their current use of parks and green spaces.
- Whether respondents agreed or disagreed with the areas that had been identified as having the greatest benefit.
- Whether respondents agreed or disagreed with the actions in the Nature and Climate section of the PGSS.
- Where respondents thought there may be opportunities to increase the land available for food growing.

- Whether respondents agreed or disagreed with the proposals to update the minimum standards for publicly accessible open spaces for recreation in Bristol.  
The 'about you' section requested information which helps the council to check if the responses are representative of people across the city who may have different needs.
- Respondents' postcode – this identifies if any parts of the city are under-represented in responding to the consultation and it can show if people from more deprived areas of the city have different views compared to people living in less deprived areas.
- Equalities monitoring information – this enables the council to check if people with specific protected characteristics under the Equality Act 2010 are under-represented in the responses.
- Other information about respondents; for example, whether they are a resident of Bristol, whether they are a councillor, a council employee, or represent a local business.

Respondents could choose to answer some or all questions in any order and save and return to the survey later.

### **2.1.2 Alternative formats**

Paper copies (the [Parks and Green Spaces Strategy](#) and a separate [survey booklet](#)) were distributed with Freepost return envelopes to all libraries in Bristol and were available on request.

Alternative formats (easy read, braille, large print, other alternative formats, and translation to other languages) were available on request.

### **2.1.3 Other correspondence**

12 emails/letters were received in response to the consultation. 11 of these were from organisations, and 1 was from a member of the public. The feedback in the letters and emails is reported in Chapter 7, separately from the survey responses.

## **2.2 Publicity and briefings**

### **2.2.1 Objective**

The following programme of activity was carried out to publicise and explain the Parks and Green Spaces Strategy consultation. The primary objective was to engage residents, communities, and stakeholders across the city on the details and actions of the Parks and Green Spaces Strategy.

To achieve this, information was shared across a wide range of channels, reaching as broad a range of audiences as possible, to maximise response rates.

### **2.2.2 Bristol City Council channels**

Online and paper versions of the consultation document were shared via the following council and partner channels and networks:

- Ask Bristol e-bulletin – delivered to 7,800 recipients on 30 January 2024
- Paper copies in libraries

### **2.2.3 Media engagement**

A news article was published to the BCC Newsroom on 11 December 2023.

### **2.2.4 Social Media – posts, outreach, and advertising**

Regular posts on Bristol City Council's social media channels (X, Facebook, Next Door, and Instagram) were made for the duration of the consultation. These organic posts had a potential reach of 22,000 people resulting in 165 survey link clicks.

Paid for Facebook and Instagram advertising (approximately £200) was also employed. This had a reach of 29,117 with 1,013 link clicks.

### **3 Survey response rate and respondent characteristics**

#### **3.1 Response rate to the survey**

The Parks and Green Spaces Strategy consultation survey received 718 responses, of which 703 were responses to the online survey, and 15 were paper surveys. In addition, 12 email responses were received.

The response rate and respondent details in sections 3.2 to 3.4 below are for respondents to the survey. Details of the email respondents are summarised in section 3.5.

#### **3.2 Geographic distribution of survey responses**

587 responses (82%) were received from postcodes within the Bristol City Council area, 13 (2%) responses were from South Gloucestershire, one (0.1%) were from Bath & Northeast Somerset (B&NES), and two (0.3%) were from North Somerset. A further 12 (2%) were from unspecified locations within the four West of England authorities<sup>1</sup> (Figure 1).

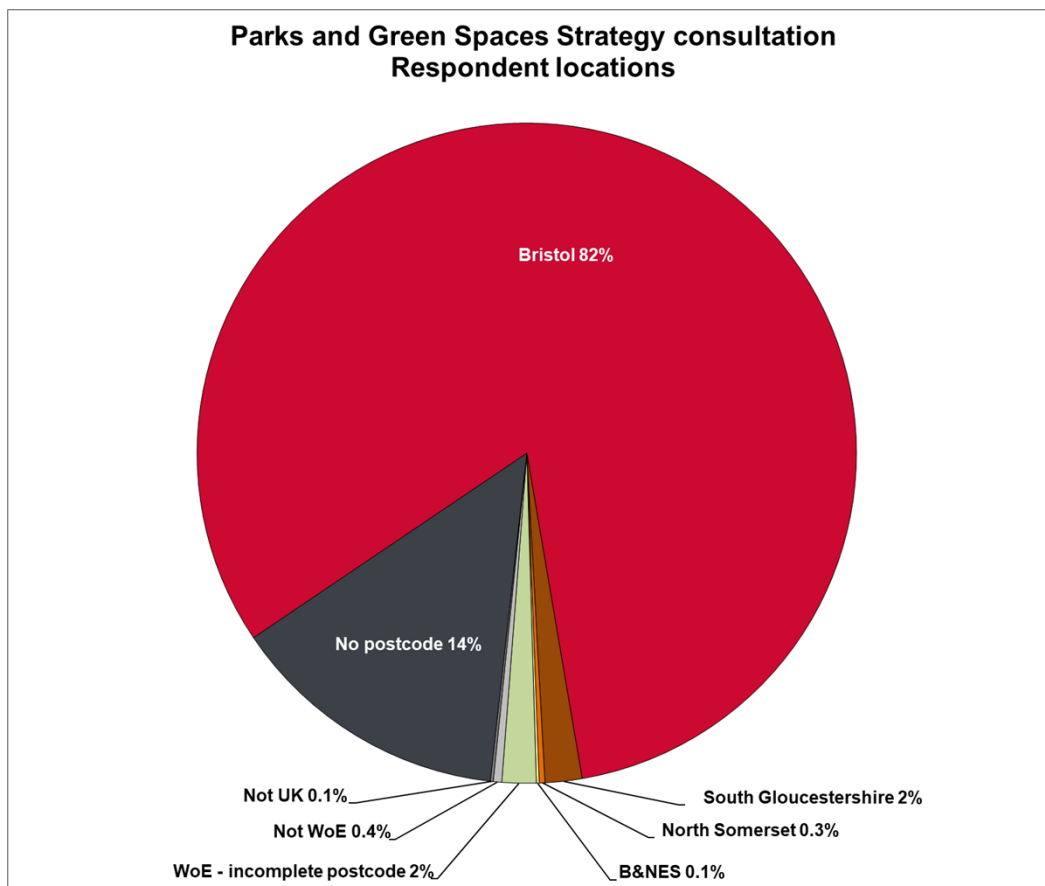
98 (14%) did not provide a postcode.

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<sup>1</sup> Incomplete postcodes identified the home location as within the WOE authorities area (Bristol, B&NES, North Somerset and South Gloucestershire), but not which authority.



**Figure 1: Geographic distribution of responses**

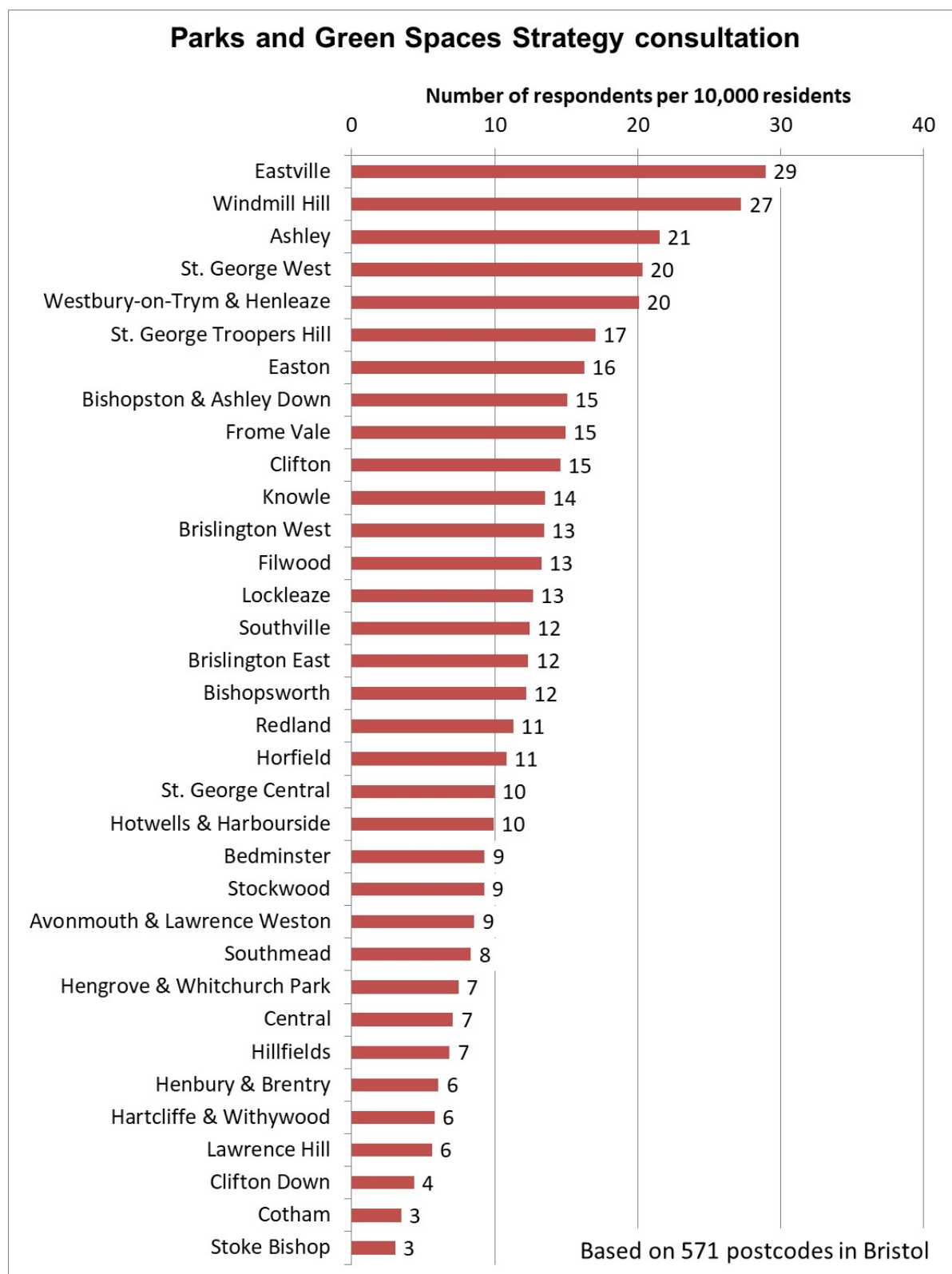


Of the 587 responses from within the Bristol City Council area, 571 provided full or partial postcodes from which the ward of origin could be identified<sup>2</sup> (Figure 2).

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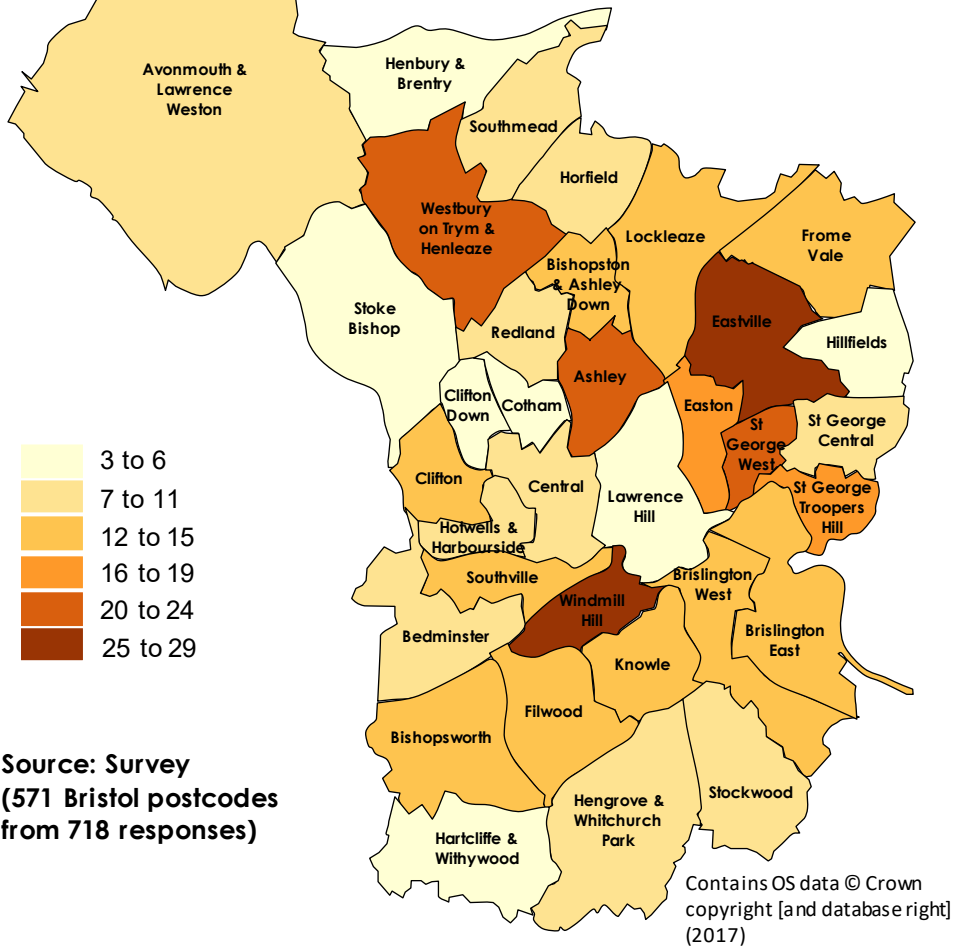
<sup>2</sup> The other 117 responses included incomplete postcodes which are within Bristol but do not include enough information to identify a specific ward.

**Figure 2: Geographic distribution of responses in Bristol**



# Parks and Green Spaces Strategy consultation

Responses per 10,000 population



### 3.3 Response rate from areas of high and low deprivation

The home location of respondents in Bristol was compared with nationally published information on levels of deprivation across the city<sup>3</sup> to review if the responses received include a cross-section of people living in more deprived and less deprived areas. This helps the council to know if the views of citizens in more deprived areas differ from people living in less deprived areas.

The comparison looked at levels of deprivation in 10 bands (known as 'deciles') from decile 1 (most deprived) to decile 10 (least deprived). Figure 3 compares the percentage of Bristol respondents<sup>4</sup> living in each of the deprivation deciles (red bars) to the percentage of all Bristol citizens who live in each decile.

The home location of respondents in Bristol was compared with nationally published information on levels of deprivation across the city<sup>5</sup> to review if the responses received include a cross-section of people living in more deprived and less deprived areas. This helps the council to know if the views of citizens in more deprived areas differ from people living in less deprived areas.

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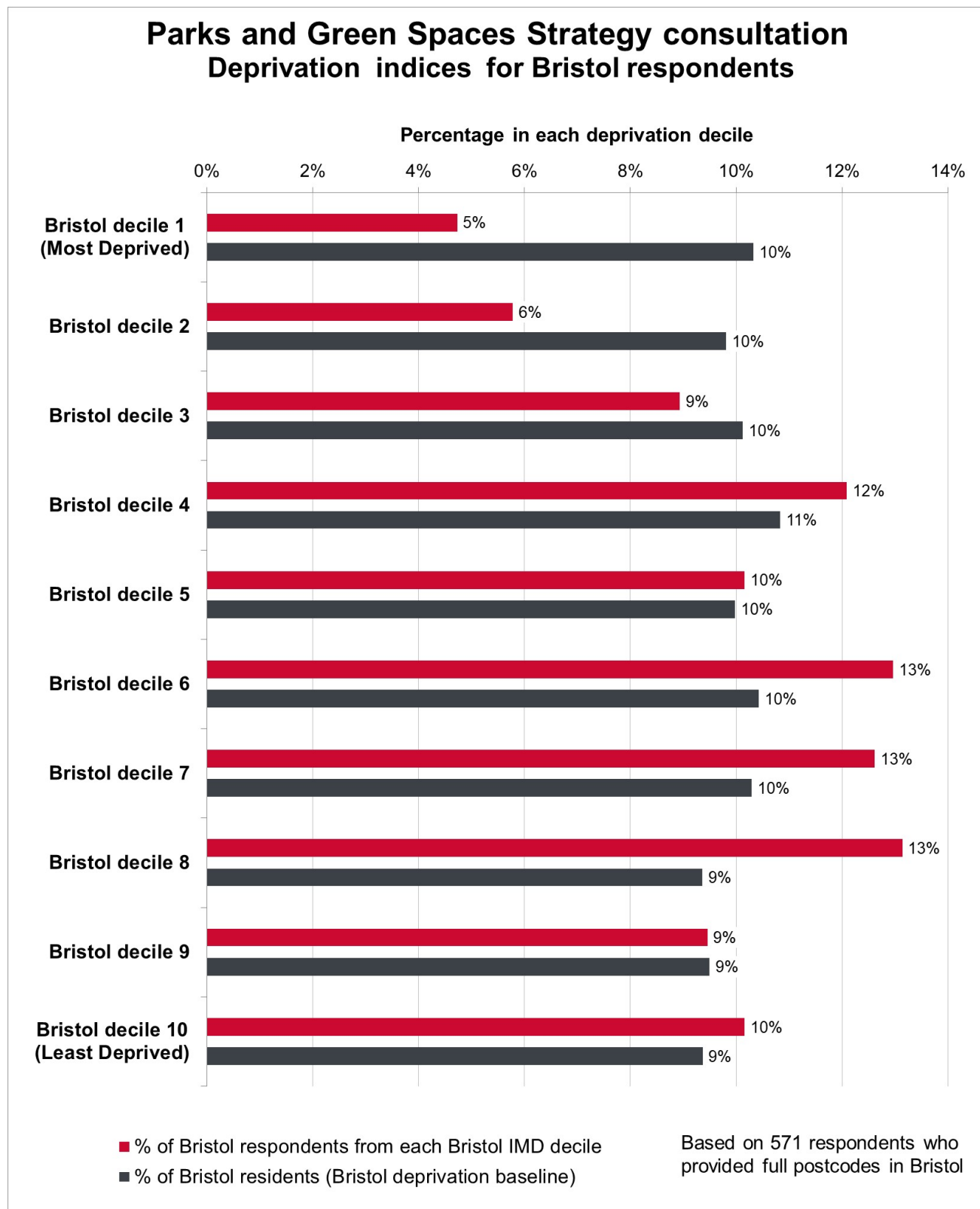
<sup>3</sup> The Office for National Statistics (ONS) publishes information about deprivation for small areas throughout England - known as 'Lower Super Output Areas' (LSOAs). For each LSOA, a measure of deprivation is published called 'Indices of Multiple Deprivation' (IMD), which takes account of 37 indicators that cover income, employment, education, health, crime, barriers to housing and services, and living environment. The latest IMD data are from 2019 and define IMD for each of the 32,844 LSOAs in England used in the 2011 Census, of which 263 LSOAs are in the Bristol City Council area. Postcodes provided by respondents can each be matched to one of the 263 LSOAs in Bristol and thus to one of the deprivation deciles. Note: postcodes provide approximate locations; they are not used to identify individuals or specific addresses.

<sup>4</sup> Based on 2,281 respondents who provided full postcodes in the Bristol administrative area from which deprivation decile can be identified.

<sup>5</sup> The Office for National Statistics (ONS) publishes information about deprivation for small areas throughout England - known as 'Lower Super Output Areas' (LSOAs). For each LSOA, a measure of deprivation is published called 'Indices of Multiple Deprivation' (IMD), which takes account of 37 indicators that cover income, employment, education, health, crime, barriers to housing and services, and living environment. The latest IMD data are from 2019 and define IMD for each of the 32,844 LSOAs in England used in the 2011 Census, of which 263 LSOAs are in the Bristol City Council area. Postcodes provided by respondents can each be matched to one of the 263 LSOAs in Bristol and thus to one of the deprivation deciles. Note: postcodes provide approximate locations; they are not used to identify individuals or specific addresses.

Figure 3 shows that there was an under-representation of responses from the most deprived 30% of the city (deciles 1, 2 and 3). Responses from deciles 4, 6, 7, 8 and 10 were over-represented, while deciles 5 and 9 were representative.

**Figure 3: Comparison of response rate from areas of high and low deprivation**



## 3.4 Characteristics of survey respondents

### 3.4.1 Overview

Respondent characteristics are summarised below. The charts compare:

- characteristics for all respondents who answered the equalities questions (shown by bars with a red outline)
- characteristics of 'Bristol respondents' who answered equalities questions and provided a Bristol postcode (shown by solid red bars)
- characteristics of all Bristol's citizens based on the 2021 Census (shown by solid grey bars). Census 2021 data are available for seven protected characteristics (age, disability, ethnicity, religion/faith, sex, gender identity, and sexual orientation)

Note that many of the respondents who did not provide postcodes may also live in the Bristol City Council administrative area but are not included in figures for Bristol respondents.

In summary, groups that were under-represented in the responses were:

- Children and young people aged 24 years and younger, people aged 25-34, and 85 and older.
- People of Asian or Asian British backgrounds; Black, Black British, Caribbean, or African backgrounds; Mixed or multiple ethnic groups; people of other white background; and people of other ethnic background
- Christians, Muslims, Hindus, Jews, and Sikhs
- Males
- Heterosexual citizens

The following groups responded in higher numbers than their proportion in the population:

- People aged 35 to 84 years.
- Disabled people
- People of White British background
- People with no religion, Buddhists, and people with 'Other religion'
- Females
- Bi, gay/lesbian, and people who use another term to describe their sexual orientation.
- People who have a gender identity different to their sex recorded at birth.

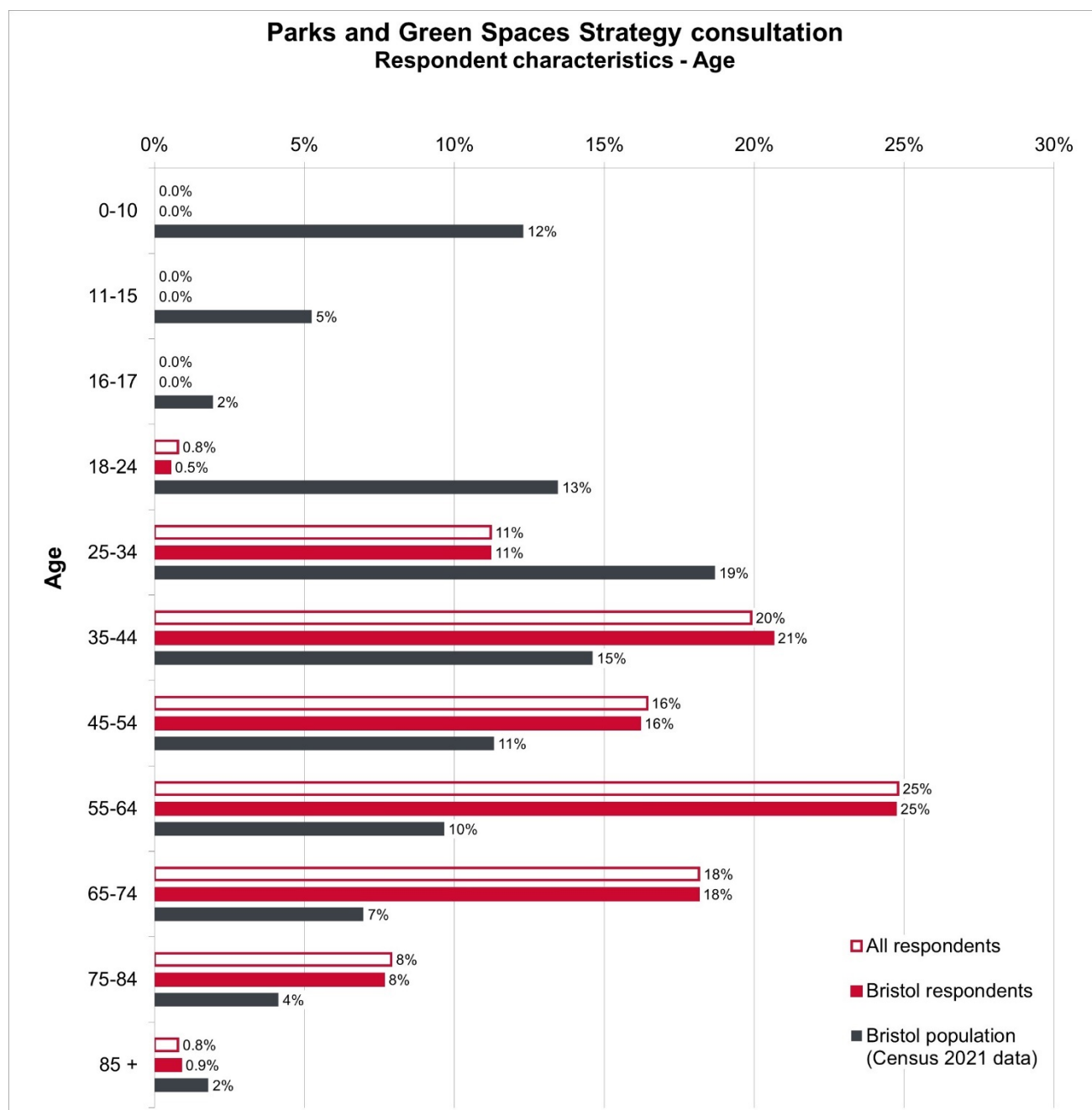
### 3.4.2 Age

The highest number of responses were from respondents aged 55-64 years (25%), followed by 35-44 (20% of all respondents, 21% of Bristol respondents).

All age groups between 35 and 84 responded in higher proportions than these ages in the population. Response rates from children (under 18), young people aged 18-24, people ages 25-34 and those aged 85 and over were under-represented. These percentages exclude the 4% of respondents (3% of Bristol respondents) who answered, 'prefer not to say'.

In each age category, the proportions of 'all respondents' and 'Bristol respondents' were similar.

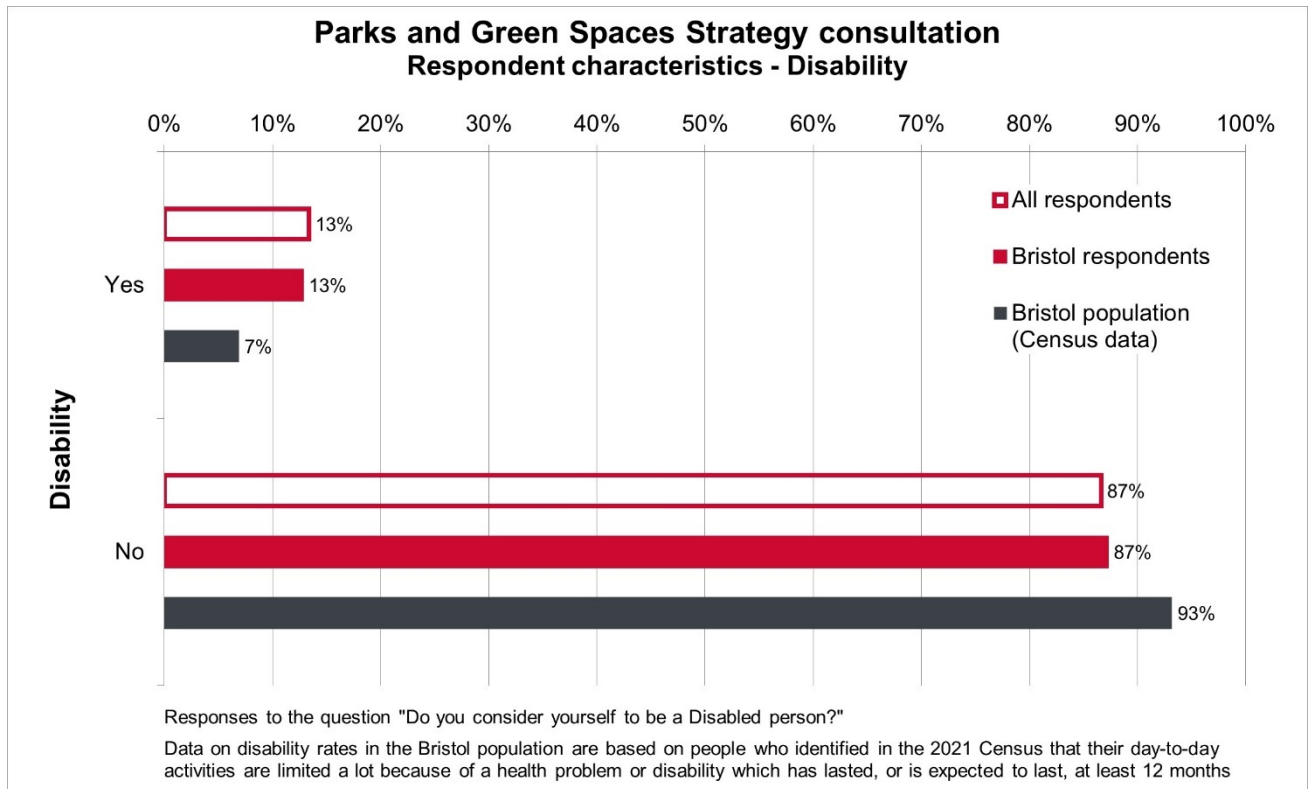
**Figure 4: Age of respondents**



### 3.4.3 Disability

The proportion of disabled respondents (13% of respondents) is greater than the proportion of disabled people living in Bristol (7% of the population). These percentages exclude the 7% of respondents (6% of Bristol respondents) who answered 'prefer not to say').

**Figure 5: Disability**





### 3.4.4 Ethnicity

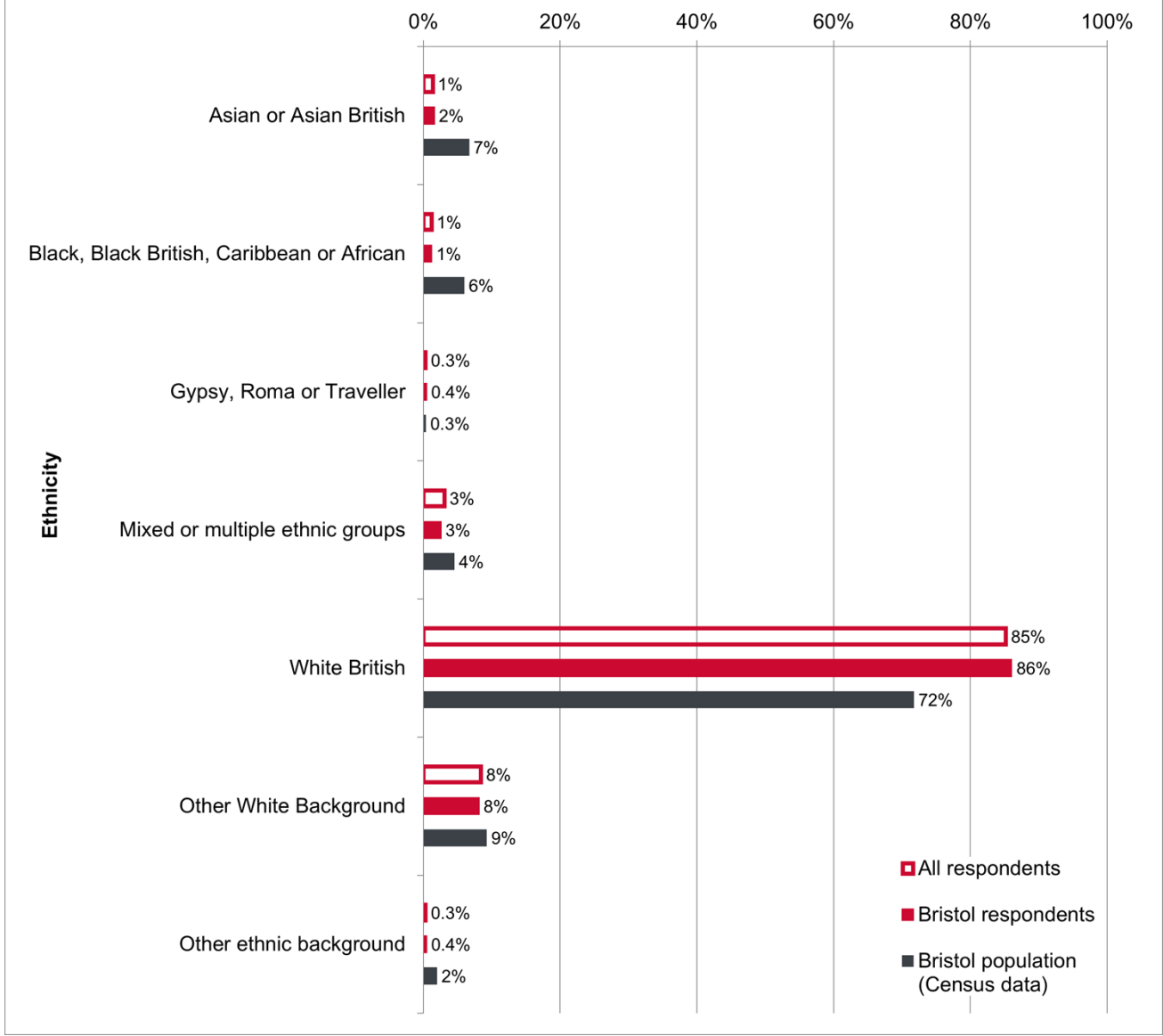
The response rate from of White British (85% of all respondents, 86% of Bristol respondents) is higher than the proportion of these citizens in the Bristol population (72%).

The following ethnic groups were under-represented in the response rates compared to the proportion of people in each of these ethnic groups living in Bristol:

- Asian or Asian British (1% of all respondents; 2% of Bristol respondents compared with 7% of the Bristol population)
- Black, Black British, Caribbean, or African (1% of respondents compared with 6% of the Bristol population)
- Mixed or multiple ethnic groups (3% of respondents compared with 4% of the Bristol population)
- Other White background (8% of respondents compared with 9% of the Bristol population)
- Other ethnic background (0.3% of all respondents; 0.4% of Bristol respondents compared with 2% of the Bristol population)

These percentages exclude the 11% of respondents (10% of Bristol respondents) who answered 'prefer not to say'.

## Parks and Green Spaces Strategy consultation Respondent characteristics - Ethnicity



### 3.4.5 Religion/Faith

People with no religion (69% of all respondents; 70% of Bristol respondents) responded in higher proportion than people of no religion in Bristol's population (55%).

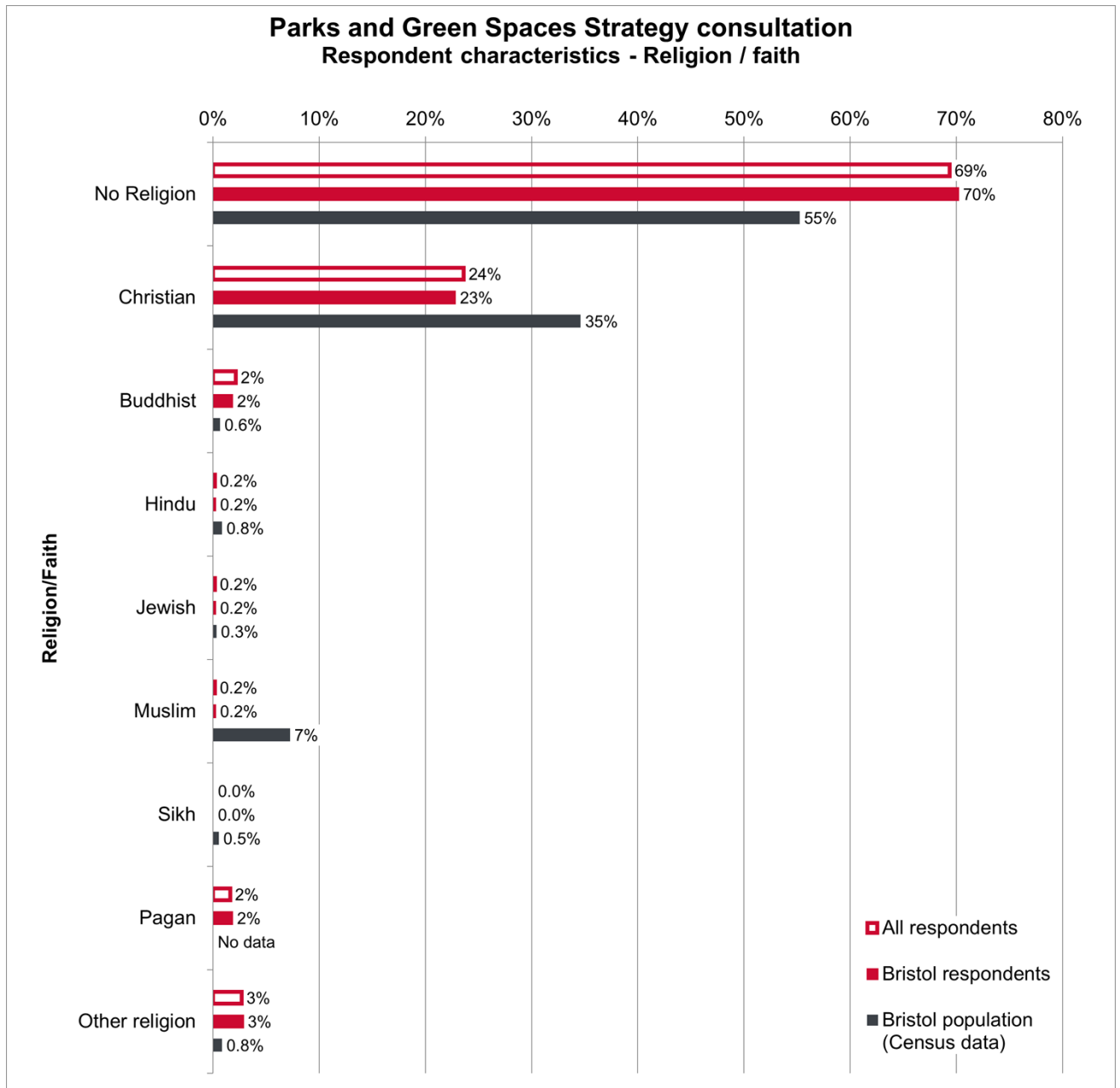
Buddhists (2% of respondents) and people with 'Other religion' (2%) also responded in slightly greater numbers than the proportions of these faiths in Bristol.

Christians (24% of all respondents; 23% of Bristol respondents), Muslims (0.2%), Hindus (0.2%), Jews (0.2%) and Sikhs (0%) were under-represented compared to the proportions of these faiths living in Bristol.

2% of respondents are Pagan. There are no data from the Census 2021 for the proportion of Pagans living in Bristol.

These percentages exclude the 14% of all respondents (13% of Bristol respondents) who answered 'prefer not to say'.

**Figure 4: Religion/faith of respondents**



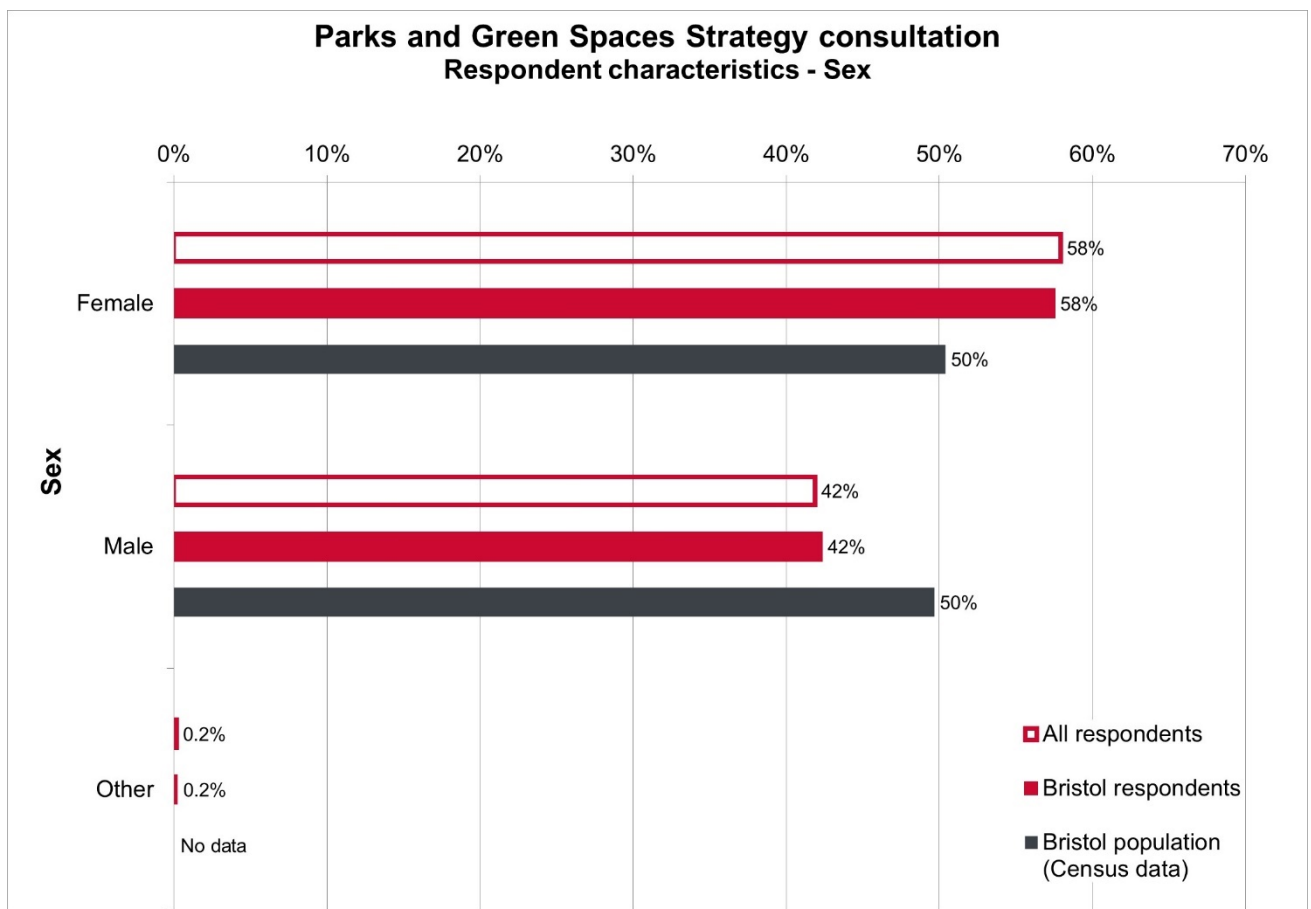
### 3.4.6 Sex

58% of all survey responses were from women and 42% were from men. This compares to 50% of each sex in the Bristol population. 0.3% of all responses and 0.4% of Bristol responses were from people who identified as 'other sex'.

The proportion of male and female for all respondents closely matches Bristol respondents.

These percentages exclude the 10% of all respondents (9% of Bristol respondents) who answered 'prefer not to say'.

**Figure 5: Sex of respondents**

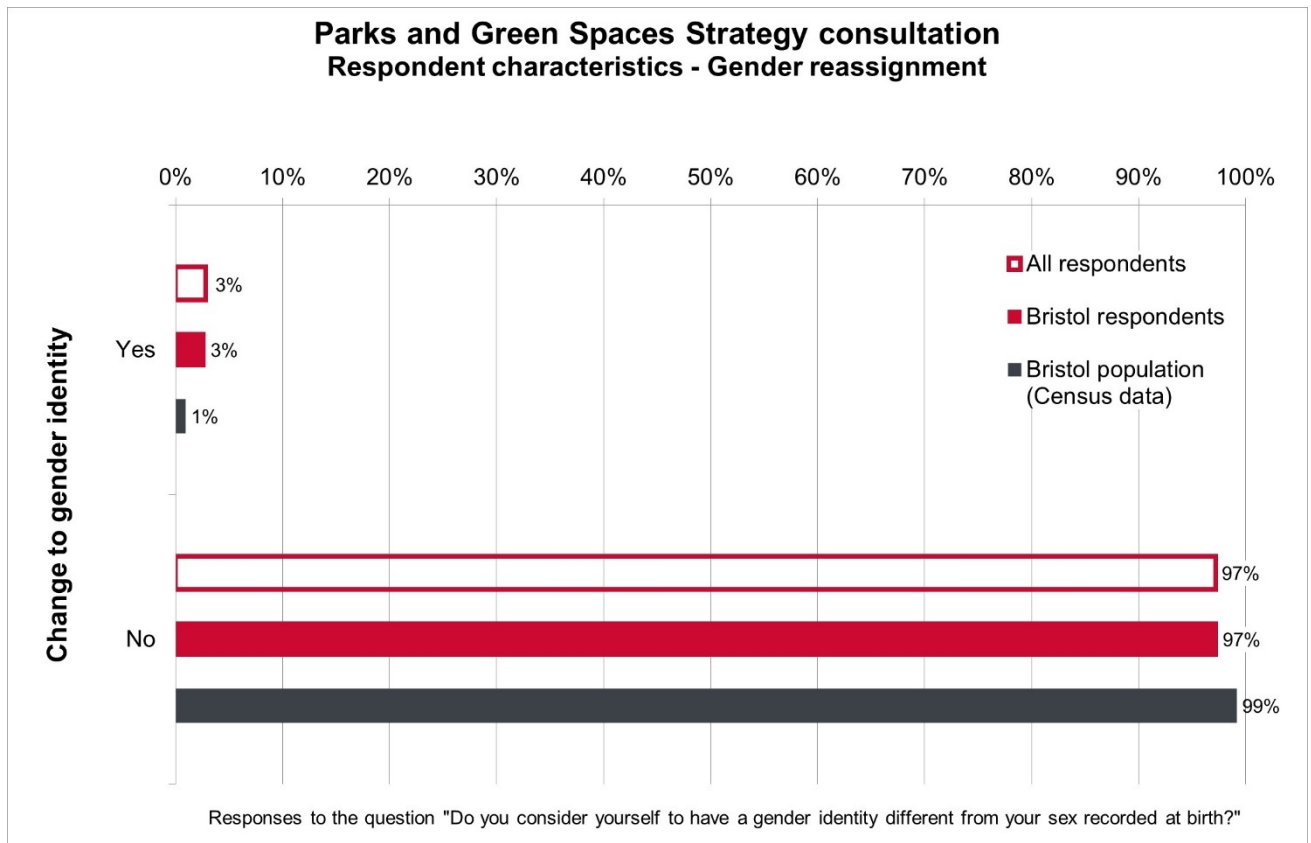


### 3.4.7 Gender reassignment

3% of respondents stated they have a gender identity different to their sex recorded at birth. This higher than the 1% of the Bristol population who stated in the 2021 Census that their gender identity is different to their sex recorded at birth.

These percentages exclude the 10% of all respondents (9% of Bristol respondents) who answered 'prefer not to say'.

**Figure 6: Gender reassignment**



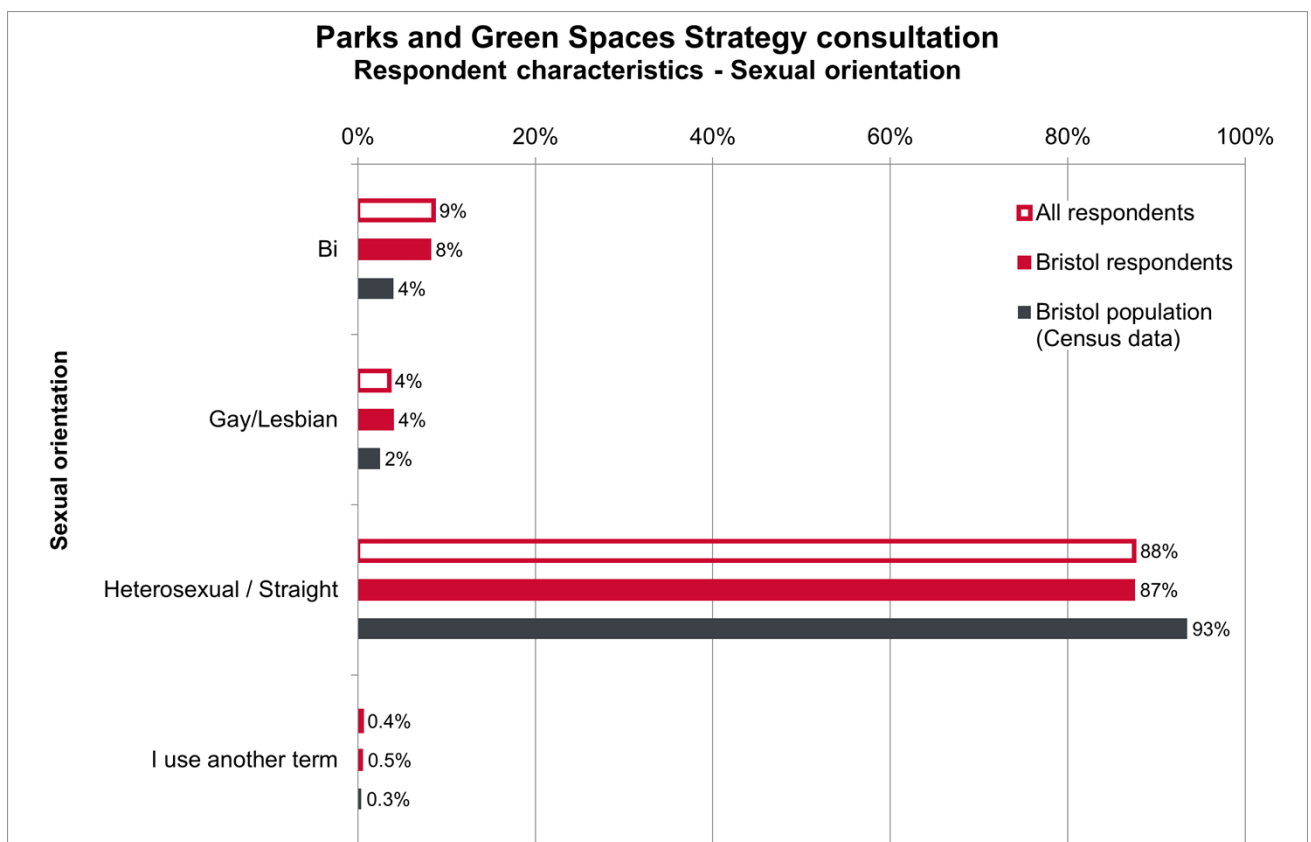
### 3.4.8 Sexual orientation

People who are bi (9% of all respondents, 8% of Bristol respondents) or gay/lesbian (4%) responded in higher numbers than the proportions of these groups in Bristol's population. In the 2021 Census, the proportions of each group in Bristol was 4% bi and 2% gay/lesbian.

Heterosexual respondents (88% of all respondents, 87% of Bristol respondents), were under-represented compared to the proportions of heterosexual people living in Bristol (93%).

These percentages exclude the 22% of respondents who answered 'prefer not to say'.

**Figure 7: Sexual orientation**

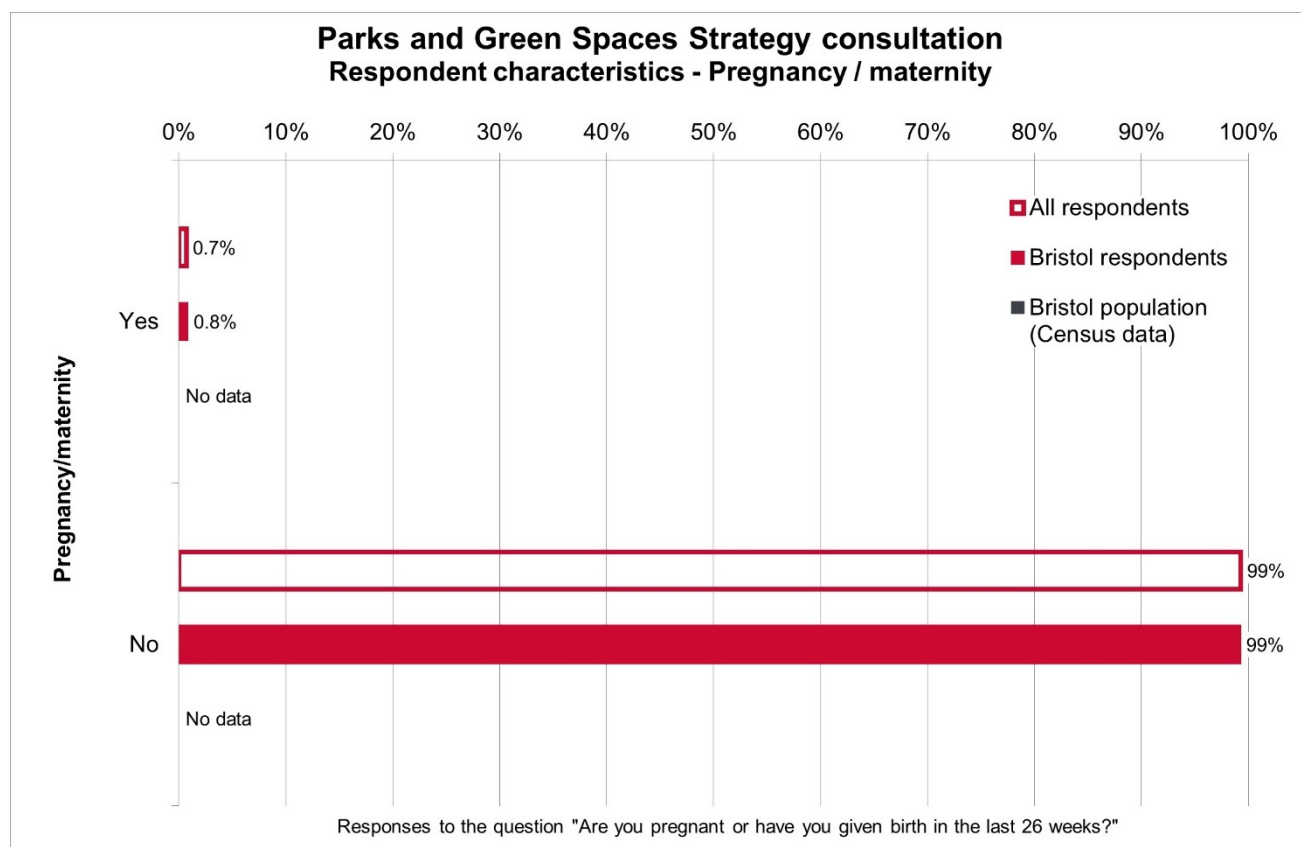


### 3.4.9 Pregnancy and maternity, carer status and and refugee/asylum status

The survey also asked respondents about their pregnancy and recent maternity status, if they are a carer, and if they are a refugee or asylum seeker.

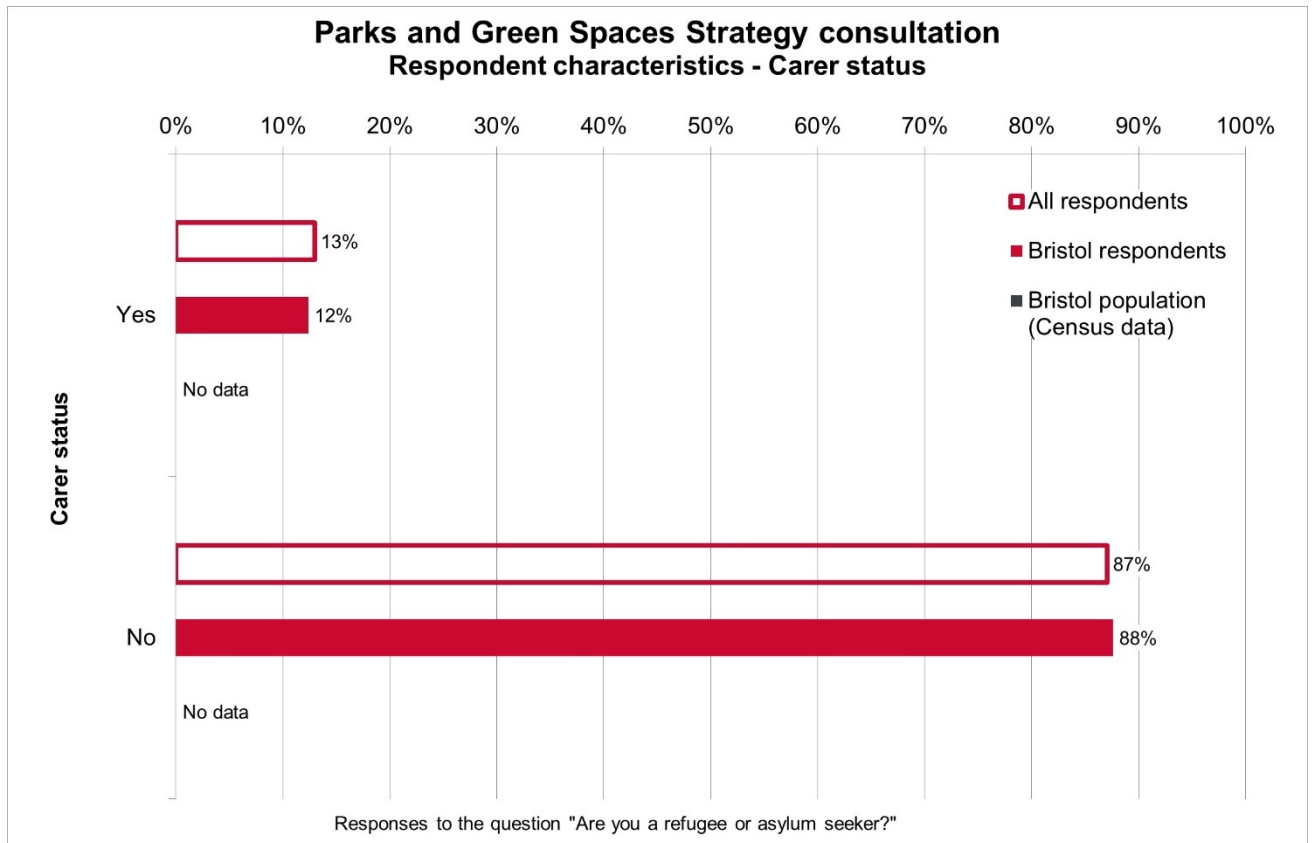
Census data are not available for the proportion of people with these characteristics living in Bristol. Figures 11, 12, and 13 show the proportions of all respondents and Bristol respondents for each of these characteristics. The proportion of each characteristic for all respondents closely matches the proportion for Bristol respondents.

**Figure 8: Pregnancy and recent maternity**

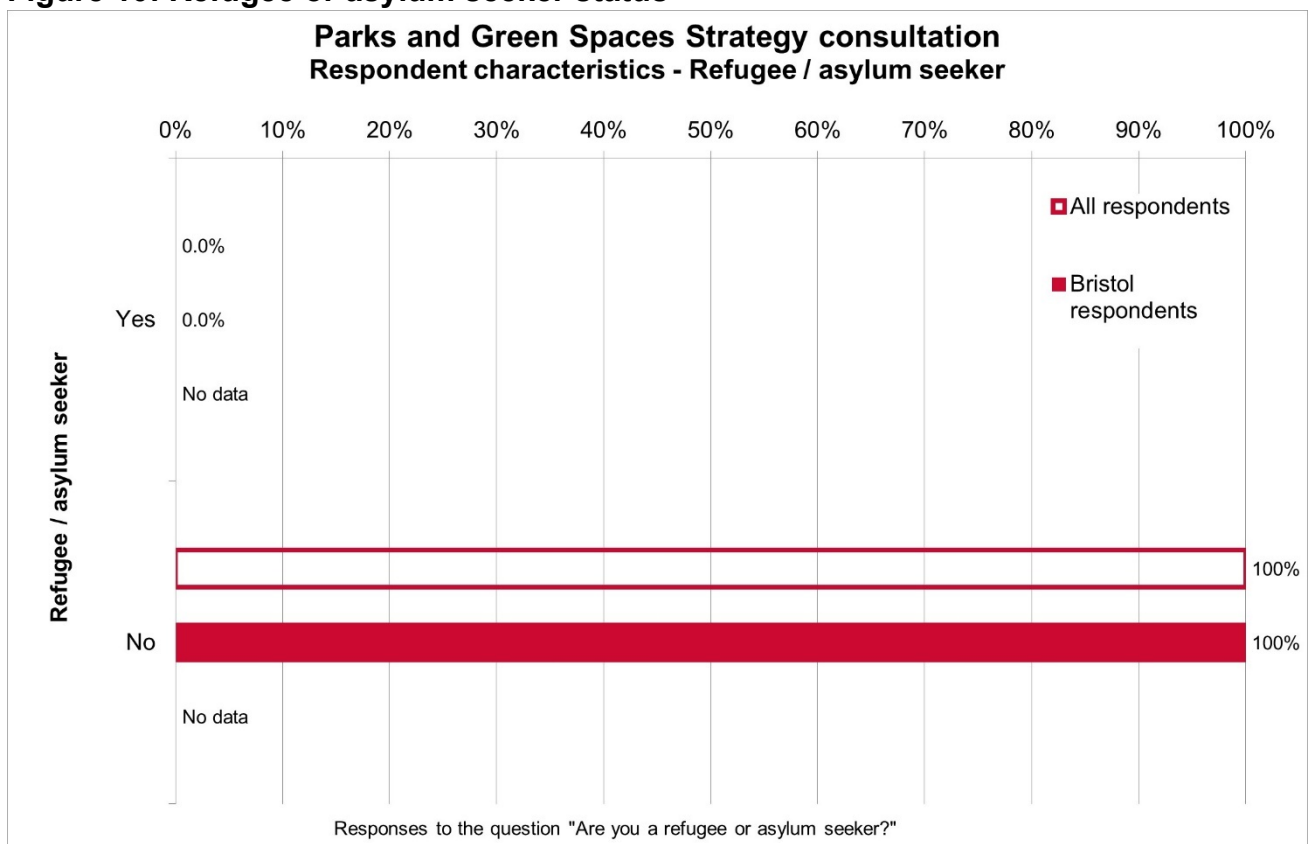




**Figure 9: Carer status**



**Figure 10: Refugee or asylum seeker status**



### 3.4.10 Other respondent characteristics

675 (94%) respondents provided other details of their personal situation, selecting from a list of 11 options. Because respondents could select more than one option, the percentages below exceed 100%.

- 645 (96% of the 675 respondents who answered the question) are Bristol residents
- 24 (4%) responded on behalf of a Voluntary/Community/Social Enterprise/interest group
- 23 (3%) represent and/or own a local business
- 21 (3%) are Bristol City Council employees
- 19 (3%) responded on behalf of a parks group or Friends of Group
- 12 (2%) work in Bristol but live elsewhere
- 6 (1%) live elsewhere but visit Bristol for shopping or leisure
- 3 (0.4%) are ward councillors
- 2 (0.3%) responded on behalf of a health or social care provider
- 26 (4%) selected 'other'.
- No respondents stated that they are MPs.

Of the 26 respondents who selected 'other':

- 4 are allotment plot holders.
- 1 is an allotment site representative.
- 1 has family members who are waiting for a local allotment.
- 3 gave details of their profession, including an NHS employee, a GP, and a social care charity worker.
- 3 are retired.
- 2 volunteers in Bristol parks
- 2 stated they use Bristol parks and open spaces.
- 2 are involved in running community gardens.
- 2 are involved in environmental organisations (one a response from the Woodland Trust and one a personal response from a member of Sustainable Westbury on Trym)
- 1 is a member of the Parks Forum and the Civic Society
- 1 said they are a birder.
- 2 reiterated that they are Bristol residents.

- 2 live and work in Bristol
- 1 has family in Bristol.
- 1 live in France and is concerned about environment.
- 1 said they are Disabled.
- 2 selected 'other' but gave no details.

## 4 Survey results

The consultation survey primarily asked whether respondents agreed or disagreed with the actions from the following priority themes:

### **Nature and climate**

How we will continue to respond to the ecological and climate emergencies, with our plans to manage more land for nature and mitigate climate change.

### **Children and young people**

How we will support healthy lifestyles for all of our young people in early life through fun, play and learning.

### **Community participation**

How we will create more inclusive and accessible parks with a greater level of community involvement.

### **Health and wellbeing**

How we will address health inequalities across the city, our role in developing health related activities in our parks.

### **Culture**

How we will bring people together to celebrate and enjoy all the cultural events Bristol has to offer. Our role as custodians of the historic landscape and making heritage accessible.

### **Employment and skills**

How we will develop a more diverse workforce with the skills and knowledge to deliver a great parks service in collaboration with communities.

There were also questions on the following:

### **Food Growing and Allotment Strategy**

Bristol City Council's Food Growing and Allotments Strategy – which sets out the council's approach to improving access to food growing opportunities across the city – has been embedded into the Parks and Green Spaces Strategy (PGSS). This is in acknowledgement of how important the council's green spaces are to providing sustainable food growing opportunities, and the relationship this has to the wider priorities within the Parks and Green Spaces Strategy.

### **Green Space Provision Standards**

The Parks and Green Spaces Strategy proposes to update minimum standards for publicly accessible open spaces for recreation in Bristol. The purpose of setting standards is to help ensure that residents across the city have sufficient and equitable access to high quality open space that meets their needs.

## 4.1 Nature and Climate

### 4.1.1 Views on the actions for Nature and Climate

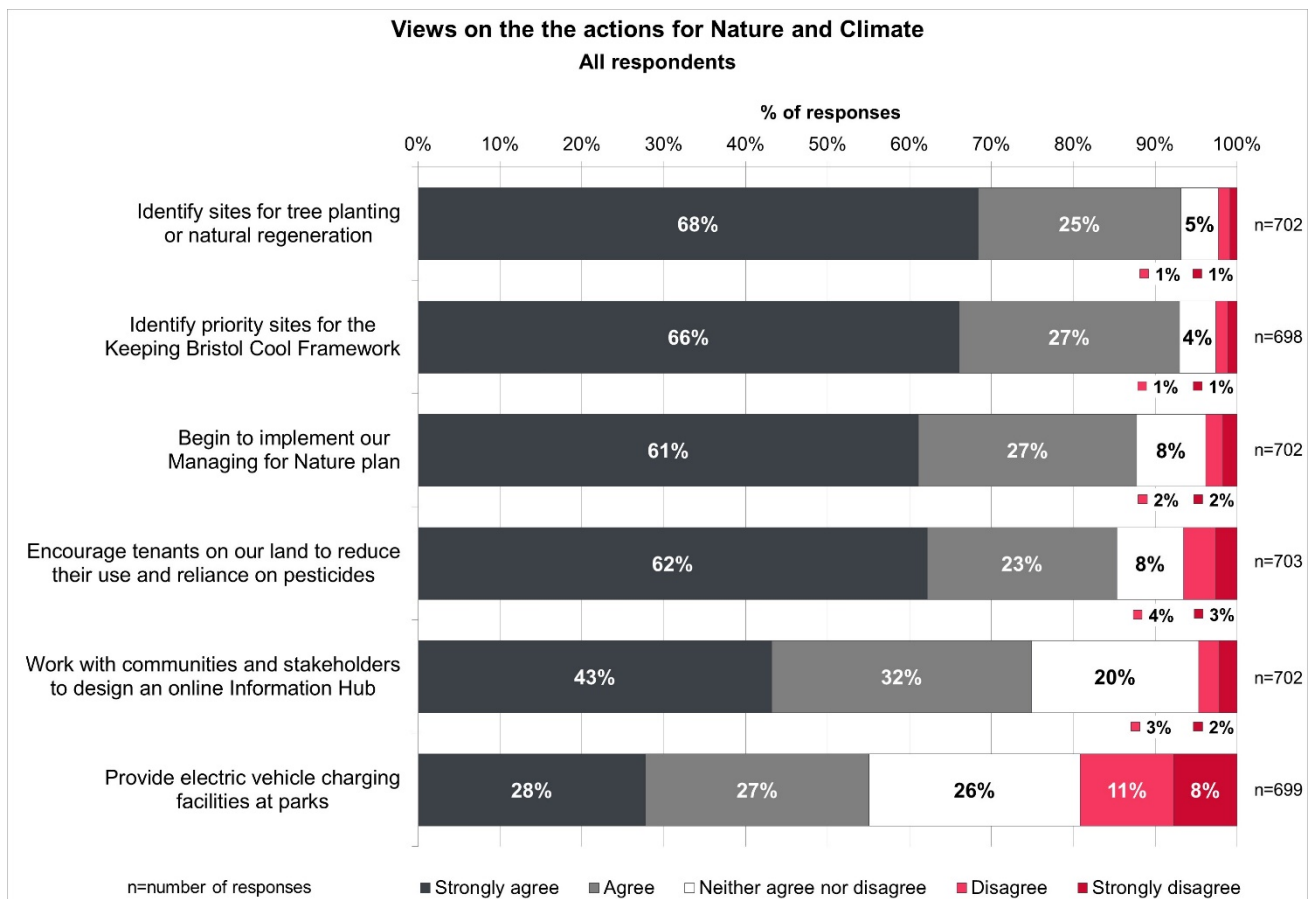
Respondents were asked to give their views on the actions within the Nature and Climate section of the Parks and Green Spaces Strategy.

Over 50% of respondents agreed/strongly agreed with each of the Nature and Climate actions:

- 93% agreed with identifying sites for tree planting or natural regeneration.
- 93% agreed with identifying sites for the Keeping Bristol Cool Framework
- 88% agreed with beginning to implement the Managing for Nature plan.
- 85% agreed with encouraging tenants on Bristol City Council land to reduce their use and reliance on pesticides.
- 75% agreed with working with communities and stakeholders to design an online information hub.
- 55% agreed with providing electric vehicle charging facilities at parks.

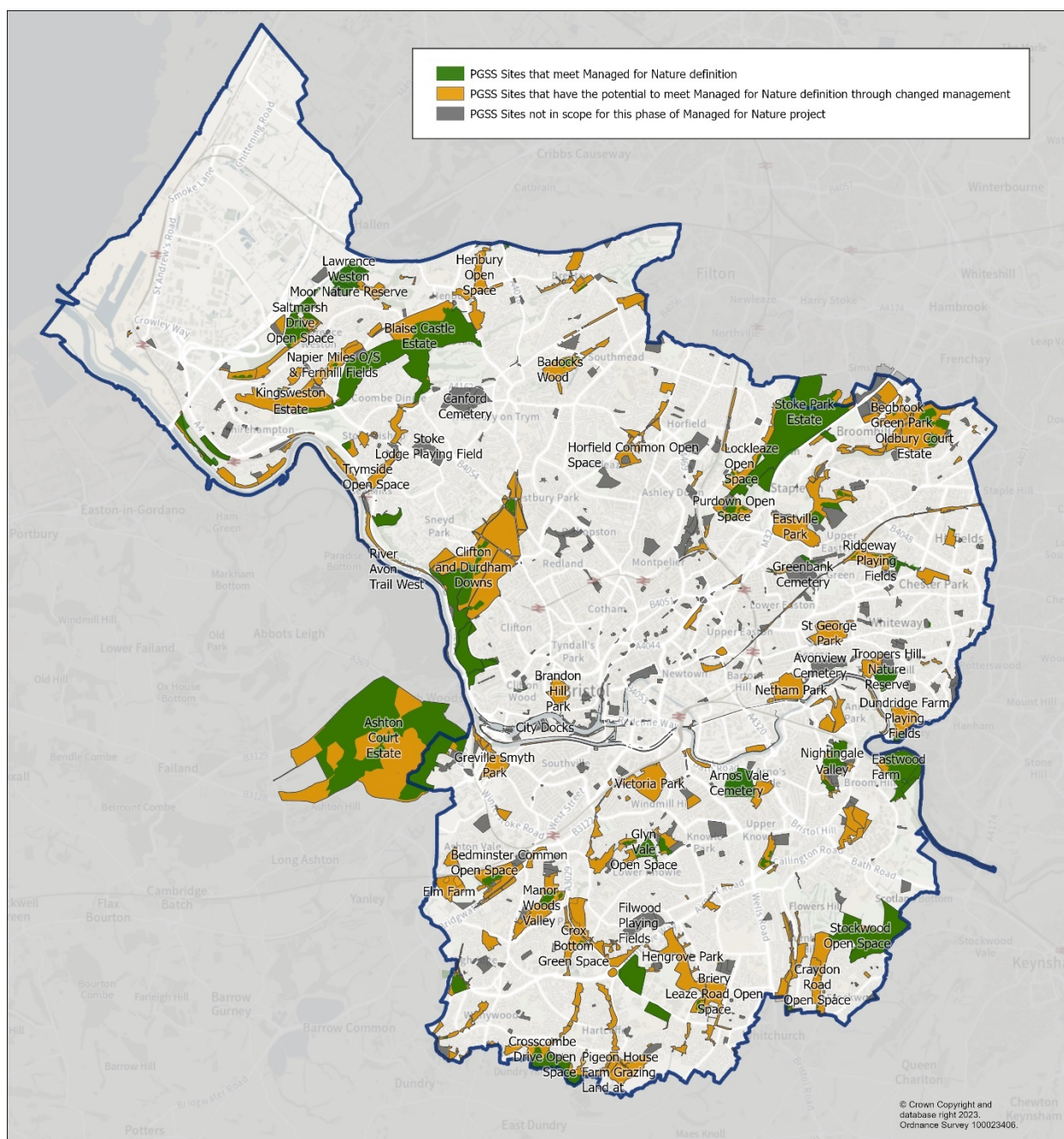
Figure 14 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 14: Views on the actions for Nature and Climate**



#### 4.1.2 Views on the areas identified as having the potential to be managed for nature

Respondents were presented with the following map which shows which sites are already being managed for nature, and which sites have potential to be managed differently, so that part or all that area could be managed for nature.

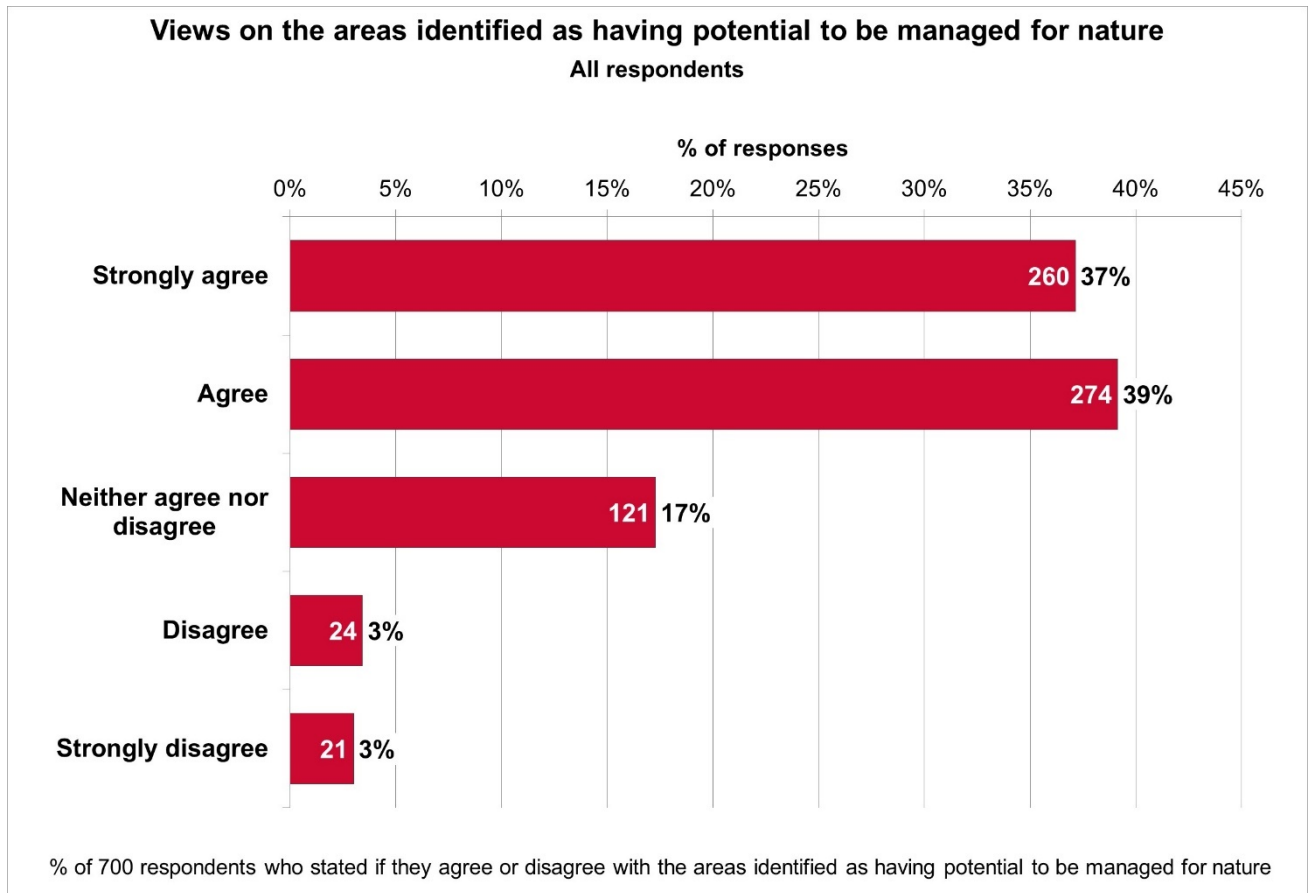


Respondents were asked to give their views on the areas identified as having the potential to be managed for nature.

- 76% of respondents agreed or strongly agreed with the areas identified.
- 17% Neither agreed nor disagreed with the areas.
- 6% disagreed or strongly disagreed.

Figure 15 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 15: Views on the areas identified as having potential to be managed for nature.**



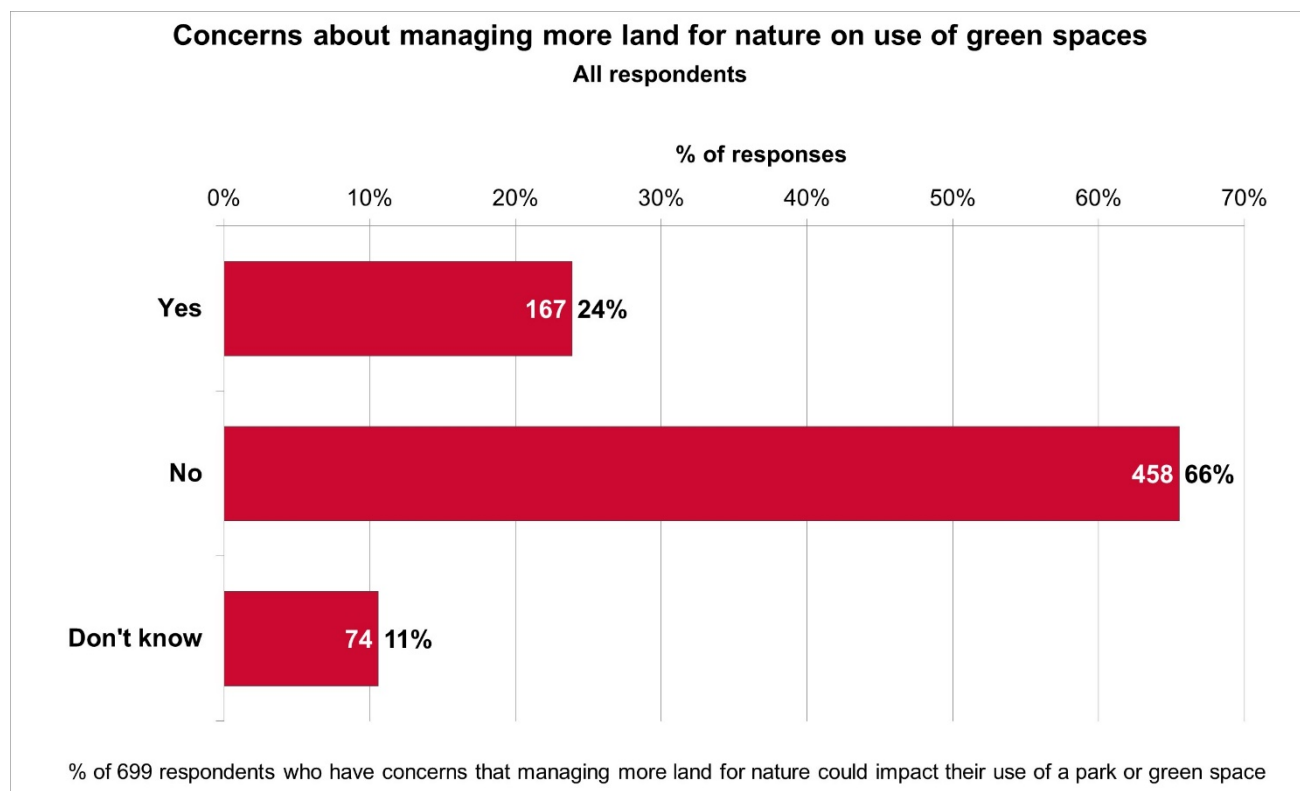
### 4.1.3 Concerns about managing more land for nature on use of green spaces

Respondents were asked whether they agreed with the areas identified as having the potential to be managed for nature.

- 24% (167) respondents answered 'yes'.
- 66% (458) respondents answered 'no'.
- 11% (74) respondents answered, 'Don't know'.

Their views are shown in figure 16 below.

**Figure 16: Concerns about managing more land for nature on use of green spaces.**



We asked respondents if they answered “yes” or “don't know” to provide free text comments to let us know why.

We have categorised the responses into the following themes:

#### **Dog walkers**

- Supports segregated areas for dog-use.
- Management of dog mess is difficult in long grass.
- Concerns it will restrict dog walking access/ areas for dogs to play.
- Long grass can cause injuries / be dangerous for dogs.



## **Accessibility**

- Wild areas can impact on accessibility. There are concerns that the increase of wild areas will impact on the public's ability to visit these spaces without obstruction and areas to sit/ play.
- Walking access and walking routes are important.
- Balance in supporting nature with access to parks.
- Consider accessibility for wheelchair users/ pushchairs.
- Improve and maintain accessibility for cyclists.
- Vehicle access is still required. There are some concerns that if accessibility is reduced, then those who require access via their vehicles will be restricted.
- Reduce vehicle access. It was highlighted that charging points for electric vehicles will be needed.

## **Impact of long grass / wild park areas on park users**

- Wild areas increase antisocial behaviour. Some respondents mentioned risk of vandalism and littering with the increase of unmanaged areas.
- Wild areas reduce access for children and families.
- Concerns about plans restricting public access. It was highlighted that if there are areas that are unmanaged, it may lead to overcrowding in the areas that are still accessible to the public. Some respondents mentioned that green spaces should be there for enjoyment.
- Wild areas reduce sports and recreational space available.
- Concerns about impact on health of wild areas. This included the increased risk of Lyme disease and allergies such as hay fever.
- Concern that areas will not be maintained.
- Concerns about littering/ fly tipping in unmanaged areas.
- Wild areas will reduce space to relax/ socialise/ spend time leisurely.

## **Tree planting**

- Concern about negative impact on other habitats/ species. Some respondents highlighted that the planting of trees could damage habitats that need rich grassland.

- Protect mature trees.
- Fallen trees are not being managed properly.
- Concerned about health & safety with an increase of trees. Respondents mentioned the worry of trees falling.
- More trees are needed in other areas. Some respondents said more can be done with Stoke Lodge and Bedminster green.
- Broadly agree with plans to plant more trees. Respondents that agree with the planting of more trees highlighted the positive impact on the planet.
- More consultation on where planting takes place.
- Plant bushes instead of trees.

### **Management for nature**

- Separation of nature areas for clarity to public.
- Support for 'managing land for nature'. Some respondents highlighted that green spaces would become more interesting areas to visit. It was also mentioned that supporting nature is important and it would be beneficial to be able to see and hear nature.
- Clarity is needed on what 'managing land for nature' means.
- Concerns about interference causing harm to nature.
- Set aside nature only areas in parks.
- More wildlife corridors.
- Protection of historical monuments.
- Provide education and information on the plans.
- Consider water spaces in plans.

### **Council management of land**

- Concerned about how the maintenance will be financed.
- Against any housing development on these sites.
- Proposals do not go far enough. Some respondents mentioned there are more sites that can be targeted for nature.
- Does not support changes to Yew Tree Farm.

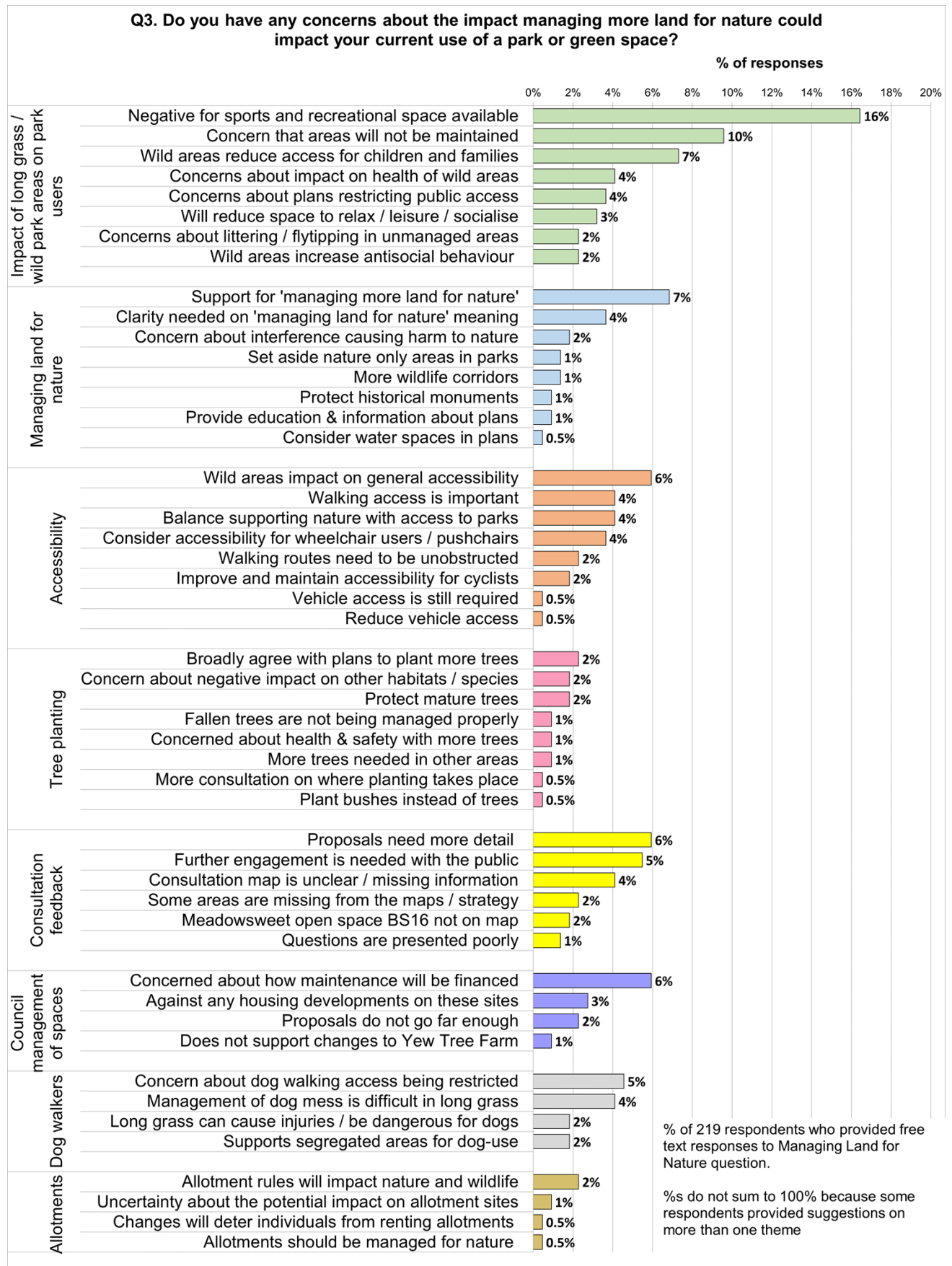
## **Allotments**

- Allotment rules will impact nature and wildlife.
- Uncertainty about the potential impact on allotment sites.
- Changes will deter individuals from renting allotments.
- Allotments should be managed for nature.

## **Consultation feedback**

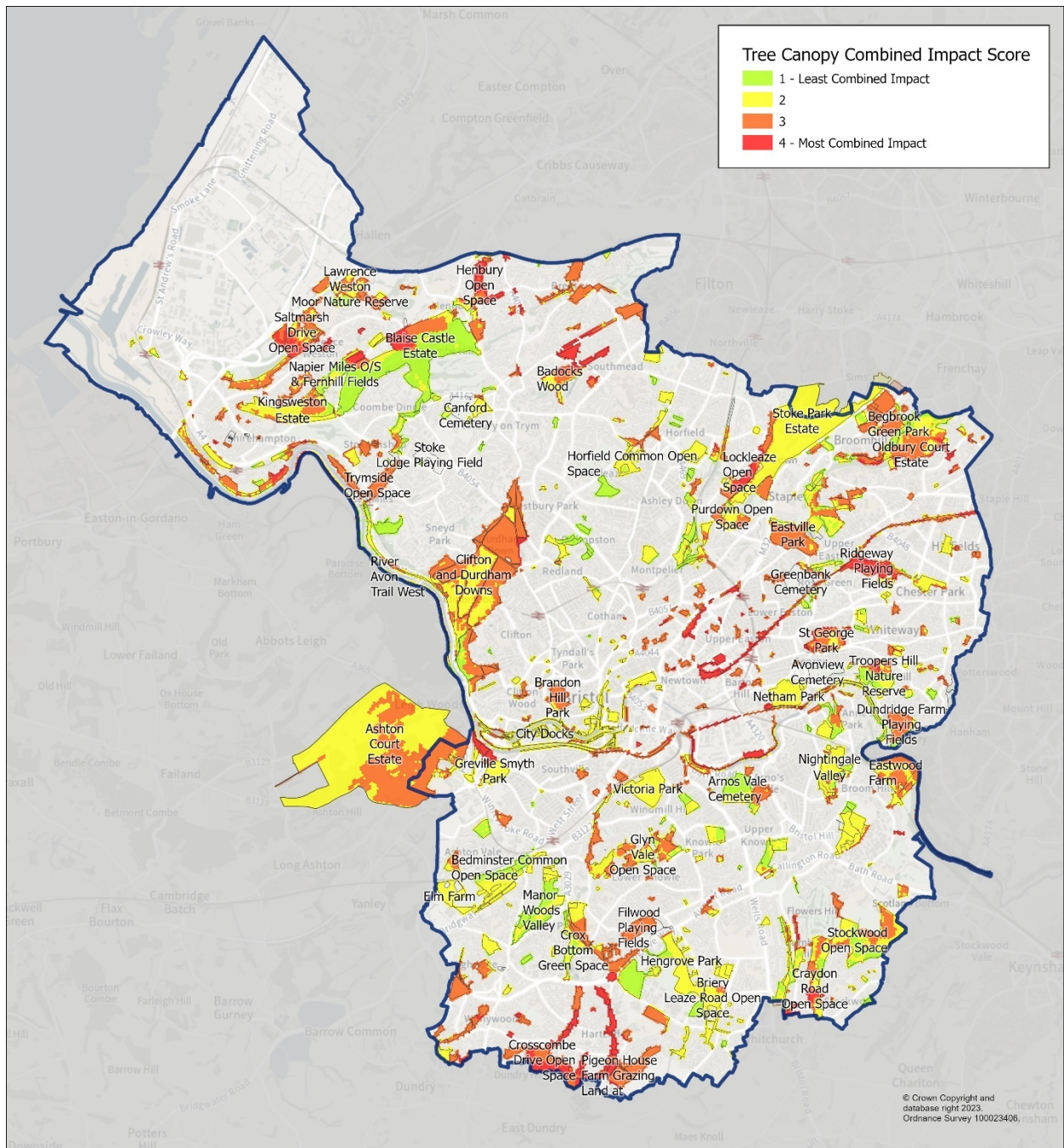
- Proposal needs more detail.
- Further engagement is needed with the public.
- Consultation map is unclear/ missing information.
- Some areas are missing from the map/ strategy.
- Meadow Street open space has not been identified.
- Questions are presented poorly.

**Figure 17: Comments on concerns about managing more land for nature on use of green spaces.**



#### 4.1.4 Views on the areas identified for tree planting to have the greatest benefit

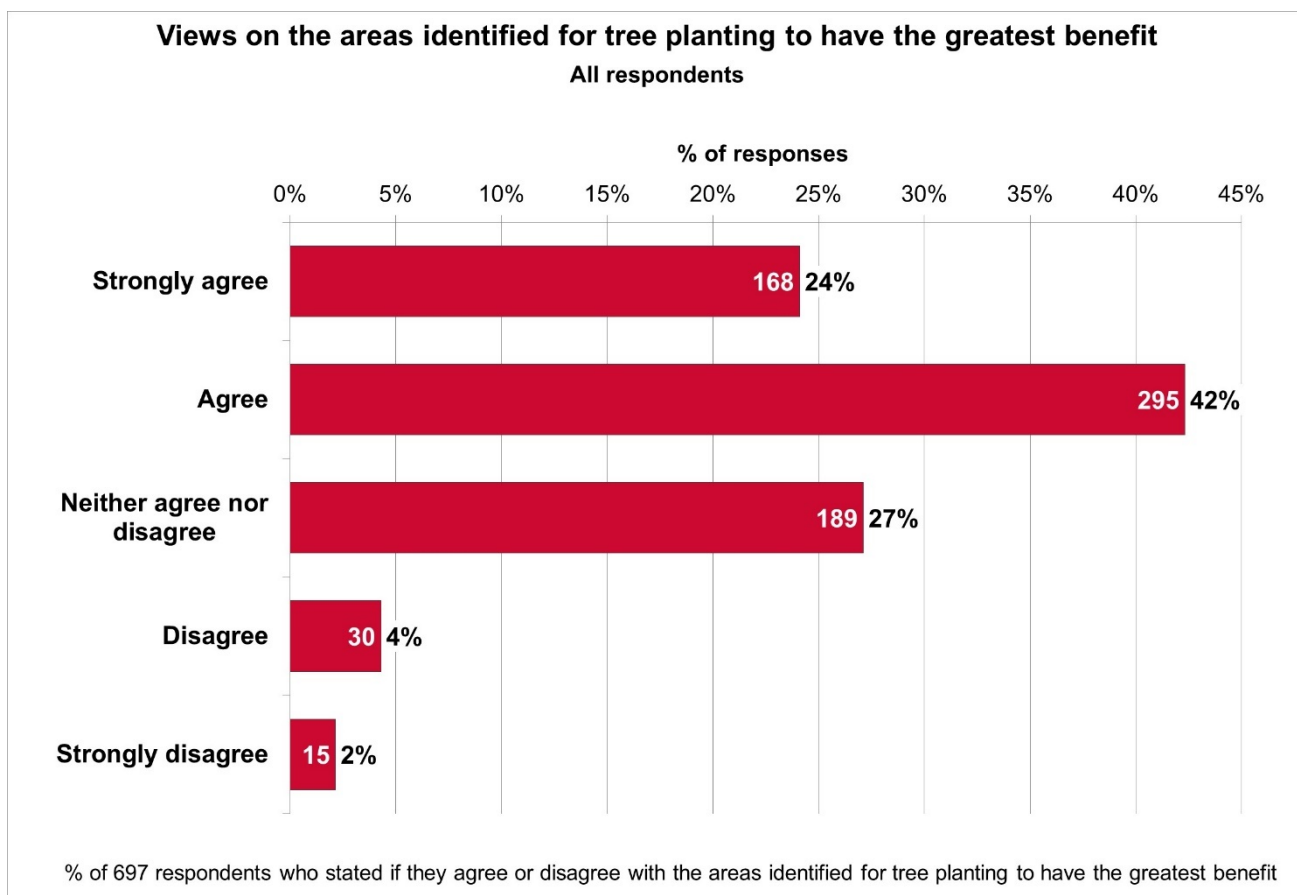
Respondents were asked to give their views on the areas of the city where we believe tree planting will have the greatest benefit, as shown on the map below.



- 66% of respondents agreed or strongly agreed.
- 27% neither agreed nor disagreed.
- 6% disagreed or strongly disagreed.

Figure 18 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 18: Views on the areas identified for tree planting to have the greatest benefit.**



#### 4.1.5 Comments or suggestions about the Nature and Climate theme

We have categorised the comments and suggestions about nature and climate into the following themes:

##### Maintenance and mowing

- Concerns about maintenance of spaces for nature. Themes included the concern that wild areas will be left overgrown and unmaintained. There are concerns that current trees will not be looked after with plans to plant more.
- Concerns about watercourses and wetlands.

- Encourage areas of wildflowers.
- Mowing frequency should be reduced to encourage wildlife.
- Grass clippings should be used for compost or biofuel.
- Leaf mould creation and management should be considered.

#### **Locations where more trees are wanted.**

- Plant more trees in general.
- More tree planting in East Bristol
- More tree planting in South Bristol
- More tree planting in West Bristol
- More trees in residential areas and on streets
- More tree planting on housing greens

#### **Decision making and feedback about the theme**

- This theme is important.
- Plans should be more ambitious.
- Allotments changes conflict with this policy.
- Not enough detail about implementation.
- Concern that BCC will not act on the consultation.
- Link strategy to wider economic priorities.
- Use volunteers to delivery strategy.
- This theme is not a priority.
- Targets should be higher than 30%.
- Include conservation for other wildlife.
- Prioritise existing resources over new groups.

#### **Tree planting considerations**

- Trees must be suitable for wildlife.
- Retain and maintain existing mature trees.
- Community involvement in tree planting and ownership initiatives.
- Tree planting is detrimental to nature.

- Preference of native trees. It was highlighted that the right trees need to be planted in the right areas.
- Tree planting is bad for nature/ food growing. There are concerns that tree planting will impact on current habitats such as butterflies.
- Consider planters and bushes as well.
- Do not plant in residential areas.
- Plant a wider variety of trees.
- Avoid planting on traffic-free cycle/walking routes.
- Tree planting is good for cooling.
- Avoid tree planting in open spaces like the Downs.

#### **Other locations to consider nature interventions.**

- Avon View and Greenbank cemetery
- BS4 (including Novers Hill and Crox bottom).
- East Bristol (BS5 and BS15).
- Central Bristol.
- BS3
- BS16
- Bristol Northwest
- Most deprived areas of the city should get priority.
- Bristol's rivers/ streams
- Include private gardens.

#### **Pesticides**

- Keep allotments pesticide free.
- Against use of pesticides and glyphosate

#### **Housing & developments**

- Preserve trees and green spaces with new developments.
- Stop cutting down trees to build houses.
- Developers should be responsible for maintenance.



- Do not sell council owned green spaces.
- Sell Council owned green spaces.
- Identify spaces for neighbourhood gardens.

### **Rules**

- More dog/ cat controls. Some suggested that dogs need to be kept on leads and that there has been an increase of dogs in Bristol which may impact on nature.
- More action on littering needed.

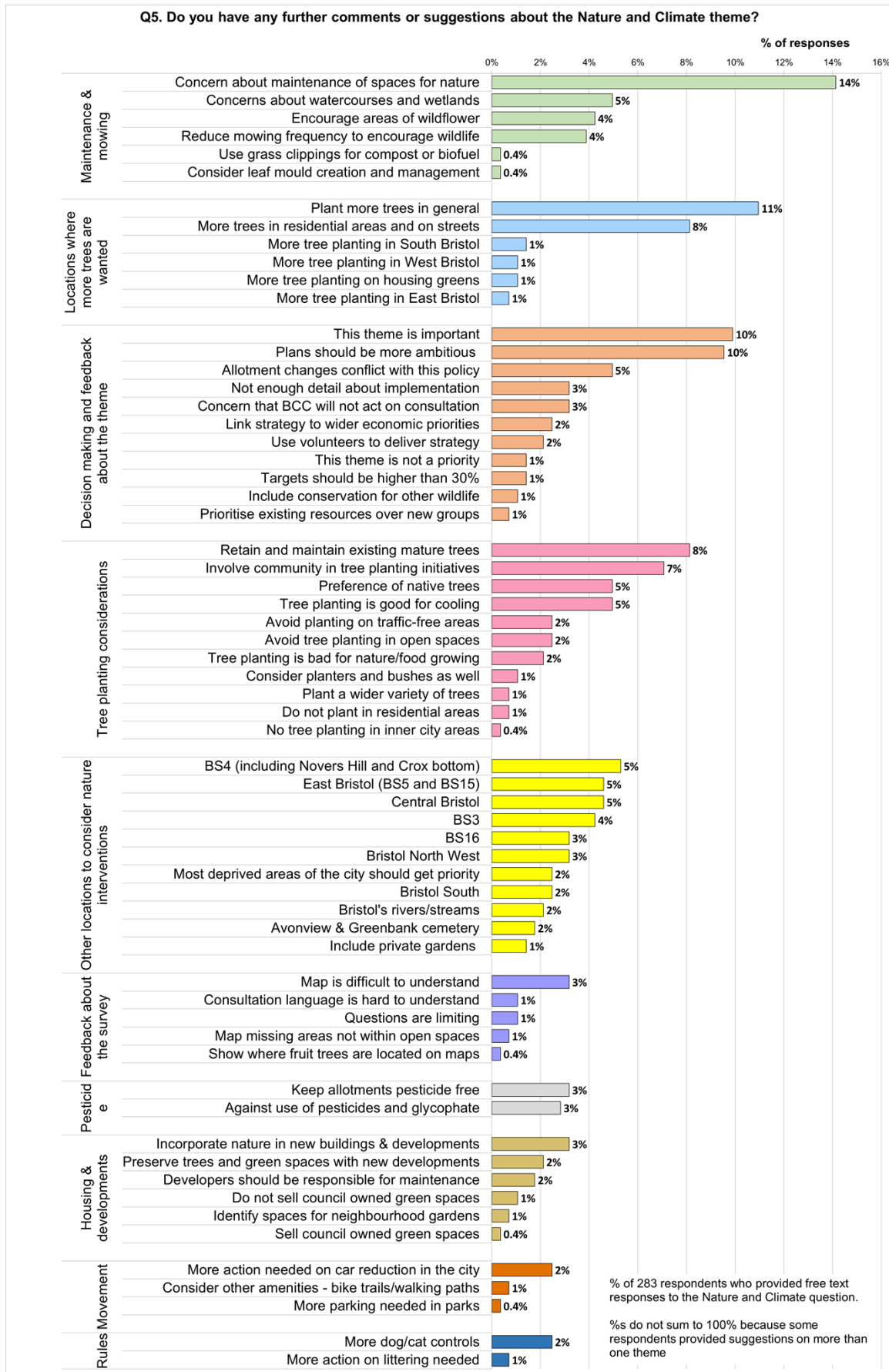
### **Movement**

- More action needed on car reduction in the city.
- Consider other amenities- bike trails/ walking paths.
- More parking needed in parks.

### **Feedback about the survey**

- Map is difficult to understand.
- Consultation language is hard to understand.
- Questions are limiting.
- Map missing areas not within open space.
- Show where fruit trees are located on maps.

**Figure 19: Comments or suggestions about the Nature and Climate theme**



## 4.2 Children and Young People

### 4.2.1 Views on the actions for Children and Young People

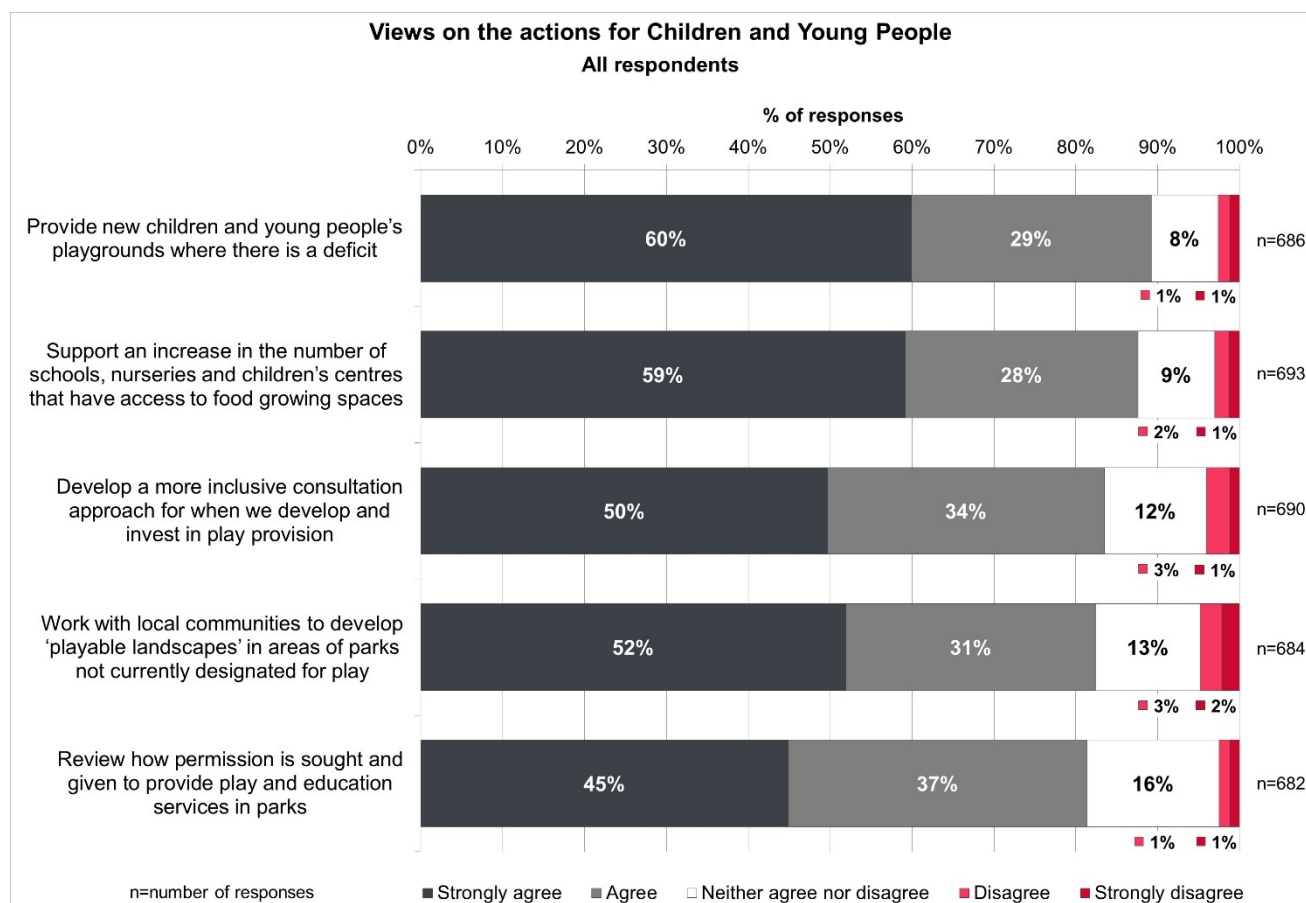
Respondents were asked to give their views on the actions within the Children and Young People section of the Parks and Green Spaces Strategy.

Over 80% of respondents agreed or strongly agreed with every action for Children and Young People:

- 89% agreed or strongly agreed with providing new children and young people's playgrounds where there is a deficit.
- 87% agreed or strongly agreed with supporting an increase in the number of schools, nurseries and children's centres that have access to food growing spaces.
- 84% agreed or strongly agreed with developing a more inclusive consultation approach for when we develop and invest in play provision.
- 83% agreed or strongly agreed with working with local communities to develop 'playable landscapes' in areas of parks not currently designated for play.
- 82% agreed or strongly agreed with reviewing how permission is sought and given to provide play and education services in parks.

Figure 20 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 20: Views on the actions for Children and Young People**



#### 4.2.2 Comments or suggestions about the Children and Young People theme

We have categorised the comments and suggestions about children and young people into the following themes:

##### Design of play areas

- Support for natural play objects/ play areas.
- Engage with local community on new spaces.
- More skate parks and wheel-based activity areas.
- More seating/ picnic benches are needed.
- Outdoor fitness equipment areas.
- More water-based play areas/ public swimming pools.
- Consider provision of toilets nearby.
- More multi-use games areas.
- Less skate parks and wheel-based activities.
- Design spaces with shelter from rain.

- Create disc golf areas.
- More swings.
- Install more cafes and shops nearby.

### **Maintenance**

- Play areas are not currently well maintained.
- Concerned about vandalism.
- Concerned about litter and dog mess.
- Improve sports field.
- Work with local schools on improvement & repairs.

### **Safety**

- Access to safe places and equipment is important.
- More dog controls needed.
- Play rangers/ park attendants needed.
- Reduce/ eliminate traffic near parks and open spaces.
- Safe/ disabled- friendly equipment may be less appealing.
- Install lighting for nighttime play.
- More police presence needed in parks.

### **Strategy and delivery**

- Preservation of nature and wildlife should take priority.
- Supports the proposals.
- Access to funding needs to be easier.
- More detail needed on how aims will be achieved.
- Does not trust BCC to deliver.
- Fund youth workers and clubs.
- Not in favour of play areas.

### **Accessibility and inclusivity**

- Spaces for older children needed.

- Play areas should be easily accessible all year round.
- Spaces for adults and elderly needed.
- Improve access to everyone, not just for minority groups.
- Spaces for girls needed.
- More equipment accessible to disabled people.
- Concern about exclusive focus on space for women.
- Better cycling & walking access to play areas needed.
- Quiet spaces needed.
- Access for dog walkers is still needed.
- More youth/ family-oriented events.

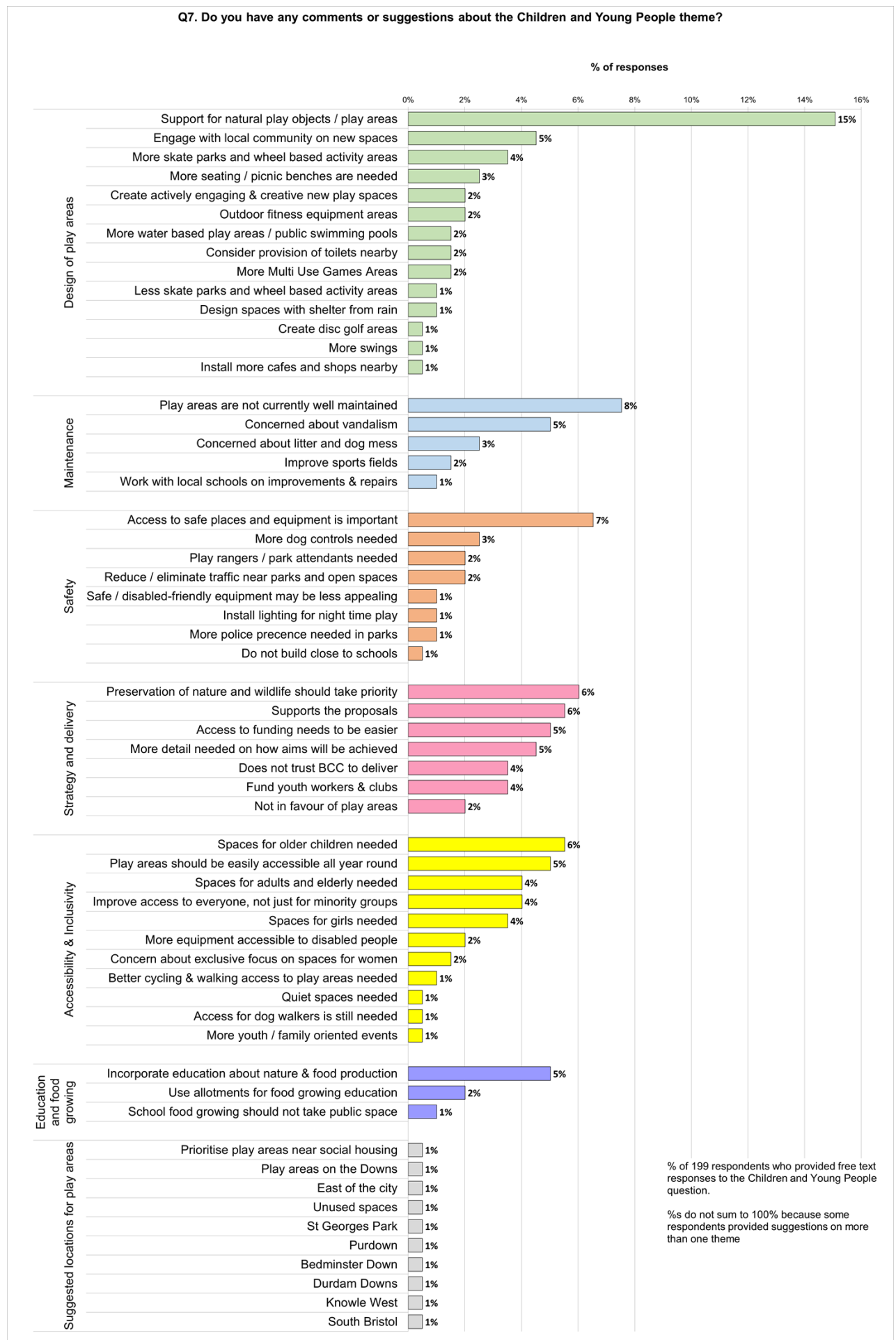
### **Education and food growing**

- Incorporate education about nature & food production.
- Use allotments for food growing education.
- School food growing should not take public space.

### **Suggested locations for play areas**

- Prioritise play areas near social housing.
- Play areas on the downs.
- Easy of the city.
- Unused spaces.
- St Georges Park
- Purdown
- Bedminster Down
- Durdam Downs
- Knowle West
- South Bristol

**Figure 21: Comments or suggestions on the Children and Young People theme**



## **4.3 Community Participation**

### **4.3.1 Views on the actions for Community Participation**

Respondents were asked to give their views on the actions within the Community Participation section of the Parks and Green Spaces Strategy.

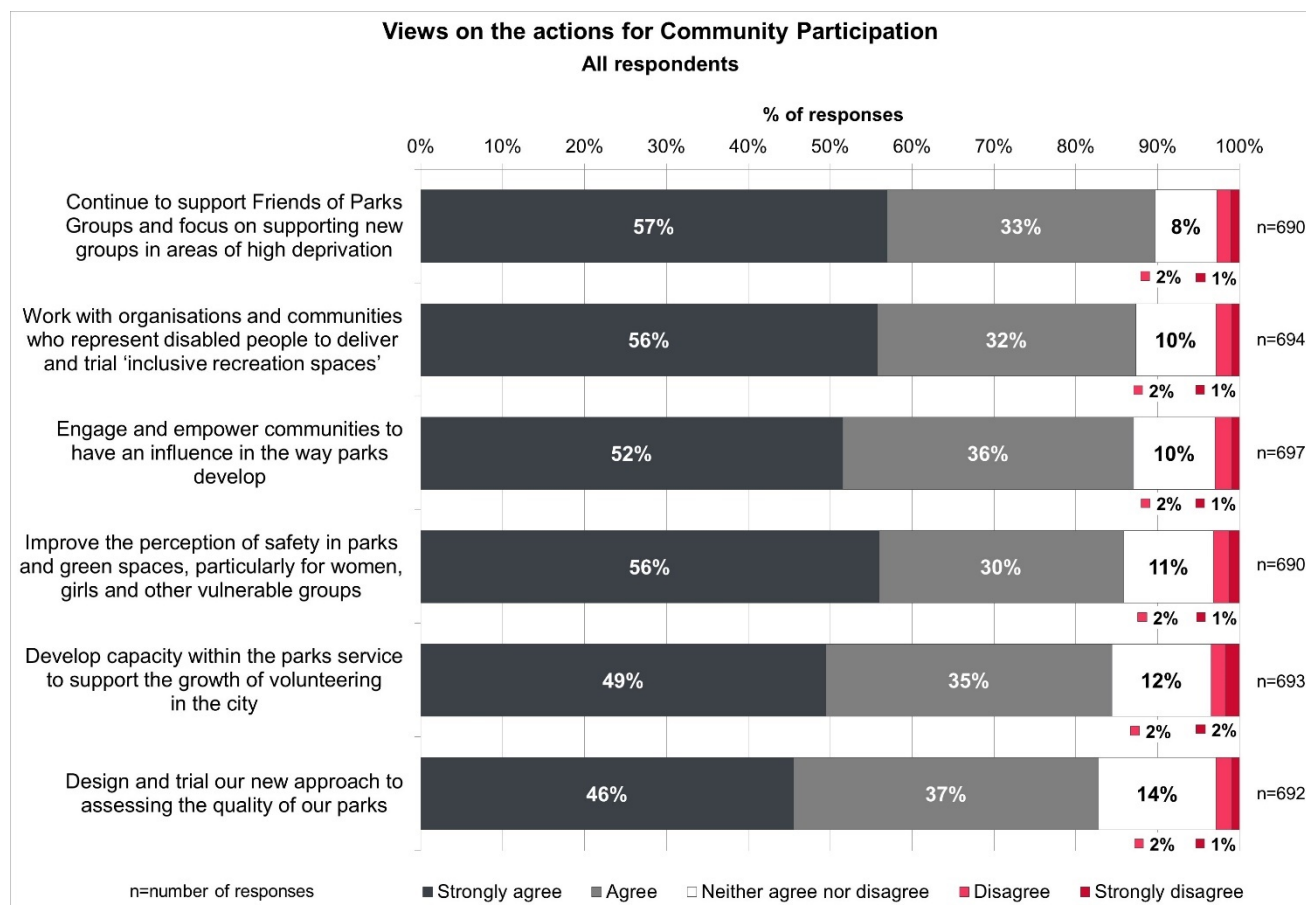
Over 80% of respondents agreed or strongly agreed with every action for Community Participation:

- 90% agreed or strongly agreed with continuing to support Friends of Parks Groups and focus on supporting new groups in areas of high deprivation.
- 88% agreed or strongly agreed with working with organisations and communities who represent disabled people to deliver and trial 'inclusive recreation spaces.
- 88% agreed or strongly agreed with engaging and empowering communities to have an influence on the way parks develop.
- 86% agreed or strongly agreed with improving the perception of safety in parks and green spaces through targeted site planning, maintenance, and investment particularly for women, girls and other vulnerable groups.
- 84% agreed or strongly agreed with developing capacity within the parks service to support the growth of volunteering in the city.
- 83% agreed or strongly agreed with designing and trialling a new approach to assessing the quality of parks in partnership with community groups and park users.



Figure 22 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 22: Views on the actions for Community Participation**



### 4.3.2 Comments or suggestions about the Community Participation theme

We have categorised the comments and suggestions about community participation into the following themes:

#### Community Engagement and Volunteer Management

- Employ full time workers & roles to support volunteers.
- In support of volunteering and community participation.
- Concerned about over reliance on volunteers.
- More collaboration between community and volunteers.
- Develop volunteering programmes.
- Difficulty getting people to participate/ volunteer.
- Volunteer groups are not always representative.

- Council should not be interfering with local volunteers.
- Concern that Bristol City Council (BCC) does not listen to volunteers.
- Friends of Parks group have too much power.
- Volunteers need incentives and rewards.
- Concerned about safety of volunteers.

### **Safety**

- Better lighting needed in parks.
- Concerns about safety in parks. Respondents have highlighted issues with antisocial behaviour and the lack of lighting in the parks.
- More dog controls.
- Concerned about impact of lighting on wildlife.
- Keep females/ vulnerable individuals safe.

### **Decision making and feedback about the theme**

- Concerned about funding/ feasibility of plans.
- Dependent on BCC for support and partnership.
- Vague or hard to understand proposals.
- Cut through bureaucracy.

### **Parks and green areas**

- Concerned about keeping the parks clean.
- Prioritise nature and wildlife.
- Improve quality of parks.
- Address commercialisation of parks.
- Concerns overregulation. Respondents said there is a concern that play areas and community space will be regulated too harshly.
- Provision of fitness equipment in parks.
- More growing areas needed.

## **Inclusivity**

- Include residents in decision making.
- Encourage greater diversity in community engagement.
- Focus on whole city, not just certain groups, or areas.
- Preference for in- person consultation on local change.
- Include mothers in vulnerable groups.
- Supports more participation of women & girls.

## **Education**

- More education about nature.
- More education about food growing.

## **Accessibility**

- Prioritise accessibility for those with disabilities.
- Against park charges.
- Communicate with volunteers online an in-person.
- Better public transport access required.

**Figure 23: Comments or suggestions about the Community Participation theme**



## 4.4 Health and Wellbeing

### 4.4.1 Views on the actions for Health and Wellbeing

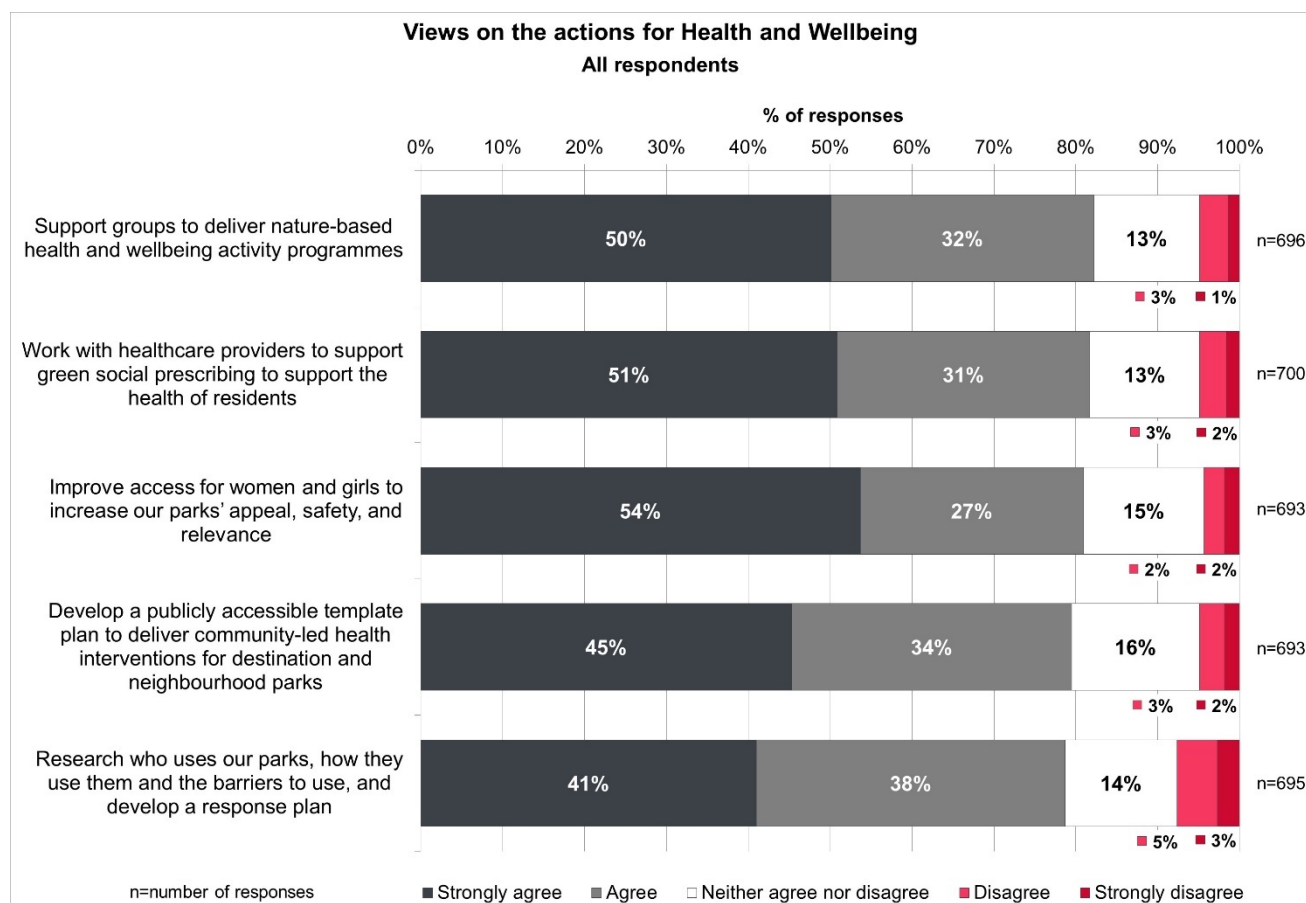
Respondents were asked to give their views on the actions within the Health and Wellbeing section of the Parks and Green Spaces Strategy.

Over 70% of respondents agreed or strongly agreed with every action for Health and Wellbeing:

- 82% agreed or strongly agreed with having support groups to deliver nature-based health and wellbeing activity programmes.
- 82% agreed or strongly agreed with working with healthcare providers to support green social prescribing to support the health of residents.
- 81% agreed or strongly agreed with improving access for women and girls to increase the parks' appeal, safety, and relevance.
- 79% agreed or strongly agreed with working with developing a publicly accessible template plan to deliver community-led health interventions for destination and neighbourhood parks.
- 79% agreed or strongly agreed with researching who uses parks, how they use them and what the barriers are to use and using this to develop a response plan.

Figure 24 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 24: Views on the actions for Health and Wellbeing**



#### 4.4.2 Comments or suggestions about the Health and Wellbeing theme

We have categorised the comments and suggestions about health and wellbeing into the following themes:

##### Health & Wellbeing

- Parks are beneficial for health and wellbeing.
- Support for community arts and activities in parks to reduce isolation and loneliness.
- Disagree with green social prescribing.
- Allotments have an impact on wellbeing.
- Opposition to charging fitness groups.
- More bicycle races should be facilitated.
- Housing developments should include public green space.
- Against fitness/ exercise areas in parks.
- Not top priority.

## **Decision making and feedback about the theme.**

- General support for the proposals.
- Research needed on those who don't currently use parks.
- Scepticism about the need for more research on park usage.
- In favour of evidence-based interventions.
- Proposed interventions are not specific or far reaching enough.
- Concerns about privacy and data usage in research.
- Scepticism about Bristol City Council's willingness to invest in parks.
- Opposition to involvement of Friends of Parks groups in decision-making.
- Research needed on those who don't use the parks.

## **Community involvement**

- Involve voluntary groups in park maintenance.
- Encourage community leaders to organise events in parks.
- Explore corporate support and volunteering programs.
- Redcatch community garden is a good example to learn from.
- Litter picking activities encouraged.
- Concerns about overreliance on volunteers.

## **Accessibility**

- More accessible parks needed.
- Engage with children and young people to increase their use of parks.
- Accessibility for women is important.
- Ensure parks are free to use.
- Parking charges are a barrier to accessibility.
- Promote walking routes to and through parks.
- Allotments need to remain affordable.
- Crime is a barrier to park usage.
- Disabled access to parks is important.
- Inadequate public transport is a barrier to park usage.
- More green space is needed in residential areas.

## **Safety**

- Concerns about safety in parks.
- Better lighting and safe spaces needed.
- Not in favour of additional lighting.
- Better CCTV in parks needed.
- Concern about human defecation in parks.

## **Policy and regulation**

- Stricter controls on dogs needed.
- Activities that negatively impact residents should be restricted, e.g., playing loud music.
- Regulate private organisations that use parks for profit make a profit.
- Opposition to excessive regulation in parks.
- Opposition to smoking in the park.
- More action needed on van dwellers on the Downs.
- Lake fishing should be allowed.

## **Infrastructure and facilities**

- Better public toilet provision needed.
- More outdoor gyms and sports equipment needed.
- Better benches need to be installed.
- Better cycling and walking infrastructure needed.
- More bike stands should be installed.



**Figure 25: Comments or suggestions about the Health and Wellbeing theme**



## 4.5 Culture

### 4.5.1 Views on the actions for Culture

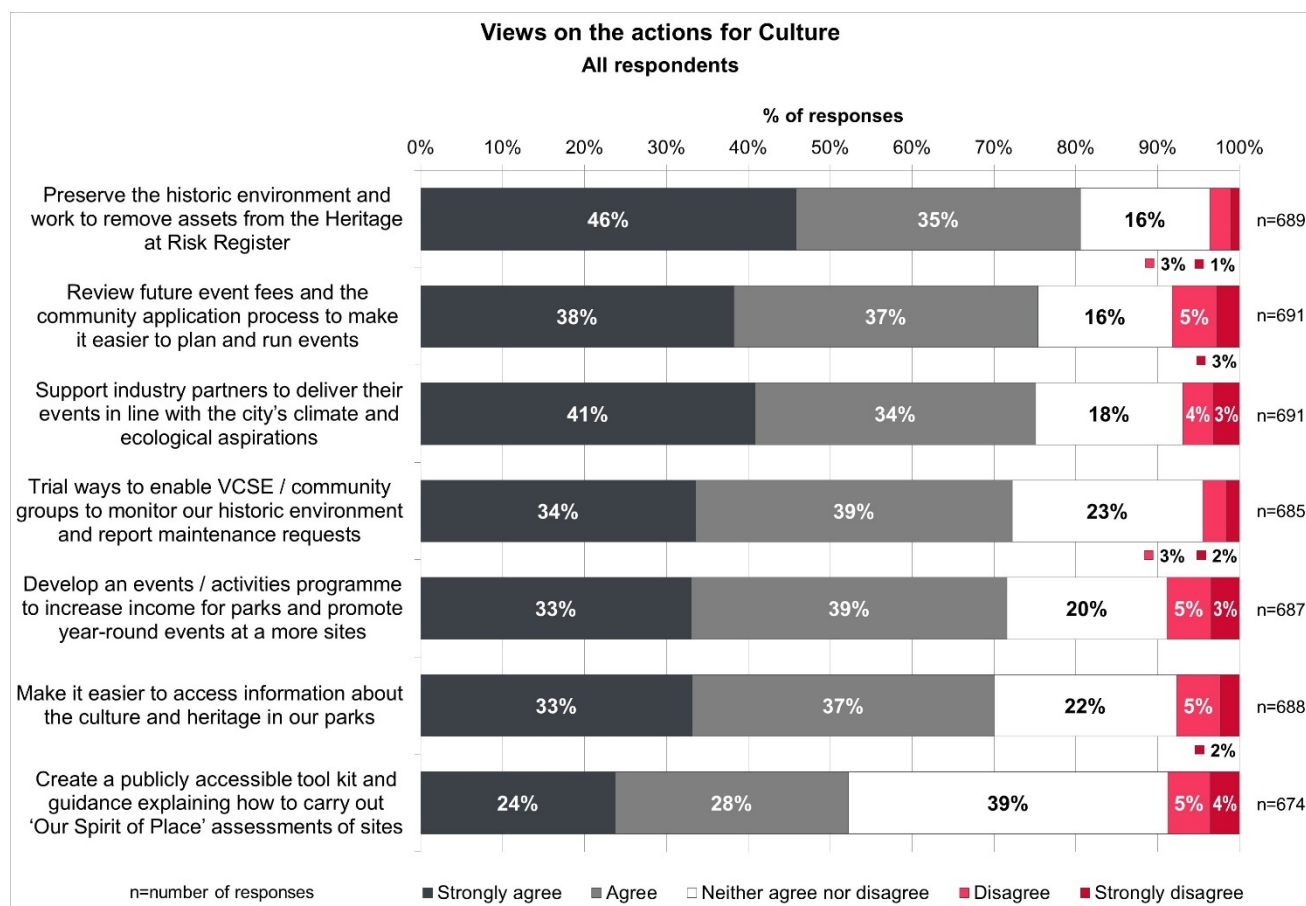
Respondents were asked to give their views on the actions within the Culture section of the Parks and Green Spaces Strategy.

Over 50% of respondents agreed or strongly agreed with every action for Culture:

- 81% agreed or strongly agreed with preserving the historic environment and work to remove assets from the Heritage at Risk Register.
- 75% agreed or strongly agreed with reviewing future event fees and the community application process to make it easier to plan and run events.
- 75% agreed or strongly agreed with supporting industry partners to deliver their events in line with the city's climate and ecological aspirations, by working with commercial event organisers to secure 'Greener code' or the equivalent sustainable accreditation.
- 73% agreed or strongly agreed with trialling ways of enabling the Voluntary, Community and Social Enterprise (VCSE) sector and community groups to monitor our historic environment with a clear route for reporting maintenance requests.
- 72% agreed or strongly agreed with developing an events and activities programme that will support and contribute to the financial sustainability of the Parks Service and promote a good range of year-round events at a wider variety of sites.
- 70% agreed or strongly agreed with making it easier to access information about the culture and heritage in our parks.
- 52% agreed or strongly agreed with creating a publicly accessible tool kit and guidance explaining how to carry out 'Our Spirit of Place' assessments of sites.

Figure 26 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 26: Views on the actions for Culture**



#### 4.5.2 Comments or suggestions about the Culture theme

We have categorised the comments and suggestions about culture into the following themes:

##### Impact on residents

- Concerns about the impact of events on residents.
- Concerns that events will reduce accessibility to open spaces.
- Concerns about increased traffic due to events.

##### Environmental impact and conservation

- Concerns that events negatively impact the natural environment and other usages of parks.
- Need to ensure events are green-accredited and considerate of wildlife impact.
- Concerns about littering.
- More emphasis needs to be put on sustainable transport options.

### **Financial and commercialisation concerns**

- Opposition to private enterprises benefiting from park events.
- Opposition to charging local groups for park use.
- Parks and cultural events need more funding.
- Profits from events should be reinvested into parks.

### **Decision-making and feedback on the theme**

- Scepticism about costly or vague proposals.
- Against more events, seeing them as a detriment to other park activities.
- More clarity needed on the spirit of place assessments.
- Doubts about the council's commitment to proposed initiatives.
- Essential public services should be prioritised overspending on cultural events.
- In favour of the proposals.

### **Community and inclusivity**

- Communities need to be more involved in decision-making.
- Concerns that events are not inclusive or accessible to all.
- Concerns about overreliance on volunteers.
- Local events organisers should be prioritised over national ones.
- A wider range of events is needed beyond concerts and festivals.
- More events in parks will help bring communities together and reduce barriers for marginalised communities.
- More toilets will need to be made available for events.

### **Preservation of heritage and historical sites**

- Heritage assets should be protected before focusing on new cultural events.
- More clarity needed on the historical importance criteria.

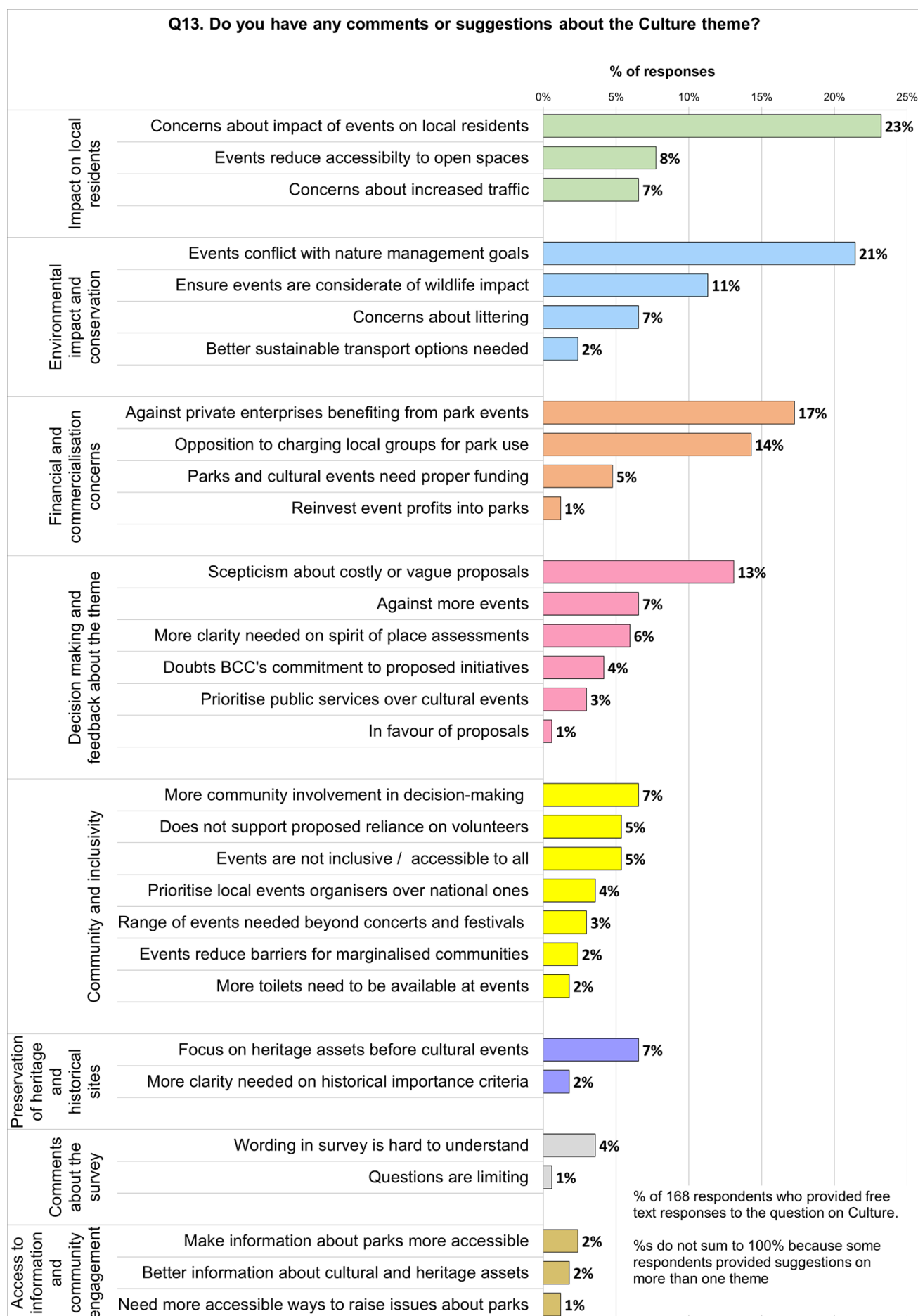
### **Comments about the survey**

- Wording in survey is hard to understand.
- Questions are limiting.

### **Access to information and community engagement**

- Better communication needed to make information about parks more accessible.
- Better information needed on cultural and heritage assets.
- Calls for easily accessible ways to raise issues about parks.

**Figure 27: Comments or suggestions about the Culture theme**



## 4.6 Skills and Employment

### 4.6.1 Views on the actions for Skills and Employment?

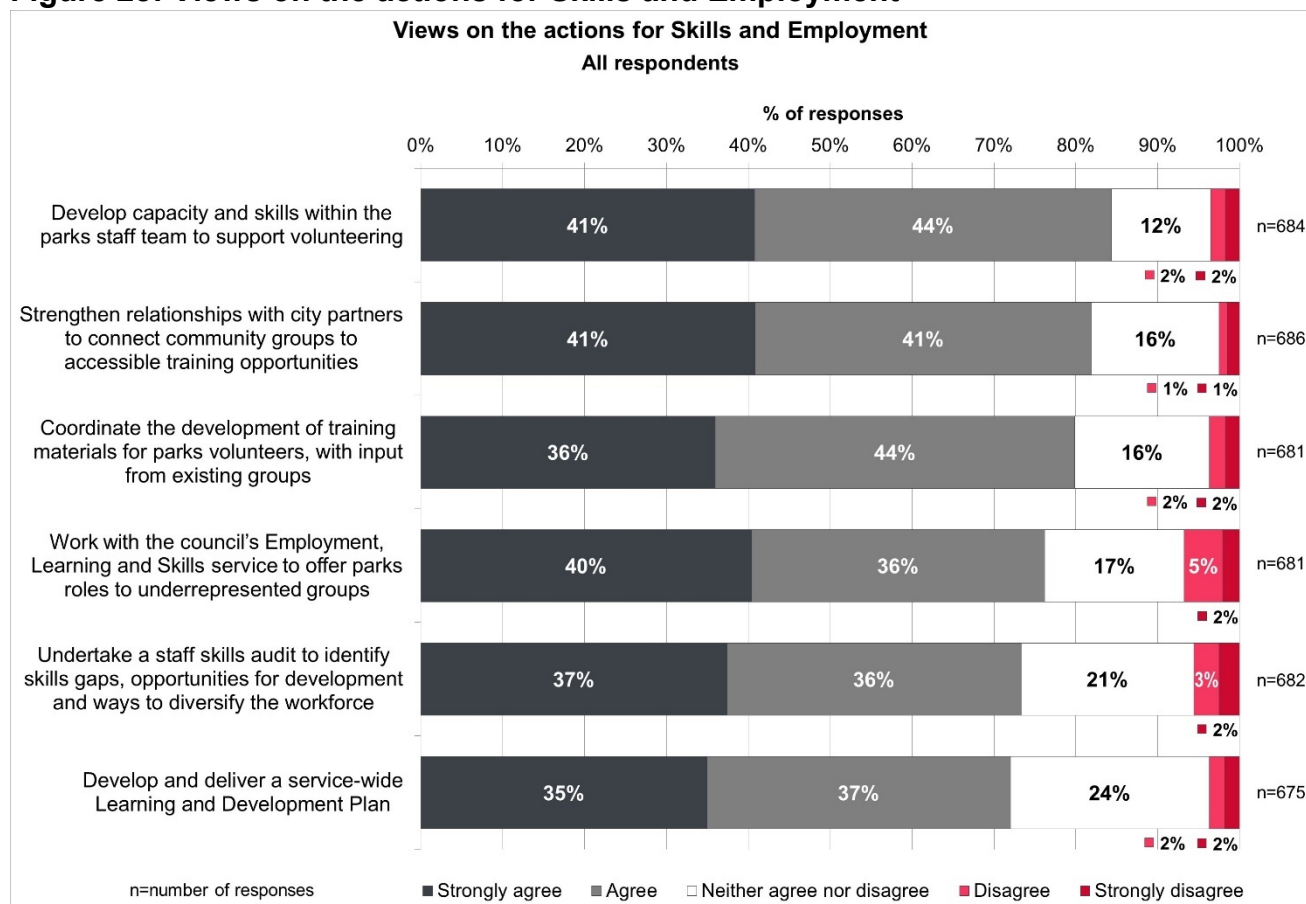
Respondents were asked to give their views on the actions within the Skills and Employment section of the Parks and Green Spaces Strategy.

Over 70% of respondents agreed or strongly agreed with every action for Skills and Employment:

- 85% agreed or strongly agreed with developing capacity and skills within the parks staff team to support volunteering.
- 82% agreed or strongly agreed with strengthening relationships with city partners to connect community groups to accessible training opportunities.
- 80% agreed or strongly agreed with coordinating the development of training materials for parks volunteers, with input from existing groups.
- 76% agreed or strongly agreed with working with the council's Employment, Learning and Skills service to offer parks roles to underrepresented groups in the city.
- 73% agreed or strongly agreed with undertaking a staff skills audit to identify skills gaps, opportunities for development and ways to diversify the workforce.
- 72% agreed or strongly agreed with developing and delivering a service-wide Learning and Development Plan to support the appropriate skills development for our future service.

Figure 28 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 28: Views on the actions for Skills and Employment**



#### 4.6.2 Comments and suggestions about the Skills and Employment theme

We have categorised the comments and suggestions about skills and employment into the following themes:

##### Recruitment and volunteering practices

- Concern about relying solely on volunteers rather than paid staff.
- Skilled gardeners and conservationists should be directly employed.
- Fair and open recruitment is important, where the best person should get the job regardless of quotas.
- Better utilise, support, and develop existing staff and groups.
- Create jobs in park management for wildlife-related activities.
- Proper management and vetting of volunteers are needed.
- Against the micromanagement of volunteers.



- There is a need to use agencies for work requiring skills that the council do not have in-house.

### **Governance and decision-making**

- Scepticism about the necessity and cost-effectiveness of the Skills and Employment proposals.
- Skills gap audit and additional surveys are not needed.
- Funds should be used for practical on-the-ground actions rather than reports and plans.
- Park services need sufficient funding.
- Concerns about potential waste of funds on consultants.

### **Community knowledge and experience**

- Existing community and council knowledge should be utilised.

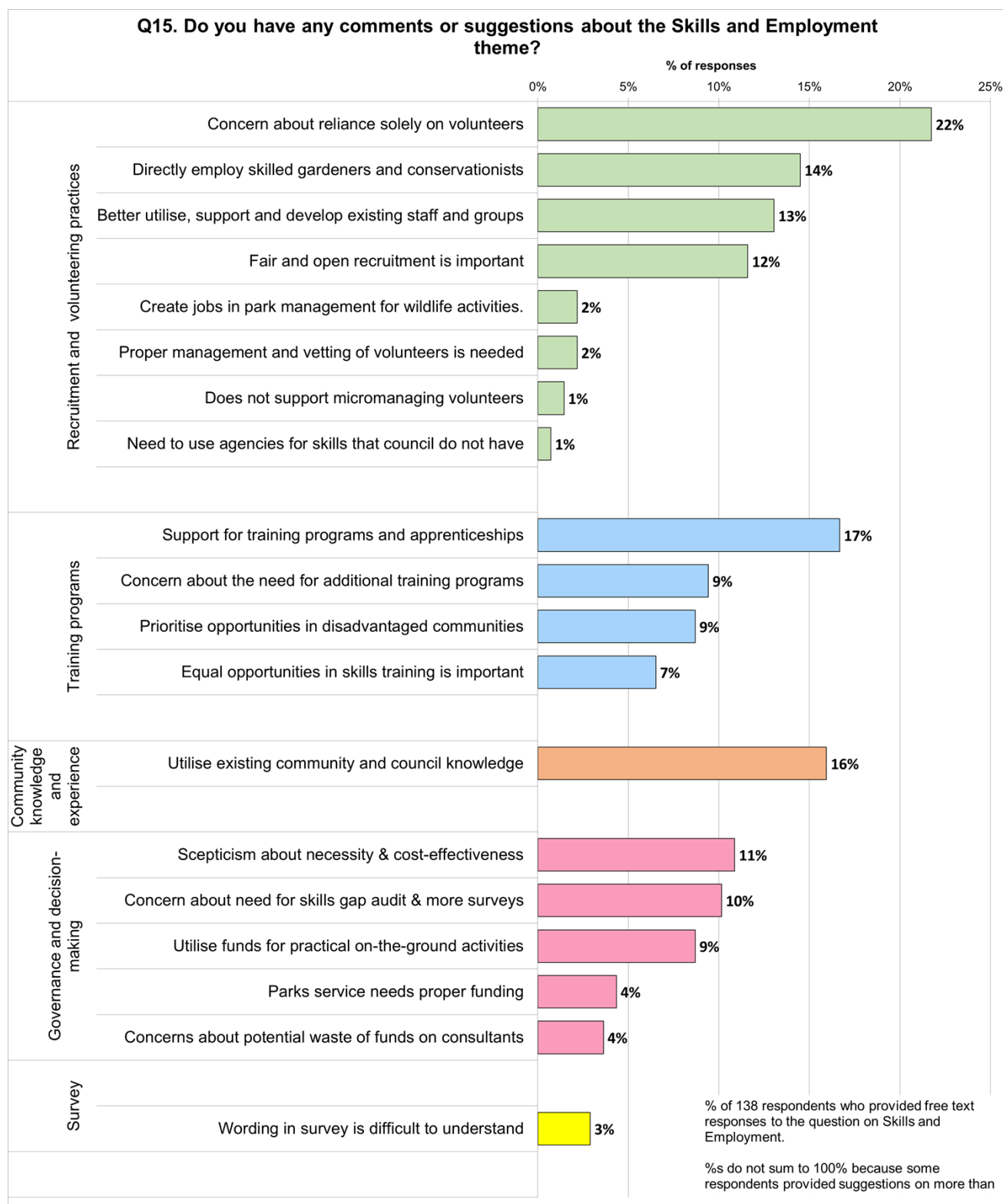
### **Training programmes**

- Support for training programs and apprenticeships.
- Scepticism about the need for additional training programs and spending on training volunteers.
- Disadvantaged communities should be prioritised for learning and development opportunities.
- Importance of inclusivity and providing equal opportunities in skills training.

### **Survey**

- Wording in survey is difficult to understand.

**Figure 29: Comments and suggestions about the Skills and Employment theme**



## 4.7 Sustainability and Investment

### 4.7.1 Views on the actions for Financial Sustainability and Investment

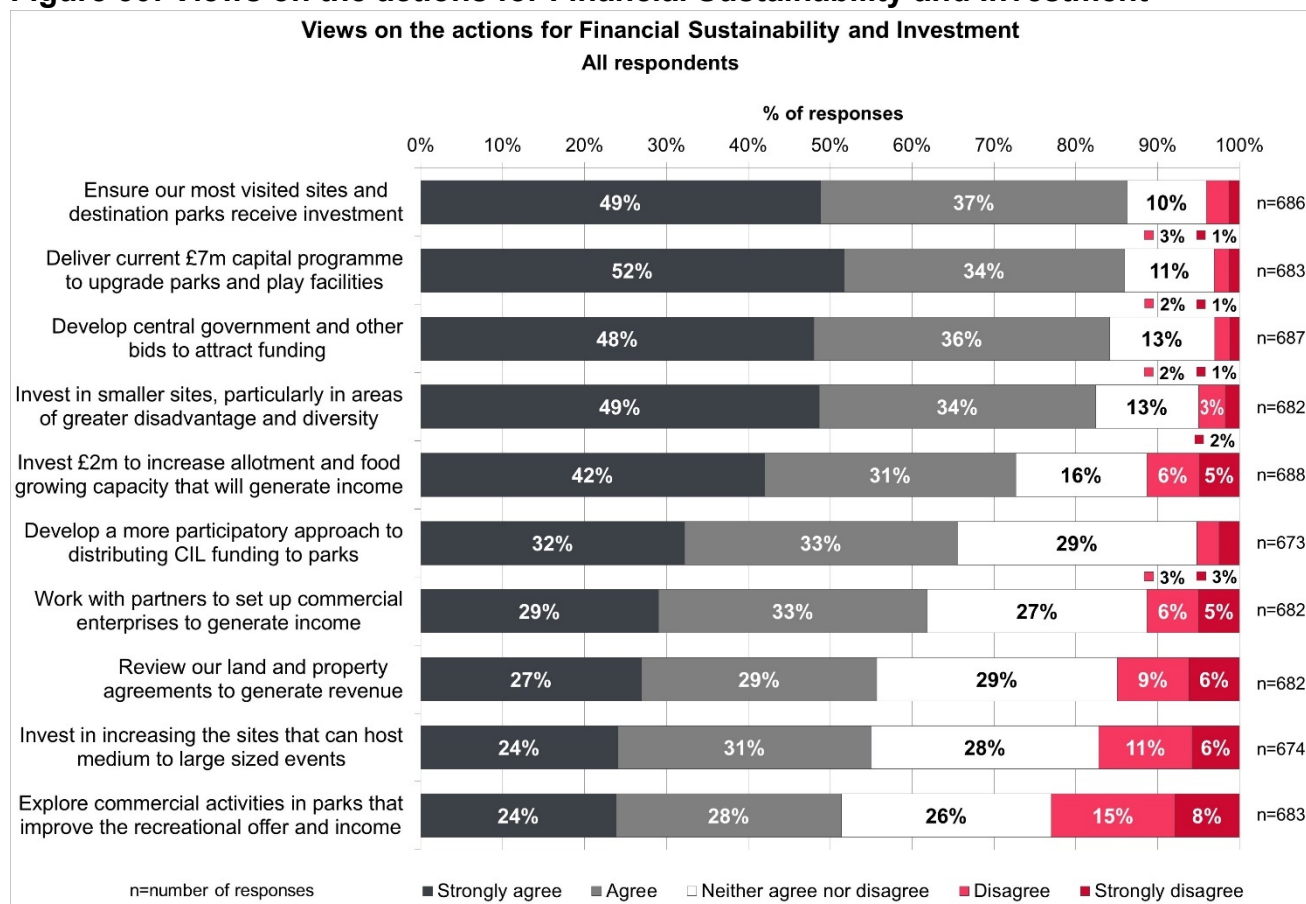
Respondents were asked to give their views on the actions within the Sustainability and Investment section of the Parks and Green Spaces Strategy.

Over 50% of respondents agreed or strongly agreed with every action for Sustainability and Investment:

- 86% agreed or strongly agreed with ensuring the most visited sites and destination parks receive investment.
- 86% agreed or strongly agreed with delivering the £7million capital programme to upgrade parks and play facilities across the city.
- 84% agreed or strongly agreed with developing central government and other funding bids.
- 83% agreed or strongly agreed with investing in smaller sites, particularly in areas of greater disadvantage and diversity.
- 73% agreed or strongly agreed with investing £2million to increase allotment and food growing capacity that will generate income.
- 65% agreed or strongly agreed with developing a more participatory approach to distributing Community Infrastructure Levy (CIL) funding to community-led parks development.
- 62% agreed or strongly agreed with working with partners to establish new, commercial enterprises to generate income.
- 56% agreed or strongly agreed with reviewing the council's land and property agreements to generate the appropriate amount of revenue, both through rental income and commercial opportunities.
- 55% agreed or strongly agreed with investing in increasing the number of sites that can host medium to large sized events.
- 52% agreed or strongly agreed with exploring the potential for more commercial activities in parks that improve the recreational offer to residents and generate income.

Figure 30 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 30: Views on the actions for Financial Sustainability and Investment**



#### 4.7.2 Comments or suggestions about the approach to Financial Sustainability

We have categorised the comments and suggestions about financial sustainability into the following themes:

##### Revenue sources

- Opposition to raising allotment rents to raise funds.
- Opposition to privatisation and charges for park use.
- Government funding should be sought for parks.
- Explore alternative uses for spaces to increase revenue.
- Maximise income from fines or other fees.
- Consider corporate sponsorship of specific parks and facilities.
- Against spending money on consultants.
- Review spaces with small rents in parks.

- Decrease parking charges to encourage parks usage.

### **Environmental considerations**

- Do not compromise the environment for financial gains.
- Strengthen enforcement to address environmental issues.
- Encourage 'Pocket Parks' with fruiting trees and herbs.
- Increase allotment spaces.
- Increase parking charges to encourage eco-friendly travel.

### **Events and commercial activities**

- Opposition to commercial events in public spaces.
- Concerns about impact of events on residents.
- Opposition to increasing fees for community event licenses.
- Support for community-driven initiatives and events.
- Opposition to more cafes in parks.

### **Access and inclusivity**

- Concerns about affordability and access for all community members when increasing fees and charging.
- Calls for equality in facilities across all parks and areas, not just large destination parks.
- Focus on disadvantaged areas that need investment.

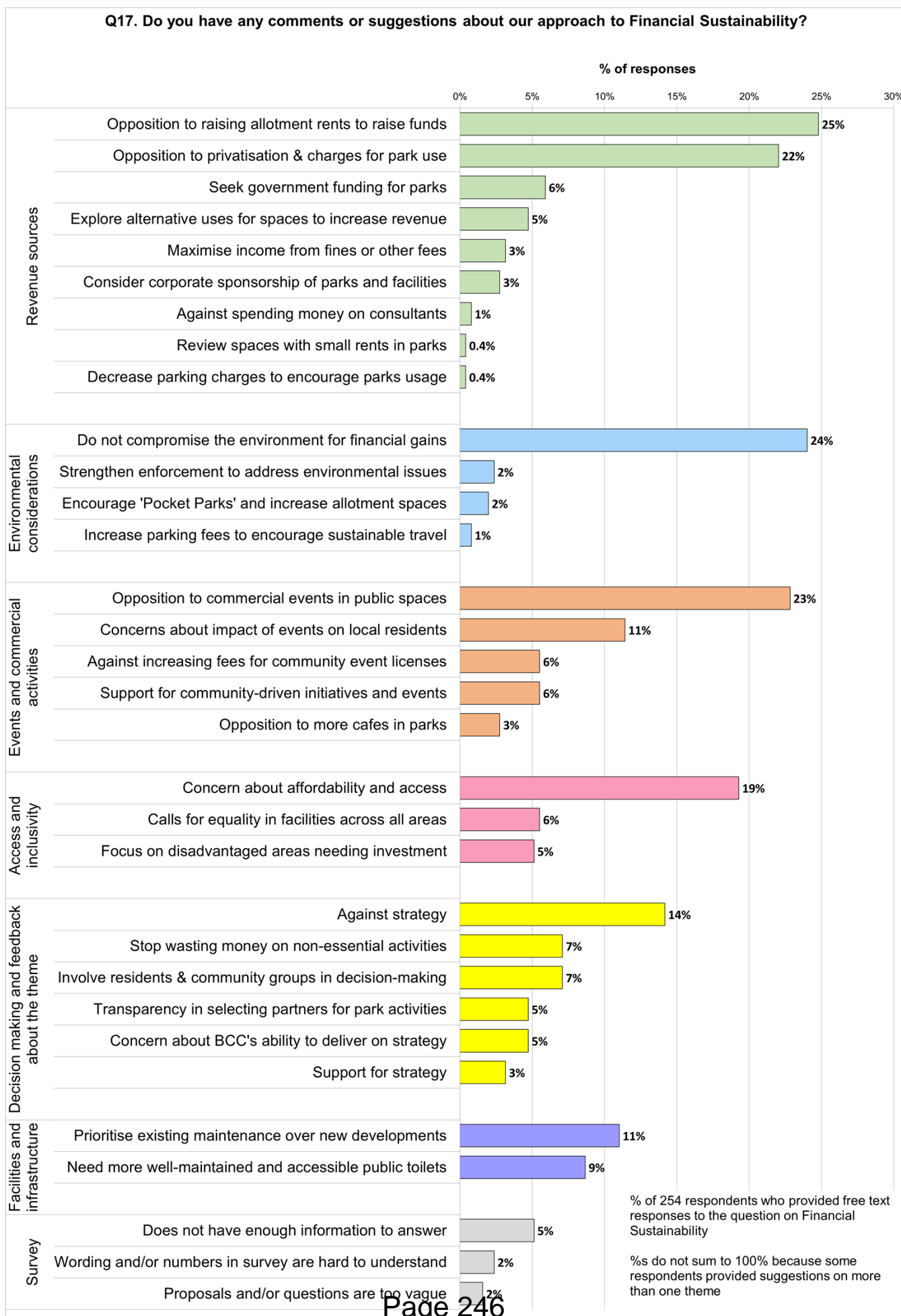
### **Facilities and infrastructure**

- Prioritise maintenance of existing facilities over new developments.
- Demands for well-maintained and accessible public toilets.

### **Decision making**

- Stop wasting money on non-essential activities.
- There needs to be transparency in the process of selecting partners for park activities.
- Residents and community groups should be involved in decision-making.

**Figure 31: Comments and suggestions about Financial Sustainability**



## 4.8 Food Growing and Allotments

### 4.8.1 Views on the actions for Food Growing and Allotments

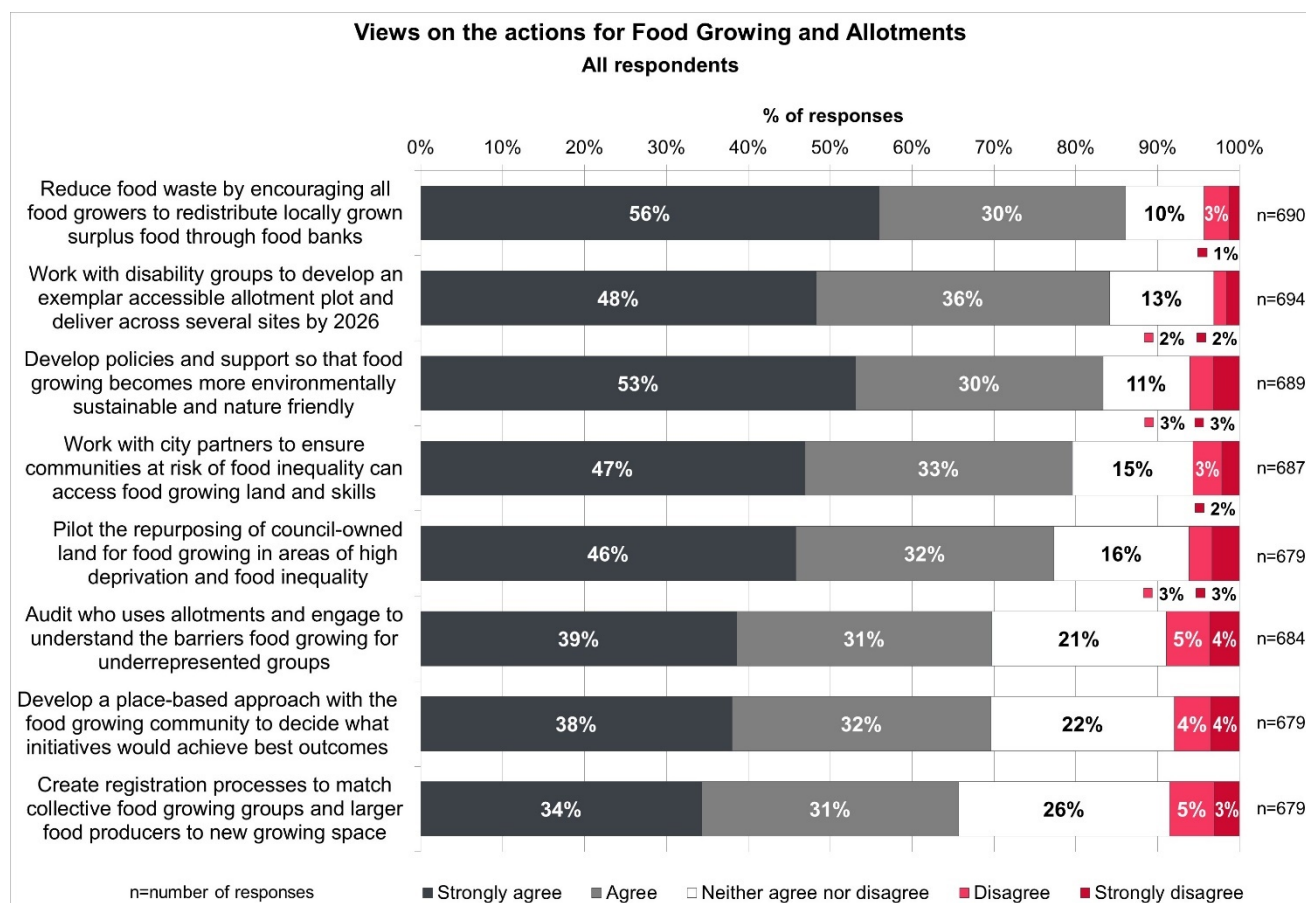
Respondents were asked to give their views on the actions within the Food Growing and Allotments section of the Parks and Green Spaces Strategy.

Over 60% of respondents agreed or strongly agreed with every action for Food Growing and Allotments:

- 86% agreed or strongly agreed with reducing food waste by encouraging all food growers to redistribute locally grown surplus food through local food bank networks.
- 84% agreed or strongly agreed with the council working with Bristol's disability groups to develop an exemplar accessible allotment plot and deliver across several sites by 2026.
- 83% agreed or strongly agreed with developing policies and support for tenants so that food growing across council-managed sites become more environmentally sustainable and nature friendly.
- 80% agreed or strongly agreed with the council working with city partners to ensure communities at risk of food inequality have access to food growing land and opportunities to develop growing and cooking skills.
- 78% agreed or strongly agreed with piloting the repurposing of council-owned land for food growing in areas of high deprivation and food inequality. This will include allotment space, collective food growing and commercial food growing spaces respectively.
- 70% agreed or strongly agreed with carrying out an audit into who uses existing council allotment space and engage with stakeholders to understand the barriers that underrepresented groups face to accessing food growing.
- 70% agreed or strongly agreed with a place-based approach in partnership with the food growing community to determine what type of food growing initiative would achieve the best outcomes for that space in that area.
- 65% agreed or strongly agreed with creating a registration process for collective food growing groups and larger scale food producers to help identify and match appropriate growing space with local food producers.

Figure 32 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 32: Views on the actions for Food Growing and Allotments**



#### 4.8.2 Comments or suggestions about Food Growing and Allotments Strategy

We have categorised the comments and suggestions about food growing and allotments into the following themes:

##### Changes to policy, regulation and rent.

- Calls to reconsider the allotment proposals
- Concerns about the affordability of the allotment rent increases
- Proposals will negatively affect the allotment community
- Do not commercialise food growing
- Allotment regulations are too stringent
- Audit of allotment holders is not a priority
- Request for the strategy to be backed with strong Local Plan policies



## **Management of allotments**

- More allotments needed
- Repurpose council- owned land for allotments
- Action needed on empty and unused plots
- Better communication and support need for allotment holders
- There should be a fair distribution of allotments
- Improve infrastructure, communal tools, and services
- Improve neglected and overgrown allotment sites
- Gather support from local community
- Do not waste funds on allotments
- Accessibility for children & disabled people

## **Food growing and supply.**

- Explore initiatives to address food waste
- Explore unconventional spaces for food growing
- Explore initiatives to address food poverty
- Requests not to build on Yew Tree Farm
- Some groups could be underrepresented (e.g., children and young people, parents, and carers)
- Cooking skills should be developed and supported
- Explore crops from other cultures
- Residents should be given priority over commercial growers.

## **Environmental considerations**

- Development of land for food growing and allotments should consider ecological considerations and wildlife conservation.
- Concerns about removing park land for use as allotments.
- Stronger regulations needed for inorganic fertilisers and pesticides.
- Encourage practices like companion planting and green manure.
- Encourage growing in public spaces.

**Education and outreach**

- Support educational campaigns to promote home gardening and share food-growing knowledge.
- Coordinate with nurseries and schools to identify those in need of support.
- Support for community-oriented projects
- Outreach programs to support those with less income.

**Local planning**

- Concern about the impact of new developments.
- Greenery should be incorporated into urban planning.

**Figure 33: Comments and suggestions about the Food Growing and Allotments Strategy**



### **4.8.3 Opportunities to increase the land available for food growing.**

Respondents were asked to comment on opportunities for new food growing opportunities. We have categorised the comments and suggestions into the following themes:

#### **Ideas for new food growing areas.**

- Identify and repurpose public spaces for growing
- Consider underused spaces & brownfield spaces
- Consider parks and underused sports areas
- Explore rooftop gardening
- Repurpose underused or cleared areas in allotments
- Convert unused spaces behind council housing
- Encourage sharing of existing allotments
- Use workplace spaces

#### **Community and education**

- Community involvement is key for the success of the project
- Food growing should be promoted in schools
- There is a need for initiatives to develop community interest
- More fruit trees and plants should be grown in parks
- Evaluate the success of existing community growing
- Establish community gardens where there is less experience

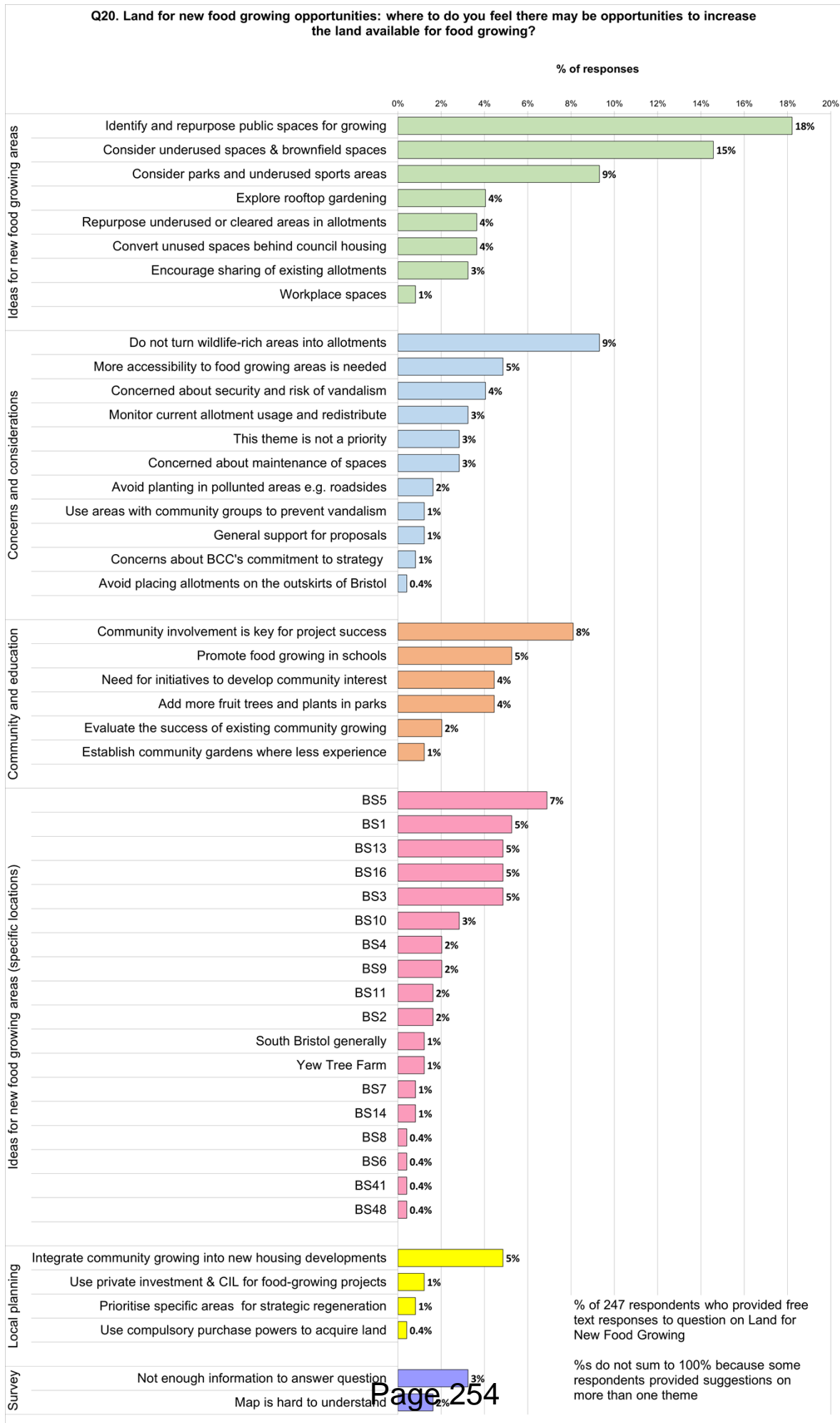
#### **Planning**

- Integrate community growing into new housing developments
- Use private investment & CIL for food-growing projects
- Prioritise specific areas for strategic regeneration
- Use compulsory purchase powers to acquire land.

## **Concerns and considerations**

- Wildlife-rich areas should not be made into allotments
- More accessibility to food growing areas is needed
- Concerns about security and risk of vandalism
- Use areas with community groups to prevent vandalism
- Current allotment usage should be monitored and redistributed if necessary
- This theme is not a priority
- Concerns about maintenance of spaces and not having them fall into neglect
- Food growing needs to be done in unpolluted areas, e.g., not on roadsides
- General support for proposals
- Concerns about Bristol City Council's commitment to strategy
- Avoid placing allotments on the outskirts of Bristol due to accessibility issues for disabled people

**Figure 34: Opportunities to increase the land available for food growing**



## 4.9 Green Space Provision Standards: Quality, Distance and Quantity

### 4.9.1 Views on the approach to update minimum standards for publicly accessible open spaces

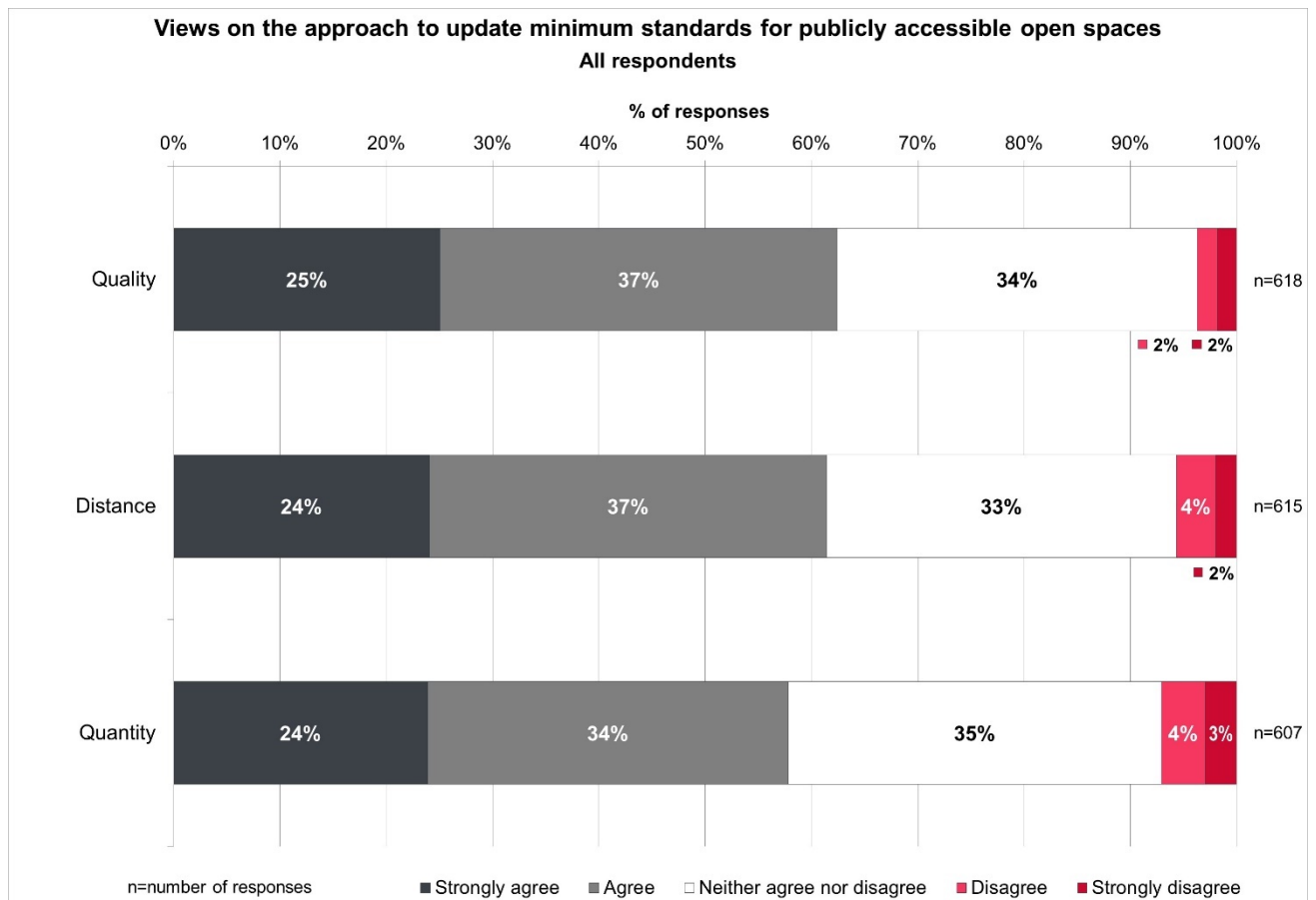
Respondents were asked to give their views the approach to update minimum standards for publicly accessible open spaces for recreation in Bristol.

Over 50% of respondents agreed or strongly agreed with each approach:

- 62% agreed or strongly agreed with the approach to **quality**.
- 61% agreed or strongly agreed with the approach to **distance**.
- 58% agreed or strongly agreed with the approach to **quantity**.

Figure 35 shows the percentage of respondents who strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree with each action, and the number of people who gave views on each.

**Figure 35: Views on the approach to update minimum standards for publicly accessible open spaces**



Respondents were also asked to provide any comments or suggestions about the approach to provision standards.

We have categorised the comments and suggestions about provision standards into the following themes:

### **Quality**

- Ecological quality needs to be recognised
- Concerns that quality is under threat
- Existing parks need better amenities
- Support for Quality Provision Standard

### **Distance**

- Support for distance standards
- Distance to green areas or pocket parks should be reduced in the city
- Distance needs to have a focus on accessibility
- Free parking should be made available
- Travel distance to green spaces needs to be reduced
- Parks need to be accessible via public transport
- More sports facilities are needed nearby
- Distance standards should include cycling routes
- Believe that individuals will travel further to green spaces than has been accounted for in the distance standards
- Distance standards needs to consider the impact on access to green spaces of traffic and terrain
- The Natural Green Space distance should be greater as most parks are not Natural Green Space

### **Quantity**

- The provision is a good start but needs to be worked on
- The quantity of green space should be increased
- Green space should be increased in proportion to population growth and tourism
- Concerns that green land will be built on



- Spaces need to have a wildlife focus
- Incorporate green spaces within buildings

### **Accessibility**

- Keep green spaces accessible and maintained
- Concerns green spaces will be built on inaccessible land
- Public toilets are needed in green spaces

### **Provision standards (general)**

- Concerns about when the provision standards will be achieved
- The standards strategy does not reflect all concerns, such as how the green space is used, safety, dog fouling
- The new standards are not ambitious enough

### **Decision making and feedback about the theme.**

- Money should not be spent on the proposed plans
- It is difficult to imagine the proposals being implemented
- Agreement with the proposed plans
- Provision will be difficult but worth it
- Need better communication and engagement methods.
- No increase in allotment fees.
- Need better communication/ engagement methods

### **Housing**

- Concerns that developers will impact parks and green spaces
- Green spaces are needed within new housing developments
- High rise buildings should not be built
- Housing developments are being built on green spaces
- Stop building in densely populated areas

**Figure 36: Comments and suggestions for Provision Standards**



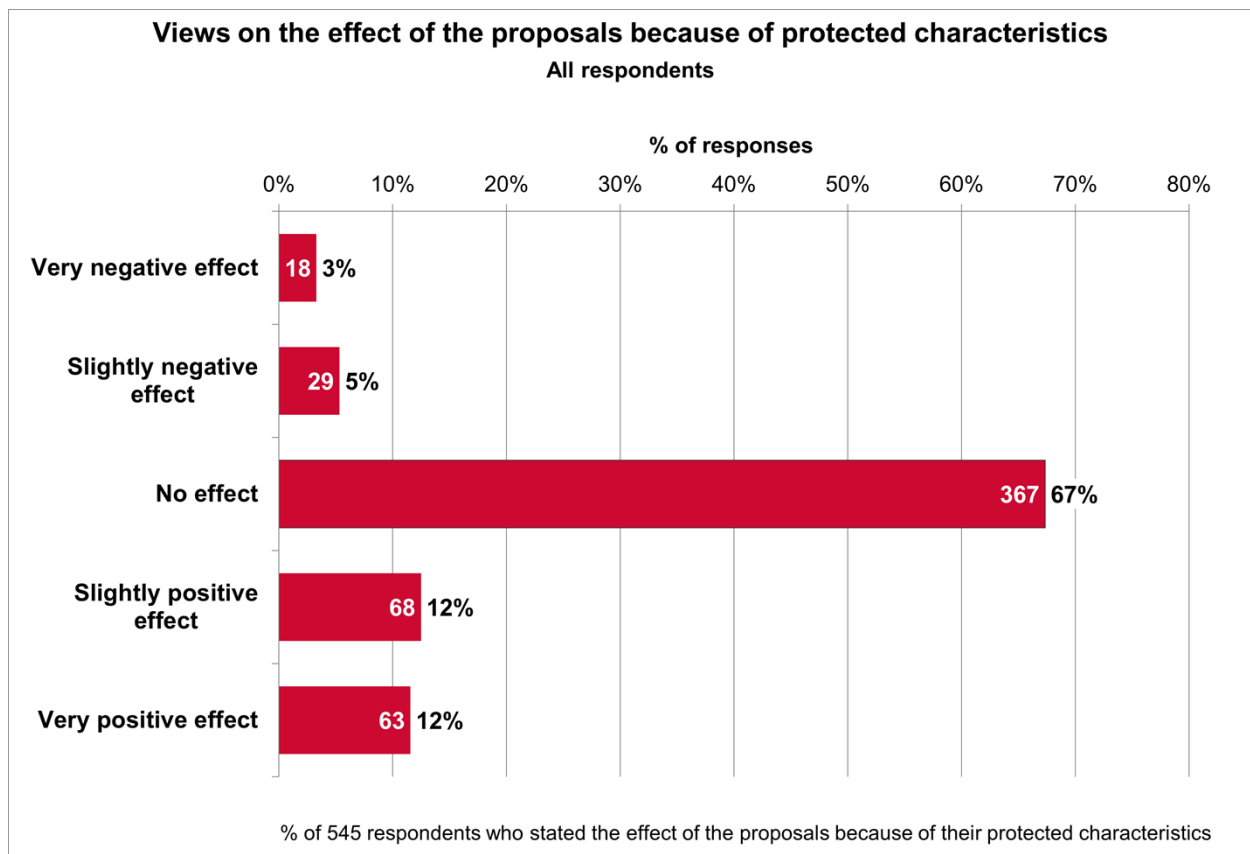
## 5 Impact of the proposals because of protected characteristics

### 5.1 Scale of effects

Respondents were asked what effect, if any, the proposals would have on them because of their protected characteristics<sup>6</sup>. Of the 718 respondents to the survey, 545 (76%) answered the question. Of these:

- 18 (3%) said the proposals would have a very negative effect
- 29 (5%) said the proposals would have a slightly negative effect
- 367 (67%) said the proposals would have no effect
- 68 (12%) said the proposals would have a slightly positive effect
- 63 (12%) said the proposals would have a very positive effect.

**Figure 37: Views on the effect of the proposals because of protected characteristics**



<sup>6</sup> The protected characteristics defined in the Equality Act 2010 are age; disability; race including colour; nationality, ethnic or national origin; religion or belief; sex; gender reassignment; sexual orientation; being married or in a civil partnership; being pregnant or on maternity leave.

## **5.2 Reasons why the proposals would affect people because of protected characteristics.**

Respondents were also asked to explain how they believe the proposals would have an impact on themselves or others. The 84 respondents who provided a free text response highlighted the following impacts:

### **Positive impacts of proposals**

Respondents described the following positive impacts of the parks and green spaces proposals:

- Proposals would result in safer parks.
- Making the parks safer would be beneficial for women.
- Creating more inclusive spaces has a positive impact on everyone.
- Making spaces cleaner is a positive impact.
- Proposals will positively impact older people.
- Better access to green space for walking and engaging with nature and food production is positive for older people's mental and physical health.

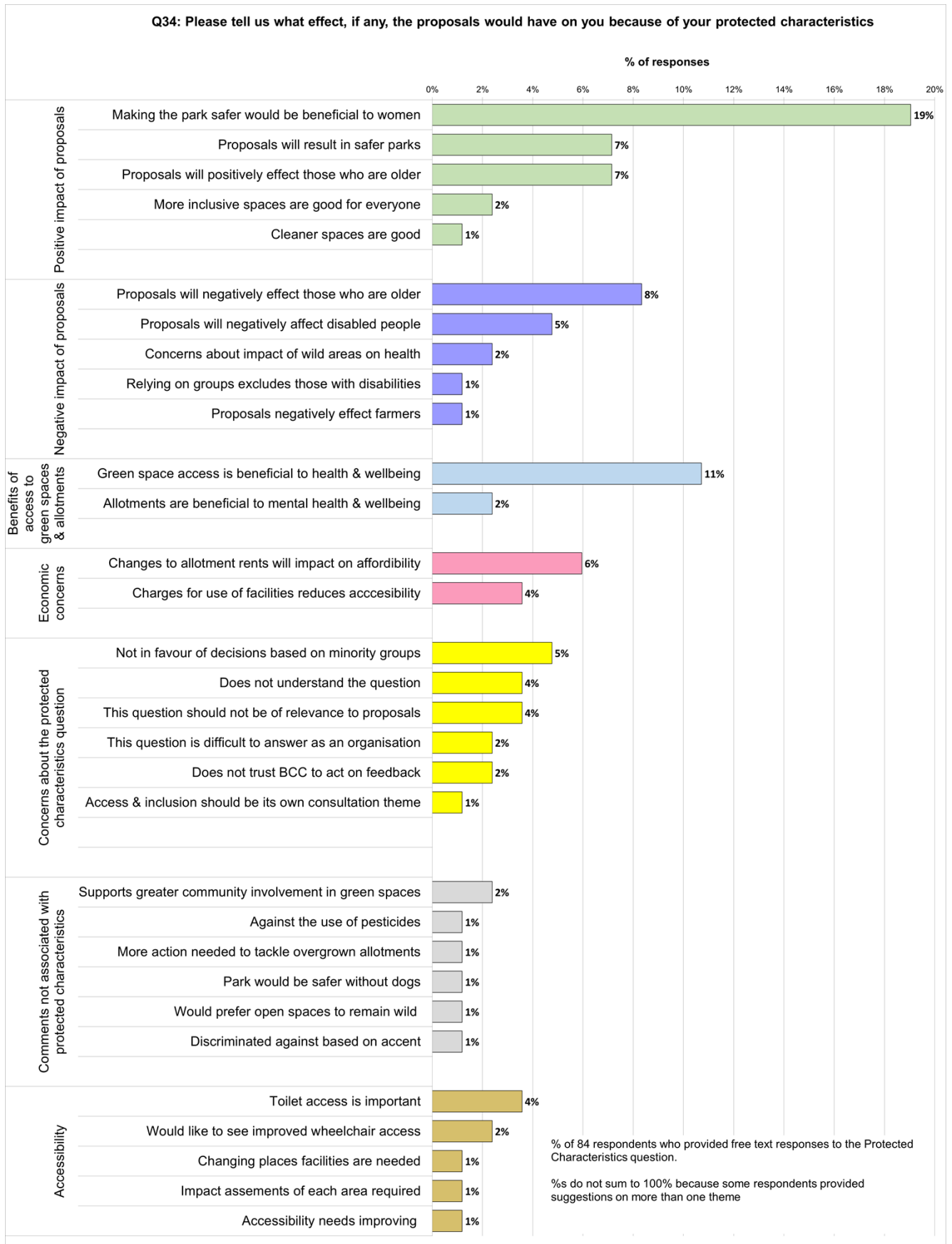
### **Negative impact of proposals**

Respondents described the following negative impacts of the parks and green spaces proposals:

- Proposals would have a negative impact on older people.
- Increasing digitalisation may leave older people behind.
- Lack of free parking makes it harder for older people to access parks.
- Proposals would negatively impact disabled people.
- Proposed that relying on groups excludes those with disabilities.
- Concerns about the impact of wild areas on health.

There were also several comments that did not refer to impacts on protected characteristics. They are summarised in figure 38 below.

**Figure 38: Effects of proposals because of protected characteristics**



## 6 Summary of other correspondence

12 emails/letters were received in response to the consultation. 11 of these were from organisations, and 1 was from a member of the public.

The organisations we received correspondence from were as follows:

- Bristol Civic Society
- Bristol Disc Golf Club
- Bristol Parks Forum
- Bristol Tree Forum
- Bristol Walking Alliance
- British Mountaineering Council
- Lawrence Weston Community Farm, Windmill Hill City Farm and St Werburgh's City Farm
- Friends of Lamplighter's Marsh Local Nature Reserve
- Friends of St Andrews Park
- Friends of Troopers Hill
- Natural England
- Northern Slopes Initiative

We have categorised and summarised the feedback in the table below.

Category	Summary
Nature – site specific	Northern slopes – request to manage as mosaic [not just woodland where in woodland network]
Tree planting	<p>Object to tree planting where this harms mosaic of habitats and use for health and wellbeing, loss of view – specific areas identified.</p> <p>Areas flagged to avoid tree planting:</p> <ul style="list-style-type: none"> <li>- below St Barnabas Church</li> <li>- Stockwood Crescent</li> <li>- Beckham Road on the Bommie</li> <li>- Cavan Walk</li> <li>- Entrance field and top of cycleway on Glyn Vale</li> <li>- Central green space on Kingswear Road</li> <li>- Top and bottom of Novers Steps on Novers Common</li> </ul>

	•
Strategy	Welcome strategy
Strategy	Support: <ul style="list-style-type: none"> <li>- Vision</li> <li>- Engaging range of stakeholders</li> <li>- Emphasis of inclusivity</li> <li>- 5- year review commitment</li> <li>- Many of the actions</li> <li>- Research into park users</li> </ul>
Health and wellbeing	Health and wellbeing should be priority (not fourth in list) – everything else is a sub-set
Commercial development	Commercial intents
Health and wellbeing	Walking as an activity and benefit not referenced
Health and wellbeing	Health and wellbeing targets not quantified
Land use priorities	Targets for e.g. nature and food at expense of recreational use (health benefit)
Land use change	Lacks clarify on how 'competing land uses' will be managed
Local plan	Lacks explicit link to Local Plan
GI Strategy	Produced ahead of GI strategy – expecting this to address accessible network linking green spaces
Provision standards	Dramatic reduction in open space availability, especial in centre
Land use	Wildlife, food growing and events reduce walking space
Walking	Support several actions that support walking
Access	Ask for Network of 'green' pedestrian routes
Access	Safe and attractive walking routes
Access	Improved signage and walking routes in destination parks - offer of help via Bristol Ramblers
Maintenance	Maintenance of grass along paths and desire lines
Dogs	Clarity on management of dogs
Engagement	Commitment to consult city wide groups for citywide issues
Definitions of park / green space	Clarify terms – park / green space re ambition / standard [everyone is within 10-minute walk... park' v 15-minute walk... green space']
Inclusion - volunteers	Give more attention to attract non-white volunteers
Inclusion - volunteers	Question inclusivity for volunteers re insurance
Funding	Will parks budget be cut to fund future shortfalls
Strategy	Support strategy overall
Themes	Support themes
Employment and skills	Welcome including of employment and skills theme



Managing for nature – Troopers Hill	Support Troopers Hill within ‘managed for nature’ potential areas
Access (for nature)	Ask that access to nature for all be referenced and actioned in Nature and climate theme
Children and young people	Seek commitment to maintain and repair existing children’s play spaces (alongside creating new to fill gaps)
Green Flag	Welcome proposed use of Green Flag criteria
Collaboration	Priority for service to work with Friends of Groups, Your Park and others to seek additional income to meet PGSS aims’
City farms and land in scope	City farms neither referenced or included in footprint of ‘land that is open to the general public for recreation.
City farms	Acknowledge and celebrate partnership with city farms and contribution made to PGSS aims
Strategy	Support strategy
Collaboration	Offer to participate for common goals
Nature and climate	<p>More ambition and priority to respond to ecological and climate emergency</p> <ul style="list-style-type: none"> <li>- insufficient space identified for nature or residents (access to nature)</li> <li>- importance of joined up approach for nature.</li> <li>- should include ‘allocation for nature’ for: Novers Hill, Northern Slopes and Bedminster Green- and protect these areas from development.</li> <li>- tree planting lacks ambition</li> </ul>
Strategy	Welcome strategy and support ambitions and aspirations – align with BPF vision
Deliverability	Concern that actions do not consistently, clearly or robustly deliver principles, priorities or commitments
Implementation	Key actions should be separate ‘Implementation Plan’ = dynamic approach
Allotments	Remove food growing and allotment strategy from PGSS document
Big conversation	Promised ‘Big Conversation’ is progressed to address future funding
Consultation	Insufficient time to respond to consultation
Deliverability	Unclear whether the strategy is deliverable (resources, staff)
Land use prioritisation	How will competing land uses be managed
Links to Local Plan	Need for more green space – to quality, quantity and accessibility – to be clearly embedded in Local Plan (as only place where new space from development can be required).
Development Growth areas already have plans	Consultation on (listed) ‘development areas’ has already happened – current BPF objection to insufficient provision of new green space.
New green space	Local Plan should state need for ‘large public park’ within inner urban area within St Phillips development area.

Functional size of green space	Minimum size of new public park is not large enough for functional need.
Strategic Principles	Support priority themes
Allotments	Don't support 'food growing and allotments' as a priority theme within the PGSS document – citing that allotments are not providing 'full public access' – as such other similar land is not included.
Stewardship	Concern lack of clarity and fragmentation of long-term responsibility for the stewardship of park and their funding.
Friends of Groups	Support – supporting Friends of Groups' – but within appropriate 'strategic framework'
Provision standards	Land within scope – confusing - allotments do not meet test of inclusion. - 'open space for recreation' criteria should apply to PGSS in entirety
Parks ownership	BPF do not support 'change of ownership of parks and green spaces
Quality - understanding	Quality – suggest more emphasis on education to match management of land to benefits realised
Local priorities v strategic priorities (nature / climate)	Community meaning of 'quality' may conflict with principles and delivery of response to climate and ecological emergencies
Improving quality	Strategic commitment to prioritise improving quality in areas of greater deprivation / low satisfaction – not given priority in commitment / actions
Deliverability – Quality	If volunteers involved in quality assessments – actions need to be seen and delivered
Provision standard – Distance	Distance standard
Provision standard - Quality	Quantity standard  What action to ensure new parks / green space is open to the public if not in council ownership
Local plan and enactment of provision standards	New green space must be a must not 'aspirational'.  Expectations to be built into the local plan.
Local plan and provision standards	PGSS must be inserted into the Local Plan before 'Examination' takes place
Nature	Explain meaning of 'networked habitat for nature' – consistence of terms – NRN, ecological corridors, wildlife corridors
Nature -blue spaces	Insufficient reference to blue spaces
Missing documents	M4N document not available – from which targets for nature quantified – publish as an annex
Up to date references	Reference most current state of nature report (2023)
Tree planting	Tree Impact Map – clarify to avoid assumption that this is where trees will be planted v intent which is to identify where benefit from planting trees would be greatest – alongside test of whether tree planting is appropriate

Blue spaces	No actions for blue spaces to support nature – add actions
Photo image	Photo on p18 is buddleia – which is invasive -replace with native plant and pollinator
Nature and climate	Commitment to habitats thriving in future climate not addressed in action
Outcomes not actions	Action tables by 2039 are outcomes not actions - clarify
Partners	Partners not clarified in reference approach to nature programme
Tree planting	What scope of land for tree planting target
Tree canopy – ash dieback	Loss of trees to e.g., ash dieback not addressed – concern that this will be significant
Funding	All forms of funding require clarification
Definitions	Define intent and scope of ‘biodiversity net gain’
GI Strategy	Ref GI (and Blue) and Tree Strategy in the text
Climate theme	Re-word sentence ‘we will explore how we can ensure there are accessible comfortable and shade places of respite in parks and cool corridors for movement between areas of the city’
Children and young people theme	Which partners to work with to provide education activities, partners, or providers?
Park Groups	Are parks groups included in ‘communities to ... work with’
Case for Change (community)	One tree per child case study not a community space
Community participation	Explain ‘Many Neighbourhoods One City’ ...
Commitments	Don’t understand ‘ Developing opportunities to engage a more diverse range of decision makers will be key to our service deliver in the future’
Your Park +	Strongly support Your Park but not at expense of other potential partners
Devolving responsibility / stewardship	We will seek to design and deliver way to devolve responsibility for the management of spaces to communities – no explanation of degree of responsibility and accountability
The case for change – Caroline House	Case study inappropriate (not relevant) – was guerilla gardening – ie not permitted – remove or represent
Health and well being	Allotments not relevant to PGSS
Allotments	Remove reference to allotments in commitments
Playing pitch – future	Clarify whether sites not currently managed for playing pitches will be removed from forthcoming playing pitch strategy and managed for recreation
Health and wellbeing	Opening parks for health – unhelpful as implies not currently open for health
Wild and Well	No link between Wild and Well and Your Park
Health and wellbeing delivery	Other health programmes – with e.g., do not rely on funding
Health and wellbeing	Acknowledge and define wider health benefits not directly funded e.g. walking and cycling – intervention programmes don’t feel inclusive
Access	Support recognition that access to free quality parks is crucial
Culture	What is ‘our spirit of place’ approach

Events and impact	Want more explicit about how events impact site functions e.g., nature etc. – what are ‘ecological conscious practices
Prioritisation	Want realistic approach and where and what to invest in
Statutory designations and responsibility	Need to reference ‘statutory’ requirements with respect to legally protected heritage
Description	Identify St Peter’s church as being in Castle Park
Employment and skills	Welcome upskilling staff – want reference to specific skills e.g. public outreach, engagement s, ecology, land management to benefit nature
Skills	Welcome upskilling of communities
Ownership and meaning	‘ownership’ intent is confusing - change to ‘ enable partners and communities to be more engaged and to take greater responsibility for their spaces
Skills – relevance of actions	First three commitments should go in health and wellbeing section, fourth re allotments should be in separate document – otherwise commitments don’t relate to the theme
Case for change Parkwork	Support this case study – but photo is not relevant
Food growing and allotments	Strongly oppose allotments being included in PGSS.  Either have a food growing theme or include in health priority
Allotments	Allotments and allotment rules need to align – allotment rules do not align with PGSS priorities of principles
Allotments	Vision – incompatible as allotments are not accessible spaces. allotments are not ‘embedded’ as rules do not align with PGSS principles with examples.
Allotment – T’s and C’s	Concern rule is that all trees unless exempted be removed
Allotments	Allotments subject to separate acts of parliament – PGSS land not – another reason to separate
Food growing – reference documents	Reference to Milan Urban Food Policy Pact and Glasgow Food and Climate Declaration not linked to document
Allotments	Reference to aspirations and terms re allotments not relevant to parks and green spaces
Food growing provision	No land in scope for the food growing and allotment strategy is within public parks and green spaces. Noting in strategy about food growing potential actually within parks and green spaces – this to be included in PGSS
Food growing case study not relevant	The Alive Case study is about allotments and not relevant to PGSS
Blaise food growing project is relevant to parks / green space	The Blaise Nursey: communities growing project – is about community growing (not allotments) – yet none of the 60 projects referenced as in parks / green space = Irony.
Community food growing	Strategy could reference community food growing – but doesn’t

Land use prioritisation - access	Whilst supporting additional use of green space for some food growing – concern about how this would be accommodated and maintain public access ie not fencing off areas to secure food...
Food growing map	Map in consultation not in PGSS main document is un-helpful
Implementing our strategic vision – key actions	Concern that PGSS lacks sufficient information to achieve implementation
Actions	Actions appear to have been selected to fill a space on page
Outcomes / targets	2039 actions are targets (our outcomes)- inconsistent and confusing
Consultation survey	Survey did not identify whether actions are short, medium or long term
Implementation	Remove ‘key action’s’ to separate implementation plan (as a dynamic approach) with workflow, and clear connection to principles and commitments
Implementation	No workflow to actions – some that require development do not have implementation commitments
Structure – financial actions	Financial actions do not fit overall structure.
Structure – financial actions	Financial actions would be better under relevant themes
Strategy	Welcome and support updated PGSS
Vision	Support vision
Approach	Support focus on collaborative working
Structure	Support structure – principles, themes, commitments
Prioritisation	Support focus on providing access, particularly for people in more deprived areas
Deliverability	Lacks clarity on how the strategy will be delivered - balance of decision making around competing prioritise / principles. Expectation that this is clarified in the strategy.
Parks Service structure	Expectation that to deliver approach (partnership / blended funding) requires new structures – currently silent
Hypothecate income	Ask that income funded go into a trust / endowment of some sort safeguarded for parks
Local plan	Loss of explicit link with local plan – only oblique ref to GI A ‘Open Space for Recreation’ – looking for explicit reference (in Local Plan) that local plan uses the revised PGSS standards
Open space / green space definitions	Difference in definition of open space between PGSS and the supporting paper – open space standards do not apply to all land within scope of PGSS (e.g. allotments, active cemeteries, land used for grazing) – confusing
Provision standards – implementation	Reduction in per capita provision over time, very small area of new open space. More work needed to clarify what the standards mean across the city.
Land use priorities	Loss of open space to new infrastructure (low carbon cited) and big events – how ambition to increase events can be reconciled without undue harm.
Provision standard - Quality	Say more about quality and quantity of green space within wider council strategy – strategy sets out ‘direction of travel on quality’ – but is not a clear plan

Missing documents	Missing documents- GI / Blue strategy, revised quality standard, playing pitch strategy
EV charging points	Argue not to provide EV charging points – hardware and encourages driving
Provision standards	Make explicit reference in PGSS main doc to supplementary report on provision standards
Ambition	Strategy does not set out how govts or one city ambitions will be met (15 minute / 10 minute distance).
Provision standards	Supports review of provision standards within context of change
Provision standard - Quality	Non use of Natural England's Quality standard not referenced or explained e.g., urban Greening Factor not mentioned
Provision standard - Quantity	Quantity standard not based on evidence of 'sustainability or need' – it's just what is considered can be delivered.  Large reduction in space per person at odds with what the strategy sets out to achieve.
Provision standards -equity	Noting no projected increase in new open space for outer deprived areas across the city
New green space	Include specific requirements for new open space to inform central / inner Bristol development areas
Provision standard - Quantity	No public discussion about minimum quantity standards or comparison with other cities
Provision standard - Distance	No commentary that outside of regeneration areas there will be no additional green space to address gaps in provision by distance
Food growing and allotment strategy	Sits uneasily in PGSS – because includes land (allotments) not open to the public
Allotment fees	Concern that allotment fees will disproportionately affect people on low incomes in more deprived areas -review subsidies
Provision for nature	Overall PGSS is well aligned with national ambitions and targets for the natural environment.
Nature designations	PGSS should be clearer about the importance of nationally and local protected (nature) sites.
Engagement	Support focus on community engagement and ownership
GI standards	Offer of support to align council approach, including standards to NE's 'Green Infrastructure Framework -noting constraints in areas of the city – noting that improving quality can increase carrying capacity
New green space	Strong support to seek new green space in central areas through major regeneration
Health and wellbeing	Welcome acknowledgement of health and wellbeing benefits in PGSS – noting opportunity to build on success of Green Social Prescribing pilot – recommending strengthening partnerships with local health system
Food growing and allotments	Charging for wildlife benefits counterproductive – ask for review.
Actions for nature	Support 30% by 2030
Actions for climate change	Support delivery against Keeping Bristol Cool framework
Information	Support development of an info hub -highlighting Green Community hubs initiative for England as model.

Pesticides	Support action to reduce use of pesticides by tenants on council land
Tree planting	Support increasing tree canopy and mix of planting and natural regeneration
Tree planting	Caveated support to EV charging points – not taking new green space to provide
Criteria for tree planting	Support criteria for identifying sites for tree planting
Approach	Support intention to provide a framework for development of Bristol's parks as a leisure amenity, to push back on crisis for nature and reduce climate change stress.
Equity	Support measures to address inequity
Green travel and access	No reference to access to parks and green space by public transport  Ask for Access to be a new priority theme.
Avon Gorge	Ask for specific measure for Avon Gorge – coherent plan, access etc.
Communities of interest	Ask that Parks Service maintains a 'Stakeholder Register'
Nature and climate	Support Frome Valley sites to become 'Managed for Nature' and increase in tree cover
Missing information	Ask to see Managed for Nature report
Access	Would object to restriction to access where nature recovery is initiated
Seawalls	Support area at Seawalls becoming fully wooded
Pesticides	Target to reduce pesticide use by 50% by 2030 is derisory
Children and young people	Ask for safe paths through Avon Gorge linking Downs to Portway
Volunteering	Offer to undertake volunteering activities
Volunteering	Question how BMC volunteers could support tasks in parks / green space
Funding streams	Ask to understand BCC discretionary / S.106 / CiL funds – offer to link BCC to potential sponsors
Health and wellbeing	Ask that informal exercise be given greater emphasis
Climbing	Ask to install artificial climbing surfaces
Employment and skills	Suggest employing suitable person relating to 'communities of interest'
Parks Service structure	How will 'parks be re-structured to fulfil nature recovery strategy'
Financial sustainability and investment	Ask for maintain, upgrade and expansion of toilet facilities
Provision standards – local plan	Open space standards to be written into the Local Plan
Provision standard - Quantity	Figures (quantity) for Central and inner Urban are 'far too small' – Plus question how developers can demonstrate Biodiversity Gain required by Planning Regulations
Delivering actions	Goals are not SMART but should be

Advisory not statutory	PGSS is advisory only. Concern that PGSS adopted using discretionary powers is vulnerable to alteration or abandonment
Protection by designation	Of 416 PGSS sites, 69 are neither local green space or Reserved Open Green Space – so considered vulnerable to development
Risk of disposal or loss	Impossible to say what criteria would be applied when deciding whether a site is 'no longer required for its open space function' or 'a deficiency of open space would not be created through its loss'. Local Plan GI A only relates to new development. ROGS and unprotected sites deemed vulnerable to disposal / loss.
No clarity on delivery	Document lacks clarity on how vision / aims etc will be delivered
New green space – deliverability	Achieving new green space provision in growth areas not set out. Does not address need for more green space in more deprived areas
Missing documents	Not certain BCC will adopt One City tree and woodland strategy.  No Green / Blue infrastructure strategy  Revised quality standard not produced  Playing pitch strategy out of date  England Trees Action plan 2021-24 – unclear when this will happen.
One City Plan	Unclear how reference to One City targets and plans become BCC plans
City office	General point about role of City Office and its going forward
Provision standards	No explanation of how the minimum provision (quantity) of green space will be achieved
Priorities for nature and protection of green space	Hard to justify allocation of land for development (including brown field and green belt) against aspirations in the PGSS (nature commitments/ protect 'green belt and green spaces')
Trees	Provision for trees is unrealistic against city target to add 795 ha tree canopy.
Data / factual statements	Statement: a quarter of Bristol is covered by over 400... parks and green spaces – but data suggests 17%
Plans to achieve nature target	No new sites are identified for creation or enhancement (for nature) in the short term [against 771 ha potential to enhance / create land for nature.
Climate	Response to climate emergency inadequate – tree strategy not adopted, no progression of Keep Bristol Cool mapping tool.
Nature – tree equity	No proposal to adopt Woodland Trust's Tree Equity scores
Nature -site reference	St Andrew's Park is a nature 'stepping stone' site of significance to 'winged' species. There have been recent interventions in the park to benefit nature.
Park Keepers	No reference in strategy to role of Park Keepers and their contribution to park quality,
Resources and role of Friends of Groups	Has BCC the resources to manage competing land use options? Don't believe that 'Friends of Groups' are sufficiently representative to provide this capacity.



Blue spaces	Little mention of blue space and their high contribution to nature and wellbeing.
Lighting	Concern that lighting in parks may be added for safety without consideration of harmful impact on nature.
Dog waste	Noting increase in dog ownership in recent years – is cost to council in collecting dog waste accounted for?
Fragmented nature spaces in more deprived areas	Noting more fragmented nature spaces in more deprived areas – suggesting ‘Building green connecting strips? Land purchase and greening’ – but questioning resources to do this.
Strategy	Aims are laudable – but not all competing land uses can be accommodated and some are in conflict – can everything be accommodated?

## **7 How will this report be used?**

The consultation feedback summarised in this report has been taken into consideration by officers when developing the final version of the Parks and Green Spaces Strategy.

The final proposals are included in a separate report which, together with this consultation report, will be considered by Cabinet on 5 March 2024.

### **How can I keep track?**

You can find the latest consultation and engagement surveys online on the council's Consultation and Engagement Hub ([www.ask.bristol.gov.uk](http://www.ask.bristol.gov.uk)). You can also sign up to receive automated email notifications about consultations and engagement at [www.bristol.gov.uk/askbristolnewsletter](http://www.bristol.gov.uk/askbristolnewsletter)

Decisions related to the proposals in this consultation will be made publicly at the Cabinet meeting on 5 March 2024.

You can find forthcoming meetings and their agendas at [democracy.bristol.gov.uk](http://democracy.bristol.gov.uk).

Any decisions made by Full Council and Cabinet will also be shared at [democracy.bristol.gov.uk](http://democracy.bristol.gov.uk)

Threat Risks											Updates automatically		Updates automatically	
Risk Title	Risk Description	Key Causes	Key Consequences	Status Open / Closed	Risk Category	Key Mitigations	Current Risk Level				Monetary Impact of Risk £k	Council Risk Appetite for the risk type identified	Does the risk exceed the council's risk appetite?	Financial Risk Exposure
							Likelihood	Impact	Risk Rating	Risk Level				
Unrealistic expectations	Publication creates demand for multiple actions to be progressed faster than set out.	Community, audience or stakeholder need develops at a faster pace.	Support for the document and its content starts to dissipate. Strategy actions not progressed or opportunities missed.	Open	Reputation	Ensure early progress is made on priority actions where funding or opportunities allow. Ensure actions are considered flexibly and regularly reviewed so that good opportunities to make progress are not missed. Review action plan as a whole every 3-5 years to ensure it is still relevant to the needs of the Council, residents, stakeholders and park users.	2	3	6	Medium	Unknown	Cautious	Yes	
Misinterpretation of quantity provision standards	Quantity standards are accidentally or deliberately misinterpreted through development management processes	The m2 / person level is set using a future population projection.	An erroneous case is made that a contribution to new green space provision is not required.	Open	Service Provision	A paper setting out the correct interpretation of open space provision standards is published alongside the Strategy. The provision of new space is restricted in the main to areas of growth and regeneration. The city's need for new green space will be made clear by the Council in development briefs and masterplan exercises.	2	3	6	Medium	Unknown	Cautious	Yes	
Community engagement and support	A lack of resource and skills required to deliver a core objective to deliver Strategy aspirations by working with others, in partnership, with volunteers and with communities.	The current Parks Service staff structure is not appropriate to effectively support communities as needed to meet the aspirations of the Strategy.	Necessary staffing reductions due to austerity budget cuts have reduced the capacity to support non-critical roles and non-operational roles.	Open	Service Provision	Delivery will involve tapping into internal and external expertise and knowledge outside of the Service area. This includes the city's anchor organisations, the Council's community development team and the skills and knowledge within communities and community groups. The Service will review its existing structure with a view to creating more community engagement and support capacity where possible.	3	3	9	Medium	Unknown	Cautious	Yes	
Pace of delivery	Unable to deliver at the pace set out in the action plan.	Lack of resources - either internal and external - lack of funding or opportunity.	Key strategy commitments not implemented or not implemented to the published timescale.	Open	Service Provision	Strategy objectives and aspirations to be integrated to service plans and workplans each year. Resources to be actively sought to deliver actions. Targeted approaches to third parties made regularly to support delivery.	2	3	6	Medium	Unknown	Cautious	Yes	
Managing for nature	Raised concern that managing more land for nature will restrict recreational use and function.	Notification of intent in PGSS without finer location detail.	Increased resident communication with the Council. Reputational harm to a core council policy.	Open	Reputation	Take forward local consultation when change is proposed and amend approach accordingly. Publish online material that identifies the overall approach being taken and the map-based material to show the location of management regime changes. Generate communications plan to set out the rationale for change and the benefits expected.	3	3	9	Medium	Unknown	Cautious	Yes	
Policy aspirations migrate over time	The policies and actions set out become obsolete.	Administration priorities change over the 15-year lifetime of the Strategy. Budgets and resources change over time. Park user and stakeholder priorities change over time.	Strategy loses legitimacy and effectiveness in guiding service plans, work plans and council decisions and communications.	Open	Service Provision	Review action plan as a whole every 3-5 years to ensure it is still relevant to the needs of the Council, residents, stakeholders and park users.	1	3	3	Minor	Unknown	Cautious	No	
Green Recovery Fund project	The project as set out is not able to be delivered in whole or part.	The grant application to WECA is unsuccessful or only successful in part.	The project is scaled back with elements not taken forward.	Open	Service Provision	Create smaller scale option to proceed with works that support the Service being 'Biodiversity Net Gain offsetting' ready. Funding will be provided by capital allocated in the budget Feb 2024.	2	3	6	Medium		Cautious	Yes	
Impact on individual parks	Level of clarity as to how policies and actions may affect individual parks and green spaces.	The Strategy sets a strategic direction and therefore doesn't set to target aspirations for individual sites. However the concern or interest for most residents is about their local park.	Dilutes the level of interest in the Strategy as unclear for people 'how it affects them'. Investment and management changes to a particular green space come 'as a surprise' to residents. Local impacts of strategic policies may lack support.	Open	Communities	Ensure that local changes are informed by engaging with Councillors, communities and stakeholders and/or consulted on locally. Build relevant information at a more granular level into the Information Hub proposed by the Strategy.	2	3	6	Medium		Cautious	Yes	

Opportunity Risks

Opportunity Risk Title	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Key Mitigations	Current Risk Level				Monetary Impact of Risk	Financial Opportunity Exposure
							Likelihood	Impact	Risk Rating	Risk Level	£k	
More sites managed better for nature	A greater proportion of green spaces will be managed for nature and improve the city's biodiversity and ecological resilience.	The Green Recovery Fund bid catalysing a new approach to manage parks for nature.	A change in the approach to grounds maintenance tasks so that they benefit nature, the creation of new habitats, and greater community input and volunteering on tasks that benefit nature.	Open	Environmental	A successful funding bid submitted and subsequent alignment and of resources and activities.	4	5	20	High	Unknown	
More community activity	The emphasis on improving services with partners and volunteers will generate greater need and opportunity.	The Strategy's principle of being collaborative, and with community participation as a core theme, will create need and opportunity for greater community activity.	Quality improvements to parks may result that were not otherwise possible to achieve.	Open	Service Provision	Seek to increase the likelihood and/or the impact of the opportunity in order to maximise the benefit. Seek to create a support structure for volunteering and community ownership.	4	3	12	Medium	Unknown	
More long-term local decision-making	Greater community support resource inputs may lead to more permanent community groups developing who continue to be key stakeholders.	Working with new communities and stakeholders may lead to them becoming self-organised and motivated to continue.	Quality improvements to parks with sites more animated and focussed more directly on community need and aspiration.	Open	Service Provision	Seek to increase the likelihood and/or the impact of the opportunity in order to maximise the benefit. Seek to create a support structure for volunteering and community ownership.	2	3	6	Medium	Unknown	
Parks will be come more inclusive spaces	The greater emphasis on being equitable and inclusive will result in more inclusive spaces and better communications, with more people visiting from Bristol's diverse communities and more Disabled visitors.	More frequent and meaningful engagement with Disabled people and other communities of need or locality will generate more on-site changes that benefit those communities directly.	Improved satisfaction with the quality of green spaces by all Bristol citizens and more frequent visits.	Open	Communities	Seek to increase the likelihood and/or the impact of the opportunity in order to maximise the benefit.	3	5	15	High	Unknown	
Community resources and fundraising	Opportunity that heightened community interest and activity will lead to more residents directly involved in managing and maintaining parks and more fundraising activities.	The Strategy's principle of being collaborative, and with community participation as a core theme, will create need and opportunity for greater community activity.	Quality improvements to parks may result that were not otherwise possible to achieve.	Open	Service Provision	Develop formal partnerships and relationships to manage the opportunity, which can maximise the likelihood of it happening and increase the potential benefits	3	5	15	High	Unknown	

<b>Threat Risks</b>	
Number of Open Risks	<b>8</b>
<b>CRITICAL</b>	<b>0</b>
<b>HIGH</b>	<b>0</b>
<b>MEDIUM</b>	<b>7</b>
<b>LOW</b>	<b>0</b>
<b>Cost Risk Exposure</b>	<b>£0.00</b>
<b>Number of risks exceeding risk appetite</b>	<b>7</b>
<b>Number of risks within risk appetite</b>	<b>1</b>

<b>Opportunity Risks</b>	
Number of Open Risks	<b>5</b>
<b>SIGNIFICANT</b>	<b>0</b>
<b>HIGH</b>	<b>3</b>
<b>MEDIUM</b>	<b>2</b>
<b>LOW</b>	<b>0</b>
<b>Cost Opportunity Exposure</b>	<b>£0.00</b>

**LIKELIHOOD AND IMPACT RISK RATING SCORING CRITERIA**

**Likelihood Guidance**

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

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

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

# Equality Impact Assessment [version 2.9]



Title: Parks and Green Spaces Strategy and Food Growing and Allotments Strategy	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Jonathan James
Service Area: Parks and Green Spaces	Lead Officer role: Head of Natural and Marine Environment

## 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.

Bristol’s green spaces are a significant part of the city’s landscape, offering a wide variety of benefits ranging from recreation and culture, to supporting sustainable food growing and renewing wildlife habitats. They are the city’s most popular leisure resource with over half of residents enjoying a visit to a park every week.

The vision for parks and green spaces in our city is that by 2039, all our communities feel that parks are accessible, inclusive, safe, fun and rich in nature and wildlife. We want more people than ever before to visit our parks and stay for longer, and to take part in activities which make them healthier and happier.

The vision for food growing and allotments is that our city will provide a thriving network of accessible spaces for local people, communities, and social enterprises to grow healthy and sustainable food. This network will tackle food inequity, strengthen food resilience, and support community cohesion and wellbeing.

Following public consultation on the new Parks and Green Spaces and Food Growing and Allotments Strategy we are seeking the adoption of a new 15-year strategy, which will take us to 2039, with a series of ambitions and actions which support this strategy have been established in conversation with communities and stakeholders, and developed in response to relevant national, regional, and local strategies. The Strategy sets out how we how we aim to work collaboratively to reach our shared goals.

We are seeking the approval to proceed with a full bid to the WECA (West of England Combined Authority) Green Recovery Fund to enable the delivery of a £1M investment in accelerating our ambitions to manage 30% of green space for nature by 2030.

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

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

Additional comments:

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

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

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

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

Yes  No [please select]

The Strategy is focussed on how we can improve our parks, green spaces, allotment and food growing land and work with local communities in managing and protecting our public land. For example:

- The parks strategy sets out it's ambition to see Bristol's green spaces to have thriving places for nature and play a significant role in tackling the ecological emergency. They will help to tackle the climate emergency and keeping Bristol cool.
- The Parks and Green Spaces Strategy and Food Growing and Allotments Strategy has embedded in chapter 6 the Food and Allotments Strategy which will support the city's aspirations to achieve greater food equality and will ensure that more communities – especially those from the city's disadvantaged wards – have suitable access to food growing opportunities. We will also aspire to bring more allotments in to use and support Bristol's farming social enterprises to access food growing land to support local and sustainable food supplies for Bristol.
- Within the strategy we aim to see Bristol's parks being managed in partnership with communities. Community groups across Bristol will be empowered to improve our parks, manage areas, and deliver their local vision. The power and resilience of community groups will be improved by their access to and involvement in parks and green spaces.
- The strategy adopts equality and inclusion as a strategic principle. We will seek opportunities to collaborate with a more diverse group of stakeholders to achieve our goal of making parks and green spaces more accessible and inclusive for people of all backgrounds.

## 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="#">Ward profile data (bristol.gov.uk)</a>	<p>In Bristol 15% of residents (72,300 people) live in the 10% most deprived areas in England, including 17,900 children and 7,600 older people. Bristol has 41 areas in the most deprived 10% in England, with the greatest levels of deprivation in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</p>
<p><a href="#">Census 2021</a></p> <p><a href="#">2011 Census Key Statistics About Equalities Communities</a></p>	<p>In 2021, there were just over 81,000 people living in Bristol with long-term physical or mental health conditions or illnesses whose day-to-day activities were limited.</p> <p>A further 33,000 of the population had a long-term physical or mental health condition but their day-to-day activities were not limited.</p> <p>The proportion of the population that had long-term physical or mental health conditions or illnesses which limited their day-to-day activities broken down by age includes 6.1% of all children under 16 and 38.5% of older people aged 65 and over.</p> <p>The population of Bristol is increasingly diverse with the Black, Asian and Minority Ethnic population increasing from 5.1% in 1991 to 18.9% in 2021. The largest minority ethnic groups in 2021 were Somali (1.9%), Pakistani (1.9%) and Indian (1.8%).</p> <p>Bristol has a relatively young age profile with more children aged 0-15 than people aged 65 and over. The median age of people living in Bristol is 32.4 compared to England and Wales at 40.3 years. There are 91,900 children under 18 living in Bristol.</p> <p>In 2021 14.5% of people aged 16+ indicated they had no qualifications. There are two wards in Bristol where more than a quarter of people aged 16+ have no qualifications – Hartcliffe and Withywood (30.4%) and Filwood (28.2%).</p> <p>Accommodation for 18.7% of the population was the social rented sector in 2021 (either council or housing association)</p>
<p>Quality of Life Survey 2022-23</p>	<p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the most recent QoL survey indicated that inequality and deprivation continue to affect people’s experience in almost every element measured by the survey.</p> <p>The service measures performance through the Quality of Life Survey through two indicators:</p> <p><b>1) Increase the percentage of residents visiting a park or open space at least once a week (QoL)</b></p>

Table 1: QoL 2023 survey result - % who visit Bristol's parks and green spaces at least once a week by characteristic

Quality of Life Indicator	% who visit Bristol's parks and green spaces at least once a week
<b>Characteristic</b>	<b>% Percentage</b>
Bristol Average	56
Black/Black British	20.3
No qualifications	27.5
Rented from the council	27.9
Disabled	33.8
Full-time carer	36.9
65 years and older	39.8
Most Deprived 10%	40
50 years and older	43.6
Non degree qualifications	43.8
Black, Asian and minority ethnic	44.1
Rented from housing association	44.4
Single parent	44.9
Christian	47.5
Carer (All)	48.3
Mixed/Multiple ethnic groups	48.3
Asian/Asian British	49.6
Other religion	52.8
Part-time carer	52.8
Lesbian, Gay or Bisexual	53.1
Female	55.2
16 to 24 years	55.4
White British	56.2
Rented from private landlord	56.4
Male	56.7
White	57.1
Owner Occupier	59
No religion or faith	60.8
White Minority Ethnic	62.9
Degree qualifications	64.1
Parents (All)	67.4
Two parent	70.6

Table 2: QoL 2023 survey results - % who visit Bristol's parks and green spaces at least once a week by ward

Quality of Life Indicator	% who visit Bristol's parks and green spaces at least once a week
<b>Ward</b>	<b>% Percentage</b>
Bristol Average	56.0

Hartcliffe & Withywood	29.6
Hengrove & Whitchurch Park	35.0
Stockwood	40.2
Filwood	41.4
Hillfields	44.6
Bishopsworth	47.4
St George Troopers Hill	48.0
St George Central	48.1
Lockleaze	48.5
Eastville	49.8
Henbury & Brentry	50.4
Lawrence Hill	51.3
Frome Vale	51.3
Central	53.3
Avonmouth & Lawrence Weston	54.0
Southmead	54.0
Southville	54.0
Horfield	54.9
Brislington West	54.9
Brislington East	55.4
Bedminster	55.5
Ashley	59.3
Westbury-on-Trym & Henleaze	62.6
Easton	64.9
Clifton Down	65.9
Stoke Bishop	67.1
Cotham	67.5
Redland	68.2
Bishopston & Ashley Down	69.4
Hotwells & Harbourside	69.9
Knowle	71.6
Clifton	73.3
St George West	74.9
Windmill Hill	80.6

2) **Improve the percentage of residents satisfied with parks and open spaces (QoL)**

Table 3: QoL 2023 survey result - % satisfied with the quality of parks and green spaces by characteristic

Quality of Life Indicator	% satisfied with the quality of parks and green spaces
<b>Characteristic</b>	<b>% Percentage</b>
Bristol Average	73.1
Most Deprived 10%	45.6
Full-time carer	58.8
Single parent	58.8
Rented from the council	58.9

Disabled	59.6
No qualifications	63.4
Rented from housing association	64.8
Non degree qualifications	65.1
White Minority Ethnic	66
Other religion	67.5
Carer (All)	68.5
16 to 24 years	68.6
Lesbian, Gay or Bisexual	68.6
Asian/Asian British	69.4
Mixed/Multiple ethnic groups	69.5
Black, Asian and minority ethnic	70.2
Rented from private landlord	71
Black/Black British	71.8
Male	71.9
Christian	72
50 years and older	72.2
Part-time carer	72.4
White	73.6
65 years and older	73.9
Female	74.2
White British	74.7
No religion or faith	75.3
Owner Occupier	75.7
Parents (All)	76.7
Degree qualifications	77.3
Two parent	79.2

Table 4: QoL 2023 survey result - % satisfied with the quality of parks and green spaces by ward

Quality of Life Indicator	% satisfied with the quality of parks and green spaces
<b>Ward</b>	<b>% Percentage</b>
Bristol Average	73.1
Hartcliffe & Withywood	24.6
Filwood	41.2
Lawrence Hill	41.4
Hengrove & Whitchurch Park	51.0
Stockwood	62.6
Central	62.8
Bishopsworth	63.8
Avonmouth & Lawrence Weston	66.7
Southmead	67.7
Ashley	70.5
Lockleaze	71.6
Horfield	73.5

Brislington West	73.6
Henbury & Brentry	73.8
Hillfields	75.2
Bedminster	75.3
Southville	76.0
St George Central	76.7
Brislington East	76.9
Easton	79.5
Frome Vale	81.2
Cotham	83.2
Hotwells & Harbourside	83.7
Redland	84.3
Eastville	86.0
Stoke Bishop	87.6
St George Troopers Hill	88.4
Westbury-on-Trym & Henleaze	89.9
Knowle	90.2
St George West	91.0
Windmill Hill	91.2
Bishopston & Ashley Down	91.6
Clifton	93.2
Clifton Down	93.8

Workforce statistics 2023.

Diversity theme	Parks Service headcount %	Bristol working age population headcount %
<b>Working age population</b>		
16-29	11.6	39
30-39	21.6	24
40-49	25.4	16
50-64	41.4	21
<b>Disability</b>		
Disabled	4.9	8.7
Not Disabled	67.5	65.4
<b>Ethnicity</b>		
Asian/Asian British	1.6	5.8
Black/Black British	1.6	5.3
Mixed/Multiple ethnic groups	1.2	2.9
White	85.6	85
<b>Gender</b>		
Female	22.6	49
Male	76.1	51
<b>Religion/Belief</b>		
Christian	24.3	43.5
Other religion or belief	4.5	7.3
No religion or belief	44	41.5
<b>Sexual orientation</b>		
LGB	3.7	6.1
Heterosexual	64.6	70.2

	Not stated / unknown	31.7	23.7
<b>Additional comments:</b>			
<p>There is evidence that citizens experience park and green spaces differently and benefit from them to a greater or lesser degree depending on what ward they live in. This is the same when considering communities with a protected characteristic – with deprivation, ethnicity, Disability and education important factors.</p>			

## 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.

<p>The Parks Service does not currently collect demographic data from park users due to the open access and citywide nature of the service.</p>
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## 2.4 How have you involved communities and groups that could be affected?

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

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

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

<p>Following public consultation on the new Parks and Allotments Strategy we are seeking the adoption of a new 15-year strategy, which will take us to 2039, with a series of ambitions and actions which support this strategy have been established in a conversation with communities and stakeholders, and developed in response to relevant national, regional and local strategies. The consultation response has been on the whole positive with support for the strategy and what it plans to deliver, the results and details of the consultation have been included in the Cabinet report for the Parks and Allotment Strategy. The Consultation was made accessible in various formats including, online, receiving written responses from organisations.</p>
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## 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 Parks and Green Spaces Strategy and Food Growing and Allotments Strategy sets out the strategic direction for the Service. Implementation and delivery of actions will sometimes require further consultation and engagement to ensure that adverse impacts on people with protected characteristics are avoided and positive impacts delivered.

Below are examples of actions set out in the Strategy where targeted engagement is specifically set out:

- Building on the success of the Community Resilience Fund, we will work across the council to develop a more participatory approach to distributing CIL funding to community-led parks development.
- Invest in smaller sites – particularly in areas where there are greater levels of disadvantage and cultural diversity to ensure they more closely meet the needs of our diverse communities and respond to what is locally defined as a good quality park.
- Work with communities and stakeholders to design an online information hub where residents can access information about parks services, including our nature and climate actions.
- Develop a more inclusive consultation approach for when we develop and invest in play provision. Our processes will bear in mind the added barriers experienced by Disabled children, girls and other minoritised groups.
- Children and young people, particularly girls and those from marginalised groups, can influence the management of their parks and outdoor play spaces.
- Work collaboratively with the council's Neighbourhoods and Communities service to engage and empower communities to have an influence in the way parks develop. We will focus on communities who currently face barriers to being involved in council decision making.
- Design and trial our new approach to assessing the quality of our parks in partnership with community groups and park users.
- Work with organisations and communities who represent disabled people to deliver and trial 'inclusive recreation spaces', a recommendation made in the 'More Than a Checkbox' report.
- Conduct research to understand who uses our parks, how they use them and the barriers to use. We will develop a targeted response plan.
- Undertake a staff skills audit to identify skills gaps, opportunities for development and ways to diversify the workforce.
- Continue to work with the council's Employment, Learning and Skills service to offer parks roles to underrepresented groups in the city.
- Work with Bristol's Disability groups to develop an exemplar accessible allotment plot and deliver across several sites by 2026.
- Carry out an audit into who uses existing BCC allotment space and engage with stakeholders to understand the barriers that underrepresented groups face to accessing food growing.

## 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)	
<p>There is the potential for an adverse impact if the policy approach and actions are implemented without further analysis for the potential for adverse impact. However the Parks Strategy sets out the need to be equitable and inclusive as a strategic principle to be adopted throughout. As part of this work, we will look at ways of providing the strategy in different formats such as easy read format, different languages etc. so that we can secure a wide reach for the community to access.</p> <p>Any actions that are taken subsequent to the strategy will be subject to their own decision-making process and EqIA.</p>	
<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

The Strategy sets out the strategic direction for the Service. Implementation and delivery of actions will often require further consultation and engagement to ensure that benefits are delivered for people based on their protection or other relevant characteristic.

Below are examples of actions set out in the Strategy where benefits are specifically set out:

- Develop a more inclusive consultation approach for when we develop and invest in play provision. Our processes will bear in mind the added barriers experienced by disabled children, girls and other minoritised groups.
- Every child across the city has access to a quality green space within a 10-minute walk from their home.
- Work with organisations and communities who represent disabled people to deliver and trial 'inclusive recreation spaces', a recommendation made in the 'More Than a Checkbox' report.
- Work with Bristol's disability groups to develop an exemplar accessible allotment plot and deliver across several sites by 2026.

## Step 4: Impact

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

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

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

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

The Strategy aims to direct a positive shift in the way in which we manage parks and green spaces and the provision of food growing across the city, so no significant negative impacts have been identified.

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

- The Strategy will provide opportunities for communities, park users, local stakeholders and volunteers to engage in managing and developing the city's parks and green spaces. By working with and empowering others, improvements and change will respond better to local needs, be better designed, raise quality and be delivered faster. Developing opportunities for a more diverse range of decision-makers will be key to our service delivery.
- The Strategy commits to a Managing for Nature Plan that will largely deliver our ambition for at least 30% of the Council's land to be managed for nature. We will establish 50 hectares of new trees and woodland within 10 years and the Strategy will ensure that change is delivered in the right space and protects important existing recreational functions.

- The city will provide a thriving network of accessible spaces for local people, communities and social enterprises to grow healthy and sustainable food. This network will tackle food inequity, strengthen food resilience and support community cohesion and wellbeing.
- The Strategy adopts equality and inclusion as a strategic principle. We will seek opportunities to collaborate with a more diverse group of stakeholders to achieve our goal of making parks and green spaces more accessible and inclusive for people of all backgrounds.
- We will develop a workforce that is more representative of the communities we serve through our succession planning and invest in volunteering opportunities throughout the city and across our work areas.
- Securing of the Green Recovery Fund to enable the delivery of a £1M investment will support and accelerate the ambition to manage 30% of green space for nature by 2030.

## 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
The strategy contains 7 key themes and within chapter 7 of the strategy, we have Identified a set of key actions which will deliver the overall vision and commitments for each priority theme.	Parks Service	short-term (1-5 years), medium-term (6-10 years) and longer-term (11 -15 years)

## 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.

In chapter 7 of the strategy, we have Identified a set of key actions which will deliver the overall vision and commitments within each priority theme, including our wider commitment to financial sustainability and investment. We have categorised focussed actions on the short-term (1-5 years), medium-term (6-10 years) and longer-term (11 -15 years) and outlined what success 'by 2039' looks like to link actions to wider city goals and service objectives. This will allow us to prepare a delivery programme of actions and monitor the delivery of each action.

## 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.

*P. Keller*

Date: 14/2/2024

Date: 14.02.2024



# Environmental Impact Assessment [version 1.0]

<b>Proposal title: Parks and Green Space Strategy and Food and Allotments Strategy</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 checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
<b>Directorate:</b> Growth and Regeneration		<b>Lead Officer name:</b> Richard Fletcher
<b>Service Area:</b> Management of Place		<b>Lead Officer role:</b> Parks Services 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.

To adopt a new Parks and Green Spaces and Food Growing and Allotments Strategy that set out ambitions for Bristol’s parks, green spaces and food growing land over the next 15 years up to 2039. The ambitions and actions which underpin this strategy have been established in conversation with communities and stakeholders, and developed in response to relevant national, regional, and local strategies. The Strategy sets out how we how we aim to work collaboratively to reach our shared goals.

To seek approval to proceed with a full bid to the WECA Green Recovery Fund to enable the delivery of a £1M investment in accelerating our ambitions to manage 30% of green space for nature by 2030.

### 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"/> <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](#).

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)		
<p>The Strategy sets out a new policy framework and action plan to guide and deliver improvements and changes to parks over the next 15 years. It has content relating to core themes of nature and climate, community participation, employment skills, children and young people, culture and health and wellbeing. The Strategy acts on a significant proportion of the Council's estate and the majority of its green spaces. Included are allotments, smallholdings, grazing land, public parks and cemeteries and closed burial grounds.</p> <p>The Strategy has connections with a number of Council and One City strategies including the One City Climate Strategy, One City Ecological Emergency Strategy, Bristol Health and Wellbeing Strategy, One City Food Equality Strategy, Bristol Good Food 2030, the WoE Nature Recovery Strategy and WoE Tree and Woodland Strategy.</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 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>	<b>Benefits</b>	<p>It is proposed to plant trees at a rate of 5 hectares a year (canopy cover), increasing the capacity to capture carbon in the city. We plan to increase the land available for food growing, offering opportunities for more people to grow and access food locally – reducing food miles.</p> <p>More EV charging points will be provided in parks and more vehicles and equipment used for operational activity will be battery-operated.</p>
	<b>Enhancing actions</b>	<p>Through City Leap we will consider how parks and green spaces can be used to host low carbon infrastructure where appropriate.</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>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>Successful direct investment in parks or through communities may mean construction and landscaping works take place.</p>
	<p><b>Mitigating actions</b></p>	<p>Procurement processes seek contractor environmental policy detail if the contract is of significant value. Suppliers will be required to implement an emissions strategy to design buildings and construction operations to operate with minimal emissions. The Council will assess and approve specifications before contracts are awarded.</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>We will develop and implement a Managing for Nature Plan to deliver a further 771 hectares of new or enhanced habitat. This will be through habitat creation, making changes to our approach to grounds maintenance techniques and by enhancing the important wildlife habitats we already have.</p>
	<p><b>Enhancing actions</b></p>	<p>We seek approval to submit a funding bid in March 24 to the Green Recovery Fund to accelerate this work and deliver significant benefits in the first few years of the Strategy.</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</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>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><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></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>The outcomes of the proposals are expected to deliver additional tree canopy cover, wildlife benefits and increased local food growing capacity.</p>	
	<p><b>Enhancing actions</b></p>	<p>Using the Keep Bristol Cool mapping tool, we will identify priority areas where the provision of more natural vegetation, including trees, would help keep communities cooler as we expect more extreme hot weather.</p>	
	<p><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></p>		
	<p><b>Adverse impacts</b></p>		
	<p><b>Mitigating actions</b></p>		
<p><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></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><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></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"/> <b>1 year or less</b> <input type="checkbox"/> <b>1 – 5 years</b> <input type="checkbox"/> <b>5+ years</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
It is proposed to plant trees at a rate of 5 hectares a year.	Jonathan James, HoS Natural and Marine Environment	2024-2034
We plan to increase the land available for food growing, offering opportunities for more people to grow and access food locally – reducing food miles.	Jonathan James, HoS Natural and Marine Environment	2024-2039
More EV charging points will be provided in parks and more vehicles and equipment used for operational activity will be battery-operated.	Jonathan James, HoS Natural and Marine Environment	2024-2039
Ensure procurement processes seek contractor environmental policy detail if the contract is of significant value. Ensure suppliers will be required to implement an emissions strategy to design buildings and construction operations to operate with minimal emissions.	Jonathan James, HoS Natural and Marine Environment	2024-2039
Develop and implement a Managing for Nature Plan to deliver a further 771 hectares of new or enhanced habitat.	Jonathan James, HoS Natural and Marine Environment	2024-2030
We will identify priority areas where the provision of more natural vegetation, including trees, would help keep communities cooler as we expect more extreme hot weather.	Jonathan James, HoS Natural and Marine Environment	2024-2039

### 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>
BCC's Environmental Impact Assessment has determined significant beneficial impacts from the proposal: The Parks and Green Space strategy sets out much of the framework required for realisation of our corporate environmental objectives relating to nature (ENV2) and climate resilience (ENV4). A successful funding bid will make a significant contribution to the timely achievement of parts of those objectives.
<b>Summary of significant adverse impacts and how they can be mitigated:</b>

<b>Environmental Performance Team Reviewer:</b>	<b>Submitting author:</b>
Daniel Shelton	Richard Fletcher, Parks Services Manager
<b>Date:</b>	<b>Date:</b>
24 <sup>th</sup> January 2024	23 <sup>rd</sup> January 2024

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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 does not constitute an endorsement or approval of the proposal.

# Decision Pathway – Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	Investing in parks to support delivery of the Parks and Green Spaces Strategy in the city’s growth areas	
<b>Ward(s)</b>	Citywide	
<b>Author:</b> Jonathan James	<b>Job title:</b> Head of Service, Natural and Marine Environment	
<b>Cabinet lead:</b> Cllr Ellie King, Cabinet Member with responsibility for Public Health and Communities	<b>Executive Director lead:</b> John Smith; Interim Executive Director Growth and Regeneration	
<b>Proposal origin:</b> Councillor		
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet		
<b>Purpose of Report:</b>		
<ol style="list-style-type: none"> <li>1. To seek approval for a series of investment projects in the city’s parks and green spaces that will help deliver the aspirations of the new Parks and Green Spaces Strategy and ensure they are fit for the future, support and protect nature and benefit people’s health and wellbeing in areas of significant, expected growth.</li> </ol>		
<b>Evidence Base:</b>		
<ol style="list-style-type: none"> <li>1. Bristol’s parks and green spaces are a vital resource for the city’s residents and visitors. They afford access to nature, a space to be active and enjoy sports, a place to play and a place to relax and meet friends. They play a fundamental role in the wellbeing of every community and neighbourhood. However, our parks face increasing challenges brought about by austerity and by the need for us to respond to the impacts of climate change and the loss of our biodiversity. Our new Parks and Green Spaces Strategy sets out how we intend to meet these challenges and is clear that working with communities and volunteers and ensuring that parks are welcoming to all Bristol communities is essential to do so.</li> <li>2. As the city grows and the numbers of people needing to benefit from local parks increases, there is a need for us to respond by investing in quality and new facilities - particularly in those green spaces close to where we are tackling the housing crisis by building more much-needed homes.</li> <li>3. An opportunity therefore exists for us to both respond to the aspirations of the Parks and Green Spaces Strategy and to respond to the greater demand being placed on our parks by growing local communities. Mayor’s budget 2023/24-27/28 included an allocation of £2M SCIL to create a strategic capital fund for Parks and Green Spaces.</li> <li>4. To qualify for Strategic CIL allocation the funding needs to be associated with specific parks that require strategic improvements and are serving areas where there are significant levels of growth either planned for (existing local plan) or predicted moving forward. Only specific projects which align to regulations on use of Strategic CIL can progress.</li> <li>5. When developing proposals, the following were considered: <ul style="list-style-type: none"> <li>• Being able to grow relationships with communities and enable them to influence how investment is spent.</li> <li>• The potential to deliver against the strategic principles, priority themes and aspirations of the Parks and Green Space Strategy.</li> </ul> </li> </ol>		

- Measures that will deliver better access for citizens that are prevented or restricted from using parks and green spaces otherwise.
- The need to satisfy the criteria for the allocation of Strategic CIL.
- Investing further into existing projects to ensure they can be transformational.
- Whether a green space lies within an area of disadvantage.
- Whether a green space lies within an area with little social infrastructure.

6. From this work a number of priority investment themes have been identified:

Theme	Sites	Ward	Aims, benefits and works	Link to the Parks & Green Spaces and Food Growing Strategy	Budget recommended
Creating more food growing opportunities in Central Bristol	Boiling Wells	Lockleaze	We will invest in green space infrastructure in this area of the city to ensure more high quality collective and allotment food growing opportunities are available.	Investment will ensure the effective use of existing food growing land, deliver opportunities for more people to grow food and support the sustainable funding of the service.	£200K
Improve sports facilities in parks.	Netham Park Greville Smyth Park	Easton Southville	We will add to our existing capital investment of £500K designed to improve the provision of nine local sports facilities, increase participation in sport and physical activity and supporting communities to operate local facilities themselves. Investment will ensure facilities will be fit for purpose and able to be operated sustainably.	Investment will help deliver our commitments to work collaboratively and develop stronger links with community partners and to ensure services respond better to community needs and be better designed.	£200K
Improving access for disabled people in priority parks and green spaces	To be identified with the disabled community	Wards that contain or are close to areas of growth and are eligible for SCIL	We will work with disabled people, local communities and other stakeholders to identify and design improvements to a small number of parks where we can make a meaningful difference to the park visitor experience for disabled visitors. As well as improving parks we will improve the way we provide and present information about our parks so that disabled people can make informed choices about where to visit and why.	Investment will help deliver our key strategic principle of making parks and green spaces more inclusive for people of all backgrounds.	£500K

			We will encourage and add to match funding provided by Area Committees to make projects make a transformational difference.		
Investing in Oldbury Court's heritage and communities	Oldbury Court Estate	Frome Vale	By adding to a project in progress to significantly enhance the children's play experiences areas, the project will bring our investment in this important heritage estate to £1M. This further investment will bring the former kitchen garden of the estate back to life. We will work with the community to design a new space that will deliver on our strategic ambitions for culture, heritage, food growing, nature, community ownership and support our service be more financially sustainable. We will look for ways to generate more income through heritage grants led by local people.	Investment will help preserve important heritage assets in a registered park and garden for future generations. It will provide an opportunity to empower park users, volunteers and community groups to engage in the management and development of the Estate.	£500K
Providing new play experiences to include delivering accessible play at Hengrove Play Park	Various.  Hengrove Play Park	Wards that host or are close to areas of growth and eligible for SCIL.  Hengrove & Whitchurch Park	Investment should be transformational – making a meaningful difference to the play experience for children and young people, ensuring that young women and girls and Disabled children's experiences are enhanced and they are involved in the design of new facilities.  We will add to our £300K investment to renovate part of Hengrove Play Park, carrying out further work to provide accessible play opportunities and help parents/carers have an exciting and safe play-day out.	Investment will help deliver our vision for parks and green spaces to provide exciting and diverse play spaces that ensure that all children and young people can flourish, have fun and feel safe and included. It will also deliver our commitment to meet the needs of Disabled children and improve access for women and girls.	£400K  £200K
7. Area Committees will be invited to ensure investment of Strategic CIL is transformational, enhancing project scope by adding to project budgets with Devolved CIL allocations.					

8. This report seeks approval for the allocation of Strategic CIL funding in line with the original spend profile, to allow project work to commence in 2024/25 financial year. The delivery programme will therefore reflect this profile when community and stakeholder engagement work is being taken forward to identify individual projects and projects prioritised and delivered to fit the budget available. This will be carried out with the correct Portfolio Holder input and approval. All projects will be tested to ensure they meet the criteria set out in this report and that sites are eligible for Strategic CIL spending.

**Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Approves the allocation of £2M of Strategic CIL added to the Capital programme at Full Council on 21 February 2023 to a programme of investment in the city’s parks and green spaces as set out in the report.
2. Authorises the Executive Director for Growth and Regeneration in consultation with the Cabinet Member with responsibility for Public Health and Communities, the S.151 Officer, and Director of Legal Services to take all steps required to spend the funding including to procure and enter into contracts required to deliver the park and green space investment projects proposed as outlined in this report.

**Corporate Strategy alignment:**

1. Children and Young People – the investment will deliver better neighbourhoods and help build communities to be safe for children and ensure good access to play and green spaces for young people to enjoy safely, and to support our children and families are to thrive.
2. Regeneration – the investment will help promote our place-based approach to regeneration, ensuring provision for and quality places, improving connectivity, protecting waterways and green spaces, and concentrating on improving access to opportunity for communities experiencing long term deprivation.

**City Benefits:**

1. Parks and green spaces provide welcoming, safe spaces to socialise with family and friends, play, take part in physical activity and explore nature. It is estimated that the financial benefit they bring to the city and its residents is worth £385m.
2. Continual investment and good management are needed to enable green spaces to continue to deliver these benefits. This investment programme will deliver both new and refurbished facilities in parks, enabling them to continue to be attractive to visitors. In particular, children’s and young people’s facilities will be enhanced.

**Consultation Details:**

1. Consultation has taken place with the Cabinet Member with responsibility for Public Health and Communities and the Mayor’s Office.
2. Proposals are informed by the aspirations and actions within the Parks and Green Space Strategy which was subject to public consultation between 11<sup>th</sup> December 2023 and 21<sup>st</sup> January 2024.

**Background Documents:**

[Full Council 21 February 2023](#)

<b>Revenue Cost</b>	£0	<b>Source of Revenue Funding</b>	
<b>Capital Cost</b>	£2M	<b>Source of Capital Funding</b>	GR07A SCIL £2M
<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:** The report is seeking approval to spend £2m of funding previously approved by Full Council in February 2023. It formed part of a suite of budget amendments in the 2023/24 budget setting process for a

package of investments across several city parks and green spaces. The £2m expenditure will be funded from a £2m allocation of strategic CIL approved and added to the Parks Capital Programme (GR07A). This funding is being brought forward to begin spending in 2024/25 (instead of 2025/26 as currently planned)

The Parks Service has developed a series of investment opportunities to utilise the funding, and officers have confirmed that the funding allocations qualify for Strategic CIL and the approved usage criteria. If for any reason there are additional costs, these will have to be met from the Parks budget envelope or the project scaled back.

Robust project and contract management processes will be required to deliver the investment project on time, within the funding available and ensure value for money for residents and users of the city's parks and green spaces

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 16 February 2024.

**2. Legal Advice:**

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

**Legal Team Leader:** Husinara Jones, Team Manager/Solicitor 20 February 2024

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

**IT Team Leader:** Alex Simpson – Lead Enterprise Architect 26 February 2024

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

**HR Partner:** Celia Williams – HR Business Partner Growth and Regeneration 26 February 2024

<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	25 January 2024
<b>Cabinet Member sign-off</b>	Councillor Ellie King, Cabinet Member with responsibility for Public Health and Communities	21 February 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	21 February 2024

<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>

Threat Risks											Updates automatically		Updates automatically	
Risk Title	Risk Description	Key Causes	Key Consequences	Status Open / Closed	Risk Category	Key Mitigations	Current Risk Level				Monetary Impact of Risk £k	Council Risk Appetite for the risk type identified	Does the risk exceed the council's risk appetite?	Financial Risk Exposure
							Likelihood	Impact	Risk Rating	Risk Level				
Planning restrictions	Landscape designation restricts what may be delivered and/or causes project delays	Some proposals take place in a registered landscape which are protected under legislation. Consultation with Historic England may be necessary.	Delay in implementation. Amendment to schemes	Open	Programme/Project Management	Keep project outputs within known permitted limits. Ensure there are a reserve improvements to bring online within site.	3	3	9	Medium	Unknown	Open	No	
Supplier interest	Suppliers are not available when needed to deliver.	Lack of supplier availability or interest	Delay in implementation.	Open	Programme/Project Management	Begin procurement processes as early as possible and generate work packages across projects if sensible to do so.	1	3	3	Minor	Unknown	Open	No	
Staff resources	Staff resources to deliver are insufficient.	Existing capital programme is in delivery funded with devolved planning contributions.	Delay in implementation.	Open	Programme/Project Management	Recruit additional resources using committed budget where required. Increase outsourcing of delivery	3	3	9	Medium	Unknown	Open	No	
Costs	Costs escalate and compromise the scope of the programme.	Inflation is currently high and increasing the cost and supply of materials daily.	Individual project scope is restricted. Overall programme is reduced	Open	Programme/Project Management	Agree project delivery hierarchy with portfolio holder. Ensure potential for project restriction is communicated as part of stakeholder engagement.	3	3	9	Medium	Unknown	Open	No	
SCIL eligibility	Projects not eligible for SCIL	The programme is set out in themes in the main as opposed to site-specific projects.	Potential for challenge and some projects unable to proceed	Open	Programme/Project Management	Ensure the potential is highlighted through the approval processes.	1	3	3	Minor	Unknown	Open	No	
Budget	Funding package insufficient	Too many projects proposed through engagement processes.	Regular reporting to DMT/EDM/CMB as necessary to prioritise ideas coming forward	Open	Programme/Project Management	Agree project delivery programme with portfolio holder through process.	4	3	12	Medium	Unknown	Open	No	

Opportunity Risks												Updates Automatically	Updates Automatically
Opportunity Risk Title	Risk Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Key Mitigations	Current Risk Level				Monetary Impact of Risk	Financial Opportunity Exposure	
							Likelihood	Impact	Risk Rating	Risk Level	£k		
Grant applications	Opportunity that community interest and activity might lead to a Heritage Lottery Fund application	Work with community and stakeholders to generate project plan and business case	Project outcomes can be enhanced.	Open	Financial Loss/Gain	Find a partner/stakeholder to manage the opportunity, which can maximise the likelihood of it happening and increase the potential benefits	2	1	2	Minor		£0.00	
More community activity	Process of identifying and developing projects will activate latent community activity	The approach to fund themes that require community input to define into projects will generate interest from residents not currently involved in parks	Quality improvements to parks may result that were not originally planned.	Open	Communities	Seek to increase the likelihood and/or the impact of the opportunity in order to maximise the benefit.	2	5	10	Medium		£0.00	
More long-term local decision-making	Development of project ideas may lead to more permanent community groups developing who continue to be key stakeholders	Working with communities and stakeholders to generate a project plan and business cases may lead to them becoming self-organised and motivated to continue	Quality improvements to parks may result that were not originally planned and sites may become more animated and focussed more directly on community need and aspiration.	Open	Communities	Seek to increase the likelihood and/or the impact of the opportunity in order to maximise the benefit.	2	5	10	Medium		£0.00	
Improved disabled customer information and journey planning	Online services may be enhanced to improve customer information and enable informed decisions in the long-term	Engagement with Disabled people or advocate organisations will generate more proposals than on-site changes.	Improved satisfaction with the quality of green spaces by Disabled people and more frequent visits.	Open	Communities	Seek to increase the likelihood and/or the impact of the opportunity in order to maximise the benefit.	3	7	21	High		£0.00	
Enhanced income through parking fees	Increased visitor numbers at Oldbury Court Estate would result in enhanced parking income to be reinvested in parks	Creating more on-site activity and improved quality will generate more footfall.	Improved maintenance of parks and green spaces.	Open	Financial Loss/Gain	Find a way to make the opportunity definitely happen with positive intent in the design of new spaces.	3	1	3	Minor		£0.00	



<b>Threat Risks</b>	
Number of Open Risks	<b>6</b>
<b>CRITICAL</b>	<b>0</b>
<b>HIGH</b>	<b>0</b>
<b>MEDIUM</b>	<b>4</b>
<b>LOW</b>	<b>0</b>
<b>Cost Risk Exposure</b>	<b>£0.00</b>
<b>Number of risks exceeding risk appetite</b>	<b>0</b>
<b>Number of risks within risk appetite</b>	<b>6</b>

<b>Opportunity Risks</b>	
Number of Open Risks	<b>5</b>
<b>SIGNIFICANT</b>	<b>0</b>
<b>HIGH</b>	<b>1</b>
<b>MEDIUM</b>	<b>2</b>
<b>LOW</b>	<b>0</b>
<b>Cost Opportunity Exposure</b>	<b>£0.00</b>

**LIKELIHOOD AND IMPACT RISK RATING SCORING CRITERIA**

**Likelihood Guidance**

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

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

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

# Equality Impact Assessment [version 2.9]



Title: Investing in parks to support delivery of the Parks and Green Spaces Strategy in the city's growth areas	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Richard Fletcher
Service Area: Parks and Green Spaces	Lead Officer role: Parks Services Manager

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

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

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

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

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

To provide new facilities and visitor experiences in a number of parks across the city that can serve communities where there has been or is intended to be an increase in residential accommodation.

Investment will take the form of access improvements across a priority group of parks that will be identified through a process of engagement and consultation with stakeholder groups that represent Disabled people and local communities. Other investment will include improving existing children's play areas, investing in sports facilities and a derelict heritage area at Oldbury Court, and increasing food growing capacity.

Current proposals:

Creating more food growing opportunities in Central Bristol	We will invest in green space infrastructure in this area of the city to ensure more high quality collective and allotment food growing opportunities are available.
Improve sports facilities in parks.	We will add to our existing capital investment of £500K designed to improve the provision of nine local sports facilities, increase participation in sport and physical activity and supporting communities to operate local facilities themselves. Investment will ensure facilities will be fit for purpose and able to be operated sustainably.
Improving access for disabled people in priority parks and green spaces	We will work with Disabled people, local communities and other stakeholders to identify and design improvements to a small number of parks where we can make a meaningful difference to the park visitor experience for Disabled visitors. As well as improving parks we will improve the way we provide and present information about our parks so that Disabled people can make informed choices about where to visit and why.
Investing in Oldbury Court's heritage and communities	By adding to a project in progress to significantly enhance the children's play experiences areas, the project will bring our investment in this important heritage estate to £1M. This further investment will bring the former kitchen garden of the estate back to life. We will work with

	the community to design a new space that will deliver on our strategic ambitions for culture, heritage, food growing, nature, community ownership and support our service be more financially sustainable. We will look for ways to generate more income through heritage grants led by local people.
Providing new play experiences to include delivering accessible play at Hengrove Play Park	Investment should be transformational – making a meaningful difference to the play experience for children and young people, ensuring that young women and girls and Disabled children’s experiences are enhanced and they are involved in the design of new facilities.  We will add to our £300K investment to renovate part of Hengrove Play Park, carrying out further work to provide accessible play opportunities and help parents/carers have an exciting and safe play-day out.

## 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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We can be confident that adverse impacts are possible but can be avoided. At this stage in the process adverse impacts cannot be identified or measured.

## 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="#">Ward profile data (bristol.gov.uk)</a>	<p>In Bristol 15% of residents (72,300 people) live in the 10% most deprived areas in England, including 17,900 children and 7,600 older people. Bristol has 41 areas in the most deprived 10% in England, with the greatest levels of deprivation in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill.</p>
<p><a href="#">Census 2021</a></p> <p><a href="#">2011 Census Key Statistics About Equalities Communities</a></p>	<p>In 2021, there were just over 81,000 people living in Bristol with long-term physical or mental health conditions or illnesses whose day-to-day activities were limited.</p> <p>A further 33,000 of the population had a long-term physical or mental health condition but their day-to-day activities were not limited.</p> <p>The proportion of the population that had long-term physical or mental health conditions or illnesses which limited their day-to-day activities broken down by age includes 6.1% of all children under 16 and 38.5% of older people aged 65 and over.</p> <p>The population of Bristol is increasingly diverse with the Black, Asian and Minority Ethnic population increasing from 5.1% in 1991 to 18.9% in 2021. The largest minority ethnic groups in 2021 were Somali (1.9%), Pakistani (1.9%) and Indian (1.8%).</p> <p>Bristol has a relatively young age profile with more children aged 0-15 than people aged 65 and over. The median age of people living in Bristol is 32.4 compared to England and Wales at 40.3 years. There are 91,900 children under 18 living in Bristol.</p> <p>In 2021 14.5% of people aged 16+ indicated they had no qualifications. There are two wards in Bristol where more than a quarter of people aged 16+ have no qualifications – Hartcliffe and Withywood (30.4%) and Filwood (28.2%).</p> <p>Accommodation for 18.7% of the population was the social rented sector in 2021 (either council or housing association)</p>
<p>Quality of Life Survey 2022-23</p>	<p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online &amp; paper options), and some additional targeting to boost numbers from low responding groups. In brief, the most recent QoL survey indicated that inequality and deprivation continue to affect people’s experience in almost every element measured by the survey.</p> <p>The service measures performance through the Quality of Life Survey through two indicators:</p> <p><b>1) Increase the percentage of residents visiting a park or open space at least once a week (QoL)</b></p>

Table 1: QoL 2023 survey result - % who visit Bristol's parks and green spaces at least once a week by characteristic

Quality of Life Indicator	% who visit Bristol's parks and green spaces at least once a week
<b>Characteristic</b>	<b>% Percentage</b>
Bristol Average	56
Black/Black British	20.3
No qualifications	27.5
Rented from the council	27.9
Disabled	33.8
Full-time carer	36.9
65 years and older	39.8
Most Deprived 10%	40
50 years and older	43.6
Non degree qualifications	43.8
Black, Asian and minority ethnic	44.1
Rented from housing association	44.4
Single parent	44.9
Christian	47.5
Carer (All)	48.3
Mixed/Multiple ethnic groups	48.3
Asian/Asian British	49.6
Other religion	52.8
Part-time carer	52.8
Lesbian, Gay or Bisexual	53.1
Female	55.2
16 to 24 years	55.4
White British	56.2
Rented from private landlord	56.4
Male	56.7
White	57.1
Owner Occupier	59
No religion or faith	60.8
White Minority Ethnic	62.9
Degree qualifications	64.1
Parents (All)	67.4
Two parent	70.6

Table 2: QoL 2023 survey results - % who visit Bristol's parks and green spaces at least once a week by ward

Quality of Life Indicator	% who visit Bristol's parks and green spaces at least once a week
<b>Ward</b>	<b>% Percentage</b>
Bristol Average	56.0

Hartcliffe & Withywood	29.6
Hengrove & Whitchurch Park	35.0
Stockwood	40.2
Filwood	41.4
Hillfields	44.6
Bishopsworth	47.4
St George Troopers Hill	48.0
St George Central	48.1
Lockleaze	48.5
Eastville	49.8
Henbury & Brentry	50.4
Lawrence Hill	51.3
Frome Vale	51.3
Central	53.3
Avonmouth & Lawrence Weston	54.0
Southmead	54.0
Southville	54.0
Horfield	54.9
Brislington West	54.9
Brislington East	55.4
Bedminster	55.5
Ashley	59.3
Westbury-on-Trym & Henleaze	62.6
Easton	64.9
Clifton Down	65.9
Stoke Bishop	67.1
Cotham	67.5
Redland	68.2
Bishopston & Ashley Down	69.4
Hotwells & Harbourside	69.9
Knowle	71.6
Clifton	73.3
St George West	74.9
Windmill Hill	80.6

2) **Improve the percentage of residents satisfied with parks and open spaces (QoL)**

Table 3: QoL 2023 survey result - % satisfied with the quality of parks and green spaces by characteristic

Quality of Life Indicator	% satisfied with the quality of parks and green spaces
<b>Characteristic</b>	<b>% Percentage</b>
Bristol Average	73.1
Most Deprived 10%	45.6
Full-time carer	58.8
Single parent	58.8
Rented from the council	58.9

Disabled	59.6
No qualifications	63.4
Rented from housing association	64.8
Non degree qualifications	65.1
White Minority Ethnic	66
Other religion	67.5
Carer (All)	68.5
16 to 24 years	68.6
Lesbian, Gay or Bisexual	68.6
Asian/Asian British	69.4
Mixed/Multiple ethnic groups	69.5
Black, Asian and minority ethnic	70.2
Rented from private landlord	71
Black/Black British	71.8
Male	71.9
Christian	72
50 years and older	72.2
Part-time carer	72.4
White	73.6
65 years and older	73.9
Female	74.2
White British	74.7
No religion or faith	75.3
Owner Occupier	75.7
Parents (All)	76.7
Degree qualifications	77.3
Two parent	79.2

Table 4: QoL 2023 survey result - % satisfied with the quality of parks and green spaces by ward

Quality of Life Indicator	% satisfied with the quality of parks and green spaces
<b>Ward</b>	<b>% Percentage</b>
Bristol Average	73.1
Hartcliffe & Withywood	24.6
Filwood	41.2
Lawrence Hill	41.4
Hengrove & Whitchurch Park	51.0
Stockwood	62.6
Central	62.8
Bishopsworth	63.8
Avonmouth & Lawrence Weston	66.7
Southmead	67.7
Ashley	70.5
Lockleaze	71.6
Horfield	73.5



Brislington West	73.6
Henbury & Brentry	73.8
Hillfields	75.2
Bedminster	75.3
Southville	76.0
St George Central	76.7
Brislington East	76.9
Easton	79.5
Frome Vale	81.2
Cotham	83.2
Hotwells & Harbourside	83.7
Redland	84.3
Eastville	86.0
Stoke Bishop	87.6
St George Troopers Hill	88.4
Westbury-on-Trym & Henleaze	89.9
Knowle	90.2
St George West	91.0
Windmill Hill	91.2
Bishopston & Ashley Down	91.6
Clifton	93.2
Clifton Down	93.8

A further relevant QoL measure to the proposal being taken forward relates to the benefit more food growing opportunities may have on feelings of food insecurity.

Table 5: QoL 2023 survey result -% households which have experienced moderate to severe food insecurity by characteristic.

Quality of Life Indicator	% households which have experienced moderate to severe food insecurity
<b>Characteristic</b>	<b>% Percentage</b>
Bristol Average	8.1
Rented from housing association	29
Single parent	26.6
Rented from the council	26.4
Other religion	23.6
Disabled	22
Full-time carer	20.4
Mixed/Multiple ethnic groups	19.9
Black, Asian and minority ethnic	17.2
Most Deprived 10%	16
Asian/Asian British	15.2
16 to 24 years	15.1
Rented from private landlord	15

Non degree qualifications	14.7
Lesbian, Gay or Bisexual	14.4
No qualifications	13.9
Black/Black British	13.8
Carer (All)	11.9
Part-time carer	9
Male	8.4
Parents (All)	8
Female	7.6
No religion or faith	7.1
White British	7
White	6.9
Christian	6.3
50 years and older	6.3
White Minority Ethnic	6.1
Two parent	5.4
Degree qualifications	5
65 years and older	4
Owner Occupier	3.6

Table 6: QoL 2023 survey result - % households which have experienced moderate to severe food insecurity by ward where the proposal may be expected to have an impact.

Quality of Life Indicator	% households which have experienced moderate to severe food insecurity
<b>Ward</b>	<b>% Percentage</b>
Bristol Average	8.1
Horfield	10.6
Ashley	10.3
Central	10.3
Eastville	9.0
Easton	8.4
Bishopston & Ashley Down	7.4
Redland	7.4
Lockleaze	4.1
Cotham	3.0

**Additional comments:**

There is evidence that citizens experience park and green spaces differently and benefit from them to a greater or lesser degree depending on what ward they live in. The is the same when considering communities with a protected characteristic – with deprivation, ethnicity, Disability and education important factors.

There is evidence that citizens experience food insecurity to a greater or lesser degree depending on what ward they live in and whether they are part of a community with a protected characteristic – with housing status, Disability and whether a single parent or carer important factors.

## 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.

The Parks Service does not currently collect demographic data from park users due to the open access and citywide nature of the service.

## 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.

All of the investment themes involve the need for further engagement by the delivery team with users, potential users and other stakeholders – to develop the design of the offer. We have set out that we will target investment that supports access to parks and park facilities for children and young people, women and girls and Disabled people. Hengrove Play Park has been subject to a separate consultation process. This process revealed a strong desire for more sensory play. An access audit prioritised improvements such as a changing places facility, a level access path within the play garden taking to all areas, sensory play and raised sand tables and water play to create more opportunity for accessible play.

## 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 Service routinely engages local residents and communities in the design element of park investment projects. We ask local members to help this process. However this won't in the case in all instances. If we were to include investment in toilets for example we will be more guided by modern standards of design and access.

### 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)	
There is the potential for an adverse impact if in some way the design and installation of an improved or new facility interrupts the use and enjoyment of a space by other park visitors and people with protected characteristics. This could be temporarily or permanently. However this is easily avoided through the design process and management of construction process and by ensuring that equalities communities relevant to the space and the asset being improved are consulted.	
We can be confident that adverse impacts can be avoided but of course the potential exists at this stage in the process.	
The distribution of the investment also has the potential to have an adverse impact on people according to where they live – if concentrated for example in one part of the city. The impact would depend on the quality and availability of similar assets within a geographical area already. The investment funding is largely from Strategic CIL and in line with the criteria set for that funding stream investment will be in the city's 'growth areas' – where residential development has recently increased the local population or is predicted to do so. Although there is not enough funding to have a positive citywide effect, efforts have been made to ensure a number of neighbourhoods are able to benefit.	
<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

Yes, the design of individual projects within the programme has the potential to advance equality of opportunity between people who share a protected characteristic and those who don't – indeed much of the investment is targeted at making a positive impact.

A key theme of the investment is to improve access for Disabled people in priority parks and green spaces and to improve play facilities for Disabled children and young people. We will work with Disabled people, local communities and other stakeholders to identify and design improvements to a small number of parks where we can make a meaningful difference to the park visitor experience for disabled visitors. As well as improving parks we will improve the way we provide and present information about our parks so that disabled people can make informed choices about where to visit and why.

We will improve play facility and experiences for young women and girls, making use of guidance and resources from the Make Space for Girls charity.

Investment in new food growing opportunities at Boiling Wells is expected to create new collective and allotment growing opportunities that will offer opportunities for supported growing; particularly helpful to people on low incomes. A number of wards that experience higher than average levels of food insecurity may benefit including Ashley, Central, Eastville, Easton, Bishopston & Ashley Down and Horfield.

There is the potential for the investment to foster good relations between people who shared a protected characteristic and those who don't if wider visitor numbers increase from a larger section of the population due to a visible uplift in site quality and better facilities.

## 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 the potential for negative impact although none have been identified. To avoid this potential the delivery of the investment programme will need to:

- Ensure that equalities communities are consulted on the design and delivery of individual projects. The investment will particularly target Disabled visitors, children and young people and young women and girls and these communities will be targeted for engagement.
- Ensure that access, design and safety standards are adhered to, particularly for Disabled users and children and young people.

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

A key theme of the investment is to improve access for disabled people in priority parks and green spaces and to improve play facilities for Disabled children and young people. The themed approach allows for further consultation and engagement work with disabled people, young people, women and girls and other local stakeholders to identify and design improvements. We anticipate that as well as improving parks we will improve the way we provide and present information about our parks so that Disabled people particularly can make informed choices about where to visit and why.

Investment in new food growing opportunities will generate new collective and allotment growing opportunities that will offer opportunities for supported growing; particularly helpful to people on low incomes. A number of wards that experience higher than average levels of food insecurity may benefit including Ashley, Central, Eastville, Easton, Bishopston & Ashley Down and Horfield.

There is the potential for the investment to foster good relations between people who shared a protected characteristic and those who don't if wider visitor numbers increase from a larger section of the population due to a visible uplift in site quality and better facilities.

### 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
Consider and record the potential for adverse impact and positive impact from each investment project. To consult and consider product design and installation project aspects accordingly and to ensure positive impacts are generated.	Susy Feltham, Landscape Works and Play Manager	25/26 – 28/29
Target consultation and engagement on young women and girls for the play investment theme.	Susy Feltham, Landscape Works and Play Manager	25/26 – 27/28

Improvement / action required	Responsible Officer	Timescale
Target consultation and engagement with Disabled visitors and representative groups of Disabled people in order to inform the Access investment theme.	Susy Feltham, Landscape Works and Play Manager	25/26


### 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 initial assessment of positive and adverse impacts in the action of 4.2 will be reviewed post-programme delivery.

### 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: 12/2/2024	Date: 13.02.24

<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> Investing in parks to support delivery of the Parks and Green Spaces Strategy in the city's growth areas		
<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 type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
<b>Directorate:</b> Growth and Regeneration	<b>Lead Officer name:</b> Richard Fletcher	
<b>Service Area:</b> Parks	<b>Lead Officer role:</b> Parks Services 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.

To seek approval for a series of investment projects in the city's parks and green spaces that will help deliver the aspirations of the new Parks and Green Spaces Strategy and enhance facilities and the visitor experience both for existing residents and new residents expected in areas of significant, expected growth.
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### 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 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 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)		
<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>	Benefits	
	Enhancing actions	
	<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>	
	Adverse impacts	<p>There will be impacts due to construction works as assets are improved.</p> <p>Improvement works may also change emissions from the use of those assets, although the final design of any buildings and heating consumption is not yet known and dependent on the outcome of earlier stages of the proposed works.</p>
Mitigating actions	<p>Procurement processes seek contractor environmental policy detail if the contract is of significant value.</p> <p>Suppliers will be required to implement an emissions strategy to design buildings and construction operations to operate with minimal emissions.</p>	

		The Council will assess and approve specifications before contracts are awarded.
Persistence of effects: <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> 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>	Benefits	Construction works have the potential to enhance biodiversity and habitats, however this is dependent on the outcome of latter stages of the proposal which are not currently known.	
	Enhancing actions	Where works are undertaken, ecological enhancements will be pursued as part of the design approach.	
	Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		
	Adverse impacts	Construction works have the potential to damage biodiversity and habitats however this is dependent on the outcome of latter stages of the proposal which are not currently known.	
	Mitigating actions	Suppliers will be required to implement ecology plans to assess the ecological value of work sites and designing in features that ensure biodiversity net gain is achieved. Initial assessments will include checks for the presence of protected flora or fauna (e.g. bats) before works begin and taking action if necessary to avoid or legally mitigate their disturbance.	
Persistence of effects: <input type="checkbox"/> 1 year or less <input checked="" 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>	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	Construction works will inevitably lead to waste creation, however the level of construction associated with this project is relatively small.	

<p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Mitigating actions</b></p>	<p>Suppliers will be required to implement site waste plans for construction works. These will include the design of waste collection areas for buildings that help with reuse or recycling.</p>
<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>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>The potential for any new play area will alter the surface drainage of the site, however the impacts of this are expected to be minimal.</p>
	<p><b>Mitigating actions</b></p>	<p>Suppliers will be required to implement flood resilience strategies for sites in or bordering planning flood risk zones.</p>
<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>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><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>Construction works have the potential to cause pollution.</p>

<a href="#">Further guidance</a> <input type="checkbox"/> No impact	<b>Mitigating actions</b>	Suppliers will be required to implement pollution plans to assess risks and prevent pollution as far as possible and mitigate any that happens (e.g. wheel washes to avoid tracking mud offsite, solar battery site floodlighting in place of generators, measures to avoid fuel spillage or leakage.
		<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: 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
Ensure that the mitigating actions relating to control of contractors as detailed are followed.	Richard Fletcher	23/01/2026
Ensure that, if site development progresses to this stage, designs consider renewable heating sources.	Richard Fletcher	23/01/2026

### 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>	<b>Submitting author:</b>
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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 does not constitute an endorsement or approval of the proposal.

Daniel Shelton	Richard Fletcher
<b>Date:</b> 23/01/2024	<b>Date:</b> 23/01/2024

## Decision Pathway – Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Football Foundation Funding for Playzone – Ball Courts</b>		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Guy Fishbourne	<b>Job title:</b> Sport & Physical Activity Manager		
<b>Cabinet lead:</b> Mayor Marvin Rees	<b>Executive Director lead:</b> Hugh Evans, Executive Director Adults and Communities.		
<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>1. To outline a new Football Foundation funded initiative which provides opportunities for local councils to deliver new Playzones (ball courts). The funding is awarded on a 75:25 basis, with the authority providing 25% match funding.</li> <li>2. To note the proposed use of Sports Section 106 monies as match funding.</li> </ol>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. The Playzone Project is funded from a government grant designed to tackle inequalities in sport and recreation provision and is intended to provide new facilities by working with local communities to meet the needs of specific localities.</li> <li>2. The aim of the funding programme is to create modern, safe, and engaging facilities that deliver multisport opportunities in areas of greatest need, to enable people to participate in recreational sport in their own communities.</li> <li>3. As part of the new Playzone initiative, the Football Foundation (FF) commissioned research on small-sided facilities. Their insight shows that a recreational sport offer is popular with the target audiences in Bristol’s Sport &amp; Physical Activity Strategy: children and young people, older people, women and girls, disabled people.</li> <li>4. Although this is a FF initiative, new Playzones will be designed to include one other sport as well as football to be decided through engagement with local people and groups.</li> <li>5. The FF’s national research into small, sided facilities shows that controlled access can help grow participation among certain demographic groups. This is achieved by protecting specific time slots on the courts, which might otherwise be dominated by more traditional users. It is part of the criteria for FF funding that Playzones using gate access technology will be bookable spaces, providing opportunities for both organised activities and open access. The option to charge for some bookings provides an income-generating opportunity which will mean they are sustainable, ensuring that all management and operational costs, including lifecycle and maintenance are covered.</li> </ol>			

6. By working with local communities and trusted partner organisations to support a forthcoming funding application on behalf of Bristol, officers will work to identify appropriate sites and develop a project proposal. Subject to being able to identify suitable sites, affordability could allow for between one and four new Playzones to be delivered.
7. Officers will also work with colleagues in Parks to ensure that any proposals align with projects that they may be considering as part of their own programme of works.

#### **Funding Requirements**

8. Subject to the outcome of local engagement and feasibility work, the provision of one to four new Playzones could cost anywhere between £300,000–£1,300,000. Any future Football Foundation grant will require 25% match funding from the Council.
9. Match funding for the project will be provided from Sports Section 106 (maintenance). The sum required for the match funding will be capitalised and the Section 106 Officer has advised that this is an appropriate use for this funding.

#### **Financial Implications/Risks**

10. Project management costs will be contained within existing service budgets and provided through Public Health officer time.
11. The Football Foundation will procure the contractors through their own framework and therefore there is no requirement on BCC's Procurement service.
12. Subject to identifying suitable sites, it is proposed that Playzones will be most likely located on premises already leased by the Council to independent third parties. Ongoing maintenance and lifecycle costs will be the responsibility of the leaseholder and covered by the income generated via the charged sessions. Any funds granted for a facility to be located on a site which is leased to an existing tenant of the council will be awarded jointly to Bristol City Council and the leaseholder.
13. Project delivery costs, including any internal legal and finance fees will be met through FF funding and/or Sports Section 106.
14. Where any additional work which is not covered by project delivery costs is required, for example additional surveys required for planning permission, these can be funded through Sport Section 106 so long as the project progresses to completion. If this does not happen Sports Section 106 funding cannot be used for this purpose and these additional costs will be covered through existing service budgets. BCC Officers consider the financial risk and the likelihood of this happening to be low.
15. Feasibility studies on all sites are paid for directly by the Football Foundation. If, following feasibility work, a site is progressed through the design process and then is not completed for reasons that could have been foreseen, then the Football Foundation may seek to recover costs that have been incurred on this site. This can be mitigated through a rigorous process following feasibility work.

#### **Officer Recommendations:**

That Cabinet:

1. Approves the use of Sports Section 106 funding as match funding as outlined in this report.
2. Authorises the Executive Director, Adults and Communities, in consultation with the cabinet member for Finance, Governance and Performance, to develop a project proposal, submit a funding application to the Football Foundation, and if successful, to take all steps required to accept and spend the funding awarded and use Sports Section 106 match funding as outlined in this report.

<p><b>Corporate Strategy alignment:</b> The Corporate Strategy Theme: Health, Care and Wellbeing outlines that BCC will ‘tackle health inequalities to help people stay healthier and happier throughout their lives’. The Playzones will provide the basis to ensure that areas of the city which suffer inequalities and the target groups detailed in the Sport &amp; Physical Activity Strategy have appropriate access to local, high-quality spaces to play sport.</p>
<p><b>City Benefits:</b> The Chief Medical Officer (CMO) currently recommends that “For good physical and mental health, adults should aim to be physically active every day. Any activity is better than none, and more is better still”. The Playzone proposal will provide safe and usable space for people to access local spaces for informal sport and physical activity.</p>
<p><b>Consultation Details:</b> Local engagement will be undertaken for each location where a Playzone is proposed. This will ask for input into the design and which sports will be mainly provided.</p>
<p><b>Background Documents:</b></p> <ol style="list-style-type: none"> <li><a href="#">BCC Corporate Strategy 2022-27 (bristol.gov.uk)</a></li> <li><a href="#">A Sport and Physical Activity Strategy for Bristol 2020-2025</a></li> </ol>

<b>Revenue Cost</b>	£0.00	<b>Source of Revenue Funding</b>	N/A
<b>Capital Cost</b>	£ tbc (25% contribution depending on size of bid, between £75,000 and £325,000)	<b>Source of Capital Funding</b>	Sports Section 106
<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"/>	

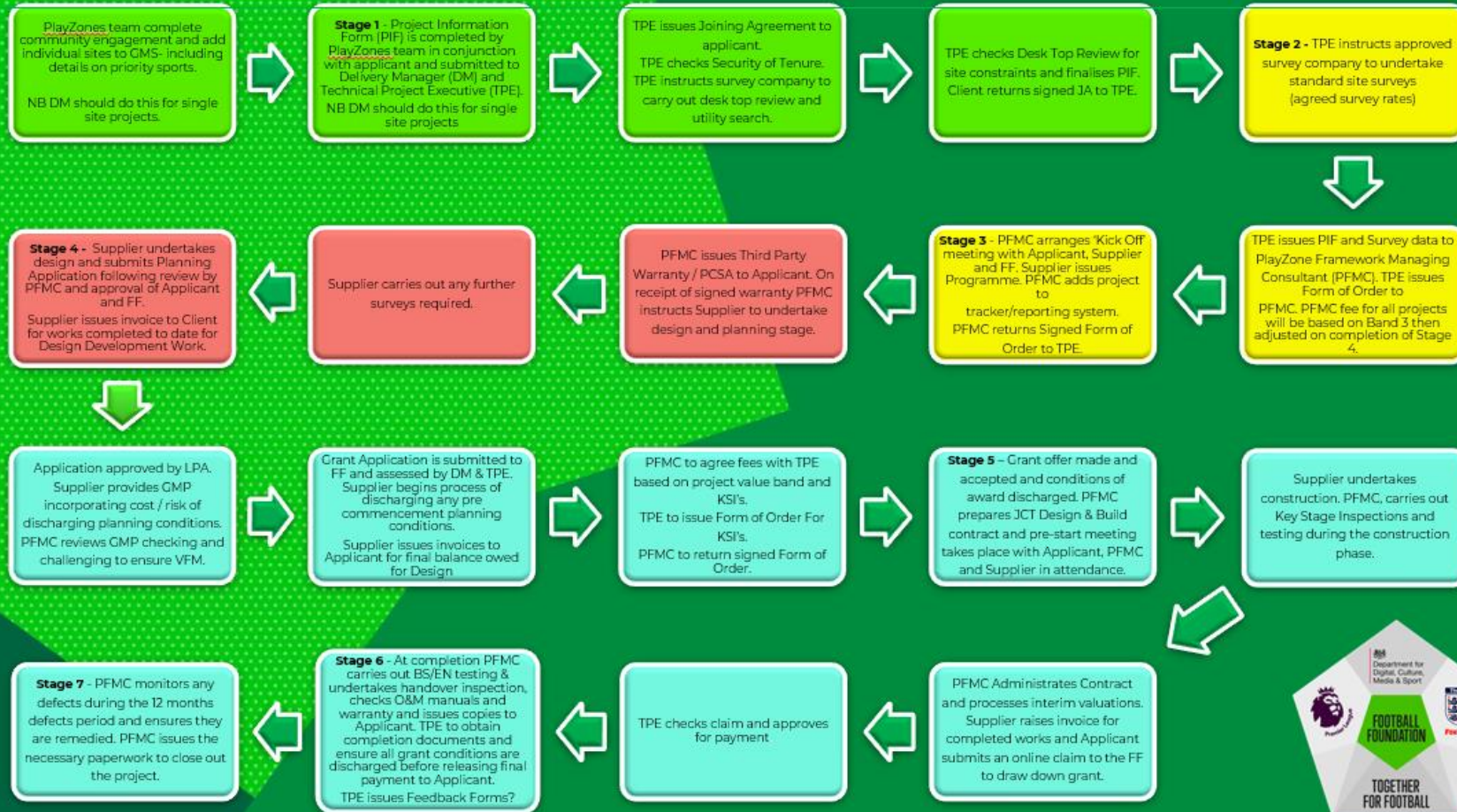
<p><b>Required information to be completed by Financial/Legal/ICT/ HR partners:</b></p> <p><b>1. Finance Advice:</b> This report seeks delegated authority for the Executive Director, Adults and Communities, to develop and submit a proposal to the Football Foundation and subject to a successful funding application, approval to accept and spend the funding. The proposals will need to be worked up and costs are currently estimated as being between £300,000 and £1,300,000 depending on how many Playzone proposals are brought forward. Any bid will need to satisfy any grant condition including the 25% match funding requirement, which is expected to be met from the use of Sports Section 106 (maintenance) funding.</p> <p>As set out in the report:</p> <ul style="list-style-type: none"> <li>Project management costs will be met from within existing Public Health resources.</li> <li>Playzones will be most likely located on existing council leased premises.</li> <li>Ongoing maintenance and lifecycle costs will be the responsibility of the leaseholder and covered by the income generated via the charged sessions.</li> <li>Feasibility study costs on all sites will be paid for directly by the Football Foundation</li> </ul> <p><b>Finance Business Partner:</b> Denise Hunt, Finance Business Partner (Adults and Communities), 4 January 2024</p> <p><b>2. Legal Advice:</b> The submission of bids for grant funding raises no particular legal issues. If successful, 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.</p> <p>Existing tenants of the Council will need their leases amending to allow the proposed alterations and change of use of the premises.</p> <p><b>Legal Team Leader:</b> Husinara Jones, Team Manager/Solicitor, 12 February 2024</p>
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<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 18 December 2023		
<b>4. HR Advice:</b> The report is seeking approval for the Executive Director; Adults and Communities to develop a project proposal and approval for a funding application to the Football Foundation, including delegated authority to accept and spend the funding which is likely to exceed £500,000 if awarded. There are no significant HR implications arising from this report for Bristol City Council employees.		
<b>HR Partner:</b> Lorna Laing, HR Business Partner, 15 December 2023		
<b>EDM Sign-off</b>	Hugh Evans, Executive Director Adults and Communities	10 January 2024
<b>Cabinet Member sign-off</b>	Mayor Marvin Rees	11 January 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

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

## PlayZone Framework Delivery Process



# Equality Impact Assessment [version 2.12]



Title: Playzone	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Public Health	Lead Officer name: Guy Fishbourne
Service Area: Improving Health	Lead Officer role: Sport & Physical Activity 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.

This proposal aims to provide new small sided ball courts for use by the community. Funding is available from the Football Foundation to provide these facilities, or in some cases, to refurbish existing ones. In this paper, we are asking for approval to apply for this funding.
---

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

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

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

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

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

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

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

In this paper, we are asking for approval to apply for this funding. If approval is granted, we will identify potential sites for the ball courts. We will then undertake public engagement in relation to these sites. We propose undertaking further Equalities Impact Assessment when we have ascertained where the facilities are likely to be sited.

## Step 2: What information do we have?

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

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

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<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-representation.

**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.

**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 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 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

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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.

<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.

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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> ✓ <b><i>Reviewed by Equality and Inclusion Team</i></b>	<b>Director Sign-Off:</b> Christina Gray
Date: 10/11/2023	Date: 15/11/23

<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: Football Foundation Funding for Playzone – Ball courts</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 type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
<b>Directorate: Adults and Communities</b>	<b>Lead Officer name: Guy Fishbourne</b>	
<b>Service Area: Public Health</b>	<b>Lead Officer role: Sports 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.

<ol style="list-style-type: none"> <li>To outline a new Football Foundation funded initiative which provides opportunities for local councils to deliver new Playzones (ball courts). The funding is awarded on a 75:25 basis, with the authority providing 25% match funding.</li> <li>To seek delegated authority for the Executive Director, Adult and Communities, in consultation with the cabinet member for Finance, Governance and Performance to develop and submit a proposal to the Football Foundation, and subject to a successful funding application, approval to accept a grant</li> <li>To note the proposed use of Sports Section 106 monies as match funding.</li> </ol>
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### 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"/> <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.

**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 project is in early stages, and as yet sites are yet to be identified for pitch installation, this Env IA forms a holding report with recommendation for picking sites, and report authors can return to the Environmental Performance Team for further advice if needed when sites are identified.		
<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 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>Travel of the public to playing pitches and travel of contractors.</p>
	<p><b>Mitigating actions</b></p>	<p>Through communications encourage sustainable travel to members of the public. Ideally look for sites with bicycle parking facilities.</p> <p>Through procurement look to procure local contractors to reduce travel distance.</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><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>Locations are TBC but consideration on location allocation needs to be made around the potential loss of existing green space. All consideration should be in line with the Parks and Green Spaces Strategy (When in parks) and the BCC Ecological Emergency Declaration and targets.</p> <p>Lighting pitches.</p>
	<p><b>Mitigating actions</b></p>	<p>Avoid loss of habitat when choosing locations, if this does occur mitigation will need to be put in place. Consult with correct teams when identifying locations such as parks teams/ ecology officers (We can provide you contact details).</p> <p>Ensure lights are on a timer or controlled to only be on during operating hours and when needed, ensure light fittings are efficient fittings (LED).</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>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	Waste will be generated through installation and use.
	Mitigating actions	Contractors to have a waste management plan in place. Ensure bins are installed on site for users, ideally with segregated recycling available.
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 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	Ensure surfaces are permeable to reduce flooding risk. Assess possible sites for flood risk (Can be done via EA website).
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" 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"/> <b>No impact</b>	<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: 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>
Consult with correct teams when identifying locations for pitches such as parks teams/ ecology officers/ Environmental Performance (We can provide you contact details). And ensure to reference any relevant strategies, for example Parks and green spaces, Ecological emergency (Avoid loss of habitat when choosing location) etc.	Jacq Abraham	As locations are identified
Ensure surfaces are permeable to reduce flooding risk. Assess possible sites for flood risk (Can be done via EA website).	Jacq Abraham	As locations are identified
Contractors to have a waste management plan in place. Ensure bins are installed on site for users, ideally with segregated recycling available.	Jacq Abraham	As locations are identified
Ensure lights are on a timer or controlled to only be on during operating hours and when needed.	Jacq Abraham	As locations are identified
Through communications encourage sustainable travel to members of the public. Ideally look for sites with bicycle parking facilities. Through procurement look to procure local contractors to reduce travel distance.	Jacq Abraham	As locations are identified

## 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>
As this project is in early stages an assessment of impacts cannot be fully completed as sites are yet to be identified. If the action guidance as listed in this document is followed any adverse impacts will be mitigated.

<b>Environmental Performance Team Reviewer: Nicola Hares</b>	<b>Submitting author:</b> Jacq Abraham
<b>Date: 19/12/2023</b>	<b>Date: 20/12/2023</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 constitute an endorsement or approval of the proposal.



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	Home to School Travel Support Policy Changes		
<b>Ward(s)</b>	All wards		
<b>Author:</b> Gail Rogers	<b>Job title:</b> Head of Children’s Commissioning		
<b>Cabinet lead:</b> Asher Craig, Cabinet Member for Children’s Services, Education and Equalities	<b>Executive Director lead:</b> Hannah Woodhouse, Executive Director Children and Education		
<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 of changes to the Home to School 5-16 Travel Support Policy and Home to School 16-25 Travel Support Policy.			
<b>Evidence Base:</b> <b>Background</b> Department for Education (DfE) updated their statutory guidance in June 2023 in relation to 5-16 travel. Bristol City Council has reviewed both policies for Home to School Travel support 5-16 and post. We did this to make our existing offer clearer for Parents and Carers and make sure our policies are still in line with current DfE guidelines. As part of the review, we have proposed some changes to both policies that support transformation of the service to deliver it in a more efficient way.			
<b>Proposal</b> <b>1. Bristol City Council Home to School (5-16) Travel Support Policy</b> In June 2023, Department for Education (DfE) updated its statutory guidance on travel support for 5 to 16 year-olds. We have therefore reviewed our policy to make sure it is still in line with the current guidelines. No changes have been made to eligibility for travel support in this policy. We are proposing the introduction of a passenger code of conduct for pupils and some changes in how we deliver parts of our service in the future. For example, by proposing the introduction of meeting points for travel and offering an Independent Travel Training (ITT) programme to fully promote preparation for adulthood and lifelong independence skills.			
<b>2. Bristol City Council Home to School (16-25) Travel Support Policy</b> Most young people who use Home to School Travel can access their education or training by walking or public transport. Where communities are not well served by public transport, several providers offer arrangements such as the Bursary Fund and concessionary schemes listed on the Local Offer and our travel support policy.  We have included travel support options for pupils in the new policy, so it is clearer to parent and carers what is available as well as what is not available. We have reviewed travel support options for pupils aged 16 to 18 and propose to remove council- arranged vehicles, although we may still offer support. This is different from our current policy but still is in line with DfE guidance.			
<b>Impact on service users and citizens</b> Where pupils have already started their course and travel to school via a council- arranged vehicle, we would continue this arrangement until they finish their course. The changes in the new policy would start for any pupils			

transitioning into post-16 education as of September 2025, or any pupils in years 12 or 13 starting a new course in September 2025. Taking this approach means we can engage with parents and carers over a longer period and facilitate strategies that ensure we're not disadvantaging those who do not have access to transport networks or resources.

### **Consultation**

Public:

1. A public consultation was held between 4 December 2023 and 17 January 2024
2. Responses were received from parents and carers, as well as from other stakeholders.
3. The consultation highlighted a range of views which have been considered as part of the decision-making process and proposed changes to policies. Many responses were in support of proposed changes. Responses in disagreement with proposals have been taken into consideration and informed our approach.
4. An equalities impact assessment, at appendix E, was evaluated alongside the consultation feedback to determine impact of proposals to those with a protected characteristic.
5. Based on the public consultation survey, the following points have informed changes to proposals:
  - clarification of support available for children and young people – this will be clear within the policy.
  - ensuring parents and carers have enough information and time to plan for change – we will phase the introduction of our post 16 policy so that school choices have been made with full knowledge of travel support options.
  - working with parents and carers to pilot proposals such as pick up points, and piloting these before making wholesale changes.
  - amending and clarifying wording in the passenger code of conduct.
  - outlining the process taken to make exceptions to the 6-week cut-off for applications.
  - Future service delivery transformation will be developed and progressed in collaboration with parents and carers.
6. The results of the consultation, at appendix B, will be published and available to members of the public and stakeholders.
7. The next step is for the results of the consultation to be presented to cabinet who will ultimately decide on the proposed policy changes.
8. The recommendation to be made to cabinet is to approve the proposed policy changes outlined in the consultation.
9. We are committed to sharing information transparently and to working with everyone affected to make sure they have the information they need, when they need it.
10. Once cabinet has met, we will continue to communicate and engage with parents and carers and to work together.

### **Financial implications**

The changes proposed to the Home to School Travel Support Policy for pupils aged 16 to 18 are projected to reduce the expenditure on HTST by the following amount in the next three financial years based on current baseline numbers and costs:

	2025/26	2026/27	2027/28
	£000s	£000s	£000s
HTST projected reduction in expenditure	305	896	1,163

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

That Cabinet

1. Approve the proposed policy changes for Home to School Travel as set out in Appendix A, which includes:
  - a. Removal of council arranged vehicles for pupils (16 to 18)
  - b. To explore transformation of future service delivery and possible pick-up points model
2. Authorise the Executive Director Children & Education, in conjunction with the Cabinet Member for, Children's Services, Education and Equalities to take all steps required to implement the new policy.
3. Note the outcomes of the consultation as set out in this report and at appendix B.

**Corporate Strategy alignment:**

The proposal supports delivery of the following commitments outlined in the Corporate Strategy 2022-27:

Theme 1: Children and Young People

Ensure children and young people are supported to thrive by the city and reach their full potential. Promoting equality and inclusion by making sure high quality specialist provision is effectively targeted.

Theme 3: Environment and Sustainability

Support delivery of One City Climate Strategy and minimise our contribution to climate change.

Theme 6: Transport and Connectivity

A more efficient sustainable and inclusive approach to travel. Promoting safe and active travel to support environmental sustainability and cleaner air.

**City Benefits:**

Reviewing Home to School Travel support ensures that council policies are still in line with national guidance, fair for children and families and represent effective use of available resources.

The net effects of proposals will likely result in a reduction in the number of cars and therefore a reduction in emissions to support creating a cleaner city.

**Consultation Details:**

A public consultation was held. See above in evidence base, nos 1 – 10 and appendix B

**Background Documents:**

[Travel to school for children of compulsory school age \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

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

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

The proposals within the decision paper bring local policies in line with the updated Department for Education (DfE) statutory guidance and this change will contribute to the savings delivery for the Home to School Travel project and the wider Our Families Programme as presented within this paper.

**Finance Business Partner:** Guy Marshall, Finance Business Partner 6 February 2024

**2. Legal Advice:**

Consultation

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.

The proposed policy has been drafted in accordance with the statutory guidance - Travel to school for children of compulsory school age January 2024 and The Post-16 transport and travel support to education and training Statutory guidance for local authorities January 2019.

**Legal Team Leader:** Husinara Jones, Team Manager/Solicitor 15 January 2024 & Kate Meller, Team Manager/Solicitor 8 February 2024

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

**IT Team Leader:** Alex Simpson – Lead Enterprise Architect, 17 January 2024

**4. HR Advice:** The report is seeking approval from Cabinet to approve the changes proposed to the HTST policy following the consultation process. The report does not have any significant HR implications arising from this



proposal for Bristol City Council employees.		
<b>HR Partner:</b> Lorna Laing, HR Business Partner 23 January 2024		
<b>EDM Sign-off</b>	Vanessa Wilson	17/01/2024
<b>Cabinet Member sign-off</b>	Cllr Asher Craig	25/01/2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	05/02/2024

<b>Appendix A – Further essential background / detail on the proposal</b> Appendix A.1 BCC Home to School 5-16 Travel Support Policy Appendix A.2 BCC Home to School 16-25 Travel Support Policy	<b>YES</b>
<b>Appendix B – Details of consultation carried out - 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>

## **Bristol City Council Home to School (5-16) Travel Support Policy**

**Travel Support policy for children and young people of compulsory school age (5-16)**

**Department Responsible:** Home to School Travel

**Contact details:**

Home to School Travel Team, PO Box 3399, BS1 9NE

**E-mail:** [home.school.travel@bristol.gov.uk](mailto:home.school.travel@bristol.gov.uk)

**Tel:** 0117 9037672

**Document first release: v1.0**

## Table of Contents

<b>Introduction</b>	<b>2</b>
<b>Policy Statement</b>	<b>3</b>
<b>Aims and Objectives</b>	<b>3</b>
<b>Eligibility</b>	<b>5</b>
All pupils	5
Statutory walking distances	5
Unsafe walking routes	6
Extended rights	6
Special educational needs, disability and mobility problems	7
<b>Application Process</b>	<b>8</b>
How to Apply	8
Assessing travel support entitlement for compulsory school age children and young people	8
How walking distance is measured	11
Accompanied as necessary	11
Route safety assessment	11
Extended Rights	12
Special educational needs, disability and mobility problems	12
Shared custody arrangements	13
Temporary (housing) local authority accommodation	14
Support for children who are in the care of the Council	14
Extenuating circumstances	15
Special consideration and appeals	15
Change of child/young person's circumstances	16
Review of child/young person's needs and ongoing support suitability	16
Withdrawal of support provided in error	17
Provision of false or inaccurate information	17
<b>Discretionary Travel Support</b>	<b>18</b>
Children below the age of 5 (statutory school age)	18
Pre-school children with SEND	18
<b>Travel Support Options</b>	<b>19</b>
Forms of Travel Support	19
Provision of Escorts	19
Times of Travel (School Times)	20
Learning at Alternative Sites/Locations	20
Passenger code of conduct	21
Travel training	21
Personal Travel Budgets	22
Collection points	22
Weekly/Fortnightly boarding placements	23
Termly residential placements	23

# Introduction

This document sets out Bristol City Council's Home to School/College Travel Support Policy and describes how the Council fulfils its duties and exercises its discretionary powers under the Education Act 1996.

This policy:

- explains the criteria for eligibility for travel support for pupils to their school for children and young people of compulsory school age (5-16 years old) and for young people aged 16 to 19 and 19 to 25
- how parent/carer(s) can apply for travel support and how decisions are made
- sets out how parent/carer(s) may appeal against decisions that they believe do not comply with this policy.

# Policy Statement

Bristol City Council (the Council) is committed to ensuring that all pupils have a great start to life, are safe and healthy and have access to high quality education so that they are able to achieve their full potential. The Children and Families Act 2014 commits partners to work together to develop services which strengthen the abilities and resilience of children and young people, and their families to be independent.

The Council is also committed to meeting the educational needs of as many children and young people as possible within local schools. In many cases, this will mean a child/young person can walk or cycle to school with their parent/carer(s). This policy sets out how we will help the small number of pupils who find it difficult to travel to school without some support.

The Council will continue to deliver our statutory responsibilities to meet the travel needs of children and young people, enabling them to access their place of education. This support will be targeted at those children and young people who have significant additional needs or are deemed extremely vulnerable.

We want to support parent/carer(s) to fulfil their responsibility to ensure their school-aged child and young person attend school regularly and to make any necessary arrangements to ensure that they attend school. Those children and young people not in receipt of travel support from the Council can use a wide range of forms of travel in Bristol, accompanied as necessary, including bus, train, concessionary fares, walking and cycling. We also want to support schools to promote safe routes to school and safe travel skills through their regular curriculum.

The Council has a duty under s.508A of the Education Act 1996 to promote the use of sustainable travel and transport for all children and young people in Bristol. This requires the Council to have a strategy to develop sustainable travel and transport infrastructure and to promote these modes of travel as part of the [One City Climate Strategy](#).

We encourage young people to walk, scoot, wheel and bus to school with support from our Active Travel Team and [Bristol School Streets - travelWEST](#). These schemes are part of our plans to improve road safety, encourage walking, cycling to and from school and improve the air quality and environment outside of schools.

## Aims and Objectives

Aligned with the Councils SEND Strategy and the Bristol Belonging Strategy the service aims to:

“Work with parent/carer(s) to ensure children and young people are empowered to travel to and from education safely and as independently as possible”

Through delivery the service will contribute to the overarching vision for children and young people of Bristol. This vision underpins this policy in relation to the assessment of travel needs and necessary travel support that is subsequently provided:

- For our children and young people to have the best possible start in life, gaining the support and skills they need to prosper in adulthood

- For our children and young people to be welcomed into to a city with a culture of nurture and care, with opportunities to grow with support from their community
- For our children and young people to have their needs recognised at the earliest point in a system that collaborates to help them thrive
- For our children and young people to have a home which sustains, nourishes, and protects them in safe and healthy families
- For our children and young people to have a confident sense of self and identity in a cohesive and diverse city
- For our children and young people to access education that is inclusive and values diversity, where they learn from each other and benefit from an understanding of their different experiences
- For our children and young people to own the whole city and experience and benefit from all that Bristol offers

The policy will also contribute towards the delivery of the Council's One City Climate Strategy and enable Bristol to be carbon neutral and climate resilient by 2030.

# Eligibility

## All pupils

This policy applies to those who are resident in Bristol or where children/young people are in the care of Bristol City council, including those who would normally reside in Bristol (and attend a nearest suitable school) but have either been housed by the council outside or Bristol or are under the care of Bristol City Council.

If you reside outside of Bristol but your child/young person(s) attend a Bristol school, then you must apply to the local authority where you reside to request assistance with travel.

Parent/carer(s) have a legal duty to ensure that their statutory school-aged child/young person (age 5-16) attend school regularly and to make any necessary arrangements to ensure that they attend school.

A child/young person is of compulsory school age from the start of term after their fifth birthday up until the last day of the academic year in which they are in year 11. This applies to both children/young people with and without an Education Health and Care Plan (EHCP).

There are four core categories of eligible children/young people:

- statutory walking distances
- unsafe walking routes
- extended rights
- special educational needs, disability and mobility problems

Children below the age of 5 will not be eligible for free travel support between their home and school.

For pupils in year 12 and above (post-16 year olds), there is a separate policy ([HYPERLINK to be added](#)).

## Statutory walking distances

The Council will provide free home to school travel support for children and young people of compulsory school age to the nearest suitable school from their home address who meet the 'qualifying distance' criteria which is:

- 2 miles or more for children below the age of eight, measured by the shortest walking distance between the home and the school
- 3 miles or more for children and young people aged 8 and above, measured by the shortest walking distance between the home and the school

Children and young people who live between 2 and 3 miles from their school will cease to be entitled to free travel from the start of the term following their eighth birthday.

If the child/young person or family qualify for free school meals or they are in receipt of maximum Working Tax Credit then please refer to the Extended Rights section below.

Further detail on eligibility is dealt with in the application section below.

## **Home Address**

A child or young person's home is the place where they are habitually and normally resident. When assessing eligibility and making travel arrangements this will be the primary home address recorded with the School and in accordance with any benefits received on behalf of the child or young person.

Home to school travel provision applies to home (the place where the child is habitually resident) to school (the educational setting where the child is enrolled) travel arrangements, and vice versa. This does not include pick-up or drop-offs at locations other than home or school, such as any extracurricular activities or appointments.

Local Authorities will consider applications for support with travel to School outside the area, if the School is considered to be the nearest appropriate School. Applications should be made to the Local Authority in which the student lives. Support with travel will be approved only if the individual application represents reasonable public expenditure. A Personal Travel Budget (PTB) may be offered.

## **Unsafe walking routes**

The Council will provide travel support if it determines that a child/young person cannot reasonably be expected to walk to the nearest suitable school because the nature of the route is deemed unsafe to walk. The Council regularly assesses walking routes in conjunction with local context and knowledge, and using the "Road Safety GB Guidelines on Assessment of Walked Routes to School." Routes that have been determined to be unsafe will be kept under review and support will be withdrawn when the walking route is no longer deemed to be unsafe. The Council will expect a parent/carer to accompany the child along a route which would otherwise be classified as being unsafe and will not provide travel support if this accompaniment will make the route safe.

## **Extended rights**

Children and young people from low-income families are entitled to additional support in certain circumstances. This applies to pupils who are entitled to free school meals, or those families who are in receipt of the maximum level of Working Tax Credit (WTC).

Children and young people above the age of 8, but under the age of 11, from low-income families will be entitled to travel support to their nearest suitable school if the shortest walking distance between their home and the school is more than two miles.

Children and young people aged 11 and over (years 7 – 11) from low-income families will be entitled to travel support if they attend one of their three nearest suitable schools where they live



between two miles (measured by the shortest walking distance) and 6 miles (measured by the shortest road route) from their school.

Children and young people aged 11 and over (years 7 - 11) from low-income families who are attending their nearest designated faith school preferred on the grounds of religion or belief will also be entitled to travel support if their school is more than two miles (measured by the shortest walking distance) but not more than 15 miles (measured by the shortest road route) from their home.

## **Special educational needs, disability and mobility problems**

Where a child/young person with special education needs, a disability and/or mobility problems does not meet the other three eligibility criteria but has identified specific needs/circumstances that may mean it is unreasonable to expect the child/young person to walk to school (accompanied by an adult as necessary), then an assessment based on their individual needs and circumstances will be undertaken to identify if support with travel is necessary in order to access their education setting.

# Application Process

## How to Apply

All requests for travel support must be made through submission of an online application form <https://www.bristol.gov.uk/schooltravelform>.

Alternative formats of this policy and application form are also available in accordance with the Equality Act 2010 and the Council's Accessibility Policy [Website accessibility \(bristol.gov.uk\)](https://www.bristol.gov.uk/accessibility)

The Council will look to complete the assessment of applications in a timely fashion, aiming to put in place travel arrangements for those entitled at the earliest opportunity. However, it may take up to 6 weeks to process and families should be prepared to make their own interim travel arrangements if necessary.

While an application is being processed parent/carers will be responsible for making their own travel arrangements, the Council will not compensate parent/carers during the assessment process for any costs incurred.

During periods of high demand, such as the build-up to the new academic year, timescales for processing applications may be extended. Families are advised to apply for support with travel at the earliest opportunity to ensure arrangements are in place when they are required.

To try and reduce any disruption to the service and inform effective planning, The Council are implementing cut off dates for applications made for arrangements to begin for the next academic year. The beginning of the academic year is the most critical time with regards to school travel and we aim to promote continuity in the service we provide the children.

Late applications will still receive travel assistance, however this may be delayed for the start of the academic year. The arrangements may be interim or temporary solutions that have been sought in the short term and will be subject to review/change.

Cut-off dates will be published well in advance via the Council's local offer, which is available on the Council's website. Where possible, we will also correspond with parent/carers in writing via mail/email informing them of the exact dates.

Applicants will be informed of the outcome of their application with explanation of the reasoning of the decision in accordance with this policy.

## Assessing travel support entitlement for compulsory school age children and young people

In all cases, a child/young person must be attending the nearest suitable school (or one of the three nearest suitable schools under the extended rights eligibility). The nearest suitable school for the purpose of school travel will be measured by shortest walking distance. This is defined as a school that has spaces available that provides education appropriate to the age, gender, ability and aptitude of the child/young person, and appropriate to the child/young person's EHCP where

one exists. It should be noted that a child's nearest school for school travel purposes may not be their nearest suitable school for admissions purposes.

Types of suitable schools considered under this policy are:

- community schools, foundation schools, voluntary aided and voluntary controlled schools
- academies or alternative provision academies
- alternative provision academies
- community or foundation special schools
- non-maintained special schools
- pupil referral units
- maintained nursery schools
- city technology colleges and city colleges for the technology of the arts
- independent schools where this is named on a child/young person's EHCP or is the nearest of two schools named.

For mainstream applications processed during the normal school admissions round, a school will be determined as having a vacancy if a place would have been offered according to the allocations made on the national offer day, assuming the parent/carer(s) either made or could reasonably have made an application. For applications made after the normal admissions round and those made during the school year, a school will be determined as having a vacancy if, at the point of processing the child/young person's school application, a place could have been allocated to the child/young person.

When a child or young person cannot be offered a place at the nearest school to the home address, the Council will, subject to the criteria set within this policy and the qualifying distance being met, provide support with travel to the next nearest school with space to admit. For travel arrangements to be provided in this instance the parent/carer(s) must provide evidence that they have applied for and been refused a place at the school which is the nearest school for their home address and any other schools closer than the school offering admission.

Where a school operates on multiple or split sites, the assessment of nearest qualifying school will take account of the sites used to prioritise admissions (as defined in each school's admission arrangements), regardless of which year groups are educated at which site or which site a child or young person might attend.

If a school makes arrangements independently to enable a child/young person(s) to be on dual roll or have commissioned an alternative location/setting (without consultation with the Council) to provide elements of the individual's education then the School will be responsible for ensuring suitable travel arrangements are in place.

## **Named School in Education, Health and Care Plan**

For a child or young person with special educational needs, disability and mobility problems and who has an active Education, Health and Care Plan (EHCP) parent/carer(s) have the right to ask for a particular school to be named in their child/young person's plan.

During the process of naming the school and finalising the plan the Council will consider whether the child will be eligible for school travel and how travel arrangements will be provided. The Council will also consider the impact of the journey and the child/young person's ability to learn upon

arrival. If the journey may cause a negative impact on the child/young person, the Council will need to consider mitigations to minimise impact and whether the school remains appropriate for the child/young person due to the potential impact.

For a child with an Education, Health and Care Plan, the school named in a child's plan will usually be considered their nearest suitable school for home to school travel purposes.

Where a parent/carer would prefer their child to attend a school that is further away from their home than what the Local Authority deems to be their nearest, suitable school that would be able to meet their needs and deliver the special education provision, as stated in Section F of the EHCP. The local authority will consider whether providing travel support for the child to the preferred school would be compatible with the efficient use of resources (known as 'the Dudley test').

The Local Authority will consider three steps:

1. Are both schools suitable and is there a physical place available at the Local Authority's proposed closer school.
2. If both schools are suitable, the cost of the relevant travel offer to each of the two schools.
3. Whether the cost of the preferred school is significantly or disproportionately more expensive than the Local Authority's closest school (*including transport costs*), to such an extent that it may be deemed an inefficient use of resources.

If the Local Authority's choice cannot meet the child's needs and deliver the special educational provision as stated in Section F and/or there is no physical place available, then the parent's choice will be deemed as the child's nearest suitable school, and will be named in the EHCP, without any condition.

If both schools are deemed suitable, the Local Authority will determine the cost of providing the child with a free travel offer to each of the two schools. If it would cost more to provide travel support for the child to the preferred school, the Local Authority will decide whether this additional cost is incompatible with the efficient use of resources. This will include deciding whether the educational benefits and other advantages the school is able to provide for the child, outweigh the additional cost.

If it is decided that the parent/carer(s) choice is compatible with the efficient use of resources then only this school will be named, in the EHCP, without any conditions.

If the cost of the parents/carer(s) choice of school is deemed significantly or disproportionately more expensive than the Local Authority's choice of school, to such an extent that it is deemed an inefficient use of resources, the Local Authority may name both schools on the condition that parent/carer(s) provide for all travel arrangements and expenses to the preferred school.

If the cost difference is not deemed significant, then the Local Authority will name the preferred school, in the EHCP, without any conditions.

Should you have any query regarding the named school within your child's EHCP, please contact your link SEND Officer.

Parent/carer(s) who disagree that both schools are suitable and consider only their choice can meet their child's needs, and/or, where a parent/carer considers that the cost (including transport

to their preferred school) is not an inefficient use of resources have the right of appeal to the [SEND Tribunal - Special Educational Needs and Disability Tribunal](#)

## **How walking distance is measured**

Walking distances are calculated using the shortest available walking route from the home address to school. If families believe that the walking route measured is not available to walk they should request a review of the route.

The legal definition of an 'available walking route' is a route along which a child or young person, accompanied as necessary, can walk with reasonable safety to school.

Where a school operates on a temporary site and that school's permanent/current site is deemed to be a child/young person's nearest qualifying school, the home to school walking distance will be measured to the school's temporary site to determine if the child or young person lives over the statutory walking distance and is eligible for travel support. Eligibility will be reassessed at the point a child or young person ceases to be educated at the temporary site.

Distances will be measured from the address point of the pupil's house to the nearest school gate available for pupils to use.

## **Accompanied as necessary**

Parent/carer(s) are expected to accompany their child/young person to school. Assessments of routes will be undertaken on this basis. Parent/carer(s) will be expected to make suitable arrangements to accompany their child/young person or make alternative travel arrangements if a route is deemed available.

A child or young person will not automatically be eligible for home to school travel solely because of parental/carer work or caring commitments that mean they are unable to accompany their child/young person themselves.

Where there are circumstances that may impact a parent/carer(s) ability to accompany their child/young person to school then the Council will consider these on a case-by-case basis (see extenuating circumstances). This may include the parent/carer having a disability or mobility problem that would make it difficult to accompany their child/young person.

## **Route safety assessment**

Where a parent/carer believes the assessed walking route to be unsafe, they should write to the Home to School Transport (HTST) Team outlining the aspect of the route they believe to be unsafe. The identified aspects of the route will then be reviewed by the team. Review of the routes will use the 'Road Safety GB Guidelines on Assessment of Walked Routes to School' in conjunction with local context and knowledge to assess the suitability of the route.

## **Extended Rights**

Parent/carer(s) who believe they meet the Extended Rights criteria and are therefore eligible for support with travel to school must include evidence of the child/young person's entitlement to free school meals or the family's receipt of maximum level of Working Tax Credit (WTC) with their application form. Parent/carer(s) must evidence this by including a copy of all 6 pages of their most recent TC602, Tax Credit Award Notice, with their application.

A child or young person who has been assessed as eligible for travel support by meeting the Extended Rights criteria will have their entitlement reviewed each academic year to ensure that the child/young person continues to meet the necessary criteria.

If a child or young person ceases to be eligible for free school meals or a family ceases to be entitled to the maximum level of Working Tax Credit during the academic year for which travel support has been awarded, travel support will continue until the end of that academic year.

If the child or young person is applying for travel support to a school of faith under Extended Rights eligibility, then the parent/carer(s) must also provide supporting evidence regarding their genuine adherence to their religion or belief and this will normally be confirmed by asking their religious leader to sign the denomination form.

## **Special educational needs, disability and mobility problems**

Where a child/young person with special education needs, a disability and/or mobility problems does not meet the other three eligibility criteria but has identified specific needs/circumstances that may mean it is unreasonable to expect the child or young person to walk to school (accompanied by an adult as necessary), then an assessment based on their individual needs and circumstances will be undertaken.

In determining whether a child or young person cannot reasonably be expected to walk between home and school, the Council will consider whether the child/young person could reasonably be expected to walk if accompanied and, if so, whether the child/young person's parent/carer(s) can reasonably be expected to accompany their child/young person. The expectation is that a child/young person will be accompanied by a parent/carer.

When assessing entitlement for travel support for a child or young person with SEND or mobility problems, the Council will consider the individual needs of each child/young person. This may include taking professional advice from educational psychologists, medical professionals and teachers and consulting with parent/carer(s) before arriving at a final decision.

Consideration will also be given to the child/young person's physical and medical requirements including any disabilities they may have. The findings and decision will be shared with parent/carer(s).

The following factors will be taken into consideration when assessing travel support entitlement:

- the age of the child or young person
- the distance of the child/young person from school to home
- whether the child or young person is physically able to walk the journey to school

- whether the walking route is appropriate for the pupil and their specific needs and allows them to arrive in a fit state to be educated
- whether a child/young person's emotional and behavioural difficulties will create a clear health and safety hazard to themselves or others on the journey to school
- the SEND of the child or young person
- the efficient use of resources
- any other individual circumstance

This is not an exhaustive list. It is not presented in any particular order and is for guidance only. Meeting one or more of the criteria does not automatically entitle a child or young person with SEND to travel support.

The fact that a child or young person has an EHCP or attends a special school does not automatically entitle them to travel support.

Eligibility for travel support is related to the child/young person's needs. Assessment may take into account the need for travel support due to some family circumstances. Factors identified in an application will be considered when determining eligibility for home to school travel support and deciding on the type of travel support to be provided.

Other family circumstances, such as parent/carer(s) attending work or looking after other children/young people will not normally be considered when determining eligibility.

## **Elective Home Education**

Where a parent/carer chooses to home educate their child, instead of sending them to a school, no assistance will be available from the Local Authority in connection with any arising travel need.

## **Education other than at school (EOTAS)**

For a child to be Educated other than at a school the Local Authority must agree to this arrangement. Where the Local Authority arranges for a pupil to have education other than at a school, the Local Authority will provide transport subject to the normal eligibility criteria, as detailed in this Home to School Travel Policy.

## **Shared custody arrangements**

A child or young person's home is the place where they are habitually and normally resident. When assessing eligibility and making travel arrangements this will be the primary home address recorded with the School and in accordance with any benefits received on behalf of the child or young person.

Where a child/young person who is eligible for travel support spends part of the week at one location and another for the rest of the week, due to shared custody for example, the Council will not normally provide travel from both locations, travel will be organised based on the primary home address.

## **Temporary (housing) local authority accommodation**

Where a low income family has been moved to temporary local authority accommodation, such as bed and breakfast, they may be eligible for travel support for up to two terms.

This is to facilitate attendance at the child/young person's same school while arrangements are made for transition to the nearest suitable school.

For support to be provided the child/young person's "new" temporary accommodation must be located at least 2 miles from their existing school, and it must be the nearest school to their previous home at the time of securing a school place and moving into temporary local authority accommodation.

Children and young people in key stage 4 (years 10 and 11) at the time of being moved will be supported in their current school until the end of key stage 4 as long as the school remains beyond 2 miles from the child/young person's temporary local authority accommodation. The award of support will not be limited to two terms or subject to moving to the nearest available suitable school.

## **Support for children who are in the care of the Council**

Children and young people in care of the Council (children looked after) and children/young people who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order) will be assessed against the eligibility criteria details in this policy.

- If the child or young person is not entitled to free travel support, it is the carer's responsibility to ensure that they are able to get to and from school.
- Where exceptional circumstances exist, the professionals working with the individual child/young person would review the child/young person's needs and, if appropriate, make a case for travel support, which would be considered by the service.

## **Independent Fostering Agency Placements**

In line with page 84 of the current National Framework Contract for Independent Fostering Agency (IFA) placements:

*'The provider or their carers are expected to fund the day to day travel needs for children/young people placed within a 20 mile radius. This agreement shall be specified in the individual Placement Agreement (IPA).'*

It is important to note that radius will differ from the journey measured post code to post code. Where the journey exceeds the 20 mile radius the Home to School Transport (HTST) team will reimburse the additional mileage. This will be discussed and agreed on a case by case basis.

The HTST Team is not responsible for the administration relating to other local authorities and IFA travel arrangements.



## Extenuating circumstances

Recognising that the Council's discretionary powers should not be restricted by its general policy, the Council will consider and may agree requests for home to school travel support where there are considered to be extenuating circumstances that prevent a child or young person accessing their school unless travel support is put in place. If the parent/carer(s) believe extenuating circumstances exist and support with travel is necessary, then information and evidence must be provided when applying for support in order for this to be considered.

The overriding expectation is that parent/carer(s) should undertake their legal responsibility to get their child(ren)/young person(s) to and from school and as such the Council will need to be satisfied that the parent/carer(s) have demonstrated why they, for social, medical, financial or personal reasons cannot undertake this duty.

A decision will be based on evidence received to support the case as to whether travel support is necessary in order for the child or young person to receive an education. Consideration will be given as to whether the circumstances could have reasonably been foreseen by the parent/carer. For example, moving to temporary accommodation owing to flood damage cannot be foreseen, whereas choosing a school other than a child/young person's nearest school and realising following this decision that support with travel is not available could be foreseen.

Where it is decided that a child or young person does not qualify for support with travel based on the presented needs/circumstances then it remains the parent/carer(s) responsibility to ensure school attendance or consider transferring the child/young person to a more local school.

In all cases the decision whether to exercise discretion will be taken on a case by case basis.

## Special consideration and appeals

Parent/carer(s) of children or young people who live in Bristol and who wish to appeal a decision about one of the following, may apply for their case to be considered at a travel support case review:

- the travel arrangements offered
- their child/young person's eligibility
- the distance measurement in relation to statutory walking distances
- the safety of the route

During the appeal process about an application for travel support, travel arrangements will not be provided to the child/young person. Where the appeal concerns a change to existing travel arrangements, then the previously agreed travel arrangements will continue until the review is complete.

The Council operates a two-stage appeal process as detailed below:

Stage one: Review by a senior officer

To request appeal, contact [home.school.travel@bristol.gov.uk](mailto:home.school.travel@bristol.gov.uk)

- Parent/carer(s) have 20 working days from receipt of the local authority's home to school travel support decision to make a written request asking for a review of the decision.
- The written request should detail why the parent/carer(s) believe the decision should be reviewed and give details of any personal and/or family circumstances the parent/carer(s) believe should be considered when the decision is reviewed.
- Within 20 working days of receipt of the parent/carer(s) written request, a senior officer should complete a review of the original decision and send the parent/carer a detailed written notification of the outcome of their review.

Stage two: Review by an independent appeal panel

To request appeal, contact [home.school.travel@bristol.gov.uk](mailto:home.school.travel@bristol.gov.uk)

- Parent/carer(s) have 20 working days from receipt of the local authority's stage one written decision notification to make a written request to escalate the matter to stage two.
- Within 40 working days of receipt of the parent/carer(s) request an independent appeal panel considers written and verbal representations from both the parent/carer(s) and officers involved in the case and gives a detailed written notification of the outcome (within 5 working days).

## **Change of child/young person's circumstances**

It is the responsibility of parent/carer(s) to inform the HTST team immediately of any changes in circumstances which the original application was based on. Failure to do so may result in existing travel support being suspended/terminated.

The Council will also perform routine checks throughout the year and if it is identified circumstances have changed without parent/carer(s) informing the Council then any existing support may be stopped immediately if the change in circumstances mean that the child or young person no longer meets the agreed eligibility criteria.

Change in circumstances in regard to extended rights and family financial situation will not normally result in an instant removal of support, at the point of change in relation to the family's financial circumstance and no longer meeting the eligibility threshold then assistance will only remain until the end of the current School year.

If a family moves home, a new assessment will be undertaken to establish if eligibility criteria continues to be met. The outcome of the assessment will come into immediate effect.

## **Review of child/young person's needs and ongoing support suitability**

The Council will undertake regular reviews of support and individual eligibility to ensure any provision continues to be appropriate for the individual passengers, is financially sustainable for the Council, and supports the development of independence.

Where a change to existing travel arrangements is identified as necessary the Council will inform parent/carer(s) of any proposed changes and timescales as well as the reasons for the decision.

The Council will aim to provide a suitable time frame to support individual transition to the new travel arrangements for each child/young person. Each transition period will reflect the individual needs, circumstances of the child or young person, and the significance of the change.

## **Withdrawal of support provided in error**

Where a child or young person has been awarded travel support in error, Bristol City Council has the right to withdraw this after first considering the circumstances of each case to determine whether there are exceptional reasons for provision to continue.

Consideration cannot be given to those who simply cannot meet their parental/carer responsibility to get their own child/young person to school following the removal of support. This would have been expected to have been taken into account at the time of admitting the child or young person into school, as would have been the case had the error not been made. Where it is decided to withdraw travel support, one term's notice is given.

## **Provision of false or inaccurate information**

When submitting an application, the parent/carer(s) will sign a declaration confirming the accuracy of the information. The parent/carer(s) are also under a duty to notify the Council of any changes in circumstances. If it later transpires that the information is incorrect or updated information has not been provided, then notice will be given and the travel support will cease immediately. The Council will also take steps to recover the cost of travel support provided as a result of this inaccurate information. If the information has been provided fraudulently, the Council's corporate anti-fraud team will investigate to determine whether a criminal prosecution should be commenced.

# **Discretionary Travel Support**

## **Children below the age of 5 (statutory school age)**

Children who become statutory school age during the academic year will be identified as a “rising 5”. Rising 5’s will be classed, for the purpose of travel support as statutory school age at the start of the academic year in which they turn 5 years of age.

A child who does not turn 5 during the academic year will not be classed as statutory school age and therefore will be deemed not entitled, in accordance with the Council’s statutory duty.

Where a child is below statutory school age and parent/carer(s) believe that there are extenuating circumstances that warrant a child being provided with support with travel before they turn five years of age, they should complete the appropriate application form and provide supporting evidence of the extenuating circumstances for their request to be considered on a case by case basis.

A child becomes of compulsory school age at the start of term after their fifth birthday.

## **Pre-school children with SEND**

Local authorities do not have a duty to provide or arrange free travel for children who have not yet reached compulsory school age and who are attending a pre-school setting. However, the Council will consider travel support applications for children below statutory school age, with an active EHCP, in extenuating circumstances and where the Council deems support is necessary for the child.

Where parent/carer(s) believe that there are extenuating circumstances that warrant a child being provided with support to their travel to School (before they turn five years of age), they should complete the appropriate application form and provide supporting evidence of the case.

If the Council agrees to provide travel support it may request a contribution towards costs with travel arrangements subsidised by the Council.

# Travel Support Options

## Forms of Travel Support

The Council will assess the travel needs of all eligible children/young people and decide the most appropriate form of support that will be provided. In accordance with the Council's strategic aims and objectives outlined earlier in this policy.

In accordance with national guidance, a journey to school for eligible children and young people should be suitable, safe and reasonably stress free to enable the a child or young person to arrive at school ready for a day of study. To this end it is considered reasonable that maximum journey times each way for children and young people are as follows:

- 45 minutes for primary aged pupils
- 75 minutes for secondary aged pupils

However, it is recognised that adhering to journey times may not always be possible due to the distances travelled and complexities of specific journeys. It may be deemed acceptable for a trip to exceed these journey times if it is considered that the additional time does not place undue stress, strain or difficulty on the child/young person, which would prevent them from benefitting from the education.

Where children and young people with special educational needs, disability or mobility problems are present, then journey times may sometimes need to be longer and more complex, although the Council will ensure that it does not extend routes for such children/young people unnecessarily with appropriate measures in place to address any implications for doing so.

Subject to meeting the eligibility criteria of this policy, the following support will be considered (in the following order):

1. bus or train pass for the pupil (including parent/carer where necessary);
2. independent travel training;
3. provision of a personal travel budget (PTB);
4. payment of car mileage/travel reimbursement for the pupil's parent/carer(s);
5. Provision of a cycling allowance
6. Provision of a suitable escort to enable a pupil to walk a short distance
7. provision of shared transport (using collection point if appropriate);
8. Individual transport

The provision of individual transport, such as a taxi, with or without escort should be exceptional and only where it has been demonstrated that other modes of support are not suitable.

Other travel options may be considered and offered where individual needs enable travel, and the development of travel skills and independence.

## Provision of Escorts

The Home to School Travel Officer will undertake an assessment of the child/young person's ability to travel to school and whether an escort is required. The following will be taken into consideration:

- Where an individual child/young person's needs create a clear danger or health and safety risk to themselves and other passengers on the vehicle.
- Where an assessment of the children/young people on the vehicle and the journey to be undertaken highlight a clear danger or health and safety risk to all passengers on the vehicle.

The consideration for Escorts will be made based on evidence received from all relevant parties and will be reviewed regularly, where appropriate and whenever a contract is re-tendered.

All travel support will be reviewed as part of the annual review of needs and if appropriate as part of an early review. Travel support may be withdrawn or amended if circumstances have changed, or the HTST team considers the withdrawal appropriate as an encouragement to independence or the offer is no longer the most economical mode of travel.

## **Times of Travel (School Times)**

Schools are responsible for deciding when their school day will start and end.

Bristol City Council will make arrangements to enable eligible children to travel to school for the beginning of the school day, and to return home at the end of the school day. Bristol City Council are not required to make arrangements:

- for children to travel between institutions during the school day;
- to enable children to attend extra-curricular activities and other commitments outside school hours; or
- to enable children to get to and from before and after school childcare, whether formal (for example, a childminder) or informal (for example, a grandparent).

Where particular classes, year groups or pupils have a start or finish time that is different from most pupils at the school, it will not normally be possible for the Council to make separate travel arrangements. In this event schools may be required to make their own travel arrangements to accommodate these pupils.

## **Learning at Alternative Sites/Locations**

Where a child/young person(s) are educated on multiple or split sites (operated by the school), the assessment of eligibility and any subsequent travel arrangements will be based on the address used to secure the school place (to prioritise admissions and as defined in each school's admission arrangements), regardless of which year groups are educated at which site or which site a child or young person might attend.

Schools organising education at alternative locations or away from the location used to secure a school place will be responsible for making any additional or alternative travel arrangements to accommodate the alternative location (for learning) for the child/young person.

If the alternative provision is named in the pupil's EHCP as the nearest suitable provision to meet needs (section i), travel support will be considered on a case by case basis.

## **Passenger code of conduct**

Children and young people with special educational needs, disability or mobility problems may communicate using a range of behaviours as part of their additional needs, for example it may be a consequence of frustration as a result of communication difficulties. These needs and circumstances will be taken into consideration in the event of an incident taking place and as part of any investigation or review.

In the first instance it is expected that the Council, School and parent/carer(s) would work together to identify suitable strategies of support to effectively manage any challenging behaviour that may be presented whilst children/young people travel to school.

If the behaviour of a child or young person becomes unmanageable or presents significant and “real” safety risks then travel support may need to be adjusted, or, in exceptional circumstances, withdrawn. This will only be undertaken as a last resort, if an incident occurs then a Personal Travel Budget (PTB) or alternative form of travel may be offered, this will be assessed, reviewed and decided on a case by case basis.

To mitigate potential triggers that may influence changes in behaviour the Council will aim to provide consistent travel arrangements, and if any change can be identified in advance then it will try to inform everyone affected at the earliest opportunity. It is important to acknowledge that some changes are unavoidable and may take effect with minimal advance notification.

The types of behaviours typically identified as unacceptable include (but not limited):

- being abusive
- pushing and kicking
- bullying
- distracting the driver
- refusing to wear a seatbelt or remain seated
- endangering the safety and wellbeing of themselves and others

The Council will work with schools, transport providers, children/young people and their families to ensure appropriate measures are in place to manage unacceptable behaviour where it occurs. This may include the introduction of seating plans or other support strategies for the child/young person.

## **Travel training**

Local authorities have a duty to encourage, enable and assist the participation of young people with learning difficulties or disabilities up to the age of 25 in education and training. Independent travel training aims to achieve this.

Independent travel training teaches children/young people a valuable skill to prepare for adulthood, an essential employability skill, and provides greater opportunities for young people, not least increasing confidence in their abilities and reducing their sense of reliance on family members.

The Council will work in partnership with education establishments and other individuals to identify young people who could benefit from Independent Travel Training (ITT) and contact their families to invite them to take part in ITT.

The travel training scheme is not yet in operation. However, further information on Independent Travel Training, including how it is assessed, delivered, and the benefits it provides children/young people will be available online as soon as the scheme is live.

## **Personal Travel Budgets**

A Personal Travel Budget (PTB) is a payment from Bristol City Council to parent/carer(s) of children and young people who are eligible for travel support. A PTB gives families the choice and control to make their own travel arrangements for the child/young person to access education.

The PTB is usually paid in advance at the start of each term (6 payments per academic year) into the bank account of the parent/carer.

The PTB is based on the child/young person's attendance and adjustments may be made to termly payments if a child/young person does not attend every day during the previous term/s. Parent/carer(s) will be notified of any payment adjustment in advance of any change.

Where two or more children/young people live at the same address and attend the same school and the PTB has been agreed for one child/young person, additional PTB payments will not usually be provided for the other children/young people, as all children/young people would be expected to travel together (absences will only be taken off if all eligible children/young people are absent).

Any arrangements made by the parent/carer(s) using the PTB are the responsibility of the parent/carer(s).

Information on PTB's, including how to apply for a PTB and how they work, can be found at: [Personal travel budget \(PTB\): money to help take your child to school \(bristol.gov.uk\)](https://www.bristol.gov.uk/personal-travel-budget-ptb-money-to-help-take-your-child-to-school)

If the Council become aware of a change to the child/young person(s) circumstances that effect the individuals eligibility or value of the PTB, then the Council will claim back any over payment from the date the change in circumstances took effect.

## **Collection points**

The Council will identify pick-up and drop-off locations for pupils to meet the bus or taxi rather than offering a door-to-door service. This reduces the time needed for the route to pick up the pupils and supports them to become more independent and better prepares them for adulthood.

Using a collection point will not be possible for some children and young people with the most complex SEND needs, and in some cases parent/carer(s) own mobility or disability may impact on them being able to accompany their child/young person to a collection point. An assessment will be conducted to determine if the use of a collection point is a reasonable expectation.

Where a collection point is allocated, it is the parent/carer(s) responsibility to make sure that their child/young person travels to and from the collection point and transfers to and from the vehicle safely.



For parent/carer(s) who are temporarily unable to take their child/young person to a collection point, no temporary support will be provided in those circumstances. This is because the child/young person's special educational need or disability has not changed and the travel support service from the collection point is still available.

All collection points will reflect the specific needs of the individual, each collection point will be assessed in advanced for their suitability.

- wherever a bus stop can be legally used as a collection point, it will be
- minibuses can stop to collect and drop off on yellow and double yellow lines;
- vehicles cannot stop on white zig zags (near a zebra crossing) or school keep-clear hatchings
- the driver always plans not to cause obstructions to other road users while making a drop off or collection and will try to stop in parking areas or bays
- collections or drop-off are always made kerb side
- each collection point is physically assessed before being used in service; a driver will go out and access to see if the location is safe (for example, a well-lit public location, not too close to a junction or on the brow of a hill)
- the drivers complete dynamic risk assessments at the time of collections or / drop offs in the eventuality of any changes (new road layouts, another road user in the stopping space) and will slightly adjust the collection point if it is unsafe to stop

### **Weekly/Fortnightly boarding placements**

Travel support will be provided to take children/young people to school at the beginning and end of the School week.

### **Termly residential placements**

12 single journeys from home to school and school to home will be provided each academic year. This will consist of trips required at the start and end of each term, and at other school closure times, i.e. half term breaks.

## **Bristol City Council Post-16 Travel Support Policy Statement**

**Academic Year 2024 – 2025**

**Travel Support policy statement for young people and learners aged 16-18 in further education, continuing young persons and learners aged 19 and those young people aged 19 – 25 (inclusive) with learning difficulties and/or disabilities.**

**Department Responsible:** Home to School Travel

**Contact details:**

Home to School Travel Team, PO Box 3399, BS1 9NE

E-mail: [home.school.travel@bristol.gov.uk](mailto:home.school.travel@bristol.gov.uk)

Tel: 0117 9037672.

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## Table of Contents

Introduction.....	2
Aims and Objectives.....	3
Transport and travel support.....	3
Concessionary tickets for young people 16 – 25 from public transport providers.....	3
Discounted Bus Fares (Bristol) .....	3
National 16 – 17 Saver (Train) .....	4
Concessionary Bus Travel.....	4
Travel support from schools and colleges.....	5
The 16-19 Bursary Fund .....	5
Young parents / Care to Learn.....	6
LA Support .....	7
LA support for young people without special educational needs or a disability .....	7
LA support for young people with special educational needs or a disability.....	8
Young people aged 19-25 attending post 16 education .....	9
Refunds.....	10
Travel training .....	10
Apprenticeships.....	10
LA travel support available for young people with SEND.....	11
Additional eligibility criteria.....	11
Applying for LA travel support.....	12
Appeals .....	12

## Introduction

Local authorities do not have a duty to provide free or subsidised post 16 travel support but do have a duty to prepare and publish an annual travel support policy statement specifying the arrangements for the provision of transport or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

Most young people in Bristol will be able to access their education without the support of the Council. It is expected that public transport and other travel options (including financial support) are explored in the first instance and utilised wherever possible.

All young people carrying on their education post 16 must reapply for travel support to be considered for ongoing support, which, if they were unable to access the bursary fund would be through a personal travel budget.

'Sixth form age' refers to those young people who are over 16 years of age but under 19 or continuing child or young persons who started their programme of learning before their 19<sup>th</sup> birthday (years 12,13,14).

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25.

The Council has a duty under s.508A of the Education Act 1996 to promote the use of sustainable travel and transport for all children and young people in Bristol. This requires the Council to have a strategy to develop sustainable travel and transport infrastructure and to promote these modes of travel as part of the [One City Climate Strategy](#).

We encourage young people to walk, scoot, wheel and bus to school with support from our Active Travel Team and [Bristol School Streets - travelWEST](#). These schemes are part of our plans to improve road safety, encourage walking, cycling to and from school and improve the air quality and environment outside of schools.

This policy uses the term 'Post 16' to include both child or young persons of sixth form age and those with learning difficulties / disabilities up to the age of 25.

This policy document specifies the support that Bristol City Council (the Council) considers necessary to facilitate the attendance of Post 16 child or young person receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

Home to school travel provision applies to home (the place where the child is habitually resident) to school (the educational setting where the child is enrolled) travel arrangements, and vice versa. This does not include pick-up or drop-offs at locations other than home or school, such as any extracurricular activities or appointments.

## Aims and Objectives

In Bristol we have invested to ensure that young people have sufficient support to be prepared for adulthood, being able access education, employment, training and essential services across the city. This is at the forefront of the Council's SEND Strategy and the Bristol Belonging Strategy. The service is also committed to:

“Work with parents and carers to ensure young people are empowered to travel to and from education safely and as independently as possible”.

The vision within these strategies underpins this policy statement in relation to the assessment of travel needs and necessary travel support that is subsequently provided:

- For our young people to have the best possible start in life, gaining the support and skills they need to prosper in adulthood.
- For our young people to be welcomed into to a city with a culture of nurture and care, with opportunities to grow with support from their community.
- For our young people to have their needs recognised at the earliest point in a system that collaborates to help them thrive.
- For our young people to have a home which sustains, nourishes, and protects them in safe and healthy families.
- For our young people to have a confident sense of self and identity in a cohesive and diverse city.
- For our young people to access education that is inclusive and values diversity, where they learn from each other and benefit from an understanding of their different experiences.
- For our young people to own the whole city and experience and benefit from all that Bristol offers.
- For our young people to develop the skills to travel more sustainably in the future as part of the [One City Climate Strategy](#).

## Transport and travel support

### Concessionary tickets for young people 16 – 25 from public transport providers

#### Discounted Bus Fares (Bristol)

The West of England Combined Authority, North Somerset Council and bus operators offer discounted fares on buses for everyone in the Bristol and Bath areas.

It caps a single adult ticket (to those aged 16 or over) in Bristol at £2 and return tickets at £3.50 on services within the Bristol Rider Zone (approximately 6-mile radius of Bristol City Centre).

The scheme excludes special school and college buses, and airport buses (except the A4 AirDecker which is part of the scheme).

Tickets are purchased directly with the appropriate bus operator for the service being used. Bus operators participating in the scheme include (this is subject to change):

- Abus
- Bath & NE Somerset Council
- Bath Bus Company
- Citistar
- Coachstyle
- Ct Coaches
- Eurocoaches
- Faresaver Buses
- First Bus
- Frome Bus
- Libra Travel
- The Big Lemon
- Transpora

The scheme is in operation until the end of March 2025. For more details see: [£2 single bus fare cap packages - Travelwest](#)

### **National 16 – 17 Saver (Train)**

In January 2019, the Department for Transport announced the launch of a new national Railcard scheme which benefits 16 - 17-year-olds. This Railcard offers 16 - 17-year-olds a 50% discount on rail travel and is available from September 2019. More information is available on the Railcard website [insert link].

The Saver offers 16 - 17-year-olds:

- a 50% discount off standard anytime, off- peak, PlusBus, advance and season tickets
- can be used on South Western Railways, Southern and Great Western Railway network and
  - across the National Rail network (except on ScotRail and Caledonian Sleeper services)
- the card costs £30 and is valid for one year or until your 18th birthday
- a season ticket purchased before your 18th birthday can run up to 4 months after you turn 18. For example, if you turn 18 in February 2020 then you can purchase a season ticket which will still give you 50% discount for travel up until June 2020

### **Concessionary Bus Travel**

The Bristol concessionary bus pass (national scheme) entitles holders to travel free of charge on off-peak local bus services anywhere in England. Off-peak hours are 9:30am until 11pm on weekdays and all day at weekends and bank holidays.

To be eligible for a concessionary bus pass you must be:

- of State Pension age; or
- have a permanent disability – where the disability has lasted at least 12 months or be likely to last at least 12 months and has a substantial effect on your ability to carry out normal day-to-day activities.

If you are disabled, you will automatically qualify if you:

- are in receipt of higher rate of the mobility component of the Disability Living Allowance or,
- are in receipt of war pensioner's mobility supplement or,
- have the disability registration card
- are blind or partially sighted
- are profoundly or severely deaf
- are without speech
- have a disability or have suffered an injury which has substantial and long-term adverse effect on your ability to walk
- do not have arms or have long-term loss of the use of both arms
- have a learning disability
- have been refused a driving licence because of physical incapacity
- suffer from severe mental illness
- have 8 points or more in the moving around component for the Personal Independence Payment (PIP)

Further details can be found on the Council's website: [Disabled person's bus pass \(bristol.gov.uk\)](https://www.bristol.gov.uk/disabled-persons-bus-pass)

## Travel support from schools and colleges

Young people may also purchase seats on vehicles run by individual schools, colleges or by third party commercial operators on the school's or college's behalf. For up-to-date information on available routes/support please check individual school/college websites as well as Guidance information from the Council in relation to Post 16 travel support:

Home to School Travel webpage - [School travel support \(bristol.gov.uk\)](https://www.bristol.gov.uk/school-travel-support).

Local offer - [Support with travel for young people with SEND \(bristol.gov.uk\)](https://www.bristol.gov.uk/support-with-travel-for-young-people-with-send)

## The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for in one of the defined vulnerable groups below:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books, and equipment

To be eligible for the discretionary bursary must:

- be aged 16 or over but under 19 on 31 August 2024 or
- be aged 19 or over on 31 August 2024 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over on 31 August 2024 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority.

Schools and colleges are responsible for managing both types of bursaries. Anyone wishing to apply for support from the bursary fund should contact their chosen school or college to make an application.

Further information can be found at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund) .

## Young parents / Care to Learn

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning. Care to Learn can help with the cost of:

- childcare, including deposit and registration fees
- a childcare 'taster' session (up to 5 days)
- keeping your childcare place over the summer holidays
- taking your child to the childcare provider

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

If you want a relative to get Care to Learn for looking after your child, they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child

Childcare payments go directly to your childcare provider. Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance
- your school or college needs to confirm that you're attending your course

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Payments will stop if:



- you stop attending your course
- you finish your course
- your child stops attending childcare

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a European Economic Area (EEA) country
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

Care to Learn is only available for courses in England that have some public funding. This includes courses that take place in:

- schools
- school sixth forms
- sixth form colleges
- other colleges and learning providers, including Foundation Learning
- your community at Children's Centres

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card.

For more information please visit <https://www.gov.uk/care-to-learn>

## LA Support

In 2015, the Government increased the age at which young people must continue in education or training to 18. Although you must now remain in education or training until you are 18, the age range of free travel support available to young people has not increased with this. While the council does not have to provide free support with travel for 16-18 age group, it must publish each year a travel policy statement, setting out what travel arrangements are available for 16-18 year olds to participate in education.

### **LA support for young people without special educational needs or a disability**

You can only receive travel support if you're 16 to 25 and have a current EHCP, a medical condition that means you have mobility issues, or a physical disability that means you have mobility issues.

Young people aged 16-25 who do not have a current EHCP or a disability, who will be attending a school or college to continue their education, will be responsible for all their own travel costs and arrangements. For additional support to attend a school or college you can apply for the concessionary schemes outlined in the Transport and Travel Support section of this policy p4-8.

## LA support for young people with special educational needs or a disability

The concessionary schemes outlined in the Transport and Travel Support section of this policy p4-8 are available to young people entering post-16 education with special educational needs or a disability.

Wherever possible we will expect public transport to be used in the first instance.

Travel training referrals will be made available for all young people. It is expected that the Travel Trainers will assess whether the young person can engage in travel training by the end of the first term of post 16 education. Families will be required to contribute towards the cost of travel support.

If the financial circumstances of the family/individual mean they cannot pay the contribution, then a request for the contribution to be waived can be submitted to the Council once all avenues for financial support as set out in this policy have been explored Applicants must evidence that the other avenues of support have been explored prior to requesting Council support.

To assess any request the Council will need to know:

1.	What other arrangements have been considered or tried and why they are not suitable.
2.	If there is a family member or carer who is willing and able to transport the child or young person and if not why they cannot assist.
3.	Whether the child or young person is in receipt of higher rate mobility component of the Personal Independence Payment or Disability Living Allowance. The purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outside.  We would normally expect this benefit to be fully utilised and if there are any factors limiting its use, details should be provided whether there is a 'Motability' vehicle for which the child or young person may or may not be the driver.
4.	Whether the young person is currently in receipt (or has applied for) of any funding from the 16 to 19 Bursary Fund and to what value.
5.	The location of the sixth form unit or college the young person would like to attend.
6.	Whether the young person is attending the nearest appropriate educational setting named in Section I of their EHCP, following formal consultation by the SEND Team, rather than an educational setting named due to parental preference.

7.	The distance from the young person's home to their education establishment and the journey time.
8.	Whether the young person has SEND and/or mobility difficulties which would impede their access to their educational placement, either independently or otherwise, for example, a wheelchair user.
9.	Whether the young person has SEND which would make it unsafe for them to travel independently.
10.	Whether it is reasonable to expect the child or young person to travel to the nearest suitable placement independently using public transport journey.
11.	Any other needs or circumstances relevant to the specific young person.

Families will usually be required to contribute towards the cost of any travel support provided. The family's contribution amount will be reviewed annually and adjusted in-line with inflation with notification dates published annually in the Local Offer. Families or the young person can arrange to split the assessed contribution into five equal payments to cover the six terms of the academic year.

Local Authorities will consider applications for support with travel to colleges outside the area if the course is considered to be the nearest appropriate course. Applications should be made to the Local Authority in which the student lives.

The eligibility criteria is not an exhaustive list. Each request will be assessed on a case-by-case basis. For information about how to apply for travel support, please see "Applying for LA travel support" below.

### **Young people aged 19-25 attending post 16 education**

The Council has travel support duties to relevant young adults (an adult who is aged under 25, started their current course after their 19<sup>th</sup> birthday and for whom an EHCP is maintained).

The Council recognises that adults are, in many cases, more capable of achieving independent travel than young people of statutory school age. As such the policy for post-19 (19-25) young people is focused upon a needs-led approach in which the individual needs of each young adult are assessed to inform the appropriate form of travel support.

'Post-19' will include young persons aged 19 to 25 (who started their course before their 19<sup>th</sup> birthday).

The Council will consider whether support with travel is necessary to enable young adults with EHCPs to maintain attendance at their education placement. If it is identified that support is necessary, then there would be no charge/ financial contribution expected from the young adult.

For post-19 young people starting a new course, they must also evidence why it is necessary for the Council to make their travel arrangements. The same assessment and considerations that were applied to young people aged 16-19 will be applied to those 19-25 based on the evidence provided and, on a case-by-case basis to determine if support from the Council with travel and access to their education placement is necessary.

## Refunds

If travel support is no longer required part way through a term, a partial reimbursement of the charge may apply, provided all tickets/passes have been returned and are received within the timescales stated in the table below. When calculating a reimbursement for tickets/passes received after the first day of a term an administrative charge of £10 will apply. The following levels of refund will be payable after the administration charge has been taken:

<b>Length of time ticket/pass has been used</b>	<b>Refund Due</b>
Up to 1 term	75%
Up to 2 terms	50%
Over 2 terms	0%

No reimbursement will be paid during the summer term.

## Travel training

Local authorities have a duty to encourage, enable and assist the participation of young people with learning difficulties or disabilities up to the age of 25 in education and training. Independent travel training aims to achieve this.

Independent travel is a valuable skill for preparing for adulthood, an essential employability skill, and provides greater opportunities for young people, not least increasing confidence in their abilities and reducing their sense of reliance on family members.

The Council will work in partnership with education establishments and other individuals to identify young people who could benefit from Independent Travel Training (ITT) and contact their families to invite them to take part in ITT.

Further information on Travel Training, how it is assessed, delivered, and the benefits it provides young people can be found on the [SEND Local Offer \(bristol.gov.uk\)](http://bristol.gov.uk/SEND-Local-Offer)

## Apprenticeships

The learning provider is responsible for ensuring that students have reasonable expenses met in full, where reasonable expenses are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement. Employers are encouraged to support trainees with expenses such as transport and meals. It may also be worth asking the learning provider if they offer their own transport service as some may do this.

Support with travel costs may be available from the Government's Access to Work scheme. For further information go to Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK ([www.gov.uk](http://www.gov.uk))

## **LA travel support available for young people with SEND**

Where young people are identified as only able to access their post 16 education with support from the Council, after exhausting all other travel options, then the Council may allocate a travel option from the categories below.

Subject to meeting the eligibility criteria of this policy, the following support will be considered:

1. provision of a bus pass or train pass for the child or young person
2. provision of independent travel training
3. provision of a Personal Travel Budget

All travel support will be reviewed as part of the annual review of needs and if appropriate as part of an early review. Travel support may be withdrawn or amended if circumstances change.

If a young person is unable to travel on public transport, or unable to learn how to travel independently through Independent Travel Training, the Council will discuss the payment of a Personal Travel Budget (PTB) with the young person and their family. The PTB will be the Council's contribution towards the cost of the child or young person's travel arrangements and will be paid directly to young person or their family. It will be the responsibility of the young person or their family to make the travel arrangements that are best suited to their needs and circumstances, which can be reviewed later if necessary.

If the PTB travel option is used by the young adult, then the contribution fee will be waived.

More details on PTB can be found at [Personal travel budget \(PTB\): money to help take your child to school \(bristol.gov.uk\)](https://www.bristol.gov.uk/personal-travel-budget-ptb-money-to-help-take-your-child-to-school)

## **Additional eligibility criteria**

The Council will consider and may agree requests for support with travel to Post 16 education placements where there are circumstances that prevent a young person accessing their further education placement unless travel support is provided. If the parent/carer(s) or young person believes extenuating circumstances exist and support with travel is necessary, then they should provide additional information and evidence when submitting their application for consideration.

The overriding expectation is that parent/carer(s) and or young person(s) will have exhausted all other available options to support and enable travel to and from their education placement. The Council will need to be satisfied it has been demonstrated that, for social, medical, financial or personal reasons, access to their education placement cannot be facilitated without support towards travel arrangements.

The determination will be based on evidence received to support the case that travel support is necessary for the young person to access their education.

In all cases the decision whether to exercise discretion will be taken on a case-by-case basis.

## Applying for LA travel support

The Council will look to complete the assessment of applications in a timely fashion, aiming to put in place travel arrangements for those entitled at the earliest opportunity. However, it may take up to 6 weeks to process and families should be prepared to make their own interim travel arrangements if necessary.

All requests for travel support for young people with an EHCP must have a completed application form.

[Travel support for students 16 and over \(bristol.gov.uk\)](http://www.bristol.gov.uk)

[www.bristol.gov.uk/residents/schools-learning-and-early-years/school-admissions/options-for-education-and-training-after-16/travel-support-for-students-16-and-over](http://www.bristol.gov.uk/residents/schools-learning-and-early-years/school-admissions/options-for-education-and-training-after-16/travel-support-for-students-16-and-over)

While an application is being processed parent/carers will be responsible for making their own travel arrangements, the Council will not compensate parent/carers during the assessment process for any costs incurred.

During periods of high demand, such as the build-up to the new academic year, timescales for processing applications may be extended. Families are advised to apply for support with travel at the earliest opportunity to ensure arrangements are in place when they are required.

To try and reduce any disruption to the service and inform effective planning, The Council are implementing cut off dates for applications made for arrangements to begin for the next academic year. The beginning of the academic year is the most critical time with regards to school travel and we aim to promote continuity in the service we provide the children.

Late applications will still receive travel support; however this may be delayed for the start of the academic year. The arrangements may be interim or temporary solutions that have been sought in the short term and will be subject to review/change.

Cut-off dates will be published well in advance via the Council's local offer, which is available on the Councils website. Where possible, we will also correspond with parent/carers in writing via mail/email informing them of the exact dates.

Applicants will be informed of the outcome of their application with explanation of the reasoning of the decision in accordance with this policy.

## Appeals

There is a two-stage process for parent/carer(s) and child or young person who wish to challenge a decision about:

- the travel support arrangements offered.
- the child or young person's eligibility.

Stage one: Review by a senior officer

To request appeal, contact [home.school.travel@bristol.gov.uk](mailto:home.school.travel@bristol.gov.uk)

- Parent/carer(s) or child or young person have 20 working days from receipt of the local authority's home to school travel support decision to make a written request asking for a review of the decision.
- The written request should detail why the parent/carer(s) or child or young person believes the decision should be reviewed and give details of any personal and/or family circumstances the parent/carer(s) or child or young person believes should be considered when the decision is reviewed.
- Where this is possible, within 20 working days of receipt of the parent/carer(s) and/or child or young person's written request a senior officer reviews the original decision and sends the parent/carer(s) or child or young person a detailed written notification of the outcome of their review.

Stage two: Review by an independent appeal panel

To request appeal, contact [home.school.travel@bristol.gov.uk](mailto:home.school.travel@bristol.gov.uk)

Parent/carer(s) or child or young person have 20 working days from receipt of the local authority's stage one written decision notification to make a written request to escalate the matter to stage two.

Within 40 working days of receipt of the parent/carer(s) or child or young person's request, an independent appeal panel considers written and verbal representations from both the parent/carer(s)/child or young person and officers involved in the case and gives a detailed written notification of the outcome (within 5 working days).



## Consultation on Home to School Travel Policies

### Final Report V1.2

12 February 2024

#### Contents

1. Background and Objectives.....	3
1.1 Bristol City Council Home to School (5 to 16) Travel Support Policy .....	3
1.2 Bristol City Council Home to School (16 to 25) Travel Support Policy .....	3
2. Methodology .....	3
3. Publicity .....	3
4. Survey Response rate and respondent characteristics .....	4
4.1 Geographic distribution of responses .....	4
4.2 Response rate from areas of high and low deprivation .....	6
4.3 Characteristics of respondents.....	7
5. Survey Results.....	14
Q1 Do you agree or disagree with the new passenger code of conduct? .....	14
.....	14
Q2 Are there any changes you would suggest to the code of conduct? .....	15



Q3 Do you agree or disagree with the proposed changes to Travel Support Provision for 16 to 18 year olds? .....16

Q4 Please tell us why you agree or disagree with the proposal for Travel Support Provision for 16 to 18 years olds? You can also tell us if there are any changes you would suggest to the proposed Travel Support Provision for 16 to 18 years olds? .....17

Q5 Do you agree or disagree that setting a six-week cut-off date is a reasonable proposal? .....19

Q6 Do you think a six-week cut-off date would cause you any problem when applying for travel support? .....20

Q7 If you want to explain the reasons for your answers to questions 5 and 6, please tell us here.....20

Q8 Would you agree to your child taking part in Independent Travel Training to enable them to develop lifelong skills and travel to school/college more independently? .....23

Q9 If you answered 'No' in questions 8, please tell us why? .....23

Q10 If we put this in place, how far do you think is reasonable to take your child to a pickup point? .....24

“About You” questions .....24

6. How will this report be used? .....26

## **1. Background and Objectives**

Bristol City Council provides home to school travel services to empower children and young people to travel to and from education safely and as independently as possible. We regularly review our home to school travel policies to ensure that they are still in line with current national guidance, fair for children and families and represent effective use of available resource.

Bristol City Council has reviewed our existing policies for home to school travel support. These are:

### **1.1 Bristol City Council Home to School (5 to 16) Travel Support Policy**

This is our policy for home to school travel support for children aged 5 to 16 years old.

### **1.2 Bristol City Council Home to School (16 to 25) Travel Support Policy**

This is our policy for home to school travel support for young people aged 16 to 25 years old.

Bristol City Council consulted the public on proposals. The consultation was open from 4 December 2023 until 17 January 2024. It received 324 responses.

## **2. Methodology**

An online consultation survey was available on the city council's Ask Bristol consultation hub between 4 December 2023 and 17 January 2024. The online survey pages contained:

- An overview of the consultation proposal
- Links to the proposed travel support policies and survey questions.
- Options to request alternative formats (Easy Read, Braille, large print or British Sign Language)
- 'About you' section requesting information which helps the council to check if the responses are representative of people across the city who may have different needs.

Respondents could choose to answer some or all questions in any order and save and return to the survey later.

## **3. Publicity**

The following programme of activity was undertaken to publicise and explain the consultation. The primary objective was to ensure that information was shared across a wide range of channels, reaching as broad a range of audiences as possible to maximise response rates, including feedback by groups that are often under-represented in surveys.

Copy and electronic material were shared via the following council and partner channels and networks:

- Letters sent to Home to School Travel service users
- Directors, managers of key services
- Local Offer
- Key parent and carer community groups

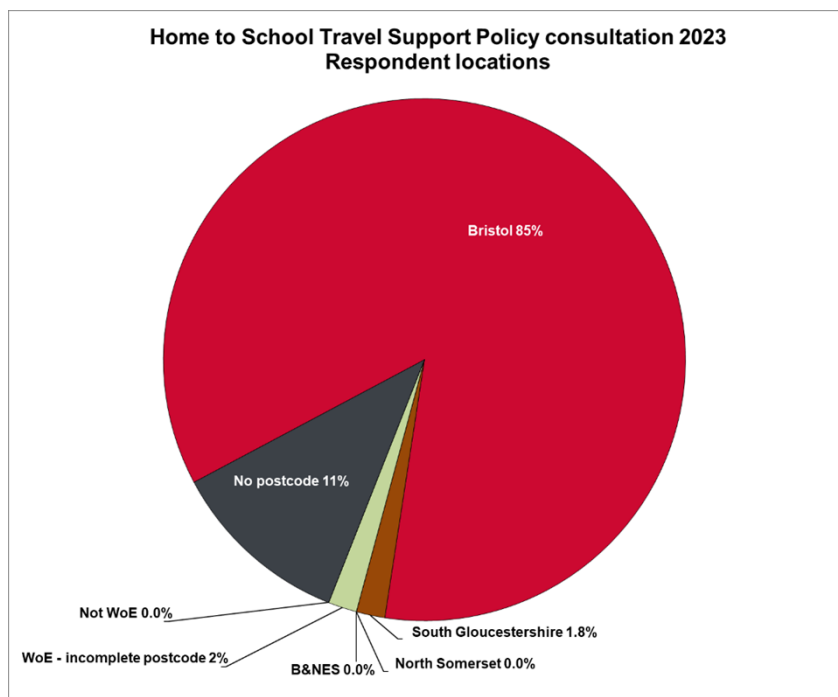
#### 4. Survey Response rate and respondent characteristics

The Home to School Travel Policy consultation survey received 333 responses, of which 16 were completed.

##### 4.1 Geographic distribution of responses

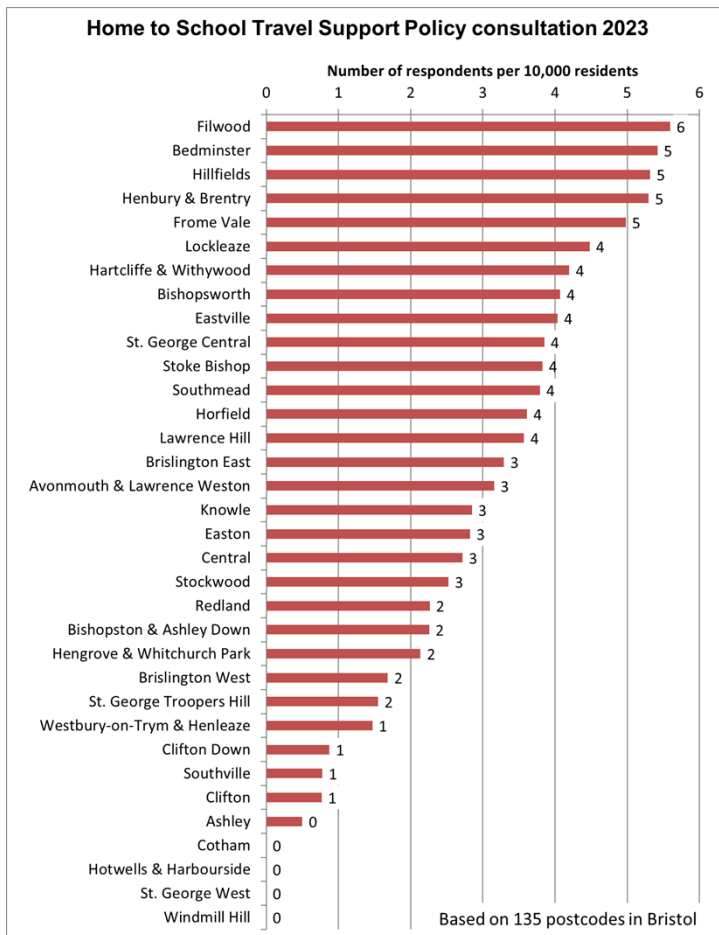
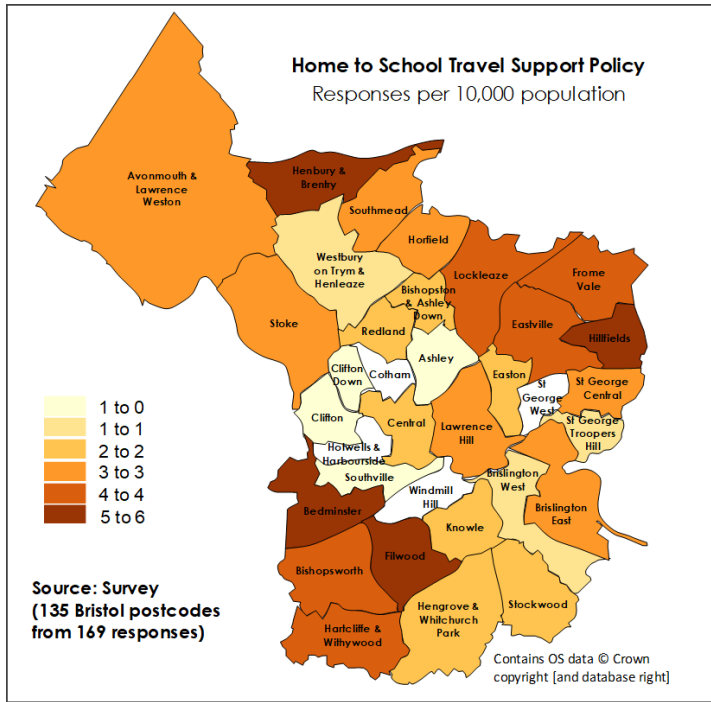
135 (85%) of responses were received from postcodes within the Bristol City Council area, 1.8% responses were from South Gloucestershire, 0% were from Bath & North East Somerset (B&NES), and 0% were from North Somerset. A further 2% were from unspecified locations within the four West of England authorities (Figure 1). 11% did not provide a postcode.

Figure 1: Geographical distribution of responses



Of the 169 responses from within the Bristol City Council area, 135 provided full or partial postcodes from which the ward of origin could be identified (Figure 2)

Figure 2: Geographical distribution of responses

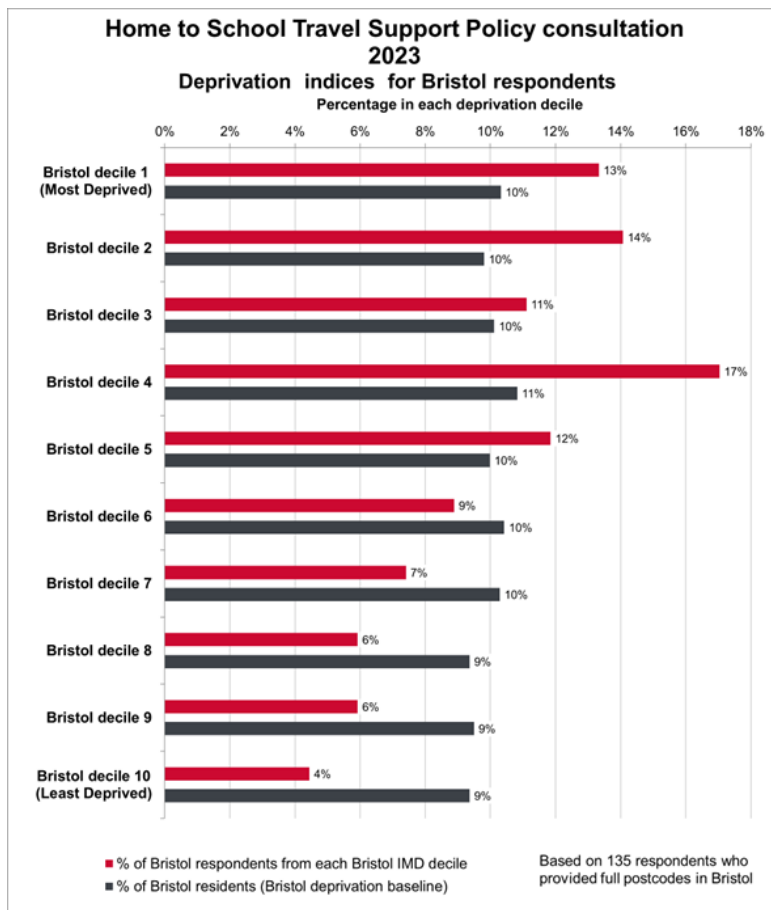


#### 4.2 Response rate from areas of high and low deprivation

In the analysis of the responses, the home location of respondents in Bristol was compared with nationally published information on levels of deprivation across the city<sup>1</sup> to review if the responses received include a cross-section of people living in more deprived and less deprived areas. This helps the council to know if the views of citizens in more deprived areas differ from people living in less deprived areas.

The comparison looked at levels of deprivation in 10 bands (known as ‘deciles’) from decile 1 (most deprived) to decile 10 (least deprived). Figure 3 compares the percentage of Bristol respondents living in each of the deprivation deciles (red bars) to the percentage of all Bristol citizens who live in each decile (grey bars).

Figure 3: Deprivation Indices



<sup>1</sup> The Office for National Statistics (ONS) publishes information about deprivation for 32,844 small areas - known as ‘Lower Super Output Areas’ (LSOAs) - throughout England. For each LSOA, a measure of deprivation is published called ‘Indices of Multiple Deprivation’ (IMD), which takes account of 37 aspects of each area that cover income, employment, education, health, crime, barriers to housing and services, and living environment. The postcodes provided by respondents enabled each to be matched to one of the 263 Lower Super Output Areas in the Bristol City Council area and thus to one of the deprivation deciles. Note: postcodes provide approximate locations; they are not used to identify individuals or specific addresses.

(Percentages in Figure 3 are given to the nearest integer. The length of bars in the chart reflects the unrounded percentage; hence bars shown as 10% may be slightly different in length.)

### 4.3 Characteristics of respondents

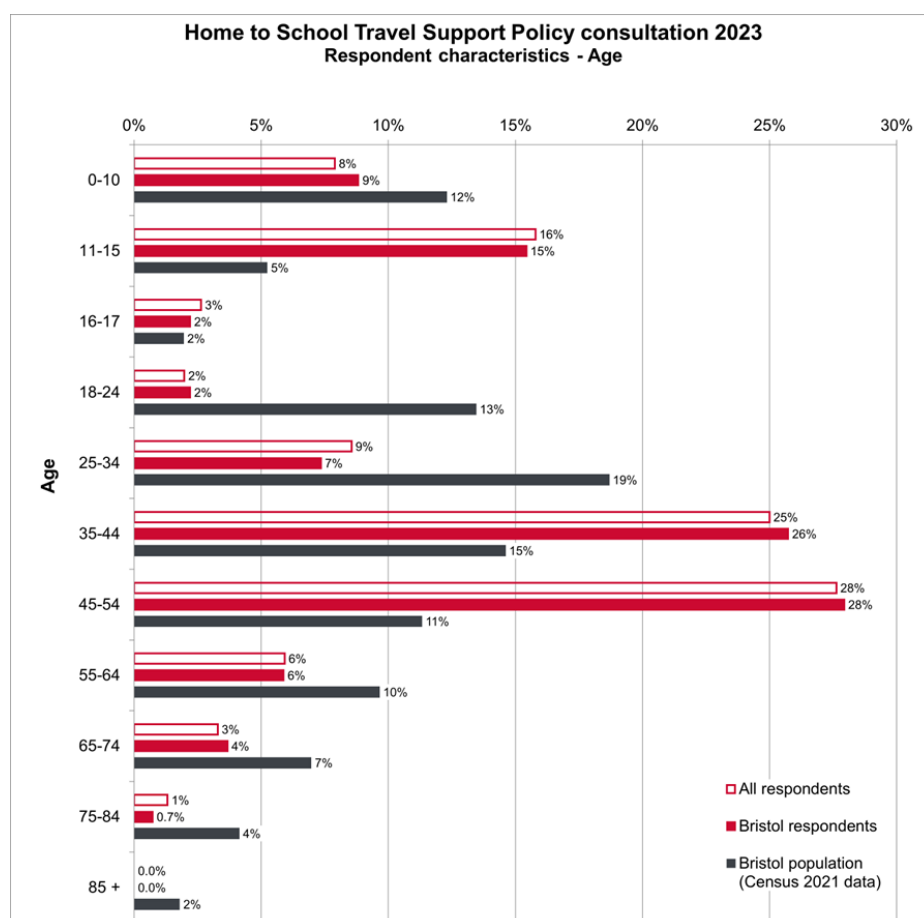
Respondent characteristics are summarised below. The charts compare:

- characteristics for all respondents who answered the equalities questions;
- characteristics of respondents who provided a Bristol postcode;
- characteristics of Bristol’s citizens for five protected characteristics (age, sex, disabled, ethnicity and religion/faith) for which population data are available from the 2011 Census and subsequent updates.

Note that many of the respondents who did not provide postcodes may also live in the Bristol administrative area, but are not included in figures for ‘Bristol respondents’

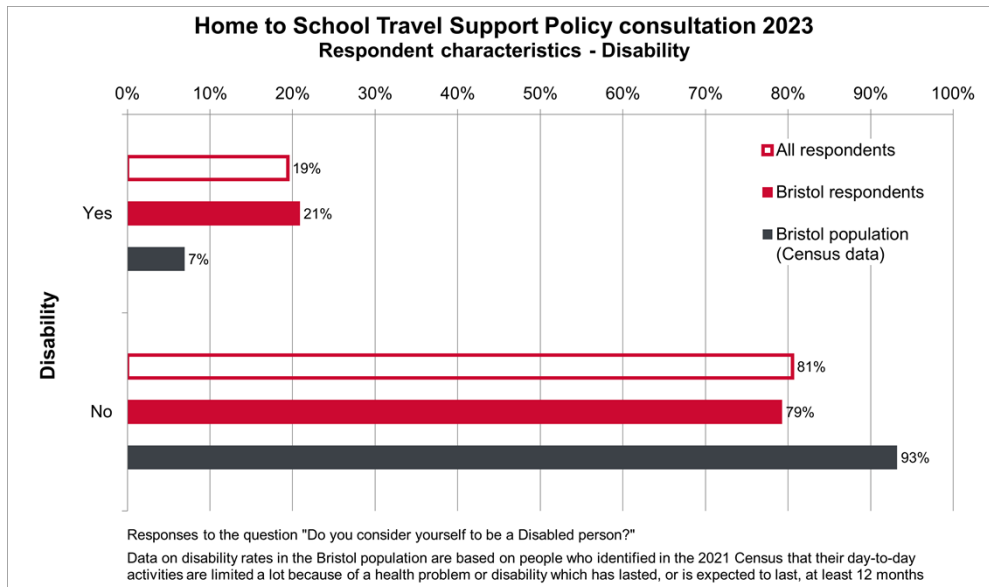
#### Age

The highest number of responses were from respondents aged 45-54 years (28%), followed by 35-44 years (26%). Survey responses from children aged 11-17 responded in higher proportions than these ages in the population. Young people aged 18-24 and people aged 75 and older were under-represented.



## Disability

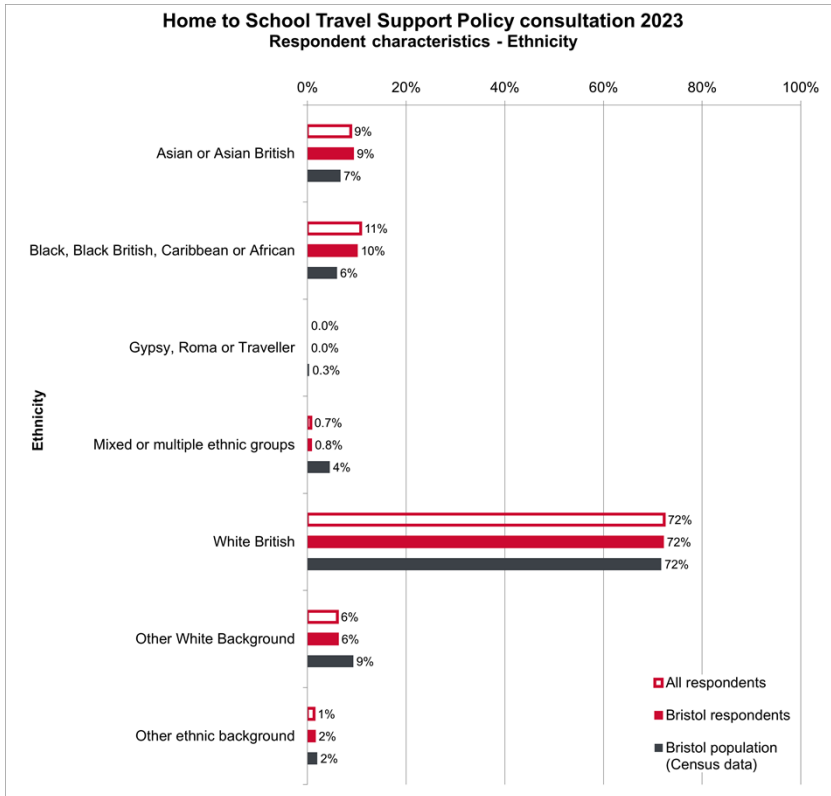
The proportion of disabled respondents (19% of all respondents; 21% of Bristol respondents) was significantly over-represented when compared with the proportion of disabled people living in Bristol.



## What is your ethnic group?

The highest response rate was from White British respondents (72%). The response rate from Black/African/Caribbean/Black British citizens was (10%), Asian / Asian British citizens (9%).

The proportion of Gypsy / Roma / Traveller people (0.0%) and mixed/multi-ethnic citizens (0.8%) was under-represented in the response rates compared to the proportion of people in this ethnic group living in Bristol.

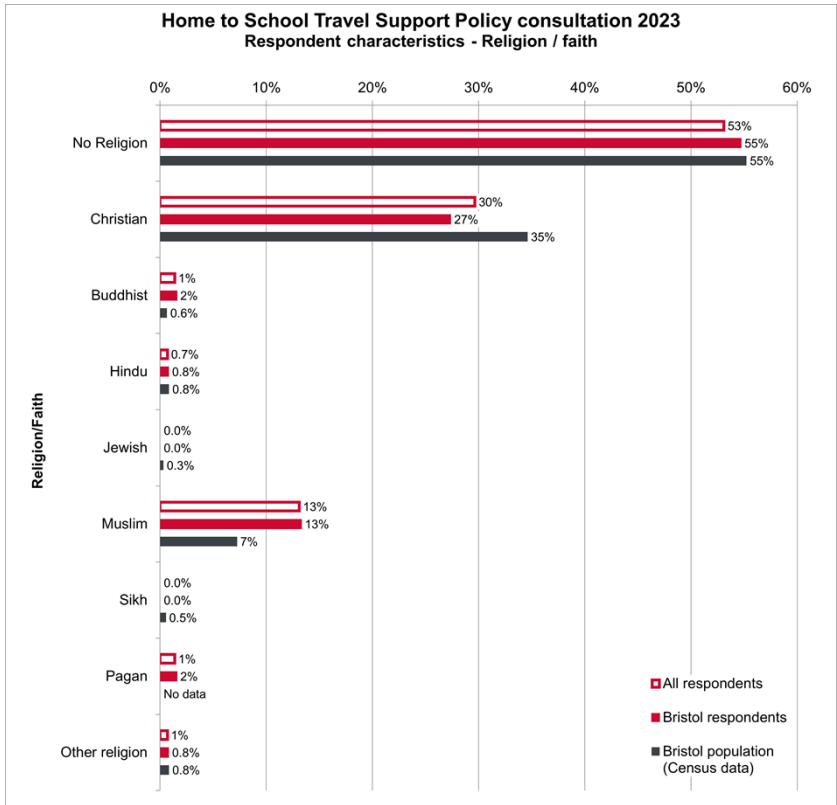


**What is your religion/faith?**

People with no religion (55% of respondents) responded in a higher proportion. Buddhists (2%) and Muslims (13%) responded in greater numbers than the proportions of these faiths in Bristol.

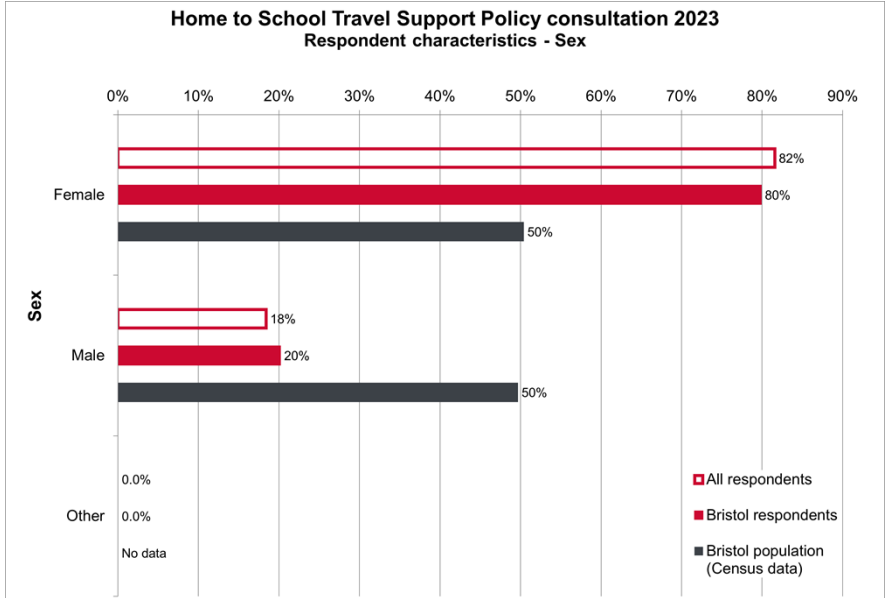
Christians (27%), Hindus (0.8%) Sikhs (0%) and Jewish people (0%) were under-represented compared to the proportions of these faiths living in Bristol.





**Sex**

80% of all responses were from women and 20% were from men.

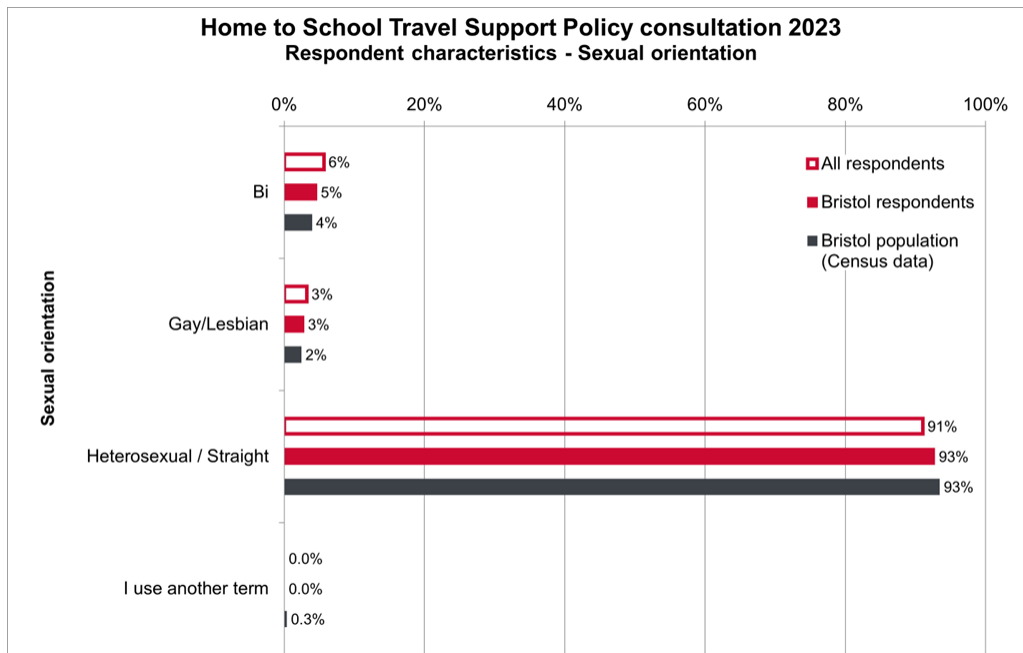


The survey also asked respondents about four other protected characteristics (sexual orientation, gender reassignment, pregnancy and recent maternity and carer status) and if they are a refugee or asylum seeker.

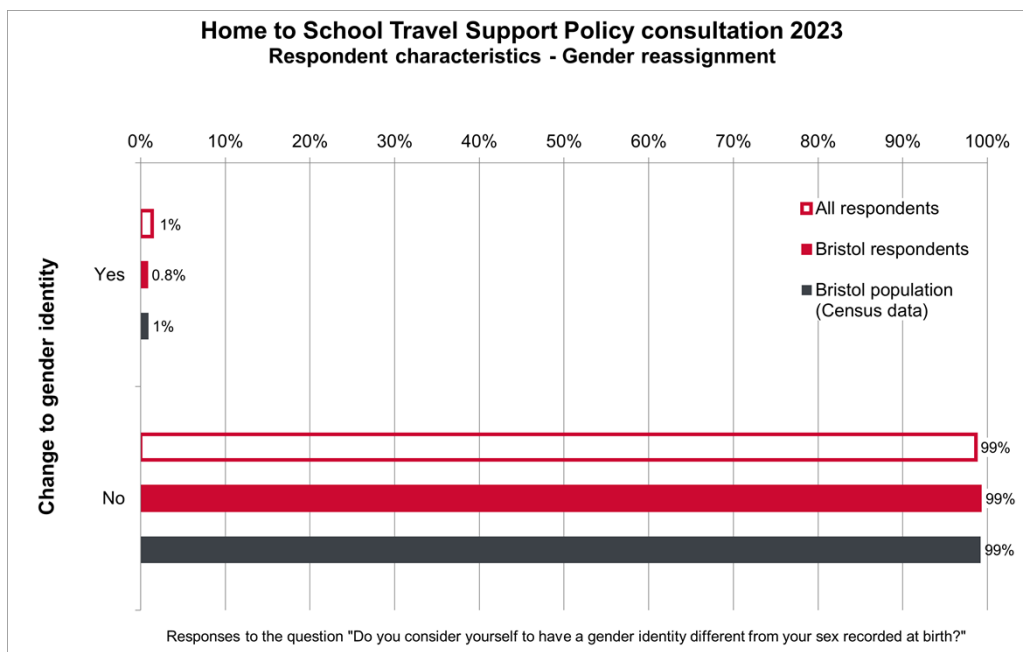
Census data are not available for the proportion of people with these characteristics living in Bristol. The following graphs show the proportions of all respondents and Bristol respondents for each of these characteristics. The proportion of each characteristic for all respondents broadly matches the proportion for Bristol respondents.

### Sexual Orientation

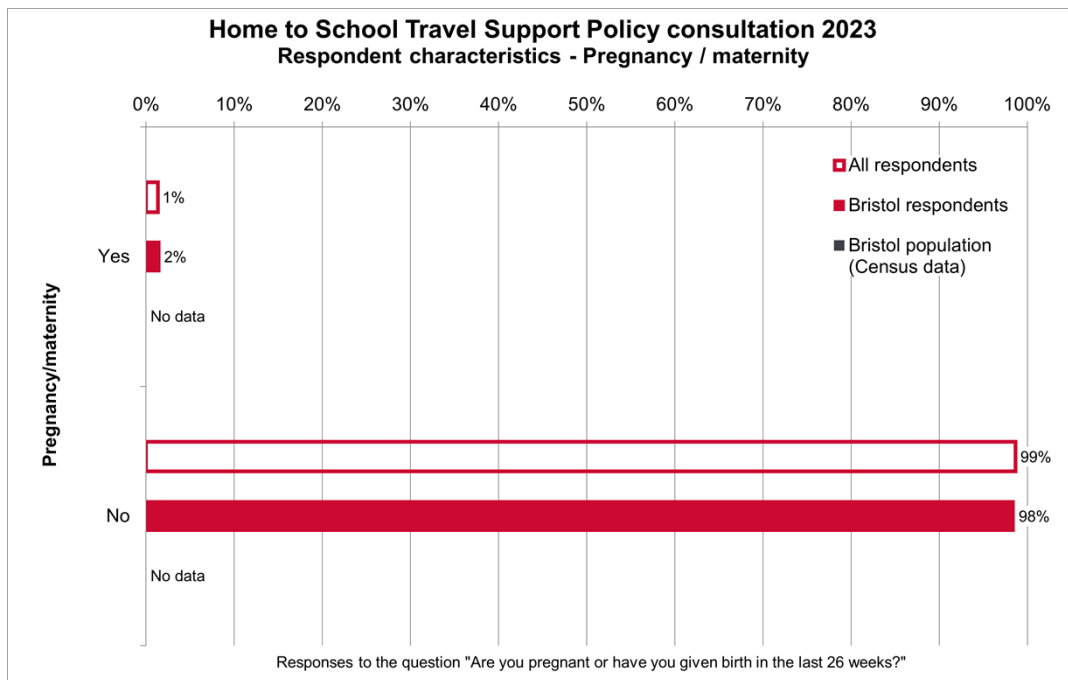
Heterosexual people (93% of respondents) responded in higher proportion than people of any other sexual orientation in Bristol’s population Every other orientation broadly matched the demographic proportions for Bristol respondents.



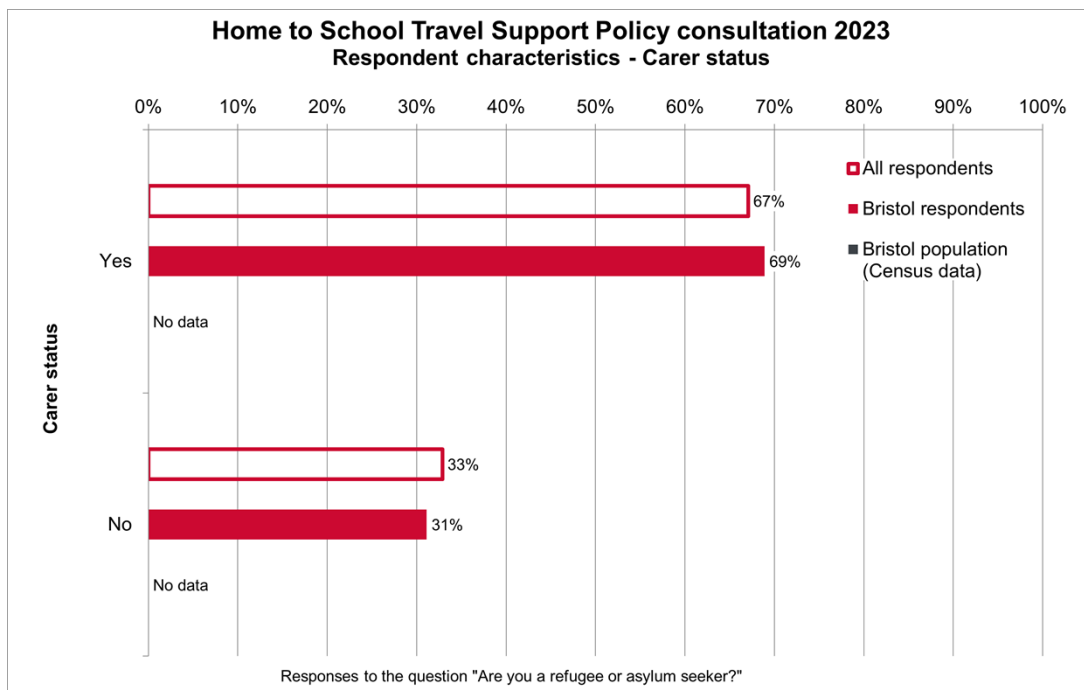
### Gender reassignment



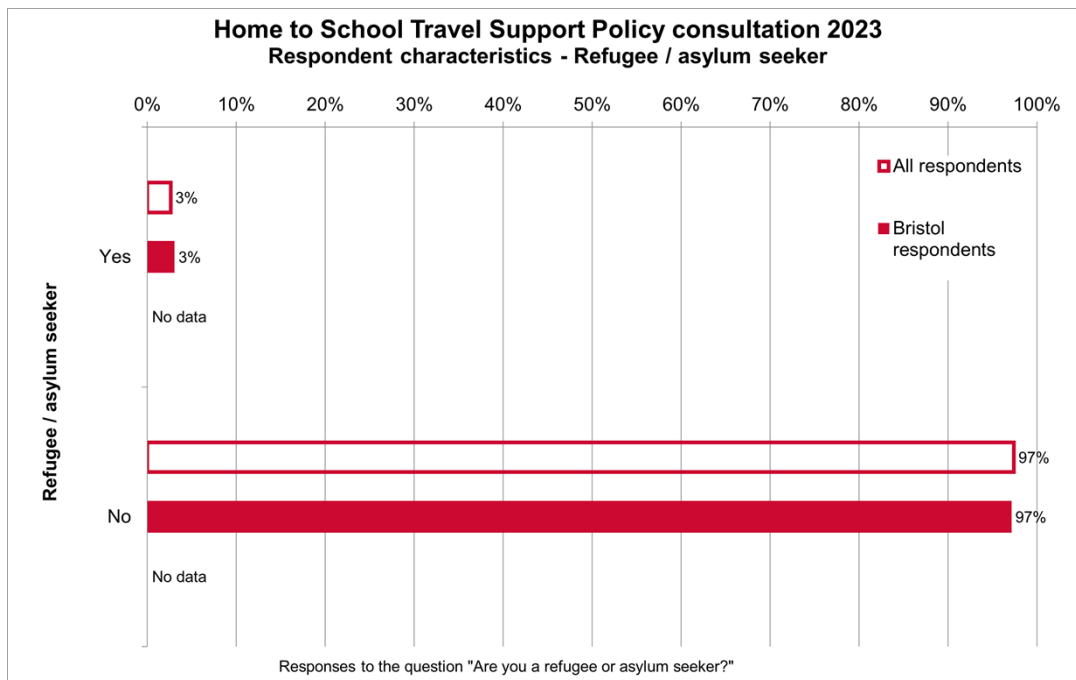
## Pregnancy/maternity



## Carer



## Refugee/asylum seeker



## Impact of Proposals on Protected Characteristics

Respondents were asked whether they thought any of the proposals would have any impact on themselves or others with a protected characteristic.

Of the 140 respondents to the question:

- 20% said proposals would have a very negative effect
- 9.29% said proposals would have a slightly negative effect
- 65% said proposals would have no effect
- 3.57% said proposals would have a slightly positive effect
- 2.14% said proposals would have a very positive effect

Respondents were also asked to explain how they believed the proposals would have an impact on themselves or others. Of the 23 respondents who provided a free text response, responses highlighted the following impacts:

Impact on vulnerable groups:

- Concern about proposals resulting in increased practical and financial burden for disabled individuals.
- Concern about the impact on low-income families, single parents, and benefit recipients.

Race, ethnicity, and discrimination impacts:

- Concern that certain ethnic communities, especially Black and non-English immigrant groups, may be disproportionately affected.

Gender, age, and socioeconomic status impacts:

- Concerns raised about impact on young people and access to their education placement.
- Concerns raised about impacts on women, especially single parents and caregivers.
- Concerns about disproportionate effects on lower-income groups highlighted.

Fairness and equality impacts:






- Concerns about fairness, equality, and exacerbating existing societal disparities.
- Concern that changes could disadvantage vulnerable groups unfairly.
- Concern about financial stress and ability to manage working hours without council arranged vehicles.

## 5. Survey Results

### Q1 Do you agree or disagree with the new passenger code of conduct?

Respondents were asked whether they agree or disagree with the new passenger code of conduct:

- 59% of respondents agreed or strongly agree
- 22% neither agreed nor disagreed
- 19% disagreed or strongly disagreed

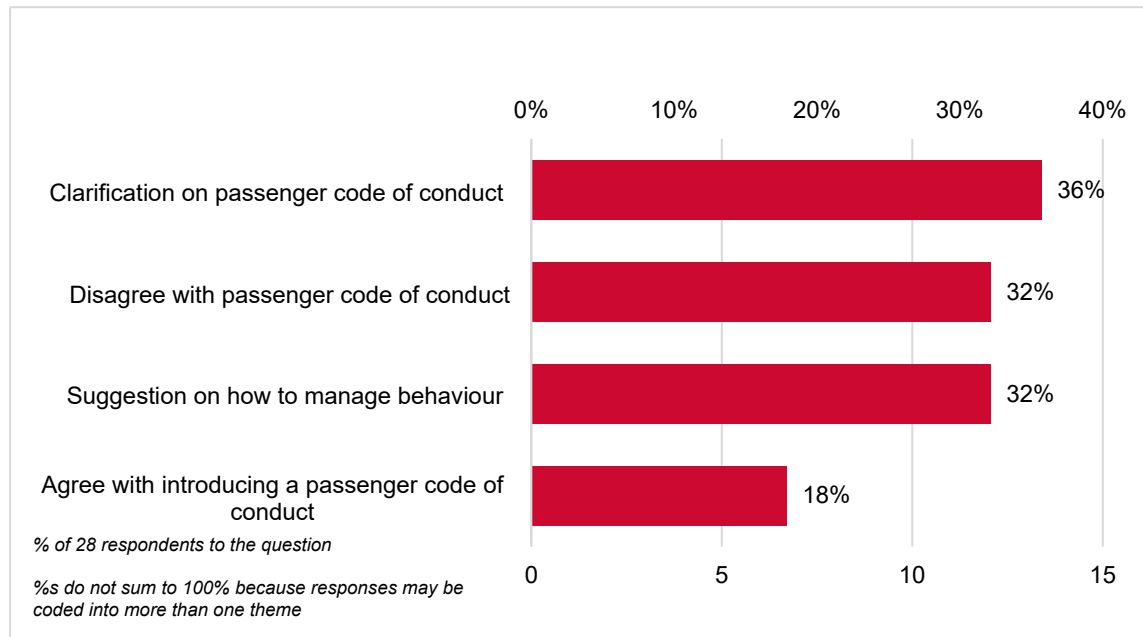
			Response Percent
1	Strongly agree		15.06%
2	Agree		43.98%
3	Neither agree nor disagree		22.29%
4	Disagree		8.43%
5	Strongly disagree		10.24%

## Q2 Are there any changes you would suggest to the code of conduct?

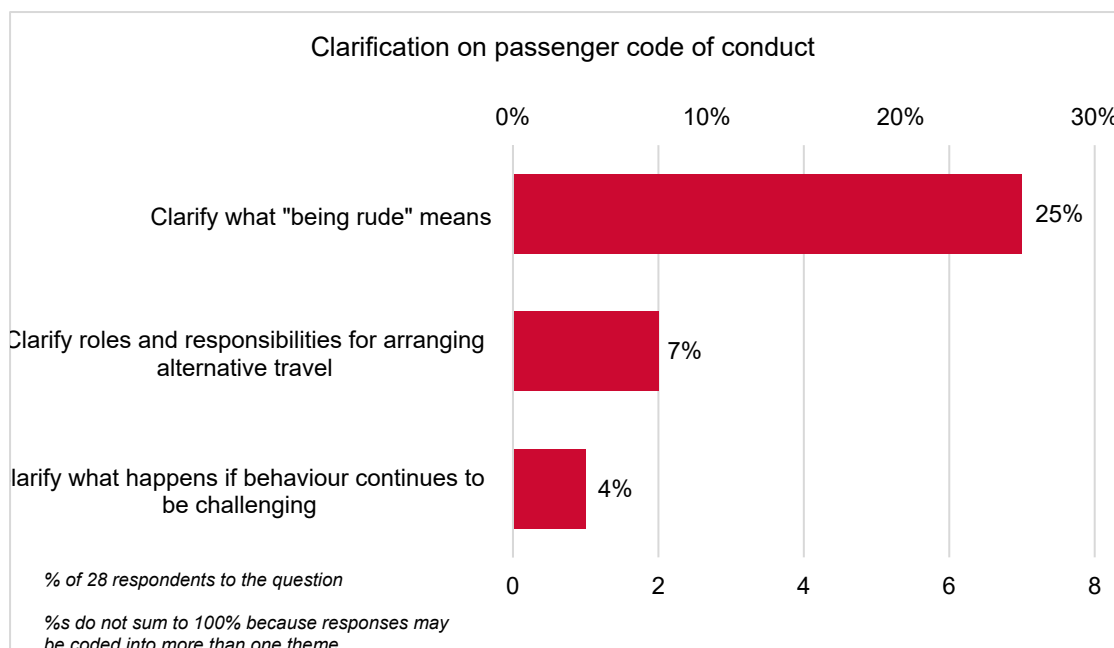
Respondents were asked to explain any changes they would suggest to the code of conduct.

67 respondents provided comments. Comments were primarily about clarifying the code of conduct, suggestions on how to manage behaviour and make it effective or criticisms of the consultation.

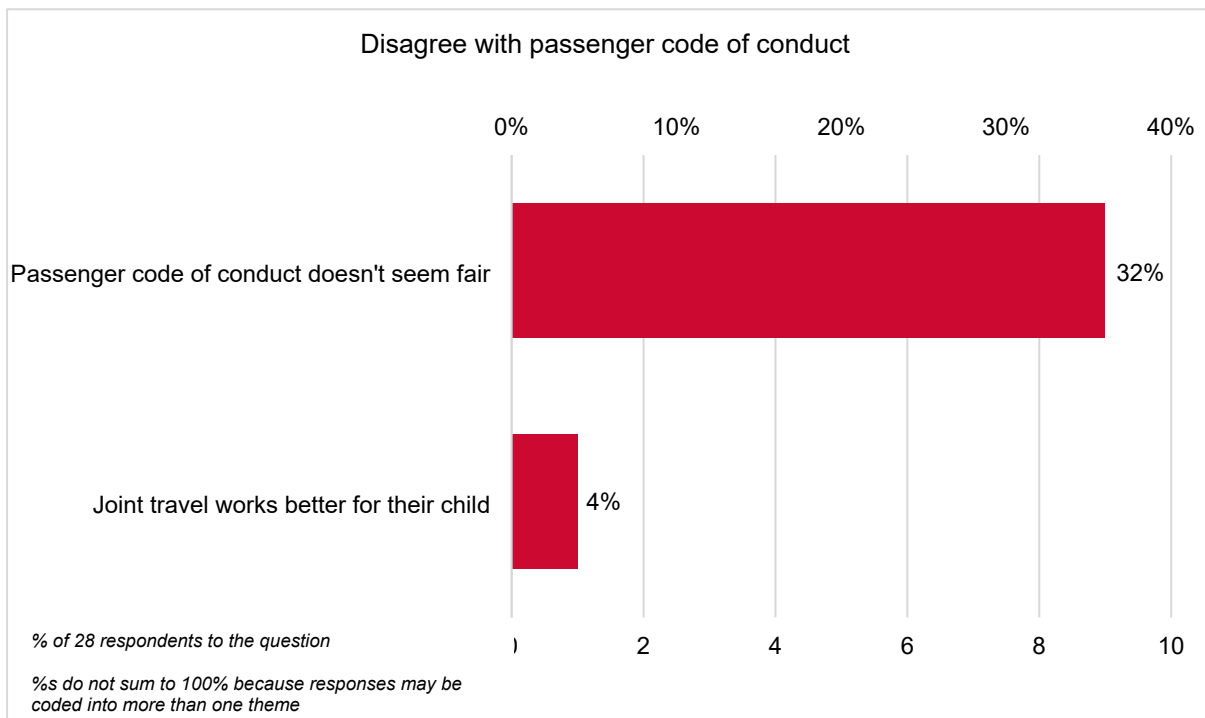
The main themes of the comments are summarised in the charts below.



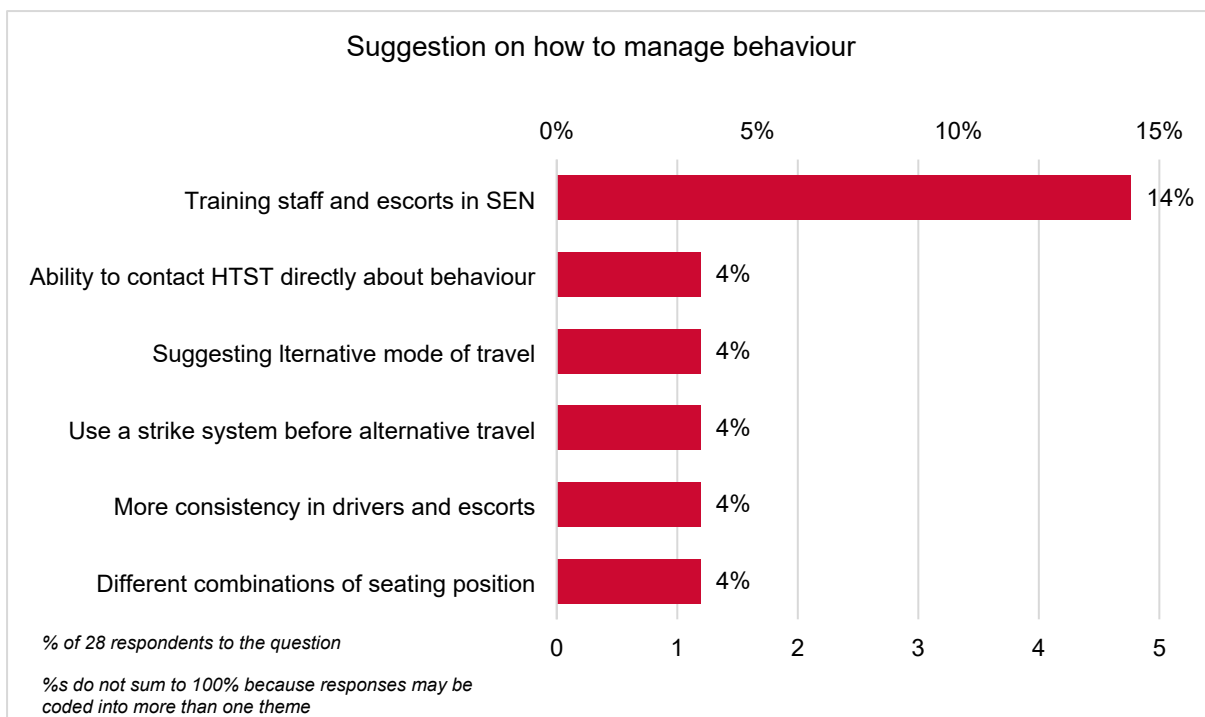
Of those respondents who provided further comments, the following were about clarifications on the proposal:



Of those respondents who provided further comments, the following were about disagreement with the passenger code of conduct:








Of those respondents who provided further comments, the following were suggestions on how to manage behaviour:



**Q3 Do you agree or disagree with the proposed changes to Travel Support Provision for 16 to 18 year olds?**

Respondents were asked whether they agree or disagree with the proposed changes to Travel Support Provision for 16 to 18 years olds.

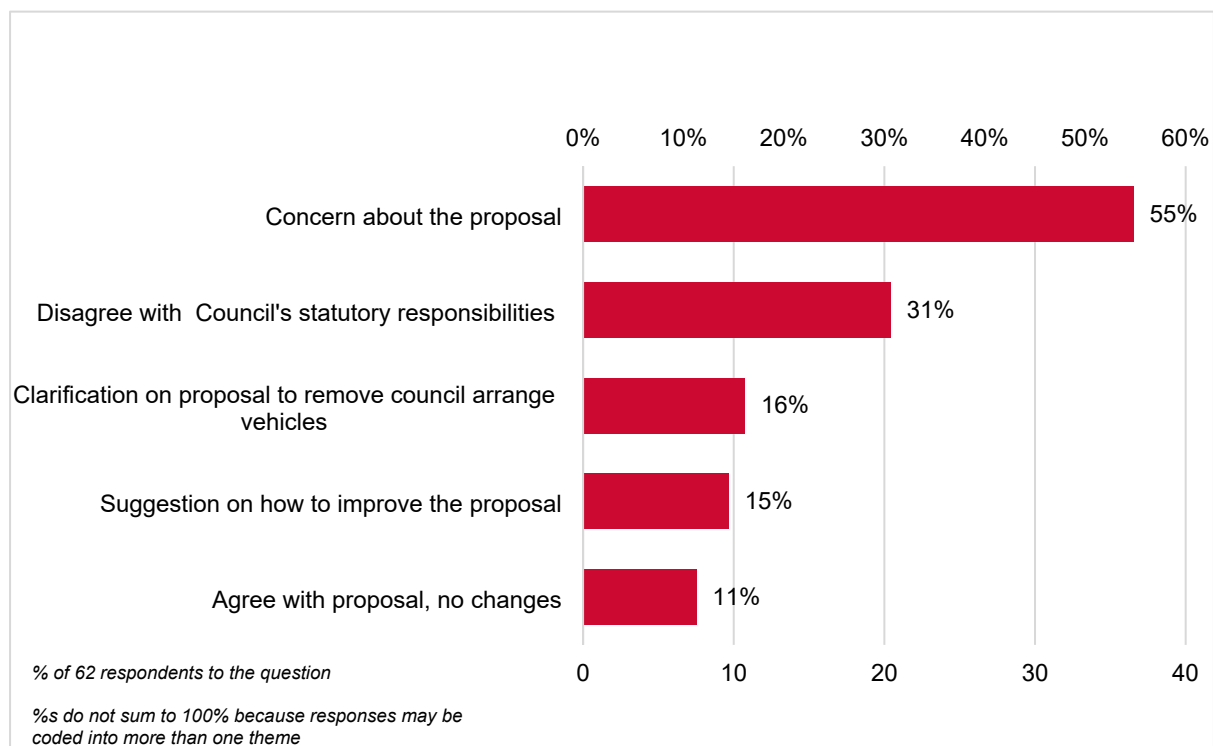
- 30% of respondents agreed or strongly agree with the preferred option
- 34% neither agreed nor disagreed
- 36% disagreed or strongly disagreed

			Response Percent
1	Strongly agree		9.64%
2	Agree		19.88%
3	Neither agree nor disagree		34.94%
4	Disagree		14.46%
5	Strongly disagree		21.08%

**Q4 Please tell us why you agree or disagree with the proposal for Travel Support Provision for 16 to 18 years olds? You can also tell us if there are any changes you would suggest to the proposed Travel Support Provision for 16 to 18 years olds?**

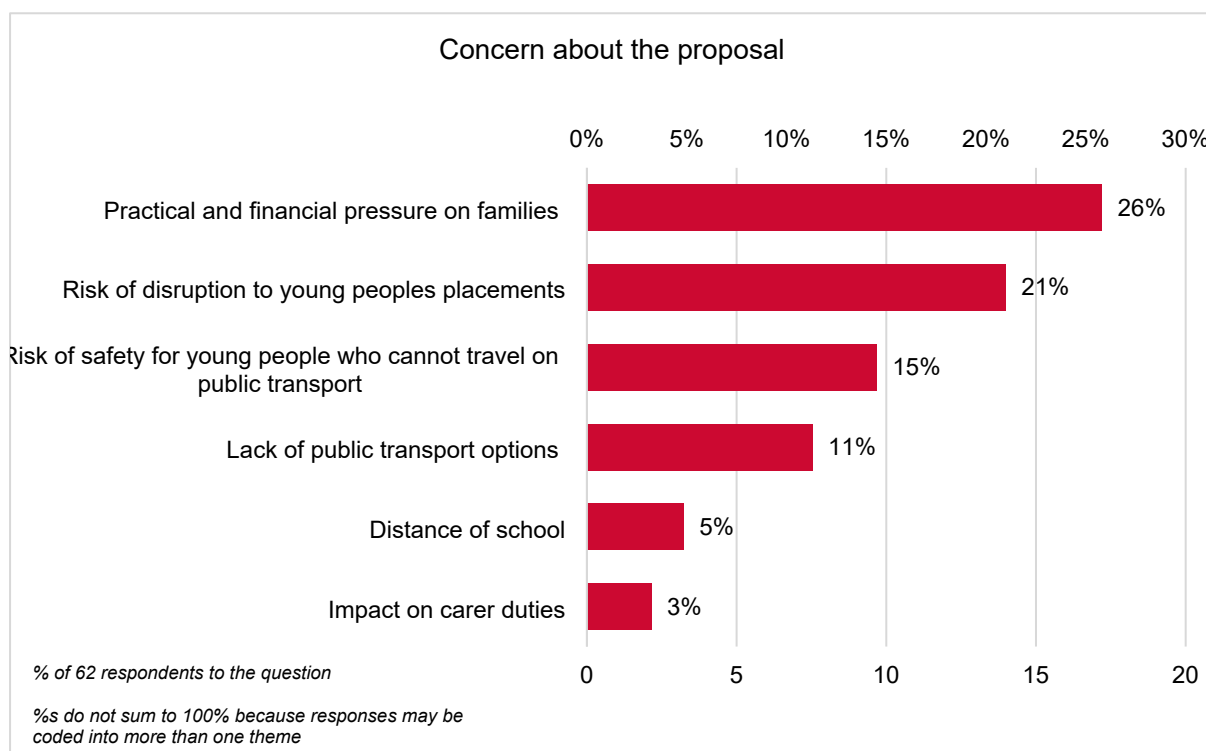
73 respondents provided further comments. Comments were primarily about safety concerns, impact on YP and families, access to education, eligibility criteria and criticisms of the survey.

The main themes of the comments are summarised in the charts below.

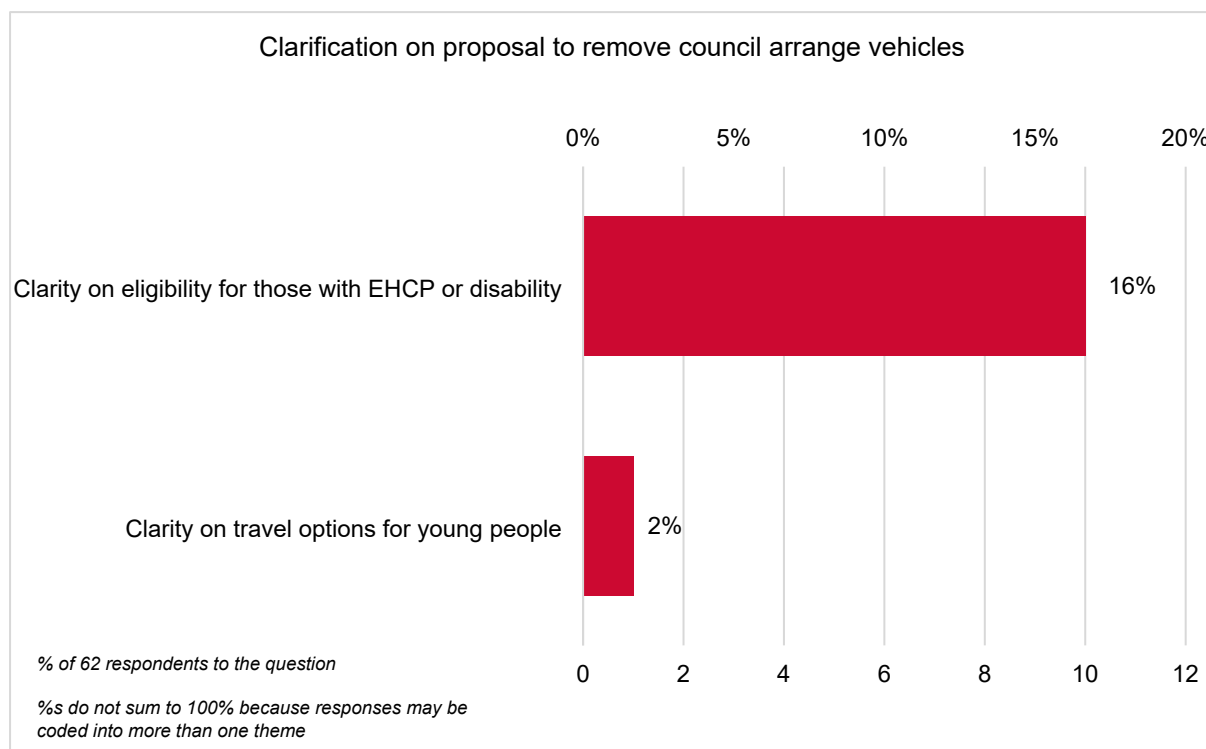




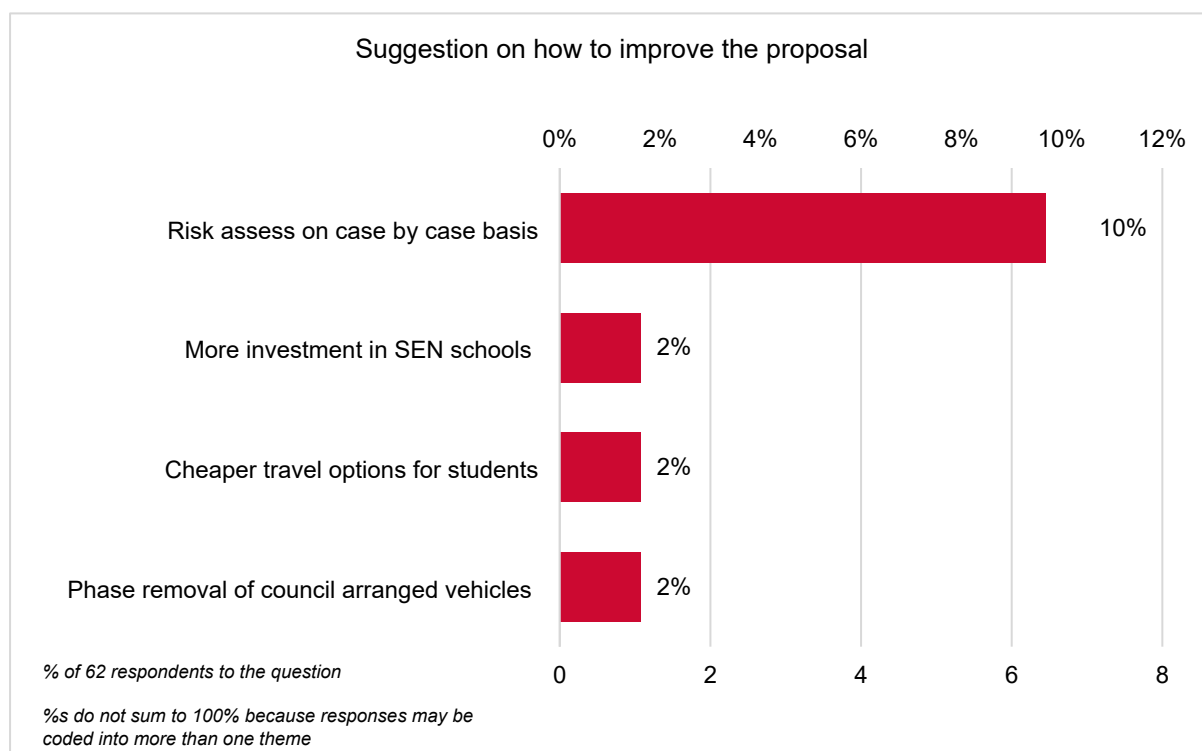
Of those respondents who provided further comments, the following were about concerns with the proposal:



Of those respondents who provided further comments, the following were about clarifications on the proposal:



Of those respondents who provided further comments, the following suggestions were given on how to improve the proposal:



### Q5 Do you agree or disagree that setting a six-week cut-off date is a reasonable proposal?

Respondents were asked whether they agree or disagree with the six-week cut-off date to process applications and put travel support in place.





- 41% of respondents strongly agreed or agreed
- 23% neither agreed nor disagreed
- 36% disagreed or strongly disagreed

		Response Percent
1	Strongly agree	5.56%
2	Agree	35.19%
3	Neither agree nor disagree	22.84%
4	Disagree	23.46%
5	Strongly disagree	12.96%

**Q6 Do you think a six-week cut-off date would cause you any problem when applying for travel support?**

Respondents were asked whether the six-week cut-off date would cause any problem when applying for travel support.

- 34% of respondents said it would cause no problem
- 25% said it would cause a slight problem
- 40% said it would cause a moderate or large problem

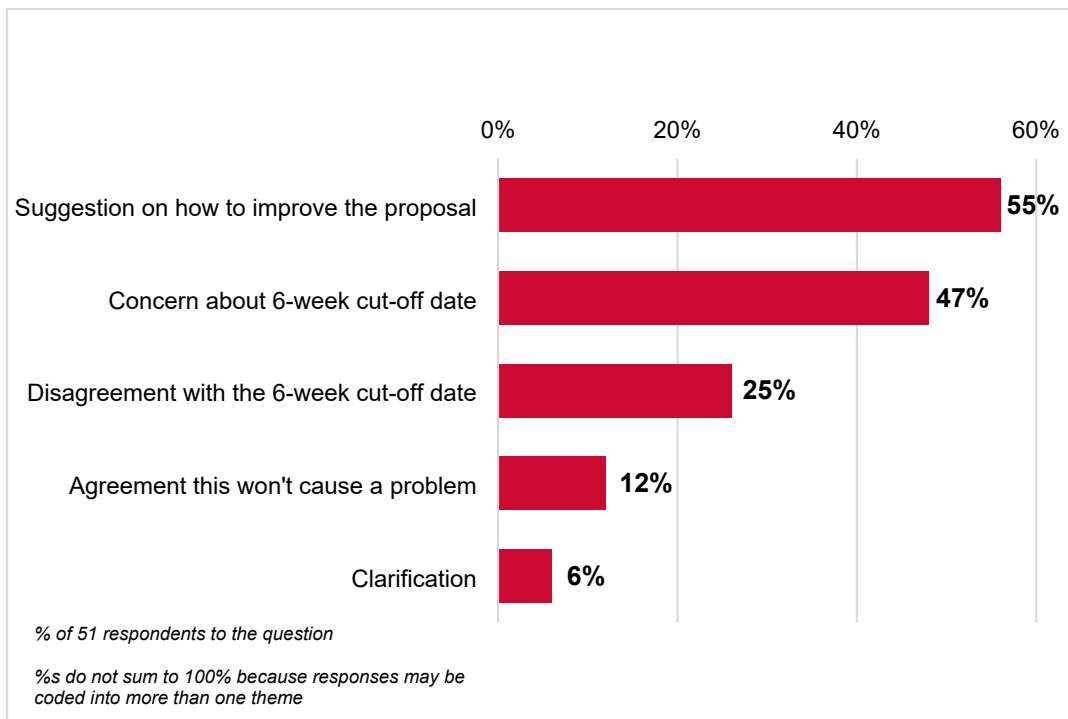
			Response Percent
1	No problem		34.36%
2	A slight problem		25.15%
3	A moderate problem		17.79%
4	A large problem		22.70%

**Q7 If you want to explain the reasons for your answers to questions 5 and 6, please tell us here.**

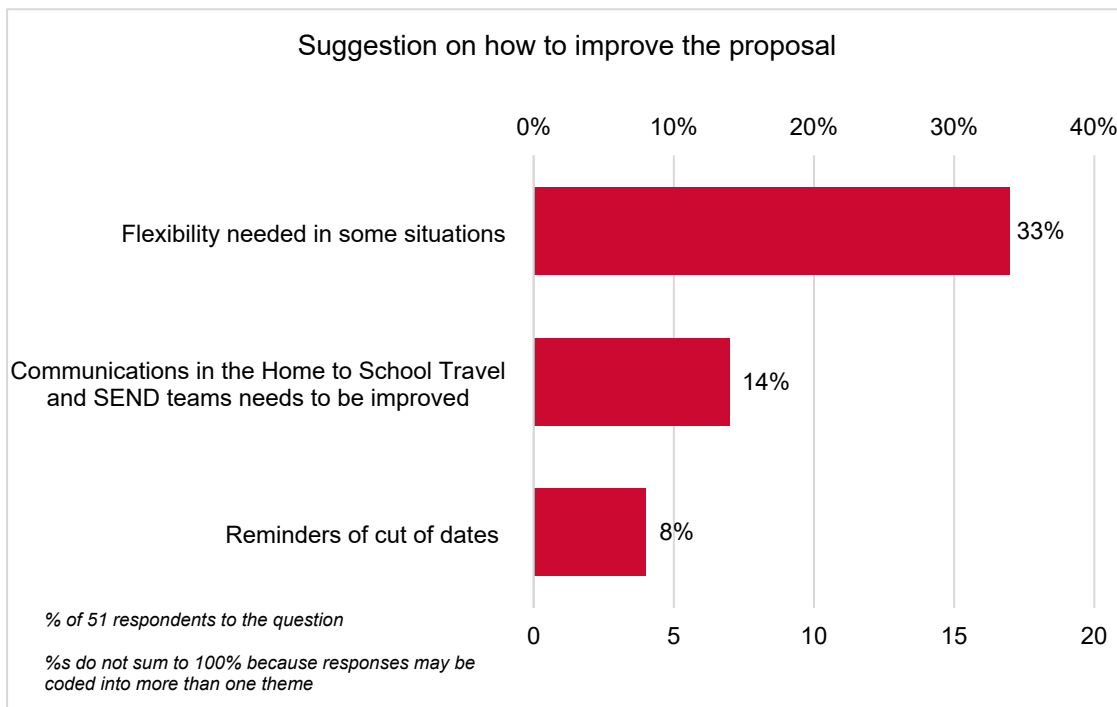
Respondents were asked to explain any reasons for their responses to cut-off dates proposal.

59 respondents provided comments. Comments were primarily on concerns about financial pressures if support is not in place and challenges for those with new EHCPs.

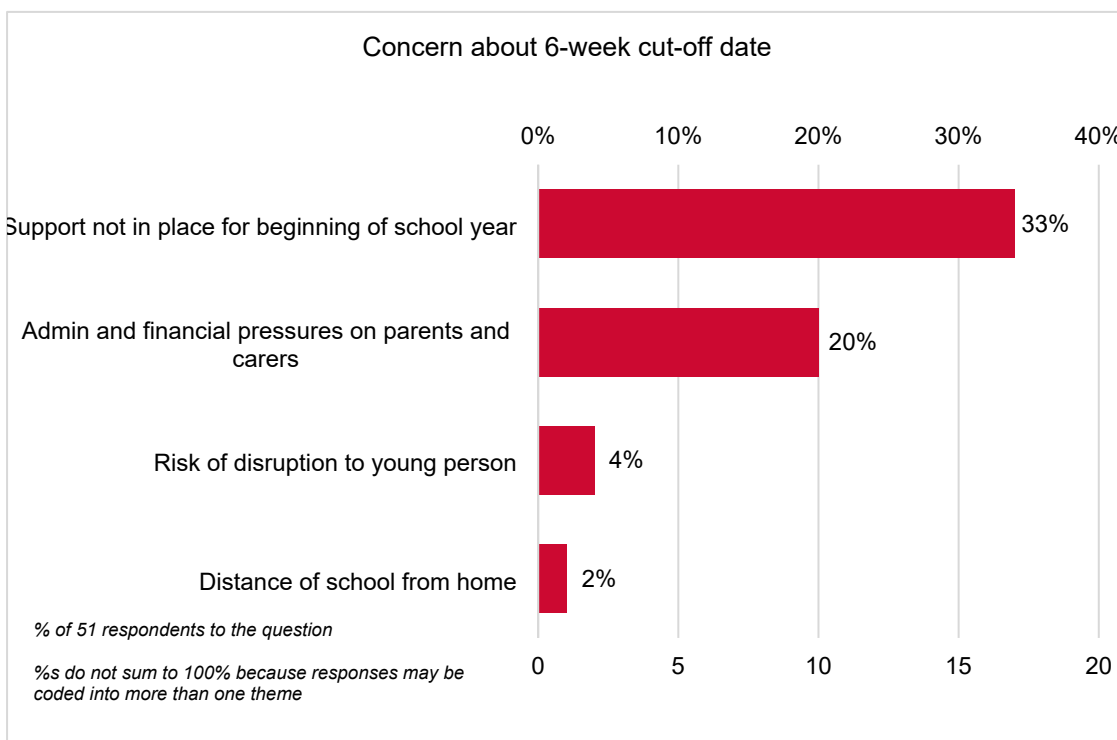
The main themes of the comments are summarised in the charts below.



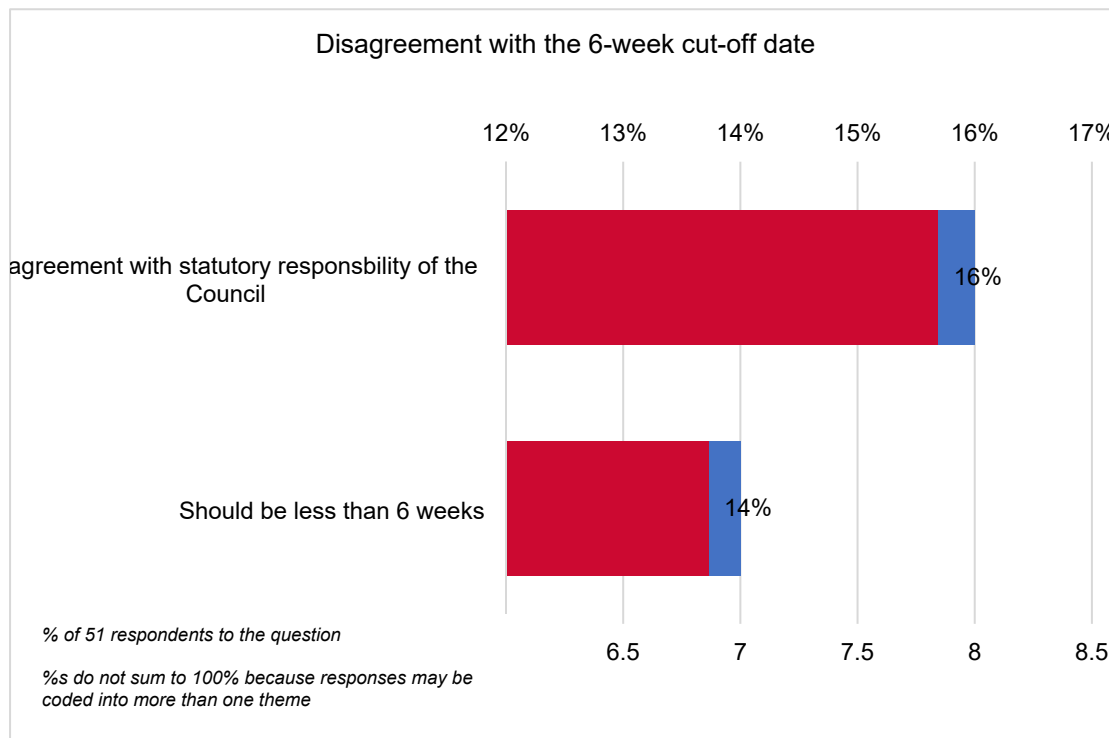
Of those respondents who provided further comments, the following suggestions were given on how to improve the proposal:



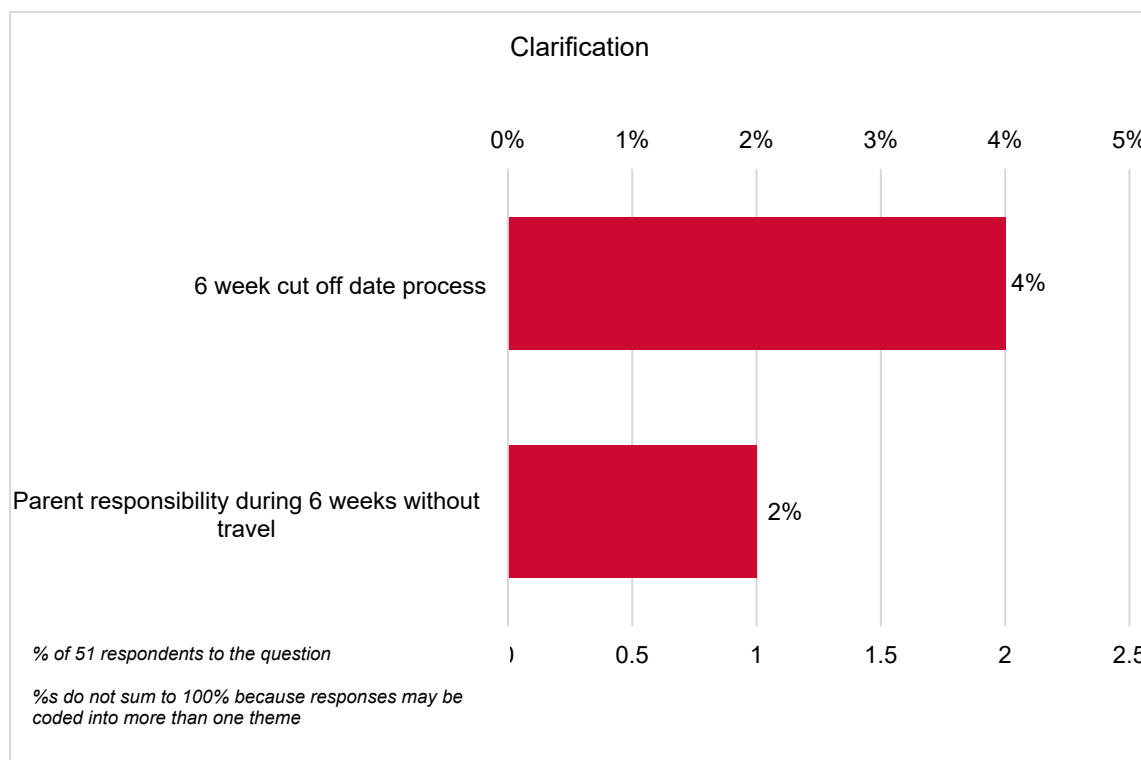
Of those respondents who provided further comments, the were about concerns with the 6-week cut-off date:



Of those respondents who provided further comments, the following were about disagreement with the 6-week cut-off date:






Of those respondents who provided further comments, the following were about clarifications on the 6-week cut-off date:



## Q8 Would you agree to your child taking part in Independent Travel Training to enable them to develop lifelong skills and travel to school/college more independently?







Respondents were asked whether they agree or disagree with their child taking part in Independent Travel Training.

- 19% of respondents said yes
- 36% said probably but would need more information
- 45% said no

			Response Percent
1	Yes		19.28%
2	Probably yes but I'd need more information to decide		35.54%
3	No		45.18%

## Q9 If you answered 'No' in questions 8, please tell us why?

86 respondents provided comments. Those not in favour selected the following reasons, with the majority saying it would not be suitable for their child.

			Response Percent
1	My child can already travel independently		4.55%
2	It is not a suitable programme for my child		45.45%
3	The school/college is too far away for travelling independently		29.55%
4	There is a lack of public transport to travel independently		7.95%
5	We have other arrangements in place		1.14%
6	Other reason (please describe below)		11.36%





Other reasons given

- More information needed.
- Previous programmes unsuccessful.
- Safety concerns.
- Concern it is means to remove eligibility.
- Concerns about quality of travel training

## Q10 If we put this in place, how far do you think is reasonable to take your child to a pickup point?

Respondents were asked how far is reasonable to take a child to a pickup point.





- 80% of respondents said 400 meters
- 15% said 800 meters
- 4% said 1200 meters
- 1% said 1600 meters

			Response Percent
1	400 meters (around 6 minutes walking time)		80.29%
2	800 meters (around 13 minutes walking time)		14.60%
3	1200 meters (around 20 minutes walking time)		3.65%
4	1600 meters (around 26 minutes walking time)		1.46%

## “About You” questions

### Which of the following best describes you?

Respondents were asked in what capacity they were responding to the survey. The majority were either parents or carers.





			Response Percent
1	Teacher		3.05%
2	Parent		81.71%
3	Carer		19.51%
4	Other (please specify):		8.54%

### Does your child or young person currently use the Home to School Travel Service?

82% of respondents currently use the service or have used it in the past.

14% have never used the service

4% do not have children/young people who travel to school.

			Response Percent
1	Yes - they currently use it		78.53%
2	Yes - they have used it in the past but do not currently use it		3.07%
3	No – they have never used it		14.11%
4	I do not have children/young people who travel to school		4.29%







### How long have you used the Home to School Travel Service?

27% of respondents have used the service for 1-12 months.

28% 1-3 years

27% More than 3 years

18% have not used the service.

			Response Percent
1	1 - 3 months		11.11%
2	4 - 6 months		11.73%
3	7 - 12 months		3.70%
4	1 - 3 years		28.40%
5	More than 3 years		27.16%
6	We have not used the service		17.90%

### How does, or did, your child or young person usually travel to School?

35% of respondents travel to school by taxi

27% travel by family car / mobility vehicle

19% travel by minibus

16% travel by walking











11% travel by bus

3% travel by wheelchair

2% travel by cycling

1% travel with a travel buddy



			<b>Response Percent</b>
1	Walking		16.05%
2	Wheelchair		3.70%
3	Cycling		2.47%
4	Bus		11.73%
5	Train		0.00%
6	Minibus		19.75%
7	Taxi		35.19%
8	Family car / mobility vehicle		27.78%
9	With a travel buddy (including a walking buddy or a travel buddy on a bus)		0.62%
10	I do not have children/young people who travel to school		3.09%
11	Other (please specify):		6.79%

## 6. How will this report be used?

The consultation feedback in this report is taken into account by officers in developing final proposals for the Home to School Travel Support policies. The final proposals are included in a separate report which, together with this consultation report, will be considered by Cabinet on Tuesday 5 March 2024.

### How can I keep track?

You can find the latest consultation and engagement surveys online at [www.bristol.gov.uk/consultationhub](http://www.bristol.gov.uk/consultationhub) where you can also sign up to receive automated email notifications about consultations and engagements.

You can find forthcoming meetings and their agendas at [democracy.bristol.gov.uk](http://democracy.bristol.gov.uk).

Any decisions made by Full Council and Cabinet will also be shared at [democracy.bristol.gov.uk](http://democracy.bristol.gov.uk).

# Equality Impact Assessment [version 2.12]



Title: Home to School Travel Support Policies	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Children & Education	Lead Officer name: Gail Rogers
Service Area: Home to School Travel	Lead Officer role: Head of Children's Commissioning

## 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.

Bristol City Council has reviewed our existing policies for home to school travel support. We are doing this to make our existing offer clearer for Parents and Carers. As part of the review, we have identified some things we think need to change. We are asking for feedback on these proposals as part of a consultation.

The policies are:

#### 1. Bristol City Council Home to School (5-16) Travel Support Policy

Department for Education (DfE) updated their statutory guidance in June 2023 in relation to 5-16 travel, so we are making sure our policy is still in line with current guidelines.

No changes have been made to eligibility for travel support. We are consulting on some new additions for pupils that we would like feedback on, such as introducing a passenger code of conduct and how we deliver parts of our service in the future. For example, by proposing the introduction of meeting points for travel as part of our Independent Travel Training (ITT) programme that we are in the process of shaping.

#### 2. Bristol City Council Home to School (16-25) Travel Support Policy

Most young people who use Home to School Travel can access their education or training by walking or public transport. Where communities are not well served by public transport, several providers offer arrangements such as the Bursary Fund and concessionary schemes listed on the Local Offer and our travel support policy.

We have included this list of travel support options for pupils in the new policy, so it is clearer to parent/carers what is available.

Currently young people aged 16 to 18 who do not have an Education, Health and Care Plan (EHCP) or a disability are responsible for all of their own travel costs and arrangements.

We have reviewed travel support options for pupils aged 16 to 18 and propose to remove council- arranged vehicles. This is different from our current policy but still is in line with DfE guidance.

The changes in the new policy would start for any pupils transitioning into post-16 education as of September 2025, or any pupils in years 12 or 13 starting a new course in September 2025. Taking this approach means we can engage with parents and carers over a longer period and facilitate strategies that ensure we're not disadvantaging those who do not have access to transport networks or resources. This proposal is being taken to Cabinet for decision, taking into account the consultation responses in March 2024.

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

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

## 1.3 Will the proposal have an equality impact?

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

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

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

<input 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: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/equality-diversity)

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Home to School Travel Service provision data.	<p>The data shows us the current service users, which includes protected characteristics information on age, gender, ethnicity, religion, disability, and socio-economic status. However, there are some gaps in information so we have plans to try and collect data on characteristics via the pupil information form to improve this.</p> <p>This data can't be shared for confidentiality reasons, but equalities considerations based on data will be made.</p> <p>We are aware that a large proportion of service users are African, Caribbean, Somali and Asian of families.</p>
<p>Successful policy and programmes held by other Local Authorities and City of Bristol college.</p> <p><a href="#">Independent travel training - Liverpool City Council</a></p> <p><a href="#">Independent Travel Training - Nottingham City Council</a></p> <p><a href="#">Request Independent Travel Training from HBC (halton.gov.uk)</a></p> <p><a href="#">Travel Training Service - City of Bristol College</a></p>	<p>We will continue to draw on evidence and lessons learnt from other LAs delivering similar schemes across the UK. We would seek to pilot something based on the success at city of Bristol college.</p>
Children in Care Data	<p>There are currently 727 children in care 57% are male and 43% female (compared to 51% and 49% of the overall child population). 9% are Disabled children (compared to 6.1% of the total Bristol child population) and the majority (73%) are aged 10-17.</p> <p>Ethnicity:</p> <p>60% White (compared to 72% across the total Bristol child population)</p> <p>16% Mixed Race</p> <p>12% Other Ethnicity</p> <p>9% Black British</p> <p>3% Asian/Asian British</p>
<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 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. For this cohort, data such as marriage and civil partnership, pregnancy/maternity and sexual orientation would not be relevant and therefore not historically captured. 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.

A 6-week consultation with service users opened on 4<sup>th</sup> December to 17 January 2024 where proposals were outlined via a survey for feedback. This was available in easy read format and other languages as requested. The consultations responses have informed the proposals being taken to Cabinet for a decision in March 2024. Responses were received from parents and carers, as well as from other stakeholders. The consultation highlighted a range of views which have been considered as part of the decision-making process and proposed changes to policies. Many responses were in support of proposed changes. Responses in disagreement with proposals have been taken into consideration and informed our approach.

Based on the public consultation survey, the following points have informed changes to proposals:

- clarification of support available for children and young people – this will be clear within the policy.
- ensuring parents and carers have enough information and time to plan for change – we will phase the introduction of our post 16 policy so that school choices have been made with full knowledge of travel support options.
- working with parents and carers to pilot proposals such as pick up points, and piloting these before making wholesale changes.
- amending and clarifying wording in the passenger code of conduct.
- outlining the process taken to make exceptions to the 6-week cut-off for applications.
- Future service delivery transformation will be developed and progressed in collaboration with parents and carers.

## 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 Service will take the lead on engagement with stakeholders based on current engagement approaches. We have a communications [plan](#) that was used to notify stakeholders that the consultation was happening and *which* will be used to follow up on the outcomes and evaluation of the consultation.

## 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)	
The policy proposals relate to a service specifically for children of school age.	
<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:	Discontinuing the current policy for travel support for 16+, could make it more difficult for 16- to 18-year-olds to access further education. There may be a high impact for a minority of students either with no access to either public bus services or private transport, or on low income and unable to afford daily fares.
Mitigations:	Many 16- to 18-year-olds will be able to travel by alternative means, generally public bus services or private transport. The service is also introducing an Independent Travel Training Programme, which is widely used in other local authorities, to improve independence in children and young people and provide them with key life skills. The service would recommend where appropriate for young people to undertake the training. We acknowledge that in some cases this would not be possible and alternative support may be considered. Those students under age 16 from low-income families are protected by special statutory arrangements.
<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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Discontinuing the current policy for travel support for 16+, could make it more difficult for 16- to 18-year-olds to access further education. There may be a high impact for a minority of students either with SEND, no access to either public bus services or private transport, or on low income and unable to afford daily fares.
Mitigations:	It is acknowledged that some young people will not be able to use alternative transport. As part of EHCP assessment, those pupils where it is not appropriate based on their needs other arrangements would be put in place. There are also plans for the service to implement an independent travel training programme.  The programme focuses on enabling individuals to travel independently to and from school, college, or other social activities. It is open to young people with any kind of additional need and typically covers a variety of topics depending on the needs of the student, such as personal safety, road safety, following directions, buying tickets, recognising, and avoiding dangerous situations and boarding the correct bus in the right direction.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Statistically women are more likely to be the primary care givers to children; therefore, the scheme may have a greater overall impact on the lives of women than on the lives of men.
Mitigations:	This inequality is a result of ingrained societal trends and would be very difficult to avoid in any scheme relating to schools. The situation should be monitored closely alongside any service delivery changes; due consideration will be given to any formal or informal comments regarding imbalances in the effects of the scheme.

<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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	A large proportion of service users are African, Caribbean, Somali and Asian
Mitigations:	As part of the consultation and policy changes other languages will be made available of key documentation and verbal engagement groups are being considered to engage with some groups.
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Based on the data held by the service there is a greater number of service users within this cohort who are Muslim.
Mitigations:	We will identify opportunities to engage around religious festivals.
<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:	A proportion of the young people are from the most deprived areas of Bristol. Discontinuing the current policy for travel support for 16+, could make it more difficult for 16- to 18-year-olds to access further education. There may be a high impact for a minority of students either with no access to either public bus services or private transport, or on low income and unable to afford daily fares.
Mitigations:	Those students under age 16 from low-income families are protected by special statutory arrangements. For those over 16, there are several bursary and concessionary schemes outlined in the policy. In exceptional cases personal travel budgets to arrange their own travel will be provided.
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	This could make it more difficult for young carers to access further education. There may be a high impact for a minority of students either with no access to either public bus services or private transport, or on low income and unable to afford daily fares.
Mitigations:	Those students under age 16 from low-income families are protected by special statutory arrangements and support for young carers. For those over 16, there are several bursary and concessionary schemes outlined in the policy. In exceptional cases personal travel budgets to arrange their own travel will be provided.
<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

Independent Travel Training is a new scheme we will introduce as part of the policy review to support Disabled children and young people, and we are specifically putting this in to improve their independence.

## 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:

Based on service data and knowledge of the cohort there are potentially negative impacts for young people, Disabled young people, from Black, Asian and Minoritised Ethnic group and those from the most deprived areas of Bristol.

The main negative impact for individuals is the proposed removal of travel support for council supported vehicles for pupils aged 16-18.

We are taking reasonable steps to ensure those who will have impact from this proposal are aware of the bursary and concessionary schemes available for them and can feedback in ways that work best within the community and target engagement accordingly by providing alternative formats in other languages.

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

We are reviewing the current policies for home to school travel support to ensure that council policies are still in line with national guidance, fair for children and families and represent effective use of available resources.

There are potential financial savings for the Council, which is important at a time when the service budgets are under significant pressure in an area where demand is increasing.

### 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
Improvement of service delivery – there is an opportunity to improve the way the service is delivered in a more efficient way and introduce new schemes such as independent travel training to improve independence in children and young people and provide them with key life skills.	Gail Rogers	Sep 24
Regularly reviewing ongoing feedback from /parents/carers/young people/school.	Terri Knowlton / Gail Rogers	On-going
Giving people a clear and easy way to share views / comment on the scheme.	Gail Rogers	Dec 23
Seeking advice from Equalities and Inclusion Team.	Terri Knowlton	On-going
Capturing data in our travel/pupil application form to inform gaps in our knowledge	Terri Knowlton /Alex Watkins	May 24



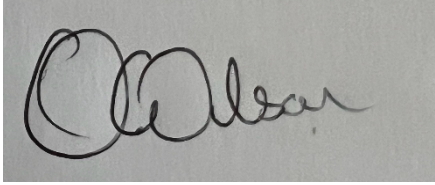
### 4.3 How will the impact of your proposal and actions be measured?

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.

Via feedback on the consultation and engagement with parents and carers on how we make plans to implement the policy and pilot an independent travel training programme. We will continually review the EqIA as we go during the implementation of any changes to policy.

### 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>  Vanessa Wilson, Director of Children and Education Transformation
Date: 22/2/2024	Date: 22/2/2024

<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: Home to School Travel Support Policy Changes</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 checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review	<input checked="" type="checkbox"/> Changing
<b>Directorate: Children &amp; Education</b>		<b>Lead Officer name: Gail Rogers</b>
<b>Service Area: Home to School Travel</b>		<b>Lead Officer role: Head of Children’s Commissioning</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.

Bristol City Council has reviewed policies for home to school travel support. We are doing this to make our existing offer clearer for Parents and Carers. As part of the review, we have identified some things we think need to change. We are asking for feedback on these proposals as part of a consultation currently live.

The policies are:

#### 1. Bristol City Council Home to School (5-16) Travel Support Policy

Department for Education (DfE) updated their statutory guidance in June 2023 in relation to 5-16 travel, so we are making sure our policy is still in line with current guidelines.

No changes have been made to eligibility for travel support. We are consulting on some new additions for eligible pupils that we would like feedback on, such as introducing a passenger code of conduct and how we deliver parts of our service in the future. For example, by proposing the introduction of meeting points for travel as part of our Independent Travel Training (ITT) programme that we are in the process of shaping.

#### 2. Bristol City Council Home to School (16-25) Travel Support Policy

Most young people who use Home to School Travel can access their education or training by walking or public transport. Where communities are not well served by public transport, several providers offer arrangements such as the Bursary Fund and concessionary schemes listed on the Local Offer and our travel support policy.

We have included this list of travel support options for pupils in the new policy, so it is clearer to parent/carers what is available. Currently young people aged 16 to 18 who do not have an Education, Health and Care Plan (EHCP) or a disability are responsible for all of their own travel costs and arrangements. We have reviewed travel support options for pupils aged 16 to 18 and propose to remove council- arranged vehicles. This is different from our current policy but still is in line with DfE guidance.

Where pupils have already started their course and travel to school via a council- arranged vehicle, we would continue this arrangement until they finish their course. The changes in the new policy would start for any pupils transitioning into post-16 education as of September 2025. Taking this approach means we can engage with parents and carers over a longer period and facilitate strategies that ensure we're not disadvantaging those who do not have access to transport networks or resources.

This proposal will be taken to Cabinet for decision making based on consultation outcomes in March 2024.

## 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 service delivers travel/vehicle support so it is likely any change to policy or ways in which the service is deliver will have an environmental impact.

## 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.

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

As part of the policy review, we have made sure to refer to the One City Strategy which supports corporate environmental objectives for the city and delivery of the service.

<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>	<p><b>Benefits</b></p>	<p>Removal of council arranged vehicles for pupils aged 16 to 18 and introduction of schemes such as pick up points and Independent Travel Training would increase the use of public transport and other more sustainable forms of transport. E.g. walking, bus, group travel. An estimated figure of carbon savings can be calculated by using the last years fuel/ mileage data.</p>
	<p><b>Enhancing actions</b></p>	<p>Policy changes and alternative ways of delivering the service such as pick up points could result in a reduction in the number of cars used to deliver the service and therefore support goals to reduce carbon emissions. Communications can be rolled out with the personal travel budgets to encourage users to use active/ sustainable transport models such as bus/ train/ e-scooter hire etc.</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>Removal of council arranged vehicles could mean an increase in Personal Travel Budgets (PTB). In some cases if public transport is not used by the pupil it could mean they arrange their own vehicle which would maintain the number of cars on the road.</p>
	<p><b>Mitigating actions</b></p>	<p>Communications/ Independent Travel Training will be rolled out with the personal travel budgets and will encourage pupils to use active/ sustainable transport models such as bus/ train etc. We could look to use travel planning services with the young people such as the TravelWest journey planner.</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</p>	<p><b>Benefits</b></p>	<p>Removal of council arranged vehicles for pupils aged 16 to 18 and introduction of schemes such as pick up points and Independent Travel Training would increase the use of public transport and other more sustainable forms of transport. E.g. walking, bus, group travel</p>
	<p><b>Enhancing actions</b></p>	<p>Policy changes and alternative ways of delivering the service such as pick up points could result in a reduction in the number of cars used to deliver the service and therefore support nature recovery.</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>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><b>Mitigating actions</b></p>		
<p><input type="checkbox"/> <b>No impact</b>      Persistence of effects:    <input type="checkbox"/> <b>1 year or less</b>      <input type="checkbox"/> <b>1 – 5 years</b>      <input checked="" type="checkbox"/> <b>5+ years</b></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>	<p><b>Benefits</b></p>	<p>Removal of council arranged vehicles for pupils aged 16 to 18 and introduction of schemes such as pick up points and Independent Travel Training would increase the use of public transport and other more sustainable forms of transport. E.g. walking, bus, group travel</p>	
	<p><b>Enhancing actions</b></p>	<p>Policy changes and alternative ways of delivering the service such as pick up points could result in a reduction in the number of cars used to deliver the service therefore supports creating a cleaner city.</p>	
	<p>Persistence of effects:    <input type="checkbox"/> <b>1 year or less</b>      <input type="checkbox"/> <b>1 – 5 years</b>      <input checked="" type="checkbox"/> <b>5+ years</b></p>		
	<p><b>Adverse impacts</b></p>		
	<p><b>Mitigating actions</b></p>		
<p>Persistence of effects:    <input type="checkbox"/> <b>1 year or less</b>      <input type="checkbox"/> <b>1 – 5 years</b>      <input checked="" type="checkbox"/> <b>5+ years</b></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><b>Benefits</b></p>		
	<p><b>Enhancing actions</b></p>		
	<p>Persistence of effects:    <input type="checkbox"/> <b>1 year or less</b>      <input type="checkbox"/> <b>1 – 5 years</b>      <input checked="" type="checkbox"/> <b>5+ years</b></p>		
	<p><b>Adverse impacts</b></p>		

people and assets during extreme weather events.  <a href="#">Further guidance</a> <input type="checkbox"/> No impact	Mitigating actions	
	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	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
Data on how many miles/journey will be impacted through the changes to the post 16 policy to determine impact on carbon usage	Terri Knowlton/Alex Watkins	Jan 2024
Communications/ Independent Travel Training will be rolled out with the personal travel budgets and will encourage pupils to use active/ sustainable transport models such as bus/ train etc. Could look to use travel planning services with the young people such as the TravelWest journey planner.		As project progresses

## 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.

### Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):

The significant impacts of this proposal are...

1. Removal of council arranged vehicles for pupils aged 16 to 18.
2. To explore transformation of future service delivery, possible pick-up points model and independent travel training.

The proposals include the following measures to mitigate the impacts:

Most young people who use home to school travel can access their chosen education or training by walking or public transport. Or they can apply for travel support to the Bursary Fund and other concessionary schemes.

Independent Travel Training is a widely used programme in other local authorities to improve independence in young people and provide them with key life skills.

The programme focuses on enabling individuals to travel independently to and from school, college, or other social activities. It is open to young people with any kind of additional need and typically covers a variety of topics depending on the needs of the student, such as personal safety, road safety, following directions, buying tickets, recognising, and avoiding dangerous situations and boarding the correct bus in the right direction.

The net effects of the proposals would likely result in a reduction in the number of cars used to deliver the service.

### Summary of significant adverse impacts and how they can be mitigated:

**Environmental Performance Team Reviewer:**

Nicola Hares

**Submitting author:**

Helen Haggi

**Date:** 19/12/2023

**Date:** 15/12/2023

<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 is not an endorsement or approval of the proposal.



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	Employment, Skills and Lifelong Learning (ESL) Plan		
<b>Ward(s)</b>	All		
<b>Author:</b> Jane Taylor	<b>Job title:</b> Head of Service (Employment, Skills and Learning)		
<b>Cabinet lead:</b> Deputy Mayor Cllr Asher Craig, Cabinet Member, Children’s Services, Education and Equalities	<b>Executive Director lead:</b> Hannah Woodhouse, Executive Director Children & Education		
<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 Employment, Skills and Lifelong Learning Plan (‘the ESL Plan’) from 2024 to 2030.			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. Bristol Employment, Skills and Lifelong Learning (‘ESL’) is a nationally recognised service which brings together a range of different functions: pre-16 careers and experience of work, post 16 tracking and career coaching for NEET (Not in Education, Employment or Training’) young people; employment support for people who are unemployed or on low pay, apprenticeship brokerage with local employers, and adult and community learning services.</li> <li>2. ESL makes a significant contribution to the Council’s corporate strategic priorities by enabling over 10,000 residents most excluded from education and employment opportunities to improve their confidence, skills and employment prospects. Our work is essential for increasing prosperity, enabling local businesses to thrive, building connections between people and communities, and making sure that no-one’s life chances are limited by their background.</li> <li>3. The ESL service provides strong system leadership through our proactive co-ordination and co-production with wider council teams, developers and employers, education and training providers, employment support agencies, public sector bodies, and community and voluntary organisations. We also work bottom up with local communities, helping us find innovative solutions and develop responsive services together.</li> <li>4. The ESL service has developed a very successful business model which is resourced through mixed funding. In 2023/24 the total service budget is £8.6 million of which £7.6m has been generated from a range of external funding sources. ESL uses a small, critical General Funding allocation and some core annual contracts to identify new business opportunities that help meet critical local gaps and needs. Over 20 years, the service has grown and developed, and despite the fixed term nature of most contracts, there have been zero redundancies.</li> <li>5. The Head of Service (ESL) has worked closely with other Council teams on the ESL plan development – including representatives from the Policy Team, Economic Development, Housing, Performance and Intelligence, Equalities, Sustainability and Climate Change, Neighbourhoods and Communities, Adults and Communities,</li> </ol>			



Children and Education, Learning and Development, and Public Health. Intensive research, strategy/policy review and consultation has taken place to inform the plan. The data and intelligence collected has been used to produce two technical appendix documents (attached).

6. The ESL plan will enable the Council to fulfil Ofsted and funder requirements by providing a clear strategic direction for the Council's directly managed and commissioned services. This plan sets out a clear road map so that the ESL service can continue to make a significant contribution to Bristol City Council and WECA priorities for inclusive growth, sustainability, education and health equality. This document also provides a clear evidence base and business case to attract critical resources so we can continue to improve our employment and skills services and outcomes.
7. The ESL Plan outlines key Bristol challenges, assets, feedback, and ESL priorities for the next four years, including:
  - Connecting better to fix the system and tackle employment inequality and poverty together
  - Achieving better career outcomes for young people and families being left behind
  - Driving employment and skills targets into all major developments and contracts
  - Preparing local communities for a just shift to a carbon neutral and digital future
  - Helping employers recruit diverse talent and plug skills gaps in essential job roles
  - Supporting Disabled people and those with health conditions to achieve paid work
  - Enabling migrants and refugees to build on their skills to settle and thrive in Bristol
  - Boosting lifelong learning for work, life, citizenship and well being
8. Bristol City Council strategic leaders can help accelerate skills and employment outcomes by supporting the ESL service and taking action in the following areas:
  - Prioritising employment, skills and lifelong learning in corporate strategies and governance arrangements
  - Ensuring all managed developments and commissioned contracts link with ESL early so they embed employment and skills targets which are achieved with support from the team
  - Encouraging all Council run and procured services that work directly with residents to link up with ESL to generate more effective referral processes which are monitored for impact
  - Championing a diverse recruitment pilot, led by HR and ESL, so the City Council can address the under-representation of young people facing the greatest barriers in its own workforce
  - Using leverage with employers to pledge their support with experience of work, supported internships, apprenticeships, pre-recruitment training, diverse recruitment and donation of laptops and other digital devices
  - Ensuring that employment, skills and lifelong learning monitoring and reporting is fully embedded into the Council's governance and accountability system, including the new Committee system.

**Officer Recommendations:**

That Cabinet:

1. Approve the Employment, Skills and Lifelong Learning Plan 2024-30.
2. Authorise the Head of Service Education Skills and Learning in consultation with the Cabinet Member Children's Services, Education and Equalities to take all steps required to implement the ESL plan.
3. Note the consultation responses at appendix B.

**Corporate Strategy alignment:**

The ESL service provides a golden thread that runs through the Council's Corporate Strategy 2022-27. The ESL team brings substantial investment to the City and adds significant value to a range of corporate priorities, including: improving equity in education through young careers and experience of work for young people, post 16 youth engagement and advice and second chance adult skills provision; supporting Disabled people to achieve independence through provision of supported internships and specialist employment support; supporting regeneration and access to employment through our Building Bristol partnership with major developers, through On Site construction apprenticeships, and through extensive employment support and digital inclusion programmes; improving health and wellbeing by supporting people out of poverty and supporting their mental health resilience

and recovery through integrated advice, community learning and employment support.

**City Benefits:**

We believe that the work of the ESL service is life changing. These services give people living in our ‘under-served’ communities a chance to improve their skills, find decent paid employment, increase their household income and improve their health and wellbeing. ESL services helps connect local businesses to the diverse talent they need and enables them to meet their social value commitments. By supporting people out of poverty and providing them with accessible lifelong learning opportunities, ESL helps build stronger communities and makes a significant contribution to health equality.

**Consultation Details:**

To inform this plan, the ESL service has undertaken an intensive process of consultation with residents from our priority communities; young people; parents/carers of young people with SEND; employers large and small; partner providers – including schools, further education and higher education providers; community and voluntary sector; employment support and advice agencies; local DWP, BCC leaders and managers. The draft plan is also being presented for verification at Council Executive Board Meetings. A detailed consultation appendix document is attached, and the main consultation themes are also summarised in the main plan document.

**Background Documents:**

- a) [WECA Employment and Skills Plan 2023](#) covers the West of England Combined Authority area strategic priorities for employment and skills
- b) [The West of England Local Skills Improvement Plan 2023](#) was produced by Business West and approved by the Secretary of State in line with [the Skills and Post 16 Education Act 2022](#)
- c) The [One City ‘Economic Recovery and Renewal Strategy’](#) was produced in 2020/21 in response to Covid 19. This is being updated and the evidence and priorities in the ESL Plan are being used to inform the Bristol Inclusive and Sustainable Economic Growth Plan to be produced later in 2024.

<b>Revenue Cost</b>	£8.29m total revenue cost in 2023/24	<b>Source of Revenue Funding</b>	Employment, Skills and Learning Service, is funded through a combination of 830K General Funding and £7.4m external funding from a wide range of funders - including WECA, DfE, DLUHC, DWP, NHS, CEC, Section 106 plus traded income through learner fees and developer levy funding.
<b>Capital Cost</b>	£0	<b>Source of Capital Funding</b>	N/A
One off cost <input type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/>		Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>	

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

**1. Finance Advice:**

The Employment, Skills and Learning Service (ESL) is currently funded (2023/24) from a combination of around 25 different sources including the local authority general fund, partner contributions, ring-fenced grants and trading income. Some of these sources of funding have specific terms and conditions to which the local authority will need to ensure it adheres.

A number of the sources of funding are time limited in their nature and it will be necessary to reapply for these or seek alternative funding in future if the level of services envisioned within the plan is to be maintained.

Historically, the service has been very successful in maintaining its overall income which gives assurance that the ESL Plan should be deliverable over the plan period 2024 to 2030.

There is a small risk that when a funding source ceases, cessation costs including redundancy payments may be incurred although previous experience has shown that this risk can be fully mitigated through planning and redeployment.

**Finance Business Partner:** Guy Marshall, Finance Business Partner 19 January 2024

**2. Legal Advice:** This report seeks approval for the implementation of the Employment, Skills and Lifelong Learning

Plan to 2030.

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.

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.

**Legal Team Leader:** Husinara Jones, Team Manager/Solicitor 12 February 2024

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

**IT Team Leader:** Alex Simpson, Lead Enterprise Architect 19 December 2023

**4. HR Advice:** The report is seeking approval for the Employment, Skills and Lifelong Learning Plan to 2030. The request to approve the plan does not have any direct HR implications arising for Bristol City Council employees.

**HR Partner:** Lorna Laing, HR Business Partner (Adults & Communities, Children's & Education) 18 December 2023

<b>EDM Sign-off</b>	Reena Bhogal-Welsh, Director of Education and Skills	17 January 2024
<b>Cabinet Member sign-off</b>	Cllr Asher Craig Cabinet Member Children's Services, Education and Equalities	23 January 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<b>Appendix A – Further essential background / detail on the proposal</b> A1. Bristol ESL Plan A2. Strategy and Policy Review January 2024	<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>



# Bristol Employment, Skills and Lifelong Learning Plan





# Contents

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<b>Executive summary</b> .....	<b>4</b>
<b>Introduction</b> .....	<b>6</b>
<b>Making the Connections and Adding Value</b> .....	<b>7</b>
<b>Bristol Employment, Skills and Lifelong Learning Service</b> .....	<b>8</b>
<b>The Bristol ESL Eco-System</b> .....	<b>10</b>
<b>Our Research and Listening</b> .....	<b>11</b>
<b>The Bristol Challenge</b> .....	<b>12</b>
1. Neighbourhood Dimension.....	12
2. Poverty and Discrimination .....	14
3. School Achievement.....	16
4. Post 16 Pathways .....	18
5. Skills Mismatch .....	20
6. Essential Jobs .....	22
7. Skills for the Future .....	24
<b>Bristol Assets</b> .....	<b>25</b>
<b>Feedback Summary</b> .....	<b>27</b>
<b>You said, we learned, we will...</b> .....	<b>31</b>
1. Connect the local system better to tackle employment inequality and poverty .....	32
2. Achieve better career outcomes for young people and families being left behind.....	35
3. Drive employment and skills priorities and targets into all major developments and contracts .....	38
4. Prepare local people for the jobs of the future including clean energy and digital jobs ....	41
5. Help employers recruit diverse talent and fill skills gaps in essential job roles.....	44
6. Support Disabled people and those with health conditions to achieve paid employment .....	47
7. Enable migrants and refugees to build on their skills to settle and thrive in Bristol.....	49
8. Boost lifelong learning for work, life, citizenship and wellbeing .....	51
<b>The Way Forward</b> .....	<b>54</b>

# Executive summary

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This plan provides a road map for Bristol’s Employment, Skills and Lifelong Learning Service. Based on extensive research and feedback from residents and stakeholders, we have identified 8 top priorities that are aligned with wider strategies and policies. Working together, we want to smash through barriers and achieve shared prosperity for all. As we drive things forward, detailed plans and progress are being shared through community conversations, multi-agency boards and regular governance reports. In preparing this plan, you said, we learned and we will...

## 1. Connect the local system better to tackling employment inequality and poverty

- Continue to build a co-ordinated hub and spoke employment and skills offer with partners.
- Improve referrals to ESL services by raising the profile and integration of ESL as a priority service.
- Work with strategic partners to develop an ‘Employers 4 Change’ forum.
- Embed ESL into the Bristol Family Hub model.
- Work in partnership with the Integrated Care Partnership, the NHS and Public Health.
- Join up with strategic bodies and teams that oversee our transport and childcare infrastructure.

## 2. Achieve better career outcomes for young people and families being left behind

- Secure long-term investment for Bristol WORKS.
- Continue to strengthen the Bristol Post 16 partnership and team.
- Secure long-term funding for a NEET reduction programme.
- Work with schools/settings to develop a ‘work readiness curriculum’.
- Develop innovative parent/care training programmes.
- Pilot a Cradle to Career programme.

## 3. Drive employment and skills priorities and targets into all major developments and contracts

- Develop the Building Bristol consortium.
- Introduce new monitoring and reporting arrangements on BCC managed developments.
- Accelerate joint working and co-develop reporting arrangements with BCC commissioners.
- Investigate opportunities for joint working and reporting requirements with VCS organisations.
- Improve the operation of the BCC Social Value Policy and TOMS procedures.
- Ensure that city infrastructure developments and plans take account of critical employment and skills needs.

## 4. Prepare local people for jobs of the future, including clean energy and digital jobs

- Deliver the Innovate UK Mission Net Zero Skills and Supply Chain project.
- Work with City Leap to embed employment and skills..
- Motivate young people to progress to jobs with a positive impact on Bristol’s carbon neutrality goals.
- Secure critical resources so that recycled and new digital devices can be distributed.
- Create and support community IT suites.
- Provide information about net zero and new digital technologies.

## 5. Help employers recruit diverse talent and plug skills gaps in essential job roles

- Complete the pilot ESL Health and Social Care and Parks and Green Spaces Inclusive Career Pathway programmes.
- Secure long-term funding to maintain and further develop ESL Inclusive Career and Talent Pathway programmes targeting.
- Work together with the BCC HR and Learning and Development Team to improve diverse recruitment.
- Co-ordinate a campaign through Building Bristol to improve the reputation of the construction sector.
- Develop an early years and education recruitment campaign and career pathway programme.
- Ensure that Future Bright resources are targeted at individuals from equalities groups.

## 6. Support Disabled people and those with health conditions to achieve paid employment

- Involve Disabled people in shaping ESL services.
- Work with SEND, Children’s Social Care and Adult Social Care Teams to transform policies and procedures relating to employment outcomes.
- Maintain and build on the successful We Work for Everyone programme.
- Ensure that partner employers have access to Disability equality training.
- Ensure that Bristol has a functioning Access to Work and specialist employment support services.
- Work with the Integrated Care Partnership, the NHS and key local partners to secure new devolved health and work funding.

## 7. Enable migrants and refugees to build on their skills to settle and thrive in Bristol

- Build a strong co-ordinated ESOL offer including part-time and intensive programmes.
- Support migrants and refugees to access skills programmes with embedded ESOL.
- Develop improved access to volunteering, experience of work and career coaching support.
- Establish local arrangements for overseas qualification and driving licence validation and conversion.
- Strengthen ESOL Conversation Clubs.
- Develop an employer toolkit to support their employment of refugees and asylum seekers.

## 8. Boost lifelong learning for work, life, citizenship and wellbeing

- Develop a collaborative local Bristol lifelong learning offer.
- Expand and further develop Community Learning provision.
- Support the creation and take up of apprenticeships.
- Develop a community development programme to empower residents.
- Develop and deliver a positive action tutor training programme.
- Rejuvenate Bristol’s Learning City Partnership.



# Introduction

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The aim of this plan is set out a clear road map for the Bristol City Council Employment, Skills and Lifelong Learning (ESL) service for the period 2024-2030.

This plan is based on extensive research and feedback from residents, employers, elected members, ESL team members, partner providers, wider council teams, funders and strategic partners. It is aligned with and designed to inform wider strategies and policies at a national, regional and local level.

We know that many local people feel that their potential is not recognised. They're struggling to make ends meet. They feel shut out of education and employment opportunities. Many local employers are also struggling to recruit people with the right skills to plug their critical vacancies and progress their business.

We believe that the work of the ESL team is key to tackling these challenges. Our core purpose is to unlock potential and change lives. We do this by giving people a chance to find decent paid employment, improve their skills and qualifications, increase their household income, improve their wellbeing, and enjoy more opportunities to develop and progress.

Every member of the ESL team is excited to work with residents, communities, employers, and supportive partners to smash through the barriers and achieve shared prosperity for all.

Thank you to everyone who has contributed and shown interest in this plan. If you're not already working with the ESL team, now is a great time to get in touch and find out how we can work together.

**For more information and regular updates please go to:**

[Employment Skills and Learning \(bristolesl.com\)](https://bristolesl.com)

**You can also send us an email using this address:**

[esl@bristol.gov.uk](mailto:esl@bristol.gov.uk)



# Making the Connections and Adding Value

ESL has a strong track record of contributing to important strategies that drive relevant policies and resources for employment, skills and lifelong learning. Bringing substantial external funding to the City we add significant value to major initiatives and action. Throughout this plan, we have considered our alignment with a wide range of strategies and policies, including key plans in the pipeline:



# Bristol Employment, Skills and Lifelong Learning Service

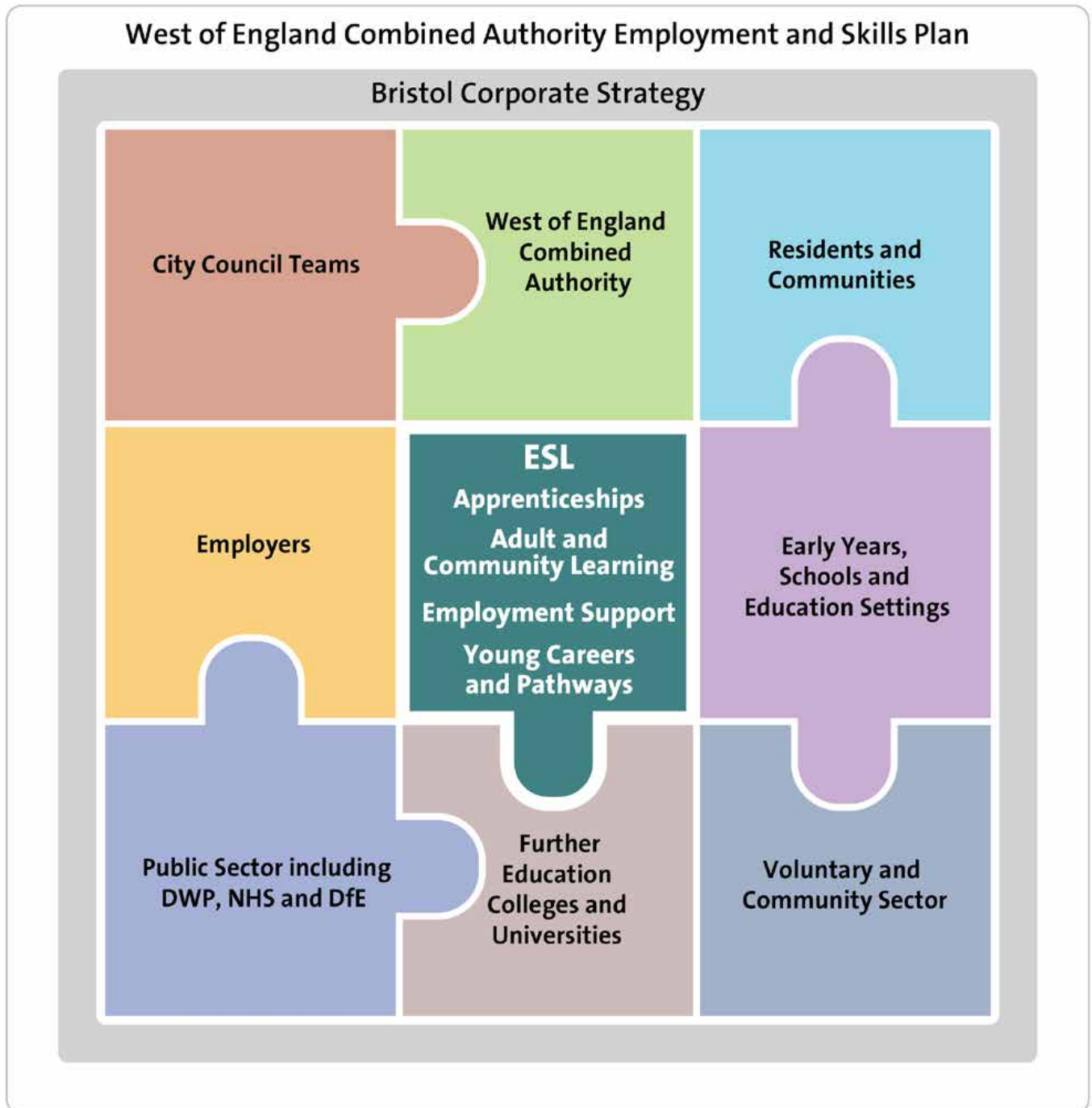
Bristol ESL aims to unlock potential and change lives. We are a strategic system leader and a major provider, located at the heart of Bristol City Council and the West of England Combined Authority. We are proud of our integrated services and the positive difference they make.

Team	What we deliver	Impact in 22/23
Bristol WORKS	Targeted careers development and experience of work opportunities for young people pre-16 in partnership with schools, employers and providers	<ul style="list-style-type: none"> <li>6757 young people gained experiences of work</li> <li>146 employers pledged support</li> <li>21 school career leads supported with developing best practice</li> </ul>
Bristol Post 16	Tracking, co-ordination and delivery of Post 16 and youth engagement services including 1-to-1 career coach support for those who disengage early	<ul style="list-style-type: none"> <li>2245 individual young people contacted</li> <li>272 young people supported into employment, education, or training</li> <li>43 post 16 providers supported</li> </ul>
Apprenticeships	Brokerage of construction skills apprenticeships through On Site and innovative talent pathway initiatives targeting localities, key sectors and major developments	<ul style="list-style-type: none"> <li>351 apprentices enrolled onto programmes</li> <li>£679,837 grants generated and apprenticeship levy shared with employers</li> <li>271 businesses supported to recruit local people</li> <li>34 major developers supported to produce employment and skills plans</li> </ul>
Adult Learning	A wide range of paid-for adult education classes for personal development, work and social wellbeing	<ul style="list-style-type: none"> <li>2949 enrolments onto adult learning courses</li> <li>55 expert part time tutors supported and employed</li> <li>£373,596 learner fees collected</li> </ul>

Team	What we deliver	Impact in 22/23
Community Learning	Develop and provide free adult learning courses for people with few or no formal qualifications. Courses include English, Maths, Digital Skills, ESOL and sector -based employability courses. Targeted advice and guidance is also provided as part of all courses.	<ul style="list-style-type: none"> <li>● 1554 learners enrolled onto community learning courses</li> <li>● 1214 learners have few or no formal qualifications</li> <li>● 225 learners obtained a qualification</li> <li>● 494 learners took part in ESOL courses and 321 engaged with ESOL conversation clubs</li> <li>● 30 mini-IT suites set up in community settings</li> <li>● 300 people at risk of becoming homeless and rough sleepers supported to improve their housing security, skills and employment</li> <li>● 80 people with experience of the criminal justice system or recovering from drug and alcohol misuse supported to access learning and work</li> </ul>
Employment Support	Job search, preparation and matching through the One Front Door, including in-work progression support and specialist programmes for those facing the most complex barriers to work	<ul style="list-style-type: none"> <li>● 1274 job seekers supported to find work</li> <li>● 663 people in low paid jobs supported to increase their household income</li> <li>● 6558 people attended job fairs</li> <li>● 44 employers supported to recruit diverse talent</li> <li>● 63 Disabled people with learning difficulties and autism supported into paid employment</li> </ul>

# The Bristol ESL Eco-System

Bristol ESL is part of a varied and lively employment and skills eco-system. We work ‘bottom up’ with residents, community groups, providers and employers to develop innovative solutions together. We also work alongside city leaders and funders to develop impactful strategies and investment plans that make a real and lasting impact on the ground.



# Our Research and Listening

This plan has been informed through many conversations, focus groups, meetings and surveys. We have directly engaged with over 300 individuals, organisations and community members. In addition to extensive desk based research and data analysis, all the research and feedback we have collected is included in two technical appendix documents:

**Appendix A** Strategy and Policy Review – relevant strategies and drivers that underpin the eco-system

**Appendix B** Consultation Feedback Report – detailed feedback from stakeholder conversations

This is just the start of the conversations that will continue for the life of this plan and beyond.

Desk based research and literary review		
Evidence gathering	Strategy and policy review	Stakeholder conversations
Consultation and Plan Co-creation		
Employer interviews and surveys	Young people focus groups	School career adviser workshop
FE and HE leader ‘think tanks’	BCC leader and manager discussions	Community conversations
VCS workshop	Member briefing	ESL staff survey
DWP discussion	Ways2Work Network	Parents/carers of SEND young people
Bristol Disability Equality Commission	Bristol City Council Staff Led Groups	Young people with SEND
Draft plan testing and endorsement		
Final plan		

# The Bristol Challenge

From all the evidence sources gathered and used, we have identified several critical issues that make up The Bristol Challenge.

## 1. Neighbourhood Dimension

There is a powerful spatial dimension to The Bristol Challenge, with several neighbourhoods experiencing far higher than average concentrations and persistence of unemployment, worklessness and low skills.

In Bristol, 46 lower super output areas (out of total 252) have had worklessness rates higher than the English average continually since September 2018.

The majority of these are either in Central Bristol (17 areas) or South Bristol (16 areas). In addition, seven are in the 'Northern Arc' and six are in East Bristol.

The best performing areas form a largely continuous area in the wards of Hotwells and Harbourside, Clifton, Clifton East, Cotham, Redland, Stoke Bishop and Westbury-on-Trym.

With such a strong neighbourhood dimension to both education and employment outcomes, The Bristol Challenge includes the need for localised solutions involving key stakeholders close to the ground. How do we achieve more co-designed and co-delivered programmes and services? How do we put local people at the centre, drawing on the expertise of trusted local organisations and developing innovative solutions 'bottom up'?

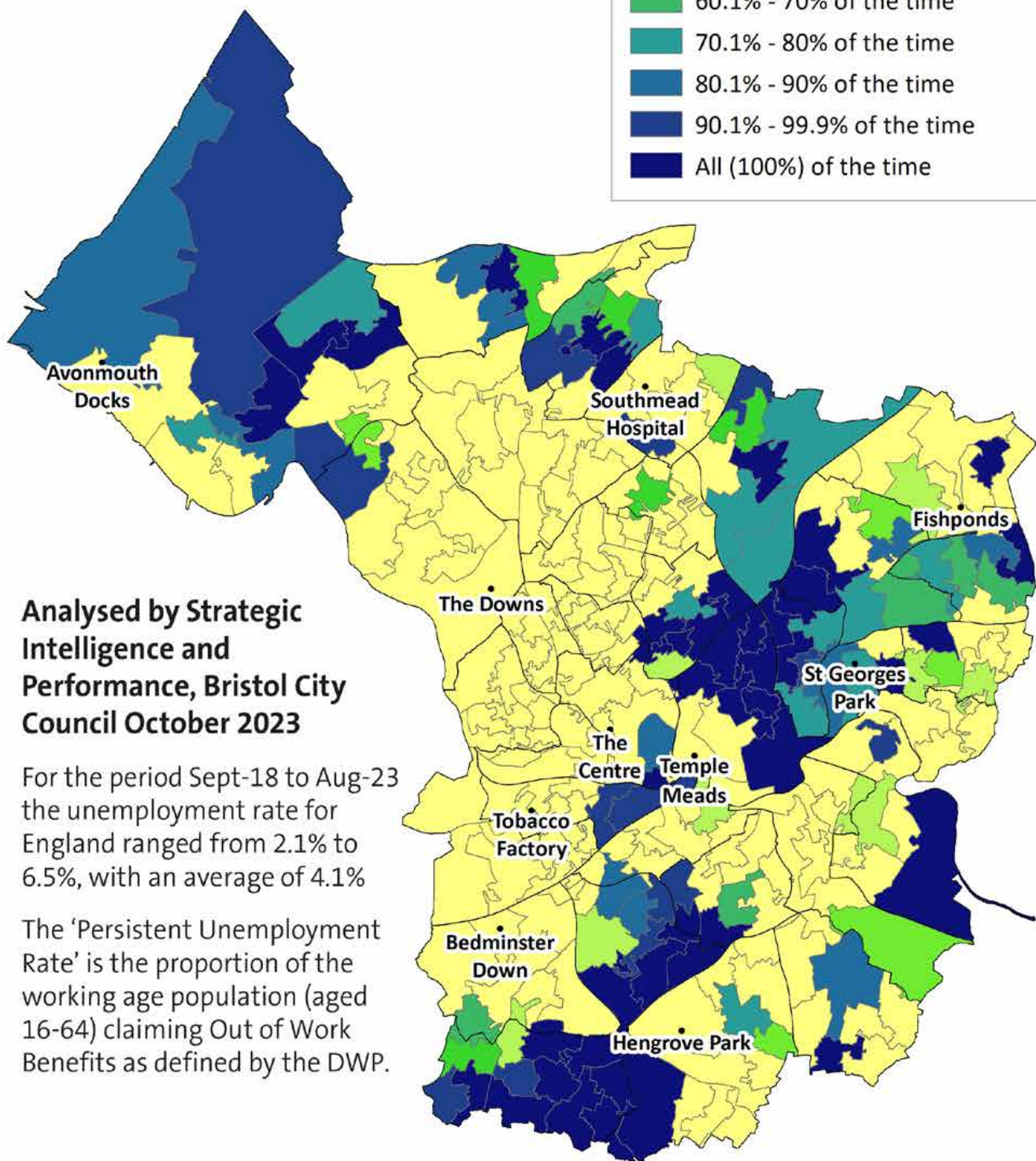


### Persistence of Unemployment Over 5 Years Between Sept-18 and Aug-23

The map shows the percentage of time for which the unemployment rate was greater than England rate

#### % of time greater than England rate

- Less than 30% of the time
- 30.0% - 40% of the time
- 40.1% - 50% of the time
- 50.1% - 60% of the time
- 60.1% - 70% of the time
- 70.1% - 80% of the time
- 80.1% - 90% of the time
- 90.1% - 99.9% of the time
- All (100%) of the time



**Analysed by Strategic Intelligence and Performance, Bristol City Council October 2023**

For the period Sept-18 to Aug-23 the unemployment rate for England ranged from 2.1% to 6.5%, with an average of 4.1%

The 'Persistent Unemployment Rate' is the proportion of the working age population (aged 16-64) claiming Out of Work Benefits as defined by the DWP.

Source: Office for National Statistics licensed under the Open Government Licence v.3.0 © Crown Copyright and database right 2023. Ordnance Survey AC0000807971



## 2. Poverty and Discrimination

Even before Covid 19, our analysis shows persistent trends in poverty over many years in Bristol. Growing child poverty, homelessness, and food poverty are impacting on mental health problems, limiting health conditions and life expectancy, especially for people living in the poorest areas. These are the same areas where 10 years of austerity measures have hit the poorest communities the hardest. It has been widely recognised that the pandemic has exacerbated these existing inequalities.

Systemic discrimination continues to blight our city, causing trauma and inequity in employment. There is strong evidence that some people experience unfair treatment in the workplace based on their ethnicity, Disability, sexuality, gender, age, and class (Equality and Human Rights Commission; Stonewall; Centre for Ageing Better; Social Mobility Commission). Discrimination exists in recruitment practices, workplace policies, hostile work environments and failure to provide reasonable adjustments.

People living in areas most impacted by the cost of living demonstrate huge resilience and skills, somehow making it through difficult times and providing support to others in their

community. However, residents most impacted by poverty have told us about their multiple and complex barriers to work – the availability and affordability of childcare; digital poverty; low skills resulting from disrupted education; language barriers; low employability skills and work readiness; mental ill health; lack of access to volunteering or work experience; concerns about impact of accessing a job on potential loss of benefits and support services.

One of the main themes through our consultation and engagement is the issue of availability, accessibility and affordability of transport in Bristol. Transport is a significant barrier for people living in areas of low jobs density and limited connectivity, particularly parts of South or North-West Bristol.

The implication of all these barriers is the urgent need for a more focused and joined up approach that uses all Bristol’s investment and secures significant additional resources to eradicate poverty. ESL has a key role as a system leader and provider of post 16 engagement, lifelong learning and employment support so people can access the economic prosperity which is currently denied.



## Cost of Living index October 2022

### Legend

Ward

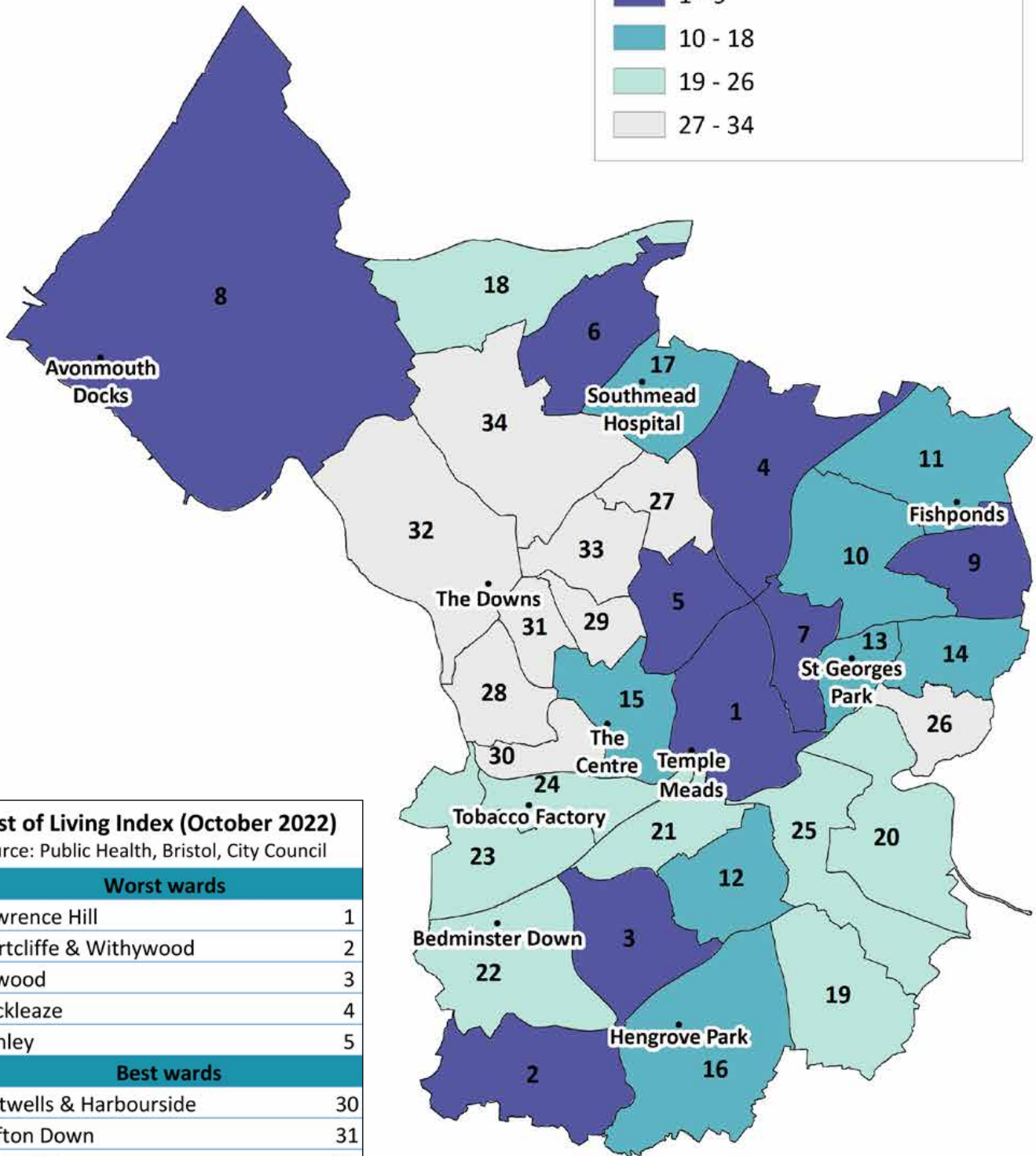
Index Rank where 1 = highest risk

1 - 9

10 - 18

19 - 26

27 - 34



### Cost of Living Index (October 2022)

Source: Public Health, Bristol, City Council

Worst wards	
Lawrence Hill	1
Hartcliffe & Withywood	2
Filwood	3
Lockleaze	4
Ashley	5
Best wards	
Hotwells & Harbourside	30
Clifton Down	31
Stoke Bishop	32
Redland	33
Westbury-on-Trym & Henleaze	34

Source: Public Health, Bristol City Council

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### 3. School Achievement

An analysis of Key Stage 4 Achievement in Bristol (GCSEs with English and Maths) by ward reveals the long-standing and persistent underachievement in certain areas.

The percentage of pupils achieving grades 4 and above in English and maths GCSEs has improved since 2019 from 60% to 63%. Whilst Bristol remains below the national average the gap is narrowing and sits at 2.1 percentage points in 2023.

However, achievement rates vary considerably by ward with some falling significantly below the Bristol and national average year on year. Hartcliffe and Withywood has been in the bottom three wards for percentage of pupils achieving grades 4 and above in English and maths GCSEs since 2019 and results in this area were 27 percentage points below the national average in 2023.

Overall, the number of Bristol wards that are performing below the national average has changed very little with 23 below the average in 2019 and 18 below in 2023.

2023 education data also shows the persistent and significant lower attainment of pupils with Special Education Needs, particularly those young people with an Education, Health and Care Plan. 20% of pupils eligible for free

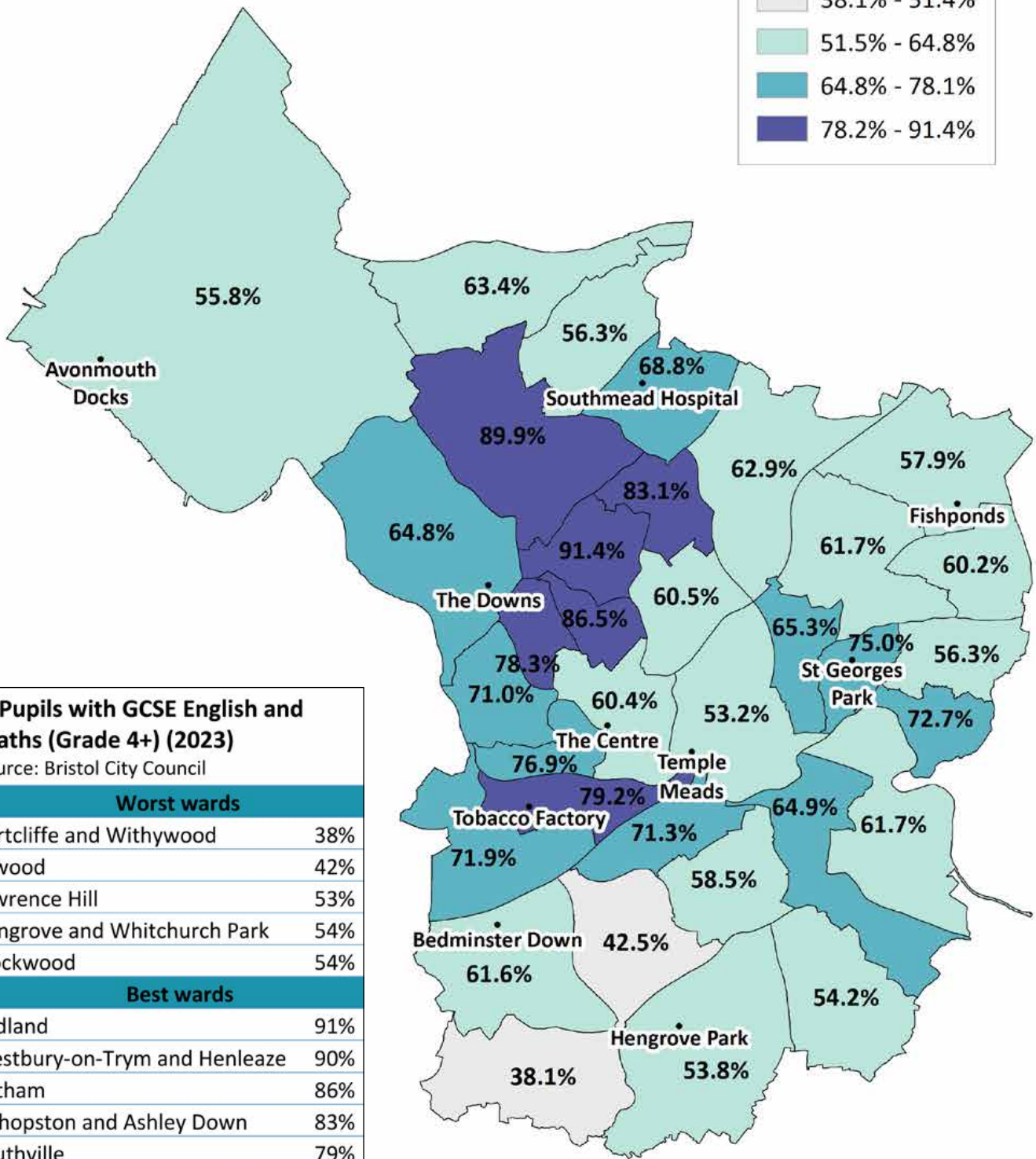
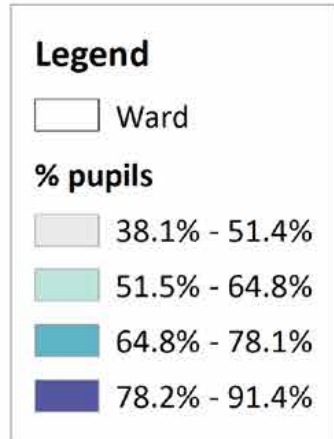
school meals achieved grades 5 or above in English and maths compared to 50.5% of all other pupils. 34.6% Black pupils achieved grade 5 or above in English and Maths GCSEs (45.5% nationally), compared to 49.5% achieved by Asian pupils. Academic underachievement for these groups is exacerbated by high levels of persistent absence.

Significantly fewer young people in Bristol go on to Higher Education when compared to the England average (31.6% Bristol, 42.2% England). Bristol is ranked 367th out of 406 amongst UK local authorities in relation to university attendance by our local population. In South Bristol participation is only 22.3%, including 3 of the 5 lowest performing areas in England: Hartcliffe (8.7%, lowest in England), Highridge and Withywood. Highest in Bristol is Westbury Park at 77.6%.

One implication of this data is the need for bottom-up co-designed interventions that more successfully engage young people who are disengaging and under-achieving in school. ESL is well placed to build on work with young people, parents/carers, schools and education settings, local youth providers and employers to unlock motivation and improve post 16 outcomes.



## % pupil's with GCSE English and Maths (grade 4+) 2023



% Pupils with GCSE English and Maths (Grade 4+) (2023)	
Source: Bristol City Council	
Worst wards	
Hartcliffe and Withywood	38%
Filwood	42%
Lawrence Hill	53%
Hengrove and Whitchurch Park	54%
Stockwood	54%
Best wards	
Redland	91%
Westbury-on-Trym and Henleaze	90%
Cotham	86%
Bishopston and Ashley Down	83%
Southville	79%
Bristol local authority	
Bristol	62%

Source: Bristol City Council

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## 4. Post 16 Pathways

Each year approximately 500 young people academic age 16/17 in Bristol are disengaging early from education, employment, or training (NEET).

The highest concentrations of young people who are disengaging early correlate closely with Bristol's Cost of Living Index with the top 10 areas making up 57% of the NEET population (289).

South Bristol makes up 42% (214) of our NEET cohort with evidence of higher levels of income deprivation, child poverty and below average mental wellbeing. There is also a higher concentration of NEET young people in areas such as Avonmouth and Lawrence Weston that are geographically distant from available post 16 provision. Young people disengage early from education and employment when they must undertake 40min+ travel time and incur public transport costs.

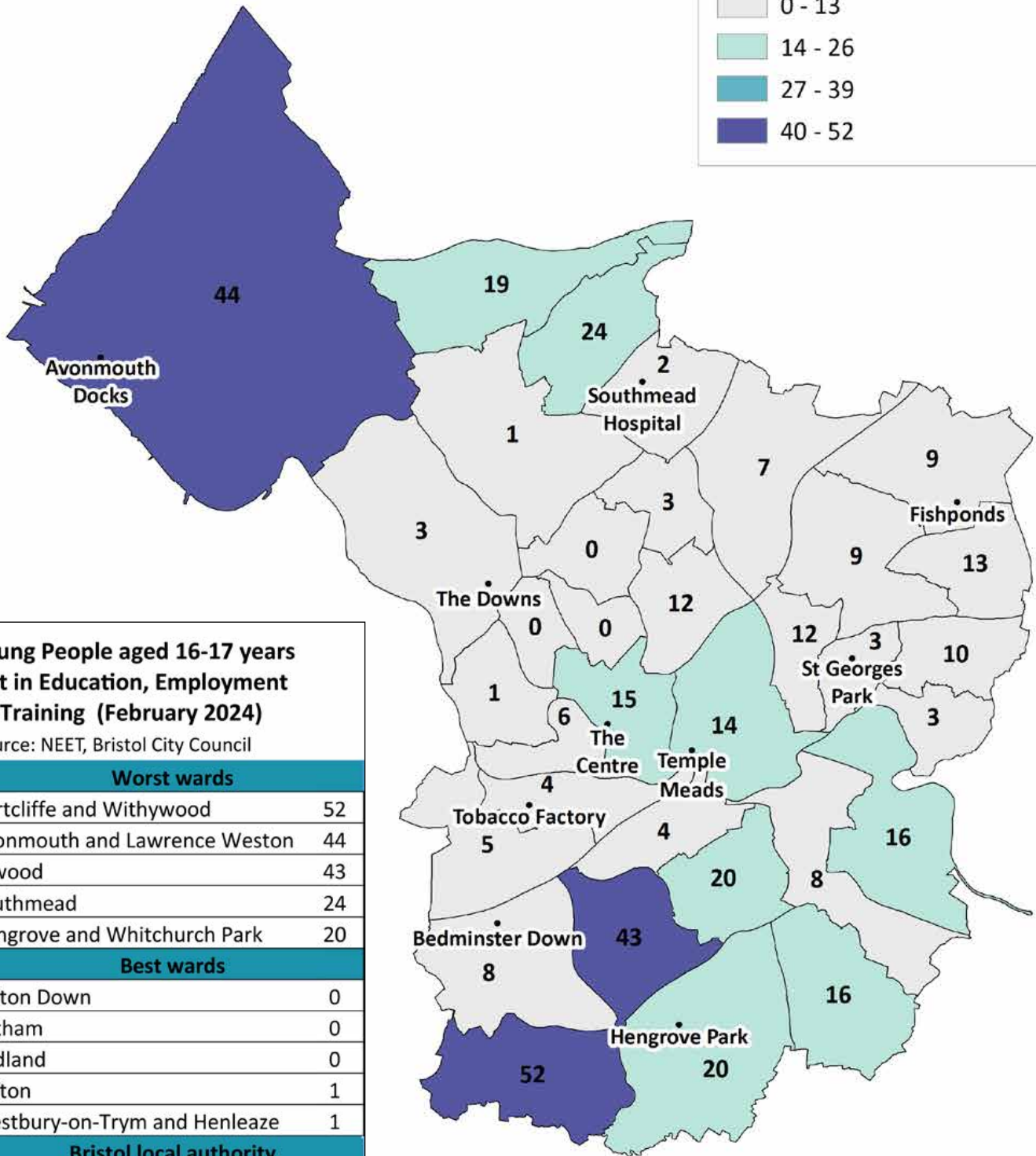
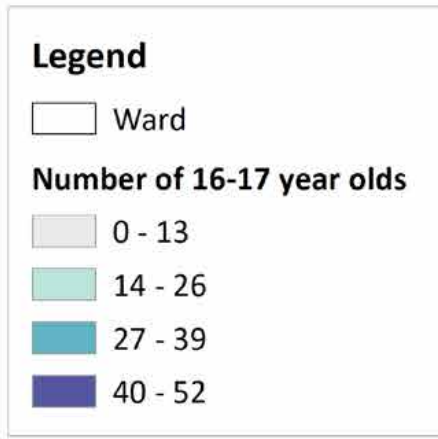
NEET young people in Bristol share a range of characteristics and complex barriers that result in them being excluded from mainstream learning programmes, including:

- 20.7% Children in Care and those Leaving Care
- 46.2% Young people who are pregnant
- 70.5% Teenage parents
- 14.9% Refugees and asylum seekers
- 44.7% Supervised by the Youth Justice Service
- 36% of young people who attended an ALP (Alternative Learning Provision)
- 12% of young people with SEND (Special Educational Needs and Disabilities)
- 10.7% of young People requiring SEN (Special Educational Needs) support.

A significant element of the Bristol Challenge is ensuring that the right support is provided early on for young people most at risk of becoming NEET. We need to pool resources and also secure additional dedicated funding to improve our response and support for those who disengage early. This includes providing the right experience of work, careers advice, pre-employability training and post 16 supported pathways with personalised wraparound support.



### Ward area of YP aged 16 and 17 currently NEET



**Young People aged 16-17 years not in Education, Employment or Training (February 2024)**  
Source: NEET, Bristol City Council

Worst wards	
Hartcliffe and Withywood	52
Avonmouth and Lawrence Weston	44
Filwood	43
Southmead	24
Hengrove and Whitchurch Park	20
Best wards	
Clifton Down	0
Cotham	0
Redland	0
Clifton	1
Westbury-on-Trym and Henleaze	1
Bristol local authority	
Bristol	406

Source: Bristol City Council

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## 5. Skills Mismatch

A significant factor of The Bristol Challenge is the mismatch between the skills required by employers and those of the workforce.

Almost 58,000 (18%) people of working age are without a level 2 qualification (equivalent to GCSE level) and of these 33,300 (10%) have no qualifications, including essential skills in English and maths. This means that a significant number of working age people do not have the formal qualifications they need to compete for job vacancies and most are at a disadvantage in the labour market. Many migrants, refugees and asylum seekers find it difficult to obtain recognition for their overseas qualifications and do not have the required level of English Language and employability skills to achieve their career aspirations.

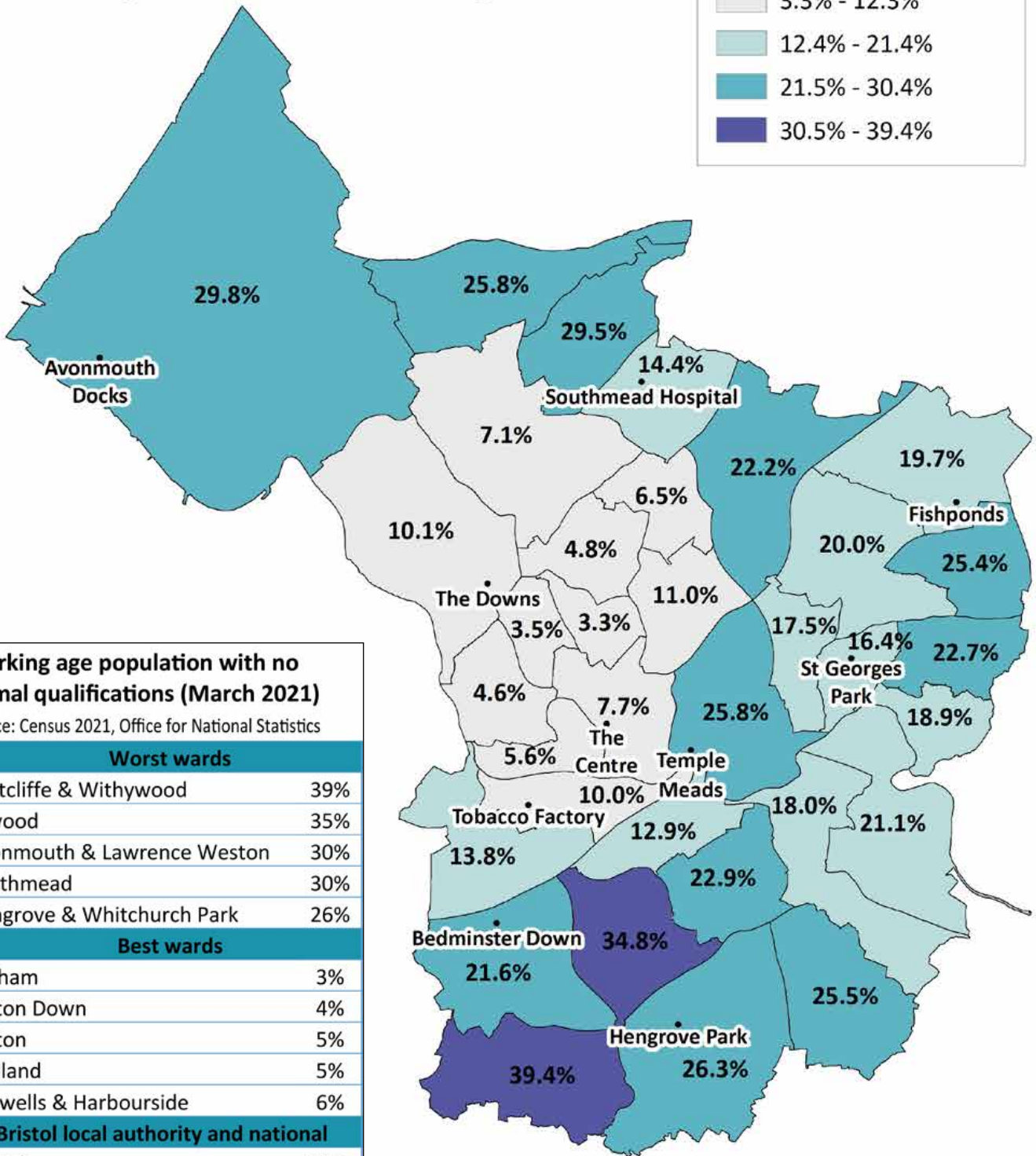
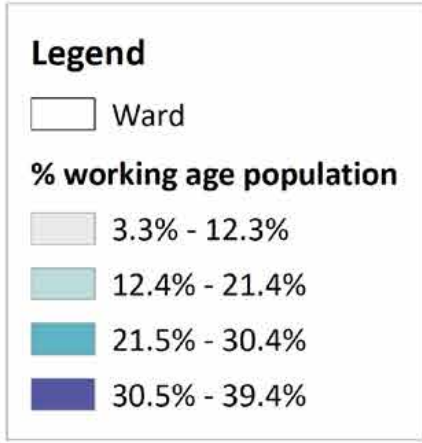
A significant proportion (44% - almost 15,000) of economically active people in Bristol with no qualifications are in employment. However, due to the lack of formal skills, these employees are often being held back from Level 2 and above apprenticeships and further career progression.

The Covid 19 pandemic accelerated certain trends in the job market, emphasizing the importance of digital skills and remote work capabilities. Some unemployed individuals have faced challenges in adapting to the changing job market, especially if their skills were not aligned with the evolving needs of employers.

This data underlines the critical for community learning so that people with negative experiences of education can obtain the essential skills and qualifications they need to secure decent work, particularly English, maths and digital skills – including English for Speakers of Other Languages. The ESL service is able to build on highly successful models of apprenticeship brokerage which enable people to learn while they earn, providing alternative routeways to higher level apprenticeships up to level 4 and beyond. The ESL Future Bright service remains critical to support people in work on low pay to access advice, skills and qualifications so they can progress to better and higher paid employment.



## Working age population with no formal qualifications Census 2021 None or Level 1 and entry level qualifications only



**Working age population with no formal qualifications (March 2021)**  
Source: Census 2021, Office for National Statistics

Worst wards	
Hartcliffe & Withywood	39%
Filwood	35%
Avonmouth & Lawrence Weston	30%
Southmead	30%
Hengrove & Whitchurch Park	26%
Best wards	
Cotham	3%
Clifton Down	4%
Clifton	5%
Redland	5%
Hotwells & Harbourside	6%
Bristol local authority and national	
Bristol	18%
England & Wales	22%

Source: Office for National Statistics licensed under the Open Government Licence v.3.0

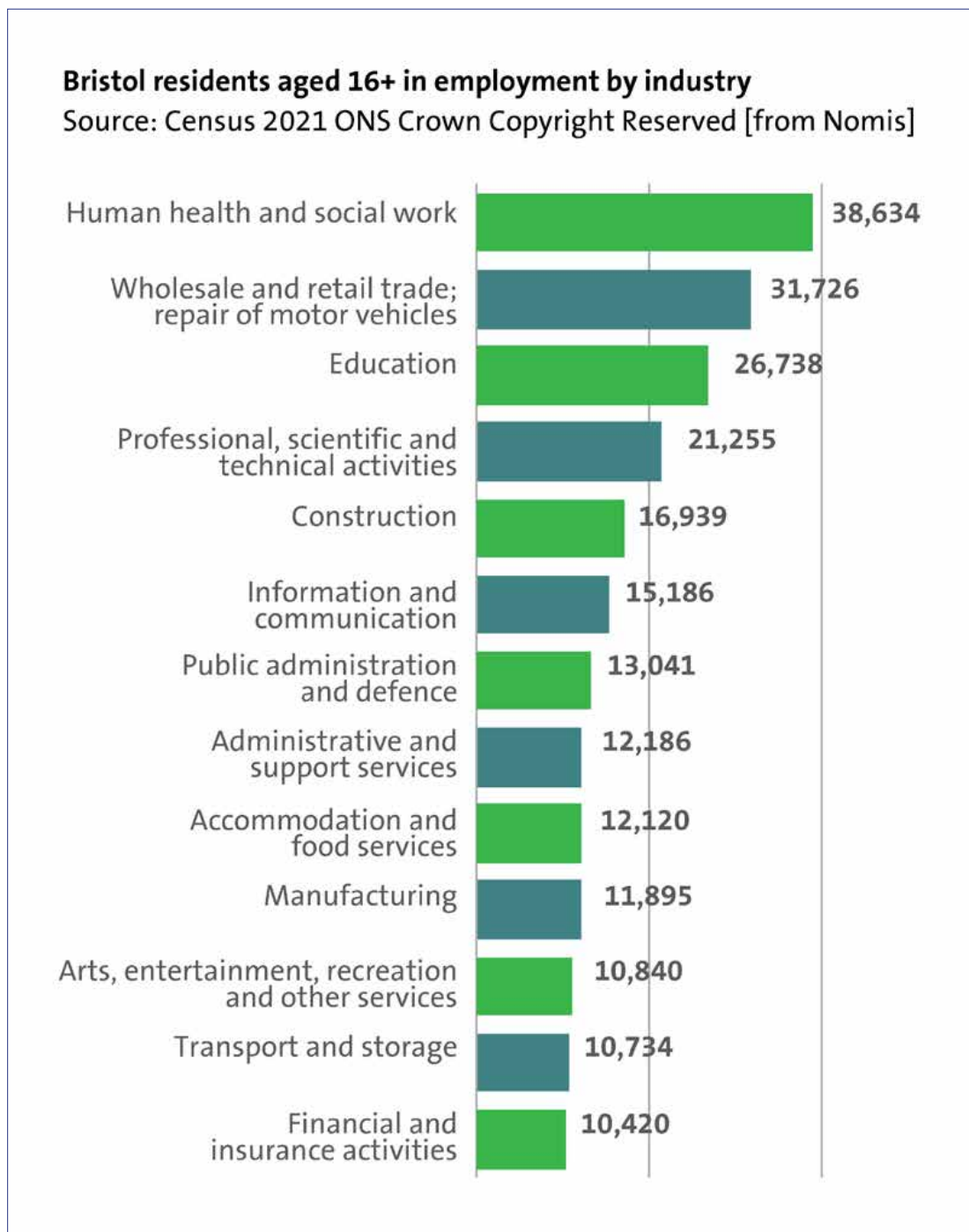
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## 6. Essential Jobs

Bristol has high job density, and the number of jobs is gradually increasing to the levels seen in 2019 before the Covid pandemic. Regeneration plans for the next five years and beyond includes the transformation of the Temple Quarter, a project that aims to attract 22,000 new jobs. There are also numerous major developments in the pipeline, providing significant new jobs across growth sectors including creative media and advanced manufacturing and engineering.

Over the next four years, many of Bristol’s highest volume jobs are in ‘hard to fill’ foundational employment sectors - suppliers of everyday essential goods and services that enable the city to function such as health and social care, early years and education, kitchen and catering assistants, skilled building trades and transport.



In 2023, many employers in foundation sectors have been struggling to recruit. For example, the average vacancy rate is 12% for adult social care in the West of England. Employers in the region also posted over 7,000+ unique adverts in Bristol for teaching and educational professionals (April 22 – April 23). The early years sector, already under significant workforce recruitment challenges, now faces additional workforce demand following the government expansion of the free 15- & 30-hours early education entitlements from three-and- four-year-olds to all children aged over nine months in 2024 and 2025.

Many people are discouraged from entering these critical roles due to the prevalence of low pay and inflexible working conditions. In 2021, 33,756 Bristol residents in work were estimated to be earning below the living wage,

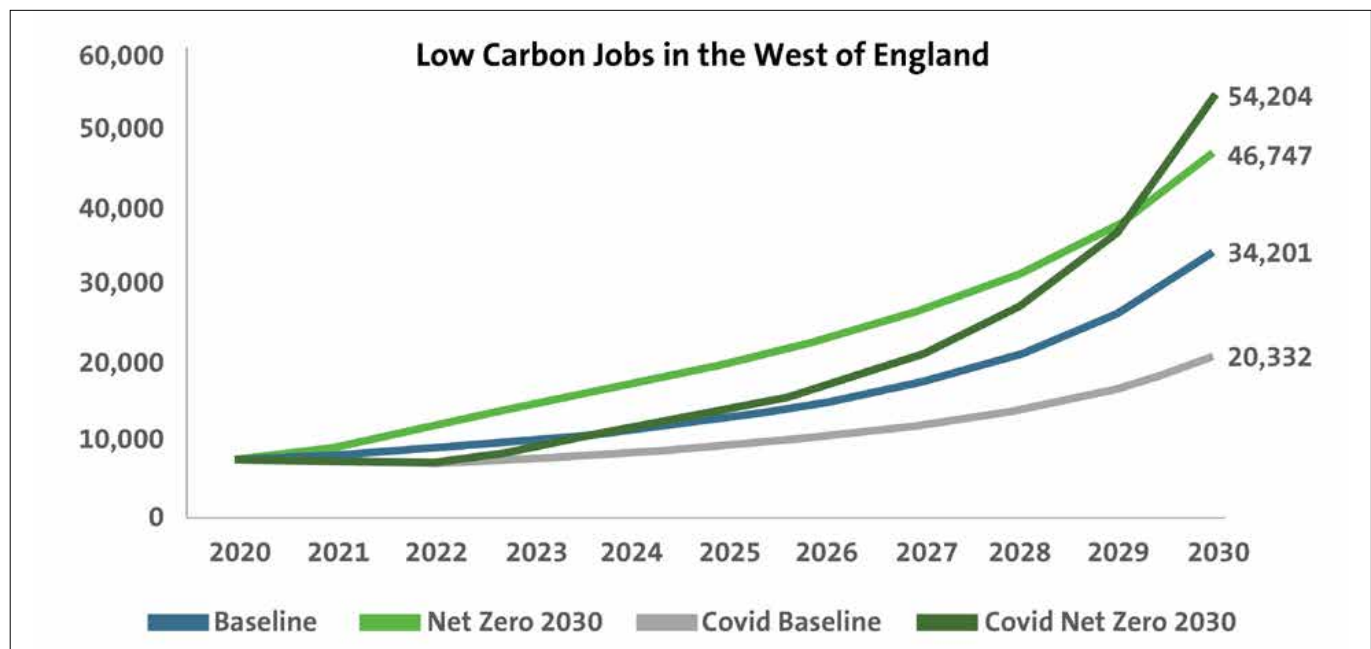
remaining dependent on the government for support, and often struggling to cover essential expenses with negative impact on their mental health and wellbeing.

The large number of vacancies suggests that the Bristol Challenge is not about a shortage of jobs, rather how we drive up the city's economic employment rate in all sectors whilst also working with partners to achieve better pay and to incentivise people into sectors that are experiencing the most critical skills shortages. By building on our successful inclusive career and talent pathway models, ESL is well placed to improve the diversity of the Council's workforce, as well as supporting other employers to recruit diverse local people into decent 'normal' jobs that pay a living wage with opportunities for training and progression.



## 7. Skills for the Future

The City of Bristol has declared a climate and ecological emergency. City Leaders have made a commitment to become carbon neutral, to improve our climate resilience and protect the natural environment by 2030.



To future proof our buildings, Bristol will need thousands of trained people with technical skills to install heat pumps and district heating networks, cavity wall and solid wall insulation, loft and roof insulation.

As digital technology and digitalisation is changing our personal lives, it is also changing work at a rapid pace. Whilst new technologies are creating great wealth and improving living standards for some, we are also experiencing historic wealth inequality with many people feeling alienated and shut out from technological innovations. Critical action is needed to prepare local communities so they can make a fair shift to both a green economy and digitalised world.

To achieve a step change in the number of local people gaining new technical and digital skills at pace, we need significant investment in the right education, training and infrastructure, along with strong social contracts with employers, to help mitigate the negative impacts.

In driving forward green energy and digitalisation, the Bristol Challenge is to ensure the new training and jobs available

are accessible to our most excluded neighbourhoods and communities. ESL is gearing up to work together with priority neighbourhoods to inspire young people and people of working age to get into new careers, also supporting local businesses to adapt, scale up and adopt inclusive recruitment and workforce development practices.

ESL played a vital role in addressing digital poverty throughout the pandemic by ensuring those people most excluded from online learning, work and services had access to recycled laptops, free data and digital skills training. It is critical that this work continues through business sponsorship and dedicated funding.

Positive action interventions and campaigns are also required to tackle the under-representation of Bristol's equalities communities in technical and digital careers, particularly women, Black and Minoritised people, and Disabled people.

Through the Building Bristol partnership and the ESL On Site Bristol partnership, we need to support those who have trained and worked in traditional industries to update their skills and benefit from the changes to come.

# Bristol Assets

As the largest city in the South West, the Bristol city region is the eleventh largest urban area in the UK. Most of us can name things we love about Bristol. Working in partnership, ESL wants to find new ways to draw on these many assets



- Local people: entrepreneurial, compassionate and resilient
- Rich multi-cultural mix and diverse communities – including a buzzing LGBTQ+ scene
- Creative and arts scene on the street and in numerous galleries
- A young vibrant community
- Expansive local parks and green spaces
- Innovative food scene with popups, cafes, markets and restaurants
- Thriving sports and leisure clubs and services
- Strong economic sectors like finance, technology and engineering
- Attracting significant inward investment from government and business
- Green energy and sustainability innovations like City Leap
- Major regeneration developments like Temple Quarter
- International links and reputation – and an expanding international airport
- Science and technology hubs like the Engine Shed
- Growing media hub including the Bottleyard Film studio
- A strong appetite for multi-agency and cross-council working
- Expansive local health system and partnership
- Trusted community and voluntary sector organisations
- Supportive local schools and early years settings
- Ambitious FE Colleges, 6th Form College and Independent Training Providers
- Top universities and a thriving research community



## Feedback Summary

To develop this plan, we have held conversations with lots of different people about employment, skills and lifelong learning – what’s not working and hopes for the future. This is a summary of what they said.

<b>Residents</b>	<ul style="list-style-type: none"> <li>• No-one felt prepared for a life or career after school – particularly those who were not on a traditional academic pathway</li> <li>• Since leaving school, many residents have developed a strong appetite for further learning, work experience and employment – supported through ESL and other community based providers</li> <li>• Poverty, inadequate transport, childcare costs, lack of digital kit and skills are barriers to learning and work</li> <li>• Community based organisations and local employers have a critical role to play</li> </ul>
<b>Young People</b>	<ul style="list-style-type: none"> <li>• Want to learn about the real world – including managing finances and learning about what you can do when you leave school</li> <li>• Enjoy people doing different jobs coming into school and showing interest in them and what they have to say</li> <li>• Would rather do real work tasks than practicing skills for work through classroom-based activities which can be boring</li> <li>• Students that live in Bristol’s poorest communities are anxious about the bad reputation attached to their postcode and how this may impact negatively on their job prospects</li> <li>• Students are aware of the wasted potential in their peer group and where young people have low aspirations and are settling for lower level jobs</li> </ul>
<b>Young people with ‘Special Educational Needs and Disabilities’ (SEND)</b>	<ul style="list-style-type: none"> <li>• Transport funding stops when young people reach age 16 which creates barriers to post 16 education or training</li> <li>• Disabled young peoples post 16 options are often part time which creates logistical issues for families</li> <li>• There are not enough Post 16 choices for young people with an EHCP</li> <li>• Some young people with SEND fear moving to a new Post 16 provider and would prefer to continue their education at their school until they are age 19</li> </ul>
<b>Bristol Disability Equality Commission</b>	<ul style="list-style-type: none"> <li>• A Disabled Person Travelcard cannot be used until 9am</li> <li>• There are huge problems with the Access to Work scheme that need to be tackled</li> <li>• Parents/carers need to be recognised as critical partners to support young people as they transition from education to independence and employment</li> <li>• Deaf people are struggling to access the right employment support</li> </ul>

<b>Parents/ Carers of young people with Special Educational Needs and Disabilities (SEND)</b>	<ul style="list-style-type: none"> <li>• The lack of accessible public transport means that young people with SEND cannot easily get to training and work</li> <li>• There are not enough accessible opportunities for young people to take part-time English and Maths GCSE courses</li> <li>• There is inconsistent careers advice in schools and a lack of information for parents/carers about non-traditional pathways</li> <li>• Would like to see local employers create more entry roles and inclusive recruitment</li> </ul>
<b>Voluntary and Community Sector (VCS)</b>	<ul style="list-style-type: none"> <li>• The VCS sector believe they have a key role in providing and supporting ESL services</li> <li>• See lots of challenges: affordable childcare, language and cultural barriers, transport, discrimination, lack of flexible ‘good’ jobs, digital poverty, mental ill health</li> <li>• Long term secure funding for the VCS sector is key – WECA funding has proven difficult to access due to heavy bureaucracy</li> <li>• Great to see more community friendly training, work experience, career coaching, intensive English language tuition and free childcare</li> </ul>
<b>Employers</b>	<ul style="list-style-type: none"> <li>• Many would welcome support with local and diverse recruitment</li> <li>• ESL teams are highly regarded by local SMEs – WORKS, On Site, One Front Door, Community Learning</li> <li>• We need to address the lack of diversity and inclusion across construction site workplaces, including a campaign to generate more interest in technical roles amongst women and Black and Minoritised communities</li> </ul>
<b>ESL Team</b>	<ul style="list-style-type: none"> <li>• The team needs more support to spread the word about ESL services</li> <li>• Are seeing many people struggling with complex lives, including digital poverty, language barriers, childcare and transport issues, mental ill health and anxiety, lack of confidence</li> <li>• Can achieve more through more joined up systems and procedures</li> <li>• Long term funding and workforce stability would make a huge difference</li> </ul>
<b>Employment and Skills Providers</b>	<ul style="list-style-type: none"> <li>• Inaccessible recruitment practices are a big issue – we need a campaign to support employers to utilise diverse recruitment practices</li> <li>• Job seekers are impacted by poverty, poor public transport, childcare costs, digital poverty, insufficient JCP capacity, low confidence</li> <li>• Some groups are excluded due to way courses and services are delivered</li> <li>• The Disability Confident scheme is out of date and sadly a ‘tick box’ exercise</li> </ul>

<b>School Career Leads</b>	<ul style="list-style-type: none"> <li>• More support needed for priority students: particularly those at risk of becoming NEET and young people with SEND</li> <li>• More employment readiness for young people who don't want to progress to formal learning in college or sixth forms</li> <li>• Recruiting more employers to provide work experience – including SME's</li> <li>• Lack of funding and capacity in the curriculum for careers are big issues</li> </ul>
<b>Elected Members</b>	<ul style="list-style-type: none"> <li>• Would like to see a big push on jobs for future particularly green industries</li> <li>• Recognise the need to expand careers advice, access to HE and in work progression support</li> <li>• Want more promotion of lifelong learning using trusted local organisations and people rather than relying on websites</li> <li>• See inadequate public transport is a big problem</li> </ul>
<b>BCC Leaders and Managers</b>	<ul style="list-style-type: none"> <li>• Keen to see resources prioritised on key priority groups and neighbourhoods – care leavers, people with mental ill health, refugees and asylum seekers</li> <li>• Stressed the importance of community shaped and led services</li> <li>• Would like to see more done to join this work together across all council services</li> <li>• Committed to improving diverse recruitment practices in BCC and across all employers</li> </ul>
<b>Department of Work and Pensions</b>	<ul style="list-style-type: none"> <li>• Travel and where things are represents a big issue for job seekers</li> <li>• There is a need for more specialist and targeted provision for those facing discrimination and barriers to employment</li> <li>• Keen to build on what's worked – for example the South Bristol Talent Pathway programme and the Launchpad concept to increase support in areas with high youth unemployment</li> <li>• Inclusive recruitment with larger anchor employers is critical</li> </ul>
<b>City of Bristol College</b>	<ul style="list-style-type: none"> <li>• Identified a critical need to develop combined ESOL vocational pathways into employment</li> <li>• Recognition of the huge shift in workforce requirements – including the impact of AI</li> <li>• There is a need to support the city to prepare for green energy and sustainability, and also develop a clearer training and career pathway into social care jobs</li> <li>• There are future opportunities to develop more flexible, modular, online and blended HE</li> </ul>
<b>Universities</b>	<ul style="list-style-type: none"> <li>• Universities can do more to accelerate diverse recruitment – building on the UoB 'Join Us' programme</li> <li>• There is scope to widen participation to HE through outreach, alternative routes to HE, alumni role modelling, free credits for adult returners</li> <li>• Would like to see the Learning City Partnership Board come back to life so we can map our lifelong learning offer and address skills challenges together</li> </ul>





## You said, we learned, we will...

We have drawn on all findings to set out our top priorities for action. We believe this focus will give Bristol the best chance to increase skills, reduce unemployment and improve life chances. We want these priorities to steer our collaborative working, guide our annual service plans, and influence the way we deliver and commission services locally.

**1.** Connect better to fix the system and tackle employment inequality and poverty together

**2.** Achieve better career outcomes for young people and families being left behind

**3.** Drive employment and skills targets into all major developments and council contracts

**4.** Prepare local people for the jobs of the future, including clean energy and digital jobs

**5.** Help employers recruit diverse talent and plug skills gaps in essential job roles

**6.** Support Disabled people and those with health conditions to achieve paid work

**7.** Enable migrants and refugees to build on their skills to settle and thrive in Bristol

**8.** Boost lifelong learning for work, life, citizenship and wellbeing



# 1. Connect the local system better to tackle employment inequality and poverty

ESL works in a strong strategic partnership with the West of England Combined Authority, the DWP and DfE, the NHS and Integrated Care Partnership, key City Council teams and wider partners. Yet so much more can be achieved by finding new ways to join things up across strategic and operational silos. If we are to eradicate poverty and provide better access to skills and employment, strategic support for ESL and accountability for outcomes must increase and accelerate. Transforming our local system will help results for residents and employers.

## What we want to do:

- |  |
|--|
| <p><b>1.</b> Continue to build a co-ordinated hub and spoke employment support and skills offer with key partners – including the Skills Connect One Front Door, Future Bright, Bristol Launchpad and targeted programmes that plug gaps in employment support</p>   |
| <p><b>2.</b> Improve referrals to ESL services by raising the profile and integration of ESL as a priority service at Corporate, Directorate and team level across Bristol City Council so that more residents on low pay and with few or no formal qualifications can get the support they want and need e.g. housing tenants and customer support clients; people supported by social care; welfare rights/debt management clients</p> |
| <p><b>3.</b> Work with strategic partners to develop an ‘Employers 4 Change’ forum for all local employers who are committed to inclusive and diverse recruitment and workforce development in Bristol, encouraging them to sign up to the West of England Good Work Charter and Disability Confident kite mark</p>  |
| <p><b>4.</b> Embed ESL into the Bristol Family Hub model to improve resident access to all ESL services and to improve hub sustainability and impact</p>   |
| <p><b>5.</b> Work in partnership with the Integrated Care Partnership, the NHS and Public Health to integrate ESL with health-based services</p>   |
| <p><b>6.</b> Join up with strategic bodies and teams that oversee our transport and childcare infrastructure to ensure that local plans, investment, and campaigns better support the employment and skills needs of priority communities</p>  |

## How will we know we have made a difference?

<b>Key Performance Indicators</b>
Unemployment rate in priority wards
Number of participants registered and supported through the One Front Door, Future Bright and other employment support programmes
No of adults aged 19+ who have progressed from all employment support activities into skills provision, employment or better employment

## Skills Connect - Bristol 'One Front Door'

Bristol's One Front Door provides employment support, advice and guidance for local residents. Part of the West of England Skills Connect Hub the service helps people consider their work and training options and find the support they need.

Residents may be assigned a careers coach who can also signpost them for help with mental health, wellbeing, financial problems and a wide range of other topics.

### Karen:

Karen came over to One Front Door to ask for help with finding a job, preparing for an interview, and increasing her skills. The team talked to Karen about her ambitions to become a teaching assistant, gave some advice on first steps and signposted her to the organisations who may be able to offer teaching assistant training who were at the event.

Karen signed up to start a teaching assistant course with the local college which was starting the very next week! Karen also talked to Community Learning and signed up on another course to improve her English and Maths and left looking forward to her next steps.

One Front Door also works with employers to help fill vacancies, get support and develop a more inclusive workforce.

The team organise Job Fairs giving employers an opportunity to meet potential employees and giving job seekers a chance to connect and take the next step in their career journey.



### Why employers value jobs fairs:

“Meeting a diverse group of organisations and being able to reach a cohort which we usually wouldn't. We handed out our leaflets a lot!” **Well Aware**

“Good energy, lots of people looking for help, jobs, starting a business.” **Black South West Network**

“Speaking to a wide range of job seekers. Lots of potential candidates who are applying for roles that we have found hard to fill via jobs boards.” **Bristol Waste**

“Meeting people who wouldn't normally apply as not skilled, we can transition them!” **Wagamama**

## Move In, Move On, Move Up (MIMOMU)

**MIMOMU provides bespoke support for anyone with a history of rough sleeping or living in temporary or unsettled accommodation. Some participants are rough sleepers, some from supported accommodation, safe houses and hostels. All are looking to move on from temporary accommodation or need support to maintain their accommodation.**

MIMOMU is a partnership between Employment Support and Community Learning alongside Housing Options and Community partners.

Together they offer participants specialist one to one support from a careers navigator, language support through ESOL classes, digital support and skills through IT classes and free tablets or laptops and internet bundles. Participants are supported to think about their goals and ambitions for the future and to access courses that allow them to build skills and improve their employability.

### **Krasimir:**

Krasimir was living in a tent and hostels, but he really wanted to start a job as soon as possible. Krasimir was comfortable looking for work, but his CV was out of date and his financial issues and accommodation were unstable and making it hard for him to focus.

His navigator worked with him to update his CV and outline his skills and experience. He was referred to WRAMAS, a financial advice service, to get support with managing money. Now also getting support from a local hostel Krasimir was able to access a food bank voucher. This helped him to feel more in control and able to start to think about his goals for work again.

He attended a job fair with his navigator and having found a chef job he was interested in his navigator helped him complete his application. Krasimir was delighted to get the job and feels like this is the beginning of a new chapter for him.

“Krasimir has moved from rough sleeping to paid work, which is fantastic and a huge success for him. Getting his financial situation a bit more stable and encouraging him to stay engaged with the hostel has really helped him be able to prioritise updating his CV and exploring his work options. This allowed us to visit a job fair and for him to meet with some employers. I am really pleased for him this is just what he wanted. It really feels like he’s on his way.”



## 2. Achieve better career outcomes for young people and families being left behind

The data is clear – specific Bristol communities are systematically ‘under-served’ by the current education offer, including both geographic and equalities communities. The evidence shows that early disengagement from education, training and employment by young people creates huge risk for the young people and places a significant burden on the public purse due to the likelihood of long-term unemployment, poverty and health related issues. To tackle Bristol’s persistently high NEET figures and reverse this wasted potential requires significant additional investment, not just to maintain what works, but to achieve transformation through innovative collaborations and holistic community-led programmes.

### What we want to do:

<p><b>1.</b> Secure long-term investment for Bristol WORKS so the team can continue to provide innovative high quality Careers, Education, Information Advice and Guidance (CEIAG) and meaningful experience of work for young people most at risk of becoming NEET, particularly young people with SEND and children in care and leaving care</p>
<p><b>2.</b> Continue to strengthen the Bristol Post 16 partnership and team, including our management and use of post 16 data; deployment of young career coaches; development and promotion of a co-ordinated CEIAG and post 16 offer; transition support through our Into Learning Network and transition panels</p>
<p><b>3.</b> Secure long-term funding for a NEET reduction programme combined directly managed and commissioned services from expert providers who can help us re-engage and motivate young people so they can progress into education, training and employment</p>
<p><b>4.</b> Work with schools/settings to develop a ‘work readiness curriculum’ that supports young people’s employability, enterprise and progression to technical training/apprenticeships – including managing stress, resilience and travel training</p>
<p><b>5.</b> Develop innovative parent/care training programmes that support their roles as children’s primary educators and as community leaders, managers, trainers and peer advocates</p>
<p><b>6.</b> Pilot a Cradle to Career programme – working with a place-based consortium that can support young people’s career aspirations, pathways and outcomes</p>

### How will we know we have made a difference?

<b>Key Performance Indicators</b>
Number of employers engaged and pledged to delivering experience of work
Number of experience of work opportunities delivered to young people pre-16 at risk of NEET
Number and % of young people academic age 16-17 who are NEET and Not Known

## Bristol WORKS

Bristol WORKS supports schools and employers by delivering quality experiences of work to young people who are at risk of being left behind. The WORKS experience of work framework goes beyond the traditional week of work experience – including visits to employer sites; employer talks in schools; one-to-one mentoring and real work challenges.



### Careers Day at Oasis John Williams

Bristol WORKS supported Year 9 learners from Oasis John Williams school to expand their knowledge of exciting careers and pathways in Bristol. Throughout the day, learners attended different interactive workshops and a speed networking session, providing them with the chance to develop their communication skills and gain industry insights.

Workshops included exploring creativity and curiosity in set design with Bristol Old Vic; mobile application design in technology and working to a budget with BJSS; discovering a range of health roles with the NHS; and an introduction to military careers through a giant ‘top trumps’ game with the British Army.

Teachers told us: “the students were absolutely buzzing about everything they had gotten to do, and all the information they had learnt as a result.”

## Bristol Post 16 Team

The Bristol Post 16 team offer a wide range of support for young people and their families to find the right post 16 learning and employment for them.

The team produce an annual post 16 directory, collating information and contact details for providers across the city that offer opportunities for learning and support.

The Young Parents Maths and English group is based in central Bristol. It aims to fill the void in provision that young parents often experience, building their confidence and enabling them to move on to their next educational goal, at their own pace. The group provides an inclusive, supportive environment with a small creche on-site which is essential for these young parents to access the course.

### Ella:

“I never really got the hang of school, always felt like I fell behind in everything. I came out of school and found I had ADHD and autism; I was struggling academically because this was hidden and undiagnosed. When I had my daughter, I dropped out of college because I couldn't cope with the work and a newborn, I also had a lot of family issues going on at the time too. I had also lost my confidence, but this course has given me another opportunity to get my qualifications and provide care for my daughter. My confidence has grown, I really enjoy the learning and the support I get from the staff”

### Keris:

“I struggled with education as my family moved often and I had to start new schools all the time, I never really settled in and as a result didn't do very well. When I had my son, I didn't feel like there was anything for me and didn't have any support with childcare. I wouldn't be able to take my maths and English it wasn't for this course”

### Emma:

“I came on the course as I struggled with education and then became a young mum. This course gave me the opportunity to be able to do maths and English and have my daughter with me in the creche provided. It's a fabulous community for mother and baby and you make new mum friends along the way”





### 3. Drive employment and skills priorities and targets into all major developments and contracts

Building Bristol and On Site Bristol are strong vehicles that are helping to broker local recruitment with developers, at construction and end use phase. In managing our complex system of capital development, we need to find new and better ways to plan, act, monitor and report on ESL integration and diverse local recruitment achieved through our local partnerships. Working hand in glove with the Council’s Growth and Regeneration Directorate and Commissioning Teams, there are great opportunities for us to sweat every pound so that it creates employment and skills opportunities for those being left behind.

**What we want to do:**

- |  |
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| <p><b>1.</b> Develop Building Bristol as the main partnership which oversees and co-ordinates the delivery of inclusive employment and skills through major developments as they progress through the Bristol planning system – at construction and end use</p>  |
| <p><b>2.</b> Introduce new monitoring and reporting arrangements on BCC managed developments and arm’s length companies and how well they are working with ESL to achieve inclusive employment and skills outcomes (including: Temple Quarter Enterprise Zone; City Leap; HRA energy efficiency programmes; Bristol Waste; Goram Homes; Strategic Partnership)</p> |
| <p><b>3.</b> Accelerate joint working and co-develop reporting arrangements with BCC commissioners working across all Directorates to link with ESL and increase employment and skills social value outcomes</p>   |
| <p><b>4.</b> Investigate opportunities for joint working and reporting requirements with VCS organisations receiving BCC grants to link up with ESL and support employment and skills outcomes</p>   |
| <p><b>5.</b> Improve the operation of the BCC Social Value Policy so that delivery of employment and skills outcomes are more systematically supported by ESL</p>  |
| <p><b>6.</b> Ensure that city infrastructure developments and plans take account of critical employment and skills needs for priority communities e.g. transport, childcare, school places</p>   |

**How will we know we have made a difference?**

<b>Key Performance Indicators</b>
Number of developers working with Building Bristol on an Employment and Skills Plan
Number of apprenticeships enrolled on construction apprenticeships with On Site Bristol
Number of jobs and apprenticeships created and filled by diverse candidates from priority communities through local developments and commissioned contracts

## Building Bristol

Building Bristol was set up to embed employment and skills plans in all major planning applications. The team collaborates closely with local developers and their contractors to help create inclusive employment opportunities, apprenticeships, and skills development within construction projects.

Building Bristol have been working closely with Sir Robert McAlpine who are the contractors for Bristol University Enterprise Campus.



**Tom Buter, Project Manager at Sir Robert McAlpine says:**

“We started working with Building Bristol when we commenced construction on the University of Bristol’s Temple Quarter Enterprise Campus - TQA1 project. We attended a really useful networking event which Building Bristol organised and that helped us make some great connections in the City.

The Building Bristol manager has also visited us on site and been able to

connect us to a range of services so we can meet and exceed our Social Value targets during the project build. Building Bristol have been able to match us with students in the City for work experience, site visits, and support us in attending careers events.

We look forward to working with Building Bristol and supporting local people during the construction of this project over the next two years”

## On Site Bristol

The On Site Bristol team have excellent relationships with construction companies across the city and work closely with employers to encourage the next generation into the industry and fill skills gaps.

The team offer construction apprenticeship training programmes in 7 key trades; Electrical, Plumbing, Joinery, Carpentry, Bricklaying, Plastering and Painting and Decorating.

Each apprentice is assigned a training officer who offers support throughout the apprenticeship to ensure a positive and successful outcome for both the student and employer.

### Marley:

“I was unsure of what to do after studying my A Levels at college. I knew I wanted to get into a trade but wasn’t sure whether to do Electrical or Gas Engineering, a family friend recommended electrical and suggested an Apprenticeship. I was able to get some work experience once a week for around 6 weeks with Bristol City Council in the planned maintenance section and they suggested I apply to On Site Bristol.

I really enjoy the working environment, it’s a good balance between working and college, with the 4 days at work and 1 day at college. It helps to put into practice what I have learned at college, and I can do this with Charlie and he’s always happy to discuss them with me.

I like to learn new skills, and I am enjoying it more as my understanding increases. I feel like I’m progressing more after each week. I like meeting new people and have made new friends at college. I’m enjoying meeting new customers as we are moving around to different jobs at work.

I am in my 2nd year and have another 2 and a half years to complete my apprenticeship. I would in the future like to venture out on my own or start my own company but want to gain more experience and confidence first.”



## 4. Prepare local people for the jobs of the future including clean energy and digital jobs

ESL is working in targeted neighbourhoods so that residents have an equal chance to learn about carbon neutral and digital opportunities. We are going to need dedicated resources and major donations to maintain our successful distribution of digital kit and data through a network of local learning and family centres. Innovative career pathways and positive action programmes will ensure that everyone can benefit from new jobs and play an active role in building more sustainable communities.

### What we want to do:

1. Deliver the Innovate UK Mission Net Zero Skills and Supply Chain project to support the expansion of local SMEs and to generate an inclusive talent pathway for residents including decarbonisation skills and jobs in three targeted neighbourhoods
2. Work with City Leap to ensure that ESL services and resources are fully utilised to maximise inclusive employment and skills outcomes
3. Motivate young people to progress to jobs with a positive impact on Bristol’s carbon neutrality goals through innovative experience of work and career development programmes through Bristol WORKS
4. Secure critical resources so that recycled and new digital devices, together with free data and digital skills, can be distributed to those who need them
5. Create and support community IT suites with local partners where residents can access learning and employment support both face to face and online
6. Provide staff and service users with information about skills and jobs of the future - including clean energy and new technologies

### How will we know we have made a difference?

<b>Key Performance Indicators</b>
No of residents from priority neighbourhoods engaged in Carbon Neutral or Digital inclusive career pathway programmes and skills initiatives
No of residents provided with a digital device, free data and/or digital skills training
No of community IT suites created and numbers of local residents actively engaged

## Digital Skills for the Future

### Mini IT Hubs

Community Learning worked with a range of neighbourhood organisations to supply and set up Mini IT Hubs in local venues. Providing equipment, training and technical support to make sure the equipment was installed, and staff and volunteers were confident using the technology.

Equipment included laptops, smart TVs and webcams and all the associated security and storage equipment. Centres were also offered MiFi devices to ensure they all had good internet access.

### Avonmouth Community Centre

Since the Hub was set up Community Learning have also offered free computer courses at the centre to support people to build and develop their digital skills and feel more confident using the equipment and accessing services online.

“The equipment has been used by residents in lots of ways. The laptops in training courses and for some resident groups. The TV’s have been used by local groups for speakers with powerpoint and slideshows as well as events like our community celebrations and ward meetings. We will also be using them to show films in our welcoming space at the centre.”

### Tackling Digital Poverty

Community Learning have been working to tackle digital poverty and improve access to digital services and online learning and employment services.

Overseeing the distribution of refurbished laptops in partnership with the Council’s IT Team and Bristol Waste.



### Bristol Somali Centre:

“The equipment has been a massive help: we’ve been able to use the TV and the laptops in our English classes, as well as using the TV for other sessions with service users. Without the large TV screen, especially, our English classes would have been a lot less of a success over the last year and a half. It lets our teachers work with video materials, as well as displaying classroom tasks and presentations in a much more engaging way than was possible before with just our whiteboard. We are also planning a basic IT course for later in the year, in response to massive demand from service users of all ages.”



### Chloe:

Chloe received her laptop when she started the Heading Home course, delivered in partnership with Housing Options to prevent homelessness.

She said she was ‘blown away’ to realise that the laptop was hers to keep, even after her course. She said that without the laptop she would have struggled to access resources and activities on her phone which is not up to date.

The laptop has enabled Chloe to continue to learn new skills and has made so many services and opportunities more accessible through improved email and website capacity.

## Inclusive Career Pathways – Parks and Green Spaces

Inclusive Career Pathways (ICP) aims to raise the profile of Parks and Land Management careers and training pathways by developing community engagement and social inclusion activities, and providing experiences of work, career coaching and pre-recruitment training. In partnership with the Council's Parks Team, the ESL ICP has given people an introduction to working in horticulture and an opportunity to obtain a Level 1 qualification.

### Graham:

"I had been unemployed for nearly 3 years having been made redundant from my previous job as a baker. I had been struggling with long term addiction issues which worsened when I no longer had a job to go to, so it took me some time to get sober and physically and mentally well enough to look for work again. I had no formal qualifications in horticulture and a long gap in my employment history.

After an unsuccessful application for a horticulture apprenticeship with Bristol City Council I was told about the Inclusive Career Pathways programme and jumped at the chance to get help looking for work in my chosen field. I had engaged with other services in the past but they were focused on finding any kind of work and had no specialist knowledge in horticulture so I knew this would be far more useful to me.



My Employment Navigator helped me to enrol on a City and Guilds Level 1 Horticulture Award with the Community Learning team, which I have now completed. As a result, I was able to secure the horticulture apprenticeship with Bristol City Council. I have been really well supported throughout my course and with settling into my new job.

This means I will soon have good qualifications and experience which should allow me to apply for a range of different horticultural jobs or to set up a business of my own.

I think the project was what made it possible for me to find work in horticulture. Access to free advice, courses and help with applications helped me bridge the gap from volunteering to work which I may not otherwise have been able to do."



## 5. Help employers recruit diverse talent and fill skills gaps in essential job roles

Bristol has a strong entrepreneurial culture with thousands of businesses operating in all parts of the city. The ESL team has developed a successful model of inclusive career pathways which links with employers across a range of sectors with motivated and talented job seekers who are often left behind. We now need to unlock sustainable funding to maintain and extend this work, targeting essential sectors and neighbourhoods, building a strong talent pipeline that provides quality entry roles with supported progression.

### What we want to do:

1. Complete the pilot ESL Health and Social Care and Parks and Green Spaces Inclusive Career Pathway programmes with a detailed evaluation to demonstrate what works in addressing critical skills shortages and improving diverse recruitment
2. Secure long-term funding to maintain and further develop ESL Inclusive Career and Talent Pathway programmes targeting key sectors and neighbourhoods. Explore options for rolling out the Bristol model to other areas and essential sectors – for example: night time economy; sport and leisure; youth and community; retail and customer service; logistics and warehousing
3. Work together with the BCC HR and Learning and Development Team to explore options for improving diverse recruitment of young people into entry roles with training, and to support diverse recruitment in the council overall
4. Co-ordinate a campaign through Building Bristol to improve the reputation of the construction sector – including an inclusive work culture and diverse recruitment across both office and site based technical roles
5. Develop an early years and education recruitment campaign and career pathway programme with employers and training providers which can address both the skills shortage and lack of diversity across all parts of the sector
6. Ensure that Future Bright resources are targeted at individuals from equalities groups that experience a glass ceiling, lack of career progression and pay gap

### How will we know we have made a difference?

<b>Key Performance Indicators</b>
No of residents engaged in ESL inclusive career pathway programmes (e.g. Health and Social Care; Parks and Green Spaces; Food Talent Pathway etc)
No of employers engaged and supported to diversify their workforce through inclusive career pathway programmes
No of people progressing into and within inclusive jobs through ESL sector or place based initiatives

## Inclusive Career Pathway – Health and Social Care

ESL Inclusive Career Pathways (Health and Social Care) involves partnership working with the City of Bristol College and care sector employers to develop and co-design a health and social care curriculum pathway that ensures learners have the knowledge and skills employers are looking for.

Learners have been introduced to working in the world of health and social care with Community Learning courses including a Level 1 qualification with progression support. Job coaches are on hand to offer advice and guidance on next steps either to further qualifications or to employment opportunities.

“I was on the Level 1 Health and Social Care course with Community Learning. I passed and was able to secure a job with Medacs healthcare as a support worker. I then went on to start a Level 3 Health and Social Care course which included 100 hours of work experience.



I was able to get a placement with one of the creches supporting Community Learning courses like mine.”

“I attended the Community Learning Health and Social Care course and achieved a qualification. I got my CV updated with help from One Front Door and secured employment with the Wellspring Care Company as a support worker.”

### Shelby:

“I fell pregnant after my first year of college, but after my daughter was born I went back to college and gained three A-levels. I had a part-time voluntary role behind a bar, but I had always had a passion for caring and supporting others when they need it the most.

I felt very motivated to get into work and was referred to the Inclusive Career Pathways programme as I want to go to university to study Nursing, however in the meantime, I wanted to secure a role in a health or social care setting for experience.

My careers coach did a fantastic job at providing me with great advice and all the tools I needed to secure a role in Health and Social Care. Providing help on how to structure my CV and what to be included to ensure I am short-listed.



She understood that I have a toddler, so she was accepting and flexible with phone conversations which I was very grateful for and after every phone call, she would send me summaries of our discussion and action plan, this was very useful as I was able to reflect on what we had spoken about and what my next steps are.

My achievements have made me feel very positive about myself. Because this programme and my career coach I have the confidence to be able to say to myself that I am capable of anything I put my mind to. As for the future my trainee support worker role means that soon I will have good experience which should enable me to climb the ladder in the NHS and some day achieve my dream job of becoming a Nurse.”



## Future Bright

**Future Bright is a bespoke, 1 to 1 specialist service for people that are in work but are in low paid or insecure roles. It matches them with their own Career Progression Coach who will help them develop their skills and confidence to progress in their careers and take the next step.**

Through an initial meeting, the Career Progression Coach and participant will develop a goal driven action plan which will look at their existing skills, their aspirations and what is preventing them from achieving them. The Coach supports the participant to develop a plan to move them towards meeting their career ambitions through regular meetings and reviews.

This can involve additional training and development, CV writing, interview skills, confidence building and referrals to other support including benefit and debt advice and counselling services where appropriate.

### Rory:

“I worked as a self employed personal trainer out of a gym and worked a second job to help for bills and rent etc.

I was unsure of what to do to improve my business. I had the knowledge and skills to train people but knew little of business and marketing. I hoped Future Bright would assist me in improving in these areas where I lacked confidence and knowledge

I met my coach both face to face and on Teams to go over my goals and any actions I could take to improve my work. We would catch up every two weeks to see how I was progressing and what I could try next. The meetings were very useful and always felt non-judgemental. We would discuss what I felt I needed to improve upon and who and what in my life could help.

I have been able to breakdown previously daunting tasks into more manageable, smaller tasks that I can achieve on a regular basis. I have also stepped out of my comfort zone in things that I would not have thought of doing before.

I feel a lot more confident and positive about my business and feel a lot less



stuck in a rut. I have more direction of what I want to do. I find it has put things into perspective for me and it has helped me to enjoy the process more.

My coach was always there to support and nudge in the right direction. The support always felt helpful and I never felt pressured to have to do anything nor was unable to talk openly about the struggles I was facing.”

## 6. Support Disabled people and those with health conditions to achieve paid employment

Our evidence shows that Disabled people face the greatest systemic barriers to education and paid employment. People with learning difficulties and autism have the lowest employment rate amongst all equalities groups. Since the Covid 19 pandemic, there has been a marked spike in the number of people struggling to find and stay in work due to health conditions. In the West of England, Bristol has the highest rate of fit notes being issued by GPs to people struggling with work due to mental ill health and muscular skeletal conditions. ESL is firmly committed to the social model of Disability and building on our WE Work for Everyone programme to meet access requirements and support more Disabled people to find, secure and maintain paid work with progression opportunities.

### What we want to do:

<p><b>1.</b> Involve Disabled people in shaping ESL services, and also parents/carers of SEND young people. Help build the capacity of local VCS and social enterprises providing inclusive employment for Disabled people.</p>
<p><b>2.</b> Work with SEND, Children’s Social Care and Adult Social Care Teams to transform policies, use of resources, and procedures so that employment outcomes are more systematically built into EHCPs and individual action plans, and regularly monitored and reported to Directors</p>
<p><b>3.</b> Maintain and build on the successful We Work for Everyone programme supporting people with learning difficulties and autism into paid work and also plugging the critical funding gap for experience of work and CEIAG for young people with SEND from year 7 to year 11</p>
<p><b>4.</b> Ensure that partner employers have access to Disability equality training so that recruiting managers and supervisors are well prepared to support Disabled employees</p>
<p><b>5.</b> Ensure that Bristol has a functioning Access to Work and specialist employment support services that meet a range of health and impairment related needs, e.g. mental health and neuro diversity; visual and sight impairments; musculoskeletal conditions; learning difficulties and autism</p>
<p><b>6.</b> Work with the Integrated Care Partnership, the NHS and key local partners to secure new devolved health and work funding for innovative positive action delivery models – including WorkWell and Universal Support</p>

### How will we know we have made a difference?

<p><b>Key Performance Indicators</b></p>
<p>No of Disabled people and those with health conditions achieving paid employment</p>
<p>No of employers registered as ‘Disability Confident’ and recruiting Disabled people through inclusive recruitment and provision of access support</p>
<p>No of adults with learning difficulties supported by Adult Social Care in paid employment</p>

## WE Work for Everyone

WE Work for Everyone is an employment support programme for Disabled people with a learning difficulty or autism. The service supports people to find a pathway into paid work. Working to empower people by finding employment, promoting independence and challenging social isolation.

Employment navigators help people to explore their aspirations, support them to create a CV and think about their skills and experience talking them through opportunities like access to training, career coaching and job placements

Each person has different interests and needs and navigators offer a holistic approach. Navigators help with preparing application forms, finding relevant training, preparing for interviews or having a mock interview. Clients are supported to access reasonable adjustments at interview and if needed, navigators can attend interviews with clients for support.

### Luke:

“I found out about WWfE programme at a job fair. The trip was arranged by my school. I was in my final year and was looking for a part-time job over summer. Me and my navigator had online sessions and in-person ones too, which fitted around my school times well. She helped me find different jobs sites, supported me how to use them, created a CV, cover letter and gave me advice.

Since I started the programme, I have job searched independently, attended job fairs and went to job interviews.

A challenge was when I was applying to catering jobs but wasn't getting any response, so I started to focus on customer service jobs to widen my opportunities. In November, I got a job offer at Airhop Bristol as a Court Monitor at Cribbs Causeway. I am finding it very good so far!

Since I finished the programme, I am more confident and am I'm looking forward to buying my family a meal and buying gig tickets when I get paid!

My next steps are starting catering BTEC in September and would like to work in catering in the future.”



## 7. Enable migrants and refugees to build on their skills to settle and thrive in Bristol

Bristol's Black and Minoritised communities has increased from 5.1% in 1991 to 18.9% in 2021 (similar to the national average 18.3%). The population is increasingly diverse with more than 287 ethnic groups – with the largest groups including Somali (1.9%), Pakistani (1.9%) and Indian (1.8%). In addition to these established communities, Bristol has acted as a City of Sanctuary for many new refugees and asylum seekers from Syria, Afghanistan and the Ukraine. This situation has resulted in a surge in demand for ESOL courses and waiting lists of over 2,000 potential learners held back from developing their critical English language skills. ESL has a key role working with community and training providers to develop a strong integrated ESOL and employment support offer so learners can fully realise their language, employment and progression aspirations.

### What we want to do:

1. Build a strong co-ordinated ESOL offer including part-time and intensive programmes supported by a Single Access Point and provider referral system
2. Support migrants and refugees to access skills programmes with embedded ESOL, including vocational and pre-employment training
3. Develop improved access to volunteering, experience of work and career coaching support for migrants and refugees
4. Establish local arrangements for overseas qualification and driving licence validation and conversion
5. Strengthen ESOL Conversation Clubs so that people have an opportunity to practice their spoken English through volunteer led groups and activities
6. Develop an employer toolkit to support their employment of refugees and asylum seekers

### How will we know we have made a difference?

<b>Key Performance Indicators</b>
Number of adult enrolments on ESOL Courses, ESOL Conversation Clubs and courses with embedded ESOL support
Numbers of migrants and refugees taking up volunteering, work experience and paid employment
Number of employers engaged and supported to provide inclusive employment for migrants, refugees and asylum seekers

## English for Speakers of Other Languages

Community Learning ESOL courses are delivered in local centres that are easy for residents to access. Classes provide wrap around support for learners in many cases offering free childcare, advice and access to wider support services, such as support for health and wellbeing, housing and benefits advice.

Tutors work hard to encourage learners to develop their skills and recognise their successes and achievements. Many learners were keen to get qualifications and the team have brought in a new range of accredited ESOL qualifications that learners can work towards.

### ESOL Conversation Clubs

Community Learning organise and support ESOL Conversation Clubs across the City. Clubs are staffed by volunteers who are trained and supported by a dedicated Development Worker.

Conversation Clubs are free, open to everyone and provide a fantastic opportunity for people to practise their speaking skills in a welcoming and friendly environment. Clubs can help participants to build on the skills they learn in ESOL classes as well as creating a space for friendship and support.

“It helped me improve my English and taught me to feel confident and safe in society.”

#### Nuwar

Nuwar was a doctor and worked for 15 years as a dermatologist in her home country of Sudan.

Since coming to Bristol as a refugee she has been keen to improve her English skills to help her to find work that uses her skills and expertise. Both Nuwar and her husband are attending ESOL courses.

“We went to a community centre when we first came to Bristol and were told about classes to help learn English. We both really

#### Sylwia told us:

“The English course definitely improved my self-confidence and made it easier for me to communicate with institutions that are important to me. As a mother of a disabled child, it was very important to me, and it will certainly make our lives easier. I hope that soon I will be able to start another course thanks to the ESOL course that will allow me to find a job in the profession that interests me.

My teachers were amazing. Incredible patient and able to explain everything so that classes with them were pure pleasure. Thank you so much for taking the time to make a huge positive difference to my life.”



want to improve our English and think it is really important.

I have lots of experience in skin conditions and want to find a job where I can help people.

The tutor is nice, and the class is really helpful. We are always waiting for the day of the class and look forward to coming.”

## 8. Boost lifelong learning for work, life, citizenship and wellbeing

Lifelong learning is a central element of Bristol’s Learning City status with UNESCO. The Learning City Partnership was formed to help raise the profile of learning beyond statutory school age, including post 16, adult education for personal development and learning for work. Lifelong learning remains a cross-cutting theme which runs through the Bristol Corporate Strategy, cutting across children and young people; economy and skills; digital inclusion; health and community themes. ESL and partners have a critical role in building and promoting a strong lifelong learning offer through imaginative campaigns and impactful programmes and events.

### What we want to do:

<p><b>1.</b> Develop a collaborative Bristol lifelong learning offer which includes entry level community learning, adult education for personal development, accredited vocational training and access to higher education programmes – including classroom based, online, hybrid, and modular learning opportunities.</p>
<p><b>2.</b> Expand and further develop Adult and Community Learning provision including the development of targeted and specialist courses that increase essential skills and ‘soft skills’ that support progression to further learning, work and volunteering</p>
<p><b>3.</b> Support the creation and take up of apprenticeships through CEIAG in priority schools, targeted pre-apprenticeship programmes, and levy sharing with valued employers who are committed to diverse recruitment</p>
<p><b>4.</b> Develop a community development programme to empower residents as local leaders, facilitators, researchers and peer supporters - strengthening skills for fundraising, organising, campaigning and growing local groups</p>
<p><b>5.</b> Develop and deliver a positive action tutor training programme to build a more sustainable and diverse workforce and provide positive pathway into teaching for our learners and priority communities</p>
<p><b>6.</b> Rejuvenate Bristol’s Learning City Partnership through collaborative campaigns, projects and events</p>

### How will we know we have made a difference?

<p><b>Key Performance Indicators</b></p>
<p>Number of adults enrolled on ESL targeted Community Learning courses and fee-paying Adult Learning courses</p>
<p>Number of adults achieving essential skills accreditation in English, maths and digital skills</p>
<p>Number of people trained as adult learning tutors, including the % from diverse communities</p>

## Adult Learning - Lifelong Learning

Bristol Adult Learning Service provides a popular range of personal development courses. Courses include subjects like arts and creative courses, languages, cookery, gardening, health and wellbeing, computers and history.

Adult Learning courses appeal to people who want to develop skills for a creative project or to fulfil personal ambitions. For others, making friends, reducing isolation and improving their social life is a key benefit that helps to promote good mental health and wellbeing.



### Simon:

“Since retiring just over two years ago I have attended French Language and Literature classes at Stoke Lodge. I have found these to be tremendously beneficial and fun as well.

On the social side I have made new friends who I see at least weekly - I think this is very important when one leaves the daily interactions with colleagues in the workplace. The mental stimulus of learning a foreign language is excellent.”



### Sheila:

“After a lot of thought and a bit of trepidation I decided I would try actually painting, having done art history courses before. I hadn’t touched a paint brush since leaving school, where I was deemed not good enough to do GCE in art so that was the end of my art education!

found it hard for a couple of years but stuck at it mainly due to the tutor who is so helpful, encouraging and fun. We are a great group and have become good friends. I go to art class for creative and mental health. All the classes I do definitely give my week structure and they all have a big social impact as well.”



## Community Learning - Functional Skills

The Community Learning Multiply programme is helping build adult learner confidence with maths, enabling them to gain new skills and progress to formal qualifications. Learners have told us just how much impact improving their maths skills has had.

### Nick:

“After leaving the Royal Navy I suffered substance misuse disorder, for years I suffered with patches of homelessness, hospitalisations and many failed attempts at sobriety. My constant obsession and need for substances put a stop to me moving forward with anything positive and my future looked bleak to say the least. After a time in Hospital, I was offered a place in Emerge Charitable Trust, a supported sober living charity in Bristol.

I have begun to study to gain my level 2 numeracy with Community Learning, I never achieved this qualification at school, and it is required before I move forward to a college course. Community Learning is not only supporting me to achieve this, but it is also helping me by getting me used to being in a learning environment, which I believe will help me when moving into college as a mature student.

Thanks to Community Learning I am now able to apply to college with the qualifications required to start an access course to higher education. This in turn will grant me access to university to study towards my lifelong ambition of becoming a paramedic.

If I am living proof of anything, it is that no matter how much of a bottom you think you have hit, you can make change for yourself which in turn makes change to the city you live in.”





# The Way Forward

This plan and accompanying documents are intended to provide a strong evidence base for critical resources and support – from within Bristol City Council, from West of England Combined Authority, from government Departments and funding bodies. Each year, more detailed ESL service action plans will continue to be produced ensure that the service remains on track and responsive to changing needs.

To maintain strong community ownership and engagement, managers are holding regular community conversations with residents and young people from priority neighbourhoods. These sessions provide important opportunities to update on progress and to understand what’s working and needed on the ground. We are also establishing an ‘Employers4Change’ network so that employers, large and small, can work together with ESL and partners on transforming inclusive and diverse recruitment and in work progression.

ESL is part of Bristol City Council core governance arrangements. In addition to regular scrutiny from Education and Skills lead members, executive leaders and directors, the priorities and actions outlined in this plan are being supported and monitored through various advisory boards and steering groups, and by external funders and Ofsted, which provides helpful scrutiny and accountability.

From 2024, we are proposing to update some of our multi-agency groups and networks into a more streamlined framework:

<b>West of England Combined Authority Business and Skills Board Employment and Skills Advisory Panel</b>		
<b>Full Council and Committees:</b> Economy and Skills Children and Young People And reporting into other committees too		
<b>Community Learning and Skills Advisory Board</b>	<b>Employment Support Advisory Board</b>	<b>Young Careers and Post 16 Advisory Board</b>
<b>Building Bristol Board</b>	<b>Programme Steering Groups</b>	<b>Into Learning Network</b>
<b>ESOL Network</b>	<b>Ways2Work Network</b>	<b>CEIAG Network</b>

We are strengthening links and reporting from ESL managed groups into the Council’s Committee system. This will help us improve accountability and ensure maximum support for the successful delivery of this plan.







# Appendix A

## Bristol ESL Plan Strategy and Policy Review

January 2024



# Bristol City Council Employment and Skills Plan – National, Regional and Local Policy Context

## National

### Overall

The [Levelling Up White Paper](#) (2022) includes the following relevant ‘missions’:

- By 2030, **pay, employment and productivity will have risen in every area of the UK**, with each containing a globally competitive city, and the gap between the top performing and other areas closing.
- By 2030, the number of people successfully completing **high-quality skills training will have significantly increased in every area of the UK**. In England, this will lead to 200,000 more people successfully completing high-quality skills training annually, driven by 80,000 more people completing courses in the lowest skilled areas.

### Employment

The 2023 Spring Budget and Autumn Statement placed a strong emphasis on employment, particularly tackling long-term unemployment, as a way of unlocking productivity. In particular, the government are focused on getting people with longer term illnesses or disabilities into, and staying in, employment. This builds on their earlier focus on bringing over-50s back into work post-pandemic, including through a ‘returnships’ programme.

In the Autumn Statement (2023) government announced a £2.5 billion ‘Back to Work’ plan and set out ‘Change to Work’ proposals that include:

- Extending the Restart programme for two years
- Expanding the scheme to include those who have been unemployed for 6+ months (previously 9+ months)
- Introducing tougher sanctions for the unemployed, including a requirement that anyone out of work after 18 months take up work experience or other intensive activity.

Other recent government announcements have included:

- Expansion of three programmes which support physical and mental health – Universal Support, NHS Talking Therapies, and Individual Placement and Support for Serious Mental Illness.
- the launch of a new WorkWell Service delivered by DWP and DHSC, which will support almost 60,000 long-term sick or disabled people to start, stay and succeed in work
- Publishing the [Transforming Health: The Health and Disability White Paper](#) (2023), which sets out longer term plans to change how people are assessed for disability support.
- Publishing [a summary of responses](#) to the consultation on the [Working Better](#) plan (introduced at the Spring Budget, which aims to improve occupational health in the workplace). An expert group will now be established to support the development of the voluntary national baseline for Occupational Health provision, and to explore the development of national workplace health and disability standards.
- Removing the limit on apprenticeships that employers (who do not pay the levy) can reserve funding for training and assessments for.

- Expanding the Supported Internship programme to young people who are entitled to Special Educational Needs support who do not have an EHCP.

### Skills

- The government's *Skills for Jobs White Paper* (2021) sets out its long-term plan for aligning post-education and skills provision to the current and future jobs market. Its primary focus is on shifting funding and the design of local courses towards meeting the needs of local labour markets (particularly through the introduction of Local Skills Improvement Plans).
  - o A [Local Skills Improvement Plan \(LSIP\)](#) for the West of England region was produced by Business West Chambers of Commerce in 2023.
  - o The LSIP identifies cross-cutting themes across 4 priority sectors (Advanced Manufacturing and Engineering, Construction, Health and Social Care and Creative Industries) which have significant importance to the West of England's growth and economic output, as well as the nation overall.
  - o The priority themes identified by the LSIP are: core, soft and transferable skills; core digital skills; and skills needs aligned to the UK's Net Zero Strategy, Decarbonisation, Sustainability and Climate Change.
- Following a review of post-16 qualifications from Level 3 and below (in 2019), the DfE have moved to end funding for lots of applied general qualifications. **BCC has flagged the risk that this will disproportionately impact underrepresented groups.**
- The government's *Green Jobs Delivery Group* was established in 2023 to identify ways in which the UK could accelerate a shift towards improving green skills delivery. It is expected to produce a *Net Zero and Nature Workforce Action Plan* in 2024.
- The government's [National AI Strategy](#) (2021) has established improving the skills and talent pipeline in artificial intelligence as a key strategic priority.

### Labour Party

The Labour Party's commitments on employment and skills include the following:

- Transform the Apprenticeship Levy into a new Growth and Skills Levy enabling firms to spend up to 50 percent of their levy contributions on non-apprenticeship training including modular and skills courses.
- Set up a new expert body, Skills England, to help meet skills needs across all regions.
- Aim to create a world class vocational education system and apprenticeships by 2030, with local government having a greater role in determining training in their area.
- New Deal for Working People - Labour will strengthen the protections afforded to all workers by banning zero-hours contracts, outlawing bogus self-employment; and ending qualifying periods for basic rights, which leave working people waiting up to two years for basic protections. This will include unfair dismissal, sick pay, and parental leave, giving working people under Labour rights at work from day one.
- Implement a Green Prosperity Plan to ramp up annual investment in the green economy to £28bn after 2027.
- Introduce A new National Procurement Plan to ensure social value is mandatory in contract design.
- Introduce new Fair Work Standard to recognise best employers.

## Other recent reports

- Local Government Association - [Work Local](#) – sets out a manifesto for empowering local places to deliver a more integrated and place-based approach via a framework for employment and skills devolution.
- Institute for Employment Studies – [Interim Report of the Commission on the Future of Employment Support](#), highlights:
  - The need to digitalise employment support in order to widen access,
  - The need to co-design a more equitable, joined-up and empowering employment support system.
- Joseph Rowntree Foundation – [Inadequate Universal Credit and Barriers to Work](#) – Highlights the importance of supporting people financially while looking for work.
- All Party Parliamentary Group for Youth Employment – [The Impact of Place Based Approaches to Tackling Youth Employment](#) – highlights the need to enable local places to tailor approaches to youth employment based on local demographics, needs etc.
- The [Marmot Review \(2010\)](#) concluded that creating fair employment and good work for all, as well as enabling all children, young people and adults to maximise their capabilities and have control over their lives, would contribute to a reduction in health inequalities. The subsequent [10 Years On Review \(2020\)](#) recommended, amongst other things, that support for in-working training throughout the life-course be increased, along with post-school apprenticeships, to tackle increasing levels of inequality.

**Regional/Local** - For ease, the main cross-cutting strategic priorities for employment and skills – both locally and across the region – are captured in table format.

<b>Theme</b>	<b>Regional or Local strategic link</b>
Joined-up leadership	WECA Employment and Skills Plan West of England Local Skills Improvement Plan Bristol One City Plan (see Appendix A) BCC Corporate Strategy (see Appendix A) Bristol Inclusive Growth Strategy (in development)
Responsive to local need/opportunities	WECA Employment and Skills Plan West of England Local Skills Improvement Plan Bristol One City Plan (see Appendix A) Bristol Inclusive Growth Strategy (in development)
Investment and productivity	WECA Employment and Skills Plan Western Gateway – strategic plan West of England Local Skills Improvement Plan Bristol Inclusive Growth Strategy (in development)
Simpler access to support	WECA Employment and Skills Plan Bristol One City Plan (see Appendix A)
Addressing employer needs and skills shortages	WECA Employment and Skills Plan West of England Local Skills Improvement Plan Bristol One City Plan (see Appendix A)
Equity/Inequality	Bristol One City Plan (see Appendix A) BCC Corporate Strategy (see Appendix A) Bristol Equality and Inclusion Policy and Strategic Framework Bristol Economic Recovery Plan Bristol Inclusive Growth Strategy (in development) Bristol’s Belonging Strategy Bristol Social Value Policy
Young people	Bristol One City Plan (see Appendix A) Bristol Economic Recovery Plan BCC Corporate Strategy (see Appendix A) Bristol Belonging Strategy Bristol Apprenticeship Strategy
Unemployment and inactive	Bristol One City Plan (see Appendix A) BCC Corporate Strategy (see Appendix A) Bristol Economic Recovery Plan
Green Jobs & Skills	WECA Employment and Skills Plan WECA Regional Strategy (in development) Bristol One City Plan (see Appendix A) Bristol Climate Emergency Strategy Bristol Food Equality Strategy Bristol Parks and Green Spaces Strategy (in development)
Digital Skills / Inclusion	WECA Employment and Skills Plan Bristol One City Plan (see Appendix A) BCC Corporate Strategy (see Appendix A)
‘socially important shortage occupations’ (e.g. social care)	WECA Regional Strategy (in development) Bristol One City Plan (see Appendix A)



## Appendix A – Relevant One City Plan targets (up to 2027) and BCC Corporate Strategy themes

### One City Plan

- By 2050 everyone in Bristol will contribute to a sustainable, inclusive and growing economy from which all will benefit • Tackle persistent worklessness and economic exclusion • Economic growth through boosting productivity • Improved integration between neighbourhoods and employers.
- 2023-24 - There is an ongoing upward trend in employment opportunities for young people, care leavers, older people and adults with learning difficulties and disabilities through local coordination and support for appropriate paid work experience and trainee / apprenticeship programmes.
- 2024-25 - Gender, race, ethnicity and disability pay gaps are decreasing due to improved skills pathways and mentoring with routes to access senior employment opportunities (part-time and flexible).
- 2024-25 - Following work in 2023, Bristol's skills provision reflects our economy's required skills (eg. jobs which address the climate and ecological emergencies) and builds career opportunities for those traditionally underserved and/or living in our most deprived communities.
- 2025-26 - In line with the Bristol Women in Business Charter's aspiration to become a city with a gender balanced workforce, organisations have put policies and structures in place to ensure an equitable opportunity is delivered for all women.
- 2026-27 - Specialist employment and training support is available for 16-24 year olds facing more complex barriers e.g. care-experienced; young people with SEND; young parents; and those aged 55+ who need/want to work.
- 2026-27 - There has been a 10% reduction in long-term unemployment and income deprivation in south Bristol following growth of employment & enterprise opportunities particularly in the cultural, digital and low carbon sector within those communities.

### BCC Corporate Strategy 2022-27 – Priority Themes

- CYP3 – Equity in Education – ‘provides children and young people with the academic, social, and emotional development they need’.
- CYP4 – Intergenerational equality – ‘tackling the root causes of structural inequality, breaking cycles of disadvantage, poverty and trauma...’
- ES1 – Regeneration – ‘Enable the growth, development and regeneration of the city in an inclusive, sustainable, healthy and resilient way’.
- ES2 – Access to Employment – ‘developing skills and routes into employment that tackle structural inequality / ‘plan for how the economy will change’ / ‘support people to access good jobs whatever their formal level of qualification’.
- ES3 – Good Growth – ‘Work towards making Bristol a Real Living Wage city with access to decent jobs for all’.
- ES4 – Childcare – ‘Help parents and carers access and stay in employment and/or education...’
- ES5 – Digital Inclusion – ‘Work with partners to tackle digital poverty’.

- ENV1 – Carbon Neutral – ‘Bring everyone with us in our just transition to a low-carbon future’.
- HCW1 – Transforming Care – ‘Work together to attract and retain a suitable health and care workforce’.
- HCW3 – Poverty – ‘Tackle the root causes of poverty...’
- HC3 – Homelessness – ‘Help prevent homelessness by...developing skills and employment opportunities.’
- HC4 – Disability – ‘Create improved approaches...to enable and support Disabled people throughout their lives’.
- EDO3 – Employer of Choice – ‘Make sure we have an inclusive, high-performing, and motivated workforce that is representative of the city we serve.’



# Appendix B

## Bristol ESL Plan Consultation Feedback

January 2024



# **Content**

**Residents**

**Young People**

**Young People with SEND**

**Parents and Carers of young people with SEND**

**Voluntary and Community Sector**

**Employers**

**ESL Team**

**Employment and Skills Providers**

**Elected Members**

**Bristol Disability Equality Commission**

**Bristol City Council Managers**

**DWP**

**The City of Bristol College**

**Universities**

## Residents

### Easton

**1. When you left school how well were you prepared for the future – particularly finding the right career?**

- When I completed school I had no preparation for a future career
- In Ukraine you had a free choice in your career – but not much support
- I didn't do any more learning after I left school
- I didn't attend school as my mum died when I was young and I had to support my family
- I left school at 8 years of age, I'm now in the UK and have my level 1 English, learning to read and write.
- I'm an asylum seeker so my focus was on day to day survival.

**2. Have you taken part in any learning or training since leaving school?**

- Maths
- ESOL
- Computer
- Childcare
- Teaching Assistant
- Health and Social
- Sewing
- Parenting

**3. Does your area have enough advice, adult learning and employment opportunities?**

- Not enough job advice (no-one on our table had heard of the National Careers Service or the One Front Door)
- 2 hours a week of ESOL is not enough – we need ESOL to be provided on more days
- I want to do a level 3 course as a Teaching Assistant but I can't afford the fees
- Work experience is not available and that would help me meet employers and get a job
- I'm not sure exactly where my nearest college is?
- I can't get to the local FE college at Ashley Down – there is a problem with the transport – there is a bus (no 70) but if I miss the bus because it doesn't come I miss the lesson

**4. Which organisations in Easton do you trust and that make a positive difference? Who do you ask for advice re training/work?**

- Bristol Community Learning
- Wellspring Settlement
- Refugee Women of Bristol
- Felix Road Adventure Playground

- Through my children's primary school
- Just talking to local people in our community is always helpful

**5. There are lots of jobs in Bristol right now – what stops you from applying for them?**

- Childcare issues x 2
- Language issues
- I don't know how to apply online – applications are all online now and that is difficult  
Applying online is not always easy for jobs, training, too complicated. Too Long, too many things to fill in and English and our ICT skills are lower end of knowledge. We get stuck.
- You don't hear back from applying online for jobs online. Never. They have your information / CV, who are they?
- Lack of progression opportunities into training and then into new jobs.

**6. What do you want for yourself and your children over the next 5 years?**

- Maths and English qualifications.
- Level 1 and 2 are good however level 3 is really hard to get onto. All level 3 courses are so much higher and harder. You have to also pay, lots. These could help me move on into other areas of my interest.
- 100% of participants told us, Yes, they would like to be in work please and exploring all progression for their future
- To find a good job
- To find a job in care work
- To work as a teacher or teaching assistant
- To find part time work, as I have a family to support at home
- I'd like to talk with others about my options, my opportunities in this City. It would give me fresh hope
- Better schools more staff support SEN kids
- Get settlement visa- been waiting 9 years, cant access college without it
- Free or cheap sports clubs for children
- Cheaper Arabic school
- Safer communities, less drugs
- Free toddler groups

**7. What courses would you like to see?**

- Fitness for women e.g. yoga and swimming especially in winter
- Healthy cooking and eating
- Higher level courses- level 2 in more than maths and English
- Driving lessons
- Work experience in a salon
- English and Maths Level 1 and Level 2
- ESOL for driving
- Level 3 Teaching Assistant

- Health and social care training
- Accounting – but I need to do GCSE Maths
- Hairdressing so I can set up a business
- I want to improve my English – reading, writing and speaking
- I want to improve my English while my children are at school and I have to be at home
- Online training in photo editing and professional English
- Job search skills/ CV writing

**8. What skills do you think employers looking for?**

- English skills – employers prefer people who speak English well
- Digital skills
- Communication
- Interpersonal skills
- That you learn quickly, you are lively and energetic

**9. If you had a magic wand what would help more people in Easton get advice, skills, jobs?**

- Support to convert a foreign degree and driving licence
- When you come on a spouse visa you don't get any IAG or information unlike asylum seekers
- More chance for studying full time
- Opportunities for work trials - a big ask please
- Work experience - longer than a work trail, this can be added to my CV and then I can gain a professional reference for future progression / applications
- Help with finding somewhere to volunteer
- Self employment preparation
- Interview preparation
- Free childcare
- Free after school/ breakfast clubs
- Housing advice – I've been in temporary accommodation for years
- There are terrible problems finding an NHS dentist

**Hartcliffe**

**1. When you left school how well were you prepared for the future – particularly finding the right career?**

- I experienced old fashioned schooling with low aspirations
- I didn't get any help with subject options in school
- My school found out I was dyslexic way too late
- Schools try to push option choices on you
- The curriculum did not include life skills

- There is a postcode lottery on jobs - this area is very deprived which puts us all at a disadvantage
- Low expectations and limited college opportunities
- Not at all – I left school during Covid 19
- Grades affect your opportunities
- Sexism still plays a big part in the advice and options you are given
- I was never taught how to apply for jobs or how to apply experience to application forms
- I got kicked out of St Brendans College
- Merchants pushed on HE – even when that was not in the interests of the student – I got good GCSE grades so I was encouraged to go into the sixth form, even though I wanted to do carpentry – I didn't finish my A'Levels and ended up unemployed
- There was a lack of support for practical skills courses
- There is the issue of family culture and pressures. Some choices aren't valued. Some parents didn't turn up when young people graduated from the youth and community work programme.
- There were a lack of clear pathways, there was no preparation for the job application process after leaving school, and no specialised support
- At school in South Bristol I was pushed into the university study route
- Schools are only focused on those with high grades
- The school system is designed to get young people into standard jobs, not the jobs they want
- It was a fight to get any support
- The local academy has just pulled all the A level courses
- I wanted to go into engineering in year 10 and year 11 – my mental health got in the way. I had a bad experience on a work placement. In year 11 I got kicked out and had to go back to take my exams. I applied to college at the last minute and ended up on a course I didn't really want to do

## **2. Have you taken part in any learning or training since leaving school?**

- Having kids stopped me from taking part in courses
- I did first aid training which I now use at our community group
- Food hygiene training
- Safeguarding training that I use at work
- Fire training – I'm now the fire warden
- First aid training – paediatric and normal
- Yes – college, A-levels, Uni where I did a PGCE – care certificate, first aid, whole family practitioner training, advocacy training
- I'm undertaking an internship and doing a Level 2 course in youth work – its got a different structure to normal school or college - I'm becoming a role model – I used to laugh at the idea of role models – and now that's me!
- I'm undertaking Level 3 animal management at Weston College
- Through Kickstart I got an apprenticeship with the Council



- I wanted to train in youth work but there were no local courses – the Gap Project has given me a chance to take a youth work internship and I’m encouraged to develop community projects

**3. Does your area have enough advice, adult learning & work opportunities? Who would you ask for advice about training and work?**

- Yes and No
- Yes – places like HWCP / @Symes / Symes Library (adult ed groups upstairs? Staff in library /on desk helpful for advice
- Yes – Gatehouse Centre – good access to IAG (can make appointments face to face rather than tel/online booking), help/ adult ed courses for doing CV’s / employability / IT skills / maths & English. Creche/nursery on site. Courses fit around school times so parents can join. Also, A2A for 16-18’s (will take yps without GCSE’s / usually flexible start, but currently full)
- Yes – Hartcliffe Children’s Centre – maths / English and childcare courses for parents. (2 mums on the table go there for lessons and really appreciated the time away from their kids to learn). Has creche/ childcare. “Learning has to be at the right time for childcare / creche – and local”.
- Possible – Hartcliffe City Farm. Bit of an unknown – thought to be running courses / expanding provision now under new management. Best known for children/family events. (word slowly spreading)
- No – local adult courses seem to stop at Level 2. There are some adult Level 3 vocational courses at SBSA (e.g. Hair) but most ‘academic’ / A level courses are in city centre or further. No A levels at SBSA.
- There’s a lack of youth worker presence in the area – including a lack of peer mentoring
- Issues – TRAVEL! Difficulty getting around BS13 using public transport/buses. Main route (75? 76?) unreliable and may not turn up (lack of bus drivers was noted) – goes into city centre. Difficult to get to Imperial Shopping Park on public transport. Can’t get bus from Hartcliffe to The Park Centre, Knowle – or to Brislington /Bath Road where more shops and warehouses. The 36 used to go from Withywood/Gatehouse Centre right through Hartcliffe – past The Park Centre, through Brislington/ St Annes to Barton Hill and City Centre. Concerns with walking to areas like The Bottleyard which goes past flats (in the old Council Building) as seen as unsafe. Also unsafe to get to/from Imperial shops especially when dark. Most bus routes seem to go straight to city centre – not around the outside so people having to catch 2 buses when they used to catch one.
- Jobs – mostly low paid jobs in the area. Families worried about cost of childcare and bus fares for jobs further away when they are struggling to pay bills/food.
- The support may be there but it can be stigmatised
- I would ask around and use google (didn’t know about the One Front Door service)
- The best jobs are in the city centre - all the jobs in this area are in retail (Imperial Park, Morrisons, Lidl etc)

- There are good trade jobs in construction – self employed builders are doing alright
- There is an issue with youth and community pathways – there’s a lack of statutory funding for youth work, there’s a need for more youth enterprise in schools, and there’s been a lack of pathways in the third sector with a lack of willingness for local organisations to work together – the Bristol VCS is chaotic. The Youth Council lacks a strong connection to local communities – there’s a lot of self entitlement – who designs the application process?

#### **4. There are lots of jobs in Bristol – what would stop you applying for them?**

- Need for childcare / hours to fit (and school holidays / flexible if child ill)
- Transport (buses) to get to/from place of work (not easy busing back from town for hospitality staff working late)/ Location needs to be near home or safe to walk there/back. Imperial Park – people felt it wasn’t safe to walk to/from, especially when its dark.
- Low paid jobs in Hartcliffe vs being on benefits (starter wages low, so people not inspired/motivated to work to end with with very little more money at the end of the month or even worse off – especially if need to pay for bus / childcare).
- Lack of the right qualifications (being able to drive / having license would make finding work easier .. also could then get jobs that involving driving)
- Language barrier for people new to UK.
- Lack of transport to big employers at Avonmouth e.g. Walberton’s Bakery (possible opportunity for car lift share schemes / employers minibuses ... like the university has buses?)
- A1 bus to airport ... worries about the cost (but thought airport staff did get discount fare) – also times of shifts for new staff (put on earlies/ lates which were harder/safety concerns to get to on public transport)
- This area has been hit by the clean air zone and the charge you have to pay going into the centre if you don’t have a newer vehicle
- Apprenticeships – many on minimum pay for f/t work (doing the same as other staff/ little proper training) ... e.g. in hospitality – low pay and late evening work.
- Few p/t or weekend work for teens or as way to get back into work. Not everyone can or wants to work f/t. For some going from being NEET to F/T work or apprenticeship is too much
- Cost of driving lessons and test

#### **5. Looking at the map – what organisations & employers do you trust and that make a positive difference?**

- HWV / Gatehouse \*\*\* – good that people can walk in and make an appointment in person for IAG etc
- HWCP \*\*\*
- @Symes/ Symes Library
- Hartcliffe Children’s Centre
- Hartcliffe City Farm \*\*\*

- Hartcliffe Millenium Green – gardening group and wellbeing group
- Hideout Adventure Playground (LPWO – community play groups and forest school)
- Withywood Centre
- Skate Park
- Rivers of Life Church & Mowcraft Church – food clubs / community cooking
- Fixx Bike Workshop – provide workshops with kids
- Morrisons used to be good when Karen used to be their community link worker (she doesn't work there now / they don't seem as involved locally) – but major employer. They employ lots of local people but a lot of people don't like working there.
- Lidl and Home Bargains – ok places for work.
- Bottleyard and factories going into Whitchurch Lane/ Hengrove – safety concerns walking past Imperial Apartments (old Council Building)
- Cater Road industrial estate – bit of an unknown. Don't see jobs advertised, people don't know what businesses are there. (no buses through there?)
- Lots of small businesses / self employed builders – seem to recruit through word or moth rather than advertise.
- Bridge Learning Campus – employs a few local people
- New Fosseyway – a school for Disabled children
- City of Bristol College
- Merchants Academy
- City of Bristol Gymnastic Centre have a café and provide gym classes
- Job Centre – good if you are claiming, but you can't get in if you aren't. People remember being able to walk in and see vacancy boards – now you can't get through the door because of security.
- Not good - Citizen's Advice – people used to like to be able to go to a drop in advice session locally. Now you have to ring to make an appointment.
- There is currently work going on behind the screens to better link Gatehouse / Hartcliffe Children's Centre /HWCP. New 'Family Hub' for adult learning will be at the Children's Centre\*

## **6. What do you want for yourself and your children over the next 5 years?**

- less self-isolation and more support
- happiness
- better schooling for my children
- easier access to health professionals
- clearer processes for health referrals and better waiting times
- better and more support from local and national government
- opportunities
- stability – food, job, housing, finances
- local facilities and better local infrastructure
- I've redone my English, Maths and also taken Animal Care – I want to set up a dog walking enterprise while my kids are in school (I need a driving licence) and then I'd like to set up a charity for animals

**7. What courses would you like to see?**

- Local history
- Further IT skills
- First aid
- Practical parenting advice and support – or just a drop in
- English and maths – basic and advanced
- Life skills
- Food hygiene
- Preparation for returning or starting work
- Communication skills

**8. What skills do you think employers are looking for?**

- Making yourself stand out from others
- Experience
- Grades and predicted grades
- Others skills not related to the job – e.g. first aid
- Communication skills
- Older qualifications are no longer relevant because IT is taught in schools now and is part of every day life
- Tech savvy

**9. If you had a magic wand what would help more local people get advice, skills and jobs?**

- Better TRANSPORT (BUSES) – Not just going into city centre ... being able to travel around the neighbourhood and going 'sideways' into neighbouring areas.
- Better links with employers – they put on transport or pay for driving lessons/test for potential employees
- Jobs Boards – in places like Morrisons (easy for small employers to put note on as well as big ones)
- Higher level learning without going to city centre
- Higher paying jobs
- Better secondary education – need to raise aspirations. For schools to better prepare young people for the working world. (less history /geography subjects as not seen relevant – more about managing money/ budgeting)
- More warehouses – and warehouse type jobs. Training for fork lift license / CSCS etc
- More organisations like A2A / Princes Trust
- Local stand alone Maths and English groups for under 19's who don't want to join a f/t course but where they lack L4 GCSE grades is a barrier to learning vocational courses / getting apprenticeships.
- Companies / DWP to fund getting driving license
- Self belief
- Help with writing your CV and interview skills

- People or organisations to trust where you can get help and support
- Less competition for jobs
- Better understanding of how your first paycheck looks
- More opportunities in general for people
- Better help when leaving education – so many lessons are pointless - rather than the focus on geography/history – more focus on preparing for the world of work, how to manage money, how to apply for jobs
- Every young person before they leave school should have 121 advice about next steps and this advice service should continue after they leave school
- A base where you can drop in and get advice about jobs and support
- Young people just need the right environment to flourish

## Southmead

### 1. When you left school how well were you prepared for the future – particularly finding the right career?

- There was no careers advice when I was at school and my mum didn't really push me
- I didn't go to school because of the bullying – I just used to walk home. At first I wanted to be stripper as not sure of other options for me but went into childcare after taking a course
- I didn't know I was dyslexic- 'school failed me' labelled as naughty and disruptive
- I started stealing in Iceland and I was asked if I'd like a job there. I just needed that one person to see something in me, to give me a break. I ended up working there for 15 years
- I skipped school as was naughty and didn't enjoy learning, I am easily distracted and still hate learning (is on Multiply course)
- Some schools don't teach children who learn in a different way - my 10 year old grandson has dropped out and I can't get a place for him
- I went to school in London – I really struggled with Maths and to avoid those lessons I stayed in the toilets - teachers didn't pick up on it (is on a Multiply class now)

### 2. Have you taken part in any learning or training since leaving school?

- I did a childcare course and was able to get training through a work placement – I ended up in a childcare job for 14 years
- I've attended lots of Community Learning courses – like Health and Social Care – I want to be a good example for my boys
- Worked as a support worker, then went to college but then went off the rails before sorting my head out and now do a lot of community learning courses- autism awareness, cooking on a budget, brush up your maths, first aid
- I did a BTEC in Health and Soc at COB, foundation then intermediate for 2 years, worked in care sector and now Multiply
- The job centre sent me to Restart and that's how I found out about Multiply

- Left school in Caribbean age 15 years, been here 20 years, worked in catering, in a school kitchen, when I moved to Bristol. I've done a computer course and Multiply.

### **3. Does your area have enough advice, adult learning and employment opportunities?**

- Newsletters no longer come through door telling people what's happening
- Not enough job vacancies or not with hours to suit parents or carers
- Demands for qualifications and experience too high, hard to get a foot in door
- Employers should change the format of interviews so that they can find people who have experience, which is sometimes much more useful than qualifications
- People need opportunities to 'show not tell'
- Need more training for school leavers and channel them into something positive/creative especially boys (other learner disputed that higher need for support for boys)

### **4. Who ask for advice re training/work?**

- Google
- Kids' school – they advertise courses and send out texts
- Facebook
- A lot of training is not accessible for people in work who need to update their knowledge and training – when you're working, a lot of things change and your skills need updating
- If you leave a job your Universal Credit is penalised
- Children getting let down re medical or educational needs, difficulties accessing SEND support, getting an EHCP which will affect their futures. Access to SEND services and schools is a fight – one parent had been going through the assessment/appeal process for 5 years. This has involved a lot of stress and pressure.
- Schools don't motivate children who need a different type of learning

### **5. There are lots of jobs in Bristol right now – what stops you from applying for them?**

- Certain barriers can stop you from progressing – such as not having Level 2 Maths. I worked for my local school as a supervisory assistant in breakfast clubs and at lunchtimes. I'd been there 8 years and wanted to apply to be a Learning Support Assistant, but I was told I had to have a level 2 in Maths
- There need to be more ways of showing how you are skilled for the work - i.e. the actual skills rather than do a tell interview
- Employers not offering enough training or giving people a chance in recruitment
- Childcare, working hours- not enough flexibility for parents and carers
- Having a Disabled child – when you work your pay impacts on your carers allowance and other benefits – you're better off on benefits as a carer
- Need understanding employers who have flexible hours
- bank staff carer jobs don't provide workable shifts (weekends, evenings, school holidays)

- travel – buses are hopeless, they are expensive and unreliable
- only one person had a driving licence – a need for driving lessons for independence
- Schools don't help - my child is autistic, and since they were age 3 I've been struggling to get them an EHCP, and now they are 8

**6. Which organisations in Southmead do you trust and that make a positive difference?**

- Baddocks School
- Horfield Leisure Centre are very supportive
- The Ranch is really cliquey – they don't welcome incomers and they are not accessible
- Not enough out there for kids – the local park is dirty and disgusting, if you report this to the council they do nothing
- Library closed down – or there are reduced hours (has in fact moved but she didn't know that)
- The Greenway Centre – it's not always clear what's going on – you don't get information unless you come in, you don't get anything through the letterbox any more and you don't find out about things if you don't have wifi
- The local health centre only provides information about health

**7. There are some big employers close to Southmead – like Airbus do you feel connected to them?**

- No
- Airbus too far away, public transport doesn't go to royal mail, Rolls Royce etc
- 'they aren't going to want one of the little people – like me – there's a class and education divide – why don't these employers make their jobs more accessible and appealing for local people?
- Health centres only have info about health not other services or events
- Southmead hospital always been helpful for my family – but not as an employer

**8. What do you want for yourself and your children over the next 5 years?**

- More support for single parents and those with kids with additional needs like welcome groups and support groups
- More clubs for young people/ teens aged 8-15
- Toddler groups - only one playgroup at Baddock's children's centre and it's always full
- I want to build on my confidence, doing courses helps build myself
- I want to inspire my children that they can see that although I was dyslexic and I failed at school I have now improved so if they fail at school they will look at me as a role model
- Go back to work in childcare
- I'm a self employed cleaner so I want to grow that
- I'm in a limbo waiting for a transplant. Maths course takes my mind off that

### **9. What courses would you like to see?**

- Mental health courses and access to CBT - I suffer from major anxiety and depression. How to help yourself- did not receive help when tried to commit suicide and I've had to pay £65 a session for counselling
- Cost of living help/ budgeting
- Cookery
- Etiquette class
- SEND support
- Relaxation
- Art and crafts
- Setting up your own business – access to a business mentor
- Higher level childcare training
- First Aid

### **10. What skills do you think employers looking for?**

- Maths
- English
- IT for the digital world

### **11. If you had a magic wand what would help more people Southmead get advice, skills, jobs?**

- People to be brave enough to ask for help
- More places/ events like this with opportunities to meet and talk with different professionals in the room to ask for help
- Non judgemental places, asking people for feedback and what they need

## **Young People**

### **1. Have you learnt about different careers at school? How has this been useful?**

- We have been learning about this for a while, we have most recently explored what options there are after school in personal development sessions, 30 minutes every week. This only started this year.
- We have had some career sessions since year 7. This has been useful as it teaches you about the real world, finances, shows things that you can do when you leave school. It allows you to explore post 16 and post 18.

### **2. What activities have you done that relate to jobs and careers? What have you enjoyed and not enjoyed? Why?**

- We had a Dream Big project (in Year 7) where we had to present what we hope to do in the future.



- We haven't recently had a go at anything ourselves. Its largely about being taught what's out there, through watching presentations, rather than putting this into practice.
- I enjoyed people coming into school and taking an activity when we had to design an app (x2)
- We took part in a 'green earth' project where we had to design a recycling task.

**3. By taking part in career workshops, how have your ideas about the world of work changed?**

- The students all reported that their ideas had changed since being in year 7.
- They all remembered the Dream Big project and felt that this had kickstarted them into thinking about what they would like to do in the future. It seems to have made a big impact with them.
- We then explored why this was and they said that it was doing lots of activities and meeting adults who were interested in them and what they had to say.

**4. What do you know about post-16 options in Bristol?**

- You can take A-levels, apprenticeship, T-levels, you can go to college – all the group had a knowledge of these options.
- They would all go to their careers lead for more information – when pushed their only other source of information was the internet.
- They did later say they might go to Head of Year or Learning Mentor as well.

**5. What do you think will be the most challenging part of getting a job? E.g writing an application interview, meeting new people etc.**

- One student said he was feeling pressure about interviews and then there was nodding in agreement. The whole group felt interviews will be their greatest barrier. They were aware that they will have mock interviews at the end of the year. There seemed to be a great pressure to perform at interviews and the group said they were nervous and anxious about this.
- So far, none of the group had done WEX though they did know it was coming at the end of the year.

**6. What skills do you think you need to be successful at work? Have you practised these skills in lessons or workshops you've attended at school?**

- Teamwork, flexible, leadership, friendly, being able to compromise e.g. you need to cover for someone else and take on responsibilities that aren't your own. They felt they do practise some of these in school by doing projects, but they would rather do real work tasks. They wanted to meet more people doing different jobs.

**7. If you have a question about careers, jobs, training, college, or university where would you go?**

- They would go to their tutor or go to the careers lead, learning mentor, safari (no one mentioned parents or carers)

**8. What do you feel are the issues facing young people in Bristol?**

- Not trying hard enough in lessons, some people have potential but don't use it. People may settle in lower level jobs as they have low aspirations.
- Some schools in Bristol, like this one, have quite poor catchment areas. There is conflict with Clifton schools as students from these schools think they are better.
- One student said there is this kind of attitude from older people and therefore all the group seem worried that they may already be disadvantaged in the local workplace.

**9. What support you'd like to see for young people in Bristol?**

- Our Personal Development sessions are a bit boring. They need to be more engaging and doing tasks, rather than just asking questions.
- Having practical activities may be more inspiring and useful. We would like to meet more people doing jobs and have a go at jobs rather than just learning about them

## **Young People with SEND**

1. Transport funding stops at 16 and this can be a barrier when we move to post 16 education or training
2. When young people are planning to move to Post 16 provision, their timetable is going to reduce from 5 days to 3 days a week - this can place pressure on families to make alternative arrangements for the remainder of the week
3. For young people with an EHCP, access to post 16 provision can be difficult - most learners go to The Park or to the City of Bristol College
4. One young person commented they would prefer to stay at their school, New Fosseway, until they were 19 rather than moving somewhere new
5. The majority of the group fear transition to Post 16, even though their school provides a transitions programme

## **Parent/Carers of SEND Young People**

**1. What are the main issues and challenges that prevent young people with SEND from achieving their full potential after age 16?**

- The lack of part-time 16-19 provision so that young people who need to resit English and Maths can combine this with part-time work/apprenticeship programmes
- The lack of public transport so young people can get to post 16 education, training and employment with ease

- The quality of career advice in schools is inconsistent - in my experience the advice been given is inaccurate and poor quality
- 2. What more could we do to improve young people's career progression from education into good jobs?**
    - Link up after school club activities with volunteering to support work readiness
    - Support parents/carers to understand non-traditional pathways that don't fit the standard A' level route
  - 3. If you had a magic wand, what improvements would you make to local post 16 services so more young people could improve their future prospects?**
    - Get employers to ditch their traditional approaches to recruitment and to introduce more inclusive methods (e.g. Watershed - just ring us to discuss the role further)
    - Employers would create inclusive roles - not excluding people because they are unable to carry out one element

## **Voluntary and Community Sector**

- 1. How do you support your residents/service users to access employment, skills and lifelong learning services?**
  - Support job application writing, provide community references, work with community learning to provide courses, casework, providing information and support. Linking with other organisations to provide support
  - Bristol NW Food Bank has visits from Employment Plus - takes them along the journey of finding and applying for work. Service seems to work well. Mostly come to Avonmouth Hub - central location between foodbanks. Someone on-hand in-person.
  - Digital Inclusion work, access to wifi and computers for job searches, volunteering opportunities, cooking and gardening skills for work, hosting training and employment skills for many Bristol VCSEs
  - Remove barriers around low income to allow time to engage in ESL
  - NHS Talking Therapies now offers an Employment Support service for anybody who is receiving therapies from us or waiting for therapies. This is goal-focussed to help someone find, stay in or move employment. There are no targets for job placements etc which we hear feedback about being important. Person-centred.
  - Advertise volunteer and job opportunities at VCSE organisations around the city.
- 2. What do you perceive to be the main challenges for residents/service users in relation to employment, skills and lifelong learning?**
  - Childcare
  - Provision of ESOL. Challenge of location and travelling to formal location. Needs of childcare
  - Language and cultural barriers
  - Language barriers in Easton and Lawrence Hill

- Language barriers, culturally introvert, confidence. Educating people about new industries and how they can get prepared for them. Lack of information about support services
- Transport where activities are not happening in their area
- Lack of English language skills
- BOPF - can see an ageist impact on access to work. Many older people 55+ are still in employment. Try to support them whilst still in employment. Looking to prevent age discrimination in Job descriptions, Person Specs etc. For younger people this is also true eg. requirements for experience. Recognise importance of unions.
- Not being able to get back to work easily after career break to have children, lack of support for parents, lack of flexible worthy jobs
- Issues with affordable childcare to enable people to work
- one of the key challenge is the conversion courses for people who trained as doctors and nurses overseas but not able to work here due to lack of such courses
- Conversion courses for people who are already qualified, i.e. nurses, doctors etc...
- Language barriers - can't access mainstream services
- Often when young people graduate they have to leave the city to find work relevant to their degree
- Parents/carers with children with additional need - they find it difficult to get the support they need
- Access in terms of life-long learning. Particularly around ageing population
- Many older people don't have access to digital kit, data or skills to get online
- Pakistani community - Low IT access problem - not trained in digital skills
- Assumptions of certain communities i.e. Van Dwellers (600 in Bristol)
- lack of flexible roles, childcare, support for parents to return to work
- low pay is no motivation to come off benefits
- lack of transport for people where there is little activity in some parts of the city
- Address people's mental health needs. This comes from looking all the areas that affect your wellbeing like insecure housing, food poverty, education etc
- Mental health struggles - especially under pressures of Cost of Living
- An Us and Them attitude to people

### **3. What more could you do to help us improve referrals and take up of local ESL services and what support do you need?**

- Long term secure funding
- Funding to create collaborations and dedicate time an focus
- Accessible information is key. We can help reach communities with that information if we are able to feedback on how it is provided.
- Different people work in different ways - trying to find out what works with each person and remind/prompt them to take actions. Can use meetings as needed. Connects well to having in-person link in community hubs. Some will still prefer to communicate by email etc.
- Funding for job coaches who could be based in communities

- Remove impacts of eg. appearance on recruitment and employment processes. Stigma against tattoos, piercings etc. Reframe perspective around ageism - younger and older people. Focus on recruitment process to encourage diversity. Realistic questioning.
- People need resources to help them prepare for work.
- More support in improving language skills. We need the employment training departments to work with community groups
- Remove stigma of living in certain areas of the city
- Ensure good from services form an early age to prevent disengagement and demotivation.
- we used to have an excellent National Careers Advice coach who would support local people with weekly surgeries
- Remove barriers to good service delivery for services (simplify reporting requirements, admin resources etc as mentioned by Tom and Abdullahi re WECA funding)
- Replicate successful examples - there are plenty, for example a few years ago Khaas ran a childcare course for women they work with - all ended up in related employment following it.

**4. If you had a magic wand, what improvements would you make to local ESL services so more residents could improve their prospects?**

- Community ESOL provision better than College ESOL
- The pre-employment support doesn't always particularly relevant to residents lives and the local job market. Practical supported work experience would really improve
- is there an innovative idea to base career coaches in welcoming spaces where unemployed people are attending
- See more older people involved in the older people's industry and decision-making. Paid opportunities.
- Intensive English Language tuition and childcare for those who need it
- run community friendly training and employment accessible to various communities
- Fund support around financial wellbeing/low income to free up capacity to engage in ESI
- employment coaching for those who had career breaks for family or health reasons
- In planning conditions for new developments to have legal obligation to employ from local post code - influence policy, localism act
- More provision for face-to-face/intensive support for people to achieve their goals. Person centred really important. Focussed on unblocking meaningful employment goals.
- Better advertising of training opportunities - not just from one org but all of them (like Age UK have produced a booklet with activities for over 50s)
- Funding for paid internships in professional roles.

- Fund education properly and value skills other than maths/english/science. Support children in their skills and don't see going to university as the only measure of a successful education
- Unions, better working conditions in certain sectors (e.g. care). Fair pay, career development/upskilling opportunities etc.

#### **5. Any other issues or questions we should be considering?**

- WECA funding has proven difficult to access due to heavy bureaucracy

## **Employers**

### **1. What's the biggest recruitment and workforce challenges you are facing?**

- Shortage of apprentice opportunities - this is because employers don't get an output for the first few years. This has been a challenging period and businesses are operating on low profit margins. Whilst it is important to invest in young people, a company in effect has to 'carry' them, and they don't get value from them until they are trained.
- Retention of trained apprentices is an issue - this is because there is a highly competitive market for skilled people in construction. We try and lock them in once they have trained.
- We need to find ways to make the construction industry more attractive - many young people think of engineering they will be outside, feeling cold and dirty, and they'll have to get up early. There are some excellent qualifications now for apprentices and once trained they will have a great career and will never be out of work. The industry can be glamorous and people can earn a lot of money.
- There are skills shortages across all trades - we were impacted by Brexit and many firms stopped trading and stopped taking on apprenticeships because of the recession
- We need young people to know what they are applying for when they join us as an apprentice. Perhaps more could be done in school so they get more understanding of construction careers and the different trades. We don't want young people to apply just because they want a qualification, we want them to want a career with us.
- Our company is new to the Bristol area - and it's a challenge to get access to talent and retaining talent, especially when we don't know what developments are coming next
- Sometimes travel is a challenge - especially where jobs are out of town and young apprentices don't have their own transport - we don't expect them to get to the site, but to meet with an engineer.
- It is a real struggle to get applications from applicants with lived experience or who reflect the EDI of our clients.
- As we are a temperature-controlled food warehouse, often the issue is the cold, people struggle to handle to work in this environment. Upcoming national minimum wage rise will have an impact, it'll be even more difficult to attract new colleagues
- Trying to forge local connections with colleges to showcase working for PepsiCo

- Out of 26 action plans for the South Bristol Talent Pathway Project, 11 employers reported their main recruitment challenge as finding skilled staff, and 6 reported the high staff turnover.
- We are quite a niche organisation so understanding of what the business does and the opportunities (although we are doing a lot of work with education establishments to change this). The other challenge is candidates (especially apprentices) having employability skills for interview - not confidence or nerves but lateness, dress etc.
- Candidate engagement - increased occurrences of candidates 'ghosting' in spite of regular updates and quick response times. As it's a candidate-led market we're seeing more instances of interview no-shows without prior warning etc.
- Travel/location is a huge issue for us in the Avonmouth area. We have lots of vacancies but struggle to get people here from Bristol area due to poor local travel options.
- Getting students to see beyond our companies name and consider the wider business and the opportunities we have to offer.
- As a fairly small local charity the costs of recruitment are generally too much so we can't publicise as widely as we'd like or compete with bigger businesses in terms of pay and conditions. Lack of applications with the right skills or experience. Lack of training opportunities for youth work, although City of Bristol has just started a Level 3 youth work course so fingers crossed this changes.
- Shortage of quality candidates to fill our role and retention is a huge issue
- Entry level roles in the industry, we have roles that we struggle to fill, apprentices are not remaining committed and costing local companies in lost fees
- Diversity, people not understanding the roles available, think it's just roles in investment and finance, whereas our biggest areas by colleague numbers are digital and client support.
- The Film/TV Industry works in a different way to many other industries. Most crew will be freelance and find out about new opportunities through word of mouth or social media. Apprenticeships don't really work as a production will exist for a few months and then disappear. In addition to this, new entrants are often expected to work for free to get experience which means people from lower socio-economic backgrounds often face barriers to entry.
- We represent most sectors as a business improvement district and each sector has its different challenges from availability of candidates , skills and cost of living impacting on wage demands

**2. Do you get support from local agencies with your recruitment and training needs? If yes, which ones do you rate the most and why?**

- We work together with Bristol WORKS (x7) – providing volunteers for school careers events; reviewing opportunities to join up our workplaces and schools; taking part in mock interviews
- We have taken part in the Building Bristol launch
- I belong to an organisation outside of work called the 'Bristol Junior Chamber', and we encourage our members to volunteer their time to help support many of the Bristol

Works initiatives in helping pupils from schools across Bristol with developing the skills that they need for their futures.

- We are being supported by the University of Bristol and the Temple Quarter development - we are the lead contractor of the new campus. We will be passing on social value targets to our local sub contractors
- Working with On Site Bristol is invaluable and they help us recruit apprenticeships in Bristol. They help filter candidates for us. But they can't offer enough places for us so we have to use other providers
- Our social value team liaises with schools, colleges and apprenticeship providers
- Recruitment agencies
- A WECA funded organisation that is supporting office apprenticeships (can't remember the name)
- We work with Bristol WORKS, Building Bristol, local schools, SGS College and others. Our social value team work hard to ensure we cover all bases.
- All of the local job centres support us with recruitment and are very supportive.
- All of our recruitment and training is undertaken by employees at our company. This way the people we speak with can relate to people who work there.
- Out of 70 SMEs in South Bristol supported by the SBTaPP team, the support agencies they rated the most included:

Bristol Works	48
Dementia Action Alliance	40
Local Apprenticeship and Job Fairs (One Front Door)	32
WTPN	30
UWE	29
Business West	21
Weston College	21
Bath College	20
FSB	19
High Street Team	19
DWP	17
BCC Community Learning Team	16
Leonard Cheshire	16
WECA	15
On Site	14

### **3. What could we do to revolutionise and improve recruitment – plugging skills gaps and building a diverse workforce?**

- There are new engineering T Levels in Bristol which are being sponsored by a local school that provide a direct route into HE.
- As someone who progressed through the traditional HE route, I can see the benefits of progressing in the field of construction through the apprenticeship route. Not least, this avoids £80K student debt and means earning whilst learning.
- Quotas could be the way to go. It is not fair where white straight males dominate senior roles. This means there are no diverse role models and recruitment of diverse



candidates is impacted. Increasing diversity could make a real difference to the business and also provide grassroots opportunities.

- As a woman working in the construction industry, I hate the idea of quotas - I want to feel that I've been given a job on merit, based on my abilities and skills. However, I can see that some people need additional support to break in to the industry
- More needs to be done to challenge the pub culture and banter on building sites and in the building trade. This is difficult - and it must be those in charge who take a stand
- Diversity in construction office jobs is getting there - whereas on site there is still a lot of banter.
- Surely we've gone past the question of diversity - we just want to focus on people who want to come and work for us, they need to right attitude and we will provide them with skills - no one owes them a living, they have to work hard and they will have great future career opportunities
- The construction industry has to be more diverse - and trades can't be stuck in the dark ages. But we have to be sure that we put the right support in place for anyone from a minority group - they won't just be exposed to our own workforce, they will be exposed to all other businesses and trades too. How can we support them with that?
- In our company 20% of the workforce are women - mainly in office-based roles. We would like to see more women as site supervisors and contract managers, not necessarily in the trades.
- We got involved in a national 'women into construction' scheme. This was aimed at older women who were already working on site - perhaps as cleaners or labourers - the focus was on career changers. This involved providing placements so they could find out more about higher paid roles like surveyors or site managers.
- The Hill Academy has developed an NVQ qualification which provides another access route into jobs with us - not just through the higher degree route which tends to work for people with higher skills.
- We just want to employ the best people. We know that having a diverse team is good for business - for example if you have a woman on your team that is reassuring for some customers. Surely we need to be 'people-ist' in our approach? We would welcome more people from diverse groups but we just need them to come forward and to stick at it.
- Organizing warehouse tours for unemployed colleagues could give them better understanding of what we do, transparency could attract them to the warehouse industry.
- Have an annual showcase for employers to come and talk to young people in the area.
- For us it would be pushing the unusual parts of construction - the bits young people don't know about. Ensuring we don't just sell construction as 'muddy boots' - what about marketing, HR, finance etc. We are an industry just like accountancy or law, you don't have to be a site manager or bricklayer. We also don't want to employ based on gender, race, disability etc - a job is for the right person so we must be careful how we go about this.
- Companies need to stop prioritising cultural fit in their recruitment practices as this leads to recruiting with affinity bias. The focus needs to be cultural add, what can a

different perspective add to a business and how can these additions better reflect the customer base to increase both employee and customer engagement.

- Getting females to apply for roles in the Mobility industry is a key objective for us. We can do this by being more visible to females on campus.
- good role models in all sectors and positive and inclusive work cultures. More disability awareness and flexible working conditions which allow people to work where, when and how they can work best, not just try to fit square pegs in round holes. Build on the skills and competencies people have which may not align exactly with how companies 'have done it in the past'
- SBTaPP SME employers highlighted the need for on-going support with local recruitment and staff training, linking them up with a wide range of partners and the business community.
- We would like to receive at least 6 weeks notice of events for which you are asking volunteers to get maximum response from our club members
- Perhaps we can engage with them earlier to plan delivery/opportunities for the duration of our contracts.
- Correspondence and communication of opportunities where we can support is useful. To be able to support local employment and skills in the area.
- I guess it might be good to have monthly catch ups maybe? I know we will be assigned a member of the ESL to support our skills plan so perhaps that'll be the time.
- sharing of content and marketing which we can share through our business networks.

#### **4. Are there any other issues or questions we should be considering?**

- Our company has to be very agile - for example we got heavily involved in the production of cleanrooms because of Covid. We're now doing decarbonisation.
- The housing market impacts on our company hugely. We have been active in the heat pump market for years - about 50% of heating systems we install now are air source. From 2025, we won't be allowed to install gas boilers.
- Looking to implement a better public transport network that aligns with the shift times of the Avonmouth Distribution centres. We are all 24/7 operations and general shift times are 6am - 2pm, 2pm to 10pm and 10pm to 6am - the busses/trains do not align with this, and there is 0 chance for travel on weekends for these times.
- Better public transport across Bristol, but also into South Glos. As an organisation looking for staff to work early evenings (youth clubs mostly), it is impossible for staff if they can't easily get public transport home at 10/10.30pm.

#### **1. When you talk to people outside the ESL Team, what are you most proud of?**

- Impact of the team's work x8
- Partnership working with employers and other organisations x8
- Passionate and positive attitude of the team x5
- The reputation of the team x4
- Reaching the "hard to reach" x4

- Getting people into work and careers x4
- The commitment of staff in the team x3
- Outcomes x3
- Range of work the team does e.g. IAG, ESOL, jobs fairs, specialist employment support
- The level of support for students and service users
- Providing an alternative route to education

**2. In your experience, what stops people accessing ESL services?**

- Knowing about the services x22
- Reluctance to trust the service x6
- Lack of confidence or anxiety x5
- Language barriers x4
- Transport x4
- Digital poverty x4
- Childcare x4
- Accessibility of locations and geography x2
- Funding x2
- Isolation
- Generational unemployment
- Work commitments
- Mental health problems
- Crisis or chaotic lives
- Discrimination
- No in-person access point for communication
- Not enough staff

**3. What would improve the ESL offer – including our cross ESL working and our joint work with partners?**

- More joined up team working x13
- Better promotion x9
- Sharing information in the team x4
- More team resource and capacity x2
- Coordinated funding
- Childcare provision
- Work experience opportunities
- Capacity building for partners
- Access to specialist provision
- Better technology

#### **4. Looking ahead 5 years, what are the biggest challenges and changes that the ESL team should be preparing for?**

##### National

- Cost of living x8
- Energy crisis x2
- Leadership changes x3
- Skills shortages
- Impact of Covid x2
- Poor mental health x2
- Digital poverty
- Inequality
- Social care, health and housing
- AI
- Climate crisis
- Benefit changes
- National Living Wage impacting on apprenticeship recruitment
- Schools' resources and outcomes

##### Bristol

- Ensuring we meet the needs of the community in Bristol
- More ESOL or translator provision x5
- Reduction in job recruitment and employment prospects x3
- Childcare provision
- Poor transport links
- Housing crisis
- Changes in the economy

##### In our team

- Capacity of the team
- Staff recruitment and retention x6
- Strategic stakeholder priorities x7
- Funding x2
  - Leading to gaps in provision and progression opportunities
  - Continuing good services
  - Short term/fluctuations
  - BCC budget challenges x4
- Increasing demand
  - due to other teams having less funding
  - for apprenticeships due to 16-18 population growth
- Adapting to remote working
- Competition from other providers x2
- Decreasing provision from other organisations x2

## **5. How can we raise our profile and celebrate what we do more?**

- Internal BCC communication
  - Bulletins across ESL
  - Working as a whole ESL team
  - More acknowledgment of achievements in team meetings
- External marketing
  - Social media (Linked In) x4
  - Positive case studies x3
  - Word of mouth
  - Videos
  - Radio
  - Apply for awards
  - Press releases
  - Primary schools
- Community events
  - ESL roadshow x4
  - ESL open day x2
  - Attending non-employment focused events
  - Community events
- Engage and network with partners
  - Employers
  - Training and support organisations
- Guidance and training around storytelling
- Uniforms
- Logos and signage

## **6. Any other questions or issues we should be considering?**

- Internal surveys
- How can we improve outcomes in persistently NEET/jobless areas?
- Are we as inclusive as we could be?
- Retaining staff through progression routes and permanent roles
- Horizon scanning for employment and skills trends
- Feedback from service users
- ESL induction for new staff
- Learner-led profile raising
- Improved use of BCC support systems

## **Employment and Skills Providers**

- 1. What would help strengthen our partnership work with you? What more could we do to support your team or organisation?**

- Currently a lot of VCSE leaders are under immense pressure due to lack of funding and thus capacity. This results in lack of time to engage, build and maintain partnerships, strategic level thinking and planning etc. Bristol's VCSE sector is great but is far off delivering at it's full potential due to it's leaders being tied up in trying to keep their services running. Funding in general is missing but in more specifically for strategic work/partnership work/headspace for leaders would be beneficial.
- We're an employer and we've been struggling to recruit - we'd welcome more promotion of our vacancies locally.
- a campaign to support employers to utilise inclusive recruitment practices - as part of the WECA 'Good employment charter'.

**2. In your experience, what stops local young people and adults from accessing employment, skills and lifelong learning services?**

- Some bus routes have been closed that make it difficult for some people to get to courses and jobs.
- Some people are reluctant to move out of their immediate area for courses or work.
- Poverty is a massive barrier to people getting access to training and employment - including costs of transport, childcare, food poverty, digital poverty.
- Poverty, childcare costs, public transport issues, adverse experience/lack of confidence.
- Low confidence and unwillingness to be with others in a group.
- We have 193 disability confident employers within the region the vast majority based in Bristol. Having engaged with all of these as part of the WWfE provision, it is clear that this scheme needs updating. Currently to become a Disability Confident Employer a simple application needs to be made and Tier 1 status can be gained. It is clear that sadly the vast majority of employers register as a simple tick box exercise and to achieve some kind of positive PR status. This scheme needs to be subject to stringent quality and compliance checks and audits similar to Ofsted. What is also clear is that the scheme itself is out of date and needs updating to better reflect current mainstream disabilities such as neurodiversity, mental health needs and other hidden disabilities which impact on far greater numbers of individuals not moving forwards into work.
- For those on a methadone drug reduction support programme, courses are better run in the afternoon.
- Ex offenders can't access some courses when they are held in venues where they cannot go due to restrictions.
- Inaccessible recruitment processes.

**3. What ideas do you have to improve referrals and take-up of local employment, skills and lifelong learning services?**

- A campaign to encourage people to consider skills and employment outside their immediate area 'the whole city is your city'.

- Provision of accredited digital skills courses entry/Level 1 - with progression support to Level 2.
- DWP work coaches have 15mins with their clients every fortnight. They have a huge caseload. We need to work out what additional information should be handed to all clients about wider services - perhaps through the OFD.
- For the most vulnerable young people, 1-to-1 tutoring would make a difference.

## School Career Leads

### 1. What help do you receive externally to support your learners with careers and to transition into post 16 pathways? What is working well?

- WORKS has helped us to provide experience of work which have been beneficial for students – we're an SEN school and our students don't always like to leave site - bringing in employers and providing interactive activities has really worked.
- We have no help or support which is why we are joining these Bristol CEIAG Network meetings. We are also a very small cohort as a SEN school.
- We get a lot of support from the Careers Enterprise Company - networks and information/information sharing.
- Career pilot.
- Local employers - predominantly bigger ones - established relationships.
- other education providers - post 16 FE and HE - all very useful for support.
- Biggest support from Post 16 Currently and there is a better partnership in place and empowered to do the preventative work.
- We work with Sixteen Co-operative who support us with job coaches - similar to supported internships.

### 2. What are the main barriers in supporting learners who are transitioning into post-16?

- Lack of finance is a big barrier – particularly in relation to transport – it costs us at least £1000 to pay for a bus to visit a post 16 provider or an employer.
- time and pressure with whole school curriculum - taking students out of lessons is very problematic – the case to focus on careers is justifiable - but there are other cases just as strong and it depends who gets in first!
- SEN specifically and providers who are familiar with engaging with young people with SEN; accessing wider facilities, as we have students from a huge area and so need to have a wider knowledge of providers all round Bristol ie attending open events do we choose Bath, Weston, Bristol, Gloucester can't do all due to timetable commitments.
- Risk of NEET young people over the summer is a risk. Better transitions from colleges and links and having a named contact.
- Pre-16 don't have funding or resources for young people in SEN/with additional needs with an EHCP.

- Those young people who don't secure formal qualifications face real barriers to progressing, This includes students who have been bounced around several mainstream schools. They don't want to go into formal education due to their negative experiences. They just want jobs, they want to bring in money for their families and there's layers of stuff going on for these students. Some of them want to sign up for apprenticeships, others jobs without training, but they don't have the skills, experience of qualifications. Many don't know what areas of work to chose. It's very hard - they are pushed into college, they drop out and these are the NEET young people.

### **3. What further support do you need to enable your learners to transition to post 16 options successfully?**

- change the criteria so there is more importance placed on students final destinations rather than just GCSE results; also change the priority of what we're teaching students so there can be more focus on skills rather than subjects
- funding issue – settings need more funding for careers
- Local universities have limited resources to engage with our students – they give priority to those students at the end of their statutory education – and only 50 students. We'd like them to have resource to engage with other year groups and to offer opportunities to more students.
- Providers who have experience and desire to work with young people with SEN; information to share with parents as well as young people.
- More money and support. Currently it's how proactive the careers team are at getting people in.

### **4. What are your priorities when engaging with employers and how well do they engage?**

- We need to expose young people to career opportunities - opening their eyes to see jobs and the skills sets they will need – to see beyond the small number of core jobs they all know about.
- having sustainability – it works well to have a programme you can replicate year on year – so you don't have to keep reinventing the wheel.
- big employers have got programmes and have time and offer help and support - the SMEs it tends to be more ad hoc and bespoke – there are not enough engaged and some can only do 1 day in 6 months time – it's difficult.
- We need employers to help us with providing work experience programmes. We have to organise 200 year 12 and 150 year 11 placements. As schools we're expected to deliver this, whereas there is no expectation on employers. Perhaps we need a levy like we do with apprenticeships. Some employers bend over backwards and some don't engage. We need engagement from SMEs. We could do with a city pledge or expectation for employers to support this.
- We have only ever asked people who are connected to our school who understand our students - so priorities are to broadened our young peoples experience.



- Local businesses in to work with students, and building links and getting them back in to do more with schools.
  - SME businesses are key and getting them in front of the students so they have reorientation from those areas.
- 5. Any other questions or issues we should be considering?**
- Is there a SEN Specific careers programme you have experience of?

## **Elected Members**

**1. What are the biggest employment, skills and lifelong issues you are seeing?**

- Low expectations!
- Skilled industrial jobs moved out of the city centre - people no longer have easy access to these jobs.
- Not seeing big push on jobs of the future - particularly green industries such as decarbonisation and retrofit. This could be a big employment gap if we don't skill up a future workforce.
- People trust community based organisations - so we should find ways to work through trusted organisations rather than relying on websites.
- There doesn't seem to be a lot of careers advice available - supporting young people and people of working age to do what they love.

**2. What will help us improve employment, skills and lifelong learning services and outcomes?**

- Bristol University needs to do more to promote Access to Bristol - a widening participation programme that is aiming to attract non-traditional entrants to HE
- Role models from the area who have succeeded! If they can do it from a difficult background, then I should think about it.....
- It's important to support people in work to progress in learning and achieve higher qualifications to support career progression.

**3. How can we raise the profile of these key services and celebrate success together?**

- hold local events with people who have overcome some of the challenges.
- We need to do more to nurture and promote lifelong learning - for many people FE is perceived as a waste of time - we need to help people with the cost, commitment and culture of learning - including career changers.
- could we use libraries more to do adult learning and support local people to think about jobs.

**4. Are there other issues or questions you think we should be considering?**

- Transport is a big problem - if you need to travel to a job and there is no public transport, it is difficult to hold down a job.

- Utilising the WECA Scrutiny process to challenge things that aren't working and advocate for what Bristol residents need.

## **Bristol Disability Equality Commission**

- There are huge problems with the DWP Access to Work scheme that need to be tackled: it can take up to 12 weeks for applications to be processed; there are not enough skilled and trained people to carry out the assessments; there is a gap in paying for support to enable people to start work; there is a need for more training for employers so they understand Access to Work; for young Disabled people starting off, they are expected to be responsible for Access to Work applications with no work experience – this means handling claims, invoices, agreeing coaching aspects, using complex technology and in work support – ideally young people would be supported with an experienced mentor
- Parents/carers need to be recognised as critical partners to support young people as they transition from education to independence and employment
- Deaf people are struggling to access the right employment support – the barriers are huge such as communication and knowing where to get support
- Travel to work is costly and not always accessible for Disabled people - a Disabled Person Travelcard cannot be used until 9am which is after the time when most people need to be at work.

## **Bristol City Council Managers**

1. **What are the biggest employment, skills and learning challenges you are seeing?**
  - People most excluded – for example people who use substances and those with mental ill health
  - Digital skills gap
  - Career transition support
  - Adaptability to change
  - Impact of long Covid
  - Continuing support for people... retention.
  - Providing support to asylum seekers with permission to remain in the UK - including those who are highly qualified who need validation to work in the UK, and those who need to improve their English. More support with career pathways - can some people in this group be supported to apply for hard to fill vacancies in Bristol City Council?
  - Supporting care leavers into employment and into higher education.
  - affordable childcare and sufficiency of funded places - most of our sufficiency is in the private sector - there is a local social enterprise opportunity if we want to address equity issues.
2. **What more could we do to support your team priorities and progress these together?**

- joining up ESL with Family Nurse Partnerships and our Home Visiting offer to support very young parents when their children are in the first two years.
- Developing a Community Health and Wellbeing Apprenticeship - we don't have a local provider and this could provide a great entry route into employment
- Linking ESL to development of ICS localities.
- There is more to be done to work together across all Council services and how we embed employment and skills - for example, how we use employment support to improve diverse recruitment in Council jobs, how we train people up so they can benefit from City Leap jobs. How can employment and skills be built into manager's objectives? The ESL team needs greater visibility. This could form part of the new governance framework with metrics developed with CLB.
- There is more to be done to work together across all Council services and how we embed employment and skills - for example, how we use employment support to improve diverse recruitment in Council jobs, how we train people up so they can benefit from City Leap jobs. How can employment and skills be built into manager's objectives? The ESL team needs greater visibility. This could form part of the new governance framework with metrics developed with CLB.
- When we provide feedback on EQIA mitigations we could direct managers to ESL to support teams to improve diverse recruitment, engagement, outcomes. We just need some headlines of where to direct people to.

### **3. What will help us improve employment, skills and lifelong learning services and outcomes?**

- Ensuring people's experience of employment enhance their confidence.
- Inclusive workplaces.
- Reducing stigma of people with disabilities, people who have used substances etc
- Linking ESL into Family Hub work - to provide support to parents/carers and young people.
- Ensuring that employers have the right policies in place so they can recruit and retain Disabled people and those with health conditions - e.g. making reasonable adjustments and providing flexible working opportunities.

### **4. Any other issues/questions we should be considering?**

- Within the NHS there is an outcome which is we will improve equality and diversity workforce measure in all healthier together partner organisations.
- Bristol was one of the initial Marmot cities - it would be useful to draw on the Marmot evidence in the ESL plan.
- We need to avoid the usual definition of unskilled and/or low skilled - people have a range of skills that are not recognised through the formal education system or in employment. This results in blaming individuals rather than organisations recognising the support and adaptations they need to make so people can make their best contribution.

- Involving people in designing services shouldn't just end there - this can be used to legitimise plans without further involvement in running and monitoring services. How does ESL become truly 'community led'?
- There is an opportunity to share the ESL plan at a future meeting of the Bristol Equality Network.
- The ESL Team can nominate a rep to attend future Equalities Team meetings - for single items of interest or on a regular basis.

## **Department of Work and Pensions (DWP)**

### **1. What's going well?**

- There has been some progress in bringing down unemployment – in Hengrove, Brislington, Bedminster.
- There have been some impactful interventions – ESL ran a South Bristol Talent Pathway Project which was brilliant – reaching out to SMEs and identifying vacancies, finding out what local employers were looking for, a bespoke programme that linked employers with local job centres/job seekers.
- Warm spaces have been a really good development in Bristol.
- Skills Based Work Academy Programmes (SWAPS) – these are employer led, for example Dunelm had 50 jobs and there were 5 SWAPs set up to fill the jobs with good outcomes.
- Some Bootcamps have been positive – for example HGV and Digital Bootcamps – they have achieved really good into work outcomes
- Job Fairs – ESL does a great job co-ordinating and communicating about jobs fairs
- Changing Futures – an expensive model but effective at supporting people with very complex needs through 'my team around me' hubs
- The Launchpad has provided a positive collaborative space for the central Youth Hub

### **2. What are the gaps?**

- The DWP could do more with Multiply to support claimants with improving their maths skills
- Black and minoritised communities – in our 'business as usual' approach, we don't see the trauma of racism and how this impacts on Black and minoritised clients enough.
- Travel and where things area – for example if specific training is provided at Parkway in North Bristol, South Bristol residents can't get there – this is a major issue for job seekers.
- Supporting SMES with recruitment in critical sectors with better local co-ordination of recruitment and training – for example, a number of care homes in South Bristol could be brought together and their recruitment could be supported through a targeted SWAP.
- People on Universal Credit can now go on training for longer – this has increased from 16 weeks to 4 months.

- There could be scope for a customised entry level Bootcamp to support people into entry jobs – this could focus on clients facing specific barriers e.g. rough sleepers; people with lived experience of the criminal justice system etc.
- DWP Work coaches sometimes struggle with awareness and promotion of the local employment support and training offer – whilst it is useful to have an online directory with all the provision listed, one of the most successful ways of connecting work coaches to local provision is when external staff take up residences in job centres (e.g. setting up an information desk once a week).
- There is scope to expand the Launchpad concept and to support Youth Hubs in other areas with the highest levels of unemployment – particularly South Bristol and in Southmead/Brentry.
- There is need for additional specialist support for Disabled people and those with health conditions – there are new government policy announcements in this area – Universal Support; WorkWell Partnership.
- Inclusive recruitment with larger anchor employers is a priority – for example supporting people apply for NHS vacancies is ‘a tough nut to crack’ – we would benefit from closer joint working with employers on this.
- We don’t do enough to celebrate what we do.

## **City of Bristol College**

### **Feedback**

- It is very positive for the college and the council to have a collaborative voice – with employers, with HR networks and with the DWP.
- The demand for ESOL in the city – we both see this and there is a critical need for additional resources to meet learner demands. WECA are telling us that the need is Level 2, but that’s not what we’re seeing – that’s not our lived experience. We’ve invited WECA colleagues to come into a classroom to see for themselves. Learners need ESOL combined with more vocational pathways with pathways into employment.
- There is a big job to do to support in work progression – seeing management as a skill.
- There is a huge shift underway in workforce requirements - the impact of AI for example is already having an impact on the workforce in engineering and warehousing – just two examples.
- There is clearly a need to support the city prepare for green energy and sustainability – however the qualification process means that even new qualifications are already out of date and can’t meet employer needs – this can be tackled by working directly with employers and to deliver with them through a suite of training which draws on their expertise and prepares students for future jobs. With Vattenfall, it would be good to have a SLA/MOU so that they take some of our college students on work

placement, co-creating content with our trainers, resulting in great skills exchange and complementary provision.

- The college is keen to provide skills so learners can become good community members and we are supporting this through community action projects.
- We need to work in a different way when it comes to the availability of A level provision, particularly in South Bristol. For some residents, a 20 minute bus journey is too far. T Levels seem set to continue. Some young people balk at level 2 and can't get a level 3. There is uncertainty in the system regarding Post 16 funding and programmes that are in the process of being defunded.
- We have an ageing workforce and we are finding older workers are not interested in attaining more qualification.
- Community Learning provision helps learners to build resilience and embrace change – there is scope to refocus on progression support for these learners into college, and also to consider options for community based FE progression programmes for those that are unable to attend a main college site.
- The Office for Students is introducing new Lifelong Learning entitlements from September 2025 with a need for more accessible Higher Education – this is an opportunity to build more flexible, online, evening and blended provision.
- We are anticipating a change in the way the apprenticeship levy operates with a shift to an apprenticeships and skills levy.
- The college has established sector boards which are just getting going – these provide a great platform to work with employers to build career pathways across organisations and it would be good for ESL to be represented on these.
- In relation to the Care Sector and care roles, we could look at developing a Council standard like Plymouth – introducing a Bristol Care Certificate. Bank staff could be supported to obtain a core set of competences and skills – again, we could have an MOU/SLA to co-deliver these skills, bringing employers with us.

## **The University of Bristol and the University of the West of England**

- In Avonmouth there are employers like Amazon and the Docks – there are lots of jobs but not great pay or working conditions. Work has to be a viable option for people 'good' work that pays enough to cover the bills.
- The latest autumn statement is introducing a tougher benefits regime and sanctions for Disabled people. When the jobs on offer are not viable, penalising Disabled people is morally reprehensible.
- As employers, Universities are not ready to employ some of the people who have struggled in education who are participating with ESL on courses or initiatives – even though they may have great technical skills. We sometimes need to change our approach – with recruitment, onboarding, and getting people through their probation. As civic universities, we need to get in a room with our HR services to address the structural barriers we are creating to diverse recruitment – including jobs that are being created through the new Temple Quarter campus.

- Young apprentices are disadvantaged when their low wage can impact on family universal credit calculations – this can be a huge disincentive.
- People who don't succeed first time around in education need to be able to access courses that enable them to obtain qualifications.
- Lack of transport and affordability of transport are barriers.
- When young people are excluded, Alternative Learning Provision is often not based in their local community, and this can make attendance problematic.
- The University of Bristol has a number of activities that promote widening participation and employment – our career service provides under-graduates with support and advice in relation to starting your own business, we have an internship scheme through which interns are paid to take on a business challenge, and some students teach A'level students over the summer break.
- Join Us is a new UoB programme which is providing people from priority communities with support with job applications, interviews and selection processes. Hiring managers are now approaching us to get involved.
- The Council used to facilitate a Learning City Partnership Group – there is now a gap as there is no forum where education organisations can come together to talk and skills and address city challenges together.
- We would benefit from a map of Post 16 and Post 18 opportunities – particularly for those people not following a conventional academic route. This could help us promote alternative routes into higher education.
- Our challenge is to create diverse employment opportunities together- is there scope to employ a cohort of trainees who can move around to get experience of different sectors/teams as a group? Could we link this with research into the future of work? What skills is the world of work going to prioritise in the future?
- The Office for Students has a funding competition 'Women Like Me' to promote and expand the number of women in STEM – we could build on this with a locally focused campaign.
- There is so much to do in the outreach space to engage the public about alternative routes into HE.
- There is scope to build a local alumni of role models and mentors – who has made it through – can we piggyback on their success to inspire others in similar communities?
- Building social value into all our contracts is another lever to promote inclusive employment and skills – opportunity to share practice in this space.
- Bristol has a strategic leaders group working together to promote Equality, Diversity and Inclusion. This includes an HR sub group made up of HR and EDI practitioners. It could be useful for ESL to link up with these groups – pooling resources for impact.
- As part of the new lifelong learning entitlement, is there scope for Universities to offer adults from priority communities 20 credits for free?
- In relation to recruitment, what does success look like for an employer – is it the number of candidates with A\* or First degree grades – or should it be measured by inclusive recruitment?

- We need longitudinal thinking and resilience building – there is a strong entrepreneurial spirit in the city – can we develop programmes that recognise and channel this into new local businesses that can grow inclusive careers?
- Disabled people are being told that they can work from home – what happens when people start to submit applications saying they can only work 100% from home, endorsed by the DWP? This will mean that employers can provide support entirely remotely – how as employers are we going to work with that? Is this even possible when most jobs required people to be in the workplace – and for a lot of people the value of work is the social contact with others.
- We are about to hear whether the new Social Mobility Partnership bid has been successful, and this will hopefully provide funding to identify what’s working to support Disabled people into employment and to inform policy.



## Thank You

Thank you to the following organisations and people who took gave generously of their time and shared their feedback through conversations and surveys about Employment, Skills and Lifelong Learning:

71 residents from Easton, Hartcliffe and Southmead  
13 young people from local schools, including a SEND school  
21<sup>st</sup> Century Building Services  
91 Untold  
Age UK  
Ashton Park school  
Axis Trampoline Club Limited  
Beyond the Bean  
Bray and Slaughter  
BCC Communities and Adult Care Team  
BCC Communities and Public Health Team  
BCC Education and Skills Team  
BCC Equalities Team  
BCC Management of Place Team  
Bottle Yard Studios  
Bristol Cathedral Choir School  
Bristol Citizen Advice Bureau  
Bristol Law Centre  
Bristol North Food Network  
Bristol Older People Forum  
Bristol Somali Resource Centre  
Bristol Windows Limited  
Bristol Women's Voice  
BS3 Community Development  
Chinese Community Wellbeing Society  
City of Bristol College  
CleanSlate  
Crossfit Fort Ashton  
CMB – Mechanical and Engineering Company  
The Co-op  
Davies Roofing  
DWP  
Eastside Community Trust  
Eden Hairdressers  
E-Tel Express  
Everyone Active  
FACE - Youth and Community Charity  
Future Kings  
Gas World Ltd  
Good Faith Partnership  
Grassroots Community  
Gregor  
Hargreaves Lansdown  
Hartcliffe Communities Together  
Hartcliffe Family Hub  
HCT Community Transport

Hill  
Horse World ALP  
HWCP  
HWV Gatehouse Centre  
Jeff Way  
Knowle West Edible Gardens C.I.C  
Little Kitchen Cookery School  
Mercer  
Merchants Academy  
Monkey Business Design  
Mass Group  
Maintenance and Contracting Services (MCS) Ltd  
New Manago  
NHS Talking Therapies  
Oasis John Williams  
Olympus Trust  
Pakistani Welfare Association  
PepsiCo  
PHC Parts  
Plan-It Stone Ltd  
Redcliffe  
Richard Thomas (Retail Distribution)  
Richmond Fellowship  
Robert McAlpine  
Rotary Club of Bristol  
Ryan Whitlock (Enterprise Mobility)  
Services Design Solution Ltd  
South Bristol Church and Community Trust/The Withywood Centre (MagaBite café)  
Southmead Development Trust  
Sovereign Housing  
St Judes  
St Mary Redcliffe Church  
St Werburgh Community Centre  
Step and Stone  
The Bush Consultancy Limited  
The Stream Crane Pub Co Ltd  
Toyville Ltd  
University of Bristol  
University of the West of England  
Value Optimised Retrofit  
Visit West (Redcliffe and Temple Business Improvement District)  
Voscur  
WHSmith  
Willmott Dixon  
YTKO  
Zion Community Centre

# Equality Impact Assessment [version 2.12]



Title: Employment, Skills and Lifelong (ESL) Learning Plan	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state] <i>4 Year Plan for the ESL Service</i>	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Children and Education	Lead Officer name: Jane Taylor
Service Area: Employment, Skills and Learning	Lead Officer role: Head of Service

## 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 Employment, Skills and Learning (ESL) Service has a mission to unlock potential and change lives. The team co-ordinates, delivers and supports quality targeted and specialist services that reaches and supports over 10,000 residents. Integrated teams include: Bristol WORKS, Post 16, Apprenticeships, Employment Support, Adult and Community Learning. The whole team works ‘bottom up’ with residents, community groups, providers and employers to develop innovative solutions together.

To comply with our Ofsted and funder requirements, ESL is required to have in place a coherent plan that outlines the rationale for the service, the local context, a strong evidence base and clear delivery priorities. The Employment and Skills Positioning Statement 2015-2020 was followed by the Bristol Economic Recovery and Renewal Plan which was produced in response to the Covid 19 pandemic in 2020. This is now being updated with two key documents – an Employment, Skills and Lifelong Learning Plan and a wider Inclusive and Sustainable Economic Growth Plan.

The aim of the ESL plan is to

- Set a clear direction and work priorities for ESL for the next 4 years
- Provide a clear picture of the ESL Service role and services so other teams and organisations have a better understanding of our offer and how they can link up and align
- Help us set out a compelling case that can help the Council and ESL team attract inward investment to meet the needs of our local residents, employers and partners
- Improve the Council’s readiness for Ofsted inspection, anticipated in Spring 2024.

An internal ESL Plan working group has been set up to oversee the development of the plan and to achieve close alignment and integration with other BCC strategies and policies. An intensive process of research and consultation will inform the plan, with key findings included in three technical appendix documents:

- i) Evidence baseline report – data and information relevant to employment, skills and lifelong learning
- ii) Strategy and policy review, including relevant strategies and drivers that underpin the local employment and skills eco-system
- iii) Consultation feedback report, including detailed feedback from stakeholder conversations

Our aim is to produce a draft plan by January 2024 and to take this through the decision pathway for approval at Bristol Cabinet in March 2024. The purpose of this EqIA is to help shape the draft plan and to be included for information with the Cabinet report.

### 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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The ESL Service offer has the potential to have a significant impact on the education, employment and health and wellbeing of young people and adults from Bristol's most under-served communities, including those with protected characteristics.

## Step 2: What information do we have?

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

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

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<p><a href="#">2021 Census</a></p>	<p>7% of women are economically inactive due to looking after a home or family, compared to 1% of men</p> <p>42% of Disabled people aged 16-64 are economically active compared to 72% of those who are non Disabled</p> <p>Economic inactivity varies considerably across different ethnic groups – e.g. 15% of Pakistani people and 14% Bangladeshi people are economically inactive due to looking after home or family compared to 4% White British people.</p> <p>Only 4.1% of people with Learning Difficulties supported by Adult Social Care are in paid employment compared to a national average 5.1%. There are also much higher levels of employment for this group reported in the West of England (BANES 13%, N Somerset 8.2%, S Gloucestershire 7.3%)</p> <p>53% of women work full time compared to 70% of men</p> <p>Women have high representation in human health, social work and education and low representation in construction, transport/storage and manufacturing. Men are under represented in caring, leisure and other service occupations.</p> <p>Some industries in Bristol have a high proportion of people aged 50+ and may be facing a succession issue if they do not recruit younger people – including construction, manufacturing, health/social work and education, transport and storage, real estate</p> <p>There is both over and under-representation of specific ethnic groups in local industries – e.g. there is low representation of people from Bangladeshi, Pakistani, Indian and Black British heritage in construction compared to high representation amongst people identifying as White Gypsy or Irish Travellers, White British and mixed White and Black Caribbean; there is high representation of people identifying as Bangladeshi, Chinese and White Roma people in food and accommodation services compared to low representation by people identifying as White British and Black British</p> <p>The proportion of men in manager, director and senior official roles is 12% compared to 8% women. The proportion of people in these senior roles varies according to ethnic origin – e.g. 4% people identifying as Black/Black British African compared to 12% Asian British Chinese and 11% White British</p>

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
	<p>People identifying as Black British African or Black British Caribbean have very high representation in caring, leisure, service and other elementary occupations.</p> <p>18% of Disabled people 16-64 have no formal qualification compared to 9% of Non-Disabled people.</p> <p>Qualification levels vary significantly between different ethnic groups – for example: those people identifying as white gypsy or Irish traveller (27%), white Roma (22%), Bangladeshi (21%) and Black/Black British African (21%) have the highest reported ‘no qualifications’ and White Irish (63%), Asian/Asian British Chinese (59%), Indian (55%) report Level 4 qualifications and above.</p> <p>This data underlines the on-going critical need for positive action ESL programmes and services. This includes the need for targeted and specialist employment support services to support those equalities groups with the highest levels of unemployment into paid work. There is also a need to provide in work progression support so that people with protected characteristics who face a glass ceiling in employment can gain access to higher level/paid roles. Positive action programmes and approaches are required to increase recruitment of people from identified equalities groups with no qualifications into community learning, apprenticeships and further education.</p>
BCC Education Data 22/23	<p>KS2 results vary significantly between wards with 34.5% of pupils reaching the expected standard for Reading, Writing and Maths (RWM) in Lawrence Hill compared to 81.5% in Bishopston &amp; Ashley Down.</p> <p>Hartcliffe and Withywood ward consistently has significantly lower than average attainment 8 scores since 2016.</p> <p>Absence rates have been increasing in Bristol since 2019 rising from 7.2 to 11.8 in 2022. Hartcliffe and Withywood (15.1), Filwood (15) and Southmead (13.7) have the highest absence rates for 2022.</p> <p>The wards with the highest levels of SEN pupils include Hartcliffe and Withywood (26.4%), Lawrence Hill (23.8%), Filwood (23.1%) and</p>

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
	<p>Southmead (22.5%) This compares to the lowest Bristol level in Redland and Cotham (11.8%) Pupils with special educational needs (SEN) have significantly lower attainment than pupils without SEN across all headline measures. This is particularly true for pupils with an EHC plan.</p> <p>In 2023, the average attainment 8 score for of pupils eligible for free school meals in Bristol was 32.4 points, this compares to 50.2 points for all other pupils. 20.7% of pupils eligible for free school meals achieved grades 5 or above in English and maths compared to 50.5% of all other pupils.</p> <p>At KS4, attainment is lowest for Black pupils in Bristol. In 2023, the average attainment 8 score for Black pupils was 41.2 (46.7 nationally) and 34.6% achieved grade 5 or above in English and maths GCSEs (45.5% nationally). A different trend was seen nationally with White pupils having the lowest attainment with an average attainment 8 score of 45.1 and 43% achieving grade 5 or above in English and math GCSEs. Both locally and nationally Asian pupils had the highest attainment outcomes at KS4 in 2023. In Bristol the average attainment 8 score for Asian pupils was 49.8 and 49.5% achieved grade 5 and above in English and maths GCSEs</p> <p>In 2023 there were 448 (5%) young people aged 16-17 who were Not in Education, Employment or Training (NEET) or whose destination was Not Known. This represents a steady improvement since 2019.</p> <p>The highest proportion of NEET young people live in Hartcliffe and Withywood, Filwood, Hengrove and Whitchurch Park, Avonmouth and Lawrence Weston.</p> <p>The Year 12/13 NEET figures vary significantly according to particular equalities groups and groups that face complex barriers – the highest rates of NEET/Not Known in Bristol in November 23 include: Young Carer (100%); Young Person with Mental Ill health (100%); Young parent not caring for own child (66.7%); Pregnant young women (75%); Teenage Parent (64.3%); Young People supervised by the Youth Offending Team (50%); and those attending Alternative Learning Provision (45.5%).</p>

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
	<p>The GCSE Pass Rate by Ward (4+) shows the wide variation of results with the lowest achievement in areas of deprivation (Hartcliffe and Withywood 38.1%; Filwood 42.5%; Lawrence Hill 53.2%; Hengrove and Whitchurch Park 53.8%) compared to Redland 91%; Westbury on Trym and Henleaze (89.9%); Cotham (86.5%).</p> <p>This data underlines the need for targeted and specialist family learning and pre-16/post-16 provision that enables young people most at risk of under-achievement to fulfil their potential and achieve essential qualifications and transition to post 16 education, training and employment.</p>
<p>Department for Education statistics relating to Higher Education Participation (21/22)</p>	<p>Bristol state school pupils are achieving lower levels of progression to higher education compared to the England average (Bristol 32%/England 42%). There is a significant gap in HE participation across Bristol wards – with lowest levels in South Bristol (Hartcliffe 9%, Highridge 12%, Withywood 13%, Filwood 16%) compared to higher levels in North West Bristol (Westbury Park 78%, Redland 72%, Henleaze 72%)</p> <p>People of White and Black Caribbean decent report the lowest levels of progression to higher education (34.3%) compared to 80% White Irish (80%) and Indian (75.4%)</p> <p>This data underlines the need for targeted widening participation interventions and alternative routeways to HE for young people who are currently under-represented.</p>
<p>Adult Social Care ASCOF Data (20/21)</p>	<p>4.1% Disabled Adults with Learning Difficulties known to Social Care achieved paid employment in 21/22 compared to the England average 5.1%, and higher results reported in neighbouring local authorities (7.3% South Gloucestershire; 8.2% North Somerset; 13% BANES).</p> <p>This data underlines the critical need for continued investment in a dedicated employment support programme for Disabled people with learning disabilities. There is also a need for joint approaches to employment support recruitment across ESL and the Adult Social Care Team.</p>
<p>Department for Work and Pensions, Stat Explore and Nomis data 2023</p>	<p>There are consistently high and increasing numbers of universal credit claimants including those claiming unemployment benefits in Bristol's most deprived wards, including: Avonmouth and Lawrence Weston; Ashley; Easton; Eastville; Filwood; Hartcliffe and Withywood; Lawrence Hill.</p>



Data / Evidence Source [Include a reference where known]	Summary of what this tells us
	<p>There is an increasing number of people with a declared health condition claiming intensive work search support through job centre plus (45% - 34,164 in October 2023)</p> <p>This data underlines the need for targeted employment support programmes in neighbourhoods with the highest levels of UC claimants receiving intensive work support. There is also a need for more joined up working with the NHS/ICP to develop targeted support for the high number of unemployed people with reported health conditions so they can maintain and attain a positive quality of life through paid employment.</p>
ONS Annual Population Survey 22/23	<p>Employment gap analysis shows that Disabled people have a -30 gap. Other equalities groups with an employment gap include lone parents, Black, Asian and minoritised communities, 50-64 year olds, women and people living in lower employment areas</p> <p>This data underlines the need for targeted and specialist employment support programmes for all the identified equalities groups that have an employment gap due to systemic discrimination.</p>
<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 type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

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

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

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

The ESL Team is passionate about equality for all groups with protected characteristics, and this is actively implemented through our research, staff cpd, and positive action – for example, we provide a targeted service for young parents (previous Meriton service), we promote cultural competence in relation to different religions and beliefs through our community learning curriculum, and communicate strong welcoming messages regarding LGBTQ+ inclusion in our team and across all our services. However, our service user data monitoring tends to focus on a core number of protected characteristics across services, determined by a) working within GDPR rules and b) evidence of disproportionality in education and employment outcomes. We are keen to work with the Equalities Team to ensure we are adopting the best approach to service monitoring to ensure we are serving all groups with protected characteristics.

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

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

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

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

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

The ESL plan is being developed with active input with our key stakeholders, including members of groups with protected characteristics and community groups that are led by equalities communities. Our consultation process has included:

- Three community conversation events involving over 50 residents – in Easton, Southmead and Hartcliffe
- Community of Groups, representing parents/carers of young people with Special Educational Needs and Disabilities (SEND)
- Young people engaged in experience of work through Bristol WORKS
- Careers Advisors working in Bristol schools
- Voluntary and Community Sector organisations - through the Mayor's conversation with Community Workers
- Employers supported through ESL services
- Employment Support Providers through the Ways2Work Network
- Elected Members through Member Briefing Session
- Department of Work and Pensions (DWP) leaders
- Through key strategic forums – including the Economy and Skills Board, the Community Learning Advisory Board, the City Leaders Employment and Skills Group
- City of Bristol College leaders
- University of the West of England and University of Bristol
- Other BCC teams: Growth and Regeneration; Economy of Place; Communities and Public Health; Children and Families; Adults and Communities; Children and Education; Equalities Team; HR/Learning and Development.

## 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 ESL draft plan and summary is being shared with everyone that has taken part in consultation events to ensure we have captured essential priorities. Based on the success of our community conversation events, we are now planning to embed these into our annual business planning cycle. We will also continue to actively involve our key stakeholders in service planning, monitoring and evaluation through our Advisory Boards and individual project steering 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 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 developed a fully inclusive delivery model which underpins the WE Work for Everyone Programme which extends beyond the boundaries of this project and enables us to “plug in” this funding into a significantly wider offer which can uniquely support people with protected characteristics.	
<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:	Young people with protected characteristics experience negative stereotyping, prejudice and structural discrimination which is resulting in disproportionate education, training and employment outcomes
Mitigations:	Specialist ESL services designed to positively impact the lives of young people most at risk of becoming NEET or who are NEET
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Older people 60+ are impacted more by health conditions and due to the lack of access support and age-related prejudice they are achieving disproportionate access to training and employment
Mitigations:	Specialist ESL services designed to positively impact the lives of older people – particularly those who are on low pay (either unemployed, employed or career changer)

<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Disabled people with protected characteristics experience prejudice and structural discrimination which is resulting in disproportionate access to training and employment – for example, Disabled people with Learning Difficulties experienced the lowest rates of employment in Bristol.
Mitigations:	Ensure all staff are trained in the social model of Disability. Specialist ESL services designed to positively impact the lives of Disabled people including those with physical health conditions, experiencing mental illness and LD / autism.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Women are shown to be under-represented in manager/director/senior roles and skilled trades, and over represented in care/leisure and other service occupations, administrative and secretarial roles. There is also evidence that women with young children and caring responsibilities are disadvantaged in the labour market overall.
Mitigations:	Targeted positive action programmes and provision of creche services/childcare funding
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is national evidence that LGBTQ+ communities experience homophobia and are subject to bullying/ hate crime that can impact negatively on education and employment outcomes
Mitigations:	Ensure that all ESL staff understand how to address the impact of homophobia in work and across services
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	There is evidence that young pregnant women, particularly those living in the most disadvantaged backgrounds, are most likely to disengage from education, training and employment
Mitigations:	Targeted positive action programmes and provision of creche services/childcare funding
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is national evidence that Transgender people experience are subject to hate bullying and hate crime can impact on employment outcomes and overall well being
Mitigations:	Ensure that all ESL staff understand how to be fully inclusive of transgender people in work and across services
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Structural racism operates across all education phases and employment sectors, resulting in members of Black and Minoritised communities experiencing disproportionate outcomes in education and employment. Results very often vary significantly in relation to specific ethnic groups.
Mitigations:	Ensure all staff have anti-racism training. Forge strong links and partnership working with Black led organisations. Development of targeted positive action programmes to support Black and minoritised communities to improve outcomes.
<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 strong evidence that Bristol residents living in those wards and super output areas that are considered 'deprived' experience the lowest education and employment outcomes.
Mitigations:	Allocate staff and resources to targeted neighbourhoods and develop responsive employment and skills services bottom up. Develop a place based approach forming local consortia with schools, employers, community organisations and providers.

<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 any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
<b>Refugees and Asylum Seekers</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is evidence that refugees and asylum seekers are unable to access the services they need to improve their English language and career goals. The current waiting list for ESOL courses in Bristol is over 2000
Mitigations:	Working with refugee organisations and local ESOL providers to co-ordinate a strong local offer. Develop and deliver targeted services that support ESOL and employment
<b>Care Experienced Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Young people with care experience are more likely to be NEET and to enter low paid and insecure employment with poor progression
Mitigations:	Work with the Council's Through Care team/HOPE and 1625ip to develop collaborative ESL services targeted at Children in Care and Care Leavers
<b>Homeless People and those at risk of homelessness</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Homeless people and those at risk of homelessness are often unable to access education, training and employment – this is due to a complex combination of factors including: poverty and debt; ill health; drug/alcohol misuse; little or no spoken English; few or no formal qualifications; long term unemployment etc
Mitigations:	Work with Reducing Homeless Team and independent VSC providers, including wraparound services, to develop innovative employment and skills provision for rough sleepers and those at risk of homelessness
<b>People with a criminal history</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	People with a criminal history, including young people, are often unable to access education, training and employment.
Mitigations:	Working with the Youth Justice Service and with the local Prison and Probation Service, develop specialist programmes to support improved education, training and employment outcomes.

### 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

Improving education and employment equality contributes to the Mayoral commitment to educational equity, inclusive economic growth and social mobility. It also helps reduce the reliance of Bristol's most disadvantaged communities on public services and promotes resident economic and social independence, health and wellbeing.

By setting out a 4 year plan for Employment, Skills and Lifelong Learning Services, Bristol City Council can lead the way in relation to equity, diversity and inclusion – we can demonstrate proactively how we are taking positive action enabling people facing the greatest risks and barriers to improve their confidence and skills, and ultimately achieve employment success. We can also work with other employers to improve their access to specialist support and resources so that their workforce and business can benefit from diverse talent.

## 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:

1. The work of the ESL team is dependent on the generation of external funding – in 22/23 we generated £8m inward investment. This means that the work we do is funder/contract driven and is not always agile to meet the varied and changing needs of local communities. For example, transport was frequently mentioned as a major barrier that prevents people from accessing education, training and employment. Whilst this is outside the remit of the ESL team, we need to find ways of supporting residents and promoting transport solutions – e.g. by advocating with those in charge of transport plans and also supporting residents with finding practical solutions to transport barriers.
2. The results of our research and needs analysis has highlighted that the City Council could do so much more through our convening power to support inclusive employment and skills. For example, the operation of arm's length companies and also our council commissioning approach could benefit from stronger ties and tighter collaborative working arrangements with the ESL team. Council Teams could also be incentivised to link up more with ESL, particularly where they deliver front line services to priority residents, and where they need support with diverse recruitment.
3. Consultation highlighted the need for better communication and ongoing engagement with key stakeholders – particularly with priority residents and employers. As a result, we are now committing to repeating our successful community conversations on an annual basis. We will also explore the benefits of establishing an ESL Employer Forum. We need to develop more regular communication with other BCC teams in house, and through external marketing, to continue to raise the profile of the work of the team.
4. Governance of ESL services will benefit from a more rationalised approach to reduce capacity demands across the team and partners – for example, replacing several advisory/steering groups with one core ESL Advisory Board. This board will include city leaders and representatives from service users and staff – including equalities representatives.

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

Targeted and specialist ESL services and projects touch the lives of over 10,000 residents, many of whom live in poverty and/or are from equalities communities with one or more protected characteristic. This ESL Plan will enable the City Council to generate and focus resources on critical priorities with partners to improve resident skills and employment opportunities. This will result in many positive impacts including a greater quality of life and better standard of living together with the indirect outcomes of improved health, community cohesion and safety.

### 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
1. Ensuring that the ESL Team continues to collect, monitor and use data to assess the impact of the ESL plan on equalities/priority communities	All ESL Managers	On going
2. Annual community conversations are built into the annual ESL business cycle	Head of Service	Sept 24
3. ESL to work with the Commissioning team to strengthen joint working and processes with ESL in relation to employment and skills social value outcomes	Head of Service/Building Bristol Co-ordinator	May 2024
4. ESL to work closely with G&R to strengthen joint working with ESL and stronger requirements for collaborative working across arms-length companies and council managed developments	Head of Service/Building Bristol Co-ordinator	May 2024
5. ESL to work with internal communications to strengthen engagement of all BCC teams in supporting resident employment, skills and learning	Head of Service	July 2024
6. ESL to work with HR/Learning and Development to develop a collaborative approach to diverse recruitment and inclusive career pathways within BCC	Head of Service	Sept 24

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

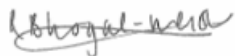
How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We will know that we have been successful when the ESL plan is fully implemented and we can see improvement across key performance indicators in relation to employment, skills and lifelong learning. Furthermore we will have also achieved the actions and improvements outlined above.

This will be monitored regularly and scrutinised through ESL governance boards with stronger links and reporting into the new Bristol City Council Committee system.

## 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> <b>Reena Bhogal-Welsh</b> 
Date: 3/1/2024	Date: 5/1/24

<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>		
<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 checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input checked="" type="checkbox"/> Changing
<b>Directorate: Children and Education</b>	<b>Lead Officer name: Jane Taylor</b>	
<b>Service Area: Employment, Skills and Lifelong Learning</b>	<b>Lead Officer role: Head of Service</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.

The Employment, Skills and Learning (ESL) Service has a mission to unlock potential and change lives. The team co-ordinates, delivers and supports quality targeted and specialist services that reaches and supports over 10,000 residents. Integrated teams include: Bristol WORKS, Post 16, Apprenticeships, Employment Support, Adult and Community Learning. The whole team works ‘bottom up’ with residents, community groups, providers and employers to develop innovative solutions together.

To comply with our Ofsted and funder requirements, ESL is required to have in place a coherent plan that outlines the rationale for the service, the local context, a strong evidence base and clear delivery priorities. The Employment and Skills Positioning Statement 2015-2020 was followed by the Bristol Economic Recovery and Renewal Plan which was produced in response to the Covid 19 pandemic in 2020. This is now being updated with two key documents – an Employment, Skills and Lifelong Learning Plan and a wider Inclusive and Sustainable Economic Growth Plan.

The aim of the ESL plan is to

- Set a clear direction and work priorities for ESL for the next 5 years
- Provide a clear picture of the ESL Service role and services so other teams and organisations have a better understanding of our offer and how they can link up and align
- Help us set out a compelling case that can help the Council and ESL team attract inward investment to meet the needs of our local residents, employers and partners
- Improve the Council’s readiness for Ofsted inspection, anticipated in Spring 2024.

An internal ESL Plan working group has been set up to oversee the development of the plan and to achieve close alignment and integration with other BCC strategies and policies. An intensive process of research and consultation will inform the plan, with key findings included in three technical appendix documents:



- i) Evidence baseline report – data and information relevant to employment, skills and lifelong learning
- ii) Strategy and policy review, including relevant strategies and drivers that underpin the local employment and skills eco-system
- iii) Consultation feedback report, including detailed feedback from stakeholder conversations

We are using this evidence to produce a draft plan and to take this through the decision pathway for approval at Bristol Cabinet in March 2024. The purpose of this Environmental Impact Assessment is to help inform the draft plan and to be included for information with the Cabinet report.

## 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]

Overall it is intended that the ESL Plan will have a positive effect for the environment over the next 5 years, with mitigating actions in place to address any potential harmful effects. This plan covers an integrated offer of careers advice, employment support, adult learning and skills services targeted at young people and adults facing the greatest inequality in education and employment. Our offer includes courses and projects designed to provide an inclusive career pathway into clean energy jobs, it also includes opportunities to promote and support healthier and more sustainable behaviours with our service users, staff and partners. Our ESL Plan Working Group has included Emily White, Climate Change Senior Officer, who has provided expert input and feedback on the draft plan.

## 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)			
<ul style="list-style-type: none"> <li>The ESL Service has a strong commitment to achieving a just shift to clean energy and environmental sustainability. Managers and team members are well informed and are passionate about saving the planet from climate change and environmental degradation. ESL resources are a powerful lever for change – both in our delivery model and also the content of our programmes.</li> <li>The ESL Service model, if successful, is likely to achieve both positive and negative environmental impacts. This assessment has provided an invaluable framework to identify the benefits/enhancing actions and risks/mitigating actions.</li> </ul>			
<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>	<p><b>Benefits</b></p>	<ol style="list-style-type: none"> <li>The ESL service is committed to raising awareness of clean energy challenges and opportunities within the community and with business.</li> <li>The service is able to address the disproportionate impact of climate change and transition to clean energy on more vulnerable residents.</li> <li>The service is providing opportunities for people to train and retrain so they can work in the clean energy sector.</li> <li>The service encourages increased healthier and sustainable behaviours with services users, team members, and partners.</li> </ol>	
	<p><b>Enhancing actions</b></p>	<ol style="list-style-type: none"> <li>Through Bristol WORKS support young people to find out about and consider future clean energy careers and post 16 pathways.</li> <li>Through Building Bristol, support all major developments to develop an inclusive employment and skills plan to support a just transition to green jobs (e.g. City Leap).</li> <li>Through On Site Bristol support locally based construction companies to create and fill apprenticeship positions which include opportunities to learn about new green skills and technologies e.g. installation of heat pumps.</li> <li>Deliver the Innovate UK Mission Net Zero Skills and Supply Chain project in three neighbourhoods so that residents and businesses have increased knowledge of clean energy challenges and opportunities for inclusive skills and career pathways.</li> <li>Ensure all ESL service users and staff are supported to learn about Bristol’s climate change emergency and how they can implement small changes to help the city achieve net zero.</li> </ol>	
	<p><b>Persistence of effects:</b>    <input checked="" 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>Potential increase in transport related fuel consumption by service users and staff as they travel across Bristol to access or deliver ESL services.</p>	

	<b>Mitigating actions</b>	Encourage services users and staff to use public transport, cycle and walk to sites providing ESL services (e.g. careers coaching; community learning; apprenticeship training etc).
<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><b>ENV2 Ecological recovery: Wildlife and habitats</b> 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>	<b>Benefits</b>	1. The ESL service encourages increased healthier and sustainable behaviours with services users, team members, and partners.
<b>Enhancing actions</b>	1. Provide young people and adults with learning and skills opportunities to engage with nature, make healthy choices and be more physically active – e.g. through gardening and community green spaces programmes.	
<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>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>	<b>Benefits</b>	The ESL service is actively engaged in resource recycling e.g. laptops.
<b>Enhancing actions</b>	<p>Continue to seek funding and donations to recycle and distribute laptops to address digital poverty in Bristol.</p> <p>Consider whether the developing circular economy may need access to specialist skills that are not currently common in the local workforce.</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		
<b>Adverse impacts</b>	Potential generation of waste as a result of the delivery of ESL services (e.g. production of flyers and handouts for clients/learners).	

<p><a href="#">Further guidance</a></p> <p><input type="checkbox"/> <b>No impact</b></p>	<p><b>Mitigating actions</b></p>	<p>Ensure that all ESL teams shift to using digital information/teaching and learning materials, and also recycle materials where they can (e.g. paper/plastics/glass etc)</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>Ensure that the ESL Business impact assessment and business continuity plan includes detailed remedial actions in relation to maintaining services in the event of extreme weather events.</p>
<p><b>Enhancing actions</b></p> <p>Build on proven agile delivery models developed through the Covid pandemic including a shift to online and blended/hybrid delivery methods.</p> <p>Carry out venue assessment checks includes building susceptibility to overheating/cold and potential impact on services users.</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>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><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>		

<a href="#">Further guidance</a> <input checked="" type="checkbox"/> <b>No impact</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
Through Bristol WORKS support young people to find out about and consider future clean energy careers and post 16 pathways	Rachael Williams	On-going (2024-2029)
Through Building Bristol, support all major developments to develop an inclusive employment and skills plan to support a just transition to green jobs (e.g. City Leap)	Donna Woodland	On-going (2024-2029)
Through On Site Bristol support locally based construction companies to create and fill apprenticeship positions which include opportunities to learn about new green skills and technologies e.g. installation of heat pumps	Ian Moore	On-going (2024-2029)
Deliver the Innovate UK Mission Net Zero Skills and Supply Chain project in three neighbourhoods so that residents and businesses have increased knowledge of clean energy challenges and opportunities for inclusive skills and career pathways	Darren Perkins	Starts Feb 2024 – March 2026
Ensure all service users and staff are supported to learn about Bristol’s climate change emergency and how they can implement small changes to help the city achieve net zero	Jane Taylor (ESL Managers)	On-going (2024-2029)
Encourage ESL services users and staff to use public transport, cycle and walk to sites providing ESL services (e.g. careers coaching; community learning; apprenticeship training etc)	Jane Taylor (ESL Managers)	On-going (2024-2029)
Provide young people and adults with learning and skills opportunities to engage with nature, make healthy choices and be more physically active – e.g. through gardening and community green spaces programmes	Jane Taylor (ESL Managers)	On-going (2024-2029)
Continue to seek funding and donations to recycle and distribute laptops to address digital poverty in Bristol	Jane Taylor (ESL Managers)	On-going (2024-2029)
Consider whether the developing circular economy may need access to specialist skills that are not currently common in the local workforce.	Jane Taylor (ESL Managers)	On-going (2024-2029)
Ensure that all ESL teams shift to using more sustainable digital information/teaching and learning materials, and also recycle materials where they can (e.g. paper/plastics/glass etc)	Jane Taylor (ESL Managers)	On-going (2024-2029)

Enhancing / mitigating action required	Responsible Officer	Timescale
Build on proven agile delivery models developed through the Covid pandemic including a shift to online and blended/hybrid delivery methods	Jane Taylor (ESL Managers)	On-going (2024-2029)
Carry out venue assessment checks includes building susceptibility to overheating/cold and potential impact on services users	Jane Taylor (ESL Managers)	On-going (2024-2029)

## 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.

**Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):**

**Summary of significant adverse impacts and how they can be mitigated:**

<b>Environmental Performance Team Reviewer:</b> Giles Liddell (Environmental Performance Co-ordinator)	<b>Submitting author:</b> Jane Taylor
<b>Date:</b> 31/01/2024	<b>Date:</b> 02/02/2024

<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.

# Decision Pathway Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Future Bright Plus – Phase 3 extension of existing Future Bright Programme</b>		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Paul Gaunt	<b>Job title:</b> Employment Support Manager		
<b>Cabinet lead:</b> Cllr Asher Craig, Cabinet Member, Children’s Services, Education and Equalities	<b>Executive Director lead:</b> Hannah Woodhouse Executive Director Children & Education		
<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 to accept and spend funding in relation to the Future Bright Phase 3 Grant to extend and enhance the delivery of the existing Future Bright Programme providing Employment support for those who are in low paid, unsecure employment and dependent upon in work benefits to get by.			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1) In Bristol 15% of residents (72,300 people) live in the 10% most deprived areas in England, including 17,900 children and 7,600 older people. Bristol has 41 areas in the most deprived 10% in England, with the greatest levels of deprivation in Hartcliffe &amp; Withywood, Filwood and Lawrence Hill. 21.8% of children are living in low income families.</li> <li>2) 25,450 households in Bristol are estimated to experience fuel poverty; this constitutes 12.8% of all households “fuel poor” (national average 13.1%). 8% of households have experienced moderate to severe “food insecurity” in the last 12 months, doubling to 16% in the most deprived areas.</li> <li>3) A November 2023 report by the Work Foundation at Lancaster University found that just 47.7% of Bristol workers were in secure employment and a further 34.8% had a moderately or low insecure job. Those from ethnic minorities also suffered greater inequality, with 24.2% having jobs considered severely insecure, while 19.6% of white workers did.</li> <li>4) Recent figures show that of the 266, 500 economically active residents of Bristol, 255,700 were in employment. It is estimated that 18.6%, (47,550) of these are dependent upon in work benefits to get by.</li> <li>5) The original three-year DWP funded Future Bright funding was awarded to the West of England Combined Authority (WECA). Bristol City Council led on the development of the bid, creating a highly effective model to assist individuals who are in low paid and insecure employment to achieve successful in-work progression. Due to the success of the programme, WECA funded a second phase of Future Bright and awarded BCC a further grant of £1.54m over a three-year period where the team worked with 1880 individuals of which 641 saw improvements in tangible work outcomes, 339 saw increases in income and 634 saw improvements in wellbeing..</li> <li>6) As a result of the success of the first two phases, we have been awarded a further £600,000 through UKSPF to extend the programme by an additional year.</li> </ol>			

- 7) The programme will enable Bristol City Council and partner providers to fulfil Mayoral social mobility commitments by working with 400 individuals who are in low paid work, including residents living in social housing or in temporary accommodation. The Council’s Employment Support Team will continue their joint delivery plan with the Housing and Temporary Accommodation Teams as well as the City’s Social Landlords, VCS organisations and employers. Future Bright Plus will result in participants enhancing their career prospects and skills levels, increased household income and a reduction in the dependency upon in work benefits and Council assistance.
- 8) The programme will lead to 180 participants having improvement in tangible work outcomes, leading to a reduction in their benefit claims for Universal Credit, Housing Benefit and Child Tax Credits. This will potentially have the effect of reducing Council Tax Reduction and Housing Benefit claimants as well as a reduction in the level of rent arrears.
- 9) This programme is operated on a full cost recovery basis. Within the funding is a ring-fenced redundancy contingency of £60,000

**Officer Recommendation:**

That Cabinet:

1. Authorises the Head of Service Employment, Skills and Learning and the Employment Support Manager in consultation with the Cabinet member Children's Services, Education and Equalities to negotiate with WECA and to accept and spend the Future Bright Phase 3 Grant funding on the delivery of the Future Bright Phase 3 programme as outlined in this report.

**Corporate Strategy alignment:**

The Future Bright Plus Programme aligns itself to the Council’s vision of “driving a City of hope and aspiration where everyone can share in its success”. It will “focus on empowering people in day-to-day life, helping them live independently of public services in ways which are better for them and for the city as a whole”.

**City Benefits:**

Future Bright will benefit the city by providing targeted employment and skills support to people in work on low pay so that they can increase their confidence, skills, knowledge and opportunities to progress into more sustainable careers that will enhance household earnings. We anticipate that many of our project participants will be from equalities communities and groups with protected characteristics, including women, BME communities and Disabled people. By helping address in work poverty, it is expected that this programme will also have a positive impact on health inequalities

**Consultation Details:**

Future Bright has been widely discussed with Bristol City Council Housing and Employment Support Teams, Social Landlords, Employers, support and advice agencies and potential participants

**Background Documents:**

Future Bright Interim Evaluation (October 2022) [Future Bright Interim Evaluation \(westofengland-ca.gov.uk\)](https://www.westofengland-ca.gov.uk/future-bright-interim-evaluation)

<b>Revenue Cost</b>	£600,000	<b>Source of Revenue Funding</b>	External - West of England Combined Authority Grant through UK Shared Prosperity funds
<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 checked="" type="checkbox"/>



<b>Required information to be completed by Financial/Legal/ICT/ HR partners:</b>		
<b>1 Finance Advice:</b> This programme as proposed is fully funded from external grant funding so presents no risk to the General Fund or other ring-fenced grants within BCC. As a mature work area there is little risk financially to BCC, however as noted in the report the project needs to carry ring-fenced redundancy contingency due to the potential for employees accruing sufficient service for employment protections.		
<b>Finance Business Partner:</b> Travis Young, Finance Business Partner Children & Education 12 February 2024		
<b>2. Legal Advice:</b> There are no specific implications arising from the receipt of grant funding. Where relevant, 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 grant agreement.		
<b>Legal Team Leader:</b> Husinara Jones, Team Manager/Solicitor 12 February 2024		
<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 22 December 2023		
<b>4. HR Advice:</b> The report is seeking authorisation for HOS, Employment Skills and Learning to negotiate with WECA, to accept and spend the funding on the delivery of the Future Bright Phase 3 programme. Within the programme there are funds to cover costs for the exit of the temporary employees who work on the programme. We cannot make the employees permanent due to the nature of the funding, however when the contracts are due to expire they will have access to redeployment in line with the policy to try to mitigate against any redundancies.		
<b>HR Partner:</b> Lorna Laing. HR Business Partner. 20 December 2023		
<b>EDM Sign-off</b>	Reena Bhogal-Welsh	17 January 2024
<b>Cabinet Member sign-off</b>	Councillor Asher Craig	23 January 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<b>Appendix A – Further essential background / detail on the proposal</b>	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b>	<b>NO</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b>	<b>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: Future Bright Plus – Phase 3 Extension	
<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: Children and Education	Lead Officer name: Paul Gaunt
Service Area: Employment, Skills and Lifelong Learning	Lead Officer role: Employment Support Manager

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

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

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

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

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

To seek approval from Bristol City Council’s Cabinet to accept and spend funding in relation to the Future Bright Phase 3 Grant from April 2024 – March 2025, to extend and enhance the delivery of an established programme. We are currently working with the West of England Combined Authority to secure a further three year extension to the programme from April 2025.

The intended aim of Future Bright is to support those who are in low paid, unsecure employment and dependent upon in-work benefits to get by. The intended outcome is that those supported by a Future Bright career coach will achieve improved knowledge, skills and confidence to improve their employment prospects and ultimately their household income.

The original three-year Department for Work and Pensions funded Future Bright funding was awarded to the West of England Combined Authority (WECA). Bristol City Council (BCC) led on the development of the bid, creating a highly effective model to assist individuals who are in low paid and insecure employment to achieve successful in-work progression. Due to the success of the programme, WECA funded a second phase of Future Bright and awarded BCC a further grant of £1.54m over a three-year period where the team worked with 1880 individuals of which 641 saw improvements in tangible work outcomes, 339 saw increases in income and 634 saw improvements in wellbeing.

As a result of the success of the first two phases, we have been awarded a further £600,000 through UKSPF through the West of England Combined Authority to extend the programme by an additional year to continue the programme for a period of one year from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

The programme will lead to 180 participants having improvement in tangible work outcomes, leading to a reduction in their benefit claims for Universal Credit, Housing Benefit and Child Tax Credits. This will potentially have the effect of reducing Council Tax Reduction and Housing Benefit claimants as well as a reduction in the level of rent arrears.

The council's Decision Pathway means that when BCC receive grants of over £500K, this decision has to be taken to Cabinet. There is already full agreement to proceed and the Cabinet meeting is a formality for an extension of an existing programme operating on a full cost recovery model with a redundancy pot built into the costings, making it a zero financial risk opportunity for BCC.

## 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	

## 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 programme will enable Bristol City Council and partner providers to fulfil Mayoral social mobility commitments by working with 400 individuals who are in low paid work, including residents living in social housing or in temporary accommodation. The Council's Employment Support Team will continue their joint delivery plan with the Housing and Temporary Accommodation Teams as well as the City's Social Landlords, VCS organisations and employers. Future Bright Plus will result in participants enhancing their career prospects and skills levels, increased household income and a reduction in the dependency upon in work benefits and Council assistance.

## Step 2: What information do we have?

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

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/what-we-do/equality-and-diversity/how-we-measure-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/data-statistics-and-intelligence). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](https://www.bristol.gov.uk/what-we-do/equality-and-diversity/hr-analytics-power-bi-reports) 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="#">2021 Census</a>	<p>53% of women work full time compared to 70% of men</p> <p>The proportion of men in manager, director and senior official roles is 12% compared to 8% women. The proportion of people in these senior roles varies according to ethnic origin – e.g. 4% people identifying as Black/Black British African compared to 12% Asian or Asian British Chinese and 11% White British</p> <p>18% of Disabled people 16-64 have no formal qualification compared to 9% of Non-Disabled people.</p> <p>Qualification levels vary significantly between different ethnic groups – for example: those people identifying as white gypsy or Irish traveller (27%), white Roma (22%), Bangladeshi (21%) and Black/Black British African (21%) have the highest reported ‘no qualifications’ and White Irish (63%), Asian/Asian British Chinese (59%), Indian (55%) report Level 4 qualifications and above.</p> <p>This data underlines the on-going critical need for positive action BCC’s Employment, Skills and Learning Team’s programmes and services. This includes in work progression support through the Future Bright programme so that people with protected characteristics who face a glass ceiling in employment can gain more hours, better work, improved skills/qualifications and access to higher level and higher paid roles.</p>
<a href="#">Stat Explore</a> and <a href="#">Nomis data 2023</a>	<p>There are consistently high and increasing numbers of universal credit claimants including those claiming unemployment benefits in Bristol’s most deprived wards, including: Avonmouth and Lawrence Weston; Ashley; Easton; Eastville; Filwood; Hartcliffe and Withywood; Lawrence Hill.</p> <p>This data underlines the need for Future Bright to be targeted at employees who live in neighbourhoods with the highest levels of Universal Credit claimants</p>
ONS Annual Population Survey 22/23	<p>Employment gap analysis shows that Disabled people have a -30 gap. Other equalities groups with an employment gap include lone parents, Black, Asian and minoritised communities, 50-64 year olds, women and people living in lower employment areas.</p> <p>This data underlines the need for targeted and specialist employment support programmes for all the identified equalities groups that have an employment gap due to systemic discrimination.</p>

## Additional comments

Below is the demographic data collected from Future Bright phases 1 & 2 (2018- present). This shows:

1. 2/3 of our participants are female
2. The programme broadly maps to the ethnic make up of Bristol's population, (although the data collection is not extensive)
3. Over a quarter of our service users have a mental health condition – (this is reflected in the onward referrals we make to support our clients through Counselling and NHS Talking Therapies etc
4. 11% of participants are Disabled and 15% consider themselves to have a learning difficulty – (LD information is tracked to align to our specialist WE WORK for Everyone employment support programme for people with learning difficulties
5. Nearly 3% have a formal diagnosis of autism or ADHD

Gender	%	Do you consider yourself to have a disability?	%
Female	63.4	No	87
Male	33.8	Yes	11.3
*Non Binary	1.42	Prefer not to say	0.5
Prefer not to say	0.25	Unknown	0.9
unknown	1		
Ethnic group		Do you consider yourself to have a learning difficulty?	%
Asian/Asian British (Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background)	6.8	No	83.5
Black/African/Caribbean/Black British	13.1	Yes	15
Mixed/multiple ethnic groups	6.2	Prefer not to say	0.65
Other	5.4	unknown	0.9
Prefer not to say	0.6		
white	66		
Unknown	1		
Do you have a mental health condition that impacts on any aspect of your life	%	Have you ever had a diagnosis of autism spectrum disorder (ASD)	%
No	70.4	No	96.2
Yes	27.5	Yes	2.7
Prefer not to say	1	Prefer not to answer	0.4
Unknown	1	Unknown	0.9

Existing data collected by WECA shows that there are significant gaps in its collection – (see below). It also shows that we are underrepresented in the male category whilst the ethnic group data is widely representative of the Bristol population.

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

- |   |  |  |
|---|--|--|
| <input 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 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.

Research has thrown up gaps in our current participant data which is reported by WECA.

Whilst age information is collected from clients, the data has yet been included in the monitoring report. Also, the monitoring report does not yet include a breakdown by postcode to show participation rates in the most deprived Super Output areas. Ethnicity data needs to be broadened out to ensure a "deeper dive" into more detailed ethnic groups to highlight any underrepresented communities. We do not collect data on the other protected characteristics groups.

We will work with WECA to ensure the necessary changes in the data collection and reporting are undertaken.

We are unable to collect data on pregnancy / maternity & gender reassignment, despite trying a number of sources. Therefore we would welcome the advice of the Equalities Team on how to gather this information. As the majority of the people in this demographic group will be in various stages of preparing for and taking a temporary break from the labour market and therefore will not be eligible for the programme. We will investigate ways in which we can obtain the data to enable us to target them so that when they return to the labour market, Future Bright Plus can support them.

## 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.

Through delivering the original Future Bright programme as well as other successful projects such as the national award winning Move On, Move In, Move Up rough sleeper programme, the WE WORK for Everyone Learning difficulty employment support programme and other specialist employment support programmes, we have developed the Future Bright Phase 3s model in collaboration and consultation with:

- Individuals through delivering the service, customer feedback forms and two external evaluations of each phase of the programme.
- Individuals and Communities – Though three Community conversations held in September 2023 in Barton Hill, Southmead and Hartcliffe where we jointly facilitated sessions with the Council's community Engagement Team to inform the wider Employment, Skills and Learning strategy for the City. Each event was attended by an average of 20 people per session
- We hold quarterly strategic meetings with a City Leaders Group comprising representation from agencies including DWP, the Probation Service, Public Health, the West of England Combined Authority, the City of Bristol College to focus on the emerging employment and skills related needs of the City.

Feedback from the above has been incorporated into the Future Bright Phase 3 delivery plan.

## 2.5 How will engagement with stakeholders continue?

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

As part of the development of the Employment and Skills Plan for Bristol, we recently undertook wide number of consultations including surveys with funders, stakeholders, employers, VCS organisations and three Community Conversations in September 2023 with groups of individuals drawn from the very communities that we wish to engage. The Community Conversations were held in South, North and East / Central Bristol and were facilitated by the Community Development Team. Each had an average of 20 attendees at each session. We will seek to continue these conversations and consultations on an annual basis, (in September each year), within the wider Employment, Skills and Learning Team in inform current and future work.

## 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)	
We have already received notification that we are to be offered £600,000 in a fully costed agreement to continue the Future Bright Programme for a further year from April. This will build upon the previous 6 six years of continued programme delivery.	
<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:	<ul style="list-style-type: none"> <li>Positive impact: Increased opportunities for young people to transition from low-paid or insecure jobs to better employment, leading to greater financial stability and career prospects.</li> <li>Potential issue: Young people may face challenges in balancing work with education or training commitments, potentially impacting their academic progress or personal development.</li> </ul>
Mitigations:	Ensure flexible scheduling options or access to educational resources to support young participants in the programme.
<b>Age: Older 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>Positive impact: Older individuals in low-paid or insecure jobs may benefit from upskilling opportunities, leading to improved job security and income.</li> <li>Potential issue: Older participants may encounter barriers related to technology adoption or physical limitations that could affect their ability to engage fully in training or new work environments.</li> </ul>
Mitigations:	Provide tailored support such as technology training or accommodations for physical limitations to enhance participation and success rates among older individuals.

<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>• Positive impact: The programme can help Disabled people to gain skills and access better employment opportunities, promoting inclusion and economic independence.</li> <li>• Potential issue: Accessibility barriers in training or workplace environments may hinder full participation for Disabled people, leading to unequal outcomes.</li> </ul>
Mitigations:	Ensure all training materials, marketing literature and meeting, training & workplace places are accessible, provide reasonable adjustments to the programme's delivery, and offer Disability awareness training to employers.
<b>Sex</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>• Positive impact: Both men and women in low-paid or insecure jobs can benefit from the programme, leading to gender equity in employment opportunities and income.</li> <li>• Potential issue: Gender biases or stereotypes may influence job placement or advancement opportunities, affecting the career trajectories of participants.</li> </ul>
Mitigations:	As 34% of our past and current participants are male, we will actively market Future Bright Phase 3 towards them to increase the take up of the programme by men.  We shall also implement gender-sensitive policies and practices to promote equal treatment and opportunities for all participants regardless of sex.
<b>Sexual orientation</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>• Positive impact: LGBTQ+ individuals in low-paid or insecure jobs may experience improved job satisfaction and acceptance in more inclusive workplaces facilitated by the programme.</li> <li>• Potential issue: Discrimination or harassment based on sexual orientation could create hostile work environments, impacting the well-being and retention of LGBTQ+ participants.</li> </ul>
Mitigations:	Offer diversity and inclusion training to employers, establish clear anti-discrimination policies, and provide support networks for LGBTQ+ participants.
<b>Pregnancy / Maternity</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>• Positive impact: Pregnant individuals or new parents in low-paid or insecure jobs can access support to balance work and caregiving responsibilities, potentially reducing financial strain and promoting family well-being.</li> <li>• Potential issue: Discrimination or lack of accommodations for pregnant individuals or new parents in the workplace may hinder their ability to fully participate or advance in their careers.</li> </ul>
Mitigations:	Educate employers on their legal obligations regarding maternity rights, provide resources for parental leave policies and childcare support, and offer flexible work arrangements.
<b>Gender reassignment</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>• Transgender and non-binary individuals may find greater acceptance and support in workplaces as a result of the programme, leading to improved job satisfaction and retention.</li> <li>• Potential issue: Discrimination or lack of understanding about gender identity issues could lead to workplace harassment or exclusion, negatively impacting the mental health and productivity of participants.</li> </ul>
Mitigations:	Implement inclusive policies and training to foster a supportive environment, provide resources for gender transition support, and address any instances of discrimination promptly.
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



Potential impacts:	<p>The current and past Future Bright participant demographic is broadly aligned to the demographics of the working age residents of Bristol.</p> <ul style="list-style-type: none"> <li>• Positive impact: Participants from ethnically diverse backgrounds can benefit from improved access to better jobs and skills training, contributing to greater racial equity in the workforce.</li> <li>• Potential issue: Systemic racism or biases in hiring and promotion practices may limit the career advancement opportunities of racial minority participants.</li> </ul>
Mitigations:	Implement anti-racism training for employers, promote diverse recruitment practices, and establish mentorship programs to support career progression for racial minority participants.
<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>• Positive impact: Individuals from diverse religious or belief backgrounds can access support to overcome barriers in the workplace and pursue career advancement opportunities without facing discrimination.</li> <li>• Potential issue: Religious discrimination or lack of accommodation for religious practices may create a hostile work environment, leading to stress and disengagement among participants.</li> </ul>
Mitigations:	Educate employers on religious accommodation rights, foster a culture of respect for diverse beliefs, and provide resources for religious sensitivity training.
<b>Marriage &amp; civil partnership</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>• Positive impact: Participants in marriages or civil partnerships may benefit from increased household income and stability as a result of better job opportunities facilitated by the programme.</li> <li>• Potential issue: Gender norms or biases related to marital status may influence job placement decisions or opportunities for advancement, affecting the career trajectories of participants.</li> </ul>
Mitigations:	Mitigations: Ensure equal treatment and opportunities for all participants regardless of marital status, challenge stereotypes through education and awareness initiatives, and promote work-life balance policies.
<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:	<ul style="list-style-type: none"> <li>• Positive impact: Individuals from socioeconomically deprived backgrounds can access support to break the cycle of poverty by gaining skills and securing better employment, leading to improved financial well-being for themselves and their families.</li> <li>• Potential issue: Persistent structural inequalities may limit the job opportunities available to participants from deprived backgrounds, exacerbating socioeconomic disparities.</li> </ul>
Mitigations:	Provide targeted support and resources for participants facing multiple barriers, collaborate with community organizations to address systemic issues, and advocate for policies that promote economic inclusion.
<b>Carers</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>• Positive impact: Carers juggling caregiving responsibilities with low-paid or insecure jobs can benefit from support services to achieve a better work-life balance and access opportunities for career advancement.</li> <li>• Potential issue: Lack of flexibility or understanding from employers regarding caregiving responsibilities may lead to conflicts between work and caregiving duties, impacting the well-being and job stability of carer participants.</li> </ul>

Mitigations:	Advocate for flexible work arrangements and employer policies that support carers, provide access to respite care or support networks, and raise awareness about the value of caregiving responsibilities in the workplace.
<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:	Asylum seekers and refugees, care-experienced individuals, homeless individuals, armed forces personnel, and veterans may face unique barriers in accessing and maintaining employment due to their specific circumstances.
Mitigations:	Tailor support services to address the unique needs of each group, provide culturally sensitive and trauma-informed support, collaborate with relevant agencies and organisations to ensure holistic support, and advocate for policies that remove barriers to employment for these groups.

### 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 Future Bright project is aimed at assisting individuals on low incomes to secure better jobs and develop essential skills presents a multifaceted approach to fulfilling the Public Sector Equality Duty.

Firstly, by targeting individuals from low-income backgrounds, the project directly addresses the duty to eliminate unlawful discrimination for a protected group, such as those facing socioeconomic challenges. By providing tailored support, including training, mentoring, and access to job opportunities, the project seeks to level the playing field and mitigate systemic barriers that hinder career progression for this group.

Moreover, the initiative promotes equality of opportunity by bridging the gap between individuals with different socioeconomic backgrounds. By equipping participants with marketable skills and facilitating their entry into higher-paying jobs, the project empowers them to compete on equal footing with their more advantaged counterparts. This advancement of equality of opportunity not only benefits the individuals directly involved but also contributes to a more equitable society overall.

Furthermore, fostering good relations between individuals from diverse backgrounds is intrinsic to the project's ethos. By offering support and guidance to individuals from low-income backgrounds, the initiative cultivates empathy and understanding among participants, irrespective of their socioeconomic status.

Through collaborative efforts and shared experiences, the project nurtures a sense of solidarity and mutual respect, thus fostering positive relations between individuals who share a protected characteristic and those who do not. Maximising the benefits of the Future Bright programme entails comprehensive outreach efforts to ensure inclusivity, culturally sensitive support mechanisms, and ongoing evaluation to address emerging needs and challenges effectively.

By implementing these strategies, the project can effectively contribute to fulfilling the Public Sector Equality Duty while creating tangible pathways for socioeconomic advancement and social cohesion within the community.

## 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:

When the decision to progress the programme is agreed, focus will move to refining and implementing delivery plan to achieve the strategic aims of the programme.

Consultation highlighted the need for better communication and ongoing community engagement with the programme. Therefore we will explore ways of making the programme more accessible through working with our stakeholders, delivery partners, employers, social landlords, housing and temporary accommodation teams and will further involve citizens in the development of the delivery plan and monitoring of its progress.

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

The Future Bright Phase 3 programme will work with a minimum of 600 employed individuals who are dependent upon in work benefits to get by. By working with and supporting them to increase their skills and employment opportunities, it will lead to improved direct impacts of a greater quality of life and better standard of living together with the indirect outcomes of improved health and 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
Collaborate with WECA to implement improvements in the collection and reporting of protected characteristic data	Head of Service / Employment Support Manager / Programme Manager	April 2024
The actions and outcomes identified in the Future Bright Phase 3 Programme, and any actions and outcomes identified in subsequent delivery plans will be monitored by the Programme's Steering Group, the DWP and the West of England Combined Authority through an established monitoring plan.	Programme Manager	Ongoing
Performance targets and monitoring against Equalities groups will feed into the quarterly formal review of the delivery plan and subsequent strategies	Programme Manager	Ongoing

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

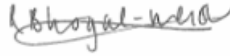
How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

The actions and outcomes identified in the Future Bright Phase 3 Programme, and any actions and outcomes identified in subsequent delivery plans will be monitored by the Programme's Steering Group, the DWP and the West of England Combined Authority through an established monitoring plan.

Performance targets and monitoring against Equalities groups will feed into the quarterly formal review of the delivery plan and subsequent strategies

## 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: 19/02/2024	Date: 21/2/24

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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: Future Bright Phase 3 In work support programme</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 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: Children and Education</b>	<b>Lead Officer name: Paul Gaunt</b>	
<b>Service Area: Employment, Skills and Lifelong Learning</b>	<b>Lead Officer role: Employment Support 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.

The intended aim of Future Bright is to support those who are in low paid, unsecure employment and dependent upon in-work benefits to get by. The intended outcome is that those supported by a Future Bright career coach will achieve improved knowledge, skills and confidence to improve their employment prospects and ultimately their household income.

The original three-year DWP funded Future Bright funding was awarded to the West of England Combined Authority (WECA). Bristol City Council led on the development of the bid, creating a highly effective model to assist individuals who are in low paid and insecure employment to achieve successful in-work progression. Due to the success of the programme, WECA funded a second phase of Future Bright and awarded BCC a further grant of £1.54m over a three-year period where the team worked with 1880 individuals of which 641 saw improvements in tangible work outcomes, 339 saw increases in income and 634 saw improvements in wellbeing.

As a result of the success of the first two phases, we have been awarded a further £600,000 through UKSPF through the West of England Combined Authority to extend the programme by an additional year.

The programme will lead to 180 participants having improvement in tangible work outcomes, leading to a reduction in their benefit claims for Universal Credit, Housing Benefit and Child Tax Credits. This will potentially have the effect of reducing Council Tax Reduction and Housing Benefit claimants as well as a reduction in the level of rent arrears.

### 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]

It is hoped that the Future Bright will have a positive effect for the environment over its 12 month delivery period, with mitigating actions in place to address any potential harmful effects. This plan covers an integrated offer of careers advice, employment support, adult learning and skills services targeted at adults who are in work and on low pay. Our offer includes, courses and projects designed to provide an inclusive career pathway into clean energy jobs, the promotion of home saving energy support and grants as well as including opportunities to promote and support healthier and more sustainable behaviours with our service users, staff and partners.

### 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.

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

- Future Bright Phase 3 will be delivered through the Employment Support Team which sits within the Council's Employment, Skills and Lifelong Learning Service. This overall ESLL service has a strong commitment to achieving a just shift to clean energy and environmental sustainability. Managers and team members are well informed and are passionate about saving the planet from climate change and environmental degradation. ESL resources are a powerful lever for change – both in our delivery model and also the content of our programmes. This commitment will be shared with our key stakeholders, delivery partners and supply chain

<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>	<p><b>Benefits</b></p>	<ol style="list-style-type: none"> <li>1. Future Bright and the wider ESLL service is committed to raising awareness of clean energy challenges and opportunities within the community and with business.</li> <li>2. We are able to address the disproportionate impact of climate change and transition to clean energy on more vulnerable residents</li> <li>3. Both the Future Bright / Employment Support teams and the wider ESLL service will provide opportunities for people to train and retrain so they can work in the clean energy sector</li> <li>4. We will encourage increased healthier and sustainable behaviours with services users, team members, and partners</li> <li>5. We will use the procurement process to encourage sustainable practice from our suppliers and will link to the healthy and sustainable procurement policy as reference</li> </ol>
	<p><b>Enhancing actions</b></p>	<ol style="list-style-type: none"> <li>1. Through the delivery of the Future Bright programme, participants will be able to find out about and consider future clean energy careers.</li> <li>2. We will actively ensure that we promote the use of sustainable transport options to staff and service users and that they are supported to learn about Bristol's climate change emergency and how they can implement small changes to help the city achieve net zero</li> <li>3. We will actively signpost service users to energy saving schemes and grants including insulation and boiler replacement grants to support savings in their energy usage and carbon emissions</li> </ol>
	<p><b>Persistence of effects:</b>    <input checked="" type="checkbox"/> <b>1 year or less</b>                      <input type="checkbox"/> <b>1 – 5 years</b>                      <input checked="" type="checkbox"/> <b>5+ years</b></p>	
	<p><b>Adverse impacts</b></p>	<p>Potential increase in transport related fuel consumption by service users and staff as they travel across Bristol to access or deliver Future Bright services</p>
	<p><b>Mitigating actions</b></p>	<p>Encourage services users and staff to use public transport, cycle and walk to sites providing Future Bright work and health related services</p>
<p><b>Persistence of effects:</b>    <input type="checkbox"/> <b>1 year or less</b>                      <input type="checkbox"/> <b>1 – 5 years</b>                      <input checked="" type="checkbox"/> <b>5+ years</b></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</p>	<p><b>Benefits</b></p>	<ol style="list-style-type: none"> <li>1. The Future Bright service will promote increased healthier and sustainable behaviours with services users, team members, and partners</li> </ol>
	<p><b>Enhancing actions</b></p>	<ol style="list-style-type: none"> <li>1. Provide participants with learning and skills opportunities to engage with nature, make healthy choices and be more physically active – e.g. through gardening and community green spaces programmes as well as green volunteering activities</li> </ol>
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> <b>1 year or less</b>                      <input type="checkbox"/> <b>1 – 5 years</b>                      <input checked="" type="checkbox"/> <b>5+ years</b></p>	

<p>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>Adverse impacts</b></p>	
	<p><b>Mitigating actions</b></p>	
<p><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></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>	<p><b>Benefits</b></p>	<p>The wider ESLL service is actively engaged in resource recycling e.g. laptops. The Future Bright Programme will be able to access the Laptop Scheme.</p>
	<p><b>Enhancing actions</b></p>	<p>Continue to seek funding and donations to recycle and distribute laptops to address digital poverty in Bristol</p>
	<p><b>Persistence of effects:</b>    <input type="checkbox"/> <b>1 year or less</b>                      <input checked="" type="checkbox"/> <b>1 – 5 years</b>                      <input type="checkbox"/> <b>5+ years</b></p>	
	<p><b>Adverse impacts</b></p>	<p>Potential generation of waste as a result of the delivery of Future Bright services e.g. production of flyers and handouts for clients/learners</p>
	<p><b>Mitigating actions</b></p>	<p>Ensure that Future Bright shifts to using digital information/teaching and learning materials, and also recycle materials where they can (e.g. paper/plastics/glass etc)</p>
<p><b>Persistence of effects:</b>    <input type="checkbox"/> <b>1 year or less</b>                      <input checked="" type="checkbox"/> <b>1 – 5 years</b>                      <input type="checkbox"/> <b>5+ years</b></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</p>	<p><b>Benefits</b></p>	<p>Ensure that the Future Bright Programme complies with the wider ESLL Business impact assessment and business continuity plan which includes detailed remedial actions in relation to maintaining services in the event of extreme weather events</p>
	<p><b>Enhancing actions</b></p>	<p>Build on proven agile delivery models developed through the Covid pandemic including a shift to online and blended/hybrid delivery methods</p> <p>Carry out venue assessment checks includes building susceptibility to overheating/cold and potential impact on services users</p>



<p>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"/> No impact</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	
	<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 checked="" type="checkbox"/> No impact</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	

### 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
Through the delivery of the Future Bright programme, support participants to find out about and consider future clean energy careers and pathways	Programme Manager Programme delivery staff	On-going
Ensure all service users and staff are supported to learn about Bristol’s climate change emergency and how they can implement small changes to help the city achieve net zero	Programme Manager / Programme delivery staff	On-going

<b>Enhancing / mitigating action required</b>	<b>Responsible Officer</b>	<b>Timescale</b>
Encourage Future Bright services users and staff to use public transport, cycle and walk to sites providing services (e.g. careers coaching; community learning etc)	Programme Manager / Programme delivery staff	On-going
Provide adults with learning and skills opportunities to engage with nature, make healthy choices and be more physically active – e.g. through green volunteering programmes	Programme Manager Programme delivery staff	On-going
Continue to seek funding and donations to recycle and distribute laptops to address digital poverty in Bristol	Programme Manager	On-going
Ensure that all ESL teams & Future Bright shift to using more sustainable digital information/teaching and learning materials, and also recycle materials where they can (e.g. paper/plastics/glass etc)	Programme Manager	On-going
Build on proven agile delivery models developed through the Covid pandemic including a shift to online and blended/hybrid delivery methods	Programme	On-going

## 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> Nicola Hares – Environmental Performance Officer	<b>Submitting author:</b> Paul Gaunt
<b>Date: 07/02/2024</b>	<b>Date: 1<sup>st</sup> February 2024</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 constitute an endorsement or approval of the proposal.



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>WorkWell Partnership – Specialist Employment Support Programme</b>	
<b>Ward(s)</b>	All	
<b>Author:</b> Jane Taylor	Head of Service. Employment, Skills and Lifelong Learning	
<b>Cabinet lead:</b> Cllr Asher Craig Cabinet Member for Children’s Services, Education and Equalities	<b>Executive Director lead:</b> Hannah Woodhouse – Executive Director, Children & Education	
<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 hold detailed bid negotiations with the NHS BNSSG (Bristol, North Somerset and South Gloucestershire) and DWP (Department of Work and Pensions) to become a Vanguard Programme for the Government’s WorkWell Partnership Programme - designed to improve employment outcomes for people who are unemployed or at risk of unemployment through their health conditions across Bristol, North Somerset and South Gloucestershire areas.</p>		
<p><b>Evidence Base:</b></p> <ol style="list-style-type: none"> <li>1. The BNSSG area has a working age population of 1,538,862 (ONS, 2022). In the 22/23 financial year, 192,751 fit notes were written in the 22/23 financial year. 5.9% (circa 9637) of these individuals were identified as “may be fit for work”. This number has remained relatively stable over the 22/23 and 21/22 financial years. Furthermore, 32.8% of fit notes were awarded for a duration of 5 to 12 weeks, the highest of all identified durations.</li> <li>2. The most prevalent diagnosis was mental health disorder followed by musculoskeletal, diseases of the respiratory system, symptoms signs and abnormal clinical / laboratory findings, injury, poisoning and certain other consequences of external causes.</li> <li>3. 62,900 individuals within Bristol are economically inactive, at 19.4% of the population, this is higher than the Southwest average but lower than the national average. The percentage of individuals economically inactive due to long-term sickness (26.7%) is higher than both the southwest (25%) and national percentages (26.6%)</li> <li>4. The BNSSG WorkWell Project will be targeted within specific localities within local authority areas. The localities have been selected due to their high levels of Disabled people and people with health conditions, together with life expectancy.  Economic inactivity due to long-term sickness was higher than both the national and Southwest average in two of the 3 Local Authorities covered by the BNSSG ICS. While the project will cover the 3 Local Authority areas, the majority of resources will be focused on Bristol and North Somerset due to the higher levels of inactivity, “fit notes” and population density.</li> <li>5. In Bristol, the Employment Support Team will build on existing work and health partnerships and</li> </ol>		

programmes – including the WE Work for Everyone programme.

6. The Bristol WorkWell programme model and approach will reflect the social model of Disability by ensuring that client access needs are identified and met, and that individuals are supported to overcome systemic discrimination and prejudice in the workplace.
7. The focus of the Bristol programme will be on people in the Bishopsworth, Stockwood, Easton and Horfield areas with an initial focus on individuals being provided with their first or second fit note due to mental health reasons.
8. On a quarterly basis, the steering group will expand the WorkWell provision to include musculoskeletal (Q2), respiratory system (Q3), and injury, poisoning and certain other consequences of external causes (Q4). During quarter 3, the Steering Group will look to expand the provision to other areas of the BNSSG region, which will be identified through consultation and collaboration with all BNSSG ICS locality partners.
9. The BNSSG will be informed whether they have been selected as a vanguard site by April 2024. Chosen vanguard sites will then be required to develop fully costed delivery and workforce plans and begin to prepare implementation of WorkWell services from April to September 2024. Subject to approval, vanguards will then go-live with local services between October 2024 and March 2025.

**Officer Recommendations:**

That Cabinet:

1. Authorises the Head of Service Employment, Skills and Learning in consultation with the Cabinet Member Children’s Services, Education and Equalities to take all steps required to negotiate with BNSSG and, if successful, to accept and spend the funding and lead on the regional implementation and delivery of the Employment support element of the WorkWell Partnership Vanguard Programme as outlined in this report.

**Corporate Strategy alignment:**

Improving the employment of people health conditions contributes to the Mayor’s commitment to inclusive economic growth and social mobility. It also helps reduce the reliance of people with health conditions on public services and promotes their economic and social independence, health and wellbeing.

**City Benefits:**

By implementing these recommendations, Bristol City Council can lead the way in relation to our employment practices – we can demonstrate proactively how we are taking positive action to prevent discrimination against people with health conditions and how our programmes are reflective of the communities we serve. We can also work with other employers to improve their access to specialist support and resources so that their workforce and business can benefit from the employment of people with health conditions.

**Consultation Details:**

The initial proposal to apply for funds was discussed and agreed with BNSSG, DWP, WECA and partner authorities. This proposal has also been discussed and developed with lead managers and budget holders in the City Council who are currently responsible for services to improve employment outcomes for people health conditions. It has been discussed with external bid partners: North Somerset and South Gloucestershire; DWP; VCS providers, including specialist agencies with expertise in providing support to people with health conditions.

**Background Documents:**

Work Well Prospectus: [WorkWell prospectus: guidance for Local System Partnerships - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114111/WorkWell_prospectus_guidance_for_Local_System_Partnerships_-_GOV.UK.pdf)

<b>Revenue Cost</b>	£1.584m	<b>Source of Revenue Funding</b>	£1,584,000 grant from BNSSG, awarded though NHS / DWP funds over a period of 18
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			months
<b>Capital Cost</b>	£nil	<b>Source of Capital Funding</b>	N/A
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input checked="" type="checkbox"/>

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

**1. Finance Advice:** Whilst this report is seeking approval to enter into negotiations, which carries no financial implications in themselves, this report recommends that if negotiations are successful then funding should be accepted and spent on the delivery of the programme, which does carry financial implications.

The total grant is £1.584m and the service has costed plans for delivery to a total of £1.584m. The majority of costs are on salaries - £1.426m at today's pay rates. There is a provision for redundancy in this, of £0.025m as is prudent, and the project has an allowance of 5% for salary increases, which may be sufficient, but if settlements are different may create an additional pressure of higher, or free funding if lower. I would recommend that an allowance for future year salary rises be incorporated into the plan to March 2026.

There is a modest allowance - £0.157m – for procured support, including website development. Without having scrutinised what provision is being budgeted for in this procurement support then it's unclear if this is sufficient for the project or how any potential creep or further development/support will be funded.

A final consideration is that the grant funding is expected to be paid in arrears, following claims, therefore BCC will be exposed to the cashflows and to the consequences of late/denied or otherwise ineligible claims.

Finance Business Partner: Travis Young Finance Business Partner 13 February 2024

**2. Legal Advice:** The submission of bids for grant funding raises no particular legal issues. If successful, any 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 8 January 2024

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

IT Manager Alex Simpson – Lead Enterprise Architect. 9 January 2024

**4. HR Advice:** There are no significant HR issues arising from this report in respect of Bristol City Council employees

**HR Partner:** Lorna Laing, HR Business Partner 9 January 2024

<b>EDM Sign-off</b>	Reena Bhogal-Welsh – Director Education & Skills	17 January 2024
<b>Cabinet Member sign-off</b>	Councillor Asher Craig	23 January 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<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 2.12]



Title: WorkWell Partnership 2024	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Children and Education	Lead Officer name: Paul Gaunt
Service Area: Employment, Skills and Lifelong Learning	Lead Officer role: Employment Support Manager

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

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

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 EQIA is to support the Cabinet decision to seek approval to hold detailed bid negotiations with the NHS Integrated Care Board and DWP to become a Vanguard Programme for the Government’s Work Well Partnership Programme across Bristol, North Somerset and South Gloucestershire areas.

The WorkWell Partnerships Programme was announced in the 2023 Budget and will pilot a new model in England for delivering integrated work and health support in 15 local Pilot areas, (known as “Vanguards”), linking jobcentres, health services and other local organisations to provide wraparound health support for jobseekers, those who draw upon benefit support and those at risk of falling out of work because of their health condition.

The Council’s Employment Support Team was approached by the Bristol, North Somerset and South Gloucestershire Integrated Care Board, (BNSSG) to submit a joint funding application, (lead by BNSSG) and, should we be successful, to lead on the employment support element of the proposed programme. WorkWell will run from September 2024 to March 2025.

The BNSSG area has a working age population of 1,538,862 (ONS, 2022). In the 22/23 financial year, 192,751 fit notes were written in the 22/23 financial year. 5.9% (circa 9637) of these individuals were identified as “may be fit for work”. This number has remained relatively stable over the 22/23 and 21/22 financial years.

Furthermore, 32.8% of fit notes were awarded for a duration of 5 to 12 weeks, the highest of all identified durations.

The most prevalent diagnosis was Mental Health Disorder followed by musculoskeletal, diseases of the respiratory system, symptoms signs and abnormal clinical / laboratory findings, injury, poisoning and certain other consequences of external causes.

62,900 individuals within Bristol are economically inactive, at 19.4% of the population, this is higher than the Southwest average but lower than the national average. The percentage of individuals economically inactive due to Long-term sickness (26.7%) is higher than both the southwest (25%) and national percentages (26.6%)

The BNSSG Work Well Project will be targeted within specific localities within Local Authority areas. The localities have been selected due to their level of health and Disability deprivation together with life expectancy.

Economic inactivity due to long-term sickness was higher than both the national and Southwest average in two of the 3 Local Authorities covered by the BNSSG ICS. While the project will cover the 3 Local Authority areas, the majority of resources will be focused on North Somerset and Bristol due to the higher levels of inactivity, "fit notes" and population density.

In Bristol, the focus of the programme will be on the Bishopsworth, Stockwood, Easton and Horfield areas due to the high levels of Fit Notes issued by General Practitioners within the localities, with an initial focus on individuals being provided with their first or second fit note due to mental health reasons.

On a quarterly basis, the steering group will expand the Work Well provision to include Musculoskeletal (Q2), respiratory system (Q3), and injury, poisoning and certain other consequences of external causes (Q4). During quarter 3, the Steering Group will look to expand the provision to other areas of the BNSSG region, which will be identified through consultation and collaboration with all BNSSG ICS locality partners.

### 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	

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

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

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

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

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

There are three elements to the WorkWell Partnership that will have the potential to positively change the quality of life, health and standard of living of Bristol residents with health conditions:

1. Employment Support:

The programme will enable Bristol City Council and partner providers to fulfil Mayoral social mobility commitments by working with 1500 Bristol based individuals who are either unemployed or at risk of losing their jobs through health conditions. The Council's Employment Support Team will deliver the employment support element of the programme, working in partnership with health providers such as GP's, social prescribers and the DWP.

2. Joining up the system

As the WorkWell Partnership progresses, we shall work on strategically and operationally joining up Work and Health provision and support within the footprint of our local Vanguard Pilot area.



### 3. Development of Best Practice

We shall work alongside the other 14 WorkWell Partnership Vanguard areas to identify, learn and share best practice in supporting people with health conditions to return or remain in paid employment.

## Step 2: What information do we have?

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

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

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

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

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](https://www.bristol.gov.uk/hr-analytics-power-bi-reports) 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="#">LKIS Small and Medium Enterprises (SME) Health Report</a>	PowerBi dashboard that focusses on the reasons and levels of sickness and absenteeism caused by condition in the region's small to medium sized businesses. This shows that the main causes are mental health, (12%) and muscular skeltol conditions, (15.6%)
<a href="#">NHS England. Fit notes issued by GP practices</a>	PowerBi dashboard offering a range of data metrics looking at Fit Notes issued by GP's, which can be filtered to show region, Integrated Dare Board, (ICB), and sub-ICB location data. The Health Deprivation and Disability Domain data for Bristol indicates that the South, Inner City, and North Bristol locality areas are hotspots areas for the authority. Within these areas, Bishopsworth, Easton, Horfield, Hartcliffe and Withywood, Filwood, Knowle, Lawrence Hill and Lawrence Weston are wards experiencing multiple depravation and are of significant concern.
<a href="#">OHID Fingertips</a>	Large public health data collection, with data organised into themed profiles. These include rich source of indicators across range of health and wellbeing themes, which can be filtered at different geographical levels, and benchmarked against regional or England average. This data can be further used to evidence both our initial targeted conditions and areas. It also shows us that Bristol has a lower life expectancy of the 3 BNSSG local authorities – Bristol, South

<b>Data / Evidence Source</b> [Include a reference where known]	<b>Summary of what this tells us</b>
	<p>Glocs and North Somerset (78.5 years for males and 82.6 years for females). 62,900 individuals within Bristol are economically inactive, at 19.4% of the population, this is higher than the Southwest average but lower than the national average. The percentage of individuals economically inactive due to long-term sickness (26.7%) is higher than both the Southwest (25%) and national percentages (26.6%). While this is higher than South Gloucestershire it is lower than North Somerset.</p>

Additional comments:

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

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

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

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

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

We currently collect varying levels of protected characteristic data across all of our Employment Support Team activities.

In preparing the partnership application we have also had access to health and public health data through our partner the BNSSG, (NHS).

We intend to work across all of our programmes to ensure that data is comprehensively and consistently collected, analysed and acted upon to ensure that our services are targeted at and delivered to protected characteristic groups that represent Bristol's population. This work will be started Q1 2024-25.

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.

Through delivering successful projects such as the national award winning Move On, Move In, Move Up rough sleeper programme, the WE WORK for Everyone Learning difficulty employment support programme, One Front Door generalist employment support programme, the Future Bright in work support programme and other specialist employment support programmes, we have developed the WorkWell model in collaboration and consultation with individuals, communities, groups and Government agencies.

In developing our proposal we have met and reviewed data from.

- Individuals through delivering our services, customer feedback forms and evaluations of each programme.
- Individuals and Communities – Though three Community conversations held in September 2023 in Barton Hill, Southmead and Hartcliffe where we jointly facilitated sessions with the Council’s community Engagement Team to inform the wider Employment, Skills and Learning strategy for the City. Each event was attended by an average of 20 people per session
- We hold quarterly strategic meetings with a City Leaders Group comprising representation from agencies including DWP, the Probation Service, Public Health, the West of England Combined Authority, the City of Bristol College to focus on the emerging employment and skills related needs of the City.

Feedback from the above has been incorporated into our WorkWell funding application.

## 2.5 How will engagement with stakeholders continue?

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

As part of the development of the Employment and Skills Plan for Bristol, we recently undertook wide number of consultations including surveys with funders, stakeholders, employers, VCS organisations and three Community Conversations in September 2023 with groups of individuals drawn from the very communities that we wish to engage. The Community Conversations were held in South, North and East / Central Bristol and were facilitated by the Community Development Team. Each had an average of 20 attendees at each session. The findings will be published in April 2024 in the Bristol Employment, Skills and LifeLong Learning Plan – 2024 – 2029. We will seek to continue these conversations and consultations on an annual basis, (in September each year), within the wider Employment, Skills and Learning Team in inform current and future work.

## 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.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact all or many groups)	
The programme may have both positive and adverse impacts on various groups based on protected or relevant characteristics. Mitigations should be tailored to address the specific needs and challenges of different groups to ensure equity and inclusivity in the programme.	
<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:	Positive Impact: Young people may benefit from early intervention and support to enter or remain in the workforce, gaining valuable skills and experience.

	Adverse Impact: Young people might face challenges due to lack of experience or discrimination in the job market.
Mitigations:	Provide targeted mentorship and training opportunities tailored to the needs of young participants to address barriers to employment.
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: Older individuals may bring extensive experience and knowledge to the workforce, contributing to workplace diversity and productivity. Adverse Impact: Older workers may face age discrimination or struggle to adapt to changing job requirements.
Mitigations:	Implement age-inclusive hiring practices and offer retraining programmes to help older workers update their skills.
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: The programme can empower Disabled people by providing accommodations and support to access employment opportunities. Adverse Impact: Discrimination, inaccessible workplaces, and lack of understanding about disability-related needs may hinder participation and success.
Mitigations:	Ensure reasonable adjustments in programme delivery and working with employers, offer Disability awareness training to employers, and advocate for inclusive workplace policies.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: The programme should promote gender equality in employment by addressing systemic barriers and biases. Adverse Impact: Gender discrimination in hiring and workplace harassment may impede the progress of individuals.
Mitigations:	Implement gender-sensitive policies, provide support for victims of discrimination or harassment, and offer training to combat unconscious bias.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: The programme should promote gender equality in employment by addressing systemic barriers and biases. Adverse Impact: Gender discrimination in hiring and workplace harassment may impede the progress of individuals
Mitigations:	Implement gender-sensitive policies, provide support for victims of discrimination or harassment, and offer training to combat unconscious bias.
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: Supporting pregnant individuals and new parents can facilitate their continued participation in the workforce. Adverse Impact: Discrimination, lack of accommodations, and societal stereotypes may lead to barriers in employment and advancement.
Mitigations:	Ensure maternity leave rights are protected, provide flexible work arrangements, and address biases against pregnant individuals.
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: Creating an inclusive environment can support individuals undergoing gender transition to feel respected and supported at work. Adverse Impact: Discrimination, lack of understanding, and harassment may create significant barriers to employment and retention.
Mitigations:	Provide training on transgender inclusion, offer support networks, and enforce anti-discrimination policies.
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Promoting racial diversity in the workforce can enhance creativity, innovation, and productivity. Adverse Impact: Systemic racism, unconscious bias, and discriminatory practices may limit opportunities for individuals from marginalized racial groups.
Mitigations:	Implement diversity initiatives, offer cultural competency training, and ensure equal access to resources and opportunities.

<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: Accommodating religious beliefs and practices can create an inclusive environment where individuals feel respected and valued. Adverse Impact: Discrimination, lack of understanding, and hostile work environments may marginalise individuals based on their religious beliefs.
Mitigations:	Promote respect for diverse beliefs, and address harassment or discrimination based on religion.
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: Recognising and supporting diverse family structures can contribute to a more inclusive and supportive workplace culture. Adverse Impact: Discrimination or lack of recognition for non-traditional partnerships may create barriers for individuals.
Mitigations:	Ensure equal treatment for all types of partnerships, provide family-friendly policies, and address biases related to marital status
<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:	Positive Impact: Providing support for individuals from deprived backgrounds can help address socio-economic inequalities and promote social mobility. Adverse Impact: Limited access to education, resources, and opportunities may perpetuate cycles of poverty and exclusion.
Mitigations:	Offer targeted support and resources for individuals from deprived areas, including access to education, training, and employment opportunities.
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact: Recognising and supporting the needs of carers can enable them to balance work and caring responsibilities effectively. Adverse Impact: Lack of flexibility, understanding, and support may lead to difficulties in managing work and caring duties.
Mitigations:	Provide flexible working arrangements, caregiver support programs, and promote awareness of carer rights and needs in the workplace.
<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:	<ul style="list-style-type: none"> <li>Positive impact: Individuals experiencing ill health and are unemployed or at risk of losing their jobs through their condition can access support to break the cycle of by gaining skills and support to manage their health condition, gain or maintain employment, leading to improved financial and health well-being for themselves and their families.</li> <li>Potential issue: Persistent structural inequalities may limit the job opportunities available to participants with health conditions, exacerbating socioeconomic disparities.</li> </ul>
Mitigations:	Provide targeted support and resources for participants with health conditions, collaborate with community organisations to address systemic issues, and advocate for policies that promote economic inclusion.

### 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 programme seeks to support eligible residents who are at risk of losing their job or are unemployed due to their health condition. It will work with health providers, the DWP and employment support providers to help participants gain or remain in work whilst managing their health condition

## 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:

When the decision to progress the programme is agreed, focus will move to refining and implementing delivery plan to achieve the strategic aims of the programme.  
 Consultation highlighted the need for better communication and ongoing community engagement with the programme. Therefore we will explore ways of making the programme more accessible through working with our stakeholders, delivery partners, employers, as well as other Council Teams and will further involve citizens in the development of the delivery plan and monitoring of its progress.

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

The WorkWell Partnership programme will work with a minimum of 1500 Bristol based individuals who are unemployed or at risk of losing their jobs due to their health condition. By working with and supporting them to manage their condition and increase their skills / employment opportunities will lead to improved, direct impacts of a greater quality of life and better standard of living together with the indirect outcomes of improved health and 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
Work across the Employment Support Team's range of programmes to implement improvements in the collection and reporting of protected characteristic data	Support Manager / Programme Managers	April 2024
The actions and outcomes identified in the WorkWell Programme implementation plan and any actions and outcomes identified in subsequent delivery plans will be monitored by the Programme's Steering Group, the DWP and the West of England Combined Authority through an established monitoring plan.	Programme Manager	Ongoing
Performance targets and monitoring against Equalities groups will feed into the quarterly formal review of the delivery plan and subsequent strategies	Programme Manager	Ongoing

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

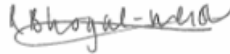
How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Through monitoring and reporting against equalities data consistently across all Employment Support programmes and developing action plans where appropriate to ensure that our services are representative of all equalities groups within Bristol.

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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: 19/2/2024	Date: 21/2/24

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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: WorkWell Vanguard partnership</b>		
<b>Project stage and type:</b> <input type="checkbox"/> Initial Idea Mandate <input checked="" 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 checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
<b>Directorate: Children and Education</b>	<b>Lead Officer name: Paul Gaunt</b>	
<b>Service Area: Employment, Skills and Lifelong Learning</b>	<b>Lead Officer role: Employment Support 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.

March Cabinet - The WorkWell Partnerships Programme was announced in the 2023 Budget and will pilot a new model in England for delivering integrated work and health support in 15 local Vanguard areas, linking jobcentres, health services and other local organisations to provide wraparound health support for jobseekers, benefit claimants and those at risk of falling out of work because of their health condition.

The BNSSG area has a working age population of 1,538,862 (ONS, 2022). In the 22/23 financial year, 192,751 fit notes were written in the 22/23 financial year. 5.9% (circa 9637) of these individuals were identified as “may be fit for work”. This number has remained relatively stable over the 22/23 and 21/22 financial years.

Furthermore, 32.8% of fit notes were awarded for a duration of 5 to 12 weeks, the highest of all identified durations.

The most prevalent diagnosis was Mental Health Disorder followed by musculoskeletal, diseases of the respiratory system, symptoms signs and abnormal clinical / laboratory findings, injury, poisoning and certain other consequences of external causes.

62,900 individuals within Bristol are economically inactive, at 19.4% of the population, this is higher than the Southwest average but lower than the national average. The percentage of individuals economically inactive due to Long-term sickness (26.7%) is higher than both the southwest (25%) and national percentages (26.6%)

The BNSSG Work Well Project will be targeted within specific localities within Local Authority areas. The localities have been selected due to their level of health and disability deprivation together with life expectancy.

Economic inactivity due to long-term sickness was higher than both the national and Southwest average in two of the 3 Local Authorities covered by the BNSSG ICS. While the project will cover the 3 Local Authority

areas, the majority of resources will be focused on North Somerset and Bristol due to the higher levels of inactivity, “fit notes” and population density.

In Bristol, the focus of the programme will be on the Bishopsworth, Stockwood, Easton and Horfield areas with an initial focus on individuals being provided with their first or second fit note due to MH reasons.

On a quarterly basis, the steering group will expand the Work Well provision to include Musculoskeletal (Q2), respiratory system (Q3), and injury, poisoning and certain other consequences of external causes (Q4). During quarter 3, the Steering Group will look to expand the provision to other areas of the BNSSG region, which will be identified through consultation and collaboration with all BNSSG ICS locality partners.

## 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]

It is hoped that the WorkWell Vanguard Partnership will a positive effect for the environment over it’s 18 month delivery period, with mitigating actions in place to address any potential harmful effects. This plan covers an integrated offer of careers advice, employment support, adult learning and skills services targeted at adults who are either unemployed or risk losing their jobs through their health condition. Our offer includes green social prescribing, courses and projects designed to provide an inclusive career pathway into clean energy jobs and also includes opportunities to promote and support healthier and more sustainable behaviours with our service users, staff and partners.

## 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)		
<ul style="list-style-type: none"> <li>The employment support element of the WorkWell Vanguard Partnership will be delivered through the Employment Support Team which sits within the Council’s Employment, Skills and Lifelong Learning Service. This overall ESLL service has a strong commitment to achieving a just shift to clean energy and environmental sustainability. Managers and team members are well informed and are passionate about saving the planet from climate change and environmental degradation. ESL resources are a powerful lever for change – both in our delivery model and also the content of our programmes. This commitment will be shared with our key stakeholders, delivery partners and supply chain</li> </ul>		
<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>	<p><b>Benefits</b></p>	<ol style="list-style-type: none"> <li>The WorkWell Partnership and the wider ESLL service is committed to raising awareness of clean energy challenges and opportunities within the community and with business.</li> <li>We are able to address the disproportionate impact of climate change and transition to clean energy on more vulnerable residents</li> <li>Both the WorkWell Partnership and the wider ESLL service will provide opportunities for people to train and retrain so they can work in the clean energy sector</li> <li>We will encourage increased healthier and sustainable behaviours with services users, team members, and partners</li> <li>We will use the procurement process to encourage sustainable practice from our suppliers and will link to the healthy and sustainable procurement policy as reference</li> </ol>
	<p><b>Enhancing actions</b></p>	<ol style="list-style-type: none"> <li>Through the delivery of the WorkWell programme, participants will be able to find out about and consider future clean energy careers as well as green social prescribing opportunities.</li> <li>We will actively ensure that we promote the use of sustainable transport options to staff and service users and that they are supported to learn about Bristol’s climate change emergency and how they can implement small changes to help the city achieve net zero</li> </ol>
	<p><b>Persistence of effects:</b>    <input checked="" 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>Potential increase in transport related fuel consumption by service users and staff as they travel across Bristol to access or deliver WorkWell services</p>
	<p><b>Mitigating actions</b></p>	<p>Encourage services users and staff to use public transport, cycle and walk to sites providing WorkWell work and health related services</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> 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>1. The Workwell service will promote increased healthier and sustainable behaviours with services users, team members, and partners</p>
	<p><b>Enhancing actions</b></p>	<p>1. Provide participants with learning and skills opportunities to engage with nature, make healthy choices and be more physically active – e.g. through gardening and community green spaces programmes as well as green social prescribing activities</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><input type="checkbox"/> No impact</p>	<p><b>Benefits</b></p>	<p>The wider ESLL service is actively engaged in resource recycling e.g. laptops. The WorkWell Programme will be able to access the Laptop Scheme.</p>
	<p><b>Enhancing actions</b></p>	<p>Continue to seek funding and donations to recycle and distribute laptops to address digital poverty in Bristol</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>Adverse impacts</b></p>	<p>Potential generation of waste as a result of the delivery of WorkWell services e.g. production of flyers and handouts for clients/learners</p>
	<p><b>Mitigating actions</b></p>	<p>Ensure that WorkWell shifts to using digital information/teaching and learning materials, and also recycle materials where they can (e.g. paper/plastics/glass etc)</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>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"/> No impact</p>	Benefits	Ensure that the WorkWell Programme complies with the wider ESLL Business impact assessment and business continuity plan which includes detailed remedial actions in relation to maintaining services in the event of extreme weather events
	Enhancing actions	Build on proven agile delivery models developed through the Covid pandemic including a shift to online and blended/hybrid delivery methods
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" 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"/> No impact</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.

<b>Enhancing / mitigating action required</b>	<b>Responsible Officer</b>	<b>Timescale</b>
Through the delivery of the WorkWell programme, support participants to find out about and consider future clean energy careers and pathways	Programme Manager Programme delivery staff	On-going
Ensure all service users and staff are supported to learn about Bristol’s climate change emergency and how they can implement small changes to help the city achieve net zero	Programme Manager / Programme delivery staff	On-going
Encourage WorkWell services users and staff to use public transport, cycle and walk to sites providing services (e.g. careers coaching; community learning; health support and social prescribing etc)	Programme Manager / Programme delivery staff	On-going
Provide adults with learning and skills opportunities to engage with nature, make healthy choices and be more physically active – e.g. through green social prescribing programmes	Programme Manager Programme delivery staff	On-going
Continue to seek funding and donations to recycle and distribute laptops to address digital poverty in Bristol	Programme Manager	On-going
Ensure that all ESL teams shift to using more sustainable digital information/teaching and learning materials, and also recycle materials where they can (e.g. paper/plastics/glass etc)	Programme Manager	On-going
Build on proven agile delivery models developed through the Covid pandemic including a shift to online and blended/hybrid delivery methods	Programme	On-going

## 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 and to provide an endorsement or approval of the proposal.

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<b>Environmental Performance Team Reviewer:</b> Nicola Hares – Environmental Performance Officer	<b>Submitting author:</b> Paul Gaunt
<b>Date: 07/02/2024</b>	<b>Date: 1<sup>st</sup> February 2024</b>

# Decision Pathway – Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Alternative Learning Provision Framework – Variation to cover Post-16 SEND Support</b>		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Reena Bhogal-Welsh	<b>Job title:</b> Director – Education & Skills		
<b>Cabinet lead:</b> Deputy Mayor Asher Craig, Cabinet Member for Children’s Services, Education and Equalities	<b>Executive Director lead:</b> Hannah Woodhouse - Executive Director, Children and Education		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>  To vary the current Alternative Learning Provision (ALP) framework to cover post-16 SEND support, in order to create a compliant procurement route for these purchases			
<b>Evidence Base:</b>  <ol style="list-style-type: none"> <li>1. The ALP Framework, running from September 2022 to August 2027, allows for purchasing of full-time Alternative Provision, as well as part-time ALP support from a range of providers for Key Stages 1-4</li> <li>2. For young people with an Education, Health and Care Plan (EHCP), ongoing provision from ALP settings may be required and commissioned after Key Stage 4, to provide continuing support in line with the local authority’s ongoing statutory responsibility for EHCP support after Key Stage 4 into post-16 provision.</li> <li>3. Analysis of spending against the ALP framework has identified a significant amount of expenditure by SEND teams for post-16 support, often providing ongoing support from Key Stage 4 with the same providers. However, post-16 support is not covered by the contract specifications – therefore is not a suitable purchasing route.</li> <li>4. SEND teams have been advised to stop using the ALP Framework for post-16, and additional training has been provided on compliant post-16 commissioning. However, there are currently very few other options for suitable purchasing of post-16 SEND support. Over the past 12 months, £594,471 was incorrectly spent through the ALP Framework, and £218,413 was spent off contract purchases. This amounts to total potential breaches of £812,885 per year</li> <li>5. There is an additional Therapists, Mentors and Tutors (TMT) framework which covers post-16, but has fewer available providers and has a less stringent application process due to the much lower level of anticipated spend. In addition, providers have communicated significant confusion about these two frameworks running in parallel.</li> <li>6. Therefore it is proposed to vary the ALP Framework to cover post-16 provision, vary the contract value by</li> </ol>			



50% to add an additional £1.35m as a contract ceiling – this would not create any new spending liabilities, it would simply provide a compliant procurement route for existing spending – and wind down the tutors and mentors Lots of the TMT Framework

7. North Somerset and South Gloucestershire are co-commissioners of the ALP Framework and are supportive of this approach.

**Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Authorises the Executive Director – Children & Education in consultation with the Cabinet Member Children's Services, Education and Equalities to take all steps required to vary the Alternative Learning Provision (ALP) framework to cover post-16 SEND support in-line with the maximum budget envelope as outlined in this report.

**Corporate Strategy alignment:** High quality ALP and SEND support delivered through the framework will support the following Corporate Strategy Themes:

1. Children and Young People – specifically equity in education aims “Educational and employment opportunities are more equal for children and young people across the city with better support and outcomes for children and young people with special educational needs and disabilities”
2. Disability – specifically improving the inclusion support offer for all education settings.

**City Benefits:**

1. Particular groups of children and young people are disproportionately likely to be educated in ALP including: children in care, children in need, pupils with SEND, pupils eligible for Free School Meals, pupils from Black Caribbean and Gypsy, Roma, Traveller (GRT) heritage backgrounds. Improved ALP across the city will reduce educational inequality and improve outcomes for these groups of young people.
2. Improved ALP including careers support and post-16 transition reduces the number of children becoming NEET (not in education, employment or training)

**Consultation Details:**

1. Consultation and co-production were undertaken during the development of the ALP Framework, as reported to Cabinet, including a joint strategical ALP and SEND approach, which this proposal supports.

**Background Documents:**

- Cabinet Decision, October 2021, [11. Alternative Learning Provision Framework](#)

<b>Revenue Cost</b>	<b>£1.375m p.a. Bristol</b> <b>£2.175 m p.a. Bristol, North Somerset &amp; South Gloucestershire</b> (framework – no guaranteed expenditure) <b>£6.875m max Bristol expenditure</b> <b>£10.875m max Bristol, North Somerset &amp; South Gloucestershire expenditure</b>	<b>Source of Revenue Funding</b>	High Needs Block – Dedicated Schools Grant
<b>Capital Cost</b>	<b>£0</b>	<b>Source of</b>	n/a

		<b>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"/>

<b>Required information to be completed by Financial/Legal/ICT/ HR partners:</b>		
<b>1. Finance Advice:</b> The financial implications of the proposed variation to the Framework are detailed within the paper. There is no expected increase in overall expenditure resulting from this variation and the changes proposed will mitigate the risks currently arising from procurement breaches.		
<b>Finance Business Partner:</b> Guy Marshall, Finance Business Partner 06 February 2024		
<b>2. Legal Advice:</b> The variation of the contract should be in accordance with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the contractual arrangements for the variation.		
<b>Legal Team Leader:</b> Husinara Jones, Team Manager/Solicitor 17 January 2024		
<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, 17 January 2024		
<b>4. HR Advice:</b> The report is seeking approval to vary the current Alternative Learning Provision (ALP) framework to cover post-16 SEND support, to create a compliant procurement route for these purchases. This request has no significant HR implications arising for Bristol City Council employees.		
<b>HR Partner:</b> Lorna Laing, HR Business Partner – Adults & Communities, Children & Education 17 January 2024		
<b>EDM Sign-off</b>	Vanessa Wilson, Director Children’s Transformation	24 January 2024
<b>Cabinet Member sign-off</b>	Councillor Asher Craig Cabinet Member for Children’s Services, Education and Equalities	26 February 2024
<b>For Key Decisions - Mayor’s Office sign-off</b>	Mayor’s Office	05 February 2024

<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 2.12]



Title: Alternative Learning Provision Framework Update (Post-16 support)	
<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: Education & Skills	Lead Officer name: Alex Bate
Service Area: Alternative Learning Provision	Lead Officer role: Commissioning Manager

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

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

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.

Alternative Learning Provision (ALP) covers full-time education for pupils excluded or unable to attend mainstream school, and part-time education support for pupils at risk of being unable to remain in mainstream education, for pupils at Key Stages 1-4. Currently this is provided through a Framework contract, with multiple approved providers.

Plan is to vary the existing contract to also cover post-16 education support. This is so that Special Education Needs and Disabilities (SEND) commissioners will have a compliant procurement route through which to purchase this support, as there are currently very few compliant procurement routes for purchasing post-16 SEND support.

This does not propose any change to the service itself, it is a change to the contractual arrangements, amending the purchasing route for commissioners of post-16 SEND support. It does not change what they will purchase, and what service is delivered, but only the method through which it is carried out. This does not come with an increase in budget. Existing service budgets, that are purchasing post-16 SEND support, will in future be utilised through this varied contract rather than through off-contract purchases.

This change will be implemented from this current academic year until the end of the ALP Framework contract (August 2027), and will be monitored by the children's commissioning team, Inclusion Hub and SEND teams.

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

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

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

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

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


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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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This does not propose any change to the service itself, it is a change to the contractual arrangements, amending the purchasing route for SEND commissioners. It does not change what they will purchase, and what service is delivered, but only the method through which it is carried out.

### 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> <b>Reena Bhogal-Welsh</b> 
Date: 06.02.2024	Date: 6/2/2024

<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: Alternative Learning Provision Framework – Variation to cover Post-16 support</b>		
<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 type="checkbox"/> Already exists / review	<input checked="" type="checkbox"/> Changing
<b>Directorate: Education &amp; Skills</b>	<b>Lead Officer name: Alex Bate</b>	
<b>Service Area: Alternative Learning Provision</b>	<b>Lead Officer role: Commissioning 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.

Plan is to vary the existing contract for Alternative Learning Provision, which covers Key Stages 1-4, to also cover post-16 education support. This is so that SEND commissioners will have a compliant procurement route through which to purchase this support.

### 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]
------------------------------	--	-----------------

This does not propose any change to the service itself, it is a change to the contractual arrangements, amending the purchasing route for SEND commissioners. It does not change what they will purchase, and what service is delivered, but only the method through which it is carried out.

### 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.

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**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>	<b>Submitting author:</b>
Daniel Shelton	Alex Bate
<b>Date:</b> 17.01.2024	<b>Date:</b> 17.01.2024

<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

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Bristol Holding Group of Companies Business Plans for 2024/25</b>		
<b>Ward(s)</b>	All Wards		
<b>Author:</b> Tim O’Gara	<b>Job title:</b> Director: Legal and Democratic Services		
<b>Cabinet lead:</b> Cllr Craig Cheney, Designated Deputy Mayor with responsibility for City Economy, Finance & Performance	<b>Executive Director lead:</b> Stephen Peacock, Chief Executive		
<b>Proposal origin:</b> City Partner			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>			
<p>1. The purpose of this report is to seek approval for the 2024/2025 Business Plans for the Bristol Holding Group of companies:</p> <ul style="list-style-type: none"> <li>a. 2024/2025 Business Plan of Bristol Holding Limited (company number: 09485669)</li> <li>b. 2024/2025 Business Plan of Goram Homes Limited (company number: 11597204)</li> <li>c. 2024/2025 Business Plan of the Bristol Waste Company Limited (company number: 09472624)</li> </ul>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. Bristol City Council is the sole shareholder of Bristol Holding Limited (company number: 09485669) which in turn is the sole shareholder of a number of companies, including: Goram Homes Limited (company number: 11597204), Bristol Waste Company Limited (company number: 09472624) (the group of companies known collectively as <b>Bristol Holding Group</b>).</li> <li>2. The Bristol Holding Limited (<b>Bristol Holding</b>), Goram Homes Limited (<b>Goram Homes</b>) and Bristol Waste Company Limited (<b>Bristol Waste</b>) business plans are submitted for approval in this Cabinet Report.</li> <li>3. Shareholding is an executive function. The shareholder role in respect of the Bristol Holding Group has been delegated to the Deputy Mayor with responsibility for City Economy, Finance &amp; Performance. The Deputy Mayor has reviewed the business plans for the Bristol Holding Group (see Appendix A) and has been advised in relation to them by the Shareholder Group (see Appendix B3), the Independent Shareholder Advisor’s commentary (see Appendix B3), Bristol Holding (see Appendix B2) and the relevant council clients (see Appendix B1). The business plans are now being recommended for approval by Cabinet.</li> <li>4. The companies’ business plans are generally based on financial information available in January 2024. The final drafts of the business plans were received on the following dates: Bristol Holding – version 3, dated</li> </ol>			

02.02.2024, Goram Homes – version 4 dated 01.02.2024, and Bristol Waste – version 6 (BWC’s v1), dated 02.02.2024.

**Cabinet Member / Officer Recommendations:**

**That Cabinet:**

**In relation to Bristol Holding Limited:**

1. Approves the 2024/2025 Business Plan of Bristol Holding Limited (company number 09485669)

**In relation to Goram Homes Limited:**

2. Approves the 2024/2025 Business Plan of Goram Homes Limited (company number 11597204)

**In relation to Bristol Waste Company Limited:**

3. Approves the 2024/2025 Business Plan of the Bristol Waste Company Limited (company number 09472624)

**Corporate Strategy alignment:**

1. **Bristol Holding Company’s** business plan aligns with the theme of Bristol City Council as a Development Organisation, contributing to the priority of Good Governance, and acting as One Council, ensuring that the companies are offering good value for money and adopting more consistent procedures and processes, with corporate support services that are the right size for the needs of the organisation.
2. **Goram Homes’** business plan supports the Homes and Communities theme, by accelerating home-building in the city and increasing the supply of affordable homes and building resilient communities.
3. **Bristol Waste’s** business plan aligns with the key theme of Environment and Sustainability by helping the city reduce its consumption of products and transform its relationship with waste, increasing recycling, repair, reuse and sharing of goods.

**City Benefits:**

1. **Bristol Holding Company** will enable the Council, through its companies, to achieve the progression of innovative services to the city and its population.
2. **Goram Homes’** business plan will deliver benefits to the City by facilitating the build of affordable and commercial housing.
3. **Bristol Waste’s** business plan benefits the City through providing clean streets, road-side recycling and running the city’s re-use and recycling centres.

**Consultation Details:**

1. Each company’s Board has reviewed their business plan.
2. The Companies Assurance meeting convened on 8 January 2024 to provide comments to the Shareholder Group (SHG) which was subsequently held on 22 January 2024 to review the Bristol Holding Group business plans – SHG and the Independent Shareholder Advisor’s commentary can be found at Appendix B3.
3. A Summary of Bristol Holding Limited’s commentary on the Bristol Holding, Goram Homes and Bristol Waste plans is included at Appendix B2.
4. The Council Clients for Goram Homes and Bristol Waste have discussed the business plans with the companies and have provided comments at Appendix B1.
5. OSMB Members considered the Bristol Holding Group business plans at their meeting on 12 February 2024.

**Background Documents:**

1. BCC Corporate Strategy  
<https://www.bristol.gov.uk/files/documents/761-corporate-strategy-2022-27/file>
2. Cabinet report - Bristol Holding Group Limited Company Business Plans for 2023/2024  
<https://democracy.bristol.gov.uk/documents/s81781/00.FINALBristolHoldingGroupofCompaniesBusinessPlansfor202324-v15.pdf>

<b>Revenue Cost</b>	N/A	<b>Source of Revenue Funding</b>	N/A (see finance comments)
<b>Capital Cost</b>	N/A	<b>Source of Capital Funding</b>	N/A (see finance comments)
<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:**

1. See Appendix G and Exempt appendix I2 for detailed financial commentary with regards to Bristol Holding Ltd, Bristol Waste Company Ltd and Goram Homes Ltd. The key financial impacts are noted below.

**Bristol Waste Company (BWC)**

2. BWC has a forecast loss of £2 million for 2023/24 which indicates a trigger to the paymech, and a requirement for the council to make a payment to BWC. This position will be closely monitored and a full reconciliation undertaken at year end.
3. The 2024/25 business plan shows a forecast deficit of £0.825 million for 2024/25, with the business expected to move to a small profit of £0.027 million by 2026/27.
4. Non-Teckal income for 2024/25 represents 11% of total income and therefore BWC remains within the 20% limit permitted for Teckal companies.

**Goram Homes**

5. The cumulative projected loss after tax for 2024/25 is £4.1 million, which is an adverse movement of £2.5 million from the 2023/24 business plan (£1.6m projected loss). This year on year change reflects the delays to development, primarily as a result of planning delays. The business plan indicates the business with have a cumulative net profit by the close of financial year 2026/27.
6. It should be noted that the housing market is subject to fluctuating economic and market conditions which continue to be a risk to Goram's commercial return, and therefore the return to the council.
7. The business plan assumes that the following project LLPs will be operating in the financial year 2024/25: One Lockleaze, Dovercourt Road, New Fosseyway Road, Hengrove Park and Baltic Wharf.

**Finance Business Partner:** Kathryn Long, Finance Business Partner (Resources), 21 February 2024

**2. Legal Advice:**

1. Approval of each of the company business plans is a Reserved Matter and requires Shareholder (i.e. the Council acting by the Shareholder Representative) approval. Such approvals are ordinarily given by the Deputy Mayor (as Shareholder Representative) however the practice has developed that, in respect of

business plans, this is addressed at Cabinet. Approval of the recommendations in this Cabinet Report will therefore constitute such Reserved Matter approval.

2. The business plans are also expected to identify explicitly any other Reserved Matters that require approval. At this time no further Reserved Matter approvals are being requested.
3. As before, it is also important that support for any of the companies continues to comply with appropriate public subsidy requirements.
4. Bristol Waste Company's and Bristol Holding's respective "Teckal" status (enabling contracting between the parties without the necessity of compliance with the Public Contracts Regulations 2015 (PCR)) needs to be continually kept under review to ensure that the existing contractual and associated arrangements between the Council and the companies is secure from a procurement perspective. At present, given each company's current business plans and the existing arrangements between the Council and the companies, there is nothing to suggest this status is at risk. Goram Homes' status as a body not governed by public law (and thereby relieved of compliance with the PCR) needs also to be continually monitored. Again, the current business plan and working relationship between the council and the company does not suggest this status is at risk.

**Legal Team Leader:** Eric Andrews, Commercial and Governance Lawyer, 26 January 2024

**3. Implications on IT:**

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

**IT Team Leader:** Alex Simpson, Lead Enterprise Architect, 25 January 2024

**4. HR Advice:**

1. No HR implications evident.

**HR Partner:** James Brereton, Head of Human Resources, 17 February 2024

<b>OSMB Review</b>	As agreed by the Monitoring Officer (Tim O’Gara, Director of Legal and Democratic Services) this date refers to the date on which OSMB reviewed the business plans, not EDM sign-off.	12 February 2024
<b>Cabinet Member sign-off</b>	Cllr Craig Cheney, Deputy Mayor with responsibility for City Economy, Finance & Performance	Shareholder Group 22 January 2024
<b>For Key Decisions - Mayor’s Office sign-off</b>	Mayor’s Office	05 February 2024

<b>Appendix A – Further essential background / detail on the proposal</b> A1. Bristol Holding Business Plan A2. Goram Homes Business Plan A3. Bristol Waste Company Business Plan	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b> B1. Council Client function commentary B2. Bristol Holding commentary B3. Shareholder Group and Independent Shareholder Advisor commentary	<b>YES</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>

<b>Appendix D – Risk assessment</b> Risk assessments included as part of Business plans and in Appendix G.	NO
<b>Appendix E – Equalities screening / impact assessment of proposal</b> Appendix E1. Bristol Holding Appendix E2. Goram Homes Appendix E3. Bristol Waste	YES
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b> Appendix F1. Bristol Holding Appendix F2. Goram Homes Appendix F3. Bristol Waste	YES
<b>Appendix G – Financial Advice</b>	YES
<b>Appendix H – Legal Advice</b>	NO
<b>Appendix I – Exempt Information</b> Exempt Appendix I1. Exempt appendix to Bristol Waste Business Plan Exempt Appendix I2. Exempt Financial Commentary on Bristol Holding Group Business Plans N.B. there is no exempt appendix to the Bristol Holding or Goram Homes Business Plans	YES
<b>Appendix J – HR advice</b>	NO
<b>Appendix K – ICT</b>	NO
<b>Appendix L – Procurement</b>	NO

## **BRISTOL HOLDING LTD BUSINESS PLAN 2024/25**

### **1. Bristol Holding Strategic Objectives and Targets**

We have put together a business plan following the sale of Bristol Heat Networks Ltd earlier last year. The plan is therefore based for the year ahead on operating with two subsidiaries in the Group, Bristol Waste Company (“BWC”), and Goram Homes (“GH”). There is no assumption at this stage of any change in the company portfolio.

In addition, some Bristol Holding Ltd (“BHL”) functions such as co-ordinating the Audit and Risk Committee (“ARC”) have transferred to the subsidiary companies; this has been completed at the same time as minimising the financial implications to the Council and its remaining companies, by ensuring that effective corporate governance is retained. BHL hosts the key quarterly review known as the Companies Assurance Meeting and plays a key role in co-ordinating with the Independent Shareholder Advisor.

BHL continues to collaborate closely with the Companies and with the Strategic Client to confirm Strategic Objectives, contractual envelopes, and other core parameters, including matters for inclusion in council’s budget consultation, such as loans, dividend policy, audit, and tax matters. BHL and the Companies collaborate with the Strategic Client, BCC Finance and Shareholder liaison to ensure that any borrowing requirements are fixed, service and company budgets are aligned, the use of reserves and dividend payments, if applicable are agreed.

This business plan has been prepared on the following assumptions:

- That BHL continues in its present form for another fiscal year to March 2025.
- That following the outcome of the independent shareholder advisor review, and the subsequent management action plan, the Council will determine to support Holdco functions in its transition role as providing assurance to the shareholder.
- It is recognised that this transition may happen as early as October 2024, however this business plan assumes that BHL will operate until the end of the 2024/25 financial year.

The strategic objectives of the company reflect the successful conclusion of the above desired outcomes, ensuring seamless transition whilst delivering effective corporate governance arrangements.

During this transition period, the strategic objectives of BHL will remain as follows:

***Key Strategic Objectives.***

- To provide effective commercial, financial and risk assurance to the Shareholder in the operation of its wholly owned companies
- To ensure strategic alignment between Bristol City Council corporate aims, objectives, and values, and those of its wholly owned companies, including their commercial objectives
- To oversee the delivery of the companies' 2024/25 business plans and objectives
- To ensure effective corporate governance arrangements across the companies
- To promote maximisation of social value of the companies
- To support the Council, achieve a seamless transition of Holding Company services, staff, and corporate governance requirements to a delivery model yet to be determined.
- To ensure effective and efficient arrangements for residual company statutory and retained Holding Company activities.
- To minimise costs and charges to subsidiaries pending completion of the transition process and deliver value for money.

In line with our strategic priorities outlined above, BHL's key targets for the year ahead are set out in the table on the next page.



BRISTOL HOLDING - Key Priorities		
	Priority	Description
1	2023/24 Statutory Accounts Process	To complete the statutory accounts process for BHL, with an unqualified opinion from the auditors. Similarly to oversee the submission of the company accounts for GH and BWC to be produced with an unqualified opinion.
2	Mapping of all BHL functions to identify any gaps in providing company assurance	This enable all options for the future of BHL to be reviewed and considered by BCC. This will enable BHL to be agile and to react to the requirements of the shareholder.
3	Key tenets of good corporate governance maintained post Holdco	<p><b>Review of audit &amp; risk arrangements</b> - Ongoing review of audit and risk arrangements. Attendance at company audit and risk committees on a quarterly basis. Review of internal audit reports and the hosting of the Companies Assurance meeting attended by the Shareholder advisor.</p> <p><b>Board Effectiveness Reviews</b> - Each board to carry out annual assessments of board effectiveness, with annual board self-certification as part of the annual comprehensive assurance statement. An independent review of board effectiveness is to take place every 3 years, with an annual board self-certification in other years.</p> <p><b>Company Board appointments</b> - BHL to provide input into the recruitment of company board appointments, including the appointments of Managing Director and Finance Director at BWC.</p>
4	Seamless transfer of Holdco functions to BCC and subsidiaries	Transitional preparations in hand for Holdco. Shareholder has now determined not to wind down BHL but retain assurance role at least until October 2024. Implications for BHL now under review, but not likely to wind down the operation prior to the end of this financial year.
5	Supporting BWC and Goram Homes to progress their respective business and delivery plans	Ongoing support to BWC and Goram Homes. We will be providing support and assurance for proposals and commitments included in BWC's 3 year BP, together with a review of the key assumptions. Goram progressing with key site development and JV partner selections
6	Liquidation of Be2020 - liaise with the Liquidators, with an expectation to complete the process by Dec 2024.	To ensure that Financial performance of the liquidation continues in line with signed approvals.
7	Support the shareholder should there be a need to set up new subsidiary companies or new commercial ventures	This could apply to a new company, or a new joint venture or other commercial arrangement where the experience and expertise of the BHL team can be called upon.

## 2. Bristol Holding 2023/24 Forecast

BHL has reduced in scale in the last 18 months and now reflects an agile but focused and value for money operation. It consists of a small but experienced team, including a Chair and part time Executive lead, as well as a part time administrator. This means that BHL provides a strong level of governance and assurance. It operates in conjunction with other key lines of assurance, such as Internal audit and the company Audit and Risk Committees (“ARAC’s”).

The budget forecast for this current year includes recharges to the subsidiaries of £250k, 35% of which relates to direct costs for external audit fees and costs of EY tax advice. It is important to note that BHL have absorbed £38,500 of additional audit and other charges in this financial year and utilised some of its reserves. This was a ‘one off’ to help the companies as part of the cost-of-living challenge and to keep recharges to a minimum this year. This is not likely to be repeated in future years and any additional costs will be recharged in full.

## 3. Bristol Holding 2024/25 Financial Plan

The plan includes retaining the Chair and the part time Executive lead for the year. In addition, administrative support is provided by Lauren Clarke, who is now employed directly by BWC and whose time will be recharged to BHL as and when incurred but is anticipated to be one day per week.

In terms of other costs, these are being kept to a minimum. The forecast assumes PwC external audit fees, EY tax advice, insurance premiums and some administration costs such as CoSec support. It is assumed that Internal Audit costs are charged directly to subsidiary companies.

The recharge costs to subsidiaries are indicative at this stage. BHL is operating on a lean basis, but there is flexibility to provide specialist ad hoc work as and when required, as the executive team can flex their hours. This provides the maximum flexibility for the business and its stakeholders. It is important to note that should more specialist advice be required, for example as subsidiaries such as Goram Homes take on other complex Joint Ventures, then additional costs may need to be recovered via additional subsidiary recharges.

BHL have continued to provide an active role consulting very closely with the shareholder liaison team. BHL have played a leading part in the recruitment of the interim turnaround Managing Director at BWC, as well as in the recruitment of the non-executive Director and head of the BWC ARAC. This support has been absorbed within the annual company recharges.

The future role of BHL will be reviewed as we progress through 2024/25. BCC will look to re-engage Navigo to assess progress in embedding governance structures and in conducting their original recommendations, including establishing the ARAC’s and assessing their maturity.

Until then, BHL will continue to play its assurance role, until stakeholders are satisfied that the new governance and assurance environment is embedded and ‘fit for purpose.’

### BRISTOL HOLDING LTD - DRAFT BUDGET 2024/25

Original Budget 2021/22 £	Original Budget 2022/23 £	Bristol Holding - Approved Budget 2022/23	Revised Budget 2023/24 £	Budget 2024/25 £	Comments
		<b>Income</b>			
5,000		Charges to BCC			
558,000	409,845	Charges to Subsidiaries	249,996	309,294	
<b>563,000</b>	<b>409,845</b>	<b>Total</b>	<b>249,996</b>	<b>309,294</b>	
		<b>Expenditure</b>			
396,000	292,229	Staff costs	170,939	178,557	Exec Team Incl Co Sec, Back Office
95,000	78,000	<b>Supplies &amp; Services</b>	91,757	107,937	Ext Audit, Tax advice, IT costs
		<b>Recharges from BCC/ Subsidiaries</b>			External audit costs c.20% higher YOY
54,000	35,456	Insurance	24,800	22,800	Insurance costs
10,000	2,080	Legal	500		
5,000	-	HR	-		
3,000	2,080	ICT	500		
		Others			
<b>563,000</b>	<b>409,845</b>	<b>Total Costs</b>	<b>288,496</b>	<b>309,294</b>	<b>7.2% increase on costs in the year.</b>
		<b>Surplus/ (Deficit)</b>	<b>(38,500)</b>	<b>-</b>	Being £38.5k of audit fees absorbed by BHL and covered by reserves rather than being recharged to subsidiaries.
<b>Current Charging Assumptions</b>			<b>£</b>		
		Bristol City Council	-		
	220,000	Bristol Waste	144,996	195,294	Increase reflects the removal of subsidy
	90,000	Goram Homes	105,000	114,000	In line with increase in audit fees
	64,500	Bristol Heat Networks	-		
	374,500	Total	249,996	309,294	
	35,345	Inherent shortfall	38,500		

Note: The increase in recharges to the companies reflect an increase of just over 8% per annum, due in the main to an increase in professional service fees for audit and tax advice. The BWC increase is greater year on year due to the removal of last year's one-off subsidy of £38.5k from BHL reserves.

Set out below are key sensitivities and financial assumptions underpinning the reforecast. It should be noted that some core costs, including Company Secretary, external audit, and group-wide insurance will be required under the future governance model.

### **Sensitivities**

- *Pay award – Each 1% above assumed equates to - Additional costs £1,780.*
- *Contract inflation – Each 1% above assumed equates to – Additional costs £700.*
- *Delays in audit completion and costs incurred over budget c.£15,000.*

### **Financial Assumptions**

- % Pay Awards, Pension & NI – 3%, no Employer's NI uplift
- % Inflation assumptions - 4% contracts and services provided by BCC
- All costs to be charged to subsidiaries.
- The company has minimal reserves.
- The company recharges for 24/25 are indicative and subject to final sums invoiced. E.g., cost overruns for items like external audit fees could be recharged to subsidiaries.



# Goram Homes

## Business Plan 2024



# Contents

<b>Introduction from the Chair, Aman Dalvi, OBE</b>	<b>3</b>
<b>Introduction from Mayor Marvin Rees, OBE</b>	<b>4</b>
<b>Mission, values and objectives</b>	<b>6</b>
<b>Objective One: Building at pace</b>	<b>7</b>
Building at pace: targets	9
Building at pace: risk statement	10
<b>Objective Two: Build sustainable homes that have a net positive effect on the environment and increase biodiversity</b>	<b>11</b>
Sustainable homes: targets	12
Sustainable homes: risk statement	13
<b>Objective Three: Build homes and spaces that create inclusive communities where people can thrive</b>	<b>14</b>
Creating inclusive communities: targets	14
Creating inclusive communities: risk statement	15
<b>Objective Four: Provide a commercial return to our shareholder and meet the highest standards of social and environmental accountability</b>	<b>16</b>
Key Financial Information	16
Commercial return: targets	17
Balance Sheet	18
Risk appetite	19
Commercial return: risk statement	20

# Introduction from the Chair

## Aman Dalvi, OBE

The need for affordable housing is a national priority and demand has far outstripped supply for many years. The lack of funding is one reason, and we must explore innovative solutions and be creative in our approach. Which is why I am privileged to lead a dynamic team at Goram Homes which is hugely supported by Bristol City Council.

This business plan outlines Goram Homes' strategy for the financial year 2024/25. As Bristol City Council's housing company, we are dedicated to addressing the city's housing challenges, and this work is critical. With tens of thousands on the council housing waiting list, and around 1,500 in temporary accommodation, we urgently need to build more homes, and ensure they are designed to meet the city's needs.

We can do this by bringing together the best of the public and private sectors to unlock developments on difficult or underutilised sites - from derelict depots to old schools to city centre car parks. We will continue to align our building programmes to the council's most pressing needs, for example expediting homes for affordable housing at One Lockleaze and working with Children's Services to design bespoke homes for children and their carers.

We understand the importance of environmental stewardship too, which is why we design our new neighbourhoods to high sustainability standards, reducing our environmental footprint and setting a precedent for future developments. This kind of placemaking is essential as we play our part in the city's journey to net zero by 2030.



The housing market remains challenging. This - combined with the cost-of-living crisis - means the demand for affordable housing has never been greater. Our financial projections in this business plan outline a sustainable funding model that balances this need for affordable housing with the fiscal responsibility expected from a council-owned company.

The company's finances remain stable, as we have set out in this plan. Since being formed by the council we will have invested a total of £5.9m at the end of 2023/24. We have secured this investment by forming a number of Limited Liability Partnerships (LLPs), forecasting profits of over £9m.

In the financial year 2024/25, we will start construction on the next stage of the Hengrove Park masterplan, the largest development in Bristol in a generation. This development alone will create around 700 affordable homes for council housing or shared ownership. We will welcome hundreds of new residents to One Lockleaze, and we will start building new homes at Dovercourt Road in Lockleaze and New Fosseway Road in Hengrove, too.

There is much more still to do, so our focus remains - building for Bristol, with Bristol.

Aman Dalvi OBE,



# Introduction from Mayor Marvin Rees, OBE

Goram Homes is helping to build a better Bristol. With around 3,000 new, high quality, sustainable homes planned in the coming decade, its work will be critical to continuing to tackle the housing crisis.

We currently have over 20,000 households on the housing waiting list and around 1,500 in temporary accommodation. Our city's population is likely to reach 550,000 by 2050, which means, just to stand still, we must build even more new homes faster than we have for decades.

**Goram Homes is best placed to keep tackling our city's housing challenges. Together, we can regenerate more brownfield land into much needed housing, with council homes in the numbers that fellow Bristolians so desperately need.**

Having our own housing company strengthens our ability to work with public and private investors to build new council homes, with different objectives from some other developers. It can respond to Bristol's most urgent needs, rather than focusing on profit alone. Therefore, the real value of Goram Homes lies in:

- **hundreds of safe and secure homes for council housing or social rent** for families on our waiting list, as half of the homes that Goram Homes will build over the next decade will be affordable housing;
- **bespoke homes for children in care**, enabling young people to be looked after close to their schools, friends and support networks;
- **high levels of shared ownership homes**, helping people onto the housing ladder at a time when homes in the UK cost nine times the average salary;



- **the jobs and skills** created on each project, including through the One Lockleaze Skills Academy which has already given free construction training to more than 250 young people.

Put simply, each new job created, and each new home built, will transform lives.

Goram Homes is creating a blueprint for high quality, sustainable council housing, in what will become thriving communities in the north and south of our city: places that people will love to live in.

The financial model is set up to return half the profit to the council. This is value over and above the savings made - and lives transformed - by building safe and secure homes for those most in need.

Goram Homes can respond quickly to our most pressing housing needs; regenerate brownfield council-owned land into much needed homes; and continue to add to the more than 12,500 new homes already built in Bristol since 2016.

Where and how we build matters too. Goram Homes is building low carbon homes, often linked to energy centres and district heating networks, and always thinking about nature, playing a key role in our journey to net zero by 2030. By tackling the housing, climate, and ecological crises at the same time, we can help ensure that nobody is left behind. This is the Just Transition in action.

In this financial year, Goram Homes will ramp up work on the Hengrove Park masterplan, the largest development in Bristol in a generation. On this site, Goram Homes will build over 700 homes for council housing and shared ownership. Bristol must continue our commitment to delivering new homes. Leaders must continue to set, and meet, ambitious targets.

I look forward to following the immense progress of Goram Homes in the coming years, as construction across our city means that more families can move into their new homes.

Mayor Marvin Rees, OBE



**Credit:** AWW

CGI of Hengrove Park Phase 1. Half of the homes we'll build at Hengrove Park will be affordable housing.

# Mission, values and objectives

## Our mission:

Goram Homes works in partnership to build sustainable, affordable homes that create communities, respect the environment, and contribute to the local economy.

## Our values:

Our values, reflect who we are and who we want to be:

- We make a positive social impact
- We build partnerships with purpose
- We innovate to succeed

## Our objectives:

We are a commercial company with social values at our heart. In practice that means we generate social, financial, and environmental benefit for Bristol. Our objectives remain the same and provide a blueprint for our plans.

- 1. Move at pace to increase the supply of new homes built each year across Bristol including high levels of affordable housing provision**
- 2. Build sustainable homes that have a net positive effect on the environment and increase biodiversity**
- 3. Build homes and spaces that create inclusive communities where people can thrive**
- 4. Provide a commercial return to our shareholder and meet the highest standards of social and environmental accountability.**



**Credit:** Rebecca Noakes  
Three students from the first Skills Academy cohort.

## Objective one:

# Building at pace

Our pipeline totals around 3,000 to be built in the coming years, around half as affordable housing. There are details on housing numbers for each site on our website:

[www.goramhomes.co.uk/developments](http://www.goramhomes.co.uk/developments)

Goram Homes sells on average 50% of the homes we build on the open market. Therefore, the housing market plays a role in our delivery programmes and financial results. House prices rose at the end of December 2023, however many analysts believe the market will be subdued or fall slightly in 2024.

We're committed to prioritising affordable housing to tackle the city's housing challenges and complete these homes first at our development in Lockleaze. This decision is also a prudent one, as we will be less reliant on market pressures in the current subdued market.

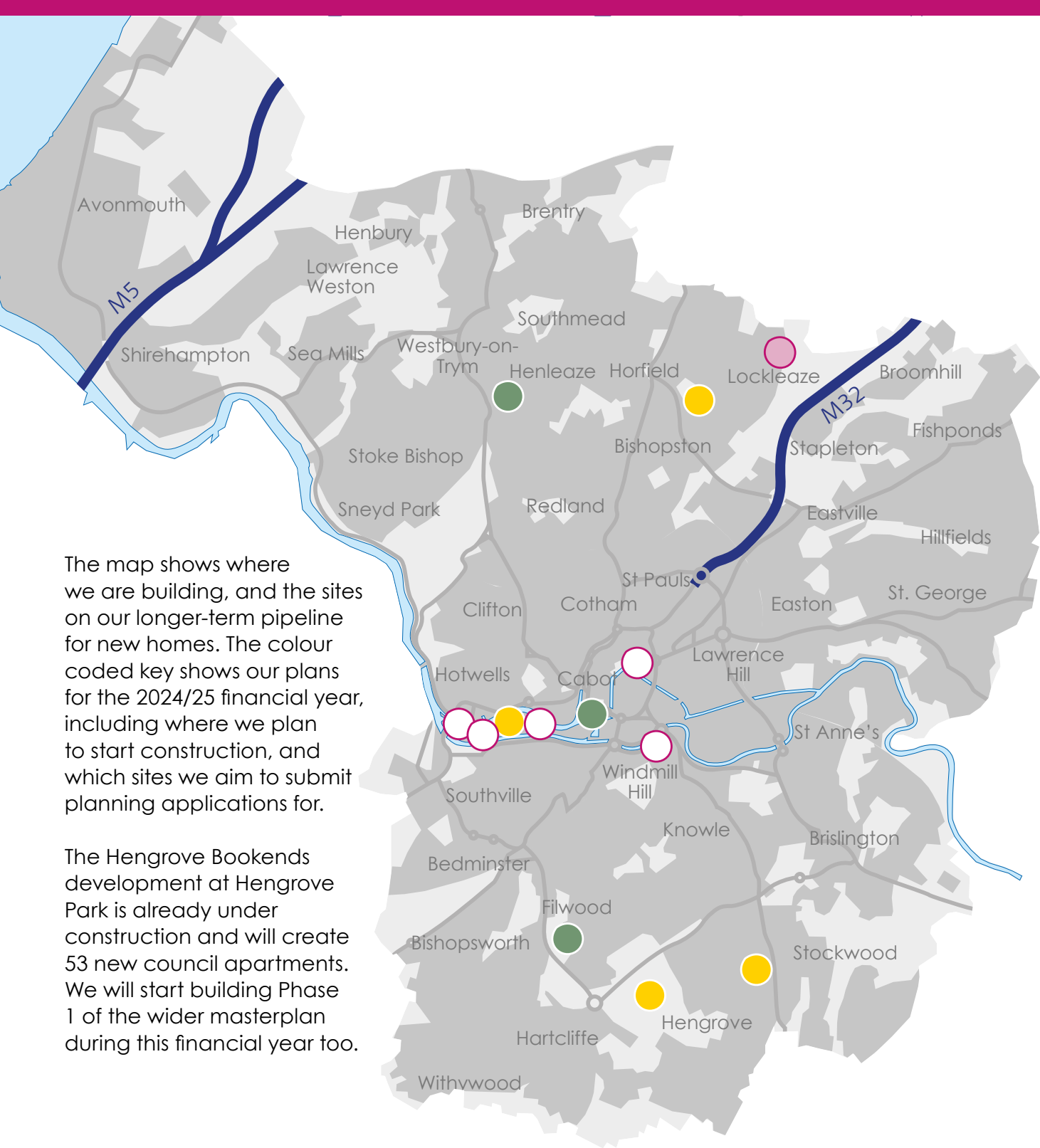
The rental market is also rising. The average cost of a new let has gone up by 31% over the last three years. Some experts expect rents to increase by another 6% in 2024, which is estimated to be more than twice the rate of income rises.

Therefore, Goram Homes is exploring tenure diversification options that not only tackle the city's affordable housing need, but also offer market sale opportunities that can respond to affordability challenges in the city.



**Credit:** Christopher Jones Photography

Celebrating our first completed homes at One Lockleaze in November 2023.



The map shows where we are building, and the sites on our longer-term pipeline for new homes. The colour coded key shows our plans for the 2024/25 financial year, including where we plan to start construction, and which sites we aim to submit planning applications for.

The Hengrove Bookends development at Hengrove Park is already under construction and will create 53 new council apartments. We will start building Phase 1 of the wider masterplan during this financial year too.

**Key**

**In construction and completions due in financial year 2024/25**

- One Lockleaze

**In construction, or will be, in financial year 2024/25**

- Hengrove Park
- Dovercourt Road
- New Fossey Road
- Baltic Wharf\*

**Sites we are prioritising for a planning submission in financial year 2024/25**

- Novers Hill
- St Ursula's
- The Grove Car Park

**Pipeline**

- SS Great Britain Car Park
- Castle Park
- A Bond and B Bond
- Spring Street
- Western Harbour

Find out more about each development on our website.

\*Subject to planning permission

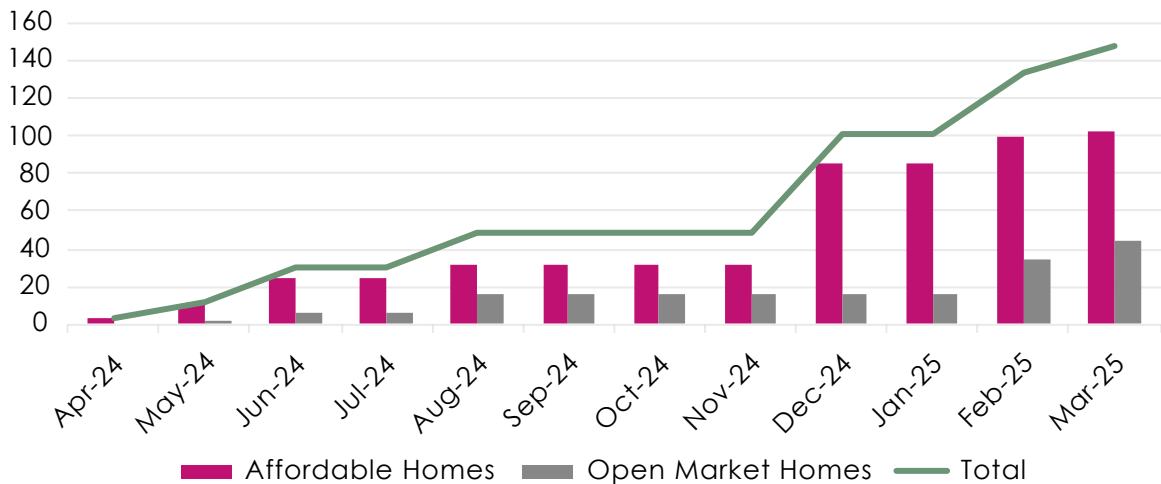
## Building at pace: targets

The charts below show how many new homes we aim to complete in the financial year 2024/25, and over the next five years. This is our main measure for performance and our principal purpose as a company - building new homes for Bristol.

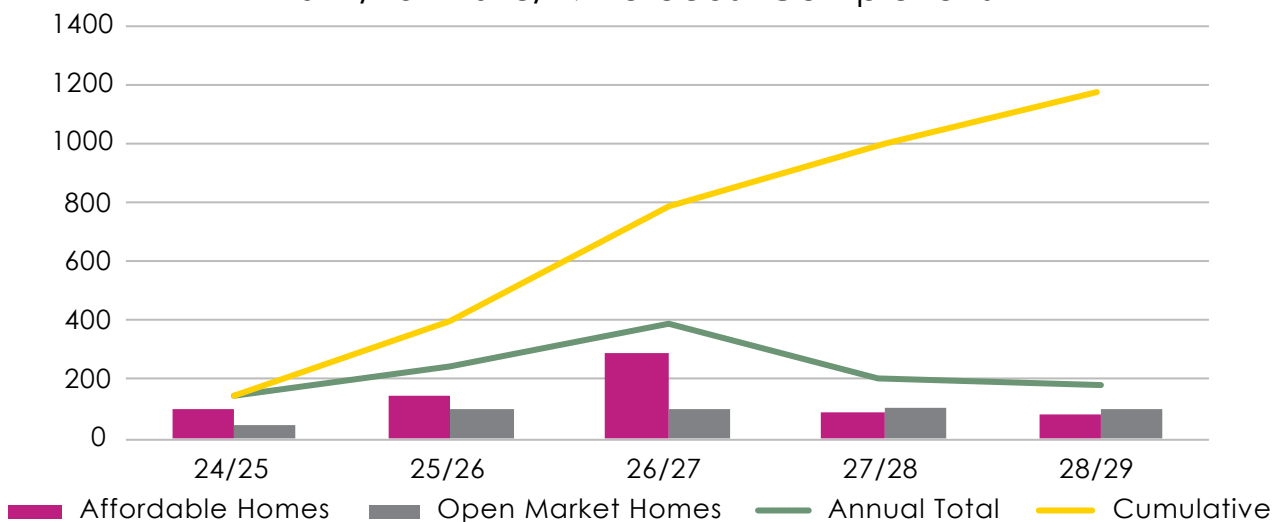
This financial year, while the housing market remains subdued, we are prioritising building affordable homes.

This will help us tackle the city's housing challenges and give more people a safe and secure place to live. Across the One Lockleaze and New Fosseway Road sites we will build more than 100 affordable homes this year and we'll make significant progress at Hengrove Park and Dovercourt Road too.

Business Plan 2024/25 Cumulative Completions



2024/25 – 2028/29 Forecast Completions



The above graphs show targets we have set with our development partners; however, the fluctuating nature of the housing market means they are always subject to change.

## Building at pace: risk statement

Delivery of our Building at pace objective can be impacted by a range of risk areas. These risks are monitored and managed, with mitigations put in place within our risk framework.

The risk framework is dynamically managed with the Goram Homes Board and is established based on the risk appetite for Goram Homes, which is reviewed annually. You can read our Risk Appetite statement on Page 19.

We would highlight the following areas:

- We operate in a commercial market and work in partnership with homebuilders to prioritise commercial return. Risk is managed with national commercial intelligence and procurement gains from these partners.
- Our plans are highly dependent on timely progress through the planning system, which was a significant risk in the financial year 2023/24, with decisions made outside of statutory timelines. We've based our 2024/25 Business Plan forecasts on statutory planning timelines and will continue to support Bristol City Council to meet these targets.



**Credit:** Countryside Partnerships

First council homes at One Lockleaze, which will be ready to move into by the end of this year.

## Objective two:

# Build sustainable homes that have a net positive effect on the environment and increase biodiversity

The climate emergency demands urgent action and leadership from across the construction industry. Goram Homes is meeting this challenge head on, exceeding industry standards, to create places that benefit people and the environment around us. As a result, we have the following aims:

### **We target carbon net zero homes, helping support a climate resilient city.**

Net zero operational energy design is considered at the earliest stages of our development. We do this through maximising energy efficiency, utilising sustainable heating and cooling systems, and incorporating onsite renewable energy generation where possible.

### **We aim for EPC A.**

This is the most efficient energy rating for a new home. The median average energy score for new homes in England and Wales is EPC B. We are committed to exceeding industry averages to build the most sustainable and efficient homes for our city.

### **We exceed standards on Biodiversity Net Gain (BNG).**

BNG is a DEFRA metric and a strategy designed to mitigate the environmental damage of development. It is a way of creating and improving natural habitat and ensuring development has a measurably positive impact ('net gain') on biodiversity, compared to what was there before. From the end of January 2024, all new developments in England must deliver at least 10% biodiversity net gain.

Just as the climate crisis requires urgent action, so does the ecological emergency. Therefore, we aim to exceed policy requirements on BNG wherever we build, making spaces work for nature as well as people.

### **We use RIBA 2030 Climate challenge targets to design and build low carbon homes.**

RIBA has developed this challenge as a stepped approach towards reaching net zero. It sets a series of targets for reducing operational energy, embodied carbon, and water usage.

### **We use Building with Nature standards.**

Building with Nature green infrastructure standards define best practice for the construction industry. The award puts nature at the heart of development in a way that benefits people and wildlife.





# Sustainable homes: targets

Homes to be submitted for planning permission in 2024/25, to achieve:

- carbon net zero
- an EPC rating of A
- a biodiversity net gain over and above local and national policy – which is 10%
- 'Building with Nature' standards
- 'RIBA 2030 Climate Challenge' targets.

Homes on sites where we submitted a reserved matters planning application in financial year 2023/24, and will start construction in 2024/25, to achieve:

- an EPC rating of A
- a biodiversity net gain
- 'Building with Nature' standards
- 'RIBA 2030 Climate Challenge' 2025 target.



**Credit:** Rebecca Noakes

The Castle Park Energy Centre, which provides homes and businesses with low carbon heating and hot water through the city's district heating network.

## Sustainable homes: risk statement

The requirements to deliver these environmental standards are specified within our development partner selection process and entrenched in the legal agreements we create.

Building sustainable homes could be impacted by commercial factors, which influence the construction of homes. However, we work closely with our partners to ensure homes are built to the high environmental standards set, and we monitor progress regularly.



**Credit:** AWW

CGI image of Hengrove Park phase 1. Construction on this phase of the new south Bristol community of 1,435 new homes will start this year. Phase 1 contains 209 homes, improved parkland and a new energy centre to provide homes with low carbon heating and hot water.



**Credit:** AWW

CGI image of Hengrove Park energy centre, which is a feature of phase 1. The air source heat pumps contained in this building will provide low carbon heating and hot water to homes and businesses, through a new district heating network. Construction will start on this energy centre this financial year.

## Objective three:

# Build homes and spaces that create inclusive communities where people can thrive

We aim to build places that people love to live in, and mixed communities where council and other forms of affordable housing are undistinguishable from market sale homes. Our designs incorporate safe, public open spaces that encourage people outdoors and into nature.



## Creating inclusive communities: targets

**Customer satisfaction: At least 90% of respondents would recommend Goram Homes/the homebuilder partner to their friends.**

We will work with our partners to survey new residents and measure satisfaction against the Home Builders Federation (HBF) star rating.

The HBF requires all five-star housebuilders to achieve at least 90% of respondents saying they would recommend their homebuilder to their friends, and we aim to do the same.

**£30k social value will be generated per completed home.**

We use the Social Value Portal to measure the social value generated per home. This includes projects like the One Lockleaze Skills Academy, commitments to employ local people, running community initiatives like the One Lockleaze Green Gym, and supporting local charities. We will always tailor this support to the community we're building in.

At our most progressed project, One Lockleaze, we will deliver more than £45,000 of social value per home.

**All new projects to meet at least 10 out of 12 categories in the Building for a Healthy Life assessment.**

Building for a Healthy Life is a design tool, written in partnership with Homes England, NHS England and NHS Improvement, for creating places that are good for people and nature.

It helps to improve the design of new and growing neighbourhoods and covers 12 themes, including: good walking and cycling routes, connectivity to facilities and services, healthy low-speed streets with places to sit, chat or play, and green spaces that support wildlife and improve biodiversity.

## Creating inclusive communities: risk statement

Delivery of this objective can also be impacted by commercial factors. However, we work closely with our joint venture partners to ensure homes are built to high standards and we monitor progress regularly.

The requirements to deliver social value outcomes and high placemaking standards are specified within our partner selection process, and our partnership governance structures ensure these standards are delivered.



**Credit:** Sonia Parsons

The One Lockleaze Green Gym, which works with local volunteers to transform areas of Lockleaze into wildlife havens.

## Objective four:

# Provide a commercial return to our shareholder and meet the highest standards of social and environmental accountability

Our number one objective is to build homes at pace to meet the pressing housing needs across our city, and we will continue to work with Bristol City Council to balance profits with the need to build affordable homes.

We will support other council departments too. For example, working with children's services to build bespoke homes for children and their carers that prevent money being spent housing them outside of the city, and away from support networks.

Our procurement status being outside of public procurement rules means we can secure innovative deals to support our delivery at pace objective.

Developments are principally structured through joint venture partnerships with homebuilders, and both investment and financing are shared. The partnership will generate profit for Goram Homes once all homes are sold on a development, and the council decides how Goram Homes' profit is utilised.

## Key Financial Information:

Our Business Plan incorporates results primarily delivered through partnership arrangements in the form of Limited Liability Partnerships (LLPs), with 50% shareholding by Goram Homes.

We have also included within the Business Plan a contract with the council for the delivery of the Bookends development at Hengrove Park.

The Business Plan assumes that the following project LLPs will be operating in the financial year 2024/25:

- One Lockleaze
- Dovercourt Road
- New Fosseyway Road
- Hengrove Park
- Baltic Wharf (subject to planning permission)

We have incorporated cash funding to progress planning and partner procurement for three other sites in our pipeline, which we have prioritised for planning submission in the financial year 2024/2025. These are Novers Hill, St Ursula's, and The Grove Car Park.

Since commencing trading in 2019, Goram Homes has incurred costs which have been supported by Bristol City Council. The balance of debt at the end 2023/24 will be £5.9m.

Our financial stability forecasting is that Goram Homes is projecting to commence paying dividends within the time horizon of the Business Plan. This is due to LLPs completing and distributing their profits to Goram Homes through dividends.

## Commercial return: targets

- Profit before tax for 2024/25 of £1.2m
- Financing at the end of 2024/25 to be at or below £13.6m

## Profit and Loss

Profit and Loss Account £'000 Year to 31 March	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Profits/(Losses) from Partnerships	(200)	2,976	4,209	10,314	5,742	4,058
Profits/(Losses) from Direct Contracts	244	580	90	-	-	-
Operating Costs	(1,841)	(2,090)	(1,787)	(1,836)	(1,890)	(1,920)
<b>Profit/(Loss) before Interest and Tax (EBIT)</b>	<b>(1,797)</b>	<b>1,466</b>	<b>2,512</b>	<b>8,478</b>	<b>3,852</b>	<b>2,138</b>
Finance Interest costs	(278)	(281)	(225)	(240)	(120)	-
<b>Profit/(Loss) before Tax (PBT)</b>	<b>(2,075)</b>	<b>1,185</b>	<b>2,287</b>	<b>8,238</b>	<b>3,732</b>	<b>2,138</b>
Corporation Tax	515	(296)	(572)	(2,060)	(933)	(534)
<b>Profit/(Loss) After Tax</b>	<b>(1,560)</b>	<b>889</b>	<b>1,715</b>	<b>6,178</b>	<b>2,799</b>	<b>1,604</b>
Dividends to Council	-	-	-	-	(863)	(2,175)
Transfer to/(from) Reserves	(1,560)	889	1,715	6,178	1,936	(571)
<b>Cumulative Profit/(Loss) Reserves</b>	<b>(4,990)</b>	<b>(4,101)</b>	<b>(2,386)</b>	<b>3,792</b>	<b>5,728</b>	<b>5,156</b>

## Balance Sheet

Balance Sheet £'000 Year to 31 March	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
<b>Long Term Assets</b>						
Investment in Partnerships	29,946	30,425	27,206	19,870	12,000	9,000
Share of LLP retained profits/ (Losses)	(200)	2,399	5,622	8,313	7,032	3,310
<b>Current Assets</b>						
Debtors and Work in Progress	1,126	2,334	2,334	2,334	2,334	2,334
Bank and Cash	382	80	434	6,425	5,724	6,686
<b>Long Term Liabilities</b>						
<b>Financing</b>	<b>(5,879)</b>	<b>(13,643)</b>	<b>(14,143)</b>	<b>(14,143)</b>	<b>(8,473)</b>	<b>(6,803)</b>
BCC Loan Notes	(29,946)	(25,282)	(23,206)	(16,870)	(12,000)	(9,000)
<b>Current Liabilities</b>						
Creditors and accruals	(821)	(816)	(1,034)	(2,537)	(1,291)	(773)
<b>Net assets</b>	<b>(4,990)</b>	<b>(4,101)</b>	<b>(2,386)</b>	<b>3,792</b>	<b>5,728</b>	<b>5,156</b>

Balance Sheet £'000 Year to 31 March	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
<b>Shareholders' Funds</b>	<b>(4,990)</b>	<b>(4,101)</b>	<b>(2,386)</b>	<b>3,792</b>	<b>5,728</b>	<b>5,156</b>

## Risk appetite

The Goram Homes Board has this year reviewed our risk appetite, which has been established within an enterprise risk management approach. The risk statement is as follows:

Our risk appetite lies at the heart of our approach to risk management and is integral to both business planning and decision making. The risk appetite is reviewed annually as part of the Business Plan review process and approved by the Board, in order to guide the actions management takes in executing our Business Plan. Our risk appetite is cascaded throughout the business by being embedded within our policies, procedures, and internal controls.

The risk framework is reviewed quarterly by the Audit and Risk Committee and serves as a catalyst for discussion about how our principal risks are changing and whether any further mitigating actions need to be taken. The risk indicators are a mixture of leading and lagging indicators, with forecasts provided where available.

Whilst our appetite for risk will vary during the development cycle for the homes we build, in general we maintain a balanced overall appetite for risk, appropriate for our strategic objective 4 to "Provide a commercial return to our shareholder and meet the highest standards of social and environmental accountability." The Board has reviewed our risk appetite in light of the continued macroeconomic uncertainty and confirmed that our current risk appetite is appropriate.

This statement will be updated yearly and sets the basis for risks to be managed within our risk management framework.



## Commercial return: risk statement

The risks that run through the whole plan are also present in the assessment of the ability to deliver Objective Four. Those specifically impacting Commercial Return, are time, cost, and revenue. These risks can be managed most simply before the LLP is formed. When projects start, we manage matters within the control of the LLP to prioritise commercial return.

Goram Homes' ability to meet the objectives set by Bristol City Council is impacted greatly by time. For example, time taken to gain planning, find appropriate partners, and deliver homes. To limit these risks, it is critical that we continue to work closely with the council to align objectives and work towards joint goals.



**Credit:** Rebecca Noakes  
Surveying progress at One Lockleaze in spring 2023.

Goram  
Homes

[www.goramhomes.co.uk](http://www.goramhomes.co.uk)

# Business Plan

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24/25 - 26/27



## DOCUMENT CONTROL

**Issue No:** 1

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**Document Title:**  
Business Plan 2024/25 -26/27

**Prepared For:**  
Shareholder

**Contact:**

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**BUSINESS PLAN 24/25 - 26/27**





# Contents

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<b>1.</b>	<b>Introduction</b>	<b>04</b>
<b>2.</b>	<b>Service Levels Achieved</b>	<b>04</b>
<b>3.</b>	<b>Economic, Environmental and Social Value</b>	<b>05</b>
<b>4.</b>	<b>Benchmarking</b>	<b>06</b>
<b>5.</b>	<b>Core Values</b>	<b>06</b>
<b>6.</b>	<b>Core Strategic Objectives</b>	<b>06</b>
<b>7.</b>	<b>Core Strategic Elements</b>	<b>07</b>
<b>8.</b>	<b>Working Towards Bristol's Carbon Net Zero and Sustainability Targets</b>	<b>07</b>
<b>9.</b>	<b>"Changing the Narrative"</b>	<b>08</b>
<b>10.</b>	<b>Developing Our Culture</b>	<b>09</b>
<b>11.</b>	<b>Back Office Reorganisation</b>	<b>09</b>
<b>12.</b>	<b>Growing the Commercial Business</b>	<b>10</b>
<b>13.</b>	<b>Innovation/'Invest to Save'</b>	<b>10</b>
<b>14.</b>	<b>Reuse Shops/IT Reuse</b>	<b>10</b>
<b>15.</b>	<b>Albert Road Relocation</b>	<b>11</b>
<b>16.</b>	<b>Management Information</b>	<b>11</b>
<b>17.</b>	<b>EDI Plan</b>	<b>11</b>
<b>18.</b>	<b>Strengthened Governance and Control</b>	<b>12</b>
<b>19.</b>	<b>Financial Summary</b>	<b>12</b>
	Capital Investment Plans	12
	Cash Reserves	12
	There are no 'going concern issues'.	12
<b>20.</b>	<b>Summary of Key Drivers by Department</b>	<b>13</b>
	Health, Safety and Environment	13
	Finance/IT	13
	Procurement	13
	Operations	13
	People	14
	Transformation, Stakeholder Relations and Marketing	14
<b>21.</b>	<b>Appendix A - Recent Government Policy Plan Announcement: BWC Impact</b>	<b>16</b>
<b>22.</b>	<b>Appendix B - Longer Term Timings</b>	<b>18</b>

# 1. Introduction

Welcome to the 3 year business plan for Bristol Waste Company (BWC), covering the years 2024/25 to 2026/27. We are wholly owned by Bristol City Council (BCC). What we do is important; put simply, we're here to help keep Bristol clean and safe – helping to deliver the city's sustainability targets.

We visit every home, clean every street and look after our civic buildings. We provide security support, remove graffiti and fly tips, and even treat the roads in winter. We make the lives of people living and working in our city better.

But we don't do it in isolation. We work as one with BCC – working in partnership to deliver our joint goals.

Like many organisations, the last year has been challenging – for both BWC and BCC – as the impact of inflation and other economic factors outside of our control have created pressures we've had to deal with. This has involved having to adapt and change.

This business plan builds on the great work already undertaken and continues the transformation journey of the business.

Having already made significant improvements, and with the foundations being laid for more, the business is now entering a phase where it can be more positive and look further ahead. BWC aims to be right at the centre of Bristol's drive towards carbon net zero, helping to deliver the sustainability targets, and to be a business that the city can be proud of. We know where we are heading and what it will take to get there.



## 2. Service Levels Achieved

Independent research highlights that BWC delivers high service levels to the end user. For example:

1. DEFRA research continues to show that Bristol is the best performing English core city in terms of recycling rates
2. BCC's Quality of Life Survey shows that the public's satisfaction with the waste and recycling service is the highest for any service:



### 3. Economic, Environmental and Social Value

Delivering real and positive economic, environmental and social benefits to Bristol - one company focused on improving the people of Bristol's quality of life - is a key priority for BWC, and as a BCC owned company, is at the heart of what we do.

During 2024-25 we expect to deliver more than £30m of social value (using the independent National Social Value Portal value added metrics) to Bristol, with 90% of our workforce being residents of Bristol, many of our key supply chains being local and our environmental and social initiatives. We want to meet the highest standards of social and environmental performance, public transparency and to help build a more inclusive and sustainable economy.

#### Key additional benefits include:

- being locally based results in less vehicle movements into/ out of Bristol, with the resultant environmental benefits
- apprenticeships delivered directly and through our supply chains
- local volunteering initiatives – in our reuse shops and community clean-up projects
- community engagement activities to support behaviour change to improve environmental outcomes, including significant work undertaken with schools
- provision of affordable computers to local community organisations and vulnerable citizens through our IT Reuse initiatives
- supporting offenders to deliver meaningful contributions to environmental clean-ups
- contractual environmental and social benefits required from our Avonmouth development suppliers



We want to meet the highest standards of social and environmental performance, public transparency and to help build a more inclusive and sustainable economy.



## 4. Benchmarking

BCC has undertaken a benchmarking project, in order to assess the cost-effectiveness of the waste/recycling service provided by BWC, against key cities in England and other local authorities.

The results were extremely positive and show that BWC is the most cost-effective. Although the costs were higher, the level of recycling – and thus recycle income – was also higher. Therefore, BWC came out as No.1 overall. The benchmarking also confirmed that the way BWC operates the service (i.e. the approach to recycling segregation etc) is also the most effective.



## 5. Core Values

A new set of core values have been drafted, with input from the senior leadership team and management. They are now being rolled out across the Supervisor base and back-office colleagues, before being shared across Operations.

They are built around the principle that:



“Everyone goes home feeling good about themselves”

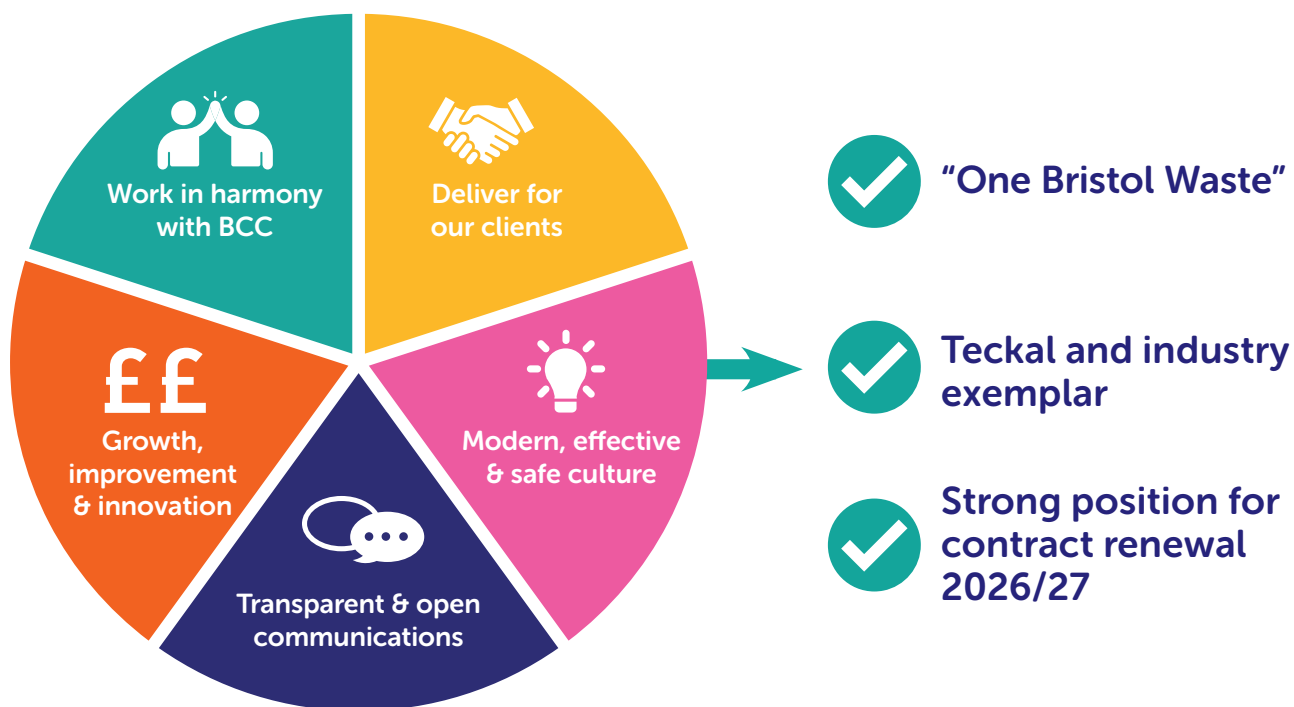
## 6. Core Strategic Objectives

The following broad strategic objectives are driving the direction of the business plan:

- achieve financial stability and meet the BCC core service requirements, supported by appropriate levels of control and governance
- build a successful and effective business, and to be recognised as such
- deliver real economic, environmental and social benefits to Bristol - one company focused on improving the people of Bristol's quality of life (residents, workers and visitors)
- grow the levels of recycling and extend Bristol's position as the No.1 core city for recycling as part of Bristol's carbon net zero target – 55% by 2025, 65% by 2030
- complete all agreed elements of the transformation plans
- maximise the commercial growth opportunity across waste and facilities management
- become a lead player in the 'One City' City Partnership
- become an 'exemplar' example of a teckal business



## 7. Core Strategic Elements



## 8. Working Towards Bristol's Carbon Net Zero and Sustainability Targets

In the recent past, BWC focused on the 'what', i.e. the services it provided, and forgot the 'why'. As part of changing the narrative within the business, we are turning this on its head. Without under-estimating the importance of the 'what', it is the 'why' that is the most significant and is what drives us. Therefore, the whole business will ultimately be focused on being at the centre of Bristol's drive to carbon net zero emissions and achieving sustainability. The 'what' i.e. the business performance, will be a given. This will be tangible and more than simply words, and will include the following:

- **Liveable Neighbourhoods** – we will support this approach by ensuring that all our services contribute to this end, providing the highest level of clean environments deliverable within the funding available
- **Recycling targets** – we will invest in campaigns and activities to encourage changes in behaviour that lead to waste reductions and increased recycling
- **'Village' approach** – we will explore the expansion of the 'village' approach implemented for street cleaning, and assess how other services can also migrate towards this
- **Socially inclusive** – we will expand our partnership approach to recruitment in order to achieve greater diversity in the workforce, including, working with organisations that work with ethnic minority groups, refugees, etc
- **Electric fleet** – our desire is to move to a 100% electric vehicle fleet and we will work with BCC to explore this
- **Albert Road (transfer station, main offices, fleet workshop, vehicle base etc) relocation** – we will use this opportunity to deliver a net zero facility with the highest level of environmental sustainability principles
- **Bristol City Leap** – we will engage with the Bristol City Leap project to explore the potential for sustainable power generation from waste and other potentially far-reaching projects

## 9. "Changing the Narrative"

A key focus will be on "changing the narrative". There are three aspects to this:

- **Changing the way we see ourselves, position ourselves and describe ourselves**

This will involve operating at a higher level, emotionally and practically. For example:

- we will move away from basic 'waste' language and into a more life enhancing positioning i.e. not a waste business but one that improves the quality of people's lives. This is justified because clean streets, for example. can improve mental and physical wellbeing, and increased recycling improves the environment
- moving beyond a consolidation and cost reduction mentality, and into growth and improvement
- working as one business with many parts, rather than separate divisions.
- continuing the move towards a more personal and less corporate approach, especially in terms of internal communications

- **Making a commitment to the One City principles**

BWC is a major organisation within the city and we need to act like it. Given the desire to improve lives, we can be positively influential. Therefore, we will (in fact, we have already started) adopt a completely different approach to the city and our engagement with it. This will include the following:

- we will be very active and have a high profile within One City/City Partners activities
- we will work at a strategic level with other city organisations in terms of waste management, including seeking to act as 'waste consultants', advising others on their waste strategies. For example, the NHS, education providers, government departments and major companies
- we will work with government and local charities to provide employment opportunities, improve our recruitment and improve the diversity of our workforce
- we will provide more guidance re waste collection/street cleaning for new housing developments
- we will use the above to help to develop new commercial opportunities





## Partnership with BCC

We are entering a new and positive phase of joint working for the common good, and great progress has already been made. Key elements include the following:

- we will work in harmony with BCC, harnessing the strengths that this public ownership brings, whilst recognising commercial differences
- we will continue to provide the right level of core services that funding allows, but will aim to beat expectations

## 10. Developing Our Culture

Considerable work is being undertaken to improve the culture and this is being spread across the business, although it will take time to become embedded. Therefore, we will continue to build a modern and effective culture, including the following elements:

- keeping all stakeholders fully informed and engaged
- key information openly shared
- teams empowered to make their own decisions

In short, we will create a values driven business.

## 11. Back Office Reorganisation

In January 2024, BWC started the implementation of a reorganisation of the back office and support functions. This is not simply a cost cutting exercise. It is based on the right people / right role / right structure principle and will lay the structural foundation for the business to move forward.

## 12. Growing the Commercial Business

The commercial/non teckal part of the business has delivered significant growth - tripling in size over the last three years. A new and expanded sales team is now in place, supported by a full sales and marketing plan, who will continue this growth.

(See Exempt Section 3, page 4 for more details)

## 13. Innovation/'Invest to Save'

We will seek to innovate on an 'invest to save' basis:

- **External:** we will pioneer new campaigns with residents to increase recycling rates and to get food waste out of black bins. This will build on previous successful campaigns - including students on the move, flats recycling, and 'on the go' recycling - as well as adopting new approaches and ideas. Adopting a test/prove/expand principle, these should be self-funding and so we will be much more pro-active than in the past. Within this, we will seek partners to also co-fund the activities. The strengthened and restructured marketing and sustainability teams will be better able to do this than in the past.
- **Internal:** we will look to learn from competitors, other local authority operations, and completely different industries to explore how we can innovate to add value and reduce costs. For example:

- expanding up and down the process value chain
- working with partners to create recycled materials applications
- improving our waste sorting capabilities to increase the quality and quantity of the recycle

## 14. Reuse Shops / IT Reuse

We will exploit the potential to generate income and reduce waste by expanding our Reuse operations. Dedicated management resource will be allocated to create a new and specific business plan which will include:

- staff resources required, including expanding the use of community volunteers as a way of assisting people back into employment
- improving stock control and supporting systems
- improving display options
- generating publicity and resident awareness
- building IT Reuse into our commercial service offering

## 15. Albert Road Relocation

The Albert Road relocation is currently expected to take place within this business plan period. This is not something that BWC can afford to be passive or reactive with. The challenges of finding a suitable site – in terms of location, size, infrastructure, environment issues, etc are not to be under-estimated. However, the potential benefits of having a site that is truly fit for purpose will be maximised. This will include the target of creating a carbon neutral site.

## 16. Management Information

In the past, too much resource has been spent over-reporting and reporting in inefficient ways. Therefore, we will continue to apply the move towards a 'less but better' approach to company reporting, in order to improve engagement and free up management time. This will focus on turning data into more usable information which can be used, not only to measure performance, but to enhance decision making. The digitalisation programme will be a key part of this focus.

## 17. EDI Plan

The BWC commitment to diversity and inclusion goes further than our moral and legal responsibility. We recognise we are uniquely placed to offer support and opportunities to those who may face barriers in entering, or returning to, the workforce. We are committed to a culture that celebrates diversity and promotes belonging and respect, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, neurodiversity or socio-economic status. We aim to foster a culture where any form of exclusion or discrimination is not tolerated.

### **Our commitment stems from our belief that:**

- we will best serve our community if our workforce is representative of that community
- protecting the psychological safety, as well as physical safety of our colleagues is paramount
- the greatest ideas and innovation come from embracing different ways of thinking, viewpoints and perspectives
- the most attractive culture will be one of acceptance, where colleagues are confident being themselves at work and are supported to realise their potential

### **Going forward, there are 8 key strategic EDI aims:**

1. build our knowledge base and understanding
2. increase the proportion of women in our Waste, Recycling and Street Cleansing Services
3. have greater ethnic diversity in the senior leadership across the organisation, and improve our ethnicity pay gap
4. ensure that we are better at meeting the needs of under-represented groups within our workforce
5. create opportunities for groups that traditionally struggle with entering the workforce
6. address and support our aging workforce
7. ensure EDI considerations are forefront of service delivery
8. better celebrate and promote our diversity

# 18. Strengthened Governance and Control

Governance and control have been strengthened across the business during 2023, including new/ revised policies, an increased level of internal audit and some short-term interim roles. Most of the additional costs have been in this year, but some extend into 2024/25. These are included in the financials.

# 19. Financial Summary

The table below shows the high-level financial summary of the financials:

	Forecast	Budget		
Profit & Loss Statement	2023-24	2024-25	2025-26	2026-27
Sales (£000's)	62,241	64,415	66,035	67,998
Operating profit / (loss)	(2,014)	(825)	(532)	27

This includes additional funding from BCC from 2024/25 onwards. This funding includes an increased payment on the core contract, plus an additional payment, giving a total increase of c.£4m in 2024/25. It is recognised that this is provided within an overall challenging financial situation for BCC.

(See Exempt Section 2, page 3 for more details)

## Capital Investment Plans

### Avonmouth Phase 2

The Avonmouth redevelopment will conclude during 2024/25. This includes a can sort and picking line.

### Vehicle and Fleet

The majority of our fleet are now approaching year 6 of an anticipated lifespan of 8 years, and we are already experiencing the financial cost of increased maintenance requirements. During the year ahead we will need to work closely with our Shareholder to agree the nature of service that is required to be delivered post 2026 and the implications for the financing of a new fleet.

### Cash Reserves

We have reviewed our medium-term cash flows taking account of the need to utilise cash reserves to part finance Avonmouth and key plant and machinery, plus the need to cover accumulated losses. This plan assumes there are sufficient cash reserves to cover the projected losses and, therefore, there are no 'going concern' issues.



## 20. Summary of Key Drivers by Department

Each department will develop team plans for 24/25 to support the following key priorities:

### Health, Safety and Environment

- continue to keep health & safety as the highest priority across the business
- improve methods of communication to increase effectiveness of campaigns and general activity
- ensure compliance with all environmental standards
- embed quality standards within the general working of the business – adding value without creating additional workloads



### Finance/IT

- improve the quality of financial reporting – open, simple and transparent
- digitalise key processes
- improve Payroll systems and processes
- improve the Purchase Order process
- minimise the cost of overheads, whilst ensuring effective corporate governance arrangements
- finance business partners to be fully embedded into the core business sectors



### Procurement

- new plan and structure to be fully implemented and embedded, delivering in excess of core savings targets

### Operations

- drive benefits from Avonmouth investment, as part of the drive to increase recycling levels
- deliver improvements in driving standards
- continue to improve cleaning efficiencies
- consider migrating towards a 'village' approach for services beyond street cleaning
- create a 'continuous improvement' programme across the business
- review the replacement vehicle requirements
- identify ways to drive growth in recycle income



## People

- complete the full integration of Facilities Management and Waste into one company
- creation of available 'pools' of potential employees for key roles
- enhance the new colleague induction programme
- deliver a high speed and cost-effective recruitment process – adopting a marketing, brand led style
- enhance the appraisal process
- continually develop the people management capabilities of all managers and supervisors
- create highly effective learning and continuous development programmes
- drive an effective and achievable and effective EDI programme



## Transformation, Stakeholder Relations and Marketing

- build a far greater focus on marketing - improving the profile of the business with key stakeholders, businesses and the public in general
- grow recycling rates and reduce waste through highly targeted campaigns/activities – adopting a 'test/prove/expand' model – innovation and community engagement
- create a pro-active PR strategy
- strengthen the bid management capability
- drive improvement projects across the business
- review branding across the business
- constant improvement in two-way internal comms
- redevelop a key stakeholder engagement plan







# 21. Appendix A - Recent Government Policy Plan Announcement: BWC Impact

In October 2023, the Government published proposals relating to the simplification of recycling collection, digital tracking of waste, and waste carrier and broker reform. The key elements and their potential impact on BWC – which will be limited – can be seen below:

Announcement	Impact on BWC
<p><b>Materials for collection</b> All local authorities in England must collect the same recyclable waste streams for recycling or composting from households. The recyclable waste streams include paper and card, plastic, glass, metal, food waste, and garden waste.</p>	<p>Low impact. All are currently collected except soft plastics, which are required by 31 March 2027. However, the flats project will require further investment from BCC.</p>
<p><b>Collection method</b> Simpler recycling will ensure that local authorities retain the flexibility to collect the recyclable waste streams in the most appropriate way for their residents.  The government is proposing to introduce exemptions to allow all councils in England to offer just 3 waste containers.</p>	<p>Low impact – no requirement to change collection method.</p>
<p><b>Collection frequency</b> The government has committed to delivering comprehensive, frequent rubbish and recycling collections. Through statutory guidance, they are proposing that local authorities collect residual waste at least fortnightly, if not more frequently.</p>	<p>Unclear until follow up consultation is complete and statutory guidance confirmed. The response from the industry has been against the proposal.</p>
<p><b>Garden Waste</b> Local authorities will be required to provide a garden waste collection service where it is requested but, as is currently the case, they can continue to choose to charge for this service</p>	<p>No impact. Already collected by BWC.</p>
<p><b>Waste carriers, brokers and dealers reform</b> To ensure that only appropriate people are in control of waste. Shift from a registration system to a permitting system enabling full background checks on applicants. Reduce misclassification of waste and stop waste ending up in the wrong place; make it easier for householders and businesses to demonstrate their Duty of Care.</p>	<p>Potential reduction in fly tipping, support demonstrating Duty of Care, reduce reporting burdens on business. Potential additional costs if permit model is imposed.</p>

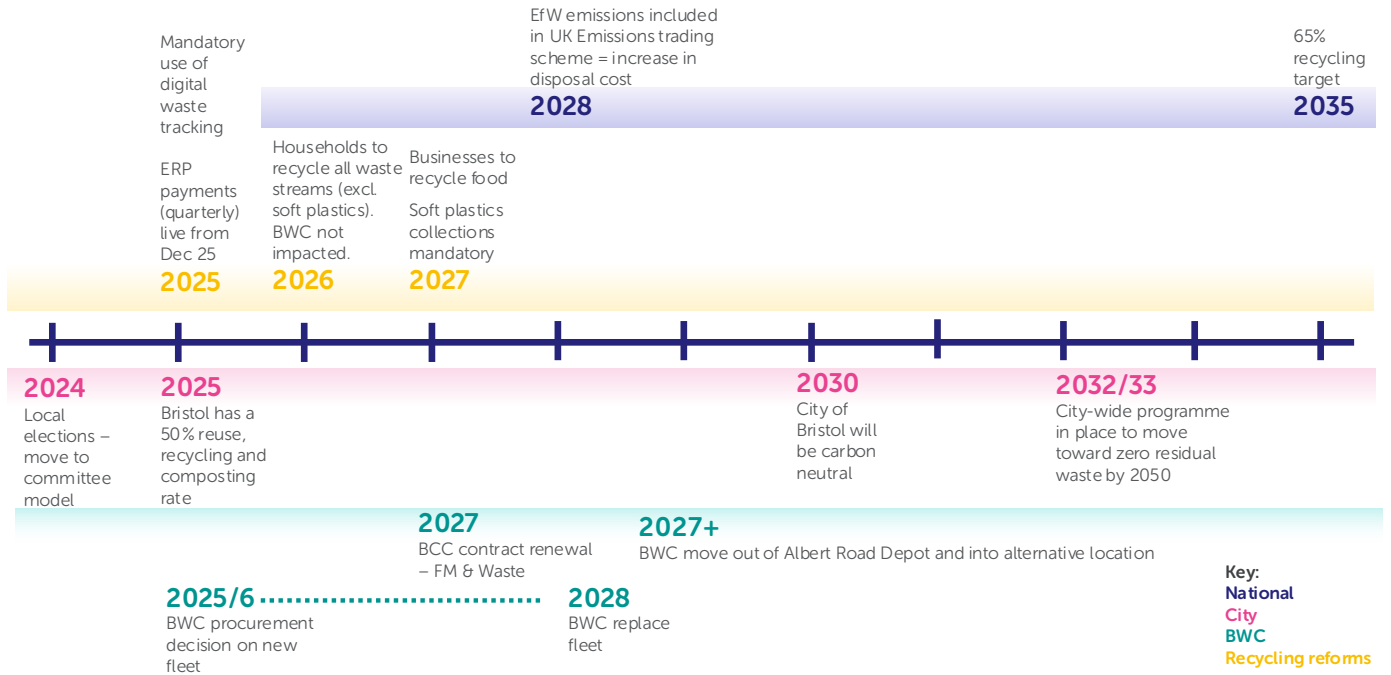
(Continue overleaf)

Announcement	Impact on BWC
<p><b>Mandatory waste tracking</b></p> <ul style="list-style-type: none"> <li>• All UK waste movements of controlled and extractive waste – household, commercial, industrial waste, mining waste</li> <li>• Green list waste imports and exports</li> <li>• Reporting on Persistent Organic Pollutants</li> <li>• Currently looking at interaction between Waste Data Flow and digital waste tracking. <ul style="list-style-type: none"> <li>• Where and how it is created</li> <li>• What is done to it</li> <li>• Where it ends up</li> </ul> </li> </ul>	<p>We will need to move to the new system by April '25. This will require a change to some of our internal processes.</p>
<p><b>Biodegradable and compostable plastic packaging</b></p> <p>The proposal does not mandate a separate collection of these materials.</p>	<p>No impact.</p>
<p><b>Extended Producer Responsibility (EPR) – Funding</b></p> <p>Producers are currently reporting their packaging data, and their EPR payments will start in October 2025. These payments will cover the cost of managing household packaging (collection, recycling, recovery and disposal) from FY25/26.</p>	<p>New funding mechanism for recycling packaging from Dec 2025</p>

\*DEFRA's Simpler Recycling explanation - [click here](#)

# 22. Appendix B - Longer Term Timings

## Changes up to 2035





Bristol Waste is a Bristol City Council Company

Page 653

**BRISTOL**  
waste

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# Business Plan

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Page 654

## Addendum



# Addendum

## Sales by sector

The table below shows the sales by sector.

	Forecast 23-24		Budget 24-25		Budget 25-26		Budget 26-27	
	£000's	% of income	£000's	% of income	£000's	% of income	£000's	% of income
<b>Revenue</b>								
Municipal	43,384	70%	45,568	71%	46,942	71%	48,357	71%
Commercial Waste	6,085	10%	7,593	12%	7,794	12%	8,000	12%
FM - BCC	6,363	10%	6,142	10%	6,305	10%	6,472	10%
FM - Other	1,118	2%	727	1%	746	1%	766	1%
Other	5,291	9%	4,385	7%	4,248	6%	4,403	6%
<b>Total Revenue</b>	<b>62,241</b>	<b>100%</b>	<b>64,415</b>	<b>100%</b>	<b>66,035</b>	<b>100%</b>	<b>67,998</b>	<b>100%</b>

**DOCUMENT CONTROL**

**Issue No:** 1

**Date:** February 2024

**Document Title:**  
Business Plan Addendum

**Prepared For:**  
Shareholder

**Contact:**  
Bristol Waste Company  
Dave Knight, Interim Managing Director  
Bristol Waste Company, Albert Road, Bristol, BS2 0XS

**BUSINESS PLAN (ADDENDUM)**



## **Appendix B1 - Council Client Commentary on Business Plans**

**Pete Anderson, Director: Property, Assets and Infrastructure, G&R Directorate**

**BCC Strategic Client Function for Bristol Waste Company Limited**

Comments on Business Plan 2024/25

1. The business plan for Bristol Waste Company (BWC) is a three-year forward plan as it takes the company to the end of its contract with the council in 2027. It provides an accurate and agreed position, considering the financial and operational challenges for the Council and Bristol Waste Company. The Council as the client has had the opportunity to review and comment on the plan. The Council continues to work in collaboration with BWC focusing on service delivery whilst developing a business plan that is realistic and deliverable.
2. There has been change at Executive and Board level at BWC over the past year which has strengthened the joint working partnership between the company and the Council. This new team has been seeking opportunities to innovate, invest to save, and grow the commercial business which the Council supports. It is reassuring to see ambition for both the waste and facilities management areas of the company.
3. Following a year of internal improvements, the narrative of the plan has pivoted since the previous plan in 2023/24 to be more outward looking, invested in supporting the Council's sustainability goals and improving the physical and mental lives of Bristol's residents.
4. In 2024-25 the Council will make a decision regarding the future delivery model of waste services - the benchmarking as referenced in the business plan is a key element of informing the Council's options future options which will include business viability and value for money.
5. I am content that the plan's objectives and targets are achievable. This plan is designed to balance the strategic needs of the Council with the operational delivery and affordability constraints of Bristol Waste.
6. The Client Team will closely monitor the delivery of this plan and evaluate performance. The Client Team will also support the company during the first year of the plan as the Council transitions to a committee system to ensure stability.
7. This plan is aligned with the Council's corporate values and plans and will contribute to helping make Bristol measurably cleaner.

**Louise Davidson, Head of Housing Delivery, G&R Directorate**

**BCC Strategic Client Function for Goram Homes Limited**

Comments on Business Plan 2024/25

1. The Goram Homes business plan offers an accurate summary of their current and future position taking into account the current national challenges.
2. The City Council as client has had the opportunity to review the plan, its assumptions, and financial projections and to discuss this during its development. I am satisfied that the plan's main objectives and targets are achievable, and that appropriate risk and sensitivity analyses are included to mitigate foreseeable issues.
3. BCC will continue working with Goram Homes to ensure good and productive working relationships across the council that supports the business plan now and into the future, also developing the reporting and monitoring structures to ensure delivery is realised in accordance with Goram's stated values and objectives.
4. Goram are now actively developing new homes for the City, have two new planning consents to progress into development and a third site in planning. This demonstrates their ability and commitment to delivering against the Business Plan.

<b>Report Title:</b>		<b>Board/Committee:</b>	
<b>Draft Business Plan – BHL Board Report</b>		<b>Cabinet</b>	
<b>Agenda item:</b>	<b>Meeting date:</b> 05/03/2024	<b>Non-confidential</b>	<b>For information</b>
<b>Report author:</b>	<b>Chris Smith</b> BHL - Interim Executive Lead	<b>Author contact details:</b>	Chris.Smith3@bristol.gov.uk
<b>Executive Summary</b>			
This Holdco Executive report provides a summary of Holdco Board assurance reviews and highlights key priorities, performance, and issues, relating to the Council’s companies.			
<b>Recommendations</b>			
Cabinet is asked to:			
1. <i>Note the commentary from Bristol Holding, Goram Homes and Bristol Waste business plans.</i>			
<b>Link to Corporate Objectives</b>			
<i>Effective governance, performance, and risk management arrangements.</i>			

## 1. Background and Context

- 1.1 Wholly owned company Business Plans for Bristol Holding (“BHL”), Bristol Waste (“BWC”) and Goram Homes (“Goram”) are scheduled to be considered by cabinet at a 5<sup>th</sup> March 2024 meeting. A summary review commentary is provided by Holdco as part of the Shareholder reporting process. These are provided below.

## 2. Bristol Holding

- 2.1 BHL continues to provide a governance and assurance role in accordance with its Business Plan and articles. It has submitted a business plan for the next financial year 2024/25, and this has been approved by the Shareholder Group. The current plan is for BHL to operate in its existing format until at least October 2024.
- 2.2 Since the companies set up their own Audit and Risk Committees (“ARAC’s”), BHL has continued to provide assurance on behalf of BCC, whilst reviewing the progress in setting up the ARAC’s. BHL in its assurance role attends the company ARAC’s as an independent observer. The ARAC’s are still relatively immature and as anticipated will need time to become more established. BHL along with the internal audit function provide another independent line of assurance and this is particularly important as the ARAC’s re-established.
- 2.3 It is anticipated that two subsidiaries will remain in the group, BWC and Goram for the year ahead.
- 2.4 At some point this or next year, after the adoption of the new committee system, BHL functions may be transferred either to the Council or to the companies in the group. It is important to note that no decision has been made at this point and indeed BCC will seek to an independent

third-party review later this financial year, to assess the strength of the governance framework for the companies, including BHL's involvement. If it is decided that BHL will have less of a role, then the activities of BHL will focus on the winding down of BHL key assurance, scrutiny and support functions and ensuring an effective transfer under the desired delivery model. It should be noted that the decision has yet to formally be taken.

- 2.5 BHL continues to operate with a reduced establishment, both in terms of the board and support staff. It is agile however and can flex resource levels if required. It will continue to supervise and consult with external audit, tax advice and insurances. It should be noted that these costs will need to be borne either by the Council, or subsidiary companies, whether BHL operates or not.
- 2.6 During the ongoing review of BHL's functions, it is important to note that failure to have clear and effective corporate governance arrangements is a key risk and transitional arrangements to the new operating model will need to ensure appropriate mitigations.
- 2.7 BHL's priorities for the year ahead are set out in the business plan.
- 2.8 One of the priorities in the first quarter of 2024 is to consult with PwC our external auditors. Work is being scoped out for the 2023/24 company audits. BHL is also supporting the process to appoint an executive search agency for the recruitment of a Managing Director for BWC. It will also advise and be involved in the selection of a new Finance Director for BWC, where an Interim Finance Director occupy the current role.
- 2.9 BHL's statutory accounts have been filed at Companies House. The next set of accounts for the year ending 31<sup>st</sup> March 2023 are due to be filed by December 2024.
- 2.10 During this transition period, the strategic objectives of BHL will remain as follows:

***Key Strategic Objectives.***

- To provide effective commercial, financial and risk assurance to the Shareholder in the operation of its wholly owned companies
- To ensure strategic alignment between Bristol City Council corporate aims, objectives, and values, and those of its wholly owned companies, including their commercial objectives
- To oversee the delivery of the companies' 2024/25 business plans and objectives
- To ensure effective corporate governance arrangements across the companies
- To promote maximisation of social value of the companies
- To support the Council, achieve a seamless transition of Holding Company services, staff, and corporate governance requirements to a delivery model yet to be determined.
- To ensure effective and efficient arrangements for residual company statutory and retained Holding Company activities.
- To minimise costs and charges to subsidiaries pending completion of the transition process and deliver value for money.

**3. Goram Homes**

- 3.1 The Business Plan for Goram Homes is a framework plan that captures a high-level view of the anticipated programme for the next five years. It is indicative with regards to the wider overall business and the approval for individual sites is covered by separate business case approvals, as and when they arise. It does nevertheless provide a detailed view for the shorter term.
- 3.2 The business plan is focused around the four objectives of the business as a forward-looking document. It was reviewed in conjunction with the backward-looking Annual Review and further detailed operational performance information.
- 3.3 Goram's business plan supports the Homes and Communities theme, by accelerating home-building in the city and increasing the supply of affordable homes and building resilient communities.
- 3.4 The business is able to report that it has now started selling its first homes and over course of the next year there are five sites becoming operational; One Lockleaze, Dovercourt Road,

New Fossey Road, Hengrove Park and Baltic Wharf.

- 3.5 The business plan outlines a further 3 developments being prioritised for planning permission in the financial year 2024/25; these include Novers Hill, St Ursula's, and the Grove Car Park. In addition, there are a further five in the pipeline being the SS Great Britain Car Park, Castel Park, A Bond and B Bond, Spring Street and Western Harbour.
- 3.6 The plan outlines a pipeline for delivery of some 3,000 homes over the next decade. This includes Hengrove Park which aims to deliver over 1,000 homes from 2024. Operating through joint ventures with private developers, the business model can generate a significantly higher proportion of affordable housing – indeed some 45% of the overall pipeline aims to be affordable housing, whilst generating longer term returns for the Council. That investment is in the form of market rate loans, both for the transfer of land in the company and working capital. The interest payments, back to the Council, are reflected in the business plan financial assumptions.
- 3.7 The Council's strategic objectives for the company, as set out in the plan, and focus on the delivery, at affordable cost and sustainable housing; these help create inclusive communities and this is reflected in the key performance indicators. It should be noted that Goram is structured as a company not governed by public law, which facilitates flexibility in procurement of joint venture partners and development but does mean they must primarily operate as a commercial developer. The Business Plan also clearly lays out its commitment to building high quality homes, achieving environmental sustainability, and delivering additional social value. We note that the strategic client is content with the strategy outlined in the plan.
- 3.8 A key financial assumption of the plan is that land values will make up the majority if not all, of the investment required by Goram Homes as joint venture collateral. Any further project investment, along with core operating costs on the company are currently assumed to be contained within the current approved two working capital facilities, as approved by the Cabinet in March 2021. This includes the development of Hengrove. The Business Plan, however, does assume some flexibility in the use of the facility and it is anticipated that a higher proportion will be required for core Goram costs.
- 3.9 In addition, to the core team and contribution to development costs, the plan assumes a peak loan note balance of £30m from BCC for the acquisition of land over the period of the plan (based on current estimated site land values). It is assumed repayments back to BCC will be made during this period, as sales on Romney and other early development sites begin to crystallise.
- 3.10 It should be noted that whilst cost and sale assumptions for both Romney and Hengrove are based on detailed financial modelling, all financial assumptions for the remaining programme can only be indicative at this stage. As the schemes progress then the business plan assumptions will inevitably change.
- 3.11 Annual operating costs of Goram will fluctuate as work focusses on site preparation and LLP partnership development. The costs are reasonable given the scale of work required over this period.
- 3.12 Goram have developed a robust set of KPIs that enables monitoring of delivery against the plan, as well as including critical non-financial measures such as health and safety once developments are under construction. The risks remain around market uncertainty, increasing costs, construction delays and planning issues. The board have developed mitigations where risks have been identified.
- 3.13 It should be noted there is still considerable uncertainty currently around the housing market. It is not quite clear yet, whether there will be a small correction of house prices or whether there will be a larger deeper downturn and what the impact will be on volume of house sales – the outturn is very uncertain, which is why this business plan is prudent in the short-term.

#### 4. Bristol Waste

- 4.1 BWC is submitting a business plan for a three period from 2024/25 to 2026/27. It reflects the particularly challenging business conditions caused by a combination of factors impacting on the cost of delivering key municipal waste services. These factors included the rising costs of delivering waste services including fuel and labour costs.
- 4.2 Some of these rising costs have been mitigated by a further injection of funding from the council, including circa £4m for inflation and costs of delivering the municipal waste services.
- 4.3 A key assumption is that BWC is undergoing a transformation resulting in the business moving from a loss-making position in 2024/25 to a profit in 2026/27. This is primarily a result of achieving further efficiencies, but also the growth of the commercial arm or non-teckal business.
- 4.4 BWC is forecasting a loss of £825k for the year 2024/25 and £532k for the year 2025/26. The business returns to a small profit in 2026/27.
- 4.5 In terms of Capital Investment Plans, there is the Avonmouth redevelopment which will conclude during 2024/25. This includes a can sort and picking line. In terms of the Vehicles and Fleet, the majority of the fleet is now approaching year six of an anticipated lifespan of eight years, and the business is experiencing the financial cost of increased maintenance requirements. During the year ahead we will need to collaborate closely with the Council to agree the nature of service that is required to be delivered post 2026 and the implications for the financing of a new fleet.
- 4.6 In relation to cash reserves, BWC have reviewed the medium-term cash flows taking account of the need to utilise cash reserves to part finance Avonmouth and key plant and machinery, plus the need to cover accumulated losses. This plan assumes there are sufficient cash reserves to cover the projected losses and, therefore, there are no 'going concern' issues.
- 4.7 In October 2023, the Government published proposals relating to the simplification of recycling collection, digital tracking of waste, and waste carrier and broker reform. The key elements and their potential impact on BWC are believed to be limited, however will be monitored during the coming months.
- 4.8 Despite the challenges, BWC have reviewed all services and scrutinised with a view to delivering them as efficiently as possible. This has resulted in some services being reviewed, with the full engagement and input from the strategic client: indeed, BWC and the strategic client have closely together to reach a balanced cost-effective plan, whilst recognising BCC's requirement not to substantially alter service levels, and we pay tribute to the level of co-operation between both parties to pull this plan together

**Please see Exempt Appendix I1 for more information on this point**

- 4.9 The Business Plan includes a forecast for growth of the commercial/non teckal part of the business which delivers significant growth over next three years; with commercial waste going from a profit of £367k in 2023/24 to a profit of £1,085k in 2026/27.

**Please see Exempt Appendix I1 for more information on this point**

- 4.10 Given the continued need to find efficiencies and the need to maintain service levels, the plan, is "very challenging and there are significant risks to achievement." That said there are some opportunities which are not included in the draft Business Plan, but which are highlighted in the exempt sections such as new commercial contract opportunities and the potential for further efficiencies.

## Appendix B3

### Shareholder Group Commentary – 22<sup>nd</sup> January 2024

The Shareholder Group members reviewed the business plans at the SHG meetings on 22 January 2024 (Bristol Holding Limited Goram Homes Limited and Bristol Waste Company Limited).

#### Bristol Holding Limited Business Plan – version 2

The Shareholder Group members agreed that the Bristol Holding Ltd. Business Plan could be recommended to go forwards for approval at Cabinet.

The group endorsed the company's one-year business plan, noting that the company provides a lean and agile assurance function which can flex to meet the needs of the council in relation to any Group changes or requirements for additional capacity.

It was acknowledged that the position will be kept under review post-committee system transition and as the recently established company level Audit and Risk Assurance Committees grow in maturity.

#### Goram Homes Limited Business Plan – version 2

The Shareholder Group agreed that the Goram Homes Ltd. Business Plan could be recommended to go forwards for approval at Cabinet.

The group were presented with a business plan that focussed around the four objectives of the business as a forward looking document. It was reviewed in conjunction with the backward looking Annual Review and further detailed operational performance information.

The business is able to report that it has now started selling its first homes and over course of the next year there are five other sites becoming operational; One Lockleaze, Dovercourt Road, New Fossey Road, Hengrove Park and Baltic Wharf.

The Shareholder Group acknowledged the challenges that the business will face over the coming year, notably; the delays within the planning system and the fact that the market demand has not yet fully recovered post-Covid (and inflationary pressures have been challenging), but the group is comfortable that these challenges are being managed effectively.

#### Bristol Waste Company Limited Business Plan – version 2

The Shareholder Group agreed that the Bristol Waste Company Ltd. Business Plan could be recommended to go forward for approval at Cabinet.

The group were presented with a three year business plan which incorporates additional funding for the municipal waste contract.

The group were assured through review of the current financial position that, the company would remain a going concern for the period of the business plan.

The business plan reports a number of future opportunities, particularly around commercial growth and supporting the council achieving its sustainability goals, acknowledging areas of challenge and risk specific work required around its future fleet and depot strategy. The Shareholder group members were assured of the strong collaborative partnership between the council and company in progressing these areas of work. In addition, further service planning and benchmarking activities will continue next year following the committee system transition.

## Appendix B3

### **Fiona Ross, Independent Shareholder Advisor Commentary on the Business Plans - 12th February 2024**

As the Independent Shareholder Advisor I attend the quarterly shareholder Group meetings and since its establishment in October 2023, the Companies Assurance meetings, alongside the strategic client and BHL Board members where company performance and business plans are reviewed. A strategic challenge faced by the council and subsidiaries is how the council will ensure that it continues to get a good level of assurance in the future when it adapts to a change in its own governance structure and leadership.

In this context, my assessment of the business plans is as follows:

The BHL business plan is straight forward. My recommendation is that the business will need to exist well into 2024 whilst these new structures bed-in to give the council the assurance that it requires. The assurance role that BHL are providing to the Shareholder is working well.

The Goram Homes business plan has a strong and detailed narrative, many of the detailed financials and delivery projections have been presented to the Shareholder Group in separate documents. I do not believe that any revisions are required. Taking into account how much the council has put into Goram and what it plans to do is ultimately a straight forward business model which represents a new way of building houses for the council. Key risks for the company include delays caused by the structural issues within the planning system and other macro-economic factors within and outside of the council's or company's control.

In the context of the recent changes to the Board and management team within BWC, Bristol Waste's business plan sets out how the company will be able to deliver a financially sustainable service over the next 3 years. The council may need to consider what could trigger any further calls on its finance. Risks for the company include unforecasted variations in cost base, health and safety, the impact of new government legislation. It will be important for the council as soon as possible to consider the balance between affordability and service levels. Furthermore, the council should progress the work to determine the future of the municipal waste service to provide longer term certainty to the business. The business plan and supporting information I have seen is detailed and accurate. Certain elements of the financial information are exempt for commercial sensitivity reasons which I support.

# Equality Impact Assessment [version 2.12]



Title: Bristol Holding Limited Business Plan 2024/25	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Bristol Holding Ltd / Resources	Lead Officer name: Chris Smith
Service Area: N/A	Lead Officer role: Bristol Holding Group FD

## 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.

Bristol City Council’s wholly owned companies (Bristol Holding Limited, Bristol Waste company Limited, Goram Homes Limited) are required to annually refresh their business plans and submit to the Council for approval.

Bristol Holding Limited is the immediate shareholder of Bristol City Council’s wholly owned companies, but it also provides assurance and corporate governance functions for the Council as ultimate shareholder.

BHL has reduced in scale in the last 18 months and now reflects an agile but focused and value for money operation. It consists of a small but experienced team, including a Chair and part time Executive lead, as well as a part time administrator.

This means that BHL provides a strong level of governance and assurance. It operates in conjunction with other key lines of assurance, such as Internal audit and the company Audit and Risk Committees (“ARAC’s”).

The future role of BHL will be reviewed as we progress through 2024/25. BCC will look to re-engage Navigo to assess progress in embedding governance structures and in conducting their original recommendations, including establishing the ARAC’s and assessing their maturity.

Until then, BHL will continue to play its assurance role, until stakeholders are satisfied that the new governance and assurance environment is embedded and ‘fit for purpose.’



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

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

## 1.3 Will the proposal have an equality impact?

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

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

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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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Bristol Holding Limited consists of one part-time Finance Director and one Chair, along with the support of one part-time administrator. It operates solely from a finance perspective to provide effective commercial, financial and risk assurance to the Shareholder in the operation of its wholly owned companies, and so therefore does not have a direct impact on the general population or its workforce.

## 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> Tim O'Gara, Director: Legal and Democratic Services
Date: 22/02/2024	Date: 22/02/2024

<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.

# Equality Impact Assessment [version 2.12]



Title: Goram Homes Limited Business Plan 2024/25	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Helen Davis
Service Area: N/A	Lead Officer role: Shareholder Liaison 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.

BCC's wholly owned companies are required to annually refresh their business plans and submit them to the Council for approval. This proposal relates to the Goram Homes business plan for 2024/2025.

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

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

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

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

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

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

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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We have not identified any significant equality impact for service users or the wider community on the basis of their protected or other relevant characteristics from the business plan, however, the following information explains how Goram intends to deliver on its equalities objectives.

The 2024/25 Business Plan outlines Goram Homes mission to work in partnership with Bristol City Council and external development partners to build high-quality, sustainable homes that meet the housing needs of the city, create inclusive communities, respect the environment, innovate with speed and contribute to the local economy, including employing local people and ensuring a regionally sourced supply chain where possible. In addition, when the homes are sold, half of the profit made will be returned to the shareholder to reinvest back into the city.

The plan states that the company will aim to build places that people love to live in, with mixed communities where council or affordable housing are indistinguishable from market sale homes. Goram Homes delivers high proportions of affordable housing across its developments, exceeding policy requirements, Currently, 50% of its pipeline of new homes will be for affordable housing.

The designs aim to incorporate safe, public open spaces that encourage people outdoors and into nature. As part of Goram Homes' social value commitments, each development will support the surrounding community; this includes Skills Academies to provide free construction training, employing local people, running community initiatives such as Green Gyms, and supporting local charities and voluntary organisations. For example, in Lockleaze Goram Homes will be using some of its donation-in-kind funds to rebuild a Disabled toilet in a local community centre. In addition, the Building for a Healthy Life tool is used to ensure at least 10 out of 12 categories are met by each project.

It is important to Goram Homes that, when new developments are being designed, they hear from a wide range of voices, particularly those underrepresented groups who may not always get involved in consultations on a new housing project – but who may greatly benefit from it. Good and diverse engagement ensures successful placemaking. For example, according to data from both the National Housing Federation and Shelter, Black and minoritised ethnic groups are disproportionately affected by the housing crisis. Goram Homes will make sure it is reaching an ethnically diverse group. And ensuring consultation events are timed during the afternoon as well as the evening ensures it hears from parents, older people as well as those who may work during daylight hours.

Therefore, Goram Homes plans to carry out individual assessments of equality impacts (based on this BCC template) when each development contained in the business plan comes to consultation / engagement. Goram Homes has an engagement strategy that ensures full equalities considerations are made at the necessary stages.

The areas Goram Homes will be focusing its engagement on during the 2024/25 Business Plan year are below. These are sites (or phases of sites) that the housing company will be submitting a planning application for prior to 31<sup>st</sup> March 2025:

Filwood – Novers Hill site  
Westbury on Trym – St Ursula's site  
Central – The Grove Car Park site  
Hengrove – Hengrove Park site

Goram Homes will always be led by insight from communities and the data available to use when devising these plans.

## Step 2: What information do we have?

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

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

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

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

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

<b>Data / Evidence Source</b> [Include a reference where known]	<b>Summary of what this tells us</b>
<p>Full EQIAs will be undertaken prior to engagement work, and local data and information gained through these assessments will help Goram Homes design its approach to consultation.</p> <p>Goram Homes also wants to ensure it does not only hear from residents living closest to the development sites, but those who might directly benefit from the high levels of affordable housing it is building. To ensure this includes marginalised communities, it will work with community groups across the city.</p> <p>Post engagement, design teams (comprised of architects and landscape designers) will continue to work with specialist organisations, to promote equality within placemaking, for example disability groups to ensure accessibility in design.</p>	
<b>HENGROVE</b>	
Larger population of people aged 60+ than the average Bristol population	Consider working with local older people’s forums. Pilot questionnaires with broad section of older people. Ensure hard copies of materials in different formats. Seek feedback on event timings and locations. And ensure they are accessible to meet diverse needs.
Two LSOAs in Hengrove are in the lowest decile for deprivation.	Teams need an awareness of local needs and how placemaking can support communities
<b>FILWOOD</b>	
9.9% English not first language – this is just below city average of 10.1%	People may require consultation materials in different languages. Work with community groups to ensure events and materials are accessible and held in appropriate venues.
Areas of Filwood are some of the most deprived in England according to government’s Deprivation by Lower Super Output Area (LSOA) data.	Teams need an awareness of local needs and how placemaking can support communities
14.5 from Black Asian Minoritised Ethnic, slightly below city average of 18.9%	There is always a strong need to work closely with community groups and advocates to ensure diversity of voice within consultation and engagement
22.3% People with long-term physical or mental health conditions or illnesses where day-to-day activities are limited – this is deemed high against the Bristol city average of 17.2%	Teams must ensure all consultation and engagement is accessible and considers the larger levels of Disability in this area, which may be visible or hidden.
<b>WESTBURY ON TRYM</b>	
Double the percentage of people aged 80+ than city average	Consider working with local older people’s forums. Pilot questionnaires with broad section of older people. Ensure hard copies of materials in different

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
	formats. Seek feedback on event timings and locations. And ensure they are accessible to meet diverse needs
<b>CENTRAL</b>	
39.8% children living in poverty, which is significantly higher than city average of 21.8%	Teams need a high awareness of local needs and challenges and how placemaking can support communities
Crime rate is 476.6 per 1,000 of ward population	Safety is always a top priority, but this highlights the need to explore this issue during engagement and work with Avon and Somerset Police’s Designing Out Crime team on plans
37.6% born outside UK, against city average of 18.8% For 20.8% people, English is not their main language and 1.9% cannot speak English well	There is always a strong need to work closely with community groups and advocates to ensure diversity of voice within consultation and engagement.  People may still require consultation materials in different languages. Work with community groups to ensure events and materials are accessible and held in appropriate venues.
Young population - three times more 15–24-year-olds than the city average	Consider tailored engagement activities for young people, for example working with Place-Up, a social enterprise that empowers young people to have a voice in how their place changes around them.
Higher numbers of people from Hindu, Buddhist and Jewish faiths than city averages.	Work closely with community groups and advocates to ensure diversity of voice within consultation and engagement.
<b>Additional comments: Homes are designed to meet or exceed BCC planning policy. To ensure accessibility of its homes.</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.

Goram Homes hasn’t historically collected this data from people during its consultation and engagement work but has been aware of using evidence and insight on each area to guide its activities.
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## 2.4 How have you involved communities and groups that could be affected?

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

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.

Goram Homes will involve and consult internal and external stakeholders before any engagement activities begin relating to the projects in the 2024/25 business plan, and will form its plans based on the insight gained and data found.

In the 2023/24 financial year, Goram Homes undertook engagement and consultation work on three projects: Hengrove Park, Dovercourt Road (Lockleaze), New Fosseyway Road (Hengrove).

Goram Homes' engagement strategy sets out its aim to work in partnership and form close relationships with community groups and frontline services to reach underrepresented groups with its activity.

It is important to enhance representation and participation. According to the Local Government Organisation, [Research by Uberoi and Johnston](#) typified politically disengaged citizens as those who do not know, value or participate in democratic processes – for example housing consultations - and identified some groups that were more likely to be disengaged. They found that older people and white people were more likely to be actively involved than younger people and ethnic minorities.

Trust is often identified as a barrier. Therefore, Goram Homes works with local community leaders and advocates to encourage attendance, involvement and feedback from these traditionally less engaged groups.

During consultation for all the above projects, Goram Homes held in-person events in accessible venues, at a time that suited both a retired and younger population, ran digital surveys and paper-based surveys for those who couldn't be there in person, and provided content to community groups to proactively share too. It also had a telephone line available for people to call and ask questions.

Goram Homes has begun talking to a social enterprise called Place-Up, which specialises in reaching young people and engaging them in development projects. Goram hopes to work with this organisation in future work.

Goram Homes undertakes social value activities across its live construction sites, including:

Green Gym in Lockleaze: anyone can volunteer to take part in conservation sessions in Lockleaze, run by The Conservation Volunteers (a charity). The Green Gym recently welcomed a group of people with disabilities and their carers, and has a diverse range of men and women from different backgrounds take part. The Green Gym also has upcoming conservation events planned with the local secondary school in the area.

One Lockleaze Skills Academy is an initiative set up by Goram Homes and Vistry Bristol. It is run by Partners in Bristol (PiB), who provide free training to adults 19+ who are unemployed or paid the minimum wage / below. Referrals usually come through the Job Centres or direct enquiries to PiB. Goram Homes has asked Partners in Bristol to provide any insight they have from any data they collect on protected characteristics of those who have been trained. Goram Homes wants to ensure a diverse group of people has access to this training.

Goram Homes has also engaged with communities on two additional projects, Novers Hill and Portwall Lane Car Park. It ran successful design competitions on both of these projects. It worked with Redcliffe Neighbourhood Forum on design workshops with residents, and at each workshop the team heard feedback from men and women of varying ages and ethnicities, including Disabled residents.

Goram Homes has reached out to WECIL and Bristol Disability Forum, who the design teams can work with as development plans across its sites progress.

## 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.

Goram Homes will continue to devise its engagement plans on a case-by-case basis, informed by insight received from its community contacts and from the data available to it.

Goram Homes has links with community groups across Bristol, including Black South West Network, West of England Centre for Inclusive Living and Voscur – which ensures it can link up with community and voluntary organisations across the city.

Goram has also formed connections with Bristol City Council’s neighbourhood teams and are able to make use of Bristol City Council’s demographic and health data.

## Step 3: Who might the proposal impact?

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

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

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

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

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

There is no overall disproportionate impact on a particular group as a result of this Business Plan as a whole, however this is something that the housing company will analyse through the EqIAs (based on this BCC template) undertaken ahead of each consultation / engagement period.

It is always beneficial to explore potential adverse impacts on people with combined characteristics. The more voices heard in the engagement and consultation phase, the more successful the placemaking will be.

For example, Goram Homes heard feedback through recent engagement on Hengrove Park that some parents did not feel the park in its current form was safe. Therefore, it is important to consider this disproportionate impact on young people, and young women. Goram Homes worked with the Designing out Crime team at Avon and Somerset Police to ensure a safe first design of Phase 1 and will continue to involve young people at the next stage of consultation.

#### PROTECTED CHARACTERISTICS

<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Potential impacts:	
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Mitigations:	
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<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
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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 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



Goram Homes aims to create inclusive communities where people can thrive, which has the potential to help foster good relations between people who share a protected characteristic and those who don't.

Its social value activities, for example the Skills Academy, which provides free training to those out of work or earning below the minimum wage, also has the potential to advance equality of opportunity 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.

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

There is no overall disproportionate impact on a particular group as a result of this Business Plan as a whole, however this is something that the housing company will analyse through the EqIAs (based on this BCC template) undertaken ahead of each consultation / engagement period.

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

There is no overall disproportionate impact on a particular group as a result of this Business Plan as a whole, however this is something that the housing company will analyse through the EqIAs (based on this BCC template) undertaken ahead of each consultation / engagement period.

### 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
The mitigations and actions listed above are managed by Goram Homes as part of each individual development therefore this is not an action plan which BCC will track in detail.	Goram Homes	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.

The mitigations and actions listed above are managed by Goram Homes as part of each individual development therefore this is not a plan which BCC will track in detail.

## 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> Tim O’Gara, Director: Legal and Democratic Services
Date: 22/2/2024	Date: 22/02/2024

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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.

# Equality Impact Assessment [version 2.12]



Title: Bristol Waste Company Limited Business Plan 2024/25 – 26/27	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Bristol Waste Company Ltd. (contracted to provide services by Growth&Regeneration Directorate)	Lead Officer name: EQIA Completed by BWC Officer Hannah Sturman and BCC Officer Helen Davis
Service Area: Waste Services	Lead Officer role: BCC Shareholder Liaison 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.

Bristol City Council’s wholly owned companies are required to annually refresh their business plans and submit to the Council for approval. The purpose of this proposal is to approve the Bristol Waste Company Business Plan for 24/25 – 26/27.

### 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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Within the business plan, Bristol Waste Company will have a focus on changing resident behaviour via new campaigns to improve recycling rates and reduce waste. The company will adopt a test/ prove/ expand principle. Bristol Waste Company will use data to inform which geographical areas to focus their effort, choosing areas where they can have the biggest impact.

The data that will inform the target areas will include Acorn, its own annual waste composition analysis and its operational data in terms of waste and recycling tonnages on collection rounds. These campaigns will build on previous successful campaigns such as “Slim my waste”, Student on the Move and its flats recycling project. These campaigns will be developed in year, and an EQIA will be produced once target audiences have been identified.

These campaigns will run alongside general engagement campaigns that are aimed at engaging all residents via a variety of mediums (web, print, media, events, kerbside). It is ensured that these are accessible as Bristol Waste proactively consider accessibility by ensuring all campaigns and information follow accessibility guidelines.

The business plan demonstrates the company’s focus on supporting the council’s green agenda and delivering real and positive economic, environmental and social benefits to Bristol - one company focused on improving the people of Bristol’s quality of life which is a key priority for Bristol Waste Company. Initiatives such as Clean Streets is just one of the services which BWC aims to deliver to improve the mental and physical wellbeing of the residents of Bristol.

Additionally, Bristol Waste Company expects to deliver more than £30m of social value with 90% of the workforce being residents of Bristol, helping to build a more inclusive and sustainable economy.

Whilst committing to a culture that celebrates diversity and inclusion and offering support to those who may face barriers to entering or returning to work, the business plan sets out 8 key strategic aims:

1. Build on knowledge base and understanding
2. Increase the proportion of women in Waste, Recycling and Street Cleansing Services
3. Have greater ethnic diversity in the senior leadership across the organisation, and improve the ethnicity pay gap
4. Ensure that we are better at meeting the needs of under-represented groups within the workforce
5. Create opportunities for groups that traditionally struggle with entering the workforce
6. Address and support the aging workforce
7. Ensure Equality, Diversity and Inclusion (EDI) considerations are forefront of service delivery

## 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> <i>Reviewed by Equality and Inclusion Team</i></p>	<p><b>Director Sign-Off:</b> Tim O’Gara, Director: Legal and Democratic Services</p>
<p>Date: 22/02/2024</p>	<p>Date: 22/02/2024</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: Bristol Holding Business Plan 2024/25</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 checked="" type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
<b>Directorate:</b> N/A	<b>Lead Officer name:</b> Chris Smith	
<b>Service Area:</b> N/A	<b>Lead Officer role:</b> Bristol Holding Group FD	

## 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.

BCC’s wholly owned companies are required to annually refresh their business plans and submit them to the Council for approval. This proposal relates to the Bristol Holding Limited business plan for 2024/2025. Bristol Holding (BHL) is the immediate shareholder of the Council owned companies, but also provides assurance and corporate governance functions for the Council as ultimate shareholder. There is no direct environmental impact as a result of the Holding Company’s business plan, however it does provide an important mechanism by which BCC is able to seek assurance that Bristol Waste and Goram Homes are achieving their stated environmental objectives. For Council owned companies’ environmental impacts see the specific Environmental Impact Assessment appendices for each company.

### 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](#).

<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)		
<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 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 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 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 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 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 and to give 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	Tim O’Gara, Director: Legal and Democratic Services
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<b>Date:</b>	<b>Date:</b>
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20/02/2024	21/02/2024
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# Environmental Impact Assessment [version 1.0]

<b>Proposal title: Goram Homes Limited Business Plan 2024/25</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"/> New	<input type="checkbox"/> Changing
<input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> Already exists / review	
<b>Directorate: N/A</b>	<b>Lead Officer name: Helen Davis</b>	
<b>Service Area: N/A</b>	<b>Lead Officer role: Shareholder Liaison 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.

BCC’s wholly owned companies are required to annually refresh their business plans and submit them to the Council for approval. This proposal relates to the Goram Homes business plan for 2024/2025.
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### 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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	[please select]
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<p>Building homes does have environmental impacts but Goram Homes aims to build sustainable homes to a high standard which reduce the environmental footprint, increase biodiversity, and have a net positive effect on the environment.</p> <p>The climate emergency demands urgent action and leadership from across the construction industry. Goram Homes is meeting this challenge head on, exceeding industry standards, to create places that benefit people:</p> <ul style="list-style-type: none"> <li>- Targeting carbon net zero homes, helping support a climate resilient city,</li> <li>- Aiming for EPC A,</li> <li>- Exceeding standards on Biodiversity Net Gain (BNG), and</li> <li>- Using RIBA 2030 Climate challenge targets to design and build low carbon homes.</li> </ul>
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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](#).

Yes       No       Not applicable      [please select]

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

N/A

**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)		
<ul style="list-style-type: none"> <li>Housing development</li> <li>We are on route to becoming a B Corp certified business, which includes consideration of environmental impacts and highlights Goram Homes' commitment to sustainable low carbon homes</li> </ul>		
<b>ENV1 Carbon neutral: Emissions of climate changing gases</b>	<b>Benefits</b>	<p>Goram Homes supports Bristol's One City strategies on Climate and the Ecological Emergency. The housing company strives to achieve carbon neutral housing on all its projects.</p> <p>To meet the climate emergency challenge, Goram is aiming to:</p> <ul style="list-style-type: none"> <li>Consider net zero energy design for its homes early in the design stages,</li> <li>Reach EPC A for as many of its homes as possible,</li> <li>Use RIBA 2030 climate challenge targets to design and build low carbon homes reducing operational energy use, embodied carbon and water use reduction,</li> <li>New Homes are heated in line with Bristol City Council's policies, which are set to drive down energy usage and remove the burning of Gas,</li> </ul>
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>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>		<ul style="list-style-type: none"> <li>- Measuring against the National Themes Outcomes and Measures (TOMs) Framework, including: Environment: Decarbonising and safeguarding our world,</li> <li>- Goram Homes has now received enough points to be a certified BCorp, highlighting its business approach is evidence-based and meets the highest standards of performance.</li> </ul>
	<b>Enhancing actions</b>	<ul style="list-style-type: none"> <li>- As many homes as possible to be fitted with water and air source heat pumps, which are estimated to reduce the amount of energy needed to heat a building by 80%. This will be in line with or exceed BCC planning policy and Goram Homes will work with BCC housing teams at the design stage.</li> <li>- Incorporate onsite renewable energy generation where possible, including an energy centre at Hengrove Park. Goram Homes works with Vattenfall / City Leap on these projects.</li> </ul>
	<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>	The manufacture of building materials are large generators of climate changing gases. And almost 20% of the UK's greenhouse gas emissions come from heating our homes and workspaces.
	<b>Mitigating actions</b>	In addition to the benefits and actions above, Goram Homes will work with BCC's Sustainable City team to set SMART targets for the next round of business planning, on embodied emissions associated with its construction activities and operational energy consumption of completed housing stock.
<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><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</p>	<b>Benefits</b>	From the end of January 2024, all new developments in England must deliver at least 10% biodiversity net gain (BNG). This is a DEFRA strategy to mitigate ecological damage as a result of developments and to improve natural habitats with a measurably positive impact ('net gain') on biodiversity. Developments undertaken by Goram Homes will meet or exceed 10% BNG policy standards.
	<b>Enhancing actions</b>	Use Building with Nature standards which define best practice for the construction industry. Building with Nature is the UK's first green infrastructure (GI) benchmark for the UK built-environment sector. The 12 Building with Nature (BwN) Standards are built around the themes of Core, Wellbeing, Water, and Wildlife.
	<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>	Ecology can be adversely impacted by housing developments if incorrectly managed.

<p>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>Mitigating actions</b></p>	<p>Meeting BNG requirements and following the Building with Nature standard.</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>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><b>Benefits</b></p>	<p>Goram Homes is aware of materials being used during construction and has plans to manage waste meaning the developments have the potential to reduce consumption of resources during construction, and will make more sustainable choices where possible. Construction / building performance will be in line with Bristol policy, or exceed it where possible.</p>
<p><b>Enhancing actions</b></p>	<p>The choice of materials used in the new homes will be considered and their carbon impact reduced inline with RIBA 2030 targets</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>Construction consumes a considerable number of non-renewable resources.</p>	
<p><b>Mitigating actions</b></p>	<p>Modern methods of construction will be considered, for example timber frame.</p> <p>Goram Homes will work with partners to reduce waste in the construction of new homes, and with Bristol Waste ensure all new homes are designed to encourage residents to recycle and reuse wherever possible</p> <p>Construction environmental management plans are developed by Goram Homes’ partners, agreed by LPA during planning process and approved by BCC. This covers aspects such as waste removal management, recycling, good environmental stewardship.</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>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>	<p><b>Benefits</b></p>	<p>Considering climate change in place-making is crucial and will ensure developments are fit for the future.</p>
<p><b>Enhancing actions</b></p>	<p>Climate change is considered at the earliest stage in our designs to ensure new homes are fit for the future.</p> <p>Homes to be submitted for planning permission in 2024/25 aim to achieve RIBA 2030 Climate Challenge’ targets and an EPC rating of A.</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>(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>	Climate change will impact the resilience of new homes unless designed with future climate in mind.
	<p><b>Mitigating actions</b></p>	See all actions above.
	<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>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>	<p><b>Benefits</b></p>	Good construction site practice can help to control and prevent pollution. By focusing on BNG and good ecological and environmental stewardship, and through the company's targets above, Goram aims to enhance the the natural world through its developments.
	<p><b>Enhancing actions</b></p>	Exceeding policy on Biodiversity Net Gain Following Building with Nature Standards and aiming for the accreditation on all our sites RIBA 2030 Climate Challenge targets we follow also encourages sustainable land use and ecology, and zero local pollution from the development.
	<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>	Construction activities raise the risk of localised pollution.
	<p><b>Mitigating actions</b></p>	Good construction site practices can help to control and prevent pollution. Construction environmental management plans are developed by our partners, agreed by LPA during planning process, and approved by BCC. This covers aspects such as waste removal management, recycling, good environmental stewardship.
<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>		

### 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
The mitigations and actions listed above are managed by Goram Homes as part of each individual development therefore this is not an action plan which BCC will track in detail.	Goram Homes	Ongoing
In addition to the benefits and actions above, Goram Homes will work with BCC's Sustainable City team to set SMART targets for the next round of business planning, on embodied emissions	Louise Davidson	Ongoing

Enhancing / mitigating action required	Responsible Officer	Timescale
associated with its construction activities and the climate resilience and operational energy consumption of completed housing stock.		

**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>	<b>Submitting author:</b>
Daniel Shelton	Tim O’Gara, Director: Legal and Democratic Services
<b>Date:</b>	<b>Date:</b>
20/02/2024	21/02/2024

<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.





# Environmental Impact Assessment [version 1.0]

<b>Proposal title: Bristol Waste Company Limited Business Plan 2024/25 – 26/27</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 checked="" type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
<b>Directorate: N/A</b>	<b>Lead Officer name: N/A</b>	
<b>Service Area: N/A</b>	<b>Lead Officer role: N/A</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.

BCC’s wholly owned companies are required to annually refresh their business plans and submit them to the Council for approval. This proposal relates to the Bristol Waste business plan for 2024/2025 – 26/27.
---

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

Bristol Waste visits every home to collect its waste, cleans every street, and aims to be at the centre of Bristol’s drive towards carbon net zero, helping to deliver the council’s sustainability targets. During the time period of this business plan Bristol Waste Company will start the tendering process for their new fleet, with an intention to move to the most sustainable option available, being also mindful of the financial implications and constraints. Also, during this time period the Company may also need to move out of its main depot, Albert Road. This again presents an opportunity to create fit for purpose depot/s that supports the Company’s ambitions to be net zero.
--

### 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.

N/A

**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>The significant eco impacts of this proposal are:</p> <ul style="list-style-type: none"> <li>• use of collection vehicles</li> <li>• installation of new equipment (for example a new baler at Avonmouth)</li> </ul>		
<b>ENV1 Carbon neutral: Emissions of climate changing gases</b>	<b>Benefits</b>	<p>BWC are working towards local and national recycling targets - a 50% reuse, recycling and composting rate across Bristol by 2025 and 65% by 2035. By helping the city to recycle more and waste less, BWC are contributing to reducing the impact of Bristol's waste. Moving waste up the waste hierarchy, keeping things in use and preventing them becoming waste in the first place all contribute to reducing the carbon impact of waste disposal.</p> <p>Investment in campaigns and engagement activities to support behaviour change that increase recycling and reduce waste will minimise the carbon impact of the city's waste.</p> <p>Pursuing BWC's desire to move to a 100% electric vehicle fleet, and working with BCC to explore this, will provide significant reductions in their scope 1 emissions.</p> <p>The relocation of Albert Road (transfer station, main offices, fleet workshop, vehicle base etc) provides an opportunity to deliver a net zero facility with the highest level of environmental sustainability principles.</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>		<p>Exploring the BWC 'Village' approach will create localised service centres which reduce vehicle movements across the city and in turn reduce the carbon impact of running services.</p>
	Enhancing actions	<p>As a locally based company BWC vehicle movements are reduced due to less movements into/out of Bristol.</p> <p>Improvements in driving standards (a current focus area) will promote more efficient driving practices, reducing fuel consumption.</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>	
	Adverse impacts	<p>Running of the service (collection vehicles, equipment and sites) will generate climate changing gases.</p> <p>Construction work at Avonmouth and the relocation of Albert Road will have an impact on the environment.</p>
	Mitigating actions	<p>BWC will engage with the Bristol City Leap project to explore the potential for sustainable power generation from waste.</p> <p>Mitigating measures for any site relocation and associated construction project would be agreed as part of the planning process.</p> <p>Other specific mitigation for the construction agreed with the Sustainable City Team at the planning stage.</p> <p>Reporting and monitoring will assist with Citywide and Council ambitions around Climate Neutrality and help organisations make decisions to help.</p> <p>BWC will map Scope 1, 2 and 3 carbon usage to understand the route to net zero</p> <p>Installation of 90KWP solar PV panels at Avonmouth will provide renewable energy to meet some of the energy demand at the site, reducing the use of fossil fuel derived energy.</p> <p>All lighting for new development at Avonmouth site is energy efficient, reducing our scope 2 emissions.</p> <p>For the Avonmouth site redevelopment work demolition material from the previous plant is being used as hardcore, preventing the need to use raw materials. The piles used in the foundation were pre-cast driven piles to eliminate additional waste being generated which would increase landfill.</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>ENV2 Ecological recovery: Wildlife and habitats</b> 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> <input type="checkbox"/> <b>No impact</b></p>	<p><b>Benefits</b></p> <p>BWC's refuse, recycling and street cleansing crews collect waste and recycling from every home and keep the City's streets clean, preventing waste and recycling polluting the waterways.</p> <p>The Albert Road relocation gives us the opportunity to create a fit for purpose site which is carbon neutral and also provides space for species and habitat endemic to the area.</p> <p>The Avonmouth and Hartcliffe Way Household Reuse and Recycling Centres both have planting plans in place. These increase the space for nature at the sites. The plans include tree planting and a bug hotel.</p> <p>The Avonmouth redevelopment includes an attenuation tank which provides a sustainable drainage system for surface and rain water at the site. It will enable the slow release of water to prevent flooding and protect the surrounding habitat.</p>	
	<p><b>Enhancing actions</b></p> <p>BWC provide litter picking kits to community groups, local businesses and other interested parties. The kits are used to remove litter from local areas, preventing these items from polluting waterways and green spaces.</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>The Albert Road relocation has the potential to disrupt habitats in the new location.</p> <p>BWC use the herbicide Gallup Bio Amenity to manage weeds across the city. Weeds are treated twice a year.</p>	
	<p><b>Mitigating actions</b></p> <p>Mitigating measures for any site relocation and associated construction project would be agreed as part of the planning process.</p> <p>Investment in campaigns and engagement activities to support behaviour change that increases recycling and reduces waste will also minimise the impact of litter on the city's wildlife and wildlife habitats.</p> <p>BWC use a herbicide that is legal for use in public spaces, is aquatic safe and pet friendly to minimise the impact on wildlife and habitats. BWC to work with the Strategic Client and Sustainability Team around the use of pesticides to consider reducing the level used and develop a new approach to the removal of weeds.</p> <p>BWC's health, safety and environment key priorities protect the environment and ensure they are complying with environmental regulations. BWC sites have the required environmental permits and discharge consents.</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>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>	<p><b>Benefits</b></p>	<p>For 24/25 we have a renewed focus on expanding BWC's reuse and IT reuse operations will increase the number of items that are moved up the waste hierarchy to reuse, which is environmentally preferable to recycling and disposal.</p> <p>BWC is improving its waste sorting capabilities - this will increase the quality and quantity of the recycle.</p> <p>BWC are working towards local and national recycling targets - a 50% reuse, recycling and composting rate across Bristol by 2025 and 65% by 2035.</p> <p>In 2022-23 1.5% of municipal waste was sent to landfill. BWC are committed to reducing the amount of waste sent to landfill.</p>
	<p><b>Enhancing actions</b></p>	<p>Developing volunteer opportunities in the reuse shops can assist people back into employment and provide an opportunity for people to develop green skills.</p> <p>Expanding our reuse operations provides the opportunity to change consumer habits and raise aware about reuse.</p> <p>BWC will work at a strategic level with other city organisations to advise them on their waste strategies, ensuring the cities resources are managed responsibly, minimising waste and increasing reuse, repair and recycling.</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>Development at Avonmouth requires the use of raw materials and will generate construction waste.</p> <p>Decisions about how waste will be collected, sorted and treated will have an impact.</p>
	<p><b>Mitigating actions</b></p>	<p>Mitigation for the construction agreed with the Sustainable City Team at planning stage.</p> <p>Achieving KPIs relating to increased recycling and reuse rates (% of municipal waste diverted from landfill and % of household waste that is reused, recycled or composted).</p> <p>For the Avonmouth site redevelopment work demolition material from the previous plant is being used as hardcore, preventing the need to use raw materials. The piles used in the foundation were pre-cast driven piles to eliminate additional waste being generated which would increase landfill. Concrete and stone deliveries were sourced locally. Stone is recycled stone where appropriate.</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>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	BWC activities will neither reduce or increase risk to people and assets during extreme weather events
	Enhancing actions	During planning process for relocation of Albert Road Depot use resources such as 'Keep Bristol Cool' heat map to assess likelihood of overheating and flood risk through the Environment Agency flood risk map.
	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 type="checkbox"/> <b>No impact</b></p>	Benefits	<p>BWC's refuse, recycling and street cleansing crews collect waste and recycling from every home and keep the City's streets clean. In doing so they capture materials and prevent them polluting the city.</p> <p>BWC's health, safety and environment key priorities protect the environment and ensure they are complying with environmental regulations.</p> <p>Pursuing a desire to move to a 100% electric vehicle fleet, and working with BCC to explore this, will reduce air pollution and help improve air quality.</p>
	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	There will inevitably be some localised pollution and scheme specific impacts on habitats from construction.
	Mitigating actions	Specific mitigation for the construction will be agreed with the Sustainable City Team at the planning stage.
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
Fleet Replacement – Work closely with BCC colleagues on fleet replacement specifications	Strategic Client and SCCCS	By end of business plan period
Relocation of Albert Road Depot – Work closely with BCC colleagues and City Leap colleagues on planning specifications on new depot. (Other specific mitigation for the construction agreed with the Sustainable City Team at the planning stage.)	Strategic Client and SCCCS	By end of business plan period
Reporting and monitoring will assist with Citywide and Council ambitions and strategic planning around Climate Neutrality – Establish a climate neutrality reporting framework in partnership with the Client team and Sustainability Team.	Strategic Client	By end of business plan period

### 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> Nicola Hares – Environmental Performance Officer	<b>Submitting author:</b> Tim O’Gara – Director: Legal and Democratic Services
<b>Date:</b> 20/02/2024	<b>Date:</b> 21.02.2024

<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.

# Detailed Financial Commentary on Bristol Holding Group Business Plans

***Includes Exempt Content – See Appendix I2***

## 1. Financial Overview

- 1.1 Bristol Holding group currently includes the following operational subsidiaries:
  - Bristol Waste Company Ltd.
  - Goram Homes Ltd.
- 1.2 This financial commentary covers the financial implications for the council associated with the following 2024/25 business plans, as published for the Overview and Scrutiny Management Board on 2 February 2024:
  - Bristol Holding Ltd – version 02.02.2024 - v3 (Appendix A1)
  - Goram Homes Ltd – version 01.02.2024 - v4 (Appendix A2)
  - Bristol Waste Company Ltd plus Addendum (Appendix A3) and Exempt appendix plus Exempt Addendum – version 02.02.2024 - V6 (Appendix I1)
- 1.3 The council holds £37.153 million share capital investment in Bristol Holding (£36.55 million of Ordinary shares and £0.603 million of redeemable Preference shares). The ordinary shares relate to the legacy investment in BE2020 Limited which is dormant and in the process of being wound up, with the council's investment being fully provided as set out in the council's financial statements. Bristol Holding currently holds £1 Ordinary share capital in each of Bristol Waste and Goram Homes.
- 1.4 At the Balance Sheet date of 31 March 2023 the fair value of the council's investment in the Bristol Holding Group stood at £3.574 million.
- 1.5 The total value of any loans approved for the subsidiaries are subject to remaining within the Capital Strategy Affordability Indicator for the council. This is set at the lower of either 10% of the Council's General Fund Capital Financing Requirement (£67.7 million) or £70 million. For 2024/25 this is estimated to be £70 million.
- 1.6 The highest rated risk items impacting the group and mitigations proposed as assessed by Bristol Holding at the end of January 2024 are summarised in Table 1 below. If realised, many of these risks may have a financial impact and could result in an unplanned financial request to the council. It should be noted that any financial assurances provided by the council will be subject to the council's own assessment of the position and will not extend beyond those outlined within the council's 2024/25 Budget report which provides the financial framework for the company's business plans. Any additional costs to the council above that outlined in the council Budget report would be subject to a supplementary report / decision.
- 1.7 Given the current financial climate, it is essential that the council provides adequate scrutiny to its subsidiaries. Examples of poor governance and control across the local government sector have resulted in significant financial implications to a number of authorities. Not only are there financial risks of an unplanned draw down from the



## APPENDIX G

council and financial reporting accuracy, there are risks in common such as cyber security, health & safety and fraud for which ineffective oversight by the council can result in subsidiary governance failures which could pose both reputational and financial risks for the council if they materialise.

### Table 1: Bristol Holding Top Risks

Risk Title	Description	What has been done	P e r f o r m a n c e	Current Risk Level		
				L i k e l i h o o d	I m p a c t	R i s k R a t i n g
<b>RIS 11 Subsidiary Development &amp; Growth</b>	<p>Failure to develop and grow HoldCo subsidiaries</p> <p>Risk Causes include: Market failure Lack of demand for product Poor reputation impacts commercial growth Economic downturn impacts external commercial opportunities</p> <p>Insufficient appropriate development opportunities provided for Goram to deliver timely new housing Insufficient Council housing site pipeline for Goram Insufficient loan facility to finance new developments</p>	<p>Annual business plan and budget preparation, scrutiny and approval process with review of financial projections by company &amp; Holdco Boards Skilled resources in construction, development and sales (Goram) Monthly monitoring of financial performance and key operational KPIs by Boards Approval for Pipeline 2 and 3 of Goram Homes development sites Approval of Hengrove site to be developed by Goram Homes Goram housing site appraisals to ensure scheme viability Continual training regarding construction industry changes Adequate supply of land under control Expansion of BWC into IT Reuse and other areas Successful delivery of FM cleaning and security services to BWC</p>	↓	4	5	20
<b>RIS23: Severe economic downturn caused by external factors</b>	<p>Risk of business failure due to significant reduction in/ or termination of local authority and commercial trading streams following external threats, and subsequent severe economic recession/ stagflation</p> <p>Risk Causes Include; Market failure (eg collapse of housing market) Steep rises in energy prices Measures to combat any future pandemic lead to recession and loss of tax revenues to adequately fund public services BCC de-prioritises development of trading activities Lack of capacity or appetite to identify new commercial opportunities Shortage of labour due to illness or border controls Inflationary impact of shortages or in supply or tariffs on goods Interest rate increases</p>	<p>Regular financial and commercial review by Holdco, Board of BHL and subsidiaries Regular subco, financial and commercial review by appropriate subco, board Regular liaison with BCC Finance and Shareholder Liaison Annual business plan refresh and scrutiny review process;</p>	↓	4	5	20
<b>RIS08: Delivery of Financial Targets/ Deficit</b>	<p>Risk of failure to deliver BHL and/or subsidiary business plan financial assumptions leading to significant losses and business failure</p> <p>Risk Causes Include; Incorrect financial assumptions in business plans Market failure impacts volumes/ prices Poor pricing strategy for provision of services Unanticipated development costs (Goram) Price volatility of key sources of income (eg recyclates) Increases in development costs from those planned (eg Goram) Insufficient access to capital finance increases revenue costs Failure to achieve service KPIs with financial implications Loss of key funding stream (eg BCC and RHI) Locked in legacy issues impact returns of new companies Inadequate PayMech arrangements with BCC (BWC) Inadequate funding from BCC for additional services Lack of funding from government via BCC to cover 2nd peak of pandemic</p>	<p>Annual business plan and budget preparation, scrutiny and approval process with review of financial projections by company &amp; Holdco Boards Economic impact of cost increases reflected in BWC business plan Skilled resources in construction, development and sales (Goram) Monthly monitoring of financial performance and key operational KPIs by Boards with BHL attending as observers Robust financial modelling for business planning and business development, reviewed by BHL Goram housing site appraisals to ensure scheme viability Continual training regarding construction industry changes Business cases for investment or business development scrutinised through Holdco</p> <p>BWC efficiencies delivered 2018-22, Review 22-23 meeting targets in view of inflationary and commercial pressures Ongoing reviews of alternative revenue streams</p>	↓	4	4	16
<b>RIS17: Leadership Retention and Succession Planning</b>	<p>Failure to ensure continuity of the right leadership with the right skills across the Companies</p> <p>Risk Causes Include; Lack of succession planning Inability to recruit the right people at the right remuneration Inability to secure shareholder support to key appointments Insufficient HR expertise across the Group Inadequate staff development and training Weak or ineffective company boards Failure of executive to set appropriate strategic direction and exercise appropriate oversight Failure to agree approach for recruitment and retention of key personnel between Shareholder and companies</p>	<p>Group Remuneration Committee Industry benchmarking of staff remuneration BWC workforce planning and rewards and benefits market assessments BWC executive remuneration package proposals to Remuneration Ctte Performance &amp; Development framework Agreement of key executive contracts</p>	→	4	4	16
<b>RIS18: Workforce Retention and Planning</b>	<p>Failure to ensure continuity of the right workforce with the right skills across the Companies</p> <p>Risk Causes Include; Lack of succession planning Lack of effective local recruitment and retention Inability to recruit the right people at the right remuneration Insufficient HR expertise across the Group Inadequate staff development and training Failure to agree approach for recruitment and retention of workforce between Shareholder and companies Brexit and macro economic pressures leading to national shortages in key workers (e.g. HGV drivers)</p>	<p>Living wage accreditation and compliance Industry benchmarking of staff remuneration BWC workforce planning and rewards and benefits market assessments BWC Apprenticeship Programme BWC draft remuneration package proposals to Remuneration Ctte Resilience arrangements for key areas Performance &amp; Development framework</p>	↓	4	4	16
<b>RIS01: Health, Safety and Wellbeing</b>	<p>If a company does not meet its wide range of Health &amp; Safety requirements then there could be a risk to the safety of employees, contractors and citizens</p> <p>Risk Causes Include; Insufficient resources to carry out work safely Lack of appropriate equipment Lack of appropriate information and training Lack of management framework and controls Policies and processes not properly applied Policies are not kept up to date Inadequate contract management Lack of systems and processes to undertake O&amp;M services Vehicle failure or fire Human factors</p>	<p>Each established company has an approved health and safety policy which is updated annually Each Board reviews H&amp;S KPIs at every meeting Significant investment by BWC in safety initiatives Robust accident and incident reporting procedures and systems within BWC, reviewed regularly at Board level Contractors checked for their relevant H&amp;S competency Working from home risk assessments required for all appropriate staff Regular review of operations to ensure Covid safety Compliance team in place in BWC with regular reporting to Board and Audit &amp; Risk Cttee Compliance reporting for all group companies standing item for ARC External training for BHNH Board on CDM duties and requirements BWC SHEQ team and procedures Measures in place to mitigate risk of DPF fires in recycling vehicles</p>	→	4	4	16

## 2. Bristol Holding Ltd. (BHL)

### 2024/25 Business Plan

- 1.8 Bristol Holding Ltd (BHL) is wholly owned by the council and is an intermediate holding company for investments in Bristol Waste Company Limited and Goram Homes Limited. Its principal role is to design controls and implement them to protect the interest of the shareholder by ensuring effective governance of the council's portfolio of trading companies, supporting delivery of activities and reinforcing the shareholder values and ethics. Whilst BHL may oversee management decisions, it does not actively participate in running the day-to-day operations of the subsidiaries. There is no assumption at this stage of any change in the company portfolio.
- 1.9 BHL staffing consists of a Chair, a part time Executive lead and a part time administrator. It operates in conjunction with other key lines of assurance, such as Internal audit, the company Audit and Risk Committees ("ARACs") and External audit. This budget reflects a lean operating model where functions, as appropriate, have been transferred to the council with time spent by council employees expected to be charged back to BHL. If the council commissions work through BHL which is additional to that budgeted, then BHL's operating model enables recovery of such costs where appropriate or in the form of a fee via management recharges to the subsidiary companies.
- 1.10 BHL reviews and consolidates the shareholder companies' common or specific high risks into its' group-wide risk register each month. In turn, quarterly or more regularly if appropriate, the council incorporates those risks into its Corporate Risk Register where it assesses them as significant to the council. It also includes an additional risk impacting the council as shareholder rather than the investment companies themselves.
- 1.11 The Business Plan assumes that BHL continues in its present form for another fiscal year to March 2025. However, the future role of BHL will be reviewed through 2024/25. The council will look to review the position in 2024/25, ensuring proposals remain effective with clear roles, responsibilities and accountability. Where transfers are proposed, the council will need to ensure that it has the organisational capacity to maintain sufficient oversight. The council will engage an external reviewer to assess progress in embedding governance structures and in implementing previous review recommendations, including establishing the ARAC's and assessing their maturity. Until then, BHL will continue to play its assurance role, until stakeholders are satisfied that the new governance and assurance environment is embedded and 'fit for purpose.'
- 1.12 The council holds £0.603 million of redeemable Preference shares (7% interest rate). No interest has been paid on these shares and BHL has made provision in its budget for the interest. There are currently no loan agreements between the council and BHL. BHL currently holds £1 Ordinary share capital in each of Bristol Waste and Goram Homes.

## APPENDIX G

1.13 The proposed gross Budget expenditure for the 2024/25 financial year is £0.309 million. This represents a £0.021 million (7.2%) increase against the revised 2023/24 Budget which reflects increased costs, particularly in relation to external audit costs which are 20% higher year on year. The revenue budget proposal for 2024/25 is outlined in the table below:

**Table 2: Bristol Holding 2024/25 Budget**

Original Budget 2021/22 £	Original Budget 2022/23 £	Bristol Holding - Approved Budget 2022/23	Revised Budget 2023/24 £	Budget 2024/25 £	Comments
		<i>Income</i>			
5,000		Charges to BCC			
558,000	409,845	Charges to Subsidiaries	249,996	309,294	
<b>563,000</b>	<b>409,845</b>	<b>Total</b>	<b>249,996</b>	<b>309,294</b>	
		<i>Expenditure</i>			
396,000	292,229	Staff costs	170,939	178,557	Exec Team Incl Co Sec, Back Office
95,000	78,000	Supplies & Services	91,757	107,937	Ext Audit, Tax advice, IT costs External audit costs c.20% higher YOY
		<i>Recharges from BCC/ Subsidiaries</i>			
54,000	35,456	Insurance	24,800	22,800	Insurance costs
10,000	2,080	Legal	500		
5,000	-	HR	-		
3,000	2,080	ICT	500		
		Others			
<b>563,000</b>	<b>409,845</b>	<b>Total Costs</b>	<b>288,496</b>	<b>309,294</b>	<b>7.2% increase on costs in the year.</b>
		<b>Surplus/ (Deficit)</b>	<b>(38,500)</b>	-	Being £38.5k of audit fees absorbed by BHL and covered by reserves rather than being recharged to subsidiaries.

1.14 Key sensitivities are attributed to pay award, inflation and audits and are not considered material. The BHL gross budget is assumed to be recharged in the following proportions for 2024/25. These are indicative as BHL has flexibility to provide specialist ad hoc work as and when required.

	Split %
Bristol Waste	63%
Goram Homes	37%
<b>Total</b>	<b>100%</b>

1.15 The budget forecast for 2023/24 includes recharges to the subsidiaries of £0.250 million. BHL have absorbed £0.039 million of additional audit and other charges in this financial year and utilised some of its reserves. This was a 'one off' to help the companies as part of the cost-of-living challenge and to keep recharges to a minimum this year. This is not likely to be repeated in future years and any additional costs will be recharged in full.

### 3. Goram Homes Ltd.

- 3.1 The legal status of Goram Homes, due to its commercial purpose, is a Body Not Governed by Public Law (non-BGPL). The term “A Body Governed by Public Law BGPL” covers a body that possesses all the following three characteristics:
- It has legal personality;
  - It has been established for the specific purpose of meeting needs in the general interest which do not have an industrial or commercial character; and
  - financed for the most part, or controlled, by the State, regional or local authorities, or any other body governed by public law.
- 3.2 Local authority trading company activities can be diverse, which means classification is not always a simple process and as such consideration needs to be given each year as to whether the status and exemptions remain unchanged, particularly in the context of funding / loan transactions.
- 3.3 As Goram is deemed a non-BGPL (due primarily to its commercial characteristics as assessed at the council’s annual procurement status review meeting by Legal, Shareholder Liaison, Finance and Bristol Holding Ltd acting on behalf of the council as shareholder, with the Managing Director and Finance Director of Goram Homes in attendance), the business plan for 2024/25 is prepared and considered on this basis and the following principles apply:
- Any financial assistance provided by the council will be on similar terms provided to external bodies and will not give a ‘competitive advantage’.
  - The council must follow public procurement processes before awarding any contract to Goram Homes.
  - Goram Homes is not required to follow public procurement processes itself when awarding contracts.

#### Overview to Date

- 3.4 The council approved the establishment of Goram Homes (a housing company) at Cabinet on 4 September 2018. The initial Pipeline 1 development relating to One Lockleaze (formally known as Romney House) and Baltic Wharf comprised land transfer with deferred capital receipt plus interest and a £10 million loan to Goram Homes both for working capital (£3.3 million) and development investment.
- 3.5 The unrequired balance of £3.7 million remaining from the initial £10 million for Pipeline 1 was re-directed into a second £10 million loan facility, including £4 million for working capital, for seven additional development sites referred to as Pipeline 2, as approved at Cabinet 26 January 2021. Pipeline 2 developments include: Hengrove, Dovercourt Road and New Fossey Road.
- 3.6 The total working capital loan facility of £7.3 million has been utilised as follows:
- Pipeline 1 (£3.3 million): £2.4 million utilised as at February 2024. The remaining balance of £0.921 million is currently forecast for 2025/26 but is not expected to be required.
  - Pipeline 2 (£4 million): £1.5 million utilised as at February 2024, with a further £1 million forecast to be drawn down in 2023/24. The expected drawdown for 2024/25 is nil, with a £0.5 million drawdown expected for 2025/26.

## APPENDIX G

- 3.7 On 25 March 2022, the council transferred the freehold of land at Romney (Lockleaze) to Goram Homes for £12.851 million, the consideration being an unsecured loan note. It should be noted that principal repayments began in 2022/23 with the council receiving £2.825 million, following the council paying a deposit for units on the Romney site for the same value. A further £4 million is forecast to be received in 2023/24.
- 3.8 The development of properties within Pipeline 2 is in the early stages. Loan notes for Dovercourt Road and New Fosseyway are expected to be issued by March 2024.
- 3.9 In addition to the above, in association with the Hengrove pipeline scheme, £10.1 million of the West of England Combined Authority funding will transfer to Goram Homes via a 'pass down, back-to-back funding agreement' between the council and Goram Homes to support the development at Hengrove Park. It is expected that Goram Homes will manage the programme of works and submit quarterly returns to enable the council to comply with its obligations under the terms of the Funding Offer. It is also expected that Goram Homes will ensure that the £5 million repayable loan element due to be repaid over the three financial years 2027/28 to 2029/30 will be repaid to the council in line with the agreed profile.

**Table 3:**

### Summary of the Council's Outstanding Loans with Goram Homes

	Approved Loans	Utilised to Date	Interest (to 31 Jan 24)	Repaid	Outstanding Balance (Including accrued interest)
	£m	£m	£m	£m	£m
Goram Homes - Working Capital Facility & Potential Development (Pipeline 1 & 2)	7.300	3.879	0.569	0.000	4.448
Goram Homes - Loan Notes (Deferred Capital Receipts)	12.851	12.851	1.138	(3.349)	10.640

### 2024/25 Business Plan

- 3.10 Goram's 2024/25 Business Plan incorporates results delivered through partnership arrangements in the form of Limited Liability Partnerships (LLPs), with 50% shareholding by Goram Homes. The Business Plan also includes a contract with the council for the delivery of the Hengrove Bookends development at Hengrove Park. The Business Plan assumes that the following project LLPs will be operating in the financial year 2024/25:

- One Lockleaze
- Dovercourt Road
- New Fosseyway Road
- Hengrove Park
- Baltic Wharf

## APPENDIX G

- 3.11 The Business Plan incorporates cash funding to progress planning and partner procurement for four other sites in Goram’s pipeline, which have been prioritised for planning in 2024/25. These are Novers Hill, St Ursula’s and The Grove Car Park. Where existing council car parks are made available for development, the Council may receive a one off payment for the sale price of the land but lose future revenue. A clear and transparent process will need to be agreed for the years of lost revenue in the calculation and this loss of income needs to be considered and approved in relation to the Council’s Budget and Medium Term Financial plan.
- 3.12 The Business Plan states that £0.03 million social value will be generated per completed home, with One Lockleaze delivering more than £0.045 million of social value per home. These figures have been independently verified by the Social Value Portal. It is important to remember that social value is intended to be the added value (additionality) to financial return and not a replace thereof. The optional direct costs associated with delivering social value should be monitored to allow appropriate scrutiny and evidenced based decision making by the council, to the priority it would seek to give when considering options over social, economic, environment and financial value in each of the programmes and ongoing financial sustainability.
- 3.13 From the council’s perspective the residual working capital facility from Pipeline 1 (£0.921 million), and the £8.5 million balance of the £10 million approved Pipeline 2 funding (with £2.5 million remaining of the approved £4 million in relation to working capital, and £6 million set aside for Hengrove) is the total envelope for 2024/25 subject to further approvals and/or drawdowns taken by March 2024. It is intended that this is used flexibly to cover all working capital and development required to take these sites forward. Land transfer for sites at market value would occur as future plans mature. It should be noted that a deed of variation to the working capital facility loan agreements is in the final stages of approval, and this will allow greater flexibility for future developments. At this stage no additional funds have been requested. Should any additional funds be required this will be considered in future budget rounds.
- 3.14 The table below sets out Goram’s latest projected cumulative profit/(loss) after taxation.

**Table 4:**  
**Goram Cumulative Profit/(Loss) After Tax**

Profit & Loss Account	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Year to 31 March	£000	£000	£000	£000	£000	£000
<b>Current Business Plan</b>	(4,990)	(4,101)	(2,386)	3,792	5,728	5,156
<b>Previous Business Plan</b>	(6,564)	(1,604)	1,938	2,726	3,271	
<b>Change</b>	<b>1,574</b>	<b>(2,497)</b>	<b>(4,324)</b>	<b>1,066</b>	<b>2,457</b>	

- 3.15 Goram’s business plan indicates a cumulative net profit by the close of financial year 2026/27 (the 2023/24 Business Plan forecast a cumulative net profit by the close of 2025/26, a year earlier). This year on year change reflects the delays to

## APPENDIX G

development, primarily as a result of planning delays. The forecast movement from a £2.4 million loss in 2025/26 to a forecast profit of £3.8 million in 2026/27 is due to the expected completion of the Baltic Wharf development. The council are exploring grant opportunities, including submitting a bid of £2.5 million for the Brownfield Land Release Fund, to support the development of Baltic Wharf.

- 3.16 This forecast assumes that, by the end of 2024/25, funds set aside by the council for Pipeline 1 are released back to the council and the associated working capital facility 1 is repaid. Goram is forecasting to commence paying dividends within the time horizon of the Business Plan. This is due to LLPs completing and distributing their profits to Goram Homes through dividends.
- 3.17 The council has confirmed in its 2024/25 budget the anticipated release of profits to the shareholder, forecast as £6 million across 2025/26 and 2026/27, and will work with Goram to determine the appropriate and most cost effective mechanism to achieve this. In the interim, the council will make notional reductions to the Goram Homes pipeline reserves to reflect the intent and anticipated profile. This decision and forecast is on the basis of initial developments now coming to fruition and the company business projections.
- 3.18 The council's strategic priority for housing delivery may result in further development opportunities and whilst no further funding has been earmarked in 2024/25, should Goram be successful in securing these opportunities, it would result in further pipeline funding adopting similar principles in the medium term to support the acceleration of housing development.

### Risk

- 3.19 The housing market is subject to fluctuating economic and market conditions which continues to be a risk to Goram's commercial return, and subsequently is a risk to the return to the council. The risks that have been identified as having the highest likelihood and impact are shown on the Group Risk Register (see Table 1). Monitoring and mitigation is essential to ensure Goram can deliver the required return to the council in the expected timeframes.
- 3.20 It should be noted that developments may be dependent on grant funding being secured. The council are awaiting the outcome of a bid to the Department for Levelling Up, Housing & Communities for Brownfield Land Release Fund 2 (BLRF2) in relation to Baltic Wharf. This bid of £2.528 million, along with additional grant funding from Homes England for the provision of affordable homes, will improve the viability of this development.
- 3.21 Goram's business plan includes the following risk statement in relation to commercial return:

*"The risks that run through the whole plan are also present in the assessment of the ability to deliver Objective Four [Provide a commercial return to our shareholder and meet the highest standards of social and environmental accountability]. Those specifically impacting Commercial Return, are time, cost, and revenue. These risks can be managed most simply before the LLP is formed. When projects start, we*

## APPENDIX G

*manage matters within the control of the LLP to prioritise commercial return. Goram Homes' ability to meet the objectives set by Bristol City Council is impacted greatly by time. For example, time taken to gain planning, find appropriate partners, and deliver homes. To limit these risks, it is critical that we continue to work closely with the council to align objectives and work towards joint goals."*

3.22 Since Goram is assessed as non-BGPL subsidiary, in the event that these risks materialise, Goram would implement management controls without requesting to utilise the council's resources. Consequently, the council has not made specific provisions in its accounts to mitigate any of Goram's (a non-BGPL Company) financial risks.

## 4. Bristol Waste Company Ltd. (BWC)

### Overview to Date

4.1 Bristol Waste is a Teckal company and due to the operations the Teckal directive requires that:

- The council must control all of the shares in the company and must also exercise effective day-to-day control over its affairs; in other words, the same as the relationship between the council and one of its internal directorates.
- At least 80% of its turnover / activity must be for its public sector owners and the companies can undertake up to 20% trading (smoothed over 3 years) with third parties outside of their 'Teckal' contract.
- The council can directly award contracts to the company without a formal public procurement process. However, the Teckal companies themselves are required to comply with public procurement processes when awarding contracts.
- If the companies are also trading with third parties (up to maximum 20% of turnover) the council must be mindful that it is not subsidising the third party activity and giving a 'competitive advantage', not breaching new UK state aid and/or transfer pricing regulations.

The procurement status review meeting for 2023/24 has confirmed that BWC remains within the 20% limit permitted for Teckal companies.

4.2 BWC provides the council's waste and street cleaning services (its municipal waste business) as well as providing commercial services and workplace/facilities management services. The council has two main contracts with BWC:

- Waste Services
- Facilities Management (FM)

4.3 The council has previously approved repayable loan facilities of £12 million to BWC for fleet vehicle replacement (Cabinet 4 December 2018) and £2.8 million for Phase 2 of the Avonmouth site redevelopment (Cabinet 26 January 2021). Both loan agreements include interest charges on the principal sums. No further loan requests are anticipated for 2024/25.

4.4 Of the £12 million for fleet vehicle replacement, £11.3 million has been borrowed. In line with contractual payment terms, £5.4 million (the principal) had been repaid at January 2024. This leaves £5.9 million to be repaid in full plus interest by November 2028.



## APPENDIX G

- 4.5 Of the £2.8 million for Phase 2 of the Avonmouth site redevelopment, £1 million has been borrowed with the initial drawdown in January 2024. The balance of £1.8 million is forecast to be drawn down in 2024/25. BWC indicates that the total cost for the Avonmouth site redevelopment will be £5.4 million with the balance over and above the £2.8 million to be funded from their cash reserves.
- 4.6 At the balance sheet date of 31 March 2023, the council had reduced BWC's net asset valuation from the previous year's £5.465 million to £3.574 million. This year on year reduction is mainly driven by an actuarial change, with an increase in pension liability resulting in a decrease in net assets. The asset valuation is measured in the Balance Sheet at fair value on a recurring basis with the investment being valued at the council's share of the company's net assets. Calculations have been based on Bristol Holding Ltd.'s unaudited accounts as at 31 March 2023.

### Waste Services

- 4.7 The council's original 2023/24 budget for its core waste services is £42.7 million. This represents 69% of BWC's total forecast income for 2023-24.
- 4.8 The BWC contract includes a payment mechanism (paymech) based on actual cost (and open book accounting, in order to achieve best value for the use of public funds) plus % approach. This is calculated annually according to unavoidable cost, market volatilities (for example for recyclates) and a mechanism for efficiencies and cost savings to be returned to the council under the contract. The cost plus approach allows for +14% overhead as set in 2022/23 council budget preparation with a 3 year review period.
- 4.9 This approach ensures the council pays appropriately for actual activity commissioned and eliminates variations in estimates in the business planning process due to financial and economic conditions which change over time coupled with over optimism at the outset.
- 4.10 The paymech represents a risk / reward arrangement between the council and BWC when dealing with Waste in-year contract variations only and is calculated as follows:
- The variance is defined as the difference between Teckal Waste (direct) cost + 14% mark-up and Teckal Waste revenue contract as outlined in paragraph 4.17 below.
  - The paymech is stacked.
    - i. any variance within +/- £0.250 million will be 100% met by BWC
    - ii. variances of up to a further +/- £0.250 million – 100% the council
    - iii. any further variance above +/- £0.500 million is shared between the council and BWC in the percentage split of council 30%: BWC 70%.
  - Illustration based on £1.0 million verified in year variance post open book reconciliation would equate to BWC £0.600 million and council £0.400 million.
- 4.11 During the year (2023/24 to date) other council income of £0.870 million is forecast in relation to items such as Bank Holiday catch ups, Fly tipping, Big Tidy, Harbour & Metro Bus cleansing etc.

## APPENDIX G

### Facilities Management (FM)

- 4.12 The council entered a 4 year contract with BWC for Integrated Workplace & Facilities Management Services (Soft FM) for the council estate which started on 1 June 2021 to deliver a range of 'Soft FM' services including internal & external cleaning, security, waste, consumables, service management, and co-ordination.
- 4.13 This is a contract for services with the main aim of finding savings and efficiencies for the council as reflected in the annual pricing structure in the table below (table reflects contract years and not financial years). The council's FM cleaning and security staff were TUPE'd across to BWC (142 Full Time Equivalent (FTE) positions).

**Table 5: Council & BWC FM Contract, Annual Price (June-May)**

	Council Baseline 2020/21 Outturn £m	Year 1 £m	Year 2 £m	Year 3 £m	Year 4 £m	Year 5 £m
Annual Cost	6.0	5.8	5.5	5.3	5.2	5.1
Annual Efficiencies		0.1	0.3	0.2	0.1	0.1
Cumulative Efficiencies		0.1	0.5	0.6	0.8	0.9

- 4.14 The pricing structure is forecast on year one baseline figures which do not include inflation. Inflationary increases will need to ensure that if the absolute value of BWC's annual pay increase exceeds the absolute value which the council would have awarded the cleaning and security staff had they remained with the council, then BWC must absorb that difference.
- 4.15 FM arrangements included Third Party Income (TPI) received by the council. In operating a similar baseline as 2020/21, the TPI budget has been set at £0.6 million and will remain a fixed liability for BWC.
- 4.16 Table 6 below sets out the council's total annual budget for FM, which includes the provision made by the council to fund the pay implications of TUPE'd staff in line with pay awards negotiated by the union in 2023/24 and assumptions for 2024/25.

**Table 6: FM annual budget, including pay award**

	Council Baseline 2020/21 Outturn £m	Year 1 £m	Year 2 £m	Year 3 £m	Year 4 £m	Year 5 £m
Annual Cost	6.0	5.8	5.5	5.3	5.2	5.1
Annual actual/projected pay awards		0.1	0.3	0.3	0.2	0.1
Total Annual Budget		5.9	5.9	5.7	5.4	5.2

## APPENDIX G

### 2024/25 Council Budget

- 4.17 The council's 2024/25 budget for its core waste services (Teckal activity) is £46.6 million. This includes a £2.1 million increase from 2023/24 budget in line with the council's assumed budget increase for inflation and a £1.8 million budget increase to reflect the pressure in relation to increased municipal waste costs. These increases are included in the operating profit/(loss) assumptions for Table 7 below.
- 4.18 Due to current levels of inflation and other economic pressures, in order to remain within the funding envelope set by the council, BWC put forward proposals on savings and an increase in charges which came into effect from 2023/24; £0.7 million of additional income (included in the council's budget) is expected to be generated via the council and transferred across. To mitigate the risk of this income not being achieved, the income position will be reconciled as part of the paymech process at the end of the year.
- 4.19 The council's 2024/25 budget for FM is £5.4 million, which includes the provision made by the council to fund the pay implications of TUPE'd staff in line with the outcomes of the National Joint Council (NJC) pay negotiations in 2023/24 and assumptions for 2024/25. See Table 6 above (Year 4).
- 4.20 The 2024/25 budget for other service areas for items such as Bank Holiday catch ups, Fly tipping, Big Tidy, Harbour & Metro Bus cleansing etc is £0.913 million. The budget also assumes the risk for regulation changes for Persistent Organic Pollutants (POP) would be borne by the council. This however would need to be assessed along with BWC's available contingencies and reserves.

### 2024/25 Business Plan

- 4.21 A Financial Summary is provided at Section 19 of BWC's Business Plan, with details included at Section 3 of the Exempt Sections.
- 4.22 BWC has produced a 3 year business plan and budget which reflects the next phase of their transformation plan and is designed to coincide with the end date of the current Waste Service Agreement (WSA) and assumes alignment of the Integrated Workplace and Facilities Management contract with the WSA. The company is currently loss making, with a forecast loss of £2 million for 2023/24. The impact of inflation and other economic factors have created pressures for BWC this year, hence the need to adapt and continue to explore further opportunities for savings. The business has laid the foundations for improvement, which has been the focus of 2023.
- 4.23 The Business Plan states that during 2024/25 BWC expects to deliver more than £30 million of social value to Bristol. This figure has not been independently verified by the Social Value Portal and as such should be considered illustrative only, with a reminder that social value is intended to be the added value (additionality) to financial return and not a replace thereof. The optional direct costs associated with delivering social value should be monitored to allow appropriate scrutiny and evidenced based decision making by the council, to the priority it would seek to give when considering options over social, economic, environment and financial value and ongoing financial

## APPENDIX G

sustainability.

4.24 The business plan identifies the following risks and opportunities, which are quantified in Exempt Section 1. Should any of these risks materialise, mitigating action would need to be considered and, depending on the timing, it may be necessary for BWC to manage these with their reserves and / or the paymech. If BWC are unable to mitigate these risks, this presents a risk to the council as there may be a call for additional funding or a trigger to the pay mech resulting in a payment from the council to BWC.

### Risks:

- Recyclate income/prices fall by an average of 5%
- Increased waste disposal costs
- Fuel price increases by 5%
- Increased vehicle maintenance, repairs
- Recruitment challenges increase agency/overtime costs
- Failure to achieve commercial growth targets
- Additional employers liability insurance excess

### Opportunities:

- Agency/overtime costs reduction
- Additional procurement savings
- Gains significant commercial wins via tender
- Further cost savings drive

4.25 A summary Profit & Loss Statement for BWC is set out in Table 7 below. This shows a comparison with the current forecast outturn for 2023/24 and budget assumptions for 2024/25 to 2026/27. There is a forecast loss of £2 million for 2023/24, and a deficit budget of £0.8 million for 2024/25. The business is expected to move to a small profit of £0.027 million by 2026/27. BWC currently have sufficient cash reserves to cover losses over the three year period and therefore there are no 'going concern' issues. However, if the risks referenced in 4.24 above materialise without mitigation, then this threatens the move to a break even position over the period of this business plan or would result in further depletion of BWC cash reserves.

**Table 7: Summary Profit & Loss Statement for BWC**

	Forecast	Budget		
Profit & Loss Statement	2023-24	2024-25	2025-26	2026-27
Sales (£000's)	62,241	64,415	66,035	67,998
Operating profit / (loss)	(2,014)	(825)	(532)	27

4.26 The forecast deficit of £2 million for 2023/24 indicates a trigger to the paymech, which will result in a payment from the council to BWC. This is a forecast and not yet agreed with the council. The position will be closely monitored and a full reconciliation undertaken at year end.

4.27 Given the forecast loss of £0.825 million for 2024/25, the council expects BWC to review their operating model throughout the 2024/25 financial year to move the

## APPENDIX G

company into a more sustainable position longer term. The budget currently being proposed will result in a trigger to the paymech which will put further pressure on council reserves.

4.28 Detailed financial summaries for the 2024/25 Business Plan can be found in the Exempt Sections, with a Teckal/Non Teckal split at Exempt Section 3.3. Teckal income represents 89.2% of total income, which is slightly higher than the 2023/24 business plan (88.8%). Income from Non Teckal activity is 10.8% of BWC total income for 2024/25 and is therefore within the 20% permitted for Teckal companies. It should be noted that Section 3.3 presents draft 2024/25 figures as they do not reflect the additional funding agreed by the council as part of the 2024/25 budget. The additional funding relates to the municipal waste contract therefore represents an increase to Teckal activity, which would reduce the non-Teckal percentage to 10.6%.

4.29 The sales by sector are shown in the table below. The Municipal waste figures represent the Teckal element of the revenue and do not include the additional funding agreed as part of the council's 2024/25 budget.

**Table 8: Sales by sector**

	Forecast 23-24		Budget 24-25		Budget 25-26		Budget 26-27	
	£000's	% of income	£000's	% of income	£000's	% of income	£000's	% of income
<b>Revenue</b>								
Municipal	43,384	70%	45,568	71%	46,942	71%	48,357	71%
Commercial Waste	6,085	10%	7,593	12%	7,794	12%	8,000	12%
FM - BCC	6,363	10%	6,142	10%	6,305	10%	6,472	10%
FM - Other	1,118	2%	727	1%	746	1%	766	1%
Other	5,291	9%	4,385	7%	4,248	6%	4,403	6%
<b>Total Revenue</b>	<b>62,241</b>	<b>100%</b>	<b>64,415</b>	<b>100%</b>	<b>66,035</b>	<b>100%</b>	<b>67,998</b>	<b>100%</b>

### **Municipal (Including waste, recycling and street cleaning)**

4.30 BWC's Municipal revenue budget for 2024/25 is £49.8 million. This sector comprises waste and street cleansing operations plus income from recyclates. The core waste services (Teckal activity) income is £45.6 million, which does not reflect the additional funding agreed by the council as part of the 2024/25 budget.

### **Commercial**

4.31 BWC's commercial waste business includes both Teckal and non Teckal activity and includes waste collection from businesses across the city and commercial collection from the council's operational buildings, Business Improvement District additional street cleansing and commercial waste processing and disposal from Avonmouth and Albert Road.

4.32 The revenue budget for 2024/25 is £7.6 million. The split of revenue streams is Commercial collections (55%), Commercial Processing (36%), Recyclates and other income (9%). BWC intend to grow the commercial/non Teckal part of the business, supported by a sales and marketing plan. This will be monitored by the council to ensure the 20% Teckal limit is not breached.

## APPENDIX G

### FM

4.33 BWC's FM revenue budget for 2024/25 is £7.1 million. This includes delivery of a range of 'Soft FM' services including internal & external cleaning, security, waste, consumables, service management, and co-ordination.

4.34 Inflationary pressures have continued to impact the cost of service delivery in 2023/24, however, following the reorganisation of cleaning and security services this year, BWC are anticipating that the main FM contract with the council will generate a small surplus in 2023/24 and 2024/25. The cash-in-transit service still operates at a loss, however, the commercial FM contract activity continues to deliver a net surplus with growth forecast over the next three years.

### Capital

4.35 The majority of the vehicle fleet is approaching year 6 of an anticipated lifespan of 8 years and BWC are experiencing the financial cost of increased maintenance requirements. During 2024/25, BWC will need to work closely with the council to understand the nature of service that is to be delivered post 2026 and the implications for financing a new fleet, which could be significant.

### Exempt Content

4.36 See Appendix I2 for exempt content in relation to BWC.

### **Kathryn Long, Finance Business Partner – Resources & Shareholding 21 February 2024**

*Bristol Holding Ltd. Business Plan (version 02.02.2024 - v3) – 2 February 2024*  
*Goram Homes Ltd. Business Plan (version 01.02.2024 - v4) – 2 February 2024*  
*Bristol Waste Company Ltd. Business Plan plus Addendum (version 02.02.2024 - V6) – 2 February 2024; Including Exempt Appendix plus Exempt Addendum 2 February 2024*

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

Document is Restricted

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

Document is Restricted



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**MEETING DATE:** 5 March 2024

<b>TITLE</b>	<b>2023/24 P10 Finance Exception Report</b>		
<b>Ward(s)</b>	N/a		
<b>Author:</b> Jemma Prince		<b>Job title:</b> Finance Business Partner – Financial Planning, Reporting and Strategy	
<b>Cabinet Lead:</b> Councillor Craig Cheney: Cabinet Member, City Economy, Finance and Performance		<b>Director Lead:</b> Denise Murray – Director of Finance	
<b>Proposal origin:</b> Other			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b> The Council budget for 2023/24 was agreed by Full Council 21 February 2023. This report provides information and analysis at Period 10 (January 2024 extrapolated) on the Council’s financial performance against the approved budget and forecast use of resources for the financial year. In addition, this report also serves as a mechanism for any finance approvals or adjustments that are required on the Council’s approved budget.			
<b>Evidence Base:</b> The 5 year budget was approved by Council in February 2023.  The Council operates Directorate cash limited budgets and Executive Directors are responsible for ensuring that appropriate action is taken to contain both revenue and capital spending in line with the directorate’s overall budget limit. Budget holders forecasting a risk of overspend which can potentially be brought back in line with their budget should, in the first instance, set out in-service options for mitigation. Where these options are considered undeliverable or pressures cannot be contained across the directorate the budget scrutiny process will be triggered and a request may be made for the Executive to consider granting a supplementary estimate redirecting funds from an alternative source.  The Council’s overall annual revenue spend is managed and monitored across a number of areas and at Period 10 the forecast financial outturn for 2023/24 is as follows: The General Fund <ul style="list-style-type: none"> <li>• The General Fund is currently forecasting a risk adjusted overspend of £6.9m, 1.4%, on the approved budget of £483.5m. This forecast has deteriorated by £1.5m since P9 (details are provided in Appendices A1 and A2). It continues to be expected that this forecast pressure will be mitigated in full before close of the current year.</li> <li>• The General Fund savings programme for 2023/24 agreed by Council and included in the General fund budget above is £26.2m (23/24 savings £16.2m and £10.0m carried forward from prior years still requiring delivery). In addition to this £26.2m, there are an additional net £9.3m of savings undelivered at 2022/23’s full year outturn and £1.8m of additional savings activity approved since the start of 2023/24 so that a total £37.3m savings are being tracked in the current financial year. Currently £8.5m (23%) of these £37.3m savings are reported as being at risk. This represents a deterioration of £1.8m since Period 9.</li> <li>• A number of these savings delivery risks are captured in the forecast outturn above or in the directorate risk and opportunities logs; however, it should be noted that not all risks are formally acknowledged in the outturn and as such these represent an underlying additional risk.</li> </ul>			

### The Ring-fenced Accounts

- Housing Revenue Account (HRA) is forecasting an overspend of £3.2m (2.3%) on the £137.4m approved gross expenditure budget.
- The Dedicated Schools Grant (DSG) revised budget, including amounts recouped by the Education and Skills Funding Agency for Academies, is £452.3m against which it continues this month to forecast a £16.4m (3.6%) mitigated in-year deficit. This in-year forecast overspend, when combined with the prior year's carried forward deficit of £39.7m, brings the forecast total accumulated carried forward in to 2024/25 deficit £56.1m.
- The Public Health Grant allocation for 2023/24 is £35.7m and no variation is forecast.

### Capital Programme

- The latest revised Capital Programme total budget for 2023/24 is £267.8m reflecting an increase of £0.4m in the General Fund budget and £0.7m in Corporate contingencies and funds since P9. The HRA budget is unchanged since P9. This £1.1m increase in budget follows recent Cabinet approvals and delegated decisions in relation to transport schemes. The General Fund is forecasting an underspend of £18.1m against its revised GF budget of £154.3m (and 6.9% of GF and HRA Total budget) and the HRA is forecasting an underspend of £7.3m against its revised budget of £108.5m (and 2.8% of GF and HRA Total budget). These combine to represent a £25.4m forecast underspend against budget. There is a £2.5m forecast underspend against the remaining budget balance for corporate contingency and funds of £5.0m. (See Appendix A1, Table 8.)

### Further Risks & Opportunities

- Further risks and opportunities to the Council have been identified which could materialise during the financial year. These risks and opportunities arise within the Resources Directorate and present a net £0.4m. Should these risks materialise it is expected that mitigations will be identified to offset them in full.

### Urgent Key Decisions

- the council's S151 Officer and Cabinet Member for City Economy, Finance and Performance to accept £825,416 grant funding from the DfE to deliver Befriending to Care Leavers and Family Finding to children in care and to procure and award contracts for expenditure of that funding.

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

#### That Cabinet notes:

- The General Fund forecast £6.9m adverse outturn variance against the approved budget for 2023/24 (see Appendices A1, A2 and A4).
- The performance on delivery of savings (as summarised in Appendix A1 Section 3).
- The General Fund additional net risk of £0.4m against which Executive Directors plan to mitigate in full (as summarised in Appendix A1 Section 4).
- A forecast overspend of £3.2m within the HRA and that over- or under-spends that materialise on the HRA will be funded by a transfer from or to the HRA general reserve at the end of the financial year.
- A forecast in-year deficit of £16.4m accumulating to a total £56.1m carried forward deficit in the DSG for 2023/24.
- A breakeven position on Public Health services.
- A forecast £25.4m underspend against the revised GF and HRA Capital Programme's Budget (Appendix A1 Section 6).
- The urgent key decision taken by the council's S151 Officer (in consultation with the Cabinet Member for City Economy, Finance and Performance) to accept and spend £825,416 grant funding from the DfE to deliver Befriending to Care Leavers and Family Finding to children in care and to procure and award contracts for expenditure of that funding.

### **Corporate Strategy alignment:**

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

<b>City Benefits:</b> Cross priority report that covers whole of Council's business
<b>Consultation Details:</b> N/a
<b>Background Documents:</b> N/a

<b>Revenue Cost</b>	See above	<b>Source of Revenue Funding</b>	N/A
<b>Capital Cost</b>	See above	<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"/>

<b>Required information to be completed by Financial/Legal/ICT/ HR partners:</b>
<b>1. Finance Advice:</b> The resource and financial implications are set out in the report.
<b>Finance Business Partner:</b> Jemma Prince, FBP – Financial Planning, Reporting & Strategy, 20 <sup>th</sup> February 2024
<b>2. Legal Advice:</b> Cabinet is asked to note financial performance as at P10 against the approved budget, and an urgent key decision taken by the S151 Officer. The report, including the detail set out in the Appendices, will assist Cabinet to monitor the budget position with a view to meeting the Council's legal obligation to deliver a balanced budget.
<b>Legal Team Leader:</b> Nancy Rollason, Head of Legal Service, 19 <sup>th</sup> February 2024
<b>3. Implications on IT:</b> Whilst the process of financial monitoring has no IT implications itself, the council continues to carry business continuity and cyber-security risks and the council's overall financial position (and its capacity for change management) makes it likely that this will continue in-year.
<b>IT Team Leader:</b> Tim Borrett, Director: Policy, Strategy and Digital, 21 <sup>st</sup> February 2024
<b>4. HR Advice:</b> As this report is for Cabinet's information and no additional savings are proposed that have an impact on the employment of BCC staff, there are no HR implications of the recommendations.
<b>HR Partner:</b> James Brereton, Head of Human Resources, 16 <sup>th</sup> February 2024

<b>EDM Sign-off</b>	Stephen Peacock, Chief Executive	14 February 2024
<b>Cabinet Member sign-off</b>	Councillor Craig Cheney: Cabinet Member, City Economy, Finance and Performance	19 February 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	21 February 2024

<b>Appendix A – Further essential background</b> A1: Period 10 2023/24 – Finance Exception Report A2: Temporary Accommodation Pressure A3: Finance Urgent Key Decision A4: Energy Pressure	<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 A1

### Bristol City Council Period 10 2023/24 - Finance Exception Report

#### 1. REVENUE SUMMARY POSITION

- 1.1. This report relates to the Period 10 full year forecast for 2023/24 (January 2024 extrapolated). It is an exception report and as such focuses on key financial issues for the Council including movements since Period 9 as reported to January's Cabinet. It is not a full financial forecast for each division and no significant variances have been identified or accelerated by budget holders beyond those issues highlighted in this report.
- 1.2. The Council operates Directorate cash limited budgets and Executive Directors are responsible for ensuring that appropriate action is taken to contain both revenue and capital spending in line with each directorate's overall budget limit. Budget holders forecasting a risk of overspend which can potentially be brought back in line with their budget should, in the first instance, set out in-service risks and opportunities for mitigation. Where these are considered undeliverable, or pressures cannot be contained across the directorate, the budget scrutiny process will be triggered so that a deep dive can be performed and, where appropriate, request may be made for the Executive to consider granting a supplementary estimate redirecting funds from an alternative source.
- 1.3. As part of this Q3/Period 8 report, the Children and Education Directorate forecast a pressure of £18.5m. This was assessed as non-containable within the directorate and consequently, in order to ensure that the directorate remains within its budget spend authority, an initial supplementary estimate of £11.5m (approved at Full Council 31 October 2023) and budget virement of £1.7m were transacted in Period 10. A further supplementary estimate for up to £5.3m will go to Full Council for approval alongside the Budget Report for 2024/25. This is intended to offset the balance of the forecast pressure and will be transacted as part of the P12 full year outturn.
- 1.4. The forecast outturn position on the Housing Revenue Account (HRA) is a £3.2m (2.3%) adverse variance to the revised budget. Details are set out in section 5.2 below.
- 1.5. The Dedicated Schools Grant (DSG) continues to forecast a £16.4m deficit (3.6%) against the revised gross budget of £452.3m. This would bring the cumulative deficit at this yearend to £56.1m. This forecast includes the mitigating effect of a transformational programme of savings scheduled to deliver £2.1m in the current year. Details are set out in section 5.3 below.
- 1.6. The Public Health (PH) Grant is forecast to break-even as set out in section 5.4 below.

## 2. GENERAL FUND REVENUE POSITION

- 2.1. The assessment at Period 10 shows the Council's scheduled General Fund currently forecasting a risk adjusted overspend of £6.9m. This is a 1.4% adverse variance on the approved gross budget of £483.5m.
- 2.2. This £6.9m forecast overspend represents a deterioration of £1.5m from the prior period's forecast. It is principally driven by a £5.9m pressure within the Growth and Regeneration Directorate linked to increasing Temporary Accommodation demand/Housing Benefit subsidy loss which can only be partially offset by mitigations and savings so that a residual pressure of £3.0m is forecast to remain (see Appendix A2).

**Table 1: P10 2023/24 Summary Full Year General Fund Revenue Forecast**

Period 10 - Summary	Approved budget	Revised Budget	P10 Forecast	P9 variance	P10 movement variance	P10 Variance	Total Variance
	£000s	£000s	£000s	£000s	£000s	£000s	%
<b>8 - Adult &amp; Communities</b>							
14 - Adult Social Care	155,990	173,915	177,592	4,168	(490)	3,678	2.1%
36 - Communities and Public Health - General Fund	6,196	6,469	6,329	(140)	(0)	(140)	-2.2%
57 - Commissioning, Contracts Quality and Performance (Adults)	10,519	14,461	12,174	(1,870)	(416)	(2,286)	-15.8%
<b>Total 8 - Adult &amp; Communities</b>	<b>172,705</b>	<b>194,845</b>	<b>196,096</b>	<b>2,158</b>	<b>(906)</b>	<b>1,252</b>	<b>0.6%</b>
<b>9 - Children &amp; Education</b>							
15 - Children and Families Services	88,708	98,521	103,560	13,957	(8,918)	5,039	5.1%
16 - Educational Improvement	21,644	26,882	27,173	4,546	(4,256)	291	1.1%
1B - Transformation – Our Families Programme	0	0	(0)	0	(0)	(0)	0.0%
<b>Total 9 - Children &amp; Education</b>	<b>110,352</b>	<b>125,403</b>	<b>130,733</b>	<b>18,503</b>	<b>(13,173)</b>	<b>5,330</b>	<b>4.3%</b>
<b>2 - Resources</b>							
21 - Policy, Strategy and Digital	21,008	21,383	20,811	18	(590)	(572)	-2.7%
22 - Legal and Democratic Services	14,575	15,607	16,566	798	162	959	6.1%
24 - Finance	6,142	6,928	6,746	(120)	(62)	(182)	-2.6%
25 - HR, Workplace & Organisational Design	3,155	3,188	2,902	(84)	(202)	(286)	-9.0%
26 - Management - Resources	181	110	0	(110)	0	(110)	-100.0%
<b>Total 2 - Resources</b>	<b>45,061</b>	<b>47,216</b>	<b>47,026</b>	<b>502</b>	<b>(693)</b>	<b>(190)</b>	<b>-0.4%</b>
<b>4 - Growth &amp; Regeneration</b>							
37 - Housing & Landlord Services	20,559	21,651	24,651	0	3,000	3,000	13.9%
46 - Economy of Place	6,940	5,664	5,464	2	(202)	(200)	-3.5%
47 - Management of Place	(5,945)	(4,080)	(5,357)	553	(1,831)	(1,277)	31.3%
4A - Management - G&R	(170)	(338)	(338)	0	0	0	0.0%
4B - Property, Assets and Infrastructure	40,011	39,962	44,318	2,252	2,104	4,356	10.9%
<b>Total 4 - Growth &amp; Regeneration</b>	<b>61,395</b>	<b>62,859</b>	<b>68,737</b>	<b>2,807</b>	<b>3,071</b>	<b>5,878</b>	<b>9.4%</b>
<b>SERVICE NET EXPENDITURE</b>	<b>389,512</b>	<b>430,322</b>	<b>442,592</b>	<b>23,970</b>	<b>(11,701)</b>	<b>12,269</b>	<b>2.9%</b>
X2 - Levies	11,071	5,866	5,867	0	0	0	0.0%
X3 - Corporate Expenditure	49,634	18,086	13,756	(0)	(4,330)	(4,330)	-23.9%
X4 - Capital Financing	23,866	21,933	21,933	(5,948)	5,948	(0)	0.0%
X6 - Year-end Transactions	0	(3,130)	(4,130)	(12,555)	11,555	(1,000)	31.9%
X9 - Corporate Allowances	9,440	10,445	10,445	(0)	0	(0)	0.0%
<b>Total Corporate</b>	<b>94,011</b>	<b>53,201</b>	<b>47,871</b>	<b>(18,503)</b>	<b>13,174</b>	<b>(5,330)</b>	<b>-10.0%</b>
<b>TOTAL REVENUE NET EXPENDITURE</b>	<b>483,523</b>	<b>483,523</b>	<b>490,463</b>	<b>5,467</b>	<b>1,473</b>	<b>6,940</b>	<b>1.4%</b>

## 2.3. Adults, Communities and Public Health Directorate

### Adult Social Care

- 2.3.1. The Adult Social Care position at Period 10 forecasts an overspend of £1.4m (0.7%) against a revised budget of £188.4m. The forecast of £0.9m variance is due mainly to adverse forecast overspend in the Adult purchasing budgets.
- 2.3.2. The Adult purchasing budgets throughout the year have been under significant pressure in relation to both the increasing number of people being supported and the cost of these supporting care packages. A resulting pressure of £12.3m is partially offset by increases in contributions from those clients drawing on care and support services, plus forecast underspends on both employee costs, grants and other non-adult purchasing costs (net). These combine to a total of £10.9m.
- 2.3.3. Previously forecast savings and planned mitigations including those from the transformational work with Peopletoo £3.1m are now not expected to be delivered during the remaining months of the current financial year. These have now been mitigated by other cross-cutting savings across the Adult Social Care services.

### Public Health (General Fund)

- 2.3.4. The Public Health (General Fund) at Period 10 continues from Period 9 to forecast an underspend of £0.1m (-2.2%).

## 2.4. Children and Education Directorate

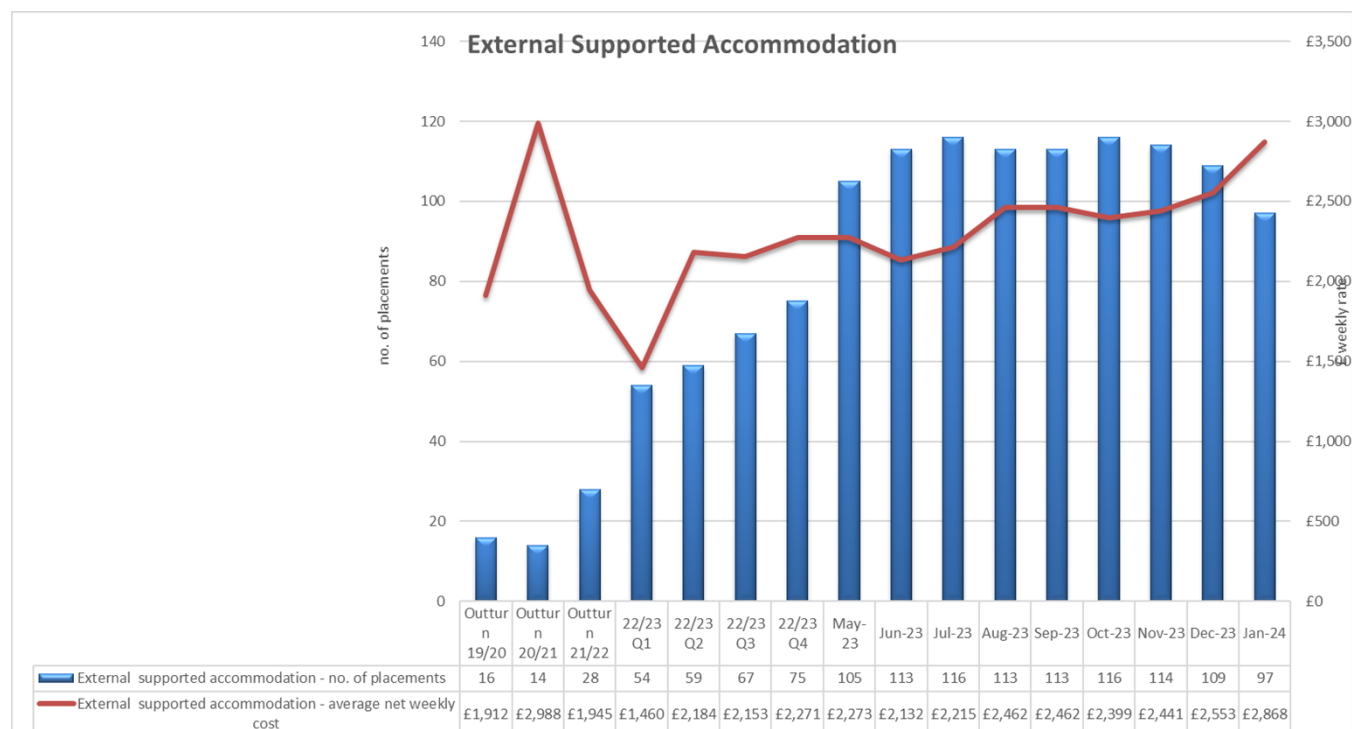
### 2.4.1. Children and Families

The Children and Families Service is forecasting a pressure of £5.0m (5.1%) on a revised budget of £98.5m. This pressure is predominantly due to the changing complexity and mix of social care placements. The forecast demonstrates an improved position when compared to P9 due to the allocation of increased budget of £8.8m as part of the approved supplementary estimates and drawdown of available resources up to £18.5m (31 October 2023 and 20 February 2024). The balance is available for draw down at the year end to mitigate the remaining pressure, up to £5.2m, on placements. The tables below provide further detail on the forecast, latest placement numbers and associated costs.

**Table 2: P10 2023/24 Children and Families Revenue Expenditure Forecast**

Children's and Families		Revised Budget 2023/24	P10 Forecast	Variance	Change from last month
		£000s	£000s	£000s	£000s
<b>Placements</b>					
	External Supported Accommodation	13,533	13,914	381	(8,165)
	In House Fostering	6,954	6,549	(406)	(4)
	Independent Fostering Agencies	7,129	7,529	400	(366)
	Inhouse Supported Accommodation	99	22	(77)	5
	RO & SGO	5,683	5,895	212	40
	Out Of Authority - Placements	15,770	24,208	8,438	(5)
	Parent & Baby Unit - Citywide	571	571	0	(734)
	Secure	148	408	260	0
	Children's Homes	4,229	3,752	(477)	78
	Post Adoption	381	240	(141)	(8)
<b>Total placements</b>		<b>54,496</b>	<b>63,088</b>	<b>8,592</b>	<b>(9,158)</b>
	Other non-placement related budgets	44,024	40,472	(3,553)	241
<b>Total Children &amp; Families</b>		<b>98,521</b>	<b>103,560</b>	<b>5,039</b>	<b>(8,917)</b>



**Table 3: External Supported Accommodation – Placement and Costs**

### 2.4.2. Educational Improvement

The Educational Improvement Service is forecasting an adverse variance of £0.3m (1.1%) on a revised budget of £27.2m. This pressure continues to be as a result of the increasing number of children with Education Health and Care Plans (EHCPs) requiring transport to school and the growing number reliant on having to travel longer distances from home. The forecast demonstrates an improved position when compared to P9 due to the allocation of increased budget of £4.4m as part of the approved supplementary estimates and drawdown of available resources up to £18.5m (31 October 2023 and 20 February 2024). The balance is available for drawn down at the year end to mitigate the remaining pressure, up to £0.2m.

### 2.5. Resources Directorate

2.5.1. The Resources Directorate is currently forecasting a full year underspend of £0.2m (-0.4%) against a revised budget position of £47.2m. This represents a £0.7m improvement in the forecast since Period 9 and is due primarily to continuing staff vacancies, increased recharged income and other revisions to income forecasts across the Directorate. The net position for risks and opportunities is a £0.4m risk. It is anticipated that the directorate will identify a range of one-off mitigations for these potential risks before the full year outturn.

### 2.6. Growth and Regeneration Directorate

2.6.1. The Growth & Regeneration Directorate is reporting a forecast overspend of £5.9m (9.4%) against its revised budget position of £62.9m. The P10 forecast overspend continues to include the previously reported £2.0m overspend against corporate

energy costs driven by the higher than expected cost of electricity and gas in 2023/24 (see Appendix A4). However, the forecast has increased by £3.1m since it now also includes an additional £3.0m pressure due to increased Temporary Accommodation demand/Housing Benefit subsidy loss (see Appendix A2). The final significant pressure is the non-delivery of savings required by the Property Transformation Programme of £1.8m. The Property Programme began 2023/24 with a savings target of £4m, including £0.2m of savings rolled over from 2022/23. We have delivered £1.0m of this saving in 2023/24 through, for example, rent reviews. It is assumed that a further £1.2m will be delivered before the end of 2023/24, principally through regearing lease arrangements to collect rent. This leaves a residual £1.8m which cannot be delivered and is therefore contributing to pressures in this year. Surpluses have been generated in Economy of Place and Management of Place directorates which combine to reduce the pressure by £2.0m. The Directorate will continue to develop savings proposals to further reduce the pressure on the Council.

### 3. SAVINGS PROGRAMME – SUMMARY

**Table 4: Summary of Savings Delivery**

Directorate	Total Savings due in 23/24 £m	Other approved changes £m	Savings with net cost in 23/24 £m	Account for savings that were one-off only in 22/23	Rollover of undelivered savings from previous year £m	Net - savings as per Budget 23/24 £m	2023/24 Savings reported as safe		2023/24 Savings reported as at risk	
							£m	£m	£m	%
Children's & Education	3.5	-0.4	-0.4	0.0	-0.1	2.6	2.6	0.9	26%	
Adults, Community & Public Health	10.5	-0.3	-0.6	0.0	-2.4	7.1	6.2	4.2	41%	
Resources (& Shareholding)	9.6	-0.3	0.0	-0.2	-3.1	6.0	9.4	0.2	2%	
Growth & Regeneration	13.8	-0.9	0.0	-0.2	-2.2	10.5	10.6	3.2	23%	
<b>Total</b>	<b>37.3</b>	<b>-1.8</b>	<b>-1.1</b>	<b>-0.4</b>	<b>-7.8</b>	<b>26.2</b>	<b>28.8</b>	<b>8.5</b>	<b>23%</b>	

- 3.1. The General Fund savings programme for 2023/24 agreed by Council and included in the budget was £26.2m (comprising 23/24 savings £16.2m; and £10.0m carried forward from prior years still requiring delivery). In addition to this £26.2m, there was an additional net £9.3m of savings undelivered declared in the 2022/23's provisional outturn report which went to Cabinet in May. A further net £1.8m approved savings activity since the start of 23/24 brings the total savings tracked for delivery in the current financial year to £37.3m.
- 3.2. As at Period 10 £28.8m (77%) of savings are considered safe. This is a £1.8m reduction from P9's £30.6m assessed as safe and this movement predominantly reflects the latest assessment that Adults Transformation programme savings delivery in-year will reduce by £1.9m.
- 3.3. £8.5m (23%) savings cross-directorate are reported at risk and are being monitored and reviewed for delivery or in-year mitigation where possible. Saving delivery risks are

captured in either the forecast outturn above or in directorates' risk and opportunities logs where mitigation is still expected.

- 3.4. Whilst there are £8.5m of savings reported as at risk these are being reviewed for mitigation and management with the expectation of reducing the potential under delivery. Furthermore, the council continues to retain an optimism bias, set against the delivery of savings, which is held corporately at £7.7m following the write-off of £0.4m budget savings initiatives at Q3/P8.

## 4. RISKS AND OPPORTUNITIES

- 4.1. There are other financial risks and opportunities to the Council which have been identified and could materialise during the financial year. These are not reflected in the forecast overspend outlined in section 2.1. They are a combination of costs, savings delivery, income generation and funding opportunities.
- 4.2. The table below summarises these risk and opportunities. These represent a weighted additional net potential risk of £0.4m.

**Table 5: Risks and Opportunities Summary**

<b>Directorate</b>	<b><u>Total Risk</u> £'000</b>	<b><u>Total Opportunity</u> £'000</b>	<b><u>Net Risk/(Opportunity)</u> £'000</b>
Adult	0.0	0.0	0.0
Children & Education	0.0	0.0	0.0
Resources	933.0	(567.0)	366.0
G&R	0.0	0.0	0.0
Corporate	0.0	0.0	0.0
<b>Total</b>	<b>933.0</b>	<b>(567.0)</b>	<b>366.0</b>

- 4.3. The net position on risk and opportunities does not present a forecast financial pressure since this pressure is either not considered likely to materialise or mitigations are in development and anticipated to be implemented. However, if mitigations are not identified then the likelihood of this risk will inevitably increase and could transition into an actual financial pressure which would add to the current year's final outturn position.

## 5. RING-FENCED BUDGETS

5.1. There are several funds held by the Council where the Council must ensure that the income or grant is ringfenced and only spent in specific service areas. The forecast outturns for these ringfenced budgets are summarised in the table below.

**Table 6: P10 2023/24 Summary Full Year Ring-Fenced Fund Forecast**

Period 10 - Summary	Approved budget	Revised Budget	P10 Forecast	P9 variance	P10 movement variance	P10 Variance	Total Variance
	£000s	£000s	£000s	£000s	£000s	£000s	%
Total Housing Revenue Account	137,365	137,365	140,523	2,129	1,029	3,158	2.3%
Total Dedicated Schools Grant	453,226	452,326	468,722	16,396	0	16,396	3.6%
Total Public Health Grant	0	(0)	0	0	0	0	0.0%
<b>Total Ring-fenced Budgets</b>	<b>590,591</b>	<b>589,691</b>	<b>609,245</b>	<b>18,525</b>	<b>1,029</b>	<b>19,554</b>	<b>3.3%</b>

### 5.2. Housing Revenue Account

5.2.1. The Housing Revenue Account (HRA) is currently forecasting an adverse outturn of £3.2m (2.3%) when compared to the revised budget. This represents an overall deterioration of £1.1m from P9 due to increases in forecast overhead costs of £1.0m and in forecast repair costs of £0.4m, which were offset by reduction of £0.3m in impairment provision.

5.2.2. The main drivers of this overall forecast position compared to revised budget are adverse variances of £0.4m for Income (due mainly to project delays preventing scheme handovers as planned and in turn having an adverse impact on dwelling rent income forecast), £2.2m overspend on Supervision and Management (mostly due to planned programme overheads), £1.0m increase in forecast impairment provision and £7.1m on Repairs & Maintenance expenditure (with £5.3m forecasted for Barton House Evacuation and £1.8m for associated works significant overspends forecasted for adaptation works, relet repairs and fire safety works), and £0.3m in respect of Council Tax payable on void properties. These are expected to be partially offset by favourable variances of £0.8m against energy costs in communal areas and £7.0m additional investment income receivable as a result of increased interest rates. Any overspend reported at the yearend 31<sup>st</sup> March 2024 will be contained within the HRA general reserves.

### 5.3. Dedicated Schools Grant

5.3.1. The Dedicated Schools Grant (DSG) continues to report a £16.4m (3.6%) mitigated deficit against the revised gross budget of £452.3m.

5.3.2. Full Council in February 2023 approved a DSG budget of £453.2m (or net amount £197.6m after deduction for academies recoupment, NNDR and direct funding of high needs places by ESFA). Revised allocations in July 2023 re-set the budget to £452.3m (£196.6m net).

5.3.3. This in-year forecast overspend, when combined with the prior year's carried forward deficit of £39.7m, brings the forecast total accumulated carried forward in to 2024/25 deficit to £56.1m.

**Table 7: P10 2023/24 Summary DSG Fund Full Year Forecast**

Bristol Dedicated Schools Grant 2023/24	2022/23 B/f Balance	Gross DSG Funding / Budget 2023/24	P10 Gross DSG Forecast Outturn	In-year Variance As At P10	Cumulative C/f Forecast Position As At P10
	£'000				
Schools Block	(787)	323,851	323,851	(0)	(787)
De-delegation	(527)		(1)	(1)	(528)
Central School services Block	8	2,717	2,709	(8)	
Early Years	(605)	37,432	38,344	912	307
High Needs Block	42,520	86,675	103,230	16,625	59,145
High Needs Transformation	(928)	1,627	2,677	980	52
Funding	0	(452,302)	(452,302)	0	0
<b>Total (Unmitigated position)</b>	<b>39,680</b>		<b>18,508</b>	<b>18,508</b>	<b>58,188</b>
Mitigations (budget vs. forecast in 2023-24)		(3,180)	(2,112)		(2,112)
<b>Total - Mitigated position</b>	<b>39,680</b>		<b>16,396</b>	<b>18,508</b>	<b>56,076</b>

#### 5.4. The Public Health Grant

5.4.1. Public Health (PH) Grant of £35.7m was awarded for 2023/24 by Public Health England (PHE). At the end of Period 9 Public Health reports no forecast variance to this budget.

## 6. CAPITAL SUMMARY

6.1. The Capital programme budget at Period 10, excluding capital contingencies and other technical adjustments, has increased by £0.4m from £262.4m to £262.8m. This increase is as a result of Cabinet approvals and delegated decisions in relation to transport schemes.

- 6.2. The budget comprises £154.3m for General Fund (excluding the corporate and other technical adjustments) and £108.5m for the HRA. The forecast variation against budget at Period 10 is a £25.4m underspend, representing a £18.1m underspend on General Fund (6.9% of HRA & GF Total) and a £7.3m underspend on the HRA (2.8% of HRA & GF Total).

**Table 8: P10 2023/24 Capital Programme Forecast Summary By Directorate**

Approved Budget (Feb 23)	Budget Changes upto P10	Directorate	Revised Budget	Actual Spend to date	Budget Spend to date	P10 Forecast Outturn	Variance
£m	£m		£m	£m	%	£m	£m
2.6	(1.6)	Adults & Communities	1.0	0.5	50%	1.0	0.0
24.7	(8.2)	Childrens & Education	16.5	10.0	61%	16.6	0.1
7.7	(2.1)	Resources	5.6	2.5	45%	4.0	(1.6)
114.5	16.7	Growth and Regeneration	131.2	77.5	59%	114.6	(16.6)
<b>149.5</b>	<b>4.8</b>	<b>GF service Total</b>	<b>154.3</b>	<b>90.5</b>	<b>59%</b>	<b>136.2</b>	<b>(18.1)</b>
133.3	(24.8)	Housing Revenue Account	108.5	62.1	57%	101.2	(7.3)
<b>133.3</b>	<b>(24.8)</b>	<b>HRA service Total</b>	<b>108.5</b>	<b>62.1</b>	<b>57%</b>	<b>101.2</b>	<b>(7.3)</b>
<b>282.8</b>	<b>(20.0)</b>	<b>HRA &amp; GF Service Total</b>	<b>262.8</b>	<b>152.6</b>	<b>58%</b>	<b>237.4</b>	<b>(25.4)</b>
15.3	(10.3)	Corporate Contingencies & Funds	5.0	1.0	20%	2.5	(2.5)
<b>298.1</b>	<b>(30.3)</b>	<b>Capital Programme Grand Total</b>	<b>267.8</b>	<b>153.6</b>	<b>57%</b>	<b>239.9</b>	<b>(27.9)</b>

**Last Year 2022/23 Comparison at end of Period 10**

<b>300.5</b>	<b>(77.2)</b>	<b>Capital Programme Grand Total</b>	<b>223.3</b>	<b>137.5</b>	<b>62%</b>	<b>197.8</b>	<b>(25.5)</b>
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Actual Expenditure achieved - 2022/23 Outturn Report £199m

- 6.3. The spend for the first ten months of the year (£152.6m) is low compared to the annual budget (58%) which suggests that a large number of schemes in the programme will need to be re-profiled into future years. Should this trajectory follow the same path over the remaining months of the year this predicts a spend deficit of £79.7m (30%) compared to the latest budget (£262.8m). However, this does not take account of the council's pattern of higher expenditure towards the end of the financial year which would indicate an outturn in the region of £210m (20% slippage compared latest budget).
- 6.4. The forecast variation reported at P9 was £10.4m. This has increased by £15.0m to give a £25.4m forecast variation reflecting alignments with the latest expected programme delivery schedule. The programmes to which these primarily relate are summarised within Table 9.

6.5. The current forecasts remain challenging and there remains an element of risk in terms of delivery including external factors such as developer and partner led projects meeting delivery milestones and the awarding of contracts and funding agreements. Should these be delivered as planned then this will be evidenced by an acceleration of spend over the remaining months of the financial year.

**Table 9: Capital Programme re-profiling by value**

Gross Expenditure by Programme		Current Year (FY2023) - Period 10					Performance to budget	
Ref	Scheme	Budget	Expenditure to Date	Forecast P10	Forecast P9	Change in Forecast	Expenditure to date	Forecast
							%	
£000s								
<b>Growth &amp; Regeneration</b>								
GR01	Strategic Property – Temple Meads Development	6,026	3,953	3,198	8,151	4,952	66%	53%
PL04	Strategic Transport	11,250	5,138	7,811	10,042	2,231	46%	69%
PL10	Highways & Traffic Infrastructure - General	15,205	8,747	13,362	15,187	1,825	58%	88%
GR09	Clean Air Zone Programme	7,629	3,495	6,437	7,371	934	46%	84%
PL30	Housing Delivery Programme	13,983	6,459	13,254	14,184	930	46%	95%
PL18	Energy services - Renewable energy investment scheme	6,586	2,726	3,764	4,366	602	41%	57%
PL01	Metrobus	1,965	1,107	1,173	1,683	510	56%	60%
<b>Total Growth &amp; Regeneration</b>		<b>62,644</b>	<b>31,625</b>	<b>48,999</b>	<b>60,984</b>	<b>11,985</b>	<b>50%</b>	<b>78%</b>
<b>Total General Fund service Total</b>		<b>62,644</b>	<b>31,625</b>	<b>48,999</b>	<b>60,984</b>	<b>11,985</b>	<b>50%</b>	<b>78%</b>
<b>Housing Revenue Account</b>								
HRA2	New Build and Land Enabling	56,465	28,409	47,300	52,316	5,016	50%	84%
HRA1	Planned Programme - Major Projects	50,213	33,478	52,153	49,361	(2,792)	67%	104%
		<b>106,679</b>	<b>61,887</b>	<b>99,453</b>	<b>101,677</b>	<b>2,224</b>	<b>58%</b>	<b>93%</b>
<b>HRA &amp; GF Service Combined Total</b>		<b>169,322</b>	<b>93,512</b>	<b>148,452</b>	<b>162,661</b>	<b>14,210</b>	<b>55%</b>	<b>88%</b>

## 7. OTHER DECISIONS

### 7.1. Finance Urgent Key Decision – Number 34

**Agreement to accept and spend £825,416 grant funding from the DfE to deliver Befriending to Care Leavers and Family Finding to children in care.**

Following successful bids to DfE for £825,416 grant funding to end March 2025 to deliver Befriending Service for Care Leavers and In house Family Finding for Children in Care

**Cabinet is requested to note the urgent key decision taken by the council's S151 Officer (in consultation with the Cabinet Member for City Economy, Finance and Performance) to accept and spend £825,416 grant funding from the DfE to deliver Befriending to Care Leavers and Family Finding to children in care and to procure and award contracts for expenditure of that funding.**

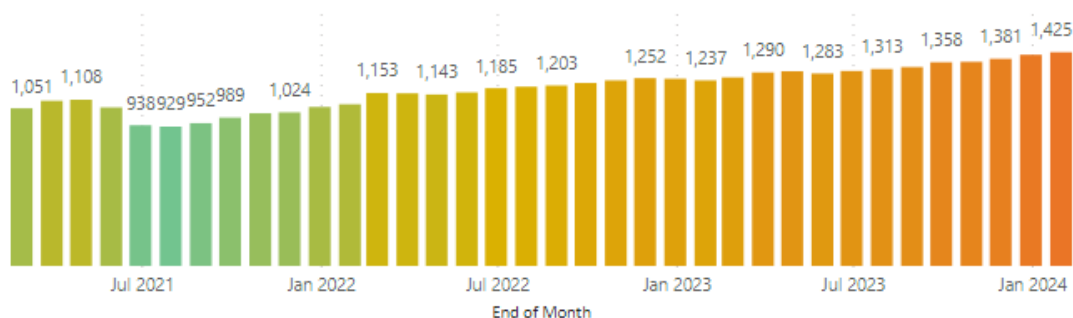
## APPENDIX A2

### TEMPORARY ACCOMMODATION PRESSURE (Briefing 30 January 2024)

1. The number of people requiring Temporary Accommodation in Bristol has been increasing over the past three years. To address these long term impacts we have commissioned an external review to be completed by two leading experts in Homelessness and Temporary Accommodation who have worked in the voluntary sector, local government and central government. The objectives of the review include:

- a. What scope is there for prevention at the point of contact.
- b. Why numbers have increased.
- c. What improvements could be made in the end-to-end process, including decision making and triaging of case work.
- d. Why the ratio duties for prevention are 18% while those for relief are 74%.
- e. What happens during the 56 day period.
- f. Role of private supply.
- g. Role of housing advisors on prevention.
- h. Other related matters to performance including specialist areas such as prison release.

Rolling households in TA (last 3 years, drill up/down)



2. The budget for Subsidy Loss in 2023/24 is £6,696,000. As set out in the table below. This was calculated based on the baseline budget for 2022-23 adjusted for the one-off prior year allowances for contingency and optimism bias which were included in the budget in 2022-23. A forecast growth in demand of £2.4m was also added along with the expected £1.9m savings. At the beginning of the year there was an incorrect assumption that the service was exempt from the corporate principle of '5% inflation guide, noting no general inflation uplift to be applied to service expenditure' and that the centrally held inflation excess of c. 2% would also be added to the budget. However, centrally held inflation was allocated to support Children & Education pressures in quarter 2.



(£ks)	2023/24
2022-23 Baseline	6,475
2023-24 Adjustments	
2022-23 Contingency Removed	300
2022-23 Optimism Bias Removed	-284
2023-24 Forecast Inflation (2%)	385
2023-24 Forecast Demand Growth	2,362
2023-24 Forecast TA Programme Savings	-1,942
<b>Total</b>	<b>• 6,696</b>

3. At the start of 2023/24 the demand growth estimate of £2.4m was estimated to be insufficient as the actual outturn of this budget in 2022-23 being £11.1m (c.£600k deterioration in forecast). There was, therefore, an expectation that there would be further savings and mitigations planned to minimise any overspend as far as possible.

4. Since the start of the year demand has risen far in excess of the levels seen in 2022-23, with a substantial increase on the number of families requiring TA in the first half of the year. This was followed by a substantial increase on the number of single people requiring TA in the latter half of the year. The combined effect is shown in the table below with Housing Benefit Subsidy Loss increasing to an expected level of £12.6m overall. Given the volatility in the forecast this could reduce by £100k or increase by a further £200k.

Period end	Actuals/updated forecast			Actual/Forecast Subsidy Loss
	Families	Singles	Total	
Apr-23	473	380	853	£926,878
May-23	498	382	880	£1,801,279
Jun-23	518	374	892	£2,670,165
Jul-23	525	371	896	£3,546,217
Aug-23	533	383	916	£4,826,686
Sep-23	544	392	936	£5,855,928
Oct-23	548	398	946	£6,840,681
Nov-23	544	421	965	£7,836,494
Dec-23	551	455	1,006	£9,227,090
Jan-24	559	461	1,021	£10,412,743
Feb-24	568	467	1,034	£11,491,392
Mar-24	576	473	1,049	£12,593,890

5. The position was also worsened by the bid for central relief from inflation being rejected, increasing the pressure by £385k. A plan to reduce the pressure by £750k through re-commissioning the Emergency Accommodation Framework was not delivered due to providers not agreeing to the terms.

6. The Temporary Accommodation savings were also lower than estimated increasing the pressure by £83k. The table below shows the current forecast of Temporary Accommodation savings against the original target. The Barton House crisis reduced the savings that could have been delivered by Workstream 1 by £298k

as a result of properties being held back and not used for temporary accommodation.

Workstream	Target	Forecast
1. Reallocation of GN	439	646
2. RP Exempt Accom	529	344
3a. New Build Reallocations	473	35
3b. Conversions	172	0
4. Hospital Trust	328	272
5. Private Lettings	0	561
<b>Total</b>	<b>1,941</b>	<b>1,858</b>
<b>Variance</b>		<b>83</b>

7. The combined actual forecast budgetary position is therefore shown in the table below generating a £5.9m pressure.

(£ks)	2023/24 Forecast	2023-24 Actual
2022-23 Baseline	6,475	6,475
2023-24 Adjustments		
2022-23 Contingency Removed	-300	-300
2022-23 Optimism Bias Removed	-284	-284
2023-24 Forecast Inflation (2%)	385	0
2023-24 Forecast Demand Growth	2,362	8,575
2023-24 Forecast TA Programme Savings	-1,942	-1,858
<b>Total</b>	<b>6,696</b>	<b>12,608</b>
<b>Variance</b>		<b>5,912</b>

8. As per previous years we are able to reduce this pressure by drawing on grants to reduce costs elsewhere and underutilised budgets which reduce this £5.9m pressure to circa. £3.3m as set out below.

Estimated Pressure	5,912
Homelessness Prevention Grant	-1300
Homelessness Prevention Grant Top Up	-536
Homelessness Prevention Grant not being spent	-56
Additional Homeless Prevention Grant Received	-164
Employee Costs	-18
Private Rented Accommodation Framework	-112
Homelessness Prevention Underspend	-224
Tenant Support Services Underspend	-124
Sensory Support Services Underspend	-106
Hardship Funds Underspend	-49
Other Misc Overspends	75
Total Mitigations	-2,614
<b>Residual Pressure</b>	<b>3,298</b>

9. This residual pressure can be partly mitigated by Housing and Landlord Services with c. £250k underspends in other areas to reduce the pressure to c. £3m

(allowing for a c. £100k increase or decrease in demand). However, there is limited scope to find savings from other areas of Growth and Regeneration.

# Finance Urgent Key Decision



**Decision of:** Section 151 Officer

**With advice from:** -

**Directorate:** Children and Education Directorate

**Decision no:** 034

**Subject:** Acceptance of £825,416 Grant Funding from DfE for the delivery of Family Finding and Befriending for children in care and care leavers.

**Key decision:** Yes

**Reason:** Acceptance of funds over £500,000

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## Background

In August 2023 Children and Families Services submitted two bids to the DfE for funding to deliver:

1. Befriending Service for Care Leavers to be delivered by one of our commissioned service providers via a contract variation (£258k until 31 March 2025)

Social networks have been shown to be as powerful predictors of mortality as common lifestyle and clinical risks such as smoking, alcohol consumption and obesity. It is therefore anticipated that by increasing our care leavers social networks, this will reduce the likelihood of them requiring intervention from both health and adult care services in the future. A cost-benefit study conducted by found that for every £1 of cost, befriending activities generated £2.87 of benefits<sup>1</sup>.

2. In house Family Finding for Children in Care (£560k to 31 March 2025).

The programme aims to achieve the following outcomes:

- Children and young people have positive support networks to help during their time in / after care.
- Positive feedback from children
- Improved well-being
- Increased rates of planned reunification.
- Increased placement stability.

An analysis of the twelve highest costing placements for children in care found that all 12 young people had placements made out of authority, and that the majority of them experienced periods of continued placement instability due to multiple breakdowns.

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<sup>1</sup> [Microsoft Word - 151215 SVP impact assessment](#)

As well as supporting the children and young people on the programme to develop meaningful relationships, we hope to develop placement stability, enable these young people to continue to be managed in lower level, and lower cost, provision. We have 60 children who have experienced more than three placement moves in the last 12 months, as instability increases we see needs escalate and placement costs rise. Placement cost trajectory will be monitored over the life of the programme, alongside cost avoidance of additional services such as respite carers (instead using family networks) and return home interviews for missing episodes.

Increasing stability also includes the possibility of the child stepping down to lower level provision, reunification, SGOs or kinship care etc. through newly formed relationships. This would save money on expensive out of area residential placements, as well as improving the outcomes for the young people and demonstrate value for money. If just one young person in a residential children's home is reunified home, or exits to Kinship Care / Special Guardianship Order this could save between £180,000-£400,000 per year.

Due to the short bidding window, there was not sufficient time to gain Cabinet agreement to bid and the opportunity to go after the fact was missed. We have since found out the bids were successful. There were delays in the DfE notifying successful authorities and there is now a time pressure to accept and sign grant funding arrangements. Additionally, we are embargoed from publicly announcing our success until approx. February 2024 due to DfE / Treasury restrictions meaning we are seeking an urgent finance decision which can then be publicly reported to Cabinet in February.

### **Decision**

Agreement to accept and spend £825,416 grant funding from the DfE to deliver Befriending to Care Leavers and Family Finding to children in care.

### **Financial implications**

Income generation of £825k until end March 2025 to deliver a programme which has the potential to bring about savings to the children's placement budget.

### **Legal powers and implications**

None anticipated.

### **Consultation**

The bid was put together in consultation with teams across Children and Families Services, Finance and Procurement colleagues.

### **Risk management**

Any additional recruitment undertaken to scale up the in-house teams will be done on a fixed term or secondment arrangement so there is no long term financial risk.

We have consulted with procurement around varying existing contracts for the commissioned element and this is in line with Public Contract Regulations.

## **Equality implications**

Have you undertaken an Equality Impact Assessment? Yes – no anticipated negative impacts.

## **Climate change and environmental implications**

If children are supported to return home to Bristol, there will be positive environmental implications due to reduced social worker travel and associated emissions.

## **Corporate implications**

This programme aims to support the Children's Transformation programme, by stabilising and reducing the number of children in care this will improve outcomes and impact for our children and young people, whilst reducing our cost of services.

## **Signatories**

### **Decision maker**

Signed:

Note: if an electronic signature is used, an email from the Director confirming a decision and allowing the use of an electronic signature must be attached

### **S151 Officer**

Title: **Director of Finance/S151 Officer**

Signed: D. Murray

Date: 6 December 2023

### **Consultees**

Title: **Deputy Mayor and Cabinet member for Finance, Governance, Property and Culture**

Signed: Cllr Craig Cheney

Date: 5 January 2024

Note: if an electronic signature is used, an email from the relevant certifier confirming consultation and allowing use of electronic signature must be attached. If a consultation is undertaken verbally the Director must record date and time of the conversation and any agreement/concerns raised by the consultee.

## PERIOD 10 APPENDIX – ENERGY PRESSURES

### Introduction

1. Bristol Council has been carrying significant energy pressures in 2023-24 as a result of higher than anticipated energy prices, in particular gas and electricity. Energy prices have reduced from the 2022 peak but remain higher than in previous years. These pressures are most apparent in the Corporate Energy costs, which relate to the increasing cost of gas and electricity used in the Council estate. However, there is also a material pressure in Street Lighting costs. This note provides a summary on the updated forecasts for Corporate Energy and Street Lighting which have been heavily affected by increasing energy prices.

### Corporate Energy

2. The corporate energy costs include a variety of costs summarised below in the latest P10 report.

	Budget	P10 Forecast	Variance
Energy Service Staff and Overhead	705,489	642,619	- 62,870
Energy Utility Purchase (see detail below)	3,577,715	5,583,512	2,005,797
Energy Revenue	- 2,777,334	- 2,952,039	- 174,705
Energy Assets	218,550	367,392	148,842
Miscellaneous	- 80,580	9,171	89,751
<b>Total</b>	<b>1,643,840</b>	<b>3,650,655</b>	<b>2,006,815</b>

3. The pressure is within the Energy Utility Purchase line and is driven by the increasing cost of electricity and gas compounded by the service's decision not to pass these increased costs along to the Council in full. In recognition of the inability of the service to manage pressure of this scale, in 2022-23 the electricity and gas budgets were increased by £1.1m as a result of energy inflation. This increase was reduced to £0.690m in 2023-24 forming the budget shown.

Energy Utility Purchase - Detail	Budget	P10 Forecast	Variance
Electricity	7,442,925	8,007,041	564,116
Gas	3,809,550	4,480,575	671,025
External Recharges	- 3,103,340	- 2,606,702	496,638
Internal Recharges	- 5,859,030	- 5,354,701	504,329
Other	1,287,610	1,057,299	- 230,311
	<b>3,577,715</b>	<b>5,583,512</b>	<b>2,005,797</b>

4. **Electricity.** The Council buys electricity from a number of suppliers at varying rates. The table below uses an average rate per unit based on the actual and forecast total costs and demand. The cost is based on actuals until the end of December from when we are able to use the confirmed winter prices. Climate Change Levy costs are also included in this rate.

Month	Kilowatt Hour	Unit Cost (£s)	Total (£s)
April	2,434,314	0.28	684,591
May	1,952,332	0.29	559,131
June	1,831,432	0.29	524,840
July	1,974,918	0.28	560,335
August	1,945,845	0.29	566,335
September	2,079,578	0.29	604,359
October	2,334,856	0.27	624,069
November	2,762,460	0.26	717,688
December	2,788,502	0.26	711,273
January	2,945,842	0.28	838,304
February	2,869,150	0.28	793,579
March	2,936,188	0.28	822,538
<b>Total</b>	<b>28,855,416</b>		<b>8,007,041</b>
<b>Budget</b>			<b>7,442,925</b>
<b>Pressure</b>			<b>564,116</b>

5. **Gas.** There are fewer suppliers of gas to the Council but for simplicity we have continued to use an average unit cost based on the Total Cost and Kilowatt Hours.

Month	Kilowatt Hour	Unit Cost (£s)	Total (£s)
April	4,053,635	0.10	394,045
May	2,461,650	0.10	251,126
June	1,696,818	0.11	184,013
July	1,707,411	0.11	183,221
August	1,533,877	0.11	167,596
September	1,642,479	0.11	184,773
October	3,014,737	0.10	312,915
November	5,116,952	0.10	497,521
December	5,681,464	0.09	522,253
January	7,179,624	0.09	644,162
February	6,357,572	0.09	570,545
March	6,311,113	0.09	568,405
<b>Total</b>	<b>46,757,331</b>		<b>4,480,575</b>
<b>Budget</b>			<b>3,809,550</b>
<b>Pressure</b>			<b>671,025</b>

6. **Street Lighting.** The table below shows the current forecast of street lighting costs for the remainder of 2023-24 with expected demand (Kilowatt hours) and price per Kilowatt Hour. The forecast prices for the remainder of the year are based on the latest winter prices received. The number of hours is based on the demand in 2022-23. The Climate Change Levy is a tax on energy costs calculated by charging £0.00775 on every Kilowatt Hour used. This increase has been absorbed within the Management of Place directorate but contributes to the overspend in Growth and Regeneration.



Month	Kilowatt Hour	Unit Cost (£s)	Climate Change Levy	Total (£s)
April	871,090	0.36	6,751	324,143
May	757,505	0.36	5,871	281,877
June	693,968	0.36	5,378	258,234
July	691,822	0.36	5,362	257,436
August	766,363	0.36	5,939	285,173
September	818,293	0.36	6,342	304,497
October	980,515	0.23	7,599	237,387
November	1,027,309	0.25	7,962	264,789
December	1,098,842	0.26	8,516	294,215
January	1,035,140	0.26	8,022	277,159
February	824,947	0.25	6,393	212,630
March	776,778	0.23	6,020	188,061
<b>Total</b>	<b>10,342,571</b>			<b>3,185,601</b>
<b>Salix Loan Repayments</b>				<b>191,357</b>
<b>Internal Recharges</b>				<b>-87,878</b>
<b>Total Cost</b>				<b>3,289,080</b>
<b>Budget</b>				<b>2,749,640</b>
<b>Pressure</b>				<b>539,440</b>

7. The above provides a summary outline by the Energy service of the energy challenges facing the council. Full details and the implications to Bristol specifically will be included for review and approval in the P12 provisional outturn report.



# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Transport Funding – A432 (Fishponds Road)</b>	
<b>Ward(s)</b>	Frome Vale, Eastville, Easton, Lawrence Hill	
<b>Author:</b> Jacob Pryor	<b>Job title:</b> Transport Policy, Bidding and Strategic Projects Team Manager	
<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> Other		
<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 the bid for transport funding with the bid partner South Gloucestershire Council and to seek approval to accept and spend the funding. Appendix I (exempt).</li> <li>To delegate authority to the Executive Director for Growth and Regeneration in consultation with the s151 officer and Cabinet Member for Transport to receive funding and implement the scheme including entering into any necessary contracts and legal agreements and arrangements with our bid partner South Gloucestershire Council.</li> </ol>		
<b>Evidence Base:</b>		
<ol style="list-style-type: none"> <li>The A432 is a major distributor route which runs from Bristol city centre to Old Sodbury in South Gloucestershire – a length of approximately 22km.</li> <li>Between 1 August 2020 and 1 August 2023 there have been 140 collisions on this section of the A432, comprised of 1 fatal, 11 serious and 128 slight collisions. This resulted in 149 casualties including 1 fatal, 6 serious and 26 slight pedestrian casualties, and 3 serious and 32 slight cycle casualties.</li> <li>The bid includes an 8.8km section of the A432 starting at the intersection with the A4174 in South Gloucestershire and heading south-west through three busy shopping areas of Downend, Fishponds and Easton. The northern 3.4 kilometres lie within South Gloucestershire with the remainder in the City of Bristol.</li> <li>The Bristol section is predominantly 20mph with some sections of 30mph. It includes sections of both peak hour and 24 hour bus lanes. The South Gloucestershire section is all 30mph and includes lengths of cycle lane (mostly southbound).</li> <li>The Bristol and South Gloucestershire A432 scheme is based on introducing speed reducing measures and improving pedestrian crossing facilities which will help to improve active travel by reducing the risk to pedestrians and cyclists.</li> </ol>		

6. Bristol's section focuses on introducing raised speed tables at several of its existing pedestrian crossing locations, hard strips to reprofile running lanes and improvements to signing and lining.
7. The proposed scheme is expected to have the main benefit of preventing 65.8 fatal and serious injuries over the 20-year appraisal period, a 30.8% reduction compared with the baseline figure of 213.8 without intervention. This will realise an expected saving of £35,834.333 for the community over the 20-year period, resulting in an overall road safety BCR of 17.81.
8. The Bristol section of the scheme will be delivered using the BCC Highways and Associated Works Framework 2021-2025. The total scheme value sits within LOT 6 of the contract, Highways and Associated Works over £150,000, within which approved contractors would be invited to tender bids and undergo a mini competition. Contractors have been through a strict procurement and selection process before being appointed to the framework through the authority's relevant governance procedures and will be appointed based on a combination of price, social value and quality through the mini competition.

**Cabinet Member / Officer Recommendations:**

**That cabinet:**

1. Notes the submission of the transport funding bid submitted in partnership with South Gloucestershire Council

**Contractual:**

2. Authorises the Executive Director for Growth and Regeneration in consultation with the s151 Officer and the Cabinet Member for Transport to take all steps required to accept and spend the funding including to procure and award the contract(s) to undertake safety improvements on the A432 Bristol as outlined in this report.
3. Authorises the Executive Director for Growth and Regeneration to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.
4. Authorises the Head of Strategic Procurement & Supplier Relations to approve appropriate procurement routes to market where these are not yet fully defined in this report, or if changes to procurement routes are subsequently required.

**Corporate Strategy alignment:**

1. The proposal aligns directly with the Corporate Strategy objective TC3: Safe and Active Travel by helping our residents walk, wheel and cycle around the city more conveniently and safely.

**City Benefits:**

1. The proposal will reduce the number of road traffic collisions in the city which will have clear health benefits for our residents and a reduction in costs for the NHS. Secondary benefits include improving sustainability through encouraging more trips by active travel and economic benefits by facilitating more efficient trips.

**Consultation Details:**

1. Measures contained within this proposal will be subject to consultation

**Background Documents:**

[Corporate Strategy](#)

Appendix I Transport Funding Bid (A432 Fishponds Rd) exempt

<b>Revenue Cost</b>	N/A	<b>Source of Revenue Funding</b>	N/A
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<b>Capital Cost</b>	£ 2.275m	<b>Source of Capital Funding</b>	Grant
<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 checked="" type="checkbox"/>

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

**Finance Advice:** This report seeks cabinet approval to retrospectively agree to the submission of a bid in partnership with South Gloucestershire Council to a transport fund. This proposal, if agreed will see funds totalling £2.275m awarded to both local authorities, with BCC to act as the lead body. The funding will provide investment in safety improvements for pedestrians and cyclists using the A432.

The costs for the bid have been developed using estimating tools determined by the funder. However, they include sufficient allowance to give a good degree of confidence that the cost calculated will deliver the outcomes required. The delivery mechanism can also be tailored to match the resources available.

There is no requirement for match funding and therefore this proposal will have no impact on the approved 2023/24 revenue or capital budgets of the council.

**Finance Business Partner:** Ben Hegarty, Finance Business Partner Growth and Regeneration, 22 February 2024.

**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 22 February 2024

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

**IT Team Leader:** Alex Simpson 28th November 2023

**4. HR Advice:** There are no HR implication evident

**HR Partner:** Celia Williams, HR Business Partner 12 December 2023

<b>EDM Sign-off</b>	John Smith, Executive Director for Growth and Regeneration	29 November 2023
<b>Cabinet Member sign-off</b>	Councillor Don Alexander, Cabinet Member for Transport	7 December 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	21 February 2024

<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> Transport Funding Bid (A432 Fishponds Rd)	<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>

# Risk Register

Project Name: Transport Funding bid (A432 Fishponds Road)  
 Project ID:  
 Project Manager: Jacob Pryor

**Key:** Type: C (Construction); D (Design); E (Environmental); F (Financial); M (Management); P (Political); O (Operational); T (Technical); U (Utilities)  
**Probability:** 1 (unlikely); 2 (equally likely/unlikely); 3 (likely); 4 (very likely)  
**Cost Impact:** 1 (up to 1% or £10k); 2 (between 1 and 5% or £10k and £50k); 3 (between 6 and 15% or £50k and £250k); 4 (between 16 and 25% or £250k and £500k); 5 (greater than 25% or £500k)  
**Delivery impact:** 1 (up to 3 months); 2 (between 3 and 6 months); 3 (between 6 and 9 months); 4 (between 9 and 12 months); 5 (greater than 12 months)  
**Priority:** 1- 4 (very low); 5-9 (low); 10-14 (medium); 15-19 (high); 20-24 (very high); 25 (critical)  
**Response (to risks):** Avoid; Reduce; Fallback; Transfer; Accept; Share; or a combination  
**Response (to opportunities):** Share; Exploit; Enhance; Reject; or a combination

Risk ID	Type	Description	Original				Date Identified	Date Updated	Proximity (by project stage)	Response (may be more than one)	Mitigation (may be more than one)	Residual				Risk owner	Mitigation owner	Notes	Status	Related Issue ID
			Probability	Cost Impact	Delivery Impact	Priority						Probability	Cost Impact	Delivery Impact	Priority					
1	F (Financial)	The project cannot be contained within the funding envelope	2	3	3	12	19-Dec-23		Delivery	Reduce	Early engagement with finance colleagues to establish contingency and inflation allowances, commitment with funder to contain project within allocation	1	3	3	6	PM	PM			
2	D (Design)	Designs are not supported by the local community	2	1	3	8	19-Dec-23		Delivery	Reduce	Undertake thorough engagement with local residents at the earliest opportunity to identify and design challenges	1	1	2	3	PM	PM			
3	M (Management)	Insufficient resources to deliver the project	1	3	5	8	19-Dec-23		Delivery	Avoid	Resource planning during proposal development will prevent this from occurring. Understanding impact on support services and including costs within budget	1	1	2	3	PM	PM			
4	P (Political)	Scheme lacks political support	1	3	5	8	19-Dec-23		Delivery	Reduce	Early engagement with key decision makers and ward councillors. Secure cabinet approval in advance of funding decision	1	2	2	4	PM	PM			
5	T (Technical)	Scheme not technically deliverable	2	3	3	12	19-Dec-23		Delivery	Reduce	Early engagement with technical teams to ensure designs are deliverable.	1	2	2	4	PM	PM			
						0														
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# Equality Impact Assessment [version 2.12]



Title: Transport Funding Bid - A432 (Fishponds Road)	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Economy of Place	Lead Officer name: Jacob Pryor
Service Area: City Transport	Lead Officer role: Policy, Bidding and Strategic Projects 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 transport bid is part of a national programme intended to treat the most high-risk roads in England to prevent fatal and serious road traffic injuries.

Bristol submitted a bid on Friday 17<sup>th</sup> November in partnership with South Gloucestershire Council for £2.275m. The bid development required the use of a road safety model which has produced a list of suggested improvements such as improved crossing points, continuous footways, and speed cushions. These measures will be subject to further technical approval and public engagement before they are progressed. There will be some measure of disruption while these improvements are being delivered which we will understand better once further technical and engagement work has been completed.

The council expects to hear back from the funder in early 2024 although no specific date has been given. The programme for this project will see us deliver the improvements over 2024/25 – 2025/26.

The proposal will be managed by Bristol City Council and awarded to a contractor for delivery of the works through Bristol Highways and Maintenance framework.

If Bristol is not successful with this bid, then the safety improvements identified will be considered for funding from other relevant funding sources.

The A432 is a major road which runs from Bristol city centre to Old Sodbury in South Gloucestershire – a length of approximately 22km.

Between 01.08.2020 to 01.08.2023 there have been 140 collisions on this section of the A432, comprised of 1 fatal, 11 serious and 128 slight collisions. This resulted in 149 casualties including 1 fatal, 6 serious and 26 slight pedestrian casualties, and 3 serious and 32 slight cycle casualties.

The bid will provide investment in safety improvements for pedestrians and cyclists using the route including speed tables, revised speed limits and new pedestrian crossings.

The scheme has been modelled to prevent over 65 casualties over the next 20 years.

This EQIA is intended as an analysis of the impacts on protected characteristic groups at this stage of the proposal's development. Further analysis will need to be undertaken as the scheme matures and the full details of the proposal are identified.

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

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

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/how-we-measure-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/data-statistics-and-intelligence). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](https://www.bristol.gov.uk/bristol-open-data); [Joint Strategic Needs Assessment \(JSNA\)](https://www.bristol.gov.uk/joint-strategic-needs-assessment); [Ward Statistical Profiles](https://www.bristol.gov.uk/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/hr-analytics-power-bi-reports) 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](https://www.bristol.gov.uk/employee-staff-survey-report) and [Stress Risk Assessment](https://www.bristol.gov.uk/stress-risk-assessment)



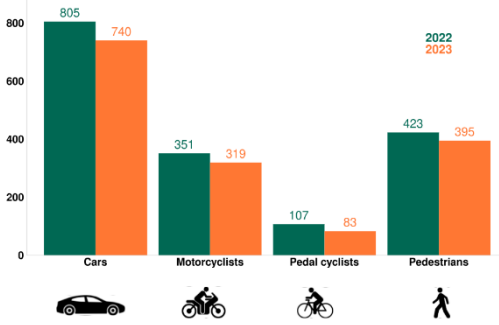
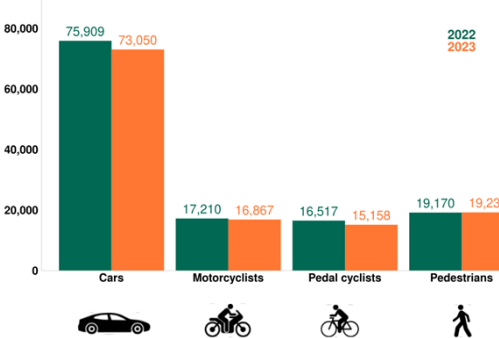
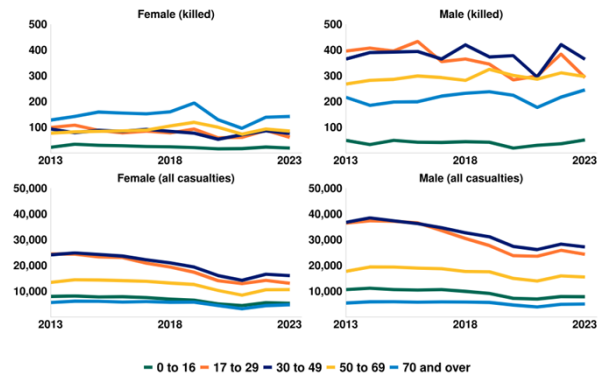
<p><b>Data / Evidence Source</b> [Include a reference where known]</p>	<p><b>Summary of what this tells us</b></p>																														
<p><i>Brake Road Safety Charity (2023)</i> [<a href="https://www.brake.org.uk/get-involved/take-action/mybrake/knowledge-centre/uk-road-safety">https://www.brake.org.uk/get-involved/take-action/mybrake/knowledge-centre/uk-road-safety</a>]</p>	<p>Based on a 10-year average from 2013-2022 someone is killed or seriously injured on our roads every 16 minutes</p>																														
<p><i>Reported road casualties in Great Britain, provisional estimates: year ending June 2023</i> (Department for Transport, 2023)</p>	<p>There were 29,429 killed or seriously injured in road traffic collisions in the UK in 2023.</p> <p>Car occupants comprised the biggest share of fatalities followed by pedestrians, motorcyclists, and pedal cyclists.</p> <p>Chart 4: Reported road fatalities by road user type, Great Britain, the year ending June 2023 (provisional) compared with the year ending June 2022 <a href="#">RAS9001</a></p>  <table border="1"> <thead> <tr> <th>Road User Type</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Cars</td> <td>805</td> <td>740</td> </tr> <tr> <td>Motorcyclists</td> <td>351</td> <td>319</td> </tr> <tr> <td>Pedal cyclists</td> <td>107</td> <td>83</td> </tr> <tr> <td>Pedestrians</td> <td>423</td> <td>395</td> </tr> </tbody> </table> <p>Looking at overall casualties car occupants remain the highest followed by pedestrians, motorcyclists, and pedal cyclists.</p> <p>Chart 5: Reported road casualties by road user type, Great Britain, the year ending June 2023 (provisional) compared with the year ending June 2022 <a href="#">RAS9001</a></p>  <table border="1"> <thead> <tr> <th>Road User Type</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Cars</td> <td>75,909</td> <td>73,050</td> </tr> <tr> <td>Motorcyclists</td> <td>17,210</td> <td>16,867</td> </tr> <tr> <td>Pedal cyclists</td> <td>16,517</td> <td>15,158</td> </tr> <tr> <td>Pedestrians</td> <td>19,170</td> <td>19,235</td> </tr> </tbody> </table> <p>Men are more likely to be killed or be a casualty while travelling, with men between the ages of 30-49 the most vulnerable. For women those aged 70 or over are most at risk of being killed on the road while the age group 30-49 are the most vulnerable to becoming a casualty.</p>	Road User Type	2022	2023	Cars	805	740	Motorcyclists	351	319	Pedal cyclists	107	83	Pedestrians	423	395	Road User Type	2022	2023	Cars	75,909	73,050	Motorcyclists	17,210	16,867	Pedal cyclists	16,517	15,158	Pedestrians	19,170	19,235
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Chart 6: Reported road fatalities and all casualties by age group and sex, Great Britain, the year ending June 2013 to the year ending June 2023 (provisional)



Safe Systems Approach to Road Safety 2015 to 2024 (Bristol City Council, 2015)

People living in more deprived areas in Bristol are more likely to be a victim of a road traffic collision.

In the period 2011 to 2013, the 25 most deprived Super Output Areas in Bristol had:

- 16% of casualties
- 15% of Killed or Seriously Injured casualties
- 19% of pedestrian casualties
- 18% of child casualties and
- 14% of elderly casualties

Whereas the 25 least deprived Super Output Areas had:

- 5% of casualties
- 6% of Killed and Seriously Injured casualties
- 4% of pedestrian casualties
- 3% of child casualties and
- 7% of elderly casualties.

Road Casualty Review 2021 (Bristol City Council 2021)

Casualties by age group in 2021 in Bristol were as follows:

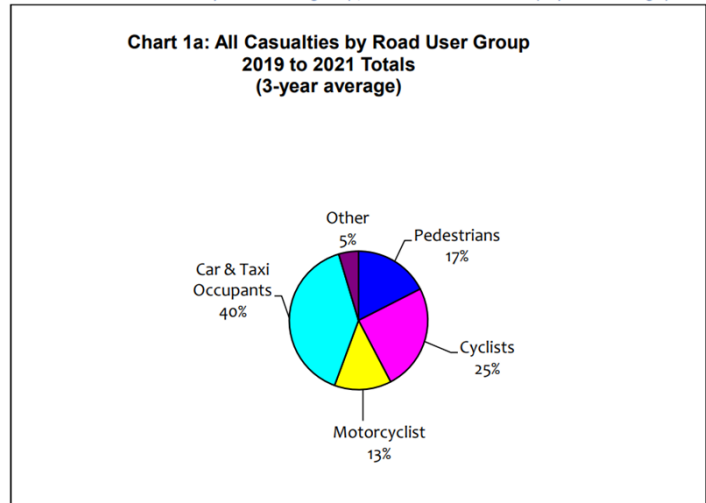
- Children 7.5% (n.69)
- Young Adults 16-24years 23.4% (n.214)
- Other Adults 25-59 years 62.7% (n.574)
- Elderly 6.4% (n.59)

Casualties by gender were as follows:

- Male 63%
- Female 37%

Vulnerable road users make up the biggest proportion of casualties despite posing little risk to others:

Chart 1a: All casualties by road user group, 2019 to 2021 totals (3-year average).



Based on 2019-21 pedestrian casualty rates per 100 thousand of population the **most vulnerable** age-group was **10-14 year olds**.

**Males** accounted for **58%** of all pedestrian casualties.

Based on 2019-2021 cycle user casualty rates per 100 thousand of the population the **most vulnerable** age-group were **30-34-year-olds**. **Males (67%)** were more likely to be a casualty using this mode.

Based on the 2019-21 motorcycle/moped user casualty rates per 100 thousand of the population, the **most vulnerable** age-group was 16-19 year-olds. **Males (79%)** were more likely to be a casualty using this mode.

Based on the 2021 overall casualty numbers, the **most vulnerable** age-group for Scooter Users is **18-22-year-olds** (predominantly male).

Based on the 2019-21 car-occupant casualty rates per 100 thousand of the population, the **most vulnerable** age group(s) for Car & Taxi Drivers was **40-44 year-olds** and **30-34 year-olds**. While for Car & Taxi Passengers it is **15-19** year-olds.

In 2021, 18-27 year-olds made up one quarter of the Car occupant casualties. Half of the Car occupant casualties were aged between 18 and 37 years of age.

Male and female casualties each made up around half of the Car occupant casualty total. However, males were more predominant as Car Driver casualties whereas females were more predominant as Car Passenger casualties.

*Male drivers three times more likely to be in road collisions with pedestrians (Guardian 2022)*

Men are more than 2.5 times more likely than women to kill or seriously injure a pedestrian.

Men are more likely to die in a road traffic collision compared to women. In 2021 men made up 78% of all deaths on the road.

<p><i>Pedestrian casualties higher among BAME people and in poor areas – study (Guardian 2021)</i></p>	<p>People living in deprived areas and those from minority ethnic backgrounds are notably more likely to be killed or injured as pedestrians on the roads.</p> <p>The research, using 10 years of casualties reported to the police across England and Wales, found black, Asian and minority ethnic (BAME) pedestrians living in poorer areas were more than three times as likely to be injured or die than white people in more affluent districts.</p> <p>White pedestrians in non-deprived areas had an average annual pedestrian casualty rate of 20 in every 100,000 people, it found. For BAME people in deprived places it was 62.</p> <p>Both ethnicity and deprivation appeared to play a role, with BAME pedestrians in better-off areas having a casualty rate of 24 for every 100,000, with a figure of 48 for white pedestrians living in deprived areas.</p>
<p>Road injuries in the National Travel Survey: under-reporting and inequalities in injury risk (Rachel Aldred, 2018)</p>	<p>The study highlights that for every mile walked, a low-income pedestrian is three times more likely to be injured by a motor vehicle than someone from a high-income household. It also reveals that disabled people are five times more likely to be injured than non-disabled people.</p>
<p><b>Additional comments:</b></p>	

## 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 type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

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

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

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

National and local road safety statistics do not provide a breakdown of the following protected characteristics:

- Marriage and Civil Partnership
- Religion or Belief
- Disability
- Pregnancy/Maternity
- Gender Reassignment
- Race
- Sexual Orientation

These gaps will be reviewed to see whether they can be included in future monitoring and reporting.

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

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. Include the main findings of any engagement and consultation in Section 2.1 above.

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

The funding bid outlined in the supporting cabinet report did not provide time for engagement prior to bid submission. Engagement with residents and councillors will be undertaken before measures are implemented to ensure groups with protected characteristics are included in decision making. The council will ensure that any consultation activity is inclusive by providing engagement materials in different languages where appropriate, ensuring that materials are accessible to those with a visual impairment and that any in-person events are in venues that are accessible in the broadest sense.

## 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.

Should Bristol be successful in receiving funding for the proposals outlined above and in the cabinet report then residents will be engaged over a 4-month period prior to delivery of the scheme. As with all transport schemes the engagement will seek to raise the voices of 'seldom heard' groups including those with protected characteristics to ensure a fair and representative sample of the city is reviewing the proposals.

## Step 3: Who might the proposal impact?

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

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

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

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

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

The evidence and statistics highlighted in section 2.1 suggest that certain groups are more likely to be involved in a road traffic collision than others. Men, Disabled People, people from a Black Asian or Minority Ethnic background, lower income groups and middle-aged people are typically more likely to become a road traffic casualty.

<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:	The analysis does suggest young people have a higher representation among road traffic casualties across some modes. but overall, they are not disproportionately impacted by these proposals.
Mitigations:	None required
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	There is no substantial evidence to suggest older people will be disproportionality impacted by this proposal
Mitigations:	None required
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is some impact to suggest that Disabled People will be disproportionately impacted by this proposal. This impact will be a positive one as Disabled People are more likely to be involved in a road traffic collision. Slower speeds and more crossing points will improve the experience for this group
Mitigations:	None required
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Men are more likely to be perpetrators and a victims of road traffic collisions. This proposal will improve overall road safety infrastructure providing a disproportionately positive outcome for this group
Mitigations:	None required
<b>Sexual orientation</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 this group will be disproportionately impacted by this proposal
Mitigations:	None required
<b>Pregnancy / Maternity</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 this group will be disproportionately impacted by this proposal
Mitigations:	None required
<b>Gender reassignment</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 this group will be disproportionately impacted by this proposal
Mitigations:	None required
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is some impact to suggest that people from a Black, Asian or Minority Ethnic background will be disproportionately impacted by this proposal. This impact will be a positive one as people with from this group are more likely to be involved in a road traffic collision. Slower speeds and more crossing points will improve the experience for this group
Mitigations:	None required
<b>Religion or Belief</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 this group will be disproportionately impacted by this proposal
Mitigations:	None required
<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 this group will be disproportionately impacted by this proposal
Mitigations:	None required
<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:	There is some impact to suggest that people from deprived areas will be disproportionately impacted by this proposal. This impact will be a positive one as people with from this group are more likely to be involved in a road traffic collision. Slower speeds and more crossing points will improve the experience for this group
Mitigations:	None required
<b>Carers</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	None required
<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

Yes. As outlined in section 2.1 and 3.1 the proposal should provide additional benefits to men, people from a Black, Asian or Minority Ethnic background, Disabled People and people living in deprived areas. Community engagement as part of the scheme development will help to identify ways in which we can maximise the benefits to these (and other) groups.

## Step 4: Impact

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

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

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

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

There are no significant negative impacts of the proposal that the EQIA has identified

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

There are several positive impacts that have been identified through the EQIA which note that several groups who hold protected characteristics will be positively impacted.

### 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
Identify opportunities to maximise the benefits of the proposal through community engagement	Jacob Pryor	2024-2025
Identify opportunities to review and improve road safety data collection	Jacob Pryor	January 2024

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.

Bristol City Council reports annually on road safety statistics. These reports will help to inform whether the proposal has delivered the benefits it is projected to.

### 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> <i>Reviewed by Equality and Inclusion Team</i></p>	<p><b>Director Sign-Off:</b></p> 
<p>Date: 4/1/2024</p>	<p>Date: 23<sup>rd</sup> February 2024</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:</b> Transport Funding bid – A432 (Fishponds Road)		
<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 checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review	<input type="checkbox"/> Changing
<b>Directorate:</b> Growth and Regeneration		<b>Lead Officer name:</b> Jacob Pryor
<b>Service Area:</b> City Transport		<b>Lead Officer role:</b> Transport Policy, Bidding and Strategic Projects

## 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.

The A432 is a major road which runs from Bristol city centre to Old Sodbury in South Gloucestershire – a length of approximately 22km.

Between 01.08.2020 to 01.08.2023 there have been 140 collisions on this section of the A432, comprised of 1 fatal, 11 serious and 128 slight collisions. This resulted in 149 casualties including 1 fatal, 6 serious and 26 slight pedestrian casualties, and 3 serious and 32 slight cycle casualties.

The bid will provide investment in safety improvements for pedestrians and cyclists using the route including speed tables, revised speed limits and new pedestrian crossings.

The scheme has been modelled to prevent over 65 casualties over the next 20 years.

### 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.

The development of the proposal has largely been driven by the assessment criteria of the funding body which focuses on improving road safety outcomes. Typically transport projects will include an analysis of their environmental impacts but due to prohibitive bidding timescales set by the funder this was not possible for this project.

## 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)		
Generally speaking the construction of new transport infrastructure will carry adverse environmental impacts attributed to the extraction, installation, use and ongoing maintenance of the materials used. It's important to note that the proposal submitted to the funder provides an indication of the road safety improvements to be installed as part of the project but that the final scheme details will not be known until public consultation and further technical work is undertaken. We can assume that the package of works will include measures such as better crossing points, speed cushions and 'continuous footways.'		
<b>ENV1 Carbon neutral: Emissions of climate changing gases</b>	<b>Benefits</b>	The infrastructure to be installed through the proposal will make walking, wheeling and scooting trips more convenient, attractive, and safer. This should help to encourage people to reduce vehicle trips and provide carbon emission savings.
BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city		Page 766

<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>Local consultation with the community will help to inform where the interventions will have the greatest impact which should help maximise the effectiveness of the improvements. In turn this has the potential to enhance the above-mentioned carbon savings through increased use of active travel.</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>The proposal will produce carbon emissions attributed to the extraction, installation, use and ongoing maintenance of the materials used.</p>	
	<p><b>Mitigating actions</b></p>	<p>The council is embarking on a process to re-tender its Highways build and maintenance contract in 2024. The tender questions being developed will include consideration of emissions from contractor vehicles, non-road mobile equipment and travel planning for works taking place within the Air Quality Management Area.</p> <p><i>When we look at re-tendering we will look at a number of standards as well as tailor our quality questions and KPIS to ensure we deliver on carbon savings. – we especially rely on our partners to promote best practice, especially our tier one contractors, as they work nationally and are developing the industry.</i></p> <p><i>One of the biggest aspects is recording the carbon impact and we are working with Adept and Proving services to use the carbon calculator tool. <a href="#">Innovative Carbon Reporting Guidance Launches for UK's Local Highways - Highways Industry</a></i></p> <p><i>One of the biggest saving will be through warm mixes, which we are already use. National Highways have got good examples of this <a href="#">Highways England accelerates switch to lower carbon asphalts - GOV.UK (www.gov.uk)</a></i></p> <p><i>Again Highways England sets out carbon reduction measures in highway construction through its current delivery plan <a href="#">5-year-delivery-plan-2020-2025-final.pdf (nationalhighways.co.uk)</a>. This is well summarised by ICE <a href="https://www.ice.org.uk/news-and-insight/the-infrastructure-blog/april-2021/how-roadbuilding-projects-create-co2-emissions">https://www.ice.org.uk/news-and-insight/the-infrastructure-blog/april-2021/how-roadbuilding-projects-create-co2-emissions</a>. The methods employed by HE we would seek to replicate in our contracts such as low emission vehicles, off site construction, and off set through planting etc.</i></p> <p>The contractors will comply with requirements to reduce the impact of works on traffic congestion. Tenders will also be marked on innovative responses to improve traffic congestion.</p> <p>Disruption to bus and cycle lanes, and pedestrian walkways will be minimised during works, to encourage people to continue using these modes of travel.</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> 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>Given the very small-scale and localised nature of the works the proposal is unlikely to deliver any ecological benefits that contribute to improved wildlife and habitats</p>
	<p><b>Enhancing actions</b></p>	<p>N/A</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>Given the very small-scale and localised nature of the works the proposal is unlikely to create any adverse ecological impacts, particularly because improvements will take place on existing highways infrastructure as opposed to encroaching on green infrastructure</p>
	<p><b>Mitigating actions</b></p>	<p>N/A</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>	<p><b>Benefits</b></p>	<p>Encouraging the use of active modes of travel over car use will reduce the consumption of non-renewable resources generated by petrol, diesel, and electric vehicles</p>
	<p><b>Enhancing actions</b></p>	<p>Local consultation with the community will help to inform where the interventions will have the greatest impact which should help maximise the effectiveness of the improvements. In turn this has the potential to enhance the above-mentioned resource savings through increased use of active travel.</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>The extraction, refinement, and installation of materials in the project will inevitably use non-renewable resources and generate waste products.</p>
	<p><b>Mitigating actions</b></p>	<p>The council is embarking on a process to re-tender its Highways build and maintenance contracts in 2024.</p> <p>Through the new contract the tender responses will ask about on-site reuse of aggregates and give credit for appropriate proposals.</p>

		<p>Contractors will be registered as waste carriers, and their understanding of the handling and disposal of hazardous and non-hazardous wastes (including contaminated asphalt) will be evaluated in the tender.</p> <p>The use of the latest sustainable road building standards, where appropriate, will also be encouraged through the tender.</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>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"/> No impact</p>	<p><b>Benefits</b></p>	<p>The proposal should encourage the uptake of active travel. The diversification of Bristol’s transport network to cater for different modes of travel more equally will improve our resilience to climate change as individuals and businesses will have alternative options if one system is compromised by extreme weather.</p>
<p><b>Enhancing actions</b></p>	<p>Local consultation with the community will help to inform where the interventions will have the greatest impact which should help maximise the effectiveness of the improvements. In turn this has the potential to improve Bristol’s resilience to climate change through increased use of active travel.</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>Aside from the indirect impacts noted above – associated with the production of climate forcing emissions – the proposal is not anticipated to have any adverse impacts on Bristol’s resilience to climate change.</p>	
<p><b>Mitigating actions</b></p>	<p>N/A</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>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><b>Benefits</b></p>	<p>The proposal should encourage more trips by active travel which will provide air quality benefits as people switch from using vehicles for some journeys</p>
<p><b>Enhancing actions</b></p>	<p>Local consultation with the community will help to inform where the interventions will have the greatest impact which should help maximise the effectiveness of the improvements. In turn this has the potential to improve air quality through increased use of active travel.</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>The extraction, refinement, installation, and ongoing maintenance of the materials used in the proposal will generate air pollution.</p>	

<a href="#">Further guidance</a> <input type="checkbox"/> No impact	<b>Mitigating actions</b>	As noted in sections above colleagues will seek assurances through the re-tendering of Bristol's Highways and Maintenance Framework including quality and innovation questions on use of recyclable materials and low-emission vehicles and machinery.
<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
Ensure that mitigations listed above are secured through the retendering of the Highways and Maintenance Contract	Nick Pates	2024/25
Ensure that engagement and consultation enhance the effectiveness of the improvements, drawing on local experiences and knowledge of how transport infrastructure is used.	Jacob Pryor	Summer 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 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>
There will both negative and positive impacts through these proposals. Negative impacts will come through construction works and measures to mitigate will come through procurement processes, site management and public consultation. Improved overall road networks will encourage active travel with positive benefits.
<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 is not an endorsement or approval of the proposal.

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<b>Environmental Performance Team Reviewer:</b> Nicola Hares	<b>Submitting author:</b> Jacob Pryor
<b>Date: 15/01/2024</b>	<b>Date: 21/02/24</b>

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

Document is Restricted



# Decision Pathway – Report

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**PURPOSE:** For noting

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>People Living in Vehicles in Bristol</b>	
<b>Ward(s)</b>	<p>This report potentially affects all wards across the city. However, some wards may be more affected than others. Those wards with the highest reported numbers of people living in vehicles include:</p> <ul style="list-style-type: none"> <li>• Ashley,</li> <li>• Bishopston &amp; Ashley Down</li> <li>• Easton</li> <li>• Horfield</li> <li>• Lawrence Hill</li> <li>• Lockleaze</li> <li>• St George West</li> <li>• Stoke Bishop.</li> </ul>	
<b>Author:</b> Tom Gilchrist	<b>Job title:</b> Private Housing and Accessible Homes Manager	
<b>Cabinet lead:</b> Councillor Kye Dudd, Cabinet Member for Housing Services and Energy	<b>Executive Director lead:</b> John Smith, Interim Executive Director Growth and Regeneration	
<b>Proposal origin:</b> Mayor		
<b>Decision maker:</b> Mayor <b>Decision forum:</b> Cabinet		
<b>Purpose of Report:</b>		
<p>The aim of this report is to present information, in the form of Appendix A ‘Vehicle Dwellers – The Bristol Model’, which informs the city of Bristol of the Vehicle Dweller community, to be used as reference in future decision-making processes.</p>		
<b>Evidence Base:</b>		
<p>Supporting evidence for this report has been collated in Appendix A ‘Vehicle Dwellers – The Bristol Model’.</p> <p>This document formally covers:</p> <ul style="list-style-type: none"> <li>• How the Council are working with vehicle dwellers</li> <li>• Background on people living in vehicles in Bristol</li> <li>• Demographics of people living in vehicles</li> <li>• Available powers in respect of the movement of vehicles</li> <li>• Problems and issues associated with living in vehicles</li> <li>• Health and wellbeing</li> <li>• Vulnerability</li> <li>• Encampments</li> <li>• Lack of identification and postal address</li> <li>• The increasing vulnerability of Vehicle Dwellers</li> <li>• Suggested ways of improving our work as a city with people living in vehicles</li> </ul>		

The document has been created as a result of the need to understand, support and manage the Vehicle Dweller community in Bristol over several years and collates information and statistics around Vehicle Dwellers. It sets out recommendations from the council services, including neighbourhood enforcement, to deal with Bristol's growing Vehicle Dweller community.

It includes opinions voiced by Councillors and members of the public on this subject. This document shares information about the vehicle dweller communities' needs, their contribution to our city, both historically and in the present day, and provides suggestions of support for the vehicle dweller community to ensure no one in our city is left behind.

The document also gives examples of the negative impact van dweller encampments are having on our city. We have managed these in line with established policy and powers to focus on high impact encampments. The document considers these examples and the effectiveness of our approach.

The Health Needs Assessment has highlighted the increasing vulnerability of Vehicle Dwellers, including severe health concerns and racial discrimination. Taking this into consideration, the report offers some further recommendations for officers, including the opportunity to continue to develop policy on how to consistently manage large squatted unauthorised encampments on council owned land, and sets out considerations for future policy development under Bristol's New Committee System.

People living in vehicles cannot be ignored. Vehicle Dwellers are citizens of our city and need to be respected and represented as such with equal access to services as would be available to any other resident or visitor to our city.

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

That Cabinet:

1. Note the current approach to Vehicle Dwellers in Bristol as set out in Appendix A 'Vehicle Dwellers – The Bristol Model' and the intentions set out therein, specifically:
  - a. The intention to investigate the provision of additional meanwhile and permanent sites across the city, including a new service site with service provision, to improve the health of people living in vehicles, which can be offered as an alternative option to people on unauthorised sites.
  - b. The intention of setting up of a Council officer's Task and Finish group to further explore issues and options around vehicle dwelling in Bristol, with a view to reviewing the Bristol City Council's Policy for Vehicle Dwelling Encampments on the Highway to explore inclusion of roadside parking, encampments, squatted sites and meanwhile sites.
  - c. The intention to deliver a training session for all elected members about vehicle dwelling in Bristol.
  - d. The intention to deliver a roundtable event to discuss the appendix document 'Vehicle Dwellers – Report and Recommendations' with key stakeholders.

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

1. **ES2: Access to Employment** – Having a stable base will enable people living in vehicles to access better opportunities to apply for work and maintain a position within the employment market.
2. **HCW2: Mental Health and Wellbeing** – Traveller groups are known to have the worst mental health outcomes of any ethnic group. Mental ill health amongst cultural travellers has shown to be high (HNA, 2023). A meanwhile site base will allow stability from which to access support services.
3. **HCW 3: Poverty** – With the majority of vehicle dwellers citing lack of affordability of housing as their main reason for living in that way, the impact of social disadvantage on health has been noted.
4. **HC1: Housing Supply** – More meanwhile sites would allow an affordable and available housing option for a diverse group.
5. **HC3: Homelessness** – With vehicle dwelling seen as both a step up from homelessness and a final stage before it, the provision of meanwhile sites allows continued stability away from it.
6. **HC5: Community Participation** – A meanwhile site base will make sure that vehicle dwellers can actively participate in their community and in the life of the city.

**City Benefits:**

Improving our understanding of the needs of people living in vehicles and working with them, we benefit the city by:

1. National leadership by supporting vehicle dwellers.
2. Continued reduction in numbers of vehicles at the roadside across the city
3. Building on the relationship established between Bristol City Council and the vehicle dwelling community
4. Sites awaiting development could be occupied as ‘meanwhile’ sites and would benefit from security on sites and their planning application.
5. Health and safety: Provision of fresh water and waste disposal. There is a strong evidence base showing that travelling communities are known to have amongst the poorest health outcomes and lowest life expectancy of any communities within the UK. A site that provides basic amenities as well as allowing registration with health professionals will help demonstrate that the Council is doing all that it can to meet the basic needs of and social responsibilities towards all communities.
6. Provide safety for vehicle dwellers away from the side of the highway.
7. Reduction in enforcement costs to Bristol City Council and better use of Council officers’ time as there will be less people to “move on”.
8. Providing an alternative location for vehicle dwellers to go to when they do have to be “moved on” from the public highway.
9. Providing a self-supportive environment and a place where services can come to support people with mental ill health and substance misuse issues.
10. Reduce safeguarding risk issues to vulnerable adults, children and young people. (At present, there are only a very small number of children and young people known to be living with vehicle dwellers, but in such circumstances, a dedicated site will be safer for them than at the kerbside).
11. Less vehicle dwellers on the streets leads to less complaints received by members of the public and the approval of residents to have vehicles directed away from their neighbourhoods.

**Consultation Details:** This document has been through the Decision Pathway process and will be considered at Cabinet on 5 March 2024.

**Background Documents:**

Bristol City Council (2020). *Gypsy Traveller Accommodation Assessment* – July 2020. [file \(bristol.gov.uk\)](http://bristol.gov.uk)

Office of the Deputy Prime Minister (2006). *Guide to effective use of enforcement powers; Part 1: Unauthorised encampments*. Home Office: London. Available from: <https://www.gov.uk/government/publications/unauthorised-encampments-using-enforcement-powers>

<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:** Whilst there are no financial implications arising from this paper, the outcomes of the recommendations will likely have some financial impact. Ongoing financial advice will be provided once the Task and Finish group is formed and the work around drafting the policy begins. Finance comments will also be provided in any report seeking approval of any such policy.

**Finance Business Partner:** Martin Johnson – Interim Finance Manager Housing and Landlord Services, 19 February 2024

**2. Legal Advice:**

S.8 Housing Act 1985 as amended by s.124 Housing and Planning Act 2016 requires local authorities to periodically assess the accommodation needs of people in their area including vehicle dwellers. This report sets out the legal powers available to the local authority to provide for vehicle dwellers in addition to the legal powers to move and control vehicle dwelling encampments.

<b>Legal Team Leader:</b> Kate Meller, Solicitor, Team Leader, 26 February 2024		
<b>3. Implications on IT:</b> I can see no implications on IT regarding this activity.		
<b>IT Team Leader:</b> Alex Simpson, Lead Enterprise Architect. Bristol City Council - Policy, Strategy and Digital, 26 February 2024		
<b>4. HR Advice:</b> There are no HR implications associated with the paper.		
<b>HR Partner:</b> Celia Williams, HR Business Partner – Growth and Regeneration, 26 <sup>th</sup> February 2024		
<b>EDM Sign-off</b>	John Smith, Interim Executive Director Growth and Regeneration	23 February 2024
<b>Cabinet Member sign-off</b>	Councillor Kye Dudd, Cabinet Member for Housing Services and Energy	23 February 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<b>Appendix A – ‘Vehicle Dwellers – The Bristol Model’</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>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>

# VEHICLE DWELLERS

## THE BRISTOL MODEL

REPORT AND RECOMMENDATIONS  
BRISTOL CITY COUNCIL



# Vehicle Dwellers – The Bristol Model

## Contents

- Foreword
- Executive Summary
- Summary Recommendations
- Traveller Groups in the United Kingdom
  - Gypsy Roma Travellers (GRT)
  - Cultural Travellers
  - New (Age) Travellers
  - Vehicle Dwellers
- Vehicle Dwellers in Bristol
  - How the Council are working with Vehicle Dwellers
  - Numbers of people living in vehicles
  - Reasons for vehicle living
  - Types of unauthorised Vehicle Dwellers sites in Bristol
  - Types of vehicles used
  - Demographics
  - Support organisations for Vehicle Dwellers
  - Lack of identification and postal address
- Meanwhile sites
- Encampments
  - Available powers in respect of the movement of vehicles
- Health Needs Analysis of people living in vehicles
  - Responses from professionals
  - Survey responses from vehicle dwellers
  - Health and wellbeing impacts of vehicle living
- Recommendations

## Foreword from Marvin Rees, Mayor of Bristol

Bristol is just 42 square miles with a rapidly growing population, which we anticipate will reach 550,000 by 2050. There is increasing pressure on how we use space in our city to manage growth sustainably, build an inclusive economy and tackle climate and ecological crises.



Our need for affordable housing is huge. Households across Bristol are struggling to afford to keep a roof over their heads, with spiralling rents and rising bills, threatening to push many towards the brink of homelessness.

Before the pandemic, the number of Vehicle Dwellers in our city was estimated at roughly 150. The pandemic brought change, including the loss of jobs and social distancing requirements which forced people to think of new ways of living. During this time the Council had more powers to act quickly to enable the use of meanwhile sites. Since then, the vehicle dwelling community has grown. Due to the cost-of-living crisis, we now estimate numbers in Bristol to be around 600, concentrated in East Central around Eastgate, and on the roadside at the Downs. We believe fewer people are now choosing this way of life but are instead increasingly forced into it by the UK's Housing crisis.

Within this report, we have captured a snapshot of the current situation surrounding this issue and our response in Bristol. My administration has developed an approach which seeks to balance the concerns of residents, but that also considers the rights of Vehicle Dwellers.

Some Vehicle Dwellers are attracted to our city, in part, by its successful economy, but also by the spirit that makes Bristol what it is. Bristol is a City of Hope, with ambition, and the goals of inclusion and social justice. Whilst Vehicle Dwellers pose a modern challenge for the

city, some communities have roots that stretch further back. Every person in our city matters and we must provide a space where their voices can be taken seriously to help build a better Bristol.

We have a community which can be more vulnerable to ill health, imprisonment, and suicide than any other in our city. It is crucial that we continue to support those across Bristol, meeting the varied housing needs of citizens who cannot afford to pay market prices.

There are also negative impacts arising from encampments in parts of our city, including anti-social behaviour, littering and the visual impact of vehicles and caravans. Petitions and correspondence from residents and Councillors have highlighted the tensions between communities and how 'high impact' encampments harm neighbourhoods.

This report lays out some of the city-wide challenges and our need to work as One City to create solutions to support the most marginalised groups. Previous experience has shown us the potential in community empowerment and connection. Our One City Plan explains the need to work with a 'Many Neighbourhoods One City' mentality and this must continue if we are to see change in our city.

I am grateful to all those across the Council who have helped to develop this report. This is a starting point to inform the conversations needed to grow from it. If we are to see progress in this area, we must include the voices of the Vehicle Dweller community in those conversations. Bristol is a City of Sanctuary, and we must live up to that declaration, so that no one is left behind.

- **Marvin Rees, Mayor of Bristol**



## Executive Summary

This report is a result of the need to understand, support and manage the Vehicle Dweller community in Bristol due to rapid growth in numbers since 2020.

This document collates information and statistics around Vehicle Dwellers and sets out recommendations from the Council services, including neighbourhood enforcement, to deal with Bristol's growing Vehicle Dweller community.

It takes into consideration the opinions voiced by Councillors and members of the public on this subject. This document shares information about the Vehicle Dweller communities' needs, their contribution to our city, both historically and in the present day, and provides suggestions of support for the Vehicle Dweller community, to ensure no one in our city is left behind.

Examples of the negative impact Vehicle Dweller encampments are having on our city are included. We have managed these in line with established policy and powers to focus on 'high impact' encampments. The document considers these examples and the effectiveness of our approach.

Everyone deserves a safe place to call home, but households across Bristol are struggling to afford to keep a roof over their heads. Bristol's housing crisis affects everyone and as a result, the city has some of the highest numbers of Vehicle Dwellers in the UK. These numbers have increased in the last 2 years, as a result of the cost-of-living-crisis and rental crisis and are due to continue to increase.

The most appropriate way of addressing our current Vehicle Dweller numbers, and working with any potential growth, is to provide increased access to 'meanwhile sites' across the city. Most people in vehicles in the city are from Bristol, so we need to support them and not look to displace them out of their home environment.

Research from the Health Needs Analysis (HNA) of people living in vehicles, the first of its kind in the UK, shows that the Vehicle Dweller community suffer from serious health concerns, which has a direct impact on already struggling health services in the city. The HNA also highlighted the increasing vulnerability of Vehicle Dwellers suffering from discrimination and prejudice.

Bristol City Council has a long-standing commitment to equality, diversity and inclusion, and is pro-active in championing under-represented groups and important social causes. The Council supports communities, such as Travellers, who are disproportionately affected by ill health, infant mortality, imprisonment, child poverty, domestic abuse, illiteracy, mental health issues, and suicide.

## Summary Recommendations

The experiences and evidence within this report demonstrate the Council's approach and guiding principles since 2016:

- There should be a city-wide approach to working with Vehicle Dwellers, as opposed to attempting to find localised responses to specific or individual situations, which simply move encampments around.
- Vehicle Dweller groups need to be included in our work, to take responsibility for their impact and to include them in any policy changes that affect them. We recommend setting up a forum for agencies and representatives to better co-ordinate this.
- Council managed meanwhile use sites have been successful, but more need to be found and a pipeline developed. As the Vehicle Dwelling population continues to grow, a permanent site may be required.
- There is a balance to be drawn between a hard-line enforcement approach and a more tolerant supportive one, but consideration will also need to be given over the type of land

being occupied, when it is required for other uses and any health and safety concerns.

Due to the Bristol's growing Vehicle Dwelling population and impact, Bristol City Council's approach needs to be continually reviewed and updated. This document explores the following suggestions for future investigation by the next administration:

- The provision of additional meanwhile and permanent sites across the city, including a new service site with service provision to improve the health of people living in vehicles, which can be offered as an alternative option to people on unauthorised sites;
- The delivery of training sessions and roundtable events to better educate Bristol on the Vehicle Dweller community and encourage dialogue;
- To continue to review Bristol City Council's Policy for Vehicle Dwelling Encampments on the Highway to explore inclusion of roadside parking, encampments, squatted sites and meanwhile sites;

As Bristol moves to a new committee system, it is recommended the Council notes the current processes already in place which support the Vehicle Dwelling community and that future committees continue the development of city-wide policy and strategy.

Due to the potential impact Vehicle Dwellers present to Bristol's neighbourhoods, for example, antisocial behaviour, noise and waste, further investigation is needed into the levels of support required for the health and safety of all Bristol's citizens.

Bristol City Council's Neighbourhood Enforcement team (NET) works closely with communities, responding to reports and taking enforcement action where appropriate. This collaborative approach to help manage the challenges arising from Bristol's Vehicle Dwelling encampments is essential in the development of effective policy.

However, people living in vehicles cannot be ignored. Vehicle Dwellers are citizens of our city and need to be respected and represented with equal access to services as would be available to any other resident or visitor to our city.

## Travellers in the United Kingdom

### Gypsy Roma Travellers (GRT)

Romani people started to move out of Northwest India and across to Europe between 1000 and 1200 years ago. Reasons for moving are not clear. Some were sold, or moved independently as itinerant workers, some were musicians and entertainers who may have been forced or voluntarily moved to countries around the Persian Gulf or were banished or exiled from their homelands.

They underwent a diaspora that started their migration West, across Europe and on to Africa, the Americas and Australasia beyond. As they moved across Europe, they picked up words, habits and customs from the countries they passed through. Their language changed and evolved quickly, but with no written history of their own, we only have accounts from the countries they visited to describe and document them. This was often prejudiced against them.

Arriving in the UK in around the 13th Century, they were known as Egyptians, an incorrect assumption by Europeans as to their origin. This was shortened to just “Gyptians” and later to Gypsy or Gypsies. Changing between country, region and even family, some groups across Europe identify with the word Gypsy, whilst others see it as a racial slur. In the United Kingdom, the term Gypsy is accepted by most English and Welsh Romanies and is used to refer to them in official documentation.

Across Western Europe, Romany Gypsies move around their home countries in a similar way to the UK. In contrast, the Roma (often spelt Rroma, or referred to as Gypsy) people in Eastern Europe are more

settled and tend to live in some form of permanent home, as opposed to being nomadic and living in caravans.

Coming from the West rather than the East, a different group of nomadic people also came to the UK. Originally known, in their own language, as The Walking People, we know their descendants today as Irish Travellers.

Irish Traveller culture has a long association with music, trading, and the pre-eminence of family and kinship ties. As Travellers moved from town to town, they brought with them songs and stories and worked as tinsmiths, thatchers, weavers, farm labourers, animal traders, and flower sellers.

In the 20th century, increasing industrialization in Ireland made many Traveller customs and means of making a living obsolete. Irish Travellers emigrated to England or migrated to cities in Ireland for work, turning to selling scrap metal or working on construction sites. Caravans (trailers) replaced the horse-drawn wagons.

During the 1980s a Travellers rights movement emerged that demanded recognition of their ethnic minority status, as well as alternative culturally appropriate accommodation and better access to health care and education.

Irish Travellers were formally recognised as an ethnic minority in 1997 followed by recognition in Britain in 2000. The largest number of ethnic Travellers in Bristol are Irish Travellers.

Gypsy, Roma and Travellers are recognised ethnicities under the Race Relations Act (1978) and have protected characteristics under the Equality Act (2010). They are the most disadvantaged ethnicity in terms of education, health and deprivation and suffer some of the worst racism, discrimination and hate of any community in the U.K.



*Image of traditional horse drawn carriage*

## **Cultural Travellers**

Classed as cultural Travellers rather than ethnic Travellers, Show People (who tend to self-refer as “Showmen”) and Circus People can, in some instances, trace their family line back over dozens of generations and hundreds of years.

Starting as musicians and storytellers, who travelled from town to town bringing news in the Middle Ages, through to large funfairs and theme parks today, Show People have a long tradition with their own heritage, customs and language. There is some suggestion that Show People may be linked to Romany Gypsies and Irish Travellers, with many of their traditions and words adapted from these groups, but they remain strongly independent and will often refute this view.

The first Circus was born out of a Show Person’s fair in the second half of the 16th century, when a performer of trick horse-riding introduced clowns, acrobats and other acts to fill the gaps in his show. ‘Traditional’ circuses developed in the 19th century and were dominant until the 1970’s, when non-traditional performers started incorporating circus skills into performing arts and the “contemporary circus”, which did not rely on a traditional past, was born.

A fast-disappearing group of cultural Travellers are traditional ‘Bargee Travellers’. This was a group of transport professionals who operated commercial barges on Britain’s canal system during, and following on from, the industrial revolution.

The canals were the quickest and easiest way of transporting goods around the country and ‘Bargees’ were born, lived and died on the waterways. With the advent of railways, and later road transport,

canal transport increasingly became less efficient and there are thought to be few traditional 'Bargee Travellers' left on the water. Their places have, however, been filled by boat dwellers, who live on harbours and waterways, as well as 'Constant Cruisers', who live on the canals, and are so named, as the rules state that they must move berths every 14 days.



*Image of a fairground*



*Image of a horse drawn barge*

## **New (Age) Travellers**

The mid to late 1960's saw the birth of the "hippy" movement. In the UK, the extreme edge of this hippy counterculture saw a move away from society and the setting up of an "off-grid" lifestyle, which was close to nature, self-sufficient, peaceful and self-managed.

After moving around the free summer festivals of the early 1970's, independent groups formed, which aimed to maintain this lifestyle and, for those unable to afford the luxury of land on which to set up communes and working farms, they travelled and emulated the idealised lives of traditional Romany and Traveller groups. Opting for tents, yurts, benders and horse-drawn vardos at first, then gradually moved towards caravans and converted commercial vehicles.

In the early 1980's people linked to the punk movement had also dropped out of society into a slightly less off-grid world of squats. With changes in UK squatting laws, they too, took to a life on the road, living

in old busses, vans and caravans year-round. The two groups merged into a new form of travelling community, marginalised by society. The group became known as New Age Travellers. The group grew until 1985 when it was broken up by a major, but controversial, police action, which led to the introduction of the Public Order Act in 1986.

In the early 90's the New Age Travellers, still on the road, moved around the emerging illegal raves and acid house parties of the time, which culminated in a week-long rave in 1992 in Worcestershire. This rave led directly to the Criminal Justice Act of 1994, which toughened laws on trespass, antisocial behaviour, and unlicensed gatherings of people listening to music. Subsequently, continuing to live as a New Age Traveler became very challenging. The phrase 'New Age' was dropped in favour of just 'New Travellers' and with some people now third generation New Travellers, this group of Cultural Travellers continues to thrive.



*Image of New Traveller vehicles parked on the highway*

## **Vehicle Dwellers**

Vehicle Dwellers are a group of cultural Travellers who, live in vehicles. Van dwelling, as a lifestyle choice, has been around for many years with some crossover into New Travellers. Vehicle Dwellers differ from Gypsy Roma Travellers, as they are not recognised as an ethnic minority.

It became more popular from around 2018 with a lot of social media interest in the lifestyle as *#vanlifers*. The "Van-lifer" movement gained



considerable momentum in the first Covid pandemic lockdown in 2020. People chose vehicle dwelling as a safer way of socially distancing on their own terms than was available through shared housing, close-knit bedsits, and built-up areas.

Since 2020, however, the numbers of Vehicle Dwellers have grown exponentially and it is no longer seen as a lifestyle choice, but as a necessity of homelessness. Whilst some people are stepping up into vehicle dwelling from street homelessness and living in shelters, others are stepping down from bricks and mortar accommodation, as a result of rising housing costs, high rents and a lack of availability of affordable homes.



*Image showing a Vehicle Dweller encampment situated in the centre of the city*

## Vehicle Dwellers in Bristol

### How the Council are working with Vehicle Dwellers

Bristol City Council staff engage with people living in vehicles through the management of meanwhile sites, visits to encampments both on squatted sites and the kerbside, liaison with individual site representatives and a range of other informal ways of working.

The main departments working with Vehicle Dwellers are the GRT Team and Neighbourhood Enforcement Team (NET), as well as partner organisations such as Sirona Care and Health/NHS, St Mungo's, SARI, Bristol Drugs Project (BDP), Next Link and the Neighbourhood Policing Teams. People living in vehicles are well represented at the GR8T+ Group, which is the voices group for all travelling communities.

Bristol City Council staff facilitate a six-weekly Vehicle Dwellers Professionals meeting made up of: GRT Team, NET, Parking Services, ASB & Street Intervention Services, Public Health, the Police, St Mungo's, BDP and others. A police officer who sits on this group is an English Romany Gypsy and a member of police staff on the group is a New Traveller.

Bristol City Council chair, and facilitate, the Cross Area Vehicle Dweller Discussions Group, which is currently made up of 11 other Authorities and Avon & Somerset Police.

In 2021, Bristol City Council acknowledged the need for further work with Vehicle Dwellers by setting up specific sites for their use and by creating the new post of Partnership Manager for Vehicle Dwellers within the GRT Team.

### **Numbers of people living in vehicles**

The number of Vehicle Dwellers in Bristol has grown significantly since the pandemic. In 2020, there were approximately 100-150 Vehicle Dwellers, compared to current numbers estimated at 600 – 650.

This growth creates management issues for the Local Authority and frustration within the Vehicle Dweller community with sites becoming too large.

Our current numbers of Vehicle Dwellers are based on a physical street count, combined with known numbers on meanwhile sites and squatted encampments. Whilst we estimate the numbers to be between 600 to 650 residential vehicles in the city, there are in the region of 800 people living in those vehicles.

We are only able to estimate these figures, due to the challenges of a physical count, which can lead to some variation in results. These challenges include:

- Not all vehicles remain stationary and so cannot always be consistently counted;
- Vehicles can often be used for work and may not be visible during the working day, appearing later in the evening;
- Officers may not be aware of all vehicle locations. The available information on vehicle whereabouts is dependent on reports from the public. If it is not reported, it can remain undetected. Citizens can, and do, report vehicles using the online reporting form available on the Council website.

Bristol has the highest number of Vehicle Dwellers of any authority in the UK, but not necessarily the highest proportionately. In order to compare this to other authorities, by accepting the estimated vehicle figure of 650 vehicles out of a population of 470,000 people, this represents 0.14% of the population.

Brighton and Hove have similar numbers with a population of 300,000, of which 300 live in vehicles, an estimated 0.1% of their population. Much smaller areas, such as Glastonbury and Falmouth are proportionately higher. Glastonbury has a population of 7,000, with 150 Vehicle Dwellers making up 0.22% of the population. However, this number doubles if we include the surrounding area.

The town of Falmouth (as opposed to the district), has relatively small numbers of Vehicle Dwellers. 50 vehicles make up 2.2% of their whole population, meaning that, in comparison, they have the largest proportionate number of Vehicle Dwellers.

Some councils do not know the numbers of Vehicle Dwellers in their authorities. Cornwall is a good example of this; there are large numbers of people living in vehicles in towns such as Newquay, Launceston, Bodmin, Truro, etc. The Local Authority has concerns with Vehicle Dwellers filling laybys on the main roads into the county.

Bristol City Council will continue to monitor the numbers of Vehicle Dwellers in the city to ensure we are meeting the needs of Bristol's citizens.

## **Reasons for vehicle living**

### ***Housing costs***

Research from the Vehicle Dweller community in Bristol shows that the single largest reason to live in a vehicle is the inability to find or afford anywhere else to stay. The main reasons behind this are:

- A lack of affordable housing;
- The amount of available, privately rented, accommodation has dropped, while demand has increased leading to rental price increases. This can be evidenced by the fact that vulnerable people are having to be placed in hotels;
- Increase in mortgage rates and housing prices, nationally, but especially in Bristol, are pricing younger people out of the housing market, both as renters and first-time buyers;
- The GRT Team have made 35+ referrals to the Trussell Trust food bank, and home bank outlets, for Vehicle Dwellers suffering financial hardship over the past 12 months.

We have worked with a few Vehicle Dwellers in Bristol, who have stated their lifestyle is a short term means of saving up money for a deposit on a property, and to avoid increasing rents and council tax costs. Lack of affordable housing effects Vehicle Dwellers cross the country.

Data shows an increase in the number of people leaving privately rented accommodation, due to eviction or rent increases to live in vehicles to save money, unaware of the support services which may be available to them.

Bristol has also seen an increase in people moving into vehicle-dwellings as a “step up” from street homelessness.

### ***Vulnerability***

Many people on meanwhile sites, in squatted sites and on the kerbside are unable to cope with mainstream housing options. This may be due to a range of vulnerabilities including:

- Care leavers** - We are aware that the average age of Vehicle Dwellers seems to be getting younger and we have worked with several people in their late teens who have described themselves as care leavers. They have stated that an absence of positive role-modelling means they lack the social, emotional and domestic skills to maintain a place within a mainstream housing environment. The GRT Team have adopted a city-wide approach by linking in with partners such as St Mungo's and Bristol MAPS to improve support networks to care leavers forced into vehicle dwelling.
- **Substance misuse** - The GRT Team have worked with a number of organisations over the rise in chaotic substance misuse among Vehicle Dwellers. This includes, Bristol Drugs Project (BDP), St Mungo's, Bristol City Council's Neighbourhood Enforcement and Antisocial Behaviour Teams, Avon and Somerset Police and others. For some Vehicle Dwellers, substance misuse has led to a loss in mainstream housing and subsequent vehicle dwelling. For a small proportion of Vehicle Dwellers, certain “party drugs” are associated with their circumstances, including those who are currently accessing treatment services.
- **Mental Health** - Incidents of people experiencing mental ill health appears to be proportionately higher among people living in vehicles than in the non-vehicle dwelling population and may be a factor that further compounds some individual's ability to cope with mainstream housing options.

Vulnerability is also cited as a reason for people living in vehicles in Brighton & Hove, Glastonbury and within our Cross Area Vehicle Dweller Discussion Group.

### ***Itinerant workers***

Bristol has a relatively large proportion of Vehicle Dwellers who live in vehicles as the best means of accessing work, estimated at 10 to 20%. Kerbside parking outside of normal working hours can be busier than during the day, when people have returned “home” from work. Some Vehicle Dwellers are based in vehicles and travel out, others travel in.

Types of itinerant workers include:

- **Festival workers** - These are performers, tradespeople, labourers and others who work on the UK and European festival circuit and travel from one festival to the next, whilst living in their vehicles. A festival, such as Glastonbury, may take at least a month to set up and another month to take down and so they may only attend two or three festivals across the entire season. Festival workers will return to a base location – often Bristol – out of season. The festival circuit lasts broadly from Easter to October.
- **Festival travellers** - These are people who attend festivals, rather than working at them, and will go to a higher number of locations in a season. Again, returning to base themselves over the winter.
- **Tradespeople** - Bristol has many tradespeople who work from, and live in, their vehicles. Numbers are not known. These are people (often European), who work out of their vehicle during the day (plumbers, electricians, delivery drivers, etc.) but may sleep in their vehicle overnight to save money on hostels, hotels or other “digs”.
- **Professionals who “work away”** - Numbers are not known, but an example of such people is “Pete” who works in professional sales, from offices based in Bristol, his work takes him all over the UK and

he spends little time in any one place. Although, Bristol is the nearest city that he calls home.

- **Students and formal students** - We have only heard anecdotal reports of undergraduate students living in vehicles, but do not know any directly. However, we have had at least four postgraduate and mature students living on our meanwhile sites and are aware of a similar number kerbside. Additionally, we receive enquiries from people leaving full-time, higher education who came here as students and now wish to remain in the city, in a vehicle on meanwhile site accommodation.

### ***Lifestyle choice***

There has been a significant rise in the popularity of “van lifers” how-to videos to convert a van into a home, and “tiny living” homes driven by social media. This has led to a small increase in Vehicle Dweller numbers in Bristol and within other Local Authorities represented at our Cross Area Vehicle Dweller Discussion Group.

We have seen how some people, entering vehicle dwelling for the first time, have been very unprepared for their first British winter and have struggled to live in a vehicle. Equally, there are others who have thrived in this way of living.

### ***Cultural Identity***

New Travellers, sometimes still self-defined as New Age Travellers, have been around since the late 1960's, with a growth in the mid 1980's. There are now three generations of people who have lived in this way and been born into the lifestyle, establishing their own identity and cultural heritage. New Travellers do not always live in vehicles, but when they do, can be integrated with other Vehicle Dwellers.

### ***Retirees***

Bristol has previously had a limited number, predominantly men, estimated at 10 to 20%, of Vehicle Dwellers who had retired, sold their properties and bought a camper van in which to travel. A number had stated that they had intended to travel around Europe, but that

the pandemic had prevented this. In more recent times, their number seems to have gone down.

**Laura (children's support worker) and partner Paul (factory worker):**

So, there are a few reasons why I have been a van dweller for the last 4 years. The main reason being MONEY. I've lived in Bristol my entire life as has my partner Paul, neither of us enjoy living in shared houses and for most single people living in Bristol, a shared house is the only option. Personally, for my sanity, I need a lot of my own space and time. Working 50-70 hours a week to pay for a shared house that you spend very little time in due to working so much was making me unwell. I found it unsustainable for my mental and physical well-being. I was unable to do the things that made me happy due to being so over worked and exhausted from 14 hour shifts. Something had to change. There seemed no way out of the cycle, saving money is almost impossible on minimum wage and paying Bristol rent prices was a joke. 10 years ago, I was able to rent my own little one bed flat in Redland, that changed within 4 years of living there and I could no longer afford the cost of living alone.

Finally, I made the decision to learn to drive and borrowed money to buy my first van. I have never looked back.

Yes, I do miss living in a house, having running water, a washing machine and endless electricity is a wonderful thing. But nothing is more wonderful than having your own space and being able to save your money for your family's future and to know that what we want for our lives is now looking more achievable. One day we hope to save enough to get on the property ladder. We would never be able to do this living in a rented house in Bristol.

**Pierre:**

I was working 65 hours a week as a lorry driver. Living in the van means I now work 45 hours. It's lifted the financial pressure of having to find £1,000 a month for rent. I felt like I could breathe, like I was in control and could plan a nicer life with a brighter future.



## Types of unauthorised Vehicle Dweller sites in Bristol

### ***Squatted sites***

Bristol regularly has large squatted sites, on both public and private land, accommodating a mix of New Travellers, Festival Travellers and other Vehicle Dwellers. Sites can have a range of six to a dozen vehicles on them. The largest site the city has seen, in 2023, claimed to have 100 occupants at Dovercourt Road depot.

Squatted sites tend to contain likeminded groups of people who form into a set community, although one group may differ greatly in its ethos to another. Some groups are open and allow others to join, others are closed and resist outsiders, but all seem democratically run within themselves.

Most of the squatted sites we come across are keen to engage with Council officers and services, but some can be resistant. Several people have moved from squatted sites and onto meanwhile sites, stating that they have become disillusioned with the community, or because aspects of the lifestyle on sites have not suited them.

### ***Kerbside encampments.***

The main draw of both meanwhile sites and squatted sites is that they present safety in numbers, with kerbside vehicle dwelling seen as the most vulnerable way to live.

Whilst there are large numbers of individual kerbside dwellers who will, either stay in one place, or constantly move around the city, we also see small groups of two or three people who come together in clusters of friendship groups, most commonly in the more inner-city areas. These groups tend to stay fixed to one place. When a safe and undisturbed location is found, larger groups can form out of clusters who will gather in one area, although they will often be seen as different people in the same place as opposed to large whole communities.

These 'collection of clusters' range in size from 10 to 30 vehicles depending on the space available at the kerbside. Although, a group may be seen as staying in one place for a long time, the group members may change.

There have been several longer-term kerbside encampments in the city, which have gone through complete changes in membership month to month, whilst the vehicles remaining put. These include Greenbank Road, Parry's Lane and New Stadium Road.



*Image showing a Vehicle Dweller encampment situated in the North of the city*

### **Private sites**

There are a small number of private sites in the city where landowners have individual agreements to allow people living in vehicles to use their land. Full information on the number, size and facilities available on private site is not known.

### **Types of vehicles used**

When the GRT Team started working formally with Vehicle Dwellers in 2020, most Vehicle Dwellers used either production camper vans, or more commonly, home converted lorries, vans and minibuses as their living vehicle. The key was to have a vehicle that could be easily moved and driven under its own power from one location to the next.

Since the main Covid lockdown periods, a rapid change from driven vehicles to caravans has been noted as the majority form of vehicle used. A number of the original driven vehicles have been replaced by caravans.

There is some evidence that the use of caravans, over other vehicle types, suggests less financial stability amongst their occupants as many owners use them as a step up from homelessness. The range of quality of caravans seen in the city is very wide, with some being barely fit for habitation. With a rise in caravan use, so too has been noted a rise in vulnerability and exploitation of caravan dwellers.

The caravans in use tend to be 1980's and 1990's models designed for family holiday use. They are not designed for British winters and are poorly insulated. The minority proportion of Ethnic Gypsy Travellers who live full-time in the most modern and well-equipped caravans state that they are not good places to be on a cold winter night as they are expensive to keep heated and do not hold their heat well.

### **Caravans:**

- Can be fitted with wood burning stoves by Vehicle Dwellers, which they are not designed to accommodate, leading to fire risk and dangers from carbon monoxide and smoke inhalation;
- Can be very damp and do not protect people living in them;
- Are often converted using unsuitable, "found", materials that could contain toxins, be highly flammable and add additional weight that the caravan chassis is not built to take, causing the structure to be unsound and dangerous;
- Often lack sanitary equipment;
- Are vulnerable and can be destroyed by fire in minutes;
- Cannot be moved independently;
- Require no legal minimum level of care and maintenance;
- Cannot be issued with a parking ticket;
- Do not require, tax, insurance or an MOT;
- Are not registered;
- Are relatively cheap to buy and have no ongoing running costs.

The move from some form of self-propelled "camper" over to caravans has also been noted in Brighton & Hove, Glastonbury and within our Cross Area Vehicle Dweller Discussion Group.



Image showing a Vehicle Dweller encampment in the North of the city

## Demographics

In 2023, Bristol City Council's Public Health Department carried out a Health Needs Assessment (HNA) of Vehicle Dwellers [Bristol City Council, 2023: *Health Needs Analysis of People Living in Vehicles.*] reaching 12% of the Vehicle Dwellers in the city. The HNA revealed valuable demographics for the group.

Some of the key demographic findings of the HNA are as follows:

- 42% of respondents reported they were female and 54% male. The remainder of those who answered (4%) gave their gender as "other";
- 71% lived alone, 21% had 2 people living in their vehicle and 8% had 3 or more occupants per vehicles;
- 85% of people (64 respondents) did not have children under the age of 18, 12% (8 respondents) declared that they were parents with a child living with them full, or part-time and 4% (3 respondents) said that they had children who do not live with them;
- 10% of those who responded answered 'yes' to a question which asked if they identify as Disabled. 81% responded that they would

prefer not to say. Further data analysis showed that 24% of caravan/trailer dwellers and 5% of people living in other types of vehicles reported that they considered themselves disabled.

- 63% of caravan/trailer dwellers and 28% of other respondents, reported that they had... 'any physical or mental health conditions or illnesses lasting or expected to last 12 months or more'.
- Figure 2 shows a graph using Census data. Of those who reported living in 'a caravan or other mobile or temporary structure' 36.8% meet the Equality act definition of 'Disabled'. This is slightly higher than the Bristol average of 32.3%.

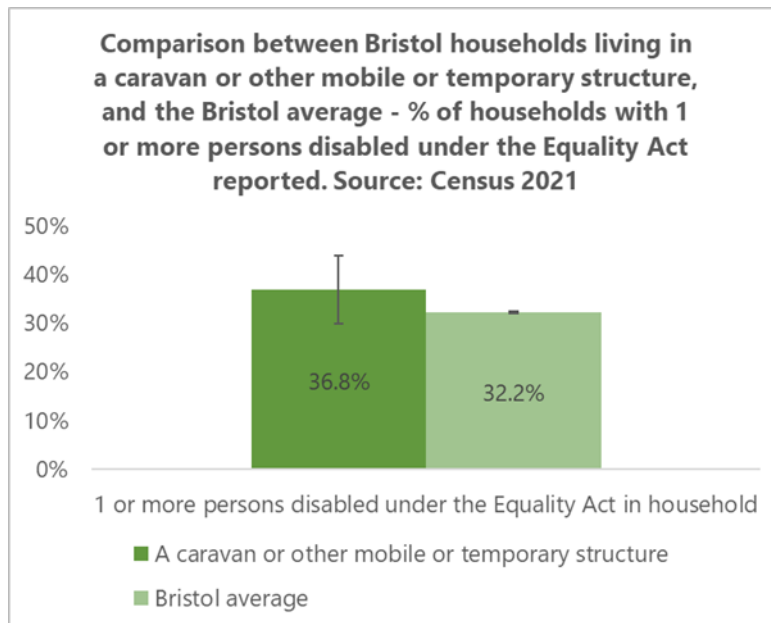


Figure 2: percentage of people disabled under the Equality Act

- Figure 3 shows the age distribution of respondents to the survey (of those whose age was known) and the Bristol average from the Census 2021. The oldest respondent to the survey was 79 and the youngest 18 years. Most were between 25 and 49 years. This differs from the age profile of the wider Bristol population, which has far more under 25s and over 50s.
- A far lower proportion (8.8%) of respondents were under 25 compared to 32.6% in Bristol overall. 14.7% of respondents were in

the 25-29 age group compared to 9.4% in Bristol. The age group with the highest proportion of survey respondents was 30-34, with 32.4%, far higher than in Bristol overall (9.3%). There was also a higher proportion of survey respondents who were 35-39, 40-44 and 45-49 (14.7%, 11.8% and 8.8%) than in the wider Bristol population (8.1%, 6.7% and 5.7%). Only 8.8% of survey respondents were aged 50 and over compared to 28.3% in Bristol overall.

- Observations outside of the HNA suggest that since 2021, there has been an increased number of young adults (18 to 25) amongst Vehicle Dwellers.

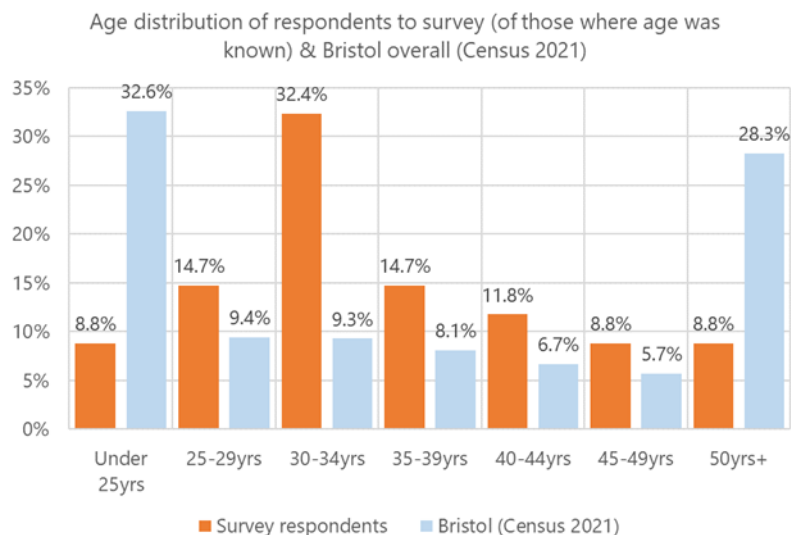


Figure 3 shows the age distribution of respondents to the survey

- Figure 4 shows that although 74% of all respondents to the survey reported being in work, when data was further analysed, differences in reported employment levels were found between people living in caravans and those living in other types of vehicles.
- 86% of those living in vehicles, other than caravans, reported being in full, part-time or self-employed work. For those who reported living in a caravan, this was 50%.

- The largest difference in reported employment type, between people living in caravans, and those in other types of vehicles, was in the percentage of those in full-time work. 16.7% of those living in caravans reported being in full-time work, compared to 40.8% of those living in other types of vehicles. For part-time work, there was also a large difference – 12.5% vs. 24.5%. However, the proportions of those in self-employed work were similar for the cohorts at roughly 20%.

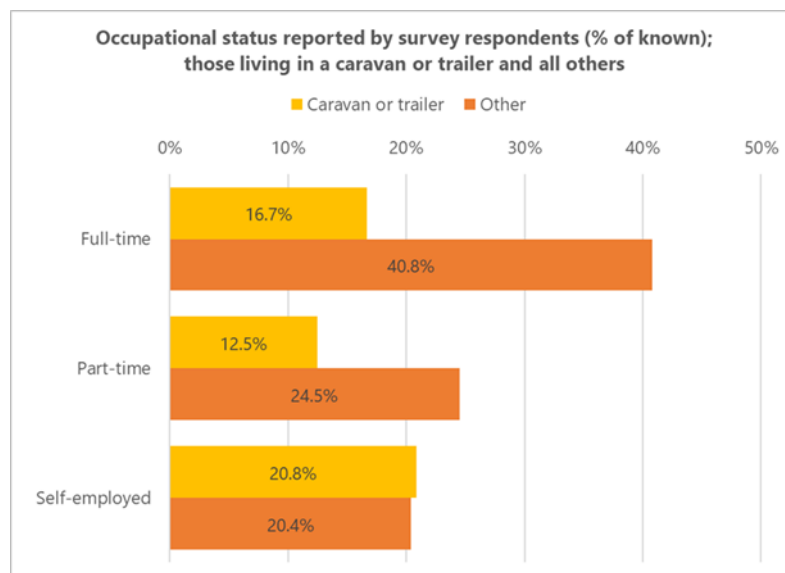


Figure 4: occupational status reported by respondents

- 44.5% of census respondents who identified as living in a caravan, or other, mobile, or temporary structure, reported that there were no adults in employment in the household, compared to a Bristol average of 29%.

The above demographics are agreed as consistent, within our Cross Area Vehicle Dweller Discussion Group for all areas with Vehicle Dwellers.

People living in vehicles have repeatedly reported that they feel particularly vulnerable, most especially for those living kerbside. Reports of incidents of antisocial behaviour and hate speech directed at them are high and many report fears of being attacked. Women

especially have stated that their living situation makes them feel at risk and exposed.

### **Support organisations for Vehicle Dwellers**

When Covid shielding sites were set up for Vehicle Dwellers in 2020, there were a couple of support organisations for Vehicle Dwellers, who were able to provide a powerful representative voice, had extensive websites, and claimed to have a mailing list reaching out to over 500 people. Such groups were represented on several committees in the city and were well known by people living in vehicles in Bristol at that time, even if they were not always respected for their work within the community.

As the Vehicle Dweller population has grown, these groups gradually reduced their influence and presence to a point where they are not thought to still be in existence. The small number of people currently living in vehicles who remember them, state that they have not heard from any of the groups in a long time.

GR8T+ Bristol and South-West is a voices group for all travellers, ethnic and cultural, facilitated by the organisation, Stand Against Racism & Inequality (SARI), in central Bristol. In the past, this group has had strong representation from Vehicle Dwellers and although this has dwindled, the group continues to advocate on their behalf.

### **Lack of identification and postal address**

Due to the nature of their type of home, a number (though, perhaps the majority) of people living in vehicles are unidentified. They do not appear on the electoral register, are not listed against council tax records, may not have children and so are not listed with schools, or social care services and may not have any health records.

Although some may have an address through which they can receive post, (such as a friend, family member, etc.) they are not able to receive direct post. This may place people living in vehicles at a disadvantage, as they may not be aware of health initiatives that are available to the rest of the population, such as bowel cancer



screening, cervical cancer screening and vaccinations, etc. In addition to this, they may not be able to claim their full entitlement of benefits or have access to bank accounts.

## Meanwhile sites

Following the first lockdown in April 2020, the Government gave advice that all street homeless people should be offered accommodation in hotels and hostels to allow them the same opportunities for shielding, as was available to other citizens. At the same time, Bristol City Council opened two Covid sites for Vehicle Dwellers, who were no longer able to access washing and cleaning facilities, which had closed, because of the pandemic. One site situated at Portway Rugby Club and also land known as Action Indoor Sports' car park at Bamfield. These sites proved very successful and gave the Council an understanding of the numbers of people living in vehicles in the city. They also showed that there was a demand for managed sites for people to live on, and that the Vehicle Dwellers are willing to work alongside the Council.

The GRT Team commissioned a representative organisation to run a consultation, on Bristol City Council's behalf, to ask what Vehicle Dwellers wanted most from a managed site, and how much they were prepared to pay for it. The majority of responses identified that people required very limited facilities, and suggested a reasonable amount that people were prepared to pay. The GRT Team set about exploring options along these lines, working directly with Vehicle Dwellers to develop ideas and proposals.



*Image taken of Covid shielding site for Vehicle Dwellers, Summer 2020*

Meanwhile sites are unused pieces of land owned by Bristol City Council, which have been set aside for future redevelopment. The land may be in the process of being sold off, have planning consent for residential, or commercial use, or are in some other way, waiting for a new usage, but currently standing idle. Until such sites are used for their intended purpose, the GRT Team use some of them in the 'meanwhile', to provide temporary sites for Vehicle Dwellers – hence the name. Examples of sites that have been used as meanwhile sites so far include: two, separate, demolished schools that are awaiting redevelopment into housing, a former fire station site that will eventually be the location of a new school and an unused car park again awaiting development.

Bristol City Council has offered eight different meanwhile sites so far with seven open at the same time and 100 pitches available at their peak. The sites come with very limited resources: fresh water, waste disposal and chemical toilets, but have the additional bonus of being safe, secure and providing stability – without being moved on – even if only for a few weeks or months. Site security was not a key consideration when meanwhile sites were first being set up, but it has proved to be their biggest attraction. People living in vehicles on the kerbside can be vulnerable to crime, antisocial behaviour, intimidation and isolation, but the positives of knowing that you can go to bed at night and not have someone try to break in, accost, or insult you cannot be overstated.



*Image of a former meanwhile site in South Bristol, 2021*

Meanwhile sites are managed by experienced council employees and therefore, provide a Council point of contact for signposting to other support services and allow a place for residents to stabilise before accessing other services and employment. The GRT Team created a new post of Partnership Manager for Vehicle Dwellers just to cope with the increased demand that meanwhile sites have placed on the service.

There has been a lot of general praise for meanwhile sites from both Vehicle Dwellers and professionals alike. Within the HNA, they were described as helpful in supporting health, as they provide a water supply and toilets, as well as help with access to services. However, some professionals mentioned that the temporary nature of the meanwhile sites, very basic facilities and locations meant that it was not possible for people to gain a sense of pride, or form communities in the way they can on permanent sites.

The reaction from members of the public and neighbours to meanwhile sites has so far been very positive. When a new site is proposed, people have, in one or two instances, voiced concerns of what the sites may bring with them. For example, will they attract antisocial behaviour, noise and additional traffic to an area?

To date, all of our sites, once opened, have proven to fit in very well with the local community and local residents have seen that they are occupied with people just like them who are looking for a quiet life and a safe place to live. In a couple of cases, the sites have become

an asset to the local area. An example of this can be seen with our first site to open, situated in Knowle West. The site was at the end of a disused road on the location of former housing. With the site being unseen and down a dead end, it was repeatedly used for the illegal fly tipping of waste and was a regular location for antisocial behaviour by young people in the area. Having people visibly living on the site stopped the fly tipping immediately; meanwhile site residents litter picked the whole area and removed a quantity of broken glass, drinks cans and Nitrous Oxide (NOs) canisters and the antisocial behaviour promptly dropped off. The presence of people on the site has made the area feel safe and the local community have been grateful to the GRT team for having the site in place. Meanwhile sites have reduced the pressure on kerbside sites and have also helped to reduce the concerns of residents.

Some of our existing meanwhile locations will soon be closing for their original planned redevelopment which risks putting more people back out onto the kerbside if new sites are not identified and opened to replace the pitch spaces lost when a site closes.



*Image of our first and oldest meanwhile site, located in Knowle West*

Finding new sites can be challenging, as there are limited areas of land available, and what there is, normally has a range of other interests in it. Up to December 2022, we were able to bypass full planning consent for a new site **Page 823** Section 2.6 of the Town and

Country Planning (General Permitted Development) (England) (Amendment) Regulations 2020. However, since that lapsed on 1 January 2023, a planning application must be made for any new meanwhile sites. This has added considerable time to the setting up of new sites.

The needs of the vehicle dwelling community are varied and many of the site users have had difficulties in accessing and maintaining engagement with support services. The continuity of council officers visiting sites, and frequently engaging, has enabled some to become more engaged with other support services. This was not anticipated at the outset when developing meanwhile sites but serves to demonstrate how disconnected vulnerable community members had become, while living kerbside, or on unauthorised sites.

Although no specific questions were asked about meanwhile sites within the HNA, five respondents chose to feedback on these using space for further comments provided at the end of the survey. The following are quotes from this feedback, which further illustrate themes identified of positive and negative impacts of vehicle living.

“My life improved a lot since I moved to my fully equipped campervan self-converted. As well the site provided by the council makes me feel secure and my belongings safe as well.”

“I am thankful to the council people involved with making meanwhile sites possible. It is really great to feel entitled and heard about my lifestyle choice for the first time in years. I personally live this way by choice, and the biggest difficulties have been previous to meanwhile sites, as even if it is a choice, it hasn't been easy when living roadside or living in unauthorised encampments. It was very difficult then to keep on top of living, managing work as well as health issues, and having to move *all the time*. I would really hope

“Living in a vehicle overall mostly has a positive impact as my mental health suffers without a community around. It also means that I get support when I need help with shopping and certain tasks due to health. I used to feel a lot worse mental health and support wise when I lived in a house. Meanwhile sites have also had a positive impact, since it has taken away the most negative parts of living in a vehicle, like feeling vulnerable, being moved on often and the inability to always stick to the community I have chosen and want to live around.”

“Living with a mutually supportive community has been very positive for me. Previously I was kerbside for several years which was not so good as I experienced some harassment and hostility, suffered more with anxiety and insomnia. Living in a vehicle generally shouldn't necessarily have any negative health effects - I've been living this way for decades and know how to manage and keep warm in winter etc.”

“Community living has huge benefits to my mental wellbeing as I feel supported. This has been especially important following the loss of a close family member. Not having a stable base for my van/being moved on has affected me. Meanwhile site has been very helpful especially a community that works.”

## Encampments

Bristol City Council's teams work together to support Vehicle Dwellers and manage the impact their encampments have on surrounding communities.

The Neighbourhood Enforcement Team (NET) deal with large numbers of reports and complaints received by members of the public, but also from Councillors and police, regarding encampments. The Neighbourhood Enforcement Team are also responsible for removing abandoned and, or, burnt out vehicles from sites. Since the start of 2024, they have removed a total of 25 unused vehicles.

The presence of encampments of cultural Travellers, either kerbside, or on squatted land, cause a range of concerns for members of the public. Bristol City Council receive in excess of 1500 complaints and reports relating to encampments. However, the number of reports received is not always a reflection of the number of encampments. At the start of 2024, the top five areas of Bristol we receive the most reports for are:

- Eastville;
- Horfield;
- Lockleaze;
- St George and
- The Downs.

Within the received reports, the most common causes of concern include:

- litter, disposal of human waste;
- blocked pavements;
- feeling threatened & antisocial behaviour;
- looking unsightly and a general sense of unfairness that people are in some way getting away with something by living in vehicles.
- Unfortunately, reports regularly contain hate speech and “othering”, which contributes to prejudice against vehicle dwelling communities.

All kerbside encampments in Bristol are managed by NET and all encampments on Bristol City Council owned land are managed by the Gypsy Roma Traveller (GRT) Team.

Each encampment is individually considered before a decision is taken whether enforcement action will be taken. Each kerbside encampment is assessed by NET and categorised as either 'High' or 'Low' impact. Welfare, education and health needs assessments of the people living in the encampments are completed before any action is taken. Occupiers are signposted to sources of support and advice, including homeless outreach service, if required. Due to the current processes, many Vehicle Dwelling encampments do not qualify as being 'High Impact' meaning enforcement action is limited.

All encampments on land are assessed by the GRT Team, who consider the type of land, current requirements against it, site safety and impact on local neighbourhood. The team visit the site, carry out a welfare assessment, issue a trespass notice and then support the officers responsible for that land through a Possession Order process, if necessary.

### **Available powers in respect of the movement of vehicles**

There are limited powers available for dealing with problematic encampments, most of which were intended for use with ethnic Gypsy Travellers and not the newer phenomenon of Vehicle Dwellers.

The legislation available gives powers to the Local Authority under Civil Protection Rules and the Criminal Justice and Public Order Act (CJPOA). Police powers are available through CJPOA, Police Crime Sentencing and Courts Act, Common Law and rules around obstruction.

The council may apply to court for twelve-month (or longer) injunction orders for sites which are assessed as 'high impact'.

As an example, after receiving complaints from residents of blocked pavements, fires, littering and human waste being incorrectly disposed



of, Bristol City Council's Neighbourhood Enforcement Team assessed an encampment in Greenbank View (and adjoining roads) as 'high impact'. The Council was therefore granted a two year injunction order to move in excess of 60 vehicles, resulting in a significant reduction of impact in that area. The Council was able to offer the Vehicle Dwellers temporary sites although some may have moved to other encampments nearby.

Bristol City Council has now taken measures to change the road layout at Greenbank to prevent further encampments on this site. This highlights the need for permanent and meanwhile sites in Bristol, as Vehicle Dwellers move from one area of the city to another.

During the Covid pandemic, Central Government advised that no removal or enforcement action was to be taken on Vehicle Dwellers and powers to move encampments were restricted between March 2020 and November 2021.

Since 2018, Bristol City Council has obtained six injunctions for encampments in Bristol. This number reflects that many Vehicle Dweller encampments are not assessed as 'high impact'. However, where impact affects communities, Bristol City Council must act in line with our policy.

## Health Needs Analysis of Vehicle Dwellers

In 2023, Bristol City Council's Public Health Department carried out a Health Needs Analysis (HNA) of people living in vehicles in the city which is believed to have been the first of its kind anywhere in the UK. Bristol City Council, 2023: *Health Needs Analysis of People Living in Vehicles* Surveys were returned by 72 Vehicle Dwellers which, when we consider that there are estimated to be between 600 and 650 living vehicles in the city, represents a strong data sample with a higher number of returns than predicted.

### Responses from Professionals

Workers questioned within the HNA included, not only council employees, but professionals from a range of different statutory, non-statutory and voluntary organisations, all of which work closely with Vehicle Dwellers. The main concerns that came from questioning professionals are outlined below.

#### **Health and Wellbeing**

- Respiratory health conditions, such as asthma, had been noticed with coughs and chestiness common;
- As a result of living in cold and damp conditions, there was thought to be a higher risk of hypothermia;
- There are services that use the postal systems to communicate, such as sending invitations to cervical screening. People living in vehicles may not have a postal address, or may use one, which they check sporadically. They could miss out on an invitation to screening due to the method of communication used.
- Some professionals described older people living in vehicles as having intentionally positioned themselves near to a hospital to access their appointments there more easily;

- Complex cases were described including pregnancy and domestic abuse;
- Poor mental health, loneliness and isolation were described. But also, people supporting each other and having a sense of community;
- Smoking was thought to be common and access to dental care difficult;
- Substance use, and risks associated with intravenous drug use, were raised as a concern. Some people using needle exchange services are known to live in vehicles. Ketamine and heroin were both mentioned as substances which are known to be used. There were reports that some clients of substance use services, who live in vehicles have sustained bladder damage from Ketamine use. In some, this has led to heroin use to manage the pain experienced as a result.

### **Amenities**

- Professionals described amenities that they have observed in vehicles. It was thought unusual to have a toilet, or shower in the vehicle, but most are thought to have cooking facilities and a kettle on the stove. Electricity supply was rarely seen, and as a result, fridges and freezers were uncommon.
- A common observation was that people live in vehicles, because they cannot afford to rent or buy a home in Bristol. Some may be working and saving up for a deposit for a mortgage or for a rental property. Others for example, European workers, most commonly working in service and hospitality industries, as well as health and social care, have come to the UK to work and can maximise their earnings by not spending excessively on housing.

- Clients of rough sleeping outreach services were sometimes found living in abandoned, or rented, caravans and cars in Bristol.
- It was reported as unusual to see children living in vehicles in Bristol.
- There are thought to be different levels of understanding of how to live most comfortably, and healthily, in a vehicle. People who are the first generation, in their family, or community, to live in a vehicle, are less likely to have had relevant skills passed on or support available. Whilst they may access information online, this may give an expectation of vehicle living, which the reality of doing so in Bristol cannot live up to.

### **Wood and fires**

- Concerns were raised about potential issues with smoke inhalation, especially where the wood being burnt was damp or treated with chemicals. Rubbish on campfires, lack of smoke detectors, carbon monoxide monitors, and lack of ventilation were also thought to contribute to increased risk.

### **Caravans**

- Professionals explained that older caravans are being purchased and rented to people. Some caravans were described as, 'very dilapidated' and often the people who live in them, kerbside, would otherwise have nowhere to live.
- Homelessness service professionals reported that they have found clients, who were previously rough sleeping, now using caravans.
- Neighbourhood enforcement teams explained that, even when a group of people living in motorised vehicles are already parked up, complaints of anti-social behaviour from residents increase when caravans arrive at a highway, or at a squatted site. They

also described those living in caravans as having higher support needs and more likely to need medical attention.

- People living in caravans were described as more likely to be younger adults of between 20-25 years old.

## Survey Responses from Vehicle Dwellers

Respondents were asked to select from a list of standard household items, and amenities, they had access to where they live currently. Figure 5 shows the percentage of respondents who reported access to each amenity where they live now.

Only 91% selected that they have a bed or mattress to sleep on, but, concerningly, 17% of respondents did not report access to clean drinking water. 18% did not report access to a toilet and 32% did not report access to water to wash in. 55% did not report access to a fridge, freezer, or way of keeping food fresh.

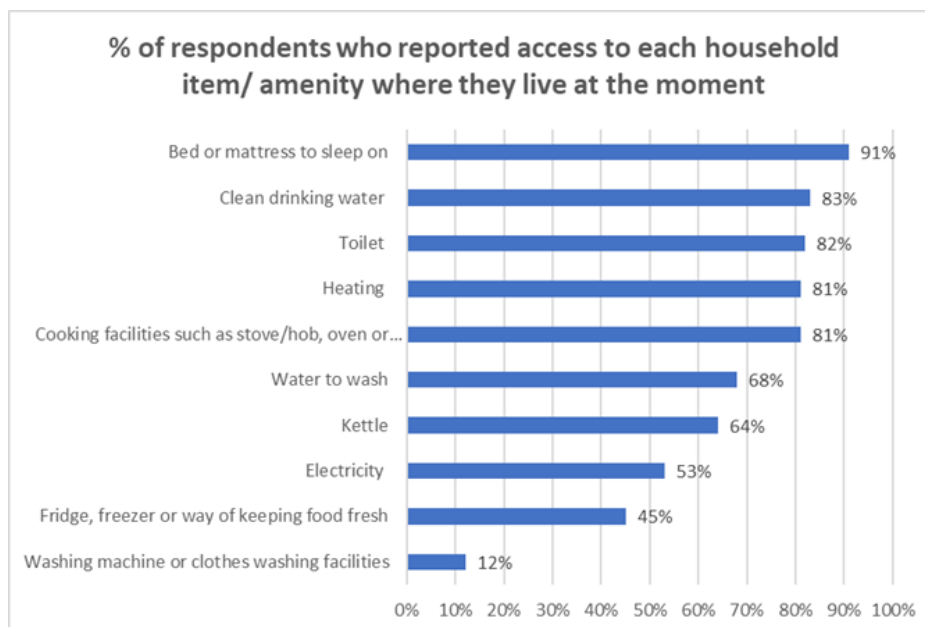


Figure 5: % of respondents who reported current access to stated items and amenities.

## Common Health Disorders

40% of respondents reported that they have physical or mental health conditions expected to last 12 months or more (including problems related to old age). For respondents living in a caravan or trailer, this

was 63%. The Bristol average, from the latest Quality of Life data, is 24%.

Participants were asked to select from a list of common health disorders; any that they had been diagnosed with or were being treated for. Figure 6 shows that 'Mental health, or neurological' was the group of conditions which the highest percentage of survey respondents reported they were diagnosed with or being treated for. Respiratory conditions such as asthma and COPD were selected by 13% of participants. Musculoskeletal conditions by 8%, Cardiovascular conditions by 4%, and long-term conditions (such as cancer, chronic kidney disease, diabetes or chronic liver disease) by 4%.

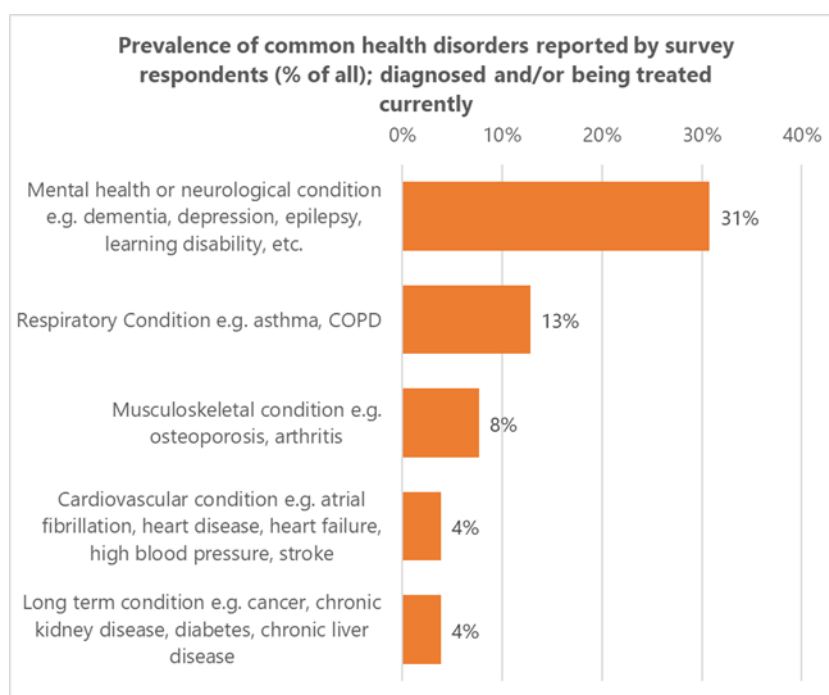


Figure 6: Prevalence of common health disorders reported by respondents.

### **Mental health conditions and social connections**

Figure 7 shows the prevalence of common mental health disorders reported by respondents. A diagnosis or treatment for anxiety was reported by 43.6% of respondents, depression by 38.5%, Seasonal Affective Disorder (SAD) by 11.5%, Post Traumatic Stress Disorder by 9%, an Eating Disorder by 6.4%, Obsessive Compulsive Disorder (OCD) by 5.1%, Psychosis by 2.6% and Borderline Personality Disorder by 1.3%.

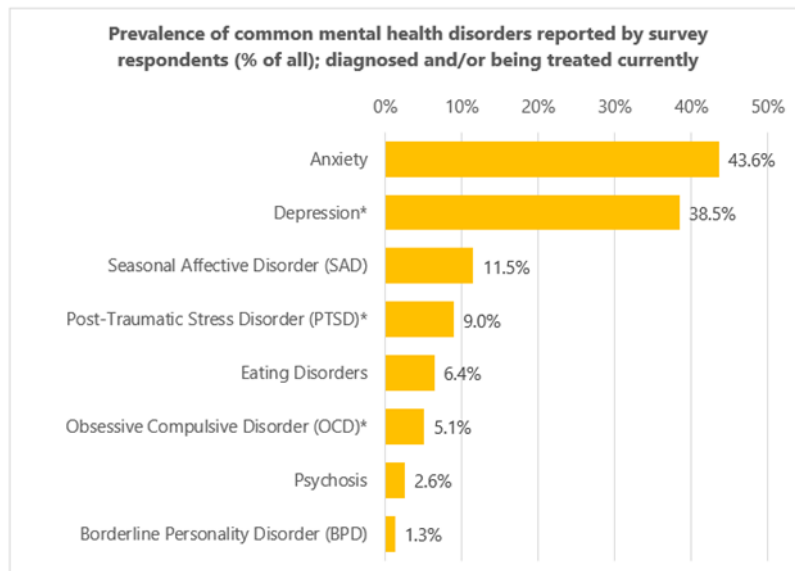


Figure 7: prevalence of common mental health disorders reported by respondents

However, several respondents mentioned improved mental health through vehicle living, due to less financial stress, compared to living in rented accommodation in Bristol. Being in nature, feelings of freedom and community were also reported as positive impacts of vehicle living on health and wellbeing.

### **Symptoms**

Figure 8 shows the percentage of respondents who reported they had experienced each symptom in the last 12 months, from a list provided in the survey, all of which can be symptoms of infectious diseases.

43% reported they had experienced a change in cough, or new cough and 40% a sore throat, or new mouth sore. 38% reported having had nasal congestion, 34% a stiff neck and 30% diarrhoea. Chills and sweats were reported by 28% of respondents and shortness of breath by 23%. 17% reported vomiting and the same proportion increased urination. A pain in the abdomen, or rectum was reported by 13%.

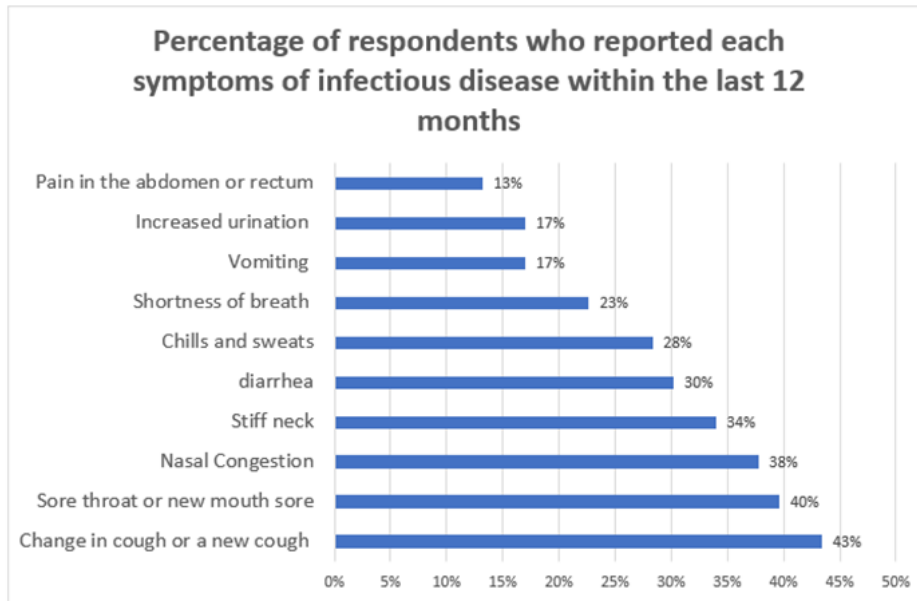


Figure 8: percentage of respondents who reported each symptom of infectious disease in the last 12 months.

Dental pain and joint pain, which are not reported in Figure 8, were reported as experienced in the last 12 months by around quarter of the respondents.

### **Respiratory Health – Smoking and Wood Burners**

Figure 9 shows the average percentage of Quality of Life survey respondents in Bristol who said they smoke is, 9.8%. A higher percentage (21.8%) is reported from people living in areas of deprivation and 27.3 % amongst those who live in Local Authority housing.

People living in vehicles who participated in the survey were far more likely to report they smoke. Of 76 people who answered, 41.9 % said they smoke, and this was even higher amongst people living in caravans, or trailers at 61.5%. In addition, 29% of respondents reported they burn solid fuel 5 times a week, compared to the Bristol average from Quality of Life which is 1.3%.



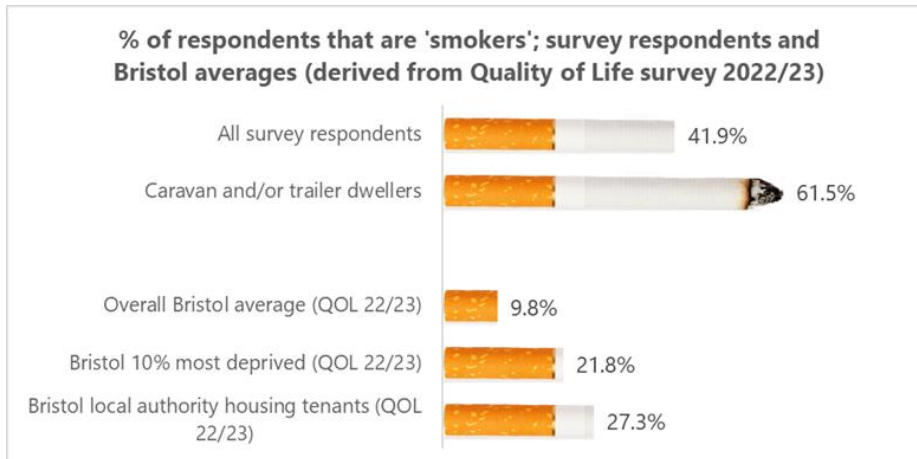


Figure 9: percentage of respondents who are 'smokers'.

### **Use of alcohol and other drugs**

Based on analysis of responses, an estimated 19% of survey respondents are likely to be drinking more than the recommended 14-units of alcohol per week, and 27% of those that live in a caravan and/or trailer. Data for the wider Bristol population for the three years 2015-2018 shows that 29.7% drink over 14 units per week (Office for Health Improvement and Disparities, 2023). 16% of respondents to the Quality-of-Life survey were assessed as at higher risk of alcohol related problems (Bristol City Council, 2023).

A list of substances was included for respondents to select that they had used in the last month, the last year or not applicable. From the responses received, it appears a wide range of illegal substances are regularly used by some people living in vehicles.

### **Victims of crime**

People living in vehicles were significantly more likely to report being a victim of crime than the Bristol average and harassment and discrimination were mentioned as a negative impact of vehicle living. The percentage of survey respondents who reported they have been a victim of crime during the last 12 months was compared to the Bristol Average from Quality of Life 2022/23 responses.

25% of survey respondents reported having been a victim of crime within the last 12 months, which is much higher than the Bristol average of 13%.

## Health and Wellbeing Impacts of Vehicle Living

Included in the survey was the following question:

**“What effects (positive and negative) do you think living in a vehicle is having on your health and wellbeing?”**

Analysis was carried out on responses and themes identified. The following is a list of these themes along with an example quote:

### **Positive Themes:**

1. Escape from high rent, poor living conditions, feeling tied down, financial stress and difficulties.

*“I don't have to deal with landlords who treat you badly and hike up prices and rooms are mouldy. I have more control over my life/money. I am able to eat well because all my money doesn't go on rent.”*

2. Better Mental Health

*“Living with my family and friends is very important for my mental health and wellbeing. We all support each other in our group.”*

3. Own Space and freedom

*“I have my own place only for me.”*

4. Being in nature

*“I find living in a vehicle more positive in general, as I'm more connected to the seasons.”*

5. Sense of community

*“Living in a vehicle overall mostly has a positive impact as my mental health suffers without a community around. It also means that I get support when I need help with shopping and certain tasks due to health.”*

## **Negative Themes**

### 1. Harassment and discrimination

*“The negative effects tend to be consequences of public opinion, more than the vehicle dwelling itself.”*

### 2. Winter- Seasonal Adjustment Disorder and feeling cold.

*“It's a struggle working full-time in the winter, due to cold and lack of solar power during the winter months.”*

### 3. Extra time and effort involved in vehicle living.

*“Simple things like making sure you have enough water and gas and having to go off-site to wash, all take time out of my day, which can all add up if you are also trying to maintain a social life as well as working full-time!”*

The HNA has been an extremely important means of capturing just some of the data needed to highlight the issues affecting Vehicle Dwellers. It has shown officers just how much the Vehicle Dweller community suffer from serious health concerns. As a result, this enables us to better understand the potential impacts these issues might have on Bristol's services.

However, it is important to note that this data does not reflect the true numbers of Vehicle Dwellers in Bristol, due to many people living in vehicles being unidentifiable, meaning some groups of Vehicle Dwellers are therefore underrepresented in these records.

## Recommendations

Bristol City Council has worked collaboratively across teams, as well as City Partners, to research the most effective ways of working with Vehicle Dwellers, as set out in this document.

As Bristol moves to a new committee system, it is recommended the Council notes the current processes already in place which support the Vehicle Dwelling community and that future committees continue the development of this work to support communities across Bristol.

### City-wide Approach

It has been widely recognised that there should be a city-wide response to working with Vehicle Dwellers, as opposed to attempting to find localised responses to specific, or individual situations. This is important for a number of reasons, but it will be key in accepting that people living in vehicles is not a passing fad, not a “problem” which needs to be solved, and not something which can be ignored. Vehicle Dwellers are citizens of our city and need to be respected and represented as such, with equal access to services as would be available to any other resident or visitor to our city.

Having a whole city response recognises this across services, but also means that we do not focus unduly on one part of the city over another. The vehicle dwelling community are not an “inner city problem” and they do not live in affluent areas more than poorer areas and vice versa. We remain resolved not to put more effort into any one part of Bristol over another. We must ensure that we give equal focus to all.

### Meanwhile, Permanent and Service sites

The most appropriate way of addressing our current Vehicle Dweller numbers and working with any potential growth in numbers is to explore the provision of increased access across the city for “Meanwhile”, “Permanent” and “Service” sites. These sites have the potential to greatly improve the health of people living in vehicles, as

well as protect the health and safety of the public impacted by Vehicle Dwellers.

The establishment of a service site means people living in vehicles could access fresh clean water, empty their chemical toilets, and dispose of rubbish. This would keep streets cleaner, but more importantly, would help to reduce the spread of infectious diseases by allowing people clean washing and drinking water and a hygienic waste disposal system.

The challenges that this option presents, includes finding a suitable central piece of land which could be made available for long term use and of establishing who would have responsibility over it, how it would be maintained and who would hold ownership of the site.

### **Outreach support**

The continued evaluation by Bristol City Council of the support services available from partner organisations intended for people living in vehicles. This would take the form of outreach support for all squatted and kerbside sites (as well as meanwhile sites if there was an identified need), to check on the welfare of Vehicle Dwellers, provide limited support services and provide signposting and referral services to other support agencies such as: Bristol Drugs Project, St Mungo's, Avon and Wiltshire Partnership etc.

This outreach service could also support Vehicle Dwellers into mainstream bricks and mortar housing options, provide benefit advice and support around activities of daily living within a vehicle-based environment.

### **Review of the 'Community Pact'**

In 2020, a 'Community Pact' was introduced between Vehicle Dwellers and the council which aimed to show that Bristol aims to be a fair and equitable place to live. We want to ensure that all our residents can live as a safe, harmonious and hardworking community of One Bristol. We want all residents, together, to feel an ownership and a pride in their city, be they homeowners, tenants, Vehicle

Dwellers, or others in nontraditional housing; regardless of age, disability, gender, race, religion or sex.

The aim of this document is to outline Bristol's approach to Vehicle Dwellers and to foster on going good relations and to have jointly agreed values and principles for living together in our city. It has been created in good faith with the intention of fulfilling due diligence to the public sector equality duty – striving to eliminate unlawful discrimination, harassment and victimisation – and is intended to advance equality of opportunity between people who share a protected characteristic and those who do not. This Pact remains relevant and is still handed out to new Vehicle Dwellers found to be living in the city, but it needs updating and fresh information added to the services available across the city.

## **Policy Development**

It is recommended that the creation of a Council officer's Task and Finish group is considered, in order to look into the issues and options around vehicle dwelling in Bristol, with the intention that this work feed into a review of the Bristol City Council's Policy for Vehicle Dwelling Encampments on the Highway to explore the inclusion of roadside parking, encampments, squatted sites and meanwhile sites.

There is need for a clear policy on how to consistently manage large, squatted, unauthorised encampments on council owned land. There is a balance to be drawn between a hard-line enforcement approach, and a more tolerant supportive one. Consideration will also need to be given over the type of land being occupied, when it is required for other uses, and any health and safety concerns. Policy development will allow a uniform response to squatted sites and make clear the legal process that we must follow in all instances.

## **Training**

Wider understanding of Vehicle Dwellers, their needs, and the impact encampments have on communities needs to be shared more widely. Delivery of a training session for all elected members about vehicle

dwelling in Bristol will aid representatives in responding to neighbourhood reports and ensure clear procedures across the piece. In addition to this, the benefits of a roundtable event to discuss this document, 'Vehicle Dwellers – The Bristol Model' with key stakeholders would ensure City Partners are included on this journey.

### **Other areas to consider are:**

- Introduction of stronger enforcement powers for areas where kerbside living becomes 'high impact'. The current powers in use are effective, but can be lengthy, and just move a problem from one area to another without providing a long-term solution. Other powers that may be considered include the introduction of bylaws, although, there can be confusion regarding who has responsibility over managing these, and whole area injunctions, which require considerable evidence and have not been used in the UK against Vehicle Dwellers as far as we can ascertain.
- Increased parking restrictions city-wide. Having tighter parking restrictions, which are robustly enforced, could prevent some areas from being used by lived-in vehicles. This could be expensive to implement, and some Vehicle Dwellers may accept parking charges as their "rent" for living in a certain area. Parking restrictions would impact on all members of the public, not just those living in their vehicles. Parking restrictions are challenging to enforce against caravans and other non-motorised vehicles which are not required to be registered, taxed or licensed.
- Greater support for Vehicle Dwellers and the establishment of a Vehicle Dweller voices group, as there is currently no representative organisation for the different Vehicle Dweller groups in the City.

These recommendations will be considered by Cabinet in Spring 2024.

We have laid out the current approach to Bristol's Vehicle Dweller community in this report as an aid to future policy development.

# Equality Impact Assessment [version 2.12]



Title: People Living in Vehicles in Bristol	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] <i>Publication of report on Vehicle Dwellers</i>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Private Housing and Accessible Homes	Lead Officer name: Ian Bowen
Service Area: Gypsy Roma Traveller	Lead Officer role: GRT Service Coordinator

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

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

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

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

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

The aim of this report is to present information which informs the City of Bristol of the vehicle dweller community, to be used as reference in future decision-making processes.

Supporting evidence for this report has been collated in the appendix document Vehicle Dwellers – The Bristol Model’.

This document formally covers:

- Background on people living in vehicles in Bristol
- Demographics of people living in vehicles
- Available powers in respect of the movement of vehicles
- Problems and issues associated with living in vehicles.
- Health and wellbeing
- Vulnerability
- Encampments
- Lack of identification and postal address
- The increasing vulnerability of vehicle dwellers.
- How the Council are working with vehicle dwellers
- Suggested ways of improving our work as a city with people living in vehicles

The Council are currently working with Vehicle Dwellers through the employment of a Partnership Manager for Vehicle Dwellers, by providing support on ‘meanwhile sites’, by providing support to encampments through the Neighbourhood Enforcement Team and the Gypsy Roma Traveller Team.

A decision pathway report has been prepared at the request of the Mayor’s Office to provide information that can be used for further discussion at Cabinet. The paper is centred around vehicle dwellers in Bristol and looks to explore the current challenge as well as discussing our current response to it in order for Cabinet to discuss methods of moving forwards.



Areas within the report include: Background, demographics of people living in vehicles, Available powers in respect of the movement of vehicles, Problems and issues associated with living in vehicles and Suggested ways of improving our work as a city with people living in vehicles.

## 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: The report contains no proposal, but subsequent discussions may affect all		

## 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 report contains no proposal, it only contains information that may form a basis for future discussion.

## Step 2: What information do we have?

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

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

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us

<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.

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.

**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 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 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

## 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> Discussed with Grace Biddulph	<b>Director Sign-Off:</b> John Smith
Date: 23 Nov 2023	Date: 23/02/2024

<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.





# Decision Pathway – Report

**PURPOSE:** For noting

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	Co-production Policy and Process for Adult Social Care		
<b>Ward(s)</b>	All wards		
<b>Author:</b> Catherine Martin	<b>Job title:</b> Transformation and Commissioning Lead		
<b>Cabinet lead:</b> Cllr Helen Holland, Cabinet Member for Adult Social Care and Integrated Care System	<b>Executive Director lead:</b> Hugh Evans, Executive Director: Adults and Communities		
<b>Proposal origin:</b> Mayor			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b> Report to inform cabinet of the progress on the development of a Co-production Policy for Adult Social Care and set out our commitment to embed co-production throughout Adult Social Care.			
<b>Evidence Base</b>			
<ol style="list-style-type: none"> <li>1. The term 'co-production' describes working in partnership by sharing power between people who draw on care and support, carers, families, and citizens (SCIE, 2022). In addition, the term co-production is increasingly being used to describe relationships with people who work in service delivery.</li> <li>2. Co-production is a way of working that is properly inclusive. It aims to ensure that people are meaningfully involved in the processes through which adult social care is understood, resourced, designed and implemented. Co-production is much more ambitious than existing technical processes of consultation and engagement, which are prescriptive, and which tend to make people feel as if they are being asked to comment when a decision has already been reached. In co-production, the conversation starts within the partnership at the beginning of the process and carries on throughout.</li> <li>3. Co-productive approaches are now universally recognised as 'best practice' in adult social care and NHS contexts. In the new Care Quality Commission Adult Social Care Assurance Framework, co-production is increasingly being highlighted as a key signifier of mature, high-performing social care activity. In a recent LGA Peer Review in Bristol (December 2023), reviewers were clear that evidence of meaningful co-production was a major prerequisite. This requirement is also evidenced in the five pilot Care Quality Commission inspections that took place in the second half of 2023.</li> <li>4. Co-productive relationships are not always easy. In the experience that has been gained in Bristol so far, co-production can end up posing more questions than it answers. Sometimes the questions that arise are difficult. Whilst taking a co-productive approach can make it more likely that things are right for people the first time round, preventing resources from being wasted, co-production also necessitates compromise, and means that everyone doesn't always get what they want.</li> <li>5. Prior to this work, Bristol began a conversation with Disabled People Organisations (DPOs) about the council's application of the requirements of the Care Act (2014) given the imperative to fairly allocate Adult Social Care funding within the agreed budget to meet the diverse needs of the population. This work informed the proposed</li> </ol>			

## Fair and Affordable Care Policy.

6. As a fledgeling effort to work co-productively, Bristol involved DPOs at the heart of the conversation about fair and affordable care. The process has been contested, but real learning has been gained about how to meaningfully work in a way that aligns to the principles of co-production. Whilst the Fair and Affordable Care Policy is not being taken forward at this stage, the cabinet lead for Adult Social Care has confirmed that an alternative approach will be taken to co-design an agreement on fair and affordable care to be led by the Mayor's Disability Equality Commission, involving key stakeholders to make recommendations as to how the fair allocation of resources can be achieved.
7. Co-production in practice can be applied in different ways depending on the situation. In all instances it is necessary for the people involved to agree their definition of co-production, their way of working, and what they hope to achieve from the relationship and process. Examples of co-productive working could range from working with people who draw upon care and support to co-produce a completely new service, to working with people to co-produce a revision of an existing policy or procedure.
8. Think Local, Act Personal (TLAP) cite the six important component parts of co-production:
  - a. **Recognising people as assets** – People are seen as equal partners in designing and delivering services, rather than as passive beneficiaries or burdens on the system.
  - b. **Building on people's capabilities** – Everyone recognises that each person has abilities and people are supported to develop these. People are supported to use what they are able to, to benefit themselves and their communities.
  - c. **Developing two-way reciprocal relationships** – All co-production involves some mutuality, both between individuals, carers, and public service professionals and between the individuals who are involved.
  - d. **Encouraging peer support networks** – Peer and personal networks are often not valued enough and not supported. Co-production build these networks alongside support from professionals.
  - e. **Blurring boundaries between delivering and receiving services** – The usual line between those people who design and deliver services and those who use them is blurred with more people involved in getting things done.
  - f. **Facilitating not 'delivering to'** – Public sector organisations enable things to happen, rather than provide services themselves.
9. Adult Social Care (ASC) is committed to bringing co-production into practice in line with strategic aims as stated in the Corporate Strategy (2022-2027). To achieve this, ASC is working with people with 'lived expertise' and the Bristol Disability Equality Commission, to co-design a co-production policy and process. The co-production policy and process will be finalised in the summer of 2024. It will provide a guiding set of principles for co-production and a framework for how ASC should work co-productively with people.
10. This report aims to assure Cabinet of the commitment within ASC to fulfil this corporate objective. This way of working is not optional or a desirable 'nice to have' approach. It is fundamental to the way that Adult Social Care is being conceived of and developed nationally. The report shines a light on the good practice that is taking place as we continue our co-production journey.

### The developing co-production process

11. It is important that the development of this policy includes people who draw upon care and support as they are experts by their experience. This report refers to these individuals as people with **lived expertise**. To enable this work to happen, additional dedicated fixed-term capacity with specific skills relating to community development and Disability equity and equality has been recruited into the Adult Social Care Commissioning team.
12. A co-production working group has been set up involving people with lived expertise and representatives from community-led organisations. The purpose of the working group is to co-design the policy and process through a series of dedicated meetings. There are more people with lived expertise in the working group than people from

community-led organisations. A conscious effort has been made to ensure that the working group reflects the diversity of the city's community.

13. In line with the key considerations from TLAP, substantial time and effort is being put in to ensure equity between all the members of the group, both the individuals with lived expertise and organisation representatives, including understanding and accommodating peoples access needs, building trust between group members, actively addressing barriers to participation, and co-designing a way to make decisions as a group. People with lived expertise are also being remunerated for their time and involvement. To support people with lived expertise to participate in the working group, additional support is being provided to those who need it. This additional support has been put in place for people with lived expertise to build their confidence and knowledge on the topics being discussed in advance of the meeting, giving people the opportunity to ask questions and think about the topics ahead of the working group meeting. This additional support also seeks to address issues with 'power in balance' between different group member who are paid community group representative and where it is their role as part of their employment to participate in such discussions. Feedback from some of the people with lived expertise has indicated that this is the 'best group they have been involved in'.
14. In addition to the development of a co-production policy and process, work is taking place with system partners, including Bristol, North Somerset, and South Gloucestershire Integrated Care Board (BNSSG ICB), Changing Futures, Bristol Disability Equality Commission and Public Health to align co-production principles, with an aspiration to adopt a 'One City' approach. Initial discussions have taken place and there is commitment to explore and progress short, medium and long term ambitions.
15. Opportunities for collaboration include signing up to a shared set of co-production principles, developing a set of tools and resources to enable partners to know how to apply co-production for different circumstances and exploring pooling of resources such as the development of a people's bank: a 'pool' of people with lived expertise who are interested in being involved in current and future co-production. Furthermore, Bristol is a key player in the Southwest Local Authorities, taking a lead role in Association of Directors of Adult Social Service (ADASS) to further co-production with regional Local Authority neighbours.

## Resources

16. The development of the co-production policy and process is resourced through various budgets. The dedicated co-production officer role is fixed term and currently budgeted for until summer 2024. Continuation of this post is vital to embed co-production into practice in ASC. Resources to fund the activity and to remunerate people with lived expertise for their time are paid through an internal wellbeing budget held by ASC commissioners. Current expenditure to date is anticipated to be c.£12k by the end of the first phase of the project. This represents excellent value for money. It is important to note that to increase and improve co-production in ASC, expenditure against this budget should increase.
17. There may be times where ASC cannot fully co-produce a plan with an individual for example considering duties under the Care Act 2014. In these circumstances ASC will act in accordance with Care Act statutory guidance 'and take all reasonable steps to reach agreement with the person for whom the plan is being prepared'
18. Bristol is at the start of its co-production journey. Co-production is a cultural change for the ASC directorate. Embedding this into reality is likely to initiate dynamic and sometimes challenging conversations that will necessitate rethinking of the ways in which services are designed, developed, and delivered. It will bring to the fore new power dynamics and questions about how people with lived expertise take an active part in in strategic decision making. Despite the distance left to travel, we are proud of the progress made to date and the commitment within ASC to embed co-production. In the future, co-production will enable improved practice in ASC, and allow the development of services to help people fulfil their potential to live '**a gloriously ordinary life**', in line with ASC vision, as people who draw upon care and support and people who deliver services work in partnership to achieve this.



19. A further report will come back to cabinet in late summer 2024 providing detail of the final Co-production Policy and Process, how the policy will be adopted in ASC and provide an update on the progress of aligning co-production principles across the system.

**Cabinet Member / Officer Recommendations:**

That Cabinet:

1. Notes the report detailing the progress being made to a) co-design a co-production policy and process for Adult Social Care b) Embed Co-production in Adult Social Care c) Work in partnership with system partners to adopt a One City approach.
2. Commits to and fully endorses the continued development of co-production in Adult Social Care as a council and corporate priority.
3. Agrees for the final Coproduction policy and process to return for further consideration when the new committee system is formed.

**Corporate Strategy alignment:**

This proposal aligns with our Health, Care and Wellbeing priorities within the Corporate Strategy 2022-2027 both under Transforming Care.

**City Benefits:**

This proposal has various benefits for the City and improves outcome for people by promoting equality and inclusion and supporting the transformation of care by working in partnership with people who draw upon care and support.

**Consultation Details:**

This proposal has been discussed at the ASC Equalities forum and be discussed with the cabinet member for Adult Social Care. Once the Co-Production policy and process has been co-developed, further consultation and engagement will take place with stakeholders.

**Background Documents:**

Think Local, Act Personal, [What is coproduction | In more detail | TLAP \(thinklocalactpersonal.org.uk\)](#)

<b>Revenue Cost</b>	<b>£ 0</b>	<b>Source of Revenue Funding</b>	<b>N/A</b>
<b>Capital Cost</b>	<b>£ 0</b>	<b>Source of Capital Funding</b>	<b>N/A</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:** There are no significant financial implications arising from this report at this stage and costs arising from the policy development will be met from within existing Adult Social Care resources. As the policy and co-production process is developed any further financial implications will need to be considered.

**Finance Business Partner:** Denise Hunt – Finance Business Partner - 3 January 2024

**2. Legal Advice:** There are no specific legal implications identified in this report

<b>Legal Team Leader:</b> Kate Meller – Team Manager – Litigation, Regulatory and Commercial – 3 January 2024		
<b>3. Implications on IT:</b> I can see no implications on IT regarding this activity		
<b>IT Team Leader:</b> Alex Simpson – Lead Enterprise Architect – 19 December 2023		
<b>4. HR Advice:</b> The report is to inform cabinet of the progress to date on the development of a Co-Production Policy and Process for Adult Social Care and there are no significant HR implications arising from this in relation to Bristol City Council employees.		
<b>HR Partner:</b> Lorna Laing, HR Business Partner - 21 December 2023		
<b>EDM Sign-off</b>	Hugh Evans, Executive Director Adults and Communities	10 January 2023
<b>Cabinet Member sign-off</b>	Cllr Helen Holland, Cabinet Member for Adult Social Care and Integrated Care System	22 January 2023
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	5 February 2024

<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>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>

# Equality Impact Assessment [version 2.12]



Title: Co-Production Policy and Process – Adult Social Care	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Adults and Communities	Lead Officer name: Catherine Martin
Service Area: Transformation and Commissioning	Lead Officer role: Transformation and Commissioning Lead

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

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

Aim of the work:

There are a number of established aims for this piece of work:

- Adult Social Care (ASC) aims to bring about cultural change about the participation of People with Lived Expertise in decision making within the directorate through the development of the Co-production policy and process
- Adult Social Care (ASC) aims to bring co-production into practice in line with strategic aims as stated in the Corporate strategy 2022-2027
- Adult Social Care (ASC) aims to embed recommendations made by the Care Quality Commission (CQC) about the participation of People with Lived Expertise in decision making\*

\*People with Lived Expertise is the term used within this work to demonstrate both the lived experience of people who draw upon Adult Social Services and support and to establish their expertise alongside other members of the meetings who are joining as part of their role in a community led organisation. This is made up of Disabled people and Carers among others.

Background:

Starting in July 2023, an additional dedicated fixed term officer with specific skills relating to community development and Disability equality and equity was recruited into the Adult Commissioning team. A [Co-production](#) working group was set up involving People with Lived Expertise\* and representatives from community user led organisations. The purpose of the working group is to [co-design](#) a co-production policy and process through a series of dedicated meetings. This policy and process will then be used in the future by Adult Social Care when they want to co-produce with people who draw upon their services and support. This work is being done as a joint venture between Adult Social Care at Bristol City Council and Bristol Disability Equality Commission. This work and the methods of participation follow the established practices of Think Local Act Personal:

<https://www.thinklocalactpersonal.org.uk/assets/TLAP-Ladder-of-Coproducton-Landscape-Poster-A3.pdf>

There are two dedicated meetings being run alongside each other. The first is the ‘Lived Expertise Group’ meetings which is made up only of the individuals with Lived Expertise and the dedicated Co-Production officer. This group was established on the recommendation of a Disabled people organisation to establish a ‘safe space’ where individuals can highlight and resolve any barriers to participation they might be facing and to meet any access needs such as longer preparation times. It has also been used as a space to build confidence, voice concerns and resolve interpersonal conflict. The second meeting is the ‘Co-Production Working Group’ which is made up of People with Lived Expertise (9 people), organisation representatives (4 people, originally 6 people), and co-facilitators (3 people). This is the group where the co-designing of the co-production policy and process is being undertaken. There have currently been 7 sessions of this working group with more planned until May 2024.

Whilst the organisation representatives and co-facilitators are joining the group as part of their work roles, to ensure equity across the working group and to compensate the expertise they are bringing, the individuals with Lived Expertise are being paid for their involvement (this is not employment). The rate of pay is £15 per hour. Due to the acknowledgement of barriers that People with Lived Expertise face, transport costs to the meetings are paid for by Adult Social Care as are any access needs such as personal assistance services and accessible transport costs among others. Access needs were mapped initially and as a result, all information is produced in [Easy Read](#) with scope for other adjustments to be made if wanted.

Funding:

Resources for the development of the Co-Production policy and process are funded through various budgets. The dedicated co-production officer role is fixed term and currently budgeted until Summer 2024. Resources to fund the activity and people with lived expertise time are paid through an internal wellbeing budget held by ASC Commissioners. Current expenditure to date is anticipated to be £12k by the end of the project.

People involved:

The organisations who have been and are involved in this work are all community led organisations i.e. Bristol Disability Equality Commission, Disabled People Organisation Forum, Carers Support Centre, Bristol Older People Forum, Chinese Community Wellbeing Society, Independent Mental Health Network and Bristol Black Carers.

For the People with Lived Expertise, recruitment was done through word of mouth, recommendations by community organisations and networking. The demographics of the working group aimed to reflect the diversity of Bristol’s population.

Timescales involved:

The co-production policy and process aims to be finalised in the Summer of 2024 and will provide a guiding set of principles for co-production and a framework for how ASC does co-production with people.

A further report will come back to cabinet in September 2024 providing detail of the final Co-Production policy and process, how the policy will be adopted in ASC and provide an update on the progress of aligning co-production principles across the system.

Purpose of the EqIA:

This report (and associated EqIA) serves to update cabinet on the dedication within ASC to fulfil this corporate objective and shine a light on the good practice taking place as we start our journey to embark on co-production. There is not an ask for a decision to be made on this work but as a basis for discussion.

**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]
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The reason for the selection of 'No' is due to this EqIA being generated to support a discussion at cabinet and for cabinet members to be briefed on the work being undertaken, rather than a decision being made.

If a decision is to be made in future, this EqIA will be amended accordingly.

### 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> <i>Richard Hills</i>
Date: 5/1/2024	Date: 8 <sup>th</sup> Jan 2024

<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.



# Decision Pathway – Performance Report

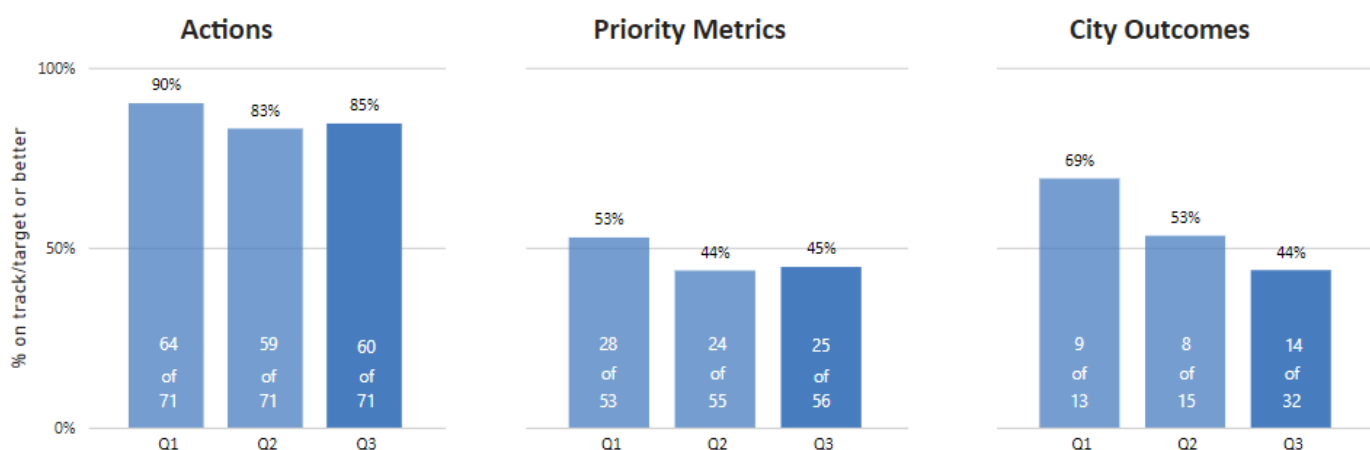
**PURPOSE:** For noting

**MEETING:** Cabinet

**DATE:** 05 March 2024

<b>TITLE</b>	<b>Quarterly Performance Report (Q3 - 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 Q3 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 (Q3 Cabinet Public)</a>; this interactive Power BI tool is replaces the PDF appendices that have been used in previous reports. 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, and 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 Q3</b>			
Taking the Business Plan actions, performance metrics and City Outcomes available this quarter: <ul style="list-style-type: none"> <li>• <b>4 themes</b> are ‘on schedule’ for Q3, but with <b>3 themes still rated as ‘behind schedule’</b></li> <li>• <b>85%</b> of all Business Plan actions are currently on track or better (60 of 71), slightly more than Q2</li> <li>• <b>45%</b> of all Business Plan priority measures (with established targets) are on or better than target (25 of 56)</li> <li>• <b>44%</b> of all City Outcome measures (with data &amp; established targets) are on or better than target (14 of 32)</li> </ul>			

## 2023-24 Business Plan Performance Reporting (% on track / on target by quarter)



Business Plan Theme	Q1	Q2	Q3	Q4
1. Children & Young People	On Schedule	On Schedule	On Schedule	
2. Economy & Skills	On Schedule	Behind Schedule	Behind Schedule	
3. Environment & Sustainability	On Schedule	On Schedule	On Schedule	
4. Health, Care & Wellbeing	On Schedule	On Schedule	On Schedule	
5. Homes & Communities	On Schedule	Behind Schedule	Behind Schedule	
6. Transport & Connectivity	On Schedule	On Schedule	On Schedule	
7. Effective Development Organisation	Behind Schedule	Behind Schedule	Behind Schedule	

Overall Theme status as reported in quarterly reports which take into consideration BP Actions, BP Priority Metrics and City Outcome Measures. (\* Provisional)

Source: [2023-24 Performance Dashboard \(Q3 Cabinet Public\)](#)

### 3. Key Points of focus:

Overall, only 4 of the themes are reporting as 'on schedule' at the end of Q2, with a slight drop in the number of actions, performance metrics and City Outcomes all reporting as on track or better than target this quarter.

- A clear majority (85%) of Business Plan actions are on track still, with most themes having only 1 or 2 actions behind schedule (Homes & Communities has 3). Most (85%) are the same rating as in Q2.
- However, under half of Business Plan priority metrics (45%) are on target, with just over half (54%) doing better than at the same point last year and 46% doing worse.
- City Outcomes are metrics that reflect the overall 'health of the city' as opposed to specific Council performance, and most of these are now reporting data (including 2023 Quality of Life survey measures). However, the proportion on target has fallen to 44%, though 60% 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 \(Q3 Cabinet Public\)](#).

Key headlines from the themes are noted in the table following:

Theme	Q3 overall progress	Points of focus by theme
1. Children & Young People	On Track	<ul style="list-style-type: none"> <li>Overall CYP theme is reporting as on schedule; the trend across the theme is performing well. However, 2 city outcome measures are significantly behind target</li> <li><b>BPPM245b – Reduce suspension rate for Black Caribbean, Mixed White &amp; Black Caribbean, &amp; Gypsy, Roma &amp; Traveller pupils in Secondary schools</b> - currently better than target and an improvement on last year, but there is still work to be done as Bristol remains higher than the national average.</li> </ul>
2. Economy & Skills	Behind Schedule	<ul style="list-style-type: none"> <li><b>BPPM103 – Black, Asian and minority ethnic led businesses supported</b> – this metric has been well below target all year, mainly due to specific programmes (initiated post-Covid) coming to an end. However, the work started continues via other organisations which BCC supports, and a new joint service with WECA has now been established supporting businesses from all equality groups.</li> <li><b>BPOM401 – Improve the overall employment rate of working age population</b> – 2.3% points below target and has been decreasing since June 22. However, it does remain above the national average.</li> </ul>
3. Environment & Sustainability	On Track	<ul style="list-style-type: none"> <li><b>BPPM420a – Reduce the Council's direct carbon dioxide equivalent emissions</b> – currently significantly better than target, showing 25% reduction from the year before. £12m of council funding, and hopefully more from grant applications to government, was approved by Cabinet in September 2023 to continue this work.</li> <li><b>BPOM433 – Reduce the total CO2 emissions in Bristol</b> – significantly worse than target. Variance reflects the rebound of activities post-pandemic, with similar patterns seen across the UK. We also do not expect to hit this target in the future (due to Bristol's Climate Emergency declaration shortening the target dates).</li> </ul>
4. Health, Care & Wellbeing	On Track	<p>6 of the 7 actions are 'on track', and although only 2 of 7 Performance metrics are on target, 3 are very close and most (4 of 7) are improved on last year. Points to note include the City Outcomes on food poverty, which are both significantly worse than target and worse than last year, despite the large amount of work ongoing across the city to address food poverty under the One City Food Equality Strategy.</p> <ul style="list-style-type: none"> <li><b>BPOM258 – Reduce % of households which have experienced moderate or worse food insecurity (QoL)</b> – 8.3% (target 7%; last year 8.1%)</li> <li><b>BPOM259 – Reduce % of households in the most deprived areas using a food bank or charity in the last year (QoL)</b> – 6.1% (target 4%; last year 4.1%)</li> </ul>
5. Homes & Communities	Behind Schedule	<ul style="list-style-type: none"> <li><b>BPOM411 % who take part in cultural activities at least once a month (QoL)</b> has risen 5% to 37.4%; this is the first time it has risen in six years.</li> <li><b>BPOM251 % whose day-to-day life is affected by fear of crime (QoL)</b> is 4% worse than last year (21.4% overall). In the most deprived areas it has risen 12% to 44.4%.</li> <li><b>BPPM374a Reduce average relet times (all properties)</b> – remains significantly worse than target (115 days; target 70), though slightly better than Q2 (119 days). The service's focus this year has been on long-term (over 12 months) empty properties this year, which is why average times may stay high as these empty properties are brought back into use.</li> </ul>
6. Transport & Connectivity	On Track	<ul style="list-style-type: none"> <li><b>BPOM 474 and BPOM 475 bus passenger and park and ride numbers</b> – continuing to increase and both are above target for Q3.</li> <li><b>BPOM476 Increase the number of people travelling actively to work by walking and cycling (QoL)</b> – at 34.5%, this is below target (40%) but has increased by 2.5% from last year and is expected to keep increasing in areas where cycle route schemes are progressing (e.g. Old Market, Park Row, Cotham Hill, Bristol Bridge and Tower Hill).</li> </ul>



7. Effective Development Organisation	Behind Schedule	<ul style="list-style-type: none"> <li>• <b>BPPM515 – Reduce % of complaints escalated from Stage 1 to Stage 2</b> continues to be significantly worse than target. The Q3 figure (9.65%) is expected to get worse in Q4 as a result of a spike in Stage 2s over the Christmas period due to Bristol Waste collection changes.</li> <li>• <b>P-EDO5.1 – Prepare the organisation for change to a committee model of governance</b> remains on track. The amended constitution that will underpin this was approved at Full Council on 9 Jan 2024, so all formal arrangements are now in place.</li> </ul>
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**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](#)

<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:** Kathryn Long, Finance Business Partner (Resources) – 9 February 2024

**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, Head of Legal Service – 12 February 2024

**3. Implications on IT:** There are no implications on IT in regard to this activity.

**IT Team Leader:** Gavin Arbuckle, Head of IT Operations – 13 February 2024

**4. HR Advice:** There are no HR implications arising from this report as it is for noting only.

**HR Partner:** James Brereton, Head of HR – 13 February 2024

<b>EDM Sign-off</b>	Children & Education Adults & Communities / Growth & Regeneration / Resources	7 February 2024 14 February 2024
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<b>Cabinet Member sign-off</b>	Cllr Cheney CMB	19 February 2024
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	05 February 2024

<b>Appendix A – Further essential background / detail on the proposal</b> Appendix A1: <a href="#">2023-24 Performance Dashboard (Q3 Cabinet Public)</a> Appendix A2: All 7 Theme Summary reports (drafts)	<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 3 (01 October 23 – 31 December 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 and Families]

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>On schedule</b>
83% on schedule or better (10 of 12)	56% on target or better (5 of 9)	20% on target or better (1 of 5)	
<b>Direction of Travel</b>			
N/A	40% improved compared to 12 months ago (2/5)	80% improved compared to 12 months ago (4/5)	

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

- BPPM245a – **Reduce Suspension rate for Black Caribbean, Mixed White & Black Caribbean, & GRT In Primary Schools** – This measure is performing above target this year.
- BPPM245b – **Reduce Suspension rate for Black Caribbean, Mixed White & Black Caribbean, & GRT In Secondary Schools** - This measure is performing above target this year.  
 These targets are related to last year’s performance and whilst this target is better than last year’s performance our performance of **50.4%** for an academic year is still well above the last national data we have which is **29%** (2021/22). The performance indicates we are on an improving trajectory although we continue to have high suspension rates for these groups of children in relation to the same cohorts in England, and much higher than their Bristol peers from white ethnic groups.

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

- BPPM080 -**Increase the take-up of free early educational entitlement for 3 & 4 year olds**– This measure is only performing slightly behind target but is a decrease on 12 months ago.
- BPPM213 – **Reduce incidents of serious violence involving children and young people** – This measure has fallen behind target this quarter and is behind where it was 12 months ago.
- BPOM247 – **Increase % of family outcomes achieved through the supporting families programme** – this measure has remained behind target this quarter and is a decrease in performance from last year.

### 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

- Education summary focussing on school provision and attainment.
  - BPPM248 – increase % of schools rate good or better by Ofsted (all phases) for BCC maintained schools was performing better than target as at the end of November at 92%
  - BPOM246 – Increase percentage of schools and settings rated ‘good’ or better by Ofsted (all phases) is slightly below those of Bristol maintained schools at 87%
  - The group will receive an update on the newly configured education improvement offer.
  - BPOM230b – KS2 – increase the % of disadvantaged pupils at KS2 achieving the expected standard in Reading, Writing and Maths – this has dropped significantly lower than target, discussions around the context of why this is below the national average.
  - BPOM231d – Key stage 4: Attainment 8 – reduce the point gap between the disadvantaged and non-disadvantaged – there is currently a difference of 18 points 3 points above the target of 15, actions taking place against this are to be included in the anti-racism strategy.

**4. Lead Director Comments:**

Performance overall has improved since Q2. When compared to the same period in the previous year there has been an overall improvement although work is being progressed to continue to improve performance. No Priority performance metrics are significantly behind target this quarter although there are two city outcomes significantly behind target.

**Fiona Tudge** [Director: Children and Families]

**Date of Thematic Performance Clinic**

30/1/24

# Economy & Skills Theme Summary Report

## Qtr 3 (01 October 23 – 31 December 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 and Public Health]

Actions	Priority Metrics	City Outcomes	Overall Progress
<b>Performance</b>			<b>Behind schedule</b>
<b>83%</b> on schedule or better (10/12)	<b>50%</b> on target or better (4/8)	<b>50%</b> on target or better (3/5)	
<b>Direction of Travel</b>			
N/A	<b>38%</b> improved on 12 months ago (3/8)	<b>40%</b> improved on 12 months ago (2/5)	

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

- BPPM268 – **Increase the number of adults in low pay work & receiving benefits accessing in work support** - This measure is well above target for Q3 at 631 (target for Q3 = 450) and is exceeding all programme targets. Additional funding has recently been secured for a further year.
- BPOM269 – **No. of adults aged 19+ who progress from all employment support into employment or better** – above target for Q3 and on track to meet end of year target.
- BPPM506 – **Increase the level of social value generated from procurement and other council expenditure** – significantly above the annual target at the end of Q3 at £13,103,519 (target: £6,500,000).

### 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** – despite a slight improvement this quarter, this metric remains significantly below target at 3.8%.
- BPPM103 – **Black, Asian and minority ethnic led businesses supported** – well under target each quarter this year. Discussed in detail at thematic clinic.
- BPPM270 – **Increase experience of work opportunities for priority groups** – Performance has dipped in Q2 and Q3 after a strong start in Q1. Q2 is expected to be lower due to school holidays but has not reached target again in Q3. Staff shortages have created challenges.
- BPOM401 – **Improve the overall employment rate of working age population** – 2.3% points below target and has been decreasing since June 22. It does however remain above the national average.

### 3. Key points discussed at Thematic Performance Clinic, inc. next steps:

#### **Black, Asian and minority led business supported:**

- Colleagues from equalities, economic development and employment & skills attended to discuss current work and priorities.
- This metric was developed post-Covid to address the significant impact on Black and Asian minority communities including the impact on Black, Asian and minority led businesses. Funding for programmes that supported this work has now ended. However, the work initiated by these programmes continues with other organisations such as Bristol South West Network (BSWN) and BCC supports this.
- There is now a new business and enterprise service (Bristol Business & Enterprise Support, BrisBES) that is joint with the combined authority (WECA) Growth Hub. This launched in August. This programme has a different focus, working in areas of high deprivation and has a wider reach. The service is aiming for their profile of clients to better represent the demographic of Bristol and reach all equalities groups, including Black and Asian minority groups plus others.

- The metric reported is being revised for the 2024/25 business plan to better reflect the new priorities and work being carried out by the new programme. It was noted that it is important to ensure the new metric is clearly defined and able to provide the same level of detail into each cohort as the previous metric.

**Improve the overall employment rate of the working age population:**

- Employment rate has been declining month on month. Although it still sits above the national average, we are aware there are complex challenges to be considered.
- The rate did go up in 2022 after the drop due to Covid but has now started to come back down again. Need to understand changes that have led to this.
- Need to ensure we are encouraging start-up businesses. Are jobs going to local people or are jobs going to people out of area? Where is the growth and in what sectors? Need to connect people to those opportunities.
- Challenge is job creation. Need to attract new employers to the city. Then work out how we link those jobs to the people who need them.
- Aware there is uneven distribution of businesses and access to businesses across the city. Skills of local people often don't match the local jobs. Skills gap.
- In some employment areas the conditions of the employment are poor, e.g. early years care work. Pay is too low for skills required. This is a national problem.
- Discussed significant challenges facing disabled workers. Must be looked at in different light as their access requirement will be different. There is a focus nationally at the moment on getting disabled young people into work.
- New inclusive growth strategy looks at these issues.
- There is a lot of collaborative working happening between services and partners to better understand challenges in this area.

**4. Lead Director Comments, inc summary of Theme rating:**

The indicators which remain below target have plans in place which have been reviewed in the performance clinic. The Black and minoritised business programme has had some notable successes and the programme is being developed and extended. The Social Care indicator remains stubbornly low but is slowly beginning to shift in the right direction and is part of wider system transformation. Overall employment rate is subject to external factors, but there is a good understanding of how Bristol can mobilise its assets to best effect.

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

**Date of Thematic Performance Clinic**

1 Feb 2024

# Environment & Sustainability Theme Summary Report

Qtr 3 (01 Oct 23 – 31 Dec 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
Performance			On schedule
88% on track or better (7/8)	60% on target or better (3/5)	33% on target or better (1/3)	
Direction of Travel			
0 improved since Q2 8 are the same as Q2 0 are worse than Q2	80% improved compared to 12 months ago (4/5)	67% improved compared to 12 months ago (2/3)	

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

- **BPPM420a** – *Reduce the council's direct carbon dioxide equivalent emissions (in tonnes)*. Currently performing at significantly better than target (*outturn is for the 2022-23 year*). Target was 9,145 Tonnes and the actual was 6,816 Tonnes representing a 25% reduction from the year before. Some £12m of council funding, and hopefully more from grant applications to government, was approved by Cabinet in September 2023 to continue this downward trend.
- **BPPM545** - *Fly-tip reporting and subsequent clearances* were significantly better than target during Q3, continuing the trend seen this year. Looking at the cause for this reduction - it is believed it could be linked to cost of living crisis and residents consuming and therefore fly tipping less items.
- **BPPM542** – the amount of untreated waste landfilled has remained very low this quarter due to our Energy Recovery Centres remaining fully operational during the quarter.
- **P-ENV1.2** - *City Leap* – the energy partnership which will be key in attracting £1 billion of investment over the 20-year concession and that will support the creation of a zero-carbon, smart energy city by 2030. A concession agreement was entered into at the start of 2023; a healthy pipeline of projects was also developed this quarter, alongside an updated five-year business plan, which is close to being finalised.

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

- **P-ENV2.2** – Developing an ecological and green infrastructure investment plan continues to show as behind schedule. Officers, including the Ecological Emergency Co-ordinator, are now in post and work is progressing. A new timetable is being developed but it will not be possible to complete the action this financial year as originally planned.
- **BPOM433** - *Reduce the total CO2 emissions in Bristol City (k tonnes)* is showing as significantly worse than target. Data presented here for the performance year 2023/24 represents data from the calendar year 2022. The variance from target reflects the rebound of activities following the pandemic, with similar patterns being seen across the UK. The expectation is that this target will not be met in the future due to Bristol declaring a climate emergency some years ago (*when our target dates towards net zero were shortened considerably*).

### 3. Key points discussed at Thematic Performance Clinic:

#### 1. Looking at the inputs around BPOM433 – reducing CO2 emissions in Bristol.

CO2 emissions in the city have decreased by 43% in the past 16 years (where current data goes back to), with Bristol's current performance being lower than that of the other Core Cities. This can in part be explained by the more manufacturing base and therefore industrial infrastructure that these cities hold. However, and as noted above, our targets have begun to steepen towards 2030 since they were moved from achievement by 2050 as part of the climate emergency.

Moving forward the path to net zero would also be hugely helped by national policy changes – there is only so much that Bristol can do on its own. City Leap being instigated is a positive factor here, although is relatively minor compared with what is needed to be addressed nationally. Policy is led by the Department for Energy Security & Net Zero - more needs to be forthcoming from them in order to hit net zero in a timely fashion, although as ever political imperatives are not always aligned in one direction. BCC is also hoping to use their internal performance towards net zero (buildings, fleet etc.) as a lever to show the rest of the city what can be done.

#### 2. Waste Strategy – BCCs response to the DEFRA bill and any refresh/update needed before the new BCC administration begins.

A new food waste collection service is being introduced for hard-to-reach properties across the city, moving away from a one size fits all approach. This should help in some way to increase performance against targets. The Council is in discussion with the Department for Environment, Food & Rural Affairs (DEFRA) to assist with this project, called 'Simply Recycling' which may result in additional funding.

The Waste client continues to work with Bristol Waste Company to consider ways to save money, reduce waste and increase recycling. This is in full knowledge that the cost of waste disposal is going to increase noticeably in the coming years with the introduction of the [UK Emissions Trading Scheme](#). Bearing this in mind it is imperative that we can find new and original ways to restrict, where possible, the need to dispose of waste over the coming years if we do not want to see a significant rise in costs.

#### 3. City Leap KPIs – to look at where we are with the core concession agreement and if there is merit in a proposal to include certain KPIs within the BCC Business Plan suite before 2025/26. *This item was postponed due to lack of time – to be revisited at a later clinic.*

### 4. Lead Director Comments, inc. summary of Theme rating:

- The Environment & Sustainability theme remains on track this quarter. While things such as fly tipping, waste sent to landfill and BCC's own CO2 targets are performing significantly better than target, the realisation that hitting our city-wide aspiration for net zero by 2030 is looking very unlikely without significant policy movement by central government. Looking forward the costs of waste disposal are likely to significantly increase in the future.
- Creative approaches and innovative solutions remain important when striving to reach the ambitious targets set in the areas of net zero and waste and recycling.

*(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**

31 January 2024



# Health, Care & Wellbeing Theme Summary Report

Qtr 3 (01 October 23 – 31 December 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>
86% on track or better (6/7)	29% on target or better (2/7)	33% on target or better (1/3)	
<b>Direction of Travel</b>			
86% the same as previous quarter (6/7)	57% improved compared to 12 months ago (4/7)	33% improved compared to 12 months ago (1/3)	

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

- 6 of the published actions (87%) for this theme are presently on schedule. With one action completed:
  - Work with partners across the Integrated Care System, NHS and VCSE sector to develop an Integrated Care strategy that looks to improve population health through prevention and addressing inequalities.
- 4 of the priority performance metrics (57%) are better than Q3 in 2022/23.
  - 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
  - increase the percentage of service users (aged 18-64) 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'.
- 1 outcome performance metric (33%) is better than the same period a year ago:
  - BPOM260 - Reduce % of people in the 10% most deprived areas of Bristol reporting poor mental wellbeing (QoL)

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

Significantly behind target:

- Both the food poverty metrics being significantly worse than target and worse than a year ago.

Below Target:

- 5 (71%) of the Transforming Care priority performance indicators are below target; although 3 are only marginally so.

## 3. Key points discussed at Thematic Performance Clinic:

BPOM258 - Reduce the percentage of households which have experienced moderate or worse food insecurity (QoL)

- City Wide Average was 8.3% (Target 7%) and for the most Deprived Wards, this figure increased to 18.9%

BPOM259 – Reduce the percentage of households in the most deprived areas using a food bank or charity in the last year (QoL)

- The most Deprived Wards was 6.1% (Target 4%) and the city-wide average was 2%

#### 4. Lead Director Comments, inc summary of Theme rating:

The focus of the Thematic Performance Clinic was around the two food poverty KPIs, that are measured through the annual Quality of Life survey as they were both worse than the 2022/23 figures and significantly below target. The presentation was useful to help us understand the amount of work being undertaken across the city to address food poverty under the One City Food Equality Strategy. Including the work of key partners and the Steering Group trying to prevent food insecurity.

[The Food Equality Action Plan \(2023-26\)](#) highlights how we can foster a healthy food culture in which residents have the skills and resources to grow, prepare and cook fresh food. Local Food Justice networks are being established across the city; and looking ahead, in June 2024, there will be an opportunity to give further support during the Food Justice Fortnight.

The food poverty indicators cannot be looked at in isolation, there are so many wider socio-economic factors that impact these and other metrics around fuel poverty, healthy weight, general health and life expectancy.

Aside from the above KPIs, it was good to note that 6 of the 7 actions were reported, at 31 December '23, as 'On Track', with the 7<sup>th</sup> forecasting 'on track' in the last quarter.

Whilst 5 priority performance indicators are showing 'Below Target', 57% of the priority performance metrics are better than Q3 in 2022/23. The 5 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 Q3, 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

5 February 2024

# Homes & Communities Theme Summary Report

Qtr 3 (01 October 23 – 31 December 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>Behind Schedule</b>
75% on track or better (9/12)	43% on target or better (6/14)	67% on target or better (4/6)	
<b>Direction of Travel</b>			
8% worse than Q2, 8% better, 83% the same.	50% improved compared to 12 months ago (7/14)	60% improved compared to 12 months ago (3/5)	

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

- BPOM425 397 affordable homes have been completed as at the end Q3, above the target of 375.
- BPOM312 The percentage of Quality of Life survey respondents who volunteer or help out in their community at least three times per year has risen for the third year in a row to 48.4%.
- BPOM411 The percentage of Quality of Life survey respondents who take part in cultural activities at least once per month has risen 5% to 37% compared to last year. This is the first time it has risen in six years.

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

- The number of households in temporary accommodation (HC3.2 and BPPM357) is mirroring the national trend and has risen nearly 9% since Q2 to 1,497. For comparison, Q3 in 2018-19 was 493 households.
- The number of people rough sleeping (BPPM352a) is still significantly worse than the target of 50 at 67 but has reduced from 86 in Q2.
- Average re-let time (BPPM374a) is still significantly worse than target (115 days, target 50), but has reduced very slightly compared to Q3, the first reduction since September 2022.
- A reduction in the number of Bristol Waste Company engagement officers has impacted the number of litter picking activities in Q3 which means it is still significantly behind target.
- BPOM251 The percentage of people whose day-to-day life is affected by fear of crime – significantly worse than target of 16% at 21.4%

## 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

### Fear of crime

BPOM251 The percentage of people whose day-to-day life is affected by fear of crime (Quality of Life survey) has increased 4% compared to last year to 21.4% overall. In deprived areas it has risen 12% to 44.4%. The survey is designed to cover a wide range of topics rather than provide detailed information on individual questions, so it is not possible to drill into what specifically people are fearful of. However, widely reported serious incidents prior to the survey, prevalent levels of ASB in some more deprived areas of the city and the well-publicised, antisocial use of e-bikes and e-scooters are all factors that may have led to an increase in the fear of crime.

The Keeping Bristol Safe Partnership's priorities include serious violence, Anti-Social Behaviour and hate crime. Each priority has a strategic delivery group and ongoing work plan with overarching aims to drive

down levels of crime. In addition, communications plans are being developed which aim to provide strong and accurate messaging which reflects the level of incidents and seeks to reassure communities as to how partner agencies are responding and supporting those affected. The Keeping Bristol Safe Partnership is focussed on supporting community-led approaches to building community resilience and empowering communities to take ownership and affect change within their own community on issues such as ASB and the carrying of knives. There is a focus on ensuring that children who are known to be at risk of causing crime have the right educational offer in place to meet their needs. Childrens Services undertake early intervention work including youth work and support struggling families with their needs. There is ongoing work to ensure that existing funding is used effectively, and additional funding opportunities are identified and accessed. The QoL fear of crime metric does fluctuate over time. It is hoped that the communication plans in particular will help reduce the number of people who say their day-to-day life is affected by their fear of crime.

**Re-let times**

BPPM374a Reduce average relet times (all properties). Despite a slight improvement from Q2 (119 days), average relet times remain significantly worse than target at 115 days (target 70 days). There has been a concerted effort, agreed by councillors, to focus on long-term (over 12 months) empty properties this year. All long-term empty properties have been reviewed. Each now has an action plan in place and contractor capacity has been increased to undertake the work required. This means that average relet times may stay high or even spike as these empty properties are brought back into use. However, as the backlog reduces, the average relet time should start to decrease more rapidly after Q4. For context, currently 0.84% of council stock is empty.

Looking ahead, service wide workshops will be held from March 2024 to review from end to end the current repairs and letting processes for all tenure types so that improvements can be identified and plans put in place to implement changes.

**4. Summary of Theme rating:**

There is a mixed performance picture across the theme. However, overall, this theme is still judged to be “Behind Schedule” due to a slight increase in the number of metrics performing below target in Q3. It is hoped that the focused approach on long-term empty properties will mean that improvements in relet times will continue in Q4.

**Date of Thematic Performance Clinic**

7 February 2024

# Transport & Connectivity Theme Summary Report

Qtr 3 (01 October 23 – 31 December 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 Mellor [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 (1/1)	67% on target or better (4/6)	
<b>Direction of Travel</b>			
100% same as Q2 (8/8)	100% worse compared to 12 months ago (1/1)	100% improved compared to 12 months ago (6/6)	

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

- **BPOM 323** Quality of Life survey metric on the percentage of people who see friends and family as much as they want to has increased year-on year since 2020 and is above target at 80.1%.
- **BPOM 474 and BPOM 475** Bus passenger and park and ride numbers are continuing to increase and are above target for Q3.
- **TC4.1** The new street lighting network LED (Light Emitting Diode) and CMS (Central Management System) is slightly ahead of the planned programme.

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

- **BPOM470 Reduce the percentage of people saying that traffic congestion is a problem in their area (QoL)** 74% - behind target of 73% and has remained static for 3 years.
- **BPOM476 Increase the number of people travelling actively to work by walking and cycling (QoL)** 34.5% - below target of 40% although increased by 2.5% from last year.

## 3. Key points discussed at Thematic Performance Clinic, inc next steps:

Whilst the number of people returning to the office after working from home is increasing, the percentage of people saying traffic congestion is a problem has remained static but is 3% better than the 2019-2020 figure. Hybrid working may mean people are willing to tolerate congestion if it is only a day or two a week. The council has limited ability to impact congestion as it is affected by a number of factors such as fuel price, wider economic factors, roadworks etc. The council delivers a programme of sustainable transport projects that seek to provide sustainable alternatives to the private car, this seeks to reduce congestion by providing good, alternative ways for people to travel other than the private car. The percentage of people travelling actively to work by walking or cycling has increased after last year's drop and is expected to continue to increase in areas where cycle route schemes are progressing. Schemes recently completed, currently under way or starting shortly include Old Market roundabout, Park Row, Cotham Hill, Bristol Bridge, Victoria Street, Counterslip and Tower Hill. Previous schemes show us that where sustainable travel is made more attractive – either to avoid congestion or where it becomes easier to access, the number of trips made increases as well as there being a shift from car trips to cycling. We expect the increase in Active Travel mode share to increase and congestion acts as a natural barrier to increasing car use, encouraging more use of sustainable modes.

## 4. Lead Director Comments, inc summary of Theme rating:

The Theme overall remains "On schedule" with seven out of eight Actions on track and all six outcome measures showing improved performance compared to twelve months ago. Whilst the number of people actively travelling to work is significantly below target, it has increased on the previous year's figure. It is

hoped this trend that will continue following completion of the schemes mentioned. The request for the road safety incident data supply issues to be raised by the CEO with the PCC is continuing to be progressed.

**Patsy Mellor [Director Management of Place]**

**Date of Thematic Performance Clinic**

30 January 2024

# Effective Development Organisation Theme Summary Report

Qtr 3 (01 Oct 23 – 31 Dec 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>
92% on track or better (11/12)	42% on target or better (5/12)	0% on target or better (0/3)	
<b>Direction of Travel</b>			
1 improved since Q2 10 are the same as Q2 1 is worse than Q2	67% improved compared to 12 months ago (8/12)	0% improved compared to 12 months ago (0/3)	

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

- **P-ED05.1** - *Preparing the organisation for its change to a committee model of governance* remains on track. The amended Constitution that will underpin the Committee System was approved at Full Council on 9th January 2024, therefore all formal arrangements are now in place. Work is underway to prepare the organisation for the introduction of the Committee System and arrangements are progressing well, including work streams such as staff briefing/training, internal and external comms, and the pulse of meetings.
- **BPPM502a** - *Increase the percentage of invoices paid on time (date received)* is showing as better than target for the third quarter in a row. Improved performance has been due to vacancies filled in the team and staff returning from sick leave, alongside managing the team effectively by cross training staff on indexing and registration. The Supplier Incentive Scheme is live and a small but increasing number of suppliers have been onboarded which will help with meeting this KPI on a consistent basis. E-invoicing has been implemented with 5 pilot suppliers. Further suppliers will be added to the system by the end of the financial year which will have further positive impact.
- **BPPM420b** - *Reduce the council's direct carbon dioxide equivalent emissions from buildings (tonnes)* is showing as significantly better than target. The actual figure of 3,223 Tonnes represents a 55% reduction from the previous year. Some £12m of council funding, and hopefully more from grant applications to government, was approved by Cabinet in September 2023, with the majority of this focused on our buildings. (Nb. This figure is for the 2022/23 year due to data lag)

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

- **BPPM515** - *Reduce the % of complaints escalated from Stage 1 to Stage 2* is still showing as significantly worse than target. The figure for Q3 (9.65%) is expected to get worse in Q4 as a result of a large spike in Stage Two complaints over the Christmas period due to Bristol Waste changes. Despite continued training from the central complaints team, officers across all services are spending less time completing high-quality Stage One responses to complaints. More complainants are now prepared to take their complaints further too - a trend which is likely to continue to be seen in the future.
- **BPPM529** - *Increase the % of young people (16-29) in the Council's workforce* remains significantly worse than target, with performance here currently static. Efforts continue to attract more young people to the Council. An increased focus on apprenticeships and career progression opportunities is hoped to attract a greater number of younger people to work for us.

- **BPPOM530** - *Increase the satisfaction of citizens with our services (QoL)* is also showing as significantly worse than target. The annual Quality of Life survey has shown a drop in citizen satisfaction levels with the services provided by the Council, however it should be noted that the percentage figure this year is broadly in line with performance against this indicator pre-pandemic. Those years saw a spike in satisfaction that has since fallen away again and levelled out. This has been a turbulent year politically on both a national and local scale, citizens may be expressing their wider sense of disenfranchisement across a number of levels. There remains scope for enhanced levels of citizen engagement in the development of services and in seeking their feedback on current provision. This should be seen alongside an increase in the number of complaints received by the Council and viewed as a timely reminder to identify and focus on those issues most pertinent to the citizens of Bristol.
- **P- EDO5.2** - *Review and refresh our IT governance structure and policies* is continuing and has identified further areas for attention, including a gap in having a written technology strategy. Initial scoping of a cyber-review was undertaken but has been held whilst some in-flight security work with a Microsoft partner has been completed. Overall staffing capacity is tight and whilst coordination of the policy framework is much improved, limited progress is being made on substantive updates and new policy formation as the technical leads and managers needed for this work are focused on Digital Transformation Programme delivery. A capacity review for Digital Strategy and Transformation will be undertaken during Q4 to consider this further.

### 3. Key points discussed at Thematic Performance Clinic, inc. next steps:

**Workforce diversity** – to have a discussion around related current metrics and targets in the Business Plan and assess their usefulness moving forward. Also to look ahead to the Workforce Strategy and how we can enable best practice more generally.

- Although talks to agree the suite of metrics related to the 2024/25 Business Plan are now well advanced, it was noted that there would be a full set of HR metrics embedded into the new Workforce Strategy.
- The Workforce Strategy is currently being worked up, with conversations being had at every level across the organisation to ensure that it is both fit for purpose and has longevity as we move forward. The aspiration is that it delivers a road map to enable continued high-level employment within BCC.
- The Workforce Strategy first draft will be sent to CLB in the spring for further comment, and along similar timescales there will be Member engagement via appropriate committee(s).
- The HR team were preparing for the change in BCC governance structure and anticipate providing guidance via tutorials to the new HR Committee once established after the elections in May this year.
- It was also noted that our internal Power BI Organisational Scorecard needed to be refined with help from HR colleagues. A meeting will be set up to look at the metrics currently being used and see what scope there was to improve their visualisation in the future.
- It was hoped that the Organisational Scorecard could then be the vehicle to deliver all of the HR data reflected in the Workforce Strategy to the wider organisation.

### 4. Lead Director Comments, inc. summary of Theme rating:

Whilst actions remain largely on-track this has not translated to substantially improved performance against metrics, and as the Business Plan 2024/25 is developed it is important that senior leaders and Members consider if the proposed actions are likely to make a material impact on this in future. If not, it may be that the council needs to consider different actions or measures of success more closely aligned to the actions being taken.

The forthcoming Workforce Strategy is intended to be instrumental in improving many elements of the council's employment offer and helping improve workforce diversity to make the workforce more representative of the city we serve. To achieve this, it will be vital that the strategy is costed and suitably



funded by the council, as previous reductions within Workforce and Change (and many other services) are known barriers to achieving this aspiration.

**Tim Borrett, Director: Policy, Strategy and Digital**

**Date of Thematic Performance Clinic**

6 February 2024