

Overview and Scrutiny Management Board Agenda



Date: Thursday, 18 January 2024

Time: 4.00 pm

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

Distribution:

Councillors: Tony Dyer (Chair), Mark Bradshaw (Vice-Chair), Geoff Gollop, Brenda Massey, David Wilcox, Martin Fodor, Steve Smith, Christine Townsend, Tim Rippington and Andrew Brown

Issued by: Lucy Fleming, Democratic Services

City Hall, PO Box 3167, Bristol, BS3 9FS

E-mail: scrutiny@bristol.gov.uk

Date: Wednesday, 10 January 2024



Agenda

1. Welcome, Introductions and Safety Information

(Pages 5 - 7)

2. Apologies for absence.

3. Declarations of Interest

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

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

4. Minutes of the previous meeting.

To follow.

5. Chair's Business

To note any announcements from the Chair

6. Public Forum

Up to 30 minutes is allowed for this item

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to scrutiny@bristol.gov.uk and please note that the following deadlines will apply in relation to this meeting:-

Questions - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) for all items other than item 7 must be received in this office at the latest by 5 pm on **12th January 2024**.

As the papers for item 7 (Clean Air Zone) are expected to be published on the 15th January 2024 as part of the Cabinet Agenda, Public Forum questions related



to this item may be submitted up to **noon on 17th January**. While a written response will be sought it may not be possible to provide this prior to the meeting due to the shorter timescale. You may also wish to consider whether your questions would be most appropriately directed to the Cabinet meeting held on 23rd January 2024.

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by 12.00 noon on **17th January 2024**.

7. Clean Air Zone (CAZ) Report

(Page 8)

8. Q2 2023-24 Performance Report

(Pages 9 - 28)

9. Scrutiny Work Programme

To note the work programme.

(Pages 29 - 33)

10. Mayor's Forward Plan - Standing Item

(Pages 34 - 46)

11. Minutes from the WECA Overview and Scrutiny Committee - for information (standing item)

The Minutes from the West of England Combined Authority Overview and Scrutiny Committee held on 8 September 2023 were noted at a previous OSMB meeting.



Public Information Sheet

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

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

Public meetings

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

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

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

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

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

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

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

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

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

Other formats and languages and assistance for those with hearing impairment

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

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



Public Forum

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

The following requirements apply:

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

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

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

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

During the meeting:

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



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

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

Webcasting/ Recording of meetings

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

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



Overview and Scrutiny Management Board

18th January 2024



Title: Clean Air Zone (CAZ)

Officer Presenting Report: John Smith, Interim Executive Director: Growth and Regeneration

The Overview and Scrutiny Management Board will be receiving the following two reports prepared for the Cabinet Meeting 23 January 2024 for discussion in advance. These papers will be made available on publication of the Cabinet agenda on 15th January 2023 and can be found here: [Cabinet – Tuesday 23rd January 2024](#)

- Clean Air Zone (CAZ) Evaluation Report
- Application of Bristol Clean Air Zone net proceeds

Overview and Scrutiny Management Board

18 January 2024



Report of: Guy Collings, Head of Insight, Performance & Intelligence

Title: Quarterly Performance Report (Quarter 2 2023/24)

Ward: All wards

Officer Presenting Report: Nick Smith, Strategic Intelligence & Performance Manager

Contact Telephone Number: 0117 9220000

Recommendation

That OSMB note the progress to date against delivering relevant Priorities in the 7 Themes of the BCC Corporate Strategy 2022-27 and Business Plan 2023/24, and that Scrutiny members note areas of specific interest or concern to review progress with relevant Managers or Directors.

The significant issues in the report are:

In addition to Theme Summary reports for each of the 7 Themes in the BCC Corporate Strategy, this enhanced approach to performance reporting now includes a **Performance Dashboard** for each Scrutiny Commission, with all Performance Metrics and Actions at:

[2023-24 Performance Dashboard \(Q2 Scrutiny - public link\)](#)

NB This new interactive Power Bi tool replaces the previous pdf data appendices.

For OSMB, of the overall Performance Metrics and Actions reported this quarter:

- 4 Themes are On Schedule for Q2, but with 3 Themes now rated as Behind Schedule
- **83%** of all Business Plan Actions are currently **on track or better** (59 of 71), less than Q1
- **44%** of all Business Plan Measures (with targets) are **on or better than target** (24 of 55)
- **53%** of all City Outcome Measures (with data & targets) are **on or better than target** (8 of 15)



1. Background context

Performance reporting is based on the Bristol City Council (BCC) [Corporate Strategy 2022-27](#). 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:

Performance Dashboard - All Performance Metrics and Actions are at: [2023-24 Performance Dashboard \(Q2 Scrutiny - public link\)](#); this new interactive Power Bi tool is replaces the previous pdf appendices (follow the links to view by individual Scrutiny Commissions).

Thematic Performance Clinics - As per the [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.

Business Plan Actions – 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.

Business Plan Priority Metrics / City Outcome Measures – Performance reports include **Business Plan Priority Metrics** (mainly quarterly measures for the Business Plan Priorities; metrics the council has direct responsibility over so measure council performance) plus **City Outcome Measures** (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).

Targets – Any Targets which require explanation, such as appearing counter-intuitive compared to last year’s outturn, are noted in [BCC 2023/24 Business Plan Performance Measures and Targets](#).

2. Summary

Overall Performance summary:

Taking the Business Plan Performance metrics and Actions available this quarter:

- **4 Themes** are On Schedule for Q2, but with 3 Themes now rated as Behind Schedule
- **83%** of all Business Plan Actions are currently On Track or better (59 of 71), less than Q1
- **44%** of all Business Plan Priority Measures (with established targets) are on or better than target (24 of 55)
- **53%** of all City Outcome Measures (with data & established targets) are on or better than target (8 of 15)



Source: [2023-24 Performance Dashboard \(Q2 Scrutiny - public link\)](#)

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 (83%) of Business Plan Actions are on track still, inc all Actions in the Health, Care & Wellbeing Theme and 3 Themes with all bar 1 Actions on track. Most (86%) are the same rating as in Q1, with 2 picking up from behind schedule to now being on track but 7 doing worse.
- However, under half of Business Plan Priority Metrics (44%) are on target, with around half doing better than at the same point last year and half doing worse.
- Around half (53%) of City Outcomes are on target, metrics that reflect the overall ‘health of the city’ as opposed to specific Council performance, though only 15 of these have data available (many more will be available in Q3, inc 2023 Quality of Life survey measures); most of these (69%) are improved or the same compared to last year.

Key headlines from the 7 Business Plan Themes are in the table below, plus

- all data on Actions, Performance metrics and City Outcomes (for each Scrutiny Commission remit) are in Appendix A1: [2023-24 Performance Dashboard \(Q2 Scrutiny - public link\)](#)
- full Thematic Summary reports are included in Appendix A2

Theme	Q1	Q2 overall progress	Points of Focus by Theme
1. Children & Young People		On Track	<ul style="list-style-type: none"> • P-CYP1.3 - Support fostering services to recruit and retain foster carers at a sustainable level... – Despite multiple actions to try and meet this, numbers are still not where we want them to be, as is the case nationally. Further campaigns and actions are planned. • BPPM245a & b – Reduce the suspension rate for Black Caribbean, Mixed white and black Caribbean, and Gypsy, Roma & Traveller pupils in primary and secondary schools – Both measures in Q2 are performing significantly better than target which is an improvement for the primary school age group and maintained performance for secondary school age.
2. Economy & Skills		Behind Schedule	<ul style="list-style-type: none"> • 83% of Q2 actions are on track (10 of 12), slight improvement on Q1 • BPOM222 take-up of free early educational entitlement (2 year olds) is well below target at 62.1% and a decrease on last year (71%). • BPPM506 the level of social value generated is significantly above the annual target at the end of Q2 at £10,953,627 (target = £6,500,000).
3. Environment & Sustainability		On Track	<ul style="list-style-type: none"> • BPPM542 – the amount of untreated waste landfilled has remained very low this quarter due to the high availability of the Energy Recovery Centres in Avonmouth. • BPPM545 - Fly-tip reporting and subsequent clearances were significantly better than target during Q2, continuing the trend seen in Q1.
4. Health, Care & Wellbeing		On Track	<p>All 6 Corporate actions are ‘on Track’, significantly:</p> <ul style="list-style-type: none"> • P-HCW1.1 - Develop & implement a new framework for commissioning for adult care provision... - The Single Framework was approved at BCC Cabinet in Sept 2023. The commissioning “tender” process is live (to 14 Nov) and over 200 providers have expressed an interest in this. • P-HCW1.2 - Work with partners across the Integrated Care System, NHS and VCSE sector to develop an Integrated Care strategy... - The Strategy was endorsed by BCC Cabinet in Sept 2023. Work is in hand to develop an implementation plan for the strategy.
5. Homes & Communities		Behind Schedule	<ul style="list-style-type: none"> • BPPM410 Museum visitor numbers and BPPM353 Household homelessness prevention now both better than target. • BPPM194 Numbers participating in community clear-ups significantly behind target for Q2 due to poor weather resulting in event cancellations. • BPPM374a Average relet times - the number of empty properties is decreasing each month; however, as long-term empty properties are returned to use, average number of days a property is empty is increasing.
6. Transport & Connectivity		On Track	<ul style="list-style-type: none"> • BPOM474 Park and Ride passenger numbers – above target for Q2 after being significantly below in Q1. • TC1.1 Improve connectivity across the city via planned transport projects - Most projects are on track, but the Action is behind target overall due to the lack of progress with Mass Transit. • BPPM120 Road safety incident numbers - there are ongoing issues with obtaining complete & timely data from the Police (this is being escalated)
7. Effective Development Organisation		Behind Schedule	<ul style="list-style-type: none"> • BPPM515 - Reduce % of complaints escalated from Stage 1 to Stage 2 is now significantly worse than target. More complainants are taking their complaints further. We have also seen a notable increase in escalations of CAZ complaints. • P-EDO5.1 - Preparing Bristol City Council for its change to a committee model of governance remains on track. The arrangements for the change of governance continue to proceed well, with most of the key working arrangements now being approved by Full Council.

3. Policy

Performance is reported as part of quarterly governance process as soon as possible after gathering all the necessary data and reporting through the BCC Decision Pathway.

All Business Plan performance metrics and actions contained within Appendix A1 are designed to demonstrate our progress towards the BCC Corporate Strategy 2022-27.

4. Consultation

a) Internal

Performance progress has been presented to relevant Divisional Management Teams (DMT), Thematic Performance Clinics, Executive Director Meetings (EDM), Corporate Leadership Board (CLB) and Cabinet Board prior to the production of this report.

b) External

Performance progress is also presented publicly to Cabinet.

5. Public Sector Equality Duties

- 5a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
 - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
 - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
 - tackle prejudice; and
 - promote understanding.
- 5b) Not applicable

Appendices:

Appendix A1: [2023-24 Performance Dashboard \(Q2 Scrutiny - public link\)](#)

Appendix A2: All 7 Theme Summary reports

Appendix A3: Performance Dashboard User Guide

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None

Children & Young People Theme Summary Report

Qtr 2 (01 Jul '23 – 30 Sep '23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 Business Plan, inc summary from lead Director.

Report of the Lead Director: Fiona Tudge [Director Children, Families & Safer Communities]

Actions	Priority Metrics	City Outcomes	Overall Progress
Performance			On schedule
67% on schedule or better (8 of 12)	44% on target or better (4 of 9)	50% on target or better (1 of 2)	
Direction of Travel			
N/A	60% improved compared to 12 months ago (3/5)	100% improved compared to 12 months ago (2/2)	

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 this is a new measure from 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 this is a new measure from this year

2. Theme Actions / Priority Metrics that are of concern:

- BPPM200 -**Increase % of children in care that have a full-time suitable education provision**– This is a new measure this year that for the second quarter is performing slightly below target
- BPPM080 – **Increase the take-up of free early educational entitlement for 3- & 4-year-olds** – This is performing slightly below target
- BPOM201 - **Percentage of audited children's social work records rated good or better** – This has improved to 59% from the previous quarter of 54% but remains below target

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 education of children in care, and children in education, employment and training.
 1. Children in Care. Focus on children of a statutory school age, excluding early yrs and post 16yrs provision. Accuracy of data has improved. Where children are not in full time education some of the arrangements are appropriate such as Hospital Education, re-integration post a period of suspension or the education provision meets their needs. For some children the national and local pressures regarding placement sufficiency have impacted children being able to access education in a timely way. There is clear oversight of all arrangements.
 2. Education, Training and Employment for post 16yrs. There is an improving trajectory for post 16yrs with focussed activity on career fairs, career coaches and apprenticeships.

4. Lead Director Comments:

Performance overall has decreased since Q1 however when compared to the same period in the previous year there has been an overall improvement.

No performance measures are significantly behind target this quarter compared to 1 last quarter. Although more measures are behind target they are less substantially behind target.

Fiona Tudge [Children & Families Service]

Date of Thematic Performance Clinic

31/10/23

Economy & Skills Theme Summary Report

Qtr 2 (01 July 23 – 30 Sept 23)

This is the quarterly Theme Summary report highlighting progress against the relevant actions, performance metrics and City Outcomes from the 2023/24 Business Plan, inc summary from lead Director.

Lead Director: Christina Gray [Director Communities & Public Health]

Actions	Priority Metrics	City Outcomes	Overall Progress
Performance			Behind schedule
83% on schedule or better (10/12)	38% on target or better (3/8)	40% on target or better (2/5)	
Direction of Travel			
2 improved since Q1 9 are the same as Q1 1 is worse than Q1	50% improved on 12 months ago (4/8)	50% improved on 12 months ago (2/4)	

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 Q2 at 488 (target for Q2 = 300) and is exceeding all programme targets.
- BPOM141 – **Increase the number of organisations headquartered in Bristol which are Living Wage accredited** – 243 employers now headquartered in Bristol at end of Q2 which is just below the annual target.
- BPPM506 – **Increase the level of social value generated from procurement and other council expenditure** – significantly above the annual target at the end of Q2 at £10,953,627 (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** – significantly below target again in Q2 at 3.6%. No improvement since Q1.
- BPPM263a – **Reduce the % of young people aged 16-17 who are NEET/Not Known** – remains below target in Q2 at 10.9% and higher than Q2 last year (9.2%).
- BPOM222 – **Increase the take-up of free early educational entitlement by eligible 2 year olds** – well below target at 62.1% and a decrease on the figure for last year (71%).

3. Key points discussed at Thematic Performance Clinic, inc. next steps:

Key points discussed at the Theme Clinic, plus next steps:

- The clinic reviewed two metrics of concern. The first was ‘Adults with learning difficulties known to social care who are in paid employment’ which saw no improvement between Q1 and Q2.
- Data recording/cleansing issues highlighted last quarter had been reviewed between the service and the data team with records updated where possible. Better knowledge of the issues with data but need a long term solution. Possible options discussed.
- The group agreed it would be helpful to discuss this area with other LAs who have better performance to understand what they are differently and consider if they are using the same definitions and cohorts.
- Wider interest has been shown in this measure and it is being picked up within the service now where further analysis and review will take place.
- The other measure reviewed was the take up of early education entitlement by eligible 2 year olds. Colleagues from public health and early years joined to discuss together. Reasons for the decrease in take up this year were considered and early years colleague explained some of the complications around data collection that impact the figure recorded.

- Data is collected and updated throughout the year and will be reviewed within the service.
- Also considered impact of the expansion of childcare next year.

4. Lead Director Comments, inc summary of Theme rating:

This theme has been marked as 'behind schedule' for Q2 as less than half of the performance metrics and outcome measures are currently on target. Furthermore between Q1 and Q2 the theme has seen an increase in the number of measures below target, including an increase in the number of actions behind schedule.

Christina Gray [Director Communities & Public Health]

Date of Thematic Performance Clinic

2 Nov 2023

Environment & Sustainability Theme Summary Report

Qtr 2 (01 July 23 – 30 Sept 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
87.5% on track or better (7/8)	75% on target or better (3/4)	100% on target or better (1/1)	
Direction of Travel			
1 improved since Q1 7 are the same as Q1 0 are worse than Q1	50% improved compared to 12 months ago (2/4)	Parity compared to 12 months ago	

1. Theme Actions / Priority Metrics performing well:

- **BPPM542** – the amount of untreated waste landfilled has remained very low this quarter due to the high availability of the Energy Recovery Centres in Avonmouth.
- **BPPM545** - Fly-tip reporting and subsequent clearances were significantly better than target during Q2, continuing the trend seen in Q1.
- **P-ENV3.2** - The expansion across the city of the commercial waste improvement project continues apace and is on schedule. 95% of all sites have been audited with 85% of these now having access to recycling. The HRA (Housing Revenue Account) also have 20 sites that have modifications planned for this year.

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. However the appointment of an Ecological Emergency Co-ordinator, who is to lead this work, has now been achieved.

3. Key points discussed at Thematic Performance Clinic:

1. Tracking our delivery of the 2025 net zero targets. Progress here has been made this quarter, with a Management Board (including related Heads of Service) set up to monitor delivery with respect our 2025/2030 targets. A document now exists which is tracking each element within this and also has a predictor indicating whether delivery is on schedule. A wider Climate Investment Plan is also in the pipeline – details to follow in the coming months.
2. Electric vehicle (EV) update. The HRA (Housing Revenue Account) was not yet in a position to buy new vehicles as the infrastructure (charging points) wasn't yet there to enable this. This is problematic as we go in search of net zero, however as per point 1 above this is being closely monitored by the Management Board. A discussion is also upcoming around Bristol Waste and the electrification of some of their fleet, to include a conversation around other local authorities joining forces to negotiate economies of scale via purchasing.
3. Waste. A discussion was had around how BCC should continue to look into potential future models for delivering a waste service in the city after a new DEFRA update on the sector. It was agreed there were many challenges, including our recycling and carbon neutral targets; also how to best to

deliver services to over 8,000 'hard to reach' properties across Bristol. Bristol Waste also needed to undertake a CO2 stock-take in relation to points 1 and 2 above.

4. BCC Business Plan metrics. Potential future KPIs – it was agreed that the current suite relating to Environment & Sustainability should stay in place for next year, however noting that the Waste Strategy may highlight other potential areas to shine a light on in the following years. Also to potentially include an explicit carbon savings target.

4. Lead Director Comments, inc. summary of Theme rating:

It continues to be heartening to see all but two of the associated metrics and actions for the Environment & Sustainability theme being either on track (actions) or better than target (metrics). Recruitment of an Ecological Emergency Co-ordinator should help with bringing our one 'behind schedule' action back on track next quarter. However the challenges associated with delivering out 2025 net zero targets should not be underestimated. 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

2 November 2023

Health, Care & Wellbeing Theme Summary Report

Qtr 2 (01 July 23 – 30 September 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
Performance			On schedule
100% on track or better (7/7)	43% on target or better (3/7)	Data not yet due	
Direction of Travel			
100% the same as previous quarter	57% improved compared to 12 months ago (4/7)	Data not yet due	

1. Theme Actions / Priority Metrics performing well:

- All of the published actions (100%) for this theme are presently on schedule.
- 4 of the performance metrics (57%) are better than Q2 in 2022/23.
- 3 of the performance metrics (43%) are better than the Q2 target:
 - increase the percentage of service users (aged 18-64) receiving Tier 3 (long term care) at home or tenancy [snapshot]
 - increase the percentage of service users (aged 65+) receiving Tier 3 (long term care) at home or tenancy [snapshot]
 - Increase % of BCC regulated CQC Care Service providers where provision is rated 'Good or Better'

2. Theme Actions / Priority Metrics that are of concern:

Significantly behind target

- Reduce the percentage of contacts to Adult Social Care (aged 18-64) starting Tier 3 services – Behind target
- Reduce the percentage of contacts to Adult Social Care (aged 65+) starting Tier 3 services
- Number of service users (aged 18-64) in Tier 3 (long term care) [Snapshot]
- Number of service users (aged 65+) in Tier 3 (long term care) [Snapshot]

3. Key points discussed at Thematic Performance Clinic, inc next steps:

Due to similarity of the data to the previous quarter and availability of staff with key stakeholders being unable to be represented a decision was made for the meeting to be cancelled.

4. Lead Director Comments, inc summary of Theme rating:

Pleasingly all actions were reported at 30 September '23, as 'On Track'

Whilst 4 performance indicators are showing 'Below Target', 57% of the priority performance metrics are better than Q1 in 2022/23. The 4 x KPIs that are presently 'Below Target' are within my Directorate, Adult Social Care, and the position is being closely monitored.

There was contrasting performance across the Health, Care & Wellbeing Theme in Q2, 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

N/A

Homes & Communities Theme Summary Report

Qtr 2 (01 July 23 – 30 September 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
Performance			Behind Schedule
75% on track or better (9/12)	57% on target or better (8/14)	33% on target or better (1/3)	
Direction of Travel			
17% worse than Q1, 83% the same.	50% improved compared to 12 months ago (7/14)	50% improved compared to 12 months ago (1/2)	

1. Theme Actions / Priority Metrics performing well:

- Museum visitor numbers and the number of households where homelessness is prevented are both now above target (below in Q1).
- Most metrics significantly above target in Q1 continue to be so in Q2 – community engagement, consultation response from the 20% most deprived areas, people enabled to live independently through home adaptations, households moved into settled accommodation and private sector dwellings that were returned to occupation.

2. Theme Actions / Priority Metrics that are of concern:

- The number of citizens participating in community clean-ups has gone from significantly above target in Q1 to significantly below Q2. This usually high-performing metric's Q2 performance is attributed to the number of event cancellations because of the poor weather.
- The number of energy efficiency home installations has doubled delivery in Q2 compared to Q1 (16 in Q1, 32 in Q2, total of 48 year to date), but is still significantly behind target.
- Average re-let times has increased compared to Q1, but this is in part due to the backlog of longer-term empty properties now being completed. See discussion key points below.
- The number of households in Temporary Accommodation (1,368) has continued to increase and is worse than target.
- The percentage of major planning applications processed within 13 weeks or as agreed is now worse than target.
- As anticipated, affordable housing starts and completions are now slightly behind target.

3. Key points discussed at Thematic Performance Clinic, inc next steps:

Key points discussed at the Theme Clinic, plus next steps:

Sustainable Travel Options for young people

The Action HC4.1 Develop more sustainable travel options, including independent travel, for young people with special educational needs and disability aged 16-25yrs is behind schedule. Disability is one of the Priorities under the Homes and Communities Theme. The Action is behind schedule in Q2 due to the capacity of Communications to undertake the formal consultation on changes, which relates to around 400 current post-16 young people with special educational needs plus future cohorts. The consultation is now planned to go live mid-December with the aim that the proposed policies go to Cabinet in March. If approved, some new policies can come into force in April. Others will be from the start of the 2024-25 academic year in September. The pilot Independent Travel Training was impacted by staff sickness, but this is now progressing and ready to be implemented from April, subject to consultation results and policy adoption.

Empty properties

The number of empty properties is believed to have peaked and is now decreasing each month. However, as long-term empty properties are being brought back in to use, this is increasing the average number of days a property is empty in the quarterly reporting. It is hoped that the average number of days properties will be empty will be reducing by Q4 reporting.

The high-level changes and areas of focus that are positively impacting empty property turn-around performance are:

- Monitoring of contractor performance
- Improve internal performance through efficient use of ICT system
- Management of internal repairs performance (implemented secondments to fill vacancies in surveyors due to difficulty recruiting plus one repairs team down which the Head of Service is currently working on re-building).
- The amended re-let standard which has a focus on repair rather than replace
- Enforcing tenants to return the property to the expected standard before vacating

Housing are carrying out a 'key to key' review to identify where impediments and opportunities exist to reduce turnaround time.

Rough sleeping

Winter projects - **Winter Surge** was launched on 01/11/2023 providing 11 beds with on-site support. This is for clients with more complex needs and provides an opportunity to get these clients off the streets where some targeted work can be done. The target stay is around 12 weeks where the client will receive food and support whilst a suitable option is found for them to leave the streets. Outreach and the Higher Needs Floating support service will be working together to support these clients. **Winter Churches Shelter** started on 1/10/23 providing 9 beds with support going in to help people with move on. This is for clients with low support needs. **SWEP (Severe Weather Emergency Protocol)** is activated if there are more than 3 nights of temperatures below 0 or where the weather presents a risk to life. The outreach team will find those sleeping rough and we will offer accommodation during the cold weather.

4. Lead Director Comments, inc summary of Theme rating:

This theme is now judged to be "Behind Schedule" due to the increase in Actions and metrics performing below target in Q2. Despite the number of households where homelessness is prevented performing above target for Q2, the number of households in temporary accommodation is continuing to increase. Work being done to improve empty property turn-around time is expected to show improvements by Q4 and action is being taken to unblock affordable housing delivery where this is in the Council's control. However, the ongoing cost of living pressures means demand for housing support services is expected to increase for the rest of this reporting year.

Donald Graham [Director Housing and Landlord Services]

Date of Thematic Performance Clinic

3 November 2023

Transport & Connectivity Theme Summary Report

Qtr 2 (01 July 23 – 30 September 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
Performance			On schedule
88% on track or better (7/8)	0% on target (1/1)	100% on target or better (3/3)	
Direction of Travel			
100% same as Q1 (8/8)	100% worse compared to 12 months ago (1/1)	67% improved compared to 12 months ago (2/3)	

1. Theme Actions / Priority Metrics performing well:

- **BPOM 474** Park and Ride passenger numbers are above target in Q2 after stagnating in Q1.
- **BPOM 475** Bus passenger numbers are continuing to increase and are 449,735 above the Q2 target (14% below pre-pandemic levels).
- **TC4.1** The Cumberland Road, Redcliffe Bridge and Goal Ferry bridge projects have all completed. Kings Weston and New Cut Bridges projects are progressing well and the Vauxhall Bridge project commenced on the 2nd August.

2. Theme Actions / Priority Metrics that are of concern:

- **TC1.1** Mass Transit Strategic Outline Business Case taken to the October 2023 committee, but it is unclear what the next steps will be.
- **BPPM120 Road safety incident numbers** – there are still issues with the data supply so estimates are being provided (see discussion points).
- **BPOM477 Vehicle charge point installations**

3. Key points discussed at Thematic Performance Clinic, inc next steps:

Most of the projects within the Action to improve connectivity across the city via planned transport projects are on track. The Stoke Park Path to cater for the 800 Lockleaze new homes is complete. The first phase of a bus lane on Muller Road is progressing well. The Hengrove Park work on access junctions through the urban living site of around 1,500 homes has recently started. The reason this Action is behind schedule overall is the lack of progress with Mass Transit.

Issues remain with the timeliness of road traffic accident data being supplied to the council from the Police. This is impacting on the council's ability to monitor performance. Receiving data several years after incidents occur means it is not possible to accurately judge how schemes and plans are doing in terms of road safety. The Head of Service will write to their Director to document the actions take to date to try and resolve the issue. The Director will then escalate it to the Chief Executive for consideration on raising it with the Police Crime Commissioner.

For 2023-24 the current plan, in partnership with Bristol City Leap, is to deliver 12 fast chargers across the city serving 24 charging bays for delivery in Q4.

4. Lead Director Comments, inc summary of Theme rating:

TC1.1: Most of this is complete or progressing well as outlined above. The only reason it came to clinic was the Mass Transit element which is going to October committee. Maybe be worthwhile to separate Mass Transit as a standalone project?

BPPM120 Road safety incident numbers: As above there remains issues with obtaining up to date information from the Police. Service requested to raise as an issue for the CEO to raise with PCC.

BPOM477 Vehicle charge point installations. Advised by City Leap team that the 23/24 plan is to install 12 fast charger server 24 bays and are on track.

Patsy Mellor [Director Management of Place]

Date of Thematic Performance Clinic

November 2023

Effective Development Organisation Theme Summary Report

Qtr 2 (01 July 23 – 30 Sept 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
Performance			Behind schedule
92% on track or better (11/12)	25% on target or better (3/12)	0% on target or better (0/1)	
Direction of Travel			
0 improved since Q1 11 are the same as Q1 1 is worse than Q1	55% improved compared to 12 months ago (6/11)	0% improved compared to 12 months ago (0/1)	

1. Theme Actions / Priority Metrics performing well:

- **P-EDO5.1** - *Preparing the organisation for its change to a committee model of governance* remains on track. The arrangements for the change of governance continue to proceed well, with most of the key working arrangements now being approved by Full Council. Focus has now primarily shifted to updating the Constitution and preparing the organisation. No issues are anticipated.
- **P-EDO2.3** – *The restructure and redesign of our corporate support services to deliver ambitious savings targets that help address our budget challenge* is on track to deliver. Restructures within Policy, Strategy & Communications, Digital Transformation, and Finance are complete. Within Workforce and Change a restructure has been implemented and savings delivered, with some further re-design work underway in specific teams before it is formally finalised.

2. Theme Actions / Priority Metrics that are of concern:

- **BPPM515** - *Reduce the % of complaints escalated from Stage 1 to Stage 2* is now showing as significantly worse than target. 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 - this trend is likely to continue to be seen in the Q3 and Q4 periods. We have also seen a notable increase in escalations of CAZ complaints - 10.5% in Q2, compared with 6% in Q1.
- **BPPM529** - *Increase the % of young people (16-29) in the Council's workforce* remains significantly worse than target even though there was a modest improvement in Q2. Recruitment of young people is a long-standing priority for the Council, as it is for the public sector more generally. We continue to market appropriate jobs and apprenticeships and are committed to exploring other avenues through which this disparity can be addressed. An increased focus on apprenticeships and career progression opportunities is hoped to attract a greater number of younger people to apply to work at the council.
- **BPPM520** - *Increase the % of colleagues who would recommend the council as a good place to work*. There has been a 6 percentage point decrease in positive responses this time, from 70% in 2022 to 64% in 2023, which is a return to pre-Covid results (62% in 2019/20). This year's staff survey took place in the context of a wider organisational restructure and budget restraints which will have caused considerable change to colleagues' working lives and ways of working. This may well have impacted responses to this question.
- **P-EDO1.1** - *Continue to work with city partners and the mayoral commissions to deliver a wide range of citywide actions including the One City plan's refresh*. Pace of delivery has, as anticipated,

been impacted by former City Office staff leaving their roles. Successful recruitment has been undertaken and new staff are in post, with day-to-day activities remaining on track. However, there has been some delay in identifying top One City Plan actions for the City Office to support this year. This is being addressed in discussion with the One City Governance Board.

3. Key points discussed at Thematic Performance Clinic, inc. next steps:

The Clinic has had to be postponed this quarter. It is however anticipated that the following topic will be revisited during Q3 reporting, where the key points to be discussed will be:

The Clinic will focus on our workforce diversity targets and ways to implement new strategies to improve the current situation (where a number of key measures are significantly behind target). Colleagues attended a Harvard conference on this very topic recently, so discussion here is timely.

4. Lead Director Comments, inc. summary of Theme rating:

Several significant change and transformation activities which deliver necessary savings and prepare the council for its future governance model are on track, but poorer performance on KPIs – which are predominantly compliance-based metrics – suggest that organisational focus on delivering services and change activity has taken priority over good quality, timely compliance with requirements for handling complaints, FOI requests and other good governance necessities.

Back-office services (and notably Public Health and Communities) continue to be the better performers on compliance, whilst demand-driven front-line services have been less able to meet these requirements. Significant efforts have been made to address this, including the introduction of mandatory management objectives measured during 121s and 6-monthly performance reviews. There are some green shoots of improvement towards the end of Q2 and in to Q3 in some areas, and it will be important for leaders to keep this in focus alongside other change, transformation, savings and service delivery pressures.

Tim Borrett, Director: Policy, Strategy and Digital

Date of Thematic Performance Clinic

Clinic postponed

Appendix A3: Performance Dashboard User Guide (Scrutiny 2023-24)

When you first access the **2023-24 Performance Dashboard*** you should see a summary page (referred to as the **Home Page** if you need to get back to it). The information on this page will build up over time as the year progresses through each quarter.

*NB The images below are Quarter 1 so will change for subsequent updates, but the principle is the same.

Click this button to view more detail

Keep an eye on the options the buttons in the bottom left-hand corner give you. Further into the Dashboard they allow you to return to the Home Page or reset a page.

Business Plan Theme	Q1 (Apr-Jun 23)	Q2 (Jul-Sep 23)	Q3 (Oct-Dec 23)	Q4 (Jan-Mar 24)
1. Children & Young People	On Schedule			
2. Economy & Skills	On Schedule			
3. Environment & Sustainability	On Schedule			
4. Health, Care & Wellbeing	On Schedule			
5. Homes & Communities	On Schedule			
6. Transport & Connectivity	On Schedule			
7. Effective Development Organisation	Behind Schedule			

You should get the following page when you click on the button that says **Click to view Business Plan Themes by Scrutiny Commission**

Click these boxes on and off to change the charts to display information for an individual scrutiny commission

Click on these buttons to view information about the three types of performance measures. Each button relates to more detailed information behind one of the three bar charts on this page. If you want to know more about the red (Significantly worse than target) Priority metrics in the middle bar chart, click on the **Priority Metrics** button.

The screenshot below shows the **Actions**. The page title will tell you which view you are looking at.

Click these boxes on and off to see information for an individual scrutiny commission or particular status

Scrutiny Commission by Actions 2023/24

Scrutiny (select all for OSMB)

Actions: 12 | Actions with status: 12 | On track or better: 92%

Actions by Business Plan Theme and Status (Quarter 1)

Business Plan Theme	Behind Schedule	On Track
2. Economy & Skills	1	1
3. Environment & Sustainability	2	2
4. Health, Care & Wellbeing	1	1
5. Homes & Communities	6	6
7. Effective Development Organisation	2	2

Code	Division Responsible	Title	Q1	Q1 Action Progress
P-EDO6.1	G&R - Property, Assets & Infrastructure	Continue to Implement the Corporate Landlord model. Focus on progressing with the office and depot rationalisation workstreams in order to deliver revenue savings.		Office and depot rationalisation are key workstreams of the Property Transformation Programme. Corporate Finance are actively reviewing the led... to identify revenue savings from buildings identified for di... Ernest Young (Finance Strategic Partner) have been comm... new Corporate Landlord financial model for the Council. Options paper to ensure that the revenue target is achieve presented at September 2023 Cabinet.
P-EDO6.2	G&R - Property, Assets & Infrastructure	Continue to deliver the wider disposals programme and support generating capital receipts.		The Disposals Programme is now an integral workstream c... Transformation Programme (top 4 council savings priorit... Board is now meeting on a 6 weekly basis with the sole pu... agreeing property asset disposals. Cabinet received a disp... the Property Team are actively disposing of the properties Options paper to ensure that the capital receipts target is achieved for 2023-24 is to be presented at September 2023 Cabinet.

Click for detailed breakdown:

Priority Metrics | City Outcome Measures

Guidance | Reset Page | Home Page | Scrutiny Summary

You can move this slider down to view more of the table

Scrutiny Commission by Actions 2023/24

Scrutiny (select all for OSMB)

Actions: 1 | Actions with status: 1 | On track or better: 0%

Actions by Business Plan Theme and Status (Quarter 1)

Business Plan Theme	Behind Schedule	On Track
2. Economy & Skills	1	1
3. Environment & Sustainability	2	2
4. Health, Care & Wellbeing	1	1
5. Homes & Communities	6	6
7. Effective Development Organisation	2	2

Code	Division Responsible	Title	Q1	Q1 Action Progress
P-ESS.2	G&R - Housing & Landlord Services	Continue work to deliver a digital service for council housing residents by 2024 increasing access to ultra-fast fibre broadband.		Project paused throughout covid, however has been resourced to re-ignite. Project board re-created with new membership, Stakeholders and contractors agreeing composite wayleaves, surveying standard and financing model to contribute to internal costs; allowing for scale up of project to catch up on lost time.

Click for detailed breakdown:

Priority Metrics | City Outcome Measures

Guidance | Reset Page | Home Page | Scrutiny Summary

You can click on a chunk in the bar chart to view the corresponding text in the table below. Click on the chunk for a second time to get the full table contents back. If you get in a muddle, just click the Reset Page button in the bottom left corner.

Bristol City Council - Scrutiny Work Programme 2023 / 2024 (Formal Public Meetings)

People Scrutiny Commission (PSC) Chair: Cllr Christine Townsend Scrutiny Support: Bronwen Falconer	Health Overview & Scrutiny Committee (HOSC) (Sub-Committee of PSC) Chair: Cllr Steve Smith Scrutiny Support: Johanna Holmes	Communities Scrutiny Commission (CSC) Chair: Cllr Martin Fodor Scrutiny Support: Ian Hird	Growth & Regeneration Scrutiny Commission (G&RSC) Chair: Cllr David Wilcox Scrutiny Support: Johanna Holmes	Resources Scrutiny Commission (RSC) Chair: Cllr Geoff Gollop Scrutiny Support: Ian Hird	Overview & Scrutiny Management Board (OSMB) Chair: Cllr Tony Dyer Scrutiny Support: Lucy Fleming
July 23					
August 23					
September 23					
27.9.23, 6pm		14.9.23 5.00 pm	28.9.23 5.30pm		4.9.23, 3pm
Annual Business Report		Annual Business report	Annual Business Report		Annual Business report
CQC Update		Parks funding	WECA / BCC Infrastructure Update (Transport)		Report from Climate Change Working Group
SEND Update: Standing Item		Parks and Green Spaces Strategy pre-consultation update (including Allotments and Food Growing Strategy)	Strategic CIL (Community Infrastructure Levy)		Quarter 4 Corporate Performance Report
Adult Social Care Transformation Programme Update: Standing Item		Update on Tree and Woodland Strategy	Temple Quarter Update		Latest Corporate Risk Report
Children and Education Transformation Programme Update: Standing Item		Quarter 4 Performance Report	Quarter 4 Performance Report		Goram Homes
Q4 Performance Report			Quarter 1 Risk Report		Mayor's Forward Plan – standing item (will be included for each meeting)
Adoption West Annual Report (noting only)					WECA Forward Plan / WECA Scrutiny minutes – standing item (will be included for each meeting)
October 23					
	11.10.23 4.30pm				
	Healthwatch Updates (Standing Item) To include: <ul style="list-style-type: none"> Menopause services in Bristol 'Local Voices' report 				
	Access to Dentistry				
	Strengthening hospital discharge processes (reducing number of patients classed as 'no criteria to reside')				

	<i>(Possible joint item with PSC)</i>				
	Update from ICB: Winter Resilience Framework engagement with local primary and community services				
	Update on stroke programme from ICB/NB NHS Trust (Information Paper)				
November 23					
		20.11.23 5.00 pm	27.11.23 5.30pm	21.11.23 4.00 pm	2.11.2023, 6pm (TBC)
		Libraries update – focus on innovation report/lessons learnt and library utilisation/ opportunities for co-location	High Streets update Including Business Improvement Districts (BIDS)	Annual business report	Quarter 1 Performance Report
		Welcoming Spaces and Community Resilience Fund update/lessons learnt	Bristol Local Flood Risk Management Strategy (Statutory Item)	24-25 Council Tax Reduction Scheme consultation outcomes	Bristol Beacon
		Update on community toilets scheme	Bristol and Avon Flood Strategy	Collection Fund surplus/deficit report	City Leap
		Risk Report	Planning Service Update	Council Tax base report	
		Quarter 1 Performance Report	Quarter 1 Performance Report	Digital Transformation programme progress update	
				Quarter 1 Performance Report	
December 23					
	12.12.23, 6pm	7.12.23 4pm		8.12.23 & 15.12.23	04.12.23, 1pm
	Learning Disability Update	Healthwatch Updates (Standing Item)		8.12.23 - 2.30 - 5.30 pm: scrutiny of 24-25 budget proposals/consultation (part 1); 15.12.23 - 9.30 am - 12.30 pm: scrutiny of 24-25 budget proposals/consultation (part 2)	Transformation programme overview
	Direct Payments and Community Care	Children's Health: <ul style="list-style-type: none"> Child and Adolescent Mental Health Services (CHAMS) Hospital Education 			
	SEND Update: Standing Item	Autism Spectrum Disorder (ASD) Assessments - Sirona Care & Health – Autism Assessment Criteria			
	Adult Social Care Transformation Programme Update: Standing Item				
	Children and Education Transformation Programme Update: Standing Item				
	Quarter 1 Performance Report				
January 24					
				30.1.24 4.00 pm	18.1.24 4.00pm

				Scrutiny of 24-25 budget proposals ahead of Budget Council - Part 1	Clean Air Zone
					Quarter 2 Corporate Performance Report
February 24					
19.2.24,	7.2.24, 4pm	27.2.24 5.00 pm	7.3.24 5pm	1.2.24 4.00 pm	
Permanent Exclusion, Suspensions and the Inclusion Hub	Healthwatch Updates (Standing Item) <ul style="list-style-type: none"> To include an up-date on 'Your NHS menopause experience' 	Community Safety Partnership annual report	Culture (to include Cultural Investment Programme (CIP))	Scrutiny of 24-25 budget proposals ahead of Budget Council - Part 2	Companies' – performance
Extra-Familial Harm	Health Improvement Teams <ul style="list-style-type: none"> To include Dementia Care 	Community Asset Transfers update	Strategic Transport Update, to include: <ul style="list-style-type: none"> Strategic Corridors Liveable Neighbourhoods Active Travel 		Scrutiny Annual Report
'Transitions' (education to employment) Inquiry Day: Outcome and Action Plan	GP appointments systems	Progress on Ecological Emergency (could involve inviting partners to attend)	Growth & Regeneration Capital Programme Update		Risk Report
END Update: Standing Item	Pharmacy Services		Risk Report		
Adult Social Care Transformation Programme Update: Standing Item			Quarter 3 Performance Report		
Children and Education Transformation Programme Update: Standing Item					
March 24					
April 24					
					BCC Business Plan and performance framework
					Companies Business Plans (including City Leap)
					Corporate Performance Report
Provisional / To be scheduled					
	Quality Accounts: Sirona; AWP; NBT; UHBW; SWAS (April-May 24)		Property Programme (Transformation Programme)	Corporate Performance reports	Relationship with WECA / WECA scrutiny (informing work planning)
			Major regeneration projects: <ul style="list-style-type: none"> Western Harbour (TBC – watching brief) 	Corporate Risk reports	One City Plan refresh

			<ul style="list-style-type: none"> Frome Gateway (TBC – watching brief) 		
				Finance Monitoring reports and quarterly savings monitoring reports	
				Integration of carbon assessment alongside financial business cases/carbon impact of Capital Programme – joint with G&R	
				Implementation of the new Procurement strategy; Procurement Bill / procurement waivers; Implementing social value policy across strategies and procurement	
				Corporate debt/arrears report – mid-year report	
Other Scrutiny Activity					
Adult Social Care Transformation Programme Scrutiny Workshops		Landlord Services Task Group: <ul style="list-style-type: none"> Adaptive Homes Housing IT System Housing Allocation Temporary Accommodation Refugees Fire Safety Decent Homes (damp and mould) Decarbonisation 	Parking Strategy (including Workplace Parking Levy) – Working Group or Inquiry Day	Finance Task Group – 24/25 budget preparation and MTFP; first meeting July – financial outlook; regular meetings from August/September (joint sessions where necessary, e.g. with People Scrutiny). To include (autumn): Council Tax Base report; Collection Fund surplus/deficit report	Workshop – Scrutiny Handover
Children and Education Transformation Programme Scrutiny Workshops		Waste ID (note – to be linked in with OSMB): <ul style="list-style-type: none"> Future policy Collection methodology 			
‘Transitions’ Scrutiny					
Member Briefings					
Fostering / Adoption (All Member Briefing)	Issues relating to Black women/BAME communities, their pregnancies and known poor health outcomes. (Further info TBC in August)	Houses in Multiple Occupancy		Public Health grant & budget – joint with Health – to be included as part of Finance T&F work	City Leap progress
Teen Pregnancy (to include reference to Youth Homelessness). Joint with Health.	Update from AWP (Avon and Wiltshire Partnership) on Riverside CAMHS inpatient unit.			Cyber security and business continuity / financial risk – with Audit (Nov/Dec)	Equalities and Inclusion Strategy
Family Hubs	Update from BNSSG ICB / locality partnerships – Community mental health framework up-date (written update or briefing)			Approach to performance data	Bristol Waste Update
Ofsted Improvement					

Bristol, North Somerset & South Gloucestershire - Joint Health Overview & Scrutiny Committee (BNSSG - JHOSC) meeting or Meeting in Common	
Agenda/s TBC	Date/s TBC
Integrated Care Strategy - BNSSG Integrated Care Board (ICB) <i>TBC if JHOSC or HOSC</i>	
To include:	
<ul style="list-style-type: none"> • Up-date on Strategy & Delivery • Forward Plan • Role of integrated Care Partnership (ICP) and Integrated Care Board (ICB) 	
BNSSG ICB – approach to tackling geographical health inequalities and local planning (<i>timing and details TBC</i>)	
Update from BNSSG ICB / locality partnerships – Community mental health framework (plus potential briefing)	

Forward plan



THIS DOCUMENT GIVES NOTICE OF
ANTICIPATED KEY DECISIONS TO BE TAKEN
AT CABINET AND OTHER MEETINGS

This update published 20 December 2023

Democratic Services

Contact: Amy Rodwell, Democratic Services Officer, email: amy.rodwell@bristol.gov.uk

**BRISTOL CITY COUNCIL - FORWARD PLAN
INDEX OF PROPOSED KEY DECISIONS**

The Forward Plan gives notice of anticipated key decisions to be taken at Cabinet, Health and Wellbeing Board and Learning City Partnership Board meetings. It will be updated and published on the Council website www.bristol.gov.uk on a monthly basis.

Key Decision

Under the Council's constitution, the definition of a key decision is a decision which is likely to:

- 1) Result in expenditure of £500,000 or over.
- 2) Result in savings of £500,000 or over.
- 3) Be significant in terms of its effects on communities living or working in two or more wards in the city.

Non-key Decision

For additional information and completeness the Forward Plan also contains those items which are outside the definition of a key decision.

Cabinet Meetings

The Cabinet will normally meet on a Tuesday. Meetings start at 4pm and are currently held at City Hall, College Green Bristol, BS1 5TR. Meetings of the Cabinet are open to the public with the exception of discussion regarding reports which contain exempt/confidential, commercially sensitive or personal information which will be identified in the Mayor's Forward Plan).

Reports submitted to the Mayor and Cabinet will be available on the council's website 5 clear working days before the date the decision can be made. If you would like a copy by email please contact democratic.services@bristol.gov.uk

Glossary:

- HWB Health and Wellbeing Board
 LCPB Learning City Partnership Board
 APR15 Under the Council’s Constitution if a key decision needs to be taken with less than 28 days’ notice, it can still be taken under **APR15 – General Exception**, if it is impracticable to defer it until the next scheduled Cabinet meeting. The relevant Scrutiny Commission must be notified and the report published as part of the agenda 5 clear working days ahead of the Cabinet meeting

Description of Exempt Information :- England, Part 1 of Schedule 12A of the Local Government Act 1972

Page 35

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; Or (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime.

Cabinet Members

- Mayor Marvin Rees
- Councillor Craig Cheney – Deputy Mayor and Cabinet Member for City Economy, Finance and Performance
- Councillor Asher Craig – Deputy Mayor and Cabinet Member for Children’s Services, Education and Equalities
- Councillor Don Alexander – Cabinet Member for Transport
- Councillor Nicola Beech – Cabinet Member for Strategic Planning, Resilience and Floods
- Councillor Helen Holland - Cabinet Member with responsibility for Adult Social Care and Integrated Care System
- Councillor Ellie King Cabinet Member with responsibility for Public Health and Communities
- Councillor Tom Renhard – Cabinet Member for Housing Delivery and Homelessness
- Councillor Kye Dudd – Cabinet Member for Housing Services & Energy
- Councillor Marley Bennett – Cabinet Member for Waste, Climate & Just Transition

The City Council’s website www.bristol.gov.uk contains all supporting documents and decisions for formal meetings and lots more about the City Council.

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Gail Rogers, Head of Service - Children's Commissioning gail.rogers@bristol.gov.uk	<p>Purchase of properties for the provision of Children's homes</p> <p>To approve funding for the acquisition of two properties.</p> <p>Part exempt 3</p>	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for Children's Services, Education and Equalities	People Scrutiny Commission
Susan Coombes, Head of Service - Learning City For All su.coombes@bristol.gov.uk	<p>Wrap Around Childcare – in Primary Schools and Academies</p> <p>To seek approval to accept and spend a grant from the Department for Education (DfE) to support the creation / expansion of wrap around childcare places in Primary Schools and Academies</p> <p>Open</p>	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for Children's Services, Education and Equalities	People Scrutiny Commission
Sally Hogg, Consultant in Public Health sally.hogg@bristol.gov.uk	<p>Increasing allocation for Bristol's Smoking Cessation Service (Stopping the Start: a new smokefree generation funding)</p> <p>To seek approval to accept and spend additional funding in relation to Bristol's Smoking Cessation Service.</p> <p>Open</p>	Cabinet 23 Jan 2024	Cabinet Member with responsibility for Public Health and Communities	People Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
<p>Helen Pitches, Strategic Commissioner for Better Lives at Home helen.pitches@bristol.gov.uk</p>	<p>Changing Futures – Bristol Multiple Disadvantage Strategy and Changing Futures programme contract extension To provide an update on the Changing Futures programme including the development of the Bristol Multiple Disadvantage Strategy and seek approval to spend additional grant funding to extend the contract with the lead delivery partner.</p> <p>Open</p>	<p>Cabinet 23 Jan 2024</p>	<p>Cabinet Member with responsibility for Adult Social Care and Integrated Care System</p>	<p>People Scrutiny Commission</p>
<p>Adam Crowther, Head of City Transport adam.crowther@bristol.gov.uk</p>	<p>Clean Air Zone (CAZ) Evaluation Report To provide an initial update on the performance of the clean air zone assessing initial air quality improvements, transport impacts and other related impacts.</p> <p>Part exempt 3</p>	<p>Cabinet 23 Jan 2024</p>	<p>Cabinet Member with responsibility for Transport</p>	<p>Growth & Regeneration Scrutiny</p>
<p>Alex Hearn, Interim Director for Economy of Place alex.hearn@bristol.gov.uk</p>	<p>Application of Bristol Clean Air Zone net proceeds To report the forecast net proceeds from the</p>	<p>Cabinet 23 Jan 2024</p>	<p>Deputy Mayor with responsibility for City Economy, Finance &</p>	<p>Growth & Regeneration Scrutiny</p>

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	<p>Clean Air Zone (CAZ) Scheme from years 2022/23 to 2025/26.</p> <p>To agree a Five-Year Programme for applying net proceeds from the Clean Air Zone.</p> <p>Part exempt 3</p>		Performance	Commission
<p>Adam Crowther, Head of City Transport adam.crowther@bristol.gov.uk</p>	<p>Residents Parking Scheme Policy Review To review various Residents Parking Scheme (RPS) policies.</p> <p>Open</p>	<p>Cabinet 23 Jan 2024</p>	<p>Cabinet Member with responsibility for Transport</p>	<p>Growth & Regeneration Scrutiny Commission</p>
<p>Adam Crowther, Head of City Transport adam.crowther@bristol.gov.uk</p>	<p>Bristol Avon Flood Strategy Outline Business Case To seek approval of the Outline Business Case (OBC) for the Bristol Avon Flood Strategy and submit for assurance review.</p> <p>To seek approval to bid for, accept and spend funding to progress the development of detailed designs, Full Business Case (FBC) and consents.</p> <p>Open</p>	<p>Cabinet 23 Jan 2024</p>	<p>Cabinet Member with responsibility for Strategic Planning, Resilience and Floods</p>	<p>Growth & Regeneration Scrutiny</p>

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Shaun Taylor, Head of Highways shaun.taylor@bristol.gov.uk	<p>Multi-Storey Car Park Pay on Foot Contract To seek approval to procure and award a contract for the installation and maintenance of new Pay on Foot equipment at Trenchard Street and West End Multi-Storey Car Parks.</p> <p>Open</p>	Cabinet 23 Jan 2024	Cabinet Member with responsibility for Transport	Growth & Regeneration Scrutiny Commission
Alex Minshull, Sustainable City and Climate Change Manager Alex.Minshull@bristol.gov.uk	<p>Bristol's Just Transition Declaration To note and endorse the principles within the Just Transition Declaration. Non Key Open</p>	Cabinet 23 Jan 2024	Cabinet Member for Waste, Climate, Ecology and Just Transition	Growth & Regeneration Scrutiny Commission
Alex Minshull, Sustainable City and Climate Change Manager Alex.Minshull@bristol.gov.uk	<p>Mission Net Zero Project Delivery - Innovate Pathfinder Places Programme Phase 2 To seek approval to accept and spend funding from Innovate UK's Net Zero Living Programme Pathfinder Places Programme and to approve the delivery of the Mission Net Zero Pathfinder Demonstrator Project.</p>	Cabinet 23 Jan 2024	Cabinet Member for Waste, Climate, Ecology and Just Transition	Growth & Regeneration Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	Open			
Jonathan James, Head of Natural and Marine Services jonathan.james@bristol.gov.uk	<p>Cemetery and Crematorium Capital Programme – South Bristol Cemetery Expansion</p> <p>To update Cabinet on the planned expansion of South Bristol Cemetery.</p> <p>To seek approval for the capital funding strategy and allocation of Strategic Community Infrastructure Levy funding for the expansion and improvements works at South Bristol Cemetery.</p> <p>Open</p>	Cabinet 23 Jan 2024	Cabinet Member with responsibility for Public Health and Communities	Communities Scrutiny Commission
Richard Young, Head of Strategic Finance richard.young@bristol.gov.uk	<p>Procurement of Insurance Cover for the Council's Leasehold Flats</p> <p>To seek approval to procure and award a contract for insurance arrangements for the Council's Leasehold Flats and Right To Buy Scheme.</p> <p>Open</p>	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for City Economy, Finance & Performance	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Richard Young, Head of Strategic Finance richard.young@bristol.gov.uk	<p>Procurement of Financial Systems including internet and telephony payment systems</p> <p>To seek approval for the recommended option in relation to the procurement of the Council's Financial System and approval for the re-procurement of the Council's payment functions.</p> <p>Open</p>	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for City Economy, Finance & Performance	Resources Scrutiny Commission
Richard James, Interim Head of Business Development richard.james@bristol.gov.uk	<p>Housing Revenue Account (HRA) Budget Proposals 2024/25</p> <p>To seek approval for the proposed 2024/25 Housing Revenue Account (HRA) Budget, 5-year capital plan and planned expenditure.</p> <p>To seek approval to procure and award contracts and apply for and accept grants to deliver the Housing Investment Plan HRA Development Programme for new council homes.</p> <p>Open</p>	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for City Economy, Finance & Performance, Cabinet Member with responsibility for Housing Services & Energy	Resources Scrutiny Commission / Communities Scrutiny Commission
Denise Murray, Director - Finance & Section 151 Officer	Dedicated Schools Grant budget proposals 2024/25	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for City	Resources Scrutiny

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
denise.murray@bristol.gov.uk	<p>To set out the Dedicated Schools Grant budget proposals 2024/25 to be considered by cabinet in making recommendations for Full Council to approve its budget.</p> <p>Open</p>		Economy, Finance & Performance	Commission
Denise Murray, Director - Finance & Section 151 Officer denise.murray@bristol.gov.uk	<p>2024/25 Budget Recommendations & Treasury Management Strategy</p> <p>To set out the Mayor's revenue budget incorporating decisions for Revenue Monitoring, Capital Programme and Treasury Management Strategy to be considered by cabinet in making recommendations for Full Council to approve its budget.</p> <p>Open</p>	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for City Economy, Finance & Performance	Resources Scrutiny Commission
Denise Murray, Director - Finance & Section 151 Officer denise.murray@bristol.gov.uk	<p>Finance Outturn Report (P8/Q3)</p> <p>To present Cabinet with the latest detailed financial outturn report and identify any additional financial approvals that are required.</p> <p>Open</p>	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for City Economy, Finance & Performance	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Guy Collings, Head of Insight, Performance and Intelligence Guy.Collings@bristol.gov.uk	Q2 Quarterly Performance Progress Report – 2023/24 To update on the Council's Performance Management Report for Q2 2023/24 Non Key Open	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for City Economy, Finance & Performance	Resources Scrutiny Commission
Denise Murray, Director - Finance & Section 151 Officer denise.murray@bristol.gov.uk	Q3 Corporate Risk Report - 2023/24 To provide an update of the current significant strategic risks to achieving the Council's objectives as set in the Corporate Strategy and summarises progress in managing the risks/actions being taken for each quarter Non Key Open	Cabinet 23 Jan 2024	Deputy Mayor with responsibility for City Economy, Finance & Performance	Resources Scrutiny Commission
Tom Gilchrist, Private Housing and Accessible Homes Manager tom.gilchrist@bristol.gov.uk	People Living in Vehicles in Bristol To provide information about people living in vehicles acknowledging the growing challenges, our current responses and possible next steps. Non Key Open	Cabinet Before 5 Mar 2024	Mayor	Communities Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit