

Strategy and Resources Policy Committee Agenda



Date: Monday, 18 November 2024

Time: 2.00 pm

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

Distribution:

Councillors: Tony Dyer (Chair), Caroline Gooch (Vice-Chair), John Goulandris, Ellie King, Heather Mack, Abdul Malik, Tom Renhard, Tim Rippington and Ani Stafford-Townsend

Issued by: Ian Hird, Policy Committee Co-ordinator

E-mail: policycommittees@bristol.gov.uk

Date: Friday, 8 November 2024



Agenda

1. Welcome, Introductions and Safety Information

(Pages 5 - 7)

2. Apologies for Absence and Substitutions

3. Declarations of Interest

To note any declarations of interest from 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 declaration 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 previous meetings

To agree the following minutes of previous meetings as a correct record:

- a. Strategy and Resources Policy Committee – 14 October 2024
- b. Extraordinary Strategy and Resources Policy Committee – 14 October 2024

(Pages 8 - 21)

5. Chair's Announcements

To receive 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. Public Forum items must relate to the remit of the committee and should be addressed to the Chair of the committee.

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

Please also note:



Questions

1. Written public questions must be received by 5.00 pm, at least 3 clear working days prior to the meeting. For this meeting, this means that questions must be received at the latest by **5.00 pm on Tuesday 12 November**. Please email questions to policycommittees@bristol.gov.uk
2. Any individual can submit up to 3 written questions.
3. Written replies to questions will be available on the Council’s website at least one hour before the meeting.
4. At the meeting, questioners will be permitted to ask up to 2 oral supplementary questions.

Statements

1. Written statements must be received at latest by 12.00 noon, at least 2 working days prior to the meeting. For this meeting, this means that statements must be received at the latest by **12.00 noon on Thursday 14 November**. Please email statements to policycommittees@bristol.gov.uk
2. Statements, provided they are no more than 1,000 words in length, will be circulated to all committee members and will be published on the Council’s website at least one hour before the meeting.

Petitions

1. Details of the wording of any petitions, and the number of signatories to petitions must be received at latest by 12.00 noon, at least 2 working days prior to the meeting. For this meeting, this means that petition details must be received at the latest by **12.00 noon on Thursday 14 November**. Please email petition details to policycommittees@bristol.gov.uk
2. At the meeting, individuals presenting petitions may be required to read out the objectives of the petition.

When submitting a question or statement please indicate whether you are planning to attend the meeting to present your statement or ask your question.

7. Household Support Fund 6 (October 2024 to March 2025)

This report seeks approval of the Household Support Fund 6 policy and its proposed £4.039m allocation, including a change of budget to reflect this funding. The report also seeks approval to authorise all steps required to accept and spend the remaining £3 million of the extended allocation. The committee is also asked to note the urgent financial key decision taken in September 2024 to spend £1,021,500 of the Household Support Fund in respect of free school meals food vouchers over the October and Christmas school holidays.

(Pages 22 - 49)



8. Period 6 Finance outturn report 2024/25

This report presents information and analysis to the committee on the council’s financial performance against the approved budget and its forecast use of resources for the financial year 2024/25. This report also informs the committee on the delivery of planned savings for the financial year 2024/25 and serves as a mechanism for any finance approvals or adjustments that are required to the council’s approved budget.

(Pages 50 - 82)

9. Estate rationalisation - surplus asset disposals

This report seeks approval of the disposal of the council assets specified in Appendix A and exempt Appendix E, which have been identified following analysis of the council’s estate.

(Pages 83 - 100)

10. Exclusion of press and public

The committee is recommended to agree the following:

That under Section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.

11. Confidential report

This report seeks the committee’s decision on a matter that is commercially sensitive in accordance with the Access to Information Procedure Rules (APR) 10.2 and 10.3 i.e. information relating to the financial or business affairs of the authority and has been approved as exempt by the proper officer under APR 11.

(Pages 101 - 133)



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 for Policy Committees are held at City Hall.

Attendance at Public meetings

Bristol City Council welcomes public attendance and participation at all of its formal committee meetings. When attending public meetings please behave with courtesy, tolerance and respect at all times to Councillors, Council Officers and other meeting participants. Attendees who cause disturbance may be asked to leave or, may be removed from the meeting.

If you're a member of the press or public and want to attend a public meeting at City Hall, you will need to **sign in** when you arrive. You will be issued with a visitor pass which you will **need to display at all times**.

Due to the maximum occupancy of the venue, you may be asked to watch the meeting on a screen in another room.

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 Policy Committee 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 Policy Committee Officer.

Public Forum

Members of the public may make a written statement, ask a question, or present a petition to most meetings. Please ensure that any submissions made are respectful, factual, and relevant.

- By contributing to the public forum process the participant acknowledges that any content submitted is at the authors own risk and the Council disclaims any obligation or responsibility for it.
- Questions, Statements and Petitions should be factually based and should not contain anything that could be construed as being defamatory, frivolous or offensive. Any



submission including such information shall be redacted prior to publication without notice to the author.

- The Council reserves the right to reject any submission it deems defamatory, frivolous or offensive at its sole discretion.
- Sensitive personal information may be deleted or redacted
- Officer's names below Head of Service, will be replaced by the Officer's job title
- Company names may be deleted or redacted

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 policycommittees@bristol.gov.uk

The following requirements apply:

- The statement is received no later than **12.00 noon two working days 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. 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 Policy Committee meetings may be 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.

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



Bristol City Council Minutes of the Strategy and Resources Policy Committee



14 October 2024 at 2.00 pm

Members present:-

Councillors: Tony Dyer (Chair), Caroline Gooch (Vice-Chair), John Goulandris, Ellie King, Abdul Malik, Tim Rippington, Martin Fodor (substitute for Heather Mack), Kye Dudd (substitute for Tom Renhard) and Ellie Freeman (substitute for Ani Stafford-Townsend)

45 Welcome, Introductions and Safety Information

The Chair welcomed all attendees to the meeting and explained the emergency evacuation procedure.

46 Apologies for Absence and Substitutions

It was noted that apologies had been received as follows:

- Cllr Mack (Cllr Fodor was in attendance as a substitute)
- Cllr Renhard (Cllr Dudd was in attendance as a substitute)
- Cllr Stafford-Townsend (Cllr Freeman was in attendance as a substitute).

47 Declarations of Interest

It was noted that there were no declarations of interest.



48 Minutes of the Previous Meeting

On the motion of the Chair, seconded by Cllr Gooch, the Committee **RESOLVED:**

- To confirm the minutes of the meeting of the Strategy and Resources Policy Committee held on 16 September 2024 as a correct record, to be signed by the Chair.

49 Chair's Announcements

The Chair advised that an Extraordinary meeting of the Strategy and Resources Policy Committee would be taking place at 4.00 pm that day to further consider the outstanding recommendation from the report on the future of the Bottle Yard Studios, further to the consideration of this matter on 16 September.

50 Public Forum

It was noted that 3 public forum questions had been submitted to this meeting as follows:

- Q1. Dan Ackroyd: subject - Corporate Risk Register
- Q2. Dan Ackroyd: subject - Legal basis for refusal to answer
- Q3. Dan Ackroyd: subject - FOI enforcement notice

In response to a supplementary question on Q1, the Chair confirmed that the questioner's views in relation to the corporate risk register had been forwarded to relevant officers.

In response to a supplementary question on Q2, the Chair confirmed that the matter referred to through this question was an area of legal dispute and the position remained that it was not appropriate for the Council to comment further. The Chair suggested that if the questioner wished to raise any further points in relation to this matter, then the questioner should write to him directly.

51 Funding for 'Top 4' Transformation programmes

The Committee considered a report (agenda item 7) seeking approval of the following investment ask against the transformation/change funding earmarked for the transformation programmes as approved in the budget report 2024-25: an increase of one-off expenditure up to £15.7m for the Top 4 transformation programmes (Adult Social Care, Children and Education - Our Families, Tackling Homelessness and Property).



It was noted that this was a key decision report, as the proposed decision involved spend of more than £500k and had a significant impact on 2 or more wards.

Summary of main points raised/noted in discussion of this item:

1. In response to a question, it was clarified that the total proposed expenditure up to £15.7m was constituted from £12.9m confirmed cost baseline as at July 2024, plus £2.8m earmarked, Corporate Leadership Board-managed contingency to take into consideration changes to the programmes.
2. In relation to Figure 2 (Re-baselining budget and savings), it was noted that the programmes would be regularly re-baselined as part of the governance arrangements in place, to take into consideration any changes to current projects within the programmes or any new asks.
3. In relation to recommendation 3.1.2 as set out in the report, it was confirmed that, at this point, the decision proposed was to seek approval to procure and award a Change Delivery Partner, if required in the future, to support the delivery of strategic transformation, in line with the procurement routes and maximum budget envelopes outlined in the report. No final decision on progressing with a Change Delivery Partner would be taken pending the new Council Chief Executive coming into post.
4. The issue was raised, and the importance emphasised of the Council continuing to take all opportunities to progress suitable 'invest to save' initiatives, for example in relation to establishing more local children's homes, noting that such schemes would also align with the objective of securing improved outcomes for children and young people.
5. In response to a question, it was noted that a quarterly progress update report on the 'Top 4' transformation programmes had now been scheduled; the next update was due to be submitted to the Committee on 16 December. It was agreed that, for context, a short progress summary against each programme should also be included as part of future reports seeking approval of financial drawdown against the individual programmes.

The Chair then moved the report recommendations, noting that separate votes would be taken on recommendations 3.1.1, 3.1.2 and 3.2.1. This was seconded by Cllr Gooch.

The Committee then **RESOLVED**:

1. To provide the following collective approval across the four transformation programmes: Adult Social Care, Children and Education (Our Families), Tackling Homelessness and Property Programme to:

1.1 Approve spend of up to £12.9m for 24/25 (for the four corporate transformation programmes) plus a further £2.8m contingency from the resources held for the purpose of transformation, in addition to the £3.9m aligned to strategic and digital transformation already approved (unanimous vote).



1.2 Procure and award a Change Delivery Partner if required in the future to support the delivery of strategic transformation, in line with the procurement routes and maximum budget envelopes outlined in this report (unanimous vote).

2. To authorise the Chief Executive Officer and Director of Finance in consultation with Executive Directors and Policy Committee Chairs to spend the funding as outlined in this report and the appendices, and to take all steps required to procure and award a Change Delivery Partner if required, including any subsequent extensions/variations, in-line with the procurement routes and maximum budget envelope of Strategic Transformation funding of £1.793m outlined in Figure 1 of this report (unanimous vote).

3. To note the quarterly briefing report for the four major transformation programmes as outlined in the Appendix 1 that went to Strategy and Resources Committee on 16 September 2024.

52 Quarterly Performance Report - Quarter 1 2024/25

The Committee considered a report (agenda item 8) providing an update on performance against the Council's Business Plan for Quarter 1, 2024/25.

It was noted that there were no decisions to be taken on this report which was for information.

Summary of main points raised/noted in discussion of this item:

1. It was noted that in addition to highlighting Quarter 1 performance against the Council's Business Plan, the report also focused on metrics that only reported to this Committee, which related mainly to the Effective Development Organisation Business Plan theme.
2. A concern was raised about performance in relation to target BPPM511: Reduce the number of breaches during the procurement process. In response, it was clarified that whilst 15 breaches had been identified, this figure reflected a reduction of over 90% in the non-compliance rate over the last two years. This represented a significant improvement against an ambitious target but existing management/improvement actions would nevertheless continue.
3. It was noted that target BPPM509 (Percentage of agreed savings delivered in year) was a new indicator for 2024/25, reflecting the key focus on closing the savings delivery gap which was required as part of the in-year financial improvement work. The forecast savings delivery at the end of Quarter 1 was £28,709; with the inclusion of optimism bias, this forecast increased to £39,309, representing 84% of the in-year savings target.



4. In response to a question, the Chair indicated that a cross-party process would be put in place for refreshing the Council's Corporate Strategy, noting that as part of this process, appropriate account would need to be taken of the new government's priorities. It would also be important to engage with members across all policy committees in developing the detail of metrics.

The Committee **RESOLVED:**

- 1. To note performance against the Business Plan overall, including the theme summary reports and issues raised, and measures to address performance issues to be implemented by relevant services.**
- 2. To note performance against the Effective Development Organisation theme in particular, including issues raised and measures to address performance issues to be implemented by relevant services.**

53 Corporate Risk Report - Quarter 2, 2024/25

The Committee considered a report (agenda item 9) providing an update on current significant strategic risks to achieving the Council's objectives as set in the Corporate Strategy 2022-2027 and summarising progress in managing the risks and actions being taken as at Quarter 2, 2024-25.

It was noted that there were no decisions to be taken on this report which was for information.

Summary of main points raised/noted in discussion of this item:

1. It was noted that CRR 60 (Failure of Housing Revenue Account stock to meet landlord statutory obligations, the decent homes standard and consumer standards leading to death/serious injury and/or regulatory enforcement action) was assessed as a critical risk due to the number of statutory obligations required by the Regulator of Social Housing.
2. It was suggested that it may be useful to consider updating/redefining CRR 43 (Lack of progress for Mass Transit may have an impact on the city) so that it referred more generally to the risk for the city's growth aspirations if improved transport infrastructure and services are not provided.
3. The improved threat risk for CRR 9 (Possible failure of safeguarding vulnerable children) was welcomed.
4. In response to a question on CRR 55 (Children placed in unregistered provision may be at risk), it was noted that Bristol had 8 children placed in these homes at the end of Quarter 2. This was recognised as a national issue and was known to be a risk within other local authorities. A recent Internal Audit had identified improvements to be undertaken in order to mitigate the risks for these children. These recommendations were being implemented and mitigations were in place, hence the risk had therefore



reduced during this quarter. It was noted that the Children and Young People Policy Committee was also receiving a specific report at each of its meetings on the delivery and performance of children's services (and associated risks) in line with statutory expectations.

The Committee **RESOLVED**:

To note the report.

54 Leaseholder Residential Property Insurance for 2025-27

The Committee considered a report (agenda item 10) seeking approval for the procurement of a minimum 1 year insurance arrangement commencing from 1 April 2025 for the Council's Leasehold and Right to Buy Scheme.

It was noted that this was a key decision report, as the proposed decision involved spend of more than £500k.

The following correction to the report was also noted:

Recommendation 1: Delete the words '*Cabinet member - Finance, Governance, Property and Culture*' and replace with '*Chair of the Strategy and Resources Policy Committee*'.

In discussion, it was noted that due to the withdrawal of the principal supplier from the residential leaseholder market in 2023, market options had been limited; given this, interim arrangements had been pursued to enable cover to be sourced on an annual basis with a full tender to occur in 2026, by which time it was anticipated that the market in this regard would be further developed. It was also noted that the insurance market for this category of insurance was currently very challenging with only a small number of suppliers providing this insurance cover.

The Chair moved the recommendations as set out in the report. This was seconded by Cllr Gooch.

The Committee **RESOLVED** (unanimous vote):

1. To authorise the Director: Finance in consultation with the Chair of the Strategy and Resources Policy Committee to take all steps required to procure and award a 1+ 1 year contract insurance arrangement for leaseholders and the Right to Buy Scheme as outlined in the report.

2. To authorise the Director: Finance to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded as outlined in this report.



55 Finance Outturn Report - Period 5/Quarter 2 2024/25

The Committee considered a report (agenda item 11) presenting information and analysis on the Council's financial performance against the 2024/25 approved budget and its forecast use of resources for the current financial year. The report also provided an update on the in-year delivery of planned savings.

The Chair moved the report recommendations, noting that there were 14 recommendations for noting by the Committee and 1 recommendation for approval.

This was seconded by Cllr Gooch.

In relation to the recommendation for approval, Cllr Rippington moved the following amendment:

That the recommendation for approval be amended to read as follows:

'To approve:

Revisions to the revised Capital Budget to incorporate the reprofiling of £57.3 million budget into future years following both the total £70.7 million forecast underspend at Q2/P5, with the exception of Baltic Wharf and Hengrove Future Phases (Hengrove 1B) which are subject to review.'

This was seconded by Cllr King.

On being put to the vote, the amendment was CARRIED (unanimous vote).

The Committee then **RESOLVED**:

To note:

1. The council's General Fund forecast outturn revenue overspend of £19.7 million at P5/Q2 2024/25 against the council approved budget of £533.7 million.
2. In-year measures to reduce this financial pressure.
3. The Quarter 2 technical virements (Appendix A1a, Section 3, Tables 3a to 3d).
4. The performance on delivery of savings (Appendix A1a, Section 4, Tables 4a and 4b).
5. The additional weighted net risk of £7.8 million per the risks and opportunities register (Appendix A1a, Section 5, Tables 5a and 5b).
6. The council's outturn position of £14.8 million overspend within the Housing Revenue Account to be transferred to the HRA general reserve at the year end (Appendix A1a, Section 6.4).
7. The council's outturn position of a £31.7 million overspend (net £15.0m) in the Dedicated Schools Grant and that this brings the carry forward deficit to £90.3 million. Following the application of the DfE's 24/25 Safety Valve combined with contribution from the General Fund a total £52.2 million is forecast to be carried forward at the year end in the DSG deficit reserve (Appendix A1a, Section 6.5).
8. The breakeven position on Public Health services (Appendix A1a, Section 6.6).
9. The breakeven position on the Bristol Harbour Fund. (Appendix A1a, Section 6.7).
10. The current planned flexible use of £12.0 million capital receipts (Appendix A1b, Section 3).



11. The current levels of outstanding debt (Appendix A1a, Section 7.9).
12. Current balance sheet risks (Appendix A1b, Section 8).
13. The council's forecast underspend of £70.7 million against the Capital Programme revised budget 2024/25, comprised of £42.7 million underspend on the General Fund and £28.0 million underspend on the HRA. (Appendix A1b, Section 1) and notes that there will be further Capital Programme deep dive reviews in September (Appendix A1b, Section 1.9).
14. The Executive Director for Growth and Regeneration's decision to return unspent capital grant allocation of £0.895m to Homes England and that this has no consequent budget impact (either capital or revenue).

To approve (unanimous vote):

- Revisions to the revised Capital Budget to incorporate the reprofiling of £57.3 million budget into future years following both the total £70.7 million forecast underspend at Q2/P5, with the exception of Baltic Wharf and Hengrove Future Phases (Hengrove 1B) which are subject to review.

56 Medium Term Financial Strategy and Capital Strategy

The Committee considered a report presenting the Medium Term Financial Strategy (MTFS) and Capital Strategy.

Summary of main points raised/noted in discussion of this item:

1. It was noted that there were no decisions to be taken on this report which was for information at this point; the MTFS and Capital Strategy were fundamental parts of the Council's financial planning process and together set out the Council's strategic approach to the management of its finances and provided a framework for delivery of the Council's priorities. It was further noted that the MTFS and Capital Strategy were 'rolling' documents (covering the periods 2025/26 to 2029/30 and 2025/26 to 2034/35 respectively) and, in line with good practice, both would be regularly refreshed so that their assumptions remained relevant, up-to-date and accurate.
2. The Chair commented that these strategy documents set out the clear and significant financial challenges faced by the Council. It was also important to recognise that updates to the strategies would be informed by the coming local government financial settlement, and, beyond that, by the government's comprehensive spending review due to conclude in spring 2025.
3. Further to discussion earlier at the meeting, the importance of actively pursuing 'invest to save' initiatives was again emphasised.
4. It was noted that the Finance Sub-Committee had been actively engaged through a series of detailed briefings over the summer/early autumn in the development of the refreshed MTFS and Capital



Strategy. Further discussions would be taking place to clarify the detail of the process by which the Finance Sub-Committee would propose 2025/26 budget recommendations to this Committee.

The Committee **RESOLVED**:

To note:

- 1. The outlook and projections within the 5-year Medium Term Financial Strategy and Capital Strategy (Appendices A1 and A2).**
- 2. The updated Reserve Policy (Appendix A3).**
- 3. The Medium Term Financial Strategy Principles (Appendix A4).**

The Committee considered a report presenting the Medium Term Financial Strategy (MTFS) and Capital Strategy.

Meeting ended at 3.36 pm

CHAIR _____



Bristol City Council

Minutes of the Extraordinary meeting of the Strategy and Resources Policy Committee



14 October 2024 at 4.00 pm

Members present:-

Councillors: Tony Dyer (Chair), Caroline Gooch (Vice-Chair), John Goulandris, Ellie King, Abdul Malik, Tim Rippington, Martin Fodor (substitute for Heather Mack), Kye Dudd (substitute for Tom Renhard) and Ellie Freeman (substitute for Ani Stafford-Townsend).

57 Welcome, Introductions and Safety Information

The Chair welcomed all attendees to the meeting and explained the emergency evacuation procedure.

58 Apologies for Absence and Substitutions

It was noted that apologies had been received as follows:

- Cllr Mack (Cllr Fodor was in attendance as a substitute)
- Cllr Renhard (Cllr Dudd was in attendance as a substitute)
- Cllr Stafford-Townsend (Cllr Freeman was in attendance as a substitute).

59 Declarations of Interest

It was noted that there were no declarations of interest.



60 Public Forum

Public questions:

It was noted that 3 public forum questions had been submitted to this meeting as follows:

Qs 1-3: Dan Ackroyd - subject: Agenda item 5 - The Future of the Bottle Yard studios.

It was noted that responses to these questions had been published in advance of the meeting.

Public statements:

It was noted that 2 public statements had been received for this meeting, as follows:

1. Dan Ackroyd: - subject: Agenda item 5 - The Future of the Bottle Yard studios
2. Ian Harris - subject: Agenda item 5 - The Future of the Bottle Yard studios

Dan Ackroyd and Ian Harris presented their respective statements.

61 Future of the Bottle Yard Studios

The Committee gave further consideration to the report on this matter as submitted originally to the Committee on 16 September 2024.

The Chair reminded members of the following context for the further discussion of this item:

1. On 16 September, the Committee had approved recommendation 1 as set out in the report: i.e. Approval had been given to the proposal to identify a purchaser of the long leasehold interest of the Bottle Yard Studios.
2. No decision was taken on 16 September on recommendation 2 as set out in the report, which asked the Committee to: 'Authorise the Executive Director for Growth and Regeneration, in consultation with the Leader, Director of Finance and the Director of Legal Services, to settle the terms of disposal and negotiate (as necessary) the final terms of contract, subject to any condition or requirements set by the Committee.'
3. At this meeting, the Committee was being asked to consider and take a decision on recommendation 2 as set out in the 16 September report.



Summary of main points raised/noted in discussion of this item:

1. It was noted that the report included certain exempt appendices (relating to matters of commercial sensitivity) and that, in the event that any member wished to raise a question or matter specifically in relation to the exempt information, it would be necessary for the committee to move into exempt session.

2. In response to a question, it was confirmed that this project had first been put forward as a proposition in November 2022, and had then started in early 2023. Relevant Cabinet members had been briefed confidentially as the project then developed through 2023 and into 2024, and a confidential briefing had been provided for the Overview and Scrutiny Management Board in early 2024. These briefings had been provided on a confidential basis in light of commercially sensitive issues around the proposal.

3. Officers responded to questions from members about the consultation that had taken place on the proposals. It was noted that consultation had taken place with all relevant Council staff and their trade union representatives. Officers had now met with Equity but had not specifically briefed freelance workers (who were not employed directly by the Council).

4. In response to questions, it was confirmed that the proposal approved by the Committee on 16 September was to identify a purchaser of the long leasehold interest of the Bottle Yard Studios; the Council would still be the freeholder. It was not currently proposed that break clauses would be included as part of the lease.

5. It was noted that Phase 1 market testing had been undertaken in February and March 2024. It was noted that due to commercial sensitivity considerations, any detailed questions around this would need to be taken in exempt session.

6. Cllr King stated that Cabinet members had, under the previous administration, explored options with officers but had made no decisions. The view of Labour group members of the Committee was that the Strategy and Resources Policy Committee should considering pausing this decision process on the basis that collaborative consideration could then also be given to other options such as a joint venture. In discussion, it was noted that, on 16 September, the Committee had discussed the report and approved the proposal to identify a purchaser of the long leasehold interest of The Bottle Yard Studios; paragraph 8 of the 16 September report had set out the full list of options that had been considered as part of the project. The Chair emphasised that the issue for determination at this meeting was whether to approve the second recommendation as set out in the 16 September report.

7. In response to a question, it was confirmed that there was no current proposal to ring-fence the proceeds from a sale of the long leasehold interest for cultural purposes. The use of the proceeds would be an issue to be determined as part of the wider consideration of the Council's financial position.



It was noted that some members had indicated that they wished to ask questions which related to the commercially sensitive information included within the exempt appendices to the report.

On the motion of the Chair, seconded by Cllr Gooch, the Committee then **RESOLVED**:

That under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting on the grounds that the business to be discussed is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of schedule 12A of the Act.

Whilst the Committee was in exempt session, members asked questions and sought clarification on a number of points referred to in the exempt appendices.

Once the discussion in exempt session had concluded, the Committee went back into public session and the meeting was re-opened for members of the public to observe proceedings.

The Chair then moved recommendation 2 as set out in the 16 September report, i.e.

That the Committee:

'Authorise the Executive Director for Growth and Regeneration, in consultation with the Leader, Director of Finance and the Director of Legal Services, to settle the terms of disposal and negotiate (as necessary) the final terms of contract, subject to any condition or requirements set by the Committee.'

This was seconded by Cllr Gooch.

Cllr Rippington then moved:

That recommendation 2 of the 16 September report be amended to read as follows:

'To authorise the Executive Director for Growth and Regeneration, in consultation with the Leader, Director of Finance and the Director of Legal Services, to negotiate the terms of disposal and the final terms of contract and to consult with all relevant trade unions including those representing freelance workers. Any final decision on disposal including the final terms of the contract to then be considered by the Strategy and Resources Policy Committee.'

This was seconded by Cllr Goulandris.

On being put to the vote, the amendment was CARRIED (unanimous vote).

The Committee then **RESOLVED** (6 members voting in favour and 3 against):

To authorise the Executive Director for Growth and Regeneration, in consultation with the Leader, Director of Finance and the Director of Legal Services, to negotiate the terms of disposal and the final terms of contract and to consult with all relevant trade unions including those representing freelance workers. Any final decision on disposal including the final terms of the contract to then be considered by the Strategy and Resources Policy Committee.



Meeting ended at 5.52 pm

CHAIR _____





Committee Report

PURPOSE: Final Decision Report

KEY OR NON-KEY DECISION: Key decision over £500k spend/save & impacts more than 2 wards

COMMITTEE: Strategy and Resources Committee

DATE: 18 November 2024

TITLE: Household Support Fund 6 (October 2024 to March 2025)

Ward(s): All

Officer presenting the report: Graham Clapp

Job title: Revenues and Benefits Head of Service/Benefits Technical Manager

Committee Chair: Cllr Tony Dyer

Executive Director lead: Paul Martin: Chief Executive Officer

Proposal origin: Other

Purpose of Report:

1. Approve the Household Support Fund 6 Policy and its proposed £4.039m allocation, including change of budget to reflect this funding.
2. Note the Finance Urgent Key Decision taken in September 2024 to spend £1,021,500 of the Household Support Fund in respect of Free School Meals food vouchers over the October and Christmas school holidays.
3. Authorise all steps required to accept and spend the remaining £3 million of the extended allocation.

Evidence Base / Options to consider:

1. Further to the continuing cost of living pressures, the government made the late announcement that there would be a sixth round of the Household Support Fund to cover the period October 2024 to March 2025, with a further £421 million being released to English councils. It is acknowledged that

councils are best placed to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. The funding is for six months.

2. The funding to councils on behalf of the Department for Work and Pensions (DWP) is made under section 31 of the Local Government Act 2003, who will administer the scheme and provide direct assistance to vulnerable households and families with children particularly affected by the increase in the cost of living. Funding is £4,039,965.
3. The period of the grant is from October 2024 to March 2025 and payment is made to the council, in arrears, based on two management information (MI) returns in; January 2025, and April 2025, and the amounts committed at the point of their return. Payment will be made in arrears after each MI return.
4. Local authorities were required to outline their spending plans to the DWP by 01 November 2024, with the proposal in Appendix A being forwarded, with caveat that this needed further sign off by this committee.
5. Eligibility criteria has broadly remained the same over all five rounds of funding but is summarised below.
 - Can be used to assist households with the costs of; food, gas/electricity, water, phone/broadband, essential household items (e.g. white goods, beds/bedding, clothing, baby/sanitary products) and housing costs (in exceptional circumstance)
 - Monies are not ringfenced to any proportion of funding for any cohort of people.
 - The fund can be used to provide supplementary advice services to award recipients, including debt and benefit advice, but should not be the primary function.

- Local authorities need to consider those groups who may not have benefitted from any of the recent cost of living support.
- No application is needed if households requiring assistance can be determined in advance.
- Every local authority must, at least in part, have an application basis grant provision i.e. residents should have the opportunity to come forward to ask for support.
- Individuals, regardless of their immigration status are eligible to ensure a basic safety net of support, but only when need is more than existing aid routes.
- Cannot be used for advice or mortgage related costs.
- The scheme must also be adequately advertised.

6. In addition;

- Funding for evaluation activities, including data collection, analysis and report writing, will now be considered eligible spend as an administrative cost.
- Any publicity material for the scheme must make it clear that this funding is being provided by the UK Government.
- Delivery plans must be signed off by your Section 151 Officer and the responsible Cabinet Member before submission to DWP.

7. Details regarding how the fund may be implemented are contained within 3.3 of the policy in appendix A, as well as proposed spend under section 4, for the last 6 months of 2024/25. Note this proposal is in line with the previous four iterations of successful fund allocation.

8. Due to lack of notice and delay in the final grant award, including guidance notes provided by government, and the impending October and Christmas school holidays at the time, a Finance Urgent

Key Decision was taken in September 2024 to use £1,021,500 from the £4.039m grant, to assist 22,700 Free School Meal/Pupil Premium children, by awarding a £15 voucher in October half term and a £30 voucher at Christmas, to each child. This spend accounts for just over £1 million of the total allocation, for these weeks only. A further commitment is made in this policy for the rest of the financial year and is in line with previous support since October 2020, by Bristol City Council.

Officer Recommendations:

That the Committee for Strategy and Resources

1. Approves the Household Support Fund Policy October 2024 – March 2025 and change of budget to reflect this funding as outlined in this report.

Contractual:

2. Authorises the Chief Executive in consultation with the Chair of the Strategy and Resources Committee to take all steps required to accept and spend (including procuring and awarding contracts over £500k) the remaining £3 million of the extended allocation of the DWP Household Support Fund as outlined in Household Support Fund Policy October 2024 – March 2025, and up to the maximum budget envelope outlined in this report.
3. Notes the finance urgent key decision taken in September 2024 to spend £1,021,500 of the Household Support Fund in respect of Free School Meals food vouchers over the October and Christmas school holidays.

Corporate Strategy alignment:

HCW3 Poverty - Tackle food and fuel poverty by assisting households with no or low income, in crisis, in a timely and efficient manner, by providing grant awards and advice to low-income households and in accordance with relevant Bristol City Council policies and central government grants conditions.

City Benefits:

Additional levels of support to households on a low income who have been impacted by ongoing cost of living crisis pressures and those who have suffered a loss of income as a result of the current economic circumstances.

Consultation Details:

None formally but the proposals have been put together through a variety of meetings and consultation over 3 years with various internal and external stakeholders.

Background Documents:

[Get help with the cost of living from your local council \(www.gov.uk\)](http://www.gov.uk)

[Household Support Fund: Guidance for local councils \(www.gov.uk\)](http://www.gov.uk)

[Committee Report, 17 June 2024, Spend of Household Support Fund 5 \(bristol.gov.uk\)](http://bristol.gov.uk)

Revenue Cost	£4,039,965	Source of Revenue Funding	DWP Funded in full
Capital Cost	NA	Source of Capital Funding	NA
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/> If yes - existing or new saving? Choose an item. OR Income generation proposal <input type="checkbox"/>	

Professional comments section:

1. Finance Advice: Bristol City Council has been allocated £4,039,965 under the Household Support Fund Grant which enables Local Authorities to provide direct support to low-income and vulnerable households. The Grant covers the period October 2024 to March 2025 and is paid to the council in arrears. A Finance Urgent Key Decision was taken in September 2024 to assist 22,700 Free School Meal/Pupil Premium children during the October and Christmas school holiday periods, by awarding a £15 food voucher per

week per child in respect of all those entitled, resulting in expenditure of £1,021,500. This report seeks approval for the Household Support Fund policy October 2024 – March 2025 with a change in budget to reflect this funding and for the Chief Executive in consultation with the Chair of the Strategy & Resources Committee to take all steps required to accept and spend the remaining £3 million of the extended allocation, up to the maximum budget envelope outlined in this report.

Finance Business Partner: Kathryn Long, Finance Business Partner – Resources, 30 September 2024

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations/Procurement Act 2023 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 1 October 2024

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

IT Team Leader: Alex Simpson, Lead Enterprise Architect, 2 October 2024

4. HR Advice: No HR implications evident.

HR Partner: Bryn Williams, Employee Relations and HR Manager, 1 October 2024

APPENDICES

Appendix A – Further essential background / detail on the proposal	YES
Household Support Fund Policy 6 October – March 2025	
Appendix B – Equality Impact Assessment (EqIA)	YES
Appendix C – Environmental Impact Assessment	YES
Appendix D – Risk assessment	YES
Appendix E – Exempt Information	NO
Appendix F – Details of consultation carried out - internal and external	NO
Appendix G – Options appraisal matrix	NO
Appendix H – Business case / financial analysis	NO



Appendix A Household Support Fund Policy October 2024 - March 2025

Bristol City Council - Household Support Fund Policy October 2024 - March 2025

1. Background

On 2 September 2024 the Secretary of State for Work and Pensions announced a sixth round of the Household Support Fund was announced for the period October 2024 to March 2025, with £421 million being released to County Councils and Unitary Authorities in England, to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This funding is for six months.

Monies must be distributed and received by recipients by 31 March 2025, with the council having to provide their initial delivery plans by 01 November 2024.

The funding to councils on behalf of the Department for Work and Pensions (DWP) is made under section 31 of the Local Government Act 2003, who will administer the scheme and provide direct assistance to vulnerable households and families with children particularly affected by the increase in the cost of living.

2. Period Covered

This further extension to the Household Support Fund is for six months only, to enable further support to vulnerable households and individuals from 01 October 2024 to 31 March 2025.

3. Household Support Fund

3.1 Funding available

Bristol City Council will receive a grant of £4,039,965 in arrears and based on two management information returns; an interim return in January 2025 and final return in April 2025. These will be based on the amounts committed in quarter one, and then for the full six months.

3.2 Eligibility Criteria

Eligibility criteria has broadly remained the same over all five rounds of funding but is summarised below.

- Can be used to assist households with the costs of; food, gas/electricity, water, phone/broadband, essential household items (e.g. white goods, beds/bedding, clothing, baby/sanitary products) and housing costs (in exceptional circumstance)
- Monies are not ringfenced to any proportion of funding for any cohort of people.
- The fund can be used to provide supplementary advice services to award recipients, including debt and benefit advice, but should not be the primary function.
- Local authorities need to consider those groups who may not have benefitted from any of the recent cost of living support.
- No application is needed if households requiring assistance can be determined in advance.

- Every local authority must, at least in part, have an application basis grant provision i.e. residents should have the opportunity to come forward to ask for support.
- Individuals, regardless of their immigration status are eligible to ensure a basic safety net of support, but only when need is in excess of existing aid routes.
- Cannot be used for advice or mortgage related costs.
- The scheme must also be adequately advertised.

In addition;

- Funding for evaluation activities, including data collection, analysis and report writing, will now be considered eligible spend as an administrative cost.
- Any publicity material for the scheme must make it clear that this funding is being provided by the UK Government.
- Delivery plans must be signed off by your Section 151 Officer and the responsible Cabinet Member before submission to DWP.

3.3 Implementation of fund

The fund can be used;

- For existing schemes and other support which deliver the same outcomes and where the need is greatest but need to be mindful of possible funding overlaps and must be in addition to any amounts previously committed by the council.
- To provide in cash, vouchers and/or advice.
- Via distribution of grants using the voluntary/third sector.
- For administration, however, these costs should be kept to a minimum, to maximise the overarching funds available to support our most vulnerable citizens.

3.4 Reporting structure

All public authorities must comply with the Public Sector Equality Duty and MI is required to be kept and maintained by the relevant organisations and provided to the Council to report on delivery of agreed objectives and actual spend.

3.5 Receipt of funds

The grant will be paid in arrears and based on two quarterly returns with the final MI return at the end of April 2025.

4. Approved /Proposed Spend

The table below shows the proposed amount of monies to be agreed.

Award	Spend Value	Comments
Targeted support for 2 – 16+ who receive Free School Meals and/or Pupil Premium over school holidays within last six months of the financial year 2024/25.	£2,043,000	<p>This is a £15 voucher, per child for the October 2024 and February 2025 half terms, and £30 per child for Christmas 2024 and Easter 2025.</p> <p>This is an extension of the previous FSM reach. Vouchers will be supplied which will allow the recipient to choose which supermarket they wish to.</p>
Application based support to cover those who still need assistance with Housing Costs (over and above HB/UC) via the Discretionary Housing Payment fund.	£100,000	<p>Advertised assistance to help c300 low-income households in additional need with housing costs.</p> <p>This will be paid via the Discretionary Housing Payment (DHP) fund with support being enabled in addition to any government (DWP) grant.</p>
Targeted support to assist those with No Resource to Public Funds (including Syrian/ Afghan Refugees and Asylum Seekers households known directly to BCC).	£120,000	<p>This is being administered by direct award using the existing provisions via Housing Options to the Red Cross.</p> <p>This will assist c250 households at approx. £400 on average, plus administration costs (£20k), where families are on low incomes and unable to access state benefits and are not being assisted by other existing refugee schemes.</p>
Care Leavers and Foster Children payments	£220,000	To assist c100 care leavers and c450 foster children to get vouchers at £400 each, to assist with their food and heating costs. To be administered by Children, Families and Safer Communities Directorate.
Bristol Age UK	£50,000	To provide emergency support to older people who are struggling financially due to the cost-of-living pressures (e.g. high inflation on food, fuel, and housing costs).
Feeding Bristol	£500,000	<p>Targeted support to assist city wide households in need with food poverty via a variety of solutions.</p> <p>This includes; supporting existing food pantries, increasing food supply (via FareShare), extending food parcels beyond the HAF programme, allowing Community Groups and Organisations and Welcoming Spaces to access funding for the food support, and ensuring funds assist those most vulnerable.</p>
Centre for Sustainable Energy	£380,667	Support at least 760 vulnerable households, who are negatively impacted by rising energy costs, who can't afford to pay their

		<p>utility bills, or who need emergency support to install or repair their heating system.</p> <p>Eligible households will be low-incomes and have a clear need for assistance to pay their energy bills and stay warm over the year, but also targeted to pensioners, especially those that have lost out as a result to changes to the universal Winter Fuel Allowance.</p>
Advice Sector (Advice Grants)	£404,000	<p>Grant to several organisations throughout the city, led by Bristol Advice Centre, to provide information, support, and guidance, allowing it to be used to tackle root causes, as opposed to immediate need.</p> <p>This will enable ACFA: The Advice Network, to help with outreach and longer term focus and will operate in partnership with local community hubs and welcoming spaces in East, North and South Bristol, and will add circa 9 FTE across 14 organisations.</p> <p>This will also enable advice and support to be targeted to pensioners, especially those that have lost out as a result to changes to the universal Winter Fuel Allowance.</p>
Support for disabled households	£25,000	Targeted support to disabled households to assist with food/fuel poverty via grants awarded by WECIL and its partners.
Administration, communications, and marketing.	£197,298	This is just under 5% of the total award and to assist with the cost of administration.
Total Spend	£4,039,965	
Total Grant	£4,039,965	

Equality Impact Assessment [version 2.12]



Title: Household Support Fund 6 (October 2024 – March 2025)	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Finance	Lead Officer name: Matt Kendall
Service Area: Revenues and Benefits Service	Lead Officer role: Benefits Technical 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.

On 2 September 2024 the Secretary of State for Work and Pensions announced a sixth round of the Household Support Fund to cover the period from October 2024 to March 2025, with a further £421 million being released to County Councils and Unitary Authorities in England to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This funding is for six months only and will be at £4,039,965.

This EqIA is to accompany a report to Committee to approve the council's proposed policy and spend of the above fund.

The eligibility criteria within the policy is as below.

- Can be used to assist households with the costs of; food, gas/electricity, water, phone/broadband, essential household items (e.g. white goods, beds/bedding, clothing, baby/sanitary products) and housing costs (in exceptional circumstance)
- Monies are not ringfenced to any proportion of funding for any cohort of people.
- The fund can be used to provide supplementary advice services to award recipients, including debt and benefit advice, but should not be the primary function.
- Local authorities need to consider those groups who may not have benefitted from any of the recent cost of living support.
- No application is needed if households requiring assistance can be determined in advance.
- Every local authority must, at least in part, have an application basis grant provision i.e. residents should have the opportunity to come forward to ask for support.
- Individuals, regardless of their immigration status are eligible to ensure a basic safety net of support, but only when need is in excess of existing aid routes.
- Cannot be used for advice or mortgage related costs.
- The scheme must also be adequately advertised.

Details regarding how any fund may be implemented are below.

Award	Spend Value	Comments
Targeted support for 2 – 16+ who receive Free School Meals and/or Pupil Premium over school holidays within last six months of the financial year 2024/25.	£2,043,000	<p>This is a £15 voucher, per child for the October 2024 and February 2025 half terms, and £30 per child for Christmas 2024 and Easter 2025.</p> <p>This is an extension of the previous FSM reach. Vouchers will be supplied which will allow the recipient to choose which supermarket they wish to.</p>
Application based support to cover those who still need assistance with Housing Costs (over and above HB/UC) via the Discretionary Housing Payment fund.	£100,000	<p>Advertised assistance to help c300 low-income households in additional need with housing costs.</p> <p>This will be paid via the Discretionary Housing Payment (DHP) fund with support being enabled in addition to any government (DWP) grant.</p>
Targeted support to assist those with No Resource to Public Funds (including Syrian/ Afghanistan Refugees and Asylum Seekers households known directly to BCC).	£120,000	<p>This is being administered by direct award using the existing provisions via Housing Options to the Red Cross.</p> <p>This will assist c250 households at approx. £400 on average, plus administration costs (£20k), where families are on low incomes and unable to access state benefits and are not being assisted by other existing refugee schemes.</p>
Care Leavers and Foster Children payments	£220,000	<p>To assist c100 care leavers and c450 foster children to get vouchers at £400 each, to assist with their food and heating costs. To be administered by Children, Families and Safer Communities Directorate.</p>
Bristol Age UK	£50,000	<p>To provide emergency support to older people who are struggling financially due to the cost-of-living crisis (e.g. high inflation on food, fuel, and housing costs).</p>
Feeding Bristol	£500,000	<p>Targeted support to assist city wide households in need with food poverty via a variety of solutions.</p> <p>This includes; supporting existing food pantries, increasing food supply (via FareShare), extending food parcels beyond the HAF programme, allowing Community Groups and Organisations and Welcoming Spaces to access funding for the food support, and ensuring funds assist those most vulnerable.</p>
Centre for Sustainable Energy	£380,000	<p>Support at least 760 vulnerable households, who are negatively impacted by rising energy costs, who can't afford to pay their utility bills, or who need emergency support to install or repair their heating system.</p> <p>Eligible households will be low-incomes and have a clear need for assistance to pay their energy bills and stay warm over the year, but also targeted to pensioners, especially those that have lost out as a result to changes to the universal Winter Fuel Allowance.</p>
Advice Sector (Advice Grants)	£404,000	<p>Grant to several organisations throughout the city, led by Bristol Advice Centre, to provide information, support, and guidance, allowing it to be used to tackle root causes, as opposed to immediate need.</p> <p>This will enable ACFA: The Advice Network, to help with outreach and longer term focus and will operate in partnership with local community hubs and welcoming spaces in East, North and South Bristol, and will add circa 9 FTE across 14 organisations.</p>

		This will also enable advice and support to be targeted to pensioners, especially those that have lost out as a result to changes to the universal Winter Fuel Allowance.
Support for disabled households	£25,000	Targeted support to disabled households to assist with food/fuel poverty via grants awarded by WECIL and its partners.
Administration, communications, and marketing.	£197,965	This is just under 5% of the total award and to assist with the cost of administration.
Total Spend	£4,039,965	
Total Grant	£4,039,965	

1.1 Who will the proposal have the potential to affect?

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

1.2 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]
--	------------------------------------	-----------------

--

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 \(sharepoint.com\)](#). 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
Housing Benefit/Council Tax Reduction data (Single Housing Benefit Extract (SHBE)/CTR demographics) [Northgate HB/CTR database]	<p>The maps show that CTR awards are greater in areas of high deprivation e.g. Lawrence Hill, Hartcliffe and Withywood, Avonmouth and Lawrence Weston, Ashley, Filwood, Lockleaze, Southmead and Brislington East.</p>
Census 2011 and Census 2021	The Census details the demographic profile of Bristol.

Data / Evidence Source [Include a reference where known]	Summary of what this tells us																														
2011 Census Key Statistics About Equalities Communities																															
The population of Bristol	Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.																														
New wards: data profiles Ward Profiles - Power BI tool	The Ward Profiles provide a range of datasets including; Population, Life Expectancy, health and education disparities etc. for each of Bristol’s electoral wards. Ward profiles show that some of the most deprived wards also have the highest CTR recipients, but also ‘significantly high’ or ‘worse’ numbers of people claiming unemployment benefits (e.g. Lawrence Hill, Hartcliffe & Withywood, Filwood, Easton and Eastville) and Child Poverty (e.g. Lawrence Hill, Central and Hartcliffe & Withywood).																														
Joint Strategic Needs Assessment (JSNA)	The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.																														
Quality of life survey 2023/24	<p>The Quality of Life in Bristol survey shows there are significant disparities based on people’s characteristics and circumstances in the extent to which they find it difficult to manage financially. On average 10.4% of respondents to the quality-of-life survey found it difficult to manage, but this doubled (20.9%) in the most deprived areas, and equally as high for disabled persons, full time carers, some ethnicity groups and even higher again for single parents.</p> <table border="1" data-bbox="480 1420 1463 2098"> <thead> <tr> <th>Quality of Life Indicator</th> <th>% who find it difficult to manage financially</th> </tr> </thead> <tbody> <tr> <td>16 to 24 years</td> <td>17.0</td> </tr> <tr> <td>50 years and older</td> <td>6.5</td> </tr> <tr> <td>65 years and older</td> <td>4.1</td> </tr> <tr> <td>Female</td> <td>10.9</td> </tr> <tr> <td>Male</td> <td>9.9</td> </tr> <tr> <td>Disabled</td> <td>21.5</td> </tr> <tr> <td>Asian /Asian British</td> <td>20.2</td> </tr> <tr> <td>Black/Black British</td> <td>24.9</td> </tr> <tr> <td>Mixed/Multiple Ethnicity</td> <td>20.9</td> </tr> <tr> <td>White British</td> <td>8.7</td> </tr> <tr> <td>White Minority Ethnic</td> <td>10.4</td> </tr> <tr> <td>Lesbian Gay or Bisexual</td> <td>14.8</td> </tr> <tr> <td>No Religion or Faith</td> <td>9.9</td> </tr> <tr> <td>Christian Religion</td> <td>8.2</td> </tr> </tbody> </table>	Quality of Life Indicator	% who find it difficult to manage financially	16 to 24 years	17.0	50 years and older	6.5	65 years and older	4.1	Female	10.9	Male	9.9	Disabled	21.5	Asian /Asian British	20.2	Black/Black British	24.9	Mixed/Multiple Ethnicity	20.9	White British	8.7	White Minority Ethnic	10.4	Lesbian Gay or Bisexual	14.8	No Religion or Faith	9.9	Christian Religion	8.2
Quality of Life Indicator	% who find it difficult to manage financially																														
16 to 24 years	17.0																														
50 years and older	6.5																														
65 years and older	4.1																														
Female	10.9																														
Male	9.9																														
Disabled	21.5																														
Asian /Asian British	20.2																														
Black/Black British	24.9																														
Mixed/Multiple Ethnicity	20.9																														
White British	8.7																														
White Minority Ethnic	10.4																														
Lesbian Gay or Bisexual	14.8																														
No Religion or Faith	9.9																														
Christian Religion	8.2																														

Data / Evidence Source [Include a reference where known]	Summary of what this tells us	
	Other Religions	24.7
	Carer	13.2
	Full Time Carer	21.4
	Part Time Carer	10.5
	Single Parent	30.0
	Two Parent	10.4
	Parent (all)	13.1
	No Qualifications	13.7
	Non-Degree Qualified	14.7
	Degree Qualified	8.3
	Rented (Council)	29.2
	Rented (HA)	26.0
	Rented (Private)	18.2
	Owner Occupier	5.7
	Most Deprived 10%	20.9
	Bristol Average	10.4
Additional comments:		

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

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

2.3 Are there any gaps in the evidence base?

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

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

Whilst we have local diversity data for comparison, our existing Housing Benefit (HB) and Council Tax Reduction (CTR) database does not hold data on: religion/belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, gender reassignment or disability (however it does show if a disability related benefit is in payment). This payment provides an indication of who is in receipt of this benefit payment.

Some limited cohort data is held on ethnicity, but this is of poor quality due to the low response rates to equality questions asked on application forms (which we have asked for our supplier to enhance).

We do hold geographical location data for our current claim database, and we have been able to use census and other data to help fill the gaps in data.

We have tried to match with other datasets including the Department for Work and Pensions (DWP) Universal Credit data files extracts, but they only contain information relating to National Insurance numbers, income and number of children.

We also know some equality groups in the city find it hard to manage and so we will bear this in mind when assessing who the next tranche of funding is allocated to.

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

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

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.

Due to further short timeframes from central government around funding for the Hardship Support Fund 6, October 2024 to March 2025, a full-scale consultation process has not been possible again.

However, there has been previous engagement with a multitude of internal stakeholders, including the BCC's Bristol Community Development Team, Food Strategy Board, Community Exchange, and externally Citizens Advice, Feeding Bristol, Centre for Sustainable Energy and AgeUK to explore best possible solutions around the distribution of this grant. (Note this list is not exhaustive).

Feedback from the previous grant exercises of the same fund, found that distribution of free school meals electronic vouchers via schools/educational establishments worked well, with redemption rates being in the high ninety percent, making quite a difference on food/fuel poverty within these households.

2.5 How will engagement with stakeholders continue?

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

Engagement will continue with stakeholders as the proposals go through the council's decision-making pathway on the remaining fund as well as working closely with its consultation and engagement team.

Step 3: Who might the proposal impact?

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

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

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

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

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
We have not identified any significant negative impact from the proposal and overall, we expect the award of monies through the Hardship Support Grant will have a positive impact on people from protected characteristic groups who find it more difficult to manage financially.	
We are aware that our allocation process (using HB/CTR data) may mean some groups particularly benefit, whereas other groups may not to the same extent. The main mitigation/justification is that allocation will be based on robust measures and indicators of financial hardship - see below for specific mitigations and comments.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The proposal is to award a high proportion of available funding to those low income households with children. Therefore, this is likely to particularly benefit families with dependent children. 17% of people aged 16 – 24 are likely to find it difficult to manage financially, so higher when compared to the Bristol average.
Mitigations:	A large proportion of this grant will also focus on households without children including those facing gas, electricity, and utility poverty.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Central government have removed specific ringfence for older people.
Mitigations:	Some of the grant will be ring fenced to organisations that assist older people and those that will miss out due to the ending of the universal Winter Fuel Payment, plus some given to more general funds, that award regardless of age.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Possible over representation when compared to Department for Work and Pensions (DWP) official estimates showing 18% of working age adults are Disabled people, whereas in HB/CTR (when using the definition to be households in receipt of Disability Living Allowance, Personal Independence Payment, or the Support Component of Employment and Support Allowance are in payment for either the claimant or the partner) shows 25% which is higher than Bristol's working age indicator of 12.4%.
Mitigations:	This overrepresentation is by design within a benefit system to recognise additional costs/expenditure within this group and the fact that not all Disabled people will be in receipt of a disability benefit, it is likely that this figure is an underestimate. The fund will take account of people who may not be in receipt of PIP however may be claiming other in work related benefits.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is possible overrepresentation and despite that the fact that the amount of single people of working age without children is roughly equal 50%/50% and reflects Bristol's sex split, women make up over 95% of single parent households in our current HB/CTR caseload which is higher than average for the South West of 84.7%
Mitigations:	None
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	We do not hold any cohort data on sexual orientation however there is no reason to suppose that this protected characteristic would be differently distributed across the working age HB/CTR caseload compared to the wider population.
Mitigations:	None
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	We do not hold any cohort data on pregnancy and maternity however it would be reasonable to assume that this protected characteristic may be overrepresented in our current working age caseload due to the high number of families with children and particularly of female lone parents (see 'sex').
Mitigations:	None
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	We do not hold any cohort data on gender reassignment however there is no reason to suppose that this protected characteristic would be differently distributed across

	income bands or across the working age HB/CTR caseload compared to the wider population.																								
Mitigations:	None																								
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																								
Potential impacts:	<table border="1"> <thead> <tr> <th>Bristol ethnicity groups</th> <th>472462</th> <th>2021 Census</th> </tr> </thead> <tbody> <tr> <td>Asian or Asian British</td> <td>31271</td> <td>6.6%</td> </tr> <tr> <td>Black or Black British</td> <td>27886</td> <td>5.9%</td> </tr> <tr> <td>Mixed or multiple ethnic groups</td> <td>21120</td> <td>4.5%</td> </tr> <tr> <td>White Other</td> <td>44891</td> <td>9.5%</td> </tr> <tr> <td>White British</td> <td>338251</td> <td>71.6%</td> </tr> <tr> <td>Other ethnic background</td> <td>9043</td> <td>1.9%</td> </tr> <tr> <td>Black Asian and minority ethnic</td> <td></td> <td>18.9%</td> </tr> </tbody> </table> <p>The HB/CTR caseload is estimated to contain 25% of from Black, Asian and minoritised ethnic communities a group which is overrepresented within the caseload and at ward level when compared to the population of Bristol as a whole which is around 19%, (especially those central wards and those to the inner east of the city).</p> <p>Data for HB/CTR caseload regarding European nationals is not available and this area is further complicated by the fact that many European nationals will be excluded by HB/CTR regulations for receiving any support.</p>	Bristol ethnicity groups	472462	2021 Census	Asian or Asian British	31271	6.6%	Black or Black British	27886	5.9%	Mixed or multiple ethnic groups	21120	4.5%	White Other	44891	9.5%	White British	338251	71.6%	Other ethnic background	9043	1.9%	Black Asian and minority ethnic		18.9%
Bristol ethnicity groups	472462	2021 Census																							
Asian or Asian British	31271	6.6%																							
Black or Black British	27886	5.9%																							
Mixed or multiple ethnic groups	21120	4.5%																							
White Other	44891	9.5%																							
White British	338251	71.6%																							
Other ethnic background	9043	1.9%																							
Black Asian and minority ethnic		18.9%																							
Mitigations:	There will be further work to look at targeting assistance to those that have No Recourse to Public Funds (e.g. refugees, asylum seekers, those failing to register under EUSS) from the remaining grant.																								
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																								
Potential impacts:	<p>The Quality-of-Life survey shows people from non-Christian faith groups more likely to find they are finding it hard to financially manage. The information that we hold suggests that Muslims living within Central and East parts of the city are overrepresented within the CTR caseload and those declaring a Christian or no religion on the outskirts of the city.</p> <p>Comparison of mapping of the distribution of CTR recipients suggests a correlation between areas with high proportion of Muslim residents (2021 census) and high CTR demand (central areas) but also high demand in some peripheral areas where there are high proportions of Christians or those with no religion.</p>																								
Mitigations:	None																								
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																								
Potential impacts:	We do not hold any data on marriage and civil partnerships however there is no reason to suppose that this protected characteristic would be differently distributed across income bands or across the working age HB/CTR caseload compared to the wider population.																								
Mitigations:	None																								
OTHER RELEVANT CHARACTERISTICS																									
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																								
Potential impacts:	See original map distribution of CTR.																								
Mitigations:	None																								
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																								
Potential impacts:	We do not hold any data on carers however there is no reason to suppose that this protected characteristic would be differently distributed across income bands or across the working age HB/CTR caseload compared to the wider population.																								
Mitigations:	None																								

Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	There may be other groups that may not qualify for this initial voucher award in other groups and are hard to identify.
Mitigations:	There will also be a residual amount of funding, deliberately not ring fenced at present, so later decisions can be made to target any group that is later found to be underrepresented.

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

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

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

As per section 3.1. the award of monies through the Hardship Support grant will only have a positive impact of those protected or relevant characteristics, but by using HB/CTR data there may be some groups that disproportionately benefit, where other groups may not.

Step 4: Impact

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

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

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

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

There are no significant negative impacts, although it is possible that some equalities groups may not benefit from this fund when compared to others, and other groups benefit more due to higher representation in the Free School Meal cohort. This fund does not take account of equality groups who find it financially hard to manage but whose children are not on Pupil Premium.

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

The Household Support fund will advance equality of opportunity for those protected characteristic groups who are more likely to experience financial hardship, and who also receive Pupil Premium and who are at a disadvantage.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
None		

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

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

Total grant funding although £4m to Bristol City Council, individual awards are not sums that will have a major impact of those households/take them out of benefit entitlement but will assist for a short term with immediate needs to pay food and utility /clothing bills for the period October 2024 to March 2025.

The impact is to help reduce food /fuel poverty over this period, but this will be difficult to measure as the effect will be relatively short term but will measure against contacts to the Citizen Service Point (CSP) for this type of advice and against applications to the council's Local Crisis and Prevention Fund over the same period, plus feedback from third sector organisations and in particular those commissioned to distribute some of this fund.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Tony Kirkham
Date: 04/10/2024	Date: 4/10/2024

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



Environmental Impact Assessment [version 1.0]

Proposal title: Household Support Fund 6 (October 2024 – March 2025)		
Project stage and type: <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 type="checkbox"/> Changing
Directorate: Resources /Finance	Lead Officer name: Matt Kendall	
Service Area: Benefits and Revenues	Lead Officer role: Benefits Technical 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 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>Following the Chancellor’s Budget Statement, it was announced that there will be a fifth round of the Household Support Fund. On 2 September 2024 the Secretary of State for Work and Pensions announced a sixth round of the Household Support Fund to cover the period from October 2024 to March 2025, with a further £421 million being released to County Councils and Unitary Authorities in England to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This funding is for six months only and will be at £4,039,965.</p> <p>The eligibility criteria are contained in 3.2 of the policy.</p> <p>Details regarding how any fund may be implemented are contained within 3.3 of the policy, with proposed/agreed spend under section 4.</p> <p>Further detail of the spend plan and eligibility criteria are contained within the appendix of the main paper.</p>

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

If ‘Yes’ complete the rest of this assessment.

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

The Household support fund is designed to help households in need to meet their basic requirements. The payment of funds will therefore not result in any overall increase in household consumption above minimum

requirements. There are therefore not expected to be any changes in net environmental impacts from this proposal.

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)

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

Benefits

<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>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV2 Ecological recovery: Wildlife and habitats</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>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
<p>Mitigating actions</p>		
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</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>Further guidance</p> <p><input 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		
<p>ENV4 Climate resilience: Bristol's resilience to the effects of climate change</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>Further guidance</p> <p><input 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		

<p>Statutory duty: Prevention of Pollution to air, water, or land</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>Further guidance</p> <p><input 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.

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 before final submission of your decision pathway documentation¹.

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

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

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:

Environmental Performance Team Reviewer: Daniel Shelton	Submitting author: Matt Kendall (Benefits Technical Manager)
Date: 07/10/2024	Date: 27 September 2024

Household Support Fund 6 October 2024 to March 2025_Risk Register

1st November 2017

Negative Risks that offer a threat to Household Support Fund and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk Ek	Risk Tolerance			Actions to be undertaken			Escalation			Portfolio Flag	Audit Trail								
									Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date	Escalated to: DRR/CRR	Escalated by:	Date	Date risk identified	Directorate Flag		Date Risk Closed	Closed by:	Amends / Updates Completed Date:	By:					
																											Ek	Ek	Ek		
1	Poor quality data/ modelling of households in need	Poor quality data/ issue of data sources	Under estimation or incorrect identification of households in need.	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	Results are sample tested back against real life data and other data sets within the Benefits Service	➡	1	3	3	NK			0																
2	Incorrect identification of those households in need within statutory equalities groups	Poor quality data/issue of data sources and/or poor matching to known equalities data sources	Households that should benefit from such awards within certain equalities groups, do not.	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	Full EqIA completed and close working with Equalities Team	➡	1	3	3	NK			0																
4	Award mechanism not in place	Procurement timescales /processes not aligning to those needed within the project/political request for distribution. Poor quality advise	Award mechanism not being in place and households therefore not receiving additional financial assistance. Legal challenge to procurement process.	Open	Legal Financial Reputational	Graham Clapp	Close joint working with colleagues in Procurement Support/weekly update meeting/senior sign off of any decisions made.	➡	1	1	1	NK			0																
5	Award mechanism not fit for purpose	Market research not being conducted fully/testing of product.	Award mechanism not being in place in time. Contact by those affected to resolve issues. Reputational damage.	Open	Service Provision Communities Financial Reputational	Graham Clapp	Product put forward has been fully tested and used in Free School Meals vouchers exercise on numerous occasion and with same supplier.	➡	1	1	1	NK			0																

Positive Risks that offer an opportunity to the Household Support Fund and its Aims (Aim - Increase Level of Risk / Opportunity)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk Ek	Risk Tolerance			Actions to be undertaken			Escalation			Portfolio Flag	Audit Trail								
									Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date	Escalated to: DRR/CRR	Escalated by:	Date	Date risk identified	Directorate Flag		Date Risk Closed	Closed by:	Amends / Updates Completed Date:	By:					
																											Ek	Ek	Ek		
1	Increase assistance to low income households, especially pensioners facing fuel/food poverty over the Winter/Christmas period and beyond in some circumstances	Additional grant of £4m by DWP to enable increased financial assistance	Reduce further financial pressures on low income families, especially following cost of living pressures and withdrawal of support elsewhere.	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	NA	➡	3	3	9	4,000			0																

Page 49



Committee Report

PURPOSE: Final Decision Report

Key or non-key decision: Key decision affects 2 or more wards

COMMITTEE: Strategy and Resources Committee

DATE: 18 November 2024

TITLE: P6 Finance Outturn Report 2024/25

Ward(s) City Wide

Officer presenting the report: Tony Kirkham

Job title: S151 Officer

Committee Chair: Cllr Tony Dyer

Executive Director lead: Paul Martin: Chief Executive Officer

Proposal origin: Other

Purpose of Report:

1. The council's Revenue and Capital budget for 2024/25 was agreed by Full Council on 28 February 2024. This report presents information and analysis to the Strategy and Resources Committee on the council's financial performance against that approved budget and its forecast use of resources for the financial year 2024/25.
2. Detailed finance reports are presented to the Strategy and Resources Committee on a quarterly basis. These quarters typically occur at periods 2, 5, 8 and 12. Other periods constitute exception reporting periods which means that detail is provided by exception where a significant movement in forecast is predicted.
3. This report informs the Strategy and Resources Committee on the delivery of planned savings for the financial year 2024/25.
4. This report also serves as a mechanism for any finance approvals or adjustments that are required on the council's approved budget.

Evidence Base:

1. The council's annual revenue and capital budget is managed across a number of areas and at Period 6 the 2024/25 full year financial position is forecast as follows:

1.1. General Fund Revenue Budget

The original Revenue budget for 2024/25 as agreed by Full Council was £533.7 million. The P6 total forecast service variation from that original budget is £35.2 million. It is expected that this will be partially offset by £16.2 million of forecast contingent budget for inflation and optimism bias

currently held corporately so that the total net forecast revenue overspend at P6 is £18.9 million (3.5% of original approved budget).

In-year measures to reduce financial pressure this year and ongoing include the establishment of panels with the specific aim of focusing control on spend, procurement and contracts, the workforce and debt recovery.

1.2. **General Fund Savings**

£34.0 million of savings were approved and planned for delivery within the 2024/25 budget. In addition, there are £11.3 million of savings undelivered in 2023/24 which carry forward in to 2024/25 for delivery. These combine with an additional £1.7 million of savings identified and committed as part of business case approvals to date and the reversal of £1.7 million prior year non-recurrent savings to produce an overall savings plan target for 2024/25 of £48.7 million. Of these, £35.7 million (73%) are currently forecast to be delivered with £13.0 million (27%) at risk of non-delivery in year.

1.3. **General Fund Risk and Opportunities**

An underlying additional £5.6 million of weighted net risk is assessed across the directorates' logs of emerging risks and opportunities. These are a combination of costs, savings delivery, income generation and other funding opportunities.

1.4. **Housing Revenue Account**

The Housing Revenue Account (HRA) gross expenditure budget of £151.0 million is reporting a net outturn overspend of £14.2 million (9.4%). This reflects an improvement in position of £0.5 million since P5.

1.5. **Dedicated Schools Grant**

The Dedicated Schools Grant (DSG) revised budget, including amounts recouped by the Education and Skills Funding Agency for Academies, is £491.4 million.

The forecast outturn position remains unchanged since P5 with a current in-year overspend to £31.6 million against the revised gross budget which, following application of the Safety Valve combined with contribution from the General Fund, brings the forecast net deficit at the close of 2024/25 to £15.0 million (3.1% of revised gross budget).

The unmitigated total carry forward deficit is £90.2 million. Mitigated, this equates to a net £52.1 million.

1.6. **Public Health**

The Public Health (PH) budget is £36.4 million and no variance to budget is forecast.

1.7. **Bristol Harbour Authority**

The Bristol Harbour Authority budget is £0.6 million and no variance to budget is forecast.

1.8. **Capital Programme**

1.8.1 The Capital Programme forecast outturn is £337.5 million against the revised budget for 2024/25 of £371.7 million (including Corporate Contingency budget of £10.9m). This forecast reflects a net underspend of £34.2 million (9%) and is comprised of £15.5 million underspend on the General Fund and £18.7 million underspend on the HRA.

1.8.2 SCIL budget allocation of £5.0 million will be utilised to support the Investment in the 'New Cut' harbour wall works to repair and strengthen the River Avon New Cut retaining walls.

1.9. **Urgent Key Decisions**

Approval was given by the Chief Executive in consultation with the Chair of Strategy and Resources Committee to spend £1,021,500 to assist 22,700 free school meals food vouchers for the October and Christmas 2024 school holidays.

Officer Recommendations:

That the Committee notes:

1. The council's General Fund forecast outturn revenue overspend of £18.9 million at P6 2024/25 against the council approved budget of £533.7 million.
2. The performance on delivery of savings (Appendix A1, Section 3, Tables 3a and 3b).
3. The additional weighted net risk of £5.6 million per the risks and opportunities register (Appendix A1, Section 4, Tables 4a and 4b)
4. The council's outturn position of £14.2 million overspend within the Housing Revenue Account to be transferred to the HRA general reserve at the year end (Appendix A1a, Section 5.3).
5. The council's outturn position of a £31.6 million overspend (net £15.0m) in the Dedicated Schools Grant and that this brings the carry forward deficit to £90.2 million. Following the application of the DfE's 24/25 Safety Valve combined with contribution from the General Fund a total £52.1 million is forecast to be carried forward at the year end in the DSG deficit reserve (Appendix A1, Section 5.4).
6. The breakeven position on Public Health services (Appendix A1, Section 5.5).
7. The breakeven position on the Bristol Harbour Fund. (Appendix A1, Section 5.6).
8. The council's forecast underspend of £34.2 million against the Capital Programme revised budget 2024/25, comprised of £15.5 million underspend on the General Fund (including £8.1 million underspend on corporate contingency and adjustments) and £18.7 million underspend on the HRA. (Appendix A1, Section 6).
9. That SCIL budget allocation of £5.0 million will be utilised to support the Investment in the 'New Cut' harbour wall works to repair and strengthen the River Avon New Cut retaining walls. (Appendix A1, Section 6.4).
10. The urgent key decision by the Chief Executive in consultation with the Chair of Strategy and Resources Committee to approve spend of £1,021,500 to assist 22,700 free school meals food vouchers for the October and Christmas 2024 school holidays. (Appendix A3)

That the Committee approves:

1. Revisions to the revised Capital Budget to incorporate the reprofiling of up to £18.7 million HRA budget into future years following the £18.7 million forecast underspend at P6.

Corporate Strategy alignment:

1. The Corporate Strategy underpins the council's budget.

City Benefits:

1. Cross priority report that covers whole of council's business

Consultation Details:

1. N/A

Background Documents:

[Agenda Document for Full Council, 28/02/2024](#), pages 33-344

Revenue Cost	See Above	Source of Revenue Funding	Various
---------------------	-----------	----------------------------------	---------

Capital Cost	See Above	Source of Capital Funding	Various
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Professional comments section:

1. Finance Advice: The resource and financial implications are set out in the report.

Finance Business Partner:

Jemma Prince, Finance Business Partner – Planning, Reporting and Strategy, 29 October 2024.

2. Legal Advice: The report, including the detail set out in the Appendices, will assist the Committee to monitor the budget position with a view to meeting the Council’s legal obligation to deliver a balanced budget.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 22 October 2024.

3. Implications on IT:

There are no IT implications arising from the process of financial reporting. The council’s overall financial position is likely to have indirect implications for IT and digital, including stopping new projects and curtailing or slowing delivery of some existing projects once additional corporate spending controls are put in place. Projects addressing critical financial, statutory or major service failure risk will be prioritised.

IT Team Leader: Gavin Arbuckle, Head of IT Operations, 24 October 2024.

4. HR Advice: The report recommendations have no direct HR implications, though any overspend mitigations relating to the Council’s employees will be subject to consultation, government notification requirements and the Council’s Managing Change Policy.

HR Partner: James Brereton, Head of Human Resources, 23 October 2024.

APPENDICES

Appendix A – Further essential background / detail on the proposal Appendices A1-A3	YES
Appendix B – Equality Impact Assessment (EqIA)	NO
Appendix C – Environmental Impact Assessment	NO
Appendix D – Risk assessment	NO
Appendix E – Exempt Information	NO
Appendix F – Details of consultation carried out - internal and external	NO

Bristol City Council

Period 6 2024/25 - Finance Monitoring Revenue Report

1. REVENUE SUMMARY POSITION

- 1.1. The council budget for 2024/25 was agreed by Full Council on 28 February 2024. This report relates to the Period 6 full year forecast for 2024/25 (September 2024 extrapolated). It is an exception report and as such focuses on key financial issues for the council including movements since Period 5 as reported to October's committee. 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 opportunities are considered undeliverable, or pressures cannot be contained across the directorate, the budget scrutiny process will be triggered.
- 1.3. Whilst the council is structured by directorate with Executive Directors being appointed by directorate and being responsible for revenue and capital cash limited budgets by directorate, the council's governance arrangements are based on a committee system. Consequently, in order to support effective management and control under this committee model, financial information and analysis by committee is provided in parallel to that by directorate within the main report. Appendices are set out by committee so that, subsequent to review at Strategy and Resources Committee, they may follow on for review by the appropriate policy committee.
- 1.4. At Period 6, the council is forecasting an end of year overspend of £18.9 million against its current approved General Fund budget of £533.7 million.
- 1.5. Over and above this £18.9 million overspend, there are emerging risks and opportunities within each of the service directorates that require further verification. These are consequently excluded from the forecast but are captured within the report. These risks (of £21.9m) and opportunities (of £16.3m) present a total weighted additional net risk of £5.6 million.
- 1.6. This £5.6 million net risk is predominantly driven by a net emerging risk within the Adults and Communities directorate (£7.1m) offset by a net emerging opportunity in the Corporate directorate (£1.5m).
- 1.7. The budget included delivery of embedded plans for £45.3 million savings (a further £3.4m savings have been added to this target since the start of the current year). Any slippage to these budgeted savings programmes which is not recoverable in-year also represents a risk to the forecast outturn which it will be necessary to mitigate.
- 1.8. The forecast outturn on the Housing Revenue Account (HRA) is currently adverse with a £14.2 million (9.4%) overspend against the approved gross budget of £151.0 million. Further detail can be found in paragraph 5.3 and Appendix A2.

- 1.9. The forecast for the Dedicated Schools Grant (DSG) is currently an overspend of £31.6 million (6.4%) against the revised gross budget of £491.4 million. Following application of the Safety Valve combined with contribution from the General Fund, the net deficit to be carried forward at the close of 2024/25 is forecast to deteriorate in-year by £15.0 million (3.1% of revised gross budget) to £52.1 million (unmitigated this is £90.2 million). Further detail can be found in paragraph 5.4.
- 1.10. The forecast outturn on the Public Health Grant is in line with budget at P6.
- 1.11. The forecast outturn on the Bristol Harbour Authority account continues to report no forecast variance to budget at P6.
- 1.12. Reflecting corporate ownership of both the forecast budget overspend and the additional emerging net risk, the council has recently implemented in-year measures to reduce this financial pressure. These measures include the establishment of panels with the specific aim of focusing control on spend, procurement and contracts, the workforce and debt recovery.

2. GENERAL FUND REVENUE POSITION

- 2.1. The assessment at Period 6 shows the Council's scheduled General Fund forecasting a risk adjusted overspend of £18.9 million. This is a 3.5% adverse variance on the approved gross budget of £533.7 million.
- 2.2. Table 1a below provides an overview of the council's P6 forecast position for the 2024/25 financial year by directorate.

Table 1a: P6 2024/25 Summary Full Year General Fund Revenue Forecast By Directorate

Period 6 Budget Monitoring - Summary	Approved Budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000	£'000	£'000	£'000	%
Children & Education							
15 - Children and Families Services	98,735	102,949	125,180	21,828	402	22,231	21.6%
16 - Education, Inclusion and Skills	26,400	25,602	27,125	2,028	(504)	1,523	6.0%
1B - Transformation – Our Families Programme	0	0	0	(84)	84	(0)	-100.0%
Total Children & Education	125,136	128,551	152,305	23,772	(18)	23,754	18.5%
Adults & Communities							
14 - Adult Social Care	165,380	185,032	192,688	6,941	715	7,656	4.1%
36 - Communities and Public Health - General Fund	6,471	6,471	6,331	0	(140)	(140)	-2.2%
57 - Commissioning, Contracts Quality and Performance (Adults)	24,672	13,794	13,635	(394)	235	(159)	-1.2%
Total Adult & Communities	196,523	205,296	212,654	6,548	810	7,357	3.6%

Growth & Regeneration							
37 - Housing & Landlord Services	22,943	23,585	26,886	4,707	(1,405)	3,301	14.0%
46 - Economy of Place	4,009	3,883	3,880	20	(23)	(3)	-0.1%
47 - Management of Place	(4,543)	(6,747)	(6,747)	(0)	0	(0)	0.0%
4A - Management - G&R	(3,628)	(1,222)	(1,222)	0	0	0	0.0%
4B - Property, Assets and Infrastructure	42,986	41,730	41,666	15	(80)	(64)	-0.2%
Total Bristol Harbour Authority	(621)						
Total Growth & Regeneration	61,146	61,229	64,463	4,742	(1,508)	3,234	5.3%
Resources							
21 - Policy, Strategy and Digital	21,245	20,988	21,124	305	(169)	136	0.6%
22 - Legal and Democratic Services	16,375	16,358	16,497	225	(87)	139	0.8%
24 - Finance	8,788	8,849	9,771	611	312	923	10.4%
25 - Workforce & Change	3,247	3,359	2,969	(334)	(56)	(390)	-11.6%
26 - Strategic Transformation	110	65	65	0	0	0	0.0%
Total Resources	49,765	49,620	50,427	807	0	807	1.6%
SERVICE NET EXPENDITURE	432,570	444,696	479,848	35,868	(716)	35,152	7.9%
X2 - Levies	3,693	3,693	3,693	0	0	0	0.0%
X3 - Corporate Expenditure	56,406	42,611	37,997	(4,614)	0	(4,614)	-10.8%
X4 - Capital Financing	26,768	27,871	26,871	(1,000)	0	(1,000)	-3.6%
X6 - Year-end Transactions	0	356	356	(0)	0	(0)	0.0%
X9 - Corporate Allowances	14,283	14,493	3,893	(10,600)	(0)	(10,600)	-73.1%
Total Corporate	101,151	89,024	72,810	(16,214)	(0)	(16,214)	-18.2%
TOTAL REVENUE NET EXPENDITURE	533,721	533,721	552,658	19,654	(717)	18,938	3.5%

2.3. Table 1b below provides an overview of the council's P6 forecast position for the 2024/25 financial year by committee (combining General Fund revenue with Ring Fenced Accounts). Where a committee's forecast movement in the period is significant (greater than £1.0 million) then additional service detail is provided, by exception, in an appendix for the relevant committee.

Table 1b: P6 2024/25 Summary Full Year General Fund Revenue and Ring-fenced Accounts Forecast By Committee

Period 6 Budget Monitoring - Summary	Approved Budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000	£'000	£'000	£'000	%
Children and Young People							
15 - Children and Families Services	98,735	102,949	125,180	21,828	402	22,231	21.6%

Period 6 Budget Monitoring - Summary	Approved Budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000	£'000	£'000	£'000	%
16 - Education, Inclusion and Skills	26,400	25,602	27,125	2,028	(504)	1,523	6.0%
1B - Transformation – Our Families Programme	0	0	0	(84)	84	(0)	-100.0%
Total Children and Young People	125,136	128,551	152,305	23,772	(18)	23,754	18.5%
Dedicated Schools Grant							
Total Dedicated Schools Grant	491,736	491,354	506,356	15,049	(47)	15,002	3.1%
Total Dedicated Schools Grant	491,736	491,354	506,356	15,049	(47)	15,002	3.1%
Adult Social Care							
14 - Adult Social Care	165,380	185,032	192,688	6,941	715	7,656	4.1%
57 - Commissioning, Contracts Quality and Performance (Adults)	24,672	13,794	13,635	(394)	235	(159)	-1.2%
Total Adult Social Care	190,052	198,826	206,323	6,548	950	7,497	3.8%
Public Health and Communities							
36 - Communities and Public Health - General Fund	6,471	6,471	6,331	0	(140)	(140)	-2.2%
3B - Communities and Public Health - Other Grants	0	0	0	0	0	0	0.0%
47 - Management of Place	7,890	7,730	7,730	(0)	0	(0)	0.0%
Total Public Health and Communities	14,360	14,201	14,061	(0)	(140)	(140)	-1.0%
Public Health Grant							
34 - Public Health Grant	0	0	0	0	0	0	0.0%
Total Public Health Grant	0	0	0	0	0	0	0.0%
Homes and Housing Delivery							
37 - Housing & Landlord Services	22,943	23,585	26,886	4,707	(1,405)	3,301	14.0%
Total Homes and Housing Delivery	22,943	23,585	26,886	4,707	(1,405)	3,301	14.0%
Housing Revenue Account							
Total Housing Revenue Account	150,982	150,982	165,222	14,781	(541)	14,240	9.4%
Total Housing Revenue Account	150,982	150,982	165,222	14,781	(541)	14,240	9.4%
Transport and Connectivity							
46 - Economy of Place	100	16	15	20	(20)	(0)	-2.2%
47 - Management of Place	(12,783)	(15,035)	(15,035)	(0)	0	(0)	0.0%
4B - Property, Assets and Infrastructure	0	0	0	0	0	0	0.0%
Total Transport and Connectivity	(12,683)	(15,019)	(15,020)	20	(20)	(0)	0.0%
Environment and Sustainability							
46 - Economy of Place	743	742	742	0	0	0	0.0%
4B - Property, Assets and Infrastructure	46,809	45,781	45,787	(10)	15	6	0.0%

APPENDIX A1

Period 6 Budget Monitoring - Summary	Approved Budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000	£'000	£'000	£'000	%
Total Environment and Sustainability	47,552	46,523	46,529	(10)	15	6	0.0%

Economy and Skills							
46 - Economy of Place	1,421	1,160	1,157	0	(3)	(3)	-0.2%
47 - Management of Place	351	558	558	(0)	0	(0)	0.0%
4A - Management - G&R	(3,628)	(1,222)	(1,222)	0	0	0	0.0%
4B - Property, Assets and Infrastructure	120	143	146	0	3	3	1.9%
Total Economy and Skills	(1,737)	639	639	(0)	0	(0)	0.0%

Bristol Harbour Authority							
Total Bristol Harbour Authority		0	0	0	(0)	0	0.0%
Total Bristol Harbour Authority	0	0	0	0	(0)	0	0.0%

Strategy and Resources - Service							
21 - Policy, Strategy and Digital	21,245	20,988	21,124	305	(169)	136	0.6%
22 - Legal and Democratic Services	16,375	16,358	16,497	225	(87)	139	0.8%
24 - Finance	8,788	8,849	9,771	611	312	923	10.4%
25 - HR, Workplace & Organisational Design	3,247	3,359	2,969	(334)	(56)	(390)	-11.6%
26 - Strategic Transformation	110	65	65	0	0	0	0.0%
46 - Economy of Place	1,745	1,965	1,965	(0)	0	0	0.0%
4B - Property, Assets and Infrastructure	(3,943)	(4,194)	(4,266)	25	(98)	(73)	1.7%
Total Bristol Harbour Authority	(621)	Moved to Ring-fenced Account					
Total Strategy and Resources - Service	46,947	47,391	48,125	832	(98)	734	1.5%

SERVICE NET EXPENDITURE	1,075,288	1,087,032	1,151,426	65,698	(1,304)	64,394	5.9%
--------------------------------	-----------	-----------	-----------	--------	---------	--------	------

Strategy and Resources - Corporate							
X2 - Levies	3,693	3,693	3,693	0	0	0	0.0%
X3 - Corporate Expenditure	56,406	42,611	37,997	(4,614)	0	(4,614)	-10.8%
X4 - Capital Financing	26,768	27,871	26,871	(1,000)	0	(1,000)	-3.6%
X6 - Year-end Transactions	0	356	356	(0)	0	(0)	0.0%
X9 - Corporate Allowances	14,283	14,493	3,893	(10,600)	(0)	(10,600)	-73.1%
Total Strategy and Resources - Corporate	101,151	89,024	72,810	(16,214)	(0)	(16,214)	-18.2%

TOTAL REVENUE & RINGFENCED NET EXPENDITURE	1,176,439	1,176,056	1,224,236	49,484	(1,304)	48,180	4.1%
---	-----------	-----------	-----------	--------	---------	--------	------

LESS Ring-fenced Budgets:

Period 6 Budget Monitoring - Summary	Approved Budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000		£'000	£'000	%

Period 6 Budget Monitoring - Summary	Approved Budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000	£'000	£'000	£'000	%
Total Housing Revenue Account	(150,982)	(150,982)	(165,222)	(14,781)	541	(14,240)	9.4%
Total Dedicated Schools Grant	(491,736)	(491,354)	(506,356)	(15,049)	47	(15,002)	3.1%
Total Public Health Grant	0	0	0	0	0	0	0.0%
Total Bristol Harbour Authority	0	0	0	0	0	0	0.0%
Total Ring-fenced Budgets	(642,718)	(642,336)	(671,578)	(29,829)	587	(29,242)	4.6%
TOTAL REVENUE NET EXPENDITURE (EXC RINGFENCED)	533,721	533,721	552,658	19,654	(717)	18,938	3.5%

2.3. Adults, Communities and Public Health Directorate

Adult Social Care

2.3.1 Adult Social Care (ASC) is forecasting an overspend of £7.4 million on a net budget of £198.8 million (3.8% of the net budget). The main variances relate to cost pressures in relation to individual care and support packages. Cost pressures in adults purchasing budget reflect increased demand, inflationary costs, and increased acuity for service users.

2.3.2 In summary, Period 6 the movement relates to:

- A net increase of £0.1 million to £17.1 million overspend associated with individual care packages and support.
- An adjustment of £0.6 million to savings to be achieved in this financial year through spend control measures.
- An increase in employee costs of £0.5 million with a projected underspend now of £1.4 million and other net underspends across the service of £4.5 million.

2.3.3 At this stage in the financial year there still remains a degree of uncertainty with forecasts. Several key risks and opportunities which are likely to materialise during the remainder of the financial year may impact on the final position.

Communities and Public Health

2.3.4 At the end of Period 6 the Communities and Public Health General Fund is forecasting a favourable variance of £0.1 million.

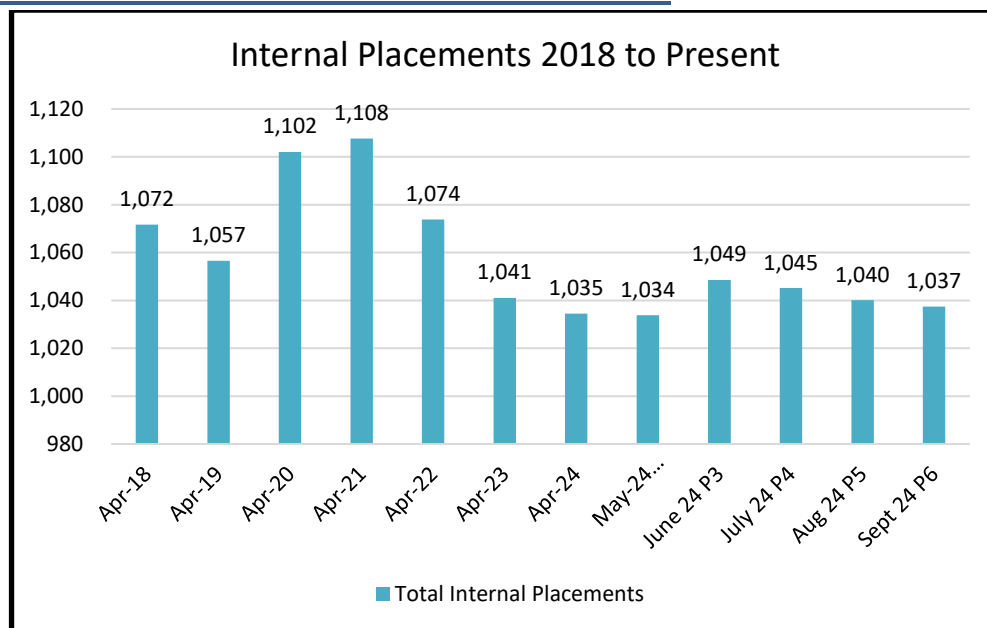
2.4. Children and Education Directorate

2.4.1. The Children and Education directorate is forecasting an adverse variance of £23.8 million at Period 6 on a budget of £128.6 million. This represents a forecast overspend of 18.5%.

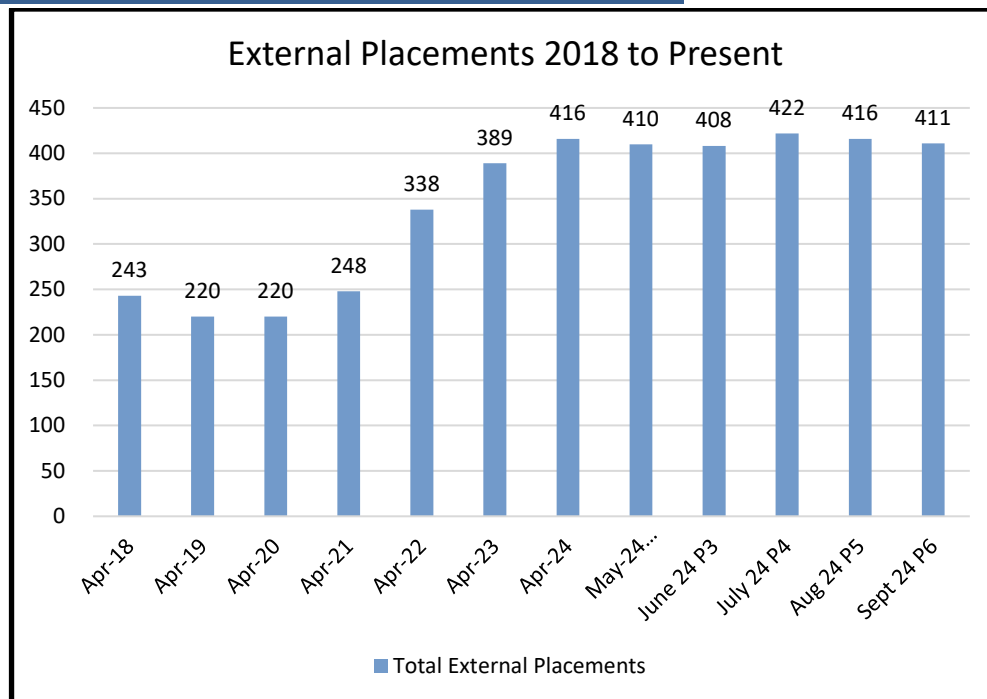
Children and Families Service

- 2.4.2. The Children and Families service is forecasting an overspend of £22.2 million against a budget of £102.9 million, representing 21.6%. This is due to escalating numbers and associated high unit costs of children and young people in care of the local authority that require Out of Authority, Independent Foster Care (IFA) or Un-registered External Placements. The availability of suitable Internal Placements has reduced over the last twelve months resulting in more reliance being placed on the more expensive External Placement market.
- 2.4.3. The forecast overspend demonstrates an adverse movement when compared to the previous period due to growth in the number of out of authority placements, which is mitigated through reductions in other types of external placements due to step down, reunification, and/or ceasing placements. Despite the reduction in numbers there is growth in the spend on Internal placements due to higher unit costs, and other non-placement budgets have seen their forecasts vary due to increased agency staff costs and for expenditure incurred on Autism Intensive Service.
- 2.4.4. The charts below demonstrate the reduction in Internal placements (Table 2a) and growth, noting the decline seen in the last two periods reported for this year, in External including Independent Foster Agency (IFA) placements (Table 2b) in recent years.

Table 2a: Internal Placements 2018 to Present



Internal Placements includes Foster Care, Adoption, Responsibility Orders (RO), Special Guardianship Orders (SGO), and Children’s Homes

Table 2b: External Placements 2018 to Present

External Placements includes External Supported Accommodation (ESA), Independent Foster Agency (IFA), Out-of-Authority (OOA), Parent and Baby units, Secure, Un-Registered, and Agency Placements

Educational Improvement

- 2.4.5. The Education Improvement Division is currently forecasting an overspend at P6 of £1.5 million against a budget of £25.6 million, representing 6%, due to pressures associated with volumes of children and young people requiring Home to School Transport.
- 2.4.6. The forecast demonstrates a favourable movement when compared to the previous period due to a reduction in the anticipated growth for Home to School Transport requirements for the 2024/25 academic year cohort.

2.5. Resources Directorate

- 2.5.1. The Resources Directorate is reporting a £0.8 million pressure against a revised budget of £49.6 million (1.6%). There has been no movement in the overall Resources forecast since Period 5. However, it should be noted that the insurance forecast overspend has increased by £0.4 million, which is offset in full by favourable movements across the other Resources divisions.
- 2.5.2. The net position for risks and opportunities is a £(0.4) million opportunity. This includes a net opportunity of £(0.7) million across Revenues and Benefits and a £(0.1) million opportunity within Human Resources, which are partly offset by a further £0.4 million risk in relation to insurance if planned mitigation is not achieved.

2.6. Growth and Regeneration Directorate

- 2.6.1. The Growth & Regeneration Directorate is forecasting a £3.2 million (5.2%) overspend against its revised net expenditure budget of £61.6 million. This relates to the need to provide temporary accommodation for people experiencing homelessness in the city.
- 2.6.2. The forecast overspend does, however, indicate a £(1.5) million favourable movement when compared to the previous period. £(1.4) million of this is due to revised assumptions regarding the application of the Homelessness Prevention Grant combined with an updated subsidy loss forecast (revised down) based on current trends.
- 2.6.3. Savings opportunities continue to be worked through in order to mitigate this forecast £3.2 million overspend.
- 2.6.4. Other in-year pressures within Growth and Regeneration largely relate to delivering savings associated with the Property Transformation Programme. The directorate has worked to balance these pressures through increasing accommodation supply, reducing the costs associated with the council's estate and use of Clean Air Zone funding where appropriate.

3. SAVINGS PROGRAMME – SUMMARY

- 3.1. The General Fund savings programme for 2024/25 agreed by Council and included in the General fund budget is £34.0 million (per Budget Report Appendix 8). This comprises 24/25 savings of £24.0 million and £10.0 million carried forward from prior years still requiring delivery. In addition to this £34.0 million there were an additional net £11.3 million of savings undelivered at 2023/24's full year outturn (P12 Provisional Outturn Report, Appendix 2, Category D) which also carry forward in to 2024/25 for delivery as well as £1.7 million of savings identified and committed as part of business case approvals to date and the reversal of £1.7 million prior year non-recurrent savings. Consequently, a total net £48.7 million savings will be tracked in the current financial year.

Table 3a: Summary of Savings Delivery by Directorate

Directorate	Total savings due in 24/25 per savings tracker £m	Business cases previously agreed £m	Changes approved by DE during 24/25 £m	One-off savings in 24/25 £m	Rollover of undelivered savings from previous year £m	Net - savings as per Budget 24/25 £m	2024/25 Savings reported as safe		2024/25 Savings reported as at risk	
							£m	£m	£m	%
Children's & Education	6.902	-	0.000	(0.697)	(0.890)	5.315	4.207	2.695	39%	
Adults, Community & Public Health	16.388	(0.255)	0.000	-	(5.124)	11.009	7.570	8.818	54%	
Resources (& Shareholding)	2.791	(0.215)	0.000	(0.100)	(0.701)	1.775	2.799	(0.008)	0%	
Growth & Regeneration	12.301	(1.281)	0.000	(0.870)	(4.553)	5.597	10.838	1.463	12%	
Corporate (All)	10.300	-	0.000	-	-	10.300	10.300	0.000	0%	
Total	48.681	(1.751)	-	(1.667)	(11.267)	33.996	35.714	12.968	27%	

Table 3b: Summary of Savings Delivery by Committee

Committee	Total savings due in 24/25 per savings tracker £m	Business cases previously agreed £m	Changes approved by DE during 24/25 £m	One-off savings in 24/25 £m	Rollover of undelivered savings from previous year £m	Net - savings as per Budget 24/25 £m	2024/25 Savings reported as safe		2024/25 Savings reported as at risk	
							£m	£m	£m	%
Children and Young People	6.902	-	0.000	(0.697)	(0.890)	5.315	4.207	2.695	39%	
Adult Social Care	16.388	(0.255)	0.000	-	(5.124)	11.009	7.570	8.818	54%	
Public Health and Communities	0.613	-	0.000	(0.600)	(0.538)	(0.525)	0.461	0.152	25%	
Homes and Housing Delivery	3.650	(1.281)	0.000	-	(0.282)	2.087	4.454	(0.804)	-22%	
Transport and Connectivity	4.446	-	0.000	(0.370)	(0.885)	3.191	3.491	0.955	21%	
Environment and Sustainability	0.000	-	0.000	-	-	0.000	0.000	0.000	0%	
Economy and Skills	0.296	-	0.000	-	(0.086)	0.210	0.145	0.151	51%	
Strategy and Resources	16.387	(0.215)	0.000	-	(3.463)	12.709	15.386	1.001	6%	
Total	48.681	(1.751)	-	(1.667)	(11.267)	33.996	35.714	12.968	27%	

3.2. As at P6, £35.7 million (73%) of savings are considered safe and £13.0 million (27%) are reported at risk and are being monitored and reviewed for delivery or in-year mitigation where possible. A number of these saving delivery risks are captured in the forecast outturn above and or directorates' risk and opportunities logs. It should, however, be noted that not all risks are formally acknowledged in the outturn and as such this may represent a small underlying additional risk.

3.3. Savings tracker change requests – the following savings were amended in P6:

3.3.1. Savings ID/name: GR007 'Temporary accommodation need' and GR009 'Increase direct lets with private sector landlords.' These Growth and Regeneration savings relate to the 'Tackling homelessness' programme. The savings target has increased from £6.0 million to £6.8 million for stretch savings being explored which will deliver savings due in future years and potential further pressure reduction in 24/25 and beyond.

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. They are a combination of costs, savings delivery, income generation and funding opportunities.
- 4.2. The table below summarises the risk and opportunities shown in the directorate appendices. This shows additional emerging net risk to General Fund full year forecast outturn of £5.6 million.

Table 4a: Summary Risks and Opportunities by Directorate

Total Net Risks / (Opportunities)	P6		
	Total Net Risk £'000	Total Net Opportunity £'000	Net Risk / (Opportunity) £'000
Directorate			
8 - Adults & Communities	7,187	0	7,187
9 - Children & Education	0	0	0
2- Resources	820	(1,269)	(449)
4 - Growth & Regeneration	13,889	(13,493)	395
Corporate	0	(1,500)	(1,500)
TOTAL	21,895	(16,262)	5,633

Table 4b: Summary Risks and Opportunities by Committee

Total Net Risks / (Opportunities)	P6		
	Total Net Risk £'000	Total Net Opportunity £'000	Net Risk / (Opportunity) £'000
Committee			
Children and Young People	0	0	0
Adult Social Care	6,869	0	6,869
Public Health and Communities	867	(467)	400
Homes and Housing Delivery	1,880	(2,610)	(730)
Transport and Connectivity	5,186	(6,843)	(1,656)
Environment and Sustainability	2,156	(2,818)	(663)
Economy and Skills	99	(383)	(284)
Strategy and Resources	5,318	(5,353)	(35)
Total	22,375	(18,475)	3,900
Less Ringfenced budgets:	(480)	2,213	1,733
Total (excluding ringfenced):	21,895	(16,262)	5,633

5. RING-FENCED BUDGETS

5.1. There are a number of 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 four main activities that are ringfenced through legislation and/or government funding rules and covered in this P6 report are the HRA, DSG, Public Health, and Bristol Harbour Authority.

5.2. Table 5 below provides an overview of the council's P6 forecast position for the 2024/25 financial year.

Table 5: P6 2024/25 Summary Full Year Ring-Fenced Fund Forecast

Period 6 Budget Monitoring - Summary	Approved budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000	£'000	£'000	£'000	%
Total Housing Revenue Account	150,982	150,982	165,222	14,781	(541)	14,240	9.4%
Total Dedicated Schools Grant	491,736	491,354	506,356	15,049	(47)	15,002	3.1%
Total Public Health Grant	0	0	0	0	0	0	0.0%
Total Bristol Harbour Authority		0	0	0	0	0	0.0%
Total Ring-fenced Budgets	642,718	642,336	671,578	29,829	(587)	29,242	4.6%

5.3. Housing Revenue Account (HRA)

5.3.1. The Housing Revenue Account (HRA) is a self-financing account and the Council will ensure it continues to manage within the resources available, including levels of HRA reserves. The HRA does not directly impact on the council's wider General Fund budget. Income to the HRA is primarily received through the rents and other charges paid by tenants and leaseholders.

5.3.2. The HRA is currently forecasting an adverse outturn of £14.2 million against its approved budget of £151.0 million. The main drivers of this forecast position are adverse variances of:

- £2.2 million for Income - due mainly to lower service charge income and lower rental income due to more void properties.
- £0.8 million increase in Repairs & Maintenance expenditure. This is mostly due to a backlog of works from previous years.
- £8.7 million overspend on Supervision and Management. This is mostly due to additional staff costs for compliance with the Housing and Consumer standards, additional insurance costs and additional security costs due to the delay to the

fire alarm project. Further details on the Waking Watch adverse variance can be found in Appendix A2.

- £1.4 million additional depreciation charge.
- £1.8 million assets write off.
- £0.3 million additional council tax charges for void properties.
- £0.8 million increase in forecast impairment provision.

5.3.2. These overspends are expected to be partially offset by favourable variances of £1.0 million against energy costs in communal areas, and additional interest receivable of £0.8 million. Any overspend reported at the year end 31 March 2025 will be contained within the HRA general reserves.

5.4. Dedicated Schools Grant (DSG)

5.4.1. 2024-25 gross allocation for Dedicated Schools Grant (DSG) approved budget of £491.7 million was approved at Full Council in February 2024 (net amount £220.1 million after deduction for academies recoupment, NNDR and direct funding of high needs places by Education and Skills Funding Agency (ESFA)).

5.4.2. The DSG budget is subject to ESFA revisions during the year for academy conversion recoupment and changes to validated pupil and place data determined from termly headcount and other data collections. The revised budget notified in July 2024 is £491.4 million.

5.4.3. Against the revised budget, the DSG is forecasting to overspend by £31.6 million in 2024/25. However, following mitigations due to Safety Valve contributions from the Department for Education (DfE) and Bristol City Council, the revised mitigated overspend is £15.0 million, representing a 3.1% forecast overspend on the DSG.

5.4.4. The forecast overspend is due to both the increasing numbers of children and young people with Education Health and Care Plans (EHCPs) being placed in high-cost Independent Non-Maintained Schools resulting from a current lack of sufficiency of local maintained provision and also delays in the development of new local provision so that some of this new provision will not now become available for use until 2025/26.

5.4.5. Early Years is forecasting a net in-year overspend of just over £0.3 million, however this position includes a forecast pressure of £0.6 million demand for top up funding on SEND.

5.4.6. Schools Block and the High Needs Transformation programme are forecasting an in-year balanced position.

5.4.7. Bristol City Council formally joined the Safety Valve programme at the end of 2023/24, and the DSG ended the year with an £18.5 million in-year overspend. Whilst the forecast overspend in the DSG is continuing to grow, the Safety Valve programme is developing mitigations to meet demand for SEND support within available funding.

Table 6: Period 6 - DSG Summary Full Year Forecast

Bristol Dedicated Schools Grant 2024/25	2023/24 b/fwd	Gross DSG Funding 2024/25	P6 Gross DSG Forecast	In-Year Variance P6	Forecast c/wd

	£m	£m	£m	£m	£m
Schools	(2.311)	344.380	344.380	0.000	(2.311)
De-Delegation	(0.464)	0.000	(0.001)	(0.001)	(0.465)
Central School Services Block	0.000	2.696	2.779	0.083	0.083
Early Years	(0.262)	54.904	54.897	(0.006)	(0.268)
High Needs Block	62.647	89.374	120.911	31.536	94.183
High Needs Transformation	(0.982)	0.000	0.000	0.000	(0.982)
DSG Funding	0.000	(491.354)	(491.354)	0.000	0.000
Total (Unmitigated)	58.628	0.000	31.612	31.612	90.240
Safety Valve	(21.520)	0.000	(16.610)	(16.610)	(38.130)
Net Total	37.108	0.000	15.002	15.002	52.110

5.5. The Public Health Grant

5.5.1 Public Health (PH) Grant of £36.4 million was awarded for 2024/25 by Department of Health and Social Care (DHSC). At the end of Period 6 Public Health is reporting no variance to budget.

5.6. Bristol Harbour Account

5.6.1 The Bristol Harbour Account funding has, for the main part, been disaggregated from the Management of Place division in Growth and Regeneration. It is currently forecasting no variance to budget.

6. CAPITAL SUMMARY

6.1. The Capital programme budget comprises £162.2 million for General Fund (excluding corporate and other technical adjustments budget totalling £10.9m) and £198.6 million for the HRA. The forecast variation against budget at Period 6 is a £26.1 million underspend, representing a £7.4 million underspend on General Fund (4.6% of the GF Total), plus £8.1 million underspend on corporate contingency and adjustments, and a £18.7 million underspend on the HRA (9.4% of the HRA Total).

Table 7a: P6 2024/25 Capital Programme Forecast Summary By Directorate

Approved Budget (Feb 24)	Budget Changes up to P6	Directorate	Revised Budget	Actual Spend to date	Budget Spend to date	P6 Forecast Outturn	Forecast to Budget Variance
£m	£m		£m	£m	%	£m	£m
42.5	(23.9)	Childrens & Education	18.6	5.5	30%	16.6	(2.0)
7.8	0.3	Adults & Communities	8.1	2.2	27%	7.5	(0.6)
151.1	(21.7)	Growth and Regeneration	129.4	34.0	26%	125.3	(4.1)

2.7	1.6	Resources	4.3	0.8	19%	4.3	0.0
2.6	(0.8)	Bristol Harbour Fund	1.8	0.5	25%	1.1	(0.7)
206.7	(44.5)	GF service Total	162.2	43.0	27%	154.8	(7.4)
358.0	(164.4)	Housing Revenue Account	198.6	58.9	30%	179.9	(18.7)
358.0	(164.4)	HRA service Total	198.6	58.9	30%	179.9	(183.7)
564.7	(208.9)	HRA & GF Service Total	360.8	101.9	28%	334.7	(26.1)
12.0	(1.1)	Corporate Contingencies & Funds	10.9	1.0	9%	2.8	(8.1)
576.7	(210.0)	Capital Programme Grand Total	371.7	102.9	28%	337.5	(34.2)

Last Year 2023/24 Comparison at end of Period 6

298.1	(205.0)	Capital Programme Grand Total	286.7	78.4	27%	283.8	(2.9)
--------------	----------------	--------------------------------------	--------------	-------------	------------	--------------	--------------

Table 7b: P6 2024/25 Capital Programme Forecast Summary By Committee

Approved Budget (Feb 24)	Budget Changes up to P6	Policy Committee	Revised Budget	Actual Spend to date	Budget Spend to date	P6 Forecast Outturn	Forecast to Budget Variance
£m	£m		£m	£m	%	£m	£m
42.5	(23.9)	Children and Young People	18.6	5.5	30%	16.6	(2.0)
3.8	(1.8)	Adult Social Care	2.0	0.0	0%	2.0	0.0
9.6	1.7	Public Health and Communities	11.3	3.2	28%	8.1	(3.2)
385.8	(166.2)	Homes and Housing Delivery	224.6	64.0	28%	203.0	(21.6)
49.6	(1.8)	Transport and Connectivity	47.8	17.2	36%	50.0	2.2
12.8	(0.8)	Environment and Sustainability	12.0	2.6	22%	12.1	0.1
15.4	6.2	Economy and Skills	21.6	6.7	31%	21.2	(0.4)
57.2	(23.4)	Strategy and Resources	33.8	3.7	11%	24.5	(9.3)
576.7	(210.0)	Capital Programme Grand Total	371.7	102.9	28%	337.5	(34.2)

6.2. The Capital programme recommends the re-profiling of up to £18.7m within the HRA following the significant changes in the HRA forecast from Period 5 to Period 6.

6.3. The material forecast changes are summarised below and within the Homes and Housing Committee Appendix A2 -

6.3.1 HRA2 - New Build and Land Enabling (budget re-profile £15.0m).

Slippages/underspend:

6.3.1.1 Lawrence Weston (£1.1m) – Forecast slippage based on estimated final cost now that the scheme is coming to a completion.

6.3.1.2 Brenty (£0.4m) – Forecast slippage due to anticipated further delays whilst discussions and review with the contractors is ongoing.

6.3.1.3 Filwood Cinema (£0.9m) - Re-profiling of spend after receipt of updated delivery plan from the contractor to realign the forecast to the most updated position of work progress.

- 6.3.1.4 96-98 West Street (£1.1m) – Forecast slippage based on the latest cashflow from contractors.
- 6.3.1.5 Marshall Walk (0.4m) – Forecast slippage as dispute with the MMC contractor around vesting is causing delays to the programme.
- 6.3.1.6 Airport Rd (£0.7m) – Underspend forecast based on estimated final cost now that the scheme is coming to a completion.
- 6.3.1.7 Hengrove Apartments (£3.8m) – Forecast slippage based on the latest cashflow from contractors.
- 6.3.1.8 Hengrove Future Phases (£3.0m) – Forecast removed as BCC is not proceeding with the scheme.
- 6.3.1.9 EDAROTH (£1.8m) - Forecast slippage based on the latest cashflow from contractors.
- 6.3.1.10 Baltic Wharf (£2.0m) - Removal of previously forecast deposit payments as BCC is not proceeding with the scheme.
- 6.3.1.11 Small variances on miscellaneous other schemes summing up to a net slippage of £0.9 million.

Reprofile project budget from future period/overspend:

- 6.3.1.12 Greville (£0.7m) - Budget reprofiled from future year based on an updated cashflow received from the contractors.
- 6.3.1.13 Bell Close (£0.4m) - overspend forecast based on an updated cashflow received from the contractors. This overspend will be contained and managed within the overall New Build and Land Acquisition budget in the HRA Capital programme.

Any overspend on individual projects will be contained and managed within the HRA Capital programme.

6.3.2. HRA1 – Home Improvement Programme - HIP (budget re-profile £3.7m).

Slippages:

- 6.3.2.1. £1.7 million slippage forecast on Night Storage Replacement. This reflects reduced target installation numbers on shelving ground source heat pump project.
- 6.3.2.2. £2.4 million slippage forecast on HIP Contingency Budget to reflect plan to not spend any money from this pot in the current financial year.
- 6.3.2.3. £0.4 million slippage on Planned Programmes (Windows) due to postponement of work on Hillsborough until next financial year.
- 6.3.2.4. £0.3 million slippage on Energy efficiency works (Easiforms) on account of delays to project works owing to the ongoing issues around access to the properties.
- 6.3.2.5. £0.4 million slippage on Stock Conditions Surveys (for Damp & Mould) on account of reduction in current year work programme owing to QA concerns.
- 6.3.2.6. Small variances on miscellaneous other schemes summing up to a net slippage of £0.2 million.

Overspend:

- 6.3.2.7. £1.7 million overspend on Fire Alarm Installations arising from additional blocks added to the programme to curb high Waking Watch Costs. Any additional spend incurred will require further approvals and will be funded by grant income from the Waking Watch Relief Fund and this overspend will be contained and managed within the overall Housing Investment Fund budget in the HRA Capital programme.

6.4. The capital programme, as approved in February 2024, identified £10.6m of emerging priorities to be financed from a range of resources, including £5.002 million of Strategic Community Infrastructure Levy (SCIL). It should be noted that this SCIL allocation will be

utilised to support the Investment in the 'New Cut' harbour walls, works to repair and strengthen the River Avon New Cut Retaining Walls in the vicinity of the Langton Street Pedestrian Bridge (the Banana Bridge) between the Bath Bridge Roundabout and the Bedminster Bridge Roundabout. This will support the proposed growth identified in the Whitehouse Street Framework by ensuring that York Road and Clarence Road are supported such that additional pedestrian and cycle infrastructure can be provided in addition to a potential new footbridge linking Whitehouse Street to Clarence Road.

7. OTHER DECISIONS

7.1. **Urgent Key Decision No. 037 – Household Support Fund 6 (2024 school holidays free school meals vouchers)**

Following the announcement on 2 September 2024 by the Secretary of State for Work and Pensions that the Household Support Fund (HSF) is to be extended by a further 6 months 1 October 2024 to 31 March 2025, approval was given by the Chief Executive in consultation with the Leader of Bristol City Council, to spend £1,021,500 to assist 22,700 free school meals food vouchers for the October and Christmas 2024 school holidays (representing a total of 3 weeks). Further details are included in Appendix A3.

Appendix A2 – Homes & Housing Committee 2024/25 – P6 Budget Monitor Report

Section A: Revenue Budget Monitor

Housing & Landlord Services

	Revised Budget	Forecast Outturn	Outturn Variance
P06	£23.6m	£26.9m	£3.3m overspend

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.8m	5.4m	5.4m	4.7m	3.3m					
▼↓	▼↓		▲↑	▲↑					

Housing Revenue Account (HRA)

	Revised Budget	Forecast Outturn	Outturn Variance
P06	£151.0m	£165.2m	£14.2m overspend

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.6m	9.3m	12.5m	14.8m	14.2m					
▼↓	▼↓	▼↓	▼↓	▲↑					

Position by Division

Housing & Landlord Services

Period 6 Budget Monitoring - Summary	Approved Budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000	£'000	£'000	£'000	%
Homes and Housing Delivery							
37 - Housing & Landlord Services	22,943	23,585	26,886	4,707	(1,405)	3,301	14.0%
Total Homes and Housing Delivery	22,943	23,585	26,886	4,707	(1,405)	3,301	14.0%

Housing Revenue Account (HRA)

Period 6 Budget Monitoring - Summary	Approved Budget	Revised Budget	Forecast	Forecast variance at Q2/P5	Movement in forecast variance at P6	Forecast variance at P6	Forecast variance at P6
	£'000	£'000	£'000	£'000	£'000	£'000	%
Housing Revenue Account							
Total Housing Revenue Account	150,982	150,982	165,222	14,781	(541)	14,240	9.5%
Total Housing Revenue Account	150,982	150,982	165,222	14,781	(541)	14,240	9.5%

Key Messages:

Housing & Landlord Services

The Housing & Landlord division, at the end of Period 6, is reporting a forecast overspend of £3.3 million against a revised budget of £23.6 million (14%) relating to homelessness. The council has initiated a Transformation programme, Tackling Homelessness, to develop options to increase supply of homes and reduce demand where possible. This programme has been successful at materially reducing the pressure in 2024/25 and future years.

Housing Revenue Account

The Housing Revenue Account, at the end of Period 6, is reporting a forecast overspend of £14.2 million (shown in the table below). Any instance of an overspend on the HRA will be funded by a transfer from the HRA general reserve at the end of the financial year.

The main reasons for the variance against budget are set out below.

Summary – Housing Revenue Account

HOUSING REVENUE ACCOUNT	Revised Budget £m	Current Forecast £m	Outturn Variance £m	Previous Forecast £m	Movement £m
Income	(149.920)	(147.726)	2.195	(147.955)	0.230
Repairs & Maintenance	44.543	45.376	0.833	46.844	(1.468)
Supervision & Management	40.141	48.826	8.685	48.157	0.669
Special Services	14.238	13.210	(1.027)	13.181	0.029
Rents, rates, taxes and other charges	0.581	0.925	0.343	0.925	0.000
Depreciation and bad debt provision	33.045	35.235	2.190	35.235	0.000
Total expenditure - core services	132.548	143.571	11.023	144.341	(0.770)
Net cost of core HRA services	(17.373)	(4.155)	13.218	(3.614)	(0.541)

Net interest payable, pension costs and other non-operational charges	10.407	11.429	1.022	11.429	0.000
Capital expenditure funded from revenue	0.000	0.000	0.000	0.000	0.000
(Surplus) / Deficit for the year on HRA services	(6.966)	7.274	14.240	7.815	(0.541)
Transfer To/(From) from reserves	6.966	(7.274)	(14.240)	(7.815)	0.541
Net		0.000	0.000	0.000	0.000

	Revised Budget £	Approved Budget £
Income	(149,920,430)	(150,098,200)
Service Costs	132,547,600	132,725,370
Interest Costs	10,407,160	10,407,160
Transfer to reserves	(6,965,670)	(6,965,670)
Net Budget	-	-

Income is reporting a shortfall of £2.2 million at the end of P6 compared to budget. The main contributing factors to the negative variance are higher than expected void properties and lower than expected service charge income.

The forecast for **repairs & maintenance**, was running £0.8 million behind the budget at the end of P6. The main elements of overspends in the budgets for;

- +£0.8 million Response Repairs - overspend due to backlog of repair works from prior years.

The **supervision and management service** is running £8.7 million behind the budget at the end of P6. The main elements are overspending in the budgets for;

- +£4.2 million – delay in fire alarm project and other capital projects, and Barton House resource draw has resulted in additional Security/Waking watch costs.

This represents an extension of existing contracts totalling circa £3.8m, with a further £0.4m in relation to new arrangements as a precautionary measure at St. Judes.

In order to bring the installation of fire alarms back on track, the service are engaging pro-actively with contractors to ensure they meet performance requirements. In some instances, where performance has been below required levels, the contractor has been charged for the relevant waking watch costs. The service is further exploring the use of additional resource through the existing third party frameworks. At present, it is envisaged that a small budget will be required for 2025/26 of circa £0.3m, though this remains under review.

- +£0.3 million - Additional computer licensing fees.

- +£0.9 million - Additional recharge costs not previously budgeted for.
- +£0.3 million - Additional Insurance costs.
- +£2.3 million - Additional staff expenditure mostly related the Housing and Consumer Standards Programme Board.
- +£0.7 million - SHDF funding to be allocated to capital. Was previously recognised as revenue Income.

Special Services are reporting a £(1.0) million favourable variance in P6.

The main elements are underspends in the budgets for;

- £(1.0) million Communal Amenities – Lower than expected energy costs. Energy forecast this will continue to be monitored throughout the year.

Interest receivable £0.8 million positive variance in P6.

- £(0.8) million Interest Income – additional investment income receivable as a result of increased interest rates.

Rent Impairment £0.8 million adverse variance in P6.

- £0.8 million – additional bad debt provision.

Depreciation £1.4 million adverse variance in P6.

- £1.4 million additional depreciation – additional depreciation charge.

Council Tax £0.3 million adverse variance in P6.

- £0.3 million additional council tax – additional council tax charges for void properties.

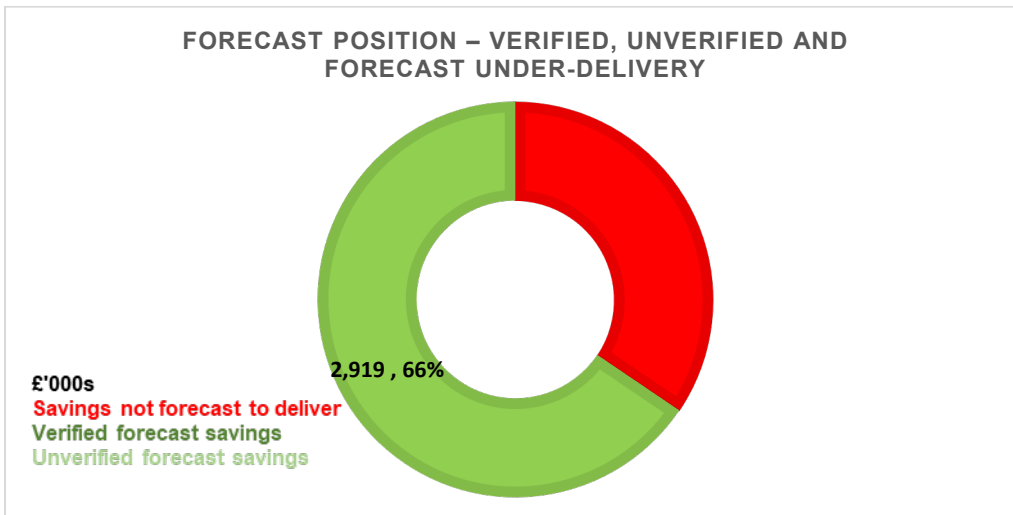
Loss on disposal of assets £1.8 million adverse variance in P6.

- £1.8 million write off – Modulous project at Romney Avenue Write off since contractor has gone into liquidation.

Savings Delivery (General Fund)

Homes and Housing Delivery					
BRAG	No. of Items	Plan £'000	Forecast £'000	Of Which Verified £'000	Variance £'000
Blue	-	1,535	1,535	1,535	-
Green	-	2,090	2,919	-	829
Amber	-	-	-	-	-
Red	-	25	-	-	25

Total	-	3,650	4,454	1,535	804
--------------	---	--------------	--------------	--------------	------------



List of forecast underdelivered savings

		Sum of Savings Forecast Variation to Plan 24/25 £000
Saving Name	Variation Explanation / Commentary	
5th Block contract	Expected to be rolled up into broader Tackling Homelessness savings.	(25)
		(25)

Section B: Risks and Opportunities

				P6		
				TOTAL NET RISK / (OPPORTUNITY)		(333)
Division	Committee	Risk or Opportunity	Description	Risk / (Opportunity) £'000	Likelihood	Net Risk / Opportunity £'000
Housing and Landlord Services	Homes and Housing Delivery	Risk	Temporary Accommodation Subsidy Loss	2,800	Medium Likelihood - Risk is likely to come to bear, mitigations are in place, but may require further clarifications and actions to deliver.	1,400
Housing Services - HRA	Homes and Housing Delivery	Risk	Additional Bad debt Provision	300	High Likelihood - Risk is very likely to come to bear, mitigations are being reviewed but not yet clear.	225

Housing Services - HRA	Homes and Housing Delivery	Risk	Additional Legal recharges	340	High Likelihood - Risk is very likely to come to bear, mitigations are being reviewed but not yet clear.	255
Housing Services - HRA	Homes and Housing Delivery	Opportunity	Increase in Leasehold Service Charges due to current estimates of final accounts	(550)	High Likelihood - Risk is very likely to come to bear, mitigations are being reviewed but not yet clear.	(413)
Housing Services - HRA	Homes and Housing Delivery	Opportunity	Capitalisation of repairs	(2,400)	High Likelihood - Risk is very likely to come to bear, mitigations are being reviewed but not yet clear.	(1,800)

Section C: Capital

Approved Budget	Revised Budget	Expenditure to Date	Forecast Outturn	Outturn Variance
£386.6m	£224.6m	£64.0m 29% of Budget	£203.0m 92% of Budget	(£16.6m)

Scheme	Current Year (FY2024) - Period 6				Performance to budget	
	Revised Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
	£000s				%	
Planned Programme - Major Projects	73,557	28,579	69,864	(3,693)	39%	95%
New Build and Land Enabling	122,748	29,745	107,720	(15,027)	25%	91%
HRA Infrastructure	2,102	615	2,102	0	29%	100%
HRA Fleet Replacement Programme	200	0	200	0	0%	100%
Private Housing	4,494	1,639	4,494	0	36%	100%
Local Authority Housing Fund - Refugee Resettlement	2,057	112	2,057	0	5%	100%
Housing Delivery Programme	18,530	2,330	15,663	(2,866)	13%	85%
Community Investment Scheme (Lawrence Weston)	870	936	870	(0)	108%	100%
	224,558	63,956	202,971	(21,586)	29%	90%

Key Messages:

There is an overall current year forecast underspend of £21.6 million against the Capital Works Revised Budget of £224.6 million, with a year-to-date spend of £64.9 million (28%).

The capital budgets within Housing and Landlord Services are split between General Fund Housing and the HRA as follows:

	Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
HRA	198,607	58,939	179,886	(18,720)	30%	91%
General Fund	25,951	5,017	23,084	(2866)	19%	89%
Total	224,558	63,956	202,971	(21,586)	29%	90%

Planned Programme

The Planned Programme is reporting a slippage of £3.7 million. The key variances are detailed below:

Slippages:

- £1.7 million slippage forecast on Night Storage Replacement. This reflects reduced target installation numbers on shelving ground source heat pump project.
- £2.4 million slippage forecast on HIP Contingency Budget to reflect plan to not spend any money from this pot in the current financial year.
- £0.4m slippage on Planned Programmes (Windows) due to postponement of work on Hillsborough until next financial year.
- £0.3 million slippage on Energy efficiency works (Easiforms) on account of delays to project works owing to the ongoing issues around access to the properties.
- £0.4 million slippage on Stock Conditions Surveys (for Damp & Mould) on account of reduction in current year work programme owing to QA concerns.
- Small variances on miscellaneous other schemes summing up to a net slippage of £0.2 million.

Overspend:

- £1.7 million overspend on Fire Alarm Installations arising from additional blocks added to the programme to curb high Waking Watch Costs. Any additional spend incurred will require further approvals and will be funded by grant income from the Waking Watch Relief Fund.

New Build and Land Enabling

The New Build and Land Enabling Programme is reporting a slippage of £15 million. The key variances are detailed below:

Underspend/Slippage:

- Lawrence Weston (£1.1m) – Forecast slippage based on estimated final cost now that the scheme is coming to a completion.

- Brentry (£0.4m) – Forecast slippage due to anticipated further delays whilst discussions and review with the contractors is ongoing.
- Filwood Cinema (£0.9m) - Reprofile of spend after receipt of updated delivery plan from the contractor to realign the forecast to the most updated position of work progress.
- 96-98 West Street (£1.1m) – Forecast slippage based on the latest cashflow from contractors.
- Marshall Walk (£0.4m) – Forecast slippage as dispute with the MMC contractor around vesting is causing delays to the programme.
- Airport Rd (£0.7m) – Underspend, including underused contingency budgets, forecast based on estimated final cost now that the scheme is coming to a completion.
- Hengrove Apartments (£3.8m) – Forecast slippage based on the latest cashflow from contractors.
- Hengrove Future Phases (£3.0m) – Forecast removed as BCC is not proceeding with the scheme.
- EDAROTH (£1.8m) - Forecast slippage based on the latest cashflow from contractors.
- Baltic Wharf (£2.0m) - Removal of previously forecast deposit payments as BCC is not proceeding with the scheme.
- Small variances on miscellaneous other schemes summing up to a net slippage of £0.9 million.

Reprofile project budget from future period/overspend:

- Greville (£0.7m) – Budget reprofiled from future year based on an updated cashflow received from the contractors.
- Bell Close (£0.4m) - overspend forecast based on an updated cashflow received from the contractors.

Housing Delivery Programme

The Housing Delivery Programme is reporting a slippage of £2.8 million. The key variances are detailed below:

Slippages:

- Filwood Framework - Cultural Hub (£0.3m) – Forecast slippage based on updated estimates as works now expected to commence mid Jan 2025.
- Enabling Works for Bath Road site (£0.3m) – Forecast slippage due to level of confidence affected by negative land release fund decision.
- Southmead Regeneration Masterplan Framework (£2.1m)- Forecast reprofiled after further discussions with SDT re expenditure up to 14/10/24 and assessing the maximum SCIL expenditure in FY24/25 to be around £0.2 million.
- Small variances on miscellaneous other schemes summing up to a net slippage of £0.1 million.

Finance Urgent Key Decision



Decision of: Head of Paid Services/Chief Executive

**In consultation with: Councillor Tony Dyer,
Chair of Strategy and Resources Committee**

Directorate: Resources

Decision no: 037

Subject: Household Support Fund 6 (2024 school holidays free school meals vouchers)

Key decision: Yes

Reason

To approve the spend of £1,021,500, in respect of 22,700 Free School Meals food vouchers for the October and Christmas school holidays, following the recent announcement and extension of the Household Support Fund. The allocation by the Department for Work and Pensions (DWP) Hardship Support Fund, is a total of £4,039,965, but a decision is needed 11 October 2024 on this element, and before the next Committee to allow distribution of any vouchers to low-income households before the first school holiday at the end of October.

Background

On 2 September 2024 the Secretary of State for Work and Pensions announced that the Household Support Fund (HSF) would be extended for a further six months, from 1 October 2024 to 31 March 2025, with a further £421m of funding. As has been done for previous schemes, the fund is released to councils, to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs.

Due to lack of notice given by government and the impending October half term, the Council will use a proportion of the £4m grant, to assist 22,700 Free School Meal/Pupil Premium children during the school holidays in October half term and Christmas holiday. This will be done by awarding a £15 per week, per child, food voucher in respect of all those entitled. The spend accounts for £1,021,500 of the allocation for the 3 weeks in total of school holidays in this period. This commitment is in line with previous support provided to these children for most school holidays since October 2020, by Bristol City Council.

The contract supplier (Hawk Incentives) has been chosen using the CSS framework and is a continuation of an existing and well-established good quality, procurement compliant route.

It is not reasonably practicable to await the next Strategy and Resources Committee meeting as arrangements need to be put in place beforehand, to enable distribution to be in place by the start of the holidays. There is a clear and pressing urgent need for this decision to be taken to enable the Free School Meal vouchers to be available for the October half term school holiday.

This emergency decision to spend £1,021,500 of the forthcoming Council's allocation from the Household Support Fund for October 2024 to March 2025 was made by the Head of Paid Services/Chief Executive in consultation with the Chair of Strategy and Resources Committee.

Decision

To approve the spend of £1,021,500 from the extended Hardship Support Fund in respect of Free School Meals food vouchers for the relevant school holidays, in advance of the full policy being presented to Strategy and Resources Committee

Financial implications

Bristol City Council will be awarded a further £4m under the Household Support Fund Grant. The awarding of a £15 per week, per child voucher amounts to an expenditure amount of £1,021,500. This spend is fully met from the grant received and places no additional financial burden on the council.

The utilisation of the remainder of the grant is yet to be determined and will be subject to a separate decision and report to be taken to Strategy and Resources Committee.

Legal powers and implications

This funding to councils on behalf of the Department for Work and Pensions (DWP) is made under section 31 of the Local Government Act 2003. Legal support has been provided and the procurement process followed is compliant with both the Public Contracts Regulations 2015 and the council's own procurement rules.

Climate change and environmental implications

None

Consultation

Consultation has taken place with colleagues in Education and schools, plus wider services where there is an impact with regards to food and fuel poverty on Bristol residents.

Risk management.

NA.

Equality implications

Have you undertaken an Equality Impact Assessment? Yes – historically, with an updated one for the new policy, in progress.

Corporate implications

The proposed spend and allocation of the Hardship Support Fund aligns to the corporate strategy in which the vision is for Bristol to be a City.

1. In which everyone benefits from the city's success, and no-one is left behind.
2. Where people have access to decent jobs and to affordable homes.
3. In which services and opportunities are accessible.
4. Where life chances and health are not determined by wealth and background.

This is through providing support to households who are on a low income, so that levels of poverty are reduced with the benefits to health and opportunities that this brings.

Signatories

Decision maker

Title: Head of Paid Services/Chief Executive

Signed: 

Date: 4/10/2024

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

Consultees

Title: Chair of Strategy and Resources Committee/Leader of Bristol City Council

Signed: 

Date: 26/09/24

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.



Committee Report

PURPOSE: Final Decision Report

KEY OR NON-KEY DECISION: Key decision over £500k spend/save & impacts more than 2 wards

COMMITTEE: Strategy and Resources Committee

DATE: 18 November 2024

TITLE: Estate Rationalisation – Surplus Asset Disposals

Ward All Wards

Officer presenting the report: Pete Anderson **Job title:** Director: Property, Assets and Infrastructure

Committee Chair: Councillor Tony Dyer

Executive Director lead: John Smith: Executive Director for Growth & Regeneration

Proposal origin: BCC Staff

Purpose of Report:

1. To seek approval to the disposal or re-purposing of the listed Bristol City Council estate assets.
2. To seek Committee approval to the disposal of the BCC assets specified in Appendix A and exempt Appendix E, which have been identified following analysis of the council's estate. Options were presented to the Estates Strategy Board and a list of assets has been identified that best contribute towards achieving future capital receipts and revenue savings targets.
3. To be noted that a separate Property Working Group will be established to work to provide insight and challenge to the approach to estate rationalisation.

Evidence Base / Options to consider

1. In February 2023, Full Council approved the 23/24 budget which included specific proposals to generate £36m in capital receipts (to contribute to an overall target of £71m by 27/28) and make £4m revenue savings related to the council's asset base.
2. In June 2023, a report on the corporate Property Programme for 23/24 was approved by Cabinet which outlined the scope and approach to meeting these financial targets. The report identified the requirement to complete a review of the operational, development and investment estates to ensure that we are retaining the correct property assets for the correct purposes, while releasing

suitable properties to the disposals process to contribute to the revenue savings and capital receipts targets. The approach outlined was that any property that does not have an operational necessity or a sufficient financial yield will be released.

3. The Estate Strategy Board has been set up to oversee the work referred to in paragraph 2 and is currently the governance route for recommending assets for disposal.
4. In February 2024 Full Council approved the 2024/25 budget which included specific proposals to generate £21.6m in capital receipts and make £440k revenue savings in 24/25 related to the council's asset base.
5. Following an ongoing review of the council's operational estate, there are assets that are no longer required for service delivery, and which are vacant or could be vacated relatively quickly. These are set out in Appendices A1 and exempt appendix E. The Estate Strategy Board recommends that, subject to Committee approval, these should be disposed of to the best financial advantage of the council as soon as possible.
6. As part of the process to dispose of surplus assets, the potential to transfer suitable assets from General Fund into Housing Revenue Account (HRA) as additional housing stock or to re-purpose the asset to satisfy a key service requirement is considered prior to disposing on the open market. Appendix A2 lists the assets where transfer to the HRA or appropriation to satisfy an alternative Council service requirement is proposed. Any transfers will be subject to a HRA viability assessment on each individual site and the value of the asset being agreed with Property following independent valuation.
7. As part of the council's ongoing efforts to release land for housing development and delivery of affordable homes, and get more land working to support city strategies, a strategy to use BCC assets for accelerated housing delivery has been progressed. This will include exploring criteria for site selection and options for disposal routes to enable sites to be brought forward for development. Some of the sites identified in Appendix A1 align with this work and opportunities to increase and accelerate development opportunities will be progressed wherever possible.
8. Should approval be obtained for these disposals subject to any transfer potential mentioned at point 5 above, they will be placed with agents for sale on the open market.
9. Legal, agency fees and other disposal costs of up to 4% will be deducted from the disposal proceeds.
10. If approved for disposal, the assets listed in the attached appendix A1 and exempt Appendix E are estimated to provide a minimum capital receipt in the region of £2.1m, together with a revenue saving equivalent to premises operating costs which includes repairs & maintenance, business rates, utilities and future cost avoidance. The proceeds from the sale of all land and buildings (subject to certain statutory limitations) will not be earmarked for use by a specific service but will be pooled and applied to finance future capital investment or for any other purpose permitted by specific regulations (i.e. the flexible use of capital receipts to fund transformation).

Officer Recommendations: -

That the Committee for Strategy and Resources

1. Approves the assets listed in Appendix A1 be declared surplus to Council requirements and subject to them not being considered suitable for HRA transfer, or sold to a registered provider, to be disposed of on the open market for the best consideration achievable.
2. Approves the assets listed in Appendix E be declared surplus to Council requirements where applicable and subject to them not being considered suitable for HRA transfer, or sold to a registered provider, to be disposed of on the open market for the best consideration achievable.
3. Authorises the Executive Director: Growth & Regeneration, in consultation with Section 151 Officer, in accordance with the council's scheme of delegations, to take all steps required for disposal of the assets whilst ensuring best value is obtained for each property listed in Appendix A1 and exempt Appendix E in the event they are not required by the HRA or to satisfy an alternative service requirement.

Corporate Strategy alignment:

1. Theme 7: Effective Development Organisation From city government to city governance: creating a focused council that empowers individuals, communities, and partners to flourish and lead.
2. ED06 Estate Review: Review our operational estate to ensure we have the right amount and right quality of workspaces. Make sure they are carbon neutral by 2025, as well as climate resilient. Explore the potential for a greater presence in neighbourhoods alongside partners.

City Benefits:

1. **Estate Review, Disposals, & Investment in Retained Assets**

A smaller and more efficient office, depot, operational, and investment estate where we have the right amount and right quality of properties to serve the required purpose, while disposing of properties that are deemed surplus to requirements to achieve financial benefits for the organisation.

Consultation Details:

1. In order that the disposal of surplus assets is achieved at the required pace, a revised 'Surplus assets procedure' has been introduced which ensures that Service Directors have been informed of the intention to dispose of identified assets prior to them being recommended by Estates Strategy Board.

Background Documents:

Generic:

- [Corporate Strategy 2022-27 \(bristol.gov.uk\)](https://www.bristol.gov.uk/corporate-strategy-2022-27)

- [Feb 2023 -Full Council - 23/24 budget setting savings](#)

Property Programme:

- [\(Public Pack\)Agenda Document for Cabinet, 06/06/2023 16:00 \(bristol.gov.uk\)](#), p. 360-391
- [\(Public Pack\)Agenda Document for Cabinet, 04/07/2023 16:00 \(bristol.gov.uk\)](#), p. 275-289
- [\(Public Pack\)Agenda Document for Cabinet, 05/09/2023 16:00 \(bristol.gov.uk\)](#), p. 324-334
- [\(Public Pack\)Agenda Document for Cabinet, 03/10/2023 16:00 \(bristol.gov.uk\)](#), p. 553-565
- [\(Public Pack\)Agenda Document for Cabinet, 06/02/2024 16:00 \(bristol.gov.uk\)](#), p. 800-821

Revenue Cost	See Appendices	Source of Revenue Funding	N/A
Capital Cost	See Appendices	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	If yes - existing or new saving? Existing <input type="checkbox"/> OR Income generation proposal <input checked="" type="checkbox"/>

1. Finance Advice: This report requests approval to sell the properties, listed at Appendix A1 on the open market. That is expected to generate a minimum of £2.1m which is likely to be realised in 2025. There are no properties identified as surplus and to be made available to the Housing Revenue Account (HRA) on this occasion.

Disposal of these properties is expected to generate c. £120k per annum from savings to utilities and business rates but c. £75k in income is also expected to be lost through loss of rental income. Given the scale of the capital receipts it is clearly in the financial interests of the Council to dispose of these assets.

Finance Business Partner: Ben Hegarty, Finance Business Partner Growth and Regeneration, 15 October 2024

2. Legal Advice:

The Council is under a duty by virtue of S123 of the Local Government Act 1972 to achieve best value for its assets and any disposal should be at the best price reasonably obtainable. It is clear from the report that this statutory requirement will be met by disposing of any assets on the open market at the best price achievable.

Legal Team Leader: Andrew Jones – Property Planning and Transport Team, 10 September 2024

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

IT Team Leader: Alex Simpson, 11 October 2024

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner, 11 October 2024

APPENDICES

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Equality Impact Assessment (EqIA)	YES
Appendix C – Environmental Impact Assessment	YES
Appendix D – Decision Risk Assessment	NO
Appendix E – Exempt Information	YES
Appendix F – Details of consultation carried out - internal and external	NO
Appendix G – Options appraisal matrix	NO
Appendix H – Business case / financial analysis	NO

APPENDIX A1: Further Information on Assets Proposed for Disposal

The assets listed below are surplus to the Council's operational requirements and are recommended for disposal. The total estimated value is circa £2.1M (NB valuations of the sites have not yet been carried out but estimated figures used as a guide).

1. Name: Summerhill Centre, Summerhill Road, St George, BS5 8HJ Prop ID: 4293



This property is being declared surplus to operational requirements because the current tenant wants to end its lease and hand the property back to the Council.

The Property has been through the BCC surplus process and Adult Services have expressed a preference for the asset to be sold to a Registered Provider to develop it for Supported Housing. The sale will be at open market value and will provide revenue savings to BCC.

2. Name: Jubilee Hall, Wedmore Vale, BS3 5HX Prop ID: 778

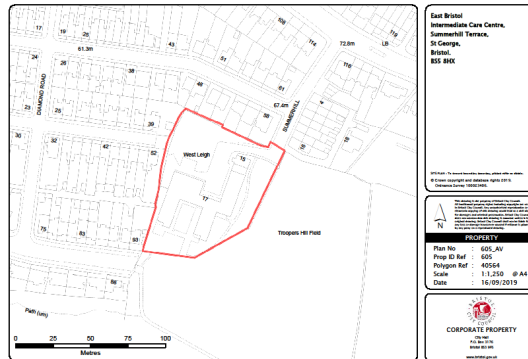


This property is being declared surplus to operational requirements because the current tenant wants to end its lease and hand the property back to the Council.

The Property has been through the BCC surplus process and Adult Services have expressed a preference for the asset to be sold to a Registered Provider to develop it for Supported Housing. The sale will be at open market value and will provide revenue savings to BCC

3. Name: East Bristol Intermediate Care, Summerhill Terrace, St George.

Prop ID :605



The property has a site area of 0.576 hectares (1.425 acres) and is located adjacent to the Troopers Hill/Crews Hole Road open space.

The Rehabilitation Centre within the building has closed however part is still currently used for accommodation for Council office-based staff and for Sirona. The intention is to close the whole building in 2025-26.

The Property has been through the BCC surplus process and Adult Services have expressed a preference for the asset to be sold to a Registered Provider to develop it for Supported Housing. The sale will be at open market value and will provide revenue savings to BCC.

4. Name: Delaware House, 129 West Town Lane, Stockwood BS14 9EF

Prop ID: 7871



A single storey purpose-built Council Office in a residential area. Site area 0.058ha.

The Property has been through the BCC surplus process but there are no internal requirements for the site and so it is recommended that the site be sold on the open market.

**5. Name: 21-25 Nelson Parade Bedminster Bristol BS3 4JA
Prop ID: 7399**



Currently vacant. Previous scheme to bring forward with a housing delivery partner was unsuccessful. The Property has been through the BCC surplus process but there are no internal requirements for the site and so it is recommended that the site be sold on the open market.

APPENDIX A2: Further Information on Assets Proposed for Disposal

Assets being considered for transfer to the Housing Revenue Account

The assets listed below are surplus to the Council's operational requirements (therefore no longer required for service delivery) and are under consideration for transfer to the Housing Revenue Account (HRA).

NO ASSETS CURRENTLY IN THIS CATEGORY

Equality Impact Assessment [version 2.12]



Title: Estates Rationalisation and Disposals Committee Report 18 November 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: Growth and Regeneration	Lead Officer name: Peter Anderson
Service Area: Corporate Landlord	Lead Officer role: Director – Property, Assets & Infrastructure

Step 1: What do we want to do?

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

To enable the Council to deliver revenue savings and capital receipts contributing to the 2024/25 targets. Following a review of the office, depot, operational, and investment estates the Corporate Landlord has identified properties for the disposals process (where there is no operational necessity or if they do not return a sufficient financial yield).

There is clear governance and a decision making route for all decisions regarding estate transformation. Disposals have been approved by the Estate Strategy Board (which includes Director representation from each Directorate) and will be subject to final approval by S&R Committee – this ensures full visibility of all decisions.

This proposal is to dispose of a list of identified assets from the Council’s estate (as specified in Appendix A1 and exempt Appendix E) for the best financial advantage of the council as soon as possible., to raise capital receipts to support the Council’s current funding gap. There is no impact on staff groups or citizens, as the Council does not currently occupy or deliver services from these sites.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: The assets identified in the Appendices have been declared surplus to the council’s operational need and will have no impact on groups with protected characteristics.		

1.3 Will the proposal have an equality impact?

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

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

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

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


The review of the office, depot, operational, and investment estates (to ensure that we are retaining the correct property assets for the correct purposes) will result in suitable assets being released to the disposals process. The review of the office, depot, operational, and investment estates overall has the potential to have an equality impact to service users and the wider community, although it will vary significantly between individual properties.

However for the disposal of these properties specifically we have not identified any significant potential impacts, primarily due to the fact that they have been declared surplus to the Council’s operational requirements and are not occupied by the Council.

1. Summerhill Centre, Summerhill Road, St George, BS5 8HJ – property declared surplus requirements because the current tenant wants to end its lease and hand the property back to the Council.
 2. Jubilee Hall, Wedmore Vale, BS3 5HX8HJ – property declared surplus requirements because the current tenant wants to end its lease and hand the property back to the Council.
 3. East Bristol Intermediate Care, Summerhill Terrace, St George. - The Property has been through the BCC surplus process and Adult Services have expressed a preference for the asset to be sold to a Registered Provider to develop it for Supported Housing. The sale will be at open market value and will provide revenue savings to BCC.
 4. Delaware House, 129 West Town Lane, Stockwood BS14 9EF - The Property has been through the BCC surplus process and there are no internal requirements for the site and so it is recommended that the site be sold on the open market.
 5. 21-25 Nelson Parade Bedminster Bristol BS3 4JA - The Property has been through the BCC surplus process and there are no internal requirements for the site and so it is recommended that the site be sold on the open market.
- * The two properties in the Exempt Appendix have been omitted from the list of assets for disposal as they are exempt for reasons of commercial sensitivity.

Step 5: Review

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

<p>Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off:</p>  <p>Peter Anderson Director of Property, Assets and Infrastructure</p>
<p>Date: 24/10/2024</p>	<p>Date: 28/10/2024</p>

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



Environmental Impact Assessment [version 1.0]

Proposal title: Estates Rationalisation and Disposals Committee Report 18 November 2024		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> 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: Peter Anderson	
Service Area: Corporate Landlord	Lead Officer role: Director – Property, Assets & Infrastructure	

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 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 obtain Committee approval to the disposal of BCC assets which have been initially identified by the Estates Strategy Board as being surplus to the Council’s operational requirements.

1.2 Will the proposal have an environmental impact?

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

If ‘Yes’ complete the rest of this assessment.

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

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

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable	[please select]
------------------------------	-----------------------------	--	-----------------

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>ENV1 Carbon neutral: Emissions of climate changing gases</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</p>	<p>Benefits</p>	<p>It is hoped that sale of the assets will enable them to be put to productive use by third parties and that the energy efficiency of the buildings will be improved as part of any works carried out to enable re-use.</p> <p>The disposal sites proposed have either been recently leased, have been vacant for some time, or are plots of land that do not use energy. In these cases, there is no recent data and disposal may not reduce measured emissions on the council estate. Planned disposal sites include one Scope 1&2 site and one scope 3 site with recent data available.</p>
	<p>Enhancing actions</p>	<p>Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.</p> <p>Potential buyers may be encouraged to engage in the One City Strategy and Bristol One City Climate Change Ask.</p> <p>Planned disposal sites include one Scope 1&2 site and one scope 3 site with recorded consumption available from 2023/24. Disposal will generate carbon savings for these scopes. In 2023/24 the S1&2 site emitted 72 tonnes of carbon (Approx 0.85% of the total estate) and the S3 site 0.31 tonnes of carbon.</p>

<p>will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</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	Any construction or redevelopment works to prepare the properties for sale, or by their new owners will create emissions in the short term, which should be outweighed by greater future efficiencies.
	Mitigating actions	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years</p>		
<p>ENV2 Ecological recovery: Wildlife and habitats 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>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits	The land around these buildings may be altered to provide biodiversity net gain.
	Enhancing actions	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.
	<p>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	
	Mitigating actions	
<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</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>Further guidance</p> <p><input 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	Any construction or redevelopment works will generate waste.
	Mitigating actions	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years		
<p>ENV4 Climate resilience: Bristol’s resilience to the effects of climate change</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>Further guidance</p> <p><input type="checkbox"/> No impact</p>	Benefits	Any construction or redevelopment works may improve resilience.
	Enhancing actions	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.
	Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years	
	Adverse impacts	Disposals of assets that could be otherwise used to improve resilience could prevent improved resilience.
	Mitigating actions	<p>Future disposals of green and blue spaces will be made only where it has been indicated by the relevant team that it is not used or needed for:</p> <p>Generating heat for a heat network, ground source heat for an adjacent building, or renewable electricity (Bristol City Leap Client Function)</p> <p>Slowing stormwater runoff, acting as a flood basin, or cycle infrastructure (Highways and Flood Risk Team)</p>

		Carbon sinks or potentially significant changes in biodiversity net gain (Parks and Sustainable City Team) Providing shade trees to manage the temperature of vulnerable buildings or areas of the city in a warming climate (Sustainable City Team).
Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years		
Statutory duty: Prevention of Pollution to air, water, or land 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. Further guidance <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	Any construction or redevelopment works may cause pollution.
	Mitigating actions	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.
Persistence of effects: <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
Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.	Lois Woodcock	30/06/2026
Disposals of vacant land will be made after checking whether will be critical for the short term for the delivery of: Generating heat for a heat network, ground source heat for an adjacent building, or renewable electricity (Bristol City Leap Client Function) Slowing stormwater runoff, acting as a flood basin, or cycle infrastructure (Highways and Flood Risk Team)	Lois Woodcock	30/06/2025

Enhancing / mitigating action required	Responsible Officer	Timescale
Carbon sinks or potentially significant changes in biodiversity net gain (Parks and Sustainable City Team)		
Providing shade trees to manage the temperature of vulnerable buildings or areas of the city in a warming climate (Sustainable City Team).		

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 before final submission of your decision pathway documentation¹.

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:

Environmental Performance Team Reviewer: Nicola Hares – Environmental Performance Officer	Submitting author: Peter Anderson – Director of Property, Assets and Infrastructure
Date: 24/10/2024	Date: 29/10/2024

¹ 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.

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

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

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