

Overview and Scrutiny Management Board Agenda



Date: Thursday, 8 December 2016

Time: 1.30 pm

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

Distribution:

Councillors: Geoff Gollop (Chair), Charlie Bolton, Nicola Bowden-Jones, Tom Brook, Jude English, Gill Kirk, Brenda Massey, Olly Mead, Graham Morris, Anthony Negus and Steve Pearce

Copies to: Stephen Hughes (Interim Chief Executive), Anna Klonowski (Interim Strategic Director - Resources), John Readman (Strategic Director - People), Alison Comley (Strategic Director - Neighbourhoods), Barra Mac Ruairi (Strategic Director - Place), Shahzia Daya (Interim Service Director - Legal and Democratic Services), Annabel Scholes (Interim Service Director Finance), Patricia Greer, Andrea Dell, Lucy Fleming (Scrutiny Co-ordinator), Allison Taylor (Democratic Services Officer), Melanie Henchy-McCarthy and Alison Mullis

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Date: Wednesday, 30 November 2016

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Agenda

1. Welcome, Introductions and Safety Information

(Pages 5 - 6)

2. Apologies for absence.

3. Declarations of Interest

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

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

4. Minutes and Action Sheet of the previous meeting.

To agree the minutes as a correct record and to note the Actions since the last meeting.

(Pages 7 - 14)

5. Chair's Business

To note any announcements from the Chair

6. Public Forum

Up to 30 minutes is allowed for this item



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

Questions - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by 5 pm on **Friday 2 December 2016**.

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by 12.00 noon on **Wednesday 7 December 2016**.

- | | |
|---|--|
| 7. Increasing Business Efficiency. | 2.00 pm (Pages 15 - 39) |
| 8. Democratic Engagement Select Committee Terms of Reference. The Overview and Scrutiny Management Board (OSMB) have agreed to look at ways to improve public engagement in democracy as set out in the work programme adopted on 9 th September 2016. This will be a significant work stream for OSMB focussed on increasing voter turnout at the 2020 election, as well as public engagement generally with the City Council’s democratic processes. | 3.30 pm (Pages 40 - 45) |
| 9. Scrutiny Resolution and Full Council Motion Action Tracker The tracker has been created at the request of the Overview and Scrutiny Management Board (OSMB) to provide a summary of Scrutiny resolutions and Full Council motions, and progress to date. It is complimentary to the Scrutiny Commission actions sheets produced by Democratic Services for each meeting, which record actions and tasks in detail. | 3.45 pm (Pages 46 - 59) |
| 10. Mayor's Forward Plan The report provides the latest version of the Mayor’s Forward Plan. | 3.50 pm (Pages 60 - 61) |
| 11. Scrutiny Work Programme - 2016/17 This report provides details of the work programme 2016/17 that was | 4.00 pm (Pages 62 - 72) |



unanimously agreed by the Scrutiny Councillors at the work planning workshop on the 9th September 2016.

12. Date of Next Meeting.

Extraordinary OSMB 5 January 2017 @ 2pm.



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.

You can also inspect papers at the City Hall Reception, College Green, Bristol, BS1 5TR.

Other formats and languages and assistance
For those with hearing impairment

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

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

Public Forum

Members of the public may make a written statement ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee and be available in the meeting room one hour before the meeting. Please submit it to democratic.services@bristol.gov.uk or Democratic Services Section, City Hall, College Green, Bristol BS1 5UY. The following requirements apply:

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

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

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated to the committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record (available from Democratic Services).

We will try to remove personal information such as contact details. 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. Public Forum statements will not be posted on the council's website. Other committee papers may be placed on the council's website and information in them may be searchable on the internet.

Process 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.

Webcasting/ Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items) and the footage will be available for two years. 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.

Bristol City Council

Minutes of the Overview and Scrutiny Management Board

3 November 2016 at 10.00 am



DISCLAIMER

The attached Minutes are DRAFT. Whilst every effort has been made to ensure the accuracy of the information and statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting

Members Present:-

Councillors: Charlie Bolton, Nicola Bowden-Jones, Tom Brook, Jude English, Geoff Gollop, John Goulandris (for Graham Morris), Donald Alexander (for Gill Kirk), Brenda Massey, Olly Mead, Gary Hopkins (for Anthony Negus) and Steve Pearce

Officers in Attendance:-

Stephen Hughes Interim Chief Executive, Anna Klonowski Interim Strategic Director - Business Change, Nancy Rollason Service Manager Legal, Andrea Dell Service Manager, Policy, Research and Scrutiny, Lucy Fleming Scrutiny Co-ordinator, Steve Gregory Democratic Services

1. Welcome, Introductions and Safety Information

The Chair welcomed all members to the meeting and explained the evacuation procedure in the event of an emergency.

2. Apologies for absence.

Apologies were received from Councillors Kirk, Morris and Negus who were substituted by Councillors D Alexander, Goulandris and Hopkins respectively.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of Meeting held on 8 September 2016

Approved as a correct record.



Councillor Mead clarified his comment about Interim Service Directors and explained that what he meant was not that they were unhelpful but that it was unhelpful to keep having Interim Service Directors rather than permanent Service Directors. He confirmed that Interim Service Directors had been very helpful.

5. Action Sheet of 8 September 2016

Actions carried out were noted.

6. Chair's Business.

None.

7. Public Forum

Three public forum submissions were received and noted. Two from one contributor in respect of 'Saving money on public services' and 'Draft Spatial Plan meeting 17th October 2016' and another one about Engagement and Democracy (relating to agenda item 11). *(Copies of the statements are held on public record by the Democratic Services team).*

8. Corporate Strategy.

The Board received a report on the draft Corporate Strategy 2017-2022, Business Plan 2017/18 & Medium Term Financial Plan 2017/18 – 2021/22 (including the draft financial and saving proposals contained within it), for consideration and comment.

It was noted that Bristol City Council had launched its draft five-year Corporate Strategy and Medium Term Financial Plan, along with a draft one-year 2017/18 Business Plan on 13th October 2016. Each Scrutiny Commission would consider their relevant Business Plan sections at their respective meetings during October/November 2016. Overall scrutiny of the Corporate Strategy would be managed by the Overview and Scrutiny Management Board.

The Chair pointed out that he was aware of concerns about current spending pressures but emphasised that the report for consideration at this meeting centred on how the Council should go forward with its longer term Corporate Strategy including assumptions and how the budget engagement would work.

The Chair referred to an ongoing investigation and review about the current spending pressures and that a future report would come to OSMB. The Chair also recognised that his position as Chair could cause some conflict and that it would be appropriate for the Vice Chair to chair that meeting for this reason and so that he could contribute to it in a more significant way. It was important that members did not get distracted about past arguments and delay dealing with the pressures faced by the Council while the investigation was taking place.



A presentation was then given by the Interim Service Director Business Change outlining the current situation, the Medium Term Financial Plan Budget Assumptions and why it was necessary to have a robust Corporate Strategy in place.

Summary of points raised during the discussion –

1. The overspend had not been added to the already known £92m savings that were required and therefore there was a greater need to explain to the public about the Corporate Strategy;
2. Council Tax and Business Rates would be increased by 1% to a total of 1.95%;
3. A recent parliamentary bill (*Higher Education and Research Bill?*) related to non - payment of the education grant might have an impact on the Council's budgetary situation. More work was required to assess the actual impact this would have;
4. New homes budget assumptions appeared quite modest however caution was needed as the Council was aiming to build a significant number of affordable homes;
5. There was a financial commitment for adult social care throughout the new administration's term of office as the Council had no choice but to make provision. Members recognised that adult social care was nationally in crisis not just Bristol;
6. Assumptions for adult social care spend needed to be continually tested and reviewed;
7. Financial issue query raised by Councillor Hopkins relating to the Bristol Waste Company. Information not available at the meeting, Interim Service Director Business Change to provide to Councillor Hopkins after the meeting;
8. Comment made about the efficacy of the online consultation process and whether it could be made more 'user friendly', concern expressed for those without online access. Greater local councillor and neighbourhood partnership involvement was discussed. Acknowledged that 400 responses had been received by the Mayor's office so far. Members were informed that the budget process was on a very tight timescale and that there was a statutory duty to set a budget in an environment which was under significant pressure due to less resources following previous budget reductions;
9. Reliance on savings from greater efficiencies, estimated at two thirds, was not clear and this type of cost reduction would indirectly have a 'knock on' effect on front line services;
10. Members were informed that considerable work was already being undertaken on consultation and any increased spend on this would inevitably lead to a spending reduction elsewhere and in the current financially restricted environment it was not clear where that should fall;
11. Suggestions made to simplify the public consultation questionnaire and perhaps 'stagger' the process so less daunting to public wanting to engage in the process;
12. Reference to KPMG report relating to income generation, recognised that more work needed to be done on this. Options were being considered including the growing of existing sources of income in addition to finding new sources. Recognised however that spending would still need to be 'pushed back';
13. Concern expressed about possible impact of public health budget reduction and the possible need for a second budget scrutiny meeting to dovetail this with other budget reduction considerations;
14. Interim Service Director Business Change suggested that the next meeting of the OSMB could be in the form of a 'Workshop' followed by a short formal meeting to explore ideas and suggestions



further. The Chair proposed that options be discussed after the meeting in consultation with members of the Board, this was agreed;

15. A member mentioned that Oxford County Council had waived rental charges for children's centres and asked if Bristol City Council could do the same. Chief Executive agreed to look at this but emphasised that there would have to be savings made elsewhere if this particular option was taken;
16. Other suggestions to reduce spend were made as well as possible impacts for future spends such as increased housing requiring additional council services. The Chair asked members to submit comments and suggestions to Councillor Cheney Cabinet Member for Finance, Governance and Performance.

Resolved – That the draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22, including the draft financial and saving proposals contained within it, be noted.

9. Mayor's Forward Plan

The Board received the October 2016 version of the Mayor's Forward Plan to identify any forthcoming Key Decisions that would require input from Scrutiny.

The Board was advised that the Plan was up to date as of end of October. The November edition would be published in the near future.

Points raised during discussion –

1. Confirmed that Young People's Housing and Independence Pathway had been considered by the Neighbourhood Scrutiny Commission at its October meeting. The Board was given assurance that further scrutiny would continue via a Select Committee. The Scrutiny Coordinator to supply Minutes of Select Committee to Councillor Massey;
2. Warm up Bristol, information lacking about progress and some residents claiming little support from officers. Information to be fed back to Councillor Mead;
3. Members asked for clarity about the Long Ashton Park & Ride service where the Council had continued to pay the Company running it after there was apparently no longer a contractual obligation to do so. The Chief Executive acknowledged the concerns raised and said that the matter would be followed up as quickly as possible but stressed that it was a difficult situation as it related to interpretation of contract law. It had been agreed by the Mayor and Cabinet to cease payments to the operating company and as a result this was now subject to legal challenge. A report would be submitted to Cabinet in due course for consideration. The Board emphasised the need for future contractual obligations to be effectively scrutinised with full transparency in the future;
4. Broomfield Housing Development and loss of open space concern raised. The Board was advised that the new development ensured that any loss of existing open space would be mitigated by the creation of new open space as part of the overall development;



5. Temple Quarter development and related transport costs/bus fares concern about impact on the overall transport plan. Chair suggested that Place Scrutiny Commission consider this.

Resolved – That the current edition of the Mayor’s Forward Plan of Key Decisions including the points raised above, to help inform the Scrutiny Work Programme for 2016/17 and beyond, be noted.

10. Scrutiny work programme – 2016/17

Points raised –

1. Scrutiny of procurement to be moved from People Scrutiny Commission and be placed with Business Change Scrutiny Commission;
2. More business to be clarified for Neighbourhoods Scrutiny Commission, this would include items such Libraries and Neighbourhood Partnerships;
3. A workshop to be held on 19 December in preparation for an Inquiry Day about School Admissions on 17 February. All Members of Council to be invited to attend. A second Inquiry Day would be held which would be open to all representatives from schools in Bristol to attend;
4. The Arena project to be returned, from OSMB, to Place Scrutiny Commission for ongoing scrutiny;
5. Consideration to be given for the Green Capital project scrutiny to be shared with OSMB pending outcome of report on this issue.

Resolved – that, subject to the points made above, the Work Programme be noted.

11. Engagement and Democracy

The Board made the following comments:-

The Chair emphasised the need to ensure that the work of the Select Committee blended seamlessly with the work of the Constitution Working Group.

Resolved –

1. That it be noted that the Overview and Scrutiny Management Board had agreed, as part of their work programme, to review and improve the City Council’s approach to securing public engagement in democracy;
2. That a Select Committee was the most suitable method for taking this work forward;
3. That as the work of the Constitution Working Group was reviewing the Council’s Constitution had a work stream on public engagement and there was an independent review of the 2016 election processes the Select Committee needed to align its work to complement these two work streams and that this be specified in the terms of reference;
4. That the Terms of Reference for the Select Committee be prepared, in consultation with relevant stakeholders, for consideration at the next meeting of OSMB.



12. Preparing for future Devolution Deals

The Board noted the proposal to set up a working group to work collaboratively with the Executive to engage members in the shaping of any future devolution deal and to act as a point of reference for the Executive.

In response to discussion the Chair asked that consideration be given about whether the Working Group should be open to the public from its commencement or whether there should be an informal phase initially.

Resolved –

- 1. That the OSMB set up a cross party scrutiny working group to examine the potential for further devolution deals in the West of England region and the potential areas of focus for any deals, once clarification about its public accessibility status had been determined;**
- 2. That it be noted that this proposal was identified as a priority for the 2016/17 Scrutiny work programme at the Scrutiny Workshop on 9th September, and that the Mayor had also proposed this as an area where Scrutiny could add value.**

13. Scrutiny Resolution and Full Council Motion Tracker

The Board received the Scrutiny resolution and Full Council motion tracker.

Resolved – That the Scrutiny resolution and Full Council motion tracker be noted.

14. Date of Next Meeting.

8 December 2016 at 1.30pm.

Meeting ended at 1 pm

CHAIR _____





| Agenda Item | Title of Report/ Description | Action and Deadline | Responsible officer | Action taken |
|-------------|------------------------------|---|--|---|
| 8 | Corporate Strategy | Information relating to the maintenance costs of Bristol Waste Company to be provided to Councillor Hopkins | Anna Klonowski | Members will receive the Business Plans for the City Council's Companies at the OSM meeting on 5 th January 17. |
| Page 13 | " | Concept of 8th December meeting (Workshop v. formal meeting) to be discussed | Councillor Gollop and Lucy Fleming/Andrea Dell | Complete. It has been agreed that the 8 th December will be a formal meeting. |
| | " | SLT to provide more budget information - efficiency savings | Anna Klonowski | Information provided for 8 th December meeting |
| | " | Provide costings re waiving rent for Children's Centres (as they do in Oxford) | Stephen Hughes | Officers have advised that they are not aware of any examples of Children's Centres paying rent. Details regarding specific cases can be provided upon request. |
| 9 | Mayor's Forward Plan | Warm up Bristol, information about progress to be fed back to Councillor Mead | Lucy Fleming | Complete. Response sent to Cllr Mead 18.11.16 and copied below. |
| " | " | Send the Young People's Pathway Minutes to Cllr Massey | Lucy Fleming | Complete |
| 10 | Work Programme | Move Scrutiny of the Arena to Place | Lucy Fleming | Complete |
| " | " | When OSM looks at Green Capital possibly consider making it joint with Place Scrutiny Commission | Lucy Fleming | Noted |

| | | | | |
|----|--------------------------|---|--------------|--|
| 11 | Engagement and Democracy | Produce Democratic Engagement Select Committee Terms of Reference | Lucy Fleming | Complete - they will be considered by OSM on 8th December |
| 12 | Devolution | Devolution Working Group to be set up asap | Lucy Fleming | Officers are scoping the remit of the project and will shortly be in touch to ask the Whips for nominations. |

Appendix A – Response from Marieke Schmidt, Service Manager - Energy, re Warm Up Bristol

Following on from Climate Energy ceasing to trade at the end of 2016, BCC stepped into the contract and has installed over 388 measures so far at no additional cost to the Council. Many of these were complex from a legal, practical and customer point of view.

As a result of Concordia Ltd, one of the original Climate Energy installers ceasing to trade in August 2016, BCC Energy Service reallocated all properties where works had not yet started to two other installers. Out of the current Live-Programme there are 47 Properties that are currently being completed.

The British Board of Agrément (BBA) has been appointed to carry out surveys on the remaining 34 properties with outstanding works to establish the value of it so that the Council is in the position to negotiate this with the liquidators/contractors. The outstanding/repairs works will be allocated to new installers, which are currently being procured/appointed with customers being prioritised according to need and the completion of installs starting as soon as possible.

The Energy Service is also liaising with the liquidators to find a satisfactory solution to any outstanding guarantees as soon as possible.

Overview and Scrutiny Management Board 8th December 2016



Report of: Anna Klonowski, Interim Strategic Director of Business Change

Title: Increasing Business Efficiency

Ward: City Wide

Officer Presenting Report: Anna Klonowski, Interim Strategic Director of Business Change

Contact Telephone Number: 0117 9222483

Recommendation

That the Board consider and comment on the report detailing efficiency savings that are proposed as part of the budget setting process for 2017 to 2022 (see appendix A).

Summary

This information is complimentary to the reports regarding the draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22 that were considered by the Overview and Scrutiny Management Board on 3rd November 2016. The reports can be found here;

[OSMB Reports - 3rd November 16](#)

Members have asked for details of the efficiency savings included within the consultation document. Officers apologise for the delay in distributing this. Please note the Increasing Business Efficiency Summary spreadsheet was initially produced to underpin the £29m included in the consultation document. Since that time officers have been undertaking further work to assess the deliverability of the savings.

Please also note that the Business Change/Resources items have been discussed at the relevant Scrutiny Commission where it has been identified that there is a duplicate item relating to Information and Communication Technology (ICT). Officers are currently undertaking a review of all ICT items to determine whether substitute savings can be identified and will confirm their deliverability in due course. The information that went to the Commission is included here as appendix B.

Context

1. Bristol City Council launched its draft five-year Corporate Strategy and Medium Term Financial Plan, along with a draft one-year 2017/18 Business Plan on 13th October 2016. Each Scrutiny Commission has had the opportunity to receive updates regarding the details relevant to their portfolios.
2. As responsibility for overall scrutiny of the Corporate Strategy sits with the Overview and Scrutiny Management Board, Members may wish to consider whether they want to make any comments to Cabinet when the updated budget proposals are considered at the Cabinet meeting on 24th January 2017.

Financial Implications

3. Full details of the financial implications relating to these proposals will be provided in the report to Cabinet on 24th January 2017.

Legal Implications

4. In accordance with the Council's Treasury Management Strategy, the Council (through its S151 officer) is required to produce a 3 year medium term financial plan and an annual budget (complying with relevant statutory and regulatory requirements).

Public Sector Equality Duties

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

iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –

- tackle prejudice; and

- promote understanding.

5b) The Scrutiny function plays an important part in assisting the Council in meeting its public sector equality duties and ensuring that the views of different communities and members of the public are taken into account in the development and delivery of services. Scrutiny work streams need to ensure that assessments of equalities impacts are an integral part of their work both in terms of scoping topics, gathering evidence and formulating recommendations.

Appendices

Appendix A – Increasing Business Efficiency Savings

Appendix B – Information provided to the Business Change and Resources Scrutiny Commission (now known as Resources Scrutiny Commission)

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22. The reports can be found here; [OSMB Reports - 3rd November 16](#)

| Increasing Business Efficiency Savings 2017/8 to 2021/11 | Net saving 2017/18 | Net saving 2018/19 | Net saving 2019/20 | Net saving 2020/21 | Net saving 2021/22 | Full year recurring |
|---|-------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--------------------------------|
| | £000s | £000s | £000s | £000s | £000s | £000s |
| Resources | | | | | | |
| Increasing Business Efficiency | -4,153 | -1,024 | -1,770 | -1,000 | | -7,947 |
| Resources sub-total | -4,153 | -1,024 | -1,770 | -1,000 | | -7,947 |
| City Director | | | | | | |
| Increasing Business Efficiency | -366 | | | | | -366 |
| City Director sub-total | -366 | | | | | -366 |
| Neighbourhoods | | | | | | |
| Increasing Business Efficiency | -1,896 | | | | | -1,896 |
| Neighbourhoods sub-total | -1,896 | | | | | -1,896 |
| Place | | | | | | |
| Increasing Business Efficiency | -2,008 | -1,314 | -80 | -240 | | -3,642 |
| Place sub-total | -2,008 | -1,314 | -80 | -240 | | -3,642 |
| People | | | | | | |
| Increasing Business Efficiency | -7,868 | -1,126 | | | | -8,994 |
| People sub-total | -7,868 | -1,126 | | | | -8,994 |
| Cross Directorate | | | | | | |
| Increasing Business Efficiency | -3,916 | -492 | | | | -4,408 |
| Cross Directorate sub-total | -3,916 | -492 | | | | -4,408 |
| TOTALS | -20,207 | -3,956 | -1,850 | -1,240 | | -27,253 |

Resources

| Division | Lead Officer | Savings Description | Net saving 2016/17 | Net saving 2017/18 | Net saving 2018/19 | Net saving 2019/20 | Net saving 2020/21 | Net saving 2021/22 | Full year recurring | Total Budget against which saving can be made |
|---------------------------------------|--------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|--|
| | | | | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| Increasing Business Efficiency | | | | | | | | | | |
| Finance | Melanie Henchy-M | Market Services to Housing Associations - benefit is Income not Savings. Not currently achievable and this is reported through BAU forecasting | -5 | -5 | | | | | -10 | 767 |
| ICT | Ian Gale | Stop or substantially reduce colour printing | -90 | -90 | | | | | -180 | 228 |
| Finance | Denise Murray | Restructure | -177 | -352 | | | | | -529 | 4,282 |
| HR | Richard Billingham | Restructure | -421 | -456 | | | | | -876 | 6,639 |
| ICT | Richard Billingham | Restructure + non restructure savings | -333 | -1,171 | | | | | -1,504 | 4,751 |
| ICT | Ian Gale | Legacy System Rationalisation | 36 | -286 | | | | | -250 | 1,191 |
| ICT | Gavin Beckett | Generate income by exploiting the BNET Network | -9 | | | | | | -9 | |
| Legal & Dem Services | Shahzia Daya | Restructure | 13 | -693 | | | | | -680 | 4,924 |
| multi divisional | Ian Gale | Corporate Budget Review - mobile phones | -100 | | | | | | -100 | 1,375 |
| multi divisional | Lorna Laing | Corporate Budget Review - training | -83 | | | | | | -83 | 887 |
| multi divisional | Lorna Laing | Corporate Budget Review - conference expenses | -20 | | | | | | -20 | |
| multi divisional | Steph Bowen | Corporate Budget Review - printing | -15 | | | | | | -15 | - |
| PSC | Steph Bowen | Comms/Marketing/Design restructure Mixed funding streams - GF, grant funded, internal and external recharged | | -185 | | | | | -185 | 702 |
| PSC | Mark Wakefield | System developments will reduce the number of monthly reports supported by approximately 50% and facilitate a 30% headcount reduction. | | -149 | | | | | -149 | 1,559 |
| PSC | Steph Bowen | Comms & Marketing - Opportunity to Increase External Income from Design Function - use FTE capacity in Bristol Design and elsewhere in Comms & Marketing which is freed up through working more efficiently to expand the income generating work this team is already doing for external clients. Merged with previously 0108: Comms & Marketing - Internal Support Processes, and ABS Opportunity to free up 1 -2 FTE efficiency through improved self-service portal, reducing need for ABS activity. However, this would not be taken as a cashable saving, the activity would be redirected to expanding income generation from external customers of Bristol Design, and the benefits taken as increased income (see separate opportunity row). | -100 | | | | | | -100 | 706 |
| PSC | Mark Wakefield | Rationalise Directorate Performance Dashboard Reports (Reduced from 4 to 2 FTE) | -25 | -25 | | | | | -50 | 1,559 |
| Finance | Denise Murray | Service Redesign - Self Service model | | | | -500 | -500 | | -1,000 | 3,421 |
| HR | Richard Billingham | Additional restructure Change | | -436 | | | | | -436 | 6,639 |

| | | | | | | | | | |
|---|--------------------|---|--|---------------|---------------|---------------|---------------|---------------|---------------|
| HR | Richard Billingham | Additional restructure HR | | -290 | -274 | -20 | | -584 | 6,639 |
| ICT | Richard Billingham | Additional restructure | | | -750 | -1,250 | -500 | -2,500 | 4,751 |
| | | | | | | | | | |
| Legal & Dem Services | Shahzia Daya | Coroner Case Management System | | -10 | | | | -10 | 409 |
| Legal & Dem Services | Shahzia Daya | Amalgamation of teams within the Democratic Engagement Manager's post | | -5 | | | | -5 | 472 |
| sub-total Increasing Business Efficiency | | | | -1,330 | -4,153 | -1,024 | -1,770 | -1,000 | -9,277 |
| TOTALS | | | | -1,330 | -4,153 | -1,024 | -1,770 | -1,000 | -9,277 |

City Director

| Division | Lead Officer | Savings Description | Net saving 2017/18 £000s | Net saving 2018/19 £000s | Net saving 2019/20 £000s | Net saving 2020/21 £000s | Net saving 2021/22 £000s | Full year recurring £000s | Total Budget against which saving can be made £000s |
|---|--------------|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|---|
| Increasing Business Efficiency | | | | | | | | | |
| multi divisional | | Corporate Budget Review | -7 | | | | | -7 | |
| Bristol Futures | Di Robinson | Reduce staffing through deletion of some management posts and integration with other services | -359 | | | | | -359 | 1,509 |
| sub-total Increasing Business Efficiency | | | -366 | | | | | -366 | |
| TOTALS | | | -366 | | | | | -366 | |

Neighbourhoods

| Division | Lead Officer | Savings Description | Net saving 2017/18 | Net saving 2018/19 | Net saving 2019/20 | Net saving 2020/21 | Net saving 2021/22 | Full year recurring | Total Budget against which saving can be made |
|---------------------------------------|---------------------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---|
| | | | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| Increasing Business Efficiency | | | | | | | | | |
| Citizens Services | Patsy Mellor/Riz Tariq/Sh | Citizens Service redesign - stage 2 | -230 | | | | | -230 | 10,654 |
| Housing Solutions | Tom Gilchrist | Licensing Expansion (1) Expansion of 2 licensing schemes which have already been approved and are in delivery - but the budget needs to be amended to reflect this new income. | -95 | | | | | -95 | -751 |
| Neighbourhoods & Communities | Gillian Douglas | Increase Cremation Charges from £745 to £765, generating est. additional 36k pa | -38 | | | | | -38 | -2,257 |
| Housing Solutions | Nick Hooper | Partnership model for new accommodation - Develop a partnership model with Housing for homeless families, including intentionally homeless (IH) and unaccompanied asylum seekers (UASC). Housing Solutions to commission emergency accommodation through a process in which social care practitioners can easily access provision at short notice for agreed rates. | -76 | | | | | -76 | 0 |
| Housing Solutions | Nick Hooper | Housing Advice Restructure Redesign - different to housing support - redesign of housing advice and homelessness... mixture of workforce reductions and reduction in spend on B&Bs etc +(includes savings opportunity 77) - Home Choice - In the HomeChoice and floating support teams we have a lot of double-handling and manual work - could deliver 2 FTE savings without having an impact in service. Could make these pre Abritas upgrade delivered based on delivering a variety of quick win improvements | -160 | | | | | -160 | 0 |
| multi divisional | AC | Additional savings identified from restructure work - not validated | -53 | | | | | -53 | 0 |
| Neighbourhoods & Communities | Gemma Dando, Gillian D | PARKS & GREEN SPACES (RESTRUCTURE - part 1) Restructuring through: (1) 552k full year effect can deliver now (6month effect = 276k - no cost/investment required) - separate activities for traded services, and parks & ground maintenance Potential saving of £625k through redesign of Parks and Grounds Maintenance activities, which are being brought together in the Parks and Green Spaces service. Parks & Grounds Maintenance - Field-based Working Consolidate, co-locate, redesign this function. Current workforce is 141 FTE field-based workers, plus 60 casuals for 6 months. Exploit opportunities from annualised hours and the new Bristol contract (enabled by tech - digital services, devices, confirm on demand etc) This is a large scale change and involves significant restructuring of some teams, and introducing new working patterns for others. This will require change support, and may have the possibility of delivering more savings in this area once teams are brought together. In total, the estimate savings related to better field working are: £140k for bringing grounds maintenance together from the "education" team. £120k for bringing together the asset management/inspection functions. £65k for reduction of management plan/heritage plan function and merge with parks/GM £100k reduction from landscapes and projects service (£100k will be realised either in another council budget or as internal trading income for this area) £200k for annualised hours from the casuals budget. TOTAL = £625k saving | -630 | | | | | -630 | 3,879 |

| | | | | | | | | |
|---|------------------------|---|---------------|--|--|--|--------|---------------|
| | | <p>Field-based Working: Community Enforcement (restructure) Older text from Declan following BRBs: Neighbourhood Management Service, and Regulatory Services</p> <p>Overall Savings of £442k (12 FTE) through redesigning community enforcement activity in Neighbourhood Management Service (Gemma Dando), and Regulatory Services (Nick Carter).</p> <p>Note - of this, £335k is already identified as savings target for the in-flight Community Enforcement project (Simon Evans project), plus an additional £107k is achievable.</p> <p>Essential Technology Enablers to make these savings possible:</p> <ul style="list-style-type: none"> - Online forms for reporting neighbourhood patch-based issues, usable both by citizens and by field-based staff (e.g. Fix My Street, but needs to be expanded to a wider scope of services than delivered so far) - Mobile devices for field-based workers - Integration of online forms to back-office case management systems, including Civica APP and/or IDOX - need to prioritise a tactical IT solution that delivers integration by September 2016, for example buy and implement the additional 'mobile modules' from Civica and IDOX, alongside the longer term 'strategic' IT solution - the right back-office case management system(s), short and longer term - Civica APP, IDox and/or Confirm on Demand <p>Note - the above technology enablers are also required to support the £625k saving deliverable in Parks and Green Spaces (see separate row 'Redesign Parks & Grounds Maintenance Activities'); plus will also enable/support more efficient work in teams in Place Directorate (Traffic, Sustainable Transport) - so there is a bundle of work here we need to bring together as one related area of scope/ work to take into Discovery and Delivery. a mobile technology solution that enables for enforcement officers to issue Fixed Penalty Notices (FPNs) e.g. could they use the same devices Parking Wardens use (other LAs do this - Westminster, Brighton).</p> | | | | | | |
| Neighbourhoods & Communities | Gemma Dando, Nick Cart | | -453 | | | | | 3,281 |
| Neighbourhoods & Communities | Gillian Douglas | <p>Bulky waste collections (increased income - not part of BWC)</p> <p>PARKS & GREEN SPACES (RESTRUCTURE - annualised hours)</p> <p>Workforce/restructure savings through: (2) 100k (annualised hours) - requires corporate union consultation, so will be delay in delivery - assume January (3 month effect)</p> <p>Potential saving of £625k through redesign of Parks and Grounds Maintenance activities, which are being brought together in the Parks and Green Spaces service.</p> <p>Parks & Grounds Maintenance - Field-based Working Consolidate, co-locate, redesign this function. Current workforce is 141 FTE field-based workers, plus 60 casuals for 6 months. Exploit opportunities from annualised hours and the new Bristol contract (enabled by tech - digital services, devices, confirm on demand etc)</p> <p>This is a large scale change and involves significant restructuring of some teams, and introducing new working patterns for others. This will require change support, and may have the possibility of delivering more savings in this area once teams are brought together.</p> <p>In total, the estimate savings related to better field working are: £140k for bringing grounds maintenance together from the "education" team. £120k for bringing together the asset management/inspection functions. £65k for reduction of management plan/heritage plan function and merge with parks/GM £100k reduction from landscapes and projects service (£100k will be realised either in another council budget or as internal trading income for this area) £200k for annualised hours from the casuals budget.</p> <p>TOTAL = £625k saving</p> | -82 | | | | -1,303 | |
| Neighbourhoods & communities | | | -75 | | | | | 321 |
| Neighbourhoods & Communities | Gemma Dando | <p>Neighbourhood Management (Restructure)</p> <p>Staff moving in from environment and leisure team, contract mgmt team moving to Procurement + HWRC TUPE to BWC</p> <p>Includes:- Exploit Digital - Promoting more Community Engagement through Digital Channels</p> <p>A digital platform that enables interaction and engagement with citizens and communities online would reduce the support required for face-to-face NH Partnerships meetings - estimated saving of 1.5 FTE (£54k).</p> <p>Essential Technology Enablers to make these savings possible: A digital platform that enables interaction and engagement with citizens and communities online.</p> | -6 | | | | 2,039 | |
| sub-total Increasing Business Efficiency | | | -1,896 | | | | | -1,896 |
| TOTALS | | | -1,896 | | | | | -1,896 |
| Extra Item added by Gait Collins | | | | | | | | |
| Housing Solutions | Tom Gilchrist | <p>(2) Further Licensing Expansion 3a Expand Discretionary Licensing 3b Increase number of licensable properties</p> <p>This must be heavily caveated by saying that declaring further licensing areas depends upon Cabinet approval (no cabinet date at this stage)</p> | -175 | | | | | 751 |

| Place | | | | | | | | | |
|----------|--------------|---------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|---|
| Division | Lead Officer | Savings Description | Net saving 2017/18 £000s | Net saving 2018/19 £000s | Net saving 2019/20 £000s | Net saving 2020/21 £000s | Net saving 2021/22 £000s | Full year recurring £000s | Total Budget against which saving can be made £000s |

Increasing Business Efficiency

| | | | | | | | | | |
|-----------|-------------------------|--|--------|------|--|--|--|--------|--------|
| Planning | Gary Collins | Restructure/ Redesign of Development Management planning teams Creating two distinct teams both of which would have a clear specialism based on case type rather than area (i.e. Major/Mainstream) with a minimum number of layers (4 at the most) and a simplified and clearer grading structure - Redesign completed early 2016/17. | -25 | | | | | -25 | 1,615 |
| Planning | Gary Collins | Opportunities for income generation e.g.differentiating between different service offers for pre-applications, we have scope to do establish a tiered bespoke offer (just pre-applications) e.g. bronze / silver / gold, which could generate additional revenue. | -25 | | | | | -25 | -1,928 |
| Transport | Adam Crowther | Transport development management Fees for TDM transferred from 10285 and increased for additional income from new staff | -50 | | | | | -50 | -200 |
| Transport | Gareth Vaughan-Williams | Income generation Income generation to this code from TRO/TTRO rates and charging for licensing | -75 | | | | | -75 | -244 |
| Transport | David Bunting | Demanning P&R car parks £25k each from Portway and Brislington | -50 | | | | | -50 | 88 |
| Transport | Adam Crowther | Strategic City Transport budget Increased recharge income. Note this covers various ins and outs across all SCT budgets including staff changes. Budget to be temporarily re baselined following application of savings and then permanent rebaseline in 17/18 | -23 | | | | | -23 | -35 |
| Transport | David Bunting | On street parking income - full tariff review | -410 | -200 | | | | -610 | -3,661 |
| Transport | David Bunting | On street parking income - adding RPS surplus to Parking Services Revenue budget (after capital paid back) | -1,130 | -954 | | | | -2,084 | 268 |
| Transport | David Bunting | On street parking income - reintroduction of Sunday charging | -200 | | | | | -200 | -3,661 |

| | | | | | | | | | |
|---|---------------|---|---------------|---------------|------------|-------------|--|---------------|-------|
| Transport | David Bunting | On street parking income - removal of existing RPS free 30 minutes period in all RPS | | | | | | | 0 |
| Transport | David Bunting | Reduce establishment (on street CEOs) - Restructure saving £116k covers 4 CEOs. SS is an additional £41k split between this year and next year. Full year total for 5 posts is £157k | -20 | | | | | -20 | 1,946 |
| Economy | Alistair Reid | City Centre Business Rate Development Team | | -160 | -80 | -240 | | -480 | 0 |
| Energy | Bill Edrich | Detailed invoice audit fuel purchases | | | | | | | 0 |
| Planning | Zoe Willcox | Additional income in Planning division enabled internal transfer of business critical posts from the Parks Service into Planning, and the savings have been realised in Neighbourhoods. | | | | | | | 779 |
| sub-total Increasing Business Efficiency | | | -2,008 | -1,314 | -80 | -240 | | -3,642 | |
| TOTALS | | | -2,008 | -1,314 | -80 | -240 | | -3,642 | |

People

| Division | Lead Officer | Savings Description | Net saving 2017/18 £000s | Net saving 2018/19 £000s | Net saving 2019/20 £000s | Net saving 2020/21 £000s | Net saving 2020/21 £000s | Full year recurring £000s | Total Budget against which saving can be made £000s |
|---|----------------|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|---|
| Increasing Business Efficiency | | | | | | | | | |
| Adult Services | Mike Hennessey | Three Tier Model for Adult Social Care | -1,900 | | | | | -1,900 | 95,977 |
| Adult Services | Mike Hennessey | Develop Shared Lives Service | -600 | | | | | -600 | 37,398 |
| Adult Services | Mike Hennessey | Assistive Technology | -187 | | | | | -187 | 9,941 |
| Care & Support, Adults | Mike Hennessey | Care & Support Adults Restructure | -221 | | | | | -221 | 20,251 |
| Child and Family Support | Hilary Brooks | Internal foster care recruitment and retention | -622 | | | | | -622 | 14,629 |
| Child and Family Support/ Education & Skills | Paul Jacobs | Develop a partnership model to deliver LD employment or | -122 | -41 | | | | -162 | 513 |
| Early Intervention & Targeted Services | Michele Farmer | Early Intervention Restructure | -100 | | | | | -100 | 18,878 |
| Early Intervention & Targeted Services | Michele Farmer | Mediation | -110 | -110 | | | | -220 | 8,980 |
| Early Intervention & Targeted Services | Michele Farmer | Home to School Travel | -225 | | | | | -225 | 4,728 |
| Education & Skills | Paul Jacobs | Early Years Training | -48 | | | | | -48 | 1,787 |
| Education & Skills | Paul Jacobs | Improve marketing/IAG of our fee paying services | -10 | | | | | -10 | 116 |
| Education & Skills | Paul Jacobs | Education & Skills Restructure | -300 | | | | | -300 | 1,787 |
| Education & Skills | Paul Jacobs | Rationalise apprenticeship service | -50 | | | | | -50 | 0 |
| multi divisional | Netta Meadows | Corporate Budget Review | -172 | | | | | -172 | |
| multi divisional | Netta Meadows | Exploit Dynamic Purchasing System | -325 | -975 | | | | -1,300 | 97,093 |
| Strategic Commissioning | Netta Meadows | Recommission Community Support Services | -1,840 | | | | | -1,840 | 15,932 |
| Strategic Commissioning | Netta Meadows | Reissued Respite Guidance | -350 | | | | | -350 | 1,562 |
| Strategic Commissioning | Netta Meadows | Commission additional supported living provision | -160 | | | | | -160 | 43,751 |
| Strategic Commissioning | Netta Meadows | Strategic Commissioning Restructure | -423 | | | | | -423 | 3,272 |
| Strategic Commissioning | Netta Meadows | Night time Services recommissioning | -104 | | | | | -104 | 484 |
| sub-total Increasing Business Efficiency | | | -7,868 | -1,126 | | | | -8,994 | |
| TOTALS | | | -7,868 | -1,126 | | | | -8,994 | |

HR Savings 16/17 to 17/18

- Between 2013/14 and 2015/16 the HR budget has been reduced by 47.7%. This has been predominantly achieved through redesign of the service resulting in workforce reduction.
- 89% of the HR budget is comprised of workforce cost and during the same period the number of employees has reduced from 196 to 112 (93FTE).
- As at the start of 2016/17 BCC HR compared against national cross sector benchmarks as follows:

| Source: XpertHR 2015 Benchmark | Lower Quartile | Median Quartile | Upper Quartile | Mean | Current Bristol CC |
|---|----------------|-----------------|----------------|--------|--------------------|
| Ratio of employees to HR staff | 1:46 | 1:74 | 1:111 | 1:91 | 1:59 |
| Annual HR department running costs per employee | £350 | £680 | £1,020 | £940 | £525 |
| % of HR staff in managerial roles | 33 | 43 | 55 | 48 | 25 |
| Annual HR activities budget per employee | £450 | £952 | £2,100 | £1,812 | £157 |

HR Savings 16/17 to 17/18

- Further HR workforce cost reductions have been identified for 2016/17 of £421,000 and in 2017/18 of £454,000.
- The reduction will be achieved through realigning the service offer to be delivered within lower quartile benchmark ratios. This will be achieved by the following measures:
 - Default manager and employee self-service
 - Discontinuation of the HR Help Desk
 - Further improvements in transactional HR
 - Removal of HR Advisor support for non-complex casework
 - Statutory Health and Safety/Occupational Health provision
 - Commissioned L&D provision and reduction of bespoke services.
- The future HR service will therefore have a smaller professional group providing higher quality specialist advice on business critical areas.

HR Savings 16/17 to 17/18 - progress

- Following the Voluntary Severance window 23 employees from HR were released at the following grades:

| Grade | Approved |
|---------|----------|
| BG7-8 | 4 |
| BG9-10 | 7 |
| BG11-12 | 4 |
| BG13-15 | 8 |

- The roles covered by these grades include:
 - Transactional Support Advisor
 - Occupational Health Nurse
 - HR Advisor
 - OD Advisor

- The affect of these reductions impact across both this and future financial years:

| | Budget Removed 2016/17 | To Remove 2017/18 | Full Year Effect |
|----|------------------------|-------------------|------------------|
| HR | -£274,626 | £462,827 | £737,453 |

- The remaining £138,546 will be achieved by reducing budgets for advertising, redeployment and graduate recruitment.

ICT Savings 16/17 to 17/18 - progress

- Following the Voluntary Severance window 13 employees from ICT were released at the following grades:

| Grade | Approved |
|---------|----------|
| BG9-10 | 2 |
| BG11-12 | 5 |
| BG13-15 | 6 |

- The roles covered by these grades include:
 - Service Desk
 - Solutions Architect
 - Networks and Telecoms
 - Apps Support

- The affect of these reductions impact across both this and future financial years:

| | Budget Removed 2016/17 | To Remove 2017/18 | Full Year Effect |
|-----|------------------------|-------------------|------------------|
| ICT | £240,429 | £358,715 | £599,144 |

ICT 16/17 to 17/18

- Having undertaken a review we have concerns about the ability to further reduce staff costs at the moment without a significant impact on resilience.
- Further actions will include a review of the following areas:
 - IT Strategy
 - Use of servers and migration to cloud services
 - Applications review
 - Removal of duplicate systems
 - Review of software development
 - Review of enterprise integration including integrations
 - Contract review
 - Mobile telephony

Finance Savings 16/17 to 17/18

- The Finance Transformation Programme reduced the finance structure by 73 FTE saving £1.7m between 2012 and 2014.
- A further 15% reduction was implemented between 2014 and 2015.
- The revised structure (excluding Audit) was 110 FTE at the start of 2016/17 covering:
 - Corporate Finance
 - Business Support Finance
 - Finance Operations (AR, AP, cash office, contact centre)
 - Insurance
 - ABW systems team
- Finance savings of £529k have been identified through implementing more efficient processes and a further reduction of £1m has been forecast from 2019/20.

Finance Savings 16/17 to 17/18 - progress

- Following the Voluntary Severance window 7 employees from Finance were released at the following grades:

| Grade | Approved |
|-----------------|----------|
| BG9-10 | 2 |
| BG11-12 | 3 |
| BG13-15 | 1 |
| Head of Service | 1 |

- The roles covered by these grades include:
 - Internal Audit
 - Corporate Finance
 - Business Support Finance
 - Finance Operations

- The affect of these reductions impact across both this and future financial years:

| | Budget Removed 2016/17 | To Remove 2017/18 | Full Year Effect |
|---------|------------------------|-------------------|------------------|
| Finance | £132,768 | £199,730 | £332,498 |

Finance Savings 16/17 to 17/18

The remaining £196k will be achieved by the following measures:

- Removal of vacant posts:

| FTE | Post | Grade | Saving |
|--------------|------------------------------|-------|-----------------|
| 0.6 | Principal Accountant | BG13 | £32,000 |
| 1 | Compliance Officer | BG10 | £39,000 |
| 2 | Transaction Support Officers | BG6 | £46,000 |
| Total | | | £117,000 |

- Automating scanning and e-invoicing will be introduced in Finance Operations that will enable us to remove two further posts totalling £46k
- There are 2 further VS staff that are held pending transferred redundancy which the team will now proactively work on how these can be released to deliver the balance of the proposals.

Legal & Democratic Services Savings 16/17 to 17/18

- All of the services in Legal and Democratic Services generate income
- The budget for the teams reduces year on year and the shortfall funded by income or efficiency savings eg Legal Services budget reduced by 6% in 2015/16
- All parts of the service are currently being benchmarked and the way each service is funded or delivered is currently underway

Legal & Democratic Services Savings 16/17 to 17/18 - progress

- Following the Voluntary Severance window 4 employees from Legal & Dem Services are due for release at the following grades:

| Grade | Approved |
|-----------------|----------|
| BG9-10 | 2 |
| BG11-12 | 1 |
| BG13-15 | 1 |
| Head of Service | |

- The roles covered by these grades include:
 - Legal Officer
 - Team Leader
 - Administrator
 - Customer Service Officer

- The affect of these reductions impact across both this and future financial years:

| | Budget Removed 2016/17 | To Remove 2017/18 | Full Year Effect |
|-----------------------------|------------------------|-------------------|------------------|
| Legal & Democratic Services | £72 | £246 | £318 |

Legal & Democratic Services Savings 16/17 to 17/18

- Reductions for 2016/7 will be £204k and £246k for the year after
- Further staffing reductions after restructuring teams will be in the region of 6 more staff, less temporary staff but with additional software, self service and apprentices to maintain income levels within the teams

Legal & Democratic Services Savings 16/17 to 17/18

- Further actions will include the following areas and see cost savings of £132k in 2016/17 and £39k in 2017/18
 - Reduction in Court Fees
 - No GP Fees from Coroner
 - Members Catering
 - Courier
- Income from Registrars Office; Coroners/Mortuary and Land Charges is demand led but is expected to be in the region of £2million per annum
- Income from Legal Services is budgeted as £812k for 2016/17 and planned to rise by 10% in 2017/18 and again the following year

Overview and Scrutiny Management Board

8th December 2016



Report of: Anna Klonowski, Interim Strategic Director, Business Change

Title: Democratic Engagement Select Committee Draft Terms of Reference

Ward: Citywide

Officer Presenting Report: Andrea Dell, Service Manager, Democratic Engagement

Contact Telephone Number: 07881 281172.

Recommendation

1. That Members consider and comment on the attached draft Terms of Reference (see appendix A), which set out the proposed remit of the Democratic Engagement Select Committee.
2. That the final version of the Terms of Reference be agreed so that the Select Committee can be established in early 2017.
3. That Members confirm that updates from the Select Committee will be provided to Overview and Scrutiny Management Board in due course.

Context

- The Overview and Scrutiny Management Board (OSMB) have agreed to look at ways to improve public engagement in democracy as set out in the work programme adopted on 9th September 2016. This will be a significant work stream for OSMB focussed on increasing voter turnout at the 2020 election, as well as public engagement generally with the City Council's democratic processes.
- The suggestion that OSMB look at ways to improve public engagement has come from a number of sources including Scrutiny Members, the Mayor, a referral from the Audit Committee, the Party Group Leaders and the public.
- It is recommended that all interested parties, including the public and relevant external organisations, be kept updated on progress around this work stream and be invited to participate.
- At OSMB on 3rd November 16, Members confirmed the approach and requested that draft Terms of Reference be prepared for consideration at the 8th December 16 meeting.

Public Sector Equality Duties

The Select Committee will aim to specifically address the requirement of the Public Sector Equality Act to 'encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.'

It is suggested that the Select Committee be used as a vehicle to test new ways of engaging with the public. The following are suggestions, requiring further development, for the Committee to consider:

- One example is to pilot the use of an interactive digital timeline to publish all activity relating to the Select Committee including meeting papers, webcasts, evidence gathering and other means of engagement.
- It is recommended that a media engagement strategy be prepared.
- Consideration should be given to trying different locations for meetings and/or holding them adjacent to existing events.
- Members themselves should be encouraged to use their communication networks to promote the Select Committee and its aims and objectives.

Financial Implications

Proposals will have to be fully costed and this information should inform the Select Committee as to what they wish to put forward as recommendations to the Mayor.

Legal and Resource Implications:

Throughout the life of the Select Committee Legal Services will need to review relevant recommendations. For example:

- Any recommendations requiring changes to the Constitution will require sign-off by legal services.
- All elections related activity must adhere to the legal requirements set out by the Electoral Commission and will require assessment by the appropriate statutory officer.
- Health and Safety advice must be sought if recommendations relate to public and member interaction across the city (e.g. lone working etc.).

The Select Committee will be resourced from within Democratic Engagement Services, primarily the Scrutiny team who are resourced to deliver the work programme of which this is a key component.

Appendices:

Appendix A – Democratic Select Committee Draft Terms of Reference

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985:

N/A

Democratic Engagement Select Committee Draft Terms of Reference

How can we help residents to take ownership of their democratic processes and access opportunities to shape the city?

Purpose

The Select Committee will review all aspects of public engagement with democracy including interest and participation in future elections, and also local decision making.

Aims and Objectives

1. Enhanced range of opportunities for residents to engage with the City Council's democratic processes
2. Wider public participation across all channels, including corporate consultation exercises
3. Increased voter registration and improved turn out in the 2020 election, particularly amongst underrepresented groups

Provisional Work Programme

The following topics will be covered;

1. Engagement with Democratic Processes
 - To consider whether opportunities for the public to engage with democratic meetings are fit for purpose
 - To explore innovation regarding better use of technology to improve the interface with local residents
 - To improve awareness around access to information
2. Voter Turnout
 - How to increase participation in elections across all groups, but particularly to focus on those where engagement is lowest e.g. young people and some Black and Minority Ethnic Groups
 - To consider whether to make an offer to Government to run an e-voting pilot



3. The City Council's policies towards consultation

- To evaluate the policy regarding the frequency and scale of consultation exercises
- How to maximise participation, public satisfaction and value for money

Supporting Information and Activity

- The Select Committee must align itself closely with the Constitution Working Group, who are reviewing public forum arrangements.
- The independent review of Bristol City Council's 2016 election processes will inform the work of the Select Committee.
- National and local research studies will be used to help the Committee make evidence based recommendations
- Benchmarks from the City Council's Performance Indicators will be used to measure the impact of the Select Committee recommendations.
- The Select Committee will pilot different mechanisms for public engagement using options such as the media, digital engagement tools and reviewing the location and format of meetings.

Membership and Chairing

The Whips will be asked to nominate Members from each group. Membership of 5 is recommended. The chair will be elected at the first meeting.

Timeframe

The Select Committee will commence in February 2016 and run until after the 2020 elections.

Format of meetings

All meetings, unless in exceptional circumstances will be held in public.

Frequency of meetings

Meetings will take place every other month until February 2018, then quarterly thereafter.

Recommendations from the Select Committee

The Select Committee is expected to make several tranches of recommendations over the life of the body. These will be considered by the Overview and Scrutiny Management Board (OSMB) in the first instance and those that are accepted will be referred to Cabinet and/or Full Council as appropriate.



Officer Support

Support will be provided by the Scrutiny team.

Key Partners and Stakeholders

In order for the Select Committee to achieve its objectives, it will be important to engage with a wide range of partners and stakeholders.



Overview and Scrutiny Management Board 8th December 2016



Report of: Anna Klonowski, Interim Strategic Director, Business Change

Title: Scrutiny Resolution and Full Council Motion Tracker

Ward: Citywide

Officer Presenting Report: Lucy Fleming, Scrutiny Co-ordinator

Contact Telephone Number: 0117 9222483

Recommendation

To note the Scrutiny resolution and Full Council motion tracker.

Summary

The tracker has been created at the request of the Overview and Scrutiny Management Board (OSMB) to provide a summary of Scrutiny resolutions and Full Council motions, and progress to date. It is complimentary to the Scrutiny Commission actions sheets produced by Democratic Services for each meeting, which record actions and tasks in detail.

The significant issues in the report are:

1. The resolution tracker provides a summary of formal resolutions and an update on outcomes
2. The tracker also details progress following Full Council motions/Councillor petitions

Context

At the Scrutiny work planning workshop in June 2015, the OSMB Members requested regular updates on the resolutions agreed at each Scrutiny Commission meeting for information only. Subsequently it was agreed that this would include progress of Full Council motions/Councillor petitions. This report is complimentary to the action sheets provided for each Scrutiny Commission meeting and does not reference resolutions that merely noted reports.

Next Steps / Proposal

Members are asked to note the resolution/motion tracker.

Financial Implications

N/A

Legal Implications

N/A

Public Sector Equality Duties

Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –

- tackle prejudice; and
- promote understanding.

5b) The Scrutiny function plays an important part in assisting the Council in meeting its public sector equality duties and ensuring that the views of different communities and members of the public are taken into account in the development and delivery of services. Scrutiny work streams need to ensure that assessments of equalities impacts are an integral part of their work both in terms of scoping topics, gathering evidence and formulating recommendations.

Appendices

Appendix A – Scrutiny Resolution Tracker

Appendix B – Full Council Motion Tracker

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None.

Rolling Scrutiny Resolution Tracker 2016/17 – Updated November 2016

| Commission & date | Report title | Purpose of the report / proposed resolution | Outcome of discussion and resolutions | Progress since the meeting |
|-------------------|---|--|---|--|
| OSMB 11/3 | Democratic Engagement Select Committee | The Board considered a report setting out the proposal that Scrutiny undertake a piece of work to improve democratic engagement | <ol style="list-style-type: none"> 1. That it be noted that the Overview and Scrutiny Management Board had agreed, as part of their work programme, to review and improve the City Council's approach to securing public engagement in democracy; 2. That a Select Committee was the most suitable method for taking this work forward; 3. That as the work of the Constitution Working Group was reviewing the Council's Constitution had a work stream on public engagement and there was an independent review of the 2016 election processes the Select Committee needed to align its work to complement these two work streams and that this be specified in the terms of reference; 4. That the Terms of Reference for the Select Committee be prepared, in consultation with relevant stakeholders, for consideration at the next meeting of OSMB. | The draft Terms of Reference will be considered at the OSMB meeting on 8 th December |
| OSMB 11/3 | Devolution Working Group | The Board noted the proposal to set up a working group to work collaboratively with the Executive to engage members in the shaping of any future devolution deal and to act as a point of reference for the Executive. | <ol style="list-style-type: none"> 1. That the OSMB set up a cross party scrutiny working group to examine the potential for further devolution deals in the West of England region and the potential areas of focus for any deals, once clarification about its public accessibility status had been determined; 2. That it be noted that this proposal was identified as a priority for the 2016/17 Scrutiny work programme at the Scrutiny Workshop on 9th September, and that the Mayor had also proposed this as an area where Scrutiny could add value. | Officers are scoping the remit of the project and will shortly be in touch to ask the Whips for nominations to join the Group. |
| OSMB 09/16 | Protocol for dealing with exempt items | The Board considered a report setting out the initial | That the Board notes that a review of procedures relating to exempt/confidential material would be conducted and a report be brought back to the Board later in the municipal | Report due to be considered at the OSMB meeting on 8 th |

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|---------------------|--|---|--|--|
| | | scope for a review into the protocol for dealing with exempt material | year | December 16 The Chair later agreed to postpone it until February 17 due to time pressures on the Work Programme |
| Place 11/17 | Consultation on 'Towards the Emerging Spatial Strategy' for the West of England Joint Spatial Plan and Joint Transport Study Sarah O'Driscoll Adam Crowther | Place Scrutiny members were invited to consider the documents in advance of the meeting to inform a response from Scrutiny to be submitted to the consultation. | Resolved: response from Scrutiny Members to be collated, agreed and then submitted towards the consultation | Officers preparing a draft response |
| Place 11/17 | Cabinet Member Q & A Session | Q & A Session The Scrutiny Commission Members agreed to write a letter to the DfT / Minister for Rail | Recent Mayoral letter to Department for Transport regarding the situation on the electrification of railway lines circulated to Members - for information. | Mayor letter circulated to the Commission. Members have now written their own letter which is currently being agreed and will be sent to the DfT early December 16. |
| People 20/10 | The draft Corporate Strategy 2017-22, Business Plan 2017-18 and Medium Term Financial Plan 2017-18 - 2021-22 | To consider and comment on the draft Business Plan 2017-18 sections for People and Our Future – Education and Skills, including the draft financial and saving proposals contained therein. | Councillors requested a People Directorate FAQ to be created to capture the budget related questions asked. | The FAQ have been created by the Policy Advisor – Scrutiny. The Corporate Strategy will be discussed at the People Scrutiny Commission on the 21 st November 2016 and the FAQ updated following this meeting. |

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|---|--|--|--|---|
| <p>People 08/16</p> <p><i>Joint meeting with South Gloucestershire Health Scrutiny Committee</i></p> | <p>Independent Reports related to University's Hospital Bristol (UHB)</p> | <p>To consider UHB's response and action plan following the publication of three Independent reports:</p> <ul style="list-style-type: none"> - The Report of the Independent Review of Children's Cardiac Services in Bristol - A Review of pre-operative, peri-operative and postoperative care in cardiac surgical services at Bristol Royal Hospital for Children - Independent investigation into the management response to allegations about staff behaviours related to the death of a baby at Bristol Children's Hospital | <p>Follow up meetings requested in three and six months.</p> | <p>First meeting took place on 12th August.</p> <p>Follow up meetings planned for;</p> <ul style="list-style-type: none"> • 4.30pm 23rd November (to be hosted by South Gloucestershire Council) • 10am, 27th February 2017 (to be hosted by Bristol City Council) |
| <p>Neighbourhoods 02/16</p> | <p>Supermarkets dealing with waste: evidence session</p> | <p>The Scrutiny Commission held an evidence session concerning the role of Supermarkets in dealing with waste.</p> | <p>Officers investigate the most effective way to establish structured dialogue between local authorities and supermarkets – officers will respond with suggestions.</p> | <p>Officers have established a link into the Core Cities and the topic will be reviewed at a Core Cities meeting.</p> <p>Staff changes and new structures are in place, and confirmation is awaited from officers</p> |

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|--|--|--|--|---|
| | | | | <p>of the relevant officer/service area who will take this forward with Core Cities.</p> <p>Provisionally set to come to Scrutiny as an update on progress in January 2017.</p> |
|--|--|--|--|---|

FULL COUNCIL MOTION AND PETITION TRACKER

FULL COUNCIL: 8 NOVEMBER 16

Motion Title: Clean Air in Bristol - Submitted by Councillor Bolton

Full Council notes that:

1. Bristol's air pollution urgently needs to be reduced.
2. In many parts of Bristol, especially near our busy roads and in the city centre, air pollutants exceed legal and safe European and World Health Organisation limits.
3. Air pollution impacts on the health of people in our city, especially the most vulnerable. It can cause permanent lung damage in babies and young children and exacerbates lung and heart disease in older people, leading to an estimated 300 premature deaths in Bristol each year.
4. Other English cities such as Southampton and Nottingham are introducing Low Emission Zones or Clean Air Zones to reduce the level of these pollutants to safe and acceptable levels. Bristol is not one of these cities.
5. National legislation is anticipated which could enable Bristol City Council to implement its own Clean Air Zone. In the interim there are other steps that could be taken to improve Bristol's air.

Page 2

Full Council believes that:

1. It is unfair for Bristol residents to be left behind breathing polluted air, when other major cities have Clean Air Zones planned.
2. A Clean Air Zone should be introduced in Bristol's Air Quality Management Area to ensure Bristol's air quality is within safe and legal limits by 2020.
3. Action on air pollution cannot wait for national legislation to be in place and we must take steps now.

Full Council resolves to ask the Mayor to:

1. Immediately take all steps needed to reduce deaths and illness linked to polluted air. This should include, but not be limited to:
 - a. restricting the most polluting vehicles from entering Bristol, and supporting transition of deliveries with freight consolidation centre;
 - b. cleaning up the bus fleet, working with Bristol's major bus providers;
 - c. supporting taxis to meet clean emission standards;
 - d. promoting and incentivising the use of electric vehicles and car clubs, and ensuring that Council vehicles are electric where possible;
 - e. promoting walking and cycling.

2. Lobby the appropriate government minister to ensure that new air pollution legislation is introduced in a timely fashion to ensure that all affected cities can introduce Clean Air Zones.
3. Commit to implementing a Clean Air Zone in Bristol once the appropriate legislation is in place so that the people of Bristol are not left breathing polluted air.
4. Commit to immediately develop an updated Bristol-wide strategy to bring air quality within safe and legal limits.
5. Ensure work to bring dangerous air pollution within safe and legal limits is adequately resourced.
6. Include key air pollution targets in the development of Bristol's 50 year plan, including a target to ensure air quality is within safe and legal limits by 2020 at the latest.
7. Initiate an educational campaign to highlight to the general public the impact of air pollution on public health and the economy.
8. Report back to Full Council on the progress made on these actions by no later than May 2017."

Progress since meeting:

The Mayor has established a working group to develop air quality plans and proposals for a Clean Air Zone (CAZ), which had its first meeting on 10th November 16 to establish terms of reference and commence the work on improving air quality. It is being led by Councillors Bradshaw and Hance. This working group will bring recommendations to the Mayor in due course, based on a thorough consideration of the costs and benefits of potential actions.

At the Core Cities Cabinet meeting on 29th November 16, the Mayor and other Leaders considered a paper on Air Quality which proposed the creation of a Task and Finish Officer Group to share good practice on Air Quality/CAZ and develop a consistent policy position which can be used to lobby Government on this issue. An update will be provided in due course.

FULL COUNCIL: 8 NOVEMBER 16

Motion title: Prince Street Bridge – Submitted by Cllr Goulandris

"Council is concerned over the latest attempt to get motorised transport barred from using the Prince Street Swing Bridge when it eventually reopens after extensive refurbishment.

Since the closure in August 2015 of this crucial crossing point over the floating harbour, travel in this part of the city has significantly worsened, with traffic often brought to a complete standstill for long periods throughout the day but particularly during early morning and evening commutes.

Uncertainty over the future of this bridge was meant to have ended in March when the previous City Mayor gave a public assurance that, once restored, it would continue to cater for all types of road-user (including light vehicles) because of its strategic importance to the road network.

Accordingly, Council calls on the Mayor to confirm that Prince Street Bridge remains a key component in our city's traffic network and that any decision on its use after the essential repairs are completed will reflect this."

Councillor Smith seconded the altered motion.

Following debate, upon being put to the vote, the altered motion was CARRIED (50 members voting in favour, 8 against, with 1 abstention), and it was

RESOLVED:

Council is concerned over the latest attempt to get motorised transport barred from using the Prince Street Swing Bridge when it eventually reopens after extensive refurbishment.

Since the closure in August 2015 of this crucial crossing point over the floating harbour, travel in this part of the city has significantly worsened, with traffic often brought to a complete standstill for long periods throughout the day but particularly during early morning and evening commutes.

Uncertainty over the future of this bridge was meant to have ended in March when the previous City Mayor gave a public assurance that, once restored, it would continue to cater for all types of road-user (including light vehicles) because of its strategic importance to the road network.

Accordingly, Council calls on the Mayor to confirm that Prince Street Bridge remains a key component in our city's traffic network and that any decision on its use after the essential repairs are completed will reflect this.

Progress since meeting:

The city's entire traffic network will be considered by the Mayor's Congestion Task Group, which is currently being formed. Key components of

infrastructure, such as Prince Street Bridge, will be looked at strategically as part of this and updates will be provided in due course.

FULL COUNCIL: 19 JULY 2016

Motion title: Devolution engagement (Altered motion 1, Minute 12) – Submitted by Cllr Threlfall

Altered motion approved as follows:

“This Council welcomes the Mayor and Cabinet’s decision to move forward with a £1 billion devolution deal from Government, along with Bath & North East Somerset (B&NES) and South Gloucestershire councils. We note the deal is the largest in the country and is worth more than £1,000 per head of population. We further note a new Combined Authority would oversee the new funding and powers devolved from Government and would be chaired by a publicly-elected West of England Mayor, working alongside the Leaders and Mayor of the three councils.

We recognise that a public consultation on the creation of a new West of England Mayoral Combined Authority (MCA) is now open, running from Monday 4 July 2016 until 15 August 2016. This is being carried out in line with national legislation, which means that the scope of this initial consultation is narrower than what we as a council would wish.

As a Council we are determined to ensure that devolution works for the people of Bristol. We recognise that a greater public consultation and engagement is needed to identify the public’s priorities for devolution.

As soon as the Secretary of State has granted approval for the creation of the West of England Mayoral Combined Authority, we as a council resolve to:

1. Establish a city wide engagement programme and consultation to identify the public’s devolution priorities. This will include working with the neighbourhood partnerships, our public and voluntary sector partners, the business community, education, environmental and community partners, faith organisations and Trade Unions.
2. Work with the Council’s Overview and Scrutiny Board and the West of England Joint Scrutiny Committee on developing robust and transparent scrutiny arrangements to strengthen the governance of the new authority.
3. Identify further powers which local people and businesses would wish to see devolved in any future deals.
4. Ensure that decision making, and the evaluation of the impact of those decisions, considers the social and environmental impact of them as well as the solely economic benefits.”

Resolution:

Stephen Hughes to work with necessary BCC and devolution team colleagues to progress and report back.

Progress since meeting:

September – The public consultation period has now ended and officers are examining the findings. Bristol will be submitting a joint consultation response (with South Gloucestershire and Bath and North East Somerset) to the Secretary of State for Communities and Local Government. The Secretary of State will consider the results to determine whether the devolution deal goes ahead. Each Council will then be asked to endorse the Secretary of State’s decision, likely to be received in October.

November – The draft Order to create the West of England Mayoral Combined Authority was given consent by each of the three local authorities in November 2016.

Work is now underway to develop an Economic Model for the new Combined Authority, which will assist in prioritising schemes for investment. The Economic Model will include indicators based on sustainability, inequality and geography as well as economic metrics. An Equalities Impact Assessment is in place for the whole programme.

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FULL COUNCIL: 13 SEPTEMBER 2016

Motion title: Opposing Forced Academisation (Motion 2, Minute 14) – Submitted by Cllr Pickersgill

Motion approved as follows:

“Bristol City Council notes that, despite significant opposition from professionals across the political spectrum to the proposals in the White Paper, *Educational Excellence Everywhere*, (March 2016), the Government has reiterated that it wants all schools to become academies within multi-academy trusts (MATs) by 2022. This Council further notes the Government plan to force schools to become academies if they are considered to be ‘under-performing’ or even, in some cases, just ‘coasting.’

Bristol City Council notes with concern that if the Government deem that a local authority can ‘no longer viably support its remaining schools because a critical mass of schools in that area has converted’ this will trigger conversion of all its schools.

As a Council we note Cllr. Roy Perry, Conservative Chair of the LGA opposition to forced academisation and welcome his view that ‘schools should have the choice to stay with their own Council’.

As a Council we recognise forced academisation will not only take away the LA's ability to plan strategically and carry on supporting our schools in their successful journey of improvement, but will also remove the power from those who have the best knowledge of the school (the Head, staff and parents/carers) to determine how they want to be governed.

We believe that these plans:

- **Are not a good use of scarce resources.** The NUT estimates the cost of forced academisation to the taxpayer as high as £1.3 billion, at a time when funding per pupil in real terms is set to fall by as much as 8% per cent or more, and Bristol is likely to experience reduced funding due to the new National Funding formula, alongside a cut in the Education Services Grant.
- **Will not improve standards.** Ofsted judged around 81% of local authority maintained schools as good or outstanding, compared to 71% of academies. Even the House of Commons Education Select Committee (2015) says 'We have sought but not found any convincing evidence of the impact of academisation on attainment'.
- **Reduce accountability to the community.** Academies will no longer be required to have elected parents on their governing body. (They are already not required to have staff, local authority or community representatives if they do not want to).
- **Will have an adverse impact on teachers' pay and conditions.** Academy trusts or individual academies will make decisions at a school level and can vary salary levels and terms of employment and employ unqualified staff.
- **Make it harder for the LA to plan strategically for the new school places** we need, as we cannot open new maintained schools and are dependent on proposals for Free Schools to emerge-not necessarily in areas where they are needed.
- **Perpetuate inequality in admissions processes.** Academies are their own admissions authorities, and the Office of the Schools Adjudicator (2015) reported concerns that they can manipulate them to their own ends. There are fears that the ground is being prepared to allow for new grammar schools.
- **Make it harder to plan for vulnerable children.** The LA has limited powers to influence the support given to children with SEND, preventing exclusions etc.in academies.

Bristol City Council therefore resolves to:

- States its clear opposition to the Government's proposals outlined in the White Paper and will work with other Councils, trade unions, parents and governor groups to campaign to oppose them.
- Write to all its maintained school governing bodies to state its position and to urge them not to rush or feel pressurised into converting to academy status.
- Explore the options for developing alternative models to MATs (such as the Schools Partnership in Tower Hamlets, Leeds Cooperative Primaries Academy).
- Highlight the Council's position on the White Paper in briefings for Heads, school staff, governors and parents/carers."

Resolution:

Paul Jacobs to liaise with the Mayor re action to now be taken in light of the approved motion

Progress since meeting:

Councillor Hiscott is working with Paul Jacobs, Service Director for Education and Skills, to compose a letter that will be sent out to schools and address the points above. The final letter will be sent from the Mayor's email address as soon as possible.

COUNCILLOR PETITION: 3 NOVEMBER 2016

Petition CP 01 - "Tennis at Redcatch park"

Petition presented by Councillor Hopkins

- Cllrs Davies and Hopkins received a reply from the Mayor on Friday 25th November. Officers are due to meet the Lawn Tennis Association on the 30th November and will then meet with the Councillors to update them.

COUNCILLOR PETITION: 3 NOVEMBER 2016

Petition CP 02 - "No. 36 bus service"

Petition presented by Councillor Brain

- A response was sent to Cllr Brain on 22nd Nov, and subsequently to the lead petitioner.

Overview and Scrutiny Management Board 8th December 2016



Report of: Anna Klonowski, Interim Strategic Director of Business Change

Title: Mayor's Forward Plan (Standing Item)

Ward: City Wide

Officer Presenting Report: Andrea Dell, Service Manager, Policy, Scrutiny, Research and Executive Support

Contact Telephone Number: 0117 9222483

Recommendation

That the Board receive the current edition of the Mayor's Forward Plan of Key Decisions to help inform the Scrutiny Work Programme for 2016/17 and beyond.

Summary

The report provides the latest version of the Mayor's Forward Plan

The significant issues in the report are:

The Board will wish to identify any forthcoming Key Decisions that will require input from Scrutiny.

Background

1. The Mayor's Forward Plan is published monthly to give notice of key decisions that will be considered by the Cabinet, Health & Wellbeing Board or Learning City Partnership Board. A key decision is defined as one which;

- Will result in expenditure of £500K or over
- Will result in savings of £500K or over
- Be significant in terms of its effects on communities living or working in two or more wards in the city

2. The Overview and Scrutiny Management Board (OSMB) will wish to review the list of forthcoming Key Decisions to ensure any relevant items can be considered by Scrutiny.

The latest version of the report can be found here;

[Forward Plan](#)

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None.

Forward plan



THIS DOCUMENT GIVES NOTICE OF
ANTICIPATED KEY DECISIONS TO BE TAKEN
BY THE MAYOR

This update published 7 November 2016

Democratic Services

Contact: Ruth Quantock, Democratic Services Officer, email: ruth.quantock@bristol.gov.uk

Tel: 0117 92 22828

BRISTOL CITY COUNCIL - FORWARD PLAN INDEX OF PROPOSED KEY DECISIONS

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

Key Decision

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

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

Non-key Decision

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

Cabinet Meetings

The Cabinet will normally meet on the first Tuesday of the month. Meetings start at 6pm and are currently held at City Hall, College Green Bristol, BS1 5TR. Meetings of the Cabinet are open to the public with the exception of discussion regarding reports which contain exempt/confidential, commercially sensitive or personal information which will be identified in the Mayor's Forward Plan).

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

Glossary:

| | |
|--------|---------------------------------|
| CD | City Director |
| PLACE | Place |
| PEOPLE | People |
| NHDS | Neighbourhoods |
| BC | Business Change |
| HWB | Health and Wellbeing Board |
| LCPB | Learning City Partnership Board |

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

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

Cabinet Members

- Marvin Rees (Lab) - Mayor of Bristol
- Cllr Estella Tincknell (Lab) – Deputy Mayor (with special responsibility for Democracy, Culture, Policy, Strategy & Communications, International)
- Cllr Mark Bradshaw (Lab) – Cabinet Member for Transport
- Cllr Clare Champion-Smith (Lib Dem) – Cabinet Member for People
- Cllr Craig Cheney (Lab) – Cabinet Member for Finance, Governance and Performance
- Cllr Fi Hance (Green) – Cabinet Member for City Health and Wellbeing
- Cllr Asher Craig (Lab) – Cabinet Member for Neighbourhoods
- Cllr Claire Hiscott (Con) – Cabinet Member for Education and Skills
- Cllr Helen Holland (Lab) – Cabinet Member for Place
- Cllr Paul Smith (Lab) – Cabinet Member for Homes

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

| Ref No | Lead Officer | Title and summary of Decision | Decision taker & Meeting date | Portfolio holder | Scrutiny Remit/ Input |
|------------------|---|--|---|-----------------------------------|---|
| BC 03.16-17 | Shahzia Daya shahzia.daya@bristol.gov.uk | Approval of the draft Order to establish the West of England Mayoral Combined Authority Following consideration of any representations made by the Overview and Scrutiny Management Board, to approve the draft order establishing the West of England Combined Authority. Open | Mayor – at Cabinet 14 Nov 2016 | Mayor | |
| PLE 07.16-17 | Mike Hennessey Mike.Hennessey@bristol.gov.uk | Bristol City Council's Adult Social Care Strategic Plan 2016-2020 To approve Bristol City Council's Adult Social Care Strategic Plan which will outline the council's vision, approach and priorities for adult social care (ASC) for 2016-2020. Open | Mayor – at Cabinet 6 Dec 2016 | Councillor Clare Campion-Smith | People Scrutiny Commission 26.09.16 |
| NHDS 05.16-17 | Kate Murray kate.murray@bristol.gov.uk | Library Book Buying Contract Consideration of the tender process for the supply of Books to Library Service contract from December 2016. Open | Mayor – at Cabinet 6 Dec 2016 | Councillor Asher Craig | Neighbourhood Scrutiny Commission None envisaged |

| Ref No | Lead Officer | Title and summary of Decision | Decision taker & Meeting date | Portfolio holder | Scrutiny Remit/ Input |
|--------------|---|--|----------------------------------|--------------------------|------------------------------------|
| PLA 18.16-17 | Helen Minnery helen.minnery@bristol.gov.uk | <p>Residents Parking Strategy</p> <p>1. To identify improvements to operating principles of all RPS areas to be subsequently proposed by the Service Director Transport as part of a new traffic order for the programme;</p> <p>2. To enable public engagement to take place in communities that have expressed an interest in permit parking schemes and/or which are likely to be affected by major development e.g. residential areas close to the Arena.</p> <p>Open</p> | Mayor – at Cabinet 6 Dec 2016 | Councillor Mark Bradshaw | Place Scrutiny Commission |
| - | Annabel Scholes Annabel.Scholes@bristol.gov.uk | <p>Treasury Management Strategy Mid-year report 2016/17</p> <p>This report meets the treasury management regulatory requirement that the Council receive a mid-year treasury review report. It also incorporates the needs of the Prudential Code to ensure adequate monitoring of the capital expenditure plans and the Council’s prudential indicators (PIs).</p> <p>Open</p> | Mayor – at Cabinet 6 Dec 2016 | Councillor Craig Cheney | Business Change Scrutiny Committee |

| Ref No | Lead Officer | Title and summary of Decision | Decision taker & Meeting date | Portfolio holder | Scrutiny Remit/ Input |
|--------|---|---|----------------------------------|------------------------------|---|
| | Laura Pye laura.pye@bristol.gov.uk | St Pauls Carnival NEW ITEM To approve the new organisation, as the preferred organisation, to take forward the new vision for St Pauls Carnival and agree that the Council will support that organisation in partnership with the Arts Council. To agree to release key arts provider funding on the delivery of key milestones. Open | Mayor – at Cabinet 6 Dec 2016 | Councillor Estella Tincknell | Place Scrutiny Commission |
| | Annabel Scholes Annabel.Scholes@bristol.gov.uk | Period 6 budget monitoring report NEW ITEM The report will include key decisions in relation to the capital programme, with recommendations for the potential capitalisation of appropriate spend and amendments to funding sources, as a measure to help mitigate the Council’s general fund revenue pressures. Open | Mayor – at Cabinet 6 Dec 2016 | Councillor Craig Cheney | Business Change & Resources Scrutiny Commission |
| | Annabel Scholes Annabel.Scholes@bristol.gov.uk, Shana Johnson Shana.Johnson@bristol.gov.uk | Council Tax Base NEW ITEM To recommend (to Full Council) the Council Tax Base for 2017/18. Open | Mayor – at Cabinet 6 Dec 2016 | Councillor Craig Cheney | |

| Ref No | Lead Officer | Title and summary of Decision | Decision taker & Meeting date | Portfolio holder | Scrutiny Remit/ Input |
|------------------|---|---|--|--------------------------|--|
| | Simon Dicker simon.dicker@bristol.gov.uk | Local HeathWatch and Independent Complaints Advocacy Service (ICAS) NEW ITEM To approve the option of a final years extension to the current contract at a reduced rate whilst maintaining the service capacity of ICAS Open | Mayor – at Health and Wellbeing Board 14 Dec 2016 | Councillor Fi Hance | |
| NHDS 06.16-17 | Nick Hooper Nick.hooper@bristol.gov.uk | Local Housing Company Strategic Business Case Sets out for approval the strategic business case to establish a new Local Housing Company, which will develop new homes in the city Open | Mayor – at Cabinet 10 Jan 2017 | Councillor Paul Smith | Neighbourhoods Scrutiny Commission None envisaged |
| | Robert Orrett robert.orrett@bristol.gov.uk | Future Strategy for Fleet Vehicle Replacement NEW ITEM To propose a new method of replacing fleet vehicles on an 8 year life cycle. Open | Mayor – at Cabinet 10 Jan 2017 | Councillor Helen Holland | Place Scrutiny Commission |

| Ref No | Lead Officer | Title and summary of Decision | Decision taker & Meeting date | Portfolio holder | Scrutiny Remit/ Input |
|------------------------|---|---|-----------------------------------|-------------------------|---|
| NHDS & PLE 08.16-17 | Joanna Roberts joanna.roberts@bristol.gov.uk | Young People's Housing and Independence Pathway Plan Approval of the plan and associated spend Open | Mayor – at Cabinet 10 Jan 2017 | Councillor Paul Smith | Joint Neighbourhoods Scrutiny Commission and People Scrutiny Commission |
| | Annabel Scholes Annabel.Scholes@bristol.gov.uk | Collection Fund: Estimated Surplus/Deficit NEW ITEM To note the estimate of the surplus/deficit on the collection fund, which will be taken into account when setting the 2017/18 revenue budget and council tax levels Open | Mayor – at Cabinet 10 Jan 2017 | Councillor Craig Cheney | |
| | Annabel Scholes Annabel.Scholes@bristol.gov.uk | Period 7 Budget Monitoring Report To consider the latest budget monitoring report and consider necessary decisions/actions Open | Mayor – at Cabinet 10 Jan 2017 | Councillor Craig Cheney | |

| Ref No | Lead Officer | Title and summary of Decision | Decision taker & Meeting date | Portfolio holder | Scrutiny Remit/ Input |
|------------------|---|--|-----------------------------------|---|---|
| | Robert Orrett robert.orrett@bristol.gov.uk | Facilities Management Building Repairs and Building Fabric Tenders NEW ITEM To consider the new contract arrangements. Open | Mayor – at Cabinet 10 Jan 2017 | Councillor Helen Holland | |
| | Annabel Scholes Annabel.Scholes@bristol.gov.uk | Budget recommendations to Full Council / Medium Term Financial Strategy / treasury management strategy To finalise budget / MTFS recommendations and the treasury management strategy prior to 21 February 2016 Full Council budget setting meeting. Open | Mayor – at Cabinet 24 Jan 2017 | Councillor Craig Cheney | Business Change Scrutiny Commission 19 December 2016 |
| NHDS 07.16-17 | Paul Sylvester paul.sylvester@bristol.gov.uk | Domestic abuse and Home Choice policy NEW ITEM To agree changes to Home Choice policy, following 12 weeks consultation, on how victims of Domestic abuse are prioritised for housing Open | Mayor – at Cabinet 7 Feb 2017 | Councillor Asher Craig, Councillor Paul Smith | Neighbourhoods Scrutiny Commission None Envisaged |

| Ref No | Lead Officer | Title and summary of Decision | Decision taker & Meeting date | Portfolio holder | Scrutiny Remit/ Input |
|--------------|---|--|----------------------------------|--------------------------|---|
| | Annabel Scholes Annabel.Scholes@bristol.gov.uk | Period 8 Budget monitoring report To consider the latest budget monitoring report and consider necessary decisions/action. Open | Mayor – at Cabinet 7 Feb 2017 | Councillor Craig Cheney | |
| PLA 24.16-17 | Stuart Woods stuart.woods@bristol.gov.uk | Arena Project - Building Contract Approval Approval sought to enter into the main building contract for the Bristol Arena with Bouygues (BYUK) and to approve the target cost for the project (as per the NEC contract). Open | Mayor – at Cabinet 7 Mar 2017 | Councillor Helen Holland | Overview and Scrutiny Management Board 9 February 2017 |
| PLA 03.14-15 | Mareike Schmidt mareike.schmidt@bristol.gov.uk | ELENA programme (total value £140m) Multiple decisions pertaining to the various delivery strands within the ELENA programme have been through various Cabinets (October 2013, January 2014, July 2014 and October 2014) and scheduled for Cabinets in February 2015 and July 2015. The programme is now delivering and a final completion report is expected to come back to Cabinet in December 2016, after the programme close in June 2016 and the subsequent completion /outcome report being written over summer 2016. Open | Mayor – at Cabinet 7 Mar 2017 | Councillor Helen Holland | Place Scrutiny Commission / None |

| Ref No | Lead Officer | Title and summary of Decision | Decision taker & Meeting date | Portfolio holder | Scrutiny Remit/ Input |
|--------------|---|---|----------------------------------|--------------------------|--|
| | Annabel Scholes Annabel.Scholes@bristol.gov.uk | Period 9 Budget monitoring report To consider the latest budget monitoring report and to consider necessary decisions/action. Open | Mayor – at Cabinet 7 Mar 2017 | Councillor Craig Cheney | |
| PLA 19.16-17 | Chris Mason chris.mason@bristol.gov.uk | Bristol Transport Plan - Draft To consider the draft Bristol Transport Plan Open | Mayor – at Cabinet 2 May 2017 | Councillor Mark Bradshaw | Place Scrutiny Commission- date to be determined |
| PLA 19.16-17 | Chris Mason chris.mason@bristol.gov.uk | Bristol Transport Plan - Final To consider the final Bristol Transport Plan Open | Mayor – at Cabinet 5 Sep 2017 | Councillor Mark Bradshaw | Place Scrutiny - date to be determined |

Overview and Scrutiny Management Board

8th December 2016



Report of: Shahzia Daya, Interim Service Director: Legal and Democratic Services

Title: Scrutiny Work Programme – 2016/17

Ward: City Wide

Officer Presenting Report: Andrea Dell – Service Manager, Democratic Engagement

Contact Telephone Number: 0117 92 22483

Recommendation

The Overview and Scrutiny Management Board (OSMB) are asked to note the Scrutiny work programme attached as appendix A.

Summary

This report provides details of the work programme 2016/17 that was unanimously agreed by the Scrutiny councillors at the work planning workshop on the 9th September 2016.

The significant issues in the report are:

As the parent committee with overall responsibility for scrutiny, the OSMB will regularly receive the programme. The work programme shows details for each Commission;

- Overview and Scrutiny Management Board
- Resources
- Place
- People
- Neighbourhoods.



Policy

1. Under the Local Government Act 2000, Bristol City Council is required to establish an Overview and Scrutiny function.
- 1.1. Councillors from the Overview and Scrutiny Management Board (OSMB) are responsible for agreeing a single Overview and Scrutiny work programme at the start of the Municipal Year

Consultation

Internal

2. The work programme was discussed and agreed by the Scrutiny Members at the workshop.
- 2.1 The Mayor and Cabinet Members attended the workshop. The Mayor presented a number of priorities areas to be considered for the work programme and the Cabinet Members participated in the discussions.

External

3. The People Scrutiny Commission has the statutory responsibility for health scrutiny and therefore colleagues from the Bristol Clinical Commissioning Group were invited to participate in the workshop discussion.
- 3.1 Items suggested by the Bristol Youth Council (BYC) have been incorporated into the work programme:

| Item | Location on the work programme |
|---|---|
| Mental Health and Young People | People Scrutiny Commission – Mental Health themed meeting in March 2017. |
| Youth Links and future commissioning processes for children and young people’s services | People Scrutiny Commission – October 2016 and June 2017. |
| Transport and Young People | Links to: a) Public Transport Information Strategy - Place Scrutiny - October 2017 b) Transport Inquiry Day (March 2015) – update to be presented at Place Scrutiny Commission – November 2016. |
| Schools/ Employer ‘work experience’ for students in Bristol | People Scrutiny Commission – Education themed meeting in July 2017. |

Context

4. At the Scrutiny workshop on the 9th September Members were presented with a range of

potential scrutiny items and a variety of background information. Members discussed and created a work programme, supported by senior officers from each directorate and scrutiny policy advisors.

- 4.1 Scrutiny Chairs can agree necessary changes to individual work programmes when required. All amendments will be recorded and presented to OSMB. OSMB retain overarching responsibility for the work programme.

Proposal

5. The Overview and Scrutiny Management Board (OSMB) are asked to note
a) The Scrutiny work programme attached as appendix A

- 5.1 The work programme will be presented to OSMB at regular intervals.

Other Options Considered

6. Not applicable.

Risk Assessment

7. Overview and Scrutiny plays a pivotal role in delivering local accountability. It is therefore essential to ensure there are effective overview and scrutiny arrangements in Bristol which can contribute positively to good governance, as well as potentially increase public confidence and involvement in the democratic process.

Public Sector Equality Duties

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
 - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to -
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public

life or in any other activity in which participation by such persons is disproportionately low.

iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –

- tackle prejudice; and

- promote understanding.

8b) The Scrutiny function plays an important part in assisting the Council in meeting its public sector equality duties and ensuring that the views of different communities and members of the public are taken into account in the development and delivery of services. Scrutiny work streams need to ensure that assessments of equalities impacts are an integral part of their work both in terms of scoping topics, gathering evidence and formulating recommendations.

Legal and Resource Implications

Legal

9. Legal Services have been involved in the formulation of the strategic priorities that will form the basis of the work programme. They will continue to be consulted as appropriate.

Financial

(a) Revenue

10. Not applicable

(b) Capital

10.1 Not applicable

Land

11. Not applicable

Personnel

12. Not applicable.

Appendices:

Appendix A – Work programme

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None.

| People Scrutiny Work Programme Items | Neighbourhoods Scrutiny Work Programme Items | Place Scrutiny Work Programme Items | Business Change & Resources Scrutiny Work Programme Items | Overview & Scrutiny Management Board Work Programme Items |
|---|---|--|--|--|
| September 2016 | | | | |
| Performance monitoring | Annual Report from Director of Public Health Suggested methodology: Report to meeting (People commission invited to attend) | Local Flood Risk Management Strategy Suggested Methodology: report to meeting | Q1 Finance Monitoring for Business Change | Audit Referral re Public Engagement |
| Risk Register | Sexual Health Re-procurement (People commission invited to attend) | Residents Parking Schemes | Q1 Performance Report for Business Change | Cabinet Referral re the Elimination of the Gender and Race Pay Gap |
| BCC Adult Social Care Strategic Plan | Mental Health & Neighbourhoods (already agreed by Chair) | Q1 Performance Report | Business Change Directorate Risk Register | BCC International Strategy (Place) |
| Children Services Improvement Plan Year 2 | Risk Register | | Quarterly Update re Outcomes of Legal Cases (will be part of performance report) - TBC | Mayor's Response re Cabinet Referral - Budget Timetable and Mayor's Forward Plan |
| Bristol's Strategy for Children, Young People and Families & Children and Family Partnership work programme (N'ds Commission invited to attend) | NPs positioning briefing (no paper or dem services deadlines) to determine dates and format of further NP scrutiny through the municipal year | | | Scrutiny Work Programme - standing item |
| | | | | Mayor's Forward Plan – standing item |
| | | | | Scrutiny Resolution and Full Council Motion Tracker – standing item |
| | | | | Protocol for dealing with exempt items |
| | | | | Delivering the Corporate Plan – Outturn Performance Report for 2015/16 |
| | | | | Performance Indicators – Agreeing the best approach |
| | | | | Q1 Financial Monitor |

| People Scrutiny Work Programme Items | Neighbourhoods Scrutiny Work Programme Items | Place Scrutiny Work Programme Items | Business Change & Resources Scrutiny Work Programme Items | Overview & Scrutiny Management Board Work Programme Items |
|---|--|--|--|--|
| October 2016 | | | | |
| The draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22 (1 of 2) | The draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22 | The draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22 | The draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22 | |
| Models of Health and Social Care a) Better Care, b) Three tier model (to be preceded by an informal briefing regarding good practice in involving disabled people in service design and evaluation and co-production). | Budget Analysis for Neighbourhoods | Public Transport Information Strategy | Up-date: - Member's ICT Issues | |
| Re-commissioning Bristol Youth Links | Playing Pitch Strategy | Resilience Strategy | | |
| | Herbicide Safe Alliance | | | |
| | Young People's Housing Pathway Plan | | | |
| November 2016 | | | | |
| The draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22 (2 of 2) | Housing Delivery - positioning update paper | Joint Spatial Plan (WoE Joint Scrutiny) | Business Change Finance Information (extracted from Cabinet Report) | The draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 – 2021/22 |
| Annual Safeguarding Adult's Report | Libraries of the Future – update to Scrutiny | Joint Transport Study (WoE Joint Scrutiny) | In-depth Review: Bristol Workplace Programme (BWP). - To include up-date on Romney House Situation | Mayor's Forward Plan – standing item |
| Corporate Parenting Panel Annual report | Urban Parishes (information item) | Up-date on previous Transport Inquiry Day Recommendations | BCC Procurement - up-date | Scrutiny Resolution and Full Council Action Tracker – standing item |
| Annual Safeguarding Children's Report | | MetroBus (WoE Joint Scrutiny) | | Scrutiny Work Programme - to approve the outcomes from the workshop |
| Bristol as City of Sanctuary and Supporting refugees and asylum | | Supported Bus Services | | Democratic Engagement |

| People Scrutiny Work Programme Items | Neighbourhoods Scrutiny Work Programme Items | Place Scrutiny Work Programme Items | Business Change & Resources Scrutiny Work Programme Items | Overview & Scrutiny Management Board Work Programme Items |
|--|--|--|---|---|
| seekers, including unaccompanied minors / care leavers | | | | |
| Home Care update | | Cabinet Member Q&A Session | | Preparing for Future Devolution Deals |
| 23rd Nov - Meeting in common with South Gloucestershire Health Scrutiny Committee to receive an update on the University Hospitals Bristol response to the Verita Independent Report. | | | | |
| December 2016 | | | | |
| Briefing workshop (ahead of Feb Inquiry Day) School places and admissions, to include information on Exclusions and the Integrated Education and Capital Strategy (All Councillors invited to attend) | **No Neighbourhoods meeting in December** | Q2 Performance Monitoring | Business Change Finance Information (extracted from Cabinet Report) - to include ICT Spending Pressure | Budget Scrutiny |
| | | Directorate Risk Register | Q2 Performance Report for Business Change. To include - Quarterly Update of Outcomes of Legal Cases | Democratic Engagement Select Committee Terms of Reference |
| 1st December – Meeting in common with South Gloucestershire Health Scrutiny Committee and North Somerset Health Committee: Bristol, North Somerset and South Gloucestershire Sustainability and Transformation Plan (STP) (Neighbourhoods Scrutiny Councillors invited to attend) | | Update on the Council's property portfolio | Debt Collection – what is/isn't being collected | Mayor's Forward Plan – standing item |
| | | Cabinet Member for Place - Q&A Session | | Scrutiny Work Programme - standing item |
| | | Place Financial Monitoring - | | Scrutiny Resolution and Full |

| People Scrutiny Work Programme Items | Neighbourhoods Scrutiny Work Programme Items | Place Scrutiny Work Programme Items | Business Change & Resources Scrutiny Work Programme Items | Overview & Scrutiny Management Board Work Programme Items |
|---|--|---|---|---|
| | | Period 6 (extracted from Cabinet Report) | | Council Action Tracker – standing item |
| January 2017 | | | | |
| Performance monitoring | Neighbourhood Partnerships | Place Budget Scrutiny | Change Programme (ICT Projects/benefits realisation) | Companies' Business Plans (to include exempt information) |
| Annual Education Performance – All Key Stages | Review of Parks - positioning statement | North Fringe and Cribbs Patchway New Neighbourhood (TBC) | Channel Shift | <i>Provisional item</i> - Budget Scrutiny – to consider and endorse the draft response to Cabinet |
| Children Services Improvement Plan Year 2 | Supermarkets dealing with waste - update after Core Cities meeting | MetroWest (WoE Joint Scrutiny) | Business Change Finance Information (extracted from Cabinet Report) - to include ICT Spending Pressure | Mayor's Forward Plan – standing item |
| Commissioning approach | Finance Update (to include the context of Actions and Objectives set out for Neighbourhoods in the Corporate Strategy and Business Plan) | Prince Street Bridge Report | BCC Reserves and Provisions (TBC) | Scrutiny Resolution and Full Council Action Tracker – standing item |
| | Performance Information - Q2 | | | Scrutiny Work Programme - standing item |
| February 2017 | | | | |
| 3rd Feb – Inquiry Day School place planning and school admission arrangements (all Cllrs invited to attend) | Review of the Housing Revenue Account Business Plan | Air Quality Suggested Methodology: report to meeting (N'ds invited to attend) | Business Change Finance Information (extracted from Cabinet Report) - to include ICT Spending Pressure | Green Capital - maintaining the momentum – presentation and discussion (Place Scrutiny) |
| 27th Feb Meeting in common with South Gloucestershire Health Scrutiny Committee to receive an update on the University Hospitals Bristol response to the Independent Review of Children's Cardiac Services in Bristol and a Review of pre- | <i>Provisional Item</i> - Local Council Tax Reduction Scheme | City Centre Movement Strategy and City Centre North East Spatial Framework | Procurement & Social Value Policy – Up-date | Annual Performance Report |

| | | | | |
|---|---|---|---|---|
| operative, perioperative and postoperative care in cardiac surgical services. | | | | |
| | Bristol Waste Company | Cultural Strategy - Plus up-date on the Dec 15 Culture Inquiry Day Recommendations | Legal Services – business model, best practice and next steps | Future of Performance Reporting |
| | Trial of Glyphosphate-Free Weed Treatment - Report back | | | Process for Dealing with Exempt Material |
| | | | | Elimination of the Gender and Race Pay Gap |
| | | | | Scrutiny Resolution and Full Council Action Tracker – standing item |
| | | | | Scrutiny Work Programme - standing item |
| | | | | Mayor's Forward Plan – standing item |
| March 2017 | | | | |
| Performance monitoring | Performance Information - Q3 | Performance Monitoring | Business Change Finance Information (extracted from Cabinet Report) - to include ICT Spending Pressure | Mayor's Forward Plan – standing item |
| Risk Register | Risk Register | Energy Services | Q3 Performance Report for Business Change | Scrutiny Resolution and Full Council Action Tracker – standing item |
| Health and Wellbeing Board work programme – joint with Neighbourhoods | Finance Update | Climate Change and Energy Security Framework | Business Change Directorate Risk Register | Q3 Financial Monitor |
| Mental Health themed updates including a) Mental health working group action plan b) Update following Mental Health Summit, c) Update following Freedom of Mind festival (Young People's Mental Health), d) Provision of mental health services (including provision of beds and maternal beds), e) The | | Warm Up Bristol | Quarterly Update re Outcomes of Legal Cases (will be part of performance report) | Update from the Brexit Working Group |

March 2017

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|--|------------------------------|---|---|--|
| use of police custody as a place of safety (Neighbourhoods Scrutiny Councillors invited to attend). | | | | |
| | | | ICT Spending Pressure – <i>Standing Item</i> | Scrutiny Work Programme - standing item |
| April 2017 | | | | |
| - Health Providers - Quality Account reports (joint working with South Gloucestershire Council to be explored) | | Joint Spatial Plan <i>Suggested methodology:</i> report to meeting (WoE joint scrutiny) | | |
| - Other health updates (Members to highlight required information) | | Joint Transport Study <i>Suggested methodology:</i> report to meeting (WoE joint scrutiny) | | |
| | | Colston Hall | | |
| May 2017 | | | | |
| No items scheduled | | Visit to the Bottle Yard Studios and Filwood Green Business Park | | |
| June 2017 | | | | |
| Youth Links re-commissioning update | Performance Information - Q4 | | | Q4 Financial Monitor |
| Children Services Improvement Plan Year 2 | Risk Register | | | |
| | Finance Update | | | |
| July 2017 | | | | |
| Education themed meeting | | | | |
| Update on the Employment and Skills strategy (to include information on work experience) | | | | |
| Learning City Board Work programme | | | | |
| SENCO responsibilities, SEND reforms and High Needs funding – the impact on pupils and their learning | | | | |
| Alternative Learning update | | | | |

| | | | | |
|---|---|---|--|--|
| report (including information on exclusions) | | | | |
| Items to be scheduled | | | | |
| Youth Offending Team update (to include information about CYP in Gangs) | Council Tax Reduction Scheme | Long Ashton Park and Ride - Management | Income Generation - review of outcomes following KPMG review | <i>Provisional item</i> – Update (s) from the Future of Devolution Working Group |
| | Information, Advice and Guidance Review | Arena Update (WoE joint scrutiny also looking at the Arena) | | <i>Provisional item</i> – Update (s) from the Democratic Engagement Select Committee |
| | Libraries | Property Items x3 Postponed (December) | | Outcome of the external review of Bristol City Council's budget – <i>note OSM have requested that the Vice Chair oversees this part of the meeting</i> |
| | Voluntary Community Sector | Bristol Transport Plan (postponed from Feb - date TBC) | | Outcome of the external review of Green Capital |
| Page 83 | Provisional - TBC by Strategic Director - Briefing on Information, Advice and Guidance Review | North Fringe and Cribbs Patchway New Neighbourhood (<i>Date now TBC</i>) | | |
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