

Cabinet Agenda



Date: Tuesday, 19 September 2017

Time: 4.00 pm

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

Distribution:

Cabinet Members: Marvin Rees, Craig Cheney, Asher Craig, Nicola Beech, Helen Godwin, Fi Hance, Claire Hiscott, Helen Holland, Paul Smith and Mhairi Threlfall

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Issued by: Lucy Fleming, Democratic Services

City Hall, Po Box 3176, Bristol, BS3 9FS

Tel: 0117 92 22828

E-mail: democratic.services@bristol.gov.uk

Date: Monday, 11 September 2017



Agenda

PART A - Standard items of business:

1. Welcome and Safety Information

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

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

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

2. Public Forum

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

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

- Members of the public and members of the council, provided they give notice in writing or by e-mail (and include their name, address, and 'details of the wording of the petition, and, in the case of a statement, a copy of the submission) by no later than 12 noon on the working day before the meeting, may present a petition or submit a statement to the Cabinet.
- One statement per member of the public and one statement per member of council shall be admissible.
- A maximum of one minute shall be allowed to present each petition and statement.
- The deadline for receipt of petitions and statements for the 19 September Cabinet is **12 noon on Monday 18 September**. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol, BS1 5TR



e-mail: democratic.services@bristol.gov.uk

Questions (must be about matters on the agenda):

- A question may be asked by a member of the public or a member of Council, provided they give notice in writing or by e-mail (and include their name and address) no later than 3 clear working days before the day of the meeting.
- Questions must identify the member of the Cabinet to whom they are put.
- A maximum of 2 written questions per person can be asked. At the meeting, a maximum of 2 supplementary questions may be asked. A supplementary question must arise directly out of the original question or reply.
- Replies to questions will be given verbally at the meeting. If a reply cannot be given at the meeting (including due to lack of time) or if written confirmation of the verbal reply is requested by the questioner, a written reply will be provided within 10 working days of the meeting.
- The deadline for receipt of questions for the 19 September Cabinet is **5.00 pm on Wednesday 13 September**. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol BS1 5TR.
Democratic Services e-mail: democratic.services@bristol.gov.uk

When submitting a question or statement please indicate whether you are planning to attend the meeting to present your statement or receive a verbal reply to your question

3. Apologies for Absence

4. Declarations of Interest

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

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

5. Matters referred to the Mayor for reconsideration by a scrutiny commission or by Full Council



(subject to a maximum of three items)

None at time of publication

6. Reports from scrutiny commission

An overview of the School Admission Arrangements in Bristol - Conclusions of the People Scrutiny Commission **(Pages 5 - 19)**

7. Chair's Business

To note any announcements from the Chair

PART B - Key Decisions

8. Unlocking our Sound Heritage: A national partnership project led by the British Library's 'Save Our Sounds' initiative

(Pages 20 - 22)

9. Real Lettings Proposal – Scheme Extension

(Pages 23 - 70)

10. Item under APR15 ERDF Enterprise Support Scheme – Enterprising West of England

(Pages 71 - 98)

PART C - Non-Key Decisions

11. 2017/18 Budget Monitoring Report - P4

(Pages 99 - 116)





BRISTOL OVERVIEW AND SCRUTINY

An overview of the School Admission Arrangements in Bristol

Conclusions of the People Scrutiny Commission

May 2017



1. Executive Summary

Overview and Scrutiny, known in Bristol as 'Scrutiny' is a process that ensures that decisions taken by the Council and its partners reflect the opinions, wishes and priorities of residents in Bristol.

School admission arrangements were highlighted as a priority area by the People Scrutiny Commission in the 2016/17 work programme. Councillors had questions about how the Local Authority approached school admissions and school appeals, and further clarity was required around the relationship between Bristol City Council and Academies. Councillors felt it was important to receive information from residents on their experience of school admission arrangements in Bristol.

In addition to this Bristol elected a new Mayor in May 2016. Mayor Marvin Rees identified School Admissions as a priority area in [The Bristol City Council Corporate Strategy 2017 - 2022](#). The strategy outlines seven key commitments, with one of them being '*We will increase the number of school places and introduce a fairer admissions policy*'.

The Mayor recognised the need for in depth consideration of the complex issue and the item was referred to the People Scrutiny Commission.

Two Scrutiny events were held:

- **Overview:** A workshop in December 2016 provided Councillors with a detailed overview of how School Admission arrangements were administered in Bristol.
- **Scrutiny:** An Inquiry Day provided a forum for community stakeholders and school representatives to present their views on the school admission arrangements in Bristol.

Following the events the People Scrutiny Commission proposes the following five recommendations:

Recommendation 1. Strengthen Bristol City Council's oversight of Admissions through an Annual update:

- a. Scrutiny to review school admissions information annually and submit a report which tracks the inquiry day recommendations, to the Executive Board.
- b. It is recommended that the update is presented to scrutiny in late May/early June so observations can be included in the comments section of the Office of the Schools Adjudicator (OSA) annual report.
- c. An annual meeting with key school representatives and the Council should be set up to review the annual report.
- d. The report should include information on the percentage pupil premium intake in each Bristol school to present to schools for consideration.



Recommendation 2. Councillors recommend that the Mayor:

- a. meets with Principals and Chairs of Academy Boards, that have a catchment area that extends beyond Bristol, to discuss increasing the percentage of places reserved for Bristol pupils
- b. requires all new or expanding schools, which receive capital investment from Bristol City Council, to prioritise Bristol pupils as part of their admission criteria.

Recommendation 3. Officers to work with Councillors and community groups to strengthen advice and support available for parents on admissions processes, building on the successful Health Champions model in Public Health (Appendix 1 provides an outline of Health Champions). Councillors should actively encourage parents / carers to use all three of their preference choices and include a local school.

Recommendation 4. Councillors recommend that the Mayor endorses a campaign, to include social media, faith groups and City Partners, to recruit more Black and Minority Ethnicity members on BCC Appeals Panels

Recommendation 5. Request the Mayor, Councillors and City Partners take opportunities to promote Bristol schools and offer targeted support for under-subscribed schools, for example Councillors and City Partners could:

- a. Meet with Head teachers and attend school open days
- b. Promote local business links
- c. Become a school governor.
- d. Share key achievements and improvements in individual schools

2.1 Background and context

As the Local Education Authority (LEA) Bristol City Council has legal roles and responsibilities which include:

- Ensuring sufficient school places are available
- Reducing surplus places by closing or reorganising schools
- Assessing and providing home to school transport
- Providing support services for schools
- Assisting the government in implementing initiatives and legislation relating to schools, children and families
- Allocating finance to schools to act as the admission authority for Community and Controlled schools and the coordinating authority for all schools.

In previous years the majority of schools were state funded and were accountable to the Local Authority. Since the Academies Act 2010 the number of academies in Bristol has increased dramatically. Academy schools are directly funded by the Department for Education and independent of local authority control. Academies are run by academy trusts and do not have to follow the national curriculum. They have greater freedom to set their own term times and admission arrangements. If a parent/carers has been refused a place for their child at a preferred



school they have the right to appeal against the decision of the Admission Authority. Academies can choose to administer their own school appeals. Appendix A provides an explanation of some key terms.

Bristol City Council works with partner organisations, including Academies as part of the Bristol Learning City partnership. The main aims of the Partnership are to:

- champion learning as a way to transform lives, communities, organisations and the city; we want everyone to be proud to learn throughout their lives
- take responsibility for learning across the city, to tackle the systemic challenges that lead to inequality, by sharing our expertise, targeting our resources and taking collective action to add value to the work we do individually
- realise a shared vision, deliver change and make a greater impact

2.2 Bristol Data

[The Integrated Education & Capital Strategy \(2015-2019\)](#) Published September 2015 (Revised January 2016) provides the following Bristol data:

Primary Schools	Secondary Schools
<ul style="list-style-type: none"> • 108 settings with primary age children in the city • 45 are designated as Academies • 6 are Trust Schools organised into two hubs • 2 are Free Schools • 25 are Faith schools (13 Church of England and 12 Catholic) 	<ul style="list-style-type: none"> • 22 settings for secondary age children in the city • 18 are designated as Academies • 1 is a Foundation Trust forming part of the South East Co-operative Trust and • 2 are Voluntary Aided schools (one Church of England and one Catholic). • 16 schools use geographical catchment as part of their admission criteria • 6 schools use other admission criteria, i.e. faith or random allocation

Bristol is a multicultural city with a population of 449,328 (2015) of which 83,800 are children: almost 19% of the population. There are 34 Wards in Bristol and the age profile in each Ward varies significantly. Wards where more than a ¼ of the population are under 16 are Lawrence Hill (27%), Filwood (26%) and Withywood (25%)

3. Scrutiny planning

Councillor Brenda Massey, Chair of the People Scrutiny Commission and Councillor Claire Hiscott, Cabinet Member for Education and Skills met with a steering group of Councillors, the Service Director for Education and Skills and Officers from the Bristol City Council School Admissions team to agree the remit of the work and to plan the scrutiny activity.



Councillors had a multitude of questions about the admission process and it was agreed that a briefing would be required to provide Councillors with a detailed overview of school admission arrangements. This would provide Councillors with an overview of admission arrangements in Bristol.

Discussions highlighted anecdotal evidence received from residents which suggested that the admission arrangements were more challenging for some communities in Bristol. Councillors agreed it was important for stakeholders from the community to input into the discussion to ensure all views were captured.

The steering group agreed the following key areas which required further clarification:

Issue	Key questions to be considered
A. The school admissions application process	<ul style="list-style-type: none"> • Is the process in Bristol accessible to all communities? • What are the challenges faced by Bristol families? • Why are some applications received late? • Are more late applications received from Black and Minority Ethnicity (BME) families? • How many children are allocated a preference choice?
B. The Admissions criteria of schools in Bristol	<ul style="list-style-type: none"> • Schools who set their own admission criteria are required to consult on the proposals. Does Bristol City Council contribute or challenge as part of this process?
C. Pupil composition	<ul style="list-style-type: none"> • Do schools reflect the communities where they are located in terms of ethnicity and numbers of children eligible for pupil premium?
D. Alternative approaches to school admission arrangements	<ul style="list-style-type: none"> • How do neighbouring Local Authorities and other Core Cities approach school admissions? • What are the advantages and disadvantages of community schools versus schools with wider catchments areas?

Due to the complexity of the issue it was agreed that two scrutiny events would be required:

i. Councillor workshop – December 2016

The workshop aimed to:

- ◆ Provide Councillors with an in-depth knowledge about School Admission arrangements in Bristol. The information provided at the workshop would assist Councillors to support and sign post constituents and manage public expectations prior, during and after the admissions process.
- ◆ Provide the knowledge required for the Inquiry Day, including information on the Local Authority's strategic responsibilities.

The outcome of the workshop would shape the planning of an Inquiry Day.



ii. Inquiry Day – February 2017

The aim of the event was to receive information from external representatives;

- ◆ to receive information from community groups on their experiences of school admission arrangements
- ◆ to receive information about school admission arrangement from school representatives.

The event would provide a forum for Councillors to ask questions and at the end of the Inquiry Day Councillors would reflect on the information received and consider if any recommendations should be made to the Mayor and Cabinet.

4. Overview of the events:

4.1 The Workshop

A workshop is an informal meeting which could be used for a variety of purposes, in this case to provide detailed information on a specific subject and to act as a forum for Councillors to ask questions ahead of a further scrutiny event.

The internal workshop was delivered by Bristol City Council Officers from the School Admissions team who used a combination of presentations and group discussions to provide a detailed overview of the school place planning and admission process in Bristol. The workshop provided a forum for Officers to challenge pre-conceptions and ‘myth bust’. Councillors were able to ask in-depth and technical questions related to the school admission process.

The workshop was held on the 19th December 2016 and 23 Councillors attended. Officers from the Home to School Transport and Education Welfare teams were also invited to attend.

3.1 Background Information

A preparation pack of information was circulated to Councillors prior to the workshop this included:

- A programme for the workshop and background information about Scrutiny (appendix 2a)
- Bristol data, including information about school appeals (appendix 2b)
- Public documents including:
 - [The Integrated Education & Capital Strategy \(2015-2019\)](#)
 - [A guide for Parents and Carers on applying for a Primary School Place](#)
 - [A guidance Parents and Carers on applying for a Secondary School Place](#)
 - [The School Admission Code](#)
 - [The School Admission Appeals Code](#)
 - [Information about Trading with Schools](#)



In order to ensure the workshop provided the information Councillors required a survey was circulated prior to the workshop. 13 out of 70 Councillors completed the survey (18%). The survey indicated that the level of Councillor case work related to school admission was low. Appendix 3 provides a summary of the survey results.

3.2 Presentations and discussion overview

Presentations and notes from the workshop are appended to this report (appendix 4). Following the presentation the following headline information was noted in relation to the key areas initially outlined:

A. The school admissions application process

- ◆ The School admission team work to capacity and deal with 6000 primary age and 4000 secondary age children plus in year admissions.
- ◆ The team participate in proactive outreach work with all communities which aimed to ensure information about school admissions processes and deadlines were widely known. Outreach work would be targeted, based on where late applications were received the previous year. The team work pro-actively and suggestions for further outreach activities would be welcomed.
- ◆ Information about pupil ethnicity cannot legally be requested as part of the application process so it would not be possible to know if there are higher rates of late applications by people when English is a second language.
- ◆ The Wards with the highest number of late applications (21 to 33) in September 2016 were Southmead, Lawrence Hill, Filwood, Hartcliffe & Withywood.
- ◆ In March 2016, 92.5 % of preferences were met for Bristol Schools. The majority of young people not offered a preference school applied for schools which allocated places by random allocation, were outside Bristol, or were faith schools.
- ◆ Councillors referred to anecdotal evidence which suggested that children from a BME background were less likely to be offered a preference choice school. Current data collection techniques would make it challenging to obtain information on ethnicity and preference choice school. The information could be ascertained but would require a data specialist officer to be assigned to the task. The school admissions team would shortly be moving to a new database which should make data more accessible.

B. The Admissions criteria of schools in Bristol

- ◆ Academies are their own admissions authority and must meet all the mandatory provision of [the School Admissions Code \(the Code\)](#).
- ◆ BCC generally has a strong relationship with most of the schools and works collaboratively when possible.
- ◆ Analysing academy admission arrangements in detail would not be a priority – there were currently no resources for this function.



C. Pupil composition

A variety of data was provided to Members as part of the information pack, including;

- ◆ An overview of each secondary school which included the number of children receiving free school meals, pupil premium and ethnic background
- ◆ A map showing the numbers of children living in income deprived households
- ◆ A graph showing Ethnicity of Secondary School Pupils based on pupil numbers

D. Alternative approaches to school admission arrangements

Information was provided on the legislative framework which outlined how Local Authorities administer school admission arrangements. Councillors discussed the advantages and disadvantages of community schools versus schools with wider catchments areas.

Further information on alternative approach was provided as part of the Inquiry Day.

3.3. Outcomes

The following key priorities and actions were identified:

i. Diversifying the school appeals panel

It was recognised that the school appeals panels were not reflective of the Bristol population. In order to address this, residents from non white British backgrounds should be encouraged to apply for the role of school appeal panel member. The job advert would be sent to all Councillors to be circulated to community groups and additional support could be provided with the application process.

ii. Supporting Local Schools

The high performing schools that allocate randomly were in high demand. Parents were recommended to always select a local school as one of their preferences as relying on getting a place in the highest performing schools, which might issue places based on random allocation or be located a significant distance away, would be a risky approach.

Although the school admission team provided parents / carers with this information it was sometimes not understood which caused confusion and frustration. Councillors should build strong links with local schools in their community, i.e. regularly visiting the school / attending school events and considering becoming a School Governor. Local schools should be championed with residents. Schools in Bristol have improved and Councillors should challenge lingering reputational misconceptions, encouraging residents to include local schools as a preference.

iii. Supporting residents

Councillors could offer support to residents prior to the admission deadlines, sign posting residents to the support that's available and assisting residents with their application forms.



3.4 Conclusion

The workshop provided contextual information that Councillors could use to support residents. Councillors praised the School Admissions team who worked hard to meet the needs of residents and were pro-active in addressing issues when possible. The team worked closely with schools and were targeting outreach work in areas with high numbers of late applications.

Councillors outlined expectations for the Inquiry Day which included the following requests:

- ◆ Information and evidence from school representatives and community stakeholders.
- ◆ Information from other Local Authorities – including neighbouring Local Authorities and other Core Cities.

4.1 The Inquiry Day

An Inquiry Day is a focussed, structured one-off event consisting of presentations and group work which engages a range of members, officers, community and partner representatives, and other stakeholders to take an overview of a particular issue and provide a forum for questioning invited speakers and witnesses etc.

The Inquiry Day took place on the 3rd February 2017. The event focussed on secondary school admissions and received information from community stakeholders and secondary school representatives. All Bristol secondary schools and a range of community groups were invited to attend. The Clifton Diocese, who were unable to send a representative, submitted information prior to the meeting (appendix 5).

A programme and supporting information was circulated prior to the inquiry day (appendix 6).

4.2 Information from Community Stakeholders

The following community stakeholders attended:

- ◆ Abdul Ahmed, Said Burale and Hanna Ahmed - The Somali Forum
- ◆ Christine Townsend – former Mayoral Candidate (May 2016) - additional information (appendix 7a) and presentation (appendix 7b)
- ◆ Peninah Achieng-Kindberg and Sauda Kyalambuka - African Voices Forum
- ◆ Nimo Ibrahim and Iman Abdi - The Bristol Somali Women's Group
- ◆ Abdul Jama – Bristol Education Welfare Service, Bristol City Council

Each stakeholder presented information on their experience of school admissions in Bristol and there was also a question and answer session (see appendix 8 for notes from meeting).



4.3 **Headline issues**

a. **Representatives from the Somali community**

- ◆ The information provided suggested the community experienced an inconsistent approach to admissions and school places were not allocated to children, even when they lived very near the school.
- ◆ Sometimes children were not allocated places at the same school as their siblings.
- ◆ Home schooling was popular within the Somali community, largely due to children being allocated schools not chosen as a preference.
- ◆ Better education would be the best tool to alleviate deprivation and the challenges facing BME communities.

b. **Christine Townsend** (see additional information – appendix 7a and 7b)

- ◆ Information was presented which suggested that Bristol operated a two tier system which disproportionately favoured the more affluent areas: high achieving schools in disadvantaged areas had wide catchment areas (which allocated randomly) which meant local children missed out. Conversely, less well achieving schools tended to have plenty of places available for the local community. The approach should be consistent across the City to ensure fairness and each school should be required to take an equal share of the children from lower socio economic backgrounds.

c. **African Voices Forum**

- ◆ Information was presented which suggested that some schools had low expectations of certain demographics and aspirations matched accordingly.
- ◆ Some members of the community were reluctant to choose certain schools due to the lack of diversity and the perception that bullying would take place.
- ◆ Accountability needed to be built in with equality at the heart of the system not just as a side measure.
- ◆ School access and support for newly arrived refugees and immigrants needed to be addressed.

d. **Bristol Somali Women's Group**

- ◆ The information provided suggested that schools were actively limiting entry of children from the Somali community. Many families were not allocated a preference choice and given a place at an alternative, local school.
- ◆ Some community members had been discouraged from applying to certain schools: phone calls had been disconnected because the phone operator was presumably unable to understand the accent of the caller.

e. **Abdul Jama - Bristol Education Welfare Service, Bristol City Council**

- ◆ The information presented highlighted the good work of the school admissions team: in year applications took maximum of 2 weeks to process. In comparison, some Schools took weeks to confirm if a place was available which often caused difficulties for parents.



- ◆ The process for finding school places for children who were asylum seekers had improved for year 7 and below. Finding places for year 8 onwards was more challenging because the schools would be required to provide more resources to support these children.

f. Anecdotal evidence

- ◆ Councillors referred to other anecdotal evidence which could discourage parents / carers from applying to certain schools:
 - a) the high cost of school uniforms (the requirement to set up direct debits)
 - b) the cost of mandatory music lessons.

4.4 Representatives from Schools

All secondary schools in Bristol were invited to attend with a cross section across the city invited to provide an overview of the schools approach to admissions. The admissions criteria for each school that attended the inquiry day were provided to Councillors prior to the meeting (hyperlinks included below).

The following representatives attended:

- ◆ Ms Jo Butler, Head teacher – [Cotham School](#)
- ◆ Mr Alistair Perry , Executive Principal – [Colston’s Girls’ School](#) (Presentation – appendix 9a)
- ◆ Mr Graham Diles , Deputy Head – [Saint Mary Redcliffe and Temple School](#) (Presentation – appendix 9b)
- ◆ Ms Keziah Featherstone, Head teacher - [Bridge Learning Campus](#)
- ◆ Mr Rupert Moreton, Vice Principal – [Bristol Cathedral Choir School](#) (Appendix 9C - Additional information was requested and subsequently provided on Music Specialists/Choristers)
- ◆ Ms Janice Callow representing [Fairfield School](#) (late addition - not on the programme).

Each School provided a comprehensive overview of the school admission arrangements, including the ethos of the school and any challenges the school faced.

4.4 Headline issues

a. Catchment areas and school admission arrangements

- ◆ When some independent schools converted to academies the admission catchment area and admission arrangements were specifically designed to draw learners back into Bristol at a time when children were leaving the City in large numbers. This approach was supported by the Local Authority at the time. The arrangements also aimed to limit the impact on other, less well achieving, local schools. Bristol schools have become more popular which has increased the pressure on school places. This has resulted in calls for the arrangements to be reviewed.

b. Reputational challenges

- ◆ Anecdotal evidence suggests that some primary school teachers have advised parents to avoid certain secondary schools. This adds to the challenge for schools to overcome lingering reputational issues.



- ◆ In situations where children have been allocated a place at a school that neither the parents nor the child has chosen it presents challenges for the school. Councillors were asked to provide support by promoting local schools in the community.

c. Understanding of the deadline requirements

- ◆ For schools that require additional information or a non-verbal reasoning test this information would be required by the admission deadline. For example:
 - Colstons Girls School allocates places using set proportions for different ability bands. This requires children to take a non-verbal reasoning test and a child cannot be allocated a place at the school unless a test has been taken. So even if a child would have been eligible for a place, i.e. they applied on time and a sibling already attends the school, they cannot be allocated a place if the test has not been completed if the school is oversubscribed.

e. Schools response to issues highlighted by the community stakeholders

- ◆ The Schools referred to work within communities which supports parents / carers during the admission process. Schools participated in outreach work, i.e. visiting primary schools.
- ◆ The schools were unaware of some of the issues highlighted but were committed to addressing the issues raised, specifically from the Somali community who felt they faced discrimination.
- ◆ Schools within Bristol worked collaboratively: there are strong links and co-operation.

f. The approach to school admissions in other Local Authority areas (appendix 10)

Information was provided on some alternative approaches to school admissions from Brighton & Hove, Hackney, Oldbury, Bradford, Burnley and Birmingham. The other Core Cities were contacted and information on alternative approaches requested.

Councillors were asked to consider the implications on Home to School Transport costs on possible changes to policy. Officers highlighted that although a small number of schools in other areas have policies that claim to prioritise children eligible for Free School meals there was little evidence available to show how these policies were applied in practice.

4.5 Conclusion

Councillors reflected on the wealth of information provided.

Conclusions:

- The School Admissions team were administering the process professionally and efficiently within the legislation and the Councils policies.
- The Inquiry Day highlighted issues within certain community groups which indicated that information was still not being communicated effectively in some instances. Targeted community work is recommended.
- BCC worked well with schools in Bristol, including academies. BCC should use these good relationships to suggest that Bristol residents should receive priority places at Bristol



schools. Liaison would be recommended with Principals and the Academy Board Chairs to look at catchment areas.

- More work should take place to increase the diversity of school appeals panels.
- Councillors should support local schools and work pro-actively to challenge reputational inaccuracies.

At the conclusion of the meeting the following recommendations were suggested:

- Scrutiny to regularly monitor the admission arrangements, i.e. annual report / admission board or forum
- Further work with schools who are expanding or new schools to ensure the admission policies meet the needs of the children in the area
- Councillors to support schools by building links and promoting schools to the community.

A steering group of Councillors subsequently met and expanded the recommendations.

The People Scrutiny Commission then agreed a final set of recommendations and these will be referred to the Mayor and Cabinet for consideration.

Recommendation 1. Strengthen Bristol City Council's oversight of Admissions through an Annual update:

- a. Scrutiny to review school admissions information annually and submit a report which tracks the inquiry day recommendations, to the Executive Board.
- b. It is recommended that the update is presented to scrutiny in late May/early June so observations can be included in the comments section of the Office of the Schools Adjudicator (OSA) annual report.
- c. An annual meeting with key school representatives and the Council should be set up to review the annual report.
- d. The report should include information on the percentage pupil premium intake in each Bristol school to present to schools for consideration.

Recommendation 2. Councillors recommend that the Mayor:

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- b. requires all new or expanding schools, which receive capital investment from Bristol City Council, to prioritise Bristol pupils as part of their admission criteria.

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Recommendation 4. Councillors recommend that the Mayor endorses a campaign, to include social media, faith groups and City Partners, to recruit more Black and Minority Ethnicity members on BCC Appeals Panels

Recommendation 5. Request the Mayor, Councillors and City Partners take opportunities to promote Bristol schools and offer targeted support for under-subscribed schools, for example Councillors and City Partners could:

- a. Meet with Head teachers and attend school open days
- b. Promote local business links
- c. Become a school governor.
- d. Share key achievements and improvements in individual schools

5. Next Steps

The report and recommendations to be referred to the Mayor and Cabinet for consideration.



Appendices:

The Appendices listed below can be viewed [here](#).

Appendix	Title
1	Overview of Community Health Champions
1a	Explanation of some key terms
2a	A programme for the workshop and background information about Scrutiny
2b	Bristol data, including information about school appeals
3	Councillor survey results
4	Presentations and notes from the workshop
5	Clifton Diocese submission
6	Inquiry Day Programme and supporting information
7a	Information submitted by Christine Townsend
7b	Presentation submitted by Christine Townsend
8	Inquiry Day notes
9a	Presentation provided by Mr Alistair Perry , Executive Principal – Colston’s Girls’ School
9b	Presentation provided by Mr Graham Diles, Deputy Head – St Mary Redcliffe and Temple School
9c	Additional information provided by Bristol Cathedral Choir School
10	Information from other Local Authorities and from Core Cities



Title: Unlocking our Sound Heritage: A national partnership project led by the British Library's 'Save Our Sounds' initiative.	
Ward: All	Cabinet lead: Mayor Marvin Rees
Author: Laura Pye	Job title: Head of Culture

Revenue Cost: £ 500,000	Source of Revenue Funding: 100% British Library (from HLF funding)
Capital Cost: £	Source of Capital Funding: <i>e.g. grant/ prudential borrowing etc.</i>
One off <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/>	Saving <input type="checkbox"/> Income generation <input checked="" type="checkbox"/>

Finance narrative: This is part of a £9.5m HLF funded national scheme led by British library to digitise the nation's sound records. The Bristol share off the delivery supported by the pass-through grant funding is £500k. This will be delivered over 3-4 years starting from 2018.

The £500k will be used to support incremental costs for securing the right skills and resources required to deliver the project over the period between 18/19 and 21/22.

Meanwhile there will be nil net financial impact on the council, this project will provide Bristol with the tools to support the development of a new business model from 2022 onwards which allows us to monetise these digital assets commercially and drive further efficiencies.

Finance Officer: Tian Ze Hao- Finance Business Partner

Summary of issue / proposal: To accept external funding to digitise and make accessible sound recordings, including oral histories, from Bristol and the South West, as part of a UK wide project.

- Summary of proposal & options appraisal:**
- Sound recordings help us to understand the world around us. They document the UK's creative endeavours, preserve key moments in history, capture personal memories, and give a sense of local and regional identity.
 - According to the predictions of sound archivists the world over, we have fifteen years in which to digitise historic sound recordings before the equipment required to play some formats can no longer be used, and some formats such as wax cylinders and acetate discs start to naturally decay.
 - From 2017-2022, the British Library will work with partner institutions across the UK to develop a national preservation network via ten regional centres, of which Bristol Archives is one. Together they will digitise, preserve and share our unique audio heritage. They will also run major outreach programmes to schools and local communities to celebrate and raise awareness of UK sounds.
 - Thanks to HLF funding, we will be able to employ 3 new staff for 3 years to digitise and publish online 5,000 rare and unique sounds from collections in Bristol and across the South West which are most at risk, including local dialects and accents, oral histories, previously unheard musical performances and plays, and vanishing wildlife sounds.
 - The aim is to preserve as many as possible of the nation's rare and unique sound recordings, and also to protect the future of our audio heritage, by improving the way in which we collect and store sounds digitally.

Recommendation(s) / steer sought:

- To authorise the Head of Culture in consultation with legal colleagues to sign the agreement for the external funding and to deliver the project in accordance with the agreement.

As part of the Mayor's commitment to make Arts and Culture accessible to all, the external funding will enable important city and regional sound collections to be preserved and made accessible online for the first time, at no additional cost to BCC. Working with the British Library to become one of 10 regional centres of excellence and as the hub for the South West enhances Bristol Culture's reputation as a leading UK Culture Service. On top of this the funding will provide us with the skills and resources to support the development of a new business model from 2022 onwards which will allow us to monetise these assets and drive further efficiencies. The project also builds on Bristol's reputation as an innovative and creative digital city. Hence it is recommended that this funding offer be approved.

City Outcome: Securing many of the city's sound collections, currently at risk, for future generations through the development of a specialised sound preservation centre, part of a national network of 10 centres.

Health Outcome summary: Health and wellbeing are seen as a key output of our cultural provision. Understanding of place and culture through oral histories can help connect people with their histories, and shape community wellbeing.

Sustainability Outcome summary: Many of Bristol's existing recordings cannot currently be monetised as they are inaccessible, uncatalogued or in formats which prevent their use. This programme will allow us to develop the skills and equipment required to make further material available and monetised. We know that there is a strong market for these recordings eg those from the British Empire & Commonwealth Collection.

The British Library have given commitment to the HLF to work on sustaining the network of regional centres and their expertise beyond the end of the project, through the development of future funding models.

There are no liabilities post 2022, the budget contains a contingency of £60,000 for the three years which includes the redundancy payments for the staff when the project is completed.

Equalities Outcome summary: We are already using the British Commonwealth and Empire photographic collections to build links with diverse communities within Bristol as part of Bristol Culture's EAP, for example. With the oral histories easily accessible for the first time we will be able to extend opportunities for this work.

Impact / Involvement of partners: The project will have a national impact, securing sound recordings which would otherwise disintegrate

Consultation carried out: The BL's 'Directory of UK Sound Collections', which assessed the state of the nation's recorded heritage and the risks it faces.

Legal Issues: The British Library (BL) has been awarded a Grant by the Heritage Lottery Fund (HLF) to deliver a Project i.e. to digitise the nation's sound archives. A grant agreement is currently in place between BL and HLF which governs the terms and conditions for the delivery of the Project. BCC is one of a number of Delivery Partners that BL intend to engage to assist in the delivery of the Project BCC is expected to receive around £500K in grant funding for this purpose.

BCC will be expected to enter into an agreement with BL which sets out the conditions under which BCC shall deliver the Project. In addition to this agreement BCC will also be expected to observe and comply with the HLF Grant Funding terms and conditions between BL and HLF.

Legal has yet to view the final agreement however the draft agreement imposes obligations on BCC including obligations to obtain and maintain consents, licences and permissions necessary in order to digitise the recordings. BCC will need to be aware of its obligations and ensure that it can comply with these conditions and take account of any cost that might be incurred with compliance.

Project Cost will only be paid upon the delivery of Metadata and the Digitised Sound to the Library this may result in BCC incurring costs before being paid. It should also be noted that payment of the Project Costs to BCC will be subject to BL being paid the HLF Grant in an amount sufficient to enable BL to meet its costs, BCC complying with the HLG Grant Terms (Legal yet to view) BCC complying with the Deliver Partner Agreement (final yet to be viewed). It should also be noted that Project Costs will not be increased in relation to an over spend.

There is a small risk that BCC could incur costs for the delivery of the Project and not be paid. The Delivery Partner Agreement between BL and BCC should allow for re-imburement of all Project Costs that BCC has incurred for the delivery of the Project or provision put in place to ensure that BCC do not incur costs where there is potential for payment to be refused.

BCC will need to ensure that it can also comply with other obligations under the agreement such as data protection and intellectual property rights.

The final agreements should be reviewed by legal.

Legal Officer: Sinead Willis, Solicitor, Commercial and Corporate Governance

Policy/Comms Officer: Tim Borrett, Head of Public Relations, Consultation and Engagement

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Signed off by PLT on 24 th May	Signed off by SLT on 6 th June	Signed off by Cllr Tincknell on 12 th June

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Exempt Information	NO

Cabinet Report / Key Decision Date: 19/9/17

Title: Real Lettings – scheme extension	
Ward: City wide	Cabinet lead: Councillor Paul Smith
Author: Gillian Douglas	Job title: Head of Housing Options

Revenue Cost: £ 243,000	Source of Revenue Funding: Flexible Homelessness Support Grant
Capital Cost: £5m	Source of Capital Funding: Prudential borrowing
One off <input checked="" type="checkbox"/>	Saving <input checked="" type="checkbox"/>
Ongoing <input type="checkbox"/>	Income generation <input type="checkbox"/>

Finance narrative: The National Homelessness Property Fund operates on a seven year cycle where properties purchased using the fund will be disposed of after seven years and proceeds shared between investors based on the amount put into the fund. Considering the revenue implications, over the life of the scheme the cost of 90 placements would be £243,000. In the same period, based on the current average cost for temporary accommodation and length of stay, the cost incurred is estimated to be £411,000. Due to timing in the start-up of the scheme i.e. placements commence from January 2018, it is estimated that there will be a net cost in year 1 (2017/18) of £11,479, then a saving in year 2 (2018/19) of £67,429 with this pattern repeating itself until 2022/23. The table below sets this out.

Year	Cost of Real Lettings Fee £	Cost of Temporary Accommodation £	Revenue Saving Real Lettings v TA £
2017/18	27,000	15,521	(11,479)
2018/19	54,000	121,429	67,429
2019/20	27,000	15,521	(11,479)
2020/21	54,000	121,429	67,429
2021/22	27,000	15,521	(11,479)
2022/23	54,000	121,429	67,429
Total	243,000	410,850	167,850

It is proposed that the Flexible Homelessness Support Grant be used to cover the net cost in year 1 and £11,479 of the savings delivered in year 2 will be placed in an earmarked reserve set up to ensure revenue costs for placements are covered in year 3. This process will be repeated in year 4. The £5m investment will be financed by borrowing and met from within the existing general fund housing capital programme. The estimated interest costs are £125k per annum, assuming no Minimum Revenue Provision, offsetting borrowing costs is the expected yield on the investment of £5m. Based on reported figures by Resonance the yield could be as much as 3% per annum, and is unlikely to be less than 2.5%, amounting to a yield of £150,000 per annum from year 2. Over the seven year life of the fund it is projected the interest payments will be covered by the yield and potentially generate a small surplus of £25,000. The table below sets this out

Year	PWLB interest on £5m £	Estimated Yield @3% £
2017/18	31,250	-
2018/19	125,000	37,500
2019/20	125,000	150,000
2020/21	125,000	150,000
2021/22	125,000	150,000
2022/23	125,000	150,000
2023/24	125,000	150,000
2024/25	93,750	112,500
Total	875,000	900,000
Surplus		25,000

When the fund closes at the end of the seven years and the properties are disposed of, assuming property prices continue to grow, BCC would expect to realise the £5m originally invested plus any increase in property value achieved over the life of the fund.

Finance Officer: Neil Sinclair, Finance Business Partner, Housing Services

Summary of issue / proposal:

To provide follow on investment in the National Homelessness Property Fund (NHPF Real Lettings Scheme). The original scheme was agreed at Cabinet in November 2015. The follow on investment will result in an additional 27 to 30 properties being acquired by Resonance (a fund management company) on behalf of Bristol City Council (via the NHPF) to be used as affordable private rented tenancies for homeless households.

The properties will be managed by St Mungo's Real Lettings (a management arm of St Mungo's) with Bristol City Council having 100% nomination rights in order to be able to place families directly or move homeless families very quickly on from temporary accommodation to properties suitable for their needs let at local housing allowance (LHA) levels.

Summary of proposal & options appraisal:

The proposal is to invest a further £5m in the NHPF in order to acquire up to 30 properties that can be used for a total of 90 two year tenancies for homeless households. The proposal is to add to the existing fund, building on the investment made and properties acquired since November 2015 and extending the life of the scheme to 2025. The first round of investment is delivering 72 properties (with 57 already acquired and tenanted, with the remainder due by October 2017). A second phase would bring the number of properties up to a maximum of 102.

The purpose of NHPF is to increase the supply of affordable housing in order to meet the housing needs of homeless households. Bristol has high numbers of homeless households presenting to the council and being placed in temporary accommodation (TA). It is a challenge to meet their needs due to the lack of affordable housing in the social sector, and particularly in the private rented sector. This means there are high numbers of households in TA, often for prolonged periods, at significant cost to the council. (See appendix A1 for further background on numbers of households in TA in Bristol. In August 2017 we have started to see a slowdown in the number of families booked in to TA each week as a result of intensive prevention and early intervention work).

NHPF is an important contribution to the supply of affordable rented housing in Bristol. The current investment has been well received by homeless households, with tenancies being successfully sustained and households assisted to manage their tenancy, build skills and knowledge and maximise their incomes through access to training, employment and welfare benefits. All properties acquired comply with the Decent Homes Standard. Properties are refurbished prior to being let to homeless households.

In addition to the Council providing capital investment in the scheme there are revenue costs associated with the placement fees paid to St Mungo's to manage the properties and support tenants. The cost per placement is £2,700. Revenue costs would be £27,000 and £54,000 in years 1 and 2 respectively and it is proposed that the new Flexible Homelessness Support Grant allocated to Bristol City Council for 2016/17 and 2017/18 be used to fund the placement costs. The grant is ring-fenced for 2 years and 'during that time may be used only to prevent or deal with homelessness'.

Recommendation(s) / steer sought:

- 1) To agree to make a second investment of £5m into NHPF with the £5m coming from the housing capital programme.
- 2) To agree that part of the Flexible Homelessness Support Grant allocated to BCC in 17/18 be used to fund the net cost in year 1 of the scheme.
- 3) To agree to enter in to a nomination agreement with St Mungo's for the delivery of 90 additional placements in Real Lettings at a cost of £2,700 per placement

City Outcome: A city: 1) In which everyone benefits from the city's success and no-one is left behind 2) where people have access to decent jobs and affordable homes and 3) in which services and opportunities are accessible

Health Outcome summary: Homelessness and health are strongly linked. Living in temporary accommodation can have damaging health effects, both physical and mental. Surveys conducted by Shelter England have found that: 58 per cent of families in temporary accommodation said their health had suffered as a result of where they were living. People who had been living in temporary accommodation for over a year reported increased health problems and greater use of health services. Almost half of parents with children and 71 per cent of childless people said they were depressed.

Sustainability Outcome summary: no material link

Equalities Outcome summary: The homeless households that will benefit from Real Lettings are

predominantly single parents (over 80% women) with children and are on low income. There is a significant proportion of BME households c 35%. Real Lettings will meet some of the need for homes which are more affordable, thereby reducing the inequality faced by homeless households who struggle to access affordable housing.

Impact / Involvement of partners: There is potential to explore whether other investors in Bristol could be attracted to the scheme which would increase the level of investment and thereby increase the number of homes brought into the Real Lettings scheme. The City Office may be able to assist with this.

Consultation carried out: with Resonance and St Mungo's, Housing Options management team, Neighbourhoods Leadership Team.

Legal Issues: : It is understood that the second investment scheme is effectively a continuation of the first scheme, i.e. where the predominant purpose is increasing the number of affordable privately let properties available for previously homeless families in the Bristol area. As such, the exclusion found in Regulation 10(1)(a) of The Public Contracts Regulations 2015 (PCR 2015) should continue to apply to the new investment scheme, which provides that "the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property, or which concern interests in or rights over any of them" falls outside the scope of PCR 2015. It is anticipated that the new scheme will be documented through amendments to the original agreements, where appropriate, e.g. the Partnership Agreement with Resonance and the Nomination Agreement with Real Lettings (St Mungo's). The precise nature of any new documentation required and/or any changes required to the existing documentation will need to be considered in due course, but should be fairly minimal.

Legal Officer: Richard Bakewell, Solicitor, Legal Services

Policy/Comms Officer: Kirsty Stilwell

DLT sign-off	SLT sign-off	Cabinet Member sign-off
8/6/17	8/8/17	15/8/17

Appendix A1 – Background information on Real Lettings and Homelessness	YES
Appendix A2 – Market Rents in Bristol	YES
Appendix A3 – Performance of Current Real Lettings Scheme	YES
Appendix A4 – NHPF AGM Presentation	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Exempt Information	NO

Appendix A1

Real Lettings Background

Following the development of proposals with Resonance and St Mungo's Real Lettings in 2015 the Cabinet agreed that a Real Lettings scheme be developed in Bristol in order to deliver a number of affordable private rented properties for homeless households in Bristol.

The Cabinet report, dated 3 November 2015, can be found at :

https://democracy.bristol.gov.uk/Data/Cabinet/201511031800/Agenda/1103_7.pdf

The initiative utilised a dedicated property fund (run by Resonance, a fund management company) to secure a capital fund from a social investor (approximately £5M) and £5M council investment to acquire a mix of one and two bedroom properties in the private market.

The current service agreement with Resonance and St Mungo's for Real Lettings is 75 units (1 and 2 bedroom properties). Resonance acquires the properties at market value and the Real lettings arm of St Mungo's manages the properties on our behalf. Housing Options has 100% nomination rights on all properties which means we offer them to homeless households that we have agreed a homelessness duty to and where we have a responsibility to relieve the homelessness through an offer of settled accommodation (defined as a tenancy of at least 12 months duration). By June 2017 57 properties had been tenanted with a further 15 properties due to be delivered in 2017. This will bring the total number of properties purchased to 72 (slightly below the originally agreed number due to rising property costs in Bristol).

The life of the current scheme is 7 years, 2015 - 2022 with all units to be acquired and occupied by October 2017. Units are reallocated every 2-3 years as households are assisted to move on, ideally to other private rented sector accommodation.

Real Lettings was first run in London. The existing fund has been used to deliver schemes in Bristol, Oxford and Milton Keynes, all areas where there is an acute shortage of affordable properties to rent in the private sector.

Bristol's Real Lettings scheme is cited as good practice in a LGA report on Temporary Accommodation and Private Rented Sector Solutions published in July 2017.

Purpose

The purpose of Real Lettings is to increase the supply of affordable housing in order to meet the housing needs of homeless households. Bristol has high numbers of homeless households presenting to the council and many are placed in temporary accommodation (TA). We are not able to meet housing need adequately due to the lack of affordable housing, particularly in the private rented sector. This means there

are high numbers of households in TA, often for prolonged periods, at significant cost to the council.

The council has statutory homelessness duties under the Housing Act 1996 (as amended) to ensure that advice and information about homelessness, and preventing homelessness, is available to everyone in their district free of charge. The legislation also requires authorities to assist individuals and families who are homeless or threatened with homelessness and apply for help. Households that are found to be homeless, eligible for assistance and in priority need are provided with interim accommodation. Following investigations the council may accept that it has a statutory duty to found suitable long term accommodation for that household.

In addition, in order to tackle homelessness, we aim to achieve the following through Real Lettings :

- Speed up move on from temporary accommodation and through the homelessness pathway (by making a direct offer and discharging the council's homelessness duty, thereby avoiding prolonged use of temporary accommodation)
- Introduce households to the private rented sector (PRS) via this form of PRS (effectively PRS+ because of the housing management function delivered by St Mungo's and the help to move on at the end of the 2 year tenancy)
- Build confidence and ability to manage a PRS tenancy with a view to moving on to a future tenancy in the private sector
- Change perceptions of the PRS among homeless households, many of whom have lost a PRS tenancy in the past and have a negative perception of the sector in terms of affordability and security of tenure
- Minimise void times and ideally keep void times below 2 weeks
- Able to use a small number of the Real Lettings properties for intentionally homeless families accommodated by Early Help – who are dependent on PRS for a housing outcome (due to being low priority on Homechoice or even suspended from Homechoice for a fixed period in some cases)
- Properties within Bristol conurbation but outside BCC boundary are acceptable, as long as they are within commuting distance and on the public transport network (suitability checks are made before a Real Lettings property is offered as per any offer of accommodation that enables BCC to discharge its homelessness duty).

How the Fund Works

The £10M in the current fund has been used to purchase 1 and 2 bedroom properties. Housing Options has full nomination rights to these properties. At the end of the 7 year scheme the properties are sold and the scheme ends. Investors make a financial return from the scheme.

The current scheme is expected to deliver a return of 4% to BCC at the end of the 7 years.

Current Scheme

Resonance and St Mungo's have delivered on target with 57 properties set up and occupied by June 2017.

Although some households have been initially resistant to the idea of a PRS tenancy satisfaction has been high due to the effective housing management function and sign up process delivered by St Mungo's and the condition/location of the properties offered.

A small proportion of units have been 1 bedroom properties with the majority being 2 bedroom. In any new scheme we would propose that the majority be 2 bedroom as this is by far the greatest need that we see among households in TA. We are currently better able to meet 1 bed need than 2 bed with other PRS becoming more available to us at close to Local Housing Allowance (LHA) rates. Of all families in spot purchased emergency accommodation (SPEA) at 31/12/16 two thirds had a 2 bedroom need. 3 bedroom properties are not within scope of Real Lettings because of the purchase price.

St Mungo's provides a tenancy sign up and support service to each household which includes : detailed assessment of the tenant's suitability for the PRS, a single point of contact, sign up to Real Letting (including explanation of rights and responsibilities), setting up the tenancy (utilities, housing benefit, council tax, furniture sourcing), 6 months resettlement support, referral to employment and training services and property maintenance. The Nomination Agreement between BCC and St Mungo's sets out the full range of services and outcomes that St Mungo's is expected to deliver.

St Mungo's also own the risk around rent arrears and are currently bearing the cost of 7% rent arrears in the Bristol scheme.

Building on the Existing Scheme

BCC has the opportunity to enter in to a new scheme with Resonance and St Mungo's which would start in late 2017 and would build on the current investment pot. It would be a continuation of the current fund but with BCC investment only as further investment cannot be guaranteed from social investors. If our investment was again £5m this would deliver in the region of 30 properties which would amount to 90 placements over 7 years. The number of properties purchased would therefore total up to 102 (72 + 30).

The cost for each placement is £2,700. This is revenue funding that the council pays St Mungo's for each tenancy that is set up and managed for 2 years until the household moves on and is replaced by another. If we assume a total of 30 units

with 10 being acquired in year 1 and 20 in year 2 which are then renewed every 2 years this equates to spend of £27,000 in year 1 and £54,000 in year 2 which are then replicated in years 3 and 4 and again in 5 and 6 with no spend in year 7. The total revenue spend during the extended life of the scheme would therefore be £243,000.

In order to cover the revenue costs of the scheme extension it is proposed that the Flexible Homelessness Support Grant (FHSO) be used. This grant replaced the previous subsidy arrangements for TA with DWP and DCLG allocating a combined grant to local authorities towards the cost of TA in 2017/18 and 2018/19.

The FSHG is £1,310,735 for 2017/18 and £1,380,448 for 2018/19.

BCC's capital investment in the scheme would be obtained through prudential borrowing at a level of £5m. Resonance estimates a financial return of 2.5 - 3% per annum net to BCC over the 7 years. This is the average annual return over the life of the scheme although the actual return is loaded towards the end of the scheme as the property portfolio is built up and grows in value. The cost to the council of prudential borrowing would be £125k pa.

The business case is based on the high cost of temporary accommodation and the fact that Real Lettings enables us to move households out of TA. While we cannot deliver a cash saving through Real Lettings we can avoid a level of spend that would otherwise have been spent on households remaining in TA.

The net cost to the council of a family in TA is approximately £30 per night. The 2016/17 outturn for TA spend (spot purchased) was £5.75m gross, £3.22m net i.e. BCC incurs 56% of the cost. A family with a 2 bedroom need is in the region of £60 per night so £30 per night is an average for the actual cost to BCC.

Homelessness Trends

The number of households presenting to the council because of homelessness remains at a high level with around 4,000 households presenting in 2016/17. 964 households presented to the council between 1 April and 30 June 2017. 78% of these households required help and assessment by the Homelessness Prevention Team.

The number of households being accommodated in temporary accommodation has continued to rise, peaking at 585 on 30 June 2017 compared to 537 the previous year, 474 in June 2015 and 159 back in June 2011.

More households are spending more than 6 months in temporary accommodation with 42% of the 585 households in TA on 30 June 2017 having been there for more than 6 months. Real Lettings is a key strand of our strategy to help households move on from TA.

We are also implementing an action plan to avoid families having to go in to TA through intensifying our prevention work. We are starting to see the first signs of a levelling off in the number of families going in to TA because they have lost their home.

Appendix A2

Bristol Market Rent Summary – 13 July 2017 snapshot

The rental price analysis for Bristol summarises the advertised rents for homes to let, calculated daily from the rental properties found by the www.home.co.uk property search engine.

Summary of Properties for Rent in Bristol

Total properties for rent in Bristol:	1,719
Properties for rent in Bristol listed in the last 14 days:	583
Average property rents in Bristol:	£1,054 pcm
Median rent:	£900 pcm
Average Time on Market (ToM) in Bristol:	125 days

Properties for Rent in Bristol by Price

	No. of properties	Average ToM
<u>Rent under £250 pcm</u>	5	189 days
<u>£250 to £500 pcm rent</u>	179	177 days
<u>£500 to £1,000 pcm rent</u>	899	115 days
<u>£1,000 to £2,000 pcm rent</u>	522	121 days
<u>£2,000 to £5,000 pcm rent</u>	111	138 days
<u>Rent over £5,000 pcm</u>	3	51 days

Property Rents in Bristol by Number of Bedrooms

	No. of properties	Average rent	Median rent	Average ToM	Bristol Local Housing Allowance
<u>One bedroom</u>	436	£780 pcm	£750 pcm	132 days	£542.42 pcm
<u>Two bedrooms</u>	514	£1,026 pcm	£949 pcm	100 days	£658.30 pcm
<u>Three bedrooms</u>	244	£1,192 pcm	£1,100 pcm	104 days	£786.53 pcm
<u>Four bedrooms</u>	128	£1,610 pcm	£1,499 pcm	136 days	£1,052.98 pcm
<u>Five bedrooms</u>	53	£2,228 pcm	£2,270 pcm	117 days	£1,052.98 pcm

Property Rents in Bristol by Type

	No. of properties	Average rent	Median rent	Average ToM
<u>Room</u>	170	£536 pcm	£451 pcm	191 days
<u>Flat</u>	973	£1,042 pcm	£875 pcm	118 days
<u>House</u>	492	£1,256 pcm	£1,100 pcm	115 days

Appendix A3 – Performance of Real Lettings Bristol City Council June 2016 - June 2017

The number of Nominees successfully re-housed and the types of property;

58 Households were housed during the period (57 New Lets, 1 Re-Let).
12 Nominees were successfully housed in 1 bedroom accommodation (11 New Lets, 1 Re-Lets)
46 Nominees were successfully housed in 2 bedroom accommodation

Demographic information of households

See attached sheet

The number of Nominees unsuccessfully re-housed (i.e. those clients who didn't progress through the whole process or those who refused properties);

Property refusals:

29 prospective Nominees either refused the accommodation or were not housed due to concerns by Real Lettings. Of these, 5 were subsequently offered alternative accommodation within the scheme and housed with RL.

The number and details of sustained tenancies, tenancy breakdowns or abandonment, rent arrears and evictions;

Tenancy breakdowns: 0

Abandonments: 0

Evictions: 0

Rent Arrears: 6 tenants were recorded to have rent arrears of greater than £1000 on 12/07/2017

No notices have been served during the period.

Notices seeking possession on 2 households may be served due to rent arrears.

Anti-social-behaviour: 2 households are currently receiving warnings and are not managing the tenancies due to causing anti-social behaviour
Household 1- reports of banging, shouting, disturbances and aggressive behaviour towards other residents in the block. Currently being monitored and gathering evidences from neighbours to determine next actions by RL.

Household 2- numerous complaints relating mainly to the behaviour of tenants sons- disturbances, fighting, verbal abuse, threatening behaviour, drug taking and damage to property. Police have been called on several occasions. Social services are aware of the problems and working with RL and the family to address them however severity and frequency complaints and incidents are increasing and so notice may be issued.

Details of any Nominees who have obtained training placements, voluntary work or paid work after being housed in a Let Dwelling;

Paid work: 5 tenants have obtained Full Time Work since becoming a Real Lettings tenant, having previously been unemployed or unable to work.

In to work training: 4 tenants were referred to 'Bridge the Gap' programme run by St Mungo's. 1 has just started the course. 3 did not fully complete the course, however 2 of these have entered work since then and so are work ready.

Details of tenancy sustainment and move on work

2 tenants have been supported to appeal their ESA decisions by DWP.

2 tenants has been supported to apply for additional disability benefits they may be entitled to.

2 households have been supported to apply for tax credits.

1 tenant has been supported to apply for Universal Credit.

30 households have received support around managing housing benefit claims, paying bills or managing their finances.

Applications to Local Crisis and Prevention fund and other grants and charities for household goods are completed when tenants are moving in and they do not have essential items.

Tenants are supported to set up their utilities and set up payment plans with the providers.

Tenants are supported to make a household budget and manage their finances.

Tenants are advised on their future housing options and supported in their move on plans, including encouraging to save for a deposit

Savings plans:

37 households have said they have a savings account

8 households are planning to start saving within the next 3 months.

1 tenant makes deposits sporadically when they are able too.

Details of any Nominees positively moving on from a Let Dwelling (i.e renting privately with another landlord, moving in with a partner).

2 households have moved on during the period:

1. Move on to Local Authority tenancy
2. Move on to Housing Association tenancy

Both households were in Real Lettings 1 bedroom accommodation with a child and were rehoused via HomeChoice as they retained their Band 2 status following successful reviews.

Key Performance indicators

Overview: 58 units tenanted
5 units in refurbishment
2 units void

Milestone	Performance Target	Actual Performance	Brief Comment
% Clients Housed compared to nomination agreement	95%	107%	Target: 55 by June 2017. 58 households housed.
% of tenancies sustained for 6 months	95%	100%	
% of 1 year tenancy reviews completed	100%	100%	3 households had been in the property for 1 year by 30 th June. They completed a tenancy review and had a 1 year visit and property inspection.
% of tenancies sustained for 1 year	95%	97%	2 tenants moved on before 1 year- positive move on into LA/ HA tenancies (they had reviews upheld)
% of tenants 8 weeks+ in arrears	5%	7%	4 households have rent arrears of 8 weeks or more. 3 of these have moved in and out of work and have not kept up with personal payments. 1 household has large HB overpayment and a large non dependant deduction
% of clients saving for a deposit: tenancy under 1 year		2%	Low levels of saving amongst tenants who have been in properties under 1 year. Clients state they find moving and setting up home expensive however they do plan to save. RL will implement some more budgeting planning and closer working with Credit Union to increase this percentage.
% of clients saving for a deposit: tenancy 1 year +		0%	Of 3 households in year 2 of their tenancy 2 are not currently saving, 1 is planning to start in the next 3 months.
% of clients who are aware of how long they have left in their property		86%	
% of tenants actively looking for a property: tenancy 2.5 years+		n/a	No tenants currently have been in the property 2.5 years

% of tenants moved on positively within 3 years		n/a	
% of tenants sustained accommodation 6 months after move on		n/a	

National Homelessness Property Fund

AGM

18th July 2017



Agenda

resonance



- 1) Introductions & Administrative Matters
 - Introductions & Disclosure of Conflicts
 - AGM Procedures & Rules

- 2) Review of NHPF Performance to Date
 - Investment Objective
 - Fund Structure
 - Current Investors
 - Performance to Date
 - Nominations Target
 - Portfolio Valuation

- 3) Outlook for NHPF
 - Social Impact
 - Related Future Initiatives

- 4) AOB

AGM Procedures & Rules



Governing document: Limited Partnership Agreement (Schedule 2)

Attendees: The Partnership (ie Limited Partners and the General Partner)

Meetings: first AGM within 18 months, no more than 15 months between subsequent

Purpose: (i) provision of information only (not direction or advice); and (ii) voting on resolutions

Quorum: two Partners, present or by proxy, one of whom the General Partner

Chairman: General Partner representative, unless resolutions to be passed, in which case Limited Partner representative; minutes signed by Chairperson are record of decisions

Voting: by show of hands unless poll requested, each Partner voting its number of Capital Contributions

Passing of resolutions: Ordinary Resolution 50%, Special Resolution 75%

No resolutions are being put forward for approval at this meeting

Investment Objective

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Invest in Properties

Target fund size of £60m - £100m

Currently £32.5 million (first close Dec 15, second close Feb 2017)

Building a UK wide portfolio (excluding London)

Initial areas of Bristol, Oxford & Milton Keynes

Currently committed to 187 properties of an initial target of 195

Targeting IRR of 6%

Page 39

2 elements to the total return over the 7 year fund

1. Cash yield of c 3% once fund is invested (over 2 years)
2. Share in capital appreciation at the end of the fund delivering total IRR of around 6%

Current net initial yield of 3.2% versus initial target of 3.6% for first three areas, and floor of 3.0% (except MK where floor lowered to 2.5% by special resolution)

Expanding into other areas which is expected to enhance net initial yield closer to fund target of 4%

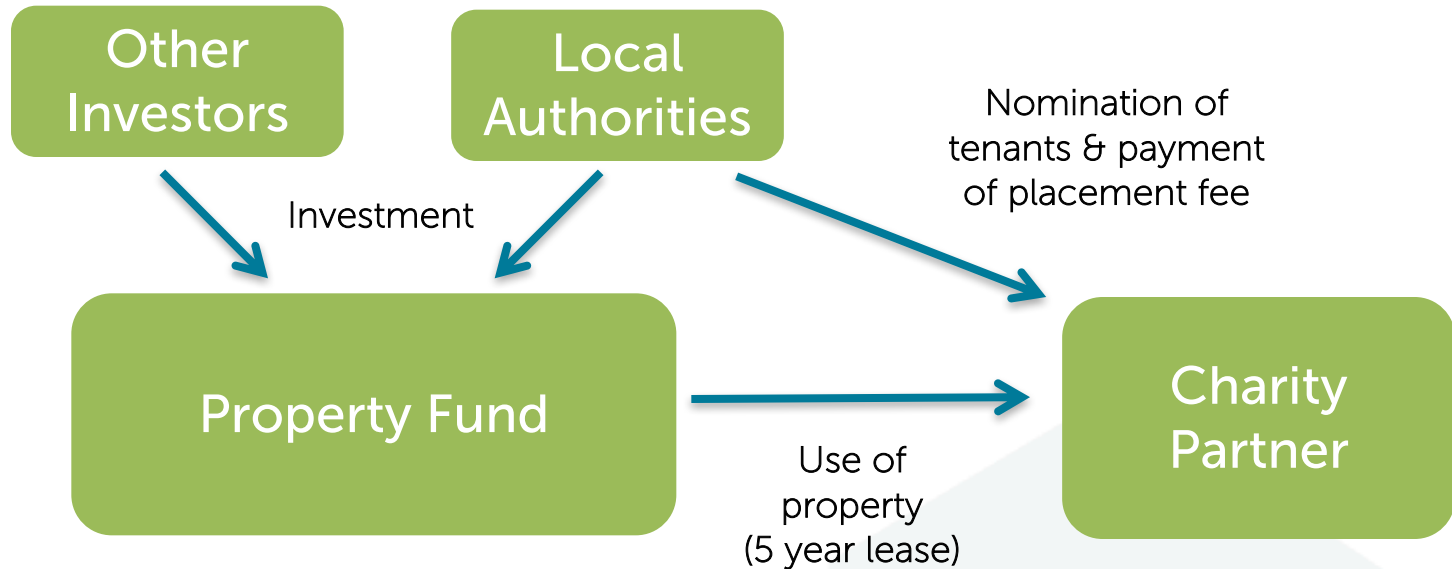
Impact

To break down barriers in access to Private Rented Sector for those on the journey out of homelessness

1. Improving housing opportunities
2. Progressing towards work
3. Improving resilience against homelessness

Fourth social impact report for RLPF (London) showing continued progress towards this goal. The first social impact report for NHPF will be available July/August 2017.

Fund Structure



Page 40

- Predictable pipeline of suitable properties for the Charity Partner (St Mungo's in existing areas)
- Standard lease in place with Charity Partner taking on risk of bad debts / voids etc.
- Investors obtain a yield and capital appreciation on their investment
- Local Authorities who invest also gain rights to nominate tenants into the service
- Identical structure to successful award winning RLPF (London fund) which is now distributing profits

Current Investors



First Close (Dec 2015)



£5m



£5m



£5m



£15m

Second Close (Feb 2017)



£1m



£200k



£0.5m



£0.5m

Project Snowball LLP

£250k

High Net Worths

£125k

£30m

+

£2.5m

= £32.5m portfolio

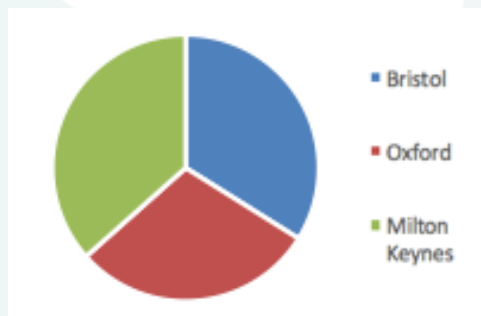
Deployment Performance to Date resonance



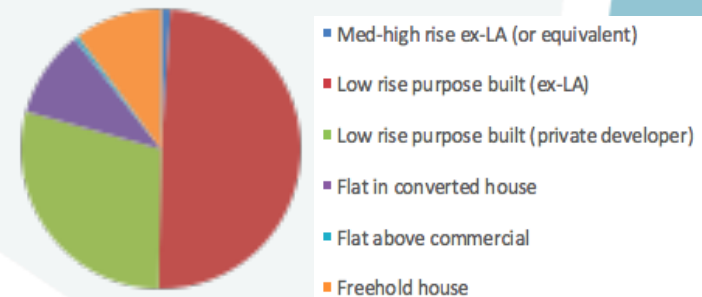
KPI	18 months trading (Dec 2015 - June 2017)
Total number of properties approved by the Investment Committee (IC)	296 (109 units lost before or after instructing solicitors - 37% attrition rate in line with expectations. Main reasons: Before instruction - being outbid; During conveyancing - vendor withdrawal)
Total fund committed	£33.4m (103% of current fund size) Calculated over-commitment of funds to allow for anticipated attrition rate
Number of properties	187 (143 acquired / 44 conveyancing)
Nominations to Local Authorities (LA's)	133 (versus target of 143)

Page 42

Committed Acquisitions £



Current Property Type (all areas)



Refurbishment Data	
No. final refurb invoices	130
Total cost	£2,465,899
% of Fund spent on refurbishment	9.9%
Average refurb cost	£18,968

Nominations Target



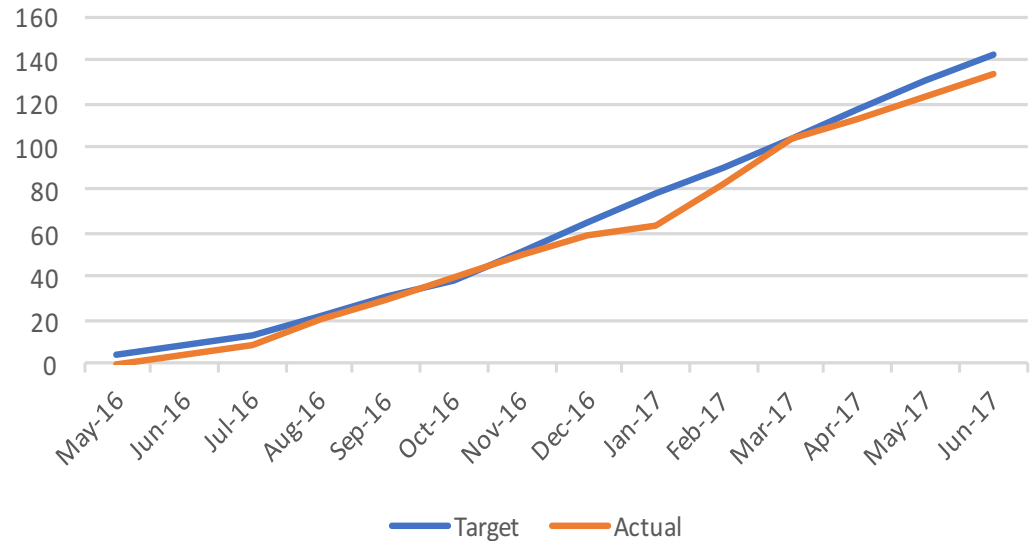
- Nominations Agreement between St Mungo's and each Local Authority
- Target to deliver 195 properties (Bristol 75 / Oxford 50 / MK 70)
- 18 month period from May 2016 to October 2017

Page 43

Slightly behind in all areas in first 3 months (May to July 2016) due to conveyancing process (now rectified). A slight dip across the Christmas period due to contractor and solicitor availability.

- Currently at 133 nominations versus target 143.
- Currently on track to deliver 93% of nominations to LAs prior to raising further investment (Bristol 71/ Oxford 46/ MK 65)

Local Authority Nominations

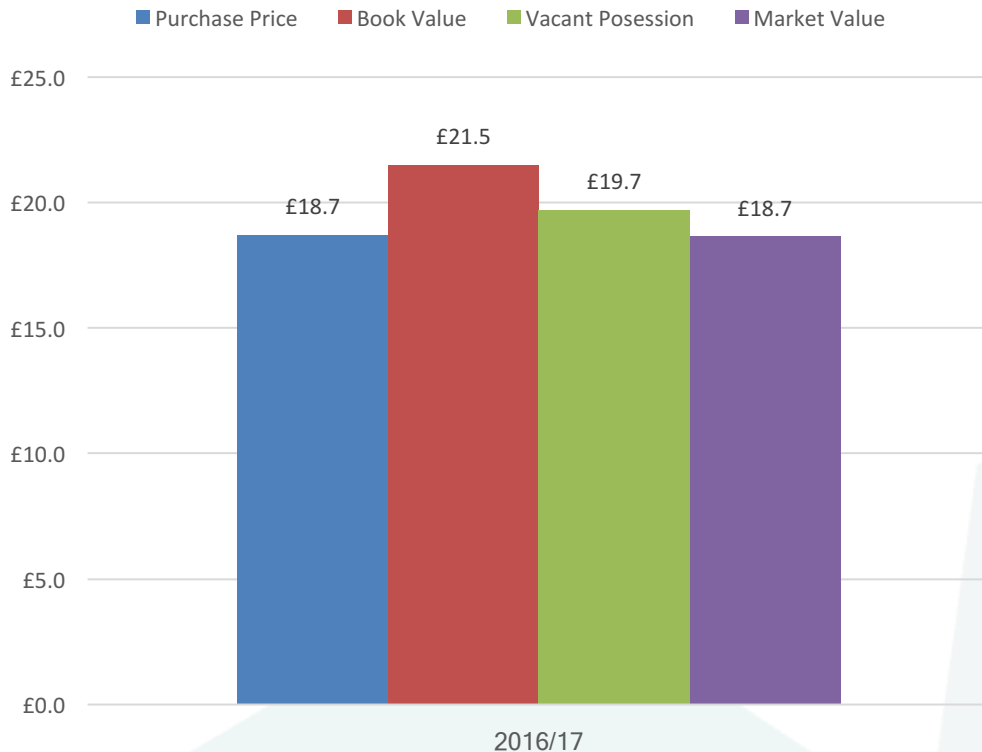


* Current data as of 22 June 2017

Annual Fund Valuation



NHPF Valuation 2016/17



Page 44

- JLL continue to provide the annual Fund valuation
- Given scale and maturity of the Fund, valuation methodology has moved to a more industry standard “Market Value” approach taking into account leases in place at the valuation date. This represents a 4.4% discount to the equivalent “Vacant Possession” valuation at the same date
- Vacant possession values are £1m higher than purchase price or 5.1%. With market value equating to purchase price after taking into account the discount outlined above
- Refurbishment costs are £1.95m or 9% book value with transaction costs representing £850k or 4%

Social Impact

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What we measure ?

1. Improving housing opportunities
2. Progressing towards work
3. Improving resilience against homelessness



Page 45

When do we report on this ?

- Annual report
- First report for NHPF due July/August 2017 which will cover the financial year 2016/17
- RLPF1 published the third social impact report last summer, and fourth due July/August 2017

nationalhomelessness
propertyfund

Social Impact Report
First Year (2016/17)



Scaling up solutions to homelessness
through social impact investment

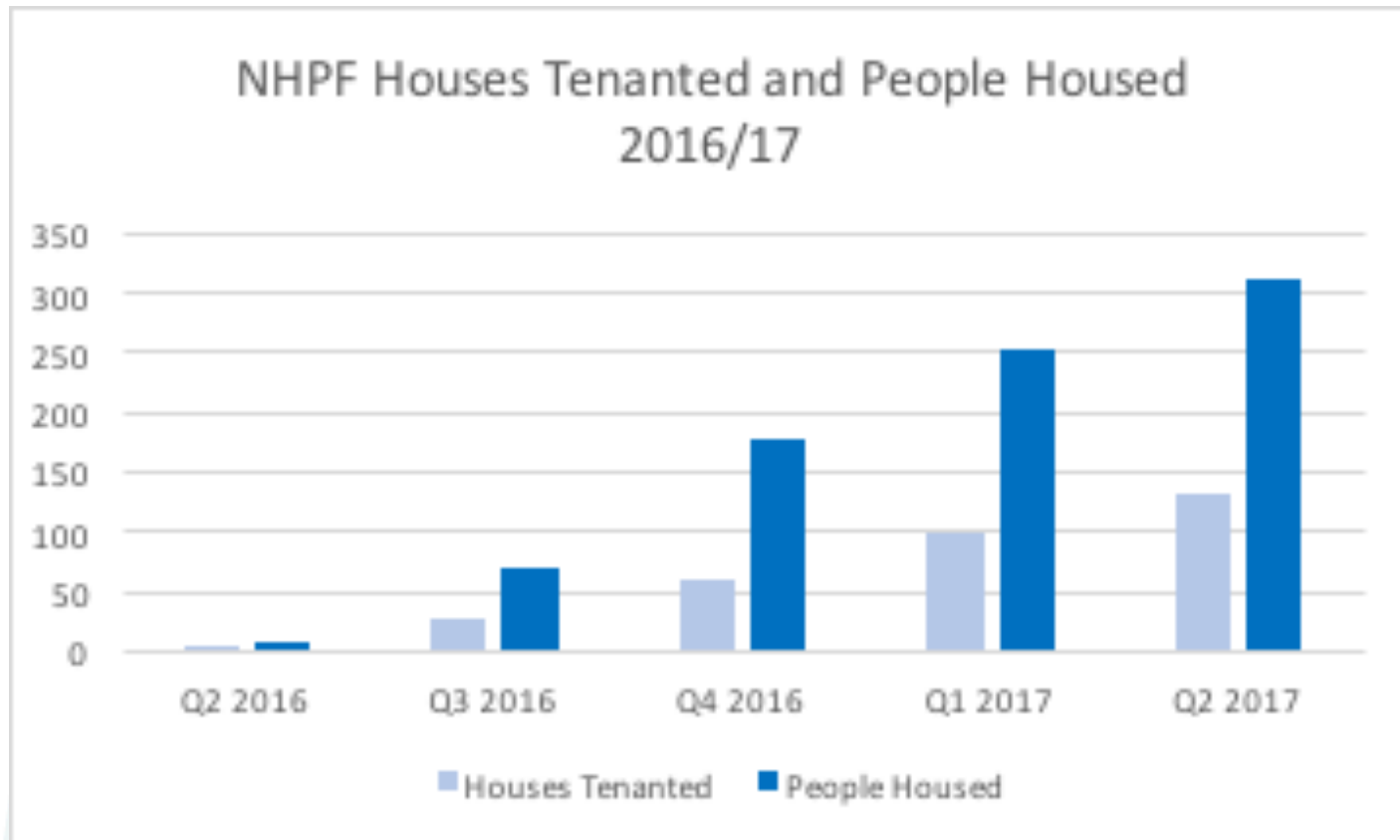
Social Impact



Tenants housed

Up until the end of the financial year 2017, the NHPF has provided housing for 102 households, of whom two have since moved on. Of the remaining hundred, forty-six are in Bristol, twenty-four in Milton Keynes and thirty in Oxford.

To date (end of June 2017), this number has increased to 133 houses and 313 tenants.

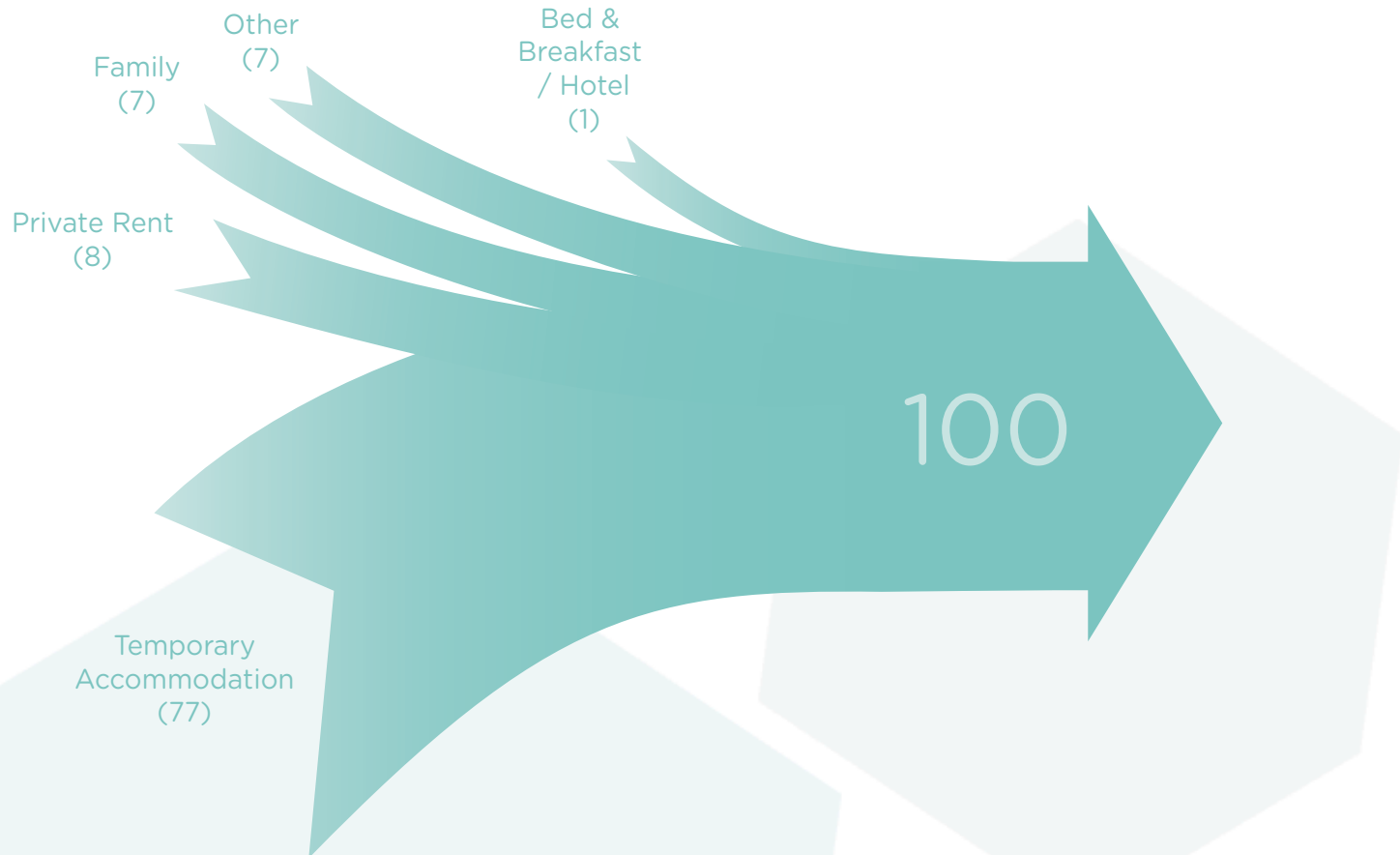


Social Impact



Routes to NHPF properties

77% of tenants were previously in temporary accommodation. This figure is lower in Oxford (63%), compared to 83% in the other two areas.



Key Achievements



- 1) Offering stable and suitable accommodation to one hundred households, most of whom are single mothers with young children moving from unsuitable conditions, typically in temporary accommodation
- 2) Helping the new tenants to settle in well and sustain their tenancies. 100% of tenants have either continued to stay in the property or moved on positively in the first year of the Fund
- 3) Intensive support given to tenants to help them settle in, with 1700 actions recorded on tenant monitoring systems by the Real Lettings team last year.

Challenges



- 1) Around a quarter of tenants report being in rent arrears, rising to 47% in Milton Keynes. Approximately half of these are minor arrears. Arrears are due to a range of factors including tenants in work not making personal payments, rent arrears from previous accommodation and delays in Universal Credit or housing benefit. Real Lettings staff work closely with tenants regarding their arrears and new administrative processes are now being implemented.
- 2) Single parents face additional challenges to employment due to their caring responsibilities, the costs of childcare and, in some cases, the availability of help from family and friends, particularly if they have moved some distance to a new home. Support needs to take account of these challenges, including what type of assistance and encouragement is likely to be appropriate when.
- 3) Some tenants have problems with neighbours, especially when they live in close proximity in a block. Around 11% of tenants surveyed said they had issues with neighbours and the same number have had neighbour complaints, with most of these in the last six months. These could be teething troubles that will settle down. These problems should be monitored; if the trend continues it would be concerning.

Portfolio Management



- Income LHA freeze looks set to continue until 2018-9. This should not effect projected returns as 0% annual increase was in the financial model.
- Costs will rise in line with acquisitions but remain competitive. For example, service charge average is £560 against UK average of £1,863 for older stock.

Fire Risk

Page 50 Following the tragic events at Grenfell Tower, Resonance and St. Mungo's are reviewing all fire risk assessments for NHPF properties and where necessary have further tightened the process for ensuring these are up to date.

- Internally, all units are refurbished to a high health and safety standard with; CO2 detectors are fitted, 30 minute fire doors, electric hobs rather than gas, no bedrooms leading off from kitchens, gas and electricity certificates and regular checks.

Other Initiatives

- Opportunities are being sought to purchase freeholds for improved block management to reduce costs and open up further income generation opportunities.
- Warwick Estates, a nationwide property management company have been instructed to improve management of buildings where maintenance is the responsibility of the lessees rather than the landlord through a service charge.

Related Future Initiatives



1) NATIONAL HOMELESSNESS PROPERTY FUND (NHPF): launched Dec 2015

- LP focusing on replicating the RLPF model in major areas of need outside London (initially Bristol, Oxford, Milton Keynes)
- First two closes now nearly fully deployed and looking to extend investment period and do third close after summer to expand to new areas

Page 51

2) REAL LETTINGS PROPERTY FUND 2 (RLPF2): launched January 2017

- LP launched with £45m from 3 Local Authorities with target of £100m
- Looking to do second close in September

3) FOLLOW ON VEHICLE: 2018

- A larger property vehicle (eg REIT/PAIF)
- Open to institutional (& potentially retail) investors, covering both London and non London areas
- Perpetual fund with no time limit on investments

AOB



Appendix



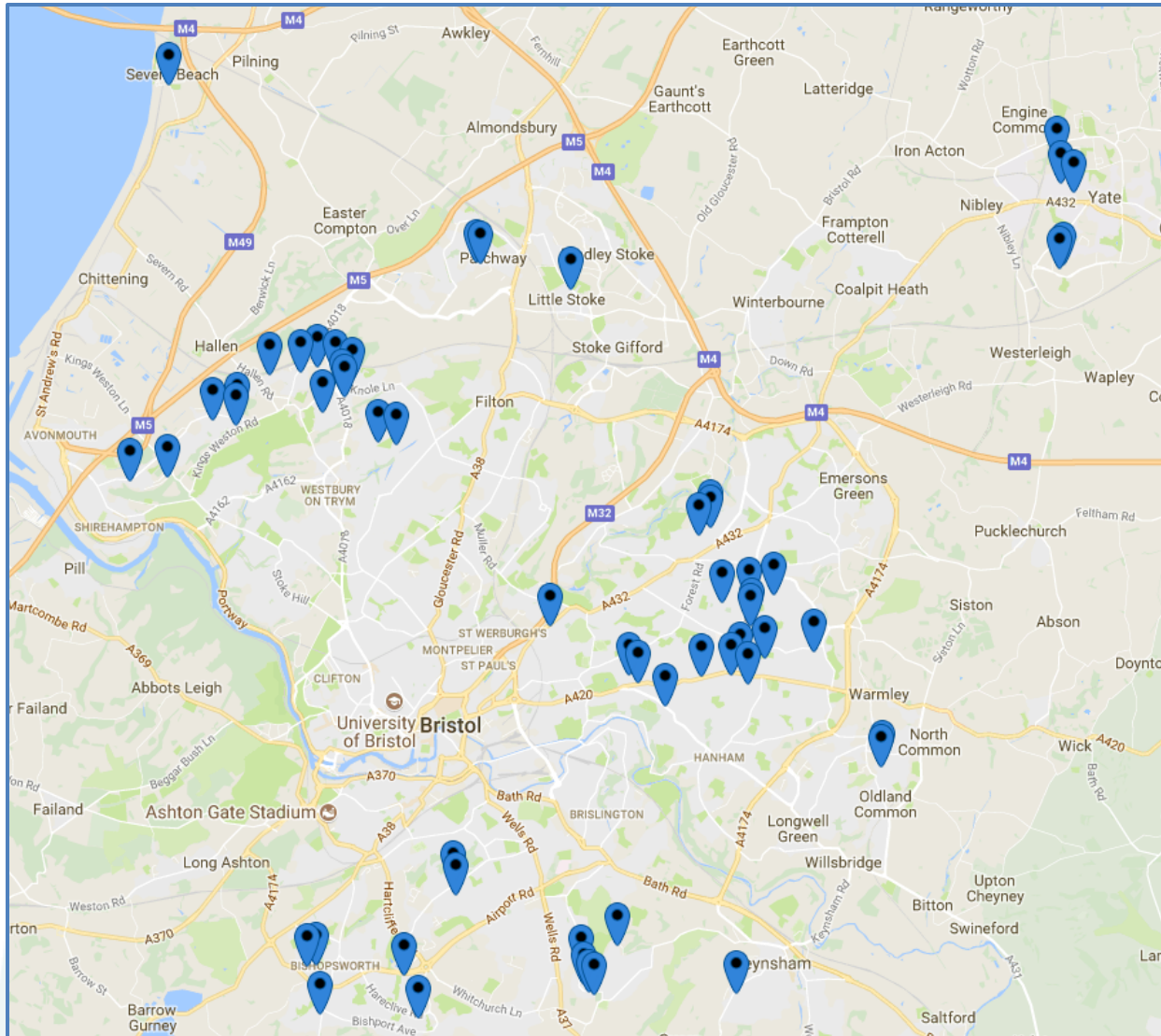
Breakdown by Area



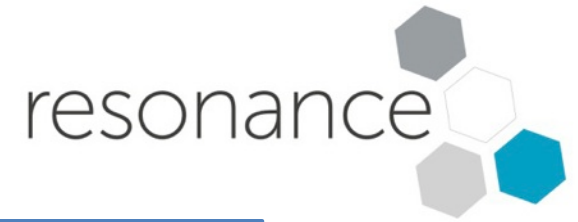
	22-Jun-17	22-Jun-17	22-Jun-17	22-Jun-17
	BRISTOL	OXFORD	MILTON KEYNES	TOTAL FUND
Deployment / returns				
Allocation (£m)	£10,800,000	£10,200,000	£11,500,000	£32,500,000
Committed (£m)	£11,004,841	£11,048,650	£10,593,517	£32,647,008
Committed (%)	102%	108%	92%	100%
Projected NIY	3.3%	3.2%	3.0%	3.2%
Properties				
Conveyancing	7	13	21	41
Refurbishment	5	2	3	10
Funded over	61	36	36	133
Total Properties	73	51	60	184

Map of Properties - Bristol

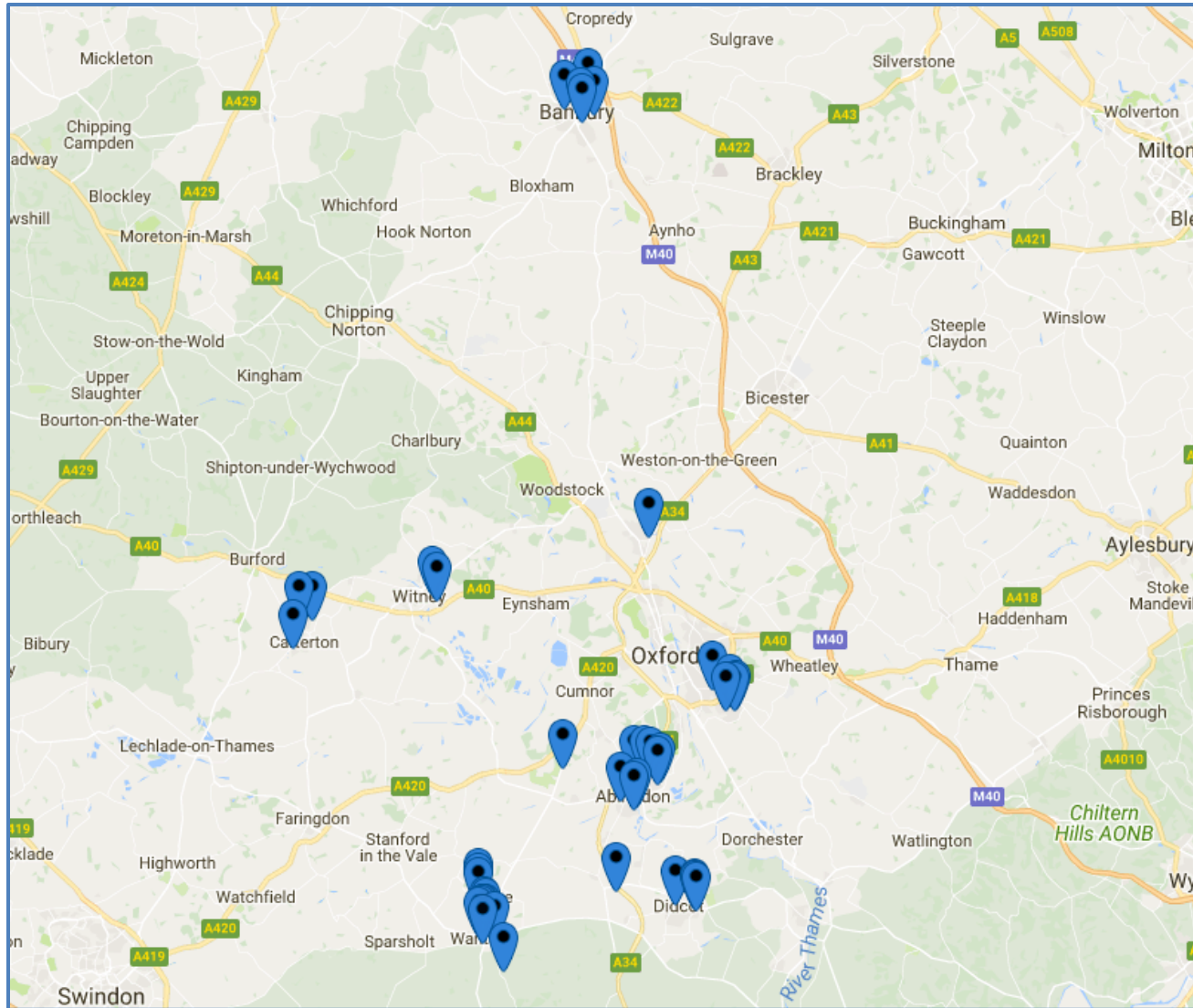
resonance



Map of Properties - Oxford

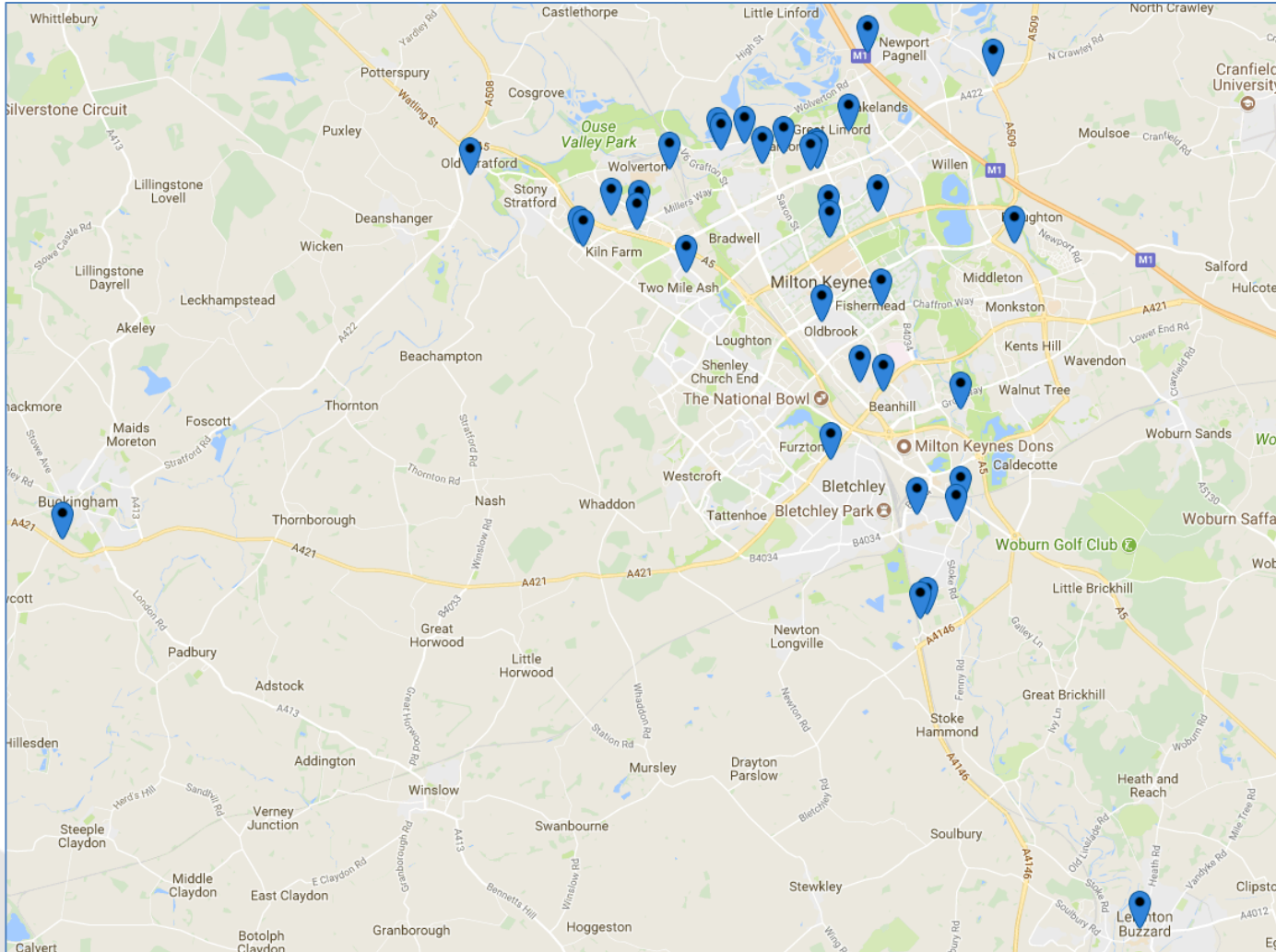


Page 56



Map of Properties – Milton Keynes

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Example Properties



Page 58
3 bedroom flat in Stony Stratford,
Milton Keynes



2 bedroom flat in Wantage,
Oxford



2 bedroom flat in Warmley,
Bristol



2 bedroom flat in Neath Hill, Milton
Keynes



1 bedroom flat in Wantage,
Oxford



2 bedroom flat in
Bishopsworth, Bristol

**Resonance is committed to supporting the development of a
robust and accessible social investment capital market**

John Williams
Senior Investment Manager

john.williams@resonance.ltd.uk

Simon Chisholm
Investment Director

simon.chisholm@resonance.ltd.uk

Connell Grogan
Portfolio Manager

john.williams@resonance.ltd.uk

Kay Orlopp
Deployment Manager

kay.orlopp@resonance.ltd.uk

www.resonance.ltd.uk

[#resonanceltd](https://twitter.com/resonanceltd)

0345 0043432



Appendix D – Risk Assessment

FIGURE 1							
The risks associated with the implementation of the (subject) decision :							
No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK (Before controls)		RISK CONTROL MEASURES Mitigation (ie controls) and Evaluation (ie effectiveness of	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
1	Tenancy failure leading to the household becoming homeless again. If found intentionally homeless there is a risk of cost shunting to Early Help.	High	Medium	St Mungo's have an excellent track record in tenancy sustainment through direct support to households and linking to other services that can assist e.g. with welfare benefits advice. In London 99% of tenancies were being effectively sustained at 6 months.	High	Low	Gillian Douglas
2	Homelessness clients refuse a suitable offer of a Real Lettings property. There is a risk we will then end the homelessness duty and of cost shunting to EH.	High	Medium	There have been very few refusals by homeless households because of the high quality of the properties and the management and support offered by St Mungo's. The protocol between Housing Options and Early Help is also being applied in order to ensure joint messaging and that family homelessness is prevented.	High	Low	Gillian Douglas
3	Anticipated investment returns are not achieved - for example: <ul style="list-style-type: none"> No increase in LHA over life of Fund Capital growth may falter –property prices fall The fund yield is lower than 2.4% 	Medium	Medium	Regular monitoring reports will be required. <ul style="list-style-type: none"> The Fund is modelled at zero growth in LHA to account for this. Capital growth is modelled at a prudent rate. Updates on performance of fund includes the capital value of the overall asset. Any fluctuations would be spread across the life of the fund, which may be extended by agreement of its stakeholders. Property prices tend to rise over the medium to long term so could re-invest in a follow-up fund until the market conditions improve. St Mungo's are responsible for collecting rent and enabling households to make housing benefits claims and also any bad debt in collecting rental income.	Medium	Low	Neil Sinclair
4	St Mungo's and households accommodated in Real Lettings are unable to find affordable private rented sector accommodation to move on to.	Medium	Medium	A key performance indicator in the Nomination Agreement with St Mungo's is training tenants to save for deposits and supporting them into the PRS. Housing Options has a new Lettings Negotiation Team that will also offer advice and assistance where necessary. No household will be made homeless at the 2 year mark if they are unable to move on but it would limit the benefits for other households who need to be moved on from TA.	Medium	Medium	Gillian Douglas
5	Slow Property Acquisition. Resonance are unable to find properties within the price ranges needed to	Medium	Low	There is some flexibility to allow an increased proportion of the properties acquired to be outside the BCC boundary. All properties	Low	Low	Gillian Douglas

develop the portfolio by 30 properties within the agreed timescale			offered to homeless households will be checked for suitability against the needs of that particular household e.g. travel to work, access to schools.			
--	--	--	---	--	--	--

FIGURE 2								
The risks associated with <u>not</u> implementing the (subject) decision:								
No.	RISK	INHERENT RISK		RISK CONTROL MEASURES	CURRENT RISK		RISK OWNER	
		(Before controls)			Mitigation (ie controls) and Evaluation (ie effectiveness of mitigation).	(After controls)		
		Impact	Probability			Impact		Probability
1	Increasing numbers of households in TA for extended periods with the associated costs to BCC and impacts on families. Real Lettings is a modest contribution to the supply of affordable housing but an important one.	High	High	Move on from TA is dependent on the supply of affordable housing. There is a shortage of affordable housing in Bristol and Real Lettings increases the supply for homeless households.	High	Medium	Gillian Douglas	
2	A negative perception of the private rented sector among homeless households (in terms of affordability and security of tenure) limits our ability to prevent homelessness and to support families to self-serve in to the PRS. This results in increasing numbers of households joining a long queue for social housing and remaining homeless for longer.	High	High	Real Lettings is affordable, high quality PRS accommodation that comes with a housing management and tenant support function. Most tenants have a very positive experience of Real lettings and are better disposed to the sector. Without Real Lettings we are more limited in our ability to assist households in to the PRS in the long term.	High	Medium	Gillian Douglas	

Bristol City Council Equality Impact Relevance Check



This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required. Please read the guidance prior to completing this relevance check.

What is the proposal?	
Name of proposal	Real Lettings
Please outline the proposal.	The proposal is to extend the council's current Real Lettings scheme to invest in a further 30 properties that will be used for affordable rented accommodation for homeless households. The scheme is a partnership with Resonance, a fund management company that acquires the properties on our behalf, and St Mungo's Real Lettings, an arm of the homelessness charity that manages the properties and supports the tenants.
What savings will this proposal achieve?	The 2 year tenancies enable us to move households out of expensive spot purchase temporary accommodation (TA). A family with a 2 bedroom costs on average £60 per night in this type of TA with a net cost to the council of £30 per night. The extension of Real Lettings will enable us to move families on from TA through the creation of 90 x 2 year tenancies over the 7 year life of the scheme thereby avoiding a level of spend on TA.
Name of Lead Officer	Gillian Douglas, Head of Housing Options

Could your proposal impact citizens with protected characteristics? (This includes service users and the wider community)
Please outline where there may be significant opportunities or positive impacts, and for whom.
<p>In 2016/17 there were c4000 presentations to Bristol City Council by households at risk of or already homeless.</p> <p>Of these, 979 had a homelessness duty accepted. On 31/3/17 537 households were accommodated in TA under the Housing Act (duty accepted cases plus those to whom we had an interim duty to accommodate pending a homelessness decision).</p> <p>For all 979 duty accepted cases the council has a responsibility to find and assist the</p>

household in to settled accommodation (social housing or a tenancy in the private rented sector that is at least 12 months).

The graphs on pages 3-8 give a picture of the equalities profile of the lead householder in the 979 duty accepted cases. These show that :

Younger people are disproportionately affected by homelessness with the client base being concentrated in the 16-24 and 25-44 years age groups. This includes young parents and in fact over half of households where duty is accepted are lone parents with children, the vast majority being mothers with child(ren).

In terms of ethnicity Black and Asian households are significantly over represented although the comparison is with the 2011 census data which is unlikely to reflect the current diversity of Bristol's communities.

The definition of priority need for single homeless people is closely related to disability (physical and mental health) and therefore we would expect to see a high proportion of single people and people in couples without dependent children being disabled people. In contrast families are less likely to have adults with disabilities and their priority need status relates to their children.

The vast majority of homeless households are on low income with an estimated 55% of families being dependent on welfare benefits alone for their income.

In terms of Real Lettings the key point is that affordable, safe and good quality accommodation is in short supply in Bristol and Real Lettings gives us a modest number of lets but nevertheless a very important contribution to the supply of affordable rented accommodation in the private sector.

Real Lettings offers tenants support throughout the life of the tenancy which means that tenancy sustainment and tenant satisfaction measures are high and tenants are able to build confidence and skills in order to prepare to manage future tenancies successfully.

Please outline where there may be significant negative impacts, and for whom.

There is potential for only 'duty accepted' households to be nominated for Real lettings with other households in significant need being overlooked for nomination. We have overcome this with the current scheme by looking across datasets to identify the households in temporary or supported accommodation most in need of move-on and ready to take on a tenancy. We will continue this approach with the scheme extension (by looking at, for example, families accommodated by Early Help, women and children needing to move on from refuges/safe houses, households in supported accommodation and ready to move on).

Could your proposal impact staff with protected characteristics?

(i.e. reduction in posts, changes to working hours or locations, changes in pay)

Please outline where there may be significant opportunities or positive impacts, and for whom.

No impact on staff

Please outline where there may be negative impacts, and for whom.

n/a

Is a full Equality Impact Assessment required?

Does the proposal have the potential to impact on people with protected characteristics in the following ways:

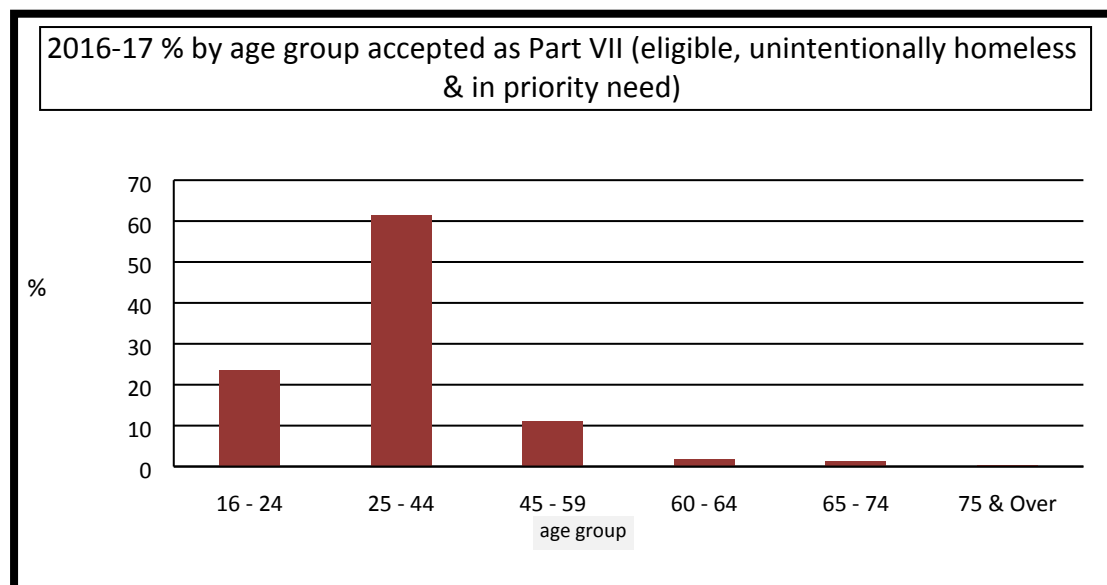
- access to or participation in a service,
- levels of representation in our workforce, or
- reducing quality of life (i.e. health, education, standard of living) ?

Please indicate yes or no. If the answer is yes then a full impact assessment must be carried out. If the answer is no, please provide a justification.

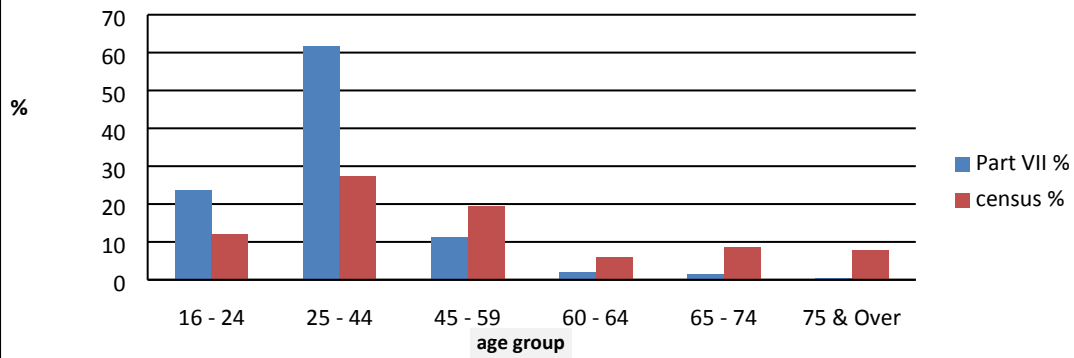
No.
The council's responsibilities to homeless households are unaffected by this proposal and Real Lettings makes a positive impact in terms of increasing the availability of affordable lets which is what homeless household need most.

Service Director sign-off and date:

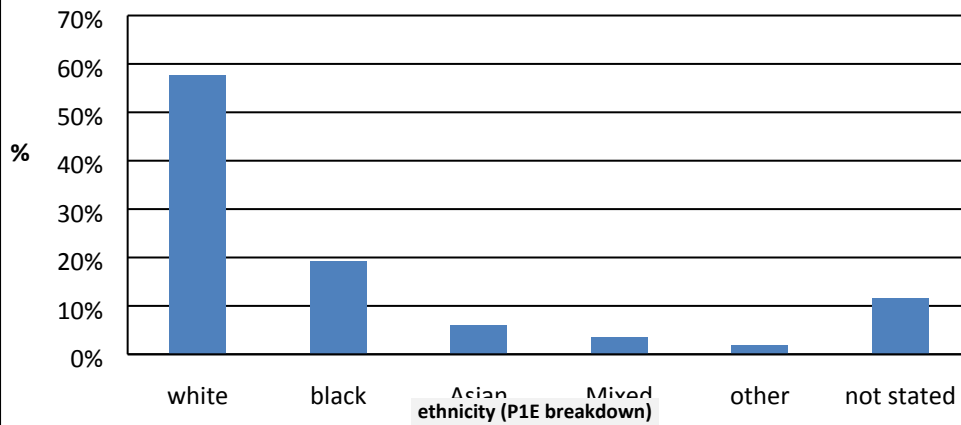
Equalities Officer sign-off and date:
Wanda Knight 20/7/17



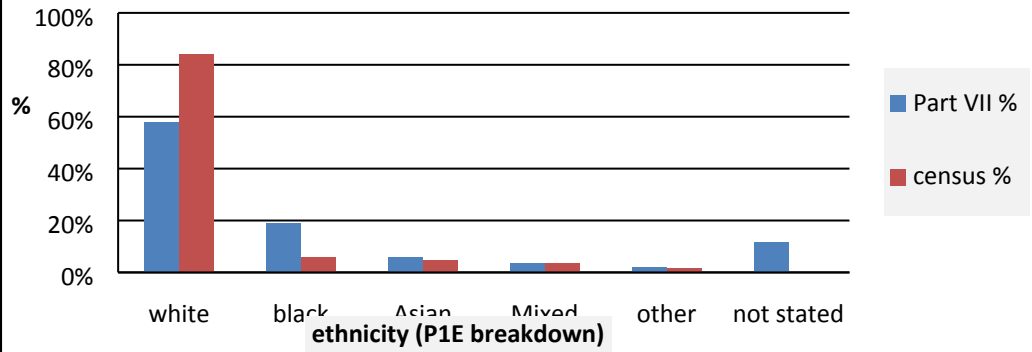
2016-17 % by age group accepted as Part VII cross referenced with age groups in City of Bristol (KS102EW census)



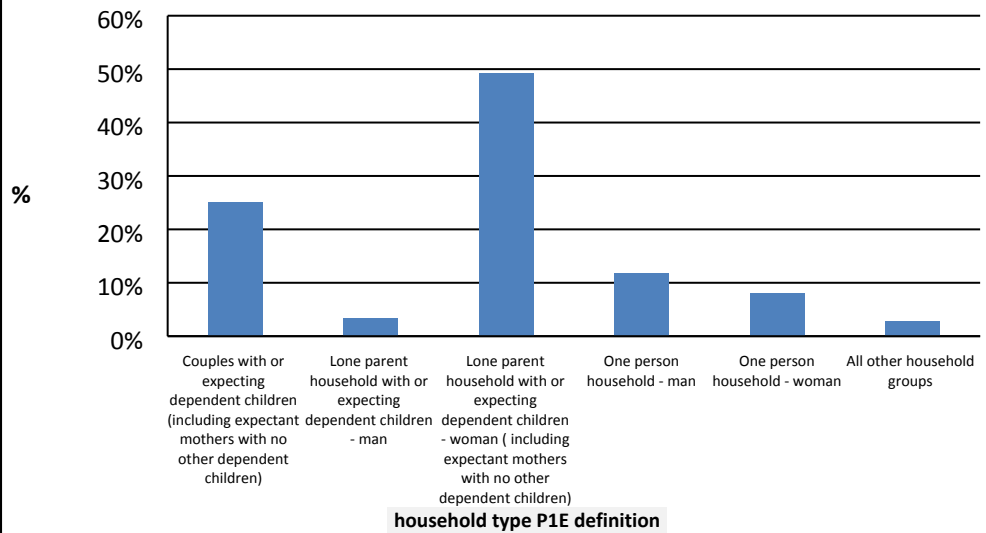
2016-17 % by ethnicity accepted as Part VII (eligible and unintentionally homeless and in priority need)



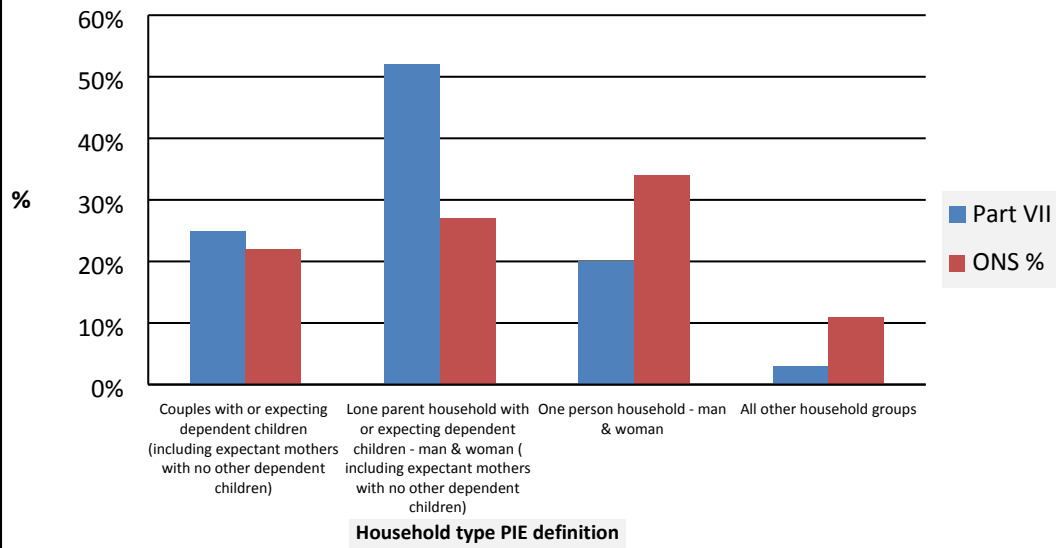
2016-17 % by ethnicity accepted as part VII cross referenced with ethnicity groups in the City of Bristol (KS201EW 2011 census)



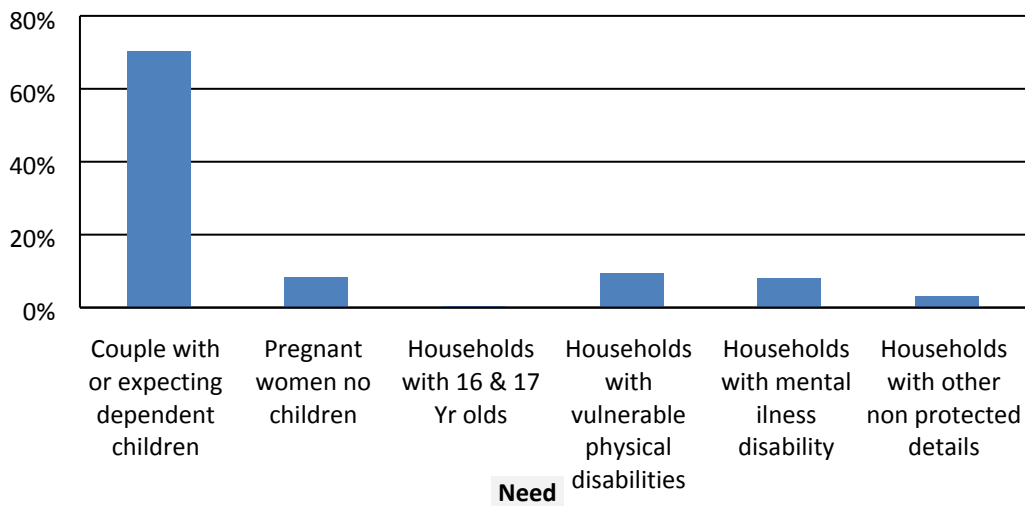
2016-17 % by household type as Part V11 (eligible, unintentionally homeless and in priority need)



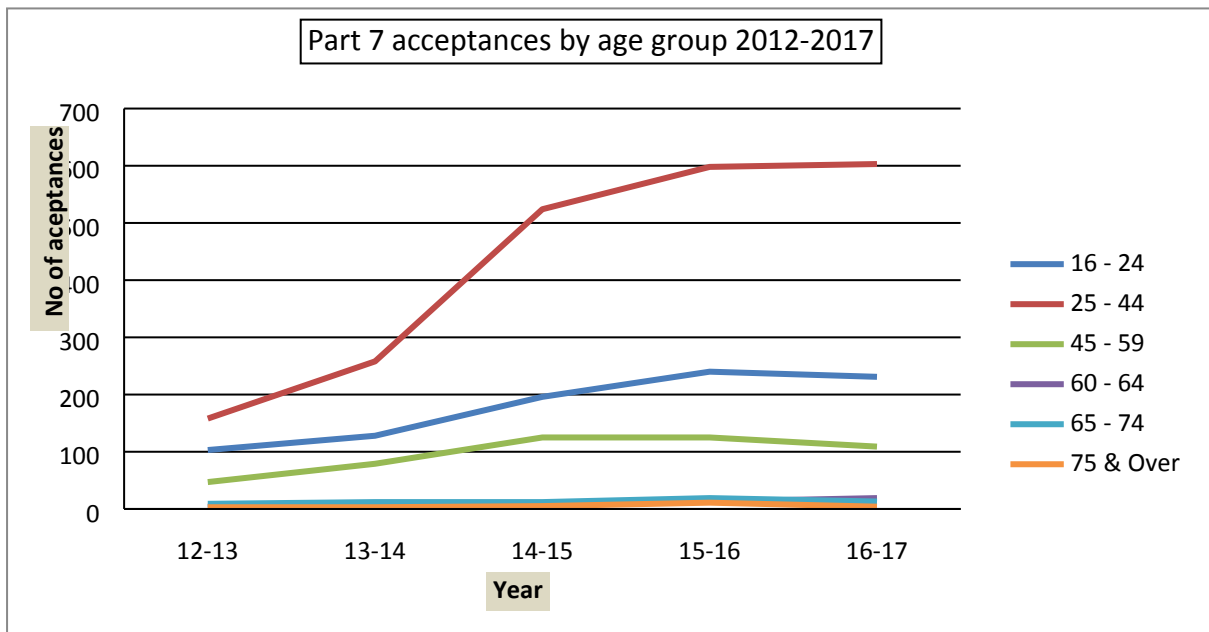
2016-17 % by household type Part VII combined and cross referenced with City of Bristol household types 2015 ONS mid year population estimate

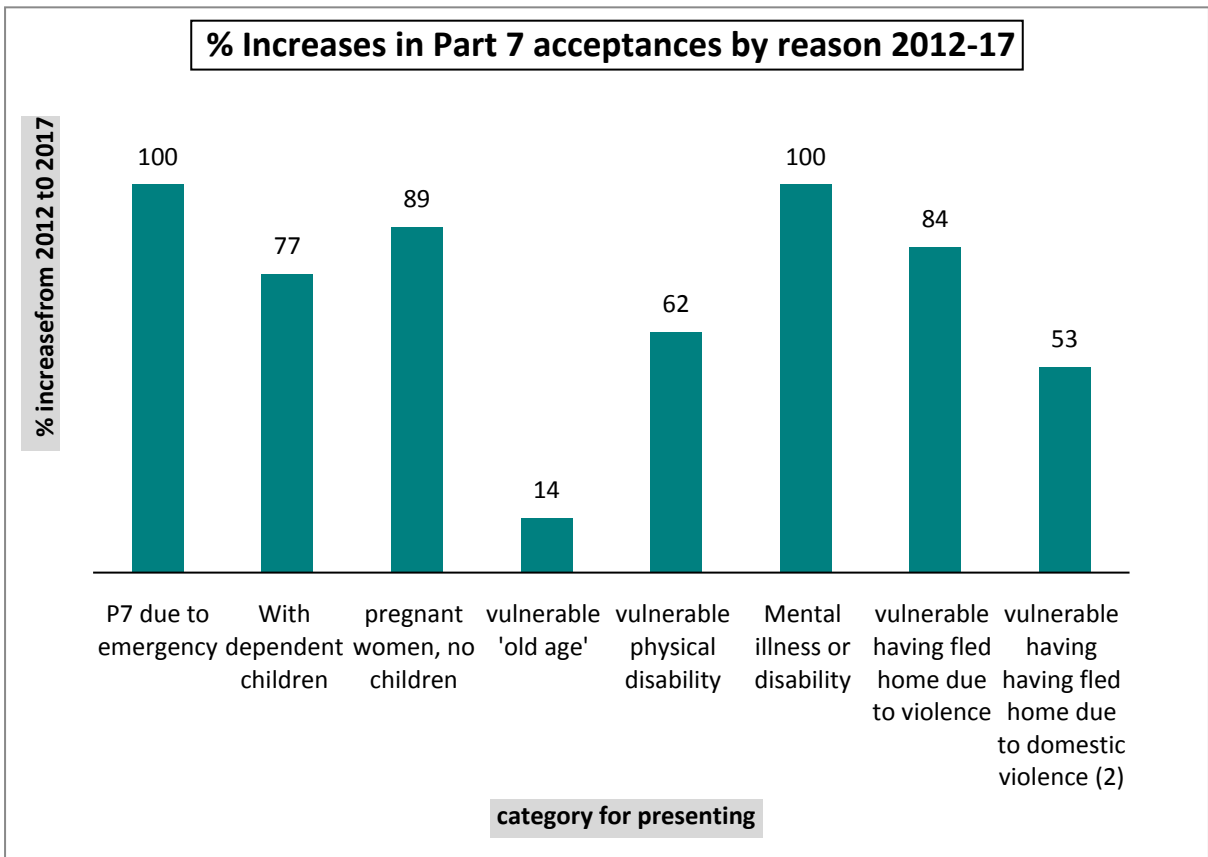
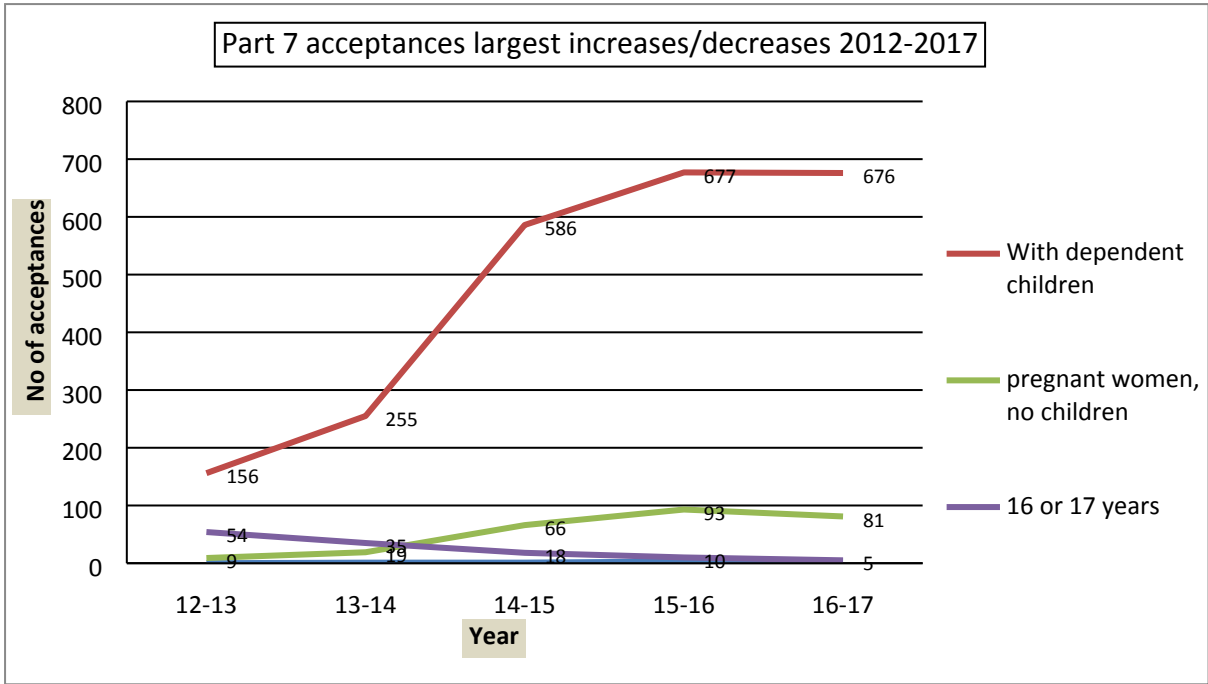


2016-17 % households by priority need accepted as part VII (eligible, unintentionally homeless and in priority need)



These might also be useful;





Cabinet Report / Key Decision Date: 19th September 2017

Title: Enterprising West of England (EWOE) Programme	
Ward: Citywide	Cabinet lead: Cllr Craig Cheney
Author: Robin McDowell	Job title: Economic Development Team Manager

Revenue Cost: £ 670,000	Source of Revenue Funding: BCC - General Fund (Economic Development Enterprise Projects cost centre); Match funding: South Gloucestershire Council, Bath & NE Somerset Council, and European Regional Development Fund (ERDF).
Capital Cost: £ nil	Source of Capital Funding: n/a
One off <input checked="" type="checkbox"/>	Saving <input type="checkbox"/>
Ongoing <input type="checkbox"/>	Income generation <input checked="" type="checkbox"/>

Finance narrative:

- Cabinet approval is sought to manage and progress two ERDF part-funded interventions, and which together form part of the Enterprising West of England programme, and totalling some £670k to 2019. Bristol City Council is a consortium partner for delivery of the programme, along with the neighbouring local authorities, the Princes Trust and YTKO Ltd. The delivery agreement is with Business West who, as grant recipient, is Accountable Body for the ERDF funding.
- The Council signed up to the joint arrangement in November 2016, and projects have been in progress since April 2017. Each delivery partner is entitled to claim grant for delivery of agreed projects subject to appropriate match funding being secured. The overall ERDF grant available is £1.9m, which must be defrayed by December 2019, in delivering a series of business start-up and development interventions. A further £1.9m is required to match the overall West of England project.
- Bristol City Council's match funding requirement is £352k (of which £52k is match in kind – provided for within existing staffing budgets, and payment to the Accountable Body for management) over the 3 year funding period. At this stage the Council has provided indicative match in the funding agreement, but this has yet to be confirmed. Whilst provision currently exists within the Economic Development base budget to fund the financial match (£100k per annum for 3 years), beyond 2017/18, funding is subject to the 2018/19 budget process and must be considered in context of the severe financial challenge facing the Council, as outlined in the agreed Medium Term Financial Plan.
- The agreement does not preclude alternative external financing sources, or seeking contributions from other partners, to be delivered as match, and these should be explored, in accordance with the resourcing principles agreed by Cabinet in July as part of the Medium Term Financial Plan.
- The two partnership projects outlined below are led by the Council, and in total represent £670k of the overall programme. Environmental Business & Resource Efficiency (EBRE) is a £151k project delivered over the three years, requiring £45.5k match (over the 3 financial years to Dec 2019), to be procured as part of an open tender process for the provision of business advice and associated services. Outset Bristol & South Gloucestershire – start-ups & early stage SME support is a £519k joint project, with assumed match of £214k. Project delivery will primarily be through YTKO Ltd as the named delivery partner in the funding agreement, who in line with the funding agreement have already started the project.
- For both projects it will be important to ensure that services procured have clear outputs that align with the requirements of the signed funding agreements and demonstrate clear evidence based pathways that support new businesses and deliver additional job outcomes that maximise local benefits. If projects fail to deliver as per the funding agreement, the Council could be liable for clawback of some of ERDF grant.

Finance Officer: Chris Holme, Interim Head of Corporate Finance

Summary of issue / proposal:

- The Enterprising West of England (EWOE) programme was conceived by Bristol City Council in 2015 and became the subject of an outline funding bid for European Funding in February 2016.
- The programme aims to provide business support to new and growing companies targeted at support to residents in disadvantaged areas of the West of England and from groups under-represented in enterprise especially in South Bristol and city-wide. It has been underway since April 2017 and will engage 700 companies and create 230 new jobs all at a cost within recognised HM Government Value

for Money parameters. The accountable body for delivery of the entire project is Business West.

- This report concerns itself however only with that part of the programme being undertaken in Bristol, activities in South Gloucestershire, and Bath & NE Somerset for which Bristol City Council is accountable, and thus seeks retrospective approval for the Council to enter into the Consortium Partners Agreement and commit match funding to the EWoE programme.

Summary of proposal & options appraisal:

- The two EWoE work packages for grant / contract funding by the Council and local authority partners and the required outputs and outcomes are summarised at Appendix A.
- The EWoE partners are governed by a consortium agreement signed in March 2017 with Business West to contribute match funding and corresponding outputs to the project. The consortium was openly procured in 2016 through the national ERDF Calls process managed by DCLG. The consortium and project governance is also summarised at Appendix A.
- A grant agreement between the Council and consortium partner YTKO has been prepared. This will be on an annual renewable basis, as revenue has been committed or allocated for years 1 and 2 but not yet for year 3, providing flexibility to change funding and outputs levels in future years if necessary.
- A contract is required with an external supplier to be procured by open process outside the EWoE consortium for EBRE, due to the specialism involved. This would be of 2 years duration but contain a break clause to mitigate the risk of any budget reductions in years 2018-19 and 2019-20.
- Options to reduce or delay the funding commitments over 3 years were considered. However, given the consortium agreement signed in March, any further delay or reductions are likely to have an adverse operational and financial impact on the programme and consortium delivery partner, YTKO, which commenced delivery in Bristol at risk in April. Business West, as lead partner, and YTKO have taken action to mitigate risks to delivery of EWoE outputs by Dec 2019. Due to Brexit timetable, DCLG, as managing authority for ERDF funding, will not allow any slippage of annual spend or output targets.

Recommendation(s) / steer sought:

Cabinet is recommended to approve:

- i) the Strategic Director for Resources to endorse the Consortium Partners Agreement for the Enterprising West of England programme (already in delivery) to provide advice and support to start up and early stage businesses generating economic value and jobs in City of Bristol and West of England.
- ii) commitment of £300k revenue over 3 years from the Economic Development Enterprise Projects cost centre commencing in 2017/18 and approve a further £52k of match funding in kind (staff salary match).
- iii) management by the Council of related income streams for the programme comprising EU-ERDF grant and match funding contributions from South Gloucestershire Council and Bath & North East Somerset Council totalling £369,500 over 3 years and its payment to delivery partners and contractors, subject to their achievement of ERDF outputs validated by DCLG.

City Outcome: See the summary of outputs and outcomes for Outset Bristol and Environmental Business packages at Appendix 1. The project contributes to Bristol / West of England's small business formation and growth, targeting public support on areas with lower enterprise density and greatest need, contributing to the Mayor's aims of inclusive growth, resilience, and improving economic opportunities for all.

Health Outcome summary: support of new opportunities for entrepreneurs and creation of additional jobs for residents in disadvantaged areas and groups contributes directly or indirectly to improved public health.

Sustainability Outcome summary: specialist support to small businesses to implement environmental and resource efficiency best practices, leading to carbon emissions reduction and greater resilience.

Equalities Outcome summary: Outset Bristol and EWoE packages will in Bristol target support mainly on economically disadvantaged wards /neighbourhoods and social / demographic groups under-represented in enterprise, eg. young people, women, black and minority ethnic communities and disabled people.

Impact / Involvement of partners: Key local partners, viz. Business West, South Gloucs and B&NES Councils, as well as national partners, Prince's Trust and YTKO, are members of the EWoE consortium and pooling their funding resources to lever match ERDF funding, and so generate larger-scale impacts.

Consultation carried out: the programme was conceived and consulted on during 2015 as part of the West of England strategy for ESIF (EU Structural & Investment Funds) 2015-20, and its Enterprise Growth theme, involving public, business and third sector partners. Cabinet Members for Place and Deputy Mayor were briefed and consulted in Nov 2016 in relation to private and social enterprise support via ERDF. See Appendix B for further details.

Legal Issues:

- The European Structural and Investment Fund (ESIF) is a fund under which organisations (both private/public) can make applications to DCLG (who is the Managing Authority) for European Regional Development Funding (ERDF) and/or ESIF. The payment of a grant under the fund is conditional on match funding being received or committed.
- Business West LTD (BW) is a registered company and has previous experience for the delivery of various projects under the ESIF (as Lead Applicant and Delivery Partner). Enterprising West of England (EWOE) is a programme that offers business support, BW was the Lead Applicant for ERDF for EWOE. The application submitted by BW envisaged that individual projects would be delivered by a consortium of partners' i.e. BCC, BANES, South Glos, North Somerset, YTKO and the Princes Trust.
- A consortium agreement is currently in place between Business West as Lead and various delivery partners (including BCC) which sets out the terms and conditions on which grants from the EDRF will be paid to the delivery partners (via BW) for projects they deliver under the EWOE. Requirements to adhere to state aid and procurement law are also contained within the agreement in addition to details of the committed and indicative match funding that will be provided by the delivery partners for the delivery of individual projects under the EWOE.
- BCC has provided an indicative amount of match funding and has yet to commit any funding. BW will not pay grants to delivery partners (including BCC) until match funding has been provided or committed in writing. If a delivery partner wishes to claim a grant for the delivery of a project it must provide the necessary information and verify details of the project to BW who in turn submit the necessary paperwork to DCLG.
- BW is the Accountable Body to DCLG for the delivery of projects under the EWOE and for making grant claims on behalf of the delivery partners. There is a risk that if a grant is paid to a delivery partner and a project cannot be successfully delivered, eg. because match funds cannot be provided, the delivery partner will be in default and liable to repay the grant to BW (accountable to DCLG for same).
- BCC can mitigate the risk by ensuring that any match funding being provided by BCC is not only committed but available before a grant claim is defrayed. If BCC is delivering projects with other delivery partners and relying on match funding from third parties again ensuring that match funding is available before a grant is defrayed could mitigate the risk of delivery failure and the grant having to be repaid. Under the collaboration agreement only Eligible Expenditure can be claimed and BCC should ensure therefore that it is only eligible expenditure that is defrayed.
- All projects delivered under the umbrella of the consortium agreement should be governed by appropriate agreements to ensure that projects are delivered in accordance with the project specific requirements. Conditions should also be contained which will allow BCC to claw back of funding (from a delivery partner or third party) where projects are not delivered in accordance with the project specific requirements, in circumstance where committed match funding has not been provided, where a delivery partner is in breach of the consortium agreement and in circumstance where DCLG could claw back the grant from BW and/or BW from the delivery partner.
- There should be a process of early communication and application to BW/DCLG if a project change is anticipated. Projects should be procured and delivered in accordance with the consortium agreement, state aid and procurement rules.

Legal Officer: Sinead Willis, Solicitor, Commercial and Corporate Governance Team.

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Nicki Beardmore / RLT 9/8/17	Denise Murray 17/8/17	Cllr Craig Cheney 18/8/17
Appendix A – Further essential background / detail on the proposal		YES
Appendix B – Details of consultation carried out - internal and external		YES
Appendix C – Summary of any engagement with scrutiny		NO
Appendix D – Risk assessment		NO
Appendix E – Equalities screening / impact assessment of proposal		YES
Appendix F – Eco-impact screening/ impact assessment of proposal		YES
Appendix G – Exempt Information		NO

Appendix A (i): Enterprising West of England ERDF Programme – Outputs & Outcomes

BCC-led Work Packages:

- **Outset Bristol & South Gloucs**
- **Environmental Business & Resource Efficiency**

Background:

Under the Enterprising West of England Project consortium agreement of Business West and Partners, BCC will provide grant funding over 3 years from 2017-19 to YTKO Ltd (EWOE consortium partner) to deliver a large-scale business start up and early growth support package (Outset Bristol and South Gloucs) targeting less advantaged areas of Bristol City and South Gloucs. This is closely integrated with delivery of the Environmental Business & Resource Efficiency advice and support package, which will be provided to start up and early stage businesses by a specialist contractor.

Financial and Outputs Summary:

Outset Bristol & South Gloucs

- subject to further annual budget confirmations (2018-19 and 19-20), **BCC will grant fund YTKO £518,500 in total over the 3 year project**. Of this sum £259,250 (50%) will be ERDF grant levered by the combined BCC and SGC match funding. **BCC will contribute** (from ED Enterprise cost centre) **£214,250 and SGC £45,000 cash** (over 3 years).
- **The package will provide at the minimum 258 packages of business support free at the point of delivery to start up and young businesses in Bristol City and South Gloucs priority areas over 3 years –at least 12 hours support per entrepreneur / business**. There is no formal split between the LA areas but the large majority of outputs (80%) are expected to be delivered in Bristol City due to the use of community partners to engage entrepreneurs.
- YTKO is supporting potential **entrepreneurs in disadvantaged areas and groups under-represented in enterprise** (women, black and minority ethnic communities, disabled people, young people and over 50s) starting up new businesses and at early growth stage.

Environmental Business and Resource Efficiency

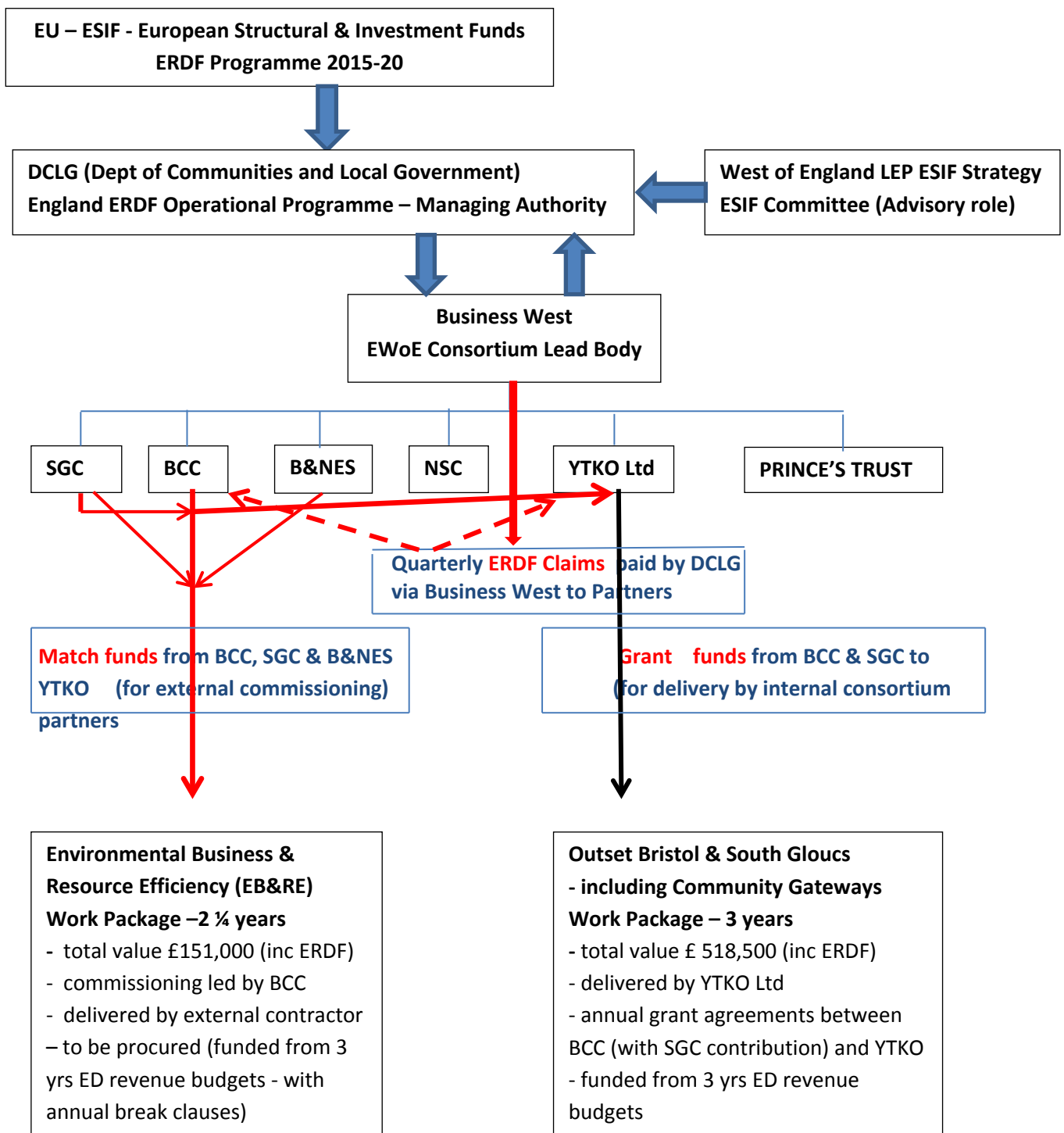
- EBRE will be delivered by an **external supplier** for a contract sum of **£151,000 in total over 2 ¼ years (Oct 2017 to Dec 2019)**, including £75,500 ERDF (50%) and match funding from BCC, SGC and B&NES. The **BCC match funding is £45,500** (from ED cost centre over 3 years 2017-20, subject to annual budget confirmations) with **SGC and B&NES match of £15,000 each**.
- **EBRE will provide around 550 packages of business environmental support free at the point of delivery to start up and young businesses in the West of England with approx 330 delivered in Bristol City and targeting disadvantaged areas and groups in Bristol**.
- Beneficiaries and outputs will be closely integrated with the delivery of Outset Bristol & South Gloucs by YTKO Ltd across BCC & SGC priority areas.

Strategic Outcomes:

These two work packages jointly contribute, alongside other support activity under EWOE delivered by the Prince's Trust, Business West and YTKO Ltd, to **Bristol and the West of England's small business formation and growth, targeting public support on areas and communities with lower enterprise density and greatest need**. They will support **over 230 new entrepreneurs and 58 early stage businesses to create and sustain around 50 new jobs, and embed environmental best practice**. Across all its work packages, EWOE is expected to create around 200 additional jobs in Bristol (and 232 in West of England), and thus overall, the project will advance the Mayor's aims of promoting inclusive growth, local sustainability and economic opportunities to all.

Appendix A (ii): Enterprising West of England – ERDF Programme Consortium

Organi-gram of Structure and Work Packages co-funded by BCC and LAs



Key: governance relationships

Funding flows

APPENDIX B – CONSULTATION

Overview

The main external and internal consultation exercise, which contributed to the development of the Enterprising West of England Programme and its application for ERDF funding in 2016 was undertaken by the Council as a member of, and in conjunction with the West of England LEP (Local Enterprise Partnership), during 2013-14. After a wide-ranging consultation of public, business and community sector stakeholders co-ordinated by the LEP Office, and, in Bristol, by the Economic Development Team of the Council, the West of England ESIF (European Structural and Investment Funds) Strategy was approved by government in late 2014. This document summarised the West of England partners aspirations and plans, amongst other objectives, to develop cross-boundary projects to support the formation and growth of SMEs (Small and Medium sized Enterprises) and also to integrate advice to promote best environmental practices and use of low carbon technologies in businesses.

In Bristol, consultation was also carried out with the beneficiaries, delivery agencies and community stakeholders in the previous 2010-15 ERDF enterprise support programmes, and, in particular, through the Bristol Urban Enterprise Programme Steering Group, convened by the Council, with a view to encouraging networking and co-operation between project promoters and learning lessons of that programme. Formal external evaluation of major projects including Outset Bristol and Improving Your Resource Efficiency ('Bristol Go Green') was carried out in 2015. The New Economics Foundation concluded that the Outset Bristol project was amongst the best practice in England in delivering a socially inclusive, community-based approach to promoting entrepreneurship and supporting start-ups.

The West of England ESIF Strategy summarises the consultation of stakeholders undertaken at page 59. The full document can be viewed at <https://s3-eu-west-1.amazonaws.com/so-welep-ploads2/files/Funding/EU%20SIF%20strategy%20v13%20JAN%202016%20refresh.pdf>

West of England ESIF Strategy - Consultation Process

We worked with our consultants to produce a communication plan and the associated paperwork. The consultants undertook consultations with the CVS sector, the four Unitary Authorities and members of the ESIF drafting group were asked to cascade information on progress via their constituencies. The membership of the group and the related constituencies were:

Paul Wilson, West of England LEP, CEO
Antony Corfield, West of England LEP - CEO LEP Executive/Board internal consultation
Steve Penaluna, West of England LEP – LEP Sector Groups
Ian MacDougall, Bristol City Council - Unitary Authorities officers, economic development officers, elected members
Clive Wray, Business West - business support organisations and the Initiative
Sue Attewell, West of England LEP - Skills team and the Skills Partnership
Chris Head, West of England Rural Network -Social Enterprise, Rural and civil society
Martin Boddy, University of the West of England - Higher and further education

The initial consultation has involved a cascade by via the Drafting Group to 27 individuals in the rural sector, social enterprise, VCS and the local nature partnership, 57 in business, 33 skills, 17 sector group contacts – in total amounting to 134. The Unitary Authority consultation sessions involved approximately 40 local authority practitioners from Bristol City Council, South Gloucestershire, North Somerset and Bath & North East Somerset. There were also direct consultations with skills practitioners (15) and a CVS group involving around 70 representatives. In addition the LEP CEO launched the wider initial ESIF consultation to the West of England Initiative on 16 September (140 people attended). Both the Project Management Board and Executive Board have been briefed. Telephone interviews have been conducted with another four individuals and the team were given access to the results of the SEP consultation which involved 65 individuals from all areas of local economic development. At the time of drafting the team had received 15 formal responses to the website consultation and proposals for more than 50 projects. There was clear and broad support for all the proposed activities with some recommendations to reduce them (some of which have now been taken into account in the final drafting). In the round we believe that over 200 local people have been involved in the development of the ESIF to date.

West of England ESIF Strategy – Headline Objectives

Our Strategic Objectives and Vision

Our vision is that by 2030 the West of England will have:

- One of Europe's fastest growing and most prosperous sub regions which has closed the gap between disadvantaged and other communities – driven by major developments in employment and Government backed infrastructure improvements in South Bristol and North Somerset.
- A buoyant economy competing internationally, based on investment by innovative, knowledge-based businesses and a high level of graduate and vocational skills.
- A rising quality of life for all, achieved by the promotion of healthy lifestyles, access to better quality healthcare, an upturn in the supply of affordable housing of all types and the development of sustainable communities.
- Easier local, national and international travel, thanks to transport solutions that link communities to employment opportunities and local services, control and reduce congestion and improve strategic connections by road, rail and through Bristol Airport and Bristol Port.
- Cultural attractions that are the envy of competitor city regions across Europe, making the West of England the place of choice for talented, creative workers and affluent visitors.
- Success secured in ways that are energy efficient, protect air quality, minimize and manage waste and protect and enhance the natural and built environment.
- Built upon the benefits of its distinctive mix of urban and rural areas.
- Real influence with regional and national government, by demonstrating vision and leadership and delivering these achievements.

The LEP will provide leadership to proactively drive and deliver sustainable economic growth alongside enhanced quality of life capital in the West of England. Our objectives are to:

- 1. Create the right conditions for business to thrive. Give confidence and certainty to our investors to attract and retain investment to stimulate and incentivise growth.**
- 2. Ensure a resilient economy, which operates within environmental limits. That is a low carbon and resource efficient economy, increases natural capital, and is proofed against future environmental, economic and social shocks.**
3. Create places where people want to live and work, through delivery of cultural infrastructure and essential infrastructure, including broadband, transport and housing to unlock suitable locations for economic growth.
4. Shape the local workforce to provide people with skills that businesses need to succeed and that will provide them with job opportunities.
- 5. Ensure all our communities share in the prosperity, health and well-being and reduce the inequality gap.**

By 2030 the West of England LEP area economy is projected to grow by 65,000 jobs with 2.6% GVA growth. This is less than our previously stated ambition of 95,000 jobs and 3.4% GVA growth over the same period. We remain ambitious for higher levels of growth than our base line.

West of England ESIF Strategy - Activity 4:

Increasing growth capability in SMEs by providing access to business support services, including funding

Rationale

Despite the simplification of national programmes in recent years, businesses continue to report confusion over where to seek help and ignorance of what help is available, whether provided locally, regionally or nationally. A recent Centre for Cities report confirmed that “There is certainly no shortage of business support initiatives. There are currently 900 local and national, public and private support schemes in the UK, but the current offer is not well structured.....” This level of complexity and lack of structure means that the business support system is hard to navigate, evaluate or manage.” The proposed Growth Hub, including ERDF funded support, will help businesses to navigate the ‘system’ deriving the best added value from the most relevant schemes to meet their needs.

There is imperfect information about the potential benefits of drawing on external expertise, how to address any lack of finance and the value of increasing expertise/knowledge and/or skills. In addition, a higher proportion of West of England enterprises have smaller turnovers and lower levels of employment than their national counterparts. Imperfect information results in low investment readiness and limited use of training. Serious gaps in financial provision result from cautious banking creating funding gaps for businesses that lack collateral or track records. The proposed Growth Hub will help businesses overcome these challenges.

We also seek to increase the number of SMEs in the West of England to better balance the area’s dependence on larger companies compared with the national average.

Overview

A cohesive and effective local business support infrastructure, to which ERDF funding will contribute, is proposed; the West of England Growth Hub. It will ensure local start-up and existing businesses gain advice and guidance in the most timely and cost effective way, thereby ensuring they have the best chance to succeed and deliver the growth in jobs and profitability (measured by GVA) the area needs.

Within the Growth Hub, ERDF funding will focus on those elements not fully provided by other local, regional or national programmes, i.e.:

- a local information centre providing open access to all businesses from pre-start to high-growth;
- face-to-face advice, guidance and coaching (additional to GA) to businesses most likely to contribute to local economic growth objectives (particularly those in the key sectors);
- optimum use of technology, local networks and clusters;
- recognising, accommodating and supplementing existing account management and delivery relationships with other business support providers;
- facilitating an effective business support referral network, including public and private providers;
- capitalising on nationally funded support by enabling effective collaboration and reduced duplication; and
- creating facilitated access to a linked network of specialised local business support providers that can concentrate on what they do best

In order to realise the 'Heseltine' engagement objective, i.e. to deliver the support business needs at a local level and contribute to economic growth objectives, the Growth Hub will be structured to engage with all of the following SME groups:

- start-up (by association pre-start) with a focus on those with high growth potential;
- micros (<10 employees) readily able to expand;
- existing businesses, of all types but particularly those sub-high growth but with the potential to employ a few more local people if helped to improve their business performance ('Better Business');
- high growth businesses, particularly those in the SEP key sectors; and
- trading social enterprises

Appendix E – Equalities Impact Assessment



Bristol City Council Equality Impact Assessment Form

Name of proposal	Enterprising West of England Programme
Directorate and Service Area	Resources, Economy
Name of Lead Officer	Robin McDowell

Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

1.1 What is the proposal?

Enterprising West of England (EWOE) is a three year European-funded programme that officially started on 02/01/17. It will support Small and Medium Enterprises (SMEs) throughout the West of England area in starting and growing their business. It will be delivered through a consortium of partners: Business West (overall lead); Bristol City Council; Bath and North East Somerset Council; South Gloucestershire Council; North Somerset Council; the Princes Trust; and business support agency YTKO Group. While significant efforts have been made to build flexibility into the programme it is nevertheless the case that, given the constraints associated with this particular funding stream, and given BCC isn't lead partner, the scope for fundamental changes to the overall delivery model is limited.

By delivering this model through the local authorities, EWOE can link into the regulatory services requirements for businesses and offer additional support to those businesses that traditionally wouldn't access business support, or may face barriers in doing so, by maximising the opportunities available through focusing appropriate delivery at community level, engaging those organisations most closely aligned with the needs of the local people they serve. The aim is to assist the acceleration of SME business growth to ensure that businesses in the region have the correct support and environment to create sustainable employment and economic growth.

BCC will be leading on two major EWOE work packages:

- i) Outset Bristol and South Gloucestershire, involving support for business startup and early stage growth
- ii) Environmental Business & Resource Efficiency support where we are partnering with Bath & North East Somerset and South Gloucestershire Councils to procure specialist provision (outside the wider EWOE programme consortium) for advice to start ups and existing/early stage small businesses in Bristol and the West of England.

The total value of the two BCC packages, cross-boundary with South Gloucestershire Council (excluding Bath & North East Somerset areas where relevant) is £870,000 over three years.

The following overall EWOE programme outcomes are anticipated with roughly a third of these overall outcomes happening in Bristol through provision, where possible, in various community-based settings citywide: 344 enterprises receiving information, diagnostic and brokerage support; 231 individuals assisted to be enterprise ready; 58 enterprises receiving business support; 22 new enterprises supported; 10 enterprises supported in increasing employment.

Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

2.1 What data or evidence is there which tells us who is, or could be affected?

The element of EWoE specifically targeting hard-to-reach groups will focus on north, east and south Bristol. [Please note that some supporting data is to a certain extent compromised for comparative purposes because of ward boundary changes].

The Deprivation in Bristol report (2015) highlights the following: the city continues to have deprivation ‘hot spots’ that are amongst some of the most deprived areas in England yet are adjacent to some of the least deprived areas in the country; since 2010, Bristol has on the whole seen a greater increase in levels of relative deprivation than the other English Core Cities; in Bristol 16% of residents (69,000 people) live in the most deprived areas in England, and there are 26 distinct geographical localities – Lower Layer Super Output Areas (LSOAs) – in the most deprived 5% in England and 6 in the most deprived 1% in England; the greatest levels of deprivation in Bristol are in Whitchurch Park, Hartcliffe, Filwood and Lawrence Hill – all targeted areas for EWoE purposes; a greater proportion of Bristol’s population lived in the most deprived areas in England in 2015 than was the case in 2010; in Bristol as a whole almost 17% of the population (72,000 people) suffers from income deprivation. On a ward basis, more than a third of people are income deprived in Lawrence Hill (36%) and Filwood (35%); Education, Skills and Training is where Bristol experiences some of the highest levels of deprivation. The distribution of deprivation based on this domain is more far reaching than other domains and is particularly concentrated in the social housing areas in South Bristol.

Further evidence from the Deprivation in Bristol report: bearing in mind that limiting long term illness is a reasonable proxy for disability, Bristol has more LSOAs in the most deprived 10% nationally for Health Deprivation and Disability in 2015 than in 2010; the proportion of older people living in Bristol affected by income deprivation has decreased slightly between 2010 and 2015 but was still 20% in 2015; between 2010 and 2015 the proportion of the working age population living in Bristol deemed employment-deprived increased from 11% to 13%.

According to BCC’s ward profiles, of the targeted wards for EWoE purposes the following have a higher percentage of the population by ethnicity than that of Bristol as a whole (16%): Lawrence Hill (59.6%); Easton (37.9%); Eastville (34.6%); Ashley (33.5%); Lockleaze (30.1%); Hillfields (22%); Horfield (19.6%); St George West (19.6%); Frome Vale (19%).

Joint research by the Centre on the Dynamics of Ethnicity (CoDE) and the University of Manchester reveals that Bristol is the seventh worst place in England and Wales to live as a member of a Minority Ethnic community, and shows a worsening situation of inequality for all Minority Ethnic groups between 2001 and 2011.

A number of long-standing issues that local organisations working closely with BME communities in the business support context such as Babassa Youth Empowerment Projects, the Black South West Network (BSWN) and the Centre for Capacity Building and Enterprise Development (CCBED) have identified include: the lack of a strategic brokerage function that brings together BME entrepreneurs and investors; the lack of appropriate BME business sector development policies and approaches;

the lack of BME enterprise development functions at an appropriate scale; the lack of access to funding/investment by BME entrepreneurs, particularly social entrepreneurs; the lack of information and networking opportunities for aspiring entrepreneurs; and the lack of physical space/hubs for nurturing BME enterprises.

The Royal Society for the encouragement of Arts, Manufactures and Commerce (RSA) Inclusive Growth Commission asserts that: *“In a world in which it is cities that are increasingly the primary drivers of growth, urban areas are also the places where people are most experiencing the downside of unbalanced growth. Too many people are being left behind and this is now the biggest economic challenge facing our society.”*

In Bristol, the main focus of EWoE in respect of engaging BME groups will be on the Somali, Polish, Indian, Pakistani and Jamaican communities, who represent the top five groups in population terms, although other Asian, African and East European minorities can be supported too (According to BCC’s Key Statistics About Equalities communities in Bristol document, drawn from 2011 Census data, Polish and Somali are the main two languages spoken in Bristol after English). Geographically, there will be a major focus on East Bristol where the majority of BME groups live.

See also map below from the Deprivation in Bristol report (2015) mapping Employment Deprivation in the city.

The scope for identifying appropriate/definitive economic indicators for small geographical areas (as opposed to conventional social- and health-related ones) is relatively limited. However, one such indicator is new business startups. If the commercial centre of Bristol, Cabot ward, is used to benchmark in percentage share terms the number of business startups in Bristol for the period 2012-16 (11.2), the following wards and their percentage share targeted for EWoE support include: Bishopsworth (1.8); Hartcliffe (1.4); Henbury (1.7); Hengrove (1.5); Stockwood (1.4); Whitchurch Park (1.1)

2.2 Who is missing? Are there any gaps in the data?

Given the capacity and expertise of the partner organisations involved in EWoE (the Princes Trust and its experience with young people at risk of disengagement for example), there are no immediately obvious gaps in the data underpinning the rationale for the project, although it could potentially be the case that substantial data gaps of this nature are due to there being relatively little directly relevant local data – as opposed to more accessible data covering wider geographical areas – being readily available. However, during its three year period the programme should afford the opportunity to contribute to the existing evidence base and help develop further understanding of the barriers to accessing business support of this nature faced by groups with protected characteristics – and to help develop mitigating actions.

2.3 How have we involved, or will we involve, communities and groups that could be affected?

Please see elsewhere in this document. A key component of project delivery is the intention to deliver as much provision as possible in appropriate community venues (access issues will of course be considered and mitigated against as appropriate). By way of further example, the Princes Trust has an acknowledged record in engagement of young women and young ethnic minority entrepreneurs. Also, in past projects BCC Economic Development officers have liaised with their colleagues in Equalities & Community Cohesion to ensure appropriate compliance in terms of commissioning practices and will be doing so again during the course of EWoW project delivery.

Furthermore, ongoing monitoring of project activity will help ensure that the anticipated numbers of people from under-represented groups are actually engaging in project activity, so that corrective

action can be taken if required. Case study material and feedback from those supported will also help inform any changes that should/could be made.

Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?

No, although it is important to note that there is a finite budget available that precludes an even focus on all groups with protected characteristics, necessitating a certain emphasis on particular social or demographic groups, namely young people, women and people from BME communities. However, this is not to say that people with other protected characteristics such as the over 50s or people with disabilities will be overlooked. The intention is to be as inclusive as unavoidable parameters will allow.

3.2 Can these impacts be mitigated or justified? If so, how?

Please see 3.1 above. Support will in no way be to the exclusion of groups outside those mentioned above as the main focus of support. Efforts will be made to mitigate any inadvertent adverse impacts on people with protected characteristics not deemed the main focus of the programme because of finite resources through regular engagement with appropriate representative groups, and drawing on the knowledge, support and expertise of partner organisations and the likes of BCC's Equalities & Community Cohesion team.

3.3 Does the proposal create any benefits for people with protected characteristics?

Yes.


3.4 Can they be maximised? If so, how?

- Through drawing on and pooling the collective experience and extensive networks of participating organisations, particularly in terms of organisations that have close/well-established links with their respective communities, and delivering in a range of accessible community settings
- Through close monitoring – for example, given the nature of EWoE, with elements of it specifically targeting under-represented groups, Equal Opportunities will be, as a matter of course, regularly discussed at project management meetings; and commissioning processes that will require commissioned delivery agents to demonstrate their commitment and capacity to provide an effective and appropriate service to people from groups with protected characteristics
- Through regular engagement with relevant representative groups – for example, at the outset of the project BCC's lead officer met with Black South West Network (BSWN) and BCC attended an event highlighting how BME community-led social enterprises/enterprises could help generate both economic growth and positive social impact.
- Through the dissemination of case study material and best practice with a view to demonstrating to the peers of people with protected characteristics that participate in EWoE the benefits of doing so

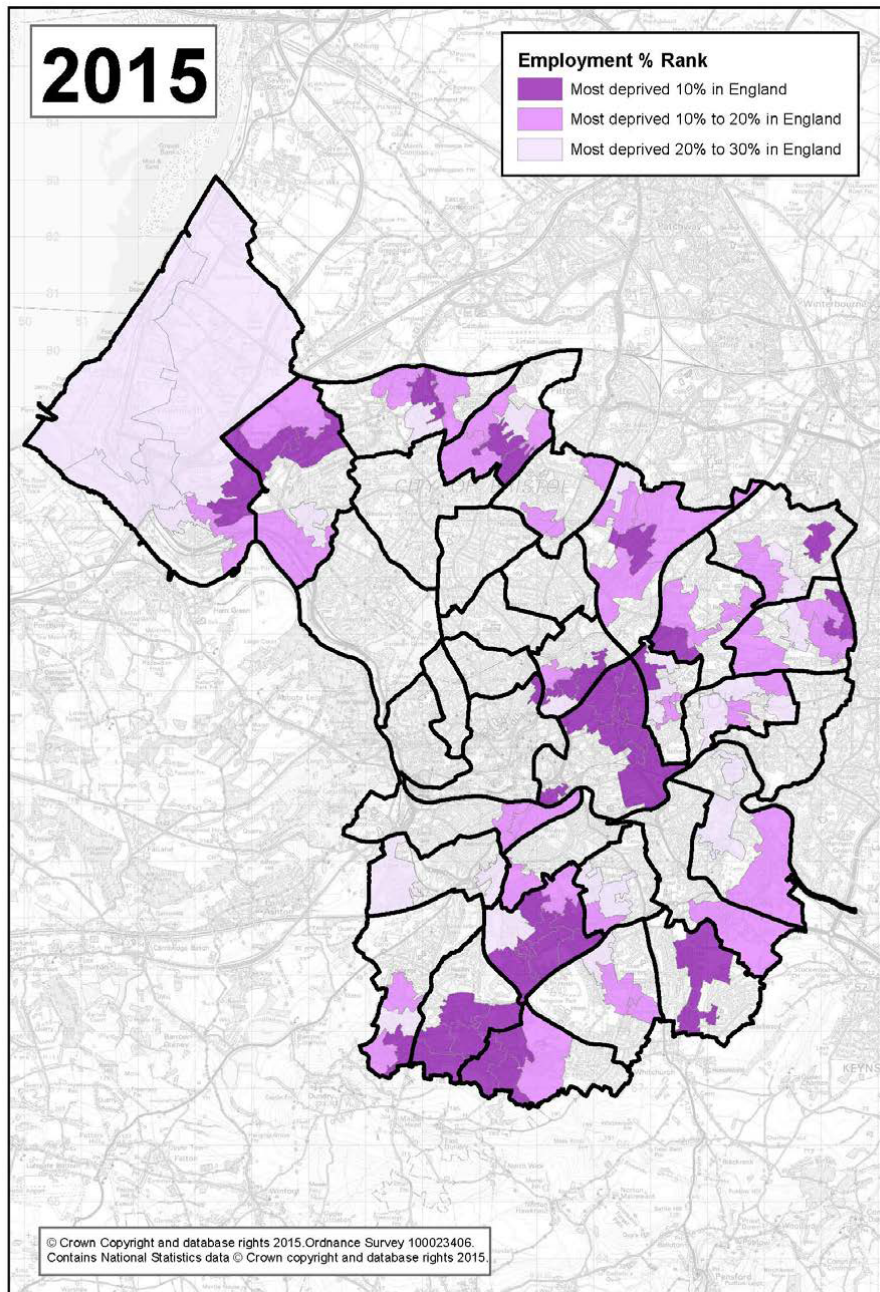
Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal?
Given the nature of EWoW, the impact on various groups with protected characteristics was considered throughout its pre-delivery development, and was reinforced both by the prior experience of participating organisations and, therefore, knowledge of the commitment to and expectations of the funding body – the European Union – regarding the Equal Opportunities agenda.
4.2 What actions have been identified going forward?
Other than those already identified as part of the programme’s pre-delivery development, none as yet, given that the project (having been given formal approval to start in early January) is about to begin actual delivery.
4.3 How will the impact of your proposal and actions be measured moving forward?
Through close monitoring of project activity, including equalities data embedded throughout, revolving around a tightly structured and timetabled project management, reporting and claims process.

Service Director Sign-Off: Alistair Reid Service Director, Economy	Equalities Officer Sign Off: Wanda Knight
	
Date: 22/8/17	Date:13/7/17

Employment Deprivation 2015



Appendix F: Eco Impact Checklist

Project Name: Enterprising West of England (EWOE) Programme

Report author: Robin McDowell / Declan Murphy

Anticipated date of key decision: 19th September 2017

Summary of proposal: Enterprising West of England (EWOE) is a three year European-funded programme that officially started earlier this year. It will support Small and Medium Enterprises (SMEs) throughout the West of England area in starting and growing their business. It will be delivered through a consortium of partners: Business West (lead); Bristol City Council; Bath and North East Somerset Council; South Gloucestershire Council; North Somerset Council; the Princes Trust; and business support agency YTKO Group.

By delivering the majority of EWOE programme activity through the region's local authorities, EWOE can link into the regulatory services requirements for businesses and offer assistance to those businesses that traditionally wouldn't access this kind of support, or may face barriers in doing so, and by maximising the opportunities available through, for example, appropriate delivery at community level, engaging with and utilising the experience of those organisations most closely aligned with the needs of the local people they serve.

BCC will be leading on two major EWOE work packages:

- i) Outset Bristol and South Gloucestershire, involving support for business startup and early stage growth
- ii) Environmental Business & Resource Efficiency support where we are partnering with Bath & North East Somerset and South Gloucestershire Councils to procure specialist provision (outside the wider EWOE programme consortium) for advice to start ups and existing/early stage small businesses in Bristol and the West of England.

The total value of the two BCC packages, cross-boundary with South Gloucestershire Council (excluding Bath & North East Somerset areas where relevant) is £870,000 over three years.

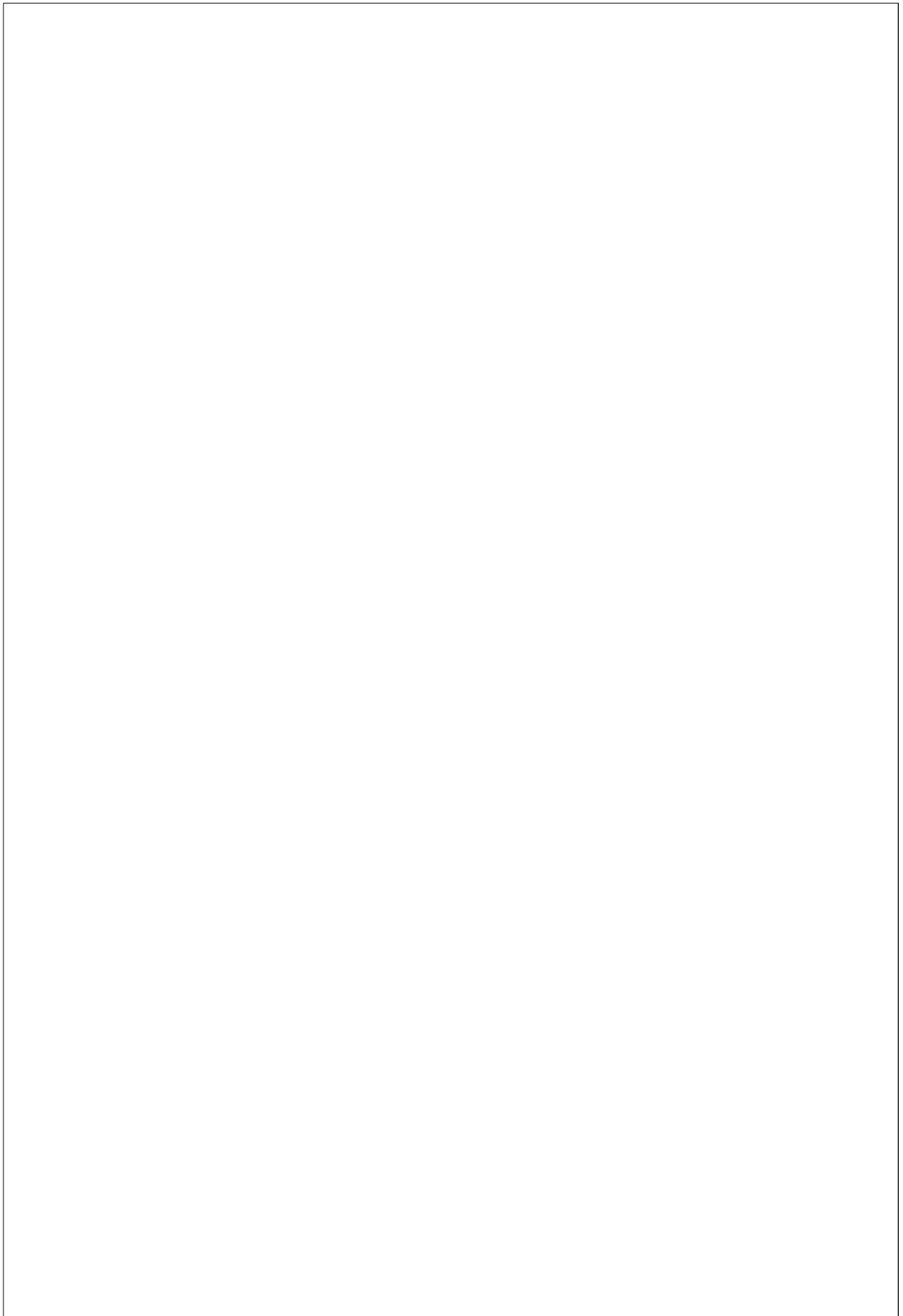
It is important to note that the nature of programme activity will not directly involve changes to the physical environment, but rather revolve around the provision of support in a range of existing venues to entrepreneurs and individuals who are, or may be thinking about, developing their businesses. Any negative or adverse environmental impacts are therefore likely to be minimal.

In terms of environmental resource efficiency, the following overall EWOE programme outcomes are anticipated with roughly a third of these overall outcomes happening in Bristol through provision, where possible, in various community-based settings citywide: 344 enterprises receiving information, diagnostic and brokerage support; 116 individuals assisted to be enterprise ready; 58 enterprises receiving business support.

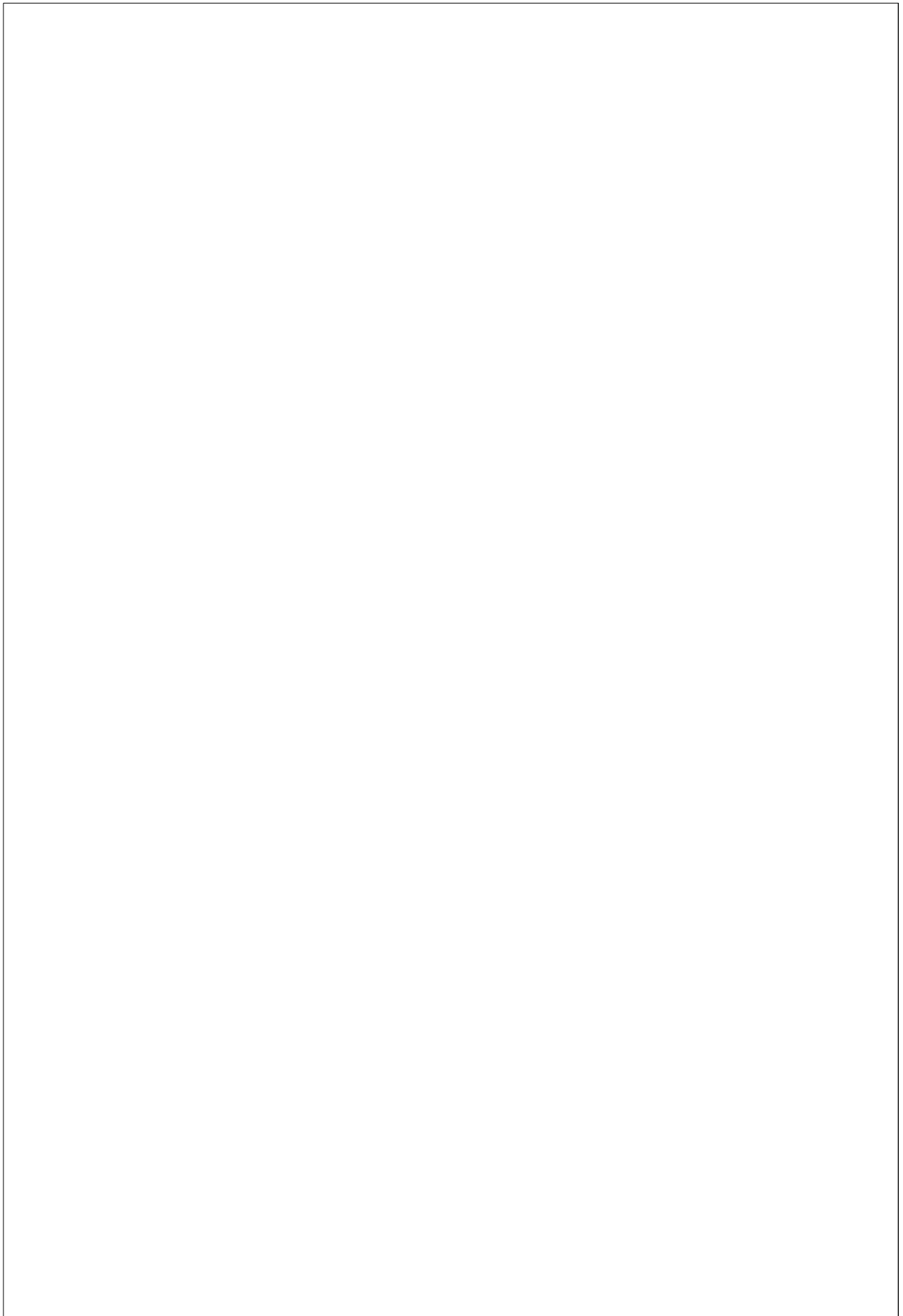
While significant efforts have been made to build flexibility into the programme it is nevertheless the case that, given the constraints associated with this particular funding stream, and given BCC isn't lead partner, the scope for fundamental changes to the overall delivery model is limited.

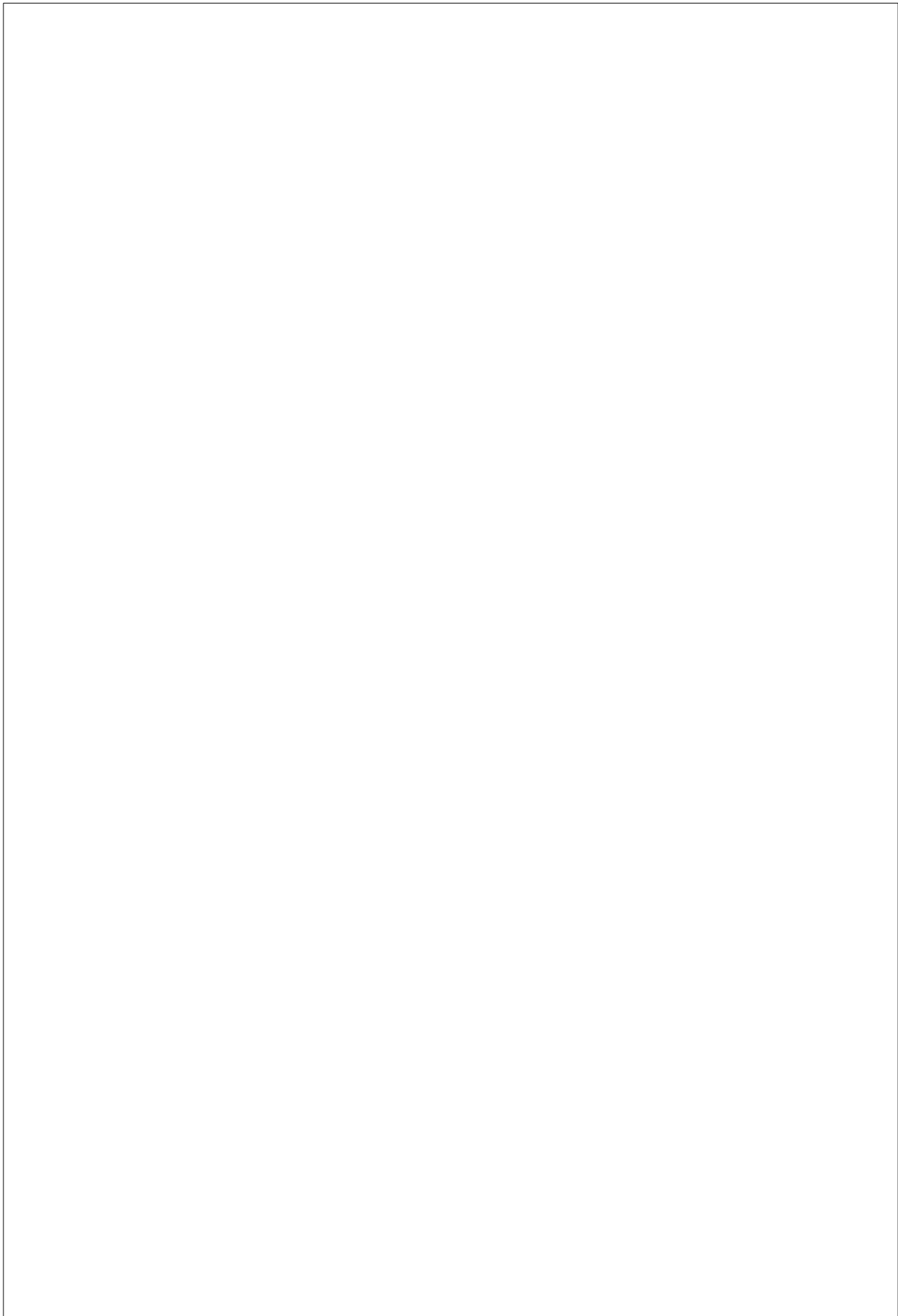
Will the proposal impact on...

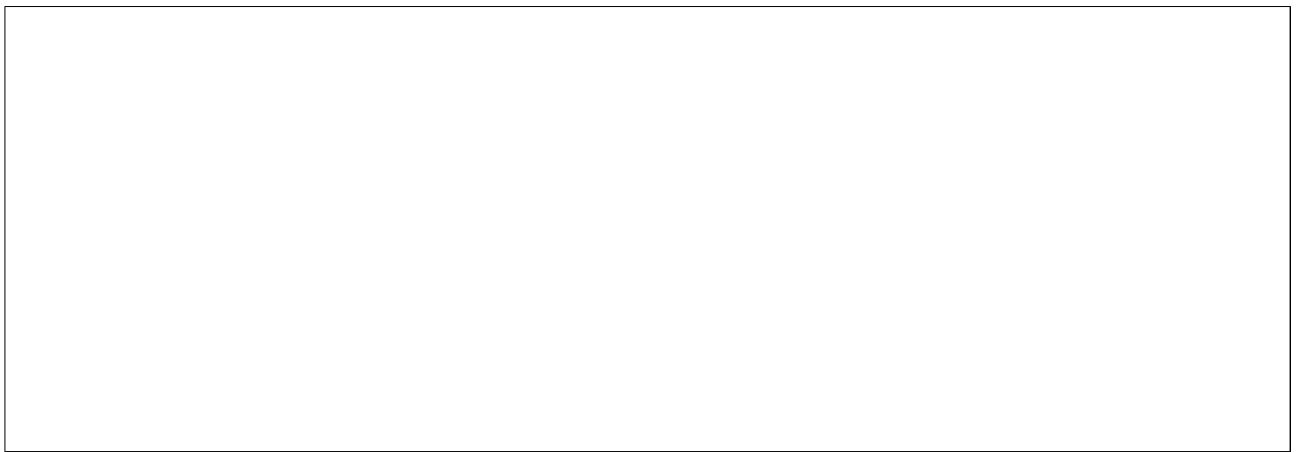
Emission of Climate Changing Gases?





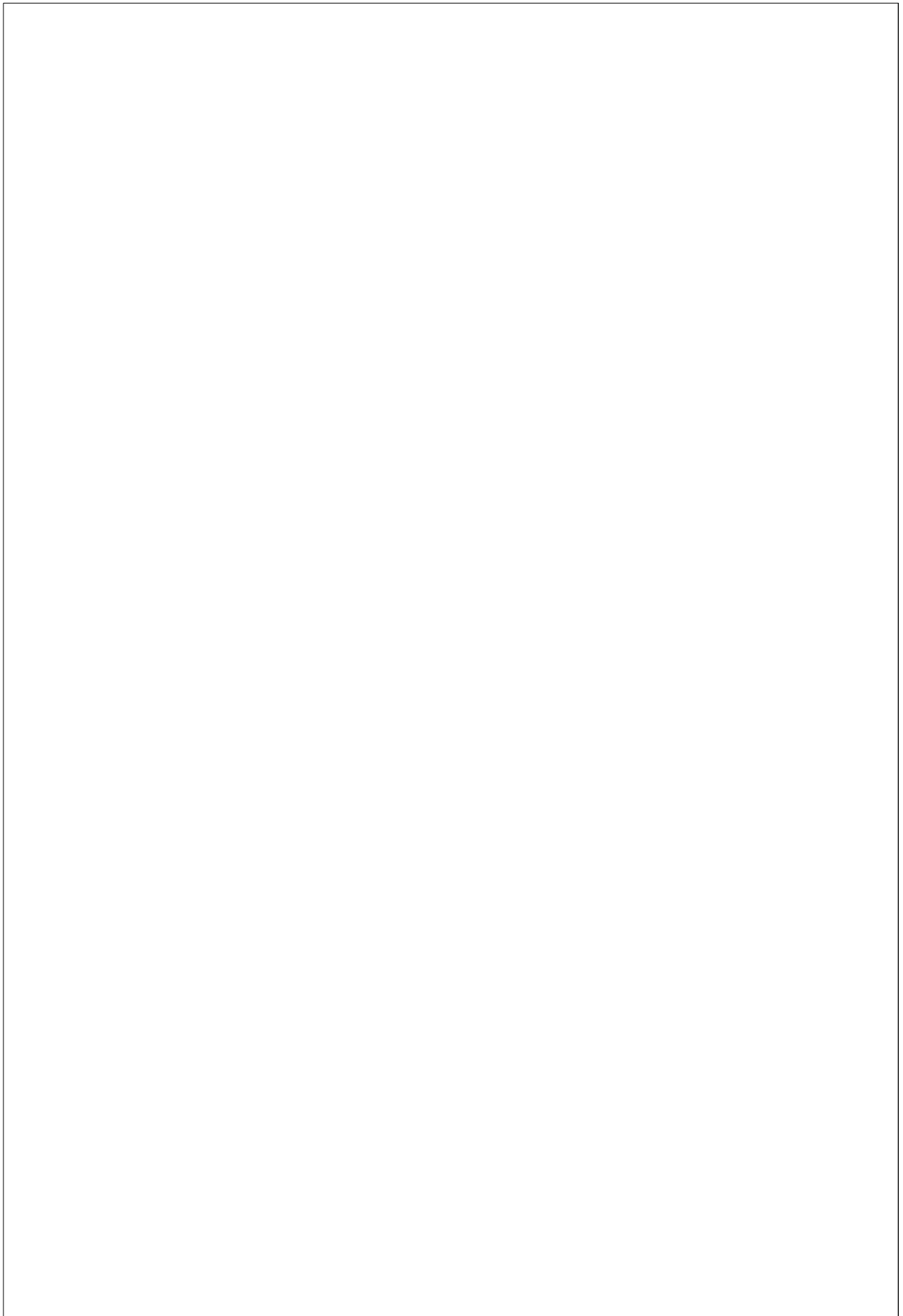


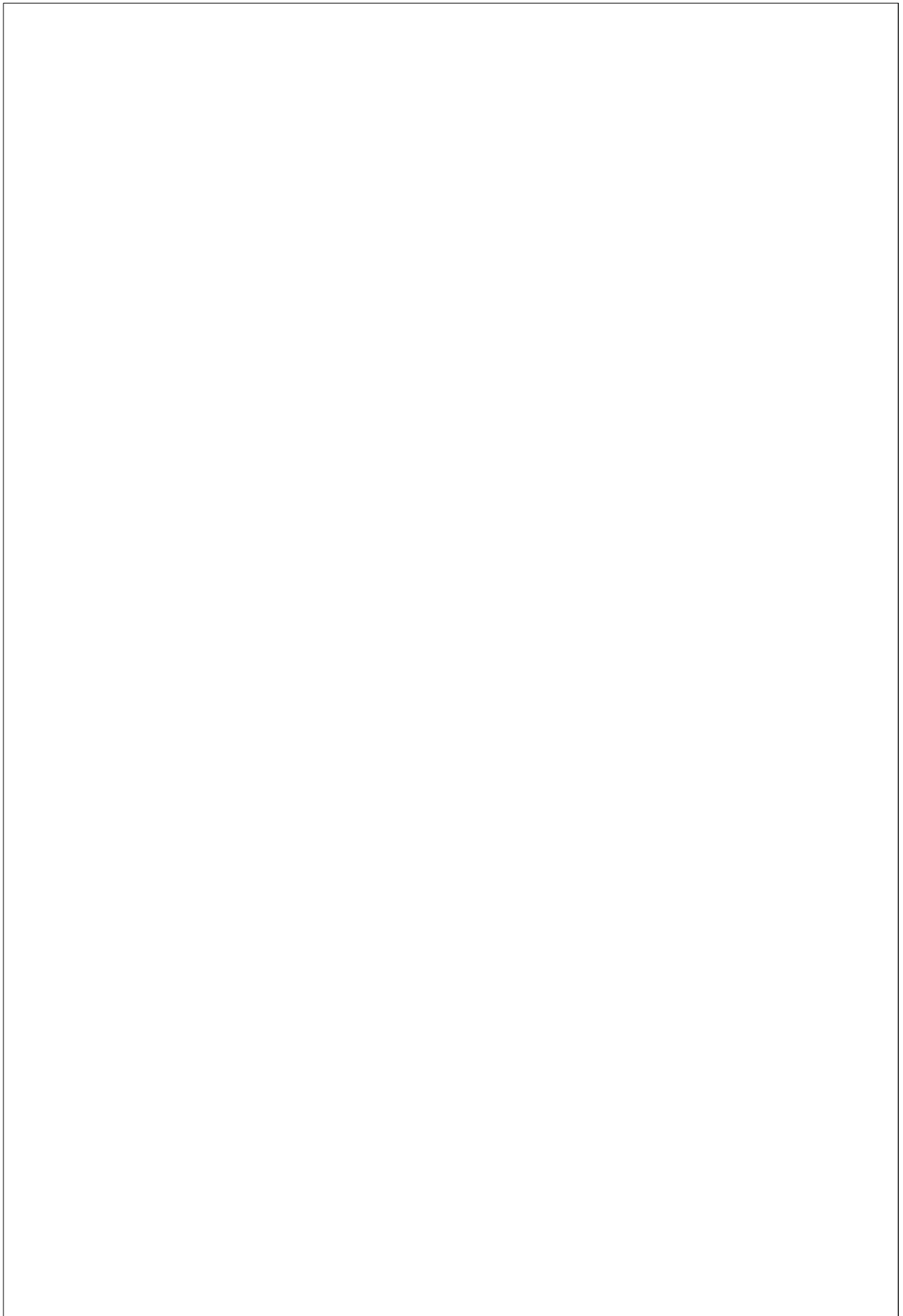


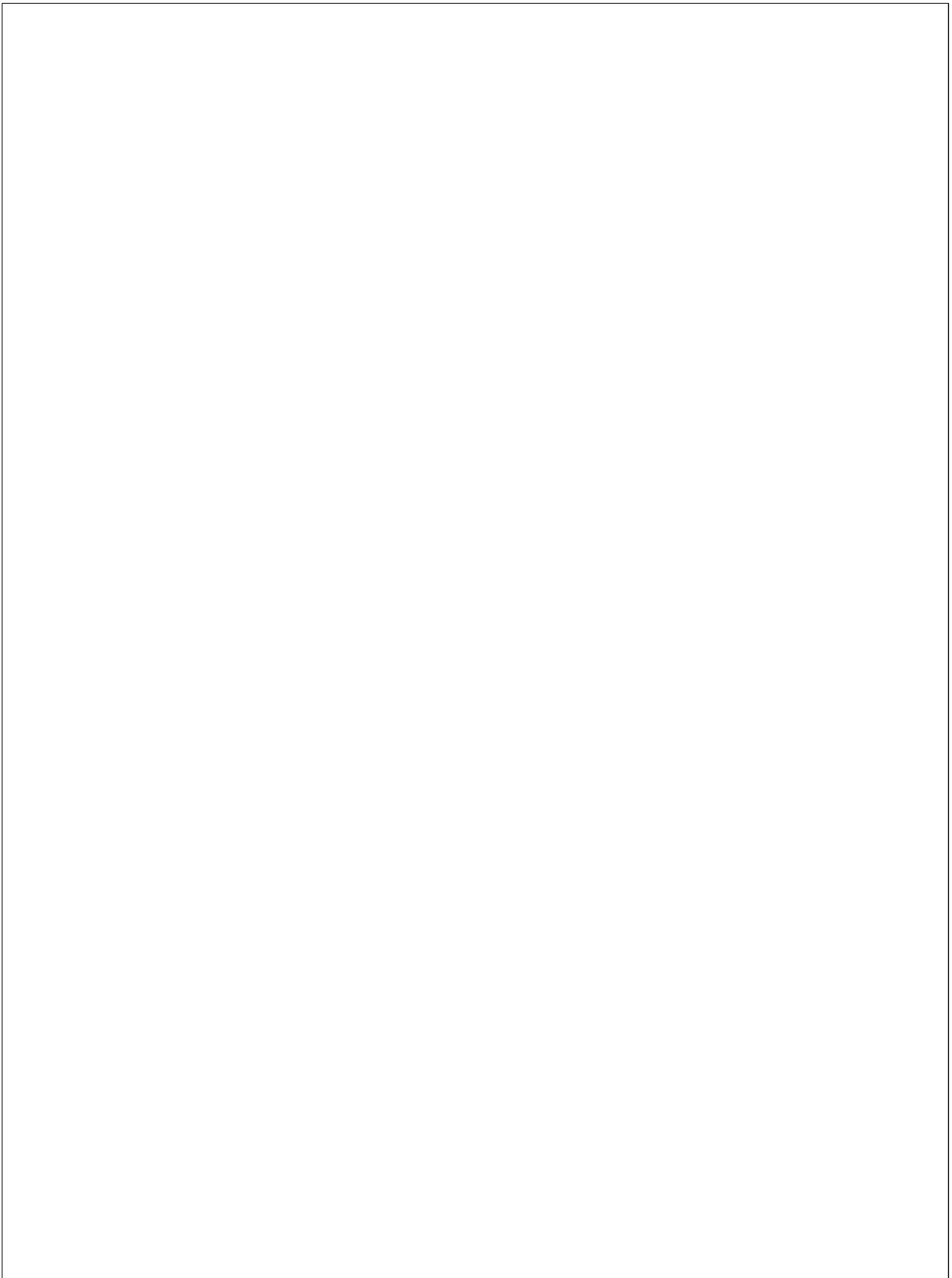


Bristol's resilience to the effects of climate change?

Consumption of non-renewable resources?







Production, recycling or disposal of waste

The appearance of the city?

Pollution to land, water, or air?
Wildlife and habitats?
Consulted with:
Summary of Impacts & Mitigation: <u>to go into the main Cabinet/ Council Report</u>
A series of small events at a range of locations is likely to involve small amounts of local travel and is likely to cause an insignificant increase in emissions. However, the locality of training coupled with the emphasis on resource efficiency is likely to adequately mitigate any small impact. The direct overall environmental impact will be insignificant, although the indirect benefits of providing environmental resource efficiency training are likely to be beneficial.
Checklist completed by:
Name:
Dept.:
Extension:
Date:

Verified by
Environmental Performance Team

Cabinet Report

Date: 19 September 2017

Heading: 2017/18 Budget Monitoring Report - Period 4	
Ward: All	
Author: Chris Holme	Job title: Head of Corporate Finance
Officer presenting report: Denise Murray (Director of Finance)	
Level of Decision: Non-Key Decision	
Purpose of Report	
<p>The Council approved budgets and directorate spending limits for the 2017/18 financial year on 21 February 2017. This report sets out the forecast position as at the end of July.</p>	
Background	
<p>This budget monitoring report covers the period April to July 2017 (period 4). This report summarises the financial performance of the Council and includes:</p> <ul style="list-style-type: none"> • Projections of potential revenue and capital spending during 2017/18 against approved Directorate and ring-fenced budget allocations • Progress on the savings efficiency options and confidence of delivery • Reviews of risks and the mitigating actions being undertaken to ensure that we do not overspend against our 2017/18 budgets <p>As a consequence of the forecast outturn position outlined last month all Directorates were tasked with identifying in-year mitigating savings that could be held in abeyance pending bringing the overall net expenditure position back in line with budget.</p>	
Latest Financial Summary as at Period 4	
<p>The latest revenue forecast outturn (as provided in Appendix A) predicts a significant overspend of £6.1m (1.7%) against an approved budget of £364.7m, a decrease of £2.4m over last month. This must be reduced over the next few months to bring expenditure back in line with budgets.</p> <p>There continues to be significant pressure on some of our services, particularly Property Services in delivery of planned efficiencies within the current operating models, and Adults and Children Social Care are experiencing increased costs in care packages; all of these areas could exceed their allocated budgets that were set in February. Functional areas across the organisation have held in abeyance a suite of management controls that will enable expenditure to be managed (primarily deferring non-committed expenditure and workforce savings) so that the Council keeps within its financial resource.</p> <p>In addition to these, there are specific service management actions included in this report from the People and Place functions to address the overspend position.</p> <p>The above and a reassessment of capital financing costs based on current forecasts together total some £6.5m. These will need ongoing review against the requirement for addressing specific overspends, the impact on service delivery and the likelihood of financial risks (as outlined) materialising.</p> <p>The ring fenced accounts are outside this figure, have net nil budgets which should be contained and individual reserves to support the fund should variations as summarised below materialise:</p> <ul style="list-style-type: none"> • Dedicated School Grant (DSG) - £6.0m overspend against £202.9m approved expenditure 	

allocation, unchanged from last month,

- Housing Revenue Account (HRA) - £1.2m underspend against -£51.8m approved net budget,
- Public Health (PH) - £0.5m underspend against £33.7m approved expenditure allocation

Capital spending in year is forecast to be £212.4m compared to the current budget of £230.0m resulting in a forecast underspend of £17.6m.

Progress against 2017/18 savings propositions indicate £4.9m remain at risk, a decrease of £1.5m from last month.

Further details are shown in the appendices which highlight areas of concern compiled using forecast information as at P04.

Revenue Forecast

The latest revenue forecast outturn (as provided in Appendix A) shows a potential overspend of £6.1m (1.7%) against an approved budget of £364.7m.

The People directorate are forecasting overspends that total £6.9m which is £0.4m less than in the previous month. The cost of Adult Social Care remains the biggest risk to the Councils budget. This level of pressure led to the convening of Budget Improvement Executive to identify actions to achieve a sustainable position. This will include where appropriate some immediate spending restrictions / recruitment controls and measures to unblock savings implementation, as well as understanding strategic initiatives to manage the medium-long term issues in the service.

Other areas of pressures are evident within Property services of £2.5m associated to maintain the existing estate. The service has produced a recovery plan aimed at reducing cost to a degree that will bring spending back in line with budgets.

The successful delivery of these recovery plans will be closely monitored through the monthly performance reporting process and Supplementary Estimates will be required if mitigating savings cannot be identified and funds held in abeyance redirected.

Housing Revenue Account

The forecast HRA position is a £1.2m underspend as at P04 as a result of reduced Planned Programme spend. This is due to reduced average repair cost, a lengthening of the programme cycle moving from 7 years to 10 years in most cases, and a reduction in voids.

The impact of fire safety on the capital and revenue provision, and other changes under consideration will be closely monitored and reported to a future meeting.

Dedicated Schools Grant £.0 net nil

Whilst a balanced position is currently forecasted a number of pressures are emerging if not successfully managed could have an impact on the Council's general fund.

The current risks, before mitigations total £6.0m, which includes £1.6m cumulative deficit brought forward and in-year net worsening of the projected overspend is £4.4m. The main pressures are in High Needs Budgets (Special Educational Needs, Alternative Learning Provision and Specialist Support), offset by some underspends, and mainly in funds set aside for growing schools. An action plan to address the underlying pressures in High Needs is in development, which will include measures to reduce costs in alternative learning placements and top up allocations in particular. An update will be presented to the September meeting of the Schools Forum.

School reserves are at a seriously low level of £3.3m (excluding earmarked project funds) given the in-year deficits forecasted in each of the Schools funding blocks.

Public Health £.0 net nil

£0.5m underspend—The underspend in Public Health is due to a reduction in the services commissioned / provided through the General Fund. Primarily the former Health and Wellbeing Strategy Team. This must be viewed in the context of reduced annual funding and planned utilisation of PH reserves in order to achieve a balanced 2017/18 budget.

Capital Spending

The original 2017/18 Capital budget was £213.5m. There has been some re-profiling of schemes from 2016/17 into this financial year which accounts for the majority of the increase in the capital programme to a revised capital allocation of £230.0m for 2017/18. Capital spending in year is forecast to be £212.4m, resulting in a forecast underspend of £17.6m attributed primarily to the HRA £5.0m, Bristol Arena £4.0m, and Housing Delivery £5.0m. The movement in capital expenditure is shown on the Capital table.

Major areas of risks in the five year capital programme have been identified as Metrobus, Bristol Arena, and Colston Hall, which will continue to be closely monitored. The funding of the capital programme and reassessment of priorities is subject to review to be reported to Council in due course, following approval of the Medium Term Financial Plan resourcing principles.

Progress against Savings / Efficiency propositions

Of the agreed 2017/18 savings of £33.1m, £4.9m (15%) are at risk to delivery. Consultation and redesign of the service provision is not yet complete due to delays caused by the regional and general elections or current market conditions. The full saving may not be achieved in this financial year. This position is included in the forecast outturn were appropriate or outlined on the risk and opportunities where mitigations are being explored.

Work is underway to develop plan for future years and early indication for 2018/19 is that of the £16.5m noted in the budget, £2.1m has a plan that is considered under developed for this stage in the process.

Changes to Savings Proposals

During delivery and monitoring of savings proposals some changes have been made to the proposed savings. These are to be noted by Cabinet as they represent minor changes to the savings programme agreed by Council in February 2017.

- IN08- Alternative funding for responding to private tenant's complaints & IN12 Potential expansion of approved licensing schemes

Whilst overall savings remain the same, anticipated savings for IN08 should have been reported as £95k and for IN12 of £175k.

- RS16 - School Crossings Patrol.

Delays in implementation of changes in this service means full delivery of this saving in 2017/18 is delayed and savings are being mitigated in-year by use of surplus bus lane enforcement revenues.

- FP27 & FP06 - Charge for Community Links services & Review provision of day service to adults

Both these options are being pursued as a single future proposal for provision of day services to adults, which include the option for charging fees for current services.

Risk and Opportunities Implications

A range of risks and opportunities are being reviewed within Directorate Leadership Teams and new governance provides the opportunity to manage these risks in a more fundamental and sustainable way. Regular reporting and Budget Scrutiny through officer and Member groups will help ensure the necessary

actions to address spending pressures are identified and implemented; and supplementary estimates only recommended when all other options have been explored.

A range of risks are provided for within our Risk Reserve and some of this may need to be utilised during this financial year.

Reserves

The 2017/18 opening balance on reserves of £20.0m general balance, £65.4m earmarked reserve (£20.0m and £106m 2016/17 respectively). In February Council agreed an increase of £21.4m from one-off contributions from capital receipts, collection fund and review of the Council's Minimum Revenue Contribution policy. Current projections, as at the end of July, indicate a revised anticipated drawdown of £38m, reducing earmarked reserves to £48m.

Debt Management

At the end of July 2017 the Council had £33.2m of aged debt, compared to £39.8m at the end of June. £10.9m of this debt is outstanding for more than a year. Approximately a third of the aged debt is attributed to Social Care. The second page of Appendix A, analyses this debt between departments, and client types. Further improvements in our debt recovery processes, including reporting to members and a review of the Debt Management Framework are underway to ensure that the Council adopts a consistent, firm but fair policy in line with best practice and having regard for hardship.

Recommendation(s)

- That Cabinet notes the extent of forecast revenue overspend at period 4 of £6.1m
- That Cabinet notes that Strategic and Service Directors are continuing to review the levels of over and underspends and reallocate budgets in order to remain within the directorate service allocations for 2017/18.
- That Cabinet notes the progress made in identifying funds to be held in abeyance, across Directorates, pending delivery of a balanced budget.
- That Cabinet consider and note the progress against planned efficiency savings.
- That Cabinet note the changes to savings proposals, as set out above, from those outlined in the original budget report.
- That Cabinet note current forecast capital expenditure of £212.4m, which is £17.6m below the budgeted capital programme for the year.

City Outcome:
Finance Issues: The resource and financial implications are set out in the report
Finance Officer: Chris Holme
Legal Issues: This monitoring report is an important component in assisting the Council to comply with its legal obligation to deliver a balanced budget
Legal Officer: Nancy Rollason
Other Issues: N/A

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Nicki Beardmore 23/8/17	Anna Klonowski 22/8/17	Cllr Cheney 04/09/17

Appendices:	
Appendix A – Council Summary	Yes

Appendix B – People Summary	Yes
Appendix C – Place Summary	Yes
Appendix D - Neighbourhoods Summary	Yes
Appendix E - Resources Summary	Yes
Appendix F - HRA Summary	Yes
Appendix G – DSG Summary	Yes
Appendix H – Public Health Summary	Yes
Appendix I – Budget Monitor Summary	Yes

Appendix A Bristol City Council 2017/18 – Budget Monitor Report

SUMMARY HEADLINES

Latest Financial Position

The latest revenue forecast outturn shows a forecast overspend of £6.1m (£8.4m Period 3). The pressures are relating to:

People £6.9m (£7.4m) - mainly due to the rising cost of care packages for adults, and Property £2.5m (£2.6m) - mainly due to unachieved savings.

Savings Delivery

Progress on delivery against the savings tracker is continued to be monitored weekly and savings are categorised into confidence of delivery. Market conditions and delays have occurred to original planned consultation dates and the latest position shows that savings totalling £4.9m (15%) are marked as low confidence. A range of measures are proposed to ensure delivery or appropriate mitigations and the effectiveness of these will be closely monitored.

Employee Cost Forecasts

The revised budget for employee costs is £153m. Current forecasts for the year total £143m. However an extrapolation of P04 actuals would suggest an outturn of £137m. This suggests that budget managers are expecting to fill vacancies over the rest of the year, or that there is a potential for further savings of up to £5.7m (gross prior to recharges to other services), this has reduced from £7.0m from P03. A review of vacancies is in progress.

Risks & Opportunities

Risks identified across the Council, resulting from a combination of internal & external pressures; as at P04 total £27.8m to which mitigations are proposed. The major risks include:

- £6m – CCG turnaround plans
- £3.1m – Social Care savings not achieved
- £6m – DSG deficits

Opportunities for greater than budgeted income generation or costs reduction total £24.2m.

Main areas of opportunity include:

- Use of improved Better Care funding to respond to Adult Social Care pressures
- Use of flexible homelessness support grant

The net risk (yellow bar on the corresponding graph) indicates the net risk exposure of £3.2m as at P04. This currently assumes a 50% (medium) chance of these risks materialising, but these are under ongoing review. The position must be considered in the context of the overall level of reserves.

Debt Management

Current aged debt at the end of July is £33.2m, this is down from £39.8m at the end of June. Debt owed for longer than a year is still just under £11.0m (compared to £11.1m at the end of June). Processes are being improved to ensure speedier recovery and a case management review of all high value debts.

1. Overall Position and Movement

Forecast 2017/18 - Overspend £m													
Revised Budget		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
£365m	2017/18	9.1	8.5	6.1									
	2016/17	29.2	32.9	31.1	27.5	17.5	16.9	11.0	11.6			10.5	

2. Revenue Position by Directorate

Budget Area	Over/ (under) spend £m	Movement since P3
People	6.9	-0.4
Place	0.6	-1.5
Neighbourhoods	-0.7	-0.5
Resources & City Director	-0.3	0.0
Total	6.5	-2.4

3. Savings Delivery RAG Status

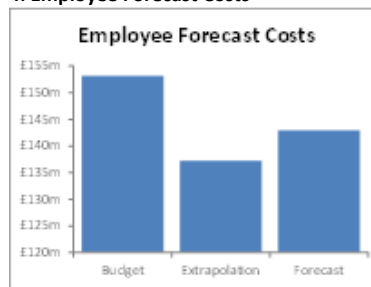
17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	9,488	4,873	51%
G Yes - savings are safe	23,581	0,000	0%
Grand Total	33,069	4,873	15%

ID - Name of Proposal	Value at Risk in (£m)
FP04 - Recommision community support services	1.350
BE2 - Review our property services	0.750
BE7 - Organisational redesign including the council's senior	0.600
RS03 - Reshape Children's Centres' services	0.550
FP10 - Increase Council Foster Carers	0.360

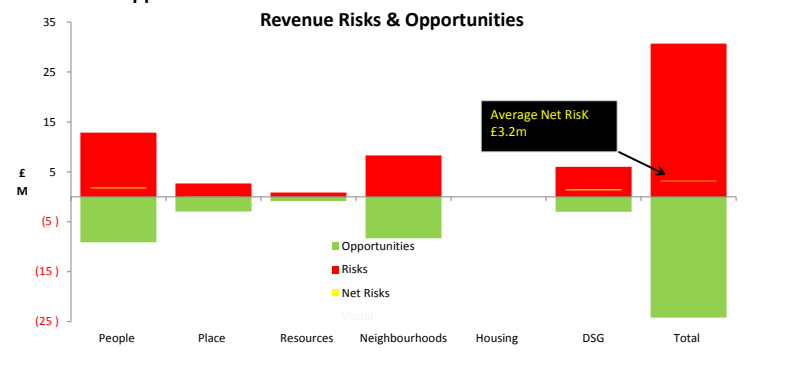
18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	1,807	1,807	100%
A Yes - plan in place but still to deliver	11,961	0,254	2%
G Yes - savings can be taken from budget	2,766	0,000	0%
Grand Total	16,534	2,061	12%

ID - Name of Proposal	Value at Risk in (£m)
FP11 - Single city-wide Information, Advice and Guidance Serv	0.500
BE3g - Restructure Admin and Business Support Teams	0.366
FP14 - In-house enforcement	0.287
BE1-10 Restructuring support teams	0.274
RS02 - Reduce road maintenance budgets	0.250

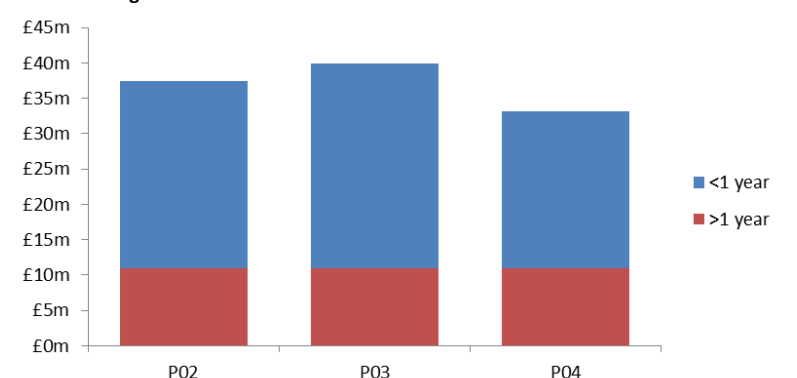
4. Employee Forecast Costs



5. Risks and Opportunities



6. Debt Management



Capital Programme

The latest capital outturn projection is £212.4m, compared to the latest Budget position of £230.0m, an underspend of £17.6m. This is due to an increase in budget of £6.3m primarily related to grant funded transport scheme.

2017/18 underspends are reported within the HRA capital programme £5.0m primarily to be delays to major block refurbishments.

Over all years Place projects are forecast to overspend by £9.5m including Metrobus £4.3m, Renewable energy £3.7m, sustainable transport £1.4m and Property Services £1.5m. This is partially offset by underspend on Vehicle Replacement of £2.3m.

Gross expenditure by Programme	Current Year (FY2017)				Performance to budget		Scheme Total for Current Timeframe (FY2016 : FY2021)						Performance to budget		
	Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast	Budget	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Committed to date	Forecast
	£000s				%		£000s						%		
<i>People</i>	34,635	5,505	34,365	(270)	16%	99%	195,599	39,900	1,741	(153,957)	195,649	51	20%	21%	100%
<i>Resources</i>	6,926	(310)	6,726	(200)	-4%	97%	33,717	11,680	1,929	(20,108)	33,717	0	35%	40%	100%
<i>Neighbourhoods</i>	11,151	1,008	8,869	(2,283)	9%	80%	38,152	9,189	1,247	(27,717)	36,688	(1,464)	24%	27%	96%
<i>Place</i>	122,500	13,640	112,871	(9,629)	11%	92%	548,383	89,055	29,429	(429,899)	557,863	9,480	16%	22%	102%
<i>Neighbourhoods (HRA)</i>	42,076	7,527	37,108	(4,968)	18%	88%	270,544	56,295	1,971	(212,278)	265,576	(4,968)	21%	22%	98%
<i>Corporate</i>	12,670	0	12,420	(250)	0%	98%	59,815	5,145	0	(54,670)	59,815	0	9%	9%	100%
Total Capital Expenditure	229,958	27,369	212,359	(17,600)	12%	92%	1,146,209	211,264	36,317	(898,629)	1,149,308	3,099	18%	22%	100%

Appendix B Bristol City Council - People 2017/18 – Budget Monitor Report

SUMMARY HEADLINES

Latest Financial Position

The graphs on the dashboards summarise the financial performance of the People department. The position for DSG is shown on a separate dashboard. The latest revenue forecast outturn shows an overspend of £6.9m, an improvement of £0.4m.

This level of pressure is still a major concern for People Departmental Leadership Team who are engaged with Budget Improvement Executive to identify actions to achieve a sustainable position. This will necessarily include some immediate spending restrictions, recruitment controls and measures to unblock savings implementation, as well as understanding strategic initiatives to manage the medium-long term issues in the service.

The pressures are relating to:

- **Adults** £4.0m mainly due to the rising cost of care packages due to lack of capacity, representing a £0.3m net improvement since P3. There is no assumption that any of the Improved Better Care Fund, announced in March 2017, is being used to support this pressure.
- **Children & Families** £1.2m mainly due to Residence & Special Guardianship, and Out of Authority residential placements, but with -£0.2m improvement since P3
- **Education and Skills** £0.9m due to delay in implementing savings and operational issues in Childrens Centres £0.550m, a £0.2m pressure in Trading with Schools. £0.1m adverse movement since P3.
- **People Management** £0.2m Pressures on Apprenticeships and management restructuring savings.
- **Early Intervention & TS** £0.9m mainly due to Emergency accommodation, and additional Preparing for Adulthood take up. £0.1m adverse movement since P3.
- **Strategic Commissioning** -£0.2m improvement due to alternative funding sources identified for previously reported pressures.

Progress on delivery against the savings tracker is monitored weekly and savings are categorised into confidence of delivery. Market conditions and delays have occurred to original planned consultation dates and the latest position shows that savings totalling £2.9m (24%) are marked as low confidence. The top 3 include Recommissioning Community Support Services, increasing the number of Foster Carers and Reshape Childrens Services. A range of measures are proposed to ensure delivery or appropriate mitigations and the effectiveness of these will be closely monitored.

The latest capital outturn projection is £34.4 m, compared to the latest Budget position of £34.6m, an underspend of £0.3m mainly in Care Management. (* starred items indicate that these are earmarked indicative funds that are subject to Business Case approval)

Debt management

People Directorate has £19.3m debt (60 days or more), £8.1m of which is more than 1 year old. 75%+ of it relates to Adults. The £19.3m beyond 60 days is accounted for by debts with individuals (53%), other Public Bodies (44%) and other 3rd parties (3%). People DLT recognise that debt levels are high and as a result a plan has been agreed to focus on reducing Adults debt with approval given to recruit to a fixed term post to support the reduction of older debt over a 12 month period and establish good practise procedures to manage debt collection going forward.

Net Risks & Opportunities

The gross financial risks faced by the People Directorate (including DSG) are estimated to be £18.8m with estimated mitigations or opportunities of £12.1m. Plans to mitigate the identified risks at P3 are at various stages of development and implementation. The risks include the impact on Care & Support – Adults as a result of CCG turnaround plans where up to £6m of income could be directly affected by these plans, pressures on placement budget in Care & Support – Childrens and DSG overspends that may not have sufficient school underspends to cover them. Using a 50% probability that either the risks or mitigations accrue, current net risks stand at £3.4m.

1. Overall Position and Movement

Forecast 2017/18 - Overspend £m													
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Revised Budget	7.2	7.4	6.9										
£209.8m	▲	▲	▼										

2. Revenue Position by Div.

Budget Area	Over/Under spend (£m)	Movement since P3
Care & Support - Adults	-4.1	-0.3
Care & Support - Children & Families	-1.1	-0.3
Education & Skills	-0.4	0.0
Early Intervention & Targeted Support	-0.1	0.0
Management - People	0.0	-0.1
Strategic Commissioning & Commercial Relations	-0.2	0.0
Total	6.9	-0.4

3. Savings Delivery RAG Status

17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	4.638	2.875	62%
G Yes - savings are safe	7.282	0.000	0%
Grand Total	11.920	2.875	24%

18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	0.366	0.366	100%
A Yes - plan in place but still to deliver	4.888	0.000	0%
G Yes - savings can be taken from budget	2.014	0.000	0%
Grand Total	7.268	0.366	5%

Top 5 largest savings at risk in 17/18 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 17/18 (£m)
FP04 - Recommission community support services	1.350
RS03 - Reshape Children's Centres' services	0.550
FP10 - Increase Council Foster Carers	0.360
FP18 - More efficient home to school travel	0.225
FP22 - Increase supported living provision	0.198

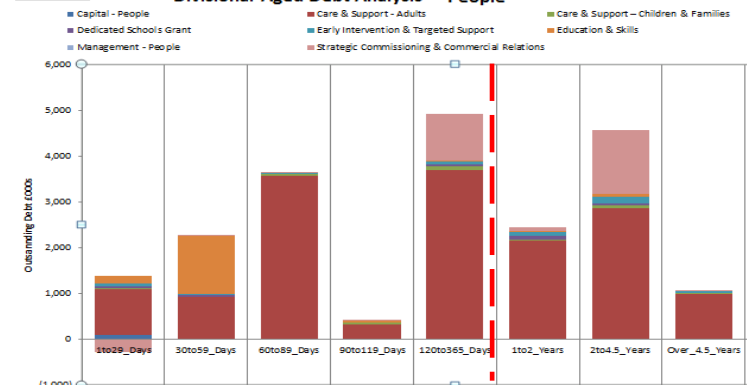
Top 5 largest savings at risk in 18/19 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 17/18 (£m)
BE3-g - Restructure adminmand business support teams	0.366

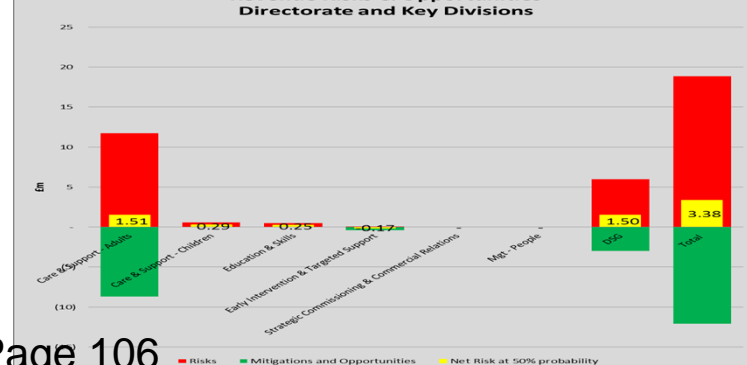
Capital Programme

People	Current Year (FY2017)				Scheme Total for Current Timeframe (FY2016 - FY2021)				
	Budget	Expenditure to Date	Forecast	Variance	Total Expenditure to Date	Commitments	Variance Total budget vs actual + commitments	Forecast (including prior years actuals)	Total scheme budget vs total scheme forecast
People	35,904	5,025	25,863	(140)	82,298	36,273	1,693	(44,361)	82,298
PE02 - School Organisation/ Children's Services Capital Programme	25,904	5,025	25,863	(140)	82,298	36,273	1,693	(44,361)	82,298
PE03 - Schools Organisation/ SEN Investment Programme	1,000	0	1,000	0	91,200	0	0	(91,200)	91,200
PE04 - Schools Developed Capital Programme	2,500	0	2,500	0	5,720	2,388	0	(3,340)	5,720
PE05 - Non Schools Capital Programme	2,170	456	2,189	(139)	3,415	1,542	74	(2,159)	3,415
PE06 - Children & Families - Aids and Adaptations	681	0	681	0	953	273	0	(681)	953
PE07 - Care Services	0	0	0	0	8,310	0	0	(8,310)	8,310
PE08 - Extra care Housing	800	0	792	8	2,244	19	0	(2,225)	2,244
PE09 - Care Management/Care Services	1,572	24	1,889	(318)	1,361	(186)	7	(1,540)	1,375
Total People	34,635	5,505	34,965	(220)	195,599	39,004	1,741	(153,957)	195,649

Divisional Aged Debt Analysis - People



Revenue Risks & Opportunities Directorate and Key Divisions



Appendix C

Bristol City Council - Place

2017/18 – Budget Monitor Report

SUMMARY HEADLINES

Latest Financial Position

The graphs on the dashboards summarise the financial performance of the Place Directorate. The latest revenue forecast outturn shows an overspend of £0.6m. The main variances are relating to: Property £2.5m forecast overspend partly offset by (£1.9m) underspend mainly in Energy, Transport and Planning;

Progress on delivery against the planned savings is monitored weekly and savings are categorised into confidence of delivery. Slippage have occurred including delays to original planned consultation dates and the latest position shows that savings totalling £1.0m (11%) are marked as low confidence / at risk. The top 3 include Reviewing Property Services, Reviewing On street car parking charges and Reorganising school crossing patrols. A range of measures are proposed to ensure delivery under the Transport Division, and appropriate mitigations has been identified and included in the forecast position. The effectiveness of these mitigation measures is being closely monitored.

The forecast underspend in Transport mainly relates to non-recurrent in-year staffing vacancy savings (£0.18m) and additional in-year charges relating to Penalty Charge Notices (£0.18m). The forecast underspend in Energy (£0.9m) relates to 16/17 utility recharges to schools being miscoded in 17/18, plus the final grant balance in relation to the ELENA programme being released into revenue assume all conditions have been met and this is permissible, which resulted in some one-off in-year benefits. These benefits were partly offset by a shortfall in available budget for Carbon Reduction Commitment (£95k overspends) in 17/18.

The majority of the forecast overspend at P4 relate to the Property Division, which started the financial year with the following savings targets:

	£m
16/17 Carried forward savings delivery gap	1.0
17/18 savings target	2.5
Total 17/18 Savings Target	3.5

To date, c£1.7m savings against the above has been identified and included in the P4 forecast outturn. Further mitigations have been identified and in progress, in order to bring this back to budget.

In addition, a number of historic budget pressures also requires long-term mitigations, these include £1.5m internal trading income shortfall, overspend on security services, which has been mitigated by utilisation of corporate contingencies, and business rates budget shortfall. Taking into account all of the above, Property is reporting an overall unavoidable overspend of £2.5m at P4.

The latest capital outturn projection is £112.8 m, compared to the latest Budget position of £122.5m, an underspend of £9.7m. The major risks being the MetroBus project overspend which has been approved under a separate cabinet decision in August. The additional financing cost associated with the capital overspend will be met by Transport revenue budget from 18/19 onwards. The budget will be updated in due cause under August reporting (P5).

Debt management

At the end of P3 Place had £6.8m of aged debt; £1.2m of which has been outstanding for more than a year (£1.3m Period 3). The majority of this related to property and all effort is being made to recover these debts.

Net Risks & Opportunities

Risks identified across the Directorate, resulting from a combination of internal & external threats; as at P4 total £2.7m to which mitigations are required. In converse opportunities / risk mitigations have been identified which include greater than budgeted income generation or costs reduction totalling £3m. The net risk / opp (yellow bar on the corresponding graph) is calculated by averaging both of these figures and indicates for high level purposes only; this presents a further net

1. Overall Position and Movement

Forecast 2017/18 - Overspend £m												
Revised Budget	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
£ 15.9m	2.4	1.7	0.6									

2. Revenue Position by Div.

Budget Area	Over/(under) spend £m
Property	2.5
Economy	-0.1
Transport	-0.4
Planning	-0.5
Energy	-0.9

3. Savings Delivery RAG Status

17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	3.580	1.028	29%
G Yes - savings are safe	6.077	0.000	0%
Grand Total	9.658	1.028	11%

Top 5 largest savings at risk in 17/18 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 17/18 (£m)
BE2 - Review our property services	0.750
IN01 - Reviewing on-street parking charges	0.180
RS16 - Reorganise how school crossings are patrolled	0.065
FP17 - Retendering Park & Ride services	0.020
IN07 - Reintroduce Sunday charging for parking on-street	0.013

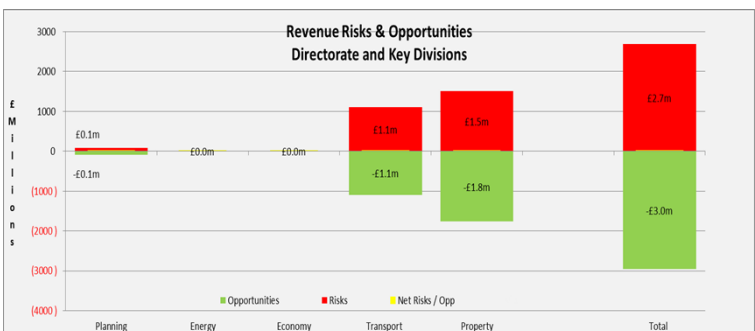
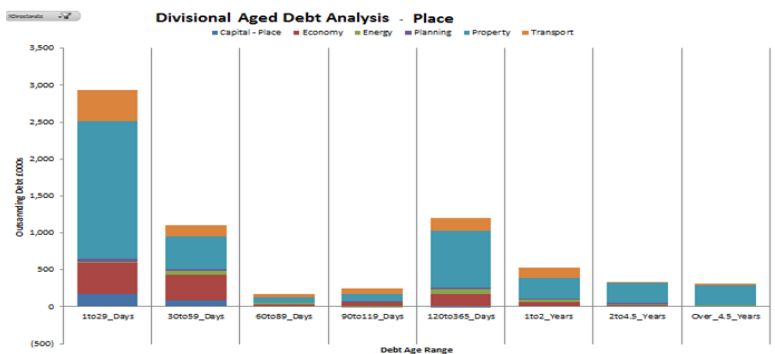
18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	0.250	0.250	100%
A Yes - plan in place but still to deliver	0.858	0.000	0%
G Yes - savings can be taken from budget	0.742	0.000	0%
Grand Total	1.850	0.250	0.135

Top 5 largest savings at risk in 18/19 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 18/19 (£m)
RS02 - Reduce road maintenance budgets	0.250

Capital Programme

Gross expenditure by Programme	Current Year (FY2017)				Performance to budget	Scheme Total for Current Timeframe (FY2016 - FY2021)				Performance to budget	
	Budget	Expenditure to Date	Forecast	Variance		Budget	Total Expenditure	Commitments	Variance - Total budget vs actual + commitments		Forecast
	£000s				%	£000s				%	
Place	Budget	Expenditure	Forecast	Variance	%	Budget	Total	Commitments	Variance	Forecast	%
PL01 - PL10 Transport	54,515	10,535	57,113	2,598		126,274	72,951	25,697	(27,625)	133,126	6,858
PL11 - PL17 Regeneration & Major Projects	21,574	650	16,301	(5,273)		130,318	5,753	1,253	(123,312)	130,057	(261)
PL18 - PL19 Energy	13,151	184	9,641	(3,510)		27,458	2,400	452	(24,517)	31,175	3,717
PL20 - PL29 Property	17,613	1,848	19,319	1,706		86,570	6,972	2,022	(77,576)	85,747	(822)
PL30 - PL31 Housing Delivery	15,646	425	10,457	(5,189)		177,823	594	4	(176,868)	177,822	(7)
Total Place	122,500	13,640	112,871	(9,629)	11%	548,383	89,055	29,424	(429,899)	557,863	9,488
Total Capital Expenditure	122,500	13,640	112,871	(9,629)	11%	548,383	89,055	29,424	(429,899)	557,863	9,488



Gross expenditure by Programme

Place	
PL01	Metrobus
PL02	Passenger Transport
PL03	Residents Parking Schemes
PL04	Strategic City Transport
PL05	Sustainable Transport
PL06	Portway Park & Ride Rail Platform *
PL07	Rail Stations Improvement Programme *
PL08	Highways & Drainage Enhancements
PL09	Highways Infrastructure - Plimsol Bridge *
PL10	Highways & Traffic Infrastructure - General #
PL01 - PL10	Transport
PL11	Bristol Arena & Temple Meads East Regeneration #
PL12	Filwood Broadway
PL13	Filwood Green Business Park
PL14	Planning & Sustainable Development
PL15	Planning & Sustainable Development - Environmental Improvement Programme *
PL16	Economy Development
PL17	Resilience Fund (£1m of the £10m Port Sale) *
PL11 - PL17	Regeneration & Major Projects
PL18	Energy services - Renewable energy investment scheme #
PL19	Energy Services - workstream 2 *
PL18 - PL19	Energy
PL20	Strategic Property
PL21	Strategic Property - Essential H&S *
PL22	Strategic Property - Investment in existing waste facilities *
PL23	Strategic Property - Temple St
PL24	Colston Hall
PL25	Strategic Property - Community Capacity Building *
PL26	Old Vic & St George's
PL27	Strategic Property - vehicle replacement *
PL28	Bottleyard Studios
PL29	Hengrove Park
PL20 - PL29	Property
PL30	Strategy and Commissioning #
PL31	Kingswear & Torpoint Flats
PL30 - PL31	Housing Delivery
Total Place	

Current Year (FY2017)				Performance to budget	
Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
£000s				%	
Budget	Expenditure	Forecast	Variance	u	o
9,317	6,007	13,617	4,300	64%	146%
2,504	104	2,471	(33)	4%	99%
559	55	1,166	607	10%	209%
15,894	1,859	13,534	(2,360)	12%	85%
17,388	972	17,388	1	6%	100%
1,100	0	1,100	0	0%	100%
800	0	800	0	0%	100%
1	(175)	40	39	#####	3058%
300	0	300	0	0%	100%
6,653	1,713	6,698	45	26%	101%
54,515	10,533	57,113	2,598		
17,642	586	13,457	(4,185)	3%	76%
1,014	0	0	(1,014)	0%	0%
1,014	0	932	(82)	0%	92%
909	63	922	13	7%	101%
0	0	0	0		
495	0	490	(5)	0%	99%
500	0	500	0	0%	100%
21,574	650	16,301	(5,273)		
11,151	184	7,641	(3,511)	2%	69%
2,000	0	2,000	0	0%	100%
13,151	184	9,641	(3,511)		
1,836	511	3,603	1,766	28%	196%
1,600	0	1,600	0	0%	100%
1,000	0	1,000	0	0%	100%
1,700	637	1,700	0	37%	100%
4,557	424	4,557	0	9%	100%
1,000	0	1,000	0	0%	100%
1,548	0	1,548	0	0%	100%
3,700	0	3,640	(60)	0%	98%
671	277	671	0	41%	100%
0	0	0	0		
17,613	1,848	19,319	1,706		
15,265	425	10,258	(5,007)	3%	67%
381	0	239	(142)	0%	63%
15,646	425	10,497	(5,149)		
122,500	13,640	112,871	(9,629)	11%	92%

Scheme Total for Current Timeframe (FY2016 : FY2021)						Performance to budget		
Budget	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Committed to date	Forecast
£000s						%		
Budget	Total	Commitments	Variance -	Forecast	Variance	u	o	h
49,065	45,755	10,766	7,455	53,365	4,300	93%	115%	109%
3,434	1,034	157	(2,242)	3,401	(33)	30%	35%	99%
2,177	1,673	294	(211)	3,377	1,200	77%	90%	155%
17,930	3,895	8,496	(5,538)	17,797	(133)	22%	69%	99%
31,312	9,854	2,842	(18,616)	32,746	1,435	31%	41%	105%
1,100	0	0	(1,100)	1,100	0	0%	0%	100%
1,600	0	0	(1,600)	1,600	0	0%	0%	100%
2,898	2,722	222	46	2,937	39	94%	102%	101%
300	0	0	(300)	300	0	0%	0%	100%
16,457	8,017	2,921	(5,519)	16,503	45	49%	66%	100%
126,274	72,951	25,697	(27,625)	133,126	6,853	396%	518%	1068%
123,332	4,741	1,240	(117,351)	123,421	89	4%	5%	100%
1,365	3	0	(1,363)	1,365	(0)	0%	0%	100%
1,494	480	0	(1,014)	1,412	(82)	32%	32%	95%
1,859	206	14	(1,639)	1,565	(294)	11%	12%	84%
450	0	0	(450)	450	0	0%	0%	100%
818	323	0	(495)	844	26	40%	40%	103%
1,000	0	0	(1,000)	1,000	0	0%	0%	100%
130,318	5,753	1,253	(123,312)	130,057	(261)	87%	88%	682%
13,458	2,490	450	(10,517)	17,175	3,717	19%	22%	128%
14,000	0	0	(14,000)	14,000	0	0%	0%	100%
27,458	2,490	450	(24,517)	31,175	3,717	19%	22%	228%
6,807	4,263	206	(2,338)	8,308	1,501	63%	66%	122%
11,600	0	0	(11,600)	11,600	0	0%	0%	100%
2,000	0	0	(2,000)	2,000	0	0%	0%	100%
1,700	637	426	(637)	1,700	0	37%	63%	100%
48,800	1,752	1,390	(45,658)	48,800	0	4%	6%	100%
5,000	0	0	(5,000)	5,000	0	0%	0%	100%
1,548	0	0	(1,548)	1,548	0	0%	0%	100%
8,400	0	0	(8,400)	6,077	(2,323)	0%	0%	72%
700	306	0	(394)	700	0	44%	44%	100%
15	15	0	(0)	15	(0)	100%	100%	100%
86,570	6,972	2,022	(77,576)	85,747	(822)	247%	278%	994%
177,107	614	6	(176,487)	177,100	(7)	0%	0%	100%
722	340	0	(381)	722	(0)	47%	47%	100%
177,829	954	6	(176,868)	177,822	(7)	47%	47%	200%
548,383	89,055	29,429	(429,899)	557,863	9,480	16%	22%	102%

Appendix D Bristol City Council - Neighbourhoods 2017/18 – Budget Monitor Report

SUMMARY HEADLINES

Latest Financial Position

In summary, the latest full year **Forecast** position now shows a £0.7m underspend. This represents a £0.5m improvement since P3 which is due for the main part to Citizen Services revisiting its Permanent/Agency Staff expenditure forecast to incorporate and reflect underspends in these areas year to date.

The **Savings Delivery** tracker currently reports £0.3m of 17/18's £5.8m planned savings as 'at risk'. The top 3 initiatives driving this risk are Alternative Funding for Private Tenants Complaints(IN08), Temp/Emergency accommodation (FP15) and In-house Enforcement(14). Following review a Temporary Accommodation cross-cutting action plan has been approved which will deliver improvements in the financial position for this service.

The full year budget for **Capital Programme expenditure** has been updated to reflect Cabinet approval for delivery of the Omnichannel project (+£0.6m). The revised full year budget is now £11.2m. Against this budget the latest forecast is £8.9m, representing an underspend of £2.3m. This underspend relates predominantly to slippage in Libraries for the Future, Investment in Parks and Green Spaces and Sports Provision. Parks and Green Spaces are undergoing a full detailed review of forecast/slippage and will be updated for P5.

Regarding **Aged Debt** management, at the end of P4 Neighbourhoods had £4.0m of aged debt (£3.5m P3); £1m (£0.9m P3) of which has been outstanding for more than a year. The majority of this older debt relates to Housing options (Lettings negotiation and Interim Supported Housing). Work will now commence to recover outstanding aged debt.

Risks classified as high and medium total £8.3m at P4. **Opportunities** and mitigating actions to offset these risks include one-off savings and proposed draw downs from specific Grants, Reserves and Settlements. These total £8.3m thereby reducing the net exposure at P4 to £0m.

The accounting treatment of the Waste contract is included here and is forecast to recur in future years. For 17/18 the draw down of £4.9m from settlement and reserves has been planned since contract award in Aug. 2016. In addition, there is a possible risk of up to £1.9m (currently under negotiation). Should this £1.9m materialise (or any part thereof) this will also be offset by the waste management reserve. However, in contrast to 17/18, only £3m contract settlement is available in 18/19 plus what balance remains in the waste management reserve after the current year draw down to offset the ongoing known risk.

1. Overall Position and Movement

Forecast 2017/18 - Under spend £m												
Revised Budget	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
£ 68.5m	-0.4	-0.2	-0.7									

2. Revenue Position by Div.

Budget Area	Over/(under) spend £m
Housing Options	0.0
Public Health - General Fund	0.0
Women's Commission	0.0
Neighbourhoods & Communities	0.0
Waste	0.0
Citizen Services	-0.7

3. Savings Delivery RAG Status

17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	0.398	0.323	81%
G Yes - savings are safe	5.410	0.000	0%
Grand Total	5.807	0.323	6%

18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	0.787	0.787	100%
A Yes - plan in place but still to deliver	3.562	0.061	2%
G Yes - savings can be taken from budget	0.693	0.000	0%
Grand Total	5.042	0.848	17%

Top 4 largest savings at risk in 17/18 (ordered by size of saving at risk)

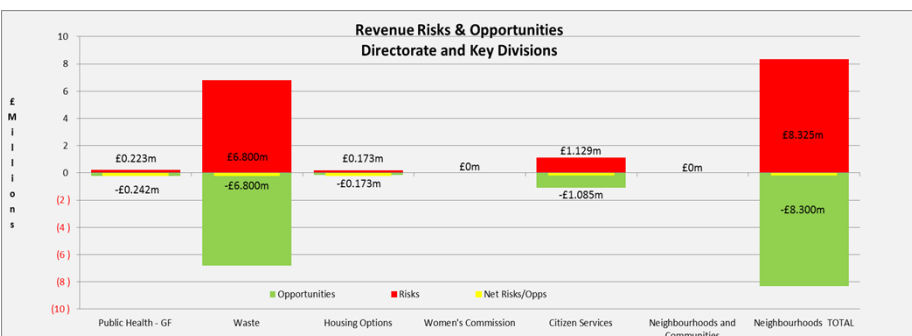
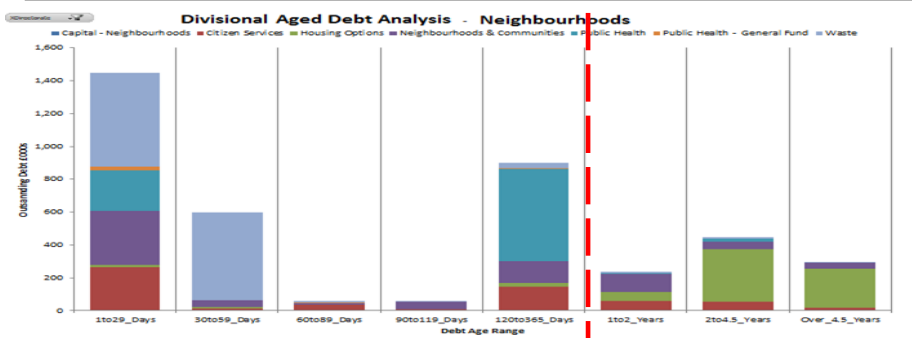
ID - Name of Proposal	Value at Risk in 17/18 (£m)
IN08 - Alternative funding for responding to private tenant's complaints	0.175
FP15 - Reduce use of temporary/emergency accommodation	0.075
FP14 - In-house enforcement	0.060
FP26 - Hengrove Leisure Centre refinancing	0.013

Top 3 largest savings at risk in 18/19 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 17/18 (£m)
FP11 - Single city-wide Information, Advice and Guidance Service	0.500
FP14 - In-house enforcement	0.287
FP26 - Hengrove Leisure Centre refinancing	0.061

Capital Programme

Gross expenditure by Programme	Current Year (FY2017)				Performance to budget		Scheme Total for Current Timeframe (FY2021)						Performance to budget		
	Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast	Budget	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Forecast including prior years actuals	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + committed to date	Forecast
	£000s				%		£000s						%		
Neighbourhoods															
NH01 Libraries for the Future	293	93	131	(162)	32%	45%	906	456	30	(420)	921	14	50%	54%	100%
NH02 Investment in parks and green spaces	2,359	191	591	(1,769)	8%	25%	3,791	1,322	156	(2,313)	2,535	(1,256)	35%	39%	67%
NH03 Cemeteries & Crematoria	500	0	500	0	0%	100%	1,000	0	0	(1,000)	1,000	0	0%	0%	100%
NH04 Third Household Waste Recycling and Re-use Centre	200	0	200	0	0%	100%	4,000	0	0	(4,000)	4,000	0	0%	0%	100%
NH05 Sports provision	300	0	0	(300)	0%	0%	4,500	0	0	(4,500)	4,500	0	0%	0%	100%
NH06 Bristol Operations Centre	3,689	285	3,636	(52)	8%	99%	7,816	4,412	1,061	(2,343)	7,764	(52)	59%	70%	99%
NH07 Housing Solutions	3,167	440	3,167	0	14%	100%	15,495	2,998	0	(12,497)	15,325	(170)	19%	19%	99%
NH08 Omni Channel Contact Centre (ICT System development)	644	0	644	0	0%	100%	644	0	0	(644)	644	0	0%	0%	100%
Total Neighbourhoods	11,151	1,008	8,869	(2,283)	9%	80%	38,152	9,188	1,247	(27,717)	36,688	(1,464)	24%	27%	96%



Appendix E Bristol City Council – Resources And City Director 2017/18 – Budget Monitor Report

SUMMARY HEADLINES

Latest Financial Position

The latest revenue forecast outturn shows an underspend of £0.3m (£0.3m in Period 3) mainly relating to staff costs in HR and Workplace.

Savings Delivery

Progress on delivery against the savings tracker is monitored weekly and savings are categorised into confidence of delivery. The latest position shows that savings totalling £0.6m (11%) are marked as low confidence. These risks have not been forecast in the outturn position above as a range of measures have been implemented to ensure delivery or appropriate mitigations, and the effectiveness of these will be closely monitored.

Capital Programme

The latest capital outturn projection is £6.7m, compared to the latest Budget of £6.9m, an underspend of £0.2m. A number of schemes are subject to approval and as such unlikely to be fully expended in 2017/18.

Net Risks & Opportunities

As at P4 total £0.8m of risks of overspend were identified (mostly the savings at risk above). Officers have formulated plans to mitigate all of these risks, and as such there is a net risk of £nil.

Debt management :

At the end of P4 there is £1.0m of aged debt; £0.2m of which has been outstanding for more than a year. Provision for £0.3m of bad debt has been made. £228k of the total debt is owed by BCC Administered Schools and measures are in train to address these with the schools in question

1. Overall Position and Movement

Forecast 2017/18 - Overspend £m												
Revised Budget	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
£35.8m	-0.1	-0.3	-0.3									

2. Revenue Position by Div.

Budget Area	Over/ (under) spend £m
ICT	0.0
Legal and Democratic Services	0.0
Executive Office Division a	0.0
Finance	0.0
Resource Transformation	0.0
Policy, Strategy & Communications	-0.1
HR & Workplace	-0.2
Total	-0.3

3. Savings Delivery RAG Status

17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	0.873	0.648	74%
G Yes - savings are safe	4.812	0.000	0%
Grand Total	5.685	0.648	11%

Top 3 largest savings at risk in 17/18 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 17/18 (£m)
BE7 - Organisational redesign including the council's senior management structures	0.600
BE26 - Electoral Service	0.038
BE31 - 1 Coroner Service improvements	0.010

18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	0.404	0.404	100%
A Yes - plan in place but still to deliver	2.653	0.192	7%
G Yes - savings can be taken from budget	-0.683	0.000	0%
Grand Total	2.374	0.596	25%

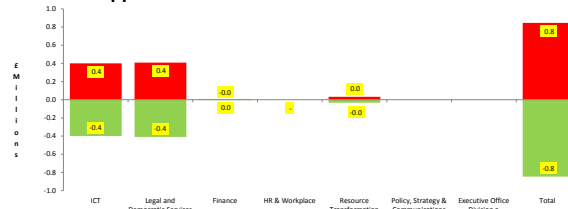
Top 5 largest savings at risk in 18/19 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 18/19 (£m)
BE1-10 Restructuring support teams	0.274
BE23 Registrar's Office - improvements	0.130
IN06 Increase bookings for Lord Mayor's Mansion House and Chapel	0.075
BE3 (b) Restructure admin and business support teams	0.053
BE13 - Improvements to legal case management system	0.051

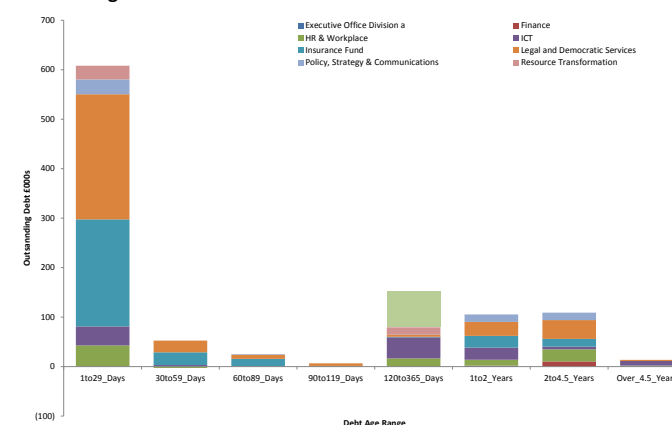
Capital Programme

Gross expenditure by Programme	Current Year (FY2017)				Performance to budget		Scheme Total for Current Timeframe (FY2016 : FY2021)					Performance to budget		
	Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast	Budget	Total Expenditure to Date	Commitments	Variance - Total Budget vs actual + commitments	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Commitment to date
	£000s				%		£000s					%		
Resources														
RE01 ICT Refresh Programme*	1,500	0	1,300	(200)	0%	87%	7,500	0	0	(7,500)	7,500	0	0%	0%
RE02 ICT Development - HR/Finance*	300	0	300	0	0%	82%	2,800	0	0	(2,800)	2,800	0	0%	0%
RE03 ICT Strategy Development*	3,300	0	3,300	0	0%	82%	10,195	935	0	(9,600)	10,195	0	8%	0%
RE04 Bristol Workplace Programme	1,826	(310)	1,826	0	-17%	82%	13,222	11,085	1,829	(208)	13,222	0	84%	38%
Total Resources	6,926	(310)	6,726	(200)	-4%	82%	33,717	11,680	1,829	(20,808)	33,717	0	35%	46%

Risks and Opportunities



Debt Management



SUMMARY HEADLINES

1. Overall Position and Movement Since Previous Period

Fore cast 2017 / 18 - Over spend £ m											
Revised Budget £0m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	-0.9	-1.2	-1.3								
	▼	▼	▼								

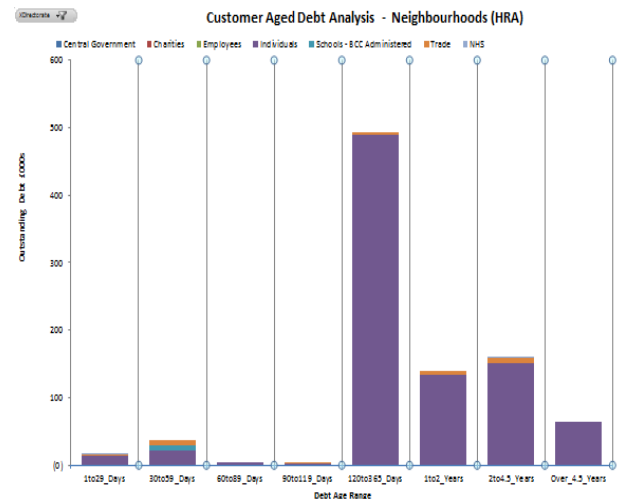
2. Revenue Position by Area

Budget Area	Over/ (under) spend £m
Income (incl rental income and service charges)	-0.5
Repairs and Maintenance	-0.9
Supervision and Management	0.0
Tenants Services	0.1

The overall forecast for the HRA is an underspend of £1.3m. This is predominantly in Planned Programmes due to reduced average repair cost and a lengthening of the programme cycle moving from 7 years to 10 years in most cases. Strategy is showing increased income mainly due to reduced voids.

3. Aged Debt

The HRA currently hold Aged debt of £0.9m of which £0.4m is more than a year old.



4. Capital Programme

Gross expenditure by Programme	Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast	Budget	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Committed to date	Forecast
	£000s				%		£000s				%				
Neighbourhoods (HRA)															
HRA1 Housing Revenue Account (HRA)	42,076	7,527	37,108	(4,968)	18%	88%	270,544	56,295	1,971	(212,278)	265,576	(4,968)	21%	22%	98%
Total Neighbourhoods (HRA)	42,076	7,527	37,108	(4,968)	18%	88%	270,544	56,295	1,971	(212,278)	265,576	(4,968)	21%	22%	98%

Underspend appears primarily to be delays to major block refurbishments, primarily as a need to redirect resources to undertake fires safety reviews, however forecasts do not currently reflect slippage into future years.

SUMMARY HEADLINES

1. Overall Position and Movement Since Previous Period

Fore cast 2017 / 18 - Over spend £ m											
Revised Budget £ 325.4m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	4.4	4.4	4.4								

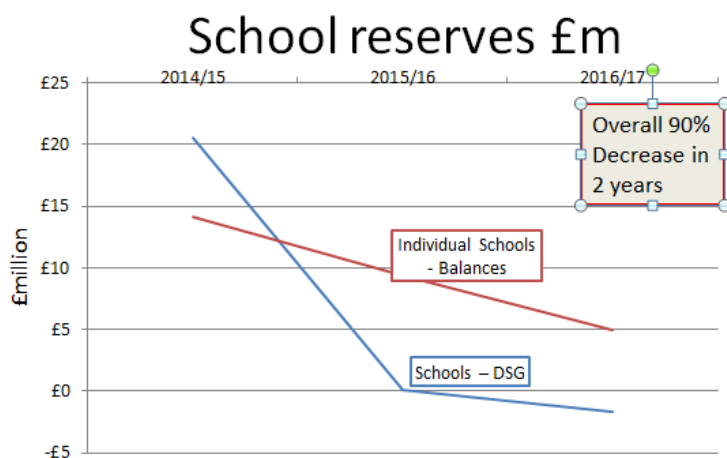
2. Revenue Position by Area (DSG Overall)

	Brought forward position April 2017 £m	In-year Over/ (under) spend 2017/18 £m	Forecast Carry Forward position March 2018 £m
Retained DSG			
Maintained Schools	0.0	0.0	0.0
Academy Recoupmen	0.0	0.0	0.0
Early Years Block	-0.4	0.3	-0.1
High Needs Block	2.3	5.1	7.4
Schools Block (Centr	-0.3	-1.0	-1.3
Total	1.6	4.4	6.0

The DSG was overspent by £1.6m at the end of 2016/17 and there is a further worsening reported to Schools Forum of £4.4m during 2017/18 to give a forecast cumulative overspend of £6.0m. There is no material change on P3.

The main pressures are in High Needs Budgets (Special Educational Needs, Alternative Learning Provision and Specialist Support), offset by some underspends, mainly in funds set aside for growing schools. A recovery plan is being developed with Schools Forum.

3. School Balances position



	Mar-15 £m	Mar-16 £m	Mar-17 £m	Movement %
Schools – DSG	20.561	0.095	-1.63	-108%
Individual Schools - Balances	14.127	9.371	4.977	-65%
Total Schools	34.688	9.466	3.347	-90%

School balances and DSG Retained balances combined have reduced by 90% in the last two years. 20 schools are reporting deficits for 2017/18 (up from 18 on 2016/17), with a further 45 relying on brought forward underspends to balance their budget in-year.

Schools in deficit are being asked to reconsider their plans for 2017/18.

SUMMARY HEADLINES

1. Overall Position and Movement Since Previous Period

Fore cast 2017 / 18 - Over spend £ m											
Revised Budget £0m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	-0.4	-0.4	-0.5								
	▼	▼	▼								

2. Revenue Position by Area

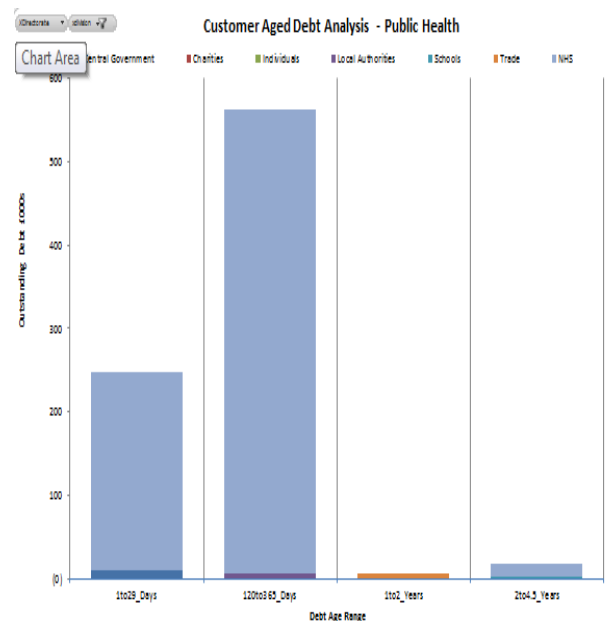
Budget Area	Over/ (under) spend £m
Supplies & Services	8.2
Support Services	0.1
Employees	-0.2
Third Party Payments	-4.0
Income	-4.6

The overall forecast for Public Health is an underspend of £0.5m. The underspend in PH is due to a reduction in the amount PH now currently contributes towards services provided through the General Fund, primarily the former Health and Wellbeing team.

The Directorate is exploring how this underspend might be legitimately redeployed within the General Fund. This is forecast to be a one-off opportunity (unlikely to recur in 18/19) since grant-funded Public Health anticipates the recurrence of a 17/18 contract cost pressure which is being managed this year only through a non-recurring 16/17 carried forward opportunity.

3. Aged Debt

Public Health currently holds Aged debt of £0.8m most of which is owed by NHS bodies..



Appendix H Period 3 Budget Monitoring - Summary

	2017/18 - Year to date			2017/18 - Full Year				Period 3 Forecast	
	Revised Budget	Net Expenditure	Variance	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s			£000s				£000s	
People									
Strategic Commissioning & Commercial Relations	5,798	9,750	3,952	18,284	17,395	17,167	(228)	(15)	17,182
Care & Support - Adults	36,640	43,291	6,651	109,984	109,920	113,942	4,022	(331)	114,273
Care & Support – Children & Families	15,989	17,016	1,027	47,967	47,967	49,176	1,209	(165)	49,341
Education & Skills	1,791	(1,327)	(3,119)	5,274	5,374	6,197	823	21	6,176
Dedicated Schools Grant	(0)	(5,758)	(5,758)	(0)	(0)	0	0	0	0
Management - People	685	978	293	2,156	2,056	2,286	231	(54)	2,340
Early Intervention & Targeted Support	9,026	5,174	(3,851)	27,343	27,077	27,947	869	117	27,830
Capital - People	0	10	10	0	0	0	0	0	0
Total People	69,930	69,136	(794)	211,008	209,789	216,716	6,927	(427)	217,143
Resources									
ICT	4,177	7,042	2,864	12,416	12,532	12,532	0	0	12,532
Legal and Democratic Services	2,217	3,513	1,296	6,651	6,651	6,651	0	0	6,651
Finance	1,157	1,765	608	3,957	3,470	3,470	(0)	(0)	3,470
HR & Workplace	1,360	1,273	(87)	5,275	4,079	3,880	(199)	(6)	3,887
Resource Transformation	1,391	1,501	110	606	4,173	4,174	1	1	4,173
Total Resources	10,302	15,094	4,792	28,904	30,905	30,707	(199)	(6)	30,712
Neighbourhoods									
Citizen Services	4,509	(3,455)	(7,963)	13,461	12,993	12,314	(679)	(628)	12,942
Waste	8,869	9,938	1,069	26,607	26,607	26,607	0	0	26,606
Neighbourhoods & Communities	4,467	4,941	473	12,071	13,402	13,405	3	192	13,213
Women's Commission	2	0	(2)	5	5	5	0	0	5
Public Health - General Fund	695	1,070	375	2,084	2,086	2,038	(49)	(122)	2,160
Housing Options	4,828	1,867	(2,962)	13,202	13,454	13,453	(0)	82	13,372
Capital - Neighbourhoods	0	13	13	0	0	0	0	0	0
Total Neighbourhoods	23,370	14,374	(8,996)	67,430	68,547	67,822	(725)	(475)	68,297
Place									
Property	(1,291)	(1,184)	107	(2,848)	(3,143)	(676)	2,468	(545)	(130)
Planning	(755)	(1,674)	(919)	1,231	997	534	(462)	(331)	865
Transport	2,191	(16,265)	(18,456)	9,031	8,119	7,699	(421)	(45)	7,743
Economy	2,030	4,149	2,120	5,925	6,089	5,989	(100)	(247)	6,237
Economy - ABS Team	0	(245)	(245)	1,369	0	0	0	0	0
Capital - Place	0	(3)	(3)	0	0	0	0	0	0
Energy	1,159	(218)	(1,378)	3,478	3,478	2,609	(869)	(322)	2,931
Total Place	3,334	(15,441)	(18,774)	18,185	15,539	16,155	616	(1,491)	17,646
City Director									
Policy, Strategy & Communications	890	634	(256)	2,830	2,840	2,735	(104)	13	2,723
Executive Office Division a	742	622	(120)	2,225	2,225	2,225	0	0	2,225
Total City Director	1,632	1,256	(376)	5,055	5,065	4,961	(104)	13	4,948
SERVICE NET EXPENDITURE	108,568	84,419	(24,149)	330,583	329,846	336,360	6,515	(2,386)	338,747
Levies	373	300	(73)	1,119	1,119	1,119	0	0	1,119
Corporate Expenditure	11,249	47,235	35,986	33,010	33,747	33,562	(185)	291	33,272
Capital Financing	100	300	200	0	300	300	0	0	300
Insurance Fund	0	501	501	0	0	0	0	0	0
Year-end Transactions	(300)	(304)	(4)	0	(300)	(300)	0	(300)	0
Corporate Revenue Funding	(121,580)	7,488	129,068	(364,741)	(364,741)	(365,015)	(274)	0	(365,015)
RELEASED FROM RESERVES	0	0	0	0	0	0	0	0	0
TOTAL REVENUE NET EXPENDITURE	(1,590)	139,939	141,529	(29)	(29)	6,027	6,056	(2,395)	8,422

HOUSING REVENUE ACCOUNT SUMMARY

	2017/18 - Year to date			2017/18 - Full Year				Period 3 Forecast	
	Revised Budget	Net Expenditure	Variance	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s			£000s				£000s	
Housing Revenue Account									
Strategy, Planning & Governance	(35,994)	(47,496)	(11,502)	(108,060)	(108,146)	(106,410)	1,736	2,236	(108,647)
Responsive Repairs	8,496	5,883	(2,613)	25,467	25,488	25,488	0	0	25,488
Planned Programmes	5,048	2,909	(2,139)	15,131	15,144	14,193	(951)	(151)	14,345
Estate Management	5,209	3,158	(2,051)	15,576	15,628	15,879	251	159	15,720
HRA - Funding & Expenditure	4,070	0	(4,070)	12,210	12,210	9,898	(2,312)	(2,312)	12,210
HRA - Capital Financing	4,986	0	(4,986)	14,958	14,958	14,958	0	0	14,958
HRA - Year-end transactions	8,239	0	(8,239)	24,718	24,718	24,718	0	0	24,718
Total Housing Revenue Account	54	(35,545)	(35,609)	(0)	(0)	(1,277)	(1,276)	(69)	(1,208)

RING FENCED PUBLIC HEALTH

	2017/18 - Year to date			2017/18 - Full Year				Period 3 Forecast	
	Revised Budget	Net Expenditure	Variance	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s			£000s				£000s	
Public Health	(8,421)	(7,357)	1,064	29	29	(474)	(504)	(29)	(445)
Total Public Health	(8,421)	(7,357)	1,064	29	29	(474)	(504)	(29)	(445)