

Cabinet Agenda



Date: Monday, 4 December 2017

Time: 4.00 pm

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

Distribution:

Cabinet Members: Mayor 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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Date: Friday, 24 November 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.

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2. Public Forum

Up to one hour is allowed for this item

Any member of the public or Councillor may participate in Public Forum.

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 04 December 2017 Cabinet is **12 noon on Friday 01 December 2017**. 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 04 December 2017 Cabinet is **5.00 pm on Tuesday 28 November 2017**. 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

Report from Overview and scrutiny Management Board re the work of the Libraries Task and Finish Group

(Pages 6 - 20)

7. Chair's Business

To note any announcements from the Chair

PART B - Key Decisions

8. Reductions to the Supporting People budget

(Pages 21 - 117)

9. Bristol Community Links

(Pages 118 - 165)

10. School Crossing Patrol

(Pages 166 - 185)

11. Changing the way we deliver the public toilet service in Bristol

(Pages 186 - 205)

12. Transforming Neighbourhood Working

(Pages 206 - 234)

13. Extending Advice Funding Agreements from April 2018 to March 2019

(Pages 235 - 243)

14. Bristol Playing Pitch Strategy

(Pages 244 - 302)

15. Cultural Investment Programme

(Pages 303 - 409)

16. Clean Bus Technology Fund Round 3



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- (Pages 410 - 480)
17. **Future Bristol City Council Strategy for Fleet Vehicle Replacement**
- (Pages 481 - 503)
18. **Operations Centre Phase 2 Programme – CCTV and Smart City**
- (Pages 504 - 507)
19. **Delivery of electric vehicle charge points under the Go Ultra Low West programme**
- (Pages 508 - 518)
20. **Local Flood Risk Management Strategy**
- (Pages 519 - 621)
21. **Submission to European Local Energy Assistance Programme (ELENA)**
- (Pages 622 - 635)

PART C - Non-Key Decisions

22. **Jacob's Wells Baths Community Asset Transfer**
- (Pages 636 - 655)
23. **Risk Management Policy Review**
- (Pages 656 - 673)
24. **2017/18 Budget Monitoring Report - P6**
- (Pages 674 - 691)



Cabinet Report
Date: 4th December 2017

Title: Conclusions of the Libraries Task and Finish Group
Author: Libraries Task and Finish Group
Cabinet lead: Councillor Asher Craig

<p>Purpose of Report: The Libraries Task and Finish Group finished its work in October 2017. Its report setting out its conclusions was approved and adopted by OSMB on 1st November 2017. The report was also sent to departmental officers at an early stage, to ensure that the recommendations of the Task and finish Group could be taken account of in the preparation of Cabinet proposals. The report is now being brought to the attention of Cabinet for a formal response.</p> <p>The proposals for the Library Service can be found elsewhere on this agenda.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • The Libraries Task and Finish Group have requested that a formal response to the 7 “key conclusions” in the report is provided.

<p>Benefits: The Task and Finish Group believes that the conclusions outlined in this report would enable the interim preservation of a greater part of the Library Service than would otherwise survive, with consequent benefits for a larger number of Bristol residents. It also considers that the pursuit of an alternative vehicle for service delivery represents the best opportunity of “future-proofing” library services given the likelihood of ongoing budget pressures in future years.</p>

<p>Consultation Details: This report was produced in part as a response to a previous public consultation. It was produced by a cross party group of members who also took into consideration the outcomes of the public consultation and the issues raised by the ongoing public petitions concerning libraries.</p>
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<i>Appendix A</i> – Report - Conclusions of the Libraries Task and Finish Group	YES
<i>Appendix B</i> – Summary of engagement with scrutiny: Extract of minute from meeting of Overview and Scrutiny Management Board on 1 st November 2017	YES



BRISTOL OVERVIEW AND SCRUTINY

Conclusions of the Libraries Task and Finish Group

October 2017

BRISTOL OVERVIEW AND SCRUTINY

Conclusions of the Libraries Task and Finish Group

1. Executive Summary

The Libraries Task and Finish Group was established by the Overview and Scrutiny Management Board (OSMB) at its meeting on 25th July 2017 to be the method via which scrutiny engages with the process to change the Library Service. The Group is not a statutory committee, but is a time-limited specific task group.

The Group has conducted its work in the context of the current situation, where the Library Service in Bristol is facing significant budget reductions, and has conducted a public consultation seeking views on the potential closure of 17 branch libraries as well as other community services.

The key question that the Group sought to address was:

“Are there alternative options or delivery models that would enable better outcomes for the library service than those outlined in the public consultation document, and how could these models be made feasible in Bristol?”

The Group acknowledges that the position at this moment for the Library Service is gloomy in the medium term, due to the budget situation, but wishes to take a forward looking approach to considering alternative models that might be sustainable in the future (but will take some time to put in place). Members of the Group are not committed in the long term to keeping every single library open and understand that this is very likely to prove unfeasible as the budget cuts have to be delivered, but believe a more flexible approach to volunteering (that does not reduce the number of agreed paid staff to be retained) is essential to deliver options. Members have reached a consensus view that Cabinet should take a step back and reconsider the current proposition, to avoid potential consequences which could cause irreversible damage to library facilities in Bristol.

Members recognise that there are no easy options, and that the Group has not been able to identify a perfect solution within the timeframe, however it has agreed a recommended direction of travel and has set down a number of principles for moving forward. There are a number of options over the two year period for making constraints in some areas e.g. reducing opening hours in the Central and/or branch libraries that could be used to implement the proposals outlined in this report.

To this end, the Task and Finish Group has drawn the following conclusions.

1.1 Key Conclusions

1.1.1 That the Community Resources proposal * be adopted as a measure of interim support for as many as possible of the existing 17 libraries that are currently under threat, to enable these to become community led by community volunteers. With the proviso that the library building does not drop out of ownership of the city in the interim (by community asset transfer or other means) so this is seen as a holding operation. (* see Appendix 3)

1.1.2 That the Community Resources “offer” be enhanced, on the understanding that if a greater degree of ongoing (as well as initial) community development support is not provided, this model is far less likely to succeed - and whilst accepting that this would mean that the cost of the offer will subsequently increase (which has been accounted for in the initial costings).

1.1.3 That this arrangement be maintained for a 2 year period, whilst an alternative delivery vehicle for the Library Service is developed.

1.1.4 That the Executive agrees to explore and develop an appropriate alternative delivery vehicle for the delivery of library services in Bristol taking into account the key principles as outlined in Section 1.4 below.

The Group does acknowledge however:

- that the Community Resources proposal may not be suitable for all 17 libraries as there may be insufficient support from the community, and in such cases requests that these buildings are “mothballed” for the interim period.
- that not every locality may be asking for a formal library service – just as important may be the other facilities and services that are currently provided in libraries and could be provided in future in different settings – this thinking needs to continue and be developed further.
- that any enhancement of the Community Resources offer will mean that the cost will increase - however, it should also be acknowledged that the £5,000 package of the Community Resources proposal would not in any event cover all costs (e.g. building running costs), and this could therefore make this option unviable for some of the libraries under threat. There are three ways in which the additional cost could be mitigated:
 - Firstly, that existing Library Service staff are used flexibly to provide a limited amount of ongoing expertise and guidance to the community led services, as there would be considerable value to be gained from even a few hours support per week.
 - Secondly, that different models in terms of opening hours (for example, for the Central Library), be explored to free up additional funding for the Community Resources offer.
 - Thirdly, that Cabinet consider utilising the Council’s reserves on a one-off basis to provide a limited amount of additional community development support (i.e. not just materials but advice and facilitation to maximise use of the package) for community led library services for the two year period.

1.2 Other Conclusions

1.2.1 That a commitment be given that no decisions on disposal of library buildings will be made until final decisions have been taken about the possibility of using these for libraries, whether community led or otherwise.

1.2.2 That the Executive undertakes to pursue a dialogue with community minded organisations, University of Bristol, UWE and schools/academies(both primary and secondary) with the aim of developing a collaborative approach to the use of library facilities.

1.2.3 That an explanation is provided as to why the option of alternative delivery vehicles for the Library Service was not pursued further following the Libraries Inquiry Day in January 2015 and that this change of direction was never made clear to the Neighbourhoods Scrutiny Commission that regularly asked for clarification of thinking on libraries, both before and after the budget setting of February 2017.

1.3 Rationale

The Task and Finish Group considers that its recommended approach is an infinitely preferable alternative to closing 17 libraries, following a consultation where the majority of respondents rejected all the proposed options. The number of new petitions from members of the public and library user groups challenging proposed library closures is also an indicator of the strength of public feeling around this issue.

Members strongly believe that if library services are closed and lose their place in communities and in people's lives, it will be impossible for these to be resurrected and replaced at a future date, should this ever become financially feasible. That is why the Group views it as critical that services remain in some form, in at least some of the existing locations, whilst the Council seeks another method of delivering services.

The consensus of the Group is that the Community Resources proposal is an innovative idea that has real potential to maintain a library-like service, but is insufficient in its current form as it does not allow for ongoing support and to enable community led services to access and learn from the expertise of professional Library Service staff. An enhanced offer will of course cost more, however, this will mean that the Community Resources proposal becomes more viable, and therefore more likely to be successful, and members do not think that it needs to cost that much more. The Group has looked at ways in which the additional cost could be lessened in order to buy time for the necessary work to deliver an alternative model along the lines of the recommendations made by the Department of Culture, Media and Sport.

If Library Service staff are used flexibly to share their knowledge and provide support to community led services, this would lessen any additional financial requirement as well as benefiting from the valuable experience of staff. The final note in the 'options not considered' paper is unnecessary and the proposals to have a fully staffed service alongside any remaining libraries being outside of the municipal library service is unnecessarily stark and equally unhelpful. Members wish to make it very

clear that they do not want to cut staff numbers nor replace them with volunteers, but are looking to use the skills and expertise of Library Service staff in the most flexible and imaginative way.

1.4 Alternative Delivery Vehicles - Key Principles

As part of its first meeting the Task and Finish Group received a masterclass on alternative delivery vehicles models from a consultant with extensive experience in this area. More detail about this can be found in Section 3. The following principles were agreed to be integral to the development of an effective model:

- It is imperative that the “function” of the service be clearly defined before the identification of the appropriate “form” (delivery vehicle)
- The engagement and support of staff and elected members is crucial, from as early a stage as possible, and this should be built into the development process.
- A robust business plan is required, informed by market evidence and research and based on prudent assumptions i.e. to underestimate income and overestimate costs.
- In planning the “function” of the new service, consideration should be given to how the service is to be incentivised to innovate and how this is to be built in to the operation of the delivery vehicle.
- There are pros and cons to local authority trading companies which need to be assessed for each particular situation - for example, there is an obvious advantage in being able to avoid lengthy procurement procedures, on the other hand however the company can only generate 20% of its traded income, which can limit flexibility.
- Any model of service delivery (for example, a Community Asset Transfer) that depends on the voluntary sector can be at risk unless attention is paid to the capacity of the voluntary sector and the need to develop this with a view to current need and well as future demand. It would also be important to make clear the minimum level of service provision required and to ensure that service users are clear on what they can expect from the service.
- The timescales for developing an alternative delivery vehicle need to be built in to the planning timeline. For example, for a public service mutual, from the point of the options appraisal the process can take approximately one year, and for the whole process, two years.
- The costs involved should be clearly quantified – these will include officer time and business support – not forgetting that normal service delivery will be ongoing throughout this period and therefore business continuity could present a challenge.
- Officers should be required to demonstrate that any new service model has built in future proofing - that it has the capacity to meet the needs of future communities, not merely current demand. This should include taking into account other facilities that may become available in the local area or the city.

1.5 Comments on the Public Consultation Process

The Group’s views on the “Your Neighbourhoods” public consultation with particular reference to the Library Service can be summarised as follows:

- The Group did not concur with the proposals suggesting that only 10 libraries should remain in Bristol.
- The consultation has forced respondents to take a negative stance by presenting a limited number of options instead of being a catalyst for the generation of new ideas. Members thought that many people will have refused to participate in the consultation as they will have viewed it as a “Hobson’s choice” between an assortment of cuts.
- 61% of respondents were over the age of 45 – this means that the service is being reshaped based on the views of an ageing demographic, whereas if we are looking towards the future surely we need to elicit and incorporate more views from younger people.
- 39% of those responding chose none of the three options – given that this is the largest group of respondents, the Task and Finish Group would question the legitimacy of an Executive decision to proceed with any of the three options.
- The consultation was not designed in such a way as to allow respondents to take a citywide approach and instead appeared to lead to the favouring of one area over another.

2. Background

Across the country there is a background of change for libraries - against a context of public sector cuts libraries are being reduced in number, often with curtailed opening hours. In this environment, different approaches and models are being developed to meet these challenges. In some places community groups are taking on more responsibility and a greater role in providing services, elsewhere, public sector mutual or other delivery models are being explored and set up. In Greenwich, for example, a worker-controlled social enterprise was created for delivery of the Council's leisure facilities, and has since expanded to provide services outside the borough, whilst in Devon, a public service mutual was established to take over the existing library service

Over recent years, the Neighbourhoods Scrutiny Commission has expressed concerns about the development of the Library Service in Bristol, and has identified this as a priority area for scrutiny. Members have requested and received regular updates on progress, and have commented on proposals for change. In January 2015, a Scrutiny Inquiry Day was held in the context of an ongoing public consultation to identify priorities that should be addressed in a core offer from the Library Service.

3. Alternative Delivery Vehicles

The Group spent the majority of its first meeting in a masterclass on alternative delivery models, delivered by a consultant with experience in this area. Members learnt about the pros and cons of different models including local authority trading companies and public service mutuals, joint ventures etc, and the timescales and cost implications involved.

One of the examples discussed and also of interest, being a near neighbour, was Devon County Council, which in April 2016 established a public service mutual named “Libraries Unlimited”. This is a company limited by guarantee with charitable status and is an independent staff and community owned social enterprise. It was developed as the result of a public consultation that was carried out

in 2014, and the requirement to reduce the budget from £11m to below £7m over a number of years. A staffing restructure was carried out prior to the service leaving the Council. The new public service mutual commissioned the pre-existing library service of 50 libraries plus 4 mobile libraries. Hours in some of the libraries were reduced by mutual consent but the principle of keeping all the libraries open was partly built into the model - and although this was achieved, it proved to be challenging. An important success factor for the new mutual was that the Business Plan was developed in the spirit of prudence to ensure a robust financial model. These and other models were the subject of a day-long Inquiry meeting held in January 2017 by a visiting delegation of the Department of Culture, Media and Sport, attended by BCC officers and the Chair of Neighbourhoods Scrutiny. DCMS was clearly keen to demonstrate alternative models and to assist with expertise and a toolkit.

Members' conclusions from this learning can be found in the Executive Summary Section 1.4.

4. Libraries Task and Finish Group – Status and Working Arrangements

In the current climate, where the Library Service in Bristol is facing significant budget reductions, the issue of Libraries was selected by members as one of the highest priorities for 2017/18 at an OSMB "hothouse" on 26th June 2017.

Scrutiny members decided to take an intensive role in scrutinising and influencing the development of the Cabinet proposals for the service, following the public consultation that was held from July-September 2017, and it was agreed that the best method of dealing with this was via a task and finish group.

The Group was established by Overview and Scrutiny Management Board (OSMB) at its meeting on 25th July 2017 to be the method via which scrutiny addresses the proposals to change the Libraries Service. The Group is not a statutory committee, but is a time-limited specific task group.

The Group's key work phases, work plan, working arrangements and membership details are attached at Appendices 1 and 2.

The work covered by this report relates to Phase 1 of the work as set out in Appendix 1.

4.1 Pathway for the Conclusions of the Group

The conclusions of the Group will be reported to OSMB, as OSMB is the commissioning scrutiny body and also forms part of the governance framework of the Council. The next OSMB meeting is on November 1st 2017 and this report will be a substantive item on that agenda.

The conclusions of the Group will also be shared with officers at an early stage, to enable these to be taken account of in the development of the Cabinet proposals.

This report will go to the Cabinet meeting on 4th December, to be on the same agenda as the report containing proposals for the Library Service. It will be under the standing item “Reports from Scrutiny” and a formal written response from the Executive will be requested.

4.2 Membership

Cllr Anthony Negus (chair)*	Liberal Democrat
Cllr Geoff Gollop	Conservative
Cllr Brenda Massey	Labour
Cllr Charlie Bolton*	Green
Cllr Martin Fodor*	Green
Cllr Paula O'Rourke*	Green
Cllr Jo Sergeant*	Labour
Cllr Peter Abraham	Conservative (<i>not in attendance at any meetings</i>)
Cllr Richard Eddy*	Conservative
Cllr Gary Hopkins*	Liberal Democrat

*These Members were present at the final Task and Finish Group session where the recommendations were prepared.

4.3 Meetings

The Group met on the following occasions:

- Monday 11th September - meeting
- Friday 6th October - meeting (a.m.)
- Friday 6th October - facilitated workshop (p.m.)

The Work Plan can be found in Appendix 1.

Libraries Task and Finish Group

Phases of Work and Work Plan

The key question that the Group will seek to answer is:

Are there alternative options or delivery models that would enable more libraries to remain open than those outlined in the public consultation document, and how could these models be made feasible in Bristol?

Main Phases of Work:

- *Phase 1 (Sept-Oct 2017 - as part of the process to achieve the level of savings required)*
 - Consultants to attend as expert witnesses to brief members on alternative delivery models
 - Scrutinise the findings of the public consultation
 - Scope any alternative options for service delivery (this would need to be done over the period Sep-Oct 2017 in order to be able to accompany proposals to Cabinet
 - Scrutinise Cabinet proposals as they go forward

- *Phase 2 (post Cabinet decision on 5/12/2017)*
 - Scrutiny involvement in the implementation of the Cabinet decision
 - Scrutiny overview into decisions regarding surplus land, buildings, asset transfer issues, use of capital (NB. Issues relating to surplus buildings resulting from the Libraries review, whilst aligned to the work of this Task and Finish Group, will be referred to the Council Assets Task and Finish Group.)
 - Exploring options for the remaining libraries estate and alternative models of delivery
 -

Work Plan

Date	Time	Items	Contributors
Phase 1			
1 st Meeting: Monday 11/9/17 at 2.00pm- 4.30pm	2.00pm 2.20pm 2.30pm 3.30 - 4.30pm	<ul style="list-style-type: none"> • Agreement of Proposed Working Arrangements and Proposed Work Plan (drafts) - <i>20 mins</i> • Update on progress of current DCMS bid (verbal briefing) - <i>10 mins</i> • Masterclass on Alternative Delivery Models - Mark Bandalli, Mutual Ventures - <i>1 hour</i> • Questions and discussion - <i>1 hour</i> 	Romayne de Fonseca Kate Murray Mark Bandalli
2 nd Meeting: Friday 6/10/17 at 10.00am - 1.00pm	10.00am 10.20am 11.00am 12.30pm	<ul style="list-style-type: none"> • Planning for final conclusions and timescales • Outcomes of the public consultation including general themes + overview of proposals from the community • The thinking so far (taking into account the consultation outcomes) Contextual information including: <ul style="list-style-type: none"> • Analysis of all existing service costs • Interactive spreadsheet for modelling costs of different options • Explanation of the statutory requirements for library services and definition of a community library (with examples) 	Romayne de Fonseca/Lucy Fleming John Toy Bridget Aherne Di Robinson Kate Murray Cllr Asher Craig
3 rd meeting: Friday 6/10/17 at 1.30- 4.30pm	Date TBC	Facilitated workshop to discuss findings and agree conclusions - see next page for proposed format	Declan Cooney, Independent Facilitator Romayne de Fonseca/Lucy Fleming

Libraries Task and Finish Group

Working Arrangements

1. *Status of the Task and Finish Group*

The Group was established by OSMB and will therefore be the method via which scrutiny deals with this topic, however the Group itself is not a statutory group. Any information from officers relating to this topic will be passed through this Group.

The final report/recommendations of the Group will go to OSMB, as this is the commissioning scrutiny body and forms part of the governance framework of the Council.

2. *Meetings*

Meetings will be informal, unless otherwise agreed by members of the Group, and will not have formally published papers or minutes. All papers will be circulated electronically.

Any other methods of working are to be determined by Group members as appropriate, but within the available resource.

Meetings will be convened by Romyne de Fonseca, Policy Advisor.

3. *Membership*

Canvassing for membership is underway. It is intended that membership will reflect political balance but the Group is not required to be politically proportionate.

Chairing arrangements for all the task and finish groups were discussed at OSMB on 31st August 2017.

Due to the time critical nature of the work, until final membership was been confirmed, the councillors who attended the scoping meeting on 18th July were invited to the first meeting, for the purposes of moving forward with the work of the Group. These members were:

Cllr Anthony Negus (LD) - Chair

Cllr Geoff Gollop (C)

Cllr Brenda Massey (L)

Cllr Charlie Bolton (G)

Councillors who subsequently expressed an interest in being part of the Group and were therefore also included are:

Cllr Martin Fodor (G)

Cllr Paula O'Rourke (G)

Cllr Jo Sergeant (L)

Cllr Peter Abraham (C)

Cllr Richard Eddy (C)

Cllr Gary Hopkins (LD)

Lead Officer(s) and Relevant Executive Member

The departmental lead officer is Kate Murray, Head of Libraries.

The Executive Member for this service area is Cllr Asher Craig.

4. Other Attendees

Relevant departmental officers will be required to attend meetings. Others (egg. expert witnesses) may be invited to attend meetings depending on the context.

The Group may wish to consider whether to invite representatives of local service user groups to participate in specific parts of the Group's work, although members need to take into account that this could impact on subsequent discussions.

As the main agenda item for the first meeting on 11th September will be a session on alternative delivery models, it is proposed that the Library Management Team and Executive Member be invited to attend as this would be a useful learning opportunity for all.

5. Reporting Progress

Progress updates will be provided to the monthly OSMB meetings. Updates will also be published on the Scrutiny webpages, and included in a regular e-briefing which will go to all members.

Bristol Libraries - Community Resources Proposal

The Community Resource proposal is a package of resources that could be housed in an ex library building or a new community space that would provide a low key, low technology but locally accessible way for residents to still have access to library books in particular. It would help enable communities to provide local resources.

The cost of each package to the Library Service would be £5,000 per year.

NB. This is an option that is still under development by officers and is being shared with the Task and Finish Group at an early stage to assist the Group in reaching its conclusions.

Extraordinary Overview and Scrutiny Management Board on 1st November 2017

Extract minute for Agenda Item 8

8. Libraries Task and Finish Group Report

The report was introduced by Councillor Negus, Chair of the Libraries Task and Finish Group, and Members went on to consider the recommendations and next steps. The following matters were discussed;

- The Task and Finish Group accepted that reductions to the budgets for the library service has been agreed but believed there were alternative options that would minimise the number of closures that should be considered by the Cabinet (but it was unlikely that all 17 threatened libraries would be saved). Members did agree that in some communities libraries were so underutilised that they regretfully could not continue to be supported at a time of significant financial pressures.
- The findings of the report were unanimously supported by the Board, but concerns were raised by a Member regarding the viability of implementing mutuals/trusts etc. due to the Council's diminishing resources and if the plans set out in the report were progressed but failed, the library service could be left in a worse position.
- The Cabinet Member for Communities, Events and Equalities confirmed that she welcomed the report and would provide a written reply to the recommendations in advance of the Cabinet meeting on 4th December 2017.
- The Board asked that a vote of thanks be recorded to all of the Members and officers who worked on the Libraries Task and Finish Group, noting that a high quality report had been produced within a very short timescale.

RESOLVED;

That the report be endorsed and submitted to Cabinet for consideration at the meeting on 4th December 17, alongside an extract minute setting out the accompanying comments.

MEETING: Cabinet

DATE: 04/12/2017

Title: Reductions to the Supporting People budget	
Author: Lindsay Winterton	Job title: Interim Principal Commissioning Manager
Cabinet lead: Councillor Helen Holland	Director lead: Terry Dafter

<p>Idea origin: <i>BCC Staff</i> Date idea generated: 01/02/2017</p>
<p>Decision maker: Mayor Decision forum: <i>Cabinet</i></p>
<p>Timescales: Decision date – 4th December 2017 at Cabinet</p>
<p>Purpose of Report: The Supporting People service is required to reduce spend by £1.8m from the revenue budget and this report details the changes proposed to achieve this.</p>
<p>Cabinet Member / Officer Recommendations:</p> <p>Cabinet is asked to</p> <ol style="list-style-type: none"> 1. apply a budget reduction of 15% across all current Supporting People funded services with effect from 1 April 2018 2. Note that a coproductive approach will be taken with service users, providers and key partners to shape longer term provision of targeted preventative services for vulnerable adults with effect from 1 January 2019 <p>*</p>
<p>Evidence Base: This report informs Cabinet of the consultation undertaken in relation to the proposed budget reduction to the Supporting people (SP) budget and recommendations:</p> <ul style="list-style-type: none"> • to implement the savings delivery for 2017/18 • to work in coproduction with key stakeholders and system partners to develop new affordable ways to safeguard our most vulnerable people by reducing reliance upon costly and complex services in order to deliver full savings in 2018/19

Revenue Cost: £	Source of Revenue Funding: 12330
Capital Cost: £	Source of Capital Funding: e.g. grant/ prudential borrowing etc.
One off cost <input type="checkbox"/> Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/> Income generation proposal <input type="checkbox"/>

Finance narrative:
In setting the 2017/18 Revenue Budget a reduction of £1.8m in the funding available to the Supporting People was approved. The reduction of £1.8m was spread over two years, £643k in 2017/18 and the remainder in 2018/19. Due to the type of services funded by the Supporting People budget any reductions in funding had to be carefully considered and consulted upon. The consultation was undertaken from June until September 2017. It was also recognised that the impact of any changes to funding on service users needed to be fully understood. Even with taking this considered approach, the saving for 2017/18 of £643k is expected to be delivered as a result of the recurring underspend in the Supporting People budget. The delivery plans to realise the remaining £1,157k have now been developed. The reduction comprises two elements, firstly a 15% reduction in contract value implemented with effect from 1st April 2018 that will deliver £1,080k in a full year and a balance of £77k delivered from 1st January 2019 delivered through remodelling and recommissioning all existing contracts. There are potential risks in any reduction in services funded by the Supporting People budget where low level services reduced or removed may result in increased costs elsewhere in adult social care and possibly in the health system.

Finance Officer: Neil Sinclair, People Finance Business Partner

Risks:

Reducing the capacity of services and transition to a longer term support model to target preventive services for vulnerable adults does carry an inherent risk for the council, providers and people. A table of key risks and mitigating actions is included in Section 9.3 of Appendix A.

Legal Consideration:

Consultation - the consultation responses must be taken into account in finalising the decision. The process has complied with the established consultation principles:

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

Cabinet must demonstrate that it has considered the consultation responses, or a summary of them, before taking its decision.

Equality Act - the decision maker must also comply with the Public Sector Equality duty to consider the need to promote equality for persons with “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and have due regard to:

- i) eliminate discrimination, harassment, and victimisation
- ii) advance equality of opportunity
- iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

In order to do this Cabinet will need to have sufficient information about the effects of the proposed changes on the aims of the Equality Duty. The Equalities impact assessment is designed to assist with compliance with this duty and so Cabinet must take into consideration the assessment and the public sector equality duty before taking the decision.

Sarah Sharland, Senior Solicitor, Legal

Benefits:

The recommendation in this report will contribute to the following key benefits for the City:

- in which services and opportunities are accessible
- where life chances and health are not determined by wealth and background
- getting involved early to reduce reduces the impact of problems later on
- supporting people to live as independently as possible in their community
- fulfilling the statutory responsibility of the city to protect vulnerable children and safeguard adults

Consultation Details:

An extensive public consultation period and an open and transparent approach to fully and actively engage with service users, providers and the general public has taken place in order to inform the options for making budget reductions to Supporting People services.

Appendix B provides the full details of the consultation process and outcomes.

DLT sign-off	SLT sign-off	Cabinet Member sign-off
[John Readman] [18/10/2017]	[SLT] [30/10/2017]	[Helen Holland] [09/11/2017]
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		YES see Appendix B
Appendix D – Risk assessment		YES see Appendix A
Appendix E – Equalities screening / impact assessment of proposal		YES
Appendix F – Eco-impact screening/ impact assessment of proposal		NO – not required
Appendix G – Exempt Information		NO

Further essential background and detail on the proposal

Content:

Section 1: Introduction

Section 2: Background to budget reduction

Section 3: Context

- 3.1 Changes to national Supporting People programme
- 3.2 Local changes to Supporting People
- 3.3 Context of the council's corporate and adult social care strategy
- 3.4 Context of recent and upcoming welfare reform changes
- 3.5 Context of demand for population affected by Supporting People services

Section 4: The Supporting People consultation process

Section 5: Consultation findings

- 5.1 Key findings from the on-line survey
 - 5.1.1 Options for making the savings
 - 5.1.2 Criteria for making further savings to Supporting People services
- 5.2 Key feedback from meetings with service users and providers

Section 6: What the consultation feedback tells us

Section 7: Taking the outcome of the consultation forward – recommendation

Section 8: Equality and Eco impact assessment on the recommendations

Section 9: Delivery of savings

- 9.1 Savings proposals
- 9.2 Implementation and timeline
- 9.3 Risks and mitigation

Section 10: Summary and recommendation

Appendices:

Appendix 1 - Context of recent and upcoming welfare reform changes

Appendix 2 - Public Health context for current Supporting People service users

Appendix 3 - Summary of the consultation findings from meetings with service providers/users of current Supporting People services

Section 1: Introduction

This report informs Cabinet of the outcomes of the consultation undertaken in relation to the proposed budget reduction to the Supporting people (SP) budget and describes the recommendations for the next steps to implement the savings delivery for 2017/18; and plans to work in coproduction with key stakeholders and system partners to develop new affordable ways to safeguard our most vulnerable people by reducing reliance upon costly and complex services in order to deliver further savings in 2018/19.

Section 2: Background to budget reduction

Bristol City Council approved its budget in February 2017. Included in the budget decided by the Full Council was the requirement to achieve budget savings across a number of identified areas.

Reluctantly, one of the identified areas was a requirement to reduce spend on Supporting People services. The council currently spends £7.2m on these services every year, but there is a need to reduce our spend by £1.8million. The required savings are £643k in 2017/18 with a further £1.16 reduction in 2018/19.

Section 3: Context for the Supporting People consultation

Supporting People services are free to people who use them and available to help a wide range of vulnerable people to live more independently in their community. They are preventative services providing early intervention. In many cases the support offered will avoid the need for people to access care and higher cost services. Examples of how the money is used include:

- buying services that help people to remain independent
- supporting people who may become homeless without this help
- helping people keep a tenancy
- stopping people needing more social care
- keeping people safe and well

There are a diverse range of services run by 43 different providers, providing 11 different types of services. These services are provided both `in house` by the council and by the independent and voluntary sector and include:

- supported living accommodation for people with mental health issues or a learning disability
- sheltered housing alarm and warden services
- welfare advice and training services
- a range of “floating support” that supports people in their own homes
- a community based mental health support service, including support for carers

3.1 Changes to national Supporting People programme

Supporting People services were first introduced by the Government in 2003 when funding was top sliced from housing benefit and rent to create a distinct revenue stream to support people who needed `housing related support`. This was support for vulnerable adults to live in specific supported accommodation or be provided with floating support into their own

tenancies. Initially this revenue came from central government funds and was ring-fenced for Supporting People services.

Over subsequent years, central government reduced the Supporting People funding, removing the ring-fence for the grant in 2009 at which time the funds and responsibilities were transferred to local authorities to allocate and administer the programme. Most all local authorities have incorporated the funding for these services into core budgets and have reduced their spend on these types of services over time.

3.2 Local changes to Supporting People

In Bristol, the Supporting People services have been through many changes since 2003. Initially when the ring-fence was removed Supporting People services remained the same followed by bringing the commissioning arrangements for these services in line with the council structures at the time. Drug and alcohol services, domestic violence and abuse services and homelessness preventions services have been re-commissioned by respective commissioners within the Safer Bristol and the housing and homelessness prevention services. The budgets for these services have also been reduced over time as pressure has built on council budgets and as a result these specialist floating services have been closed which has increased the demand on the floating support remaining in Supporting People services described below.

Services for older people, people with a learning disability and or mental health issues, people with sensory impairment issues and the Advice Services & Welfare Rights and Money Advice Services (WRAMAS) services have been overseen by adult social care commissioners. These services, except for the mental health floating support services have not been through a re-commissioning process.

As a result, these services remain as they were originally purchased in 2003 but with some changes to the way services are delivered as a result of demand change and reductions in funding year on year in negotiation with individual providers.

3.3 Context of the council's corporate and adult social care strategy

The current Supporting People services focus upon supporting vulnerable citizens, preventing crisis, improving outcomes and reducing reliance upon more costly and complex services by means of early intervention.

The recommendations in this report for making the required reductions in Supporting People services are made in the context of:

- the council's corporate strategic theme Empowerment and Caring, to work in partnership across Bristol and beyond, to play a leading role in creating a city where everyone can share in its success and people who need help are supported and cared for to reduce dependency and therefore cost to public services
- direct alignment with the Three Tier Model which underpins the aims of the adults social care 'Better Lives - improving outcomes for adults in Bristol programme. The vision of the Better Lives programme is to make cost savings whilst holding our ambition to improving outcomes, commissioning and delivering quality services and keeping people at the heart of what we do

Therefore, the recommendations in this report are intended to ensure our most vulnerable people are kept safe, and by working in partnership with key stakeholders across the city,

the wellbeing of these people are supported to maximise their independence and minimise reliance on more costly statutory services.

3.4 Context of recent and upcoming welfare reform changes

The majority of people in receipt of the Supporting People services are on benefits of some kind depending on their needs and are tenants of the council, social landlords (housing associations/ charities) or private landlords. They are also likely to be in receipt of Employment Support Allowance and/or Personal Independence Payment (PIP) and Housing Benefit but will soon be moved onto Universal Credit (full service) as this is rolled out. Appendix 1 provides a brief summary of each these welfare reform changes and their impact on vulnerable people.

As a result of the people who currently receive Supporting People services being directly affected, the recommendations in this report should be seen in the context of these ongoing changes to welfare reform and benefits that continue to impact all vulnerable people in Bristol.

3.5 Context of demand for population affected by Supporting People services

Attached as Appendix 2 is further information to provide the context of demand across the populations currently in contact with services provided by the current Supporting People funding. These include:

- general demographics on the population of Bristol
- Black and minority ethnic groups (BME)
- Older people
- Learning disabilities and autism
- Long term health problems of disability
- Mental health
- Unemployment, low income, debt and benefits
- Prevalence of HIV
- Housing and homelessness
- Alcohol

Section 4: The Supporting People consultation process

The Supporting People consultation proposed four options on how to reduce the annual budget by £1.8m. These options are described in more detail in Table 1 – Options for making savings.

The Supporting People consultation was clear that views from the public, service users and providers would be sought before final decisions on implementation are made. The consultation was open between 13 June and 5 September 2017 and comprised an on-line survey (bristol.citizenspace.com/people/reductions-to-supporting-people-budgets) and face-to-face consultation at eight public events and 25 meetings with service providers, users and other stakeholders.

Paper copies of the survey and alternative accessible formats were available on request and at the consultation meetings and paper copies of the survey were also available in all libraries. Comments, requests and suggestions received in letters and emails during the

consultation have been reviewed and considered alongside the survey results and face-to-face feedback.

The full consultation report prepared by the council's public relations, consultation and engagement team is provided as Appendix B of the Cabinet report and describes the methodology and presents the detailed findings of the Supporting People consultation including:

- quantitative data from 732 survey responses received by 5 September 2017;
- analysis of free text answers/comments for the 732 survey responses which were received by 5 September 2017;
- comments and suggestions received at eight public meetings which were held between 29 June and 24 July 2017 and attended by 437 members of the public;
- issues raised at other meetings with service providers, users and other stakeholders to 5 September 2017.
- other correspondence received by 5 September 2017.

It should be noted there has been an extensive consultation period and an open and transparent approach to fully and actively engage with service users, providers and the general public on the options for making budget reductions to Supporting People services.

Section 5: Consultation findings

The detailed consultation report attached as Appendix B of the Cabinet report has been used to inform development of the proposals and recommendations in this report for final decision by Cabinet. A summary of key findings and feedback is provided below.

5.1 Key findings from the on-line survey

5.1.1 Options for making the savings

The survey presented four alternative proposed options for how the savings to the Supporting People budget could be achieved. These options are shown in Table 1 – Options for making savings.

Table 1 – Options for making savings

No.	Option	Description
A	Reduction of 25% for all services	All services will need to reduce either the number of people they help, or the level of support they can offer. They will probably have to reduce staff numbers as well.
B	No reductions to Accommodation Based services and some low level Mental Health and advice support. Reduction of 49% to all Floating Support services	This will mean there is no reduction to accommodation places and would protect people with high levels of need. But there would be significant reductions in the floating support services on offer
C	A reduction of no less than 6% across all services and further reductions based on specific criteria.	These criteria include: how complex the needs are of the people that service supports, Mayoral priorities, highly specialist services, cost per service user. This option allows more targeted reductions.
D	Application of criteria to determine the reductions but with a maximum reduction of 51% applied to any service area	This means that we will apply the same criteria as described in Option C, but ensure that no one service area will have reductions greater than 51%. This will mean some services will need to take a higher level of reduction than in Option C.

Of the four proposed options for how the savings to the Supporting People budget could be achieved, respondents expressed the strongest preference for **Option C**: a reduction of no less than 6% across all services and further reductions based on specific criteria. (48% of respondents ranked this as their most preferred option, with a further 24% as their second preference.)

The option with support among fewest respondents was Option B: no reductions to Accommodation Based services; reduction of 49% to all Floating Support services. (8% of respondents ranked this as their preferred option, with 11 % as their second preference).

5.1.2 Criteria for making further savings to Supporting People services

The survey presented four criteria which the council identified could help it decide how to make further savings to the Supporting People budget. The criteria are shown in Table 2 – Criteria for making further savings.

Table 2 – Criteria for making further savings

Criteria	Explanation
How complex the needs are of the people that the service supports	Some of these services support people who otherwise would quickly develop care needs that the council would need to provide for. Other services, whilst providing a preventative service, support people whose needs are at a lower level.
Mayoral Priorities	The Mayor has stated that making sure that there are support services for people with mental health issues is very important.
Where there is a clear specialism in a service that cannot be delivered in another service	An example of this is the Sensory Support Service which has workers qualified to a very high level in British Sign Language. This is a unique language and it is difficult for service users to discuss complex or unusual issues if the person that they are speaking to is not fluent in their language.
Costs per person using the service	Some services have high unit costs. This means that when you consider the actual cost per person using the service the amount spent is high. In some cases this is justified but we think that people may be able to get what they need in alternative and cheaper ways.

The survey asked respondents to say how important each of four criteria is to them. Of 732 respondents to the Supporting People consultation, 714 (98%) responded to this question, with slightly different numbers providing their views on each criterion. Two criteria were considered, by a clear margin, to be the most important. These were:

- ‘How complex the needs are of the people that the service supports’ was viewed as important or very important by 635 (87%) of the respondents.
- where there is a clear specialism in a service that cannot be delivered in another service was stated as important or very important by 621 (85%) of the respondents. The other two criteria were thought to be of lower importance, as follows.
 - ‘Costs per person using the service’ was viewed as important or very important by 381 (52%) of the respondents.
 - ‘Mayoral Priorities’ was viewed as important or very important by 369 (50%) of the respondents

5.2 Key feedback from meetings with service users and providers

Attached as Appendix 2 of this report are tables which provide a summary of the consultation findings from meetings with service providers/users for each element of the Supporting People services, considered to be most relevant to inform the proposed recommendations for making the budget reductions.

Section 6: What the consultation feedback tells us

The council currently commissions a programme of services under the banner of 'Supporting People' that delivers a combination of floating and accommodation based housing related support to vulnerable people in Bristol. The primary aim of these services is to enable people to achieve and maintain independent living.

On the whole, current contracted providers continue to provide good quality services and are open to recommendations for further improvement. Providers are well aware of the financial constraints and have worked with the council to reduce costs where possible with the minimum impact on service users.

These housing related support services have been in place for many years but the needs of those using them have increased or changed during this time. Feedback from stakeholders and organisations providing these services gathered during the consultation, demonstrates that client needs are becoming more complex. In response to this, many providers have sought or are now seeking new innovative ways of providing services to meet changing needs or in response to wider legislation such as the welfare reforms.

From the meetings with service providers it is apparent that there is wide variation of provision across the range of accommodation and floating support services, where opportunities for efficiencies can be made. It would also appear that the legacy of using Supporting People funding has extended wider than housing related support to compensate for reduced funding in other areas which impact on wellbeing, for example mental health needs for people diagnosed with HIV.

There is also an agreed perception across health and care that there is a gap in lower cost accommodation options and early intervention/prevention community support that vulnerable people (particularly those with mental health and learning disabilities) require to maximise living independently. This is evidenced by the lack of availability of suitable supported living housing which has resulted in voids in take up; as well as a shortage of suitable accommodation for people to move on from short term accommodation such as Buckley Court (sensory and physical impairment accommodation) and for people with mental health and learning disabilities to move on to longer term accommodation.

Feedback from service users and providers strongly suggests that reduction in the current Supporting People services could result in vulnerable people tipping over into needing more costly statutory services across social care, housing and health. This relates particularly to the people who are vulnerable because of mental health, learning disabilities, HIV and age related conditions as well as those with chaotic lifestyles due to public health and/or antisocial risk-taking behaviours.

The specialist role of the physical and sensory impairment service should also be noted. Without the specialist communication skills of the staff (who in some cases are deaf themselves), the service users who attended the consultation meetings or submitted survey responses made it very clear that without this specialist support they would struggle with complex form filling and accessing universal support to live independently.

The consultation feedback has emphasised the need to accelerate the pace of change to improve pathways and links with housing, support for people with mental health and learning disabilities as well strengthening the transition of young people to adults.

The challenge in making the required budget reduction is to maintain the ability to effectively and efficiently respond to needs of vulnerable people within the current budgetary challenges for the council. This is also at a time of significant policy and service changes in areas which affect these client groups such as changes to welfare benefits and cuts to health and social care provision.

Section 7: Taking the outcome of the consultation forward – recommendation

The outcome of the consultation survey on how to achieve the required year on year savings of £1.8m is in favour of applying Option C:

Take out no less than 6% savings with further reductions based on specific criteria. These criteria are:

- *how complex the needs are of the people that the service supports*
- *Mayoral priorities*
- *highly specialist services*
- *cost per service user*

The outcome of the survey for rating these specific criteria favoured:

- how complex the needs are of the people that the services support. For example, these are people who otherwise would quickly develop care needs that the council would need to provide for
- where there is a clear specialism in a service that cannot be delivered in another service. For example, these are people who have a physical and or sensory impairment and it is difficult to discuss complex issue with them unless the workers have specialist communication skills such as British Sign Language

In favouring Option C, it should be noted this states that a *minimum of no less than 6% savings* be taken out and that no maximum % is stated. During discussions with service providers, there was awareness that for some, further reductions of up to 100% of their funding could be taken out based on applying the specified criteria. On this basis it is proposed to take a higher % from across all services but compensate for this with a longer lead in time to implement the change.

Recommendation:

To implement Option C to reduce the annual budget for Supporting People by £1.8m by:

- 1. applying a budget reduction of 15% across all current Supporting People funded services with effect from 1 April 2018**
- 2. taking a productive approach with service users, providers and key partners to shape the longer term provision of targeted preventative services for vulnerable adults with effect from 1 January 2019**

Rationale for recommendation:

The required savings of £643k in 2017/18 will be delivered through savings from voids in sheltered accommodation. The further reduction of £1.16m in 2018/19 will be delivered by the full year effect of making 15% reduction across all Supporting People services from 1 April 2018; and by implementing new contracts from 1st January 2019 this will deliver the balance of the savings target and contain expenditure within funding available.

Details of the savings schedule are illustrated in Section 9.1 of this report and the rationale and process for implementing new contracts is described as follows.

The application of the specified criteria was intended to guide further targeted reductions and it is proposed to build on what people told us in the consultation to shape the longer-term solutions to ensure we spend the available budget in a way that will target the most vulnerable people to keep them away from statutory services across the system in social care, housing and the health services.

We will work in coproduction with service users, providers and key partners across the health and care system and voluntary sector to shape the provision of targeted preventative services for vulnerable adults that will maximise independent living, reduce the need for higher levels of care and support and deliver further reductions within available funding.

With the help of their expertise, and in partnership with public health, housing services and health through the clinical commissioning group, a new delivery model will be designed that will maximise independent living in line with the council's strategic theme for Empowerment and Caring, and the Three Tier model approach underpinning the Better Lives adult social care programme. The valuable insight gained through the consultation process on how to reach the vulnerable people who use these services will be used to effectively engage with service users.

Support for taking this approach can be seen in the consultation feedback. In the survey, respondents were asked for any suggested criteria of their own that could be applied across all the services. There were 234 free text responses for this question, out of which:

- 57 (24%) comments stated that the service should prioritise early preventative care to prevent untreated needs escalating and causing higher downstream costs and harm to users.
- 49 (21%) stated that individual needs/risk assessments are important to prioritise services to people who need them most. Two recurrent sub-themes were that service users should be involved in identifying what help they need and that the needs assessments should be undertaken without delay.

The future model will be developed and commissioned to effectively and efficiently meet identified need and demand whilst providing value for money and maximum impact. By working in coproduction with the service users, providers and partners, this will enable a greater knowledge of the needs of these client groups, as well as assist with understanding the interdependencies and how future provision of targeted preventative services will effectively contribute to maximising independent living.

By offering new contracts for service providers, this will ensure that more adults are able to access support services at an early stage to reduce their dependency on essential services at a later stage. It is proposed that this will enable vulnerable adults to be more

independent, enable us to respond more quickly to changes in people's circumstances and to reduce some duplication in the services that are available and:

- identify opportunities for simplifying and integrating pathways
- strengthen partnership working in order that investment in care and health is collectively aligned
- develop interventions that are evidence-based and targeted to deliver better outcomes for lower costs

It will also ensure the embedding of a performance management framework that will clearly measure the impact of:

- enabling individuals and communities to do more for themselves and others
- working with partners to increase independence and provide targeted care, support and protection to those who need it

Priorities for funding will focus on interventions that minimise the impact of increased need for more complex, costly statutory care. Funding will be targeted at prevention of future crisis together with the need to maximise opportunities afforded by working closely with partners and the voluntary, community and faith sectors to ensure best value and local connectivity – for example funding the new delivery model will be prioritised in order to:

- resolve immediate crisis
- improve self-sufficiency with the aim to prevent future crisis
- prevent or reduce demand on statutory services
- ensure that services are not duplicated
- maximising other sources of funding

Service providers will be measured on the outcomes that they achieve with the people – for example:

- feeling connected to community
- improved health and wellbeing
- living independently
- taking an active role in the community
- being in education and or employment
- being in control of finances/ promoting economic wellbeing

These priorities for funding and measured outcomes will be explicit in the new commissioning arrangements and service providers in the market will be required to offer solutions that offer a variety of ways of working with people to meet these outcomes.

Section 8: Equality and Eco impact assessment on the recommendations

Equality Impact Assessment

The requirements of Section 149 of the Equality Act 2010 state that Public Bodies must have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it
- foster good relations between people who share a protected characteristic and people who do not share it

The council has carried out a full and comprehensive Equality Impact Assessment (EIA) on the recommendations which is included as Appendix E of the Cabinet report. The assessment has considered what impact the recommendations could have on the protected characteristics: age, disability, gender re-assignment, pregnancy, maternity, race, religion or belief, sex and sexual orientation as well as carers and action that will be taken to mitigate the risk of disproportionate impacts upon protected characteristics.

The Equality Impact Assessment will continue to be developed as part of an iterative process to work with providers to take out 15% of their budgets and inform the coproduction work to develop the new model to deliver further reductions within available funding. Mitigating actions will continue to be developed to ensure the savings can be delivered both safely and safeguard some of Bristol's most vulnerable people. However, it should be noted that reducing service capacity could have the following consequences:

- future service users may not get a service where previously they would have received a service. Where possible citizens will be sign-posted to locally based universal services appropriate to their needs
- current and future service users may receive less support than they would in the past. For example, the time spent with individuals and/or the frequency of visits they receive may be reduced or support may be provided over a shorter period of time than in the past. Wherever reasonable, some flexibility to temporarily increase to individuals where this is required to prevent crisis or to achieve a better outcome
- all services will work to move people towards independence at the earliest stage: the aim is to achieve the same or better outcomes over a shorter period of time, increasing the rate at which people move out of services and reducing the rate at which they are present to services

In summary, these proposals will have some impact on all present or future people seeking to access services currently funded by Supporting People funds. The council will work in coproduction with service users, provider and partners to develop further mitigating actions to ensure there are no unmitigated disproportionate effects on any one specific protected group.

Eco Impact Assessment

Environmental impacts may occur through re-modelled services and changes to contract specifications, but at this stage it is not known if these will be significant. New tenders will be subject to council procurement procedures, which include a requirement to consider sustainability impacts.

Section 9: Delivery of savings

9.1 Savings proposals

The schedule of savings proposals is illustrated in Table 3 below.

Table 3 – Schedule of savings proposals

Years	Budget reduction £000s	Cumulative budget reduction £000s	Comments
2017/18	643.00	643.00	Voids in sheltered housing
2018/19	1,080.00	1,723.00	Apply 15% reduction across all contracts with effect from 1st April 2018
	77.25	1,800.00	Implement new contracts from 1 st January 2019 to contain expenditure within funding available, will deliver the balance of savings target

9.2 Implementation and timeline

Should the recommendations be approved, the process of implementation will be from the beginning of January 2018. This will be the start of 12 months transition working in coproduction to firstly implement the 15% reduction across all Supporting People services. Implementation will continue work with our suppliers and partners to deliver targeted preventative services for adults that offer improved value for money and outcomes that achieve reduced demand for services, change behaviours to promote independence and the deliver evidence-based interventions.

Implementation of the savings proposals will take the form of 4 phases. Phase 1 and 2 activities will take place at the end of year 2017/18 rolling into 2018/2019 with the realisation of 15% savings from 1 April 2018. The remainder of the saving reductions will be realised in the last quarter of the year 2018/19 with the implementation of new contracts with service providers that will ensure that more adults are able to access support services at an early stage to reduce their dependency on essential services at a later stage.

Key activities of the four phases are as follows:

Phase 1 – December 2017 – January 2018

- Cabinet decision to make 15% savings across all existing SP services and proposal to work in coproduction to remodel services and commission targeted preventative services for longer term
- Issue variations to contracts for existing providers to confirm 15% budget reduction with effect from 1 April 2018

Phase 2 - January 2018 – July 2018

- Set up stakeholder co-production group
- Coproduction group meet regularly to agree new model and develop service specification for targeted preventative services for adults
- Hold stakeholder and market development events to channel new ideas and ways of working

Phase 3 - July 2018 – December 2018

- Run tender process - providers submit bids to deliver the new model
- Competitive process and evaluation of bids received
- Re-commissioning process complete
- New contracts awarded to successful bidders to start new services in January 2019

Phase 4 – January 2019- April 19

- Realisation of further savings from January 2019
- Implementation phase of new contracts
- Transition period to new ways of working

9.3 Risks and mitigation

The saving proposals will continue to support the council's aims of reducing dependency, increasing personal independence and helping to move people towards work through the development of new delivery models. Whilst the saving proposals will require a reduction in the overall number of people that can be supported at any one time, increases in service efficiency to support people to independence more quickly will mitigate this impact through the year as more people take up vacancies created by people moving on into independence.

It should also be acknowledged however that reducing the capacity of support services and the transition of current support models to improved targeted, preventative services for adults does include a level of inherent risk for the council, providers and people; all of which will need to be carefully managed. In addition to potential reputational risks to the council of reducing investment in preventative services, other key risks involved are detailed in Table 4.

Table 4 – key risks and mitigating actions

Risk description	Risk mitigation
People may need to wait to receive support as service capacities are reduced	The development of funding criteria as part of the development of the new model will enable targeting of support to people most in need
Some people may no longer receive a support service	Where possible people will be signposted to locally based universal services appropriate to their needs
Increased costs to public service due to reduction in prevention services resulting in more people reaching crisis	Introduce funding criteria to ensure services are targeted on those with the highest level of need
When budget reductions are agreed, providers may refuse to accept mid-year reduction of 15%	The council will have the option of not extending the contract beyond the provider's contractual notice period. The council will also be offering a 12-month extension to existing contracts whilst working in coproduction of the new delivery model which will be an incentive for providers to accept the 15% reduction
Risk of further cuts to services as a result of next council budget consultation for 2018/19	Any requirement for further reductions will be incorporated into the coproduction work to develop the new delivery model

Section 10: Summary and recommendations

This report has described the approaches proposed to reduce Supporting People expenditure by £1.8m. The scale of the budget proposals is significantly challenging and the council has worked to ensure the most vulnerable people are protected and the consequences on protected groups under Equalities Legislation has and will continue to be fully considered.

The proposals set out in this report will ensure the council is able to realise the required savings whilst ensuring progress is made to move forward with a modernised service that supports the council's priority to reduce dependency, meets the council's legal obligations and continues to protect and support the most vulnerable people.

There has been an extensive consultation period and an approach to fully and actively engage with service users, providers and the general public on these proposals. Although the consultation feedback raises concerns about some aspects of the proposals, implementation plans will provide reassurance to Bristol's vulnerable people that any impact on current services will, in so far as possible, be mitigated by reforming and improving services longer term.

Recommendation:

To implement Option C to reduce the annual budget for Supporting People by £1.8m by:

- 1. applying a budget reduction of 15% across all current Supporting People funded services with effect from 1 April 2018**
- 2. taking a coproductive approach with service users, providers and key partners to shape the longer term provision of targeted preventative services for vulnerable adults with effect from 1 January 2019**

*Option C - A reduction of no less than 6% across all services and further reductions based on specific criteria

Context of recent and upcoming welfare reform changes

Replacement of Disability Living Allowance (DLA) by Personal Independence Payment (PIP)

This is ongoing since 2013. At February 2017 there were still around 8,800 individuals in Bristol who remain on DLA and will be invited to claim under the new PIP rules over the next few years. It is expected that a quarter of these individuals will lose some or all of their entitlement when they claim PIP. Many will require support with the claim process and many will also require assistance/representation to appeal outcomes. In Bristol, 84% of represented claimants are successful in appealing PIP decisions.

Employment and support allowance (ESA) replaces Incapacity Benefit/Severe Disablement Allowance (IB/SDA)

This is ongoing since 2008. The DWP no longer publishes statistics on IB/SDA claimants but the last published numbers (May 2016) recorded several thousand people in Bristol who awaited ESA assessments. Income related ESA is being phased out by Universal Credit but the 'work capability assessment' continues in UC. Due to health conditions/disabilities, many households will require support to access their entitlement. Many claimants require representation with the appeal process. In Bristol, 92% of represented claimants are successful in appealing these 'capability for work' outcomes.

Impact of the roll out of Universal Credit (full service) to all claimants:

UC (full service) is digital only making applications for UC a struggle for those who find it difficult to manage Information Technology. It is also a key requirement for claimants to regularly view, respond to messages and update their information on their UC 'online journal'. As a result, there are significant difficulties in claiming and receiving the right UC payments for vulnerable households which often include people with mental ill health, learning difficulties, language considerations, illiteracy etc. Failure to respond raises the risk of facing financial and other sanctions, which could result in tenancy failures for vulnerable service users.

There has been a 6-week minimum wait between making a UC claim and being paid which leads to issues of food, fuel and poverty arising from this gap. It is possible that interim advance payments can be requested of DWP.

It is very likely that one of the impacts of the implementation of UC, is that it will cause high rent arrears across tenures due to the wait for payment. This may lead to an increase in evictions due to rent arrears in a very difficult housing market, which is what has happened in other local authorities where UC (full service) has already been rolled out.

Council Tax reduction public consultation

As stated above, majority of people within these services also are in receipt of benefits including Housing Benefit and therefore, some reduction to their council tax. The recent proposal to change the Council Tax Reduction for those on benefits could also have a significant impact on income of these citizens.

Context of demand for population affected by Supporting People services

Population of Bristol

The total population of Bristol is around 442,500 people and increasing. The population of Bristol is projected to increase 9.7% to 474,400 by 2022.

The impact of cuts to welfare services will disproportionately affect those on benefits or low income, young people, black and ethnic minorities and people with disabilities and mental health.

Black and minority ethnic groups (BME)

16% of Bristol's population are from black and minority ethnic groups. The child population is increasingly ethnically diverse. The 2011 national census showed that 28% of Bristol children belong to a BME group compared to the Bristol average of 16%.

Older people

The proportion of older people 65 and over (13.3%) is lower than the national average (17.7%). Bristol has 58,800 older people aged 65 and over, an increase of over 700 in the last year. There are projected to be 8,100 additional older people by 2022, a 14.2% rise. The rise has been mainly in the North and West locality.

Falls

Bristol's rate of emergency admission for injuries due to falls is significantly higher than the England average. During 2014/15, 1640 people in Bristol aged over 65 were admitted to hospital in an emergency following a fall.

Analysis of 2012/13 to 2014/15 data showed that 7% of all falls related admissions were from residential and nursing care homes and 93% were from those living at private addresses (including extra care housing and supported housing)

Learning disabilities and autism

There are around 8480 adults with learning disabilities and autism. In 2014 residents were asked how well they are managing financially. 23% of disabled people and BME groups and half (51%) of people of muslim faith stated they were managing their finances with difficulty.

A review of health checks for people with learning difficulties in 2012/13 suggests that this groups have an increased number of health conditions and a significantly worse health profile than overall Bristol population.

Data from GP patient registers indicates there are around 1,940 people recorded as having Learning Difficulties in Bristol. This will be those with moderate to severe LD who are more likely to require support. This represents 0.5% of the patient population which is similar to the England average.

In terms of overall population prevalence, there are estimated to be 3,570 adults in Bristol with some level of autistic spectrum condition in 2016 (18+, including 560 people over 65)

Long term health problems or disability

There are 71,700 people with a long-term health problem or disability. 34,550 (8%) have day to day activities that are limited a lot and 37,150 (9%) that are limited a little.

Mental health

30,100 (7.6%) Bristol patients received a new diagnosis of depression in the last year, above the national average. (7.3%)

The data for anxiety and depression shows a mixed picture. Bristol (41,027, 12.67%) is higher than the England average (9.48%) for anxiety and depression, average 17009, 5.3%) for generalised anxiety and lower than average for depressive episodes (5480, 1.69%). Anxiety and depression is also higher among social care users (57.9%)

The numbers of people suffering from anxiety and depression are predicted to increase to 45111 by 2021.

Mental health is the largest cause of Employment & Support Allowance claims in Bristol (54%), 6th highest rate in England.

Economic & social costs of mental health in Bristol estimated at £1.57bn p/annum

6.8% of Bristol residents reported a low life satisfaction score, significantly more than nationally (4.8%), 2014/15.

Local data shows 13% have "below average mental wellbeing", but significantly more in deprived areas (20%).

Unemployment, low income, debt, and benefits

Unemployment rate in Bristol remains high at 8.3% compared to 6.4% in England.

35% of the population in Lawrence Hill (36%) and 35% in Filwood are income deprived.

This is compared to 17% of Bristol population.

Around 18000 children live in low income families in Bristol, this is significantly higher than the England average. (18.6%)

A report by the money advice service has stated that 62213 adults (17.1%) are over-indebted in July 2017. "Over-indebted" individuals are defined as those who are likely to find meeting monthly bills a "heavy burden" and/or those missing more than two bill payments within a six-month period. This is compare to an average of 15.8% for England https://masassets.blob.core.windows.net/cms/files/000/000/811/original/Over_indebtedness_2017_Stats_PDF.pdf

Prevalence of HIV

The overall HIV prevalence rate for Bristol increased in 2014 to 2.07 per 1000 residents aged 15-49. This is above the threshold for expanded HIV testing. Recent HIV surveillance data shows that 45% are considered to have a late diagnosis which is slightly higher than the national average (42%) This is linked to an increased rate of illness and hospital admission. This may have an impact on the need for floating support.

Housing and homelessness

The average house price in August 2017, according to hometrack.com was £268,400 compared to a UK average of £210,500. This has increased 3.4% in the last 12 months.

Affordability is measured by the relationship between the price of the cheapest homes and lowest level earnings. In 1997 the ratio was 3.19 in Bristol, but rose to a peak of 7.91 in 2007. Recent data indicates a ratio of 6.83. The private rented sector represents a growing proportion of the market.

In 2013/14 the rate of households accepted as statutorily homeless in Bristol rose to 2.6 per 1000 households. This is above the national average (2.3 per 1000)

The number of total homeless decisions made has increased significantly from 345 in 2011/12 to 1323 in 2015/16.

Alcohol

Bristol has higher rates than the national average of alcohol related harm as well as higher alcohol-specific and alcohol-related mortality. In Bristol there were over 3,500 admissions to hospital to alcohol specific conditions in 2015/16 and over 9,500 admissions due to

alcohol related conditions. Bristol alcohol related admissions have been consistently higher than the England average, with a rate of 2,682 persons per 100,000 population admitted in 2015/16 compared to England rate of 2,179 admissions per 100,000. Local alcohol profiles estimate there are 26.3 alcohol specific deaths per 100,000 men in Bristol, significantly higher than the England rate of 15.9.

Physical disability or sensory impairment

There is a projected demand that the number of supported housing units for younger people with physical disabilities will need to rise by around 6% in England and around 4% in Great Britain over the next 15 year period.

Summary of the consultation findings from meetings with service providers/users of current Supporting People services

Type of service	Number of service users at any one time	Current budget
Advice Services, Welfare Rights and Money Advice Service (WRAMAS) (1 provider, 2 contracts)	134	£279,532
<p>Current provision – the way the service is provided These are advice services provided by the Welfare Rights and Money Advice Service (WRAMAS), a service run by the council. They provide training, telephone support and information for support workers. They also take referrals for complex welfare benefits or debt cases and provide casework support for vulnerable people, particularly disabled people and full-time carers. The service supports people to maximise their income.</p>		
<p>Consultation findings Team provide specialist support for highly complex cases and training to other agencies to improve quality of advice given and case handling WRAMAS, directly and indirectly, plays a key role in ensuring that vulnerable households are receiving the benefits they are entitled to and therefore helping to combat poverty, including child poverty, are less likely to request/require social care and/or additional health care, and are far less likely to face homelessness and the generally costly and negative effects of homelessness.</p>		

Type of service	Number of service users at any one time	Current budget
Supported Living – LD and MH (19 providers, 20 contracts)	340	£2,699.641
<p>Current provision – the way the service is provided This service provides places to live with support available where they live for people with learning difficulties and for people with mental health needs. Most of the people who use these services have been living in their supported living homes for a long time. Most of the people living in this type of accommodation would have eligible care needs if they were assessed now.</p>		
<p>Consultation findings</p> <ul style="list-style-type: none"> • service user highlights that removal of services in supported living would make independent living unsafe and so lead to a costly care package • Supporting People (SP) links with Community Support Services (CSS) core support - would be best to look at these together and ask people how to do this for themselves. Service providers need to know what is going on with CSS core support to inform the SP work • capacity of teams in the council has had an impact on the dialogue that happens - provider forums and partnership board has broken down. • Silo-ed commissioning - does not help with creativity • SP - need a conversation about how we define it and how we deliver SP in relation to CSS 		

Other points to note:

There are vacancies in the accommodation available resulting in underspend against this budget which has been removed at the start of 2017/18. This is because the vacant accommodation provision is not suitable for where and how people choose to live.

There is a process underway to review who is living in this accommodation and where people have eligible care needs and they have a care package the top up SP budget will be transferred into the relevant care management budget. Referrals to these schemes in the future will be for people with statutory needs.

For future consideration, accommodation and support should be separate and not tied to specific housing in order support can be reduced or stopped without people having to move from where they live unless they choose to do so.

Type of service	Number of service users at any one time	Current budget
Long term floating support (LD and MH) (6 providers, 6 contracts)	72	£355,201

Current provision – the way the service is provided

This service helps people with mental health needs and/or learning disabilities to remain independent. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services

Consultation findings

- Service users all expressed the views that they could not manage their lives if they did not have the few hours of support they receive from their Centre support workers. Most of the SU receive only 1 or 2 hours of support per week. This low level of support prevents them from getting into debt, putting their tenancy at risk, social isolation and mental health problems.
- Service users advised: Option B which protects Supported Living over other services seems the least fair. Options C and D cause feelings of uncertainty, as we do not know how each service will be affected
- Service users were asked if they had any ideas of how things could be done differently. The following ideas were raised by 1 or more SU: Look again at the financial eligibility criteria – a means tested approach may be fairer. Some 1 to 1 support could be replaced with drop-ins or hubs

Type of service	Number of service users at any one time	Current budget
Short term mental health floating support (3 providers, 3 contracts)	260	£1,221,620

Current provision – the way the service is provided

This service gives people with mental health issues help for a short time. This can be up to two years. It normally helps people who are having some sort of unexpected problem that means they need help to ensure that they don't lose their home. This includes

maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services.

Consultation findings

- I tried to get help from the service from Brookland Hall - got no support at all from the mental health services.
- Support from floating support team has been vital and kept people alive
- 'If I did not have support I would not keep myself clean and tidy and would go downhill and flat would be taken off me'

Type of service	Number of service users at any one time	Current budget
Physical and sensory impairment supported housing (1 provider – Buckley Court)	8	£111,142

Current provision – the way the service is provided

This service is provided directly by the Council. The service accommodates eight people who have sensory disabilities. Buckley Court supports people from age 18 upwards. It is for people to be supported for a period of time and then move out and live independently elsewhere. Some people stay here for up to five years.

Consultation findings

- If Buckley Court were to close or you were to make any cuts then it would affect me and the tenants here; how would we learn new things about access, for example NGT and sign video? They have supported us with so many things, for example, accessing the internet and making our own phone calls through NGT so we can independently phone the gas company, for example. The tenants here need the support of the staff so I think you should not make any cuts.
- Buckley court. We need to learn from this service, cooking, gardening, which are important for our independence.
- 'Being able to talk to people, learn, and understand the processes of different things. That really helped me. Next stage now, I think for me to be able to live independently hopefully through social housing and Home Choice register - I on it at moment, keeping eye open, to see an opening for me to have a flat through the council social housing. Because private sector v expensive - can't afford it, my disability in way of finding full time work - here, been able to successfully gain part time work, which I very much enjoy, and it been achieved through Buckley Court helping me and staff helping me prepare'.

Other points to note:

People appear to stay too long at Buckley Court, once they have gained their independence move on accommodation appears to take too long to arrange via Home Choice Bristol.

Future demand from the 0-25 team and sensory impairment should be obtained alongside strengthening partnership working with housing, education and employment

Type of service	Number of service users at any one time	Current budget
Sheltered housing alarm and warden services (13 providers, 20 contracts)	1593	£758,391
<p>Current provision – the way the service is provided This relates to sheltered housing for older people. Sometimes the only thing that is given is an alarm that people can use to get help if something goes wrong. In other places there is also a warden that comes to check that people are OK. This sort of service helps prevent future problems.</p>		
<p>Consultation findings</p> <ul style="list-style-type: none"> • 'This group identified Option C & D as best for them. There was concern about the phrase ' complexity of needs '. Most in sheltered don't have the most complex needs - but if you miss supporting people earlier on you lose the 'prevention' that is needed with increasing numbers of older people. It will just hit hospitals and adult social care soon. Would prefer if it also said 'or the potential for future costs if this is taken away '. • Most Providers indicated that they are moving away from 'hard wired' alarms - so in future alarms could be provided on a 'need assessed' basis and also provided at a charge at service users request. • Providers highlighted that although current much older users may not generally be tech savvy an increased use of SMART technology should be looked at for the future. • How do we sell sheltered housing – how do we get people to understand what sheltered housing is about now. It has modernised and helps people feel safe and well and prevents needing greater levels of care. We might be asking the wrong people at the wrong time – need to have choice for older people. Only 5 % of housing available for older people – need to ensure we keep that. 		

Type of service	Number of service users at any one time	Current budget
Older people floating support (4 providers, 5 contracts)	156	£345,542
<p>Current provision – the way the service is provided These are similar to other floating support services, providing a range of services to support older people to remain independent. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services with some specific support also around managing issues related to alcohol.</p>		
<p>Consultation findings</p> <ul style="list-style-type: none"> • Case studies highlight early intervention and knowledge of services provided by Health & Well Being officers can prevent need for more costly care packages and prevent decline. • 'SP used as a preventative service - if people are not likely to get social care service - helps them stay independent' • 25% all round would be fairest and services would remain rather than disappearing • Cost per service user - a good indicator but need to take into account throughput 		

Type of service	Number of service users at any one time	Current budget
Floating support for people with HIV (1 provider – Brigstowe)	24	£86,053
<p>Current provision – the way the service is provided</p> <p>The service provides similar services to other floating support services but specifically for people with HIV. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services.</p>		
<p>Consultation findings</p> <ul style="list-style-type: none"> • Discrimination against HIV status is alive. People have lost homes and been refused treatment as a result. Terence Higgins Trust has lost a lot of funding which compounds the problem. • People living with HIV have told the council that they need a specialist service that understands the condition and how it affects their life. Most of our clients have had negative experiences of accessing non-specialist services and need a service they can trust. Brigstowe is now delivering HIV Awareness to professionals to increase knowledge & understanding. • Several service users described suffering from depression and mental health problems. Community Mental Health teams are Difficult to talk to. Confidentiality still an issue. They don't seem to have a clue about HIV. • HIV clinic at Southmead just tell us to contact Brigstowe for our mental health support and advice after diagnosis • Coming to Brigstowe keeps me alive • The council should calculate the cumulative costs or care, homelessness, mental health needs, compliance with medication, new infections – if Brigstowe were not here 		

Type of service	Number of service users at any one time	Current budget
Physical and sensory impairment floating support – Sensory Support Service (1 provider, 1 contract)	55	£274,760
<p>Current provision – the way the service is provided</p> <p>This service supports up to 55 people with a sensory impairment and is directly provided by the Council. A lot of the staff in this service speak fluent British Sign Language and some members of staff are deaf themselves. They support people to remain independent and help them with tasks such as filling in complex forms and applications. They also provide support for things such as maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services.</p>		
<p>Consultation findings</p> <ul style="list-style-type: none"> • Service and service users highlighted that British Sign Language (BSL) is more than just another language and that fluent speakers are required in order to understand 		

many deaf citizens issues and provide comprehensive explanations to them.

- The service highlighted the specific issues of older deaf citizens who generally have very poor levels of education and a culture of dependency which has been created for them.
- Many standard official letters are very difficult for them to understand and services very difficult to access due to language barrier and difficulty using phone (with only option of text speak service - which still has limitations around use of written English).
- Service users identified critical nature of service and inability to obtain equivalent elsewhere – delays in booking translators - lack of funds to books translators.

Type of service	Number of service users at any one time	Current budget
Generic floating support (Community Support Teams) (1 provider, 1 contract)	280	£689,699

Current provision – the way the service is provided

These are similar to other floating support services, providing a range of services to support people to remain independent. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services. They are a service run by the council and are open to all people.

Consultation findings

- Flaws with the workbook - some organisations measured on through put - some are measured on number of people they see - and some on the hours they do - should be a consistent measure on quality of service.
- G's illness had impacted on his ability to sustain his own finances, family relationships and home. At the point we assessed G, he had no income of his own as was no longer in work due to illness and had been unable to claim relevant benefits on his own. Carol Dutton, from the Huntington's Association, reported to have found G had tried to take a bite out of a frozen pizza as that was all the food he had to eat and was unable to cook it for himself. Income (weekly) at start of support - £0. At end of Support - £326.65 per week
- We have increased LS's main income by applying for relevant benefits he is entitled to. The application for Severe Disability Premium, once in payment, will mean he will have to make a higher contribution towards his care costs, which helps reduce the burden on the social care budget also.
- In the first seven months of 2017, the CST supported 124 people to increase their yearly equivalent incomes by a total of £600,838. Over twelve months, this would equate to over £1 million increase in incomes. Each £1 spent on the Community Support Team (CST) achieved around £1.70 increase in income to vulnerable people. The CST supported people to increase 14 different welfare benefits.

Type of service	Number of service users at any one time	Current budget
Community based support for mental health	451	£394,460

(1 provider – Rethink)		
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Current provision – the way the service is provided

The service provides support to improve mental health in the community. It does this through a variety of different approaches including 1:1 support, community outreach, group work, training, advocacy and carers support.

Consultation findings

- The staff here have a lot of knowledge and understanding. They help people in recovery and offer a holistic service. If you lose this speciality there will be difficulties.
- We are bridging the gap between Primary and Secondary Care, often the first point of interface
- There are no other signposting services for people going through Mental Health. People would spiral out of control if the service was not there.
- Highlighted focus on 3 Tier Model
- Option B not viable for this group

Public Relations, Consultation and Engagement



‘Supporting People’ 2017 Consultation

**Final Report v2.6
19 October 2017**

Contents

Executive Summary	4
1 Introduction	7
1.1 Context.....	7
1.2 Scope of this report.....	7
1.3 Description of the Supporting People consultation proposals.....	7
1.3.1 Supporting People Services	7
1.3.2 Further information.....	8
1.4 Structure of this report.....	8
2 Methodology	9
2.1 Survey.....	9
2.1.1 Online survey.....	9
2.1.2 Paper copies.....	9
2.1.3 Alternative formats	10
2.2 Public Meetings.....	10
2.3 Service-led meetings.....	11
2.4 Other correspondence	12
2.5 Input by ward councillors.....	12
2.6 Publicity and briefings	13
2.6.1 Objective	13
2.6.2 Media relations	13
2.6.3 Voluntary and community sector consultation.....	13
2.6.4 Service-led publicity	13
2.6.5 Other promotional activity.....	14
3 Survey response rate and respondent characteristics.....	15
3.1 Response rate to Supporting People Survey.....	15
3.2 Geographic distribution of responses	15
3.3 Characteristics of respondents.....	15
3.4 Respondents' use of Supporting People services	19
3.4.1 Survey question.....	19
3.4.2 Service users and carers.....	19
3.4.3 Staff who work for the services.....	22
3.4.4 Other stakeholders.....	24
3.4.5 Respondents who have multiple roles with Supporting People services.....	25
3.5 Respondents' use of local services affected by other budget savings.....	25
4 Supporting People Proposals – consultation feedback	26
4.1 Supporting People survey results	26

4.1.1	Criteria for making savings to Supporting People services	26
4.1.2	Options for making savings	31
4.1.3	How communities could support the people affected by Supporting People changes	36
4.1.4	Other specific comments about services and providers	39
4.2	Comments about Supporting People services at the public meetings	41
4.2.1	Q&A discussion.....	41
4.2.2	Roundtable discussions	42
4.2.3	Suggestions boxes	42
4.3	Service-specific feedback received at service-led meetings and by letter and email	42
5	Social Action and Volunteering (survey responses)	54
6	How will this report be used?	56

Executive Summary

Supporting People consultation

The Supporting People budget currently funds a range of different housing-related services which help vulnerable people to live independently. These include:

- supported accommodation for people with mental health issues or a learning difficulty;
- sheltered housing;
- advice services; and
- 'floating support' that supports people in their own homes.

The Supporting People consultation proposed four options for how to deliver support services with an annual budget reduced by £1.8m. These options are described in section 1.3 of this report and in more detail in the [Supporting People consultation booklet](#).

The proposals are in the context of the £62.199m of budget savings which were considered by Full Council on 21 February 2017. The Supporting People consultation sought views from the public, service users and providers before final decisions on implementation are made.

The Supporting People consultation was open between 13 June and 5 September 2017. The consultation comprised an on-line survey (bristol.citizenspace.com/people/reductions-to-supporting-people-budgets), face-to-face consultation at eight public events, and 25 meetings with service providers, users and other stakeholders. Paper copies of the survey and alternative accessible formats were available on request and at the consultation meetings. Paper copies of the survey were also available in all libraries. Comments, requests and suggestions received in letters and emails during the consultation were reviewed and considered alongside the survey results and face-to-face feedback.

Scope and purpose of this report

This report describes the methodology and presents the findings of the Supporting People consultation including:

- Quantitative data from 732 survey responses received by 5 September 2017;
- Analysis of free text answers/comments for the 732 survey responses which were received by 5 September 2017;
- Comments and suggestions received at eight public meetings which were held between 29 June and 24 July 2017 and attended by 437 members of the public;
- Issues raised at other meetings with service providers, users and other stakeholders held during the consultation period ending 5 September 2017.
- Other correspondence received by 5 September 2017.

This report is intended to inform the service about the public feedback on the 'Supporting People' proposals, so the service can take the feedback into account as it develops final proposals for decision by Cabinet. This consultation report will also be considered by Cabinet in making its decisions.

Key findings

Response rate

732 responses were received to the Supporting People survey, via the online and paper-based surveys, including alternative formats. 144 (20%) respondents completed the survey on paper (including large print and easy read formats), and the remaining 588 (80%) completed it online.

424 (58%) respondents indicated that they use or live in one or more of the Supporting People services. Of these, 26 respondents reported that they use more than one service.

82 (11%) respondents stated that they are a carer for someone who uses one of the services.

176 (24%) respondents indicated that they work for one of the Supporting People service providers.

A map of response rate by ward is presented in section 3.2 along with the details of age profile, gender and other respondent characteristics.

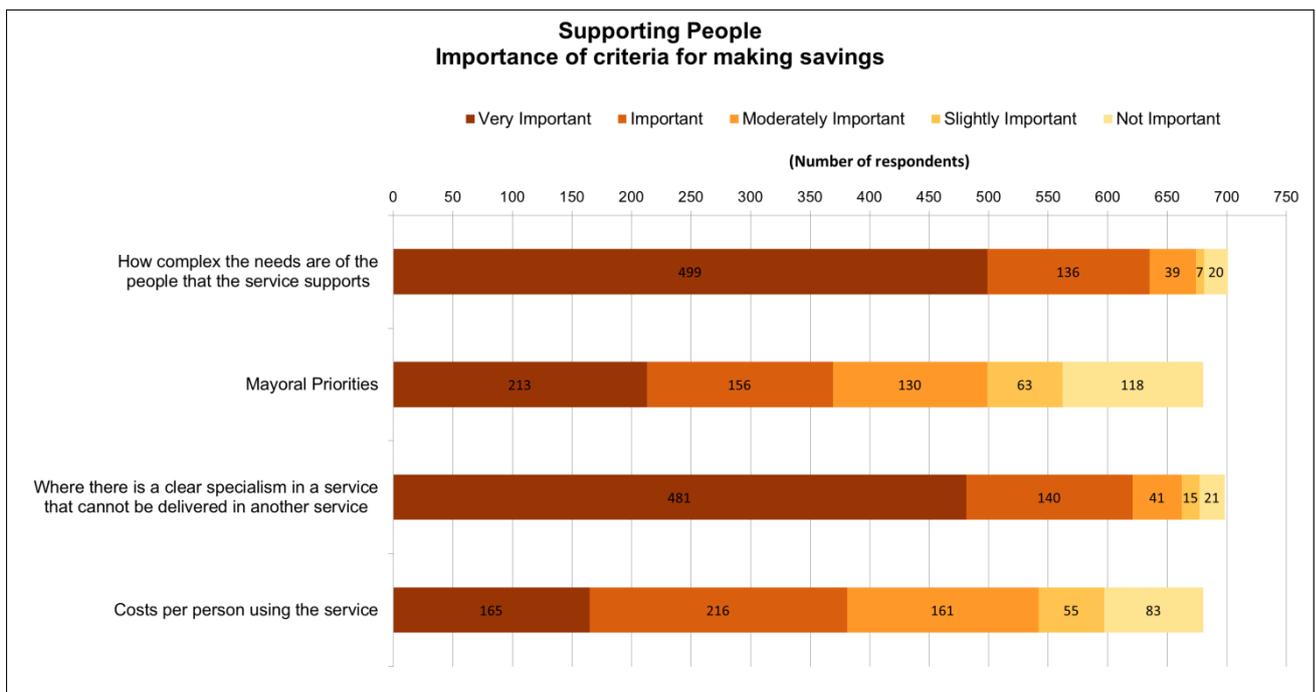
Criteria for making savings to Supporting People services

Of the four criteria which the council identified could help it decide how to make savings to the Supporting People budget, respondents considered two criteria to be significantly more important than the others:

- 'How complex the needs are of the people that the service supports' was viewed as important or very important by 635 (87%) of the respondents;
- 'Where there is a clear specialism in a service that cannot be delivered in another service' was stated as important or very important by 621 (85%) of the respondents.

Figure ES 1 shows the importance survey respondents placed on each criterion.

Figure ES 1: Importance attributed to each criterion for making savings



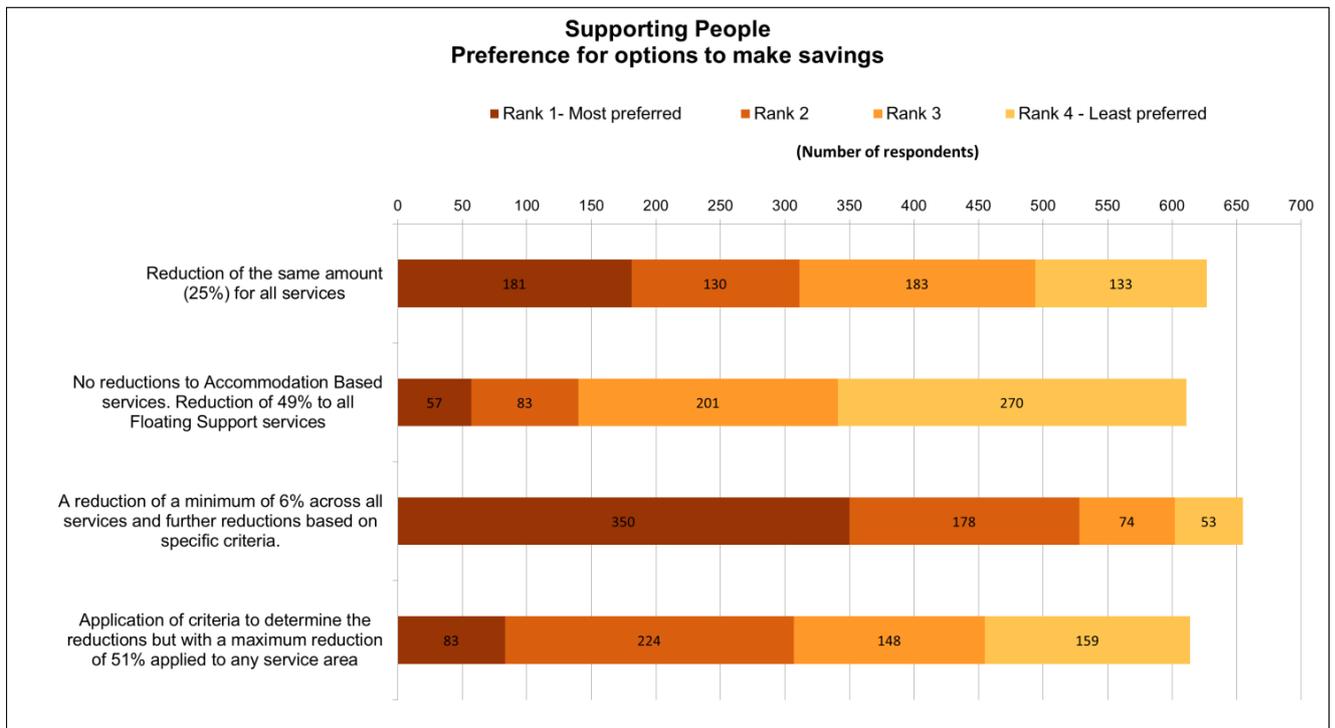
Options for making the savings

Of the four proposed options for how the savings to the Supporting People budget could be achieved, respondents expressed the strongest preference for **Option C**: a reduction of no less than 6% across all services and further reductions based on specific criteria. (48% of respondents ranked this as their most preferred option, with a further 24% as their second preference.)

The option supported by fewest respondents was Option B: no reductions to Accommodation Based services; reduction of 49% to all Floating Support services. (8% of respondents ranked this as their preferred option, with 11% as their second preference). Note there were fewer responses from Accommodation Based users/providers than Floating Support (section 4.1.2).

Figure ES 2 shows respondents' preference for each of the four proposed options.

Figure ES 2: preference for each of the four proposed options for making savings



Volunteering and social action

168 (23%) respondents stated that they are interested in volunteering/social action, with respondents providing 491 offers of how they could help out. 564 (77%) were not interested.

Helping a neighbour was the most cited option (with 23% of the 491 offers), closely followed by volunteering for local groups and charities (22%) and helping out during/after a major incident (20%). Volunteering in leisure centres and sports groups (4%) was the least cited option. A breakdown of areas of interest is provided in chapter 5.

How the report will be used

The consultation results, along with the Equalities Impact Assessment, will be taken into consideration in developing a set of final proposals that will be put to the Mayor and Cabinet to make a final decision, and also by the Mayor and Cabinet when they take those decisions.

The council's decisions on these services will be made at public meetings of Cabinet later in 2017 or early 2018. These dates will be published as part of the Council's forward plan (www.bristol.gov.uk/forwardplan), which will give 28 days' notice of the meeting at which the decisions will be made. Results will be published through normal procedures for Cabinet decisions.

1 Introduction

1.1 Context

On 21 February 2017 Full Council agreed savings of £33.068m for the 2017/18 financial year and noted proposals for some £29.130m of additional savings for the period 2018/19 to 2021/22.

Of the savings proposals considered by Full Council in February 2017, many can be achieved by business efficiencies, or were consulted on as part of the Corporate Strategy 2017 – 2022 consultation from 13 October 2016 until 5 January 2017. Further consultation is not being undertaken for these changes.

For other savings proposals, including the Supporting People proposals described in this report, further consultation has been undertaken during 2017 to seek views from the public, service users and providers before final decisions on implementation are made. For a number of other savings proposals, further consultation will be undertaken at a later date.

1.2 Scope of this report

This report describes the methodology and results of the consultation on proposed changes to **Supporting People Services**, which would achieve annual savings of £1.8 million if approved.

The Supporting People consultation was open between 13 June and 5 September 2017.

This consultation report summarises and quantifies the views expressed in the consultation survey, at meetings with the public and other stakeholders, and in written correspondence received between 13 June and 5 September 2017. It does not contain the council's assessment of the feasibility of any of the suggestions received nor the council's proposals for the delivery of future services, having considered the consultation feedback.

This report deals only with the responses to the consultation between 13 June and 5 September. Other information and views provided to the council outside this consultation will be taken into account as appropriate.

1.3 Description of the Supporting People consultation proposals

1.3.1 Supporting People Services

The Supporting People programme comprises a range of housing-related services which help vulnerable people to live independently. These include:

- supported accommodation for people with mental health issues or a learning difficulty;
- sheltered housing;
- advice services; and
- 'floating support' that supports people in their own homes.

The council works in partnership with other organisations to offer this support.

The Supporting People consultation proposed the following four options for how to deliver support services with an annual budget reduced by £1.8m.

- **Option A:** Reduction of 25% for all services. All services will need to reduce either the number of people they help, or the level of support they can offer. They will probably have to reduce staff numbers as well.
- **Option B:** No reductions to Accommodation Based services and some low level Mental Health and Advice support. Reduction of 49% to all Floating Support services. This will mean there is no reduction to accommodation places and the service would protect people with high levels of need. But there would be significant reductions in the Floating Support services on offer.
- **Option C:** A reduction of no less than 6% across all services and further reductions based on specific criteria. These criteria include: how complex the needs are of the people that the service supports, mayoral priorities, highly specialist services, and cost per service user. This option allows more targeted reductions.
- **Option D:** Application of criteria to determine the reductions but with a maximum reduction of 51% applied to any service area. This means that we will apply the same criteria as described in Option C, but ensure that no one service area will have reductions greater than 51%. This will mean some services will need to take a higher level of reduction than in Option C.

1.3.2 Further information

Further information on the proposals that went out to consultation is available at bristol.citizenspace.com/people/reductions-to-supporting-people-budgets.

1.4 Structure of this report

Chapter 2 of this report describes the consultation methodology.

Chapters 3 to 5 present the consultation results:

- Chapter 3 presents the survey response rate and respondent characteristics.
- Chapter 4 describes feedback on the Supporting People proposals, received in the survey responses plus feedback from public events, service-led stakeholder meetings and other correspondence.
- Chapter 5 includes respondents' views on social action and volunteering as revealed in the survey.

Chapter 6 describes how this report will be used and how to keep updated on the decision-making process.

2 Methodology

2.1 Survey

2.1.1 Online survey

An online survey was available on the city council's Consultation Hub (www.bristol.gov.uk/consultationhub) between 13 June and 5 September 2017. The online survey pages contained:

- an overview of the proposed changes to Supporting People services;
- links to additional information, the survey questions and Equalities Impact Assessment;
- downloadable alternative formats (Large Print, Easy Read and British Sign Language);
- details of eight public events.

The survey questions included three sections:

- 'About you' - this section requested respondents' postcode, reason for interest in the consultation, which services they use or work for and equalities monitoring questions. Completion was required by all respondents.
- Supporting People proposals. This included questions on:
 - the criteria underpinning the proposed savings measures;
 - preference for four savings options;
 - other ideas for making savings; and
 - how respondents could help support people affected by the proposed changes.
- 'Next steps' - questions on social action and volunteering and respondents' use of other local services which were being consulted on over the same period¹.

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

2.1.2 Paper copies

The following three documents were produced which together provided all the information that was available online:

- Reductions to the Supporting People budget - Information Booklet;
- Supporting People Survey Booklet (a questionnaire) ;
- Supporting People Equalities Impact Assessment.

Paper copies of the three documents were made available with Freepost return envelopes in all libraries, at public meetings and meetings with service users and providers, and on request by email and telephone.

¹ The 'Your Neighbourhood' consultations were open for the same 12-week period and comprised consultations on proposals for five services; Bristol Community Links, Libraries, Public Toilets, School Crossing Patrols and Withdrawal of Funding for Neighbourhood Partnerships.

2.1.3 Alternative formats

The following alternative formats were made available on request:

- Braille;
- Large Print;
- Easy Read;
- Audio file;
- British Sign Language (BSL) videos;
- Translation to other languages. (No translations were directly requested by citizens).

Large Print and Braille were available at all the public meetings and the availability of these formats on request was publicised at service-led meetings.

Large Print, Easy Read and BSL formats were also available at the survey webpages.

Large Print copies were made available in libraries and were sent out when requested by service providers and members of the public.

2.2 Public Meetings

Eight public meetings were held as part of the 'Your Neighbourhood' consultations² which were also open between 13 June and 5 September 2017. These events provided an opportunity for face-to-face discussions with the public on the Supporting People proposals.

The eight public meetings comprised one daytime and one evening meeting in each of four geographical areas across the city based on parliamentary boundaries. Details of the meetings and the number of members of the public attending are shown in Table 1. In total 499 people registered to attend an event and 437 attended. Of those who registered to attend, 214 pre-submitted a question or comment to be considered for discussion.

Table 1: Details of public meetings

Date	Location	Number of attendees
29 June 2017, 12.30-14.00	Greenway Centre, Southmead (north)	60
10 July 2017, 18.30-20.00	City Hall, (central)	111
11 July 2017, 12.30-14.00	The Vassall Centre, Fishponds (east)	37
12 July 2017, 12.30-14.00	Broadmead Baptist Church (central)	46
13 July 2017, 18.30-20.00	The Park, Knowle (south)	31
19 July 2017, 18.30-20.00	The Vassall Centre, Fishponds (east)	41
24 July 2017, 12.30-14.00	The Park, Knowle (south)	33
24 July 2017, 18.30-20.00	Shirehampton Public Hall (south)	78
	Total	437

² 'Your Neighbourhood' consultations included proposals for five services; Bristol Community Links, Libraries, Public Toilets, School Crossing Patrols and Withdrawal of Funding for Neighbourhood Partnerships

The meetings were facilitated by an independent host and attended by Mayor Marvin Rees, Deputy Mayors Councillor Craig Cheney and Councillor Asher Craig, plus other members of the Cabinet, and supported by officers with detailed knowledge of the services being consulted upon.

All the meetings were free to attend and could be booked online or by telephone. They were publicised on the survey webpages and via the media, social media and hard copy posters.

The format of each of the eight public meetings was as follows:

- Introduction to the 'Your Neighbourhood' and 'Supporting People' budget savings proposals described by the independent host, plus statement by the Mayor (approximately 10 minutes);
- Question and answer (Q&A) session with a panel of the Mayor, Deputy Mayors and Cabinet members facilitated by the independent host. The independent host selected questions submitted in advance by members of the public, with additional questions from attendees as discussion developed (approx. 40-50 minutes);
- Facilitated roundtable discussions to explore issues of concern, alternative ways to reconfigure services and/or deliver services with reduced council budgets and possible ways to mitigate negative impacts of the proposed changes (approx. 30-40 minutes).

The points raised in the Q&A sessions, roundtable discussions and suggestions boxes were recorded and those which relate to the 'Supporting People' service are summarised in section 4.2.

2.3 Service-led meetings

The Supporting People service held 25 meetings targeted at specific service providers and service users or other stakeholders. The meetings are summarised in Table 2 and were in addition to the eight public meetings.

Table 2: Meetings with Supporting People stakeholders

Date	Location	Group(s) consulted
28 June 2017, 13.00 - 15.00	City Hall - UGP21	Provider (Sheltered Housing/Alarm Only)
4 July 2017, 10.00 - 12.00	City Hall - 1P01	Provider (MH/LD/HIV FS)
4 July 2017, 13.00 - 15.00	City Hall - 1D01	Provider (Long Term FS)
5 July 2017, 13.00 - 15.00	City Hall - 2D01	Provider (Older People FS)
13 July 2017, 10.00 - 12.00	City Hall - UGP21	Provider (Supported Living)
19 July 2017, 15.00 - 16.30	Temple St - 4N8	Provider - Advice Services
20 July 2017, 11.30 - 12.30	City Hall	Provider - Places for People - Older People FS
24 July 2017, 10.00 - 11.00	City Hall	Provider - Places for People – MH FS
26 July 2017, 13.00 - 14.00	City Hall	Provider - Sensory Support
27 July 2017, 13.30 - 2.30	City Hall	Provider - Buckley Court
1 Aug 2017, 10.30 - 11.30	Roshni Ghar	Service Users - Roshni Ghar

Date	Location	Group(s) consulted
2 Aug 2017, 18.30	Barton Hill Settlement	Service Users - Long Term FS - Keyring
2 Aug 2017, 11.00 - 13.00	City Hall	Service User - FS – Brigstowe
10 Aug 2017, 10.30 - 11.30	Broadmead Baptist Church	Bristol Older People's Forum
10 Aug 2017, 18.00 - 19.30	5 Queen Square	Service Users - Missing Link
16 Aug 2017, 18.30 - 20.30	Brunswick Sq	BEING (diversity group)
16 Aug 2017, 12.00 - 13.00	City Hall	Provider - Knightstone Housing
17 Aug 2017, 10.00- 11.00	Westbury-on-Trym	Service Users - Cintre
23 Aug 2017, Evening	Soundwell	Service Users - Manor Community
25 Aug 2017, 13.00 - 15.00	City Hall	Provider - Sanctuary Housing
29 Aug 2017, 10.00-11.30	RNIB	Service Users - Sensory Support
30 Aug 2017, 10.00-11.30	Buckley Court	Service Users - Sensory Support
31 Aug 2017, 11.00-13.00	RNIB	Service Users - Community Support Team
1 Sept 2017, 14.00-16.30	New Street	Service Users - St Mungo's
5 Sept 2017, 14.00-16.00	ReTHINK - St Pauls	Service Users - ReTHINK

Abbreviations: FS – Floating Support; MH – Mental Health; LD – Learning Difficulty

2.4 Other correspondence

Emails and letters were logged by the service throughout the consultation and are summarised with the feedback from service-led meetings in Tables 13 to 23 in section 4.3.

This feedback will be considered in formulating final proposals.

2.5 Input by ward councillors

Members were engaged in the 'Your Neighbourhood' consultations in the following ways.

- Contents of the consultation were shared with all Members prior to launch (13 June 2017).
- Information was shared via Party Group Leaders and Party Group Offices (12 June 2017).
- A short publicity toolkit was provided (22 June) to assist Members with promoting the Supporting People consultation where appropriate and relevant (for example, providing sample posts for social media or printable posters for display).
- Members had advance opportunity to book to attend public events via Eventbrite.

2.6 Publicity and briefings

2.6.1 Objective

The following programme of activity was undertaken to publicise and explain the Supporting People consultation. The primary objective was to ensure that information was shared across a wide range of channels, reaching as broad a range of audiences as possible.

2.6.2 Media relations

Press releases were linked to all milestones including general reminders to participate. These included:

- Announcement of drop-in events;
- Four weeks to go;
- 'Time running out' reminder (one week to go);

Other media activities comprised:

- Council publication features including Our City News;
- Radio phone-ins with the Mayor on Radio Bristol and BCFM;
- Responding to media enquiries throughout.

2.6.3 Voluntary and community sector consultation

Continuing direct communication was undertaken with a variety of equalities groups and contacts within the city. This included requesting assistance with promoting the consultation (including internal Staff Organised Groups). Meetings/events included:

- Two of the public events at Vassall Centre focussed on facilitating access to deaf community;
- Attendance at Older People's Forum AGM on 29 June and a second meeting on 10 August.

2.6.4 Service-led publicity

Service-led publicity included the following.

- 13 June 2017 - the consultation documents and a letter explaining the consultation were emailed to all 42 service providers for distribution via their networks to their service users and to other stakeholders.
- 13th to 21 June 2017 – an email was sent to stakeholders notifying them of the consultation, with link to online survey.
- 14 July 2017 – a link to the Easy Read version of the consultation documents was sent to all service providers and stakeholders.
- 20 and 21 June 2017 – emails were sent to all providers inviting them to targeted provider group meetings. During the week of each provider meeting, reminder emails were sent to providers who had not already booked to attend.
- Hard copies of materials were taken to all meetings with service users.

2.6.5 Other promotional activity

Other promotional activity included:

- social media promotion across multiple channels and events, including targeting of influencers to disseminate messages and encourage participation in surveys;
- promotion on corporate social media accounts to encourage attendance at eight public events held in June and July 2017;
- promotion on corporate social media accounts to encourage members of the public to visit libraries in North and South Bristol where help was provided with filling in the consultation survey;
- a sponsored post using the corporate Facebook account targeting groups of residents who were particularly under-represented in the responses already received;
- 6 Facebook posts (in addition to the sponsored post) which reached 6,970 people and garnered 311 link clicks which went to the 'Your Neighbourhood' section³ on the BCC website and the Consultation Hub;
- almost 60 Tweets sent from the corporate Twitter account, resulting in 79 Re-Tweets, 157 clicks on URLs going to the 'Your Neighbourhood' section on the BCC website and the Consultation Hub, 28 Likes for our Tweets with 136,384 impressions;
- notification of the Supporting People consultation was included in the Consultation E-bulletin which was sent weekly to more than 1,100 subscribers. Details were also included in the Ask Bristol bulletin which was sent out monthly to more than 12,300 subscribers.
- the publicity toolkit was sent to all providers and stakeholders and they were encouraged to use this via their channels.
- a reference hard copy of the consultation documents was provided in each Library.

³ The 'Your Neighbourhood' webpage included links to both the 'Your Neighbourhood' and 'Supporting People' consultations.

3 Survey response rate and respondent characteristics

3.1 Response rate to Supporting People Survey

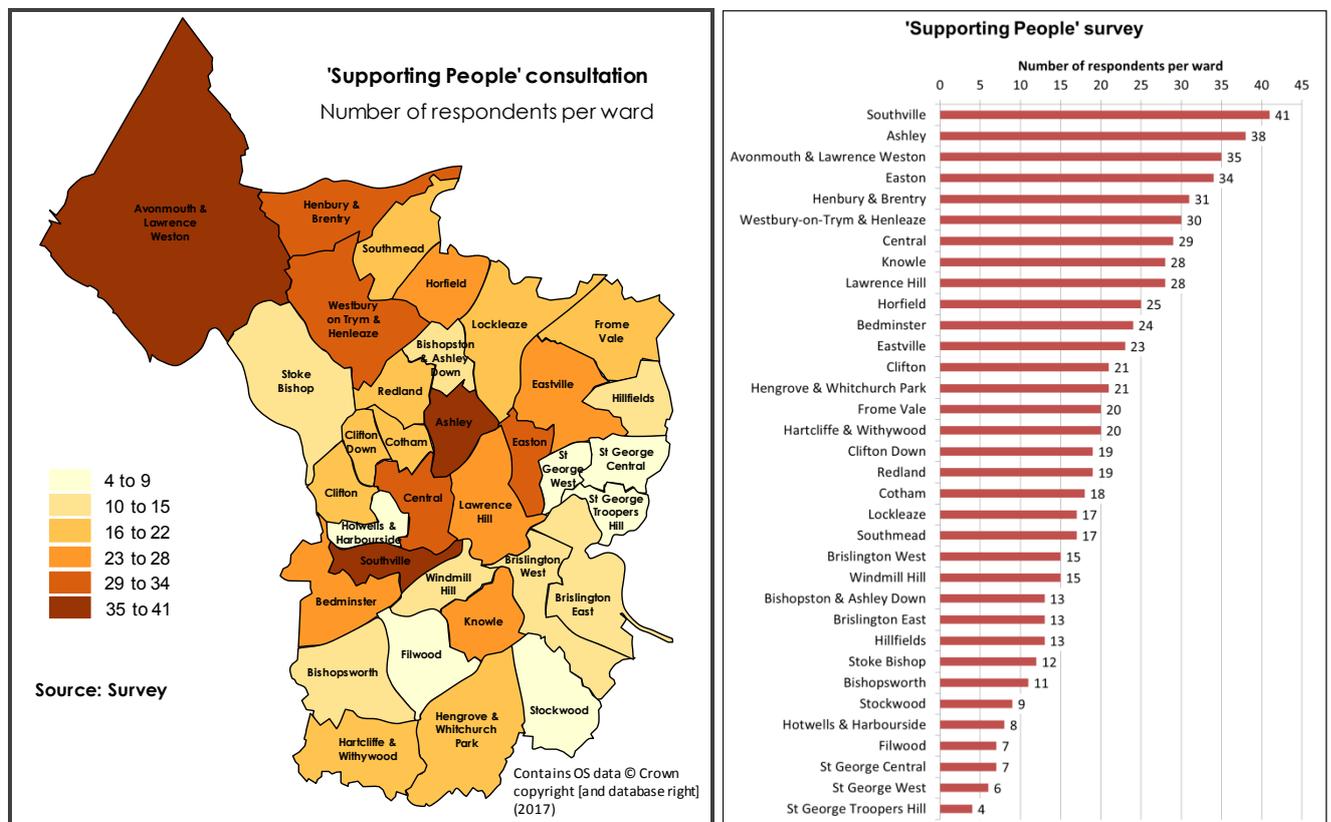
732 responses were received to the Supporting People survey, via the online and paper-based surveys, including alternative formats. 144 (20%) respondents completed the survey on paper (including large print and easy read formats), and the remaining 588 (80%) completed it online.

3.2 Geographic distribution of responses

671 responses (92%) were received from postcodes within the Bristol City Council area, 23 (3%) were from North Somerset, Bath & North East Somerset (B&NES) or South Gloucestershire and 38 (5%) postcodes were from further afield or were unidentifiable.

The geographic distribution of responses from within Bristol is shown in Figure 1.

Figure 1: geographic distribution of Supporting People responses in Bristol



3.3 Characteristics of respondents

700 (96%) people answered the question “I am interested in the budget consultations because I am a ...” Of these:

- 478 (65% of the total 732 respondents to the survey) identified that they are residents;
- 83 (11%) work for Bristol City Council;
- 76 (10%) identified themselves as members of the Voluntary / Community Sector;
- 64 (9%) are health / social care providers;
- 23 (3%) represent a housing association;
- 169 (23%) identified an ‘other’ interest, of which ‘service user’ is the largest category with 88 (12%).

(The number of people identifying as each category adds up to more than the number of respondents to the consultation because respondents could tick all categories that apply).

Two of the categories of 'other' respondents, are 'NHS or other healthcare professional' (1%) and 'other service provider' (2%). These could be added to the category 'Health/social care provider' (9%), which was one of the categories specified in the survey question.

The most common age of respondents is 45-64 years (37%), followed by 25-44 (27%). The proportion of responses in the age categories 45-64 years, 65-74 and over 75 are higher than these age groups' proportion of the population in Bristol. Survey responses from children (under 18), young people aged 18-24 and, to a lesser extent, people aged 25-44 are under-represented.

59% of responses were from women and 35% were from men.

The ethnicity and religion of respondents broadly match Bristol's population, with the exception of 'Other White' and 'Asian/Asian British' respondents and people who identify as Muslim who are under-represented.

Supporting People services target support to people with a range of disabilities and the proportion of disabled respondents is more than twice the proportion of disabled people living in Bristol⁴.

A full breakdown of respondent characteristics is found in Table 3 and Figure 2.

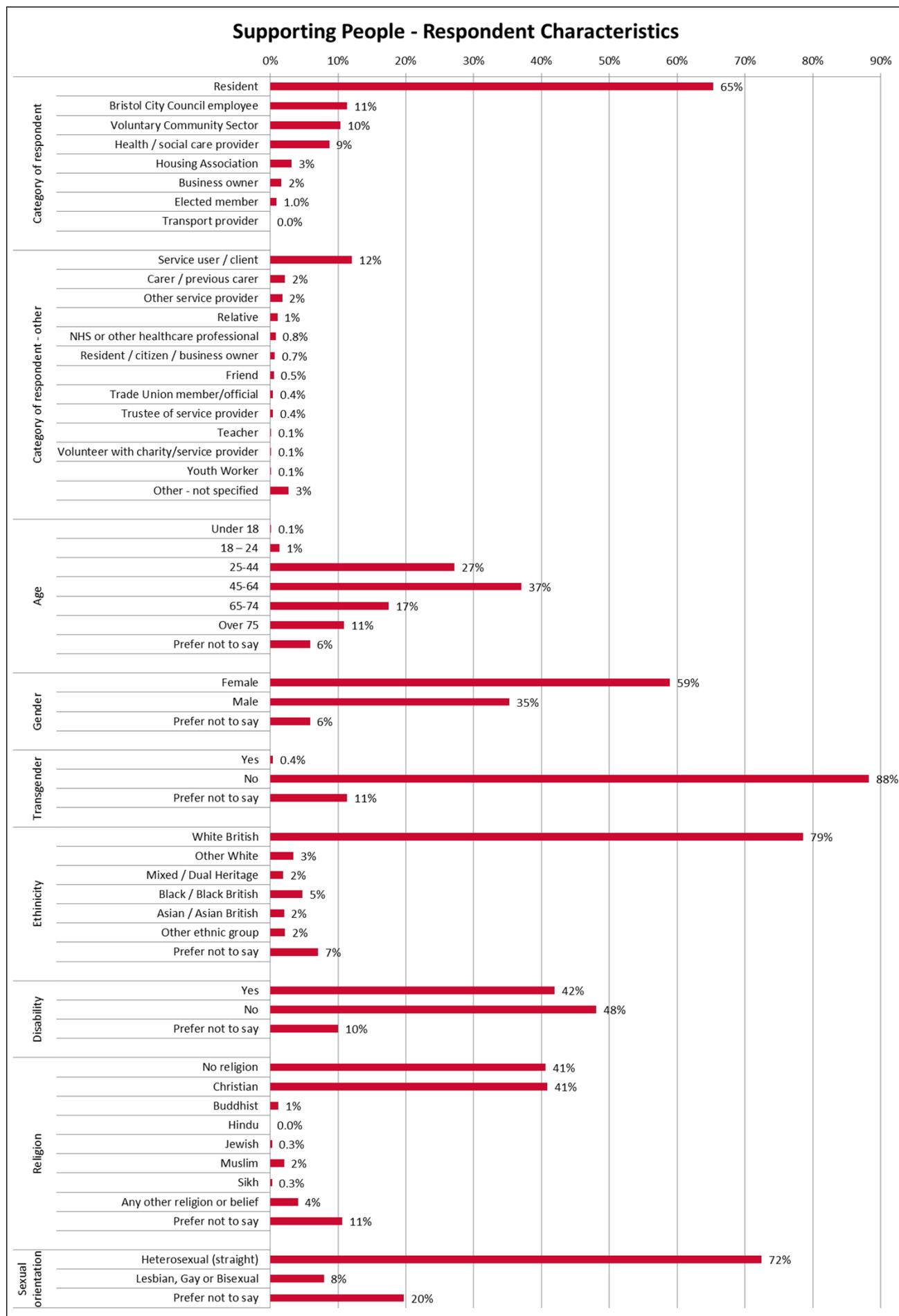
Table 3: respondent characteristics

	Respondent characteristic	Number of respondents	% respondents
Category of respondent	Resident	478	65%
	Bristol City Council employee	83	11%
	Voluntary Community Sector	76	10%
	Health / social care provider	64	9%
	Housing Association	23	3%
	Business owner	12	2%
	Elected member	7	1%
	Transport provider	0	0%
Category of respondent - other	Service user / client	88	12%
	Carer / previous carer	16	2%
	Other service provider	13	2%
	Relative	8	1%
	NHS or other healthcare professional	6	1%
	Resident / citizen / business owner	5	1%
	Friend	4	1%
	Trade Union member/official	3	<0.5%
	Trustee of service provider	3	<0.5%
	Teacher	1	<0.5%
	Volunteer with charity/service provider	1	<0.5%
	Youth Worker	1	<0.5%
	Other - not specified	20	3%

⁴ Data on disability rates in the Bristol population are based on people who identified in the 2011 Census that their day-to-day activities are limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months.

	Respondent characteristic	Number of respondents	% respondents
Age	Under 18	1	0%
	18 – 24	10	1%
	25-44	199	27%
	45-64	271	37%
	65-74	128	17%
	Over 75	80	11%
	Prefer not to say	43	6%
Gender	Female	431	59%
	Male	258	35%
	Prefer not to say	43	6%
Transgender	Yes	3	0%
	No	646	88%
	Prefer not to say	83	11%
Ethnicity	White British	575	79%
	Other White	25	3%
	Mixed / Dual Heritage	14	2%
	Black / Black British	35	5%
	Asian / Asian British	15	2%
	Other ethnic group	16	2%
	Prefer not to say	52	7%
Disability	Yes	307	42%
	No	352	48%
	Prefer not to say	73	10%
Religion	No religion	297	41%
	Christian	299	41%
	Buddhist	9	1%
	Hindu	0	0%
	Jewish	2	0%
	Muslim	15	2%
	Sikh	2	0%
	Any other religion or belief	30	4%
	Prefer not to say	78	11%
Sexual orientation	Heterosexual (straight)	530	72%
	Lesbian, Gay or Bisexual	58	8%
	Prefer not to say	144	20%

Figure 2: Characteristics of respondents



3.4 Respondents' use of Supporting People services

3.4.1 Survey question

The survey asked respondents to indicate if they:

- use/live in one of the Supporting People services; or
- care for someone else who uses/lives in one of the Supporting People services; or
- work for one of the Supporting People services; or
- are an 'other stakeholder'.

3.4.2 Service users and carers

Of the 732 respondents to the Supporting People survey , 424 (58%) indicated that they use or live in one or more of the Supporting People services. Of these, 26 (4%) respondents reported that they use more than one service.

82 (11%) respondents stated that they are a carer for someone who uses the services.

The 424 service users and 82 carers include 25 (3%) respondents who stated that they use/live in *and* care for someone who uses/lives in one of the services (section 3.4.5).

Table 4 and Figure 3 show the number of respondents who use each service and the number who support someone else to use each service.

18 (30%) of the 61 Supporting People services had no survey responses from service users. 36 (59%) of the Supporting People services had no survey responses from carers of users. However, feedback was received from providers via meetings and other correspondence.

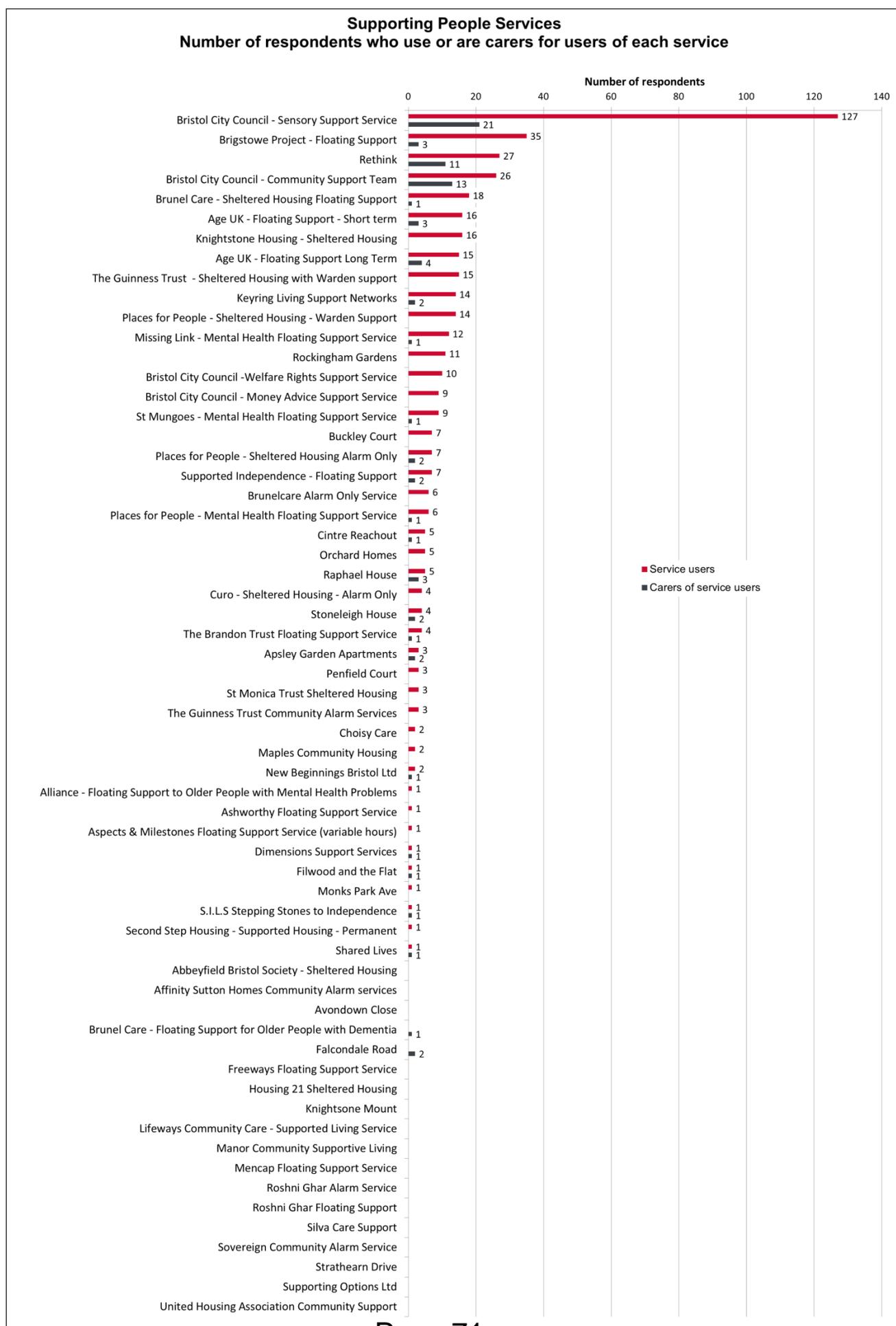
Table 4: Number of respondents who use or are carers of users of each service

Service	Number of respondents who use or live in each service	Number of respondents who are carers for service users
Bristol City Council - Sensory Support Service	127	21
Brigstowe Project - Floating Support	35	3
Rethink	27	11
Bristol City Council - Community Support Team	26	13
Brunel Care - Sheltered Housing Floating Support	18	1
Age UK - Floating Support - Short term	16	3
Knightstone Housing - Sheltered Housing	16	0
Age UK - Floating Support Long Term	15	4
The Guinness Trust - Sheltered Housing with Warden support	15	0
Keyring Living Support Networks	14	2
Places for People - Sheltered Housing - Warden Support	14	0
Missing Link - Mental Health Floating Support Service	12	1
Rockingham Gardens	11	0
Bristol City Council -Welfare Rights Support Service	10	0
Bristol City Council - Money Advice Support Service	9	0
St Mungoes - Mental Health Floating Support Service	9	1
Buckley Court	7	0
Places for People - Sheltered Housing Alarm Only	7	2
Supported Independence - Floating Support	7	2
Brunelcare Alarm Only Service	6	0

Service	Number of respondents who use or live in each service	Number of respondents who are carers for service users
Places for People - Mental Health Floating Support Service	6	1
Cintre Reachout	5	1
Orchard Homes	5	0
Raphael House	5	3
Curo - Sheltered Housing - Alarm Only	4	0
Stoneleigh House	4	2
The Brandon Trust Floating Support Service	4	1
Apsley Garden Apartments	3	2
Penfield Court	3	0
St Monica Trust Sheltered Housing	3	0
The Guinness Trust Community Alarm Services	3	0
Choisy Care	2	0
Maples Community Housing	2	0
New Beginnings Bristol Ltd	2	1
Alliance - Floating Support to Older People with Mental Health Problems	1	0
Ashworthy Floating Support Service	1	0
Aspects & Milestones Floating Support Service (variable hours)	1	0
Dimensions Support Services	1	1
Filwood and the Flat	1	1
Monks Park Ave	1	0
S.I.L.S Stepping Stones to Independence	1	1
Second Step Housing - Supported Housing - Permanent	1	0
Shared Lives	1	1
Abbeyfield Bristol Society - Sheltered Housing	0	0
Affinity Sutton Homes Community Alarm services	0	0
Avondown Close	0	0
Brunel Care - Floating Support for Older People with Dementia	0	1
Falcondale Road	0	2
Freeways Floating Support Service	0	0
Housing 21 Sheltered Housing	0	0
Knightsone Mount	0	0
Lifeways Community Care - Supported Living Service	0	0
Manor Community Supportive Living	0	0
Mencap Floating Support Service	0	0
Roshni Ghar Alarm Service	0	0
Roshni Ghar Floating Support	0	0
Silva Care Support	0	0
Sovereign Community Alarm Service	0	0
Strathearn Drive	0	0
Supporting Options Ltd	0	0
United Housing Association Community Support	0	0
Total	461*	82

* The total (461) exceeds the number of respondents (424) because 26 respondents use more than one service.

Figure 3: Number of respondents who use or are carers of users of each service



3.4.3 Staff who work for the services

Of the 732 respondents to the Supporting People survey , 176 (24%) indicated that they work for one of the Supporting People service providers. The numbers of these staff for each provider is shown in Figure 4 and Table 5.

19 (45%) of the 42 Supporting People service providers had no surveys responses from staff. However, feedback was received from providers at meetings and in other correspondence

Figure 4: Number of respondents who work for each service provider

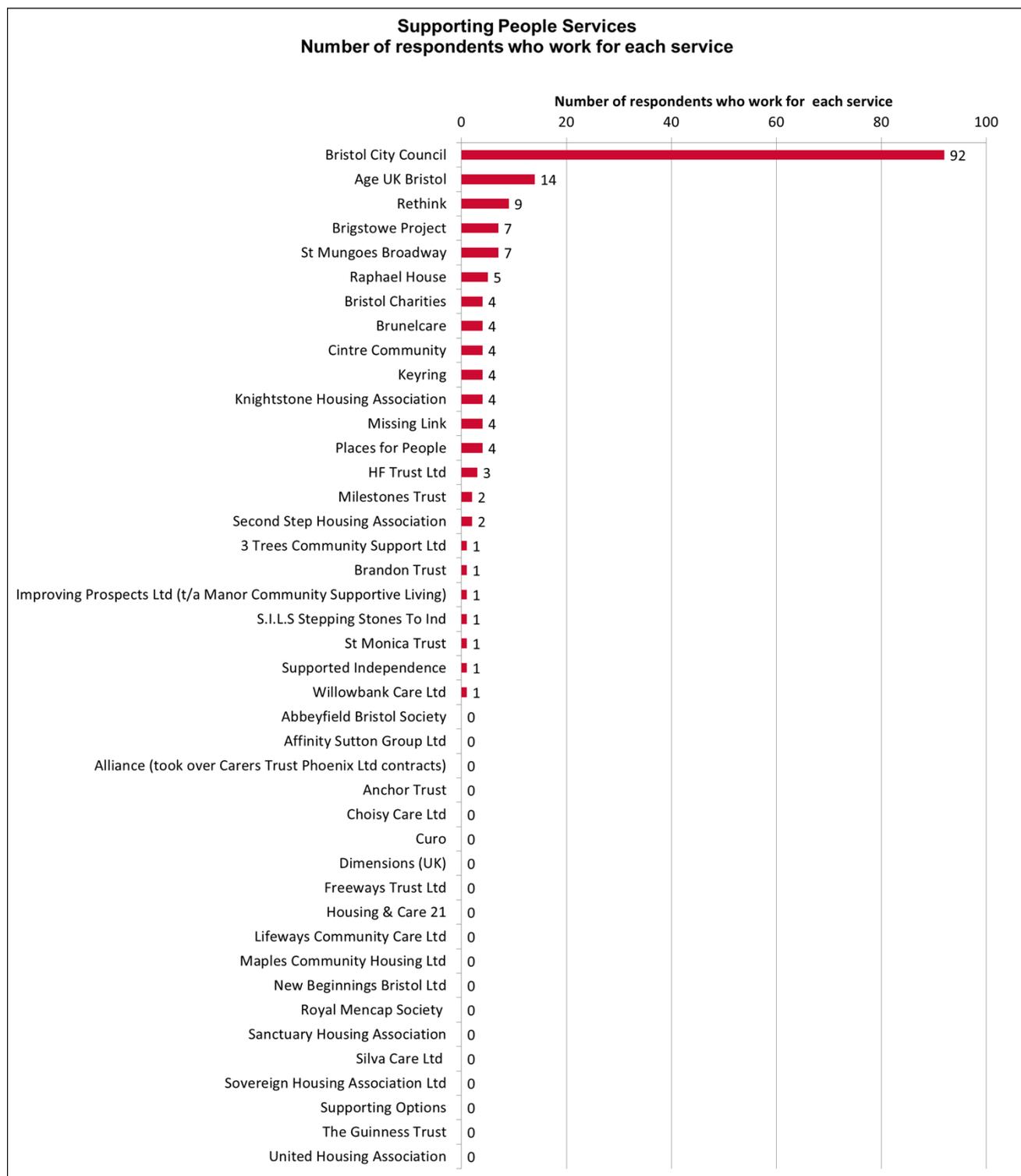


Table 5: Number of respondents who work for each service provider

Service	Number of respondents who work for each service
Bristol City Council	92
Age UK Bristol	14
Rethink	9
Brigstowe Project	7
St Mungoes Broadway	7
Raphael House	5
Bristol Charities	4
Brunelcare	4
Cintre Community	4
Keyring	4
Knightstone Housing Association	4
Missing Link	4
Places for People	4
HF Trust Ltd	3
Milestones Trust	2
Second Step Housing Association	2
3 Trees Community Support Ltd	1
Brandon Trust	1
Improving Prospects Ltd (t/a Manor Community Supportive Living)	1
S.I.L.S Stepping Stones To Ind	1
St Monica Trust	1
Supported Independence	1
Willowbank Care Ltd	1
Abbeyfield Bristol Society	0
Affinity Sutton Group Ltd	0
Alliance (took over Carers Trust Phoenix Ltd contracts)	0
Anchor Trust	0
Choisy Care Ltd	0
Curo	0
Dimensions (UK)	0
Freeways Trust Ltd	0
Housing & Care 21	0
Lifeways Community Care Ltd	0
Maples Community Housing Ltd	0
New Beginnings Bristol Ltd	0
Royal Mencap Society	0
Sanctuary Housing Association	0
Silva Care Ltd	0
Sovereign Housing Association Ltd	0
Supporting Options	0
The Guinness Trust	0
United Housing Association	0
Total	176

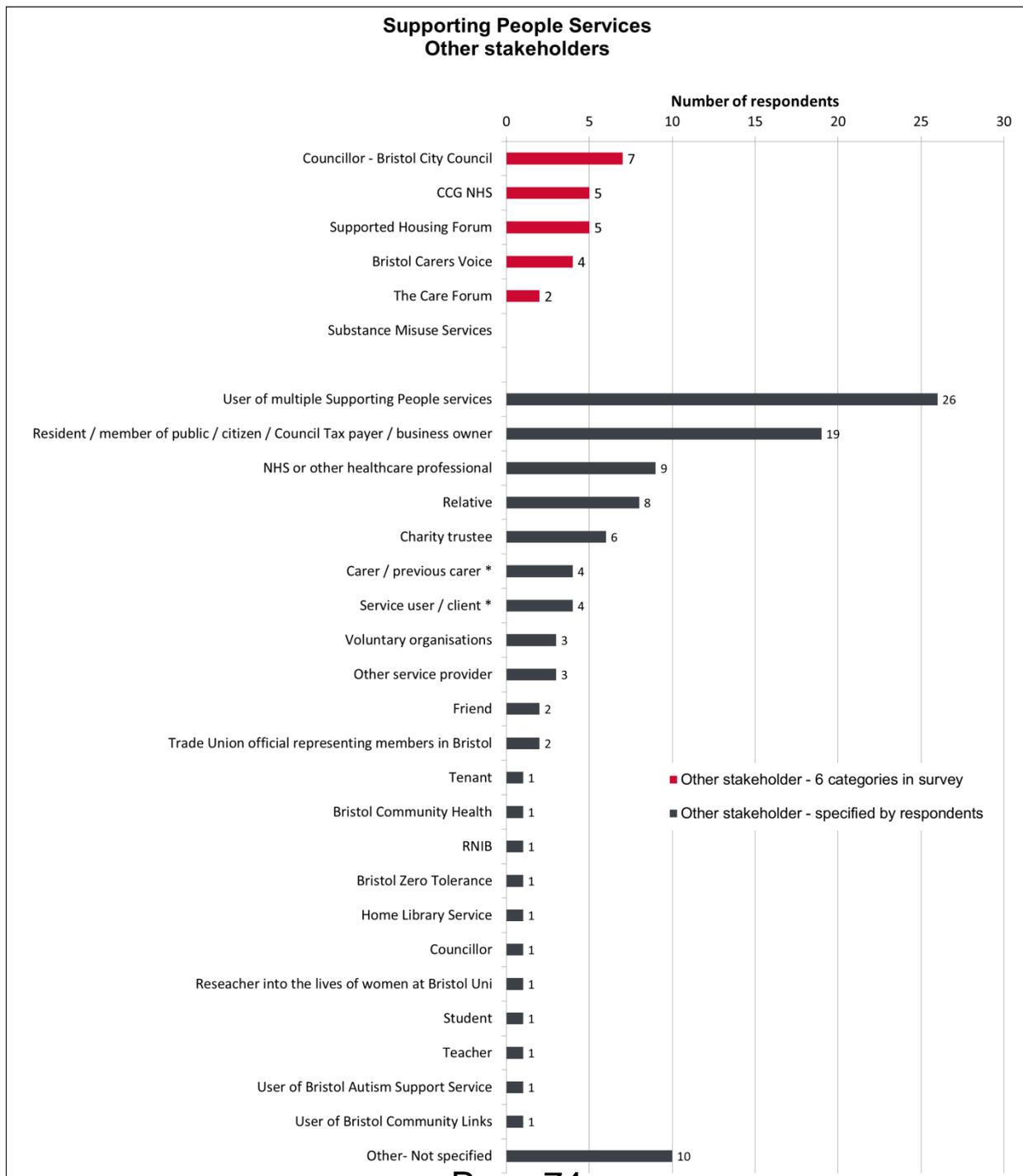
3.4.4 Other stakeholders

Of 732 respondents to the Supporting People survey , 23 (3%) identified themselves as 'other stakeholders' from a list of six stakeholder categories provided in the question.

A further 160 (22%) respondents identified themselves as 'other stakeholders' with an 'other' organisation or role. Of these, 97 specified the 'other' organisation they represented or role they held and ten provided no further details. A further 53 restated, or provided specific information about, their role as a service user (20), carer (eight) or someone who works for a Supporting People service (25), having already indicated this in a previous question. For example, three respondents who stated they work for Bristol City Council specified that they are BSL interpreters who work for the Sensory Support Service.

Figure 5 shows the "other stakeholders", excluding the 53 who had defined this in previous questions.

Figure 5: Other stakeholders



3.4.5 Respondents who have multiple roles with Supporting People services

Of the 732 respondents to the Supporting People survey, 91 (12%) identified that they have multiple roles with Supporting People services, as follows:

- 35 (5%) respondents stated that they **use/live in** one of the services *and* **work for** one of the services;
- 25 (3%) respondents stated that they **use/live in** one of the services *and* **are a carer** for someone who uses/lives in one of the services;
- 7 (1%) respondents stated that they **work for** one of the services *and* **are a carer** for someone who uses/lives in one of the services;
- 24 (3%) respondents stated that they **use/live in and work for** one of the services *and* **are a carer** for someone who uses/lives in one of the services.

3.5 Respondents' use of local services affected by other budget savings

The survey asked respondents to indicate if they use, or support someone else who uses, other local services which would be affected by the budget savings proposed in the 'Your Neighbourhood' consultations (if implemented).

Of the 732 respondents who completed the Supporting People survey, 476 (65%) indicated that they used and/or supported someone else to use one or more of the five 'Your Neighbourhood' services. 431 (59%) respondents indicated that they used at least one of the 'Your Neighbourhood' services themselves and 291 (40%) respondents indicated that they use two or more of the services themselves.

Table 6 shows the number of respondents who use each service and the number who support someone else to use each service, with corresponding percentages of the total (732) respondents to the Supporting People survey.

Table 6: respondents' use of other services affected by 'Your Neighbourhood' consultations

Service	I use	I support someone else who uses
Bristol Community Links	58 (8%)	75 (10%)
Libraries	324 (44%)	85 (12%)
Public Toilets	327 (45%)	67 (9%)
School Crossing Patrols	59 (8%)	46 (6%)
Neighbourhood Partnerships	83 (11%)	38 (5%)

4 Supporting People Proposals – consultation feedback

4.1 Supporting People survey results

4.1.1 Criteria for making savings to Supporting People services

The survey presented four criteria which the council identified could help it decide how to make savings to the Supporting People budget. The criteria are shown in Table 7.

Table 7: Criteria for making savings to Supporting People services

Criteria	Explanation
How complex the needs are of the people that the service supports	Some of these services support people who otherwise would quickly develop care needs that the council would need to provide for. Other services, whilst providing a preventative service, support people whose needs are at a lower level.
Mayoral Priorities	The Mayor has stated that making sure that there are support services for people with mental health issues is very important.
Where there is a clear specialism in a service that cannot be delivered in another service	An example of this is the Sensory Support Service which has workers qualified to a very high level in British Sign Language. This is a unique language and it is difficult for service users to discuss complex or unusual issues if the person that they are speaking to is not fluent in their language.
Costs per person using the service	Some services have high unit costs. This means that when you consider the actual cost per person using the service the amount spent is high. In some cases this is justified but we think that people may be able to get what they need in alternative and cheaper ways.

The survey asked respondents to say how important each of four criteria is to them.

Of 732 respondents to the Supporting People survey , 714 (98%) responded to this question, with slightly different numbers providing their views on each criterion.

Two criteria were considered, by a clear margin, to be the most important. These were:

- 'How complex the needs are of the people that the service supports' was viewed as important or very important by 635 (87%) of the respondents.
- 'Where there is a clear specialism in a service that cannot be delivered in another service' was stated as important or very important by 621 (85%) of the respondents.

The other two criteria were thought to be of lower importance, as follows.

- 'Costs per person using the service' was viewed as important or very important by 381 (52%) of the respondents.
- 'Mayoral Priorities' was viewed as important or very important by 369 (50%) of the respondents

Table 8 and Figure 6 present the results for each criterion.

Figure 6: Importance of each criterion for making savings

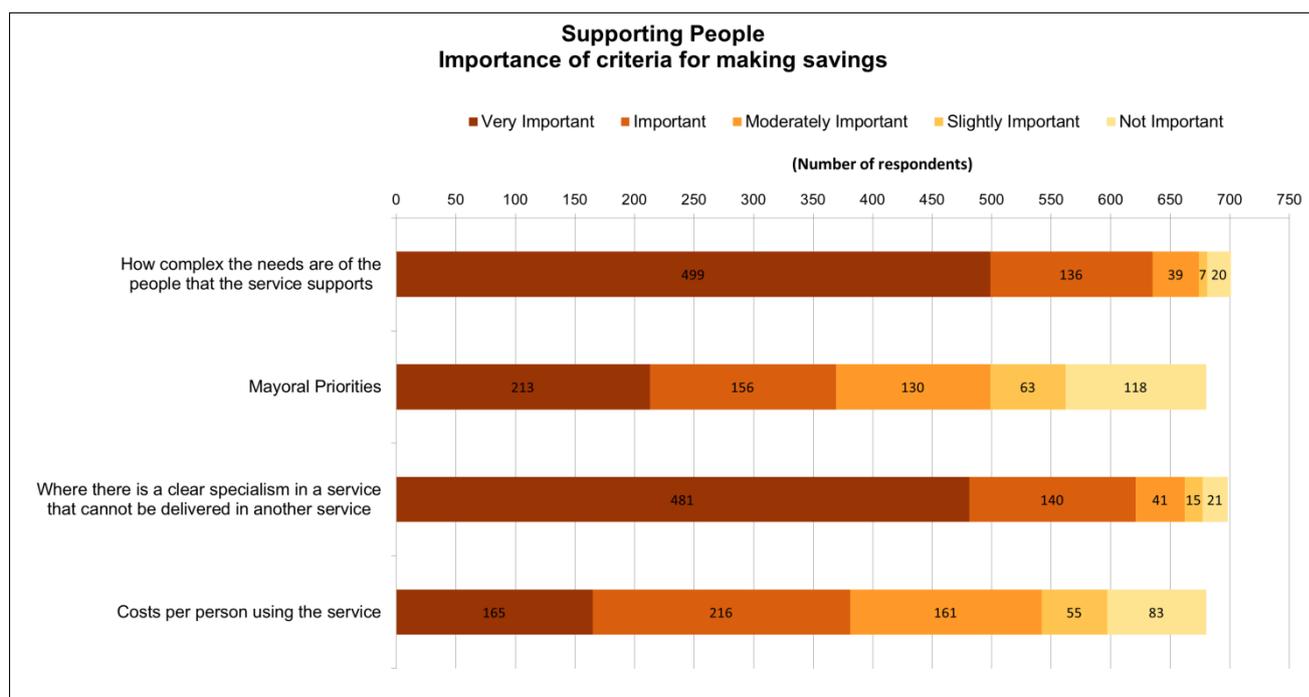


Table 8: Importance of each criterion for making savings (% of 732 respondents⁵)

Criterion	Very Important	Important	Moderately Important	Slightly Important	Not Important	Not Answered
How complex the needs are of the people that the service supports	68%	19%	5%	1%	3%	4%
Mayoral Priorities	29%	21%	18%	9%	16%	7%
Where there is a clear specialism in a service that cannot be delivered in another service	66%	19%	6%	2%	3%	5%
Costs per person using the service	23%	30%	22%	8%	11%	7%

⁵ Totals may exceed 100% due to rounding

Other criteria suggested by respondents

The survey also asked respondents for any suggested criteria of their own that could be applied across all the services. There were 234 free text responses for this question, which are categorised below⁶ and in Figure 7.

Criteria for prioritising Supporting People budgets

57 (24%) comments stated that the service should prioritise early preventative care to prevent untreated needs escalating and causing higher downstream costs and harm to users.

49 (21%) stated that individual needs/risk assessments are important to prioritise services to people who need them most. Two recurrent sub-themes were that service users should be involved in identifying what help they need and that the needs assessments should be undertaken without delay.

45 (19%) comments requested prioritising services for specific categories of need. Of these:

- 13 (6%) recommended prioritising mental health needs;
- 9 (4%) advocated prioritising specialist support for HIV, stating that the complex needs of people with HIV are often not fully appreciated;
- 6 (3%) recommended prioritising interventions which would prevent homelessness;
- 6 (3%) requested protecting sensory support services;
- 3 (1%) recommended priority for complex needs;
- 3 (1%) would prioritise acute needs;
- 2 (1%) wanted to prioritise services for people with learning difficulties;
- 2 (1%) wanted to prioritise support for older people;
- 2 (1%) advocated prioritising support for families with children.

21 (9%) respondents recommended using the quality of services and the effectiveness of outcomes (rather than cost) as a criterion for prioritising funding services.

14 (6%) comments recommended protecting specialist services where there is no alternative or where there is reducing provision from other agencies.

8 (3%) suggested rationalisation of services run by Bristol City Council and other agencies and/or other services taking over some council services.

8 (3%) respondents commented that there should be equality of access to services.

7 (3%) suggested means testing so that service users who can afford to contribute financially would help to fund services for the people who cannot afford to pay.

5 (2%) stated that services should be targeted to fulfil the council's legal requirements, statutory duties and corporate responsibilities.

2 (1%) commented that the impacts of the budget changes on service providers should be a criterion for where to make the savings;

1 (0.4%) person commented that user demand and waiting lists should inform where funds are prioritised.

⁶ The number of categorised comments is more than the 234 free text responses because some responses included comments in more than one category. Percentages are expressed as percentages of the 234 free text responses about criteria.

Suggestions for ways to make savings/generate income

Respondents also made 39 (17%) suggestions for ways the council could save money or generate additional income. These included:

- 7 (3%) suggesting that cuts should be made to other projects and services, instead of Supporting People;
- 7 (3%) stating the council should reduce the number of senior managers and/or their salaries and 2 (1%) recommending cutting funds spent on councillors and the three mayors (West of England Mayor, elected Mayor of Bristol and ceremonial mayor);
- 6 (3%) suggested co-locating council and other public sector services;
- 3 (1%) identified ways to reduce waste;
- 2 (1%) suggested a drop-in service for generic advice and web-based advice, rather than separate specialist services;
- 1 (0.4%) suggested greater use of the voluntary sector to deliver services and 1 (0.4%) suggested that the council could deliver services more efficiently than the current contracted out approach.
- There were 10 (4%) other suggestions including more homeworking, cutting all services by one day per week, upskilling staff to provide general advice, risk assessments to minimise litigation costs, helping services to become financially viable social enterprises (without council funding), privatising other public services and selling advertising space on council buildings,

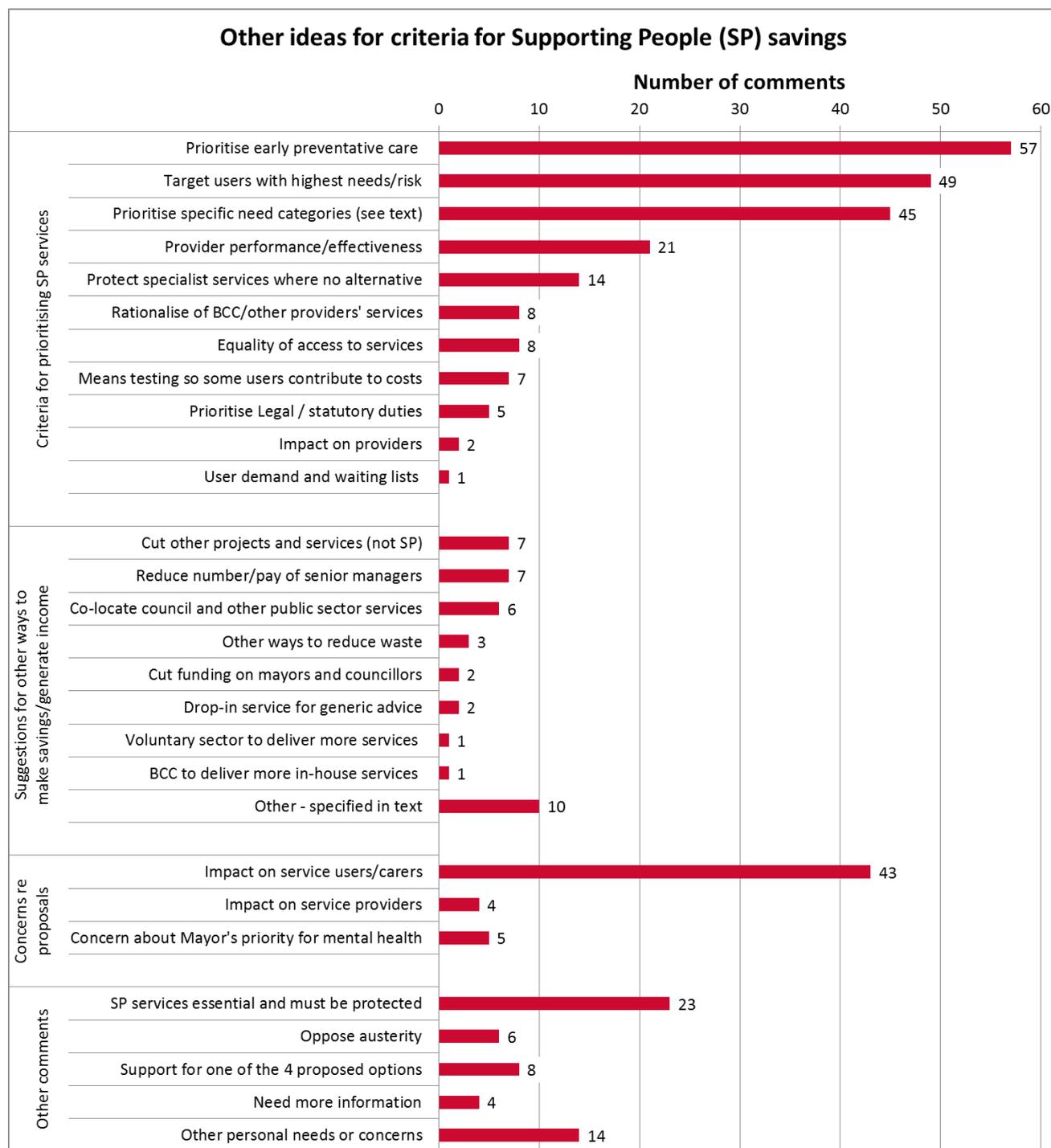
Concerns about the proposals

- 43 (18%) of the comments were concerns about the impact of service reductions on users and/or carers.
- 4 (2%) comments were concerns about the impact of funding reductions on service providers; both those affected directly by reductions to their budgets and providers which are impacted indirectly by the additional demands of users who are displaced from withdrawn or reduced services.
- 5 (2%) comments were concerned that focus on the mayoral priority for mental health provision may lead to greater cuts to other important services.

Other comments

- 23 (10%) of comments stated that Supporting People services are essential and should be protected. 6 (3%) respondents called on the council to oppose central government austerity.
- 8 (3%) respondents stated their support for one or other of the four proposed options (described in section 4.1.2);
- 4 (2%) respondents identified a need for more information.
- There were 14 (6%) other comments which mainly qualified personal needs or concerns about the proposals.

Figure 7: Other suggestions for criteria and concerns about proposed criteria



4.1.2 Options for making savings

The survey presented four alternative proposed options for how the savings to the Supporting People budget could be achieved. These options are shown in Table 9.

Table 9: Proposed options for making savings

No.	Option	Description
A	Reduction of 25% for all services.	All services will need to reduce either the number of people they help, or the level of support they can offer. They will probably have to reduce staff numbers as well.
B	No reductions to Accommodation Based services and some low level Mental Health and Advice support. Reduction of 49% to all Floating Support services.	This will mean there is no reduction to accommodation places and would protect people with high levels of need. But there would be significant reductions in the floating support services on offer.
C	A reduction of no less than 6% across all services and further reductions based on specific criteria.	These criteria include: how complex the needs are of the people that the service supports, mayoral priorities, highly specialist services, cost per service user. This option allows more targeted reductions.
D	Application of criteria to determine the reductions but with a maximum reduction of 51% applied to any service area.	This means that we will apply the same criteria as described in Option C, but ensure that no one service area will have reductions greater than 51%. This will mean some services will need to take a higher level of reduction than in Option C.

The survey asked respondents to rank the four options in order of preference (1, 2, 3, 4) with 1 being most preferred and 4 being least preferred.

Of 732 respondents to the Supporting People survey, 714 (98%) responded to this question, with slightly different numbers providing their views on each option.

Figure 8 and Table 10 show respondents' preference for each of the four proposed options.

The option with the strongest preference was Option C: a reduction of no less than 6% across all services and further reductions based on specific criteria. 48% of respondents ranked this as their most preferred option, with a further 24% as their second preference.

The option with support among fewest respondents was Option B: no reductions to Accommodation Based services; reduction of 49% to all Floating Support services. 8% of respondents ranked this as their most preferred option, with 11% as their second preference.

To put the low level of support for Option B in context, it is noted that more responses were received from people who use or work for Floating Support services (Option B would reduce the budget for Floating Support) than from respondents who use or work for Accommodation Based Services. (Option B would maintain Accommodation Based services.)

- 424 respondents stated that they use or live in 461 services. Of the 461 services, 350 (76%) were Floating Support services and 111 (24%) were Accommodation Based.
- Of 82 respondents who care for someone who uses the services, 67% (82%) care for Floating Support users and 15 (18%) care for users of Accommodation Based services.
- Of 176 respondents who work for Supporting People service providers, 57 (32%) work for Floating Support providers, 22 (13%) work for providers of Accommodation Based services, and 97 (55%) work for providers who deliver both Floating Support and Accommodation Based services.

The survey response rate from users of these services differs from the actual proportions of people who use Floating Support and Accommodation Based services - there are currently fewer services users (1,547) of Floating Support services than the 1,785 service users in Accommodation Based services.

Figure 8: preference for each of the four proposed options for making savings

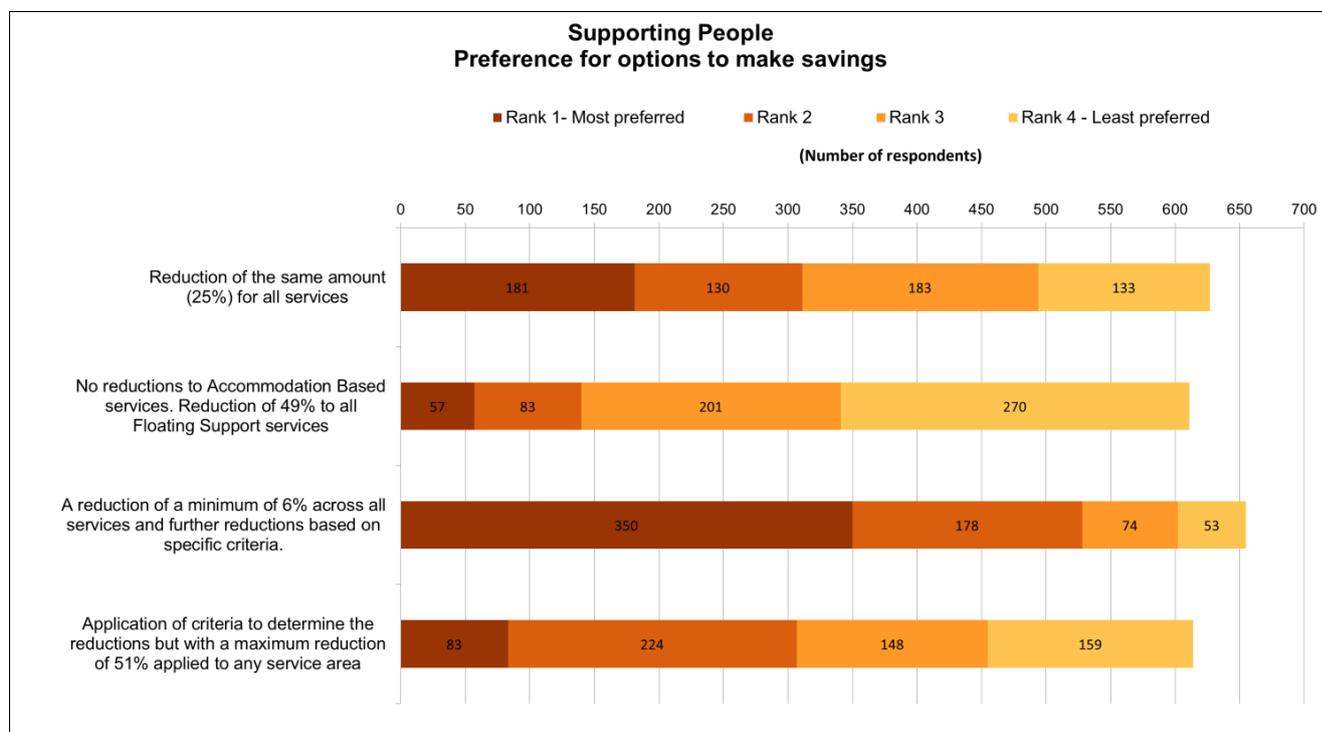


Table 10: preference for each of the four proposed options (% of 732 respondents)

Option to achieve savings	Rank 1 Most preferred	Rank 2	Rank 3	Rank 4 Least preferred	Not Answered
Reduction of the same amount (25%) for all services	25%	18%	25%	18%	14%
No reductions to Accommodation Based services. Reduction of 49% to all Floating Support services	8%	11%	27%	37%	17%
A reduction of a minimum of 6% across all services and further reductions based on specific criteria	48%	24%	10%	7%	11%
Application of criteria to determine the reductions but with a maximum reduction of 51% applied to any service area	11%	31%	20%	22%	16%

Other ideas for how to make savings from the Supporting People budget

The survey asked respondents if they had any other ideas for how the council could make the savings from the Supporting People budget. There were 233 free text responses for this question (32% of respondents to the survey) which are categorised below⁷ and in Figure 9.

Opposition to the proposed savings

51 (22%) of respondents stated that the council should oppose austerity and not make cuts to Supporting People services.

17 (7%) respondents stated that they thought the proposed savings were a false economy, and that the council should protect the preventative services provided by Supporting People, otherwise there would be escalation of users' unmet needs and displacement of costs to other council and public sector functions.

5 (2%) highlighted their concerns about the impacts of service reductions on users.

Prioritising Supporting People services to achieve savings

15 (6%) thought that budgets should be targeted to people with the highest need and of these 6 (3%) advocated a needs re-assessment of service users to see if their current support is still appropriate and still required.

11 (5%) asked that remaining funds should protect mental health services, with respondents highlighting that this aligns with government policy and would prevent larger more costly needs developing.

9 (4%) requested that funds should be targeted to specialist services, because there is no alternative. Of these 5 (2%) specifically requested that the Sensory Support service is maintained and 2 (1%) wanted to protect HIV support services.

8 (3%) recommended a commissioning review of all services to understand supply and demand for support and to assess the impact of changes to provision.

7 (3%) advocated linking funding to provider performance and effectiveness of outcomes for users.

4 (2%) stated that they could not prioritise one service over another because all are vital. 10 (4%) stated that they did not have enough information or knowledge to prioritise one service over another and 4 (2%) said they thought that all four proposed savings options were flawed.

2 (1%) respondents recommended reducing funding across all Supporting People services, to minimise the impact on all.

2 (1%) recommended more floating support for housing and savings from reducing long-term residential care.

Ways to reduce costs within the Supporting People service

18 (8%) respondents recommended improving collaboration between council services and partner organisations to reduce duplication, co-locate and share facilities, coordinate management of provision and resolve wasteful ways of working. It was identified that this would make it easier for users and providers to navigate the services available. 2 (1%) respondents suggested setting up multi agency hubs where users could drop-in for advice and to access services.

⁷ The number of categorised comments is more than the 233 free text responses because some responses included comments in more than one category. Percentages are expressed as percentages of the 233 free text responses about ways to make savings.

14 (6%) suggested ways to reduce staffing costs; 13 of these recommended involving charities and volunteers and one person suggested using people on probation. 2 (1%) stated that volunteers cannot deliver the skilled support roles currently delivered by trained staff.

12 (5%) suggested that service users should pay towards their support if they could afford to.

One person suggested that some services could be delivered more efficiently by council staff, because of access to co-located skills and services, than by out-sourcing the service.

Other ways to reduce costs to avoid reducing Supporting People budgets

103 (44%) comments suggested other things the council and others should cut to avoid reducing Supporting people budgets. Of these 57 (24%) focussed on pay and overheads and 46 (20%) focussed on reducing spending on other council or national activities.

The 57 comments on reducing pay and overheads included the following.

- 30 (13%) recommended cutting the number and pay levels of management staff in order to preserve frontline staff. 7 (3%) recommended cutting the pay, pensions, expenses and/or number of other staff.
- 11 (5%) advocated reducing the number and salaries of mayors for Bristol, 2 (1%) wanted to cut the number or costs of elected councillors and 2 (1%) wanted a pay cut for central government.
- 5 (2%) suggested reducing the costs of council buildings by moving to cheaper premises, hot-desking and more homeworking.

The 46 suggestions for reducing spending on other activities included the following.

- 22 (9%) recommended reducing spending on transport and public realm projects, including MetroBus, cycling provision and road maintenance.
- 7 (3%) thought there are other unspecified projects that should be cut.
- 4 (2%) wanted to divert funding from the arena.
- The remaining 15 comments suggested cutting funding for festivals (2 comments), art (2 comments), other undefined sources (2 comments) and one comment for each of museums, parks, housing, school crossing patrols, free school meals, people in prison, travellers, free Wi-Fi and defence spending.

Ways to raise funds to avoid reducing Supporting People budgets

11 (5%) respondents advocated increasing Council Tax to fund Supporting People and 8 (3%) called for increases in central government taxation (in particular those on businesses and high earners) and reducing tax avoidance.

3 (1%) comments suggested the council should sell redundant council properties or use them productively for housing.

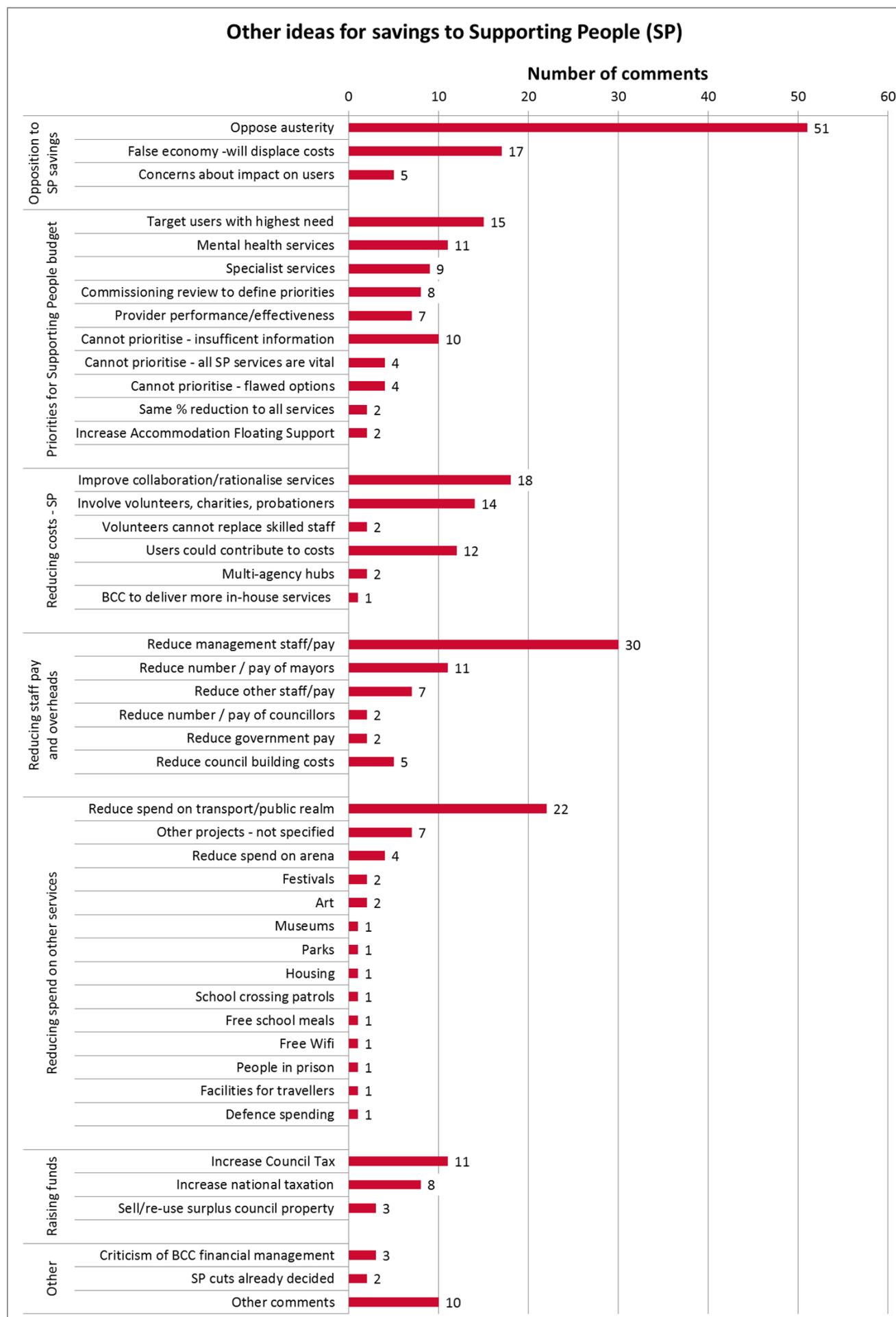
Other comments

3 (1%) comments criticised the council's financial management.

2 (1%) thought the decision on Supporting People was a fait accompli.

10 (4%) responses provided other comments about specific services or the council's wider activities.

Figure 9: Other ideas for how to make savings from the Supporting People budget



4.1.3 How communities could support the people affected by Supporting People changes

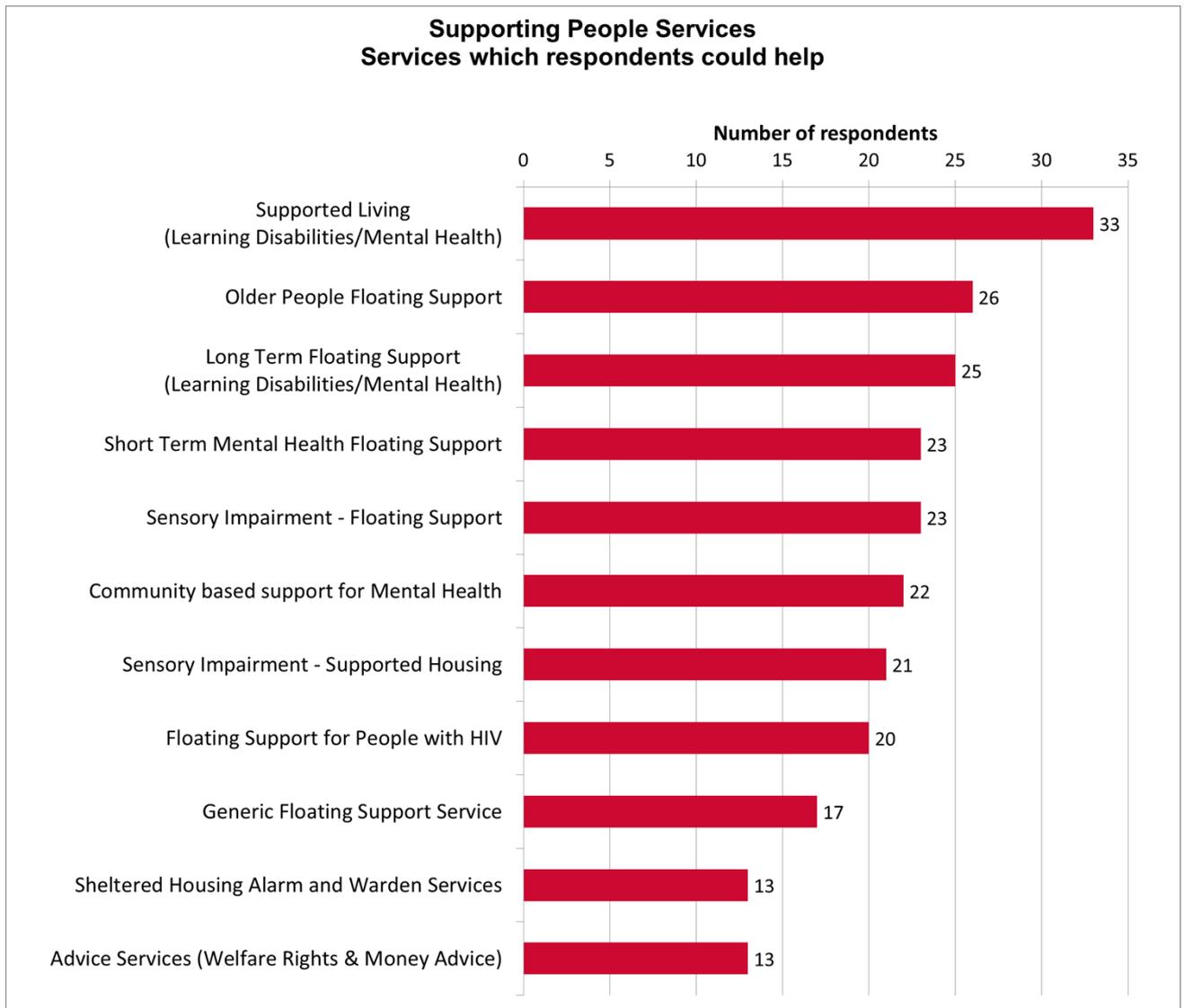
The survey asked respondents if they have skills or networks that could help some of our vulnerable citizens and, if so, which services from a list of 11 they could help.

Of 732 respondents to the survey, 113 (15%) respondents identified that they could help one or more of the 11 services. Of these, 42 indicated that they could help more than one of the services. (Figure 10.)

Of the 113 respondents who identified that they could help:

- 83 use or live in one of the services;
- 19 care for someone who uses the services;
- 34 work for one of the service providers⁸.

Figure 10: Number of respondents who could help each service



⁸ The sum of services users, carers and providers who say they could help is greater than 113 respondents because 12% of respondents to the Supporting People survey identified that they have multiple roles.

Other ideas for how respondents could support people affected by the proposals

Respondents were asked to describe how they could help. There were 140 free text responses for this question (19% of respondents to the survey) which are categorised below⁹ and in Figure 11.

Ability to help

14 (10%) respondents stated that they could volunteer and gave examples of how, which are listed in the section below. 7 (5%) stated that they already volunteer and might be able to volunteer more.

47 (34%) respondents said that they could not volunteer, of whom:

- 22 (16%) explained they are too old or are disabled, have mental health issues, or need help themselves;
- 12 (9%) do not have spare time, of whom 5 (4%) stated they are carers;
- 11 (8%) did not specify a reason;
- 2 (1%) work for a Supporting People service and, while they might volunteer in other ways, would not do more of their day job as a volunteer.

In addition, 12 (9%) respondents stated already volunteer but could not do more.

How volunteers might help

There were 43 (31%) comments which suggested how respondents might help. Of these:

- 16 (11%) stated peer mentoring and support;
- 4 (3%) offered to assess people's needs and direct them to help when they need it;
- 4 (3%) suggested ways to support older people;
- 3 (2%) offered to volunteer with Floating Support;
- 3 (2%) addressed fundraising;
- 2 (1%) offered to help with travel needs;
- 2 (1%) service providers suggested they could explore setting up multi service drop-in hubs with other partners;
- There was 1 (1%) comment for each of the following ways respondents could offer help: coordinating existing volunteer groups, offering help to minority communities, providing guidance and sharing information (from a service provider), and recommending Supporting People services to others;
- There was 1 (1%) comment suggesting each of the following actions that *other organisations* could do to help service users: BCC to offer community learning courses, faith groups to contribute more to helping the most vulnerable in society, unspecified organisations to provide careers groups, music therapy, writing groups and art groups.

Principle of volunteering

18 (13%) of responses stated the nature of Supporting People services required skilled professionals, not volunteers, to deliver them.

There were 13 (9%) responses from providers who highlighted that they already provide the services that are needed as a funded service. Of these, 3 (2%) stated that they could do more if funded.

⁹ The number of categorised comments is more than the 140 free text responses because some responses included comments in more than one category. Percentages are expressed as percentages of the 140 free text responses about ways to help.

6 (4%) stated that it is a council or other public sector duty to provide the services.
 A further 2 (1%) expressed other scepticism at the proposals to use volunteers more.

Other comments

24 (17%) comments reiterated the importance of the existing support they provide or receive and/or worried about the impact on users of the proposed reductions in Supporting People services.

1 (1%) said Bristol should share facilities with Bath and North East Somerset (B&NES).

1 (1%) advocated raising Council Tax and taking a stand against austerity.

Figure 11: How respondents say they could help with Supporting People services



4.1.4 Other specific comments about services and providers

The survey invited free text comments about individual services or providers. 412 free text responses were received from the 732 respondents to the Supporting People survey. The comments are categorised below¹⁰.

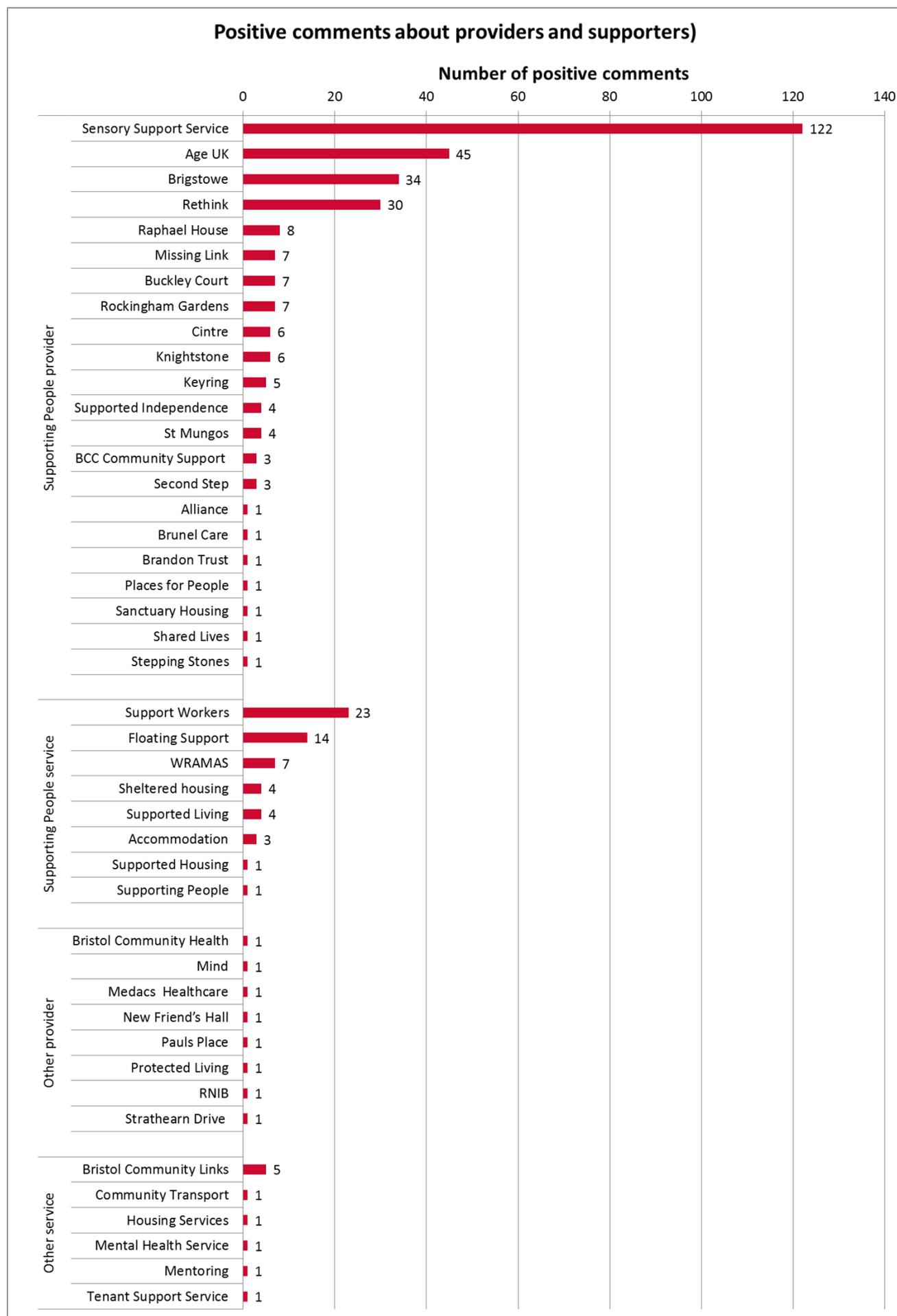
378 (92%) of the responses were positive about providers or services, of which 306 commented on specific providers, 67 commented on services and 5 were positive about undefined providers/services. The number of positive comments about each provider and service is shown in Table 11 and Figure 12.

Table 11 Number of positive comments about providers and services

Supporting People provider	Number (%) of positive comments	Other provider	Number (%) of positive comments
Sensory Support Service	122 (30%)	Bristol Community Health	1 (0.2%)
Age UK	45 (11%)	Mind	1 (0.2%)
Brigstowe	34 (8%)	Medacs Healthcare	1 (0.2%)
Rethink	30 (7%)	New Friend's Hall	1 (0.2%)
Raphael House	8 (2%)	Pauls Place	1 (0.2%)
Missing Link	7 (2%)	Protected Living	1 (0.2%)
Buckley Court	7 (2%)	RNIB	1 (0.2%)
Rockingham Gardens	7 (2%)	Strathearn Drive	1 (0.2%)
Cintre	6 (1%)		
Knightstone	6 (1%)		
Keyring	5 (1%)		
Supported Independence	4 (1%)		
St Mungos	4 (1%)		
BCC Community Support	3 (1%)		
Second Step	3 (1%)		
Alliance	1 (0.2%)		
Brunel Care	1 (0.2%)		
Brandon Trust	1 (0.2%)		
Places for People	1 (0.2%)		
Sanctuary Housing	1 (0.2%)		
Shared Lives	1 (0.2%)		
Stepping Stones	1 (0.2%)		
Supporting People service		Other service	
Support Workers	23 (6%)	Bristol Community Links	5 (1%)
Floating Support	14 (3%)	Community Transport	1 (0.2%)
WRAMAS	7 (2%)	Housing Services	1 (0.2%)
Sheltered housing	4 (1%)	Mental Health Service	1 (0.2%)
Supported Living	4 (1%)	Mentoring	1 (0.2%)
Accommodation	3 (1%)	Tenant Support Service	1 (0.2%)
Supported Housing	1 (0.2%)		
Supporting People	1 (0.2%)	Unspecified provider/service	5 (1%)

¹⁰ There are more than 412 comments because some responses included comments on several issues. Percentages are expressed as percentages of the 412 free text responses

Figure 12: Number of positive comments about providers and services



12 (3%) of the responses were negative about services (7 comments) or providers (5 comments). Table 12 shows the numbers for each provider/service.

Table 12: Number of negative comments about providers and services

Supporting People Provider	Number (%) of negative comments	Other Service	Number (%) of negative comments
Curo	1 (0.2%)	Mental health services	2 (0.5%)
Terrence Higgins Trust	1 (0.2%)	Elderly care services	2 (0.5%)
Brunel Care	1 (0.2%)	Interface between BCC and NHS	1 (0.2%)
Missing Link Floating Support*	1 (0.2%)	NHS Mental Health services	1 (0.2%)
Guinness Trust Sheltered Housing	1 (0.2%)	Unspecified service	1 (0.2%)

* The comment about Missing Links stated that the service was helpful but was only available for six months and there was no longer term support available.

There were 50 (12%) other comments as follows:

- 19 (5%) commented that there should not be cuts to Supporting People services;
- 9 (2%) expressed concern about the impact of service changes on users;
- 3 (1%) recommended needs assessments of individuals to identify if support could be reduced;
- 2 (0.5%) stated that services were better when run directly by the council.
- 2 (0.5%) were about the negative impact of closing area Customer Service Points in April 2017
- 10 (2%) made other comments relating to specific details of services, how people should be assessed and coordination of Supporting People support and services run by other agencies.
- 5 (1%) commented on other council activities unrelated to Supporting People.

4.2 Comments about Supporting People services at the public meetings

4.2.1 Q&A discussion

Of the 214 questions and comments submitted for the eight public events, 16 (7%) related to the proposals for Supporting People. These covered the following issues:

- 7 submissions asked what the impact would be on staff and the service users.
- 2 asked whether working with partners could provide a solution.
- 2 asked whether access needs had been considered.
- 3 offered solutions about how the services could be saved, including referring to other countries and local authorities to find out how they run their services sustainably.
- 2 had questions about how the proposals would affect sheltered housing in the city.

4.2.2 Roundtable discussions

There were a total of 48 comments on Supporting People from the roundtable sessions across all of the eight public events.

- 17 (35%) comments were concerned about the long-term impacts of the cuts.
- 9 (19%) comments were about issues the participants had with the consultation.
- 6 (13%) comments were proposals for other ways of funding/saving the money and providing support.
- 5 (10%) comments were queries for people working in the Supporting People service.
- 4 (8%) comments were specifics about service delivery.
- 4 (8%) comments detailed service provider issues.
- 1 (2%) comment said that the service users would not necessarily be able to work.

4.2.3 Suggestions boxes

One suggestion/ comment was submitted which relates to Supporting People.

Event	Suggestion
Vassal Centre 11/07/2017	Add on £5 per year to council tax which is ring fenced for Supporting People.

4.3 Service-specific feedback received at service-led meetings and by letter and email

Tables 13 to 23 summarise the feedback about specific Supporting People services which was received at service-led meetings and in letters and emails. (This is additional to the feedback on Supporting People services received at the eight public events.)

Table 13: Service-specific feedback - Advice Services (WRAMAS)

Type of service	Number of service users at any one time
Advice Services, Welfare Rights and Money Advice Service (WRAMAS) (1 provider; 2 contracts)	134
Provider : <ul style="list-style-type: none"> • Bristol City Council – Welfare Rights and Money Advice services 	
Feedback received via: <ul style="list-style-type: none"> • 1 x provider meeting 	
Current provision – the way the service is provided These are advice services provided by the Welfare Rights and Money Advice Service (WRAMAS), a service run by the council. They provide training, telephone support and information for support workers. They also take referrals for complex welfare benefits or debt cases and provide casework support for vulnerable people, particularly disabled people and full-time carers. The service supports people to maximise their income.	
Consultation findings A provider highlighted that it provides specialist support for highly complex cases and training to other agencies to improve the quality of advice given and case handling. The provider stated that WRAMAS, directly and indirectly, plays a key role in ensuring that vulnerable households are receiving the benefits they are entitled to, thereby helping to combat poverty, including child poverty. The provider said that the supported families are then less likely to request/require social care and/or additional health care, and are far less likely to face homelessness and the generally costly and negative effects of homelessness. The provider stated that cuts to WRAMAS' budgets are likely to result in: <ul style="list-style-type: none"> • an increase in household and child poverty for Bristol's lowest income and vulnerable citizens; • greater demand for child and adult care services (inadequate income means that meeting physical and mental health needs, as well as good parenting and household emotional and wellbeing needs, are challenged); • increased homelessness and thus higher expenditure for Housing Options, Children's and Families and Adult Social Care budgets in terms of officer involvement, the high costs of temporary and residential accommodation and the financial and other costs of securing appropriate affordable housing i.e. homelessness prevention; • greater demand for services from other BCC and partner agency's services. 	

Table 14: Service-specific feedback - Supported Living

Type of service	Number of service users at any one time
Supported Living – Learning Difficulties (LD) and Mental Health (MH) (19 providers, 20 contracts)	340
<p>Providers:</p> <ul style="list-style-type: none"> • 3 Trees Community Support Ltd • Brandon Trust • Bristol City Council • Choisy Care Ltd • Dimensions (UK) • Freeways Trust Ltd • HF Trust Ltd • Improving Prospects Ltd (t/a Manor Community Supportive Living) • Knightstone Housing Association • Lifeways Community Care Ltd • Maples Community Housing Ltd • Milestones Trust • New Beginnings Bristol Ltd • Raphael House • Royal Mencap Society • Sanctuary Housing Association • Second Step Housing Association • Silva Care Ltd • Willowbank Care Ltd 	
<p>Feedback received via:</p> <ul style="list-style-type: none"> • 1 x group provider meeting <ul style="list-style-type: none"> ○ Attendees: <ul style="list-style-type: none"> ▪ Brandon Trust ▪ Bristol City Council ▪ Freeways Trust Ltd ▪ Improving Prospects Ltd (t/a Manor Community Supportive Living) ▪ Knightstone Housing Association ▪ Maples Community Housing Ltd ▪ Milestones Trust ▪ Royal Mencap Society ▪ Silva Care Ltd • 1 x individual provider meeting (Sanctuary Housing) • 1 x combined submission from Bristol Supported Housing Forum • 1 x item of correspondence from service user 	
<p>Current provision – the way the service is provided</p> <p>This service provides places to live with support available where they live for people with learning difficulties and for people with mental health needs. Most of the people who use these services have been living in their supported living homes for a long time. It is likely that most of the people living in this type of accommodation would have eligible care needs if they were assessed now.</p>	

Consultation findings

- Service user highlighted that removal of services in supported living would make independent living unsafe and so lead to a costly care package.
- Comment about links between Supporting People (SP) and Community Support Services (CSS) core support. Service providers need to know what is going on with CSS core support to inform the SP work.
- Capacity of teams in the council has had an impact on the dialogue that happens - provider forums and partnership board has broken down.
- Siloed commissioning - does not help with creativity

Table 15: Service-specific feedback - Long term Floating Support

Type of service	Number of service users at any one time
Long term Floating Support (Learning Difficulties (LD) and Mental Health (MH) (5 providers, 5 contracts)	72
<p>Providers:</p> <ul style="list-style-type: none"> • Brandon Trust • Cintre Community • Keyring • S.I.L.S Stepping Stones To Ind • Supported Independence 	
<p>Feedback received via :</p> <ul style="list-style-type: none"> • 1 x group provider meeting <ul style="list-style-type: none"> ○ Attendees: <ul style="list-style-type: none"> ▪ Brandon Trust ▪ Cintre Community ▪ Keyring ▪ Supported Independence • 2 x service users meetings (Keyring and Cintre) 	
<p>Current provision – the way the service is provided</p> <p>This service helps people with mental health needs and/or learning disabilities to remain independent. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services</p>	
<p>Consultation findings</p> <ul style="list-style-type: none"> • Service users all expressed the views that they could not manage their lives if they did not have the few hours of support they receive from their support workers. Most of the service users receive only 1 or 2 hours of support per week. This low level of support prevents them from getting into debt, putting their tenancy at risk, social isolation and mental health problems. • Service users advised: Option B which protects Supported Living over other services seems the least fair. Options C and D cause feelings of uncertainty, as we do not know how each service will be affected. • Service users were asked if they had any ideas of how things could be done differently. The following ideas were raised by 1 or more service user: Look again at the financial eligibility criteria – a means tested approach may be fairer. Some 1 to 1 support could be replaced with drop-ins or hubs 	

Table 16: Service-specific feedback - Short term Mental Health Floating Support

Type of service	Number of service users at any one time
Short term Mental Health Floating Support (3 providers, 3 contracts)	260
<p>Providers:</p> <ul style="list-style-type: none"> • Missing Link • Places for People • St Mungoes Broadway 	
<p>Feedback received via :</p> <ul style="list-style-type: none"> • 1 x group provider meeting <ul style="list-style-type: none"> ○ Attendees: <ul style="list-style-type: none"> ▪ Brigstowe Project ▪ Bristol City Council ▪ Missing Link ▪ Places for People ▪ St Mungoes Broadway ▪ ReTHINK • 2 x individual provider meetings (Places for People- 2 Meetings about different aspects of service) • 2 x service user meetings (Missing Link and St Mungoes) • combined response from Floating Support Network • 2 x correspondence from service users • 1 x written response from provider (Places for People) • 4 x case studies (Places for People) 	
<p>Current provision – the way the service is provided</p> <p>This service gives people with mental health issues help for a short time. This can be up to two years. It normally helps people who are having some sort of unexpected problem that means they need help to ensure that they don't lose their home. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services.</p>	
<p>Consultation findings</p> <ul style="list-style-type: none"> • It was suggested subdividing the city in two, with providers commissioned to deliver services in different halves - with less resource it would cut down travel time. • All present at the provider group meeting stated Option B is not viable for this group. • Floating Support has the flexibility to be delivered anywhere in the community, wherever it is most effective. The provider also delivers a wide range of other cost effective interventions, for example, drop-ins and phone or email support. • Floating Support is person centred. Support is tailored to individual assessed needs. Support is decreased as objectives are achieved and skills are increased. Floating Support is dynamic, with no presumption of static, ongoing support. This enables Floating Support to focus on outcomes and successfully promote independence. • Floating Support is typically time limited: limited in duration and number of hours. This enables Floating Support to achieve high throughput and to support high numbers of vulnerable people. • One provider presented evidence demonstrating the percentage of service users without a phone or internet access who only engaged with services on home visits and did not engage with any other services. 	

- The service is founded on prevention and early intervention where possible to enable the customer to remain independent, maintain their tenancies and promote good mental wellbeing. Through engaging with the service customers develop the skills to manage their own Mental Health and live independent lives.
- One service user said they had tried to get help from the service from Brookland Hall - got no support at all from the mental health services.
- Comment that support from the Floating Support team has been vital and kept people alive.
- One service user raised concern about their future. They said that if they didn't get support they would not keep themselves clean and tidy, they would go downhill and their flat would be taken off them.

Table 17: Service-specific feedback - Physical and sensory impairment supported housing

Type of service	Number of service users at any one time
Physical and sensory impairment supported housing (1 provider – Bristol City Council , Buckley Court)	8
Feedback received via : <ul style="list-style-type: none"> • 1 x meeting with provider • 1 x meeting with service users • 1 item of correspondence from service user 	
Current provision – the way the service is provided This service is provided directly by the council. The service accommodates eight people who have sensory disabilities. Buckley Court supports people from age 18 upwards. It is for people to be supported for a period of time and then move out and live independently elsewhere. Some people stay here for up to five years.	
Consultation findings Staff and tenants expressed concerns about the loss of services at Buckley Court. Some pointed to the skills learned to become more independent and being able to do more things, get housing and employment in the future – concerned that they might lose them. Below are some quotes: <ul style="list-style-type: none"> • 'If Buckley Court were to close or you were to make any cuts then it would affect me and the tenants here; how would we learn new things about access, for example NGT and sign video? They have supported us with so many things, for example, accessing the internet and making our own phone calls through NGT so we can independently phone the gas company, for example. The tenants here need the support of the staff so I think you should not make any cuts.' • 'We need to learn from this service, cooking, gardening, which are important for our independence.' • 'Being able to talk to people, learn, and understand the processes of different things. That really helped me. Next stage now, I think for me to be able to live independently hopefully through social housing and Home Choice register - at moment, keeping eye open, to see an opening for me to have a flat through the council social housing. Because private sector v expensive - can't afford it, my disability in way of finding full time work - here, been able to successfully gain part time work, which I very much enjoy, and it been achieved through Buckley Court helping me and staff helping me prepare'. 	

Table 18: Service-specific feedback - Sheltered Housing Alarm and Warden services

Type of service	Number of service users at any one time
Sheltered Housing Alarm and Warden services (13 providers, 20 contracts)	1,593
<p>Providers:</p> <ul style="list-style-type: none"> • Abbeyfield Bristol Society • Affinity Sutton Group Ltd • Anchor Trust • Bristol Charities • Brunelcare • Curo • Housing & Care 21 • Knightstone Housing Association • Places for People • Sovereign Housing Association Ltd • St Monica Trust • The Guinness Trust • United Housing Association 	
<p>Feedback received via:</p> <ul style="list-style-type: none"> • 1 x group provider meeting <ul style="list-style-type: none"> ○ Attendees : <ul style="list-style-type: none"> ▪ Bristol Charities ▪ Brunelcare ▪ Curo ▪ Knightstone Housing Association ▪ Places for People ▪ The Guinness Trust ▪ United Housing Association • 1 x meeting with individual provider (Knightstone Housing Assoc) • 1 x item of correspondence from service user • 1 x meeting with service users (Roshni Ghar) 	
<p>Current provision – the way the service is provided</p> <p>This relates to sheltered housing for older people. Sometimes the only thing that is given is an alarm that people can use to get help if something goes wrong. In other places there is also a warden that comes to check that people are ok. This sort of service helps prevent future problems.</p>	
<p>Consultation findings</p> <ul style="list-style-type: none"> • This group identified Option C & D as best for them. There was concern about the phrase 'complexity of needs'. Most in sheltered housing do not have the most complex needs - but if you miss supporting people earlier on you lose the prevention that is needed with increasing numbers of older people. It will hit hospitals and adult social care soon instead. Would prefer if it also said 'or the potential for future costs if this is taken away'. • Most Providers indicated that they are moving away from 'hard wired' alarms - so in future alarms could be provided on a 'need assessed' basis and also provided at a charge at service users' request. • Providers highlighted that although current older users may not be comfortable with using technology, greater use of SMART technology should be looked at for the future. 	

- Questions were asked about how we sell/explain sheltered housing – how do we get people to understand what sheltered housing is about now? It has modernised and helps people feel safe and well and prevents needing greater levels of care. It was suggested that we might be asking the wrong people at the wrong time – need to have choice for older people. Only 5% of housing available for older people – need to ensure this is kept.

Table 19: Service-specific feedback - Older people Floating Support

Type of service	Number of service users at any one time
Older people Floating Support (4 providers, 5 contracts)	156
Providers: <ul style="list-style-type: none"> • Age UK Bristol • Alliance • Brunelcare • United Housing Association 	
Feedback received via : <ul style="list-style-type: none"> • 1 x group provider meeting <ul style="list-style-type: none"> ○ Attendees: <ul style="list-style-type: none"> ▪ Age UK Bristol ▪ Alliance ▪ Brunelcare ▪ United Housing Association • 2 x case studies from provider 	
Current provision – the way the service is provided These are similar to other floating support services, providing a range of services to support older people to remain independent. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services with some specific support also around managing issues related to alcohol.	
Consultation findings <ul style="list-style-type: none"> • Case studies highlight early intervention and knowledge of services provided by Health & Well Being officers can prevent need for more costly care packages and prevent decline. • Service provider used as a preventative service - if people are not likely to get social care service - helps them stay independent. • 25% all round would be fairest and services would remain rather than disappearing. • Cost per service user - a good indicator but need to take into account throughput. 	

Table 20: Service-specific feedback - Floating Support for people with HIV

Type of service	Number of service users at any one time
Floating Support for people with HIV (1 provider – Brigstowe)	24
<p>Feedback received via:</p> <ul style="list-style-type: none"> • 1 x group meeting with providers (provider included in a group meeting for Floating Support) • 1 x service user meeting • 16 letters from service users and other stakeholders • 1 case study report from provider • 1 other item of correspondence from provider • 1 x combined response on impacts from Floating Support Network 	
<p>Current provision – the way the service is provided</p> <p>The service provides similar services to other floating support services but specifically for people with HIV. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services.</p>	
<p>Consultation findings</p> <ul style="list-style-type: none"> • Discrimination against HIV status is alive. People have lost homes and been refused treatment as a result. Terence Higgins Trust has lost a lot of funding which compounds the problem. • People living with HIV have told the council that they need a specialist service that understands the condition and how it affects their lives. Most of Brigstowe’s clients have had negative experiences of accessing non-specialist services and need a service they can trust. Brigstowe is now delivering HIV Awareness to professionals to increase knowledge & understanding. • Several service users described suffering from depression and mental health problems. Community Mental Health teams are difficult to talk to. Confidentiality is still an issue. They don’t seem to have a clue about HIV. • HIV clinic at Southmead just tell users to contact Brigstowe for their mental health support and advice after diagnosis. • One service user said ‘coming to Brigstowe keeps me alive’ • The council should calculate the cumulative costs for care, homelessness, mental health needs, compliance with medication, new infections if Brigstowe were not here. 	

Table 21: Service-specific feedback - Physical and Sensory Impairment Floating Support

Type of service	Number of service users at any one time
Physical and Sensory Impairment Floating Support (1 provider, Bristol City Council, Sensory Support Service)	55
<p>Feedback received via :</p> <ul style="list-style-type: none"> • 1 x Meeting with provider • 1 x Meeting with service users • 10 x items of correspondence from service users (including 8 video files in British Sign Language) • 1 x conversation with service user documented by service • 1 x Performance and Maximising income report from provider • 1 x Case study 	
<p>Current provision – the way the service is provided</p> <p>This service supports up to 55 people with a sensory impairment and is directly provided by the Council. A lot of the staff in this service speak fluent British Sign Language and some members of staff are deaf themselves. They support people to remain independent and help them with tasks such as filling in complex forms and applications. They also provide support for things such as maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services.</p>	
<p>Consultation findings</p> <ul style="list-style-type: none"> • Service and service users highlighted that British Sign Language (BSL) is more than just another language and that fluent speakers are required in order to understand many deaf citizens issues and provide comprehensive explanations to them. • The service highlighted the specific issues of older deaf citizens who often have very poor levels of education and a culture of dependency which has been created for them. • Many standard official letters are very difficult for service users to understand and services very difficult to access due to language barrier and difficulty using phone (with only option of text speak service - which still has limitations around use of written English). • Service users identified critical nature of service and inability to obtain equivalent elsewhere – delays in booking interpreters - lack of funds to book interpreters. 	

Table 22: Service-specific feedback – Generic Floating Support

Type of service	Number of service users at any one time
Generic Floating Support (1 x Provider – Bristol City Council Community Support Teams)	280
<p>Feedback received via:</p> <ul style="list-style-type: none"> • 1 x group provider meeting • 1 x service user meeting • 1 x combined response from Floating Support Network • 2 x reports (Impact and Maximising Income) from provider • 5 x case studies • 1 x other correspondence from provider 	
<p>Current provision – the way the service is provided</p> <p>These are similar to other floating support services, providing a range of services to support people to remain independent. This includes maintaining housing, support to manage physical and mental health, advice regarding welfare benefits, support with budgeting, managing debts and paying bills and help to access other services. They are a service run by the council and are open to all people.</p>	
<p>Consultation findings</p> <ul style="list-style-type: none"> • Flaws with the workbook - some organisations measured on throughput - some are measured on number of people they see - and some on the hours they do - should be a consistent measure on quality of service. • Example given of service provided: <ul style="list-style-type: none"> ○ G's illness had impacted on his ability to sustain his own finances, family relationships and home. At the point we assessed G, he had no income of his own as was no longer in work due to illness and had been unable to claim relevant benefits on his own. A team member from the Huntingtons Association, reported to have found G had tried to take a bite out of a frozen pizza as that was all the food he had to eat and was unable to cook it for himself. Income (weekly) at start of support - £0. At end of Floating Support it was £326.65 per week ○ We have increased LS's main income by applying for relevant benefits he is entitled to. The application for Severe Disability Premium, once in payment, will mean he will have to make a higher contribution towards his care costs, which helps reduce the burden on the social care budget also. • In the first seven months of 2017, the Community Support Team supported 124 people to increase their yearly equivalent incomes by a total of £600,838. Over twelve months, this would equate to over £1 million increase in incomes. Each £1 spent on the Community Support Team (CST) achieved around £1.70 increase in income to vulnerable people. The CST supported people to increase 14 different welfare benefits. 	

Table 23: Service-specific feedback – Community Based support for Mental Health

Type of service	Number of service users at any one time
Community based support for Mental Health (1 provider – Rethink)	451
<p>Feedback received via :</p> <ul style="list-style-type: none"> • 1 x group provider meeting • 1 x service user meeting • 9 x correspondence from service users • 1 x combined response from Floating Support Network 	
<p>Current provision – the way the service is provided</p> <p>The service provides support to improve mental health in the community. It does this through a variety of different approaches including 1:1 support, community outreach, group work, training, advocacy and carers support.</p>	
<p>Consultation findings</p> <ul style="list-style-type: none"> • The staff have a lot of knowledge and understanding. They help people in recovery and offer a holistic service. If you lose this speciality there will be difficulties. • They are bridging the gap between Primary and Secondary Care, often the first point of interface. • There are no other signposting services for people going through Mental Health. People would spiral out of control if the service was not there. • Highlighted focus on 3 Tier model. • Option B not viable for this group. 	

5 Social Action and Volunteering (survey responses)

The survey asked respondents if they are interested in social action and volunteering, and if they would be willing to help out in a range of specified ways.

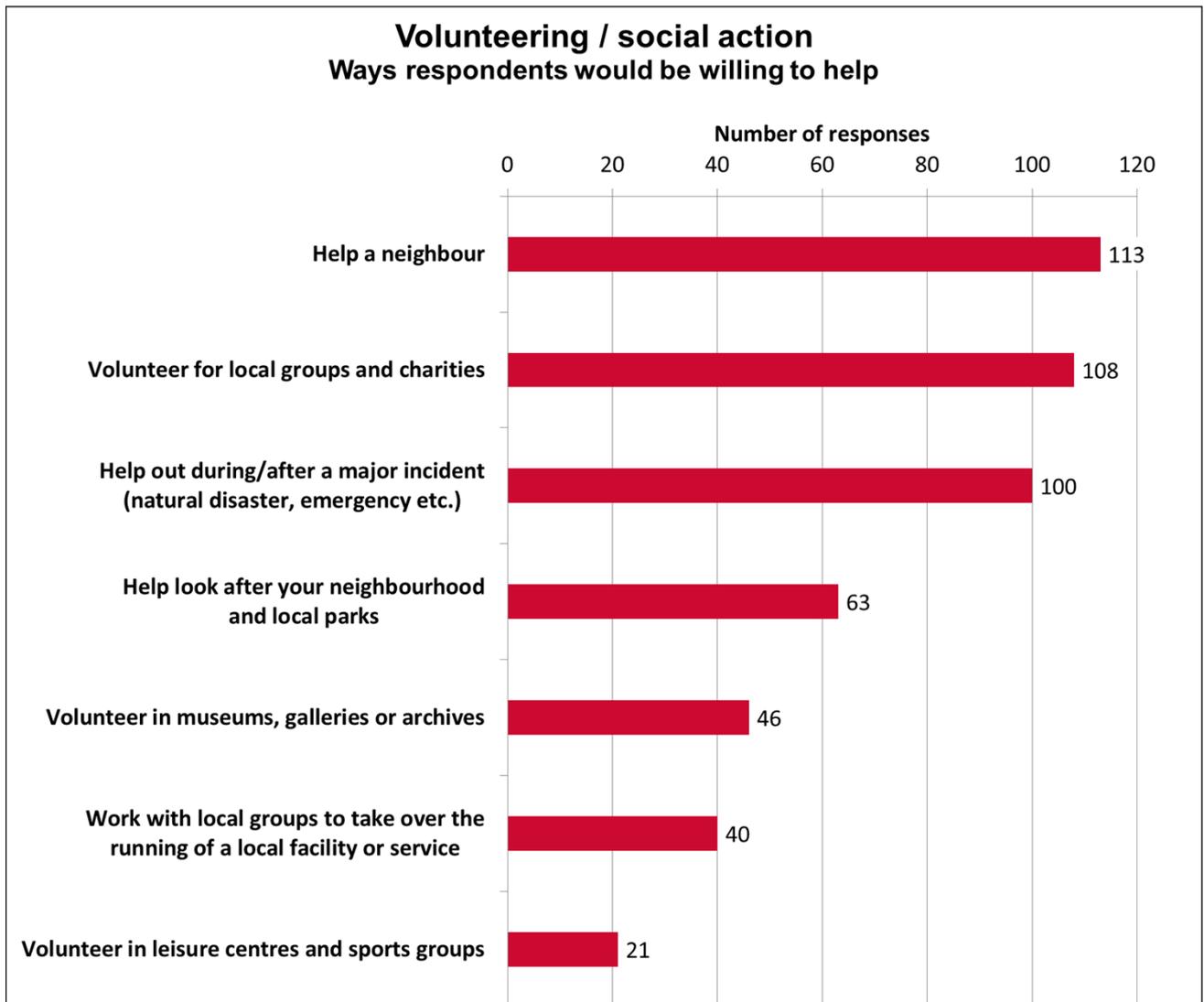
168 (23%) respondents stated that they are interested in volunteering/social action. 564 (77%) are not interested.

213 (29%) respondents suggested how they would be willing to help out with the seven specified activities. (Note: this is more people than the number who said they were interested in volunteering).

Helping a neighbour was the most popular option (with 23% of the options selected). Volunteering for local groups and charities (22%) and helping out during/after a major incident (20%) also received support. Volunteering in leisure centres and sports groups (4%) was the least popular.

Figure 13 shows which tasks people would help with¹¹.

Figure 13: Ways respondents would be willing to help



¹¹ The total ways respondents said they could help exceeds the 213 people who completed the question because respondents could select all options that apply.

Respondents were also invited to specify other ways in which they might be willing to volunteer. 71 people (10%) provided a free text response. Of these:

- 45 people gave reasons why they could *not* volunteer (e.g. no time, too old/ ill/ disabled, already volunteer and cannot do more) or reiterated that they did not wish to volunteer;
- 13 respondents indicated that they already volunteer and might do more;
- 11 suggested other ways they might contribute, including fundraising, being a travel buddy, or advocating for services or service users;
- One said they had offered to volunteer, but their offer had not been taken up.
- One respondent used the free text to criticise the proposals.

Table 24 lists ideas for and barriers to volunteering identified in free text responses.

Table 24: Free text responses about volunteering

Ways of volunteering	Number of respondents	% of free text responses
I already volunteer (might to do more)	13	18%
Donate/crowdfund/pay more Council Tax	3	4%
Help run community music groups	2	3%
Travel buddy	1	1%
Recommend Sensory Support service	1	1%
Advocate for people living with HIV	1	1%
Help look after pets for people who are in hospital	1	1%
Reiterated 'yes' to volunteering	1	1%
'Other' (not specified)	1	1%
Total	24	34%

Barriers to volunteering	Number of respondents	% of free text responses
I already volunteer (cannot do more)	22	31%
Disabled / unwell / too old	13	18%
No time	5	7%
Reiterated 'no' to volunteering	3	4%
Interested in volunteering but don't know what to do	1	1%
Offered to volunteer for council but not taken up	1	1%
Cannot commit due to moving away	1	1%
Total	46	65%

6 How will this report be used?

The consultation results, along with our Equalities Impact Assessment, will be taken into consideration in developing a set of final proposals that will be put to the Mayor and Cabinet to make a final decision, and also by the Mayor and Cabinet when they take those decisions.

The council's decisions on these services will be made at public meetings of Cabinet later in 2017 or early 2018. These dates will be published as part of the Council's forward plan (www.bristol.gov.uk/forwardplan), which will give 28 days' notice of the meeting at which the decisions will be made, and results will be published through normal procedures for Cabinet decisions.

How can I keep track?

You can always find the latest consultations online at www.bristol.gov.uk/consultationhub, where you can also sign up to receive automated email notifications about consultations.

All decisions related to the proposals in this consultation will be made publicly at future Cabinet meetings.

You can find forthcoming meetings and their agenda at democracy.bristol.gov.uk.

Any decisions made by Cabinet will also be shared at news.bristol.gov.uk, on Twitter @BristolCouncil and with the local news media.



Bristol City Council Equality Impact Assessment Form

Name of proposal	Reductions to the Supporting People Budget
Directorate and Service Area	People – Adults – Strategic Commissioning
Name of Lead Officer	Terry Dafter

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.

<p>1.1 What is the proposal?</p> <p>The People Directorate of the City Council spends £7.2m on housing-related and preventative support to vulnerable people (formally called ‘Supporting People’).</p> <p>These services are not statutory; however some of them are very immediate to statutory eligible care needs (particularly accommodation-related ‘supported living’ schemes for services users with learning disabilities, which cost £3m pa). The withdrawal of these services would immediately lead to service users being referred for statutory care as the service users are at a level of complexity that would make them eligible for support.</p> <p>Reductions are conceivable in the remaining services, which predominantly comprise:</p> <ul style="list-style-type: none"> • advice services • a range of short term floating support, to clients with mental health needs, older people, HIV, physical/sensory disability or generic needs • sheltered housing and alarms for older people <p>Most services are provided by private, voluntary and community organisations, though some are provided in-house by council services.</p> <p>Contracts (where required) had extensions applied extending the services until 30th December 2017. Further extensions are in the process of being applied now to extend contracts until the end of March 2018.</p> <p>Agreed negotiated changes can be made within this period. Variations with notice can be made with 28 days notice. All contracts need 6 months notice for termination.</p> <p>(Please note: These proposals exclude the Home Improvement Agency, where</p>

Appendix E – Equality Impact Assessment Form

a framework contract is in place to September 2018, and a commissioning plan is already being developed to continue to procure jointly this with other Local Authorities following a Health and Wellbeing Board decision in 2016.

Description of proposal:

The reductions to each service have been subject to public consultation and proposals prepared on the basis of the outcomes from that consultation. The original EqIA, written to support the consultation, has already been updated to reflect additional information received in the consultation feedback. This current EqIA is a further update to support the subsequent recommendations. These recommendations will be presented to Cabinet on 4th December 2017. This document forms part of the Cabinet Report, as Appendix E – Equality Impact Assessment of Recommendations.

The consultation offered 4 options for making the required savings. The consultation offered the option of responding to a survey (on line or on paper), to engage in a number of events and meetings or to contact the council directly. Full details of the consultation feedback can be found in Appendix B of the Cabinet Report.

As a result of this feedback the council is proposing using Option C as the method for achieving the savings. This will be done by making a funding reduction of 15% across all current Supporting People funded services with effect from 1 April 2018 and by taking a coproductive approach with service users, providers and key partners to shape the longer term provision of targeted preventative services for vulnerable adults with effect from 1 January 2019.

The required savings of £643k in 2017/18 will be delivered through savings from voids in sheltered accommodation. The further reduction of £1.16m in 2018/19 will be delivered by the full year effect of making 15% reduction across all Supporting People services from 1 April 2018; and by implementing new contracts from 1st January 2019, this will deliver the balance of the savings target and contain expenditure within funding available.

The application of the specified criteria was intended to guide further targeted reductions. It is intended to build on what people told us about these criteria in the consultation, to shape the longer-term solutions to ensure we spend the available budget in a way that will target the most vulnerable people to keep

Appendix E – Equality Impact Assessment Form

them away from statutory services across the system in social care, housing and the health services.

By working in coproduction with service users, providers and key partners across the health and care system and voluntary sector to shape the new contracts, the longer term provision of targeted preventative services for vulnerable adults will maximise independent living, reduce the need for higher levels of care and support and deliver further reductions within available funding.

With the help of their expertise, and in partnership with public health, housing services and health through the clinical commissioning group, a new delivery model will be designed that will maximise independent living in line with the council's strategic theme for Empowerment and Caring, and the Three Tier model approach underpinning the Better Lives adult social care programme. Also, the valuable insight gained through the consultation process on how to reach the vulnerable people who use these services will be used to effectively engage with service users.

Further details can be seen in the body of the full report going to Cabinet on 4th December 2017.

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?

Bristol City Council completes a Joint Strategic Needs Assessment for the whole city on an annual basis. The Joint Strategic Needs Assessment is an on-going process to identify the current and future health and wellbeing needs of the local Bristol population. The Joint Strategic Needs Assessment uses a range of sources to compile its statistics, including the Office of National Statistics and local data such as information obtained from Public Health colleagues within the city.

Bristol is a rapidly growing city. Bristol ranks as one of the healthiest of the Core Cities; however the overall citywide picture can hide the difference in

Appendix E – Equality Impact Assessment Form

experiences for different areas and population groups within the city. There are areas of Bristol that are very affluent and areas that rank amongst the most deprived in the country. Where you live in Bristol can be seen as one of the biggest factors affecting your health and wellbeing. The services within this proposal will affect service users across the city.

Further information is provided in Appendix A of the Cabinet Report to provide the context of demand across the populations currently in contact with services provided by the current Supporting People funding. These include:

- general demographics on the population of Bristol
- Black and minority ethnic groups (BME)
- Older people
- Learning disabilities and autism
- Long term health problems of disability
- Mental health
- Unemployment, low income, debt and benefits
- Prevalence of HIV
- Housing and homelessness
- Alcohol

However the council has limited individual data about the protected characteristics of all users of these services and is reliant on feedback from providers if particular groups are represented in greater proportions in their services than in the general population. Further information on demand and supply of appropriate targeted preventative services to support these people, will be developed as part of the coproduction process.

Advice Services (Welfare Rights and Money Advice Service - WRAMAS)

There are currently 134 service users.

Service users in this group have a high representation of people with mental health issues. Further analysis of data is needed to establish whether any other groups with protected characteristics are over represented. However it is highly likely that there is a high representation of poorer citizens in this group due to the nature of the service.

Supported Living (Learning Disabilities / Mental Health)

There are currently 340 service users.

Service users in this group will have either Learning Disabilities or Mental Health issues – or both. There is no indication at this stage that any other

group with a protected characteristic is over or under represented.

Long Term Floating Support (Learning Disabilities / Mental Health)

There are currently 72 service users.

Service users in this group will either have Learning Disabilities or Mental Health issues – or both. There is no indication at this stage that any other group with a protected characteristic is over or under represented.

Short Term Mental Health Floating Support

There are currently 260 service users.

Service users in this group will have Mental Health issues. There is no indication at this stage that any other group with a protected characteristic is over or under represented.

Physical and Sensory Impairment Supported Housing

There are currently 8 service users.

Service users in this group will have physical or mental disability. The ratio of men to women is on average 1:2. Users are normally of working age. There is no indication at this stage that any other group with a protected characteristic is over or under represented.

Sheltered Housing / Alarm only Services

There are currently 1593 service users.

Service users in this group will have Mental Health issues. There is no indication at this stage that any other group with a protected characteristic is over or under represented.

Older People floating support

There are currently 156 service users.

Service users in this group will all be older people and many are likely to have physical and mental impairments. There is no indication at this stage that any other group with a protected characteristic is over or under represented.

One of the services within the proposal is specifically for BME service users, therefore service users within this service will be disproportionately affected. Despite being a small service, it is important to recognise the impact this proposal may have on BME service users and any mitigation to take this into account.

Floating Support Service for people with HIV

There are currently 24 service users.

Service users in this group are predominantly African nationalities, recent migrants to the UK, have HIV and are at risk of homelessness. Everyone living with HIV automatically meets the “Disability” definition within the Equality Act 2010. The majority of service users supported by this service are identified as having poor mental health. One third of service users supported by this service identify as gay or bi-sexual. A third of service users for this service are over 50 with the provider indicating that this proportion is predicted to rise. The Avert website states that “Transgender people are one of the groups most affected by the HIV epidemic and are 49 times more likely to be living with HIV than the general population. Globally, it is estimated that around 19% of transgender women are living with HIV”. Many service users, when interviewed by council staff in October 2013 and again in August 2017 as part of the consultation, gave a variety of reasons why they do not feel able to access mainstream services. Therefore there is a risk that if this specialist service ceased the service users would not successfully obtain support from other less specialised services.

Physical and Sensory Impairment Floating Support

There are currently 55 service users.

Service users in this group will have a physical or sensory impairment. There is no indication at this stage that any other group with a protected characteristic is over or under represented.

Generic Floating Support Service

There are currently 280 service users.

On average over 25% of this group have a mental illness and/or physical disability and approximately 20% have a learning disability. There is no indication at this stage that any other (17% recorded as BME with the Bristol average being 16%) group with a protected characteristic is over represented although it is noted that religion and sexual orientation is poorly recorded.

Community based mental health support

There are an average of 451 service users

This is an open service which includes support for carers. Service users in this group have mental health issues but reports from the provider indicate that other protected characteristics are not disproportionately represented.

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

It is recognised that the information on certain protected characteristics is sometimes limited. In the past information could be obtained from the

Appendix E – Equality Impact Assessment Form

University of St Andrews Centre for Housing Research. This information was based on what was supplied by service users via their providers and service users were not obliged to provide it but it still gave an indication of numbers. However this service is no longer available and at this stage the council has not found another source of data.

Further information on protected characteristics, will be developed as part of the coproduction process to inform longer term targeted, preventative services for vulnerable people.

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

An extensive public consultation period and an open and transparent approach to fully and actively engage with service users, providers and the general public has taken place in order to inform the options for making budget reductions to Supporting People services.

Once the proposals have been agreed by Cabinet further work will be done to ensure that the new delivery model reflects the criteria as described in Option C in the consultation and are designed in a way that will ensure that citizens with protected characteristics are not disproportionately affected. The diverse range of stakeholders will be engaged in this coproduction work to ensure that the services reflect the findings of the consultation – including the feedback received on the EqlA.

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?

Service Users

Almost all groups with protected characteristics may be affected in some way with a particular emphasis on older people, people with learning disabilities, people with mental health issues, people with physical and sensory impairment and people with a diagnosis of HIV. Most people accessing the floating support service need help accessing benefits and losing this support is likely to lead to an increased risk of homelessness among this group.

Appendix E – Equality Impact Assessment Form

It is recognised that for many service users more than one protected characteristic will apply and so the impact of changes could be increased as a result of this. It has also been identified that many service users with multiple protected characteristics have difficulty accessing mainstream services. We will be mindful of this in planning new services.

During the consultation it was highlighted :

- how important it is to understand the intersectional nature of many service users and how multiple protected characteristics for some of them might increase their vulnerability and increase the disadvantage that they have faced
- the particular issues experienced by citizens with sensory impairment. It was highlighted that mainstream services are extremely difficult to engage with for many sensory impaired service users (particularly older service users and those with learning difficulties) without the support of specialised staff who are fluent in British Sign language or Tactile Signing. This particular need will be taken into consideration in the development of the new delivery model and applying the criteria to the prioritise areas of funding to the most vulnerable
- how much discrimination is still experienced by LGBTQ citizens, or those with a diagnosis of HIV, particularly those from certain BME backgrounds
- the option being recommended to cabinet, to create a new service model, will provide the opportunity to shape new services with these particular difficulties for some citizens in mind

Staff

The bulk of staff employed to deliver these services are predominantly employed by external agencies. Staffing figures and characteristics are not regularly reported through performance monitoring. However the Physical and Sensory Support Service is a council team and many of the members have a sensory impairment. A significant budget reduction in this service could potentially result in redundancies for these staff.

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

The option being recommended will provide a smaller reduction in funding, than some services may have anticipated. The council will work with service providers during the lead in time to implement the 15% reduction from 1 April 2018 in order to minimise the impact on service users.

By taking an approach of coproducing the new delivery model for these

Appendix E – Equality Impact Assessment Form

services, the impact on those with protected characteristics will be considered at all stages to ensure that the impact is not disproportionate. As part of the coproduction, there will be significant engagement with stakeholders who will be able to provide an informed view on whether the new services will deliver this.

Valuable insight gained through the consultation process on how to reach the vulnerable people who use these services will be used to effectively engage with service users.

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

The services will be targeted at vulnerable adults who are likely to be physically or mentally disabled or are older people. The support they receive will enable them to remain living independently in their own accommodation for longer and maximising independence outcomes will include improved health and wellbeing.

3.4 Can they be maximised? If so, how?

As above

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?

The factors in the equality impact assessment and in further feedback on it received during the consultation have all informed the final proposed recommendation which is being presented to Cabinet on 4th December for approval.

4.2 What actions have been identified going forward?

Actions to mitigate the impact will be looked for at each stage of the development of new proposals through engagement and coproduction with service users, providers and key partners.

Appendix E – Equality Impact Assessment Form

It should be noted that an equalities impact assessment addresses issues relating to protected characteristics but overlooks the issue of class or socio-economic groups. These reductions are likely to have more impact on lower social economic groups and this impact has been considered in the consultation.

Providers contracting with Bristol City Council are subject to an accreditation process to ensure that all providers have an up to date equalities policy which is reviewed on a minimum of every 3 years or more frequently where appropriate (i.e. changes to legislation). All current services have been required to meet the minimum standards of the Supporting People Quality Assessment Framework (QAF) as part of their contract.

The future model will be developed and commissioned to effectively and efficiently meet identified need and demand whilst providing value for money and maximum impact. By working in coproduction with the service users, providers and partners, this will enable a greater knowledge of the needs of these client groups, as well as assist with understanding the interdependencies and how future provision of these housing related support services will effectively contribute to maximising independent living and improving health and wellbeing.

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

The impact of the proposals will be measured throughout whilst any changes are being implemented. Any actions will be conducted in partnership with relevant internal departments, providers and relevant agencies to ensure that those service users of protected characteristics affected are provided with support from a relevant service. Not all service users will be mitigated from the impact of this proposal due to eligibility for services.

We will require equalities data as part of the contractual monitoring information from service providers who successfully tender for providing services in the future

The proposal to develop new model for targeted and preventative support will also ensure the embedding of a performance management framework that will clearly measure the impact of:

- enabling individuals and communities to do more for themselves and others

Appendix E – Equality Impact Assessment Form

- working with partners to increase independence and provide targeted care, support and protection to those who need it

Service providers will be measured on the outcomes that they achieve with the people – for example:

- feeling connected to community
- improved health and wellbeing
- living independently
- taking an active role in the community
- being in education and or employment
- being in control of finances/ promoting economic wellbeing

Service Director Sign-Off: Terry dafter	Equalities Officer Sign Off: Jean Chandler
Date: 7 th November 2017	Date: 7 th November 2017

MEETING: Cabinet

DATE: 04/12/2017

Title: Bristol Community Links	
Author: Sonia Moore	Job title: Early Intervention & Targeted Services (Adults) Manager
Cabinet lead: Cllr Helen Holland	Director lead: Terry Dafter

<p>Idea origin: <i>Other</i> Date idea generated: 13/10/2016</p>
<p>Decision maker: Mayor Decision forum: <i>Cabinet</i></p>
<p>Timescales: Cabinet Decision scheduled for 4th December 2017.</p>
<p>Purpose of Report: To request approval from Cabinet in respect of the recommendations listed below, to enable the Bristol Community Links service to operate within its revised budget from April 2020.</p>
<p>Cabinet Member / Officer Recommendations:</p> <ol style="list-style-type: none"> 1. Cabinet as asked to Transfer the provision of transport to and from the Links Centres to BCC Passenger Services from 1st April 2018. 2. Remove automatic entitlement to transport provision, on a case by case basis. Undertake the relevant Management of Change processes to achieve efficiencies from the staffing budget, while maintaining service delivery for vulnerable adults. 3. Delegate Authority to Service Director - Transport, to implement the transfer in consultation with the Cabinet Portfolio holder
<p>Evidence Base: Changes to transport provision means that the service will be able to deliver required savings with very little impact on actual service provision. Changes to staffing and removal of direct transport provision from within the service will enable the required cultural changes to the service to embed the three tier model that is being consolidated throughout the care sector in Bristol. Evidence from public consultation is that people are willing to accept changes to transport over changes to the service itself. This cultural shift will enable the service to offer more and more of a focus on independence while still supporting vulnerable people and their family members / carers.</p>

Revenue Cost: £ up to £300,000	Source of Revenue Funding: Corporate resource to cover potential redundancy costs
Capital Cost: £0	Source of Capital Funding: N/A
One off cost <input checked="" type="checkbox"/> Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/> Income generation proposal <input type="checkbox"/>
<p>Finance narrative: Implementation of the new service delivery model over the next two years will ensure that future service expenditure is contained within a revised budget by April 2020. The plans that support the implementation of the new service model will be managed within the Better Lives Programme along with the other improvement plans being delivered by Adult Social Care. The Better Lives programme will deliver a range of enabling activity across 4 priority areas, aiming to maximise independence for adults in Bristol.</p>	
Finance Officer: Neil Sinclair, Finance Business Partner - People	

Risks: Many of the service users that access the Bristol Community Links service are vulnerable adults who may experience difficulty in adapting to any changes within the service. Similarly, a small change to routine could adversely impact on carers or family members. Whilst the proposals included in this report protect the core day service provision, some people may struggle, at least in the short term, with the changes to transport. This risk will be mitigated by ensuring that there is a continuing dialogue with service users and their families and they fully understand any changes that may be implemented and how they will be affected. The service will also maximise any opportunities to help individuals become more independent in how they access the service, which should create a positive impact for some people. There are some financial risks to note. There will be some redundancy costs that are attached to the proposed staffing changes which cannot be met from the core service budget, so corporate funding will need to be secured to fund this (agreement in principle is in place). Additionally, whilst confidence in delivering these proposals is high, there will need to be ongoing monitoring to check that the service will be able to operate within its reduced budget by 2020.

Legal consideration: The Care Act 2014 provides that the local authority has a duty to meet the assessed eligible needs of service users that are not met by carers or other statutory bodies. If however, an alternative means of meeting the needs is in place and the authority is satisfied that this alternative means can, in fact, meet the person's eligible needs, then the authority may not have to arrange or provide any services to comply with that duty. Revisions to care and support plans should only take place after a review of the plan, and, if necessary, a re-assessment.

Consultation - the consultation responses must be taken into account in finalising the decision. The process has complied with the established consultation principles:

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

Cabinet must demonstrate that it has considered the consultation responses, or a summary of them, before taking its decision.

Equality Act - the decision maker must also comply with the Public Sector Equality duty to consider the need to promote equality for persons with "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and have due regard to:

- i) eliminate discrimination, harassment, and victimisation
- ii) advance equality of opportunity
- iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

In order to do this Cabinet will need to have sufficient information about the effects of the proposed changes on the aims of the Equality Duty. The Equalities impact assessment is designed to assist with compliance with this duty and so the decision maker must take into consideration the assessment and the public sector equality duty before taking the decision.

Sarah Sharland, Team Leader Legal Services

Benefits: The recommendations in this report allow the core service provision for vulnerable adults to continue, while allowing the service to operating within its revised budget from April 2020, based on feedback from consultation. The Health Impact Assessment highlights the positive impact that empowering people to access independent transport may have on people who use the service. The EQIA highlights that these proposals mitigate against impact on specific groups by working with people on an individual basis where any changes are appropriate.

Consultation Details: This proposal was part of the overall 'Your Neighbourhoods' consultation, which closed on 5th September. This followed a 2 month co-design period where informal discussions were held with service users, carers, partners, members, staff and trade unions. The full report which details the consultation can be found [here](#).

DLT sign-off	SLT sign-off	Cabinet Member sign-off
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John Readman (18/10/17)	24/10/17	Helen Holland (30/10/17)
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Appendix A – Further essential background / detail on the proposal	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 screening / impact assessment of proposal	YES
Appendix G – Exempt Information	NO
Appendix H – Health screening / impact assessment	YES

* This is included as part of the Your Neighbourhoods consultation document so is not attached separately here.

** Engagement with Members is included as part of the Consultation report

Cabinet Report– Appendix A

Background Information Bristol Community Links

1.0 Background to savings delivery options considered

1.1 The proposals outlined below are based on analysis of feedback from the public consultation, as well as further work on possible options completed with members of the service, other relevant Council teams and partners.

2.0 Recommended Option for Delivering Savings:

2.1 The vision for the future of the service is to support vulnerable adults in Bristol to access good quality services that meet their needs, make best use of their strengths, and support people to live as independently as they are able. This builds on the service as it is at the moment, but enhances this approach to support people through Person Centred Planning to access the right support at the right time. This may involve working with other providers in partnership to support an individual, or to move people in a supportive way into other more appropriate provision. This also embeds the Three Tier Model that is now a core part of the wider adult social care offer in Bristol.

2.2 This will mean that the service retains direct delivery of care for individuals with a range of learning difficulties, physical and sensory impairments and dementia. However, it will also actively build partnerships with other care providers and community organisations, to support individuals in finding the most appropriate form of care to achieve the best outcomes they can.

2.3 This also means that the service will work with people to enable them to access, where possible, paid employment, independent living, or other community based support networks to enable them to live as independently as possible.

2.4 The service will cease directly providing transport itself, but will instead hand this over to Passenger Services to arrange on our behalf. By aligning this with other transport provision, it will enable immediate budget savings to be made. Individuals who currently receive transport will continue to do so.

2.5 As agreed in the public consultation, we will remove the automatic entitlement to transport provision, on a case by case basis. Where there is appropriate transport available (either personal or public transport), it will be assumed that the service user will use this as a first option. People who receive higher rate mobility disability allowance will be expected to apply and use this as and when appropriate according to assessed needs.

2.6 The proposals to maintain and, where possible enhance, the drop in service remain unchanged.

2.7 A Management of Change process will be applied to achieve efficiencies from the staffing budget, while maintaining service delivery. The detail of this will be agreed and fully consulted on following Cabinet support of these proposals.

2.7 This results in total **Year 2 savings being delivered of £503k** by April 2018.

- 2.8 Further savings arising from reduction in transport provision will be made during 2018/19, but the exact amount of savings that will be made from this is currently unknown, as it will only become clear once people's situations have been considered on a case by case basis
- 2.9 We will also be looking at individuals' needs under the Care Act, embedding the Three Tier Model to identify community asset based responses. Care Management will work with individuals to produce support plans that are focused on identifying support to maximise people's independence.
- 2.10 It is proposed that this work is now monitored as part of the Better Lives Programme and is governed by the Programme Board. This will enable close monitoring of the delivery of Year 3 savings and the opportunity to seek further savings from working across the programme if there should be a shortfall.
- 2.11 This whole approach is based on the desire to maintain the service delivery, while enabling a cultural shift that reflects the wider shift in adult care and health services. The Management of Change and alterations to transport provision will form a core part of this culture shift, to allow the service to offer more of a focus on independence while still supporting vulnerable people and their family members / carers.

3.0 Original Options Considered

- 3.1 Following the co-design exercise that was completed in spring 2017, some key principles for the service were defined. These principles were incorporated in the 'Your Neighbourhoods' consultation in June – September 2017:
 - 3.1.1 The drop-in provision will be preserved, and enhanced, to offer a low level tier 1 / 2 support to vulnerable adults who otherwise live independently in the city. This will be expanded from the current LD provision, to offer specialist support and advice to people with a range of disabilities and vulnerabilities (e.g. people with hearing loss and people with autism).
 - 3.1.2 Remove automatic entitlement to transport provision, on a case by case basis. Where there is appropriate transport available (either personal or public transport), it will be assumed that the service user will use this as a first option. People who receive higher rate mobility disability allowance will be expected to apply and use this as and when appropriate according to assessed needs.
In order to support this approach, we will consider a more flexible approach to the hours that people attend the centre – for example to enable a carer to transport a person before and after their own normal hours of work.
 - 3.1.3 Where BCC retains some aspect of service delivery, opportunities will be sought to generate income into the service. This may be through opening up the service for self-funders, or allowing other groups and organisations to rent space from one or more of the buildings.
- 3.2 Based on these principles, the following options were appraised in an outline business case in May 2017:

Option 1:

Retain current service model, but reduced by 1/3. This could mean reduced

capacity in all the current hubs, or closing one of the hubs.

Option 2:

Outsource service delivery to private provider(s): close the 3 BCL hubs & provide all care through Community Support Services framework.

Option 3:

Change delivery model – run 1 x dementia care centre and 1 x centre to support vulnerable adults to live more independently. Re-provide care for LD high / complex needs through the CSS framework.

- 3.3 Option 3 was assessed as the preferred option, following consideration of the associated costs and benefits. The proposals that were included in the ‘Your Neighbourhoods’ consultation were based on this option and the principles set out above.

4.0 Consultation Feedback and Revised Options:

- 4.1 The ‘Your Neighbourhood’ consultation process included significant input from a wide range of people. In addition, since the original proposals were put together, a number of factors have emerged which impact on the plans for the new service.

4.1.1 Consultation feedback – whilst the response from the general public has been broadly supportive of the proposals, there has been considerable challenge from existing service users and family members / carers. The area of greatest concern is the proposal to commission out care for service users with complex learning difficulties.

4.1.2 Further evidence of market conditions suggest that it would be difficult to successfully commission out the care for people with complex learning difficulties within the timescales and budget previously identified. This is due to a lack of available capacity in the market and the risk of increases in the cost of care packages that could arise as a result of reviewing individual service users.

4.1.3 Changes in strategic thinking and the creation of a single adult social care change programme (the Better Lives Programme) have meant that the service area has brought together many of the individual savings initiatives and are looking for more holistic, system-wide solutions. One of the core workstreams is ‘Managing Price and Outcomes’ – ensuring that we have the right balance between the provider market and in-house services and that all commissioning is intelligence-led. It is therefore important that the Bristol Community Links service fits with this vision.

- 4.2 This is the current position and these recent developments have informed the recommended proposals.

Appendix D – Risk assessment

The table below includes further detail on the main risks identified based on the proposals, as well as the planned mitigations to manage these risks.

Key Risk	Mitigation
There will be some redundancy costs associated with these proposals and there is no capacity for this to be covered by service budgets.	This can be mitigated by gaining agreement for these costs to be met from central reserves. The proposals meet the corporate criteria set by corporate finance / HR and therefore corporate funding has been agreed in principle.
One of the areas that is proposed to change is the transport provided for the service. However, part of the transport budgets are held centrally by Fleet services, which means that any budget reductions achieved would not come directly from the service's core budget.	Investigate with Finance how the budget reductions can be apportioned across different budget codes. Clearly identify the financial impact on each budget area.
Service users and carers feel impacted from the previous changes that have been made to the service over the last 10 years and may feel that these proposals are further changes impacting vulnerable service users. This could have an adverse impact, at least in the short term, on service users and carers.	Detailed engagement with service users / carers must start as soon as possible after a Cabinet decision to ensure that all individuals understand the proposals and what the impact of any changes might be. Any changes to transport provision will only take place following an individual review and in consultation with service users and their families.
There is a possibility that the service is not able to operate within its reduced budget by 2020 if the revised proposals are not fully implemented.	There is a high level of confidence in the detailed proposals around transport and staffing changes delivering the required budget reductions for 2018/19. Beyond this, further detailed work will be completed, as part of the Better Lives programme, around demand management, developing partnerships with partners and providers, and building the Tier 1 offer. Regular monitoring of plans during 2018/19 will track progress against budget.

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Review of Day Services to Adults
Directorate and Service Area	People – Adult Social Care
Name of Lead Officer	Sonia Moore

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 current situation?

Since 2012 Bristol City Council has provided day services for adults with learning difficulties and/or severe physical impairment and adults with dementia via 3 Community Links, based in North, South and Central. These hubs provide buildings-based facilities for people with complex and high level personal care needs. The hubs are a base for people to access community services and activities, but also provide appropriate space for people who need a safe, quiet environment. Whilst recognising the need for safe space, the hubs also look to bring in activities and interests from outside, developing a community resource that is publicly accessible. In addition to the hubs, the service also has 3 drop in centres providing low level support to people who are more able to access the community by themselves but who benefit from ad-hoc advice and support.

In February 2017, a decision was made at Full Council to reduce the Community Links core budget by £1.3 million (approximately 1/3 of the budget) by April 2020 (split over 3 years). The Year 1 budget savings were achieved through an initial service redesign – the proposals to enable the service to operate within its revised budget from April 2020 are set out in this document and will be presented to Cabinet on 4th December 2017.

1.2 What is the Proposal?

In early 2017, it was agreed to co-design the service model for Bristol

Community Links with key stakeholders and to carry out a comprehensive consultation on the proposed changes. The full list of stakeholders is included in the 'Your Neighbourhoods' Consultation report. The consultation was completed in June – September 2017. Having considered the feedback along with other analysis and previous version of this EqIA, the proposals now under consideration have been revised to mitigate the potential negative impacts that were highlighted. Specific issues highlighted relate to the cumulative impact on service users and carers arising from repeated changes to the service over the last 10 years. Due to the complexity of their needs, many of the current service users and carers have been attending the Council's day services for a prolonged period of time. This means that they have been directly impacted by a number of changes to the service, including the closure of The Bush residential unit and review and closure of day centres in 2013. The feedback from families affected by this was that they have repeatedly experienced a negative impact from these changes and feel that the Council will be disproportionately targeting the same group of vulnerable adults if they make further significant changes to the current service provision.

In order for the service to operate within its revised budget from April 2020, a number of changes are recommended to the current operation of the service. Specifically these are to:

1. Transfer the provision of transport to and from the Links Centres to BCC Passenger Services from 1st April 2018
2. Remove automatic entitlement to transport provision, on a case by case basis. Where there is appropriate transport available (either personal or public transport), it will be assumed that the service user will use this as a first option. People who receive higher rate mobility disability allowance will be expected to apply and use this as and when appropriate according to assessed needs.
3. Undertake the relevant Management of Change processes to achieve efficiencies from the staffing budget, while maintaining service delivery for vulnerable adults. The detail is yet to be agreed and will be fully consulted on following a Cabinet Decision.

The proposals for the drop in service remain unchanged – they will be preserved and, where possible, enhanced.

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?

Service Users:

We have reports from the Adult Care Management system which details for all service users of the Links as follows

	BCL Central		BCL North		BCL South	
	Number	Percentage	Number	Percentage	Number	Percentage
Gender						
Female	11	34%	29	52%	28	50%
Male	21	66%	27	48%	27	48%
Ethnicity						
Asian/British Asian	2	6%	6	11%	1	2%
Black/Black British	9	28%	7	13%	1	2%
White/White British	21	66%	43	77%	52	93%
Other	0	0%	0	0%	1	2%
Religion						
Christian	0	0%	14	25%	0	0%
Muslim	1	3%	6	11%	0	0%
Other	1	3%	0	0%	0	0%
No Religion	0	0%	3	5%	0	0%
Unknown	30	94%	33	59%	56	100%
Disability						
Learning Difficulties	23	72%	38	68%	17	30%
Physical Disabilities	2	6%	29	52%	12	21%
People with Dementia	7	22%	9	16%	26	46%
Sexual Orientation						
Unknown	32	100%	56	100%	16	29%
Heterosexual	0	0%	0	0%	39	70%
Gay	0	0%	0	0%	0	0%
Transgender	0	0%	0	0%	0	0%

For the adult Drop ins, the demographic is as follows:

	Central Number	Central Percentage	North Number	North Percentage	South Number	South Percentage
Gender						
-Female	17	47%	12	39%	14	33%
-Male	19	53%	19	61%	29	67%
-Transgender	0	0	0	0	0	0
Ethnicity						
-Asian / British Asian	2	6%	0	0	1	2%
-Black / Black British	3	8%	0	0	2	4%
-White / White British	26	71%	19	95%	39	92%
-Chinese	2	6%	0	0	0	0
-White Muslim	2	6%	0	0	0	0
-Other	1	3%	1	5%	1	2%
Religion						
-Christian inc Catholic	7	19%	9	29%	2	4%
-Muslim	3	8%	0	0	0	0
-Rastafarian	1	3%	0	0	0	0
-Sikh	1	3%	0	0	0	0
-Other	0	0	0	0	0	0
-No Religion	0	0	0	0	0	0
-Unknown	24	67%	22	71%	41	96%
Disability						
-Learning Difficulties	36	100%	31	100%	43	100%
-Physical Difficulties	8	22%	0	0		
-Sensory Impairment	3	8%	0	0	(11 – included in 43)	
-People with Dementia	(2)	6%	0	0		
-Mental Health	27	75%	0	0	(2 – included in 43)	
-Substance Dependency	1	3%	0	0		
-Autistic Spectrum	4	11%	0	0	(1 – included in 43)	
Sexual Orientation						
-Heterosexual	10	28%	30	97%	32	75%

-LGBT	4	11%	1	3%	10	23%
-Unknown	22	61%	0	0	1	2%

Staff:

Although some savings have been made during 2017/18 from staffing budgets, this did not result in any redundancies within the service. However, given the overall budget reductions that need to be made, it is likely that staff may be anxious about future changes.

One part of the proposals for the future service is to make some reductions to the number of staff in specific roles. The detail of this will be developed following a Cabinet Decision on the proposals. Any changes to any job roles will be done following the Council’s agreed ‘Management of Change’ process. A specific separate EQIA will be completed as part of this process if approved by Cabinet.

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

The data for service users is reliant on social workers and practitioners entering it into the Care Management database. However the only area with significant gaps is around ‘religion’, although the figures do show that there are not details recorded in all areas for all service users. A recommendation has been put forward to Care Management to improve this data collection.

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

A range of stakeholders and partners have been involved in the co-design exercise. The public consultation (“Your Neighbourhoods”) included a wide range of discussions with service users, carers, partners and providers. All groups affected by the changes proposed were included in this activity.

Staff were included in the co-design exercise and detailed consultation, and if approved, full Management of Change processes will be followed. There has also been ongoing consultation with Unions via the Joint Consultative Committee meetings.

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?

Bristol Community Links are predominantly used by people with a learning disability, physical and sensory impairments and older people with dementia, so this means that all of these groups could potentially be impacted. However, following the consultation exercise, the proposals have been revised to ensure that the service will continue to provide care across the whole range of needs. This means that any change to an individual's care provision would only occur following an individual review, where alternative and more appropriate care is agreed. This individualised approach will mitigate against any adverse impact.

The transport proposals (as set out in 1.2 above) require specific consideration as they could impact service users in the following way:

- A change of transport provider could mean a change to the drivers / vehicles / routes, which might be de-stabilising for some individuals in the short term. It is also likely that there will be a change of pick up / drop off time for some individuals, which will mean adjusting to a new routine.
- There is a risk that changing the current transport arrangements could place an extra responsibility on service users and their carers, to make separate transport arrangements to the centres.
- There may be a financial impact on some service users if they need to arrange their own transport to / from the centres.

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

The co-design exercise and full public consultation have included service users, carers, staff and partners in developing ideas and discussing options. This approach was taken to try and minimise any potential adverse impact of the changes, through identifying issues at an early stage and mitigations being put in place wherever possible.

In terms of the specific risks identified above, we will work with all existing users of Bristol Community Links services on an individual basis to ensure that their eligible needs continue to be met, in line with the Care Act and the

Corporate Strategy.

If the proposal to transfer the provision of transport to Passenger Services is approved, individuals and their families will be given as much notice as possible about the future change. BCL will continue to provide escorts from the staff team on the majority of vehicles so there will be some continuity / a familiar face. Support will be provided from the Community Links staff to help them understand the planned changes and to discuss any concerns - this will be broadened to social work input or support from the Carers Team if required.

In terms of the time changes, the BCL centres will offer flexibility around opening times so that service users will have the option of making independent travel arrangements if the new times are not convenient.

No individual will have their transport removed without a full review and discussions with carers / family. Support will be provided to individuals to help them understand what options are available (e.g. public transport, negotiated rates with taxis, or possibly paying a contribution to current transport – dependent on their circumstances). The BCL centres will offer flexibility of opening times so that individuals will have the option of attending at a time that suits them (e.g. to fit around other commitments). Flexibility has been built in to the implementation timescales for any changes, to ensure that all individuals have enough notice to prepare for any changes.

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

As explained above, co-designing the new service offer with stakeholders meant that their views and needs were incorporated in to the new service offer. Some individuals may benefit from the planned changes - for example, the proposed changes to transport may mean that some individuals no longer have to spend lengthy periods on buses each day. This will vary by individual, but for some people the change could result in a more convenient travel times (e.g. to coordinate with homecare visits), and more independence and flexibility in those timings.

For the proposal to remove automatic provision of transport, all individuals will be assessed on a case by case basis but disabled people are more likely to be in receipt of a mobility component of disability benefit. If an individual service user is assessed as not being eligible to receive transport, it is possible that this

change could result in positive outcome where the mode of transport is preferable or the journey time is shorter (e.g. individual is assisted to use public transport which increases their independence).

There are some agreed design principles that will underpin the new service design – these will include embedding the 3 tier model, a focus on Person Centre Planning (PCP), and building and strengthening community based networks. These have well documented benefits to the end user, including a more holistic view of care packages and support and increased independence.

3.4 Can they be maximised? If so, how?

See above.

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?

As the groups that use the Links automatically fall into a protected characteristic of some description, the whole proposal is being informed by the needs of service users.

As a result of feedback from the consultation and considering service user needs in the previous version of this EqIA, the proposal to stop direct provision of care for individuals with complex learning difficulties was changed. This was based on consideration of the potential impact on service users and carers, but also after giving specific consideration to the cumulative impact on this service user group of previous changes made by the Council. Over the last 10 years there have been a number of service changes for people accessing day services. People who use the Bristol Community Links, and their families, feel as if they have been disproportionately impacted over time. This has previously resulted in some carer breakdown and negative health and wellbeing impacts for service users. Based on this information, the proposals for the future service were changed.

Specific consideration has also been given to the ethnicity data. At BCL Central, there is a higher than average (28%) proportion of service users who identify as black / black British. Similarly, there is a significant proportion of Muslim service users at Bristol Community Links North. The final proposals are city wide and will not have a specific impact on any one of the 3 centres.

4.2 What actions have been identified going forward?

There will be continued engagement with all service users, carers, partners, staff and trade unions throughout the changes. This could include informal conversations with Bristol Community Links staff and managers, or in some cases a review conversation with social work staff. For staff, there will be a full consultation (Management of Change exercise).

The important factor in implementing any changes to who receives transport is that this will be supported by an individual review – transport will not be removed from any individual without this. The review process will involve a supported conversation about what options are available for each service user and how they can best travel to the centres each day based on their individual circumstances and the outcomes they are looking to achieve. These reviews are planned to take place during 2018.

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

A combination of the following approaches will be used:

- Individual service user reviews
- Review of Service User Person Centred Plans
- Management of Change process
- Staff consultation and feedback sessions
- Monitoring of staff turnover and retention levels
- Exit interviews
- Ongoing dialogue with partners / providers

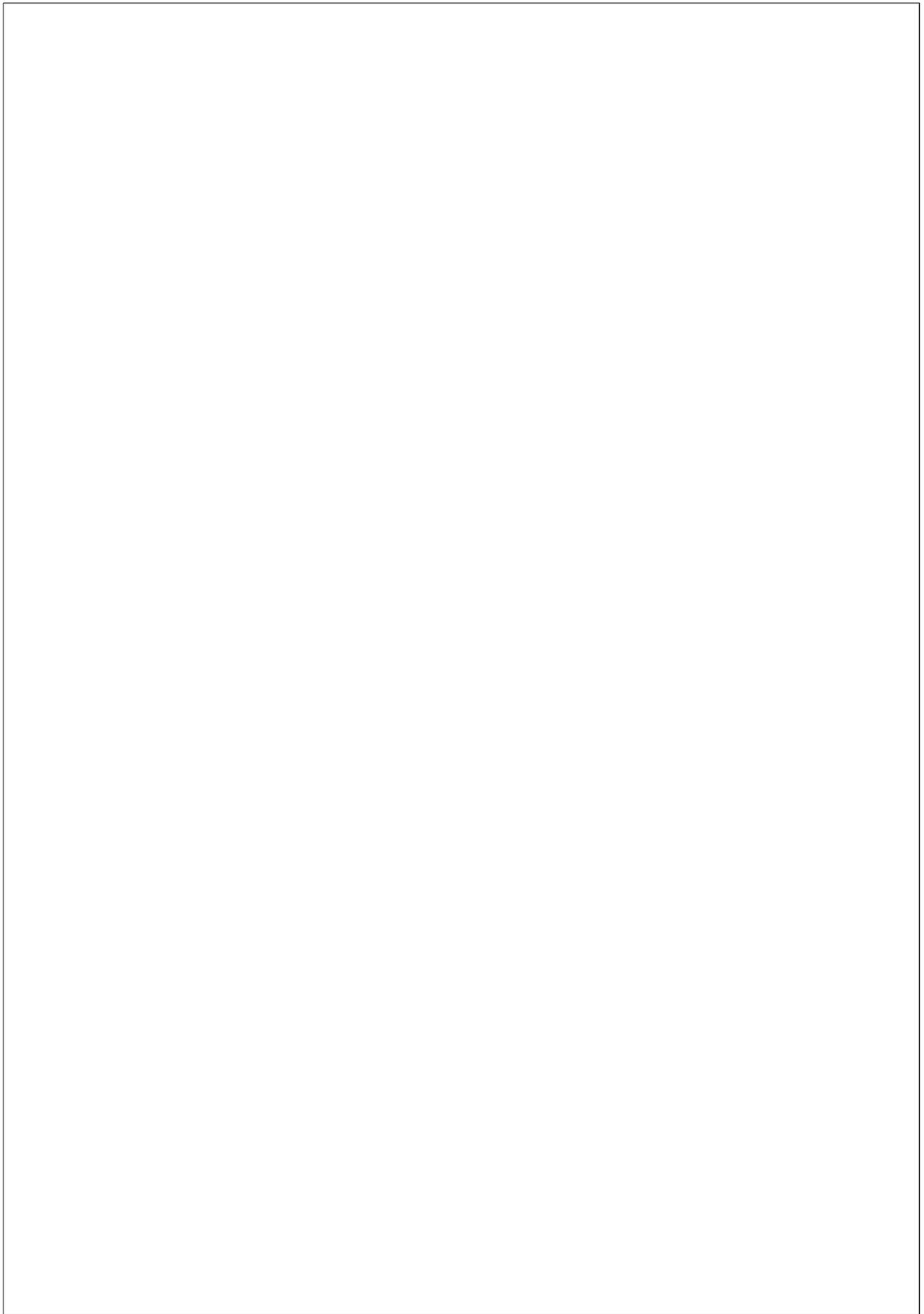
We will also monitor the impact of any other planned changes that may affect the same group of service users. For example, respite support is currently being re-commissioned which could impact carers who support service users at BCL. If there is evidence of further potential impact then additional support measures will be put in place.

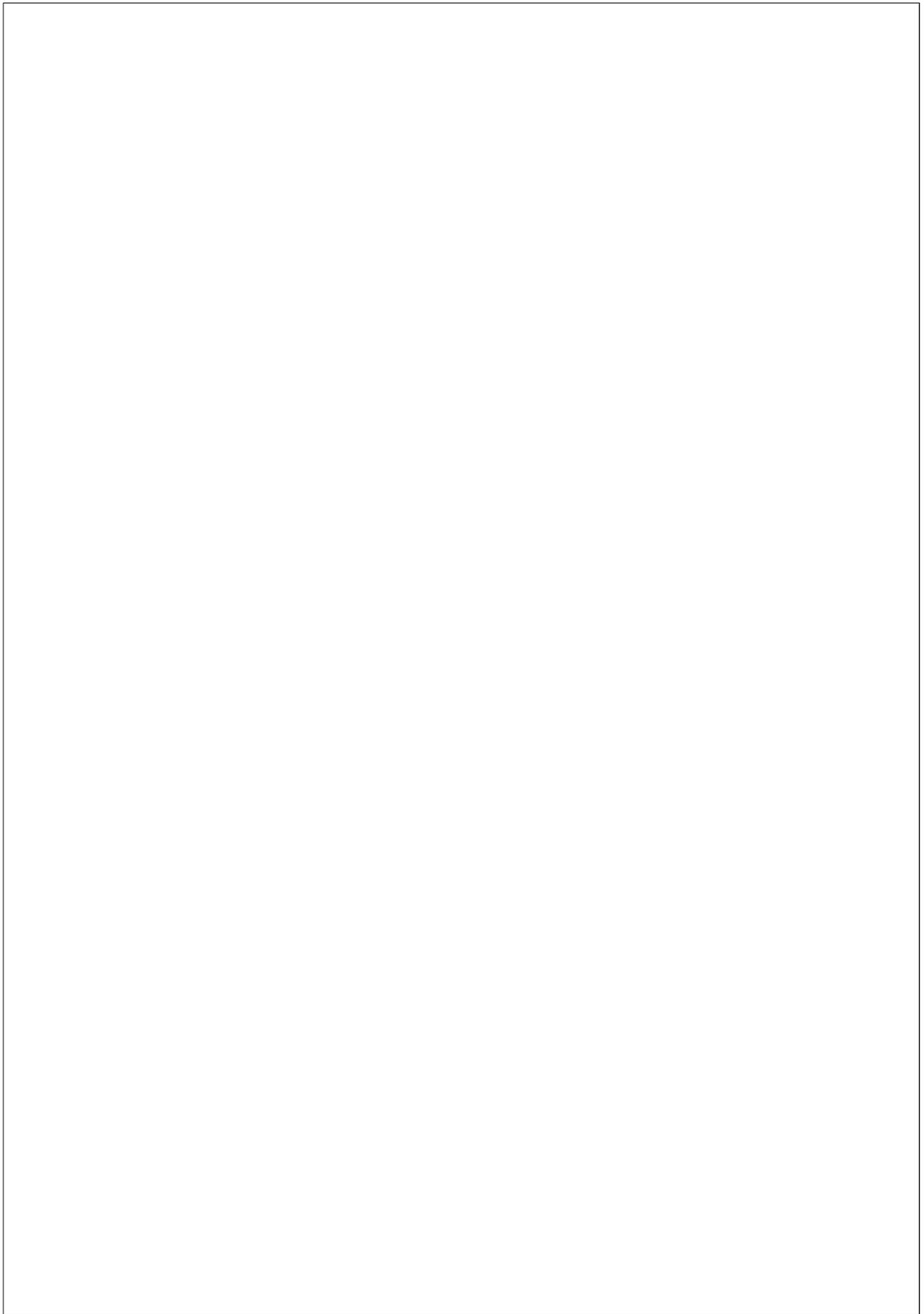
Service Director Sign-Off:  Terry Dafter	Equalities Officer Sign Off: Jean Candler
Date: 8 November 2017	Date: 7 November 2017

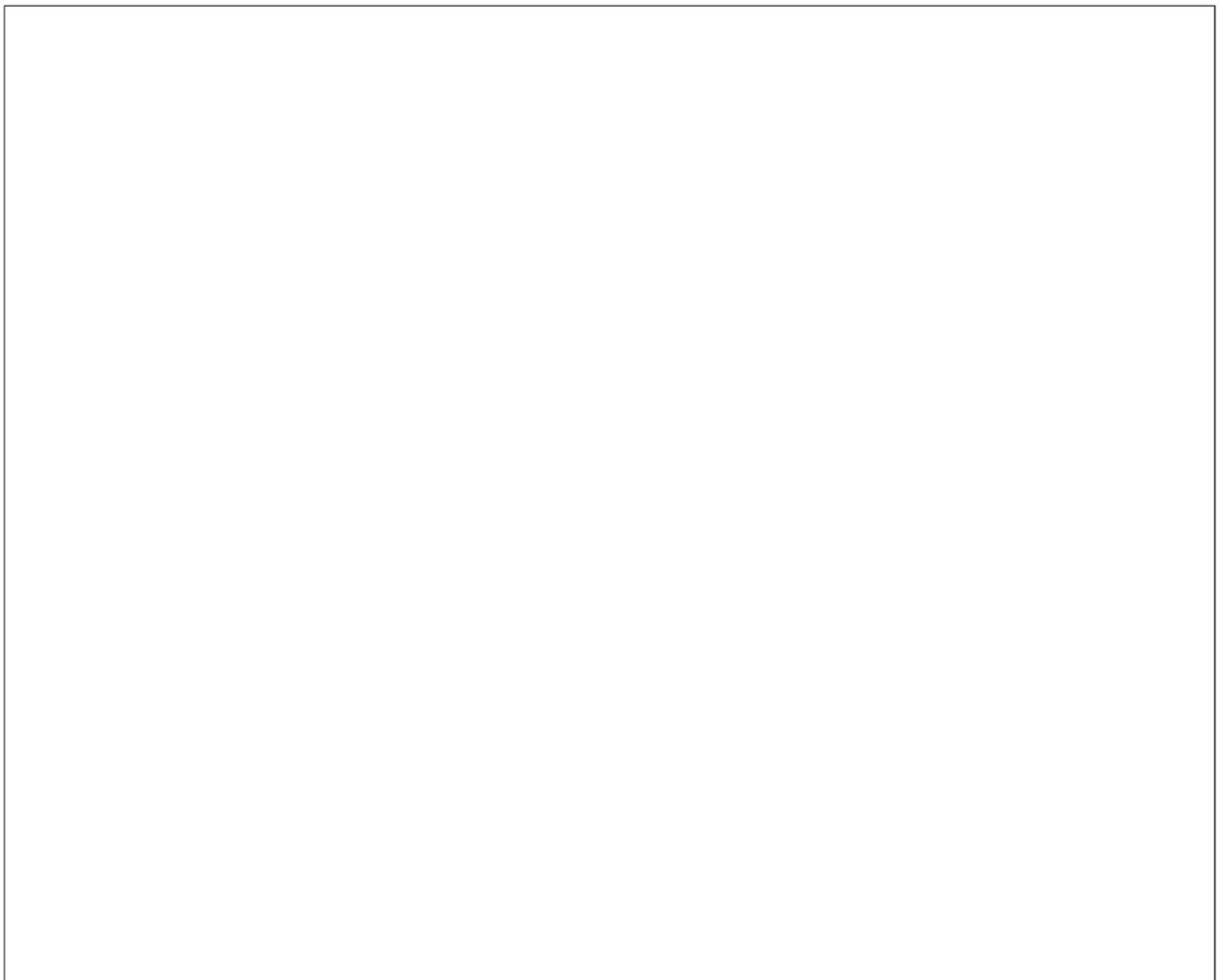
Eco Impact Checklist

Title of report: Bristol Community Links
Report author: Sonia Moore
Anticipated date of key decision 4th December 2017
Summary of proposals: In order for the service to operate within its revised budget from April 2020, a number of changes are recommended to the current operation of the service. Specifically these are to: <ol style="list-style-type: none">1. Transfer the provision of transport to and from the Links Centres to BCC Passenger Services from 1st April 2018.2. Remove automatic entitlement to transport provision, on a case by case basis. Where there is appropriate transport available (either personal or public transport), it will be assumed that the service user will use this as a first option. People who receive higher rate mobility disability allowance will be expected to apply and use this as and when appropriate according to assessed needs.3. Undertake the relevant Management of Change processes to achieve efficiencies from the staffing budget, while maintaining service delivery for vulnerable adults. The detail is yet to be agreed and will be fully consulted on following a Cabinet Decision.
Will the proposal impact on...

Emission of Climate Changing Gases?



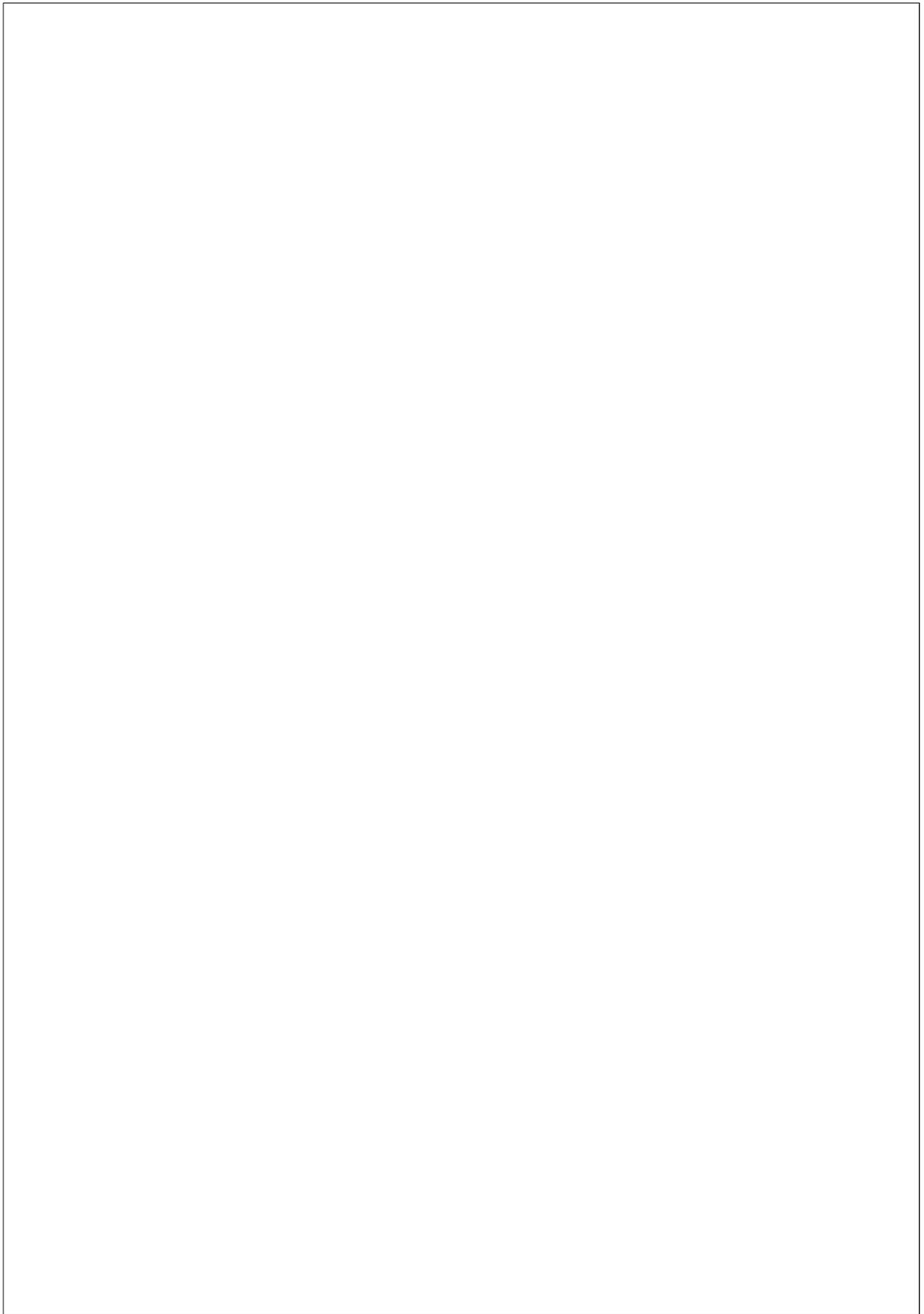


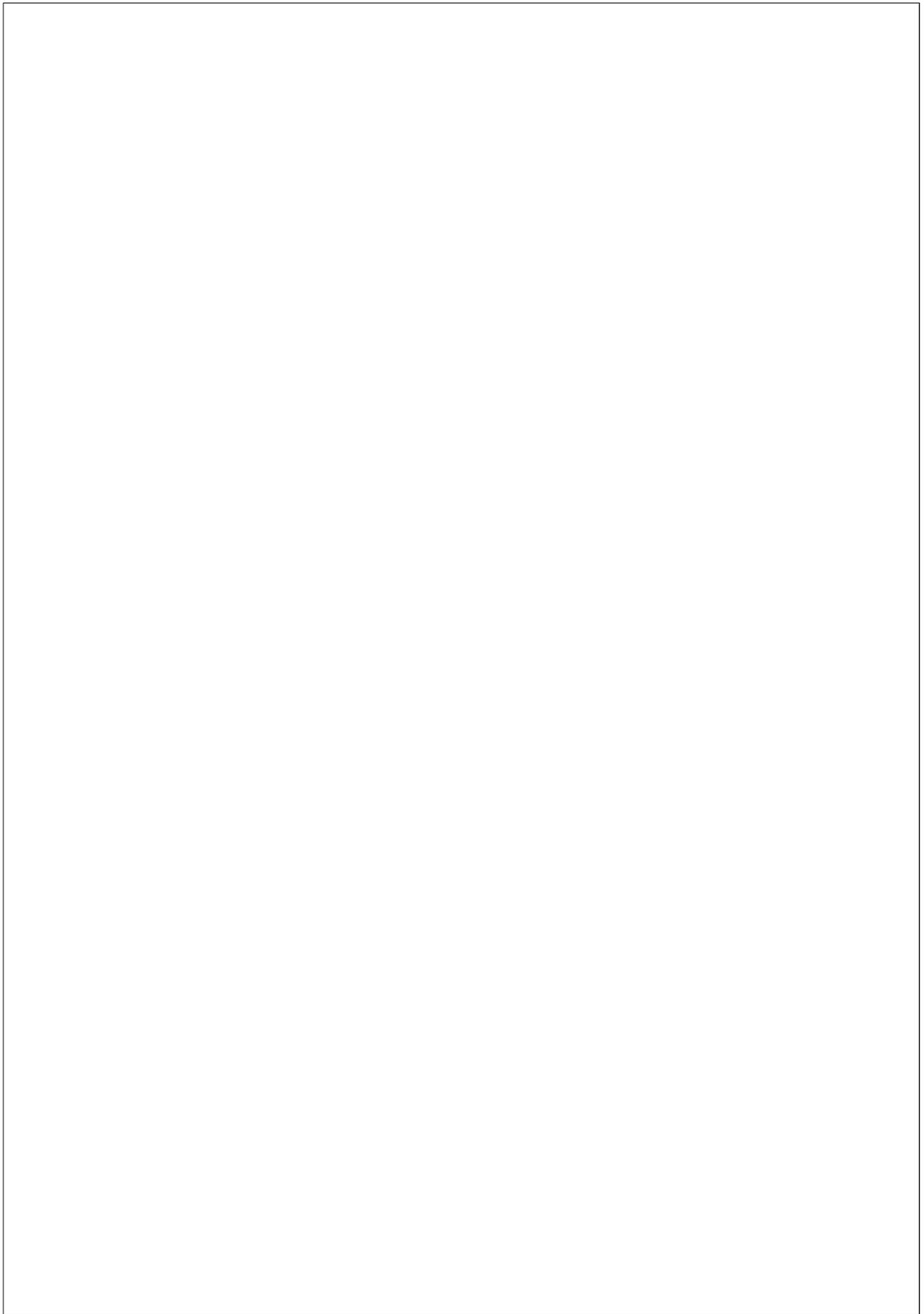


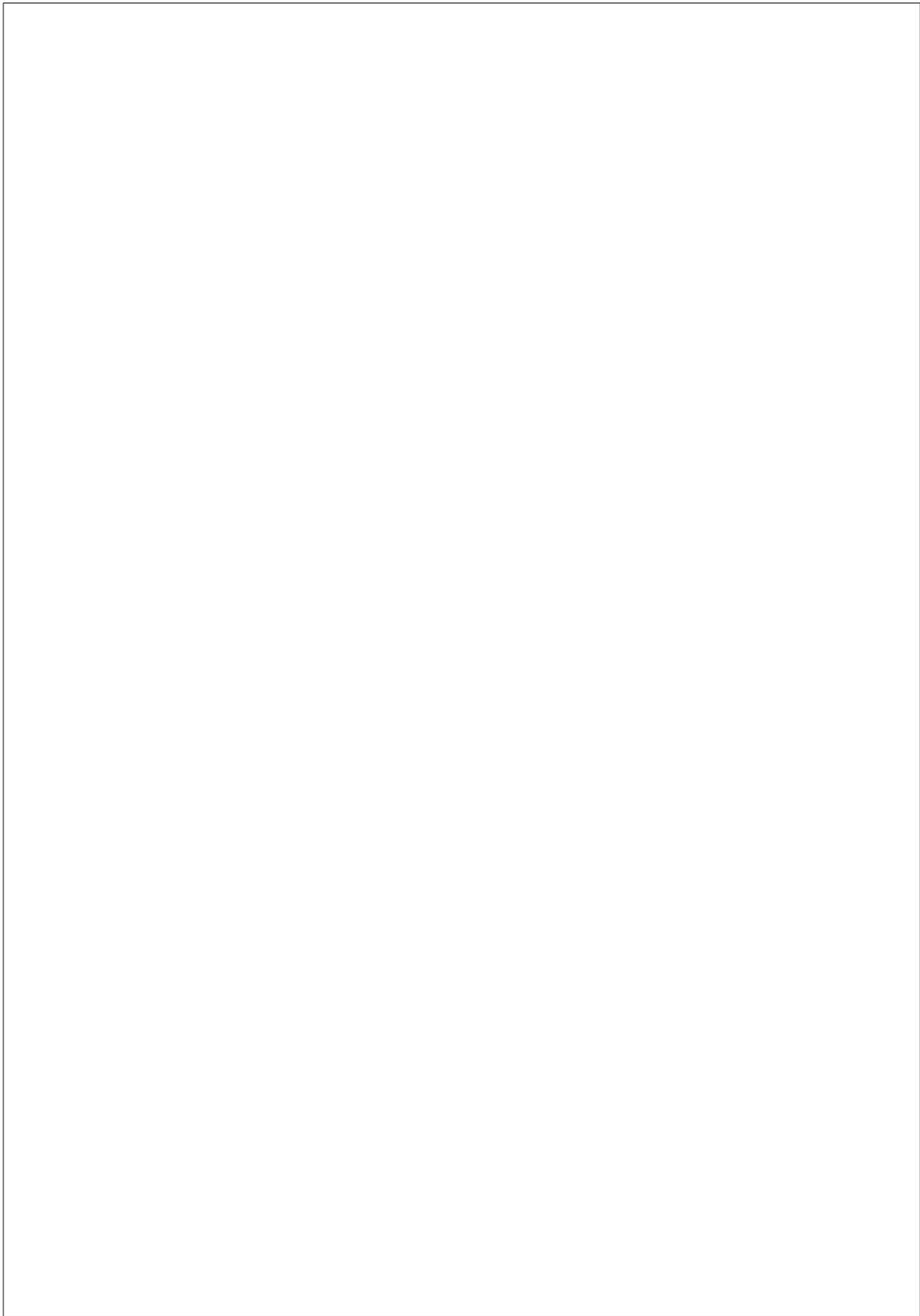
Bristol's resilience to the effects of climate change?

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: Full public consultation as part of the 'Your Neighbourhood's consultation.
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>
<p>The significant impacts of this proposal are a potential reduction in emissions and fuel consumption by changing transport arrangements</p> <p>The proposals include the following measures to mitigate the impacts... Service users will be given information on accessing public transport, with support to do so where appropriate.</p> <p>The net effects of the proposals are to reduce emissions in the City.</p>
Checklist completed by:
Name:
Dept.:

Extension:

Date:

Verified by
Environmental Performance Team



These are Public Health views designed to inform decisions, not a full Health Impact Assessment (HIA). This means that the following document does not incorporate all the HIA principals, for instance the document does not incorporate the views of stakeholders (these will be gathered in the BCC public consultation), however it does include a consideration of the distribution of impacts and aim to reduce health inequalities, it considers impacts that are long term as well as short-term, and it considers the best available evidence and interprets it robustly. This document suggests mitigation to address the health impacts where this is possible.

Name of proposal	Bristol Community Links
Directorate and Service Area	People – Adult Social Care
Name of Lead Officer	Sonia Moore
Name of PH reviewer	Katie Currie and Lynn Stanley

Step 1: What is the proposal?

Please explain the 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

To review options to co-design the service model for Bristol Community Links in order to reduce the core budget by £1.3m by April 2020 (split over 3 years).

Bristol Community Links services are provided for adults with learning difficulties and/or severe physical impairment and adults with dementia. Three hubs provide building-based facilities for people with complex and high level personal care needs. The hubs are a base for people to access community services and activities and provide space for people who need a safe, quiet environment.

Bristol Community Links services include:

- **Three Community Links centres**, based in North (Southmead/Henbury), South (Bishopsworth/Filwood) and Central (Lawrence Hill/Easton) Bristol, which provide services for people with complex and high level personal care needs.
- **Three drop-in centres** which offer low level support to people with learning disabilities who otherwise live independently in the community. These centres are located in community-based centres in and Lockleaze (North) Knowle and Easton
- **Transport to the community links centres.** People who attend the Community Links Centres are transported to and from the centres in minibuses.

This document will assess the health impact of the proposed changes on both service users and their carers.

1.2 What are the options being considered?

Following a comprehensive consultation with service users, carers, partners and providers, revised proposals are being considered as follows:

To deliver the vision and focus for the service, and ensure that the service operates within the reduced budget, it is proposed that the following activity will take place over the next 2 years:

- Transfer the provision of transport to and from the Links Centres to BCC Passenger Services from 1st April 2018
- Remove automatic entitlement to transport provision, on a case by case basis. Where there is appropriate transport available (either personal or public transport), it will be assumed that the service user will use this as a first option. People who receive higher rate mobility disability allowance will be expected to apply and use this as and when appropriate according to assessed needs.
- Undertake the relevant Management of Change processes to achieve efficiencies from the staffing budget, while maintaining service delivery for vulnerable adults. The detail is yet to be agreed and will be fully consulted on following a Cabinet Decision.

Extensive consultation and analysis has been conducted following the initial plans for Bristol Community Links (BCL). The recommendations are now that the drop in service will remain unchanged and, where possible be enhanced.

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 Policy context: What policies /strategies /NICE guidelines are relevant?

Bristol City Council strategies

The *17/18 business plan in the Corporate Strategy 2017-20* states a commitment to supporting carers by delivering the priorities in the Carers strategy. The carers strategy has four priorities which includes providing 'personalised breaks from caring' as an "essential part of making the caring relationship enjoyable, sustainable and ensuring the carer has an opportunity to have a life of their own" (Carers Strategy pg 22). The strategy also makes reference to the need to allow the carers to state the nature of the break, which might be one week a year, or a regular time each week.

The Adult Social, Care Strategic Plan 2016-2020 states that the vision for adult social care in Bristol is for people to get the right level and type of support, at the right time to help prevent, reduce or delay the need for ongoing support, and to maximise people's

independence. The focus will be on what we can do, what our partners and communities can do, and what individuals can do.

The Care Act

Under the Care Act, local authorities have to ensure that people who live in their areas receive services that prevent their care needs from becoming more serious, or delay the impact of their needs, can get the information and advice they need to make good decisions about care and support and have a range of provision of high quality, appropriate services to choose from. It states that local authorities need to work with their communities and provide or arrange services that help to keep people well and independent. Additionally The Act gives local authorities a responsibility to assess a carers needs for support, this might include providing care and support directly to the person that they care for, for example, by providing replacement care to allow the carer to take a break. It is possible to do this as long as the person needing care agrees.

Health and Social Care Act 2012

The Health and Social Care Act 2012 sets out local authorities' statutory responsibilities to take appropriate steps to improve the health of the people who live in their areas. The act requires local authorities to comply with National Institute for Health and Care Excellence (NICE) recommendations to fund treatments under their public health functions.

NICE Guidance

Older people with social care needs and multiple long-term conditions

NICE Guidance on older people with social care needs and multiple long-term conditions reiterates the obligations under the care act including helping carers to access support services and interventions, such as carer breaks¹.

Dementia

NICE guidance on supporting people with dementia says that health and social care services should aim to promote and maintain the independence and mobility of people with dementia. Important factors in services for people with dementia include: consistent and stable staffing, retaining a familiar environment, minimising relocations, physical exercise and participation in activities they enjoy. Lack of these factors and changes in these factors pose risks to health outcomes for people with dementia².

Learning Disabilities

NICE guidance on interventions for people with learning disabilities says that interventions and support should be provided: in the least restrictive setting; as close to their home as possible and in places where the person regularly spends time³.

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

Bristol Community Links are predominantly used by people with a learning disability and older people with dementia, so this means that both these groups could be impacted in some way. Additionally these services provide support to carers through the provision of

respite services, so they may also be impacted.

The Proposal's Equality Impact Assessment (EIA) and the consultation document include data about service users and how they might be impacted. However the EIA does not examine the impact of the proposals on carers, although carers were part of the consultation period and influenced the subsequent changes to the proposals.

The following provides evidence or data on the health impacts of those who may be affected by the proposed budget cuts, including both service users and carers.

Social Determinants of Health

The report 'Fair Society, Healthy Lives' 2010⁴ reviewed the evidence on the social determinants of health and recommended a fresh approach to reducing health inequalities. This report identified six key policy objectives to reduce health inequalities. Two policy objectives will most likely to be impacted by the proposal:

- Ensure healthy standards of living for all
- Strengthen the role and impact of ill-health prevention

2.2.1 Service Users

Bristol JSNA⁵, Public Health Outcomes Framework (PHOF)⁶ and other local evidence

Learning Disabilities

According to overall population estimates⁷, there are around 8,600 adults in Bristol with some level of Learning Disability in 2016. Of these, around 1,800 adults are estimated to have a moderate or severe learning disability, and hence likely to be in receipt of services. Nationally, the number of adults with a learning disability is expected to grow 10% by 2030⁸.

Dementia

It is estimated that there are around 4,100 people over 65 living with dementia⁹ in Bristol. 2,830 people in Bristol have a diagnosis of dementia recorded by their GP¹⁰. The number of people with dementia aged over 65 is projected to rise by 14% by 2024, and by 66% by 2039¹¹. The rate of emergency hospital admissions (per 100,000 population, aged 65+) for people with dementia is 3,813 in Bristol. This is significantly higher than the England average (PHOF).

Black, Asian and Minority Ethnic (BAME) population and dementia

A report commissioned by Bristol City Council into the dementia experiences of BAME people in Bristol¹² shows that:

- Whilst the number of white British people in the UK with dementia is expected to double by 2051, the numbers of people from BAME communities with dementia is expected to increase seven fold in the same time.
- People from BAME communities are more likely to experience a range of risk factors associated with dementia than their white British counterparts, including diabetes and cardiovascular disease.
- People from BAME population are reluctant to attend mainstream dementia services, preferring to use BAME led services

In Bristol, 16% of the population is from Black, Asian and Minority Ethnic (BAME) background (JSNA 2016). However it is not known what proportion of people with dementia are from the BAME community.

Social Isolation

People with learning disabilities and dementia are amongst the most socially excluded in society. In Bristol, 43.6% of adult social care users said they “have as much social contact as they would like” in 2015/16, similar to the England average (PHOF).

Review of National literature

Health of people with learning disabilities

People with learning disabilities experience health inequalities. They are more likely than the general population to: be obese or underweight; have diabetes; be on psychotropic medicine; have dental problems and have sight and hearing problems that may be undetected and untreated. They are less likely to do exercise¹³.

It is estimated that 1 in 5 people with learning disabilities will develop dementia and 1 in 50 people with Down’s Syndrome will develop dementia in their 30s¹⁴.

As well as having a poorer quality of life, people with learning disabilities die at a younger age than their non-disabled peers¹⁵. National research shows increased rates of health conditions for people with learning disabilities, including epilepsy, mental health and heart disease, and inequalities in life expectancy. Men with learning disabilities die an average 13 years sooner than the wider population whilst women die 20 years sooner¹⁶.

Health and wellbeing of people with dementia

Dementia and Alzheimer disease became the leading cause of death in England and Wales in 2015.¹⁷ 72% of people living with dementia also have another medical condition or disability¹⁸.

It is estimated that more than 20% of people with dementia have diagnosable depression at any one time, and many others have some depressive symptoms. It is distressing, reduces quality of life, exacerbates cognitive and functional impairment, and is associated with increased mortality and carer stress and depression¹⁹.

A quarter of hospital beds are occupied by people with dementia, who stay on average five days longer than people without dementia in a comparable situation²⁰.

Social isolation and mental health

A Mencap report says that 1 in 4 people with a learning disability spends less than 1 hour a day outside of their home due to cuts to day services (Mencap’s Stuck at Home report, 2012)²¹. Loneliness is a substantial problem amongst people with a learning disability. 50% of people with a learning disability experience chronic loneliness, compared to around 15-30% of people in the general population. Loneliness is linked to a number of health risks, such as depression, high blood pressure and higher mortality risk²². A 2007 study in the UK found that 54% of people with learning disabilities had a mental health problem²³.

A report published by Institute of Health Equity (2016)²⁴ says that:

- A third of people with dementia live alone and they are more likely to become socially isolated due to their symptoms and the lack of adequate care that would enable them to become more socially connected.
- Social isolation and loneliness are linked to dementia. Older people identified as being lonely are 1.63 times more likely to be diagnosed with clinical dementia than those who are not lonely.
- Social connectedness in mid and later life can ameliorate the symptoms and impact of dementia and can help to prevent more rapid deterioration.
- Mental stimulation in later life can protect and ameliorate against the symptoms of dementia and has the potential to delay or replace lost cognitive function by up to 1.75 years.
- Physical exercise and in mid and later life can ameliorate the symptoms and impact of dementia.

According to a YouGov poll of UK adults commissioned by Alzheimers Society in 2014 (2289 responses)²⁵:

- 44% of respondents feel part of their community
- 40% felt lonely recently
- 61% felt anxious or depressed

Peer support is advocated in national strategies and policy as an intervention to provide support in the community for people with dementia and their carers. Evidence shows that peer support can reduce the isolation and loneliness associated with dementia and provides support to help people live positively with dementia²⁶.

LGBT community and dementia

A recent report into dementia care for LGBT communities²⁷ says that LGBT people's experience of dementia support contrasts with that of their non-LGBT peers. Yet older LGBT people's relative isolation (they may be estranged from their families) increases their need for formal care services. Discrimination, prejudice and stigma associated with gender and sexual identity, can put them off using formal care and support services and exacerbate mental and physical health problems. Individuals are effectively subject to "triple stigmatisation" due to their sexual orientation or gender identity, their age, and their dementia²⁸.

It is estimated that there are 31,500 Lesbian, Gay and Bisexual people living in Bristol (JSNA). The proportion of people with dementia from the LGBT community is unknown.

2.2.2 Carers

Bristol JSNA²⁹, Public Health Outcomes Framework (PHOF)³⁰ and other local evidence

- There are over 40,100 carers in Bristol (all ages)³¹, which is just under 1 in 10 of the population (9.4%).
- Over the last decade (since 2001 Census) the number of unpaid carers recorded has increased by 5,000, but the proportion stayed the same (9.3% in 2001) as Bristol's population has risen considerably.
- The majority of adult carers (25,700) are caring under 20 hours a week but just over

9,000 are providing unpaid care for 50 hours or more each week (JSNA)

- The percentage of adult carers who have as much social contact as they would like according to the Personal Social Services Carers survey. In Bristol 33.3% of adult carers have as much social contact as they would like, which is significantly lower than 38.5% England (PHOF).

Review of National literature

Health of carers

Without proper support, carers are often pushed to breaking point and have to give up work, stop caring, or even go into hospital themselves³². The most recent GP patient survey found that 3 in 5 carers have a long term health condition, this compares with half of non-carers 6 out of 10 people (61%) said their physical health has worsened as a result of caring, while 7 out of 10 (70%) said they have suffered mental ill health³³.

Access to respite

A report written by the Princess Royal Trust for Carers found that more than a third of carers do not get any respite breaks away from their caring duties and that the pressures, concerns and responsibilities of caring result in at least a third of carers reporting that they have cancelled treatment or an operation for an existing health concern of their own³⁴.

Carers UK carries out an annual survey of carers to collect evidence on a whole range of issues affecting carers' lives. Respondents were asked what would make the most difference to improving their health and wellbeing. Regular breaks from caring was the most popular choice, with 42% placing access to breaks in their top three things. This was followed by good quality care services for the person they care for (35%)³⁵.

Social isolation and mental health

Care-givers are vulnerable to social isolation and loneliness. Loss of earnings and poverty, restrictions on leisure time, and the disability and symptoms of care recipients contribute to carers' social isolation and risk of depression, putting them at an increased risk of depression and dementia.³⁶

Studies, looking at the psychological risks associated with the role of care-givers, and particularly the role of care giving to a spouse with dementia, noted the decline in social interactions of carers. Care-givers experiencing social isolation have reduced opportunities for social interaction and intellectual stimulation³⁷. Depression and social isolation are two particular and common issues for carers, with at least eight out of 10 carers reporting feeling isolated and alone, which in turn leads to higher risk of MCI and dementia³⁸.

Ageing carers

One in six carers is an older person³⁹. Increasingly people with learning difficulties are living to a later age, which in turns means that their parent carers are older people, and this trend can be expected to continue⁴⁰. Inevitably the physical and emotional demands of family care become greater as the family carer ages. A research study of all older family carers found that this group was 'overwhelmingly exhausted and worried' and sacrificed their own mental and physical health and personal wellbeing to look after others. This group of family carers carry the heaviest caring responsibilities when measured both by the type of help

provided and the number of hours, the majority of older family carers spent over 60 h providing care despite their own very high levels of poor physical and mental health⁴¹. Nearly half of those supporting someone with a learning disability spent 100 h a week caring: 12% per cent higher than family carers of other groups⁴².

2.2.3 Transport

A local public health employee who works with people with learning disabilities commented that means testing for transport is a positive move. Many people with learning disabilities have bus passes and use public transport which contributes to independence. However, community transport services are not always easy for people with learning disabilities to use.

No research was found on the impact of means testing of transport on health.

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

- Data on the number of people from the BAME population with dementia or LD is not available. This makes it difficult to consider future needs of this population and the health impact of changes to services.
- Data on the number of people from the LGBT community with dementia in Bristol is not available. This makes it difficult to consider future needs of this population and the health impact of changes to services.
- There is no publicly available data on the demographics of those who have LD or dementia and are socially isolated. This data would help us understand what their needs are and how to engage them in activities and services that can have a positive impact on their health.
- Evidence of the effectiveness of services on the health and wellbeing of services for people with dementia and LD is limited. A rapid search of the evidence for effectiveness of community services for dementia patients revealed very little that was relevant or recent.
- According to a recent review of health and social care interventions which promote social participation for adults with LD⁴³ There is a significant gap in research evidence showing how health and social care workers can intervene to improve the social participation of adults with learning disabilities.
- Physical disability and sensory impairment - Information and data on people with physical disability and sensory impairment is not currently available and has been identified in the Bristol JSNA as a vulnerable group where data is needed in the future.
- People with learning disabilities are living longer. Active ageing should apply to all citizens. However, older people with learning disabilities are largely missing from broader health policy discussions of active ageing⁴⁴.
- The national dementia strategy does not include specific references to the LGBT community. There is relatively little research about the support needs of people living with dementia from LGBT communities⁴⁵.
- It is not clear whether we have information about the impact of the existing community links services e.g. how do the health outcomes of those with LD and

Dementia who use the Community Links Services compare with the health outcomes of those with LD and Dementia who don't use services? Is there evidence of delayed moves to residential care or reductions in need for health (e.g. GP visits, hospital admissions) or other social care services?

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

Significant consultation has been conducted both through open public consultation meeting and with service users and their carers⁴⁶.

Step 3: Who might the proposal impact?

Analysis of impacts on people must be based on likelihood.

Where evidence collected from multiple research methods converges, this adds extra strength to the evidence and the likelihood of impact. Definition of the likelihood of the impacts is described using the following qualitative terms. The likelihood of the impact is based on the assessed strength of evidence. For clarity throughout the impact analysis section, the potential impacts are in bold and the likelihood of an impact is underlined.

Definite = Will happen.

Overwhelming strong evidence from a range of data sources collected using various methods (level I).

Probable = Very likely to happen.

Direct strong evidence from a range of data sources collected using different methods (levels II/III).

Possible = More likely to happen than not.

Direct evidence but not from limited sources (level IV)

Speculative = May or may not happen.

No direct evidence to support (level V).

Please demonstrate your analysis of any impacts in this section.

3.1 Do the proposal and options have any potentially adverse health impacts bearing in mind inequalities?

Revisions made to the proposal are likely to have less detrimental health impacts than the original proposals:

- There is no published literature that provides evidence that the means testing of transport would have an impact on the health of service users.
- However, the implementation of means testing/ arranging transport could become a barrier to accessing services. If vulnerable users are no longer able to engage with

the service then this may have a detrimental impact on their, or their carers, health and wellbeing through increased social isolation, reduction in physical activity and reduction in mental stimulation and social contact.

The initial proposed changes to services are likely to have an impact on service users and their carers, including:

- Changes in day services to people with learning disabilities and dementia could lead to rises in emergency admissions and hospital stays and rises in admissions to residential care and inpatient units.
- Predicted increases in Dementia in the BAME population means that consideration should be given to partnership working in order to provide culturally appropriate services to cater for the growing need.
- A sustained focus on equality and rights for LGBT people with dementia is important. Funding cuts threaten to further marginalise communities which are already overlooked⁴⁷.
- People with learning disabilities are living longer. Consideration should be given to active ageing in this vulnerable group.

3.1.1 Will the proposal and options have a direct impact on health, mental health and wellbeing, health protection?

Health of service users

People with learning disabilities need mental stimulation and physical activity to ameliorate the symptoms and impact of their condition³². They also need to engage with others who understand their needs, to avoid social isolation which impact on health. If the community links services are redesigned, consideration should be given to how changes to services and possible transition to alternative services will impact on the health of service users.

Health of carers

Any changes to the provision of day services, which are used as respite for carers in turn risk impacting upon the health of carers. Carers are a group identified for influenza vaccination. Whilst the proposed changes do not directly impact on vaccination uptake there is a speculative risk that lack of respite care may impact the carers ability to keep their own medical appointments.

3.1.2 Will the policy have an impact on social, economic and environmental living conditions that would indirectly affect health?

3.1.2.1 Service users

Learning disabilities

Only 1 in 10 people with a learning disability are in paid employment, so they are generally

more financially vulnerable, less able to purchase services themselves and more reliant on those provided by social services⁴⁸. Any considerations in the proposal to introduce self-funding could make services out of reach for many of those in need of the service.

Dementia

The cost to the UK economy of services for people living with dementia is far higher than all other conditions combined, currently making up 66% of all mental health service costs and estimated to increase to 73% by 2026⁴⁹. The economic impacts of dementia are wide ranging and long lasting because of the characteristics of the conditions and the lack of early and effective interventions. They are associated with losing the ability to work (particularly in relation to early onset dementia or severe mental health problems) and increased utilization of health, social care and other support services. These factors impact on the individual, on their family and friends and on society.

A social return on investment (SROI) analysis into peer support for people with dementia

Social return on investment (SROI) is a practical tool that helps commissioners assess and value outcomes from an activity and focus on the impact of proposals and decisions, achieving value for money and considering wider costs and benefits.

According to a SROI report into peer support for people with dementia⁵⁰, the community support groups evaluated created positive social value for people with dementia, carers and volunteers. The SROI is expressed as a ratio of return and is derived from dividing the value of the impact by the value of the investment. The social value created ranged from £1.17 to £5.18 for every £1 invested (financial year 2014/15), dependent on the design and structure of the group. The shared outcomes across all three types of groups were: a reduction in isolation and loneliness; a feeling of stimulation (including memory) more than if remained at home, perhaps suggesting that different group structures can all lead to these outcomes.

The peer support groups reviewed provided facilitated environments for people to meet, socialise and engage in group activities. Three types of groups were examined: a community group/centre, local charity and a mainstream national charity. The groups differed in frequency, size, activities provided and ratio of volunteers to paid staff. Funding for the groups also differed including being locally commissioned, funded through charitable grants and through fundraising activities. The strength of the ratio varied between groups due to differences in group structure and outcomes produced.

BCC may find it helpful to consider the SROI for the different types of support for people with dementia when formulating its proposals.

3.1.2.2 Carers

Caring responsibilities impact on carers' income and resources: around 72% of carers have less income as a result of giving up work (one in five carers), reducing their working hours, or taking on more junior roles, resulting in the loss of pension contributions and subsequent loss of income in later life. Caring responsibilities can prevent people from dedicating time to leisure activities, engaging with part-time paid work and volunteering, and can incur costs such as buying in services, extra laundry, and heating the home for longer periods of time⁵¹. Lack of support and taking on sole responsibility for the care of another can result in carers

experiencing poverty and debt. Those caring for more than 20 hours a week are more likely to live in poverty than the general population, and this likelihood increases with the increasing number of hours of care provided⁵².

3.1.3 Will the proposal affect an individual's ability to improve their own health and wellbeing?

It is possible that changes to transport provision may have a positive impact on health and wellbeing of service users where empowering people to use alternative means of transport increases independence.

Day services provide social contact, mental and physical stimulation, maintain/restore independence and promote health and wellbeing. Changes in these services may impact on a service user's ability to improve their own health and wellbeing unless there are alternative ways for service users to gain/maintain the skills and knowledge required.

Changes to how support is provided is particularly challenging for people with learning disabilities and dementia, especially where they may have limited capacity to learn new skills and form new relationships.

People with learning disabilities and dementia are already vulnerable and can be progressively reliant on carers and services. The extension of independence resulting from day centre attendance can delay or prevent a move to residential care home⁵³.

3.1.4 Will there be a change in demand for or access to health and social care services?

Changes (reduction) in the day centre provision may increase the likelihood of need for more service users needing residential and acute care. Examples of need include:

- Service user's mental health declines due to lack of social interaction, leading to social isolation, anxiety and depression, lack of confidence and independence. This may lead to an increase in the need for mental health services and other health and social care services
- Service users physical health declines due to lack of exercise or activity provided by day centres, leading to loss of mobility and independence and deterioration of physical strength and physical health. This can lead to increased demand in health and social care services.

People with learning disabilities are living longer which means that they may need to use services for longer. Demand for services will also increase over time as the population and the need for services grows.

Dementia rates are set to rise as the population ages, particularly in the BAME group. This will lead to more demand and different demands for support for dementia patients eg BAME and LGBT population.

Ageing carers and increased demands on carers of people with learning difficulties and dementia will increase demands on health and social, as carers become unable to provide

care for others as their own health deteriorates.

Step 4. Identify the priority health impacts

4.1 Considering the answers to section 3 what are the priority health impacts taking into account the likelihood of them happening.

Response to the revised consultation regarding changes to transport provision:

- There is no published literature that provides evidence that means testing of transport would have an impact on the health of service users.
- Changes to transport provision may have a positive impact on health and wellbeing of service users where empowering people to use alternative means of transport increases independence.
- The implementation of means testing/arranging transport could become a barrier to accessing services.
- Where service users find using alternative means of transport challenging, they may withdraw from services which may have a detrimental impact on their health and wellbeing.
- Changes to transport provision may have a negative impact on the health and resilience of carers where their opportunity for respite is negatively impacted. Where carers themselves become involved in organising/provision transport for the service user, or supporting the service user to use alternative means of transport, this may have a negative impact on the mental health of a carer eg stress and anxiety.

Response to the initial consultation

- Social isolation as a risk factor for deterioration in health in people with learning disabilities and dementia.
- Deterioration in mental health due to lack of stimulation and psychological support for people with learning disabilities and dementia.
- Ageing population - growing rates of dementia in general population but also in groups where services are not designed to meet their needs eg BAME, LGBT.
- Increased pressure on carers reducing their health, wellbeing and resilience.
- Carers feeling unable to continue in their caring role which could lead to breakdowns in care, increased need for social care involvement and residential placements.

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

The revised proposals regarding changes to transport provision mitigates against detrimental impact on service users by conducting an individual review of needs with each services user before any changes are made.

In addition, it is recommended that the impact of proposed changes is reviewed on an ongoing basis in order to monitor that any changes do not result in detrimental impact on service users and carers, unanticipated negative effects on other parts of the health and social care system or increased inequalities in health.

The needs of the carer should be considered at the same time as the service user when assessing transport needs to avoid unnecessary impact on carer health.

Step 5.

Stakeholder views - if you have any before the public consultation. If views are being gathered via the public consultation ensure these are collected as health views in the BCC final analysis.

A thorough public consultation process has been followed.

Step 6. Does the proposal create any health benefits?

6. 1 Considering the answers to section 3 what are the priority beneficial health impacts taking into account the likelihood of them happening.

The revised proposal to makes changes to transport provision is less likely than the original proposals to have a detrimental impact on the health of service users and carers.

In addition, it is possible that the originally proposed service redesign could enable:

- Partnership work in supporting BAME led dementia support as per recommendation of BAME dementia report.
- Developing new models for supporting ageing LGBT community (at risk of developing dementia) through partnership working.

6.2 Can they be maximised? If so, how?

Opportunity to develop new ways of working, form new partnerships (e.g. BAME and LGBT communities). The FITS⁵⁴ model which develop the expertise of care home staff to better support people with dementia might provide a model that could be adapted for use in day centres and drop-ins. This might allow a more diverse range of providers to be used across the City.

Step 7. Conclusion and recommendations

The revised proposals are likely to have less of an impact on health than the initial proposals. However the following should be considered:

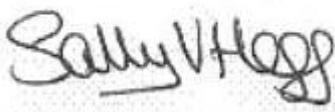
- Changes to transport provision may have a positive impact on health and wellbeing of service users where empowering people to use alternative means of transport increases independence.
- Where service users find using alternative means of transport challenging, they may withdraw from services which may in turn impact on their health and wellbeing.
- Changes to transport provision may have a negative impact on the health and resilience of carers where their opportunity for respite is negatively impacted.
- It is recommended that the impact of proposed changes is reviewed on an ongoing

basis in order to monitor that any changes do not result in detrimental impact on service users and carers, unanticipated negative effects on other parts of the health and social care system or increased inequalities in health.

The following should be considered in relation to the original proposed changes:

- Reduced services may result in
 - Social isolation which is a risk factor for deterioration in health in people with learning disabilities and dementia.
 - Deterioration in mental health due to lack of stimulation and psychological support for people with learning disabilities and dementia.
 - Increased pressure on carers reducing their health, wellbeing and resilience.
 - Carers feeling unable to continue in their caring role which could lead to breakdowns in care, increased need for social care involvement and residential placements.
- Growing rates of dementia in general population, but also in groups such as BAME and LGBT whose needs, according to the evidence, are not always met by services.
- People with learning disabilities are living longer.

Sign off by DPH (Acting)

<p>Service Director sign-off</p> 	<p>Officer sign-off Katie Currie Lynn Stanley</p>
<p>Date 6.11.17</p>	<p>Date 1/11/2017</p>

Appendix 1.

<p>Stage 2. Identify Health Impacts</p>	<p>Answering yes to these questions indicates that this is an important health impact. Be explicit and jot down what expert advice or literature you have used to make your judgement</p>					<p>Stage 3: Prioritise health impacts</p>
<p>Describe the health impacts</p>	<p>Will the health impacts affect the whole population or will there be differential impacts within the population? You should consider whether any inequalities groups* will be particularly affected.</p>	<p>Will the health impacts be difficult to remedy or have an irreversible impact?</p>	<p>Will the health impacts be medium to long term?</p>	<p>Are the health impacts likely to generate public concern?</p>	<p>Are the health impacts likely to generate cumulative and/or synergistic impacts?</p>	<p>Combining the answers, on balance will the health impacts have an important positive or negative impact on health? Provide a brief overview of the reason for your decision on prioritization.</p>
<p>Impact of transitions/ changes to care on service users</p>	<p>Service users with learning disabilities and dementia are vulnerable groups who are already affected by health inequalities. An ageing population and increases in rates</p>	<p>It depends on whether there are alternatives to current services and how this might mitigate the risk of impact on health.</p>	<p>It depends on whether there are alternatives to current services and how this might mitigate the risk of impact on health.</p>	<p>Yes – cuts to social care services is a very emotive topic.</p>	<p>Changes to day services will likely impact on service user’s mental and physical health. This in turn will put pressure on other parts of the health and social care system.</p>	<p>There is a strong risk that changes to this service could have an impact on the health of current service users and increase the demand on other parts of the health and social</p>

	of dementia will increase demand for services. There are significantly higher increases expected in rates of dementia in BAME population. LGBT population is ageing and at risk of dementia. Services need to adapt to cater for their needs.					care system. Consideration needs to be given to future service users and how cuts will impact on a growing and changing need.
Impact of transitions/ changes to care on carers	This is already a group with protected characteristics	Not necessarily	Possibly	Yes	The health and care system is increasingly relying on the contribution of carers. Ongoing cuts to health and social care risk more pressure and less support for carers.	There is a strong risk that changes to this service could have an impact on the health of carers.
Means testing for transport and impact on health and poverty	Some people with learning disabilities have bus passes and	It depends on detail of proposals. It may be possible to	Social isolation disproportionately affects people with learning	yes	Possibly, due to the cumulative effects of health impacts and	If means testing for transport if well thought through this could

	<p>have access to Bus Buddies scheme, which helps to increase independence. Some service users have limited capacity to work and are already living in poverty. They may also lack the capacity or ability to use other forms of transport. These factors may lead to withdrawal from services which may have a detrimental impact on health, both physical and mental.</p>	<p>mitigate the risks through learning from other parts of the country who have made similar changes.</p>	<p>disabilities and dementia. Changes to transport provision could pose the risk of withdrawal from support services in the short term but withdrawal from society as a whole which can make this group more vulnerable in the longer term.</p>		<p>deterioration.</p>	<p>mitigate any risks to impact on health.</p>
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¹ Older people with social care needs and multiple long-term conditions (NG22) 2015

² NICE (2016), CG42: Dementia: supporting people with dementia and their carers in health and social care

³ NICE (2015), NG11: Challenging behaviour and learning disabilities: prevention and interventions for people with learning disabilities whose behaviour challenges

⁴ Marmot M (2010), Fair Society, healthy lives: The Marmot Review: strategic review of health inequalities in England post 2010

⁵ Bristol JSNA 2016

⁶ Public Health England, Public Health Outcomes Framework available at <http://www.phoutcomes.info/public-health-outcomes-framework>

⁷ Institute of Public Care, POPPI and PANSI tools, www.poppi.org.uk ; national 2004 prevalence estimate applied to the Bristol population; accessed Oct 2016

⁸ Projecting Adult Needs and Service Information, 'Learning Disability Estimates'

⁹ Source: Estimated dementia prevalence (65+), NHS England, July 2016: www.england.nhs.uk/mentalhealth/dementia/monthly-workbook/

¹⁰ QOF 2014-15, via Public Health Dementia Profile: <http://fingertips.phe.org.uk/profile-group/mental-health/profile/dementia>

¹¹ Prevalence rates from "Dementia UK: report into the prevalence and cost of dementia" (Alzheimer's Society, 2007) applied to ONS population projections. Supplied by Bristol City Council's Performance, Information and Intelligence service

¹² The Bristol BME People Dementia Research Group (2017), Dementia Experiences of People from Caribbean, Chinese and South Asian Communities in Bristol

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¹⁵ Statement from Public Health England Learning Disability Profiles

¹⁶ "Confidential Inquiry into premature deaths of people with learning disabilities"; University of Bristol, 2013; www.bristol.ac.uk/cipold

¹⁷ ONS (2016), Deaths registered in England and Wales (Series DR): 2015.

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¹⁸ Dowrick, A. Southern, A (2014) Dementia 2014: Opportunity for change by the Alzheimer's Society

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²⁰ Lakey, L (2009) Counting the cost: Caring for people with dementia on hospital wards published by the Alzheimer's Society

²¹ Mencap (2012) Stuck at home: the impact of day service cuts on people with a learning disability available at www.mencap.org.uk

²² Gilmore L and Cuskelly M (2014) , Vulnerability to loneliness in people with intellectual disability; An explanatory model

²³ Cooper SA, Smiley E, Morrison J, Williamson A and Allan L (2007). Mental ill-health in adults with intellectual disabilities: prevalence and associated factors. British Journal of Psychiatry, 190, pp. 27-35.

²⁴ Institute of Health Equity (2016), Inequalities in Mental Health, Cognitive Impairment and Dementia among older people

²⁵ Alzheimer's Society (2014), Dementia 2014: Opportunity for change

²⁶ Keyes, S. E., et al. (2014). "We're all thrown in the same boat ..." A qualitative analysis of peer support in dementia care. Dementia: April 2014; Department of Health 'Healthbridge Report ' evaluating peer support networks and role of dementia advisers; Dementia Action Alliance and Faculty of Psychologists Report into Post-diagnostic support for people living with dementia; Joseph Rowntree Foundation 'A stronger collective voice for people with dementia'

²⁷ ²⁷ National Care Forum (2017) Foundations for the future: dementia care for LGBT communities

²⁸ Dementia Action Alliance briefing http://www.dementiaaction.org.uk/news/19643_dementia_and_the_lesbian_gay_bisexual_and_trans_lgbt_population

²⁹ Bristol JSNA 2016

³⁰ Public Health England, Public Health Outcomes Framework available at <http://www.phoutcomes.info/public-health-outcomes-framework>

³¹ 2011 Census,

³² State of Caring, 2017

³³ GP patient survey 2016)

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- ⁵² *Inequalities in Mental Health, Cognitive Impairment and Dementia Among Older People*.
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- ⁵⁴ https://www.worcester.ac.uk/documents/Aging_and_Mental_Health_Journal_Article_13_Jul_2015.pdf

Title: School Crossing Patrol (SCP) Review	
Ward: City Wide	Cabinet lead: Cllr Mhairi Threlfall
Author: Ed Plowden	Job title: Head of Local and Sustainable Transport

Revenue Cost: £90K savings; c£50k one-off redundancy cost	Source of Revenue Funding: General fund
Capital Cost: £	Source of Capital Funding: 10947
One off <input checked="" type="checkbox"/>	Saving <input checked="" type="checkbox"/>
Ongoing <input checked="" type="checkbox"/>	Income generation <input type="checkbox"/>

Finance narrative:

This proposal seeks approval to carry out necessary changes to the management and delivery of School Crossing Patrol savings. The associated full year savings approved by February 2017 Full Council were originally at £155k, phased over 17/18 (£90k) and 18/19 (a further £65k). Due to various reasons including the timeline for necessary public consultations, the savings delivery was delayed. However, the £90k 17/18 savings shortfall has been mitigated by in-year one-off savings under the overall Transport department budget. Subsequent to the consultation responses, Cabinet proposed to limit the reduction / savings to £90K. This would result in a £65k savings gap under 18/19 budget that would require separate mitigation under the Council's overall budget for 18/19.

It is proposed that the revised £90k savings will be delivered by removing funding and resources from 24 identified sites. The associated redundancy cost is estimated to be around £50k. This has been available under the Transport 17/18 budget and will be carried forward in a reserve to be utilised around May 2018.

Finance Officer: Tian Ze Hao – Finance Business Partner

Summary of issue / proposal:

As a part of the proposed budget reduction for School Crossing Patrol (SCPs) we have recently undertaken a comprehensive re-assessment of all SCP sites using the Royal Society for the Prevention of Accidents (RoSPA) national criteria for allocating SCPs. This is the first full re-assessment of all SCP sites, and in addition, Road Safety officers have also complemented this quantitative assessment with a qualitative assessment. It is recommended that both these assessments are used in order to prioritise the remaining budget to the SCP sites with the greatest need.

The consultation proposals were based on an initial reduction in budget of £155K, which meant that funding would be removed for around half the SCP sites in Bristol. These proposals involved removing approximately 40 sites, which included those that had existing engineering (e.g. Pedestrian Crossing) and those sites that failed to reach the quantitative (RoSPA) national criteria for an SCP.

Subsequent to the consultation responses, Cabinet proposes to limit the reduction in the budget to £90K. This additional budget means that funding is now available for retaining a further 18 sites. As a result only 24 active sites will lose their funding. If approved, this will meet the identified budget reduction of £90K and will reduce the current 80 SCP locations across 56 schools to around 52 sites.

All sites which meet the ROSPA criteria will continue to be served by an SCP, complemented by the top 13 sites where the qualitative assessment shows that an SCP would be beneficial and additionally one engineered site. The sites that will be maintained are listed at Appendix A.

Providing safer routes to school is very important and a role the Council takes seriously in support of parents and carers. While the review will reduce available SCP funding, the Council remains committed to enabling children to walk to school safely and will continue to provide SCPs at the sites with the highest need, prioritising those that meet the ROSPA thresholds.

Summary of proposal & options appraisal:

- An assessment based on the nationally established criteria (see Appendix A) was undertaken at each site on 3 mornings and 3 evenings and the average value taken to arrive at the score for each site. These scores have been used to prioritise the available budget and determine where SCPs should operate and a list of sites is at Appendix A
- All current SCP sites that meet the criteria for providing an SCP will be maintained.
- Those sites that do not meet the criteria have been assessed through a combination of the National Assessment Criteria (PV2), consultation feedback and specialist officer assessment. Those assessed to be of the highest need will retain their funding. They will be reassessed when the current SCP leaves or if there are substantial changes in the area affecting the site.
- If when the SCP leaves a site the PV2 is above 100 the site will be retained however, if PV2 is below 100 we will review the site based on demand from other sites. If PV2 is below 20 then funding will be removed.
- Of the 16 SCP sites which are also served by a zebra or signalised crossings (known as engineered crossings), 15 will have their funding removed. Guidance from RoSPA advises that a SCP situated alongside a physical crossing such as a signal controlled crossing can be confusing for both motorists and pedestrians. Further explanation of this rationale is in Appendix A.
- Note: some SCPs cover two sites and under the proposals two sites are being combined under one patrol.
- Following the consultation, the decision has been made to retain funding for one engineered site. This is site 32 on Wells Road which is attached to Hillcrest Primary School. The site has the highest PV2 value and attracted the largest number of concerned comments of any site through the consultation.
- The site at Shirehampton was re-assessed as part of the consultation and found to meet the RoSPA threshold. The consultation also proposed removing 3 sites which met the threshold and all of these will now be maintained
- A further 8 sites where there is no zebra or signalised crossing in place, will no longer be funded by the Council as they do not meet the RoSPA criteria and have been assessed as having a low need in comparison to the other sites that are to be retained. At Greenfield E-Act two sites will be combined. A list of these sites is at Appendix A.
- Measures to reduce impact of potentially losing a SCP will continue to be developed. They include BCC officers reviewing community feedback from the Your Neighbourhood consultation and considering physical solutions crossings in areas which might lose their SCP and do not have such measures already in place. Solutions that may be considered include signage, speed humps, buildouts to narrow the crossing and slow traffic, parking restrictions, puffins or zebra crossings. An initial visual assessment has already taken place and those sites that have been assessed as potentially suitable for physical measures will be referred for a specialist road safety engineering appraisal.
- For this year a capital budget has been identified for this assessment to take place, which will enable costed proposals to be considered for potential funding in future years' capital programming. Proposals will depend on need, feasibility and availability of funding. However, there are likely to be insufficient funds to introduce engineering solutions at all sites and the timing will not coincide with the removal of the SCP.
- The Council will continue to support road safety education to give families the confidence to travel to school sustainably and help prepare pupils for independence when they get to secondary education. Pavement Professors will continue to be provided and we will seek to target schools that are losing their SCP to offer training to the children to develop their road safety skills – a one-off budget will be needed for this, which has not yet been identified. See appendix A
- Schools have already been contacted via a questionnaire in December 2016 although the response rate was low and indicated that schools are unable or unwilling to fund the service themselves. A further consultation with the affected schools will be undertaken to see if an alternative method of funding or service delivery is appropriate and can be found by the school and its local community. Now the schools know that this is possibly the only alternative there may be a

greater interest and energy in the locality.

- *Any redundancies will be managed so that wherever possible the service will not terminate in the middle of a term.*
- *It is proposed that any future requests for a new SCP following the review will be assessed according to the RoSPA criteria and an assessment fee will be charged to the school. Sites that meet the criteria will be added to a waiting list to be prioritised by need. If the need for an existing site no longer exists for example after a review or where a Pedestrian Crossing is introduced, then the funding will be reallocated to the site with the highest need on the waiting list. If an SCP resigns then the site will be considered alongside those on the prioritised waiting list and the ability to recruit.*
- *At present there is no budget to reassess every site so this will not be routinely undertaken and in future years a decision will be needed how often to re-assess and whether this needs to include every site.*

Recommendation(s) / steer sought: Cabinet is asked to Agree removal of funding 15 of 16 sites with an existing light controlled or zebra crossing

- Agree removal of funding on those sites that fail to reach national (RoSPA) assessment criteria and have additionally been assessed to be of lower need of a SCP.
- Agree to progress specialist assessment of the potential for introduction of physical road safety measures at sites where funding is to be removed and a consideration of applying future capital funds from the Transport Capital Programme.
- Agree to stop funding the service on proposed sites to coincide with term times rather than the earliest opportunity.
- Agree the proposal as to alternative service delivery and how to manage new requests for a School Crossing Patrol
- Delegate the authority to undertake the above recommendations to the Service Director (Transport) in consultation with the Cabinet Portfolio holder

City Outcome: *The proposals go towards the overall budgetary savings that are included in the Corporate Plan enabling other higher priorities for funding to be fulfilled. No sites that currently meet the national criteria will be disestablished.*

Health Outcome summary: If the existing crossings are reduced more children could potentially be transported by car to school rather than walking and making use of the current network of school crossing patrol sites. There is a concern that changes to school crossing provision could discourage families from walking or cycling, leading to reduced physical exercise. This possible outcome could be attributed to a lack of assistance crossing the road and/or from the probable growth in the number of vehicles arriving at any one school during the school run. There could be a greater risk of injury from collisions due to the removal of the patrol and/or if traffic increases. These may be mitigated if physical measures are introduced to calm the traffic and make crossings safer and if parents locally self-organise e.g. to establish walking buses.

Sustainability Outcome summary: The removal of the SCP service is likely to have a negative impact on sustainability. Parents might be less likely to allow their children to walk to school, especially unaccompanied and more likely to drive them to and from school. This would have consequences on local air quality, local traffic congestion as well as safety implications. However, these negative impacts may be reduced by the implementation of some or all of the mitigation proposals currently being investigated by the SCP service, including physical measures such as speed tables or Zebra crossings. Overall, the proposals are likely to have a negative environmental impact, despite any mitigation measures.

Equalities Outcome summary: EQUI report Appendix E

Impact / Involvement of partners: *What is the impact on key partners? What engagement have they had?* Schools: Schools do not have any responsibility for their student's journey to and from school until they have gone past the gates. The schools have been involved in the initial consultation which ended in Jan 2017 as well as the 'Your Neighbourhood' consultation 13th June to 5th September 17. Now the list of sites is confirmed Bristol City Council officers will work with Head Teachers of affected schools who wish to identify potential mitigation actions that are appropriate for their school.

Consultation carried out (and received): In January 2017 there was a citywide consultation on the budget proposals. Schools were sent a questionnaire and were asked to encourage parents to get involved in the citywide consultation. A 3000-strong petition was presented to Full Council and another online petition with 1650 signatures demonstrates that people were aware of these proposals. Responses from the budget consultation have confirmed that people have strong concerns over the proposed changes in terms of safety, and that this impact may disproportionately affect some equalities groups.

The proposed changes to the service were included as part of the 'Your Neighbourhood' consultation which was carried out between 13th June and 5th September 2017. This time the proposals included the actual locations or sites where the service might lose its funding. The schools and the School Crossing patrols were encouraged to take part in the consultation and encouraged to send details of the consultation to parents and guardians as well. There were several consultation meetings held around the city. A further breakdown of consultation results is at **Appendix B** and a full consultation report is available at <https://www.bristol.gov.uk/council-spending-performance/your-neighbourhood-consultation-2017>

Scrutiny considered this proposal as part of an overview of all budget proposals in January 2017

Legal Consideration: *Local authorities have a specific power to provide school crossing patrols established by the School Crossing Patrol Act 1953 and now contained in the Road Traffic Regulation Act 1984 as amended by the Transport Act 2000 which provides that (1) Arrangements may be made by the appropriate authority for the patrolling of places where children cross roads on their way to or from school, or from one part of a school to another, by persons appointed by or on behalf of the appropriate authority, other than constables.*

(1A) Arrangements under subsection (1) above may be made for patrolling places at such times as the authority thinks fit. This is a discretionary service. Any decision to cease provision of a SCP should be based on reasoned criteria with a risk assessment of the options. As with all other statutory powers there is a risk of legal challenge if we exercise our discretion unreasonably and without a clear objective rationale.

The Royal Society for the Prevention of Accidents (RoSPA) guidance provides SCP sites should only be disestablished following a review, and there should be an objective basis for the decisions.

Consultation - the consultation responses must be taken into account in finalising the decision. The process has complied with the established consultation principles:

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

Cabinet must demonstrate that it has considered the consultation responses, or a summary of them, before taking its decision.

Equality Act - the decision maker must also comply with the Public Sector Equality duty to consider the need to promote equality for persons with "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and have due regard to:

- i) eliminate discrimination, harassment, and victimisation
- ii) advance equality of opportunity
- iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

In order to do this Cabinet will need to have sufficient information about the effects of the proposed changes on the aims of the Equality Duty. The Equalities impact assessment is designed to assist with compliance with this duty and so Cabinet must take into consideration the assessment and the public sector equality duty before taking the decision.

Legal Officer: Sarah Sharland

DLT sign-off	SLT sign-off	Cabinet Member sign-off
	26/9/2017	Cabinet Members for Transport and Schools 23/10/2017

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	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal included in the comments above	NO
Appendix G – Exempt Information – financial information on a site by site basis, including redundancy costs	NO – to be determined post finance business partner comments

Appendix A: Assessment Criteria (National); site by site results; summary of primary road safety education

PV Squared

This is the nationally accepted method used by most Local Authorities, of assessing whether a site is appropriate for the location of a School Crossing Patrol. It is based on the number of vehicles that pass a location (V) and the number of pedestrians that cross the road close to that point (P) within the 'busiest' half hour.

This data is used to calculate PV Squared using the 'busiest' half hour within an hour period. If this comes to over 4 Million then the site justifies a School Crossing Patrol. The figure of 4 Million is expressed as 100 for ease of understanding. So anything over 100 justifies an SCP.

If PV Squared is below 100 then some other adjustment factors can be used such as speed of traffic, width of carriageway and footway, numbers of large vehicles, numbers of unaccompanied children, location at a junction and visibility to adjust the score at any particular site. If using the resulting compound multiplier PV Squared does still not reach 100 then it is considered not to be a suitable SCP site.

For our calculations we have used a multiplier for children under 11 for all the sites. We have also included all adults crossing at the site.

Engineered Crossings

The decision to automatically lose any School Crossing Patrol where there is an already existing button operated pedestrian crossing or a zebra crossing is based on the fact that unlike other sites, there is an existing safer location to cross the road. In addition, the location of SCPs on a pedestrian crossing can often be confusing to drivers. On crossings with lights, it has been found that drivers are looking at the SCP rather than the lights and then start moving before the lights change. With zebra crossings, although the SCP is there to help everyone cross, drivers can also start to move when the SCP starts to return to the footway and not observe other pedestrians (adults) who begin to cross, creating an ambiguous and potentially unsafe situation. As an authority we have already notified schools that in locations where an SCP works on an engineered crossing, if the SCP resigns or retires, we would not be replacing them. Other authorities have also already made the decision to remove SCPs from engineered sites.

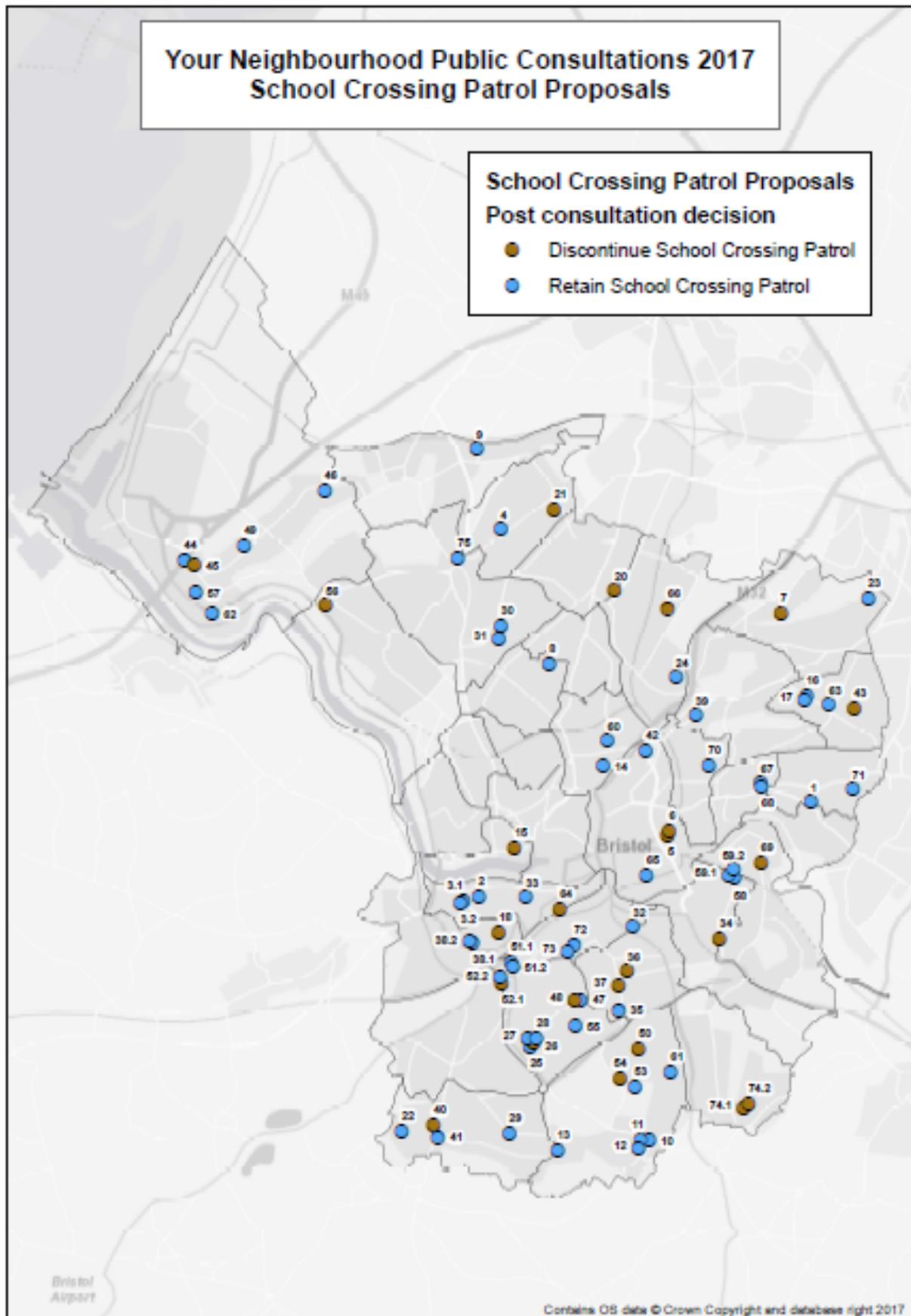
Road Safety Education at Primary School level.

Currently the Road Safety Education Team offers Road Safety Resources and training to all Primary Schools in Bristol. The resources have been developed so that each year the skills learned build on those from the previous year (known as 'spiralling').

- 'Nursery and Reception Years: Loan of road safety resources including mini pedestrian lights. Road Safety talks to parents from a Road Safety Officer.

- Year 1 and 2: 'Pavement Professors' pedestrian training scheme made up of six 'on road' sessions.
- Year 3 and 4: 'Trail Blazers' a one off workshop building on the practical road safety skills learned through Pavement Professors.
- Year 5: 'School Gate Report' children observe the Road Safety Behaviour outside the school and turn their observations into a newsletter for the other children and parents at the school.
- Year 6: 'Speed Awareness': Children use speed guns to observe the traffic near the school and look at 'driver distractions'.
- Year 5/6: Bikeability

Map of final proposals



Key to Map

Key to map		Key to map	
Ref	School / School Crossing Patrol	Ref	School / School Crossing Patrol
1	Air Balloon Academy - Hillside Road build out by entrance	40	Merchants Academy - Queen Road by shops
2	Ashton Gate Primary - Raleigh Road/Upton Road	41	Merchants Academy - Bishops Avenue/Whitehead Road
3.1	Ashton Gate Primary - Greenway Bush Lane/North Street	42	Milpond Primary - Lower Ashley Road / Waverley Street
3.2	Ashton Gate Primary - North Street/Greenway Bush Lane	43	Milnema Primary Academy - Thicket Avenue/Summerleaze/Forest Avenue
4	Baldie Wood Community Primary - Doncaster Road build out outside entrance	44	Nova Primary - Lower High Street Traffic Island / Barracks Lane
5	Barton Hill Academy - Queen Ann Road South of roundabout outside School entrance	45	Nova Primary - Kings Weston Avenue/The Beez Acre
6	Barton Hill Academy - Queen Ann Road North exit of roundabout at church	46	Oaks Academy Bank Lease - Long Cross build out / Chapel Lane
7	Begbrook Primary Academy - Begbrook Drive build out by entrance	47	Oaks Academy Connaught - Elmster Ave traffic Island/Melvin Square
8	Bishop Road Primary - Bishop Road build out by entrance	48	Oaks Academy Connaught - Leinster Avenue/Melvin Square
9	Brenty Primary - Brenty Lane outside entrance on bend	49	Oaks Academy - Long Cross build out at pedestrian entrance
10	Bridge Farm Primary - Whitechurch Lane/Halfacre Lane	50	Oaks Academy New Oak - Walsh Avenue outside entrance
11	Bridge Farm Primary - East Dundry Road build out near church car park	51.1	Parson Street Primary - Marksbury Road/Bedminster Road
12	Bridge Farm Primary - East Dundry Road South (shops) end of school	51.2	Parson Street Primary - Highbury Road/Marksbury Rd
13	Bridge Learning Campus - Lampton Avenue /Twyfont Road	51.3	Parson Street Primary - Hartsdiffe Way/Highbury Road
14	Cabot Primary - St. Nicholas Road build out/Halton Drive	52.2	Parson Street Primary - Highbury Road/Hartsdiffe Way
15	Cathedral Primary - College Square outside rear of library	53	Perry Court Primary - Otlands Road/Great Hayles Road
16	Chaeter Park Infants/Junior - Goodsweton Road/Lodge Causeway	54	Perry Court Primary - Bamfield near Pyracantha Walk
17	Chaeter Park Infants/Junior - Ridgeway Road/Lodge Causeway	55	School of Christ the King Catholic Primary - Hartsdiffe Road outside entrance
18	Compass Point South Street School & Childrens Centre - South Street Traffic Island outside entrance	56	Sea Mills Primary - Shirehampton Road/Sea Mills Square
20	Filton Avenue Primary/Nursery - Filton Avenue/Lockleaze Road/Wessex Avenue	57	Shirehampton Primary - St. Marys Road/St. Marys Walk
21	Fonthill Primary - Faw Park Road/Stanton Road	58	St. Anne's Infants - Bloomfield Road/Langton Court Road
22	Four Acres Academy - Four Acres outside entrance	59.1	St. Anne's Infants - Langton Court Road/Salisbury Road
23	Frome Vale Academy - Frenchay Road/CBI Avenue	59.2	St. Anne's Infants - Salisbury Road/Langton Court Road
24	Glenfron Primary - Glenfron Road traffic Island/Sir Johns Lane	60	St. Barnabas CE VC Primary - Sussex Place/Albany Road
25	Greenfield E-Act Academy - Novers Lane/Chelton Road	61	St. Bernadette RC Primary - New Fosseway Road/Gladstone Road
26	Greenfield E-Act Academy - Novers Lane outside school entrance by roundabout	62	St. Bernard's Catholic Primary - Station Road/Fembroke Avenue
27	Greenfield E-Act Academy - Novers Lane NW exit to roundabout (to Novers Hill)	63	St. Josephs Catholic Primary - Forest Road outside school playground entrance
28	Greenfield E-Act Academy - Leinster Avenue North exit of roundabout	64	St. Mary Coff. Redcliffe - Whitehouse Lane/Windmill Close
29	Harndive E-Act Academy - Harndive Road build out /Mousham Drive	65	St. Phillip's Marsh Nursery - Albert Crescent outside entrance
30	Henleaze Infants/Junior - Park Grove/The Drive/Henleaze Park	66	Stoke Park School - Brangwyn Grove outside entrance
31	Henleaze Infants/Junior - Springfield Grove/Park Grove	67	Summerhill Infants/Academy - Plummers Hill/Oakland Road
32	Hillcrest Primary - Wells Road/Cemetery Road	68	Summerhill Infants/Academy - Top of Plummers Hill/Church Road
33	Holy Cross Catholic Primary - Dean Lane	69	The Kingfisher School - Gulliford Road/Litchfield Road
34	Holymead Primary - Wick Road outside entrance	70	The Limes Nursery/Whitehall Primary - Johnsons Lane outside nursery entrance
35	Imbister Avenue E-Act Academy - Imbister Avenue outside entrance	71	Two Mile Hill Primary - Kingsway Crescent/Kingsway
36	Iscoate Park Primary - Broadwalk/Queenshill Road	72	Victoria Park Primary - St. Johns Lane at Raymond Road
37	Iscoate Park Primary - Salcombe Road/Taigmouth Road	73	Victoria Park Primary - Wedmore Vale between Weymouth Road/Sidmouth Road
38.1	Luckwell Primary - Duckmoor Road/Luckwell Road	74.1	Waycroft Academy - Holway Road/Selden Road
38.2	Luckwell Primary - Luckwell Road/Duckmoor Road	74.2	Waycroft Academy - Seldon Road/Holway Road
39	May Park Primary - East Park/Treeland Buildings	75	Westbury on Trym C of E Academy - Passage Road/Dimpley Road

Final Proposals list

School Crossing Patrol Proposals - Funding to be Retained

Site Number	Site Name	Consultation Status	Revised Status
1	Site 1 Air Balloon Academy - Hillside Road build out by entrance	Retain School Crossing Patrol	Retain School Crossing Patrol
2	Site 2 Ashton Gate Primary - Raleigh Road/Upton Road	Retain School Crossing Patrol	Retain School Crossing Patrol
3.1	Site 3.1 Ashton Gate Primary - Greenway Bush Lane/North Street	Retain School Crossing Patrol	Retain School Crossing Patrol
3.2	Site 3.2 Ashton Gate Primary - North Street/Greenway Bush Lane	Retain School Crossing Patrol	Retain School Crossing Patrol
4	Site 4 Badocks Wood Community Primary - Doncaster Road build out outside entrance	Retain School Crossing Patrol	Retain School Crossing Patrol
8	Site 8 Bishop Road Primary - Bishop Road build out by entrance	Retain School Crossing Patrol	Retain School Crossing Patrol
10	Site 10 Bridge Farm Primary - Whitchurch Lane/Halfacre Lane	Retain School Crossing Patrol	Retain School Crossing Patrol
11	Site 11 Bridge Farm Primary - East Dundry Road build out near church car park	Retain School Crossing Patrol	Retain School Crossing Patrol
12	Site 12 Bridge Farm Primary - East Dundry Road South (shops) end of school	Retain School Crossing Patrol	Retain School Crossing Patrol
13	Site 13 Bridge Learning Campus - Lampton Avenue /Teyfant Road	Retain School Crossing Patrol	Retain School Crossing Patrol
24	Site 24 Glenfrome Primary - Glenfrome Road traffic island/Sir Johns Lane	Retain School Crossing Patrol	Retain School Crossing Patrol
25	Site 25 Greenfield E-Act Academy - Novers Lane/Chelston Road	Retain School Crossing Patrol	Retain School Crossing Patrol
27	Site 27 Greenfield E-Act Academy - Novers Lane NW exit to roundabout (to Novers Hill)	Retain School Crossing Patrol	Retain School Crossing Patrol
29	Site 29 Harecive E-Act Academy - Harecive Road build out /Moxham Drive	Retain School Crossing Patrol	Retain School Crossing Patrol
30	Site 30 Henleaze Infants/Junior - Park Grove/The Drive/Henleaze Park	Retain School Crossing Patrol	Retain School Crossing Patrol
31	Site 31 Henleaze Infants/Junior - Springfield Grove/Park Grove	Retain School Crossing Patrol	Retain School Crossing Patrol
35	Site 35 Ilminster Avenue E-Act Academy - Ilminster Avenue outside entrance	Retain School Crossing Patrol	Retain School Crossing Patrol
38.1	Site 38.1 Luckwell Primary - Duckmoor Road/Luckwell Road	Retain School Crossing Patrol	Retain School Crossing Patrol
38.2	Site 38.2 Luckwell Primary - Luckwell Road/Duckmoor Road	Retain School Crossing Patrol	Retain School Crossing Patrol
39	Site 39 May Park Primary - East Park/Freeland Buildings	Retain School Crossing Patrol	Retain School Crossing Patrol
41	Site 41 Merchants Academy - Bishopport Avenue/Withywood Road	Retain School Crossing Patrol	Retain School Crossing Patrol
42	Site 42 Millpond Primary - Lower Ashley Road / Waverley Street	Retain School Crossing Patrol	Retain School Crossing Patrol
44	Site 44 Nova Primary - Lower High Street Traffic Island /Barracks Lane	Retain School Crossing Patrol	Retain School Crossing Patrol
46	Site 46 Oasis Academy Bank Leaze - Long Cross build out /Chapel Lane	Retain School Crossing Patrol	Retain School Crossing Patrol
49	Site 49 Oasis Academy - Long Cross build out at pedestrian entrance	Retain School Crossing Patrol	Retain School Crossing Patrol
51.1	Site 51.1 Parson Street Primary - Marksbury Road/Bedminster Road	Retain School Crossing Patrol	Retain School Crossing Patrol
51.2	Site 51.2 Parson Street Primary - Highbury Road/Marksbury Rd	Retain School Crossing Patrol	Retain School Crossing Patrol
53	Site 53 Perry Court Primary - Oatlands Road/Great Hayles Road	Retain School Crossing Patrol	Retain School Crossing Patrol
61	Site 61 St. Bernadette RC Primary - New Fosseyway Road/Gladstone Road	Retain School Crossing Patrol	Retain School Crossing Patrol
62	Site 62 St. Bernard's Catholic Primary - Station Road/Pembroke Avenue	Retain School Crossing Patrol	Retain School Crossing Patrol
63	Site 63 St. Josephs Catholic Primary - Forest Road outside school playground entrance	Retain School Crossing Patrol	Retain School Crossing Patrol
67	Site 67 Summerhill Infants/Academy - Plummers Hill/Oakland Road	Retain School Crossing Patrol	Retain School Crossing Patrol
68	Site 68 Summerhill Infants/Academy - Top of Plummers Hill/Church Road	Retain School Crossing Patrol	Retain School Crossing Patrol
71	Site 71 Two Mile Hill Primary - Kingsway Crescent/Kingsway	Retain School Crossing Patrol	Retain School Crossing Patrol
72	Site 72 Victoria Park Primary - St. Johns Lane at Raymend Road	Retain School Crossing Patrol	Retain School Crossing Patrol
73	Site 73 Victoria Park Primary - Wedmore Vale between Weymouth Road/Sidmouth Road	Retain School Crossing Patrol	Retain School Crossing Patrol
75	Site 75 Westbury on Trym C of E Academy - Passage Road/Shipley Road	Retain School Crossing Patrol	Retain School Crossing Patrol
9	Site 9 Brentry Primary - Brentry Lane outside entrance on bend	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
14	Site 14 Cabot Primary - St. Nicholas Road build out/Halston Drive	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
16	Site 16 Chester Park Infants/Junior - Goodneston Road/Lodge Causeway	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
17	Site 17 Chester Park Infants/Junior - Ridgeway Road/Lodge Causeway	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
22	Site 22 Four Acres Academy - Four Acres outside entrance	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol

23	Site 23 Frome Vale Academy - Frenchay Road/Gill Avenue	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
28	Site 28 Greenfield E-Act Academy - Leinster Avenue North exit of roundabout	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
32	Site 32 Hillcrest Primary - Wells Road/Cemetery Road	Discontinue SCP (existing engineered crossing)	Retain School Crossing Patrol
33	Site 33 Holy Cross Catholic Primary - Dean Lane	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
47	Site 47 Oasis Academy Connaught - Ilminster Ave traffic island/Melvin Square	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
52.2	Site 52.2 Parson Street Primary - Highbury Road/Hartcliffe Way	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
55	Site 55 School of Christ the King Catholic Primary - Hartcliffe Road outside entrance	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
57	Site 57 Shirehampton Primary - St. Marys Road/St. Mary's Walk	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
58	Site 58 St. Anne's Infants - Bloomfield Road/Langton Court Road	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
59.1	Site 59.1 St. Anne's Infants - Langton Court Road/Salisbury Road	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
59.2	Site 59.2 St. Anne's Infants - Salisbury Road/Langton Court Road	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
60	Site 60 St. Barnabas CE VC Primary - Sussex Place/Albany Road	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
65	Site 65 St. Philip's Marsh Nursery - Albert Crescent outside entrance	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
70	Site 70 The Limes Nursery/Whitehall Primary - Johnsons Lane outside nursery entrance	Discontinue - remove funding based on lowest need	Retain School Crossing Patrol
TOTAL		56	

School Crossing Patrol Proposals - Funding to be Removed

Site Number	Site Name	Consultation Status	Revised Status
5	Site 5 Barton Hill Academy - Queen Ann Road South of Roundabout outside School entrance	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
6	Site 6 Barton Hill Academy - Queen Ann Road North exit of roundabout at church	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
7	Site 7 Begbrook Primary Academy - Begbrook Drive build out by entrance	Discontinue - remove funding based on lowest need	Discontinue - remove funding based on lowest need
15	Site 15 Cathedral Primary - College Square outside rear of library	Discontinue - remove funding based on lowest need	Discontinue - remove funding based on lowest need
18	Site 18 Compass Point South Street School & Childrens Centre - South Street Traffic Island outside entrance	Discontinue - remove funding based on lowest need	Discontinue - remove funding based on lowest need
20	Site 20 Filton Avenue Primary/Nursery - Filton Avenue/Lockleaze Road/Wessex Avenue	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
21	Site 21 Fonthill Primary - Pen Park Road/Stanton Road	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
26	Site 26 Greenfield E-Act Academy - Novers Lane outside school entrance by roundabout	Discontinue funding (proposed to be covered by site 25)	Discontinue funding (proposed to be covered by site 25)
34	Site 34 Holymead Primary - Wick Road outside entrance	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
36	Site 36 Knowle Park Primary - Broadwalk/Queenshill Road	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
37	Site 37 Knowle Park Primary - Salcombe Road/Teignmouth Road	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
40	Site 40 Merchants Academy - Queens Road by shops	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
43	Site 43 Minerva Primary Academy - Thicket Avenue/Summerleaze/Forest Avenue	Discontinue - remove funding based on lowest need	Discontinue - remove funding based on lowest need
45	Site 45 Nova Primary - Kings Weston Avenue/The Bean Acre	Discontinue - remove funding based on lowest need	Discontinue - remove funding based on lowest need
48	Site 48 Oasis Academy Connaught - Leinster Avenue/Melvin Square	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
50	Site 50 Oasis Academy New Oak - Walsh Avenue outside entrance	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
52.1	Site 52.1 Parson Street Primary - Hartcliffe Way/Highbury Road	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
54	Site 54 Perry Court Primary - Bamfield near Pyracantha Walk	Discontinue - remove funding based on lowest need	Discontinue - remove funding based on lowest need
56	Site 56 Sea Mills Primary - Shirehampton Road/Sea Mills Square	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
64	Site 64 St. Mary CofE Redcliffe - Whitehouse Lane/Windmill Close	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
66	Site 66 Stoke Park Schools - Brangwyn Grove outside entrance	Discontinue - remove funding based on lowest need	Discontinue - remove funding based on lowest need
69	Site 69 The Kingfisher School - Guildford Road/Litchfield Road	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
74	Site 74.1 Waycroft Academy - Hollway Road/Selden Road	Discontinue SCP (existing engineered crossing)	Discontinue SCP (existing engineered crossing)
74.2	Site 74.2 Waycroft Academy - Seldon Road/Hollway Road	Discontinue - remove funding based on lowest need	Discontinue - remove funding based on lowest need
TOTAL		24	

Consultation Results: (NB to be checked by Consultation team).

This proposal was consulted on as part of a wider neighbourhood consultation process and an analysis of the consultation results for all proposals including School Crossing Patrols is at www.bristol.gov.uk/consultationhub. Included in this is a summary of Elected Member and MP communications.

A total of 2094 responses related to School Crossing Patrols (SCPs) were received, of which 1601 identified a specific site, which indicates significant concerns to removing SCPs. However, 758 (47%) of responses relating to a specific site were concerning schools where the proposal is to retain the SCP meaning that only 843 (53%) actually related to SCPs that are proposed to be discontinued (see table).

The top 20 sites with the highest number of responses consist of nine that are not proposed to lose their funding, ten that will lose the funding and one (17: Chester Park Ridgeway Road) that will now retain its funding (see graph below). Of these, five are engineered and only six do not have any formal crossing without the SCP. These six sites are: 57- Shirehampton Primary; 17: Chester Park Ridgeway Road; 33- Holy Cross Primary; 59.1-St. Annes Infants Langton Road; 9-Brentry Primary; 7-Begbrook Primary.

Three sites that were proposed to lose their funding even though they met the national criteria for a SCP site will all now be retained.

Of the comments, 381 thought we had missed something about specified sites when making our decision although many (180) just felt we should not be making the cuts at all. The most common concerns are busy roads, hazardous crossings (e.g. Blind corner), speed and drivers who ignored the crossing. In as far as mitigating the loss of a SCP the two most common suggestions were providing a pedestrian crossing and the use of volunteers.

There were also 3 petitions, one relating to Chester Park with 616 signatories, an online petition at Hillcrest Primary with 518 signatories (21/09/17) and a further petition for Four Acres Primary of 199 signatories. Both the Hillcrest and the Four Acres petitions were not formally received during the 'Your Neighbourhood' consultation period but were noted.

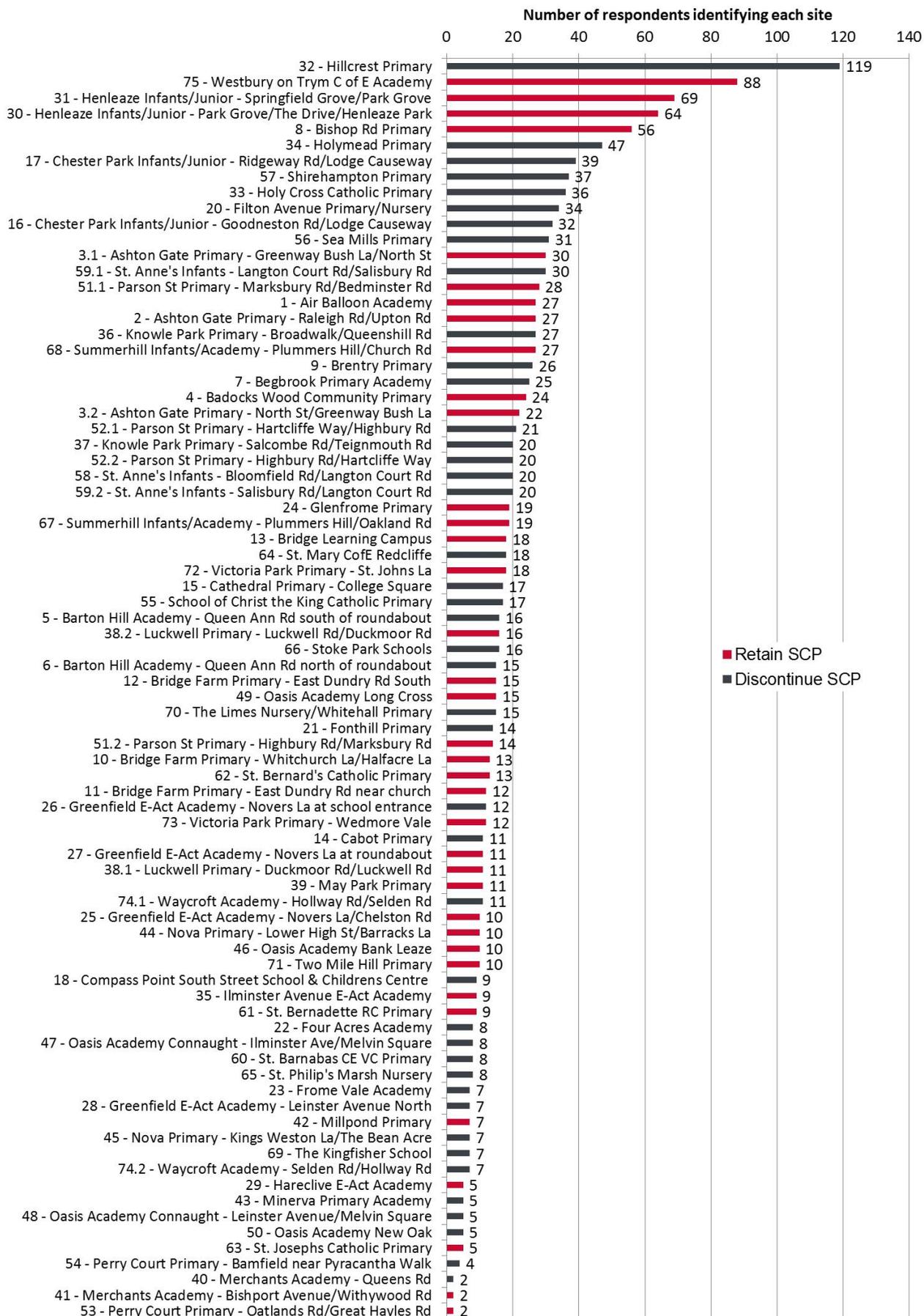
Of the sites that were proposed to be disestablished due to there already being a puffin crossing, Hillcrest School drew the largest number of comments as well as having a petition. Of biggest concern was the speed and size of vehicle as well as vehicles not stopping. In response to the consultation further observation of the site was carried out and many of the vehicles 'running a red light' did so once the SCP had returned to the pavement having escorted all the children across the road. This is the reason that national guidelines suggest not patrolling engineered crossings due to the potential for confusion.

Headteachers of sites with SCPs were contacted in December with an online questionnaire.. The next stage will be to re-contact the Heads of schools where a site is under threat to look at any potential mitigation measures. Traffic engineers will assess the site and take into account the local knowledge reflected in the consultation regarding engineering or other mitigation. The solutions will need to be safe, compliant with DfT guidelines and affordable. This will go on to inform any

potential future measures at sites that do lose their service, although the engineering may not be able to be implemented at the same time as the removal of the SCP.

School Crossing Patrols

School crossing sites of concern to respondents



Appendix D: Risk Log							
No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK		RISK CONTROL MEASURES Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of	CURRENT RISK		RISK OWNER
		(Before controls)			(After controls)		
		Impact	Probability		Impact	Probability	
1	Risk of collisions as people travel to school	5	2	Reduce: Investigate alternative service delivery models/funding Reduce: Consider engineering measures to improve safety Reduce: Use pavement professors/ other road safety education where possible	5	1	Head of Service
2	Increased travel by car increasing congestion, emissions and risk	3	2	Reduce: Investigate alternative service delivery models/funding Reduce: Consider engineering measures to improve safety Reduce: Encourage walking by road safety education and skills development.	2	1	Head of Service
3	Delay between end of the service and the installation of new safety measures if approved	3	5	Accept: Little can be done about this other than to expedite safety measures as quickly as possible Accept: Identify what capital funding can be made available	3	4	Service Director
4	Concerns from the public and ward members	3	3	Accept: Use the mitigation suggestions provided by the public in the Your Neighbourhood Consultation to inform potential safety measures	2	2	Head of Service
5	Redeployment rules may not neatly apply due to the split shifts and localised nature of the workforce	2	2	Avoid: use union consultation to agree what is reasonable in terms of proximity to home and reasonable distance to travel	1	1	Unions, HR and Head of Service
6	Budget pressures associated with failure to implement proposal in full or on time	3	5	Fallback Use one-off income from enforcement activity of new enforcement sites to offset this	1	2	Service Director
7.	Short term budget pressure to increase road safety education	3	3	Reduce: Use one-off income from enforcement activity of new enforcement sites to offset this	2	2	Service Director

FIGURE 2

The risks associated with not implementing the (subject) decision:

No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK		RISK CONTROL MEASURES Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of	CURRENT RISK		RISK OWNER
		(Before controls)			(After controls)		
		Impact	Probability		Impact	Probability	
1	The Transport Service may be over budget if this proposal is not accepted or delayed	3	5	Accept: Use one-off income from enforcement activity of new enforcement sites to offset this (for example Romney Avenue Bus link)	2	1	Service Director
2	Schools that do not qualify for an SCP service according to national guidelines will continue to benefit from one	2	5	Accept: Review scores under PV2 and maintain a waiting list of schools	1	3	Head of Service



Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)

Name of proposal	School Crossing Patrol Service
Directorate and Service Area	Place: Sustainable Transport
Name of Lead Officer	Matthew Barrett

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?

There are currently around 65 school crossing patrols at schools in Bristol, plus a small number of sites currently where the school crossing patrol (SCP) position is vacant. SCPs are situated at locations where a real or perceived road danger has been identified and where the location reaches a statistical threshold in terms of traffic flow for both vehicles and pedestrians. However, recent re-assessments have shown that because of changing traffic and pedestrian patterns many of these sites no longer meet the criteria for having a school crossing patrol (SCP).

The 'Your Neighbourhood' consultation included a proposed cut of £155,000 per annum from the budget for the SCP service, which was approximately half of the budget. However, subsequently councillors have decided to reduce the cuts to £90,000 per annum

In order to save costs it is proposed to change the way the service is provided. This could result in the SCP service being removed from some sites/schools or it could result in the service being funded differently.

The 'Your Neighbourhood' consultation proposed removing funding for sites that were engineered e.g. a pedestrian crossing, as well as sites that failed to reach the assessment criteria. Because of the subsequent change to the budget the proposed number of sites to lose their funding has been reduced to 23. Seven of these sites are currently vacant.

Removal of the service may have the effect of making the journey to school less safe, potentially increasing the number of injuries on the road. It may also have the effect of discouraging walking and cycling trips to and from school. In

addition this may have the consequence of a fall in health and fitness levels among both children and adults.

The service is not a statutory requirement for a Local Authority

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 evidence is that the majority of users of the service are either children under 12 or parents and carers. The cultural and economic breakdown of the service users will in general reflect the local community.

The proposal will impact on staff, of those whose position is currently under threat: many are in the older age categories (53% are over 55, including 10% over 65); they are predominantly female (73%); many are on low incomes. From the staff records (BCC HR system does not record information on all staff ethnicity) 8.33% of those SCPs whose jobs are under threat are recorded as BME or White Minority and 18.75% as other religion or belief.

Any changes will be undertaken through the Council's Managing Change process which provides support to staff.

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

The service does not exclude any particular group and so will reflect the population of Bristol as a whole. We do not hold specific data on service users.

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

In January 2017 there was a citywide consultation on the budget proposals. Schools were sent a questionnaire and were asked to encourage parents to get involved in the citywide consultation. A 3000-strong petition was presented to Full Council and another online petition with 1650 signatures demonstrates that people were aware of these proposals. Responses from the budget consultation have confirmed that people have strong concerns over the proposed changes in terms of safety, and that this impact may disproportionately affect some protected characteristics likely to be disabled

parents and children as well as single working parents.

The proposed changes to the service were included as part of the 'Your Neighbourhood' consultation which was carried out between 13th June and 5th September 2017. This time the proposals included the actual locations or sites where the service might lose its funding. The schools and the School Crossing patrols were encouraged to take part in the consultation and encouraged to send details of the consultation to parents and guardians as well. There were several consultation meetings held around the city.

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?

Yes, potentially all groups are affected but children and young families to a greater degree. Pregnancy and maternity groups will be highly represented within the affected group. The service users will reflect the makeup of the city as a whole as well as that of the local community, so will affect most if not all protected characteristics.

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

Yes but probably only partially mitigated by:

- Providing engineered crossings, however, this is not possible at all sites. This would also be a costly solution and even if the funding was available there would be a period when sites would have neither a SCP nor an engineered crossing.
- Seeking to fund the service by alternative means – e.g. schools provide funding, or seek to raise funding through sponsorship.

Bristol City Council will work with Head Teachers of affected schools who wish to identify potential mitigation actions that are appropriate for their school.

The justification for removing the service at all or some of the schools is that the provision of the School Crossing Patrol service is not a Statutory Duty for the Local Authority. Many sites no longer meet the criteria for having a school crossing patrol. In addition to this it is the responsibility of parents or carers to get their children to and from school safely.

Justification for seeking mitigation options for continuation of the service lie in Council Road Safety policy as well as commitment to promoting sustainable transport and encouraging walking and cycling. Risks involved in removing the service include the risk of increases in pedestrian casualties, an increase in the number of car journeys, a reduction in the number of children and parents walking and cycling with the associated losses and costs in terms of health. School Crossing Patrols not only offer a safer location for people to cross the road but they act as a visual reminder to motorists that they are near a school and should adjust their speed accordingly.

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

No

3.4 Can they be maximised? If so, how?

N/A

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?

At this stage it hasn't changed it but it will inform any decision made in the future if there is seen to be a disproportionate effect on any one group.

4.2 What actions have been identified going forward?

Working with Head Teachers of affected schools to look at mitigation options. Invite participants of the consultation to identify if they would be willing to assist with mitigations or other measures to contribute to safety around schools where appropriate. Any affected staff will be supported through the Council's Managing Change process.

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

Variable depending on mitigation options but would include changes in casualty numbers around schools, particularly at the sites previously served by SCPs. Feedback from schools / parents
Feedback from pupils/staff where we are working with the school to promote active travel

Service Director Sign-Off:

PJ Mann

Equalities Officer Sign Off:

Jean Candler

Cabinet Report / Key Decision

Date: 4th Dec

Title: Changing the way we deliver the public toilet service in Bristol	
Ward: City wide	Cabinet lead: Asher Craig
Author: Hayley Ash	Job title: Area Neighbourhood Manager

Revenue Cost: current budget £ 461.4k (after £40k reduction in 17/18) Planned saving further £400k in 2018/19	Source of Revenue Funding: <i>Neighbourhood Management Service</i>
Capital Cost: £	Source of Capital Funding: <i>e.g. grant/ prudential borrowing etc.</i>
One off <input type="checkbox"/>	Saving <input checked="" type="checkbox"/>
Ongoing <input checked="" type="checkbox"/>	Income generation <input type="checkbox"/>

Finance narrative:

This business case sets out the plan to close the public lavatories in Bristol and to offer access to alternative local facilities. This will thereby deliver in full those savings which have been integrated in to the current MTFP as follows –

	2017/18	2018/19	Full year Recurring
FP13	£(40k)	£(400k)	£(440k)

Note that the expenditure on this business case does not include a contingency for unforeseen expenditure.

Finance Officer: Jemma Prince (Finance Business Partner) 18/9/17

Summary of issue / proposal:

To change the way the Council delivers public toilet facilities by investing in a business/community toilet scheme.

Summary of proposal & options appraisal: *Insert bullet points on the issue to be discussed. Further detail can be included in appendices where necessary.*

1. On 28th February 2017 full council agreed to reduce the budget for 2017-18 by £40K to £461,488 in 2017/18 and noted an additional £400K saving in 2018/19 on going. This leaves £61,488 per year on going which includes the provision of urinals in the city centre at weekends.
2. Access to publicly available toilets is important for Bristol residents and visitors to the city. The existing council run sites are not fit for purpose and do not present value for money. It is therefore proposed that BCC invests in a business/community scheme.
3. Through the ‘Your Neighbourhoods’ consultation we asked people about three options:
 - **Option 1:** Close 18 public toilets, raise awareness of where publicly accessible toilets are and introduce a Business/Community Toilet Scheme. *51.5% of those who answered the public toilet part of the consultation supported this option.*
 - **Option 2:** Close 17 public toilets and invest £30,000 in keeping one open. *18% preferred this option.*
 - **Option 3:** Close 18 public toilets, provide no alternative provision and save an additional £30,000. *7.6% picked this option*
 - *22.6% did not pick an option and left comments in the open text.*
4. A summary of the consultation responses can be found in appendix B.

5. The consultation responses support the proposal to establish a business/community scheme. The key elements to making this scheme a success will be as follows:
- a) recruiting local businesses, community sector organisations, supermarkets, corporate and chain restaurants, hotels, pubs and public organisations to open up their toilet facilities to the general public. The aim is to establish a network of at least 36-50 publicly available accessible toilets (over double the current provision). Informal talks with businesses in the development of these proposals show that the final number of toilets may be well in excess of this target.
 - b) establishing a strong and sustainable management and marketing plan to connect with all of Bristol's diverse communities, including provision of a paper map (funded by Bristol Ageing Better), web-based mapping including regular updates, names and addresses of participating organisations made available on websites across Bristol, and ensuring that there is clearly recognisable signage for each toilet. In the medium term, the intention is to develop an app for publicly available toilets.
 - c) To ensure information is reliable and up to date each site would be inspected when they join then annually.
 - d) In the consultation three issues were raised as areas of concern:
 - i) Provision for homeless people. There were concerns that homeless people would be less well provided for by a community toilets scheme. The council will continue to work with St Mungo's to develop an appropriate solution for homeless people. This could include making information available about toilet facilities which welcome homeless people or a dedicated site.
 - ii) Access to toilet facilities on The Downs. There were concerns that there are few local businesses in the vicinity of the toilets on the Downs which would provide alternative toilet provision. BCC Officers are discussing this issue with the Merchant Venturers and the Downs Committee to find a solution to toilet provision when BCC no longer fund the toilet provision on the Downs.
 - iii) Provision of properly accessible toilets across the city. This will be a core aim of the scheme. At least 70% of provision will be wheelchair accessible. The council aims to increase 'changing places' provision. This could also include 'mystery shopping' by Bristol Physical Access Chain.
 - e) A smooth transition from the existing arrangement to the new one is very important. Recruitment of business will commence immediately. Where BCC toilets are closing the aim will be to sign post people to a nearby facility before closure so there is no reduction in service in the short term. This will be supported by a dedicated 'Public Access Toilet' page on the council website which will have a list of businesses and a map. This will be updated as the scheme grows and new business sign up. The intention is that by the time the toilets close at the end of January 2018, there will already be a good network of alternative toilet provision with clearly recognisable signage and an online map to help people to find them.
 - f) It is envisaged that the hard copy printed map showing the full and greatly expanded list of participating businesses will available in late spring 2018. Online information will be regularly updated on an ongoing basis.
 - g) Partnership working has been key to the development of the community toilet scheme, and partners such as Crohns and Colitis UK, Bristol Physical Access Chain, and Bristol Aging Better, will be sent regular updates to distribute to their stakeholders and have also volunteered to help with the recruitment of businesses.

Recommendation(s) / steer sought: *all recommendations must make clear the intended outcome*

- 1. To close 18 public toilets**
- 2. To approve the proposals for a Business/Community Toilet Scheme**

City Outcome: Developing a new model for the delivery of neighbourhood based services & assets:

Health Outcome summary: signed off by Thara Raj. The Public health team also contributed substantially to the EQIA

Sustainability Outcome summary: The significant impacts of this proposal are:

- Reduction in water and electricity consumption at closed toilets
- Increase in water and electricity consumption at new business/ community sites
- Potential degradation of closed facilities if they are not maintained
- Potential watercourse contamination through urination in public spaces

The proposals include the following measures to mitigate the impacts:

- A Business/ Community scheme to double the amount of toilet provision across the city, including provision for homeless people.

The net effects of the proposals are:

- If alternative provision is effectively implemented as proposed, there is unlikely to be a significant change in environmental impact

Steve Ransom 17/9/19

Equalities Outcome summary: The EqIA sets out how the proposal could negatively impact on disabled people, older people, women, families with small children and transgender people. The key mitigating measure is to introduce a business/community model so people will know about and be able to use toilets set in business and community buildings. If successful this could increase the provision of toilets in the city.

Wanda Knight 14/9/17

Impact / Involvement of partners: We have carefully considered the feedback from the consultation and propose to work with a range of partners so that the proposed scheme has the confidence of all communities in Bristol :

51.5% those answering the toilet consultation were in agreement with option 1. (Close the current provision and set up a business community scheme) a further 7.6% agreed that we should close the current provision. (Total 59%)

The consultation has also confirmed some initial risks and raised others.

1. There are 4 toilet sites of the Downs, two of which are owned by the Merchant Venturers – a discussion with the Downs Committee has taken place and a working group is to be set up to work up a solution to the loss of the BCC funded service on the Downs.
2. There is concern that elderly and disabled citizens will be disadvantaged by the proposals – Bristol Aging Better will fund the initial toilets map and will ensure that all of their service users receive a copy, councillors could also post copies of the map, whilst they deliver their own leaflets door to door. We are also proposing to work with the Bristol Physical access Chain (BPAC) and Crohns and Colitis UK so that the proposed scheme is an improvement on the current provision
3. There is concern that homeless people will be disadvantaged by the proposals and we aim to work with St Mungo's to mitigate this as far as possible.
4. That signage and marketing will be the key to the success of the new service.
5. There was a strong suggestion (over 130 responses) that people would be willing to pay to retain their public toilets, however in 2013 an estimated user count, across the (then) 24 sites suggested that if a 20p charge per usage was introduced that the income would be £53769 this is a fraction of the necessary amount needed to run the current service

There is already a model in Bedminster, where they have successfully recruited 19 local business/community sector orgs.

Consultation carried out: Your Neighbourhoods Consultation, additional stakeholder meetings 10th August with Bristol Aging Better and BEING. 16th August with BEING (with an LGBT focus) discussions with BPAC and St Mungo's and the taxi driver forum

Legal Consideration

The Public Health Act 1936 (as amended) provides that a local authority may provide sanitary

conveniences in proper and convenient situations. The provision of public toilets is therefore a discretionary service. The discretion should be exercised reasonably and with a clear objective rationale.

Consultation - the consultation responses must be taken into account in finalising the decision. The process has complied with the established consultation principles:

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

Cabinet must demonstrate that it has considered the consultation responses, or a summary of them, before taking its decision.

Equality Act - the decision maker must also comply with the Public Sector Equality duty to consider the need to promote equality for persons with “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and have due regard to:

- i) eliminate discrimination, harassment, and victimisation
- ii) advance equality of opportunity
- iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

In order to do this Cabinet will need to have sufficient information about the effects of the proposed changes on the aims of the Equality Duty. The Equalities impact assessment is designed to assist with compliance with this duty and so Cabinet must take into consideration the assessment and the public sector equality duty before taking the decision.

Sarah Sharland 20th, Solicitor, September 2017

Employment

If all locations close, or if only one location remains open TUPE is unlikely to apply and the employees working on the service will be at risk of redundancy. There are no Council employees working on the service, but some of the contractor’s employees previously TUPE transferred from the Council and therefore have entitlement to enhanced redundancy pay.

The contractor has already indicated that it wants assistance with redundancy costs from the Council. There is no contractual entitlement to this.

Legal Officer: (Employment) Kate Fryer, Solicitor 14 September 2017.

Legal Officer: see above

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Alison Comely 13/09/17	John Redman 26/09/17	Asher Craig

Appendix A – Further essential background / detail on the proposal –	NO
Appendix B – Details of consultation carried out - internal and external	YES
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 B: Details of consultation carried out, internal and external

Details of consultation carried out -

Date	Location	Number of attendees	Group(s) consulted
29 June 2017, 12.30-14.00	Greenway Centre, Southmead (north)	60	
10 July 2017, 18.30-20.00	City Hall, (central)	111	
11 July 2017, 12.30-14.00	The Vassal Centre, Fishponds (east)	37	
12 July 2017, 12.30-14.00	Broadmeed Baptist Church (central)	46	
13 July 2017, 18.30-20.00	The Park, Knowle (south)	31	
19 July 2017, 18.30-20.00	The Vassall Centre, Fishponds (east)	41	
24 July 2017, 12.30-14.00	The Park, Knowle (south)	33	
24 July 2017, 18.30-20.00	Shirehampton Public Hall (south)	78	
	Total	437	
3 rd July 2017 18.00 – 20.00	City Hall	19 10	Youth Council and Listening Partnership
10 th august 10.30 – 12.	Broadmeed Baptist Church	80 (signed in) more present	Bristol Ageing Better and BEING
16 th August 18:30 - 20:30	at the Unitarian Chapel in Brunswick Square,	7	BEING Equalities groups
13/9/17	Taxi drivers reps	5	
12/9/17	BPAC	6	
11/9/17	David Ingerslev (St Mungo's)	1	
14/9/17	Crohns an Colitis Society	2	
Responses to the My Neighbourhoods Consultation.		2122	
TOTAL		2689	

My Neighbourhoods consultation summary.

Below is the table that shows the preferred options for those respondents taking part in the toilets consultation?

Q1a: Preferred toilets option

Q1a: Preferred toilets option	Preferred toilets option	Number of respondents	% YN respondents	% of responses who took part in the toilets consultation	% of responses to Q
1. Close 18 public toilets, raise awareness of where publicly accessible toilets are and introduce a Business/Community Toilet Scheme.	Option 1	1093	29.2%	51.5%	66.6%
2. Close 17 public toilets and invest £30,000 in keeping one open.	Option 2	387	10.3%	18.2%	23.6%
3. Close 18 public toilets and provide no alternative provision and save an additional £30,000.	Option 3	162	4.3%	7.6%	9.9%
None of proposed options selected	None of proposed options selected	480	12.8%	22.6%	
No response to Toilets consultation		1627	43.4%	100.0%	
Grand Total		3749	100.0%		100.0%

Number of people taking part in the toilets consultation 2122

As the table suggests, 51.5% of those who took part in the toilets consultation suggested they preferred option 1 (Close 18 public toilets, raise awareness of where publicly accessible toilets are and introduce a Business Community Scheme). A further 7.6% suggested that they would prefer to close the 18 toilets and provide no alternative provision. Over all that's 59% agreeing that the Council should close the 18 toilets.

Option 2, close 17 public toilets and invest the £30K in keeping one open was the preferred option for 18.2%. A further 22.6% did not state a preferred option. When asked which of the toilets the council should keep open, 540 people responded, 60 more people responded than opted for option 2 in question 1 above.

The table below shows how people responded to which toilet they preferred to stay open

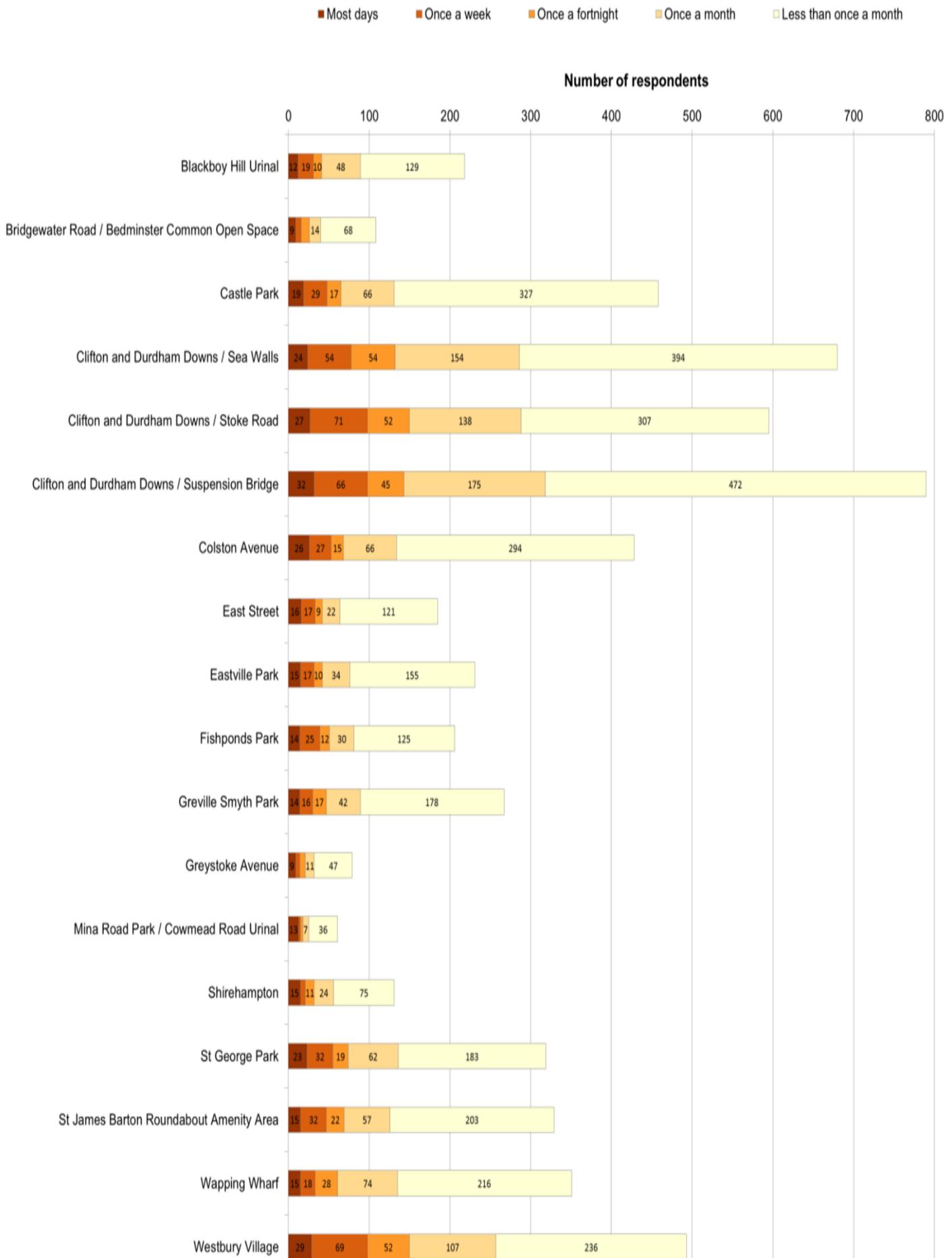
Q1b: If option 2, which toilet to keep open?

Q1b: If option 2, which toilet to keep open?	Number of respondents	% respondents to YN consultation	% of responses to Q	%respondents to the whole toilet consultation
Clifton and Durdham Downs / Suspension Bridge	101	2.7%	18.7%	4.8%
Clifton and Durdham Downs / Stoke Road	95	2.5%	17.6%	4.5%
Clifton and Durdham Downs / Sea Walls	63	1.7%	11.7%	3.0%
Westbury Village	45	1.2%	8.3%	2.1%
Colston Avenue	44	1.2%	8.1%	2.1%
St George Park	39	1.0%	7.2%	1.8%
St James Barton Roundabout Amenity Area	24	0.6%	4.4%	1.1%
Blackboy Hill Urinal	20	0.5%	3.7%	0.9%
Castle Park	18	0.5%	3.3%	0.8%
Fishponds Park	17	0.5%	3.1%	0.8%
Grenville Smyth Park	17	0.5%	3.1%	0.8%
Wapping Wharf	13	0.3%	2.4%	0.6%
Shirehampton	11	0.3%	2.0%	0.5%
East Street	10	0.3%	1.9%	0.5%
Eastville Park	9	0.2%	1.7%	0.4%
Bridgewater Road / Bedminster Common Open Space	6	0.2%	1.1%	0.3%
Mina Road Park / Cowmead Road Urinal	5	0.1%	0.9%	0.2%
Greystoke Avenue	3	0.1%	0.6%	0.1%
Not Answered	3209	85.6%		
Grand Total	3749	100.0%	100.0%	
people who answered this question	540			
no of people responding to the toilets consultation	2122			

The table above clearly shows that it is the three toilets on the Downs which are considered the preferred sites to keep open. However this amounts to only 12% of those taking part in the toilet consultation. The Suspension Bridge and Stoke Road toilets are owned by the Merchant Venturers.

The graph below also shows how respondents to the question use the current provision.

Respondents' use of public toilets



Feedback from the face to face consultations and open text responses:

Many people suggested that they would not mind paying to use the toilet, over 130 open text responses confirmed this – people would be willing to pay between 10p and 50p

The Downs toilets also featured highly in the open text responses with 100 mentioning the Downs, a further 40 mentioning the Suspension Bridge, and 30 Stoke Park

About 80 people mentioned their fear of public defecation as a result of the closures.

You can find the full report here <https://www.bristol.gov.uk/council-spending-performance/your-neighbourhood-consultation-2017>

Appendix D - Risk Assessment

FIGURE 1 - The risks associated with changing the way we deliver the public toilet service							
No	RISK Threat to achievement of the key objectives of the report	INHERENT RISK(Before controls)		RISK CONTROL MEASURES Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of mitigation).	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
1	Failure of the business and community sector to engage with the Business Community Scheme	high	medium	<p>BCC will take positive action to recruit businesses</p> <ol style="list-style-type: none"> 1. We have a list of 50+ corporate business to approach, some of whom have in the past offered there provision to the general public (supermarkets, and some pubs and cafes) 2. We will aim to build a network of volunteers including ward councillors who will approach local businesses 3. In areas where there is no accessible provision we will consider small grant towards the costs to make provision available 	medium	low	Head of NM Service
2	People not knowing where toilet provision is in the City	high	medium	<p>We will work with Bristol Aging Better to produce a comfort map. This will be distributed to older peoples groups and forums, equalities groups and forums, tourist information, museums and other key tourist locations and as widely as possible.</p> <p>In addition to this the BCC website will contain an interactive map which shows people where facilities are, including detailed information regarding what to expect at each site.</p>	Medium	low	Head of NM service

				<p>Participating businesses will have a sign outside their premises indicating exactly what provision can be found within their business</p> <p>Remove/reconfigure any existing street signage to participating locations.</p>			
3	Homeless people will not know where they are welcome	High	High	We will work with St Mungo's to update their homeless guide to Bristol, to include all locations that are welcoming to homeless people	Medium	Low	Head of NM Service
4.	The closure of some of the BCC sites may take place before alternative provision can be secured	High	High	<p>Early recruitment of big businesses such as Supermarkets, food chains, community organisations and business who have already expressed an interest in joining the scheme.</p> <p>Develop the Councils mapping to include all new toilets as the businesses are signed up .</p> <p>Put signs on toilets as they close redirecting citizens to the nearest provision.</p> <p>If Community Asset Transferor licence r is agreed as a way forward for key sites the process will need to start immediately following the Cabinet decision.</p>	medium	medium	Head of NM Service

FIGURE 2**The risks associated with not implementing the *(subject) decision*:**

No.	RISK	INHERENT RISK (Before controls)		RISK CONTROL MEASURES Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of mitigation).	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
1	Threat to achievement of the key objectives of the report Failure to achieve agreed savings of £440K	high	high	Close the loos and introduce the Business Community Toilet Scheme by end of January 2018 Estimated cost of decommissioning is £1.5-£3k for each facility has been. Any additional unforeseen costs will need to be met from elsewhere.	low	low	Strategic Director
2	Unforeseen costs such as asbestos when decommissioning	High	Medium		high	low	



Changing the way we provide public toilet services in Bristol

The Equalities Impact Assessment is a living document which is regularly updated and full equalities information will be used to design and develop the proposals for decision.

Name of proposal	Changing the way we provide public toilet services in Bristol
Directorate and Service Area	Neighbourhood Management
Name of Lead Officer	Hayley Ash

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?

The current facilities consist of 16 public toilets and two urinals, open between 8am and 7pm six days per week (a few sites have seven day provision). The current toilets are getting older, are not spread equally across the city and in many cases do not provide quality, accessible toilet provision. The current provision is open from 7am until 6/7pm 6 days per week, with 3 sites being open 7 days per week. We now have a budget saving target which reduces the available funding for public toilets by £440k to £30k a year.

We have consulted on 3 options:

- 1) Close all the public toilets listed and invest the remaining £30k per annum in the development of a Business/Community Toilet Scheme. This would involve the council working alongside partners and business to open up as many publicly accessible toilets as possible to replace traditional stand-alone toilet provision. The aim would be, as a minimum, to double the amount of publicly available toilet sites and ensure that they are spread across the city. This scheme would aim to provide clean, safe, and accessible toilets in more convenient locations for residents and visitors to the city at a fraction of the price of current provision and help protect other services.
- 2) Close all the public toilets except 1 – location to be identified through the consultation.
- 3) Close all the public toilets and make a further £30k saving from the remaining budget

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?

All members of the community within Bristol would have the need for a public toilet at some point, but the need is more prevalent amongst certain groups. Using the sources stated below and working with public health we have put together the assessment in 3.1(below) as to how the closure of the 18 public toilets might impact on people in Bristol.

Census 2011

Department for Communities and Local Government *Improving Public Access to Better Quality Toilets: A Strategic Guide* (2008 Communities and Local Government www.communities.gov.uk/publications/localgovernment/publicacesstoilets) The guide aimed at improving public access to better quality toilets, and encourages partnerships between local authorities and the private sector and favours Community Toilet Schemes where they can improve and increase toilet provision. The Steering Group who produced the Guide included Help the Aged and the Disability Rights Commission.

Communities and Local Government, The Provision of Public Toilets, Twelfth Report (House of Commons Communities and Local Government, The Provision of Public Toilets, Twelfth Report of Session 2007-08

<http://www.parliament.the-stationery-office.co.uk/pa/cm200708/cmselect/cmcomloc/636/636.pdf>

)This report considers simple and practical recommendations to improve public provision and supports the Government's Strategic Guide. It favours the Community Toilet Scheme approach. The report identifies disabled people, particularly those with inflammatory bowel disease, older people, especially those that suffer from incontinence and prostate problems, families, in particular, those with babies and very young children, women, tourists and visitors, as the groups that are most likely to want public toilets.

Gail Knight and Jo-Anne Bichard. Publicly Accessible Toilets An Inclusive Design Guide.

http://www.hhc.rca.ac.uk/CMS/files/Toilet_LoRes.pdf

Help the Aged *Nowhere to Go* Help the Aged, March 2007

([http://www.ageuk.org.uk/documents/en-gb/professionals/research/nowhere%20to%20go%20public%20toilet%20provision%20\(2007\)_pro.pdf?dtrak=true](http://www.ageuk.org.uk/documents/en-gb/professionals/research/nowhere%20to%20go%20public%20toilet%20provision%20(2007)_pro.pdf?dtrak=true)) A survey of older people's views on public toilet provision in their local areas identified the practical, health and social issues that impact older people. The research findings included the following:

1. "many older people suffer from incontinence or have incontinence issues, caused by muscle weakness. It is estimated that over 3-3.5 million people suffer from urinary incontinence in the UK." (page 2)
2. "a major barrier in preventing people from using public toilets is that they are often not located in places where older people need them such as on trains, bus and transport terminals and in parks" (page 3)
3. "older people need toilets to be clean, safe, accessible, staffed, open and located in the wide variety of places where they go" (page 4)
4. "...Lack of public toilets is a significant contributory factor in the isolation older people..." (page 5)
5. "84% of respondents to our survey felt that shops and businesses should make more effort to provide toilet facilities for the public to use" (page 10)

British Toilet Association. Written evidence provided to the Health and Social Care Committee, National Assembly for Wales. Public health implications of inadequate public toilet facilities. December 2011.

World health Organisation. Global Age-friendly Cities: A Guide, 2007.

NHS choices <http://www.nhs.uk/Conditions/Incontinence-urinary/Pages/Introduction.aspx>

Bladder and Bowel Foundation. <http://www.bladderandbowelfoundation.org/>

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

The national data and publications above gave us the starting point, to explore the potential issues in the local context and the original Business Community Toilet Scheme proposal was developed to mitigate these issues as much as possible.

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

Public consultation as part of the Your Neighbourhoods consultation. This took the form of an online survey with paper copies available at all libraries' and 8 city wide focus groups. In addition to this we also worked with Bristol Older Peoples Forum and Being (**Bristol Equalities Influencing & Networking Group**) to facilitate an additional two focus groups. We have also had a conversation with the Taxi Drivers Reps and BPAC.

Responses to the one line survey from the equalities communities are detailed below, with comparative data from the Censuses 2011

		Number of respondents	% respondents in Age group	citywide ONS Censuses 2011
Category of respondent	Resident	2051	96.65%	
Age	Under 18	16	0.75%	20%
	18 – 24	41	1.93%	
	25-44	755	35.58%	
	45-64	752	35.44%	
	total 18 - 64		72.95%	67%
	65-74	385	18.14%	
	Over 75	118	5.56%	
	total over 65		23.70%	13%
	Prefer not to say	50	2.36%	
	Not Answered	5	0.24%	
Gender	Female	1324	62.39%	51%
	Male	701	33.03%	49%
	Prefer not to say	84	3.96%	
	Not Answered	13	0.61%	
Transgender	Yes	5	0.24%	
	No	1911	90.06%	
	Prefer not to say	145	6.83%	
	Not Answered	61	2.87%	
Ethnicity	White British background	1740	82.00%	81%
	Other white background	126	5.94%	5%
	Mixed / Dual Heritage	38	1.79%	
	Black / Black British	18	0.85%	
	Asian / Asian British		0.90%	

	Other ethnic group	11	0.52%	
	Prefer not to say	155	7.30%	
	Not Answered	15	0.71%	
	BME total		4.05%	14%
Disability	Yes	203	9.57%	18%
	No	1758	82.85%	
	Prefer not to say	146	6.88%	
	Not Answered	15	0.71%	
Religion	No religion	964	45.43%	25%
	Christian	798	37.61%	
	Buddhist	32	1.51%	
	Hindu	2	0.09%	
	Jewish	9	0.42%	
	Muslim	11	0.52%	
	Sikh	2	0.09%	
	Any other religion or belief	53	2.50%	
	total with religion		42.74%	68%
	Prefer not to say	223	10.51%	
	Not Answered	28	1.32%	
Sexual orientation	Heterosexual (straight)	1671	78.71%	
	Lesbian, Gay or Bisexual	97	4.57%	
	Prefer not to say	325	15.31%	
	Not Answered	30	1.41%	

SHINE (Supporting Healthy Inclusive Neighbourhood Environments) also assisted with a response to the proposals

<http://www.bristolhealthpartners.org.uk/latest-news/2013/12/16/shine-responds-to-closure-of-brisstols-public-toilets/46#sthash.RaKfxODc.dpuf>

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?

Gender: Urinary incontinence affects more women than men. An estimated 34% women aged over 19 are affected by urinary incontinence (NICE 2015) this equates to 60,000 Bristol residents.

Women who are pregnant or at the menopause need to use the toilet more often, as do those with other conditions such as diabetes. At any one time, about a quarter of all women of childbearing age will be menstruating and require access to toilets. In Bristol this equates to 61000 residents.

Carers of older people or children need toilets in accessible locations with facilities to accommodate the needs of those for whom they are caring as well as their own.

Gender reassignment:

Transgender people may be worried that they will be turned away due to, people's perception about their gender.

Disability:

The census suggests that 17.9% of Bristol's Residents have a day to day activity limiting illness. These conditions often include problems with mobility or stamina and require access to adapted toilets. Conditions such as irritable bowel syndrome, ulcerative colitis, and Crohn's disease cause many people to reduce their outdoor activities and stay at home because of concerns about toilet facilities.

It is estimated that over 1 in 20 women aged between 15 and 44 years and up to 1 in 7 women aged between 45 and 64 suffer with bladder problems. Over 1 in 33 men of working age have bladder problems. Faecal incontinence remains a greater taboo subject than urinary incontinence; it is quite prevalent, with an estimated 1–10% of adults living with this condition.

Mental Health & Social Exclusion:

A potential knock-on effect of inadequate public toilet facilities is that people who cannot go out in their community could become inactive. This can impact on health and social care as, with inactive individuals likely to become more immobile, isolated, ill and depressed leading to a possible need further treatment. It could also have detrimental effects on people's mental health due to the isolation created by not leaving home.

Faith:

The closure of public toilets in itself does not have a direct impact on those of faith, however if we went along the Business/Community toilet scheme, it would be important to ensure there is provision suitable for people of different cultural or religious backgrounds. For example, if all the community provision was in licensed premises, this would not be appropriate for some members of the community.

Age:

Children

Carers of young children may need more frequent access to public convenience facilities. (Thirteen of the current sites have baby changing facilities) Small children have less control over their bladders and outings can be abruptly shortened if a child needs to use a toilet.

Older people

Elderly people are more likely to suffer with incontinence and may need to use the toilet more frequently and with greater urgency. Bristol has a population of 59600 people over 65.

For many older people, lack of toilet facilities can stop them going out which can increase physical and mental health problems.

Homeless people:

There could be negative impacts to homeless individuals who use public toilets as somewhere to wash as well as a toileting facility. The needs of homeless people are seldom mentioned in connection with public toilets, but their toileting requirements do need to be addressed if street fouling is to be reduced. Homeless people may also suffer from stigma, and may not be or may not feel welcome in some establishments.

There is evidence of more people sleeping in parks away from the city centre rather than on the streets (in tents and in vehicles in and around some of the parks, cemeteries etc.). As they feel safer their but this has also led to soiling in these areas due to a lack of toilets. Work is currently under

way to look into this issue in more detail, linked to the Mayors homeless strategy. Options 2 and 3 outlined in the consultation survey would be less effective in providing facilities for these groups.

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

The decision to remove the majority of the budgets for managing public toilets has already been made as part of the budget decisions in February 2017. Option 1 aims to mitigate the impacts of closing the current 18 street toilets.

- * In Option 1, the development of a Business/Community Toilet Scheme as proposed could significantly increase the availability of publically accessible toilets, across the city and in a range of different venues. (We have already identified over 50 locations with fully accessible toilets in super markets, chain pubs and stores that allow public access, but have not advertised this fact. We also aim to work with businesses across the city to encourage them to participate, Bedminster has already done this and they have a map detailing over 17 privately owned toilets that are open to the public) This would not only offset the negative impacts of closing the Council's Public Toilets, but will also offer an increase in provision. This would need to ensure appropriate accessibility for all residents, with specific attention to those with access requirements from protected characteristic groups. There are already successful Business/Community Toilet Schemes in a number of other Authorities including Gloucester, Oxford, Richmond, Poole, Sheffield, and Edinburgh to consider as examples.
- * In Option 2, there will be a single Public Toilet remaining. This is a mitigation though most likely to be of use to people living in or visiting that specific location and limited beyond that. If this option is agreed there is little mitigation for people with protected characteristics across the City.
- * Option 3 has no mitigation for people with protected characteristic.

The recommended option is Option 1

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

The benefits of the proposal are mostly focussed on Option 1, because of the impact of the Business/Community toilet scheme. This could increase accessible provision across the city. The quality of this provision could be higher than the standard currently offered by the public provision. Areas with no accessible provision currently could be targeted through the scheme to increase accessibility. Some participating premises are likely to have longer opening hours into the evening, unlike the current provision.

Option 2, keeping a single toilet, is likely to mean improving the quality of that specific provision, thereby benefiting those in that area, but this would leave a gap around the rest of the City.

3.4 Can they be maximised? If so, how?

As outlined above for option 1. In addition, the Business/Community Toilet scheme would be targeted to specific needs of communities of protected characteristics. For example, such as mapping accessible provision clearly, ensuring close proximity to transport links, ensuring all participating business comply with the Equality Act 2010. Much of this work can be done in partnership with leading VCS/equality organisations to ensure all the communications about such a scheme are accessible and clear, including web presence, signage etc.

Further work has been undertaken with 1 major city centre location to install a Changing Places toilet for adults. we will also work internally with facilities to enable the opening of the Changing Places facilities in City Hall.

There are some mitigating factors in that there are a number of services that are available for homeless people and rough sleepers to access during the day where they can access services. We will work with St Mungo's and other providers of services to the homeless to gather information regarding those toilet sites that welcome homeless people and update the homeless peoples guide to Bristol to include this information.

Step 4: What next?

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?

After the results of the consultation, (full report can be found here

<https://www.bristol.gov.uk/council-spending-performance/your-neighbourhood-consultation-2017>

<https://www.bristol.gov.uk/libraries-archives/future-of-bristols-libraries-consultation>) feedback

from the focus groups and conversations with Crohns and Colitis UK, we have further developmental the mitigations offered by the potential Business/Community Toilet Scheme.

1. A full communications strategy will be developed which mitigates the impact of moving from one delivery model to another. This will include, universal symbols used in signage, stickers and advertising, updating the street signage, a website page with interactive map, identifying where toilets are, and what facilities they contain, a paper map produced in partnership with Bristol Ageing Better and distributed to all older peoples groups and forums. This map will be accessed at all tourist locations, in doctors surgeries, and we will work with equalities organisations in Bristol and National membership organisations including, Crohn's and Colitis UK, MS Society, IBS Network , Bladder and Bowel Foundation (BBF), Macmillan, Prostate Cancer UK, Pelvic Radiation Disease Association, The Pituitary Foundation to ensure that their members have up-to-date information regarding the changes to the service. We will also work with councillors, to encourage them to take copies of the map around as they canvas across the City.

NB. We understand that there may be a time lag between the closure of the current sites, and the production of the map, to mitigate this we will ensure that the BCC website contains a GIS map that is up-to-date, with businesses being added as soon as they sign up. We will target partners in the vicinity of the old toilet sites in the first instance, and signage will also be attached to all toilets that close, directing people to the nearest toilet.

2. Bristol Physical Access Chain have agreed to take an active role in assessing (mystery shoppers) the accessible toilets within the Business Community Scheme
3. We are working with the Downs Committee and the Merchant Ventures regarding the 4 sites on their land
4. We aim to open up Changing Places toilets at 2 city centre locations Colston Hall (as part of the redevelopment of the site) and we will work with facilities management to gain access to the facility at City Hall. We will also work Mobil changing places facilities, permissions required for big city festivals. Work with facilities management to open up the changing places toilet at City Hall, and with events to explore making a pop up Changing Places available for major city events.
5. We are working with ST Mungo's to produce a list/map of sites that welcome homeless people.
6. The consultation also identified interest in several of the current sites by the private sector, property have agreed that any lease or sale to the private sector would include a

caveat regarding making a toilet facility available as part of any redevelopment of the sites.

7. To add value to the Business Community Scheme we are also speaking to the Merchant Venturers and the Downs Committee regarding the 4 sites that they own/manage, and looking into the advantages of transferring some of the City's Toilet Sites via Community Asset Transfer, lease or licence to other bodies.

4.2 What actions have been identified going forward?

In addition to the actions stated above in section 4.1, we will also work with the Crones and Colitis UK to market the scheme to their members. We also understand that some businesses may not want to join the Bristol Business/Community Toilet Scheme, however we will ask these to allow people with membership cards to the Crones and Colitis UK, and other such charitably membership organisations, to have access to their facilities.

We will work with participating businesses to ensure that they understand the needs of equalities groups.

We are working with property services to ensure that any council owned buildings leased or Community Asset Transferred to 3rd parties has a clause within the contract stating that when the building is open the toilet facilities must be open to all free of charge.

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

For Option 1, an ongoing regular monitoring and review approach will be put in place for any Business/Community Toilet Scheme, to ensure access for all residents and to understand any further support required by businesses to continue to manage and improve the scheme.

We will measure this by the amount of provision that is made available for the general public, the number of businesses taking part, and the spread across the city. We are also exploring with BPAC a mystery shopper approach to the accessible sites.

Working with Councillors we will also look into a best kept loo competition.

For the other options, there will not be a formal reviewing approach, but we will be alert to feedback received from the public moving forward regarding further impacts or issues arising.

Service Director Sign-Off:	Equalities Officer Sign Off: Jean Candler
Date:	Date: 7 November 2017

Cabinet Report / Key Decision Date: 4th Dec

Title: Transformation of Neighbourhood Working	
Ward: City wide	Cabinet lead: Asher Craig
Author: Penny Germon	Job title: Head of NM Service (interim)

Revenue Cost: £ 309k	Source of Revenue Funding: <i>Neighbourhood Management Service</i>
Capital Cost: £	Source of Capital Funding: <i>e.g. grant/ prudential borrowing etc.</i>
One off <input type="checkbox"/>	Saving <input checked="" type="checkbox"/>
Ongoing <input type="checkbox"/>	Income generation <input type="checkbox"/>
<p>Finance narrative: These proposals are about finding ways to work with local communities to save a total revenue saving of £1.062m (£500k 2017/18 and £562k 2019/20) leaving £309k p.a. in 2019/20. These savings are before accounting for any severance costs, the severance costs arising from any changes to staff numbers in delivering this saving are expected to be met from corporate resources. Please note: £257k of the remaining budget has been included as part of the savings proposals for 2018/19 and will be included in the 2018/19 budget consultation.</p>	
Finance Officer: Neil Sinclair, Interim Finance Business Partner	

<p>Summary of issue / proposal: To change the way BCC works with place based communities from a council-led neighbourhood partnership structure to an approach which encourages local self-organisation and community-led action. Establish new arrangements for making decisions about the local element of Community Infrastructure Levy (CIL) and devolved S106.</p>
<p>Summary of proposal & options appraisal:</p> <p>1. To meet the challenge facing the city and build a more sustainable future, BCC needs to fundamentally re-shape the relationship with the people of Bristol to become collaborators and facilitators, and the council needs to be more prepared to get out of the way and transfer power to greater numbers of people. We need to minimise ‘council led’ and get behind ‘community-led’, encourage self- organisation and social action based on reciprocity and shared interests. As a city we need to develop a better understanding of what residents in communities are best placed to do together, what communities can do with the right help and what needs to be done by the council and others.</p> <p>3. Through the ‘Your Neighbourhoods’ consultation we asked the people of Bristol how best to spend the remaining £309k and how they want to influence decisions, in particular, the local element of Community Infrastructure Levy. A summary of the consultation process and findings is available in appendix B.</p> <p>We are bringing forward two linked proposals following and taking in to consideration the responses from consultation.</p> <p>Proposal 1 Supporting community-led action</p> <p>a. The Your Neighbourhoods consultation showed clear support for resources to be made available to enable community meetings and communications. BCC’s aim is to encourage place based communities to self -organise, create a welcoming space for people of all ages and backgrounds to make new connections, build on what’s strong and take action on the things that people care about. Some communities have access to suitable meeting places free of charge in other areas the cost can be prohibitive. With no funding there is a greater risk venues are used that are not accessible to disabled people. To help communities to meet together up to £14k p.a. will be made available to cover the cost of hiring accessible venues where this is needed.</p> <p>b. This community action will be supported by local councillors who have a crucial role to play in supporting residents to realise their ambitions for their communities. A recent paper from the Local Government Information Unit (LGIU) proposes ward members take ‘a facilitative rather than leading part. Whether it is removing obstacles, offering advice, helping residents to navigate council processes or engaging with key decision makers, councillors are well positioned to smooth the path of community-led</p>

initiatives.' (LGIU 2017)

c. BCC continues to encourage and facilitate citizen-led action in the way we work with people, communities and partners. Practical examples include; continuing to support communities to establish local networks; a growing asset based community development network; '[CandoBristol](#)' web platform to help people make connections and take action on the things that matter to them; citywide networking to share stories, learning and inspiration; investing in community and voluntary organisations through the Bristol Impact Fund.

d. The majority of respondents to the 'Your Neighbourhoods' consultation also supported the proposal to fund community projects through a small grants fund with the majority of the funding targeted at areas with the greatest inequality and ranked 0-20% most deprived in England (Index Multiple Deprivation 2015). It is proposed Cabinet delay consideration of this until after the budget consultation and approval of the 2018/19 budget in February 2018.

Proposal 2 - Local CIL and S106 decision making

a. Establish 6 'Area CIL/S106 Committees' of ward members. The purpose of the committee will be to take decisions over spend of the local element of CIL and devolved S106 where there is a decision to be made about what and or where the s106 is spent.

b. In many instances s106 monies are for a specific project and the only decision is when it should be delivered. In these cases it is proposed to delegate the final approval to service directors to deliver the scheme in full consultation with ward members.

c. The committees will meet once a year with the option of an additional meeting where required and will be supported by Democratic Services. It is suggested the meetings take place on the same day at City Hall.

d. A map showing the proposed boundaries of the 6 committees is attached in appendix A1

e. Areas with Neighbourhood Development Plans that benefit from an additional 10% of local CIL will be asked to identify priorities for the funding available.

f. Introduce a consistent citywide process where CIL funding is available to all organisations which meet the criteria and best placed to deliver priorities agreed by area committee members in consultation with local communities. Where funding is approved for a third party organisation a funding agreement and appropriate monitoring arrangements will be in place.

g. All CIL funded projects will be expected to meet citywide criteria as set out in appendix A2.

h. The new process will reduce the cost of administration by encouraging fewer, larger value projects.

i. It is suggested the process has three stages 1) Ward members consult their communities and newly established self-organised networks to agree one or two local CIL priorities. 2) Area committee members meet to agree area priorities and invite proposals. 3) Decisions are made in committee to agree spend with the first meetings taking place in June/July 2018 (The proposed Terms of Reference is attached in appendix A).

j. When consulting communities it is important to note 49.6% of respondents to the 'Your neighbourhoods' consultation said they would like to influence decisions using online platforms and suggested this is a way of reaching a wider audience.

k. It is proposed £38k will fund an officer to support the development of CIL proposal, ensure funding agreements are in place and monitor delivery of projects.

Recommendation(s) / steer sought:

- 1. To approve arrangements to support community action and continue to ensure local people can influence decisions through their local ward councillors.**

2. To delegate responsibility for the expenditure of £271k (formally 'wellbeing fund' expended by the Neighbourhood Committees/Partnerships) to the Service Director of Neighbourhoods & Communities
3. To support the proposal to go to Full Council to establish 6 Area CIL/s106 Committees.
4. To note the proposals to disband the existing Neighbourhood Committees/Partnerships.
5. To, in principle, agree to the delegation of the expenditure of CIL local monies and non-earmarked s.106 monies to the 6 Area CIL/s106 committees with the Mayor's scheme of delegation to be updated once the committees have been set up.

City Outcome: *To change the way BCC works with local people by encouraging neighbourhood communities to self-organise and take action on the things that matter most. BCC will encourage, facilitate and collaborate.*

Health Outcome summary: The Marmot Review 2010 argues that key to tackling health inequality is greater self-determination and building social capital at a local level. These proposals are about encouraging community-led action (Fair Society, Healthy Lives, Marmot 2010).

Sustainability Outcome summary: While there will be no direct environmental impact from the proposal, the loss of any preferred communications channels between communities in Bristol and the council could lead to communication failures on environmental issues. This could affect two-way warnings, reporting, and responding during extreme weather, pollution, or fly tipping events. This will be avoided by the council's central control centre having access to and checking the council's social media accounts for specific communities and co-ordinating communications and responses. The overall indirect environmental impact is likely to be negative, but the suggested mitigation could make this impact neutral.
Giles Liddell, Environmental Performance Team, Energy Service, Place.

Equalities Outcome summary:

The new structure brings a new opportunity to improve the way equalities communities engage and influence their neighbourhoods. The barriers to equalities communities being fully involved in the new structure are, the cost of accessible venues, lack of outreach to encourage marginalised communities, lack of resources in areas without social capital and infrastructure and the community led work may not ensure the views of equalities groups are sought. Resources need to be made available to guard against these barriers

There will be significant job losses of a diverse team. The managing change policy will be followed and diverse recruiter scheme encouraged throughout any subsequent redeployment process.

Wanda Knight, Equalities Policy Officer. 4/9/17

Impact / Involvement of partners: *Partners have been involved in the engagement and consultation and will continue to engage with communities through the self-organised groups. BCC will continue to have close working connections with the Police, third sector and other partners. Maintaining and progressing effective, place based, partnership arrangements is essential particularly in areas which experience the greatest inequality and where there is high dependency on public services.*

Consultation carried out: Since the full council decision we have been working with stakeholders to develop a transition process and the proposals take account of the findings and outcome of the 'Your Neighbourhoods' consultation. A summary of the engagement and consultation can be found in appendix B.

Legal Consideration:

Consultation - the consultation responses must be taken into account in finalising the decision. The process has complied with the established consultation principles:

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

Cabinet must demonstrate that it has considered the consultation responses, or a summary of them, before taking its decision.

Equality Act - the decision maker must also comply with the Public Sector Equality duty to consider the

need to promote equality for persons with “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and have due regard to:
i) eliminate discrimination, harassment, and victimisation
ii) advance equality of opportunity
iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

In order to do this Cabinet will need to have sufficient information about the effects of the proposed changes on the aims of the Equality Duty. The Equalities impact assessment is designed to assist with compliance with this duty and so Cabinet must take into consideration the assessment and the public sector equality duty before taking the decision.

The proposal to set up new area committees to replace the existing arrangements will require Full Council approval. Further legal advice will be provided as required in the establishment of these committees and regarding necessary amendments to the Mayors scheme of delegations.

The proposals outlined in the report and appendices will ensure that the distribution and spending of s106 and CIL monies will continue to meet legislative requirements and continue to ensure community engagement with the process.

Legal Officer: Nancy Rollason, Head of Legal Service

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Alison Comely 13/09/17	John Redman 26/09/17	Asher Craig 23/11/17

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	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Exempt Information	NO

Community Infrastructure Levy

CIL is a levy on new development that is intended to provide funding for infrastructure to support the growth set out in Local Plans. CIL is split into two components; strategic and local, and it is the local component to which this report relates.

Government regulations require that the local component of CIL must:

“support the development of the local area, or any part of that area, by funding—

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.”

The accompanying Government guidance states the following:

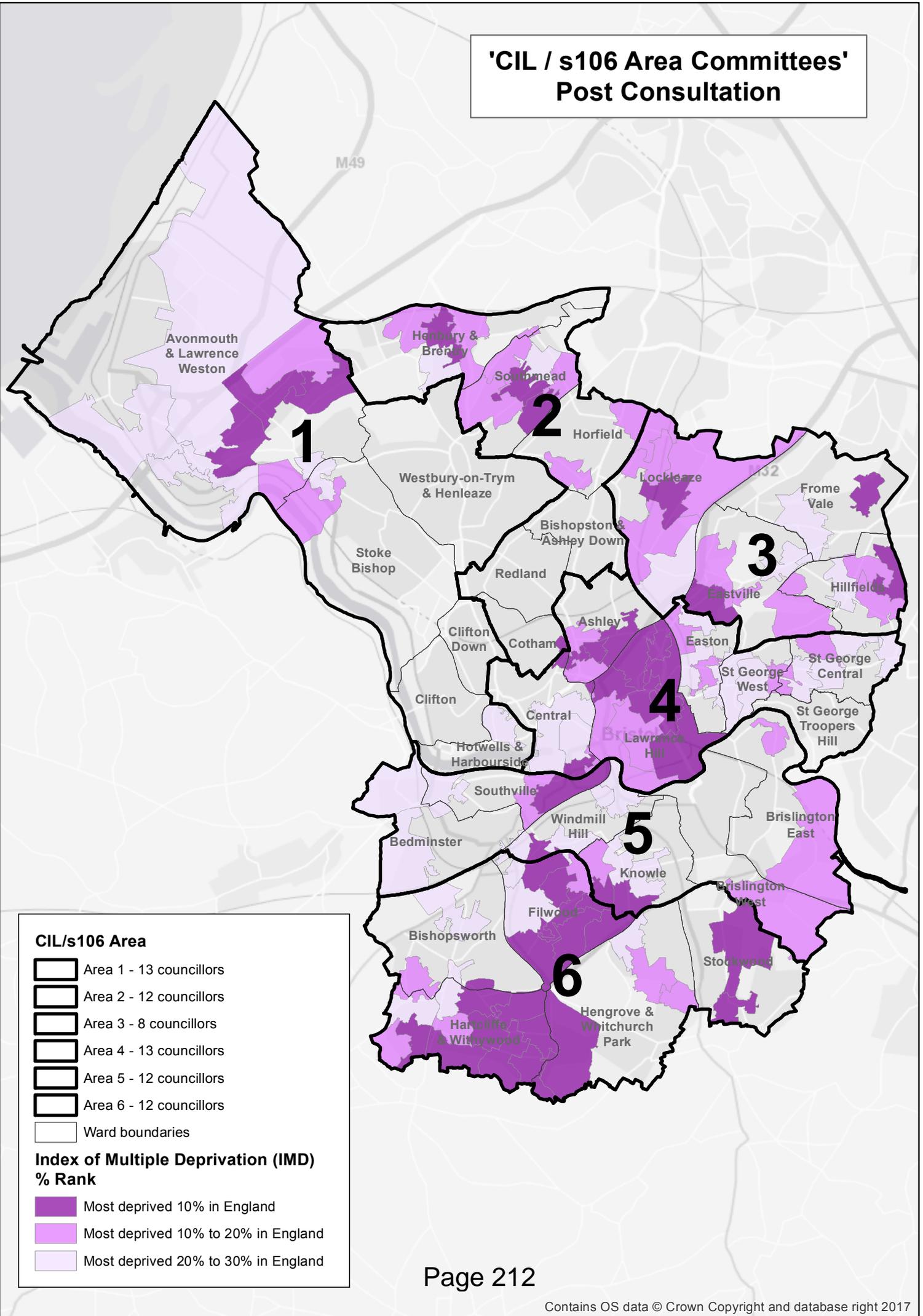
“In deciding what to spend the neighbourhood portion on, the charging authority and communities should consider such issues as the phasing of development, the costs of different projects (e.g. a new road, a new school), the prioritisation, delivery and phasing of projects, the amount of the levy that is expected to be retained in this way and the importance of certain projects for delivering development that the area needs. Where a neighbourhood plan has been made, the charging authority and communities should consider how the neighbourhood portion can be used to deliver the infrastructure identified in the neighbourhood plan as required to address the demands of development. They should also have regard to the infrastructure needs of the wider area.”

Spending local CIL

The table below shows what the local element of CIL can be spent on:

ITEM	LEGITIMATE USE OF CIL
A Pedestrian Crossing	✓
Park improvements	✓
A grant to enable young people to be provided with musical instruments	x
Improvements to a Community Building	✓
An alley gating scheme	x
A new shop front for a commercial enterprise	x
Improvements to land or buildings that have limited or no public access	x
The expansion of a surgery	✓
Measures to address issues of social cohesion in areas where there has not been significant development	x
Building Affordable Housing	✓
Library improvements	✓

'CIL / s106 Area Committees' Post Consultation



CIL/s106 Area

- Area 1 - 13 councillors
- Area 2 - 12 councillors
- Area 3 - 8 councillors
- Area 4 - 13 councillors
- Area 5 - 12 councillors
- Area 6 - 12 councillors
- Ward boundaries

**Index of Multiple Deprivation (IMD)
% Rank**

- Most deprived 10% in England
- Most deprived 10% to 20% in England
- Most deprived 20% to 30% in England

All proposals must:

1. Be evidence based:
 - Deliver local priorities
 - Demonstrable need evidenced by qualitative and quantitative data.
 2. Help meet the demands that development places on the need for infrastructure, community services and facilities in an area.
- OR
- Deliver against a priority in a Neighbourhood Development Plan (there are currently 2 NDP's – Old Market and Lawrence Weston).
3. Be viable:
 - The project can be delivered within the proposed and agreed timescales.
 - Within budget
 - The proposed solution will address the problem/priority
 - The delivery organisation has the skills and capacity to deliver.
 4. Provide value for money:
 - Provides a sustainable solution to a problem or issue
 - Good project design – capital works must be properly accessible to everyone and provide high quality access for Disabled people – that is - access which will stand the test of time and is fully integrated from the outset.
 - Where appropriate three comparable quotes are available.
 5. Take proactive steps to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010
 - Promote equality of opportunity
 - Foster good relations between people from different groups.
 6. Have the support of the majority of ward councillors.
 7. Be fully funded or developed with the agreement of appropriate heads of service. The council will not support any projects with unfunded maintenance attached.
 8. The decision making process will favour fewer, larger value projects.
 9. Any project on or involving council land/property must have upfront approval from the relevant service manager. For each decision making cycle the council will clarify any conditions and guidance for projects involving council land/property/maintenance.

10. Feasibility studies cannot be funded in their own right – CIL must deliver tangible improvements. Feasibility studies will need to form part of the overall project delivery.

Who can apply?

CIL projects can be delivered by any organisation which meets the established criteria for organisations receiving Bristol Impact Fund and must have a track record of successful delivery. Independent/third party organisations will need to complete a funding agreement /contract as appropriate.

DRAFT AREA CIL/s.106 COMMITTEES TERMS OF REFERENCE

1. Overview

1.1 There is an Area CIL/s.106 Committee for each of the following 6 Areas (each to be known as an “Area Committee”):

- Avonmouth and Lawrence Weston, Westbury-on-Trym and Henleaze, Stoke Bishop, Clifton, Clifton Down, Hotwells and Harbourside (Area 1);
- Henbury and Brentry, Southmead, Horfield, Bishopston and Ashley Down, Redland and Cotham (Area 2);
- Lockleaze, Eastville, Frome Vale and Hillfields (Area 3);
- Ashley, Central, Lawrence Hill, Easton, St George West, St George Central and St George Troopers Hill (Area 4);
- Bedminster, Southville, Windmill Hill, Knowle, Brislington East and Brislington West (Area 5);
- Bishopsworth, Hartcliffe and Worthywood, Filwood, Hengrove and Whitchurch Park and Stockwood (Area 6).

1.2 Area Committees will make decisions about the local element of CIL monies raised within the Area and devolved s.106 monies.

1.3 The councillors elected to serve the wards in a neighbourhood are members of the corresponding Area Committee. For the purposes of the Council constitution, all of the councillors on an Area Committee comprise a Council committee with delegated power to take certain local decisions on behalf of the council.

1.4 The Area Committee is expected to take its decisions as part of a public meeting, following consultation with the community and networks within the community to agree local Community Infrastructure Levy (CIL) priorities.

1.5 As a committee of council, Area Committees will be governed by the [Committee Procedure Rules](#), subject to any amendments within these Terms of Reference.

2. Functions delegated to Area Committees

2.1 Decision-making in relation to devolved s.106 monies where there is a decision to be made about in relation to what and where the monies should be spent (as opposed to when the funds have already been earmarked for a specific project as part of the agreement) and the expenditure of local CIL.

2.2 When s.106 monies have been earmarked for a specific project, the only decision relates to when that project should be delivered. Such decisions will be taken at Service Director level in consultation with the members of the Area Committee.

3. Membership

3.1 The membership of each Area Committee will include all councillors who have been elected for wards in the Area and no other councillors. It is expected that all councillors will attend each meeting of their respective Area Committee.

4. Procedure rules

Meeting arrangements

4.1 Area Committee meetings will normally be held annually, with the option of an additional meeting when required. These meetings will be supported by Democratic Services.

Election of Area Committee Chair

4.2 An Area Committee Chair will be elected at a formal meeting of its members.

4.3 The Area Committee Chair will be elected by overall majority. Where there is no overall majority of votes, the Area Committee Chair shall be either: a member of the political group with the most councillors on the Area Committee; or where there is no such largest group, a member of whichever political group represented on the Area Committee, is the largest group on the Council.

4.4 The Area Committee Chair shall remain in post until:

4.4.1 they resign;

4.4.2 a motion is passed by the majority of the Area Committee members to remove the Chair; or

4.4.3 a local election is held after which a chair shall again be elected at an informal meeting of the new members.

Quorum

4.5 The quorum for the Area Committee to take a delegated council decision is 50% of councillors in the Area Committee.

Voting

4.6 Only elected councillors are entitled to vote on delegated council decisions taken by Area Committees.

4.7 In the event of an equality of votes the Area Committee Chair will have a second, or casting vote.

Substitute arrangements

4.8 Area Committee councillors cannot be substituted.

Agenda

4.9 A model agenda is set out in the notes to this document. Each agenda must include Declarations of Interests of councillor members.

Minutes of meetings

4.10 The meetings of Area Committees shall be minuted and such minutes will be made available to the public in accordance with the Access to Information Procedure Rules (in part 4 of the Council's constitution).

Right to submit statements

4.11 Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, provided sufficient advance notice is given.

Statements may be submitted by:

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

Post: Bristol City Council, Democratic Services Section, City Hall, College Green Bristol BS1 5TR (if delivered by hand) or Bristol City Democratic Services Section PO Box 3176 Bristol BS3 95S

Fax: 0117 9222146

5. Access to Information Rules

Area Committees will comply with the Access to Information Rules contained in Part 4 of the Council's constitution, which means, among other things, that:

- Meetings must be held in public;
- 5 days' notice of meetings must be given;
- Agendas and reports must be published 5 days in advance of meetings;
- Minutes and records of decisions with reasons must be published.

6. Code of Conduct

Area Committee councillors shall comply with the Members' Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (e.g. officer member protocol).

7. Decision making

7.1 Area Committees must make decisions:

- in accordance with the Council's budget and policy framework;
- in accordance with the approved local CIL/s.106 budget and requirements for its area;
- after due regard to the local priorities and consultation with the local community;
- in accordance with the Council's Equalities Duties;
- in accordance with all relevant procedure rules within the constitution

including -

- financial regulations;
- contract procedure regulations;
- procurement rules;
- in accordance with any other Council policy, plan or criteria approved by cabinet and with any relevant contractual arrangements; and
- in a meeting following consideration of a report from a Strategic Director or his/her nominee.

7.2 An Area Committee may only exercise a function in so far as the function impacts on its own area.

7.3 Area Committees may not make a decision which impacts in a significant way on another Area without first consulting with the committee for that Area. If they cannot secure the agreement of that neighbouring Area Committee, then the matter should be referred to either the relevant Strategic Director or cabinet for decision.

7.4 An Area Committee, or two or more Area Committees jointly, may refer a matter to either the relevant Strategic Director or cabinet for a decision.

7.5 The decision-making power of Area Committees is delegated by the Elected Mayor. As such, the Mayor may at any time choose to take a decision normally taken by the Area Committees, or to delegate the power to take that decision to the Cabinet or a Strategic Director.

7.6 Where the Monitoring Officer or Chief Finance Officer is of the opinion that a proposal, decision, or omission of an Area Committee is or if made would be:

- (a) outside its terms of reference; or
- (b) outside its approved budget; or
- (c) outside any relevant policy, plan or criteria approved by Cabinet or with any relevant contractual arrangements; or
- (d) outside the budget and policy framework; or
- (e) not in accordance with any relevant procedure rules,

then the Monitoring Officer or Chief Finance Officer shall refer the matter to Cabinet or Full Council, as appropriate, for consideration at the next available meeting.

7.7 Where a matter has been referred to Cabinet or Full Council under section 7.6, the implementation of the proposal or decision shall be suspended until the matter has been considered by Cabinet and/or Full Council.

7.8 Where a matter has been referred to Cabinet under 7.6 (a) (b) or (c) Cabinet may:

- decide the matter itself; or
- endorse any decision already made; or
- refer the matter back to the Area Committee for determination; and/or
- make any other decision it considers appropriate.

7.9 Where a matter has been referred to Cabinet under 7.6 (d) or (e), then Cabinet may:

- (a) refer the matter to Full Council for consideration; or
- (b) decide the matter within the budget and policy framework or in accordance with the procedure rules; or
- (c) refer the matter back to the Area Committee for determination within the budget and policy framework, or in accordance with the procedure rules.

7.10 Before deciding any matter in accordance with section 7.6 to 7.8, Cabinet will consider a report from a statutory officer or Strategic Director.

Guidance notes

i. The Area Committees are established pursuant to regulation 6 of The Local Authorities (Arrangements for the Discharge of Functions (England) Regulations and are “area committees” as defined by s.18 Local Government Act 2000.

ii Councillors will be expected to work closely together with other members of their communities to help in the improvement of the area.

Whilst Councillors will be expected to take into account these, this should not compromise their independence as Councillors and not constrain them from making decisions that they deem to be in the interests of the wider community.

iii Agendas of meetings will normally include the following items:

- a) Apologies for absence
- b) Approval of minutes from previous meeting.
- c) Declarations of Interest (of councillors)
- d) Public Forum statements (maximum time of 30 minutes)
- e) Reports on proposed decisions for councillors

Sometime prior to the public meeting the Area Committee Chair and other interested parties as appropriate, may meet with relevant officers in private to plan and agree what business is to be transacted during the coming and future meetings.

iv The statements should normally be no longer than one side of A4 paper. Members of the public may then address the meeting (the chair may wish to set a time limit, e.g. a maximum of three minutes). Anyone wishing to submit a statement is expected to contact the Democratic Services Officer named on the agenda and submit their statement by no later than 12.00 noon the working day before the meeting. The Chair has the discretion to allow any member of the public, whether or not they have submitted a written statement, to speak during the meeting.

Appendix B – ‘Withdrawal of Funds from Neighbourhood Partnerships’ Consultation and Engagement

This proposal formed part of the ‘Your neighbourhoods’ consultation. A full report of the survey results can be found [here](#).

The table below sets out the consultation and engagement relating to the withdrawal of funding from Neighbourhood Partnerships and the development of proposals. The proposals for local CIL have been developed in discussion with BCC Planning Obligations Manager and Legal Services. The Deputy Mayor and Executive Member for Neighbourhoods has been closely involved in the process.

Action	Stakeholders	Outcome	Timescale
Phase 1 Developing options for consultation			
Transition – 12 week piece of work within each NP area to consider priorities and options for the way forward. Supported by the neighbourhoods team.	Cllrs./ NP members, Local organisations and residents not currently involved	Share plans for the transition process for feedback. Transition plan for each NP area setting out what communities want to achieve by 31 st March 2018 and the help needed to get there.	4 th Feb – 28 th April 2017
Initial ideas/proposals to support local decision making and resource allocation including S106 and local CIL for feedback and suggestions.	NPs/Cllrs./local communities/ organisations	These early discussions informed proposals for formal consultation. Changes were made to the local CIL proposals and options for allocating £271k as a result of the discussions.	Feb/March Feedback deadline - 7 th April
Meeting with equalities voice and influence groups to share proposals	BDEF, BOPF, BWV, BOPF, BME Voice, LGBT Voice, Multi faith Forum	Concerns raised about how new arrangements will be better at involving equalities communities. Agreement to share information with members and to be involved in future consultation.	13 th March
Meeting with voluntary sector partners to discuss the transition arrangements and support for local communities	Voscur, Locality, Quartet, Knowle West Media Centre, Black South West Network	Partner input to transition plans.	29 th March, 10 th May
Neighbourhoods Scrutiny	Councillors	Feedback on initial proposals which led to changes in the approach.	31 st March 2017
City wide community networking	Councillors/NP	Development of ideas for community-led	Wed 6 th April

Action	Stakeholders	Outcome	Timescale
meeting to present the feedback from the initial ideas and proposals and key changes	members/community activists/vol orgs./members of the public.	networks. Feedback about 2 options for local CIL committees	2017
Meeting with the Bristol Disability Equality Forum (BDEF)	Disabled people	Feedback about local issues of interest to disabled people and advice about how local networks could be more inclusive of Disabled people.	6 th April 2017
Share feedback from initial ideas/proposals and key changes. Develop options for local CIL decisions	Councillors	Feedback and suggestions.	Wk. Com 24 th April
Workshop about Local CIL process organised by 'Up Our Street'	Representative from each NP area.	Ideas about how the local CIL decision making process could work	25 th April & 8 th May
Confirm offer of support for 'Building strong communities where we live' to 31 st March 2018.	Local communities & councillors	All communities/Np members have a list of resources and know what support they can expect until 31 st March.	Wk. com 15 th May
Further development of future working arrangements (subject to consultation)	Councillors	Feedback and suggestions about potential community funding and process for decision making about local CIL.	Wk. Com 17 th , 26 th July and 7 th Aug.
Phase 2 - Formal consultation on options developed			
'Your Neighbourhoods' consultation - over 12 weeks and included 8 public meetings led by The Mayors, Deputy Mayors and Exec Members.	Public, Cllrs, community and voluntary sector & other public organisations.	Your Neighbourhood consultation report setting out the finding of the consultation	12 th June – 5 th Sept
Additional meeting with young people	Youth Council, Listening Partnership and Unity youth group.		
Additional meeting with older people	Older people		
Additional meeting with equalities groups	Equalities groups		
			10 th August
			16 th August

Appendix D - Risk Assessment - Transforming Neighbourhood Working

FIGURE 1 - The risks associated with the implementation of transforming neighbourhood working

No	RISK Threat to achievement of the key objectives of the report	INHERENT RISK(Before controls)		RISK CONTROL MEASURES Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of mitigation).	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
1	Relying on self-organisation risks increasing inequality in the city by advantaging communities with influence and resources and further disenfranchising communities which face inequality and multiple barriers to building powerful networks.	high	high	<p>BCC will take positive action to support those communities which are not yet in a position to self-organise because of inequality, barriers to participation and/or where there is a culture of ‘doing to’ or ‘doing for’.</p> <ul style="list-style-type: none"> a. Provide community development support to help build connections and grow citizen-led action so that local people are in a stronger position to decide for themselves whether to establish a neighbourhood network or ‘community space’. b. Work with partners with the aim of aligning resources and support where required. c. Focus available resources on the the lower super output areas ranked 0-20% most deprived in England (IMD 2015). 	medium	medium	Head of NM Service
2	Fewer people are involved in the democratic life of the city.	Medium	Low	In fundamentally changing the nature of the relationship it is necessary to create the space for new things to emerge. Whilst NPs have supported social action and provided a focus for neighbourhood work the consultation confirms that the formality of the NPs has also been off putting.	Medium	low	Strategic Director Neighbourhoods

	Self-organised networks do not attract participation by a diverse group and any funding benefits a small number of people	high	Medium	<p>Citizens can continue to have their say through consultations and surveys.</p> <p>Positive steps will be taken to provide support to the poorest areas which experience the greatest inequality by making better use of the resources we have.</p> <p>BCC will not 'police' the networks. Ideally they will attract participation by a wide network of people from the start including residents, Cllrs, community and voluntary groups and together they will build an open and welcoming space.</p> <p>Councillors will continue to have an important leadership role in the communities they serve.</p> <p>Where BCC provides funding or other resources or where a network is looking to influence BCC decisions we will want to see participation by a diverse group of people.</p> <p>A space for ideas exchange and training opportunities will continue to be made available.</p> <p>Bristol City Council funded equalities voice and influence groups will be encouraged to make links with neighbourhood networks.</p>	Medium	Medium	Head of NM Service
3	Local communities are unable to access the right support at the right time to support social action.	High	High	As part of the transition process the Neighbourhoods Team is gathering evidence from residents and community groups about where the BCC approach frustrates or supports social action. This evidence will be used to develop a more consistent and efficient council wide approach to supporting social action by building on what works and changing what	Medium	Medium	Head of NMS

1	Failure to achieve agreed savings of £1.062m	high	high	Savings would have to be found from elsewhere	high	high	Strategic Director

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Transforming Neighbourhood Working
Directorate and Service Area	Neighbourhoods & Communities
Name of Lead Officer	Penny Germon

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?

These proposals are about finding more efficient ways to work with local communities to save a total revenue saving of £1.062m (£500k 17/18 and £562k 19/20) leaving £309k p. a. to support new arrangements. The proposals are to:

1. Change the way BCC works with place based communities from a council-led neighbourhood partnership structure to an approach which encourages local self-organisation and community-led action.
2. Establish new arrangements for making decisions about the local elements of Community Infrastructure Levy (CIL) and devolved S106. These are payments made to Bristol City Council by developers when they put up new buildings. The money is there to help with the impact on the infrastructure of the city e.g. roads, parks and schools in the local area.

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?

Across the city NP's actively engage with approximately 6% (27,000) of the population this would increase to about 10% taking account of all aspects of social media and online engagement. We carried out a comprehensive equalities monitoring of all NP activity during April, May and June 2016. 24% of the people we worked with completed equalities monitoring questionnaires. We appreciate this is a low number and so it is difficult to draw conclusions from this however they do paint a picture of the people active in neighbourhood partnership work and reflect experience.

This information tells us our active membership is:

Age

5% under 24, 32% 25-49, 60% are over 50
 53% Women, 45% Men
 2% Transgender, 1% Lesbian, 2% Gay, 1% Bisexual
 84% White British
 6% White 'other' (non British), 2% Asian/Asian British
 3% Black / African / Caribbean / Black British
 1% 'Other'
 13% Disabled people
 44% have a religion of belief, 40% do not
 This is city wide data. The number of returns varied from area to area.

The Neighbourhood Partnerships provide a vehicle to help people influence decisions. Lot of things impact on whether people feel able to influence to influence decisions. The NP's are just one small part of this picture but the results give useful insight. The results can be found here:

<https://www.bristol.gov.uk/documents/20182/33896/Results+of+quality+of+life+in+Bristol+survey+2015+to+2016/2a83bda4-fed5-400d-b638-2d2c72f67507>

Extract from Quality of Life Survey

'Just one in five people (20%) felt they could influence decisions that affected their local area. Residents felt the least influential in Hengrove & Whitchurch Park (11%), Stockwood (12%), Filwood (14%), Hillfields (14%) and St George Central (15%). The highest proportion of people who thought they could influence decisions lived in Westbury-on-Trym & Henleaze, but this was still only two out of five (40%) residents. Equalities analysis didn't show any differences between groups.'

In addition the Neighbourhood Partnerships are supported by a diverse staff team (specific data is not appropriate to share).

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

These figures do not include the significant numbers of people who take part in NP consultations about the neighbourhood where there are street level conversations with a wide range of people.

Due to reasons beyond anyone's control there was a gap in the data from Easton and Lawrence Hill which we would expect to show an increased number from Black, Asian and other Minority Ethnic people. The returns were not even across the city and so some areas there were more returns than others.

The data tells us and we know from experience Black, Asian and minority ethnic communities, Lesbian, Gay, Bisexual, Transgender communities and young people are all under-represented in Neighbourhood Partnerships. One of the reasons for changing the existing structures is to seek to make it more accessible and relevant to a wide range of people whilst taking account of the significant reduction in funding and support.

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

1. Through the [Your Neighbourhoods consultation report](#) which included three dedicated meetings with equalities communities:
 - With young people from all backgrounds including Black, Asian and Minority

- Ethnic, Disabled young people and young women.
- A meeting organised by the Bristol Older People’s forum with BME Voice, LGBT Forum, Bristol Multi Faith Forum, Bristol Women’s Voice, Bristol Disability Equality Forum.
 - A meeting of the equalities voice and influence groups in Bristol which make up ‘BEING’ (Older People’s Forum, BME Voice, LGBT Forum, Multi Faith Forum, Women’s Voice, Disability Equality Forum). BEING* is the network of self-organised equality voice and influence groups funded by Bristol City Council.
2. We have worked with existing Neighbourhood Partnership members (where there is a high level of participation of women, Disabled people and older people), young people’s organisations such as the youth council, Black South West Network, SARI , VOSCUR, Bristol Disability Equality Forum.
 3. We have spoken to BEING* about the proposed changes and to highlight our commitment to involving equalities communities in a city conversation about neighbourhoods. We talked about how we can work together ensure Black, Asian and Minority Ethnic people, Disabled people, young people, older people, Lesbian, Gay, Bisexual and Transgender people, Women, people of faith and none, are part of the conversation and agreed in principle to organise a joint event.
 4. We have attended the Bristol Disability Equality Forum open forum to talk about the changes and find out what interests people and the barriers to participation locally.
 5. City-wide ‘Community Connections, Community Action and People Power’ event at City Hall brought together over 120 residents/activists from different backgrounds, ages, neighbourhoods and with different interests doing great stuff in their neighbourhoods to make new connections and learn from each other.

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?

This proposal is about the transition process from existing arrangements to community-led arrangements and a new process for making decisions about local CIL. Broadly the adverse impacts are as follows:

1. These proposals will mean communities establishing and leading community arrangements to influence decisions and involve a wide range of people with no City Council officer support or funding. The Neighbourhoods Team has been able to reach well beyond the circle of people who attended meetings through street meets, door knocking and outreach. With this resource no longer available people who face barriers to participation and/or not part of online networks are likely experience the

greatest impact.

2. The transition arrangements will need to ensure resources are targeted at areas where there is little infrastructure and social capital to support a successful transition. If we are unsuccessful the most marginalised communities are likely to become further excluded with loss of good will, key relationships with communities and loss of social capital.
3. It is the city council's policy to use buildings which are broadly accessible to Disabled people with wheelchair access being a minimum standard. These buildings often charge more and there are fewer of them. With no resource, people are more likely to need to use free venues which are often not accessible. This will exclude people. There is no data on access to buildings. The involvement of the city council has required use of accessible buildings. It is possible that those leading community-led space do not a) understand b) consider or c) prioritise access.
4. Reliance on community-led solutions could lead to participation by equalities communities becoming more difficult particularly those who are already excluded. Some people are reassured by council involvement. For example, Disabled and LGBTQ people may have a higher expectation that council involvement will require an accessible and 'safe' environment (this is not a given and is not true for everyone).
5. Closing the team will mean a diverse staff group will be at risk of redundancy.

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

Where possible community-led arrangements will build on what already exists in an area and make better links with community groups which are not already involved. Community groups will have an existing network of people and connections with people the local authority finds it hard to reach. Councillors will also have a key role in supporting the local communities to work together.

A risk analyses will be carried out which we will use to identify and where possible mitigate risks by working with partners.

BCC will make available some financial support to help communities organise and cover the cost of accessible venues. Voscur (www.voscur.org) has a list of accessible community venues available on their website which will help community groups make informed decisions about where to hold meetings which are broadly accessible.

Where BCC makes a financial contribution to the community space/network or where a community space/network is looking to influence City Council decisions there will be a proportionate requirement to give due regard to the equality duty and the participation of Disabled people

Where possible staff will be supported to take up other jobs in the council. An EQIA will be produced as part of the managing change process.

We will continue to work with Bristol's equalities voice and influence groups to make better links with neighbourhoods.

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

Yes

3.4 Can they be maximised? If so, how?

We know from experience some people from equality communities do not want to engage with council-led arrangements and will be more inclined to get involved with community-led solutions.

Where there is a commitment from the local community there is the potential to create a much more engaging, inviting and accessible space where people of all ages, backgrounds and life experience can come together. The formality of NPs and narrow focus of some of the meetings was off-putting to many people.

Changes to the way decisions are made about the local element of CIL and devolved S106 will create a more transparent and fairer process by establishing a citywide process.

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?

EQIA has been updated following the 'Your Neighbourhoods' public consultation. Funding will be available to enable place based/neighbourhood communities to meet in accessible venues.

A small amount of funding will be available to encourage open and welcoming community spaces or networks where people from diverse backgrounds and ages come together and make new connections. Voscur has made a list of accessible venues available on its website.

4.2 What actions have been identified going forward?

The Neighbourhoods Team will create opportunities to share learning about how to create a welcoming space.

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

Ultimately the impact will be participation of local people in community-led networks or partnerships across the city with active participation of equality groups. As they are community-led there will be no formal governance or requirement on these community spaces. The 'community' is diverse – with looser arrangements there is a strong risk of the better organised communities taking over, this could work against the intention of this proposal to hear more community voices, and could disenfranchise the most excluded equalities communities. Where the council makes a small financial contribution or where community networks are looking to influence the decisions of the council there will be a proportionate requirement to give due regard to the equality duty including the use of venues accessible to wheelchair users.

Service Director Sign-Off: Gemma Dando	Equalities Officer Sign Off: Jean Candler
Date: 8 th November 2017	Date: 8 November 2017

Appendix F - Eco Impact Checklist

Title of report: Withdrawal of Funds to Neighbourhood Partnerships				
Report author: Penny Germon				
Anticipated date of key decision: 5th December				
Summary of proposals: To change the way BCC works with place based communities from a council-led neighbourhood partnership structure to an approach which encourages local self-organisation and community-led action. Establish new arrangements for making decisions about the local element of CIL and devolved S106.				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No			Giving access to council social media groups for communities to the council's centralised control centre, so they can deliver critical resilience information, such as weather warnings and advice, and co-ordinate action with relevant council teams and other organisations to incoming information from communities about what is happening on the ground, such as drains blocking during heavy rain, or the occurrence of fly tipping incidents, etc.
Bristol's resilience to the effects of climate change?	Yes	-ve	Risk of poorer information exchange between the council and communities about extreme weather, such as flood warnings.	
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste	Yes	-ve	Risk of poorer information exchange between the council and communities about fly tipping.	
The appearance of the city?	Yes	-ve	Risk of poorer information exchange between the council and communities about anything that affects the appearance of communities.	
Pollution to land, water, or air?	Yes	-ve	Risk of poorer information exchange between the council and communities about pollution or nuisance.	
Wildlife and habitats?	No			
Consulted with: Environmental Performance Team				

Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report

While there will be no direct environmental impact from the proposal, the loss of any preferred communications channels between communities in Bristol and the council could lead to communication failures on environmental issues. This could affect two-way warnings, reporting, and responding during extreme weather, pollution, or fly tipping events. This will be avoided by the council's central control centre having access to and checking the council's social media accounts for specific communities and co-ordinating communications and responses. The overall indirect environmental impact is likely to be negative, but the suggested mitigation could make this impact neutral.

Checklist completed by:

Name:	Giles Liddell
Dept.:	Environmental Performance Team, Energy Service, Place
Extension:	24659
Date:	30/08/2017
Verified by	Giles Liddell, Christine Storry

Cabinet Report / Key Decision

Date: 04-12-2017

Title: Extending Advice Grant Funding Agreements from April 2018 to March 2019	
Ward: City-wide	Cabinet lead: Cllr Asher Craig
Author: Hywel Caddy	Job title: Investment & Grants Manager

Revenue Cost: £ 560,000	Source of Revenue Funding: Investment & Grants Advice Network
Capital Cost: £ 0	Source of Capital Funding: n.a.
One off <input type="checkbox"/>	Saving <input checked="" type="checkbox"/>
Ongoing <input checked="" type="checkbox"/>	Income generation <input type="checkbox"/>

Finance narrative: This paper requests Cabinet approval for the extension of 11 commissioned advice service grant agreements for a further 1 year (18/19) at a reduced budget of £560k. This will represent a reduction from 17/18's budget of £720k and thereby deliver a saving of £160k toward saving initiative FP11.

By way of additional context –

Initiative FP11 originally planned for a saving of £300k in 17/18 and a further £500k in 18/19 (thereby totalling a recurrent £800k p.a. thereafter). This saving was to come from a number of different service cost centres.

17/18's £300k has been delivered (and included an initial £100k from reduced grant agreements).

18/19's +£500k delivery in full has been considered to be at risk for several months as reported to Cabinet in Neighbourhoods' monthly budget monitor reports. +£250k for 18/19 is assessed to be achievable without significant adverse impact to advice service delivery (and this will include the further £160k from reduced grant agreements which is the subject of this paper's request for approval).

Finance Officer: Jemma Prince Interim Business Partner (30/10/17)

Summary of issue / proposal: Extension of 11 Advice Funding agreements for one year from 1st April 2018 to 31st March 2019

Summary of proposal & options appraisal:

A report was taken to Cabinet on the 6th September 2016 to extend the advice grant funding agreements (detailed in Appendix 1) to July 2017 whilst a 'whole-system' approach was taken in relation to advice provision in the city and £800,000 savings were made in 2017-19 against an estimated spend on advice of £8 million. Since this was set the advice budget in scope was reduced to £1.4m. However the savings target remained the same. In 17/18 we made a £300k reduction with £500k still to make in 18/19. Our challenge has been to make this saving without impacting outcomes for our citizens. Despite many varied attempts to deliver the full amount it has not been possible to find this level of saving. In January 2017 a further extension was agreed by the Strategic Director for Neighbourhoods to 31 October 2017, and on 13 July the Strategic Director agreed to a further 6 month extension to 31 March 2018 to give time for further work on redesigning the service.

We have therefore focussed on identifying the maximum amount of saving that can be made whilst protecting citizens and being sensitive to the current situation. These challenges are evident in the current context of rising need (see Appendix 1). At the same time we recognise there are issues with the existing way Information, Advice and Guidance is delivered and there is a need to implement a 'whole-system' approach moving ahead to address increasing demand and implement a more targeted early intervention approach.

The Council is consulting on a reduction on the level of savings from £500k to £250k p.a. This will require formal approval as part of the council's budget setting process in 2018. This would then allow us to have a viable budget to provide a whole system redesign and recommission services to a level that is sustainable without a major impact on our ability to deliver the outcomes for the city and without increasing costs elsewhere in the process.

In order to achieve this we propose to extend the current grant agreements for a further year from 1st April 2018 to 31st March 2019, with a reduction on current funding levels of £160k (£100k has already been

removed at the beginning of 2017-18). This would allow for advice agencies to continue to operate and receive funding next year whilst Universal Credit is rolled out in the city from March 2018 and allow time for the commissioning of a whole system design to be implemented in 2019-20.

A draft Commissioning plan for Information, Advice and Guidance in the city has been produced and we will be consulting on it from early February including the development of a whole system approach in the city which is proposed to cover the following key elements in the proposed model:

- A single point of access, clearing linked to the Citizen Service Point with targeted outreach sites which would be key to ensuring access to disadvantaged communities and preventing Crisis.
- Focussed on early intervention and targeting those most at risk using data analytics.
- Effective triage with online diagnostic and case management.
- External (to BCC) front end advice – maximise prevention with triage to specialist services.

Recommendation(s) / steer sought: Approve the extension of 11 Advice Funding agreements for one year from 1st April 2018 to 31st March 2019.

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: Provision of advice addresses the following Public Health priorities: Social isolation; Loneliness and isolation in adult carers; Mortality rate from causes considered preventable; Children in poverty; Statutory homelessness - households in temporary accommodation; Self-reported wellbeing; Emergency readmissions within 30 days of discharge from hospital; Sickness absence rates; Percentage of active and inactive adults; Suicide rate; Excess weight in adults; Injuries due to falls in people aged 65 and over.

Sustainability Outcome summary: No material link.

Equalities Outcome summary: A greater number of women, disabled, and BME people in the city access advice services in a proportionately higher level than the population profile of the city. The Needs Analysis has recommended the following changes to advice services to address take-up for the following protected characteristic groups:

- To meet the advice needs of the most vulnerable disabled people including those with mental health problems.
- To meet the advice needs of the most vulnerable from BME communities, in particular those communities from Eastern Europe.
- To meet the advice needs of refugees and asylum seekers.
- To meet the advice needs of the most vulnerable communities of all ages across the city, in particular the needs of vulnerable older people in the central and inner wards and young people (16-25) in all wards.

Impact / Involvement of partners: Discussions have been had with advice agencies and commissioners of employment services. Advice agencies have close contact with community and city-wide agencies that work with the most vulnerable households in the City. The development of a digital solution as part of the wider provision would seek assistance through the City Office for support in this.

Consultation carried out: NLT and Executive Board.

Legal Consideration: Provided the arrangements relating to these grants ensure that they are and remain genuine grants (and accordingly that they are not contracts of any description) any decision to extend will not be subject to the Public Contract Regulations 2015, nor indeed the Councils own Procurement Rules. Consideration should still be given to ensuring that value for money is being achieved.

Legal Officer: *Eric Andrews, Team Leader, Legal Services*

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Alison Comley 25-10-17	Nicki Beardmore 31-10-17	Asher Craig 26-10-17

Appendix A – Further essential background / detail on the proposal	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	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Exempt Information	NO

Appendix A – Extending Advice Grant Funding Agreements from April 2018 to March 2019

1. Detail of funding agreements to be extended.

Community Advice Network (funded by BCC from the Community Investment Budget)	
Specialist Advice Services (city-wide)	Organisation
Specialist Legal Advice city-wide	Avon & Bristol Law Centre
Specialist Debt Advice city-wide	Talking Money
General Advice Service (city-wide)	
General advice service, city-wide	Citizens Advice Bureau
General Geographical-based Advice Services	
General advice, North Bristol	North Bristol Advice Centre
General Advice, South Bristol	South Bristol Advice Service
General Advice, East Bristol	St Pauls Advice Centre
General & Specialist Geographical-based Advice service	
General & Specialist Advice, St Pauls	St Pauls Advice Centre
Advice Services for Disabled people	
Disability Information and Advice Service	WECIL
Health Related Benefit Programme (Welfare Benefit Advice in Health related settings)	
East Central & South Bristol	Citizens Advice Bureau
East Bristol	St Pauls Advice Centre
North Bristol	North Bristol Advice Centre

2 a. Factors in the city impacting on increased demand for advice provision:

- Impact of Universal Credit (full roll out March 2018);
- Other cuts within the council e.g. reduction in CSPs, reduction in supporting people grant;
- Previous cuts to national funding sources e.g. Legal Aid;
- Affordability in relation housing benefit only covering the cost of 30% of the private rental sector accommodation in the city;
- Pressures from DWP on accessibility of other benefits;
- Lack of affordable housing;
- Increased homelessness in the city;
- Rising demand for temporary accommodation.

2b. Current issues with the delivery of advice, information and guidance in the city:

- Complex/fragmented system of external and internal providers, each separately funded and delivered;
- Delivered from multiple locations;
- Weak digital offer/triage;

- Lack of coherent set of outcomes;
- No overall 'system';
- Externally commissioned providers have an 'open access' arrangement not targeted towards 'at risk' households;
- Considerable failure demand (especially generated by DWP);
- Client duplication across the providers;
- Potential efficiencies through whole system design.

Appendix F

Eco Impact Checklist

Title of report: Extending VCS advice grant funding agreements				
Report author: Hywel Caddy, Senior Commissioning Officer				
Anticipated date of key decision: 4th December 2017				
Please note this is the original Eco Impact checklist relating to the Cabinet report in 2010 – there are no material changes.				
<p>Summary of proposals: The Investments and Grants Team have undertaken a Commissioning process for Advice Services to award funding agreements for both the Community Advice Network and the Health Related Benefits Programme (in conjunction with Public Health within NHS Bristol). This cabinet report describes the background to this commissioning process and outlines the application and evaluation process to ensure that funding agreements to VCS advice providers are awarded on the basis of value for money, conforming with the outcomes of the 20:20 plan and remodelling service provision according to the advice needs of the people of Bristol.</p>				
Will the proposal impact on...	Yes/No	+ive or -ive	If yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	-	<p>VCS advice providers will consume Electricity and gas.</p> <p>VCS advice providers will consume fuel for travel during service provision and staff's travel to work.</p> <p>Members of the public may consume fuel to travel to VCS advice offices for advice.</p>	<p>The funding agreement negotiation stage and development of an environmental action plan will ensure that wherever possible VCS advice providers:</p> <ul style="list-style-type: none"> ● reduce their own energy consumption ● reduce the travel impacts associated with service provision eg planned work scheduling for any home visits to reduce mileage ● Promote sustainable travel amongst staff ● Provide services in readily accessible locations with good public transport links. ● Promote the use of sustainable travel amongst visitors to their offices eg details of bus services on websites / publicised material etc. ● Providing advice via means such as the internet, email and phone in appropriate circumstances therefore reducing travel impacts. <p>The use of area offices for the</p>

				<p>provision of advice will reduce the transport impacts of people travelling to receive advice.</p> <p>VCS advice providers will be required to report their progress in this area.</p>
Bristol's vulnerability to the effects of climate change?	Yes	-	VCS advice providers will consume water.	<p>The funding agreement negotiation stage and development of an environmental action plan will ensure that wherever possible VCS advice providers take active steps to reduce their own water consumption</p> <p>VCS advice providers will be required to report their progress in this area.</p>
Consumption of non-renewable resources?	Yes	-	VCS advice providers will consume a variety of non-renewable materials through the delivery of their services, maintenance of buildings etc.	<p>The funding agreement negotiation stage and development of an environmental action plan will ensure that wherever possible VCS advice providers take active steps to:</p> <ul style="list-style-type: none"> ● reduce their consumption of non-renewable resources, ● signpost members of the public to environmental advice where appropriate. <p>VCS advice providers will be required to report their progress in this area.</p>
		+	Members of the public may need advice on reducing their energy bills / transport impacts etc	
Production, recycling or disposal of waste	Yes	-	VCS advice providers will produce waste.	<p>The funding agreement negotiation stage and development of an environmental action plan will ensure that wherever possible VCS advice providers take active steps to:</p> <ul style="list-style-type: none"> ● embrace the waste hierarchy in their own work (i.e. reduce, reuse, recycle waste) ● signpost members of the public to good practice in this area where appropriate. <p>VCS advice providers will be required to report their progress in this area.</p>
		+	Members of the public may need advice on increasing their recycling rates and reducing waste	

The appearance of the city?	No	N/A	N/A	N/A
Pollution to land, water, or air?	Yes	-	VCS advice providers and members of the public travelling to receive advice may cause air pollution depending on their choice of transport.	See "Emission of Climate Changing Gases" section VCS advice providers will be required to report their progress in this area.
Wildlife and habitats?	No	N/A	N/A	N/A

Consulted with: Hywel Caddy (BCC), Jane Emanuel (advice network)

Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report

The significant impacts of this proposal are....

VCS advice providers will:

- Consume electricity, water, gas, non-renewable materials and transport fuel
- Produce waste

Recipients of advice may consume fuel during their travel to receive advice.

The proposals include the following measures to mitigate the impacts ...

The funding agreement negotiation stage will ensure that wherever possible VCS advice providers take active steps to:

- Reduce their own operational impacts
- Reduce the transport impacts of staff travel to work and visitors to their offices
- Signpost recipients of advice to best practice environmental advice where appropriate (eg energy efficiency, waste and recycling and transport).

The advice of the Departmental Environmental adviser will be used during the funding agreement negotiation stage. A baseline assessment of VCS Advice Providers' environmental impacts will be undertaken and an action plan of realistic tasks drawn up to improve their environmental performance.

The net effects of the proposals are....

Although difficult to quantify at this stage, it is anticipated that the environmental impact of VCS advice providers and recipients of their advice will be reduced as a result of the mitigation measures that are included as part of this proposal.

Checklist completed by:

Name:	Matthew Sands
Dept.:	Neighbourhoods
Extension:	25545
Date:	27/10/10

Verified by Sustainable City Group	Steve Ransom 27/10/10
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Title: The Bristol Playing Pitch Strategy	
Ward: Citywide	Cabinet lead: Mayor
Author: Guy Fishbourne	Job title: Sport & Physical Activity Manager

Revenue Cost: £ 0	Source of Revenue Funding: na
Capital Cost: £0	Source of Capital Funding: na
One off <input type="checkbox"/>	Saving <input type="checkbox"/>
Ongoing <input type="checkbox"/>	Income generation <input type="checkbox"/>

Finance narrative: This report summarises the Bristol Playing Pitch Strategy and requests approval to progress this strategy through the decision making pathway to Cabinet for formal adoption. No financial implications or commitments arise at this stage from this strategy. Going forward, any consequent investment projects would be presented separately with fully developed business cases to include cost effective models for the future provision of facilities and service.

Finance Officer: Jemma Prince – Interim Finance Business Partner (10/10/17)

Summary of issue / proposal: The purpose of this report is to inform Cabinet members that public consultation on the draft Bristol Playing Pitch Strategy has now been completed. The consultation received 125 responses and although a few individual comments were received, the overarching response was agreement with the key findings and strategic direction of the strategy.

Officers are now seeking for the final draft strategy to be formally adopted by the Council.

Summary of proposal & options appraisal:

1. The Playing Pitch Strategy will contribute towards the objectives in the new Corporate Strategy 2017-2022, and the outcome of achieving alternative and more cost effective models for the delivery of service provision. It will be used to secure external funding from Sport England and National Governing Bodies for Sport (NGB's) towards new and enhanced facilities.
2. There are no financial commitments arising from the development of this strategy. Any future investment decisions for playing pitches and ancillary facilities will be subject to an agreed business case and funding.
3. It will link directly to the emerging approach for parks and open spaces and contributes directly towards the Bristol:Sport4Life Strategy (Attractive City) of which its successful completion is identified as a priority outcome.
4. The current financial challenges see the Council under increasing pressure to deliver more cost effective and efficient services. For playing pitch provision this will mean working with providers such as schools and other organisations to ensure their grass pitches are accessible and available for community use.
5. Across parks and open spaces it will mean rationalising changing provision to ensure only relevant ancillary facilities are provided, strategically located and managed in the most cost effective way and where opportunities exist to provide alternative management arrangements
6. In developing the draft Playing Pitch Strategy, Sports Officers have followed the Sport England methodology to ensure a comprehensive overview of Bristol's pitches has been developed. This methodology is the preferred methodology followed by local authorities.
7. A project steering group has been set up to support the development of the work which includes council officers from sports, planning and parks, the regional planning officer from Sports England and regional National Governing Body (NGB's) officers from football, rugby, cricket and hockey.

8. A needs assessment has been undertaken in consultation with Clubs, NGB's and Sport England, to establish the quantity, quality, availability and accessibility of all playing pitches across Bristol (regardless of ownership) in order to fully understand and help evidence the strategic need for pitch provision. For example, questionnaires have been sent out to all sports clubs and schools. Telephone calls have taken place with some of the larger clubs and providers.
9. On-site quality assessments have been undertaken on all pitches, both public and private, in accordance with sports specific criteria set out in Sport England's guidance.
10. A twelve week public consultation has been completed where overwhelmingly the responses agreed with the contents in each section. Suggesting that the PPS has accurately reflected the situation in Bristol with regards to playing pitches.
11. An equalities impact assessment forms part of this strategy work.
12. The strategy supports the Council in providing the right combination of playing pitches to meet the current and future needs of the city's population and to increase participation in playing pitch sports through offering the best player/participant experience possible in terms of playing pitches and ancillary facilities at the most cost effective price to both the user and provider.
13. Bristol City Council faces significant budget pressures and as such must re-think how it delivers all aspects of playing pitch provision. The issues relating to BCC owned pitch provision are encapsulated in a "five point review".
14. The five point review will look at various scenarios that may include a combination of the following:
 - A reduction in the level of service provided by the BCC Parks team (for example, goal posts left out all season)
 - An increase in cost to the user for facility / pitch hire
 - An increase in the user undertaking tasks themselves (such as putting up goal nets and cleaning changing rooms)
 - Some changing facilities being closed
 - Some changing facilities being improved / invested in
 - Some teams moving to sites more suitable for their needs (for example changing rooms are not a league requirement for most of the youth leagues).
15. The above information is explicit in the draft Playing Pitch Strategy. Along with the wider data set, it lays the foundation to start planning changes to BCC pitch provision. The five point review is also consistent with the Parks public consultation.
16. In addition further benefits include:
 - Having evidence to help protect and enhance existing provision.
 - Being able to inform the assessment of planning applications and proposed developments, both within the city and the surrounding areas.
 - Being able to understand changes to the supply of provision due to education capital programmes (specifically primary school supply).
 - Being able to address budgetary pressures by seeking to ensure the most efficient and cost effective management and maintenance of playing pitch provision.
 - Identifying priority list of deliverable projects which will help to meet any current deficiencies, provide for future demands and feed into wider infrastructure planning work.
 - Being able to prioritise any internal and external capital and revenue investment.
 - Being able to adopt a 'strategic approach' to getting the right facilities in the right places, to maximise existing budgets and attract investment from other sources including NGBs and lottery funding.
17. The Bristol Playing Pitch Strategy reflects the current pitch provision situation but also provides a

structure and toolkit to repeat the process in coming years. This is important as Sport England has a policy of resisting the loss of all or any part of a playing field, unless one of five exceptions is met. One of these exceptions is that:

“A carefully quantified and documented assessment of current and future needs has demonstrated to the satisfaction of Sport England that there is an excess of playing field provision in the catchment, and the site has no special significance to the interests of sport.”

18. The current strategy has identified a decrease in adult football teams, an increase in artificial grass pitches and plenty of room to improve the current stock of playing pitches (which enables them to service more games in a week/year). If these trends continue and pitches are improved, there should be more flexibility in the facility stock in the coming years.

Recommendation(s) / steer sought:

- For Cabinet to formally adopt the draft Bristol Playing Pitch Strategy 2017-2022.

City Outcome:

Improved Health: Provision of playing pitches and their ancillary facilities.

1. Bristol will have the right combination of playing pitches to meet the current and future needs of the city's population.
2. Bristol will have increased participation in playing pitch sports through offering the best player/participant experience possible in terms of playing pitches and ancillary facilities at the most cost effective price to both the user and provider.
3. The Playing Pitch Strategy will contribute towards the objectives in the new Corporate Strategy 2017-2022, and the outcome of achieving alternative and more cost effective models for the delivery of service provision.

Health Outcome summary: This proposal supports the provision of outdoor playing pitches and contributes towards public health priorities and outcomes eg Healthy Weight

Sustainability Outcome summary: The scale of impacts of this proposal are not clear until final decisions are made. There will be potential travel impacts for both users (from relocating sports teams) and staff (reduced maintenance). Closing or refurbishing changing facilities could also reduce energy and water use, but may involve some waste during works.

Mitigation measures include considering travel when allocating teams to pitches, and maintenance, considering energy and water efficient appliances, and applying the waste hierarchy when refurbishing or demolishing changing rooms. Considering drainage, pollutant content, maintenance reduction, and waste when re-surfacing pitches is also important.

The net effects of the proposals are likely to reduce staff travel, maintenance, and resource use, but may increase user travel and waste. The overall impact is likely to be slightly beneficial.

Equalities Outcome summary: This proposal continues to support the provision of outdoor playing pitches and has no adverse impact on equality groups. There will be improved service delivery.

Impact / Involvement of partners: The strategy supports improved service provision in the most efficient and cost effective way. There should be a positive impact on partners such as the National Governing Bodies for Sport (NGB's) and their affiliated clubs who have been engaged throughout the development of the strategy.

Consultation carried out: *Sport England, NGB's, Clubs, Parks, Education, Public Health, Property, Planning, full public consultation*

Legal Consideration:

Consultation - the consultation responses must be taken into account in finalising the decision. The process has complied with the established consultation principles:

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

Cabinet must demonstrate that it has considered the consultation responses, or a summary of them, before taking its decision.

Equality Act - the decision maker must also comply with the Public Sector Equality duty to consider the need to promote equality for persons with “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and have due regard to:

- i) eliminate discrimination, harassment, and victimisation
- ii) advance equality of opportunity
- iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

In order to do this Cabinet will need to have sufficient information about the effects of the proposed changes on the aims of the Equality Duty. The Equalities impact assessment is designed to assist with compliance with this duty and so Cabinet must take into consideration the assessment and the public sector equality duty before taking the decision.

Legal Officer: *Sinead Willis: Solicitor 12th October 2017*

Reputational Issues: The strategy has the potential to attract media interest and / or negative comment in terms of reduction in services. However these arguments are well rehearsed on the budget challenge and consultations.

Recommend a robust reactive line to take is drafted and agreed offering reassurance about how pitches and facilities are being protected and that the response of the public consultation was overwhelmingly supportive.

Policy/Comms Officer: *Kierstan Lowe*

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Alison Comely (11/10/17)	[CEO] (17/10/17)	Mayor [date]

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 (Essential Background)

Background & Context.

1. The availability of a sufficient number and quality of playing pitches to provide for the communities current and future sports needs is important in terms of encouraging participation in sport and physical activity, and for general health and well-being.
2. In December 2013 the new Bristol:Sport4Life Strategy was endorsed by the former Mayor and Cabinet as a city-wide strategy for sport and active recreation for the period 2013-2018, based on a vision that Bristol is a successful city of sport and active recreation where people are healthy and motivated to participate for life.
3. The Playing Pitch Strategy will contribute towards the objectives in the new Corporate Strategy 2017-2022, and the outcome of achieving alternative and more cost effective models for the delivery of service provision. It will be used to secure external funding towards facility enhancements.
4. There are no financial commitments arising from the development of this strategy. Any future investment decisions for playing pitches will be subject to an agreed business case and funding.
5. It will link directly to the emerging approach for parks and open spaces and contributes directly towards the Bristol:Sport4Life Strategy (Attractive City) of which its successful completion is identified as a priority outcome.
6. The current financial challenges see the Council under increasing pressure to deliver more cost effective and efficient services. For playing pitch provision this will mean working with providers such as schools to ensure their grass pitches are accessible and available for community use.
7. Across parks and open spaces it will mean rationalising changing provision to ensure only relevant ancillary facilities are provided, strategically located and managed in the most cost effective way. Where opportunities exist to provide alternative management arrangements these will be pursued.
8. The Playing Pitch Strategy solely focusses on playing pitches (natural and artificial), across the four main sports of rugby, football, cricket and hockey and their ancillary facilities such as changing rooms. Once complete it will provide a framework under which to help protect, enhance and provide the right combination of playing pitches and ancillary facilities in order to meet the current and future needs of the city's population in the most cost effective and efficient way.
9. There are a number of drivers for developing the Playing Pitch Strategy including:
 - The need to provide evidence in order to inform decision making where provision and planning assessments are concerned;
 - To help manage budgetary pressures to ensure the most efficient management and maintenance of playing pitch provision is in place;
 - To develop a priority list of potential projects which will help to meet any current deficiencies, provide for future demands and feed into wider infrastructure planning work

- To help prioritise limited internal resources and to secure external funding.
10. The Playing Pitch Strategy considers all c.500 pitches in the city regardless of ownership. It includes the Downs which provides c.30 football pitches. There are over 1100 teams which use the city's pitches.
 11. It primarily covers the Bristol boundary. It does however; also consider those teams who travel outside of Bristol and those teams which travel in to Bristol to play their matches, recognising that the catchment for sports pitches in some cases goes beyond administrative boundaries.
 12. The Playing Pitch Strategy will form part of the evidence base upon which planning policy relating to open space and recreation will be produced. The National Planning Policy Framework requires that planning policies should "*be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision*" (NPPF, para 73). Furthermore, under current planning policy designation, a large proportion of open space is protected as 'Important Open Space'. The Playing Pitch Strategy will be a key tool in defining future designation.

Methodology

13. In developing the draft Playing Pitch Strategy, Sports Officers have followed the Sport England methodology to ensure a comprehensive overview of Bristol's pitches has been developed. This methodology is the preferred methodology followed by local authorities (See Appendix 2)
14. A project steering group has been set up to support the development of the work which includes council officers from sports, planning and parks, the regional planning officer from Sports England and regional National Governing Body (NGB's) officers from football, rugby, cricket and hockey.
15. A needs assessment has been undertaken in consultation with Clubs, NGB's and Sport England, to establish the quantity, quality, availability and accessibility of all playing pitches across Bristol (regardless of ownership) in order to fully understand and help evidence the strategic need for pitch provision. For example, questionnaires have been sent out to all sports clubs and schools. Telephone calls have taken place with some of the larger clubs and providers.
16. On-site quality assessments have been undertaken on all pitches, both public and private, in accordance with sports specific criteria set out in Sport England's guidance.
17. An equalities impact assessment forms part of this strategy work.

Findings

18. The strategy and findings will form part of the Council's evidence base for sport and leisure. It will help frame the priorities for future investment and the continued provision and development of playing pitch provision across Bristol.
19. The evidence base created will be utilised by the Local Planning Authority when considering planning applications in consultation with Sport England as a statutory consultee, who in turn will consult with NGB's for sport as appropriate.

20. The analysis within the strategies will assist in determining the priorities for future work and investment, although playing pitch enhancements or developments will be subject to sources of funding (primarily from external sources) being made available.
21. In accordance with the findings from the needs assessment, potential capital projects have been identified in the event funding becomes available. Progression of any potential projects will be subject to funding being available and both council and sport's governing body criteria being met.
22. As an example, the types of criteria used to determine the priority of one project over another includes; whether the site is a single or multi pitch site, whether the site is in an area of high deprivation, whether the project has the potential to increase participation, whether the project is supported by the Parks department.

Vision, Strategy Recommendations & Action Plan

23. A summary of the vision, key findings, needs, opportunities and challenges is illustrated in Appendix 3.
24. Based on the data, summary comments on the key elements of the supply of sports pitches can be seen at Appendix 4.
25. The strategy provides a range of sport-specific recommendations to address the key issues identified through the assessment of needs and opportunities.
26. As an example, this includes for football, enhancing the large number of poor pitches and changing facilities- specifically the ones most heavily used. For cricket, increasing the number of 'pay and play' facilities to meet the demand from the BME cricketing population. For hockey the need to secure additional training time across the city and to secure additional playing and training time for the development of hockey in the south of the city; and for rugby, to improve the number of poor quality pitches in the city through alternative usage patterns, improved standards of maintenance and capital interventions.
27. The action plans sets out a range of different recommended actions for playing pitch sites in the city, within a defined level of priority. There are sport specific action plans, grouping the actions for the specific sports, as well as site specific action plans that look at each site individually.
32. The strategy and needs assessment will inform decision making and focus any future resources most efficiently and effectively.
33. The Council must re-think how it delivers playing pitch provision. The potential implications of this are addressed by the PPS and will include a five point review:
 - I. A review of the distribution of council-owned pitches. Single pitch sites are more expensive to maintain pro rata than the larger sites, so the PPS steering group will need to examine the levels of use of the smaller sites to confirm that all remain viable.
 - II. The delegated management of pitches and associated facilities to local clubs (asset transfer) offers some potential cost savings, although capacity building within the club sector will be important, to ensure that all clubs taking on the management of

pitches have the financial resources and technical expertise to sustain the operation. A review of possible sites will be undertaken.

- III. A review of all fees and charges related to pitch hire to ensure that these more closely cover the associated cost of delivering grass pitch provision.
- IV. A review of all sites to consider cost effective access systems which avoid disproportionate and expensive staff costs associated with unlocking changing provision at weekends.
- V. A review of existing changing provision which results in investment in and rationalisation of existing provision and where necessary more appropriate ancillary provision being provided.

34. The five point review will look at various scenarios that may include a combination of the following:

- A reduction in the level of service provided by the BCC Parks team (for example, goal posts left out all season)
- An increase in cost to the user for facility / pitch hire
- An increase in the user undertaking tasks themselves (such as putting up goal nets and cleaning changing rooms)
- Some changing facilities being closed
- Some changing facilities being improved / invested in
- Some teams moving to sites more suitable for their needs (for example changing rooms are not a league requirement for most of the youth leagues).

28. The draft strategy has been to public consultation. In summary, partners and all interested parties were asked to consider:

- i. If they feel their sport is accurately represented in terms of the supply (quantity and quality) and demand (number of teams) for pitches in Bristol.
- ii. If the strategy has identified the key priorities and challenges for their sport.
- iii. If they agree with and /or have any views on the citywide overview and the challenges and opportunities identified.

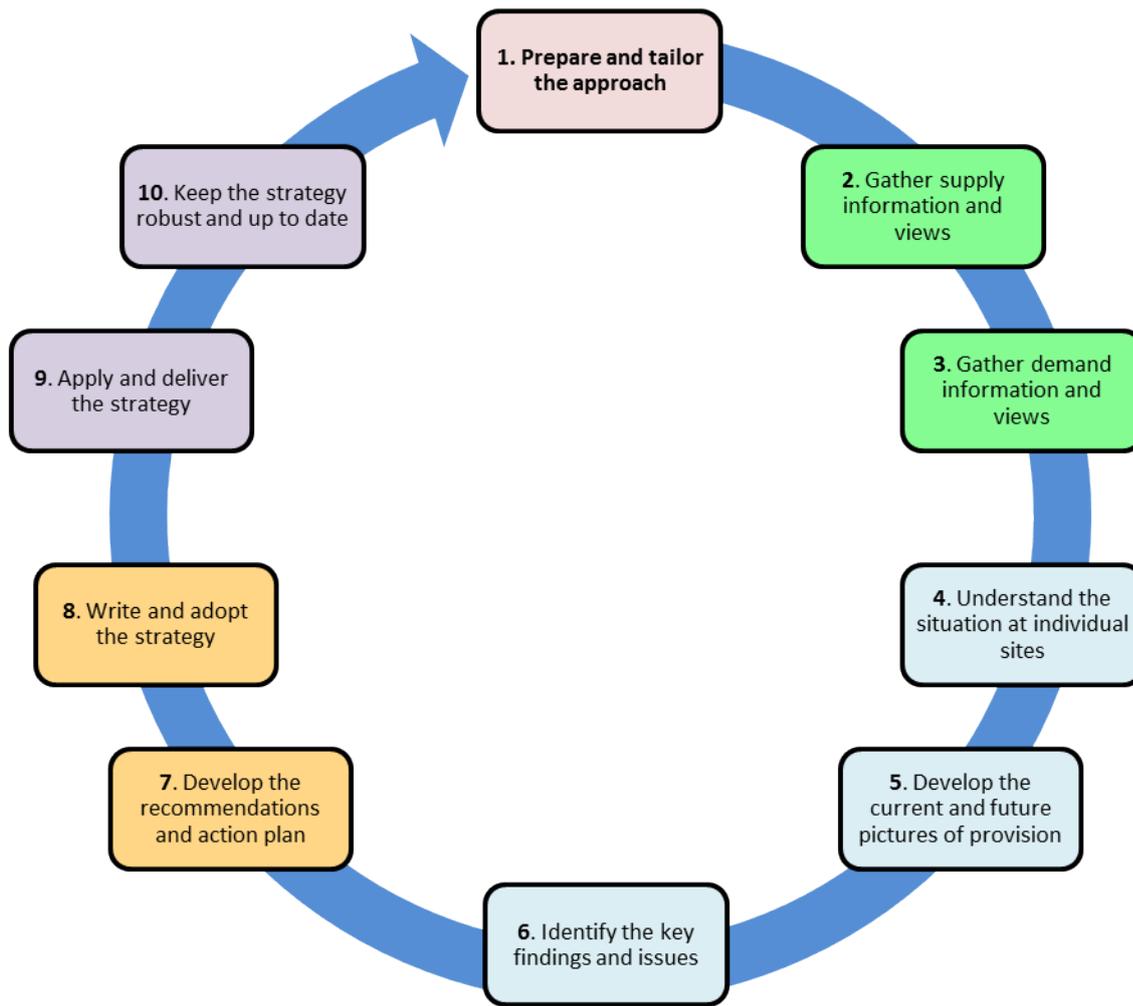
Appendices: Appendix 1: Sport England Methodology

Appendix 2: Executive Summary - Bristol Playing Pitch Strategy Overview

Appendix 3: Summary comments on the key elements of the supply of sports pitches

Appendix 1

Sport England methodology for developing a playing pitch strategy



Appendix 2

Bristol Playing Pitch Strategy Overview

Vision

- To protect, enhance and provide the right combination of playing pitches to meet the current and future needs of the city's population.
- To increase participation in playing pitch sports through offering the best player/participant experience possible in terms of playing pitches and ancillary facilities at the most cost effective price to both the user and provider.

Priority sport specific actions (that reflect the key issues and findings)

	Protect	Enhance	Provide
Cricket	The cricket sites within the Bristol boundary to prevent no further displaced demand out of the city	The quantity, quality and availability of the "pay and play" cricket facility stock to meet the club's needs	New cricket facilities within Bristol to meet the demand from Bristol residents and prevent any further displaced demand out of the Bristol boundary
Football	The overall quantity of pitches in the city to cope with future demand from all age groups	The large number of poor pitches and changing facilities- specifically the ones most heavily used	Develop a balance of adult, youth and mini football pitches that provides the best fit for the city's demands
Hockey	The number and quality of hockey suitable (sand based) AGPs in the city	The number of hours that sand based AGPs are made available for hockey throughout the week	Additional playing and training time for the development of hockey in the south of the city
Rugby Union	The current sites within the Bristol boundary so no more are displaced to outside the city	The large number of poor quality pitches in the city through alternative usage patterns, improved standards of maintenance and capital interventions	Access to 3G artificial grass pitches in strategic locations that are IRB compliant for competitive training and match play

Bristol needs summary

- There is a need to significantly increase the number of "good" standard grass pitches in the city
- BCC Parks need to rationalise changing provision, improve the facilities at selected sites within budget limits and maximise usage of facilities in order to improve cost effectiveness
- There is a need to utilise all pitches in the city regardless of ownership

The big challenges/opportunities

- BCC Parks, who manage and maintain circa 20% of all pitches, face a reduction in it's budget
- A review of all BCC Parks pitch/facility tariffs by the end of 2017/18 season
- To pursue alternative cost effective options for the ongoing provision, management and maintenance of BCC Parks grass pitches and ancillary facilities in line with the tariff review
- New forms of games and changing patterns of demand
- A growing number of rubber crumb AGPs
- Major property developments in areas bordering Bristol boundary

Key messages

- **Pitches should not be considered as sport or age specific but as part of an overall stock of playing field land that can be used for many sports**
- **The overall quantity of pitches (i.e. playing field space) is adequate to meet current and future demand.**

- Considerable work is required to provide the right combination of pitches and to improve the overall quality of pitches and changing provision in the most cost effective way.

Appendix 3

Summary comments on the key elements of the supply of sports pitches

General

- There are a number of pitches that are used but do not have a community use agreement. In theory their owners could stop access at any time which would cause an immediate problem for the teams playing there and a potential knock on effect as these teams search for other pitches.
- There are a large number of good quality pitches owned by independent schools just outside the city boundary in North Somerset that are mostly unused by the community.

Cricket

- There are a relatively low number of cricket pitches in the central & east of the city compared to the north and south.
- Nearly all cricket pitches available to the community have some sort of secured community use agreement.
- Only three cricket pitches have been graded as “poor”.
- Only 4 pitches are available for pay & play cricket. All are in local authority ownership and three of the four are graded as “poor”.
- The majority of cricket pitches have changing facilities graded as “good”.
- There are 26 cricket pitches outside the Bristol boundary used by Bristol based teams (only 29 inside the boundary).

Football

- There is a large stock of mini football pitches that are not available for community use, these are mostly primary school pitches.
- There are 15 adult football pitches available but not used by the community, mostly on school sites.
- There are a low percentage of football pitches graded as “good”.
- The number of pitches graded as “poor” is reasonably high but also considered to be underestimated. This is due to large sites being given an overall PQA score rather than the individual pitches on the sites.
- There are a high percentage of adult football pitches with changing facilities graded as “poor”.
- 85 of 132 adult pitches are owned by the local authority.

Hockey

- The vast majority of sand based AGPs used for hockey are in the north of the city.
- There are considerably less full sized, sand based AGPs in the south and central & east of the city.
- Three pitches that are used do not have a secured community use agreement.
- There are 11 AGPs (nine sand, two water) outside the Bristol boundary used by Bristol based teams, mostly in North Somerset. There are only 10 sand based AGPs in Bristol.
- No hockey clubs in Bristol directly own their own pitch.
- The increase in 3G AGP stock may see an increase in availability of sand based pitches that have been used for football.
- No plans have been identified to build a new sand-based AGP in the city.

Rugby Union

- The majority of mini/midi rugby union is played on senior pitches.
- There are 17 senior rugby union pitches available but not used by the community, mostly on school sites.
- There are a low percentage of rugby pitches graded as “good”.
- There are a high percentage of senior rugby union pitches graded as “poor”.
- None of the rugby specific sites have had their changing facilities assessed as this was not required by the RFU in the methodology.
- There are 26 senior rugby union pitches outside the Bristol boundary used by Bristol based teams.

Artificial Grass Pitches

- In 2016 two sites added six small sided football courts (South Bristol Sports Centre and Horfield Leisure Centre). Both are fully accessible by the community and the sites are owned by Bristol City Council.
- A new full size 3G pitch at Coombe Dingle in 2016 has added to the stock of pitches in the north of the city. In addition to this, two full size 3G pitches will be built in 2017/18 at Bonnington Walk (on the Bristol/South Glos border) with another just over the border in South Gloucestershire at Frenchay (Dings Rugby Club).
- There are considerably less full sized, sand based AGPs in the south and central & east of the city.
- There are a relatively large number of small AGPS in the south of the city. This is due to a privately owned “Goals Soccer Centre” and the new courts at South Bristol Sports Centre.

There is also one of the “Goals Soccer Centres” just outside the northern boundary in South Gloucestershire.

- There are no AGPs graded as “poor” (but little information is available of future planning and sinking funds to maintain this quality).
- In 2015 there was only one 3G AGP in the city that met the FA’s standard for competitive play (St Bedes Catholic College). However this number has swollen with all new pitches meeting this criteria (Coombe Dingle, Oasis John Williams, Bonnington Walk x2).
- In 2015 there were no 3G AGPs in the city that met the RFU’s standards for competitive play. However the Coombe Dingle pitch and both of the new pitches at Bonnington Walk (will) meet this criteria.

Appendix B

PPS Public Consultation Summary

The draft strategy went out to public consultation for a 12 week period, ending on 8th September 2017.

Partners and all interested parties were asked to consider:

- i. If they feel their sport is accurately represented in terms of the supply (quantity and quality) and demand (number of teams) for pitches in Bristol.
- ii. If the strategy has identified the key priorities and challenges for their sport.
- iii. If they agree with and /or have any views on the citywide summary and the challenges and opportunities identified.

The structure of the online survey included two sorts of questions. A simple closed question with a yes / no answer and an open question with a free text box. For example:

Q5. Key drivers Please see the key drivers here (link to document). Do you agree with the contents?

Yes / No

Do you have any views on the contents, or suggestions for additional elements/content?

Free text

Every section of the Playing Pitch Strategy document was consulted on in this way. The Background and Evidence document and the Action Plan were also included but only had one open question of “Any comments on the...”

We received a total of 17 fully completed and returned surveys with another 108 surveys partially completed.

Of the completed surveys, the majority were completed by sports clubs with over 90% agreeing with the contents of each section. This suggests that the PPS has accurately reflected the situation in Bristol with regards to playing pitches.

Individual comments from those that were made included:

- i. Not subsidising adult football
- ii. Should only invest in youth sport
- iii. The need to support small clubs to take on management and ownership of sites
- iv. Focus on larger multi pitch sites rather than the small ones

Internal Consultees

Parks, Education, Public Health, Property, Planning, Equalities

Appendix F

Eco Impact Checklist

Title of report: Playing Pitch Strategy

Report author: Guy Fishbourne

Anticipated date of key decision 5th December 2017

Summary of proposals: The purpose of this report is to inform Cabinet members that public consultation on the draft Bristol Playing Pitch Strategy has now been completed. The consultation received 125 responses and although a few individual comments were received, the overarching response was agreement with the key findings and strategic direction of the strategy.

Officers are now seeking for the final draft strategy to be formally adopted by the Council.

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 and Mitigation - to go into the main Cabinet/ Council Report

The scale of impacts of this proposal are not clear until final decisions are made. There will be potential travel impacts for both users (from relocating sports teams) and staff (reduced maintenance). Closing or refurbishing changing facilities could also reduce energy and water use, but may involve some waste during works.

Mitigation measures include considering travel when allocating teams to pitches, and maintenance, considering energy and water efficient appliances, and applying the waste hierarchy when refurbishing or demolishing changing rooms. Considering drainage, pollutant content, maintenance reduction, and waste when re-surfacing pitches is also important.

The net effects of the proposals are likely to reduce staff travel, maintenance, and resource use, but may increase user travel and waste. The overall impact is likely to be slightly beneficial.

Checklist completed by: Guy Fishbourne, Nicola Hares, and Giles Liddell

Name:

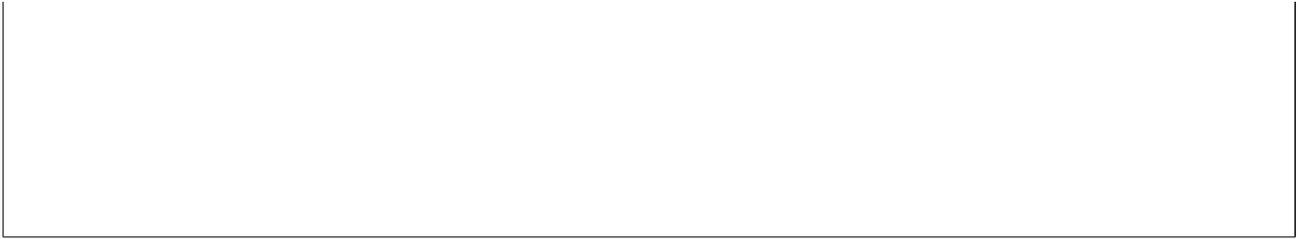
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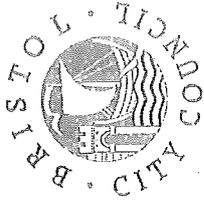
Extension:

Date:

Verified by Environmental Performance Team



Bristol City Council Equality Impact Assessment Form



(Please refer to the Equality Impact Assessment guidance when completing this form)

Name of proposal	Bristol Playing Pitch Strategy (PPS)
Directorate and Service Area	Neighbourhoods / Public Health / Healthy Lifestyles Healthy Place
Name of Lead Officers	Guy Fishbourne / Craig Hyslop

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?

The vision for the PPS is as follows:

- To protect, enhance and provide the right combination of playing pitches to meet the current and future needs of the city's population.
- To increase participation in playing pitch sports through offering the best player/participant experience possible in terms of playing pitches and ancillary facilities in the most cost effective way for provider and user.

In simple terms the work is about the number and quality of grass and artificial playing pitches (and associated changing rooms) in the city. The PPS focuses on the four main pitch sports played in the city: cricket, football, hockey and rugby union.

The PPS work and its associated action plan may affect service users in the following ways:

- The PPS seeks to attract investment for new facilities and to improve heavily used facilities
- The PPS aims to identify any underused sites or sites that are not cost effective to run. The future of these sites will be considered in the context of their locality and the city wide need.
- The PPS seeks to understand the entire picture of provision and demand for each sport and to identify areas where additional facilities or changes in current facilities are needed by city residents.
- An action plan will be created identifying the key actions across the city required to meet the PPS vision.

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?

Sport England provide a comprehensive methodology to follow that helps shape a reasonably clear picture on all the teams that play the four sports in the city, and all the pitches that they play and train on. To give an idea of scope, there are around 500 playing pitches and 1100 teams that use them. The PPS methodology collects data on team numbers, not the individuals who play for each team. The data is therefore lacking in specific equality information. An added complication is that two of the governing bodies for each sport do not collect data specific to the city. Indeed the Somerset Cricket Board (SCB) and Somerset Football Association (SFA) cover the south of the city, with the Gloucestershire Cricket Board (GCB) and Gloucestershire Football Association (GFA) covering the North.

Cricket

- There are 136 "open age" teams (predominantly adults)
- There are 78 youth cricket teams (under 16 years)

Specific equalities information (cricket)

- The facilities for cricket within the city boundary are insufficient in terms of quality and quantity i.e there are not enough pitches of sufficient quality for cricket above entry (basic) level. Consequently 5 new clubs from the South Asian community established since 2000 have had to play at facilities in either South Gloucestershire or BANES whilst 2 others have to play outside Bristol and their 'natural' catchment area.
- The Bristol Youth League is one of the largest in the country and covers areas outside the city in all directions.
- There is no specific data collected on women/girls participation in cricket. However the GCB do report that there are

currently 20 clubs (in Gloucestershire) that have female only teams, with girls allowed to play with boys at youth level.

Football

- There are 325 adult male teams
- There are 6 adult female teams
- There are 195 youth (boys) teams (under 16 years)
- There are 13 youth (girls) teams (under 16 years)
- There are 84 mini (mixed) teams (under 10 years)

Specific equalities information (football)

- There are circa 700 small sided football teams in the city that use a variety of facilities (some of these facilities- such as sports halls- are not included in the PPS and therefore small sided teams are not either). Small sided football is generally more accessible and there is thought to be more participation from various equality groups in this format of the game.
- The GFA (21 teams) and SFA both run "Ability Counts" leagues. The teams are generally of mixed age and gender.
- Bristol Panthers FC is Bristol's "premier gay-friendly football club".
- The DCMS Taking Part Survey (2011) states that the top five sports for white and BME people include swimming, cycling, football and health and fitness. While four of the top five sports are the same for both groups, the percentages differ and there is some variation in their rank order position. For example, BME people are more likely to play football (10.3% +/-1.8 compared with 6.4% +/-0.5 of white people).

Hockey

- There are 54 adult male teams
- There are 41 adult female teams
- There is 1 mixed adult team
- There are 18 junior teams

Specific equalities information (hockey)

- Hockey has by far the largest female participation rate of the pitch sports included in the PPS.
-

Rugby Union

- There are 69 adult male teams
- There are 2 adult female teams
- There are 49 youth/colts teams
- There are 54 mini teams

Specific equalities information (rugby union)

- Bristol Bisons RFC is the "South West's only inclusive rugby union team".

Brief summary of PPS findings related to an EqIA

- Poor quality changing facilities at most of the Parks football sites with little segregation allowing for mixed use or disabled access.
- Not enough hours for hockey training (mid-week) available at key sand based artificial pitches. This is mostly due to football training / hire. This adversely affects the hockey community which is nearly 50% female.
- Only 1 sand based artificial pitch in the south of the city.
- Not enough cricket facilities to accommodate all cricket teams within the city- South Asian teams in particular are not provided for.
- Not enough junior and mini football pitches marked out (most play is on adult pitches).
- Not enough junior/mini rugby union pitches marked out (most play is on adult pitches).

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

Gaps in knowledge

- Due to the fore-mentioned focus on teams rather than individuals the information on equality groups is poor.
- Requests to all the relevant National Governing Bodies has highlighted that they do not collect data on equalities groups. This is something that the PPS steering group can look to address. The football and cricket NGBs have development officers employed specifically around disability sport, women/girls sport and youth sport- yet they all knew very little about actual participation rates in their respective areas.
- There is a lack of information on disabled participation in pitch sports. Any search for more information could also include participation in coaching and volunteering.
- There is thought to be a growing number of veterans teams in both football and rugby yet the information gathered

to date has not highlighted this.

- Part of the original data collection included a club survey, sent out to all the clubs in the city. This was based on guidance from the National Governing Bodies and Sport England and did not include any specific attempt at gathering equalities data. BCC officers should have looked to include this and can rectify this missed opportunity in any future club surveys.

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

The original consultation exercise included a club survey. However many clubs would have simply asked a secretary or similar to respond to the survey. The responses are unlikely to be representative of many of the individuals that participate at each club.

There is an opportunity at the consultation stage to ensure that equality groups and individual members of the general public are consulted on the PPS. We particularly need information on barriers to participation amongst these groups.

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.

	Does the proposal have any potentially adverse impacts on people with protected characteristics?	Can these impacts be mitigated or justified? If so, how?	Does the proposal create any benefits for people with protected characteristics?	Can they be maximised? If so, how?
Age	There is a need for more junior football and rugby pitches.	The aim is to provide these additional pitches through re-allocating under used adult pitches.	Specific junior pitches should improve the player experience.	The new pitches need to be good quality and the correct size according to the age group.
Disability	Little is known about barriers to disabled involvement in the 4 pitch sports covered. Therefore there is a risk of any actions potentially adding to barriers or missing simple opportunities to reduce barriers.	The strategy consultation process is an opportunity to learn more about this group and pitch sport participation. It may also be necessary to consult on any proposed actions.	There is the potential to reduce barriers if they are identified.	Accurate and comprehensive consultation.

Gender re-assignment	No obvious considerations.				
Marriage & civil partnership	No obvious considerations.				
Pregnancy and maternity	Little is known about barriers to involvement in the 4 pitch sports covered. Therefore there is a risk of any actions potentially adding to barriers or missing simple opportunities to reduce barriers.	The strategy consultation process is an opportunity to learn more about this group and pitch sport participation. It may also be necessary to consult on any proposed actions.	There is the potential to reduce barriers if they are identified.	Accurate and comprehensive consultation.	
Race	The South Asian cricket population have been identified as a group who do not have the facilities they require.	Identified actions intend to improve this situation.	The PPS actions therefore should benefit this population.	It is important to maintain consultation to ensure that any actions are welcomed by the intended target group.	
Religion or belief	Little is known about barriers to involvement in the 4 pitch sports covered. Therefore there is a	The strategy consultation process is an opportunity to learn more about this group and pitch sport	There is the potential to reduce barriers if they are identified.	Accurate and comprehensive consultation.	

	<p>risk of any actions potentially adding to barriers or missing simple opportunities to reduce barriers.</p> <p>Women and girls participation is low in football, rugby and cricket. More information is needed on potential barriers to participation.</p>	<p>participation. It may also be necessary to consult on any proposed actions.</p> <p>Participation is likely to be more than just a factor of facility provision. However it will undoubtedly have an impact. All new facilities should be built with the intention of reducing any identified barriers to participation.</p> <p>The strategy consultation process is an opportunity to learn more about this group and pitch sport participation. It may also be necessary to consult on any proposed actions.</p>	<p>There is no explicit mention of equality groups in the action plan with regards to the building of new facilities. This needs to be added to the PPS and the PPS action plan.</p>	<p>It is important to maintain consultation to ensure that any actions are welcomed by the intended target group.</p>
Sex				
Sexual orientation	<p>Little is known about barriers to involvement in the 4 pitch sports covered. Therefore there is a risk of any actions potentially adding to barriers or missing simple opportunities to reduce barriers.</p>			<p>Accurate and comprehensive consultation.</p>

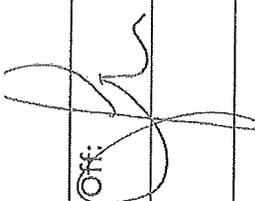
General comments

There are difficult decisions to be made about how to use any money available for investment in facilities (improving old and building new). Any proposed actions need to consider the different equality groups and potential impacts on their participation.

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.

<p>4.1 How has the equality impact assessment informed or changed the proposal?</p>	<p>The equality impact assessment has highlighted that the key delivery partners (the four National Governing Bodies of Sport, namely the Rugby Football Union, The FA, the England & Wales Cricket Board and Hockey England) do not collect sufficient equality data on participants. This in turn means that they hold little information on barriers to participation of the equality groups. The strategy document itself is therefore unchanged by the EqIA, however it has added a major task for the action plan in encouraging and facilitating the NGBs to collect equality data. It has also highlighted the need to include equality impact assessments when any new proposals / major actions are undertaken.</p>
<p>4.2 What actions have been identified going forward?</p>	<p>BCC to encourage and facilitate the NGBs to collect equality data on their participants. Include equality impact assessments when any new proposals / major actions are undertaken.</p>
<p>4.3 How will the impact of your proposal and actions be measured moving forward?</p>	<p>Collection of equality data on participants will provide a start point for engaging with these equality groups and understanding their needs and barriers to participation. Having more equality related actions on the PPS action plan will illustrate progress. Longer term, evidencing an increase in participation of some equality groups should be the aim.</p>

Service Director Sign-Off: (ACTINS) <i>Sally Hogg</i>	Equalities Officer Sign Off: 
Date: 9.11.17	Date: 14 - 12 - 16

MEETING: Cabinet

DATE: 04/12/2017

Title: Cultural Investment Programme	
Author: Laura Pye	Job title: Head of Culture
Cabinet lead: Mayor Marvin Rees	Director lead: Nicki Beardmore

<p>Idea origin: <i>BCC Staff</i> Date idea generated: 01/05/2017</p>
<p>Decision maker: Mayor Decision forum: <i>Cabinet</i></p>
<p>Timescales: Exec Board – Cabinet- 4th Dec 2017</p>
<p>Purpose of Report : This paper aims to share the applications we received and make recommendations as to which organisations we invest in 2018-22 priorities of the portfolio will be in line with our corporate strategy, the city's cultural strategy and most importantly our known budget position for the next 4 years.</p>
<p>Cabinet Member / Officer Recommendations: That Cabinet agrees with the recommendations from the cross-party / independent panel to fund the organisations to the amounts stated in the Appendix A1</p>
<p>Evidence Base:</p> <ul style="list-style-type: none"> • We received 48 Imagination and Openness grants applications for the Culture Investment programme. Amount requested: £4,234,792 break down details is in attached Appendix A3 • As part of the Mayor's commitment to make Arts and Culture accessible to all, instigated by the cabinet lead for Culture and following on from the Scrutiny Inquiry day we have, in partnership with the city, redeveloped a cultural strategy for the city- Bristol's Cultural Futures. In order to support this new strategy and align our process with it and the new corporate strategy for BCC we have renewed our Cultural Investment Programme (formerly known as the Key Arts Provider, Community Festivals and Creative Seed funding). • There was an overall reduction in funding available to support the city's arts and cultural sector from current levels, as detailed below. • Applications were assessed against clear criteria - articulated in the funding prospectus (Appendices A4,5,6) • The key dates of assessment. Closed for application 12th September, w/c 23rd October officer panel first stage discussion, 31st October Cross Party Panel final recommendations. • The recommendations for the funds that have been agreed by cross party/ independent panel on the 31st October – Attached Appendix A1 as is an overview of the reach of the new funding in Appendix A2

<p>Revenue Cost: £ annual budget 2017/18 £1,015,960 2018-2021 £825,960 2021/22 £ 635,960</p>	<p>Source of Revenue Funding: <i>general fund contribution cost centre 11179</i></p>							
<p>Capital Cost: £</p>	<p>Source of Capital Funding: <i>e.g. grant/ prudential borrowing etc.</i></p>							
<p>One off cost <input type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/></p>	<p>Saving Proposal <input checked="" type="checkbox"/> Income generation proposal <input type="checkbox"/></p>							
<p>Finance narrative: Please note, this report will not give rise to ring-fencing the Culture budget meanwhile the Council reports an overall budget gap of £42m over the next MTFP period. Budget beyond 17/18 has not yet been formally set, and it is to be expected that Culture will contribute to further cuts in the efforts to close this budget gap. The funding provision for the current arts & festivals funding programme between 15/16 and 17/18 is £1,015,960 per annum. The proposed new investment programme will delivery phased savings on funding provision over the next MTFP period. Please see the incremental savings detailed below.</p>								
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #cccccc;"> <tr> <td style="width: 25%;">Savings Proposal</td> <td style="width: 12.5%;">2017/18</td> <td style="width: 12.5%;">2018/19</td> <td style="width: 12.5%;">2019/20</td> <td style="width: 12.5%;">2020/21</td> <td style="width: 12.5%;">2021/22</td> <td style="width: 12.5%;">Full year Effect</td> </tr> </table>	Savings Proposal	2017/18	2018/19	2019/20	2020/21	2021/22	Full year Effect	
Savings Proposal	2017/18	2018/19	2019/20	2020/21	2021/22	Full year Effect		

	£000	£000	£000	£000	£000	£000
Reduce funding to key arts providers		190			190	380
Finance Officer: Tian Ze Hao– Finance Business Partner (Place)						

Risks: *Briefly outline any risks involved in this proposal*

Legal Consideration: Legal Services are now involved in this project and will work with officers to manage any identified risks. Grant agreements have yet to be drafted and Legal Services will be to assist with this. It will be important that successful applicants will only be notified of their awards after being provided with the legal terms of the grant.

Benefits: The development of Bristol’s Cultural Futures and the alignment of our internal processes and policies linked to Culture are all about increasing access to arts and culture and delivering on the corporate priorities. We have ensured that health and wellbeing are seen as a key output of our cultural provision and are encouraging our partners to address these through the strategy, our policies and our funding decisions. The new Cultural Investment Programme is linked to the savings proposals outlined in the MTFP. The cultural investment programme has a priority to increase equality and celebrate diversity. Equalities officers are part of the assessment panel. An overview of the benefits of the funding across the city can be seen in **Appendix A6**

Consultation Details: DIY Arts Groups, Bristol Festivals and current Key Arts Providers (KAP) were consulted about the Cultural Investment Programme. The input from DIY arts, festival forum and the current KAP lead to the development of the three stream approach and much strong criteria being developed. Groups wanted a 3 tier funding structure that enabled growth and progression from one to the other. We have created a process of application that was clearer and open to enable a wider breath of applicants to apply. **This has been applied to the new funding process.**

DLT sign-off	SLT sign-off	Cabinet Member sign-off
12th Oct 2017	17 th Oct 2017	2 nd Nov 2017

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

Organisation applying to Openness 4 year fund	Currently receiving	Requesting					Panel recommended 15% reduction on ask plus cap of £100k
	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL s	
Travelling Light Theatre Co.	£31,488	£20,000	£20,000	£20,000	£16,000	£76,000	£17,000
Trinity Community Arts	£20,000	£20,000	£17,500	£15,000	£10,000	£62,500	£17,000
Watershed	£104,960	£80,000	£80,000	£80,000	£67,174	£307,174	£68,000
Knowle West Media Centre	£41,984	£42,000	£39,200	£36,400	£33,600	£151,200	£35,700
In Between Time	£15,000	£14,250	£14,250	£14,250	£14,250	£57,000	£12,113
St George's Bristol	£36,736	£29,000	£29,000	£27,500	£23,200	£108,700	£24,650
Circomedia	£36,736	£35,000	£32,000	£28,000	£25,000	£120,000	£29,750
BCDP	£52,480	£42,000	£42,000	£40,000	£33,600	£157,600	£35,700
acta	£36,240	£30,000	£30,000	£30,000	£24,000	£114,000	£25,500
Spike Island Artspace	£25,000	£25,000	£23,000	£23,000	£20,000	£91,000	£21,250
Tobacco Factory Arts Trust	£40,000	£44,000	£44,000	£44,000	£35,200	£167,200	£37,400
Bristol Old Vic	£288,640	£230,900	£230,900	£230,900	£184,700	£877,400	£100,000
Cirque Bijou	£15,744	£38,200	£38,200	£35,700	£30,200	£142,300	£12,000
Encounters	£20,992	£15,000	£15,000	£15,000	£15,000	£60,000	£12,000
Asian Arts Agency	£15,000	£20,000	£19,000	£17,500	£16,000	£72,500	£12,000
MAYK	£15,000	£15,000	£13,648	£15,000	£12,000	£55,648	£12,000
RWA	£20,992	£30,000	£27,000	£24,000	£20,000	£101,000	£12,000
Bristol Jazz & Blues		£14,000	£12,000	£10,000	£8,000	£44,000	
							£484,063

TOTAL applied for KEY

£744,350

£726,698

£706,250

£587,924

£2,765,222

	Recommended for funding
	Not recommended for funding
	Offered £12, 000
	Bespoke offer

CONFIDENTIAL

CONFIDENTIAL

Amount requested	Currently receiving	Requesting			Total 2018-19 (15% reduction on ask)
	2017/18	2018/19	2019/20	TOTAL s	
Creative Youth Network		£20,000	£20,000	£40,000	£17,000
Easton / LH Up Our Street		£20,000	£20,000	£40,000	£17,000
Bristol Pride		£19,079	£19,078	£38,157	£16,217
Redfest Bristol		£20,000	£20,000	£40,000	£17,000
Lockleaze Neighbourhoods Trust		£14,156	£10,115	£24,271	£10,315
Theatre Bristol	£31,488	£25,190	£22,671	£47,861	£20,341
Trigger		£14,000	£14,000	£28,000	£11,900
Bristol Festivals		£15,000	£15,000	£30,000	£12,750
The Misfits Theatre Co.		£10,239	£10,239	£20,478	£8,703
The Architecture Centre		£15,000	£15,000	£30,000	£12,750
Brave Bold Drama		£5,000	£5,000	£10,000	£5,000
Glenside Hospital Museum		£14,410	£8,710	£23,120	£9,826
Paper Arts		£32,000	£16,000	£48,000	£20,400
St Pauls Carnival	£57,728	£40,000	£40,000	£80,000	£34,000
Rising Arts Agency		£20,226	£17,362	£37,588	£15,975
Artspace Lifespace	£15,000	£16,570	£16,570	£33,140	£14,085
				TOTAL 2018-19	£243,261
Ujima Radio		£40,000	£40,000	£80,000	
Zion Bristol		£13,050	£12,260	£25,310	
At Bristol (We The Curious)		£40,000	£40,000	£80,000	
Superact		£40,000	£40,000	£80,000	
Windmill Hill City Farm		£37,000	£37,000	£74,000	
The Wardrobe Theatre		£39,000	£39,000	£78,000	
Studio Upstairs		£40,000	£40,000	£80,000	
Bristol Jazz & Blues		£12,000	£12,000	£24,000	
Dance Music Arts Collective		£49,694	£49,694	£98,774	
Insane Root		£37,500	£36,000	£73,500	
Unique Voice		£29,579	£29,579	£59,158	
Jazzata		£9,000	£9,000	£18,000	
BOVTS		£46,000	£46,000	£92,000	
The Cholmondeleys		£17,500	£17,500	£35,000	
TOTAL applied for		£751,193	£717,778	£1,468,971	

KEY

- Recommended for funding
- Not recommended for funding

Recommended funded organisations in each location

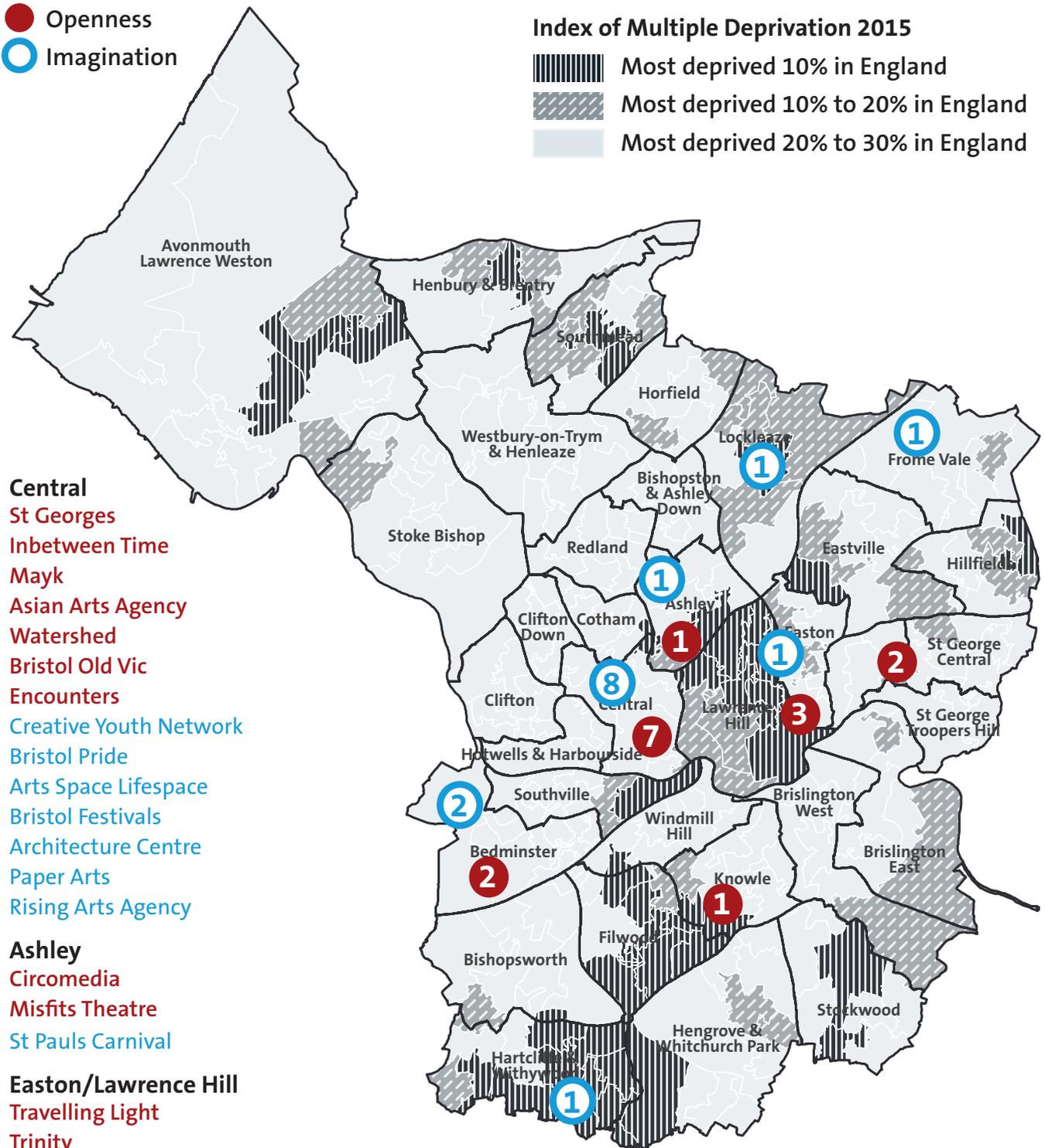
Number of organisations of each type

- Openness
- Imagination

2016 Wards

Index of Multiple Deprivation 2015

- Most deprived 10% in England
- Most deprived 10% to 20% in England
- Most deprived 20% to 30% in England



- Central**
 St Georges
 Inbetween Time
 Mayk
 Asian Arts Agency
 Watershed
 Bristol Old Vic
 Encounters
 Creative Youth Network
 Bristol Pride
 Arts Space Lifespace
 Bristol Festivals
 Architecture Centre
 Paper Arts
 Rising Arts Agency
- Ashley**
 Circomedia
 Misfits Theatre
 St Pauls Carnival
- Easton/Lawrence Hill**
 Travelling Light
 Trinity
 Cirque Bijou
 Up Our Street
- Hotwells**
 Spike Island
- Clifton**
 RWA
- Abbots Leigh**
 Bristol Cultural
 Development Partnership

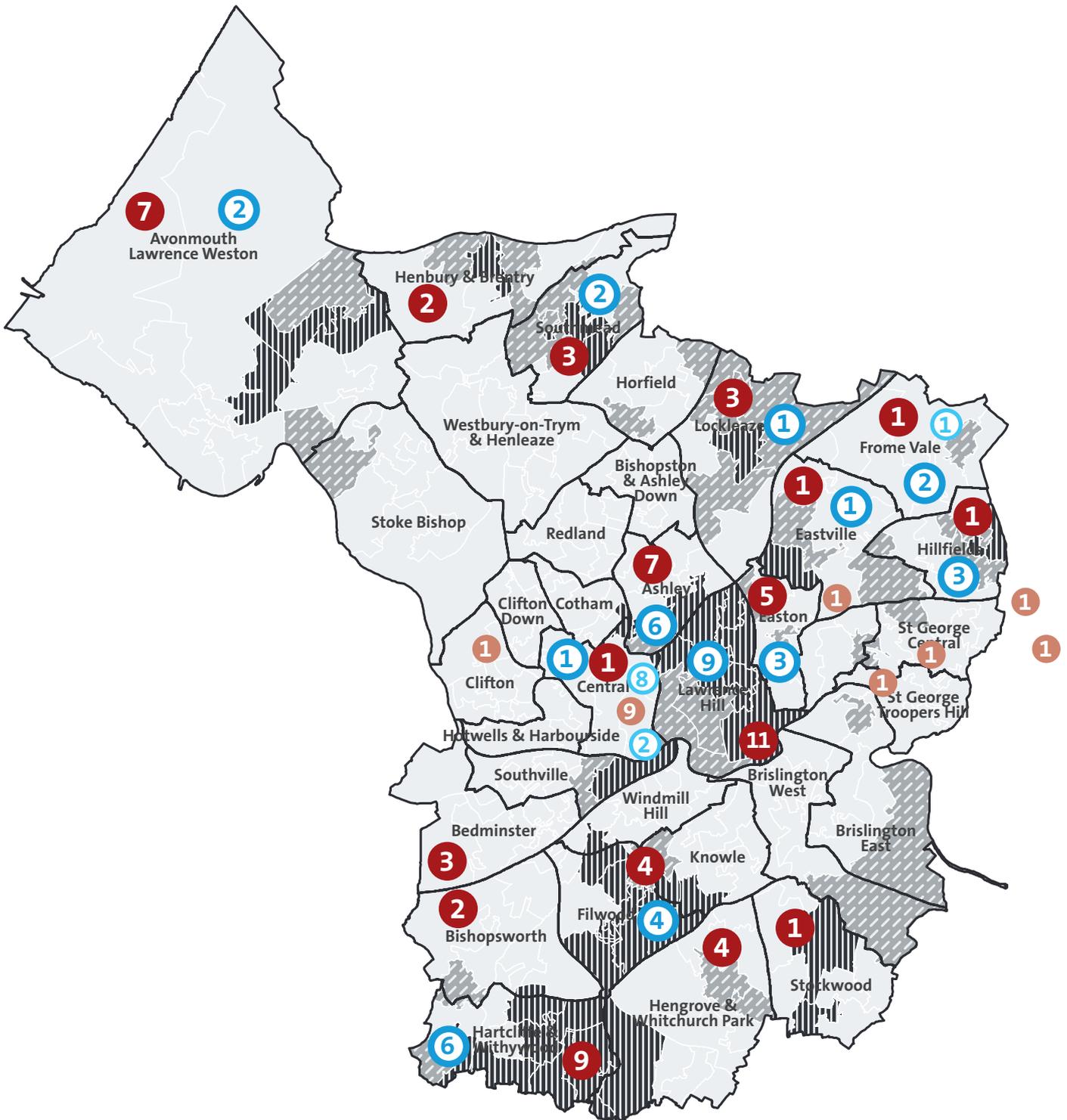
- Knowle**
 Knowle West Media Centre
- Frome Vale**
 Glenside Hospital
- Bedminster**
 Tobacco Factory
 Acta
 Trigger Theatre
 Theatre Bristol

- St George**
 Redfest
- Lockleaze**
 Lockleaze Neighbourhood Trust
- Hartcliffe/Withywood**
 Brave Bold Theatre

Areas where activity will take place by the funded organisations

- Priority Area Openness
- Priority Area Imagination
- Non Priority Area Openness
- Non Priority Area Imagination

- 2016 Wards
- Index of Multiple Deprivation 2015**
- Most deprived 10% in England
- Most deprived 10% to 20% in England
- Most deprived 20% to 30% in England



IMAGINATION FUND		Previously received	Requesting 18/19	Organisation mission/purpose	Project Title (Imagination only)	Project outline (imagination only)
Artspace Lifespace	Imagination	£15,000	£16,570	<p>Providing Access, Space, Logistics and Support for a vibrant creative community in Bristol and beyond. Our mission is to provide resources and facilities that enable sustainable, creative communities. We do this through acquisition, provision and maintenance of a diverse portfolio of quality facilities; where artists can make, collaborate and present works and where communities can access affordable arts within their locality. Our purpose is to promote art for the benefit of the public by the establishment and maintenance of facilities for artists from a variety of practices to create, collaborate, and to present and perform those works for the public.</p>	Artspace Lifespace and Invisible Circus: Diversity, Inclusion and Fundraising for the Future	<p>We wish to develop a joint programme of fundraising, equalities, diversity and inclusion in order to find ways to help those who engage less with arts and culture and give the opportunity to collaborate in its production and use our public voice to shape wider social attitudes to equality and diversity. Our coordinated approach can help us address both real and perceived barriers to participation in order to drive higher engagement. We are applying for funding towards salary costs for one p/t Equality, Diversity and Monitoring Officer, one p/t Fundraising Officer, one p/t Marketing Officer plus the costs of the redesign and merger for a more accessible and secure ASLS and The Island website. We will share the skills of the staff hired enabling both organisations to benefit from this funding opportunity as well as increasing the integrated working between the two organisations, reducing the skill-gaps we face. The outcomes of this programme include increased offers of affordable spaces for artists, shared resources and skill enhancement opportunities for arts groups, increased numbers of accessible, high quality public art events and activities and more sustainable outreach to diverse audiences raising attendance in arts from harder to reach communities.</p>

<p>At Bristol (We The Curious)</p>	<p>Imagination</p>	<p>0</p>	<p>40000</p>	<p>We The Curious is an educational charity with a mission to share transformative experiences that inspire curiosity and empower everyone with the essence of creative, scientific enquiry. Our vision is to create a culture of curiosity and we have four key pledges: (1) cultivate curiosity, (2) create an open source city laboratory with active research, (3) increase socially inclusive, multidisciplinary participative practice and (4) build an environmentally sustainable future. In the last five years we have won forty awards for educational impact, environmental sustainability, visitor experience and commitment to social inclusion; most recently receiving the Gold Award for South West Tourism Access Inclusion and Diversity 2017.</p>	<p>The fourth Plinth Community Commissions</p>	<p>We The Curious will work with Bristol communities and socially engaged artists to create a high-profile platform for them to shape our new ground floor exhibition Curious City. To create this major exhibition, we will work closely with diverse local audiences to voice their questions, choose what they want to feature in the exhibition and work with us to design exhibits together.</p> <p>The 4th plinth community commissions is an innovative new project leading to the creation of six co-designed exhibit experiences, forming a key part of Curious City. Each commission will involve a local artist and community group working together to develop a unique exhibit experience. Each commission will be based on a theme emerging from the curious questions of Bristol residents. We will provide participants with access to the resources they require including our exhibitions team and exhibition designers providing masterclasses in creative skills development.</p> <p>At the start of the project, we will invite community organisations across the city (prioritising areas within Bristol's top 10% of the government indices of multiple deprivation) to attend a community symposium where together we will develop a framework for effective partnership working. This will ensure that the project is co-designed from the start.</p>
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<p>Brave Bold Drama</p>	<p>Imagination</p>	<p>0</p>	<p>5000</p>	<p>Through Brave Bold Drama's work both as a touring professional theatre company and as directors of the community arts centre Creative Workspace in Withywood we aim to break down the social, cultural and financial barriers that prevent certain community members, in particular our immediate community of BS13, from engaging with and participating in the arts. We work with all members of our community including families with preschool children, older people including those suffering from isolation and conditions such as dementia, adults with learning disabilities, single parents, teenagers and young people.</p>	<p>Creative Workspace Community Events Programme</p>	<p>We want to provide affordable creative family events in the school holidays called "Creativity Days" and some weekends "Family Fun Days". These have already proved popular and were well-attended by the BS13 community in Summer 2017. We also wish to run after-school Arts Award sessions for local teenagers (we have linked with Merchants' Academy who will help promote these) which will bring a wide range of art forms for 11-18 year olds who otherwise will struggle due to financial and cultural barriers to access these experiences. They will gain a nationally recognised qualification through the Arts Award qualification. The Year 10s at Merchants have been consulted and a large number are enthusiastic about this opportunity. We also want to provide regular film screenings of childrens' films with accompanying creative workshops facilitated by professional artists of all kinds, and also some British independent films and classic films for adults. The community have requested this as accessing commercial cinemas is often beyond their financial capabilities. Finally we wish to run regular intergenerational creative day-time sessions for pre-school families and older people to attend together. This has been requested by a local care home. We are running a pilot in September 2017.</p>
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Bristol Jazz & Blues	Imagination	0	12000	<ul style="list-style-type: none"> • To entrench an annual Bristol Festival with quality & excellence that ranks it among the top UK festivals; • To develop exchange opportunities for our artists with festivals in the UK & around the world that inspire & strengthen our audiences; • To work with our university, college & school music departments offering supplements to complement their programming, giving inspiration to students & teachers, & assisting in career opportunities; • To offer creative work for our composers, arrangers, musicians & singers in all our programming • To diversify our audiences and participants and become a major player in Bristol's reputation as a music hub. 	Bristol Jazz and Blues Festival	<p>For each of the 2 years that our Festival services are diversified into venues across the city during Colston Hall's renovations we lose the support in kind that they have given us through reduced rent. This proposal's funding would be used to help to pay for the variety of venues that the festival will be using. Confirmed venues to date will be St. George's, Trinity Centre, the Arnolfini and the Tobacco Factory. We hope to have limited use of the Hippodrome and we are negotiating with the Victoria Rooms, the Station and the Cathedral. We know that our facility costs will not only increase in venue rent, but also in venue staffing and equipment costs, and that these costs will be in excess of the £12,000 that we have requested, But we also expect that we will benefit from involving new audiences from these venues and together with the support from Imagination we will meet this challenge. Thus the funding will be reinvested in Bristol's performing arts facilities.</p>
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<p>Bristol Festivals</p>	<p>Imagination</p>	<p>£0</p>	<p>£15,000</p>	<p>Bristol Festivals is a membership organisation supporting the sustainable and strategic development of the Festival and Events sector in Bristol. We provide information, resources and advocacy, and develop bespoke sector-led projects to encourage collective participation and build an efficient and resilient workforce. Bristol Festivals works with public and private sector partners to celebrate, strengthen and drive public engagement with the city's vibrant events culture. Our vision, is to promote Bristol as a leading destination for cultural festivals and events, where everyone visiting, living and working in the city has the opportunity to connect – as audience, volunteers, partners or workforce.</p>	<p>Bristol Festivals: Developing access to cultural festivals and events – as audience, volunteers, partners and workforce.</p>	<p>A programme of activity designed to promote Bristol as a leading destination for cultural festivals and events, where everyone visiting, living and working in the city has the opportunity to participate – as audience, volunteers, partners or workforce. We want to address some of the vital challenges faced by the cultural festival and events sector, including: combined audience research; knowledge gaps; skills development and retention; access for all to cultural career pathways and volunteering opportunities. To address these needs, we want to: 1) pilot a Volunteer Bank and cultural volunteer training programme using Bristol Festivals' unique positioning as a network organisation to build a digital platform for recruiting volunteers on behalf of the sector; 2) create a Skills Bank to identifying existing expertise within the sector and develop a Mentor Scheme to formalise peer to peer learning and offer training and development opportunities to plug knowledge gaps; 3) aggregate audience research across the sector to measure the socio-economic and audience impact of festivals and events within the city; 4) develop the Bristol Festivals membership, network and website to promote Bristol as a leading cultural destination, creating a first-point-of-call for audiences, the sector, our members and aspiring festival industry professionals.</p>
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BOVTS	Imagination	£0	£46,000	Charity Aims & Objectives: To promote, maintain, improve and advance education particularly by operating a vocational education and training establishment to further the education and training of actors, actresses, stage managers, carpenters, electricians, sound technicians, costume designers, property makers and directors and by the production of educational plays and the encouragement of the arts and to formulate, prepare and establish schemes therefor provided that all objects of the company shall be of a charitable nature.	Theatre in Education TiE Enhanced	Theatre in Education (TiE) For 12 years Bristol Old Vic Theatre School second year students have toured primary schools in Bristol with a version of a classic play. Most years we visit c.20 schools and perform to about 3,500 children. There is a charge of around £400 to the schools. We are able to offer some subsidised performances with grants from Merchant Venturers and in 2015 with a grant from Johnson Foundation we were able to expand the tour that year to 38 schools. Offering free performances to schools in areas of Bristol designated as areas of high deprivation. Some comments from schools attached Our TiE plays are adapted to make them relevant to their audiences but also to reflect a particular theme; Romeo and Juliet included questions around divorce Julius Caesar looked at media and inaccurate news reporting Jason and the Argonauts in 2017 considered identity and refugees In 2018 our production of Beowulf will include a narrator living with cancer raising questions of "battling monsters" and continuing memory. With Bristol City Council Cultural Investment Programme funding We would like to expand our existing TiE tour to secondary schools and to include consultation and workshops with teachers and pupils.
Bristol Pride	Imagination	£0	£19,079	Bristol Pride is an annual week-long cultural and arts festival culminating in a free outdoor community-focused music and arts event. Providing a platform for over 130 artists, performers and groups, we: • Champion, celebrate and increase the visibility of the LGBT+ community in Bristol • Reduce the isolation faced by many LGBT+ people by providing a safe, fun, inclusive space to be themselves and make friends • Raise public awareness of discrimination on the grounds of sexual orientation or gender identity, and the difficulties faced by LGBT+ people • Strengthen communities and foster tolerance and understanding between people in the city from diverse backgrounds.	Bristol Pride Accessibility and Organisational Development Programme	Funding will support our work in three ways: 1. Much needed organisational development, building our resilience and capacity to continue to deliver the growing festival and Pride Week events. • CEO salary support – funds an additional day per week for: i) developing our artistic content programming and associated processes; ii) further development and delivery of schools outreach and business engagement programmes; iii) strengthening of monitoring and evaluation processes (including purchase of tablets for surveys) • Volunteer coordinator salary support – a new part time post to develop more robust volunteer management processes, including training programme. 2. Improving festival access for deaf people, in response to feedback we have received from the community itself and from potential corporate sponsors. Funding will support: • British Sign Language signers for festival stages • Stage-side screens and filming to make signers and performers visible to everybody, including wheelchair users • Production of BSL videos for our website 3. Developing and delivering a new BME engagement programme, to address the underrepresentation of parts of the Bristol community in our audience. Funding will support: • Establishment of a dedicated working group of Bristol's BAME stakeholders and community groups • Targeted outreach and audience engagement activities • Development of our BAME artistic programme content

Creative Youth Network	Imagination	£0	£20,000	Creative Youth Network helps young people, no matter what their background or circumstances, to reach their own potential. All of our young people are experiencing barriers that are preventing them from flourishing. We work to help young people remove or overcome the barriers they face by: 1. Building trusting relationships with young people that enable us to address their individual needs 2. Advocating for young people to influence policy and get young voices heard 3. Providing a wide range of programmes and activities to help young people reach their potential	The Creative Programme	We will give disadvantaged young people (11-25) from underrepresented communities in the arts access to high quality cultural provision. We will support 415 young people per year (80% disadvantaged) to become artists and 2006 people to become audience members (50% disadvantaged). This will diversify Bristol's art scene and enable young people to engage with their community and the arts. We will provide: 1. High quality creative space to create, test and share new work 2. Professional opportunities for emerging young artists from disadvantaged backgrounds with industry-professional mentoring and personal practice development, leading to careers in the arts sector 3. Two productions a year open to public attendance, led by young people to authentically share their stories and opinions which otherwise go unheard 4. Improved outcomes to young peoples' lives such as improved communication, relationships, mental and physical health, creative skills, resilience and transferable skills 5. New audiences for Bristol, with a programme of work that represents young people, their lives and their communities 6. Partnerships that we will build in the arts to develop the sector 7. An ongoing programme of resident artists at Creative Youth Network to create new, high quality work for young audiences and local communities
Dance Music Arts Collective	Imagination	£0	£49,694	DMAC UK provides high quality, high profile, centrally located and easily accessible dance studios plus support systems to enable Bristol's community of multi-cultural artists to bring dance and art forms from across the globe to advance diverse arts in Bristol. DMAC UK works to create networks and partnerships to take diverse arts every section of the wider Bristol community: Creating sustainable career pathways for artists and bringing the multiple benefits of the arts to all.	DMAC UK Cultural Advancement Programme	DMAC UK has, over 8 years, developed dance studios and support systems enabling Bristol's community of multi-cultural artists to bring dance and art-forms from across the globe to advance diverse arts in Bristol. In addition to strengthening our core, we have been doing groundwork to help our artists achieve sustainability - while creating resilience for DMAC UK - by creating more artist employment opportunities, hence increasing and diversifying our own income. We are now poised for expansion, and we need additional staff-time to action what has been seeded in three areas. 1.DMAC PRESENTS: A range of income generating, themed cultural events – profiling our performance excellence, music, and dance - at venues around the city. 2.MAMA AFRICA ONLINE RESOURCE: As part of an overall expansion of our exemplary, multi-disciplinary schools program, we will create new online modules, including a Bristol focused module, and a global module (Mama Earth). 3. ARTS FOR HEALTH: Creating partnerships to combine our expertise in the arts with that of specialist care providers to develop tailored Arts-On-Prescription programs for their clients. Alongside that we will produce a sensational, income generating, awareness raising, participative, performance/workshop to take to schools, businesses, festivals etc., to raise awareness about Arts-On-Prescription.

Easton / LH Up Our Street	Imagination	£0	£20,000	<p>Up Our Street brings people together to effect change in our neighbourhood. We deliver communications and community development projects to inspire, inform, and motivate people to action. We believe that face-to-face relations of relative equality, social networks, and the mutual trust and capacity for collective action which these engender, can be the basis for inspired civic participation, enhanced democracy, and effective, people led development. Our vision is a diverse and independent community of people inspired to create change. Our mission is to inform and inspire a diverse community of people to take an active role in their neighbourhood.</p>	Bristol Produces... Democratic Set	<p>Bristol Produces strengthens connections between geographically isolated neighbourhoods, Lawrence Hill/Easton, Knowle West and Lawrence Weston, by exchanging knowledge via artist interventions in inter-neighbourhood forums and large-scale participatory projects. The partnership addresses Bristol City Council's commitment to fun and creative ways to create more inclusive community spaces. The partnership has secured Paul Hamlyn funding for neighbourhood engagement and we are requesting support from Bristol City Council for this high profile international programme that meets Culture Funding priorities. In May 2018 we will present award-winning Australian company Back to Back Theatre's DEMOCRATIC SET. Over half term week we will invite hundreds of Bristol's citizens to create a video portrait of our city as the set travels through public spaces in our target neighbourhoods. A film alongside an original score commissioned by the Paraorchestra and performed live by the local musicians will be premiered at In Between Time's festival in 2019. A citywide debate led by participants and informed by inter-neighbourhood forum activity throughout the project will be platformed at the festival. Throughout 2018-2020 artists will also lead 6 inter-neighbourhood forums and an evaluation strategy led by KWMC and UWE will seek to explore what happens when artists and community organisers work together.</p>
Glenside Hospital Museum	Imagination	£0	£14,410	<p>Glenside Hospital Museum informs, educates and destigmatises mental illness and learning difficulties using the significant collection from the Bristol Asylum (1861 - 1994) and the Stoke Park Colony of Hospitals for people in 'need of care and control' (1909 - 2000). We all have 'mental health' and the museum provides stimulating insights into our understanding of how to care for people experiencing mental health problems and support our own wellbeing. The museum is an educational community resource. We are determined to change negative attitudes and prejudice about mental illness, and to speak out; silence is a cause of stigma.</p>	Captured on Paper	<p>Captured on paper', addresses Glenside Hospital Museum's (GHM) strategic aims; 'to develop a robust and sustainable museum service' using our rare and significant collection to 'support well-being, reducing the stigma around mental health.' (GHM Aim 1). It will develop an outreach workshop programme by providing 25 drawing workshops in different areas of Bristol, providing facilitated support to develop conversations around mental illness and well-being. A trained artist will guide experienced and non-drawers (200-400) to capture what they are seeing using a documentary drawing technique successfully piloted in 2017. Participants will produce words and high-quality drawings inspired by RA artist and GH1950s patient Denis Reed and using portable artefacts from the mental hospital.(GHM Aim 2) The impact reduces stigma by providing factual information and an opportunity for debate. It raises the profile of Bristol, GHM and forms partnerships 'to contribute to learning and education'(GHM Aim 3): linking with the Big Draw week in October 2018 and 2019, a touring exhibition each year to visit venues in Bristol (10), plus Bethlem Museum, London (confirmed), venues in SE/Wakefield. This exhibition of the drawings by participants, selection of artefacts and Denis Reed's drawings will inspire a further 30,000 to draw and discuss mental health.</p>

Insane Root	Imagination	£0	£37,500	<p>Insane Root is a Bristol-based not-for-profit theatre organisation conceived by Justin Palmer and Hannah Drake in 2014, mounting its first performance: Macbeth at the Redcliffe Caves, in 2015. The company specialises in reimagining classic plays/stories by presenting them in unusual locations to make shows that are exciting, immersive and unforgettable. Insane Root has a commitment to making the inaccessible accessible:</p> <ul style="list-style-type: none"> • bringing life to abandoned sites • introducing new audiences to Shakespeare • opening up the industry to emerging artists through placement opportunities • building strong links with schools to inspire students via workshops and performances • sharing an open discourse with audiences and collaborators 	Insane Root Summer Season: 2018-2020	<p>Building on the success of 'Macbeth in the Redcliffe Caves' and 'Orpheus and Eurydice in the Suspension Bridge Vaults' we intend to establish a thrilling, immersive summer season of multiple site-specific shows in hidden areas of Bristol. In 2018/19 this will be made up of two productions running back to back: one large-scale Shakespeare and a smaller-scale new writing family show. The 2018 programme will include a version of 'Romeo & Juliet', taking place in the Eastville Park Old Swimming Pool Garden, and will consist of a cast of ten, plus support team. This will reconnect us with the Bristol Shakespeare Festival. The second production will be a version of 'Hansel & Gretel' taking place in Leigh Woods with a cast of five. We aim to repeat 'Romeo & Juliet' in the summer of 2019 as well as develop a brand new family show to run alongside it at a different site: ideally in East Bristol. The funding applied for will specifically support paying for location hire costs and subsidising tickets and workshops for Bristol schools and the local community. Additional income will go towards production costs – particularly staffing.</p>
Jazzata	Imagination	£0	£9,000	<p>Jazzata is a generic name used as an umbrella for diverse music activities; to promote music in Bristol to the highest possible standard and work with other art forms. To ensure that top artists in their respective fields have somewhere to play and work and that they do not miss Bristol out when touring/performing. To develop new talent & music; engaging with the widest possible audience in our City/Region, encouraging participation on many levels. To raise the profile of what Jazzata's aims are and to contribute and enhance the profile of the Arts in Bristol and the South West</p>	Jazzata	<p>Landmark Series & Programme. To provide a continued programme of diverse music events in Bristol and South West to the highest possible artistic standards. To be able to offer professional fees to all artists. Enhance our programme with a Landmark Series of events; highlighting the work done in the city since its former inception in 1983 growing the music forms of Jazz and Acoustic music in the city to its current status. Upgrade piano facility Festival (inc workshops and inter art) + Mini-Festivals 'KT@70':- A 3/4 day festival of Free/Improvised music based on the career and influence of Keith Tippett (Bristol & SW); inc; Commissioning New Music Live performances & workshops Live Art in real time at events, Sculpture competition open to professional & non-pro artists. Jazz talks/lectures Bristol Jazz Days; A series of music events based around a BMAG exhibition taking place from May to Sept' 2018 'What is Bristol Music?' New Orleans Day; A one day festival linking Bristol to the home of Jazz, building on established links for the future Acoustic & Folk programming Audience development: Upgrading of data base, e-mail list and social media reach Future streaming project; To set up LIVE streaming of events w/subscription</p>

Lockleaze Neighbourhoods Trust	Imagination	£0	£14,156	Our organisation exists to support residents in Lockleaze and the surrounding areas to be skilled, resilient and lead flourishing lives, able to achieve positive change for themselves and their community. We do this by bringing people together and supporting residents to develop and deliver projects that create local opportunities and build community cohesion. We run two local community buildings, provide a hub for information and signposting, support local activities that address social isolation, improve wellbeing and support projects and advocacy where there is strong community need. We support socially engaged creative practice to support delivery of our mission.	How we got to here (working title - residents will create title as part of process)	A professional performance artist will work with local residents through workshops and events over two years to capture their stories and share these and other cultural assets through an unusual and immersive performance using silent disco technology, documenting in print and digital media and celebrating at events. Created over two years; year one has a focus on capturing stories and conversations from different parts of the community and sharing them. Encouraging community curiosity and empathy to listen, respect and value difference. Year two brings different communities together to exchange ideas and culture and create a new expression of the shared values of Lockleaze, celebrating diversity and acting to address inequality. Working with local residents, and supporting internships will create an accessible cultural offer and talent development in a priority area. Supporting empathy and community connection will enhance wellbeing in the community and address issues of inequality such as racism. The experience will be documented through audio, case studies, survey data and shared through digital and print media, providing a local exhibition that can be shared in other locations and a blueprint for others to follow.
Paper Arts	Imagination	£0	£32,000	PAPER Arts is a visual arts development agency that aims to unleash the creative potential of young people so that they can access employment or self-employment in the arts. We provide structured development pathways that enable young people to access the tools, information and contacts they need at every stage of their creative journey. Our work demonstrates how a strategic and consistent commitment to young people's entrepreneurial spirit can reverse a trend of dependency and instead create a positive cycle of increasing possibility and opportunity that enables them to channel their creative talents into successful careers and creative enterprises.	Inspiring Bristol's Next Generation of Creative Leaders	Our aim is to inspire the next generation of creative leaders through supporting young people (18-25yrs) from diverse backgrounds to start businesses in the creative industries, that will shape the future of Bristol's economic landscape. We will invest in providing a range of programmes for over 250 young people that will inspire them to transform their ideas into thriving businesses. These young people will be the employers of tomorrow, teaching them mindful leadership, how to embrace radical transparency and unleashing their entrepreneurial spirit will allow them to imagine the future they want for their generation. We will run The Mentoring Club every 6 months for 10 young innovators at a time, supporting a total of 40 unemployed or underemployed young people from disadvantaged backgrounds to create their own destiny. The Mentoring Club is a year-long programme that provides enterprise training alongside peer-to-peer mentoring every month to help them set-up and grow their own enterprises. Young people will gain industry knowledge, build their confidence, raise their aspirations and be empowered to pursue a meaningful career. We will also run 200 Creative Advice Bureau sessions that connect young people with industry professionals in 1:2:1 mentoring sessions and 4 week-long creative enterprise courses.

Redfest Bristol	Imagination	£0	£20,000	<p>Redfest's Vision is to enrich the local community through the arts. Redfest's Mission is to provide a free, accessible, high quality performing and visual arts event for the community of East Bristol. Nurturing and developing the creativity and talent of performers, artists and organisers. Redfest's Values are: - Promoting community engagement and cohesion - Providing the highest quality Artistic content - Sustainable in a social, financial, organisational and environmental sense - Inclusivity - Supporting and using local artists & organisations wherever possible - Providing a safe environment for all - Offering opportunities for skills growth, development & improvement</p>	Redfest	<p>Redfest is a unique, innovative festival combining exceptional music, art, cabaret, street theatre, dance, children's village and wellbeing zone.....all representative of our diverse community and free. With an emphasis on the celebration of local talent and bringing people together it takes place over several days during the summer making use of community and business spaces. In 2018, for our 10th anniversary, we want to return Redfest to where our community sees as its rightful home - St George Park. In 2017, we successfully took a break from the park format to reduce our spend, utilise our available resources realistically, challenge the team in new ways, whilst producing artistic content in a new context. However, our 2017 evaluation shows attendees, performers and traders overwhelmingly want Redfest to return to the park. The 2018 festival will consist of: - 3 music stages - Large marquee performance space, replicating the success of the Bethesda Church programme in 2017 - Return of the wellbeing area - Children's village including activities, workshops and shows in one central place - Market including the return of a wide variety of food stalls We expect an aggregate attendance of up to 20,000 across the weekend and fringe events.</p>
Rising Arts Agency	Imagination	£0	£20,226	<p>Rising's mission is to nurture a more diverse creative workforce by supporting young people to realise their journey into the creative industry. Established by and for young creatives, Rising is a 'talent incubator,' which provides 16 to 25 year olds with professional mentoring, platforms to showcase work, commissioning opportunities and creative leadership training.</p>	<p>Whose Culture Is It Anyway? Exploring and Capturing BAME Cultural Engagement Across Bristol</p>	<p>'Whose Culture?' is a data project aiming to measure the cultural engagement of BAME young people aged 16-25 through workshops, training, mentoring, and the development of a mobile application. It will create paid work opportunities for these young people - as well as other BAME artists, designers and mentors - as the first step to supporting increased diversification across the creative sector. Equality Trust's research shows direct correlation between inequality and lower levels of cultural activity. Despite Bristol's thriving creative sector (contributing significantly to our economy,) the workforce remains disproportionately unrepresentative of the city's cultural makeup, and very limited data exists about the cultural engagement of BAME communities as audience, staff, and producers. A steering group with young people from these communities will lead 'Whose Culture?', and will be supported through creative leadership training as workshop leaders and facilitators. Workshops will be run in several areas of deprivation in the city where low cultural engagement has been identified. Information gathered from workshops will inform the development of the app, which will be used by workshop participants to log their interactions with "culture", providing data which will be invaluable to the growth and inclusivity of cultural organisations across Bristol and beyond.</p>

St Pauls Carnival	Imagination	£57,728	£40,000	<p>The purpose of the SPC CIC is to celebrate the life and evolving stories of Bristol's African Caribbean communities through the creative spirit of song, art, music and movement with focus on Artistic, Cultural and Educational excellence, by providing an annual programme culminating into a weekend of St Pauls Carnival celebrations in July</p>	St Pauls Carnival (Bristol) CIC	<p>This application is to support the newly-founded St Pauls Carnival CIC in developing and delivering an annual world-class African Caribbean Carnival and accompanying year-round programme of artistic engagement and audience development. The key target audience is Bristol residents, with the aim of increasing awareness and knowledge of African Caribbean culture and participation in carnival itself. This includes finding new and innovative ways to involve 'hard-to-reach' groups by working in partnership with subject experts and other organizations in the sector and local community. The St Pauls Carnival CIC aims to develop and promote Bristol talent, while attracting a wider UK (and potentially international) audience. Thereby increasing local income generation, job creation and helping improve the wider Bristol economy. The artistic policy is to create a cohesive carnival with high-quality artistic integrity, and professional-level, Bristol-based carnival artists and their art at the heart of the event. The CIC is committed to artist development and a fair pay policy. St Pauls Carnival will support artist development by creating a high profile platform for local artists, as well as assisting with their development and helping create opportunities for local people to work and perform in other venues, festivals and carnivals in Bristol and beyond.</p>
Studio Upstairs	Imagination	£0	£40,000	<p>Studio Upstairs transforms lives through creative community. We provide holistic support to people who are experiencing enduring mental or emotional difficulties so that they can recover their reasons and purpose for living, find new ways to live and experience a better quality of life.</p>	Discover Your Inner Artist	<p>This programme includes hands-on activity, coupled with inspiration and encouragement to help beginners explore and develop their creativity and individuality. The goal is to foster each participant singular point of view, so that each finished work is a unique expression of the person who made it. The facilitators and the visiting artists will show you the thrill of putting paint on canvas and other techniques such as carving, sculpting or printing and the freedom of releasing your distinctive vision. The programme is run in small groups and has therapeutic elements as well as therapeutic support at hand. Ideally, participants will make a year-long commitment to the project and take part in an exhibition at the end of the project, however, they can benefit from joining only a selected group of sessions. This is a low-cost activity with core materials provided. Additional quantity or types of materials would be available for purchase if required. There is an expected minimum contribution to the cost of attendance/ materials: £5 per 6-hour day session for people on benefits/ low income. Up to 20% of places will be available to employed participants @£30 per session.</p>

Superact	Imagination	£0	£40,000	<p>Superact uses the arts as a means to engage individuals in activities to develop skills, confidence and community cohesion.</p> <p>Collaborating with international partners, Superact works with artists, musicians and citizens of all ages, backgrounds and abilities, combining traditional methods and crafts with new, innovative technologies to improve quality of life for all. Superact is passionate about utilising arts, music, culture and creativity to not only improve the health and well-being of service users but to also address barriers preventing social inclusion.</p>	Future DiverCities: Light Up Bristol (working title)	<p>As part of the Creative Europe funded project: Future DiverCities, Superact is leading in the area of social inclusion. We propose a project that would offer Superact's strengths and experience to Bristol's creative and arts organisations. The project is in two parts: one, a programme of events centred around social inclusion, with the opportunity for organisations in Bristol to attend seminars, workshops and conferences exploring research from the Future DiverCities project, and two, an artistic element, currently titled 'Light Up Bristol', to demonstrate the programme activity. Moving around the city in the darker winter months can mean having to pass through unlit and potentially unsafe streets. Light Up Bristol will focus on wayfinding; using creative and aesthetically pleasing lighting to illuminate the more deprived areas of the city. At present, the project is looking to work in up to five locations around Bristol. Three are confirmed: Lawrence Weston, Barton Hill and St Anne's, and two more are to be selected. If funding is confirmed for 2018-2020, Light Up Bristol will be commissioned by Superact, with Bristol artists Gorilla Dance Project as Lead Artist in collaboration with international artists to deliver community consultation sessions and supporting workshops.</p>
The Architecture Centre	Imagination	0	15000	<p>The Architecture Centre in Bristol has over 20 years' experience as place-making experts; brokering and enabling relationships between communities, creatives, architects and urban planners to ultimately champion and create better places for all people and communities. We nurture the next generation of designers, architects and planners, unlocking potential and talent wherever we see it. We promote learning and enjoyment around the built environment; influence planning policy and lead on design excellence through our urban design review panels. We are a centre for national debate, research and professional development in socially engaged architecture and design practice.</p>	Urban Room Next Generation	<p>The Architecture Centre is Bristol's Urban Room where design, discussion, culture and communities converge around placemaking. We are seeking funding for Urban Room: Next Generation to give children, young people and families from communities across Bristol an opportunity to engage with design, placemaking and creativity through:</p> <ul style="list-style-type: none"> • Generation Place: careers and participation programme targeted at girls, BAME YP and those from areas experiencing multiple deprivation (9 x monthly YP workshops across each year over 2 years, 2 x KS2 design workshops) • Bristol Child Friendly City: child led gallery residency and live projects championing children's involvement in the physical and democratic 'space' of their city (1 x live project in 2018, 1 x gallery residency and events series 2019) • Bristol Family Arts Festival: series of intergenerational creative events programmed with community libraries exploring diversity and accessibility in placemaking (8 x events during October 2018/2019) <p>Audience Numbers Generation Place: 30 x young people (BAME), 30 x primary pupils in receipt of pupil premium, 2,000 visitors to resulting Gallery exhibition. Bristol Child Friendly City: 10 x Room 13 young artists, 30 x priority neighbourhood CYP, 150 x event participants, 3,000 visitors to resulting Gallery exhibition. Bristol Family Arts Festival: 400+ priority neighbourhood family attendees.</p>

The Cholmondeleys	Imagination	0	17500	<p>THE COMPANY'S PRINCIPAL STRATEGIES AND ACTIVITIES ARE THE PRODUCTION AND PRESENTATION OF CONTEMPORARY DANCE CREATED BY LEA ANDERSON. THIS, INCORPORATED WITH A DEDICATED PARTICIPATION AND EDUCATION DEPARTMENT WORKING BOTH REGIONALLY AND COUNTRY-WIDE, CONSTITUTE THE MAIN ACTIVITIES OF THE COMPANY.</p>	Mish Mash	<p>"No culture can live if it attempts to be exclusive" Mahatma Gandhi Mish Mash brings together our city's diverse dance and music cultures, working with non formally trained cultural groups to create new shared languages for public performance. A project of and for our city and times, Mish Mash celebrates our cultural differences and positions Bristol as an inclusive, diverse city whose internationally celebrated culture originates from its grass roots. Working over 18 months with eight community based dance and music groups and their leaders, choreographer Lea Anderson and musical director Steve Blake will explore the groups' practice, identity and ambitions before 'mashing' their techniques. Combining pairs of music and dance groups of different cultural genres, we will work with each of their rhythms, structures, techniques and gestures to create new, shared forms. Distilling each culture's distinctiveness without diluting their strength, Mish Mash will celebrate our unique and shared characteristics and influences. Mish Mash will connect different cultures to the city's civic culture through a series of performances that unfold in neighbourhoods before a city centre finale that will also feature a school mobile phone choir.</p>
The Misfits Theatre Co.	Imagination	0	10239	<p>The Misfits Theatre Company is a unique Bristol based theatre and social group, led by and for People with Learning Disabilities (PWLD). Our mission is to improve life opportunities and aspirations of PWLD, challenging their discrimination in society. We aim to enable PWLD to be creative, have fun and reach their full potential through participation, performance and employment. We provide artistic and life skills development, emphasising independence, self-advocacy and creative practice. Using theatre to draw out the subtleties of discriminatory practices and the impact they have on the lives of people who experience discrimination and inequality, challenging perceptions and practices.</p>	Our True Potential	<p>Misfits members (PWLD) have told us they want opportunities to develop their devising and performance skills, experience new ways of working creatively and perform publicly more often. Working with new and existing partners, we'll run weekly sessions for PWLD at Hamilton House and showcase original performances, over 2 years, including: -2hr sessions x40 p/year, for 12 PWLD – led by an Artist and Support Worker (PWLD). -3 public performances p/year – led by an Artists and Support Worker (PWLD), encouraging participants to have fun being creative; engaging new audiences; entertaining and dispersing misconceptions people have about PWLD; increasing social cohesion and tolerance for diversity. Our Steering Group - formed by 6 members, Regular Session Artist, Support Worker and Company Manager - will oversee the planning and running of the sessions, help to advertise, put together outcomes, collect and collate feedback and evaluation from sessions and performances. We will explore, test, resolve and record all the challenges, problems and successes that this project will present, and bring an external evaluator to help put it all together, so we can share with the sector. The Norah Fry Research Centre at University of Bristol, has confirmed a strong interest in evaluating the project.</p>

The Wardrobe Theatre	Imagination	0	39000	<p>The Wardrobe Theatre is an artist-led, studio venue in Bristol. We are a vibrant and thriving arts hub whose primary focus is to: - Programme exciting, diverse events and not be afraid to take risks - Support up-and-coming companies in the region - Remain accessible and affordable for audiences We provide the people of Bristol and the wider region with opportunities to engage with fantastic art and culture whilst nurturing grass-roots artists to have long and fruitful careers. "The Wardrobe Theatre has arguable become the nucleus of Bristol's fringe scene." Bristol 24/7</p>	<p>Unlocking BME artists and audiences at The Wardrobe Theatre and overcoming deprivation barriers for audiences</p>	<p>Between 2018-2020 The Wardrobe Theatre will carefully curate an accessible, affordable and thrilling daily programme of theatre, comedy, music, dance, spoken word and family events at our Old Market venue with over 1000 performances in total, presented largely by emerging and Bristol-based artists. The expected audience over the course of the project is over 70,000. The Wardrobe Theatre will develop significantly as an organisation during this time as we aim to achieve these 3 key project objectives: 1. Increase the representation of BME artists in The Wardrobe Theatre's programme from 10% to 25% 2. Reach greater numbers of BME audiences effectively and consistently 3. Help deprived neighbourhoods overcome barriers to accessing arts and culture, especially those in our local ward of Lawrence Hill</p>
Theatre Bristol	Imagination	31488	25190	<p>Theatre Bristol is a laboratory combining collective action for the arts with open, generous, grassroots support. We create conditions to make great art with as wide and diverse a community as possible. Over the next 10 years we want to see a shift in how people understand and value the role of art and artists in society, making them central to people's lives and the places they live. To do this we need to ensure a wider range of people value, participate in and make a living from brilliant art. This is the context and driver for all our work.</p>	Theatre Bristol: Level Up	<p>Theatre Bristol creates the conditions to make great art with as wide and diverse a community as possible, helping make Bristol the best place for anyone to make and experience live performance. This project increases our reach, relevance and accessibility to benefit everyone who wants to participate in or make a living from art in Bristol, particularly those who are often marginalised from other opportunities e.g. early career and 'fringe' artists, people experiencing economic deprivation, disabled artists. Activity includes: Expert grassroots support - extending our free bespoke artist development and training to give people confidence and tools to build careers as artists; surgery days providing careers advice and artistic development to partners' clients; associate producer placements; general management and business development for artists; 'TB Agent' bursary programme; annual Testing Ground dance platform. Network development - convening and connecting people to spark collaboration and innovation incl. To collectively co-produce the future of the sector through open space annual gathering; DIY network, Bristol Theatre Parents Network (with Travelling Light); online community and resource theatrebristol.net. Collective action - incl. incubating Bristol Dance Partnership through Dance Futures Advocate, cross-cultural strategy to make Bristol a centre of excellence for practice and research with disabled artists.</p>

Trigger	Imagination	£0	£14,000	Trigger make theatrical work that gets in the way of mundane existence. Led by Angie Bual, Trigger's work is often site specific or responsive, and cross artform. It's performative, visual and live. It puts the audience in the centre of the action, and it's highly participative. Trigger's work is inclusive and often steps out of traditional arts settings in order to inspire new audiences and participants to get involved.	The Flying Dragon	A large scale, secret outdoor event, which will take place in Bristol in February 2019. Flying Dragon will bring together artists, engineers and academics to cultivate an unforgettable participatory event occurring over 5 days in the city centre. The event will feature a dragon puppet created with the team behind War Horse, starting as a giant egg and growing over the course of 5 days to the size of a double decker bus. During and leading up to the event will include community workshops, storytelling sessions, public formal debates and scientific public engagement. The project will work with the best Bristolian artistic talent, alongside production partners, Cameron Balloons and the National Composite Centre. University of Bristol have attached active research to the project, and University of West of England are a key commissioner. The participation plan will be run with partners, Creative Youth Network, Bristol Old Vic and @Bristol. BBC South West are our media partner, and will beam this story nationwide, showing Bristol as a beacon of innovative cultural and technological talent. The project will culminate with the dragon taking to the sky, over the harbour-side and in front of tens of thousands of live and digital audience members.
Ujima Radio	Imagination	0	40000	Ujima Radio CIC is an ambitious, wide-reaching social enterprise and community media organisation. It creates new ways to share information, improve employment and training opportunities and provides a platform for cultural and creative expression. Its broadcasting philosophy is to use news, arts and culture to bring together the diverse Black and Minority Ethnic communities and wider communities in Bristol and the region. Overall we celebrate cultural diversity and challenge inequality through social action by using media, projects and events.	Ujima Transformation	Ujima is ready to take a crucial step forward in its work to develop the organisation. We wish to strengthen the diversity in the cultural and voluntary sector to make the city inclusive through these five key areas. The five main strands of our work that we aim to realise are: 1. Transforming Ujima to be more than just a radio station and toward a key BAME led community media and arts organisation 2. Inclusive talent development and engagement of new, emerging and established Black and Minority Ethnic (BAME) artists in Bristol. 3. Understanding and developing community needs and engagement in arts and culture. 4. Working in partnership with a range of artistic, social and educational institutions to help deliver change in these organisations. 5. Developing a wide ranging multi-disciplinary arts and culture events programme.

Unique Voice	Imagination	0	29579	<p>Community Interest Statement (Taken from Unique Voice's CIC36 Declaration) Our mission is to use the arts to educate, explore and empower young people and the local community. In particular, the company's activities will be carried out to the benefit of Young children and adolescents, within educational institutions and youth organisations.</p>	Creative Hub - Arts in the Community	<p>We propose to deliver Arts Award programmes in deprived areas of North Bristol including Avonmouth and Lawrence Weston; creating opportunities for young people to achieve nationally recognised qualifications (Arts Award). The Arts Award inspires artists in their own right. It is through the 'Creative Hub' we can ensure artistic opportunities are given to local people who are experiencing disadvantage; empowering their arts and cultural experience, overcoming hardship and engaging in high quality artistic provision - which would otherwise seem unattainable. Every 6 months, over a 2 year period, we will run 2 simultaneous weekly sessions for those aged 11-25. Each week they will be working through their Arts Award journey which includes; Participating in the arts through masterclasses, specialist sessions. Experience the arts as an audience member. Increasing their knowledge of the arts and culture sector through research. Unlocking their artistic potential and leadership skills by sharing their talents with the local community. The sessions are run by paid artists and engagement workers. The funding would directly support 120 young people over a 2 year period; enabling those who would not normally have access to the arts to host 2 end of project showcases.</p>
Windmill Hill City Farm	Imagination	0	37000	<p>Our overall aim is to improve the lives of local people. This aim is embodied in the charitable objects, the most relevant of which is to provide a community facility: a city farm and gardens that provide an engaging, educational and enjoyable space to contribute to people's wellbeing. As a community facility we aim to curate, host and deliver a vibrant and engaging arts programme that people can take part in and be an audience for. This includes performances, visual art, music, sculpture and on-site community activities and events.</p>	City Farm Arts	<p>The project aims to infuse a well-loved, busy community facility with an ongoing year-round programme of varied artistic activity. It will use the open, accessible environment to build new audiences and to introduce different art forms to people who may be unfamiliar with them. The programme will be curated by a part-time staff member working with an established artistic partners with a brief to develop a range of artistic activities on site. We aim to capture both a general audience of local people and to involve specific cultural groups in our activity. The artistic programme will capitalise on the outdoors and nature-orientated aspects of the city farm and will use the contacts and knowledge of our artistic partners to help to build its standing as a cultural venue accessible to the whole community. There will be a strong element of participation in the arts at the core of the activities. Key to the success of the programme is a focus on high quality arts that have impact at a regional level and that are exemplars in their fields. We aim to draw in audiences from across the region to bring inward investment and recognition to the programme.</p>

Zion Bristol	Imagination	0	13050	To provide a safe space for all members of the community and bring creativity and culture to an area that has little provision for the arts.	Zion Community Art and Event Space - Diversity Programme 2018-20	We would like to expand on the positive work we have achieved by our annual 'Diversity Month' by programming cultural events aimed at a diverse audience over a whole year rather than just one month. The programme will deliver six events over 12 months, 12 events in total over 24 months. These will include each of the following per year; Developmental theatre; one fully produced show and including one script in hand workshop piece. Stand-up Comedy; a fully produced show at that allows individuals a path into comedy and spoken word. Music event themed by culture that resonates with our city and communities. Creative practice workshop - Local artist/producer lead workshop to engage with individuals that are in an under-achieving area or find arts difficult to access. Childrens workshops - Two creative workshops aimed at engaging a younger audience with the arts and allowing those from a low-income area to be involved. These events and activities would be produced in partnership with individual and creative practices from across the city as well as our own creative production teams such as BS13 Theatre Company.
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OPENNESS FUND		Previously received	Requesting	Organisation mission/purpose	Org core artistic/cultural activities (Openness only) Qu 1.1
	Fund		18/19		
acta	Openness	36240	30000	acta is a supportive participatory theatre company which facilitates projects in disadvantaged areas across Bristol, engaging vulnerable and isolated people from all generations and cultures, enabling them to create high quality, new and relevant plays which tell their stories to the wider community. Involvement in this free, open and unique creative process has significant impacts for participants, improving health & well-being, new friendships, raising aspirations, and improving community cohesion. acta is committed to increasing active creative engagement and ownership of the arts to the least engaged people in Bristol, and developing and sharing practice at local, national and international levels	acta is a supportive organisation which transforms lives through participatory arts and theatre. We engage vulnerable and socially isolated people from all generations and diverse cultures across the City in a creative programme which provides accessible, positive and enjoyable shared experiences, enabling social contact and friendships to develop and flourish. acta's approach to theatre and arts provides a place where people matter, where ideas, imaginations, life experiences and contributions are valued. Participants in projects are central – not as passive recipients of a service, but as active, creative partners and drivers of success. Being involved in the creative process in this way has been proven to have significant impacts on the lives of people involved, in terms of improved health & well-being, new friendships, raised aspirations, improved community cohesion. We work with: isolated older people; vulnerable young people (inc young carers); migrants, refugees and asylum seekers; disabled people. We offer a wide programme of arts and theatre activities across Bristol in areas of high need – Lockleaze, Redcliffe, St Judes, St Pauls, Avonmouth, Bedminster. In 2016-17 we engaged 700 participants of all ages and diverse cultures; delivered 18 weekly activities and 530 workshops; created 23 original pieces of theatre/art work; and attracted 4000 audience, 70% of which were not regular theatre-goers. Planned weekly activities for 18-22 include: visual arts with older people; intergenerational community choir and theatre; 6 youth theatres; outreach projects engaging refugees, Somali, Sudanese, working class adults, African Caribbean Elders; schools projects; touring original and relevant theatre to deprived areas. We work equally in white working class areas, and with migrant and refugee communities, and particularly pride ourselves on our success in bringing these different groups together to share work, learn from each other and develop friendships. We are widely respected for our ability to engage isolated and dis-engaged sections of the community, and are often consulted for advice by other agencies. Our work is studied by academics and students across UK and Europe as an example of good practice, and in publications, including Francois Matarrasso, Baring Foundation, Dr Kerrie Schaefer. acta takes the lead on national and international development in the field of socially-engaged theatre; including instigating and coordinating projects, eg the first National Festival of Community Theatre (2016), 3 EU-funded programmes of collaborative work with migrants, older people, refugees; a programme of seminars to share learning and further debate on key issues to community-based theatre.
Asian Arts Agency	Openness	15000	20000	Vision The Asian Arts Agency vision is to mainstream high quality South Asian Arts in the South West of England and nationally. Mission Based in Bristol the Asian Arts Agency supports artists and practitioners to deliver traditional, international and contemporary South Asian arts, developing leadership in arts sector and encouraging engagement from all communities and from venues in the South West and nationally.	Asian Arts Agency is a dynamic arts development agency that develops and supports international contemporary and traditional South Asian arts in Bristol, the South West of England and nationally. As one of the UK's premier Asian Arts development agencies, we commission, produce and promote a range of music and touring productions and events; advise and coordinate festivals; run educational and participatory projects; support community-based organisations; and manage long term theme-based projects. Our vision is to position high quality South Asian arts in the mainstream of UK culture by promoting Asian performers and in partnership with venues, festivals and other organisations placing South Asian arts at the heart of their programmes. Our main activities: 1. Bringing high quality international/British Asian South Asian artists to Bristol for live performances 2. Celebrating and promoting South Asian arts inclusively with communities in Bristol. 3. Enabling neighbourhood communities to experience and participate in South Asian arts through community projects and educational activities (children, young people, adults) 4. Offering programming support and advice to Bristol venues. 5. Providing support to Bristol-based artists. As an Arts Council England funded organisation we also play a key role in delivering and developing South Asian arts in the South West region and nationally, including supporting Bristol-based artists to tour to the UK and internationally. We work actively with emerging artists as follows: • Bursaries for travel, creating new work • Mentoring • Supporting creation and distribution of new work • Assistance with touring national/international • Professional development opportunities • Brokering partnerships (e.g. with music trade mission, record labels) • Introducing them to new markets internationally and securing more performance opportunities • Assisting with funding applications. Our work is inclusive, feeds into in the City's South Asian communities and has a strong focus on engaging young people and South Asian artists based in the City. For example we are developing House concerts to provide a unique experience to audiences in Bristol (based on a successful try-out in New York), providing more performance opportunities for artists. Our aim is to work with the sector to increase and embrace diversity; use arts and culture to break down social barriers; increase social awareness; bring communities together; work to ensure appropriate allocation of funds for diverse artists; and reach diverse audiences including people from disadvantaged backgrounds. We accompany performances with learning and other opportunities to engage with Asian music and learning programmes, talks, workshops and other activities into projects targeted at hard to reach groups.

<p>Bristol Jazz & Blues</p>	<p>Openness</p>	<p>0</p>	<p>14000</p>	<ul style="list-style-type: none"> • To entrench an annual Bristol Festival with quality & excellence that ranks it among the top UK festivals; • To develop exchange opportunities for our artists with festivals in the UK & around the world that inspire & strengthen our audiences; • To work with our university, college & school music departments offering supplements to complement their programming, giving inspiration to students & teachers, & assisting in career opportunities; • To offer creative work for our composers, arrangers, musicians & singers in all our programming • To diversify our audiences and participants and become a major player in Bristol's reputation as a music hub. 	<p>The Bristol Jazz and Blues Festival's core purpose is the development and entertainment of music focused on two genres. This was initiated with an international Jazz and Blues Festival that focused on genres that had made the city famous following WW2. The registered charity's object is to use this event as a base from which to develop subsidiary programmes that would strengthen the city's artists and develop its music industry as set out in the organisation's goals (1.1). It does this in the following ways. The Festival gives work opportunities and creative commissions to develop the skills and careers of our resident artists and emerging artists. It draws punters from across the city and region because of the national and international talent that it brings to the city. The subsidiary programmes give training in all facets of the industry starting with children in primary schools entertaining them with Swing Jazz that is experiencing a popular revival. Showing them the instruments that make the music, and how the music is put together with those instruments and the dance that developed with the music that is currently experiencing a popular revival, and encouraging them to try learning an instrument and listen to music. We are developing a similar programme for secondary schools showing them the roots of the music that is currently popular with those age groups. And we visit post secondary music departments with scholars and artists that we bring to town and are asked to visit their students. We celebrate the music that Jazz and Blues has given us from the past century, but these genres have lost their more defined descriptions in the music of this of this century. Their roots are being widely used by the composers of today. So for us we are both a music museum and an agency for contemporary music.</p>
<p>BCDP</p>	<p>Openness</p>	<p>£52,480</p>	<p>£42,000</p>	<p>To build a better Bristol by making an outstanding city of ideas that bridge arts and sciences; to create and celebrate great art by supporting artistic creation, excellence, ambition, learning and innovation through a year-round programme of commissions, events, festivals and wider programmes of commemoration and celebration; to ensure that artists, culture and the city itself contribute to the great issues of our time; and through the widest possible partnership working – bringing together artists, organisations, businesses and the public – ensure that everyone has a chance to contribute to and benefit from all work.</p>	<p>BCDP currently works across the city and with all relevant individuals, organisations and groups in three areas: leading the annual year-round Festival of Ideas programme (100/150 events annually) and special Festival of Ideas seasons such as Festival of the Future City (100 events biennially), Festival of Economics (15 events annually), Young People's Festival of Ideas (three events annually); development and management of key strategic programmes relating to Bristol's past – eg Brunel200 (2006), BAC100 (2010), Bristol2014 (2014) – and issues of concern to the city, such as Bristol2015 and the forthcoming Fourth Industrial Revolution, cities and culture (2018), Chatterton 250 and youth talent (2020) and Bristol2023; and strategic cultural development through participation in the development and delivery of innovative new cultural strategies that enhance the reputation of the city and region. BCDP also partners with, assists and helps deliver the programmes of others, ranging from promotion to co-organisation of activity. Finally, BCDP works closely with the mayor's office, City Office and other council initiatives, including the city poet, a role which will increase to 2022. All BCDP work brings together the arts and sciences; embraces the widest possible range of organisations and individuals; builds on, celebrates and commemorates Bristol's unique history while looking to the present; and helps raise the level of debate about issues crucial to the future. BCDP operates on the basis of implementing a few projects itself; influencing as wide a range of people and organisations as possible to run collaborative themed projects; and inspiring extensively about the potential of such projects and what they might achieve. BCDP also networks comprehensively, believing the wider the array of organisations and groups involved, the greater the opportunity for creative thinking and activity. This means that a small organisation can have considerable impact, creating many more projects than it is able to manage directly itself. BCDP also takes responsibility to do the work that others are not able to do – such as partnership building, networking, business planning, lottery applications, other fundraising, and evaluation. This means that organisations/individuals can deliver their cultural programmes/practice with the necessary support to ensure the highest quality. Audience feedback, peer review, media coverage is used to assess quality. Since its launch in 1993, BCDP has tried to retain some flexibility in its work so that it is able – together with its partners – to take advantage of new opportunities as they arise.</p>

Bristol Old Vic	Openness	£288,640	£230,900	<p>Vision A world transformed by your imagination Mission Inspire, delight and surprise the people of Bristol and far beyond with excellent live theatre in an atmosphere of creativity, welcome and adventure Bring genuine creative opportunity to all ages from every neighbourhood and community of our city Build genuine creative pathways for writers, actors and theatre-makers in Bristol and the region Protect, share, celebrate and be inspired by the heritage of Britain's oldest theatre Develop a dynamic, flexible and profitable business which embraces and exploits the value of our brand</p>	<p>BOV strives to achieve excellence across every aspect of its work, aiming to be a thriving regional company, able to: • Inspire, delight and surprise the people of Bristol and far beyond with excellent live theatre in an atmosphere of creativity, welcome and adventure • Bring genuine creative opportunity to all ages, from every neighbourhood and community of our city • Build genuine creative pathways for writers, actors and theatre-makers in Bristol and the region • Protect, share, celebrate and be inspired by the heritage of Britain's oldest theatre • Develop a dynamic, flexible and profitable business which embraces and exploits the value of our brand The organisation's creative programme comprises four complementary strands of work: • Bristol Old Vic Productions: world class new and classic work, created by artists of established global stature and emerging brilliance and founded on the unique opportunities of live performance, our beautiful theatre and the inspiring city of Bristol. • Bristol Ferment: our artist development programme of newly written and devised work, through which artists from Bristol and the South West can find and establish their voices as the theatre-makers of tomorrow. • Bristol Old Vic Engagement: creating excellent shows and participatory opportunities with and for young and disenfranchised people from all over Bristol and the region. • Inspiring Visitors: world class and boundary-testing theatre shows and festival programming that inspires our artists and our audiences to new possibilities in live performance. BOV's creative programme is wide ranging, critically acclaimed and involves major productions that are increasingly finding their future life on national and international tour (In 2018, Long Day's Journey Into Night will play in the West End before transferring to New York and Los Angeles). The organisation boasts a celebrated artist development programme that is seen as a benchmark initiative by our peer theatres; the work of its Engagement Team ranges from an award-winning youth theatre to professional productions that reach the most poorly provided for communities across the South West; and the visiting programme brings the best work we can find to Bristol to inspire and delight our audiences. BOV will be announcing a number of new Associate Companies for the period 2018 – 22, each a statement of partnership working and skills exchange. The group is a purposefully diverse mix of companies who work across a breadth of scales and specialisms: Theatre Ad Infinitum, Ujima, MAYK, Firebird, Diverse City, Kneehigh, Out of Joint, Headlong.</p>
Circmedia	Openness	£36,736	£35,000	<p>Circmedia's mission is to be the UK centre for research into, and production of, transformational experiences arising from Circus. In doing, so it will be assuring the long term future of performance arising from circus and physical theatre, and of careers in the artform, through our formal and informal education. It will also ensure a sustainable future for circus with physical theatre through audience development, professional development and financial acumen.</p>	<p>Building on thirty years' development, Circmedia aims to be the UK centre for research into, and production of, transformational experiences arising from Circus. Through its unique combination of formal education, community classes, projects, artist development and performances it will deliver change in the artform and in artistic practice, for artists and audiences. The principles of the artist as creator, combining artforms and using the body to convey meaning underpin all of Circmedia's work. In doing this, Circmedia will be using circus as a means for transformation: Transforming people's lives through training and education in creativity Transforming perspectives through circus-based performance Transforming the artform of circus through integration with theatre Thus contributing significantly to cultural life in Bristol and contemporary circus nationally and internationally. In formal education, Circmedia offers a BTec diploma (the only two year course at this level focused on circus in the UK), Foundation and BA degrees in Contemporary Circus (one of only two organisations delivering this in the UK) and an MA in Directing Circus (the only one in the world). It will start the 2017/18 academic year with 122 full-time students, making Circmedia the biggest provider of circus based education in the UK by a considerable margin. Circmedia's community classes and projects encourage new participants. Once engaged, the programme is an in-depth, long term education project, with 800 attendees, split equally between adults and young people, averaging 13 sessions in the last year. One off projects introduce thousands of people to the benefits of physical and/or social activity each year. Circmedia's artist support ensures that many of our graduates remain in the city, as well as attracting other professionals to Bristol. The organisation's longevity, as well as its proactive approach to enabling people to work in the sector, often through its partnerships with key producers such as Cirque Bijou and Invisible Circus (as well as those with smaller companies and individuals), are key factors in this retention and therefore its contribution to the USP and vibrancy of Bristol. The performance programme in St Paul's Church, where Circmedia promotes 40 professional events and 25 by students and participants in a year, shows the journey from children's classes to international performer. It attracts local and regional audiences, running at 75% of capacity, and contributes to the profile of Bristol internationally as well as closer to home.</p>

Cirque Bijou	Openness	£15,744	£38,200	<p>Cirque Bijou create and produce bold, visually arresting, highly physical shows. Through collaboration with exceptional and diverse talent and the use of multiple art forms, we comment on and challenge contemporary culture, and inspire a sense of inclusion and shared meaningful experience in communities and across a broad audience. We strive to make shows that are of the highest artistic quality and production values and to showcase and celebrate the diversity of contemporary society – onstage, offstage and in the audience.</p>	<p>We make shows that celebrate, inspire, and challenge people to think differently about themselves and the world around them. We experiment with ways of making circus, street theatre and spectacle, introducing disciplines including digital work, live music, dance and theatre – to create fresh and surprising performance. We present much of our work outdoors, in freely accessible spaces like parks, streets and even peoples' front gardens, because we believe we can reach the largest number of audiences this way. We place local communities at the heart of our work, involving them in the creation and in valuable participatory experiences. We make work on all scales – from large touring shows, like 'What am I Worth' (touring UK, Ireland, Australia and USA in 2018-2022), working in partnership with hundreds of local communities and thousands of local audiences – to small shows, like 'Kitchen Circus Project' in partnership with Knowle West Media Centre, working closely with small numbers of communities in some of Bristol's hardest-to-reach neighbourhoods (Knowle West 2014, Hengrove 2016) to create work telling local stories in an intimate setting. Alongside partners Diverse City, we advocate for change through our joint project Extraordinary Bodies, the UK's professional integrated circus company, based in Bristol and the South West. Through this nationally recognized project, funded by ACE through the National Portfolio in 2018-22, we are in the unique position of being able to change the way that circus is perceived, made and presented locally, nationally and internationally. Support from BCC CIP will embed this work in Bristol's culture, and additionally allow us to support emerging local artists through a talent development programme that encourages and platforms new integrated circus/outdoor arts in Bristol. We work in partnership with excellent local, national and international artists and companies to create diverse and surprising shows – partners in 2018-2022 include British Paraorchestra, Nutkhut and Sonia Sabri Company. We build our experience, capacity and sustainability through creating high quality work for commercial clients, affording our team a wealth of opportunities to develop skills, ideas and equipment that benefit our artistic programme. We choose commercial commissions that raise our public profile and reach, and are of value to us artistically, developmentally, and financially. We approach all our work with creativity, high production values and a joined-up approach that enables our relatively small company to work across a variety of projects at one time and reach a very wide audience.</p>
Encounters	Openness	£20,992	£15,000	<p>Encounters is the UK's leading competitive international showcase of short form, screen based creativity. For six days every September audiences experience the best new work from global emerging talent. Encounters also provides an opportunity for creatives to share work, develop their practice and network with peers and established members of the industry. Outside the festival Encounters delivers year-round activity to develop audiences locally and extend the brand and reputation of the festival nationally and internationally. We achieve this by working strategically with key partners, sponsors and cultural organisations to increase the diversity of programmes on offer in the local area.</p>	<p>Our main activity is the delivery of the UK's leading competitive, international showcase of short and animated films, the only gateway to three major awards (BAFTA, European Film Academy and Academy Awards®), in Bristol. During a 6-day gathering in one of Europe's most culturally vibrant cities the festival introduces new and emerging talent from across the globe to diverse audiences and the industry. Encounters is a springboard for creatives to share their work, develop their practice and network within the fast evolving global industry. Encounters presents one of the UK's most culturally diverse programmes of short film and animation and has a strong reputation for showcasing UK work within a wide range of other nationalities and cultures also represented. We continuously seek to develop a high quality film programme that engages with audiences of all ages and backgrounds, extending our profile and reach at local, national and international levels. Encounters champions the exhibition of short film by introducing the public to a culturally diverse range of works, exhibiting approx. 500 films each year from over 40 countries and often providing the only opportunity to see them in the UK. We attract over 3000 submissions from across the globe for our competitive programmes which form the spine of the festival. This allows us to introduce the public to filmmaking that is new, bold and non-traditional. Over a third of our programme is made up of UK film and by showcasing UK filmmakers alongside their international counterparts the audience are able to acknowledge the positive position of UK filmmaking on the international stage. Peripheral events continue to be important for us to develop a year round awareness, loyalty and diversity of audiences for the festival. We have long-term relationships with local, national and international organisations with whom we've engaged in programming and promotional exchanges for many years. This includes programme exchanges with over 20 European festivals, a nationwide initiative placing short films in over 500 schools and regular Q&A's with film talent in Bristol under our Shorts2Features brand. As part of our ongoing Diversity initiative we provide year round training activity to increase the support of under-represented creatives (focusing on those that face barriers due to gender, race, disability and sexuality) and their access and opportunities within the creative industries. These schemes target both new entrants to the industry and established talent looking to develop their craft and careers.</p>

In Between Time	Openness	£15,000	£14,250	<p>In Between Time activates a global home for radical art, audiences and ideas. Through our festival we defy expectations about what contemporary art is, we bring together people from across the globe to create connections, speak openly about complex issues our world is facing and act as a catalyst for change. We bring together international artists with the people of Bristol, to inspire and develop the communities of the city's neighbourhoods to create opportunity to make, participate in and experience art to enrich their lives and expand their prospects.</p>	<p>IBT presents exceptional Live Art to Bristol, the UK and the world, and develops world-class international art with the people of Bristol. It is this breadth of programme, our fusion of local and international, artist and participant, and our commitment to radicalism, diversity and excellence that creates a unique cultural offer for Bristol and the world. Exploding out of the city's leading art institutions into its neighbourhoods, forests and public spaces, each IBT Bristol International Festival is the culmination of a two-year programme of commissioning and producing across Bristol. Our work is committed to bravery, to curiosity, to presenting the unusual and unheard. We commission new work by bold artists and embark on ambitious projects with local, regional and international partners. Throughout the year, we direct a successful touring programme, sharing radical ideas with the world. Based in Bristol, we work across its centre and its neighbourhoods, creating incredible artistic experiences with Bristol's citizens. Our commitment to the city positions it as a global centre of culture and our work with local talent develops future careers. In our role as art form leaders, we offer commissions, training and mentorship. We welcome 200 global professionals to Bristol every two years. Through our projects and festivals we support and encourage Bristolians to develop their skills and make their own bright interventions into the global cultural sphere. In 2018 to 2022 IBT will build on our exceptional track record of working with under-represented artists, audiences, participants and professionals across diverse cultural perspectives including ethnicity, religion, sexuality, gender, disability, class and privilege. We will engender a climate where more people have a voice and a safe space where a spectrum of opinions can be expressed and debated. We work year-round across the following programme strands which feed our biennial festival programme:</p> <ul style="list-style-type: none"> • Participate: national and international commissions and co-productions bringing the best of world practice to Bristol's neighbourhoods in collaboration with its citizens. This 4-year project includes artistic interventions into monthly neighbourhood forums, city debates and large-scale participatory projects. • Generate: developing new and emerging talent (artists, participants and creative professionals) and challenging preconceptions about who can make and deliver work. • International: presenting the very best of live art, showcasing Britain to the world and the world in Bristol. This includes work in Bristol (IBT biennial festivals) and touring projects throughout the UK, Europe & Beyond.
Knowle West Media Centre	Openness	£41,984	£42,000	<p>KWMC's mission is to achieve social, environmental and economic regeneration, including greater inclusion and diversity amongst audiences and the creative workforce, by involving local communities in high quality media arts activity, education, action and sharing our learning nationally and internationally. KWMC works at three inter-connected levels; the 'micro': fostering the capacity and agency of artists and participants, through coproduction and collaboration, to affect change; the 'midi': working with the systems and dynamics of Knowle West as a distinct working-class neighbourhood; and the 'macro': influencing and shaping ideas, policy and practice around socially engaged arts practice across the city and beyond.</p>	<p>KWMC's programme, which engages those least engaged in the arts, alongside people who are more culturally proactive, combats digital and social inclusion through unique and dynamic opportunities to make, participate and, as active citizens, inform our future social and cultural landscape. KWMC's approach has been cultivated through 20 years of practice with the local community. The approach, activities and focus of KWMC have been co-designed through exchange and dialogue with local people, national and international networks, organisations, academics and individuals with expertise in relevant fields. The KWMC programme for 2018-22 will build audiences and keep existing ones, increasing the range and number of people experiencing high quality arts and culture, through these strategies:</p> <ul style="list-style-type: none"> • Being responsive to people's needs and embedding arts in everyday places and non-city centre spaces • Focusing on many different ways that people can be involved and the potential to extend upon the depth and breadth of individual's involvement • Building on the success of Silver Screen and a new intergenerational work through the New Creative Age programme to engage more older people • Expanding on the young people's programme and types of opportunity available • Building more diverse audiences through extending KWMC's reach across the city • Mixing up audiences and types of people, so that people can share diverse cultural experiences • Extending and increasing opportunities for volunteering that include meaningful opportunities for reflection, CPD and support for finding paid opportunities • Continuing development in the use of technologies to improve marketing, sales, audience and participant experience and gathering of feedback, including: • Launching KWMC's online store; generating income, showcasing KWMC's artworks, products and objects, demonstrating stories behind products and raising awareness of KWMC's practice • Expanding on current numbers of 4,528 Twitter followers and 1,474 Facebook followers by increased social media presence • Working with artists and Eight members to develop more interactive digital feedback tools

MAYK	Openness	£15,000	£15,000	<p>MAYK collaborates with artists and audiences to create the best possible performance experiences; we question the status quo; we look for different ways to do things, and we embrace creative risk. We curate Mayfest, a major international theatre festival for the people of Bristol; we help artists we find inspiring make flights of fancy a reality – to be the best they can be; and we collaborate with other organisations to create things that we, and they, couldn't do independently.</p>	<p>MAYK is a visionary producing organisation, a building-less producing house, led by two experienced, political and compassionate producers, Kate Yedigiaroff and Matthew Austin. Based in Bristol, our projects are local, national and international. We are unique as theatre producers who also have a major presentation context. We're best known for Mayfest, Bristol's much-loved international festival of contemporary theatre. We have been Artistic Directors since 2008, and were instrumental in its creation in 2003. Through Mayfest, we share the most heart-pumping, beautiful and important theatre we can find with the people of Bristol and beyond. This work might be made by artists right here in the city, or be showcase work from elsewhere in the UK or internationally. We collaborate with the city's major arts organisations, including Bristol Old Vic, Circomedia, Tobacco Factory Theatres, Trinity, Arnolfini and Watershed to deliver our programme. Mayfest is an ambitious, ground-breaking biennial festival of new live performance that bursts out of arts venues and into found spaces across Bristol. It is the culmination of two years of research, conversation and collaboration with artists and producers. We champion voices that tell stories of the world in entertaining, challenging and accessible ways. We seek out artists and projects that innovate and inspire wherever they are from, whoever they are. We work with key partners to find spaces in-between our respective programme agendas to make extraordinary things happen. We playfully reimagine existing spaces, gently subverting expectation. Mayfest provides an audience experience that is not otherwise available in the city. Many of our projects are rooted in participation. Whether that's with young people, non-professional artists or members of the public, we believe the richest cultural experiences come from feeling part of something. Over the next few years we will also develop our partnerships in the city to present regular moments of world-class theatre in a year-round peripatetic programme. Recent examples of this are RashDash's Two Man Show with Tobacco Factory Theatres and Circomedia, and Hannah Sullivan's Draw To Look at the RWA. We are a key talent development force nationally. We identify and nurture the brightest artists we can find, exploring the broadest possible audiences for their work. As producers, we work with artists from the earliest idea through to production. We currently work with Sleepdogs, Still House, Sam Halmarack and Firebird Theatre (all based in Bristol). Much of this work is made here and tours nationally and internationally.</p>
RWA	Openness	£20,992	£30,000	<p>CHARITABLE OBJECTS: To advance the education of the public in the fine arts and, in particular, to promote the appreciation and practice of fine art and to encourage and develop talent in fine art. VISION: To be the South West's leading centre for the exhibition, exploration and practice of the visual arts, recognised as a place that enriches and nourishes the lives of people from all communities and backgrounds. MISSION: To nurture outstanding artistic talent by exhibiting great art from the past alongside the best of contemporary practice, and by providing a dynamic learning programme which inspires and cultivates creativity.</p>	<p>The RWA's mission is "to nurture outstanding artistic talent by exhibiting great art from the past alongside the best of contemporary practice and, in keeping with our role as an Academy, to provide a dynamic learning programme which inspires and cultivates creativity." Our core activity is to:-</p> <ul style="list-style-type: none"> • Organise and present a broad range of art exhibitions for the enjoyment and education of our local community and public of the South West • Offer opportunities for people of varied ages, backgrounds and ability to get involved in arts activity to nurture the exploration of their own creative powers • Provide facilities for emerging and established artists to develop and exhibit their work • Involve young people in artistic activities to encourage enjoyment and understanding of art • Celebrate the diversity of cultures within our society by programming presentations by, and with, artists of different cultural backgrounds. • Maintain, develop and make accessible our outstanding Fine Art Collection Bristol's first art gallery (opened 1858), the RWA's Grade II* building has been described "a jewel in the crown of England's exhibiting spaces". Its top-lit main galleries offer an outstanding venue for contemporary art, while its Government Indemnity approved side galleries can host major works from national and regional collections, frequently bringing historic masterpieces to Bristol for the first time. We also run an Annual Open exhibition, now in its 165th year, giving artists of all ages and career stages the opportunity to exhibit and sell their work. The RWA is the UK's only regional Royal Academy of Art. Our Academicians – around 150 leading artists – support the delivery of comprehensive learning and outreach programmes to complement our exhibitions. We run regular creative activities for young people, both at the RWA and in the community, including areas of deprivation. We are also champions of creativity and wellbeing, and work with communities, businesses and health organisations to deliver wellbeing projects. We give free admission to our exhibitions for all under 16s and most students; our led-visits are popular with school and youth groups and we support schools to deliver Arts Award. We also operate an 'Artists Network', a professional development and mentoring scheme helping early to mid-career artists to progress. We stage major exhibitions to celebrate city commemorations, e.g. Bristol800, and its cultural diversity, e.g. Jamaican Pulse, which benefits Bristol's communities by offering a unique experience to engage with art and creativity, while also benefiting the city's cultural tourism.

Spike Island Artspace	Openness	£25,000	£25,000	<p>Spike Island's vision is for art to be central to society. We work to achieve this vision by making it our mission to be an international centre for the development of contemporary art, offering a space where artists and the public can meet.</p>	<p>Spike Island is a successful centre for the development of contemporary art and design. Based in Bristol, it is home to a gallery, café and working space for artists, designers and creative businesses. Our artistic and cultural vision combines the production and presentation of contemporary visual arts in a unique way. We are the only UK organisation supporting both production and presentation at this scale. By narrowing the gap between making and exhibiting we feel we are able to engage our audiences (c160,000 visits per annum) in the multiple processes involved in the creation of art in ways that other visual arts organisations cannot. Our vision is to position art as central to society, which we do in two ways: by offering a high quality, challenging programme of exhibitions and events; and by supporting a dynamic and critically engaged community of artists and designers. Our proposals for 2018-22 demonstrate how we will achieve our vision through the delivery of international exhibitions which introduce emerging or overlooked artists to the public, often for the first time. We will continue to offer artists their first significant solo exhibition, often including new commissions. Spike Islands' exhibitions are underpinned by an ambitious public programme providing a range of access points and includes: engagement directly with artists through Open Studios, Behind the Scenes studios tours, artists' talks and practical workshops; specialist making workshops: Baby Art Hour/I Am Making Art; partnering on national projects (ARTiculate) and with in-house initiatives (Room 13, Rising Arts Agency and Calling the Shots). At the same time, our focus on production through studio provision, production facilities, mentoring and skills development allows us to support the work of c500 artists each year. Over 250 artists are supported across 50 subsidised studios, our Associates professional development programme, the print studio, exhibition space and public programme. A further 250 Fine Art students are housed in the University West of England (UWE) studio space. Spike Island also engages in strategic relationships with leading arts organisations, higher education establishments and commercial entities regionally, nationally and internationally to deploy resources effectively, deliver excellence and strengthen our ability to seize opportunities in support of our mission. Strategic partnerships, such as The Network for Creative Enterprise (partnering with UWE, Watershed, Knowle West Media Centre and The Guild, Coworking Bath) and Bristol & Bath Cultural Destinations, enable us to develop creative talent and create pathways to careers in the arts.</p>
St George's Bristol	Openness	£36,736	£29,000	<p>St George's is one of the country's leading concert halls and a Key Arts Provider for audiences across the South West. We are an internationally-renowned, creative space for music and ideas – driving regional cultural diversity and growth through independent activity and city-wide collaborations. We deliver an innovative annual programme of over 300 concerts, talks and events: reaching 85,000+ visitors; championing critically-acclaimed global artists, minority musicians and local communities; and extending city-wide cultural participation. As a registered charity we operate an ambitious business model, with a broad income base to generate the annual £1.3million needed to support our work.</p>	<p>St George's creates opportunities for audiences across Bristol to experience the highest quality contemporary, classical, jazz, folk and world music, and a range of spoken-word events. We champion artistic diversity, creativity, understanding and appreciation – contributing to the growth of region's cultural sector through independent work and collaborations with organisations across the South West, UK and Europe. Our critically-acclaimed annual programme delivers 300+ artistic and educational activities including performances, broadcasts, recordings, masterclasses, conferences, choirs and extensive programmes for young people. We have an established reputation for artistic excellence developed over three decades of innovative, curated programmes; annually reaching over 85,000 people onsite, and over 19,000 via digital channels. We offer performance and developmental opportunities to 400+ artists each year – from established international figures drawn by the venue's unique acoustic, to emerging musicians, community groups and local ensembles. We work collaboratively across the city's cultural community – contributing to city-wide festivals and initiatives, and developing new partnerships with ACE NPOs and smaller organisations benefiting from our facilities and organisational expertise. St George's is also recognised for the profile and performance opportunities it provides to local amateur groups, particularly community choirs and orchestras. They appear alongside international artists, raising the city's sense of pride for home-grown musicians. The Education Programme forms part of the core artistic offering, nurturing cultural engagement among children, young people, adults, families, elderly and disabled audiences. High-participation activities seek to educate, excite and inspire; promoting informal learning, supporting talent and deepening understanding of music, the arts and Bristol's cultural heritage. The programme engages over 5,500 children/young adults, targeting deprived areas of the city where cultural provision is historically low. We have received several national awards for our work including Family Arts Festival's "Best Age Friendly Event 2016" and "Best Family Venue 2015". In Spring 2018, St George's reopens after a transformational capital project. An expanded, fully modernised site and refreshed programme will enable us to drive engagement with broad and diverse audiences. We will actively seek to increase our artistic, social and economic contribution to the city: eroding real/perceived barriers, championing Bristol's cultural growth and evidencing the benefits of creative engagement to enhance well-being, strengthen communities and inspire personal and organisational change. We anticipate a significant increase in visitor numbers post-2018 - our challenge, with support from the BCC, is to ensure this increase reflects the full range of social, cultural and economic backgrounds of Bristol's population.</p>

Tobacco Factory Arts Trust	Openness	£40,000	£44,000	<p>MISSION STATEMENT Tobacco Factory Theatres produces and presents excellent art in unique and intimate spaces. It is a cultural flagship for the local community, an innovative social and cultural hub and an inspirational model of urban renewal. CORE BELIEFS</p> <p>1. We started as an experiment and we encourage experimentation 2. We are ambitious and we encourage artistic ambition; epic stories in small spaces 3. We seek as wide an audience as possible for our work 4. Our diverse programme is our cornerstone and we are a place of creation, development and learning 5. Our audiences are our reason for existence</p>	<p>Tobacco Factory Theatres (TFT) is one of Bristol's most unique theatre spaces, attracting over 125,000 people every year to its cultural offer which includes producing and presenting live theatre in the incomparable Factory Theatre, the new studio theatre and in non-traditional venues across the city. TFT also tours its own productions nationally. A cultural flagship for Bristol, TFT is an innovative social and cultural hub for the local community and an inspirational model of urban renewal. TFT supports upwards of 50 local artists each year through its residency programme of free rehearsal space, mentoring and financial support, with skills sharing and through the programming of long runs for local companies. TFT runs three young theatre maker groups for ages 8-19 yrs, regular holiday theatre activity and ongoing projects with schools, reaching 2,000 young people each year. TFT's focus on engaging with our local audience in South Bristol sees us offer community classes for 35,000 people each year, and encourages new audiences and participants to cultural activity from less well served areas of the city. TFT is nationally regarded as one of the finest examples of urban regeneration driven by culture in the country, having played a crucial part in transforming the local area. Our commitment to continuing this role beyond our immediate vicinity into the impoverished and deprived parts of South Bristol less well served by cultural organisations is at the heart of our next five-year vision.</p>
Travelling Light Theatre Co.	Openness	£31,488	£20,000	<p>Travelling Light's mission is to create outstanding theatre for and with young people that inspires their thinking, engages their emotions and fires their imaginations. Our vision is that every child and young person should be able to access high quality cultural experiences</p>	<p>Travelling Light (TL) is a charity based in Barton Hill, Bristol. We have been creating inspirational theatre for and with children, young people and their families for over 33 years. We are highly regarded locally, nationally and internationally for the quality and reach of our work and we have secured continued Arts Council NPO status for 2018-2022. We believe that every child and young person has the right to access high quality theatre and our artistic programme is driven by core values that ensure children and young people are at the heart of our work, which is bold, imaginative and challenging. PROFESSIONAL PROGRAMME We deliver an annual touring programme of high quality professional theatre for young audiences (TYA). Our work has been in residence and toured to the UK's best theatres including Tobacco Factory Theatres, The Unicorn, Warwick Arts Centre, Barbican, the egg, Half Moon as well as numerous Bristol schools, libraries, community and rural venues. In 2018 our award winning show BOING! enjoys a three week run in Shanghai as well as a booking in New York for Christmas. Our work engages a range of ages from babies to teenagers and for many children and young people, seeing our work is their first experience of theatre. We always ensure that we are engaging with children and their families in our local community through offering free and subsidised shows. PARTICIPATION PROGRAMME Each year TL's participation programme inspires over 1,400 Bristol based children and young people from the age of 6 months to 25 years. We offer four YOUTH THEATRE groups for ages 4-19. 57% of participants are from our local area. Through our youth theatre, young people can engage in additional opportunities such as our YOUNG CRITICS project and our YOUTH BOARD Our LOUDER THAN WORDS group enables young people with additional needs to have fun, make friends and learn new skills in a supported and friendly environment. We are expanding the service to include outreach in special schools and ACTIONSPEAK a new group for 16-25 year olds delivered in partnership with WECIL (West of England Centre for Inclusive Living) We offer a range of high quality CREATIVE LEARNING opportunities for schools, nurseries and formal education settings which support educational attainment by encouraging communication skills, confidence and language development. Young people gain an insight into careers in theatre through work experience, student placements, volunteering and entry-level employment opportunities.</p>

Trinity Community Arts	Openness	£20,000	£20,000	<p>Trinity's vision is for everyone to have the opportunity to access and shape arts and culture. Our mission is to empower communities through arts. We are a leading participatory art space in Bristol, providing a progressive programme of live music and performance, creative workshops, heritage learning, educational and well-being activities. We also give free hall-space to allow others to follow their passions and realise their ideas. Based in The Trinity Centre, this much-loved, Grade II* Listed historic landmark is a cultural hub for the city, where people of all ages and backgrounds can come together, used by 50,000 people annually.</p>	<p>Trinity's vision is for everyone to have the opportunity to access and shape arts and culture. Our mission is to empower communities through arts. We are a leading participatory art space in Bristol, providing a progressive programme of live music and performance, creative workshops, heritage learning, educational and well-being activities. We also give free hall-space to allow others to follow their passions and realise their ideas. Based in The Trinity Centre, this much-loved, Grade II* Listed historic landmark is a cultural hub for the city, where people of all ages and backgrounds can come together, used by 50,000 people annually.</p>
Watershed	Openness	£104,960	£80,000	<p>Watershed's mission is to develop cultural engagement, imagination and talent. Watershed is recognised for its internationally distinctive programme of invention and talent development; as a leading centre for film culture and as Bristol's city centre cultural meeting and debating place of choice.</p>	<p>Watershed is committed to talent development and creating the conditions for others to thrive. In the last four years we have cemented our reputation as a leading cultural centre and creative hub, delivering inclusive innovation and sustainable development in the following areas: Art and Technology - The Pervasive Media Studio is a world-leading centre developing talent and emergent practice in the cultural and creative economy. Young People - The next generation of creative talent is developing its voice through Watershed's ground-breaking engagement programmes such as Rife Magazine. Moving Image - and the Hub Lead Organisation for the South West as part of the BFI's Film Audience Network, developing film culture across the region. However, it is not specific projects or products that create an inclusive and flourishing creative ecology, it is Watershed's organisational culture: Underpinned by our values the Watershed approach to encouraging and supporting artistic excellence is enabled by open-ness, responsibility, partnership and passion. Watershed is OPEN We believe that to release the potential of the artists, young people and audiences we work with, we must draw from the widest possible pool of collaborators and ask them to engage with people not like them (cultural background, ethnicity, discipline, age and/or ability). Watershed is RESPONSIBLE Watershed makes a commitment to supporting artists to develop their practice in a way most suited to their needs. We offer workspace, funding, audience testing, advice on business development, access to mentors, new technologies, use of our box office, bid writing etc when it is most needed. Watershed is COLLABORATIVE Watershed believes our best work is done in partnership. This takes many forms - from those we have worked with over many years, to those we collaborate with on specific themes or opportunities. We collaborate regionally, nationally and internationally to create opportunities for artists, to share thinking and to create richer work. Watershed is PASSIONATE Watershed throws itself wholeheartedly into everything it does, believing that cultural engagement changes the lives and futures of audiences, makers and artists. This manifests itself in the ambition we demonstrate for and with the talented people we work with - from the young content creators of Rife to the established artists of the Studio, we help them to aim high and give them the practical tools to get there. More detail on activities is given in 1.4</p>



culture
team

Bristol City Council Cultural Investment Programme Prospectus 2018-2022

Statement from the Mayor

Bristol has built a reputation as a centre of culture and counter-culture. Our rich cultural diversity makes Bristol stand out – activist, contradictory, unorthodox, and independent, Bristol is highly distinctive. It is our culture which makes Bristol attractive as a destination for visitors and for businesses to set up and to stay, but it needs to be accessible to all.

Everyone in the city should benefit from the city's rich cultural life. I made a commitment to ensure that everyone should be able to access and participate in the arts and cultural life of the city, no matter who they are, where they are from nor what their background.

The **Cultural Investment Programme** provides opportunities for people and communities across the city to take part in the cultural life of Bristol, whether that is by attending a world-class music performance, a cutting-edge theatre production or taking part in a workshop, festival or exhibition in their local community.

Marvin Rees
Mayor of Bristol

Statement from Laura Pye, Head of Culture, Bristol City Council

The Cultural Investment Programme funding is designed to develop Bristol's national and international reputation as a creative cultural city, to actively advance equality and diversity and to improve people's lives through the arts.

This programme will allow all sorts of creative activity to develop and grow in the city.

The funding streams will support and nurture new and emerging ideas and one-off projects as well as supporting other organisations to develop and grow over a longer period.

We are asking all of the city's artists, creative and cultural sector to demonstrate their impact, be ambitious and inclusive whilst sharing their passion, skills and enthusiasm to develop the city's arts and cultural offer in the coming years. We want to support and develop a more resilient and resourceful sector, whilst maintaining ambition and making a positive impact on people's lives.

Laura Pye
Head of Culture, Bristol City Council

Contents

Introductions from Mayor of Bristol Marvin Rees and Head of Culture Laura Pye	Page 2
Vision and Aims of the Cultural Investment Programme	Page 3
Which fund should you apply too?	Page 4
Timeline for applications	Page 5
What is the Cultural Investment Programme? Objectives outline	Page 6
Priority groups - explained	Page 7
Who can apply for Cultural Investment Programme funding? Criteria and Baseline standards	Page 8
Collaborations and Partnerships	
Can individuals apply? What won't we fund? Eligibility	Page 9
Originators (1 year)	Page 10
Imagination (2 year)	Page 11
Openness (4 year)	Page 12

Bristol City Council 2018 Cultural Investment Programme Prospectus

This document explains the process for arts and culture funding from Bristol City Council from 2018-2022. It gives you the background and the information you need if you are thinking about making an application, and an overview of each fund.

Vision and aims of the programme

Three new funds are available to support arts and cultural activity during 2018 – 2022 through the Cultural Investment Programme from Bristol City Council.

Our **Vision** for the Cultural Investment Programme is to: **Make Arts and Culture Accessible for All.**

The **key aims** of the Cultural Investment Programme are to:

- 1. Develop Bristol's reputation as one of the UK's leading cultural cities**
- 2. Advance diversity and equality in arts and culture**
- 3. Support the delivery of Bristol City Council's Corporate Strategy**

Funding amounts and outline eligibility are detailed in the table below, and more detailed guidance on each aim is found later in the document. Whichever fund you apply to, you will need to show how you'll contribute to all three of these key aims and specific objectives within them.

This is a competitive scheme and all applications must have arts and culture as their focus. We want to support cultural organisations and individuals who strive to make a difference to residents and strengthen the cultural life and reputation of Bristol.

The general funding environment is changing and becoming tougher, but there are new and positive opportunities for applicants to grow, change and learn from each other. These funds are designed to support development in arts and cultural organisations and individuals in Bristol, and the development of the sector as a whole.

The Cultural Investment Programme is structured to encourage you to think about, and plan for, your

future sustainability and financial resilience (i.e. increasing income generation, improving skills and ability to apply to other funding bodies and reducing reliance on local authority funding).

This document gives an overview of the Cultural Investment Programme; full details on how to apply for each fund are in the individual fund guidance notes.

Indicative Cultural Investment Programme Budget

	2018/19	2019/20	2020/21	2021/22
TOTAL (£)	825,690	825,690	825,690	635,690

All three funds are subject to Bristol City Council’s annual budget setting process, so whilst this is the indicative budget, it would be confirmed each year.

Which fund should you apply to?

Fund	Amount per year	Duration of funding	Who can apply	Match funding required?	Examples of activity
Originators	£500 - £5,000	From 1 day to 12 months (annual fund)	Individuals, community groups, organisations. (Including unincorporated organisations)	No	Projects completed in a year. E.g. a community festival with arts and culture focus; an arts project; small-scale activities; testing new ideas and partnerships; working with local communities; and offering quality participatory experiences for people in Bristol; professional development
Imagination	£5,000 - £40,000	Up to 2 years (runs 2018-20 and 2020-22)	Organisations* with at least 6 months of accounts and proven track record *see definitions below	Yes, minimum of 25% match of total budget requested	Imaginative projects and programmes, development of organisations, work with communities that increases access to arts and culture. To include evidencing of sharing skills & resource with smaller organisations over funding period.
Openness	No more than 5% of annual turnover & tapering over the	Up to 4 years (2018-22)	Organisations* with at least 12 months of accounts and proven track record *see definitions	N/A	Core funding for established arts & cultural organisations with a year round programme – to include evidencing of sharing skills & resource with smaller organisations

	duration of funding		below		over funding period.
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Applicants can apply for both Imagination and Openness as the lead partner or sole organisation; however you can only be awarded one, not both. You may also be a partner in another bid where you are not the lead.

Timeline for applications

Stage	Date
Funds open for applications	
Openness	12 th July 2017
Imagination	12 th July 2017
Originators	15 th September
Deadlines for applications	
Openness	12pm 12 th September 2017
Imagination	12pm 12 th September 2017
Originators	12pm 15 th November 2017
Deadline for asking questions*	
Originators: Questions will be added to an FAQ sheets and be shared to anyone that requests it.	Final date for questions on Originators 8 th November
Openness and Imagination: All questions will be published on ProContract for anyone to see but will be made anonymous.	Final date for questions on Openness and Imagination through the ProContract system is the 5 th September We are unable to answer further questions after these dates to make sure everyone can benefit from the information/it's a fair process
Project commence from	April 1 st
Notification of decisions	
Openness	Subject to Cabinet approval – final decision 12 th December 2017
Imagination	Subject to Cabinet approval – final decision 12 th December 2017
Originators	March 2018

*There is a FAQ (Frequently Asked Questions) sheet that will be added to as questions arise.

If you have questions about the Openness or Imagination funds, your questions are asked and answered through the ProContract online system. Any emailed questions will also be published on the

online system. All questions and answers have any identifying information removed so they are anonymous. This is to make the information accessible to all.

You can contact the Arts & Events Team on cityartsfunds@bristol.gov.uk

What is the Cultural Investment Programme?

This section tells you what the Cultural Investment Programme aims to do in more detail.

Our Vision for the Cultural Investment Programme is to make arts and culture accessible for all.

What are the key aims of the Cultural Investment Programme?

- 1. Develop Bristol's reputation as one of the UK's leading cultural cities**
- 2. Advance diversity and equality in arts and culture**
- 3. Support the delivery of Bristol City Council's Corporate Strategy**

Whichever fund you apply to, you will have to show how you'll contribute to all three of these aims and the specific objectives within them.

- If you apply to **Originators**, you will need to show how you will meet at least ONE objective under each of the three aims.
- If you apply to **Imagination**, you will need to show how you will meet a minimum of TWO of the objectives under each aim.
- If you apply to **Openness**, you will need to show how you will meet ALL aims and objectives.

Objectives are as follows:

AIM 1. Develop Bristol's reputation as one of the UK's leading cultural cities

AIM 1 OBJECTIVES:

- 1.1 Support artistic excellence, ambition and innovation
- 1.2 Develop learning and career pathways within the cultural sector
- 1.3 Support development and reform of organisations to ensure resilience
- 1.4 Contribute to the economic vitality of the city and increase its national and/or international standing

AIM 2. Advance diversity and equality in arts and culture

AIM 2 OBJECTIVES:

- 2.1 Actively encourage the diversity and fair selection of artistic programme and talent development
- 2.2 Have a strong understanding of your current audience profile and actively address barriers to participation in arts and culture
- 2.3 Demonstrate Sector Leadership in diversity and equality, working proactively to diversify governance, staff and volunteers

AIM 3. Support the delivery of Bristol City Council's wider Corporate Strategy

AIM 3 OBJECTIVES:

- 3.1 Improve wellbeing and health through arts and culture
- 3.2 Demonstrate the impact of arts and culture on priority groups*
- 3.3 Increase participation in arts and culture across the city
- 3.4 Demonstrate environmental and social responsibility

Priority groups

*We recognise that socio-economic factors are important in people being able to access arts and culture. Therefore priority groups of the funds are neighbourhoods in the lower 10% of multiple deprivation <https://www.bristol.gov.uk/statistics-census-information/deprivation>, and/or people with Protected Characteristics as detailed in the [Equality Act 2010](#)

Areas of Bristol that fall within the most deprived 10% of areas (LSOAs) based on the English Indices of Deprivation 2015 are as follows:

<ul style="list-style-type: none"> • Bishport Avenue - Whitchurch Park • Hareclive - Whitchurch Park • Fulford Road North - Hartcliffe • Bishport Avenue East - Whitchurch Park • Inns Court - Filwood • Easton Road - Lawrence Hill • Filwood Broadway - Filwood • Ilminster Avenue West - Filwood • Southmead Central - Southmead • Whitchurch Lane - Hartcliffe • Stapleton Road - Lawrence Hill • St Philips - Lawrence Hill • Throgmorton Road - Filwood • Cabot Circus - Lawrence Hill • St Pauls Grosvenor Road - Ashley • Bishport Avenue West - Hartcliffe • Barton Hill - Lawrence Hill • Gill Avenue - Frome Vale • Four Acres - Bishopsworth • Redcliffe South - Lawrence Hill • Stokes Croft West - Cabot 	<ul style="list-style-type: none"> • Crow Lane - Henbury • Fair Furlong - Hartcliffe • St Pauls City Road - Ashley • Lawrence Weston Parade - Kingsweston • St Judes - Lawrence Hill • Newtown - Lawrence Hill • Leinster Avenue - Filwood • East Hillfields - Hillfields • Glyn Vale - Filwood • Lawrence Weston South - Kingsweston • Ilminster Avenue East - Knowle • Lawrence Weston West - Avonmouth • St Agnes - Ashley • Bedminster East - Southville • Trymside - Southmead • Greenbank - Eastville • Whitchurch Park West - Whitchurch Park • Burnbush Hill - Stockwood • Burnbush - Stockwood • Lockleaze South - Lockleaze • Marksbury Road - Windmill Hill
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Protected Characteristics as detailed in the Equalities Act 2010 are:

Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

If you are working with groups with Protected Characteristics and including it as part of your application for funding, you will need to be specific about which groups within those Protected Characteristics you're working with, for example, which age groups (older people, young people).

Who can apply for Cultural Investment Programme funding?

This section guides you through the criteria you will have to meet in order to apply for a grant.

Basic criteria

The Cultural Investment Programme is open to individuals and organisations that are able to show a track-record of high-quality arts and cultural focussed-work and project delivery. Arts and culture should be one of the applicant's core purposes. We welcome partner applications with non-arts organisations that adds arts and cultural value.

We expect all applications to:

- Support and deliver artistic excellence and quality cultural activity
- Provide opportunities for Bristol's residents to enjoy, participate, create and experience arts and culture
- Support the vision of making art and culture accessible for all
- Meet the three aims of the Cultural Investment Programme
- Meet the Baseline Standards as detailed in the application forms

Cultural Investment Programme funding is **only** available to organisations and individuals who are based in Bristol. Partner organisations and individuals can be outside the city if the lead partner is Bristol-based

*Organisations can apply for Cultural Investment Programme funding if they are any of the following:

- Registered Charity
- Community Interest Company limited by Guarantee
- Community Interest Company limited by share (Schedule 2 with 100% asset lock only)
- Company limited by guarantee
- Registered Society (including Co-operative and Community Benefit Societies)
- Charitable Incorporated Organisation
- Unincorporated organisations **can only apply** to the **Originators** fund

All organisations must be not for profit i.e. you either don't generate profits or you reinvest any profits or revenues for the purpose of serving your client group or achieving your objectives.

Collaborations and partnerships

We welcome partnership or collaborative bids, which need to be submitted by one organisation which will be the Lead Partner. This Lead Partner will be responsible for submitting all of the paperwork and you will also need to send us a Memorandum of Understanding that sets out how you'll work together. The guidance contains further information about collaboration and a template Memorandum of Understanding.

Organisations will also need to have:

- At least 3 trustees or directors
- A bank account in the organisation's name
- All payments authorised by two people (not related or living together)
- Health and Safety policy
- Public Liability Insurance (minimum £5m, to be in place by the time the project starts)
- Employer's Liability Insurance (minimum £5m, to be in place by the time the project

starts)

Can individuals apply?

Individuals can apply to **Originators**, but must be able to show a track-record of high-quality arts and cultural- focussed-work and project delivery. Individuals can be part of a partnership bid. Please see guidance above.

Individuals will also need to have:

- Appropriate insurance that covers the activities you are applying for - Public Liability (£5million minimum cover) and Employer's Liability (£5 million minimum).
- If you are awarded funding we will ask you to provide references from two organisations you have worked with, or for, (i.e. a previous employer or personal reference), and a CV. The references need to be clear that you can do the work/project you are proposing.

What won't we fund?

The following organisations and individuals are NOT eligible:

- Organisations/individuals based outside Bristol (partners can be from outside Bristol but the lead partner must be Bristol based)
- Schools (though projects may include schools as partners and participants, they cannot apply themselves)
- Public sector organisations
- Private sector 'profit orientated' organisations
- Housing associations and Registered Social Landlords (may be included as partners and participants, but cannot apply themselves)
- Students
- Organisations where any of the trustees or anyone on the management committee has any financial, property or other interests, which will benefit as a result of this application.

The following activities are NOT eligible:

- Activities which are not arts or culture related and which are not creative / do not develop creativity
- Activities, equipment or events that directly duplicate existing activities funded by Bristol City Council
- Capital projects such as building works or funding to support buying equipment
- Fundraising events such as charity galas or general appeals
- Social events
- Activities which do not provide public benefit
- Activities that result in personal financial gain, other than salaries.
- Parties or fireworks
- Sports/food/hobby activities/festivals/events without a strong and clear arts or creative focus
- Purchase or use of alcohol/tobacco
- Political activity
- Organised acts of religious worship

Requirements if you receive funding

All organisations and individuals that receive Cultural Investment Programme funding will need to provide information to show how successful the project has been and the impact it has had. The way we ask you to do this will match the level of funding you receive - the bigger the grant, the more reporting information we'll need from you.

Appeals: There is no appeal process. All complaints will be dealt with through the Bristol City Council complaints procedure.

Originators

Originators will offer small grants of up to £5,000 for individuals, organisations or community groups to run an activity or activities that take place within one year of funding commencing e.g. for 2018-19, the majority of the funding is paid at the start of financial year in April 2018 and the project must be completed by the end of March 2019. This could include one or all of the following: delivering small-scale activities and events; testing new ideas and partnerships; working with local communities, contributing to your own or other's continuing professional development; and offering quality participatory experiences for people in Bristol.

This fund is open every year. If you receive Originators funding you will be able to apply again for a different activity or significant development of the previously funded activity. However, one of the objectives of the Cultural Investment Programme is to "Support individuals and organisations to become more financially resilient to support their artistic and cultural work." Successful applications will need to show how you are developing other sources of income so that you can become less reliant on Bristol City Council funding.

Please read the guidance notes before completing your application to make sure you are meeting the aims and requirements. **The Originators applications forms and guidance notes will be available by the end of August 2017 on the council's website:** <https://www.bristol.gov.uk/museums-parks-sports-culture/arts-and-culture-funding>

When you are ready to complete your application form, it is a Word document that you fill in on a computer and email to cityartsfunds@bristol.gov.uk

The deadline for applications to the 2018-19 Originators fund is 12pm on the 15th November 2017.

Originators applications are assessed by a minimum of 3 Bristol City Council officers, in a panel chaired by the Arts and Events team, and will include others involved in community engagement and/or equalities. They will assess the applications using the scoring system detailed in the guidelines.

Imagination

In order to apply for **Imagination** funding you will need to be registered on ProContract, the online application system used by Bristol City Council. Click [here](#) for further information and to register. Please register as soon as possible so you can see the questions, application forms and supporting paperwork.

Imagination funding is for organisations that have imaginative projects and programmes which increase access to arts and culture; reinforce Bristol's reputation as a cultural city; work with Bristol's diverse communities, and support organisational development. The fund is for programmes or projects typically over a two year period and you can apply for a minimum of £5,000 and a maximum of £40,000 funding that you will receive each year, for the two years.

Activity or activities that take place across the two years of funding commencing e.g. for 2018-20 the project applied for must be completed by the end of March 2020.

We want to encourage organisations and individuals to work together across the city, so organisations in receipt of core funding from the Imagination fund can also be a partner in Openness applications (4 year funding) and Originators (1 year funding). They cannot be the Lead Partner i.e. be in receipt of the funding. See the guidance regarding the part 2 application form for more details. Applicants can apply for both Imagination and Openness as the lead partner or sole organisation; however you will only be awarded one and not both. You may also be a partner in another bid where you are not the lead.

You will need to raise at least 25% of the total project budget from sources other than Bristol City Council (BCC). These cannot be in-kind contributions. Bristol City Council will contribute a maximum of 75% of the total project budget.

How to apply for an Imagination grant

We will ask you to complete two sections on the ProContract system and submit supporting documents.

- Part 1 – checks your eligibility and meeting the necessary quality standards.
- Part 2 - describes your proposal, its activities and impact.

The deadline for applications to the 2018-20 Imagination fund is 12pm on the 12th September 2017.

Openness

In order to apply for an **Openness** grant you will need to be registered on ProContract, the online application system used by Bristol City Council. Click [here](#) for further information and to register. Please register as soon as possible so you can see the questions, application forms and supporting paperwork.

Openness will fund organisations in the city which support the cultural ecology, contribute to Bristol's cultural identity and demonstrate leadership and generosity for the wider sector. They will meet all of our aims and will be generous with their expertise and world class programme for the benefit of the city. This is 4 year core funding for established organisations that have a year round programme.

Funding in this stream can be no more than 5% of the organisation's total turnover. As part of the aim of making organisations more sustainable, we expect the grant to taper by a minimum of 20% over the four years. For example, if you are requesting £100,000 in year one, we would expect this to taper by at least 20% to £80,000 in year four.

We want to encourage organisations and individuals to work together across the city, so organisations in receipt of core funding from the Openness strand can also be a partner in Imagination applications (2 year funding) and Originators (1 year funding). They cannot be the Lead Partner i.e. be in receipt of the funding. See the guidance regarding the part 2 application form for more details. Applicants can apply for both Imagination and Openness as the lead partner or sole organisation; however you will only be awarded one and not both. You may also be a partner in another bid where you are not the lead.

How to apply for an Openness grant

We will ask you to complete two sections on the ProContract system and submit supporting documents.

- Part 1; checks your eligibility and meeting the necessary quality standards.
- Part 2; describes your proposal, its activities and impact.

The deadline for applications to the 2018-22 Openness fund is 12pm on the 12th September 2017.

We look forward to receiving your application.

Arts and Events Team

Bristol City Council



**culture
team**



culture
team

Bristol City Council Cultural Investment Programme
Imagination fund 2018-2020

Guidance notes

Imagination

Imagination funding is for organisations that have imaginative projects and programmes which increase access to arts and culture; reinforce Bristol's reputation as a cultural city; work with Bristol's diverse communities, and support organisational development. The fund is for programmes, projects of development work typically over a two year period and you can apply for a minimum of £5,000 and a maximum of £40,000 funding that you will receive each year, for the two years.

What are we looking for from you?

A successful application to Imagination will clearly show that:

- You meet a minimum of two of the OBJECTIVES under each of the AIMS
- You meet high standards in governance, financial and project management, audience development etc. If there are areas where you don't meet such standards, you can include development costs in your application
- Your project will take place within two years of funding being awarded.
- If you are working with priority neighbourhoods and/or priority groups that you are clear who you are planning to work with:
 - Have a good understanding of the barriers the priority neighbourhoods and/or priority groups face and evidenced actions to help overcome these barriers
 - That you are embedded in the priority neighbourhood(s) and/or priority group(s) you work with or that you are committed to a current, or new partnership with organisations representing the target group(s)
- You are able to raise at least 25% of the total project budget from sources other than Bristol City Council (BCC). These cannot be in-kind contributions. Bristol City Council will contribute a maximum of 75% of the total project budget.
- You meet the baseline organisational standards set out in the application form
- Provide an outline of your evaluation to collect evidence that will show that you have achieved the six objectives of the project that you said you would meet. Eg by user surveys, qualitative feedback such as short interviews, films, photographs and any creative collection methods that will measure the impacts and social media analysis

Sharing with other arts and cultural organisations

All successful applications to the Imagination fund will need to include details of how the organisation intends to share their assets with less well-established arts and cultural organisations, and individuals in the arts and cultural sector This is to support Bristol's artistic and cultural development and the sustainability of individual organisations.

Examples of sharing could include;

- Sharing space: physical resources, equipment.
- Sharing skills: mentoring and leading peer-development networks.

- Sharing data: looking at ways to share audience data with partner organisations (within the requirements of Data Protection legislation).
- Sharing experience: giving other organisations pathways to follow to enable them to learn from your successes and failures.
- Sharing partnerships: actively inviting fresh views into your current networks.

Monitoring and Evaluation for Imagination fund

If your application is successful, you'll need to provide various documents throughout the 2 year period. We will provide you with a schedule of payments and conditions that will detail exactly what we need from you and when. We will ask for an annual report and one meeting every six months.

How to apply for the Imagination fund

We are using an electronic system to manage the Imagination and Openness funds and to communicate with applicants. There will be no hard copy documents issued to applicants and all communications, including the submission of applications, will be conducted via the ProContract Portal. This is the Bristol City Council electronic procurement website.

<https://procontract.due-north.com/Login>.

You must register your organisation on ProContract if you wish to apply for the Imagination or Openness funds, under the category 'Other Community, Social and Personal Services'. You should also include whatever other codes are relevant for your organisation so that you can be made aware of other opportunities that may be of interest to you when they arise.

There are video tutorials on the ProContract 'Help Centre' website that you can use to help you use the system:

<https://supplierhelp.due-north.com/>

You can submit supporting documents in Word, Excel or PDF format.

You must make sure that any electronic supporting documents clearly show the organisation's name.

Please allow sufficient time to upload documentation. We recommend that you upload your application and supporting documents onto ProContract at least a day before the deadline because it can take time for documents to upload, especially at busy times.

Please do not risk leaving it until the last minute. If you experience any technical difficulties relating to the ProContract portal please contact the Due North helpdesk on 01670 597137 Monday to Friday 8.30 am to 17.30 pm or email support@due-north.com within plenty of time before the submission deadline.

Alternative contact:

If you experience any technical difficulties relating to the ProContract, phone 0330 005 0352 Monday to Friday 9.00 am to 5.30 pm or email: ProContractSuppliers@proactis.com

All queries, questions and requests for information regarding this funding application process should be made in writing via ProContract by using the 'View Messages' link.

These should be submitted no later than **4pm on Tuesday 5th September 2017**. Please note that when we respond to such questions or requests, we will communicate the answers to all other applicants via ProContract. The identity of the organisation making such requests will remain confidential.

It is the applicant's responsibility to return completed documentation via ProContract.

During the application process, any communication between applicants and the Council should be in writing via ProContract.

After the closing date for receipt of applications the Council expects only to make contact with applicants for the following purposes:

- To clarify information contained in the application responses,
- To clarify anything relating to documentation,
- To clarify and discuss the scope of proposals as necessary to inform our allocation decisions
- To inform applicants of the award decision,
- To agree the commencement date.

The completed application, all supporting documents and enclosures must be submitted through ProContract before the deadline: **12pm on Tuesday 12th September 2017**

Please note: It will not be possible to complete your application responses or submit supporting documents on ProContract after the deadline has passed. Application documentation (including any parts of the supporting documentation) that is received by after the deadline will not be considered.

How to apply

We will ask you to complete two forms and provide supporting information.

- Part 1 – checks your eligibility, meeting the necessary quality standards and capacity.
- Part 2 - describes your proposal, its activities and impact.

Outline of how your application will be assessed.

Stage 1

Applications will be assessed by a minimum of 5 Bristol City Council officers, in a panel chaired by the Head of Culture and involving members of the Arts and Events team and other council officers with relevant expertise in the areas of Community Engagement, Equalities, Legal and Business/Finance. They will assess the applications using a transparent scoring system, against the criteria published along with the guidelines.

Stage 2

Recommendations from the Stage 1 Panel will go to a cross-party group of Councillors that will be chaired by an independent chair. They will make the final assessment and recommendation to take to Cabinet on who will receive funding, and what amounts will be offered.

The funding decision made by the Stage 2 panel will then be taken forward for final Cabinet decision at the next available meeting.

The results of the funding issued will be published on the council’s website, once successful recipients have been informed.

All funding agreements for Imagination and Openness are subject to a final approval by Cabinet. **The final agreement on organisations receiving funding will be on the 12th December 2017.**

Scoring

Part 1

The information you provide in Part 1 of the application is used to assess your organisation’s eligibility for the funding, your financial status and your overall capacity. Part 1a General Questions is the same for both Openness and Imagination, you will also need to submit part 1b Imagination Questions which are specific to the fund.

It also provides background information for your proposals. The financial assessments (how you’ll manage the funding taper, exit strategy, etc.) are ‘scored’ on a risk basis (high risk 1, medium risk 2, and low risk 3). Answers to some of the questions will result in an automatic fail. We have explained this in the guidance.

Part 2

The table below outlines how we will appraise the applications and how scores will be awarded for each question:

Score (0 – 3)	0	1	2	3
Rationale	Unacceptable - the question has not been answered or the answer raises serious doubts.	The question has been partially answered but reservations remain about the clarity / robustness / credibility of the answer.	Acceptable – the question has been answered to a satisfactory standard.	Excellent – the question has been fully answered and exceeds satisfactory standards.

Applications which contain inadequate answers/proposals and/or unacceptable risks will be assessed as not fundable.

Applications assessed as fundable will be considered on the basis of their scores, quality and credibility.

If we are unable to agree funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted applicants to meet with officers or the panel to clarify any queries.

Application guidance for Parts 1 and 2 of the form

This is the question-by-question guidance on how to complete parts 1 and 2 of the Imagination fund application form.

Please make sure you have read the Cultural Investment Programme Prospectus document first, which gives you background information and explains the eligibility rules for this fund.

We will only be able to assess your application if it is complete (you have answered all relevant questions) and you've submitted all the additional documentation we've asked for. There is a checklist at the end of each part of this guidance sheet.

Where there's a text box for your answer we will set the maximum number of words you can use. Please check this carefully. If you go over the word count, your answer will be discounted. Any embedded documents (eg hyperlink to an online report) or appendices to questions will not be evaluated.

Completing Part 1

The answers from this form will be used to assess your eligibility for the fund, your financial status and your overall capacity.

If you are applying as part of a partnership bid, only one lead organisation (further on known as Lead Partner) needs to apply on behalf of the partnership. The Lead Partner will be responsible for the funding including the monitoring and evaluation.

1. Your organisations mission or purpose

1.1 Please detail the core purpose of your organisation. If this is a partnership bid, as the Lead Partner, we want to know your organisations focus. You can detail more about the partners in part 2 which is specifically about the project, programme or development work you are applying for and in the Memorandum of Understanding.

2. Organisation

2.1 Name

The name you give for your organisation must be the full name shown on your governing document. If you have another name you are known by (for example, a trading name) then please add this in brackets after your formal name.

2.2 Address of organisation

The address must be the registered address of your organisation or the correspondence address you regularly use.

2.3 Website address of organisation

If your organisation has a website please enter the address here, or give the name of your Facebook page. If you don't have either of these please put "N/A" in the box.

2.4 Telephone number of organisation

The telephone number given here must be a landline. If it is only available at certain times (for example, if your office is only open Mondays and Wednesdays), please give details.

3. Introduction

3.1 Please read the criteria in the application form carefully before indicating whether or not you are eligible. Delete the answer that **doesn't** apply to your organisation (Yes or No).

4. Type of application – individual organisation or partnership

We welcome applications that will involve more than one organisation working together. There needs to be a Lead Partner in any bids involving more than one organisation.

The Lead Partner will be responsible for the overall delivery of the project, and managing the work of your partners. How you will work together should be described in your Memorandum of Understanding. This will help us to consider the partnerships capacity to deliver.

(There is a template that you can use in the documents on ProContract)

4.1 Specify if your application is for your organisation only or as a partnership.

If your organisation will deliver the whole of the proposed work on its own, enter "Yes" against "An individual organisation."

4.2 If your organisation will deliver the proposed work as part of a partnership with others, enter "Yes" against "A partnership project with a Memorandum of Understanding."

5. Main contact details

5.1 This is the person who we will contact if we need to ask questions about your application. It's extremely important therefore that this person is someone who
a) knows all about the project and b) will be easy to contact over the next two months.

5.2 Their position

5.3 Telephone number

5.4 Mobile number

5.5 Email address

5.6 If you or your main contact person requires written communication in alternative formats, please let us know your preference.

6. Organisational Profile

6.1 Organisations can only apply for Cultural Investment Programme funding if they are a;

- Registered Charity
- Community Interest Company limited by Guarantee
- Community Interest Company limited by share (Schedule 2 with 100% asset lock only)
- Company limited by guarantee
- Registered Society (including Co-operative and Community Benefit Societies).
- Charitable Incorporated Organisation

Individuals and unincorporated organisations are not eligible to apply to **Imagination**.

Please indicate the type of organisation you are as shown on your governing document (e.g. Memorandum and Articles, Constitution) and provide the registration number/s (also as shown on your governing document).

Councillors or council employees

6.3 Please let us know if you have any Council employees, or any Councillors from Bristol City Council or another local authority, on your board. We ask this so that we can check conflicts of interest during the application process. Delete the answer that **doesn't** apply to your organisation. If you do, please provide details.

6.4 If yes, please give detail

7. Financial background

7.1 Is your organisation VAT registered? Please delete the answer that doesn't apply.

7.2 Please select the category that best describes the type of organisation you are. A volunteer-led organisation may use paid/professional help where appropriate but are run by volunteers. A professional organisation will typically be run by a staff team and employ professionals to deliver their work.

Please delete the description that **does not** apply to your organisation.

7.3 Turnover in last financial year; please enter the total turnover including income from all sources and outgoings as shown in your last set of accounts. If you only have draft accounts for the last financial year please enter the total from these, and submit your full accounts as soon as you have them.

7.4 Savings or reserves; please count all savings or reserves that are unrestricted. Don't include restricted donation or grant funding (given for a specific project),

permanent endowment or funds designated to meet important future costs such as a close-down fund or buildings fund.

7.5 We'll also ask you to submit a Business Plan for at least three years including the period 2018/19. If you don't have a Business Plan, please submit projected budgets to show how your organisation will be sustainable over the period covered by the funding.

8. Baseline Standards

To safeguard the City Council investment and ensure that all Bristol City Council funded organisations are well managed and provide good quality services, applicant organisations must achieve the Baseline Standards or be working towards them. The table shows the standards, and makes it clear which ones you must meet and which you must be working towards in order to be eligible for funding.

8.1 – 8.14

Please tick the box on the left to show where you are already meeting the required standard. Where you aren't meeting the standard please use the text box to detail how you aim to meet it as soon as possible. If there are any non-essential standards you currently don't meet you can include in your application costs of support (training, consultancy support for example) that will help you to reach the required standard.

9. Monitoring and reporting information

Please complete the information as fully as possible to help us monitor the impact and reach of our funding. It isn't part of the assessment process and you won't be scored on the information you give us.

9.1 Complete the Monitoring and Reporting information form in the attachments tab in ProContract. This covers:

Information on your senior management and members of your committee, board, governing body or council

Information on your staff, including volunteers

Please also submit to us a breakdown of your service users for 2016 – 2017 by group as a minimum, gender, age, ethnicity, disability and their postcodes. This will not be used to assess your application, but if you are successful, we will need the baseline to check against.

If you are an Arts Council England NPO you can submit your Audience Finder Reports 2016-17, in addition to detailing your other service users separately. If you are not, please

provide the equivalent audience data as service users (as a minimum, gender, age, ethnicity, disability, and their postcodes)

If you do not have this data available please clarify your service user and audience data collection approach.

Part 1b – Imagination Questions

What annual funding are you requesting over the 2-year period 2018 – 2020?

1.1 Imagination funding is only available for projects, programme and/or development that last up to two years. Please enter in the boxes the total amount you will want for each year and the total requested.

Please make sure that the totals in the boxes match the totals shown on the Imagination Project Budget spreadsheet that you submit with your application.

1.2 You can only apply for up to 75% of the total costs of your project, programme or development work. Please show how you will meet the shortfall, how you expect to raise the 25% of the costs from other sources. Please make it clear whether you already have this funding in place or not. Note that this 25% cannot be in-kind support.

In a partnership application, match funding may be provided by any partner organisation, as well as other sources.

All project income and expenditure should go into the Imagination Project Budget spreadsheet.

Note the funding identified here should be only that contributing to the specific project you also want Imagination to fund. Other funding your organisation receives for other projects/activities should be listed in question 16.

1.3 Please use this box to describe your exit strategy for when BCC's two year in-principle funding agreement to your organisation ends in 2020? Will you aim to continue the project, and if so how do you anticipate funding this?

Other sources of funding

1.4 Please include all **other** sources of funding that your organisation will have, or may have, over the period of the fund. This could include earned income (for example ticket sales), income from savings or endowment or anticipated income from other funders.

If you have made applications to other funders for costs other than for the project in this application, please show the status of these applications, either:

- To be earned (you aim to earn this income through activities/sales during the period of the funding)
- Already in use (you have been awarded the funding and have started to deliver the work it funds)
- Confirmed/not started (you have been formally offered the funding but the work has not started)
- Awaiting decision (you have submitted the application but don't have a decision yet)

If you are applying for more than one Cultural Investment Programme fund, please include the other application/s and the project/partnership names in the list of other funding sources.

Other support from Bristol City Council

1.5 -1.9

Please detail other income support you have or expect to receive from Bristol City Council. On the ProContract system, each question title gives the overview 'Does your organisation receive or expect to receive...' and the specific area of additional funding eg rates relief is detailed in the questions description. If you have other Bristol City Council funding, or hold a contract with Bristol City Council, please provide the details of this on a separate sheet and submit with your application.

1.10

Please detail whether any of your directors or anyone on the management committee of your organisation have any financial, property or other interests in the application. This could include loan repayment, rent on a property or provision of professional services. If none of your Directors could benefit financially from the funding, please enter "N/A" in the box.

2. Declaration

2.1-2.3

Please make sure you have completed every part of the Declaration section before you submit your application.

We will ask you to submit the following documents with your application. Please ensure you have them before you complete the application.

Checklist

	Have you filled in all questions that are relevant?
	Attachments
	Your current governing document

	Most recent audited accounts
	Most recent management accounts
	2018 / 2019 planned budget for your organisation
	Outline budget for 2019 / 2020 for your organisation
	Project budget for this proposal (completed in Imagination Project Budget spreadsheet)
	Information on funding from other council departments or council contracts if applicable
	Business plan for at least three years including the period 2018 – 2019, or budgets for these years.
	Your equal opportunities policy and health & safety policy
	A breakdown of your service users in 2016/2017 by group. (If you are an Arts Council England NPO you can include your Audience Finder report to detail your audience groups. Please also submit your other service users.)
	2016/17 end of year report or an organisational evaluation report or Arts Council England assessment
	If you are making a partnership application, please submit a Memorandum of Understanding detailing the other partners and their roles

Completing Part 2

The answers from Part 2 of the form will be used to assess your project, programme and/or development work; how it will work, how well it will meet the aims of the Cultural Investment Programme and how well you will manage it.

Part 2 asks the project name; this is to enable us to match-up applications and make assessment easier. Please ensure the details you give for this question is the same across both parts of the form.

Project name

- 1.1 Project name - if the name of your project, programme or development work is to be confirmed, please put a working title.

Outline of your project

- 1.2 Please use the box to summarise your proposal in 200 words, making sure you give us a clear picture of what you will do, why you will do it and who benefits, including a summary of the artistic/cultural activities. For example:

“We aim to give all older people (55+) in Bristol the chance to take part in high-quality arts activities to combat loneliness and keep mentally and physically active. We run

twelve Arts Clubs in different areas of the city (most of them run in areas of deprivation). The clubs meet weekly, and each has between 8 and 12 members. Each club is run by a paid leader, with volunteers to support member involvement and visiting artists who each bring new skills and ideas. We also put on two “Older Arts” festivals each year, where older people can come and take part in more intensive workshops”.

Sharing with other arts and cultural organisations

1.3 All successful applications to the Imagination fund will need to include details of how the organisation intends to share their assets with less well-established arts and cultural organisations, and individuals in the arts and cultural sector This is to support Bristol’s artistic and cultural development and the sustainability of individual organisations.

Examples of sharing could include;

- Sharing space: physical resources, equipment.
- Sharing skills: mentoring and leading peer-development networks.
- Sharing data: looking at ways to share audience data with partner organisations (within the requirements of Data Protection legislation).
- Sharing experience: giving other organisations pathways to follow to enable them to learn from your successes and failures.
- Sharing partnerships: actively inviting fresh views into your current networks.

If you are applying as part of a partnership bid you can detail how assets will be shared across the partnership, and refer us to your Memorandum of Understanding. If there are additional people or organisations that will benefit, please detail who they are and how they will be supported.

Partnership applications

1.4 If you are not applying in partnership, answer No. If you will be working in partnership with other organisations, and you are the Lead Partner in your partnership, answer Yes.

- Only the Lead Partner needs to submit an application, this covers the whole partnership.
- Please list the other partners in the table and the estimated allocation of the total project budget they will receive. (Your organisation will be responsible for the overall delivery of the project, and managing the work of your partners. How you will work together should be described in your Memorandum of Understanding in Part 1)

Note:

- Organisations can submit more than one application on their own.
- Organisations can be partners in more than one partnership bid, but can only be the Lead Agency in one partnership bid.

- We do not expect to award more than one funding application to any one organisation.

1.5 Please either submit as a list or attach a table to show us what the key milestones for your project will be. These milestones are the main things that will need to happen for your project to work - for example:

Date	Milestone
1.5.19	Project manager appointed
1.10.19	Volunteers recruited and trained
1.1.20	First two workshops take place

Remember that we will expect the project to last up to two years. We aren't expecting that you will be able to give us exact dates of when everything will happen, we just want to see you have considered the main steps of your programme of work and that they are realistic.

If we are unable to agree funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted applicants to meet with officers or the panel to clarify any queries.

Meeting the aims of the Cultural Investment Programme

To be considered for funding, we need to see how your organisation meets the main aim of making arts and culture accessible for all. If this is a partnership bid, detail the experience of all partners in relation to this project, programme or development work.

1.6 What are the main ways in which this proposal will contribute to making arts and culture accessible for all?

1.7 We want to know that organisations build on a strong foundation. Please give examples of your previous work that demonstrate your experience of making arts and culture accessible for all. If this is a partnership bid, include examples of these organisations as well

1.8 We want to ensure that organisations applying for funding have the capacity and experience to deliver their proposals successfully. Please explain here your track record of:

- a. organisational governance
- b. project management
- c. artist/audience development.

If this is a partnership bid, please explain these organisations track record of the same.

The three aims and their objectives

You must be able to show how you will contribute to the achievement of each aim and two objectives under each aim.

1.9-1.19

Please set out in up to 250 words per objective (400 words for partnership bids) your proposed programme of work, clearly describing how it will contribute to each of the aims and objectives. Ensure you describe the activities and outcomes that will benefit the communities of Bristol and give examples of your previous work so we can assess your ability to undertake your programme.

AIM 1. Develop Bristol's reputation as one of the UK's leading cultural cities

OBJECTIVES:

You need to choose two objectives from 1.1-1.4 and answer only those questions.

If you address more than two objectives, all of your answers for AIM 1 will be ignored.

1.1 Support artistic excellence, ambition and innovation

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work engender and encourage quality and are they a leader in their artistic/cultural field?
- How innovative/unique is what is detailed in the application?
- How realistic is its delivery?
- Does the application support development of artistic practice, innovation and quality of ideas in regards to providing opportunities for individuals/groups in the sector?
- Does it enhance Bristol's reputation for artistic and cultural excellence nationally and/or internationally

1.2 Develop learning and career pathways within the cultural sector

Here assessors are looking for evidence that answers the following questions:

- Does the bid detail an understanding of the challenges of accessing work in the cultural sector and what skills gaps there are?
- Is there a plan in place or in development to support workplace learning and career progression?
- Is it all based on volunteer or unpaid placements or are there considerations for paid work included?
- Does the Applicant collaborate across disciplines and develop skill bases across the sector?
- Does the Applicant work collaboratively with higher education, further education, business and public agencies?

- Does it involve collaboration and engagement with independent artists, collectives and smaller scale arts Applicants and/or events, freelance event organisers and event associated organisations?

1.3 Support development and reform of organisations to ensure resilience

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work identify any areas of development they would address throughout the duration of funding to improve their resilience as an Applicant?
- Is it realistic and will it make them significantly stronger as an artistic/cultural Applicant in the city and support the development of their practice?
- Does the programme of work proposed by the Applicant contribute to interaction across the arts and culture sector and communities?

1.4 Contribute to the economic vitality of the city and increase its national and/or international standing

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work proposed by the Applicant make an adequate contribution/impact to creating and developing the cultural fabric and profile of the city, attracting tourists and related investment?
- Does it have a paid workforce and/or do specialist activity resulting in significant paid freelance work in Bristol?
- Do they pay or are they working towards paying a living wage?
- Does the programme of work proposed by the Applicant create an impact on audiences and/or organisations outside of Bristol?
- Does it showcase Bristol talent – performance or other skilled workforce?

AIM 2. Advance diversity and equality in arts and culture

OBJECTIVES:

You need to choose two objectives from 2.1-2.3 and answer only those questions.

If you address more than two objectives, all of your answers for AIM 2 will be ignored.

2.1 Actively encourage the diversity and fair selection of artistic programme and talent development

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant offer training in fair recruitment non-discriminatory selection principles and techniques when employing any type of freelancers or volunteers?
- Are members of staff that recruit aware of the diversity and equalities policies?

- Do they have a procedure in place to allow any freelance staff to report any type of discrimination, harassment or victimisation?
- Does the Applicant advertise widely and make sure that as many people as possible can apply for opportunities?

2.2 Have a strong understanding of your current audience profile and actively addressing barriers to participation in arts and culture

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify audiences they are targeting and barriers these audiences face to accessing their programme of work?
- Does the Applicant find creative ways of making connections and partnerships to attract new audiences?
- Is there a realistic and achievable plan of engagement with named communities – how does it contribute to making sure that no neighbourhood is left out of the cultural life of the city?
- Does the programme of cultural activity engage and reflect the diverse population of the city?
- How much does the Applicant show a commitment to audience development?

2.3 Demonstrate Sector Leadership in diversity and equality, working proactively to diversify governance, staff and volunteers

Here assessors are looking for evidence that answers the following questions:

- What is the Applicant doing to make their board and workforce more diverse?
- Do they have an Equalities and Diversity policy in place (or in development) that addresses diversity?
- Is this applied through their recruitment processes?

AIM 3. Support the delivery of Bristol City Councils wider Corporate Strategy

OBJECTIVES:

You need to choose two objectives from 3.1-3.4 and answer only those questions.

If you address more than two objectives, all of your answers for AIM 3 will be ignored.

3.1 Improve wellbeing and health through arts and culture

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify groups they will be working with eg older people, hospitals, mental health and wellbeing?
- Do they have a track record of working with these groups and/or audience development?
- Does the Applicant work in a way that encourages participation from these groups?
- Are the Applicants methods of collecting and monitoring the impact detailed and realistic?

3.2 Demonstrate the impact of arts and culture on priority groups (see Pg 7 on Prospectus for definition)

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify priority groups they will be working with?
- Do they have a track record of working with these groups and/or audience development?
- Are the Applicants methods of collecting and monitoring the impact detailed and realistic?

3.3 Increase participation in arts and culture across the city

Here assessors are looking for evidence that answers the following questions:

- Does the Applicants Application target areas with limited cultural activity?
- Is there evidence that the Applicant strive to provide an affordable price range and or/a varied palette of work, i.e. niche and mainstream work/programme?
- Does the Applicant have a proven aim/process to reach a diverse audience/s, including marketing, cost, content and outreach practices?
- Does the Applicant support the development of creative initiatives which inspire new audiences and reflects the diverse communities of Bristol?

3.4 Demonstrate environmental and social responsibility

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant have an environmental/sustainability policy?
- Do they show an active aim of reducing their environmental impact and become more sustainable?
- Does the Applicant have a practise/aim/programme that promotes an economically and socially sustainable future which builds on our ambitions?
- Does the Applicant actively promote, develop and work with local sustainable producers, contractors and suppliers to support the Bristol economy?

Monitoring and evaluation

- 1.20 Please describe the approaches and processes you will use to monitor and evaluate the impact of your activities. This answer should set out the general and/or regular systems and processes you use. If you also use additional methods to measure specific impacts, e.g. on health and wellbeing, please include this in your answer for the relevant objective above. (Max 500 words)

If we are unable to agree funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted applicants to meet with officers or the panel to clarify any queries.

Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

The Council does not know and has no view as to whether TUPE may apply between the current provider of any existing services current funded by Bristol City Council and any provider of services selected by the Council to provide services as a result of this application. It will be up to each applicant to reach its own view on this and if necessary to make enquiries of the organisation funded through the present funding agreement and make appropriate allowances for this in any funding application submission.

We look forward to receiving your application.



culture
team

Bristol City Council Cultural Investment Programme
Openness fund 2018-2022

Guidance notes

Openness will fund organisations in the city which support the cultural ecology, contribute to Bristol's cultural identity and demonstrate leadership and generosity for the wider sector. Organisations will meet all of our aims and will be generous with their expertise and world class programme for the benefit of the city. This is 4 year core funding for established organisations that have a year round programme.

We welcome partnership applications, Openness can be applied for as a partnership which will give the organisations a longer period of core funding. The amount it is possible to apply for (5% of turnover), it is based on the Lead Partners turnover only.

Having a year-round programme would apply to the partnership rather than just the lead organisation. This means, for example, that a number of events could apply in a partnership and would meet the requirement of year-round activity in the fund if they collectively had events through the year.

What are we looking for from you?

A successful application to **Openness** will clearly show;

- How you meet all of the OBJECTIVES under each of the three AIMS
- That the funding will be no more than 5% of your organisational annual turnover
- You meet the baseline organisational standards set out in the part 1 application form
- That you meet the highest standards in:
 - Governance
 - Financial and project management
 - Audience development
 - Equalities and diversity
 - Staff and volunteers
 - Development of individual artists and cultural professionals
 - Quality artistic and cultural programme
- That you are clear about the priority neighbourhoods and/or priority groups that you wish to work with and:
 - Have a good understanding of the barriers the priority neighbourhoods and/or priority groups face and evidenced actions to help overcome these barriers
 - That you are embedded in the priority neighbourhood(s) and/or priority group(s) you work with or that you are committed to a current, or new partnership with organisations representing the target group(s)
- Provide an outline of your evaluation to collect evidence to show that you have achieved all objectives. Eg by user surveys, qualitative feedback such as short interviews, films, photographs and any creative collection methods that will measure the impacts and social media analysis
- You are an active partner in the cultural ecology of the city

Sharing with other arts and cultural organisations

All successful applications to the Openness fund will need to include details of how the organisation intends to share their assets with less well-established arts and cultural organisations, and individuals in the arts and cultural sector. This is to support Bristol's artistic and cultural development and the sustainability of individual organisations.

Examples of sharing could include;

- Sharing space: physical resources, equipment.
- Sharing skills: mentoring and leading peer-development networks.
- Sharing data: looking at ways to share audience data with partner organisations (within the requirements of Data Protection legislation).
- Sharing experience: giving other organisations pathways to follow to enable them to learn from your successes and failures.
- Sharing partnerships: actively inviting fresh views into your current networks.

Monitoring and Evaluation for the Openness fund

If your application is successful, you'll need to provide various documents throughout the 4 year period. We will provide you with a schedule of payments and conditions that will detail exactly what we need from you and when. We will ask for a report every quarter and one meeting every four months.

How to apply for the Openness fund

We are using an electronic system to manage the Imagination and Openness funds and to communicate with applicants. There will be no hard copy documents issued to applicants and all communications, including the submission of applications, will be conducted via the ProContract Portal. This is the Bristol City Council electronic procurement website.

<https://procontract.due-north.com/Login>.

You must register your organisation on ProContract if you wish to apply for the Imagination or Openness funds, under the category 'Other Community, Social and Personal Services'. You should also include whatever other codes are relevant for your organisation so that you can be made aware of other opportunities that may be of interest to you when they arise.

There are video tutorials on the ProContract 'Help Centre' website that you can use to help you use the system:

<https://supplierhelp.due-north.com/>

You can submit supporting documents in Word, Excel or PDF format.

You must make sure that any electronic supporting documents clearly show the organisation's name.

Please allow sufficient time to upload documentation. We recommend that you upload your application and supporting documents onto ProContract at least a day before the deadline because it can take time for documents to upload, especially at busy times. Please do not risk leaving it until the last minute. If you experience any technical difficulties relating to the ProContract portal please contact the Due North helpdesk on 01670 597137 Monday to Friday 8.30 am to 17.30 pm or email support@due-north.com within plenty of time before the submission deadline.

Alternative contact:

If you experience any technical difficulties relating to the ProContract, phone 0330 005 0352 Monday to Friday 9.00 am to 5.30 pm or email: ProContractSuppliers@proactis.com

All **queries, questions and requests for information** regarding this funding application process should be made in writing via ProContract by using the 'View Messages' link.

These should be submitted no later than **4pm on Tuesday 5th September 2017**. Please note that when we respond to such questions or requests, we will communicate the answers to all other applicants via ProContract. The identity of the organisation making such requests will remain confidential.

It is the applicant's responsibility to return completed documentation via ProContract.

During the application process, any communication between applicants and the Council should be in writing via ProContract. After the closing date for receipt of applications the Council expects only to make contact with applicants for the following purposes:

- To clarify information contained in the application responses,
- To clarify anything relating to documentation,
- To clarify and discuss the scope of proposals as necessary to inform our allocation decisions
- To inform applicants of the award decision,
- To agree the commencement date.

The completed application, all supporting documents and enclosures must be submitted through ProContract before the deadline: **12pm on Tuesday 12th September 2017**

Please note: It will not be possible to complete your application responses or submit supporting documents on ProContract after the deadline has passed. Application documentation (including any parts of the supporting documentation) that is received by after the deadline will not be considered.

How to apply

We will ask you to complete two forms and provide supporting information.

- Part 1 – checks your eligibility, meeting the necessary quality standards and capacity.
- Part 2 - describes your proposal, its activities and impact.

Outline of how your application will be assessed

Stage 1

Applications will be assessed by a minimum of 5 Bristol City Council officers, in a panel chaired by the Head of Culture and involving members of the Arts and Events team and other council officers with relevant expertise in the areas of Community Engagement, Equalities, Legal and Business/Finance. They will assess the applications using a transparent scoring system, against the criteria published along with the guidelines.

Stage 2

Recommendations from the Stage 1 Panel will go to a cross-party group of Councillors that will be chaired by an independent chair. They will make the final assessment and recommendation to take to Cabinet on who will receive funding, and what amounts will be offered.

The funding decision made by the Stage 2 panel will then be taken forward for final Cabinet decision at the next available meeting.

The results of the funding issued will be published on the council's website, once successful recipients have been informed.

All funding agreements for Imagination and Openness are subject to a final approval by Cabinet. **The final agreement on organisations receiving funding will be on the 12th December 2017.**

Scoring

Part 1

The information you provide in Part 1 of the application is used to assess your organisation's eligibility for the funding, your financial status and your overall capacity. Part 1a General Questions is the same for both Openness and Imagination, you will also need to submit part 1b Imagination Questions which are specific to the fund.

It also provides background information for your proposals. The financial assessments (how you'll manage the funding taper, exit strategy, etc.) are 'scored' on a risk basis (high risk 1, medium risk 2, and low risk 3). Answers to some of the questions will result in an automatic fail. We have explained this in the guidance.

Part 2

The table below outlines how we will appraise the applications and how scores will be awarded for each question:

Score (0 – 3)	0	1	2	3
Rationale	Unacceptable - the question has not been answered or the answer raises serious doubts.	The question has been partially answered but reservations remain about the clarity / robustness / credibility of the answer.	Acceptable – the question has been answered to a satisfactory standard.	Excellent – the question has been fully answered and exceeds satisfactory standards.

Applications which contain inadequate answers/proposals and/or unacceptable risks will be assessed as not fundable.

Applications assessed as fundable will be considered on the basis of their scores, quality and credibility.

Application guidance for Parts 1 and 2 of the form

This is the question-by-question guidance on how to complete parts 1 and 2 of the Openness fund application form.

Please make sure you have read the Cultural Investment Programme Prospectus document first, which gives you background information and explains the eligibility rules for this fund.

We will only be able to assess your application if it is complete (you have answered all relevant questions) and you've submitted all the additional documentation we've asked for. There is a checklist as part of this guidance sheet.

Where there's a text box for your answer we will set the maximum number of words you can use. Please check this carefully. If you go over the word count, your answer will be discounted. Any embedded documents (eg hyperlink to an online report) or appendices to questions will not be evaluated.

Completing Part 1

The answers from this form will be used to assess your eligibility for the fund, your financial status and your overall capacity.

If you are applying as part of a partnership bid, only one lead organisation (further on known as Lead Partner) needs to apply on behalf of the partnership. The Lead Partner will be responsible for the funding including the monitoring and evaluation.

1. Your organisations mission or purpose

1.1 Please detail the core purpose of your organisation. If this is a partnership bid, as the Lead Partner, we want to know your organisations focus. You can detail more about the partners in the Memorandum of Understanding.

2. Organisation

2.1 Name

The name you give for your organisation must be the full name shown on your governing document. If you have another name you are known by (for example, a trading name) then please add this in brackets after your formal name.

2.2 Address of organisation

The address must be the registered address of your organisation or the correspondence address you regularly use.

2.3 Website address of organisation

If your organisation has a website please enter the address here, or give the name of your Facebook page. If you don't have either of these please put "N/A" in the box.

2.4 Telephone number of organisation

The telephone number given here must be a landline. If it is only available at certain times (for example, if your office is only open Mondays and Wednesdays), please give details.

3. Introduction

3.1 Please read the criteria in the application form carefully before indicating whether or not you are eligible. Delete the answer that **doesn't** apply to your organisation (Yes or No).

4. Type of application – individual organisation or partnership

We welcome applications that will involve more than one organisation working together. There needs to be a Lead Partner in any bids involving more than one organisation.

The Lead Partner will be responsible for the overall delivery of the project, and managing the work of your partners. How you will work together should be described in your Memorandum of Understanding. This will help us to consider the partnerships capacity to deliver.

(There is a template that you can use in the documents on ProContract)

4.1 Specify if your application is for your organisation only or as a partnership.

If your organisation will deliver the whole of the proposed work on its own, enter “Yes” against “An individual organisation.”

4.2 If your organisation will deliver the proposed work as part of a partnership with others, enter “Yes” against “A partnership project with a Memorandum of Understanding.”

5. Main contact details

5.1 This is the person who we will contact if we need to ask questions about your application. It’s extremely important therefore that this person is someone who a) knows all about the project and b) will be easy to contact over the next two months.

5.2 Their position

5.3 Telephone number

5.4 Mobile number

5.5 Email

5.6 If you or your main contact person requires written communication in alternative formats, please let us know your preference.

6. Organisational Profile

6.1 Organisations can only apply for Cultural Investment Programme funds if they are a;

- Registered Charity
- Community Interest Company limited by Guarantee
- Community Interest Company limited by share (Schedule 2 with 100% asset lock only)
- Company limited by guarantee
- Registered Society (including Co-operative and Community Benefit Societies).
- Charitable Incorporated Organisation

Individuals and unincorporated organisations are not eligible to apply to **Openness**.

Please indicate the type of organisation you are as shown on your governing document (e.g. Memorandum and Articles, Constitution).

6.2 Provide the registration number/s (also as shown on your governing document).

Councillors or council employees

6.3 Please let us know if you have any Council employees, or any Councillors from Bristol City Council or another local authority, on your board. We ask this so that

we can check conflicts of interest during the application process. Delete the answer that **doesn't** apply to your organisation.

6.4 If you do, please provide details.

7. Financial background

7.1 Is your organisation VAT registered? Please delete the answer that doesn't apply.

7.2 Please select the category that best describes the type of organisation you are. A volunteer-led organisation may use paid/professional help where appropriate but are run by volunteers. A professional organisation will typically be run by a staff team and employ professionals to deliver their work.

Please delete the description that **does not** apply to your organisation.

7.3 Turnover in last financial year; please enter the total turnover including income from all sources and outgoings as shown in your last set of accounts. If you only have draft accounts for the last financial year please enter the total from these, and submit your full accounts as soon as you have them.

7.4 Savings or reserves; please count all savings or reserves that are unrestricted. Don't include restricted donation or grant funding (given for a specific project), permanent endowment or funds designated to meet important future costs such as a close-down fund or buildings fund.

7.5 We'll also ask you to submit a Business Plan for at least three years including the period 2018/19. If you don't have a Business Plan, please submit projected budgets to show how your organisation will be sustainable over the period covered by the funding.

8. Baseline Standards

To safeguard the City Council investment and ensure that all Bristol City Council funded organisations are well managed and provide good quality services, applicant organisations must achieve the Baseline Standards or be working towards them. The table shows the standards, and makes it clear which ones you must meet and which you must be working towards in order to be eligible for funding.

8.1 – 8.14

Please tick the box on the left to show where you are already meeting the required standard. Where you aren't meeting the standard please use the text box to detail how you aim to meet it as soon as possible. If there are any non-essential standards you currently don't meet you can include in your application costs of support (training, consultancy support for example) that will help you to reach the required standard.

9. Monitoring and reporting information

Please complete the information as fully as possible to help us monitor the impact and reach of our funding. It isn't part of the assessment process and you won't be scored on the information you give us.

9.1 Complete the Monitoring and Reporting information form in the attachments tab in ProContract. This covers:

Information on your senior management and members of your committee, board, governing body or council

Information on your staff, including volunteers

Please also submit to us a breakdown of your service users for 2016 – 2017 by group as a minimum, gender, age, ethnicity, disability and their postcodes. This will not be used to assess your application, but if you are successful, we will need the baseline to check against.

If you are an Arts Council England NPO you can submit your Audience Finder Reports 2016-17, in addition to detailing your other service users separately. If you are not, please provide the equivalent audience data as service users (as a minimum, gender, age, ethnicity, disability, and their postcodes)

If you do not have this data available please clarify your service user and audience data collection approach.

Part 1b – Openness Questions

What annual funding are you requesting over the four year period 2018 – 2022?

The Openness fund is available for core funding to organisations and will last for four years (subject to ongoing council budgets). You can only apply for up to 5% of the total annual turnover of your organisation based on the organisations last set of audited accounts. If this is a partnership application, the % is based on the Lead Partner's turnover.

1.1 Please confirm if you are applying for a maximum of 5% of your organisations annual turnover.

1.2 Please enter in the boxes the total amount you will want for each year and the total requested.

1.3 We will also ask you to taper the amount you ask for over the four-year period – so that the level of our funding to you reduces so it is at least 20% less in year four than it was in year one. It is up to you to decide how to plan this taper so that you can align this funding to your other income streams and ensure it works well for you. Please use up to 200 words to summarise how you decided to plan the taper, and how you will manage it.

Other sources of funding

1.4 Please include all **other** sources of funding that your organisation will have, or may have, over the period of the fund. This could include earned income (for example ticket sales), income from savings or endowment or anticipated income from other funders.

If you have made applications to other funders for costs other than for the project that is the subject of this application please show the status of these applications, either:

- To be earned (you aim to earn this income through activities/sales during the period of the funding)
- Already in use (you have been awarded the funding and have started to deliver the work it funds)
- Confirmed/not started (you have been formally offered the funding but the work has not started)
- Awaiting decision (you have submitted the application but don't have a decision yet)

If you are applying for more than one Cultural Investment Programme fund, please include the other application/s and the project/partnership names in the list of other funding sources.

1.5 Submit a budget to detail the above in more detail. You can either use the Openness budget template or submit your own.

Other support from Bristol City Council

1.6-1.10

Please detail other income support you have or expect to receive from Bristol City Council. On the ProContract system, each question title gives the overview 'Does your organisation receive or expect to receive...' and the specific area of additional funding eg rates relief is detailed in the questions description. If you have other Bristol City Council funding, or hold a contract with Bristol City Council, please provide the details of this on a separate sheet and submit with your application.

1.11 Please detail whether any of your directors or anyone on the management committee of your organisation have any financial, property or other interests in the application. This could include loan repayment, rent on a property or

provision of professional services. If none of your Directors could benefit financially from the funding, please enter “N/A” in the box.

1.12 Please use this box to describe your exit strategy for when Bristol City Council’s 4 year in-principle funding agreement to your organisation ends in 2022? How do you anticipate raising the funding?

2. Declaration

2.1-2.3

Please make sure you have completed every part of the Declaration section before you submit your application.

We will ask you to submit the following documents with your application. Please ensure you have them before you complete the application.

Checklist

	Have you filled in all questions that are relevant?
	Attachments
	Your current governing document
	Most recent audited accounts
	Most recent management accounts
	2018 / 2019 planned budget
	Outline budget for 2019 / 2020
	Information on funding from other council departments or council contracts if applicable
	Business plan for at least three years including the period 2018 – 2019, or budgets for these years.
	Your equal opportunities policy and health & safety policy
	A breakdown of your service users in 2016/2017 by group. (If you are an Arts Council England NPO you can include your Audience Finder report to detail your audience groups. Please also submit your other service users.)
	2016/17 end of year report or an organisational evaluation report or Arts Council England assessment

If you are making a partnership application, please submit a Memorandum of Understanding detailing the other partners and their roles

Completing Part 2

The answers from Part 2 of the form will be used to assess your organisation's programme or work; how it will work, how well it will meet the aims of the Cultural Investment Programme and how well you will manage it.

Organisation core activity

1.1 Please detail your organisations outline programme of work making sure you give us a clear picture of what you do, why you do it and who benefits, including a summary of your core artistic/cultural activities. For example:

"We aim to give all older people (55+) in Bristol the chance to take part in high-quality arts activities to combat loneliness and keep mentally and physically active. We run twelve Arts Clubs in different areas of the city (most of them run in areas of deprivation). The clubs meet weekly, and each has between 8 and 12 members. Each club is run by a paid leader, with volunteers to support member involvement and visiting artists who each bring new skills and ideas. We also put on two "Older Arts" festivals each year, where older people can come and take part in more intensive workshops".

Sharing with other arts and cultural organisations

1.2 All successful applications to the Openness fund will need to include details of how the organisation intends to share their assets with less well-established arts and cultural organisations, and individuals in the arts and cultural sector This is to support Bristol's artistic and cultural development and the sustainability of individual organisations.

Examples of sharing could include;

- Sharing space: physical resources, equipment.
- Sharing skills: mentoring and leading peer-development networks.
- Sharing data: looking at ways to share audience data with partner organisations (within the requirements of Data Protection legislation).
- Sharing experience: giving other organisations pathways to follow to enable them to learn from your successes and failures.
- Sharing partnerships: actively inviting fresh views into your current networks.

If you are applying as part of a partnership bid you can detail how assets will be shared across the partnership, and refer us to your Memorandum of Understanding. If there are additional people or organisations that will benefit, please detail who they are and how they will be supported.

Partnership applications

1.3 If you are not applying in partnership, answer No.

If you will be working in partnership with other organisations, and you are the Lead Partner in your partnership, answer Yes.

- a. Only a Lead Partner needs to submit an application that covers the whole partnership.
- b. Please list the other partners in the table and the estimated allocation of the total project budget they will receive. (Your organisation will be responsible for the overall delivery, and managing the work of your partners. How you will work together should be described in your Memorandum of Understanding in Part 1)

Note:

- Organisations can submit more than one application on their own.
- Organisations can be partners in more than one partnership bid, but can only be the Lead Agency in one partnership bid.
- We do not expect to award more than one application to any one organisation.

1.4 Please either submit a list or attach a table to show us any key milestones in your core programme.

Remember this is core funding for 4 years. We aren't expecting that you will be able to give us exact dates of when everything will happen. If this is covered in your business plan, please pick out the most significant highlights.

If we are unable to agree funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted applicants to meet with officers or the panel to clarify any queries.

Meeting the aims of the Cultural Investment Programme

To be considered for funding, we need to see how your organisation meets the main aim of making arts and culture accessible for all. If this is a partnership bid, detail the experience of all partners in relation to this proposal.

1.5 What are the main ways in which this proposal will contribute to making arts and culture accessible for all?

1.6 We want to know that organisations build on a strong foundation. Please give examples of your previous work that demonstrate your experience of making arts and culture accessible for all. If this is a partnership bid, include examples of these organisations as well.

1.7 We want to ensure that organisations applying for funding have the capacity and experience to deliver their proposals successfully. Please explain here your track record of:

- a. organisational governance
- b. project management
- c. artist/audience development.

If this is a partnership bid, please explain these organisations track records of the same.

The three aims and their objectives

You must be able to show how you will contribute to the achievement of each aim and all objectives under each aim.

1.8-1.18

Please set out in up to 250 words per objective (400 words for partnership bids) your proposed programme of work, clearly describing how it will contribute to each of the aims and objectives. Ensure you describe the activities and outcomes that will benefit the communities of Bristol and give examples of your previous work so we can assess your ability to undertake your programme.

AIM 1. Develop Bristol's reputation as one of the UK's leading cultural cities

OBJECTIVES:

You need meet all objectives 1.1-1.4.

1.1 Support artistic excellence, ambition and innovation

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work engender and encourage quality and are they a leader in their artistic/cultural field?
- How innovative/unique is what is detailed in the application?
- How realistic is its delivery?
- Does the application support development of artistic practice, innovation and quality of ideas in regards to providing opportunities for individuals/groups in the sector?
- Does it enhance Bristol's reputation for artistic and cultural excellence nationally and/or internationally

1.2 Develop learning and career pathways within the cultural sector

Here assessors are looking for evidence that answers the following questions:

- Does the bid detail an understanding of the challenges of accessing work in the cultural sector and what skills gaps there are?
- Is there a plan in place or in development to support workplace learning and career progression?
- Is it all based on volunteer or unpaid placements or are there considerations for paid work included?
- Does the Applicant collaborate across disciplines and develop skill bases across the sector?
- Does the Applicant work collaboratively with higher education, further education, business and public agencies?
- Does it involve collaboration and engagement with independent artists, collectives and smaller scale arts Applicants and/or events, freelance event organisers and event associated organisations?

1.3 Support development and reform of organisations to ensure resilience

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work identify any areas of development they would address throughout the duration of funding to improve their resilience as an Applicant?
- Is it realistic and will it make them significantly stronger as an artistic/cultural Applicant in the city and support the development of their practice?
- Does the programme of work proposed by the Applicant contribute to interaction across the arts and culture sector and communities?

1.4 Contribute to the economic vitality of the city and increase its national and/or international standing

Here assessors are looking for evidence that answers the following questions:

- Does the programme of work proposed by the Applicant make an adequate contribution/impact to creating and developing the cultural fabric and profile of the city, attracting tourists and related investment?
- Does it have a paid workforce and/or do specialist activity resulting in significant paid freelance work in Bristol?
- Do they pay or are they working towards paying a living wage?
- Does the programme of work proposed by the Applicant create an impact on audiences and/or organisations outside of Bristol?
- Does it showcase Bristol talent – performance or other skilled workforce?

AIM 2. Advance diversity and equality in arts and culture

OBJECTIVES:

You need to meet all of the objectives 2.1-2.3.

2.1 Actively encourage the diversity and fair selection of artistic programme and talent development

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant offer training in fair recruitment non-discriminatory selection principles and techniques when employing any type of freelancers or volunteers?
- Are members of staff that recruit aware of the diversity and equalities policies?
- Do they have a procedure in place to allow any freelance staff to report any type of discrimination, harassment or victimisation?
- Does the Applicant advertise widely and make sure that as many people as possible can apply for opportunities?

2.2 Have a strong understanding of your current audience profile and actively addressing barriers to participation in arts and culture

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify audiences they are targeting and barriers these audiences face to accessing their programme of work?
- Does the Applicant find creative ways of making connections and partnerships to attract new audiences?
- Is there a realistic and achievable plan of engagement with named communities – how does it contribute to making sure that no neighbourhood is left out of the cultural life of the city?
- Does the programme of cultural activity engage and reflect the diverse population of the city?
- How much does the Applicant show a commitment to audience development?

2.3 Demonstrate Sector Leadership in diversity and equality, working proactively to diversify governance, staff and volunteers

Here assessors are looking for evidence that answers the following questions:

- What is the Applicant doing to make their board and workforce more diverse?
- Do they have an Equalities and Diversity policy in place (or in development) that addresses diversity?
- Is this applied through their recruitment processes?

AIM 3. Support the delivery of Bristol City Councils wider Corporate Strategy

OBJECTIVES:

You need to meet all objectives 3.1-3.4.

3.1 Improve wellbeing and health through arts and culture

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify groups they will be working with eg older people, hospitals, mental health and wellbeing?
- Do they have a track record of working with these groups and/or audience development?
- Does the Applicant work in a way that encourages participation from these groups?
- Are the Applicants methods of collecting and monitoring the impact detailed and realistic?

3.2 Demonstrate the impact of arts and culture on priority groups (see definition on Pg 7 of the prospectus)

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant identify priority groups they will be working with?
- Do they have a track record of working with these groups and/or audience development?
- Are the Applicants methods of collecting and monitoring the impact detailed and realistic?

3.3 Increase participation in arts and culture across the city

Here assessors are looking for evidence that answers the following questions:

- Does the Applicants Application target areas with limited cultural activity?
- Is there evidence that the Applicant strive to provide an affordable price range and or/a varied palette of work, i.e. niche and mainstream work/programme?
- Does the Applicant have a proven aim/process to reach a diverse audience/s, including marketing, cost, content and outreach practices?
- Does the Applicant support the development of creative initiatives which inspire new audiences and reflects the diverse communities of Bristol?

3.4 Demonstrate environmental and social responsibility

Here assessors are looking for evidence that answers the following questions:

- Does the Applicant have an environmental/sustainability policy?
- Do they show an active aim of reducing their environmental impact and become more sustainable?
- Does the Applicant have a practise/aim/programme that promotes an economically and socially sustainable future which builds on our ambitions?

- Does the Applicant actively promote, develop and work with local sustainable producers, contractors and suppliers to support the Bristol economy?

Monitoring and evaluation

- 1.19 Please describe the approaches and processes you will use to monitor and evaluate the impact of your activities. This answer should set out the general and/or regular systems and processes you use. If you also use additional methods to measure specific impacts, e.g. on health and wellbeing, please include this in your answer for the relevant objective above. (Max 500 words)

If we are unable to agree funding recommendations based on the information and proposals in the applications, we reserve the right to invite shortlisted applicants to meet with officers or the panel to clarify any queries.

Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

The Council does not know and has no view as to whether TUPE may apply between the current provider of any existing services current funded by Bristol City Council and any provider of services selected by the Council to provide services as a result of this application. It will be up to each applicant to reach its own view on this and if necessary to make enquiries of the organisation funded through the present funding agreement and make appropriate allowances for this in any application submission.

We look forward to receiving your application.

Arts and Events Team

Bristol City Council



**culture
team**

Appendix minutes and notes from Consultation

DIY Arts Network - 18 July 2016 Feedback from group on issues arising in current KAP process:

BCC to publicise the KAP fund more widely - Make better use of Neighbourhood Partnerships and Bristol Post

Stick to your priorities.

In the last application, the budget section was in Word, which was difficult to use

Constructive feedback is key – last time there were issues with the rejection letters. If you want to nurture the arts ecology in the city be transparent around the process from now

Surgeries offered were really helpful, but the advice must be consistent.

Transparency about the assessment process, eg who is on the panel?

The jump to from Creative Seed (£3k) to KAP is big. A middle ground is needed.

KAP - 4 year, rather than the 3 year current set up. The problem with this is if unsuccessful 4 years is a long gap before you can re-apply.

If BCC require strategy documents please provide applicants with templates and a steer for smaller organisations. If documents are not required, ask questions about how an organisation can demonstrate ability.

Clarity of language is needed, especially around priorities.

Break up long narrative questions in the application into smaller chunks

Communicate the strategy so not to raise expectations – make clear what we are trying to achieve

We need a more strategic approach - for capital investment in the city. Cultural Strategy - needs development. The tender for writing this strategy goes out 19 July.

Questions around St Paul's Carnival funding: The funds have been ring fenced for Bristol Carnival events to take place in future years. A small proportion of it was used to develop and consult on the best way to ensure a sustainable Carnival organisation. The remaining amount is being held for when a new strategy is ready to be put in place for this event in order to ensure this event remains part of the city's calendar. ACE have done exactly the same with their Carnival fund as we have worked in partnership on this.

Ideas around how we can make the process easier- for the smaller organisations is there training that would help – less reporting

It is important to make clear that there will be disappointed organisations - the pot isn't going to get bigger

Issues raised around capital fund / support for other organisations - Disparity around the vision – this is a threat to the wider arts ecology

Rachel is going to email around further information

Capital of Culture position - Focus on the cultural strategy –the consultant will run consultation with the city

Post Brexit – can we develop a Bristol “creative Community response” - Puppet Place to circulate invite to open space event. Theatre Bristol run open space events. Can we provide a cultural response - there is a schools report around engagement in the arts and there is a lot of research out there already can use

FUNDING FESTIVALS -Supporting Growth Across Bristol’s Vibrant Festivals Sector Report

Executive Summary

Bristol’s growing and vibrant Festival and Event Sector is gathering international and national recognition. A multi-million pound industry, festivals generate tens of millions for the local economy, and engage huge and diverse audiences from across the city. This report around the KAP funding process identifies the demand for a ‘fairer’ share of the funding for festivals, and favours the creation of a tiered Festivals Fund. Festival organisers feel strongly that there needs to be improved transparency in the funding process, an end to ‘backdoor funding’ and clearer communications around the application process including guidelines and deadlines.

The sector also recommends the top criteria on which funding decisions should be made. Resources and finances are the biggest challenges facing festivals and thus this study identifies tailored Business Consultancy or Mentoring as a useful tool in helping the sector build resilience.

The sector expressed a strong desire for joined up socio-economic research to help understand and communicate impact. In a time of austerity, this report also recommends other key ways in which Bristol City Council and the culture team could support the sector.

Document:

- 1) Overview – A Developing Festivals and Events Sector
- 2) Scope of Consultation
- 3) Consultation Process
- 4) Barriers for festivals and events with the current application & funding process? How fit is the current KAP process for funding festivals and events?
- 5) What should the top 3 criteria for funding festivals and events in Bristol with this process be?
- 6) How do Bristol City Council ensure organisations they fund are adequately skilled or experienced at maintaining public safety at events?
- 7) How Would the Festivals and Events Sector Best Evaluate their Work
- 8) Given the limited funding, how else can Bristol City Council best Support the Sector?

1) Overview - A Developing Festivals and Events Sector

Bristol is a Festival City. During the Spring and Summer seasons, the streets, parks, venues and fields bristle with culture. In the last 5 years, we’ve seen the sector grow by a third, with the city now hosting over 50 significant festivals and events from a rich and diverse array of communities and cultures¹.

For the people who live and work here, Festivals are a defining feature of Bristol, and there is a growing evidence base for the contribution of Festivals to Bristol's inter/national identity, reputation and USP². Research from the University of Bristol suggests 'cultural life' is the single most important reason for people moving to the city³. Bristol's Festivals and Events took centre stage during Bristol 2015, European Green Capital, and recent research from Destination Bristol reveals that 36% of visitors to Bristol now select 'Festivals & Events' as key words associated with the city (placing higher than 'Sport', 'Theatre & Arts' and 'Science')³.

Festivals and events in Bristol reach live audiences of between 1.5 and 2 million people, and engage over 3,000 volunteers each year⁴. Often taking place outside of venues and in different sites across the city, festivals are uniquely able to reach and engage diverse communities. Our festivals and events ensure all the citizens of Bristol have the opportunity to benefit from cultural experiences, promote community cohesion and understanding, and develop a real sense of pride in place.

In economic terms the sector itself has a turnover in excess of £7 million per year⁴, with the combined impact on the local economy likely to be far in excess of this. In 2015 the Harbour Festival alone contributed a further £9 million in inward investment⁵, >40% of visitors to Love Saves the Day travelled from outside Bristol to attend⁶, and the last In Between Time festival attracted artists and audiences from 36 different countries⁷. Bristol Festivals has identified the need for a much stronger understanding of the overall social and economic impacts of the sector moving forwards.

The sector provides around 100 permanent jobs, creates temporary work for over 1,000 freelance and production staff, and provides paid work to 1,000s of artists, performers, musicians and creatives each year⁴. The sector currently engages effectively with interns, with many festivals engaging paid internships and short-term placements. Bristol Festivals identify that there is enthusiasm for a more cohesive programme of talent development across the city.

A typical festival organisation is resource-light, with low overheads. These organisations are in a position to make investment count, matching funding with entrepreneurial flair, sales and a uniquely high level of in-kind support.

2) Scope of Consultation

Bristol City Council's Culture Team recognise that the Festival Programme is an important part of cultural provision in the city, and are receiving an increasing number of applications from festivals. As part of the Key Arts Provider Review Process, they are keen to ensure that the new KAP funding process is open and appropriate for Arts Organisations and Festivals alike.

In this review of KAP funding, the consultancy process was asked to address:

- What are the barriers for festivals & events with the current application and funding process? How fit is the current KAP process for funding festivals and events?
- What should the top 3 criteria for funding festivals and events in Bristol with this process be?

- How do BCC ensure organisations they fund are adequately skilled or experienced at maintaining public safety at events?
- How would the festivals and events sector best evaluate their work (with reference to audience and box office data, audience surveys etc)?

In addition to this, acknowledging the current funding climate this report also looks at a broader question.

- Given limited funding how else could Bristol City Council best support the sector?

3) Consultation Process

- Discussion of document with members of Bristol Festivals Board
- Meeting Bristol City Council Culture Team
- Networking session Festival Funding – Bristol Festivals & Events Forum
- All festivals invited by email to conduct one-to-one conversations
- Series of 15-30 minute discussions with festival organisers (20 festivals) representing a range of sizes and cultural forms.

One-to-one conversations were selected as the best method for discussion given the confidential, often financial nature of the conversations.

Festivals taking part in the one-to-one consultation:

Bristol Balloon Fiesta, Bristol Festival of Ideas, Mayfest, Bristol Pride, Encounters Short Film & Animation Festival, Cary Grant Festival, Bristol City of Film, Doors Open Day, Bristol Biennial, In Between Time Festival, Bristol Festival of Nature, Bristol Harbour Festival, Islamic Cultural Fayre, Redfest, Bristol Jazz & Blues Festival, Simple Things, Upfest, Wildscreen, Africa Eye Festival, Bristol Festival of Puppetry, Love Saves the Day

4) What are the barriers for festivals and events with the current application and funding process? How fit is the current KAP process for funding festivals and events?

i. Festivals and KAP Funding

Currently **21** organisations receive KAP funding, sharing between them **£942,200** pa. Of these, currently only **5** (24%) are festivals, who share **17%** of the funds, **£161,200** pa. It is worth noting, that currently two organisations, Bristol Old Vic and Watershed share 42% of the total KAP funding, and that St Paul's Carnival and Bristol Cultural Development Partnership together hold 68% of festival funding.

In the 2015-18 KAP round, the success rate of festivals applying for KAP was 42%, compared to a 53% success rate for non-festivals, although a higher number of non-festivals applied.

Notably, of the 5 festivals that are funded through KAP, only one is a predominantly outdoors festival, with the other 4 being largely (although not exclusively) venue-based.

ii. Application Process

Findings: The majority of festivals spoken to were aware of KAP funding, although 30% had either, not heard of KAP funding, or did not know that it was available to festival organisers. Several festivals also commented that they were uncertain as to how much funding to apply for. Several festivals expressed that they felt their sector was perceived as inferior to the traditional 'arts sector' or did not feel valued by Bristol City Council. There were balancing negative and positive comments around the facilitated application sessions, and feedback for failed bids. However on the whole, festival organisers appreciated the limited resources of the BCC culture team, and would welcome continued advice sessions around funding applications.

Proposed Action:

- Lack of information around KAP funding and deadlines could be countered using the communication channels of Bristol Festivals in addition to those currently listed.
- The BCC culture team should continue to attend the Bristol Festivals & Events Forum to present a visible link between the sector and the council.
- Clear guidance around the appropriate level of funding to apply for would be helpful.
- Future facilitated application sessions could be co-hosted by Bristol Festivals and held at the Bristol Festivals Hub.

iii. Reporting Process

Findings: The consultation process included conversations with successful recipients of KAP funding (IBT, Mayfest, Bristol Cultural Development Partnership, Encounters Short Film & Animation Festival). All of these organisations appreciated the sensible level of reporting expected from BCC, and the three ACE NPOs, also appreciated the alignment of ACE and BCC reporting and application processes.

The funded applicants stressed the importance of the council investment as a stamp of quality and how valuable the funding was, even if of relatively low value, for attracting further match-funding into Bristol. The funded organisations also highlighted the importance of their relationship with Bristol City Council and the other KAP organisations.

Proposed Action

- Maintain a similar level/style of reporting.

iv. Funding Tiers, Transparency & Creation of a Festivals Fund

Findings: Perhaps the strongest finding of this consultancy was around the current funding format.

- Festival organisers felt strongly that if Bristol is promoting itself as a **Festival City**, there should be **visible internal investment** in festivals. The organisers strongly expressed that the ability of festivals to deliver cultural engagement to all sectors of society, to attract visitors, and to build engagement within and across communities (in a time of social division) were also huge assets to the city. The current KAP funding level of **17%** was felt to be too low across the organisations surveyed.

- The lack of any clear **mid-scale** funding for festivals was brought up independently by 8 organisations. Whilst festivals understand that the Community Festival & Event Fund (up to £2,000) helps catalyse and distribute activity throughout the city, there was a strong sense that the festivals who had grown beyond this, and were contributing the most to the local economy, to audiences and to the profile of the city, were locked out of investment, even when they operated on a not-for-profit or charitable basis.

*“We provide the images and experiences on which Bristol sells itself as a city, yet we don’t feel valued by the city (council). As a model, we’re growing success from within our communities and providing opportunities, employment and skills to the people who live here, as well as driving visitors and the local economy. Regular, even small investment would help us stabilise, and give us the security to plan ahead and grow ambition. The impact could be huge.” **Festival Director***

- Of the 20 organisations questioned, 18 (90%) supported the idea of a City/KAP Festivals Fund, with one of the currently funded organisations having no view, and one other currently funded organisation disagreeing.
- Multiple festivals admitted to receiving funding from BCC outside of KAP or transparent channels of culture funding. Whilst they were immensely grateful for the support, and would not like to see a reduction in funds, there was a general feeling that **funding should be transparent** and that additional funds should be brought from other sectors of council into the ‘Festival Fund’ ideally at the start, or at least be distributed through a fair and transparent process.

Proposed Actions:

- Partitioning off a set % of funding for festivals as part of KAP (above 17%).
or
- Creation of a separate Festivals Fund for festivals and events in Bristol
- Introduction of tiered funding based on the scale of festival. The current ‘Community Festival & Event Fund’ could become the lowest tier of the fund. The application and reporting process should be scaled appropriately in line with the funding level. Looking at current funding and organisational turnover, appropriate tiers for investment might stand at <£3,000, <£15,000 and <£50,000 per annum. Note that as part of this consultation Bristol Festivals now holds a confidential overview document for festival turnover. This may prove useful in setting appropriate tier guidelines for applicants.
- Culture Team and wider council to discuss pulling cross-departmental funds into the Festivals Fund, and ending the culture of ‘backdoor funding’. This would be a stride forwards with regards to transparent and fair access to funding.

Clauses

- Organisations currently receiving KAP were clear that they would still want to be seen as part of the city's cultural offer, and still be invited to networking opportunities and meetings alongside non-festival KAPs.
- A handful of organisations both deliver festivals and operate as venues or deliver significant non-festival activity (eg the Architecture Centre/Doors Open Day) so may wish to apply for either fund.
- Biannual funding may be more appropriate, particularly for the lower tiers of funding to enable entry to the fund. 4 years is unlikely to be a responsive enough window to enable new entries from the festival sector.
- All festivals felt that council investment should be closely linked to public benefit. Most believed investment should be limited to charitable organisations, companies limited by guarantee or CICs. Some felt that not-for-profit activity with any project surplus being returned to BCC was sufficient.
- Bristol Festivals acknowledge the administrative load placed on Bristol City Council Culture Team and would be happy to support where possible.
- All the festivals acknowledged that Bristol City Council Culture Team, were fighting for cultural investment in a difficult era.

5) What should the top 3 criteria for funding festivals and events in Bristol with this process be?

i. Quality & Variety of Cultural Experience

- *The fund should support a variety of cultural and artistic activity.*
- *Popular views included that the culture presented should be of high quality, and that the showcasing and development of local talent alongside national/international work was critical.*
- *Where the region was considered to have specific international/national reputation as an art form leader this should also be taken into consideration.*

ii. Engagement With a Wide Range of Audiences

- *It was viewed as critical that the fund as a whole should support activity reaching a wide demographic of audiences, including ethnicity, gender, age, sexual orientation, socio-economic grouping and geography.*
- *Funding level should take into account audience size, the level of engagement and the profile of audiences. This should be balanced across the fund.*
- *Festivals that have grown from communities or cultural sectors were considered to have strong roots, to be responding to evidence of local need and to be building legacy.*
- *Inclusion of volunteers was seen as an important factor in delivering impact and as bringing valuable match for public investment.*
- *Outdoor and indoor activities should be served by the fund.*

- *The potential to attract visitors to the city (local/ national /international) reach should also be considered here.*

iii. Sustainability and Track Record of the Organisation and/or Organisers

Festivals take sector sustainability seriously. As cultural funding has reduced, festivals are aware of their need to build sustainable models that rely on diverse income streams, strong governance, and entrepreneurial operational models. Given that festivals are often high-risk enterprises, those consulted recommended that applicants must have 1 – 3 festivals under their belt.

- *Given the long and fixed funding term this report recommends that organisers must have successfully delivered at **least 2 festivals** to be eligible for council funding. Festivals would also be expected to demonstrate stable boards and some continuity of experienced staff. Evidence of building reserves or a strong risk-planning document should also be required.*

Other Comments of Note

- iv. Festivals noted that city investment could be critical in accessing further funding and sponsorship opportunities for the sector. Small investment from BCC was identified as a key factor in building match and bringing further income into the city.
- v. Several organisations stated that they would be happy to respond to a long-term cultural strategy for the city, but that this cultural vision was not clear to them currently. Similarly the changing priorities, structures and leadership at council level made it difficult to plan long-term.
- vi. Festivals questioned whether focus on delivering a programme of year round activity was appropriate for Festival Funding. Instead, evidence of building engagement, impact and legacy were widely considered to be more appropriate criteria for festivals.
- vii. Several festivals noted that they felt it important that festivals pay artists fairly, and that this should be a condition of funding.
- viii. Several organisations mentioned that they were national/international sector leaders thus giving Bristol additional profile within professional sectors (eg wildlife, nature, street art, balloons, electronic music & jazz, contemporary performance).

6) How do Bristol City Council ensure organisations they fund are adequately skilled or experienced at maintaining public safety at events?

i. Public Safety

- **Proposed Actions:** In terms of public safety, it is recommended that all funded organisations be given time with an experienced events company and/or relevant representatives of Bristol City Council to run through safety plans, and that this should

be a condition of funding. REM advised that this would be a service they might be able to provide.

- Several festivals voiced that they would like the sector to have a better relationship between council departments and services involved in the **Safety Advisory Group for Events (SAGE)** and would support any efforts to provide allocated planning time with these teams.

ii. Training and Skills

Reviewing the previous KAP round, the Bristol City Council Culture Team identified several weaknesses in applications from Festivals. Following discussion with the current Head of Culture and Arts and Events Manager, a range of training opportunities were discussed to upskill the sector.

Festivals were asked if they were interested in the following training: Business Consultancy, Bid Writing/Fundraising, or Event Safety.

Findings: Organisations generally responded that they would prefer direct investment via funding to investment via training. However there was widespread interest in training, and particularly in **Business Consultancy** if delivered via mentoring or in an **intensive one-to-one format**, rather than as seminars.

Fig 1 : Demand for Training across Bristol’s Festivals

19 Festivals were asked if they were interested in training in the areas below. Each response Bristol Harbour Festival as a council-contracted event was not included in this question.

Training Area	Very Interested	Interested	Not Interested
Business Consultancy	47%	26%	26%
Bid Writing	32%	42%	36%
Event Safety	32%	32%	36%

Bid-writing/f

undraising training was also of interest to 74% organisations asked. Event safety was of interest to 64% of organisations asked, particularly among smaller outdoor events but proved least popular.

Festivals widely reported that finance and the resourcing of adequate team capacity was the biggest challenge facing festivals. Thus it is not surprising to find festivals in favour of training in areas of income development.

Proposed Actions: Business Consultancy, Bid Writing & Event Safety training to be discussed with Bristol City Council. Resourcing Business Consultancy support for Festivals should be progressed as a priority with Bristol Festivals, particularly in an era of austerity.

7) How Would the Festivals and Events Sector Best Evaluate their Work?

Data represents a challenge to many festivals, particularly for free and outdoors events. The more established festivals were generally better at collecting and using data. All festivals expressed a desire to collect better data, particularly when assessing the impact and socio economic value of their work.

When dealing with large-scale events and the management of a large delivery team, all festivals spoke of the difficulty of resourcing data collection. One festival even admitted they'd printed out survey cards, but had to deploy volunteers elsewhere on the day. Others said they weren't sure of what to ask visitors to get meaningful data, and would appreciate guidance.

'When you're managing a huge temporary team, when you have stages to get up, traders to get in, bars and box offices to staff, collecting audience data, although we'd love to have it, is often the thing that just doesn't get resourced'. Festival Organiser

All the festivals questioned, expressed a desire to work together to collect data across the sector. All festivals felt that the sector had wider benefits to the local economy and to communities, and that these needed to be researched. Joined up research, would equip festivals to champion the impact of their sector to the public and to argue for investment from funders and potential sponsors.

Proposed Actions: Research to be commissioned between Bristol Festivals, Destination Bristol and BCC. Key questions to be drawn up for festivals to use, and given the issue around capacity, resourcing provided for teams on the ground to carry out research across multiple festivals. Audience Agency , Cultural Tourist, Creative Cities Institute and local universities muted as options for research partners.

8) Given the limited funding, how else can Bristol City Council best Support the Sector?

Festivals understand that the Culture Team budget is tight, in light of this, Festivals were asked what they felt Bristol City Council could do to work with the sector.

i. Championing a Culture of Private Investment (Sponsorship & Philanthropy)

- Annual Sponsorship Gala for Festivals hosted by Bristol City Council.

Other options discussed:

- Potential of Establishing a Philanthropy Culture Fund with Quartet?
- Culture Tax/Donation added to hotel rooms?
- Developers Section 106 funds to be brought into Culture Budget?

ii. Advocacy and the championing of Festivals & Culture across the Council

Note that the much-needed socio-economic research is seen as a key tool in helping the culture team and sector 'make the case'.

iii. Creative Apprenticeship Scheme

iv. Improvements to Bristol Festivals Office to make it fit for purpose.

v. **Reducing Site Fees.** Several festivals expressed concerns about the resource and time wasted by applying for small pots of funding that were then effectively handed back to the city in site fees.

vi. **Access to Space**

vii. **Making council services like marketing & distribution channels more accessible**

Across the board, there was a wish to collaborate with the culture team in championing the sector and delivering culture to the people of Bristol.

Interviewees

Bristol Balloon Fiesta, Bristol Festival of Ideas, Mayfest, Bristol Pride, Encounters Short Film & Animation Festival, Cary Grant Festival, Bristol City of Film, Doors Open Day, Bristol Biennial, In Between Time Festival, Bristol Festival of Nature, Bristol Harbour Festival, Islamic Cultural Fayre, Redfest, Bristol Jazz & Blues Festival, Simple Things, Upfest, Wildscreen, Africa Eye Festival, Bristol Festival of Puppetry, Love Saves the Day

About the Author

Dr Anna Rutherford worked as a research scientist at the University of Bristol, before leaving medical sciences for a career in culture. She established the Pride Festival in Bristol in 2010, directing two festivals before joining the Arts Council England National Portfolio Organisation, In Between Time in 2011. As Executive Director, Anna drove a period of rapid and sustained growth for IBT, increasing the ambition, audiences, profile and turnover of the organisation from 2011 – 2016. Anna is co-chair of Bristol Festivals an umbrella organisation established to develop the festivals sector in Bristol.

Sources

1. Bristol Festivals: Festival Databases, 2011 – 2016.
2. The Yellow Railroad Report: 'Bristol: A Place Making and Marketing Strategy. Competing for Talent, Tourism and Trade', 2009
3. Destination Bristol, Visitor Survey 2015
4. Bristol Festivals, Sector Survey, July 2016
5. Bristol Harbour Festival Report & Tender Documents July 2016
6. Data provided by Team Love, collected from Love Saves the Day 2016
7. In Between Time Annual Report, 2015

Also used during the research phase:

Raising Bristol's Cultural Ambition: a report by Kate Davenport, Service Director, Economic & Cultural Development as part of Bristol City Council Quality of Life Scrutiny Commission.

Minutes from Scrutiny Meeting to discussion Cultural Strategy- [Minutes details on public web site](#)

Link to basecamp for development of Event policy-

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Culture Investment Programme
Directorate and Service Area	Place – Bristol Culture
Name of Lead Officer	Elise Hurcombe

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?

We are recommending that out of the 48 organisations that applied for Imagination and Openness funding 33 will be funded. The organisations we invest in 2018-22 priorities of the portfolio are in line with our corporate strategy, the city's cultural strategy and most importantly our known budget position for the next 4 years for funding for arts and cultural organisations and projects.

A total of £2,928,193 was applied for these two funds for the first year (2018-19). The budget for the three funds which make up the Cultural Investment Programme totals £825,690 for this financial year. The organisations and projects for the two funds are across 40 wards with higher scores given to organisations working in priority areas and/or projects involving priority groups.

Further breakdown and detail is given in this document of the wards and the amounts. A cut of 15% was made across the board for Openness 4 year core funding to enable a greater spread of organisations to be funded, taking into consideration the ability of organisations to manage and sustain this.

The applications have been assessed by experts in equalities and community engagement as well as officers with expertise in arts and events, culture and finance. Senior officers involved in the strategic focus of the council and culture were involved in the first panel assessment, and a second cross-party panel with external independent assessors discussed and agreed the recommendations of the first.

See below the selected questions that focus on advancing diversity and equalities in arts and culture with the main aim for the funding being 'Making Arts and Culture accessible for all'

The Originator fund (£500-£5000 smaller scale project for small organisations and individuals) is currently open and the applications will be submitted by the 15th November. This will also be an opportunity to spread the funding wider and to additional priority groups in areas of limited cultural activity depending on applications received. Promotion of all the funding has been open and transparent with two open sessions attended by 200 people and regular updates being sent to all networks as well as previously funded individuals and organisations.

Overall aim that all applicants had to respond to:

- 1.6 Main ways [project or organisation] making arts & culture accessible for all
- 1.7 Previous work

Below are the selected objectives that focus on advancing diversity and equality in arts and culture:

AIM 1. Develop Bristol’s reputation as one of the UK’s leading cultural cities

- 1.2 Develop learning & career pathways within the cultural sector

AIM 2. Advance diversity and equality in arts and culture

- 2.1 Actively encourage the diversity and fair selection of artistic programme & talent development
- 2.2 Have a strong understanding of your current audience profile & actively addressing barriers to participation in arts & culture
- 2.3 Demonstrate sector leadership in diversity & equality, working proactively to diversify governance, staff & volunteers

AIM 3. Support the delivery of Bristol City Council’s wider Corporate Strategy

- 3.2 Demonstrate the impact of arts & culture on priority groups
- 3.3 Increase participation in arts & culture across the city

Applicants needed to meet all three aims, but it will vary how many objectives under each aim they must meet depending on the grant they go for. The larger the grant, the more objectives they must meet. The overall vision for all the funding is to make arts and culture accessible for all.

Key data for each fund -

Imagination: 16 applications funded

Finance stats	2018/19
Total applications received	30
Total amount requested from all applicants	£751,193
Total organisations funded	16
Total amount requested from all funded applicants	£300,870
Total amount granted	£255,739
% of total CIP fund:	31%

15 priority areas reached:	<i>Lawrence Weston, Barton Hill, Hillfields, Hartcliffe, Withywood, Meadow Vale, Easton, Lawrence Hill, Greenbank, Knowle West/Filwood, Lockleaze, Southmead, St Paul (St Agnes, City Road, Grosvenor Road), Stokes Croft West, Redcliffe.</i>
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- Of the city's **43** priority areas Imagination reaches **33** of the priority areas
- **77%** of the priority areas reached

Priority groups reached based on protected characteristics:	Young people (11-26 year olds) from low income households/ NEET. In care/ care leavers. LGBTQ. BAME. Disabled young people, disabled artists and groups. Young people with mental health needs. People from varied faith backgrounds and cultures. Asylum seekers and Refugees. Chinese community. Young BAME people and girls. Children in receipt of pupil premium funding. Families outside the city centre experiencing multiple deprivations. Single parents with pre-school children, adults with learning difficulties, in care homes suffering from isolation and/or dementia. Workless households and families blighted by drug addiction and domestic violence.
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Openness: 18 Applications funded

Finance stats	
Total applications received	18
Success ratio	94%
Total amount requested from all applicants	£2,177,000
Total organisations funded	18
Total amount requested from all funded applicants	£2,141,000
Total amount funded applicants to receive	£1,452,189

16 priority areas reached:	<i>Henbury & Brentry, Frome vale, Bishopsworth, Stockwood, Hengrove & Whitchurch, Lawrence Weston, Barton Hill, Hillfields, Hartcliffe, Withywood, Meadow Vale, Easton, Lawrence Hill, Greenbank, Knowle West/Filwood, Lockleaze, Southmead, St Paul (St Agnes, City Road, Grosvenor Road), Stokes Croft West, Redcliffe.</i>
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- Of the city's **43** priority areas Imagination reaches **40** of the priority areas
- **93%** of the priority areas reached

Context:

Bristol City Council supports cultural organisations and projects with grant funding. Currently this is through Key Arts Provider (KAP) grants for larger organisations over 3 years, Creative Seed Funding of up to £3k for projects in 1 year and Community Festival Fund for up to £2k for community events within the funding year.

There is a cut in the overall budget for these cultural investment grants from £1,012,000 to £825,690 for 2018-21 and another reduction in investment 2021-22 to £639,690.

To enable organisations to best manage these cuts and encourage them to be less reliant on

local authority investment, as well as supporting a strong and innovative arts and cultural sector to develop, the funding will be changed to three new funds:

Openness – 4 year funding of a maximum of 5% of turnover

Imagination – 2 year funding of between £5k-£40k per annum

Originator – 1 year funding of up to £5k

The new funding streams are being developed following consultation on proposed changes with the DIY Arts Network, made up of a range of arts organisations and artists in the city including Watershed, The Island, Creative Youth Network and Knowle West Media Centre and Bristol Festivals, an organisation that represents festivals and events in the city with members including St Pauls Carnival, the Balloon Fiesta, Pride and Redfest.

We held an open session advising organisations of the proposed changes and to get feedback on the initial proposals in April 2017 to which all organisations who have previously applied to the three current funds were invited, as well as generally advertised through mailing lists, team networks, the council press teams networks and social media. 75 people attended and the information was also circulated to individuals and organisations that got in touch.

This was followed by a launch day in July to detail the new processes in two sessions in the day and evening to enable as many people to attend as possible, 187 people registered for these sessions. The day also included specialist 1-1 sessions with finance and procurement officers, and external bid writers as additional support. Full Q&As for the session and ongoing questions through the application period were made available to the mailing list and online. All those who registered were included on further email updates which were also circulated to individuals and organisations that got in touch.

The timeline for this is:

- 9th November: draft Cabinet report & exec summary
- 15th November: *deadline for Originators applications*
- 27th November: report to cabinet/public document – those proposing to fund informed (and is subject to Cabinet approval)
- 5th December: Cabinet
- 12th December: 5 day post Cabinet decision/public release that these organisations being funded

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?

As detailed in the breakdowns above, the information from the applications shows priority

areas and groups who would be affected by the funding. The key focus of the funding is to make art and culture accessible for all, and applicants have detailed who they would be working with and in which areas.

Pervious fund KAP supported 21 organisations and the new funding covers 40 of the 43 priority areas. The priority groups reached based on protected characteristics are as follows: Young people (11-26 year olds) from low income households/ NEET. In care/ care leavers. LGBTQ. BAME. Disabled young people, disabled artists and groups. Young people with mental health needs. People from varied faith backgrounds and cultures. Asylum seekers and Refugees. Chinese community. Young BAME people and girls. Children in receipt of pupil premium funding. Families outside the city centre experiencing multiple deprivations. Single parents with pre-school children, adults with learning difficulties, in care homes suffering from isolation and/or dementia. Workless households and families blighted by drug addiction and domestic violence.

The funding objectives and requirements for all the grants recognise that social exclusion and poverty are also areas that need to be addressed. This is in addition to the minimum requirements of ensuring people with protected characteristics are considered and involved in meaningful and realistically deliverable ways.

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

The awards are based on the applications and in terms of who they reach; the baselines we will work from will be based on the details they have given for their current audiences.

This information does vary from organisation to organisation as some have very detailed methods of data collection already (it's a requirement for ACE funding so those who get this will already collect this data), whereas those who are newly funded may not or have more limited information.

All of the funds require evaluations and that data is collected around the groups that the funded work reaches. As part of their applications they are asked about their methods of evaluation and data collection.

Additional support for organisations in how to collect useful data is being offered by the User Researcher for museums to strengthen this part for successful applicants who may not have this as their strongest skill or focus and will also support us in being able to identify areas where there are gaps in who is being reached by the council's funding on receipt of their evaluations and on-going monitoring.

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

We held open sessions in April to discuss the proposals as well as consultations with Bristol Festivals and the DIY Arts Network. The new processes were developed taking this feedback into account and launched in July with two open sessions which were widely advertised.

The level of funding is increasing in the smaller grants, and the start of a 2 year Imagination grant means there is a stepping stone towards longer-term funding, either from Bristol City Council – but they are also being aligned with the Arts Council England processes – so from external funding bodies.

There have been opportunities to gain support organisations and individuals with writing stronger bids, evaluation and finance which have been promoted through the mailing lists we have from organisations who have applied before, BCC communities and neighbourhood team, the BCC press team and the Arts & Events team social media accounts and networks.

The processes and guidance on applying were developed with the support of Voscur who worked with the neighbourhoods team in developing the Bristol Impact Fund. Additional development and consultation included legal, finance and procurement officers, and equalities and neighbourhood officers.

We have a clear communications plan that informs all the applicants successful and unsuccessful and this will be done in a clear way that give organisations enough time to plan for the impact it may have.

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?

The overall reduction in funding means that less can be funded, to mitigate this it has been front loaded into the smaller funds to support innovative and smaller organisations or projects. Less money for the larger organisations means that they will deliver less, this may impact on priority groups if outreach is reduced. However, as the criteria of the fund is focussed on accessibility, all those who are successful will have to meet a baseline standard.

Larger cultural organisations aren't being offered as much funding because there isn't as much money available. This may mean they need to increase ticket prices or reduce the outreach work they do (which is often with priority groups and/or in areas of multiple deprivation)

Imagination funded projects:

Creative Youth Network
Easton / LH Up Our Street
Bristol Pride
Redfest Bristol
Lockleaze Neighbourhoods Trust

Theatre Bristol
Trigger
Bristol Festivals
The Misfits Theatre Co.
The Architecture Centre
Brave Bold Drama
Glenside Hospital Museum
Paper Arts
St Pauls Carnival
Rising Arts Agency
Artspace Lifespace

Imagination not funded projects:

Ujima Radio
Zion Bristol
At Bristol (We The Curious)
Superact
Windmill Hill City Farm
The Wardrobe Theatre
Studio Upstairs
Bristol Jazz & Blues
Dance Music Arts Collective
Insane Root
Unique Voice
Jazzata
BOVTS
The Cholmondeleys

Openness Funded Projects

Travelling Light Theatre Co.
Trinity Community Arts
Watershed
Knowle West Media Centre
In Between Time
St George's Bristol
Circomedia
BCDP
acta
Spike Island Artspace
Tobacco Factory Arts Trust
Bristol Old Vic
Cirque Bijou
Encounters

Asian Arts Agency
MAYK
RWA
Openness not funded
Bristol Jazz & Blues
3.2 Can these impacts be mitigated or justified? If so, how?
<p>The way the effects of less funding are being mitigated are to ensure accessibility is throughout the criteria and requirements for the funding, the front-loading of the grants and creation of an additional 2 year fund, so those applying for smaller grants are more likely to receive them.</p> <p>Community organisations apply year on year for local events that support cohesion. These have always scored higher so therefore been more likely to have been funded if they are in areas of multiple deprivations and/or without much cultural activity. The new funding has embedded these requirements further across ALL the funding streams. Organisations that have applied year on year will be able to apply for 2 year funding and for much more money than in previous years. For example - Community focused projects such as Redfest (St George) Lockleaze Neighbourhood trust (Lockleaze) and Up Our Street (Easton and Lawrence Hill) are being funded over 2 years and this gives them more investment that they can then reinvest directly in to those key priority areas.</p>
3.3 Does the proposal create any benefits for people with protected characteristics?
<p>The new criteria make accessibility a focus throughout. Bids will score higher – and therefore be more likely to be funded – the more they meet and the more realistic their plans are to deliver them. For larger organisations who meet all, and for smaller bids who much reach some of, it is throughout the programme for audiences, the way the organisation recruits and offers opportunities, organisational focus on equalities and diversity through their policies, and being representative of Bristol’s population.</p>
3.4 Can they be maximised? If so, how?
<p>These have been maximised through the evaluation process of the bids where the panel has assessed the spread and diversity of the funded programme also balances these aims.</p> <p>Organisations and individuals will be offered additional support to reach these objectives in their applications, and monitored and supported throughout their funding to ensure that they are – and if not – where realistic, supported to achieve them by the Arts & Events Team.</p>

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?
All of the accessibility aims are deliverable throughout the funding proposal, and was a key aim prior to the EqIA – however this is useful in clarifying the aims and what the outcome would look like for a quality application to detail what they would deliver.
4.2 What actions have been identified going forward?
We will talk to the equalities officer about the evaluation and key performance indicators and ask for advice on how we can offer support throughout the process to advance equality and diversity across the Cultural investment programme.
4.3 How will the impact of your proposal and actions be measured moving forward?
We will set clear evaluation, data and measurable targets for each organisation and have a close relationship with them to make sure they are following their own equalities action plans (if not created, creating one) and will offer support in the Arts and Events team to maximise the impact of the work they do across the city.

Service Director Sign-Off:	Equalities Officer Sign Off:
Date:	Date:

Eco Impact Checklist

Title of report: Cultural Investment Programme				
Report author: Laura Pye				
Anticipated date of key decision: 4th Dec 2017				
Summary of proposals:				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No			
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste	No			
The appearance of the city?	No			
Pollution to land, water, or air?	No			
Wildlife and habitats?	No			
Consulted with: all applicants				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The significant impacts of this proposal are based on the way in which the organisations we fund carry out their environmental plans.</p> <p>We asked the applicants the following questions: Does the Applicant have an environmental/sustainability policy? Do they show an active aim of reducing their environmental impact and become more sustainable?</p> <p>The proposals include the following measures to mitigate the impact. If the organisations do not have environmental plans as part of the agreements they will be required to develop plans and implement them.</p> <p>The net effects of the proposals are neutral.</p>				
Checklist completed by:				
Name:				
Dept.:				
Extension:				
Date:				
Verified by Environmental Performance Team				

MEETING: Exec Board DATE: 15/11/2017

Title: Clean Bus Technology Fund 2017-2019	
Author: Jacob Pryor	Job title: Senior Transport Planner
Cabinet lead: Cllr Mhairi Threlfall	Director lead: Peter Mann, Transport

Idea origin: *BCC Staff*
Date idea generated: 13/09/2017

Decision maker: Mayor
Decision forum: *Cabinet*

Timescales:
This report is to be considered at Cabinet on the 4th December. The bid will be submitted in advance of this meeting ahead of the deadline on the 17th November.

Purpose of Report:

1. On the 11th September government announced £30m of funding available to Local Authorities (LA's) to support the retrofitting of older, more polluting buses in order to bring them up to the latest environmental standards. The maximum funding available per LA is £1.5m in 17/18 and £1.5m in 18/19: £3m in total.
2. The objective of the grant is to improve air quality through deployment of one, or a combination, of Selective Catalytic Reduction Technology, Diesel/Electric Hybridisation and/or Full Electric Conversion. Depending on the level of interest from local operators (and their preferred technology option), the grant provides an opportunity to improve 30-180 buses across the region.
3. The technologies work and perform in different ways but chiefly target >90% reduction in NO₂ which is recognised as a health-harming air pollutant.
4. Bristol's bus fleet accounts for approximately 23% of NO₂ emissions and so cleaning up the most polluting services is essential if we are to meet our air quality targets. Currently approx. 1/7th of the buses operating in the West of England meet the most stringent environmental standards (Euro 6).
5. Bristol will lead a bid to government, which will be supported by West of England LA partners. The bid deadline is the 17th November with announcements on successful bids expected in Dec 2017.
6. Due to restrictive bid timescales this item has had to be brought to Cabinet retrospectively. The paper seeks permission to accept funding and deliver the project if the bid is awarded funding by the Joint Air Quality Unit (Defra/DfT)

Cabinet Member / Officer Recommendations:

1. That delegated authority be given to the Service Director for Transport in consultation with the Bristol City Council's s151 officer to accept the funding award of up to £3m through the Clean Bus Technology Fund and delivers the project over the financial years 17/18 and 18/19 should the bid be successful.

Evidence Base:
Bristol City Council has been successful in delivering a similar project in 2015/16, retrofitting 35 buses with Selective Catalytic Reduction Technology. Using tailpipe emissions monitors the project was shown to reduce NOx reduction by between 75 and 89% representing an overall improvement in the quantity of harmful air pollutants emitted by local bus services.

Revenue Cost: £	Source of Revenue Funding:
Capital Cost: £ 0.1 - 3m	Source of Capital Funding: <i>Government Grant</i>
One off cost <input checked="" type="checkbox"/> Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>

Finance narrative:
 This proposal seeks approval for the application and acceptance of the Defra Clean Bus Technology grant funding up to the value of £3m over financial year 17/18 and 18/19. This is a joint bid led by Bristol

for buses operating cross boundaries with South Gloucestershire and B&NES. Essentially, the grant will be passed on to the bus operators to retrofit commercial buses which will reduce the levels of harmful air pollutants and contribute to bringing local NO₂ concentrations within statutory limits within the shortest possible timescale. Installation costs and costs associated with monitoring equipment are also covered by the grant. The grant will not pay for any ongoing costs (i.e. maintenance) associated with the equipment and this will need to be covered by the bus operator.

Defra advises that applicants are encouraged, wherever possible, to evidence secured match funding from other sources (e.g. the Authority and / or bus operators) to support the delivery of proposed project. Projects that have secured at least 10% match funding will be favoured. The Council aims to secure this match funding solely from the bus operators.

The grant does not cover any costs relating to project management. The project is estimated to incur c£12k revenue expenditure over all, and this will be shared with between the 3 participating Councils. The Bristol share of up to £4,000 will be met from the approved Strategic Transport Studies Budget and Clean Air Zone Budget.

Contracts with the commercial bus operators need to be developed to minimise financial risks and any potential clawbacks from Defra, if the project deliverables were not met. Inter-Authority agreement should also be developed to ensure cost recovery for project management associated with this Joint bid.

Finance Officer: Tian Ze Hao – Finance Business Partner

Risks:

The principal risk is that the retrofit technology does not deliver the expected air quality improvements. This risk is mitigated by the council committing to only work with suppliers that have Clean Vehicle Retrofit Accreditation which involves a rigorous method of testing the NO₂ reduction claims of technology suppliers.

Legal Consideration:

*It will be necessary to review the position as regards state aid once the level of interest from the undertakings in Bristol that own buses has been fully determined. Regardless of the level, it should be possible to ensure that grants do not amount to state aid. The grant application requires input to demonstrate that due consideration has been given to state aid and appropriate wording will be provided once the deadline has passed for local interest to be registered. **Nicholas Mimmack, Lawyer***

Benefits:

Improved air quality in the city resulting in improved health outcomes for residents

Consultation Details:

Discussed with bus operators and technology suppliers. Note, BCC would be in breach of the grant terms of the bid if detailed (and commercially) sensitive information were published prior to any announcement.

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Alison Comley 11/10/17	Nicki Beardmore 17/10/17	Mhairi Threlfall 25/09/17

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	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Exempt Information	NO

Clean Vehicle Technology Fund and Clean Bus Technology Fund Programmes

Evaluation Report

Prepared for the DEFRA/DfT Joint Air Quality Unit

Report
August 2017



Clean Vehicle Technology Fund and Clean Bus Technology Fund Programmes

Author(s)

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Review

Andy Eastlake, Managing Director, LowCVP

Version

Final – 3rd August 2017

Table of Contents

1	Glossary of Terms.....	2
2	Executive Summary.....	3
3	Introduction	8
3.1	Background To The Department For Transport Vehicle Retrofit Grants	8
3.2	Evaluation Study Methodology.....	10
4	Vehicle Emissions Testing Methodologies.....	11
4.1	Laboratory Vehicle Emissions Testing	11
4.2	Portable Emissions Monitoring Testing System	13
4.3	NOx Sensors.....	14
5	Exhaust Gas Treatment Technologies.....	15
5.1	Selective Catalytic Reduction	15
5.1.1	CBTF and CVTF SCR Retrofit Projects.....	17
5.1.2	Retrofit SCR Application in Buses	18
5.1.3	Bus Case Studies	27
5.1.4	Retrofit SCR Application – Coaches	36
5.1.5	Retrofit SCR Application - Fire Engine	38
5.1.6	Retrofit SCR Application – Van Based Mini-Buses and Cars.....	39
5.2	Thermal Management Technology	43
6	Fuel Saving Technologies	45
6.1	Flywheel Hybrid.....	45
6.2	Mild-Hybrid.....	47
6.3	Hybrid Assist	48
7	Engine Conversions.....	49
7.1	Battery Electric	49
7.2	Dual Fuel CNG Conversion.....	50
8	Conclusion.....	52
9	Appendix 1 – CBTF/CVTF individual project details and results	54

1 Glossary of Terms

Euro 1 (2, 3, 4, 5,6) - certified Euro Emission level (Chassis dyno method for cars and vans)

Euro I (II, III, IV, V, VI) - certified Euro emission level (Engine test method for bus and truck)

NO_x - oxides of nitrogen (NO and NO₂)

NO₂ - nitrogen dioxide

N₂O - nitrous oxide

PM - particulate mass

PN - particle number

CO₂ - carbon dioxide

CH₄ - methane

THC - total hydrocarbons

SCR - Selective Catalytic Reduction

DPF - Diesel Particulate Filter

TMT - Thermal Management Technology

CNG - Compressed Natural Gas

PEMS - Portable Emissions Monitoring System

2 Executive Summary

Improving urban air quality is currently one of the UK's most important environmental goals. The UK is divided into 43 zones and agglomerations for air quality monitoring and reporting purposes. 37¹ zones are currently exceeding the annual mean limit value for NO₂ (Nitrogen Dioxide). Air Quality Management Areas (AQMAs) have been declared for 657² local authorities in England for nitrogen dioxide exceedances. Road transport has been identified as one of the main contributors to elevated roadside NO₂ levels, with the highest proportion of NO_x emissions (oxides of nitrogen) arising from diesel vehicles³.

The Clean Bus Technology Fund (CBTF) 2013/2015 and Clean Vehicle Technology Fund (CVTF) 2014 programmes were introduced by the Department of Transport (DfT) to help reduce NO_x emissions from diesel vehicles in cities experiencing poor air quality. The total value of the grants was £19 million shared between thirty local and regional authorities. The funding facilitated 2,137 diesel vehicles to be retrofitted with eleven different NO_x emission abatement technologies. These have been grouped into three NO_x abatement techniques – exhaust after treatment, fuel saving and engine conversions. Ninety percent of the funding was awarded to buses with the remainder allocated to a variety of vehicle types including coaches, black taxis, ambulances, mini-buses, mini-cabs and a fire engine.

NO_x emission reduction performance targets were not stipulated in any of the retrofit programmes, however, the CBTF 2015 programme suggested a guidance figure of 50% reduction in NO_x emissions supported by vehicle emissions testing. Local Authority grant winners were required to undertake vehicle emission monitoring to demonstrate the NO_x reduction achieved by the retrofit technology and to report in service performance. No specific test methodology was prescribed by DfT, consequently local authorities adopted several different approaches to vehicle emission monitoring. These varied between vehicle laboratory testing and on road vehicle emissions monitoring. On road monitoring, undertaken during real world driving conditions, utilised Portable Emission Monitoring Systems (PEMS) and NO_x sensors.

¹ UK plan for tackling roadside nitrogen dioxide concentrations

² <https://uk-air.defra.gov.uk/aqma/list?la=all&country=england&pollutant=no2>

³ Improving air quality in the UK, Tackling nitrogen dioxide in towns and cities, Defra 2015

The LowCVP has been commissioned by the Joint Air Quality Unit (JAQU) to undertake an evaluation of the CVTF and CBTF programmes, with the objectives of determining the efficacy of different retrofit technologies at reducing tail-pipe NO_x emissions and to determine in service performance. An additional task has been to identify the impact of retrofit equipment on other air pollutants (particulate matter and ammonia) and greenhouse gas emissions (methane, nitrous oxide and carbon dioxide). Only projects which supplied good quality vehicle emission monitoring data were included in the analysis, hence the evaluation only covered twenty-five local authority projects and seven technologies, highlighted in Table 1.

Case studies are presented for each retrofit technology and vehicle class – local authority projects include Transport for London, Bradford, Dudley, Transport for Greater Manchester, Brighton and Hove, York, St Albans and Portsmouth and Go North East consortium.

Table 1: Overview of retrofit technologies funded in the CBTF/CVTF programmes and covered in the evaluation study

Retrofit Technology		Vehicle Types	No. of vehicles funded	Euro Standard	Covered in evaluation study	Vehicle emission monitoring data available
Exhaust Gas After Treatment	Selective Catalytic Reduction (SCR) (including alternative ammonia supply)	Bus, coach, fire engine, mini-bus, car	1,594	Pre Euro, Euro II - V Euro 4/5	Yes	Vehicle Lab, PEMS, NOx sensor
	Thermal Management Technology (TMT)	Bus	83	Euro VI	Yes	NOx sensor
Fuel Saving	Flywheel hybrid	Bus	104	Euro III/V	Yes	Vehicle Lab
	Mild Hybrid	Bus	40	Euro III-V	Yes	Vehicle Lab
	Hybrid Assist	Van	18	Euro 4	Yes	Vehicle Lab
	Battery powered ancillaries	Ambulance	109	Euro III	No	Testing planned
Engine Conversion	Battery Electric	Bus	7	Euro II	Yes	N/A
	Range extender battery electric using compressed biomethane gas (CBG)	Bus	1	Euro III	No	Testing planned
	Spark ignition engine powered by CBG	Bus	16	Euro III	No	None
	Duel Fuel Compressed Natural Gas (CNG)	Black Taxi	113	Euro 2,3,4	Yes	Vehicle Lab
	Spark ignition engine powered by LPG	Black Taxi	65	Euro 1,2,3	No	Testing planned

Demonstrating the efficacy of different retrofit technologies at reducing NOx emissions

Table 2 summarises the NOx emission reduction performance of the retrofit technologies assessed in the evaluation study. The retrofit technologies achieving the highest NOx emission reductions are retrofit SCR and diesel bus engine conversion to electric powertrain. Retrofit SCR vehicles delivered very low NOx emissions for both light and heavy-duty vehicles. Where SCR systems have been retrofitted to vehicle classes for the first time (fire engine, mini-bus, car) NOx emission savings are slightly reduced, highlighting the early stages of technology development at the time of the CVTF programme. A new type of ammonia storage system for SCR has been shown to perform as well as conventional aqueous urea, achieving high levels of NOx reduction. Retrofit technologies achieving moderate NOx emission reductions are TMT and flywheel hybrid. Technologies achieving low NOx emission reductions are mild hybrid, hybrid assist and dual fuel CNG conversion.

Table 2: CVTF/CBTF programme retrofit technology NOx emission reduction performance

Retrofit Technology	Vehicle Category	Euro Standard	Average NOx emission reduction	Average tail-pipe NOx emissions	
Exhaust After-Treatment Technology	SCR	Bus	Euro III	88%	0.3 g/km
			Euro IV	90%	0.7 g/km
			Euro V	98%	0.8g/km
	Coach	Euro II	86%	1.4 g/km	
		Euro III	99%	0.2 g/km	
	Fire Engine	Euro III	70%	2.7 g/km	
	Mini-bus	Euro 4	77%	0.3g/km	
	Car	Euro 4	60%	0.2 g/km	
	Ammonia storage for SCR	Bus	Euro V	98%	0.5g/km
TMT	Bus	Euro IV	29%	11g/km	
Fuel Saving	Flywheel Hybrid	Bus	Euro III	26%	6.1 g/km
	Mild Hybrid	Bus	Euro V	5%	6.3 g/km
	Hybrid Assist	Van	Euro 4	6%	0.3 g/km
Engine Conversion	Dual Fuel CNG	Black Taxi	Euro 4	3%	1.1 g/km
	Battery Electric	Bus	Euro III	100%	

Demonstrating in service performance of retrofit technologies

In service performance has only been possible to assess for retrofit SCR, TMT and conversion to flywheel hybrid. In the case of retrofit SCR, in service monitoring performed between six months and two years after retrofit SCR equipment has been fitted to buses, coaches, a fire engine and van derived mini bus, has demonstrated excellent conformity with vehicle emission testing undertaken on fitment of the technology. This highlights that retrofit SCR systems continue work effectively and deliver high NO_x reductions when in service. The CVTF programme enabled retrofit SCR to be successfully fitted to light duty vehicles specifically a small number of van derived mini-buses and cars. Initial evidence shows the retrofit SCR mini-buses to be working effectively.

With regards to vehicle operational performance, retrofit flywheel hybrid has experienced the most fitment and operational challenges, as such two out of the three flywheel projects have been terminated and funding re-allocated to alternative technologies.

Impact of retrofit technologies on other air pollutants and greenhouse gas emissions

This assessment has focused on retrofit SCR, hybrid flywheel and dual fuel CNG conversion. Vehicle laboratory testing for a small number buses and a van-derived mini-bus has shown retrofit SCR to achieve high levels of NO₂ emissions reduction (80%) and very low tailpipe NO₂ emissions. The majority of retrofit SCR systems were also fitted with particle filters resulting in high particulate matter reductions (>75%) and exceptionally low tailpipe PM emissions. Ammonia emissions were shown to be below 10ppm post SCR fitment. With regards to greenhouse gas emissions⁴ (measured as 'CO₂ equivalent'), these were shown to increase between 3-5% post SCR fitment on buses, primarily due to a rise in the emissions of nitrous oxide.

Vehicle laboratory testing for retrofit hybrid flywheel technology fitted to a Euro III bus revealed a NO₂ emission reduction of 25% and CO₂ emission saving of 30%.

Vehicle laboratory testing results for dual fuel CNG conversion for a Euro 4 black taxi showed very low NO₂ reductions (3%) and an exceptionally high increase in methane (CH₄) emissions (93%).

Vehicle emission testing has revealed that two retrofit fuel savings technologies, mild hybrid and hybrid assist, achieved very low CO₂ emission savings post fitment. The measured changes were well below the suppliers claimed fuel savings.

⁴ Greenhouse gas emission cover methane, nitrous oxide and carbon dioxide

3 Introduction

3.1 Background to the Evaluation Study

The CBTF 2013/2015 and CVTF 2014 programmes⁵ were introduced by the Department for Transport to help reduce NOx emissions from diesel vehicles in cities experiencing poor air quality. The total value of the grants was £19 million which was shared between thirty local and regional authorities. The funding facilitated 2,137 diesel vehicles to be retrofitted with eleven different NOx emission abatement technologies. These have been grouped into three NOx abatement techniques – exhaust after-treatment, fuel saving and engine conversion. Ninety percent of the funding was awarded to buses with the remainder allocated to a variety of vehicle types including black taxis, mini-buses, mini-cabs, ambulances and a fire engine; see Table 3.

Specific NOx emission reduction performance targets were not identified in any of the retrofit programmes, however the CBTF 2015 programme suggested a guidance figure of 50% reduction in NOx emissions supported by vehicle emissions testing. A requirement of the local authority grant winners of these programmes was to monitor and report vehicle NOx emissions to demonstrate the performance of the retrofit technology. Two approaches to vehicle emissions monitoring were adopted in the CBTF/CVTF programmes, vehicle laboratory testing and on-road vehicle emissions monitoring; these are discussed in Section 4.

The LowCVP has been commissioned by JAQU to undertake an evaluation of the CVTF and CBTF programmes. The overarching objectives of the CBTF/CVTF evaluation study are:

- 1) Determine the effectiveness of the different retrofit technologies funded in reducing NOx emissions and impacts on other air pollutants (particulate matter and ammonia) and greenhouse gas emissions (methane, nitrous oxide and carbon dioxide).
- 2) Determine, where possible, in service performance of different retrofit technologies.
- 3) Present case studies for the different retrofit technologies across the grant programmes.

⁵ <https://www.gov.uk/government/collections/clean-vehicle-technology-fund>

Table 3: Overview of retrofit technologies funded in the CBTF/CVTF programmes and covered in the evaluation study

Retrofit Technology		Vehicle Types	No. of vehicles funded	Euro Standard	Covered in evaluation study?	Vehicle emission monitoring data available
Exhaust Gas After Treatment	Selective Catalytic Reduction (including alternative ammonia supply)	Bus, coach, fire engine, mini-bus, car	1,594	Pre Euro, Euro II - V Euro 4	Yes	Vehicle Lab, PEMS, NOx sensor
	Thermal Management Technology	Bus	83	Euro VI	Yes	NOx sensor
Fuel Saving	Flywheel hybrid	Bus	104	Euro III/V	Yes	Vehicle Lab
	Mild Hybrid	Bus	40	Euro III-V	Yes	Vehicle Lab
	Hybrid Assist	Van	18	Euro 4	Yes	Vehicle Lab
	Battery powered ancillaries	Ambulance	109	Euro III	No	Testing planned
Engine Conversion	Battery Electric	Bus	7	Euro II	Yes	N/A
	Range extender battery electric using CBG	Bus	1	Euro III	No	Testing planned
	Spark ignition engine powered by CBG	Bus	16	Euro III	No	None
	Dual Fuel CNG	Black Taxi	113	Euro 2,3,4	Yes	Vehicle Lab
	Spark ignition engine powered by LPG	Black Taxi	65	Euro 1,2,3	No	Testing planned

3.2 Evaluation Study Methodology

The study methodology entailed analysis of vehicle emissions monitoring data and interviews with local authorities. This evaluation has only covered projects where monitoring data was available and of sufficiently high quality for analysis. The retrofit technologies covered are highlighted in Table 4 and a full list of local authority projects is provided in Appendix 1.

Case studies have been compiled for each type of the retrofit technology and different vehicle classes where relevant. The case studies are as follows:

Table 4: Local authority case studies covered for each retrofit technology

Exhaust After-Treatment	Fuel Saving	Engine Conversion
Selective Catalytic Reduction Buses: Transport for London, Bradford City Council, Transport for Greater Manchester Coaches: Dudley Council Fire engine: Transport for London Mini-buses: Brighton City Council Thermal Management Technology Buses: South Yorkshire PTE	Flywheel Hybrid – Buses Go North East Consortium Mild Hybrid – Buses St Albans Council Hybrid Assist – Vans Portsmouth City Council	Battery Electric – Buses York City Council Dual fuel CNG – Black Taxi Reading Council

4 Vehicle Emissions Testing Methodologies

The objective of vehicle emissions testing in the CVTF/CBTF programme was to determine a change in tail-pipe NO_x (and where possible, NO₂ emissions) of the retrofit technology compared to the unmodified (baseline) vehicle. This would ascertain conformity with retrofit technology suppliers' NO_x reduction claims and the scheme's targets (if any). Each local authority has been requested by DfT to report NO_x measurements at six and twelve-month intervals after retrofit installation. This data provided evidence of the durability of the retrofit equipment at maintaining claimed NO_x emission reduction levels. In some cases NO_x emissions testing has been carried out on commissioning of the first retrofitted vehicles.

One of the most important aspects of determining a change in NO_x emissions is to ensure a robust comparability exercise is undertaken. This ideally requires the same vehicle to be used for pre and post retrofit testing and adoption of a representative drive cycle. Vehicle lab testing is the most robust testing method. Further in service performance monitoring serves to demonstrate the durability of the retrofit technology after several months or years. Monitoring techniques in the CVTF/CBTF programme have included vehicle lab, PEMS and NO_x sensors. For a large number of retrofit SCR projects, only NO_x sensor measurements could be exploited to determine retrofit technology performance once the upgraded buses were in service. This was mainly due to the grant streams not funding vehicle emission testing – as such local authorities had to cover this cost themselves and in many cases had limited resources to execute the most robust and highly accurate types of vehicle emission testing.

The CVTF/CBTF programmes entailed local authorities adopting three different methods of vehicle emission testing to determine the performance of retrofit technologies. A summary of each method is provided below.

4.1 Laboratory Vehicle Emissions Testing

Vehicle emission testing can be undertaken at several laboratories across the UK. The vehicle is tested on a chassis dynamometer that replicates real world driving conditions by adopting an appropriate vehicle drive cycle and vehicle load, (see Figure 1). A range of drive cycles have been used in lab based vehicle emission testing exercises undertaken under the CBTF/CVTF programmes. These include the Millbrook London Transport Buses Test Cycle (Figure 2), CENEX PCO-taxi cycle, the World Harmonised Light Duty Test Cycle (WLTC) and New European Drive Cycle (NEDC).

Laboratory based vehicle emission testing provides direct emission measurements that are highly accurate, very repeatable using sophisticated analysers. The test procedure maintains tight control on the variables being measured. This type of vehicle emissions testing can measure different species of nitrogen in the exhaust gas stream including NO and NO₂, a range of other air pollutants such as PM and NH₃, greenhouse gas emissions CO₂, CH₄ and N₂O and fuel consumption. Results are reported as mass emissions (g/km).

Figure 1: Bus chassis dynamometer testing

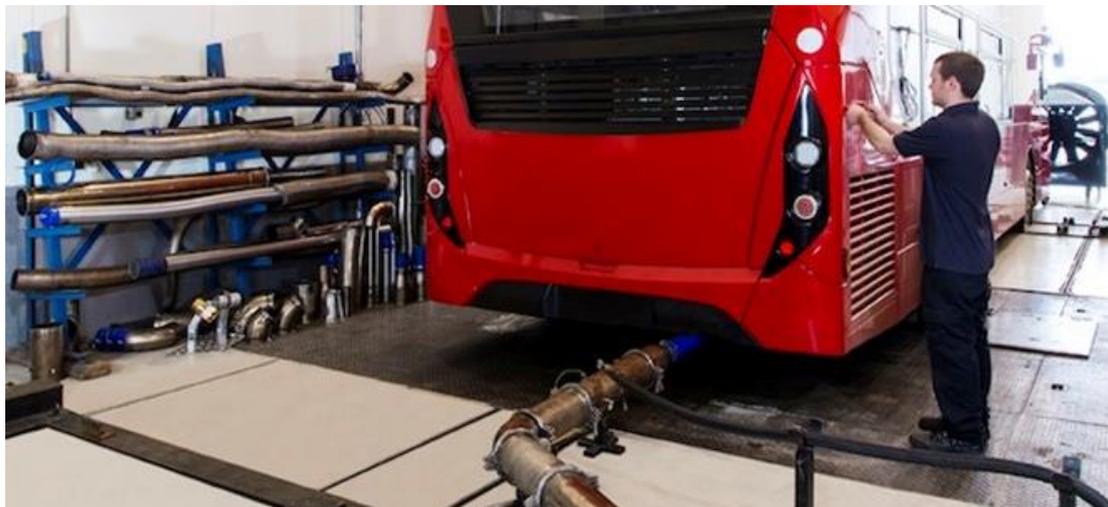
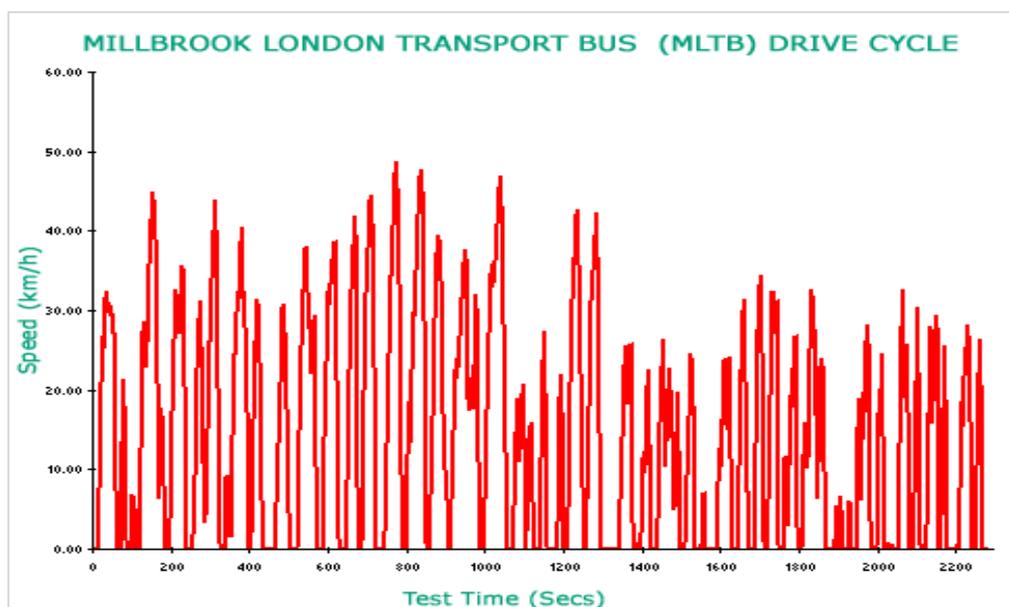


Figure 2: Drive trace for Millbrook London Transport Bus Cycle



4.2 Portable Emissions Monitoring System

Portable Emissions Monitoring System (PEMS) facilitates direct measurements of tail-pipe emissions and fuel consumption when a vehicle is operating during real world driving conditions on the road. The system is fitted to the exhaust system of the vehicle and the sampled exhaust gas is then analysed for various air pollutants using sophisticated analysers, see Figure 3. Test conditions are less controlled than laboratory based vehicle emissions testing – these include ambient climatic conditions, payload and driver behaviour. PEMS has a lower repeatability of measurements encountered when testing, owing to real-world sources of variability. It can therefore be challenging to ensure consistency of measurements between different vehicles tested.

PEMS allows for the following air pollutants and greenhouse gas emissions to be measured as mass emissions (g/km): NO_x, NO₂, THC, CO, PN, CO₂.

Figure 3: PEMS fitted to a bus exhaust system



4.3 NOx Sensors

NOx sensors are a simple ‘on road’, indicative method for monitoring NOx emission levels when the vehicle is operating under real world driving conditions. The sensors typically provide a measure of NOx concentration (ppm). In order to determine mass emissions (g/km), a measure or calculation of exhaust volume flow rate is required. NOx sensors cannot speciate NOx to NO and NO₂, results are therefore reported as NOx.

In the CBTF/CVTF programmes NOx sensors were adopted as a low-cost method of monitoring in service performance of the exhaust after-treatment systems SCR and TMT. Twin sensors were typically fitted, one before the exhaust after-treatment technology, measuring ‘engine out’ NOx concentrations, and one post after-treatment system, measuring ‘tail-pipe’ NOx concentrations. The difference between the two measurements gave an indication of performance of the exhaust after-treatment system. This was commonly reported to as ‘% NOx conversion’ by SCR retrofit suppliers. NOx emissions (engine out and tail-pipe) were determined for some projects using NOx sensors.

HJS, Eminox and Proventia have access to the vehicle’s engine CAN system making it possible to estimate exhaust volume flow rate and calculate mass NOx emissions. In the case of Green Urban, their NOx sensor measurements are only provided as NOx concentrations (ppm).

Figure 4: Illustration of a NOx sensor

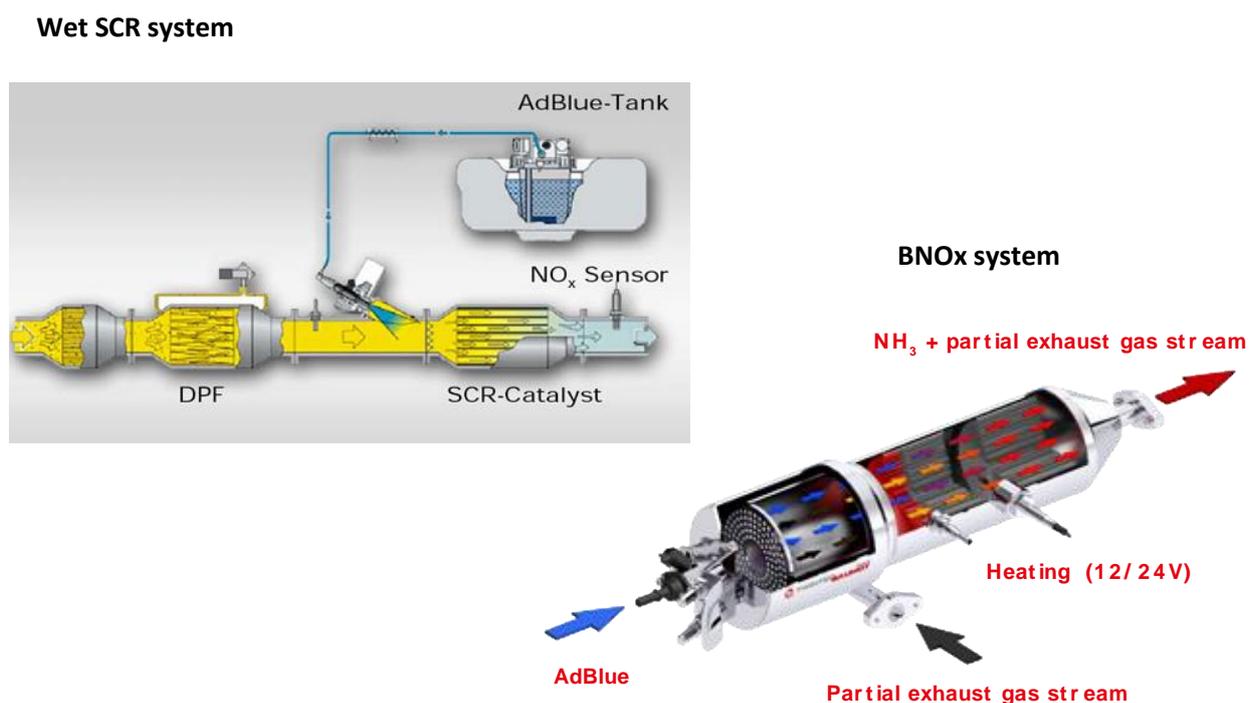


5 Exhaust Gas Treatment Technologies

5.1 Selective Catalytic Reduction

Selective Catalytic Reduction (SCR) is an exhaust after treatment emissions control technology. The system injects a reductant agent, typically ammonia, through a special catalyst into the exhaust stream of a diesel engine. The ammonia initiates a chemical reaction that converts nitrogen oxides into nitrogen, water vapour and carbon dioxide which are then expelled through the vehicle tail-pipe. There are different approaches to ammonia storage and dosing. Wet SCR dosing systems use aqueous urea as the source of ammonia; this is purchased as 'AdBlue'. This is stored in a urea tank on board the vehicles. Four companies involved in the CVTF/CBTF programmes currently offer these types of SCR systems in the UK – Eminox, HJS, Green Urban and Proventia. An alternatively designed system comprises of an ammonia generator that doses ammonia gas directly into the exhaust line. An example is the BNOx System supplied by Twin Tech Baumot and featured in the CBTF 2015 programme.

Figure 5: Illustrations of different SCR systems



The temperature window for urea injection in the SCR system is typically 250-450°C. Temperature, the amount of urea, ammonia injection design and the type of catalyst are the main factors that determine actual NO_x removal efficiency. Ammonia emissions (ammonia slip) can result from incomplete reaction of NO_x and urea. This can occur due to over-injection into the gas stream, temperatures too low for ammonia to react, or catalyst degradation. The SCR system should be designed to keep ammonia emissions to very low levels, typically less than 10ppm at any time.

The SCR system is commonly fitted after a Diesel Particulate Filter (DPF) that reduces particulate matter emissions. Continuously Regenerating Trap technology (CRT) is the most widely adopted type of DPF. This uses an oxidation catalyst in front of the filter to generate the NO₂ required to keep the filter clean. Increased primary NO₂ emissions have been an issue with installation of CRT. The latest generation of SCR catalysts (3rd generation) utilise copper zeolite catalysts that have the benefit of lowering direct NO₂ emissions. In addition, they can reduce NO_x emissions at lower exhaust temperatures, and achieve very low exhaust emissions. The systems are more compact in size enabling buses with larger engine and reduced spacing to achieve high NO_x reductions.

Amminex Emissions Technology has introduced an innovative type of ammonia storage system named the Ammonia Storage and Delivery System. Amminex system involves removing the current urea based dosing system and replacing this with an ammonia salt dosing system. The ammonia is activated by heating coils which can be mixed with the exhaust gases at a lower exhaust temperature (c200 °C) allowing an earlier emissions treatment. The ammonia is stored in cylindrical cartridges, of which two are on board the vehicle but only a single cartridge is in use at any one time, the second only being used once the initial is empty. This technology has been adopted by TfL.

Figure 6: Ammonia Storage and Delivery System



The majority of CVTF/CBTF retrofit SCR projects entailed equipment suppliers fitting on and off board monitoring systems to ensure the continued and effective performance of the SCR system. These included warning lights on the dashboard of the bus driver cabin to indicate low NO_x conversion rates and urea levels. Offboard devices included telematic systems that provided the bus operators with real time diagnostic data, received via their mobile phone and/or a PC at their depot. These systems can quickly identify system faults and maintenance issues.

5.1.1 CBTF and CVTF SCR Retrofit Projects

The most extensive application of retrofit SCR has been with buses. The CBTF and CVTF programmes funded 1,553 diesel buses to be fitted with this technology, covering 37 local authority projects. The majority of retrofits have involved Euro III buses, however Euro II, Euro VI and V buses have also been successfully converted. Euro III, II and pre-Euro Standard buses were also fitted with particle filters. A list of the local authority bus SCR retrofit projects covered in this evaluation study are listed below.

Table 5: Retrofit SCR bus projects covered in the evaluation study

Programme	Local Authority	No of vehicles funded	Euro Standard	Retrofit Technology Supplier
CBTF 2015	Blackpool City Council	30	Euro III	Eminox
CVTF 2014	Bradford Metropolitan District Council	27	Euro III	Eminox
CBTF 2013	Brighton & Hove City Council	50	Euro III	Eminox
CBTF 2015	Brighton & Hove City Council	23	Euro IV	Eminox
CBTF 2015	Centro (Birmingham)	5	Euro IV	Green Urban
CVTF 2014	Cheshire West Borough Council	2	Euro III	Green Urban
CBTF 2013	Chiltern District Council	15	Euro III	Green Urban
CBTF 2013	City of York	2	Euro II	Green Urban
CVTF 2014	Colchester Council	10	Euro III	Eminox
CVTF 2014	Coventry City Council	21	Euro III	Eminox
CBTF 2013	Gateshead/Sunderland (Go North East)	40	Euro III	Eminox
CBTF 2015	Harrogate Borough Council	10	Euro III	Eminox
CBTF 2013	Leicester City Council	32	Euro IV	HJS
CVTF 2014	Leicester City Council	5	Euro III	HJS
CBTF 2015	Leeds City Council	23	Euro IV	Eminox
CBTF 2013	Merseytravel - Liverpool City Region	29	Euro III	Eminox
CVTF 2014	Merseytravel - Liverpool City Region	12	Euro III	Green Urban
CBTF 2015	Norfolk County Council	2	Euro III	HJS
CBTF 2013	Oxford City Council	8	Euro II	HJS
CBTF 2015	Rosendale Borough Council	35	Euro III	Eminox
CBTF 2015	Sheffield City Region	25	Euro IV	Eminox
CVTF 2014	Suffolk County Council	26	Euro III	HJS
CBTF 2013	Suffolk County Council, Ipswich Council	15	Euro II	Green Urban
CBTF 2015	Sunderland City Council	14	Euro V	Eminox
CVTF 2014	Transport for London	400	Euro III	Proventia, Eminox, HJS
CBTF 2015	Transport for London	30	Euro V	HJS
CBTF 2015	Transport for London	55	Euro V	Amminex *
CBTF 2013	Transport for Greater Manchester	34	Euro III/IV	HJS
CBTF 2013	West Yorkshire Combined Authority	119	Euro III	Eminox
CVTF 2014	West Yorkshire Combined Authority	46	Euro IV	Eminox

* Ammonia storage system combined with existing SCR

Table 6: Retrofit SCR other vehicle projects covered in the evaluation study

Vehicle Class	Local Authority	No of vehicle funded	Euro Standard	Retrofit Technology Supplier
Mini-bus & cars	Brighton & Hove City Council	17	Euro 4	Green Urban
Coaches	Dudley Council	10	Euro II/III	Eminox
Fire Engine	Transport for London	1	Euro III	Proventia
Mini-bus	Merseyside	6	Euro III	Green Urban

The subsequent section of this chapter focuses on demonstrating the NO_x emission reduction performance of retrofit SCR. Commentary is additionally given to other air pollutants and greenhouse gas emissions where robust vehicle emission monitoring data was available. The largest analysis has been devoted to buses as a result of the significant amount of Government funding allocated to these vehicles.

5.1.2 Retrofit SCR Application in Buses

Retrofit SCR was fitted to a wide variety of bus models and engine variants funded through the CBTF and CVTF programmes. In the majority of cases a diesel particulate trap was also fitted to control particulate matter emissions. Projects included single and double-decker public buses, school buses and open topped tourist buses. The largest programmes have been run by Transport for London, West Yorkshire Combined Authority, Go North East, Brighton and Hove City Council and Sunderland City Council.

Various challenges were experienced by retrofit suppliers in terms of fitting their SCR systems. A common problem was that the incumbent diesel bus had been poorly maintained, meaning the vehicles required improvement work before the SCR could be fitted. This revealed the importance of appropriately inspecting buses prior to committing them for a retrofit project. Engine checks are additionally important prior to the SCR system being fitted to prevent engine failure, especially for older engines. Other challenges included sizing the SCR to achieve high NO_x reduction within the constraints of available engine spacing. This was a particular issue for buses equipped with large engines. Overall these challenges were overcome with retrofit SCR technology demonstrated to be a highly effective exhaust after treatment technology.

Vehicle emissions monitoring results for retrofit SCR projects have been derived from both on road and vehicle lab testing. This data has predominately been from testing a single bus in a bus operator's fleet on fitment of the SCR system. In service monitoring results for two retrofit buses have been also included – notably PEMS monitoring for Bradford and Leicester.

Several projects in the CBTF 2015 programme which entailed fitting the Eminox 'SCRT System', were able to provide on-road NO_x emissions for their entire retrofit SCR bus fleet. This involved the use NO_x sensors combined with exhaust flow rate measurements. For these

projects, an average NOx emission and NOx emission reduction has been calculated for each bus model in the bus operator's fleet. The projects are Rossendale Borough Council, Brighton and Hove Council, Leeds City Council, Harrogate Borough Council.

A large number of retrofit SCR bus projects deployed NOx sensors to measure daily NOx concentration reduction to demonstrate the in service performance of the SCR system. A review of this data has been provided for thirty-three bus models. The measurements relate to six months in service data.

Figure 7 shows NOx emissions for retrofit SCR Euro III, IV and V buses. For Euro III retrofitted bus tail-pipe NOx emissions range from 0.2g/km – 4.7g/km, with the majority of these buses achieving NOx emissions below 0.5g/km. Figure 8 illustrates the NOx emission reduction for the same buses. The results range from 75%-99%, the majority of projects achieving over 90% reduction in engine out NOx emissions. Euro IV retrofit SCR buses achieve very low NOx emissions between 0.3 and 1.4 g/km. The retrofit SCR systems demonstrate a 93%-97% drop in NOx emissions. Euro V retrofit SCR buses follow identical performance. Tail-pipe NOx emissions measure between 0.3g/km and 1.43g/km. The SCR systems lower engine out NOx emission between 93% and 98%.

A large number of retrofit SCR bus projects involved the use of NOx sensors to provide in service vehicle emissions monitoring and evidence of SCR performance. Most of the data is reported as NOx concentration, indicating the NOx conversion efficiency of the SCR equipment. Figure 9 shows the six-month daily average NOx concentration reduction for pre-Euro Standard to Euro V retrofitted buses, this ranges from 60%-95%. The majority of the projects demonstrate a NOx concentration reduction of more than 80% in service, indicating very good NOx conversion efficacies of the SCR systems. This corresponds to the high NOx emission reduction performance revealed by more robust monitoring techniques (Figure 8).

The results above demonstrate that retrofit SCR system are highly effective at reducing NOx emissions when fitted to Euro III, IV and V buses, and continue to perform to a high standard of NOx reduction when in service. In service NOx sensor measurements from Euro III and pre-Euro Standard buses reveal the technology can perform equally well for much older buses.

Figure 7: NOx emissions retrofit SCR buses - on road and vehicle lab monitoring

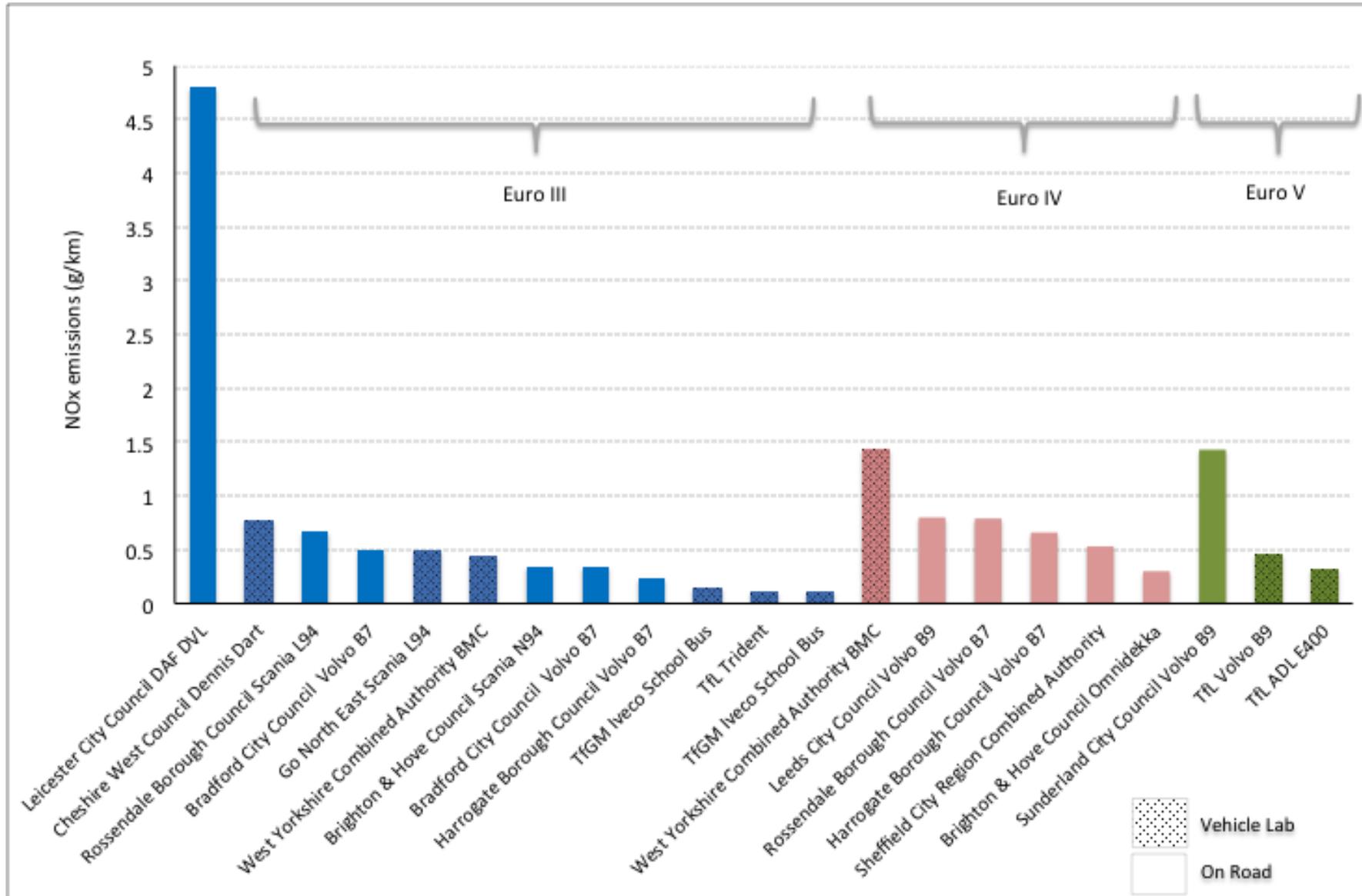


Figure 8: NOx emission reduction retrofit SCR buses - on road and vehicle lab monitoring

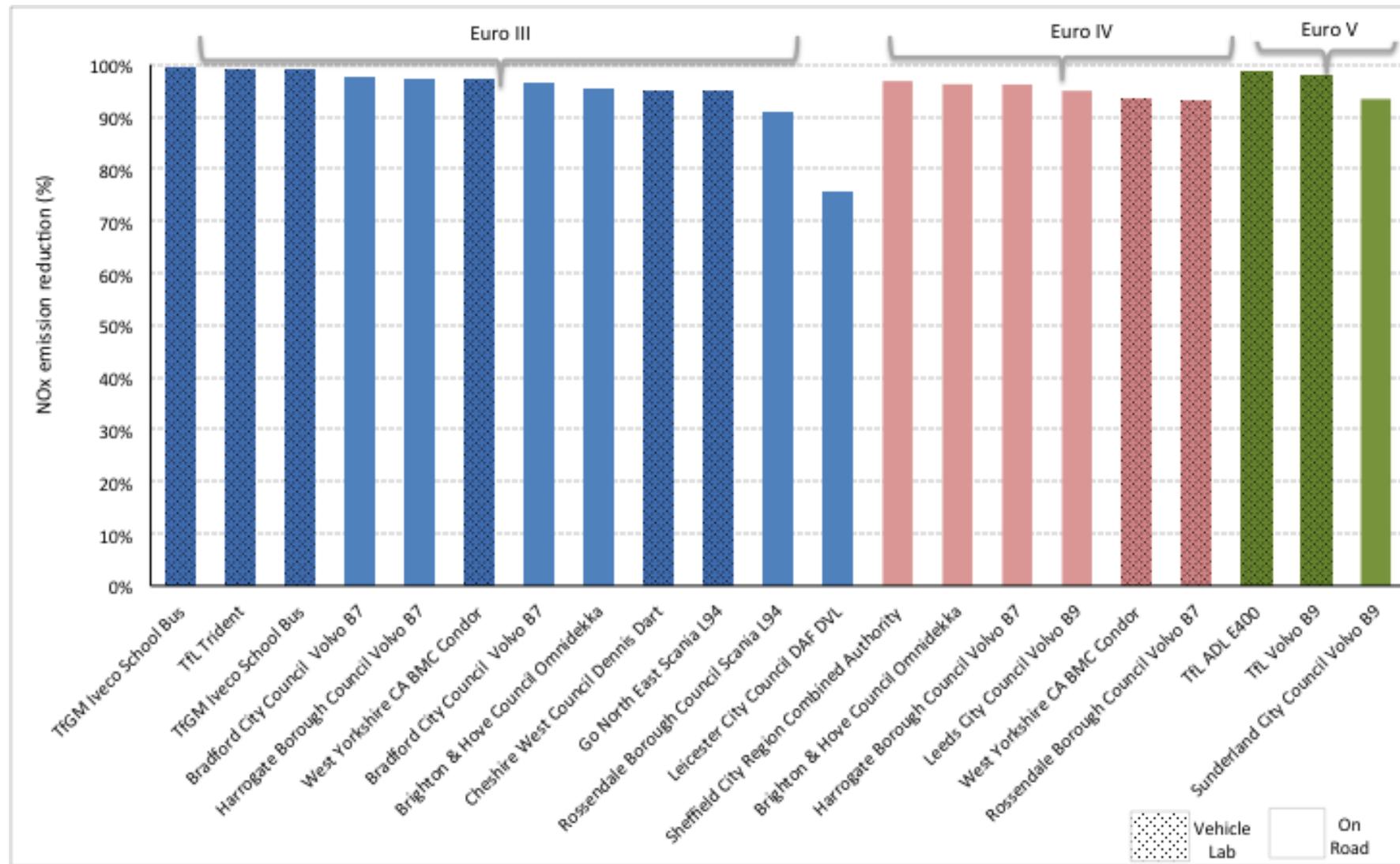


Figure 9: On road in service monitoring SCR retrofit buses - six-month NOx sensor data

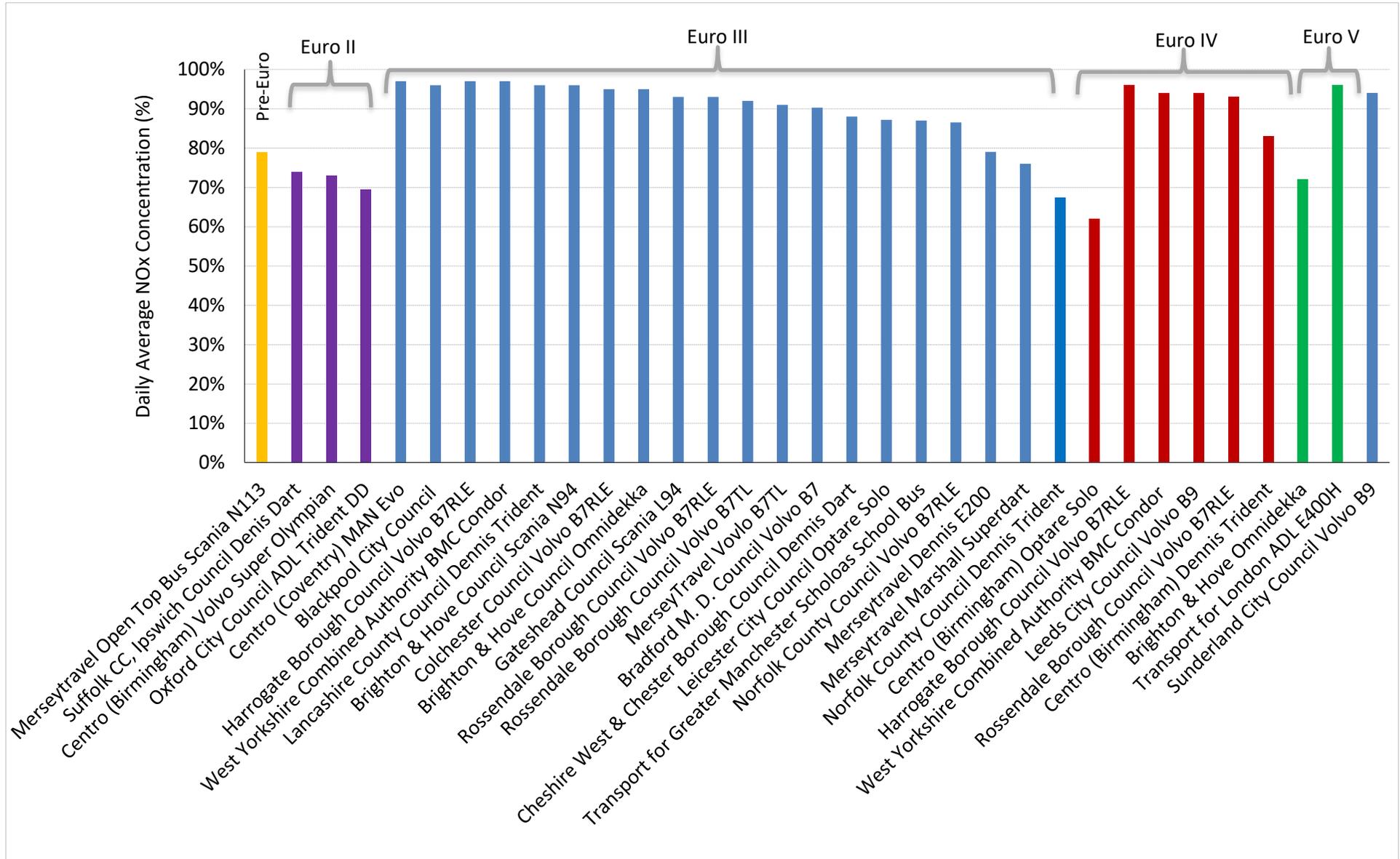


Figure 10 illustrates the performance of retrofit SCR with regards to reducing NO₂ emissions. Only a few projects measured NO₂ emissions as part of PEMS and vehicle lab monitoring. Measured NO₂ emissions are exceptionally low ranging from 0.03g/km to 0.32 g/km. High levels of NO₂ emission reduction are evident, Figure 11, with retrofit SCR systems achieving 55% to 97% NO₂ emission reduction for Euro III buses, 58% for Euro IV and 99% for Euro V.

Figure 10: NO₂ emissions retrofit SCR buses – on road and vehicle emissions monitoring

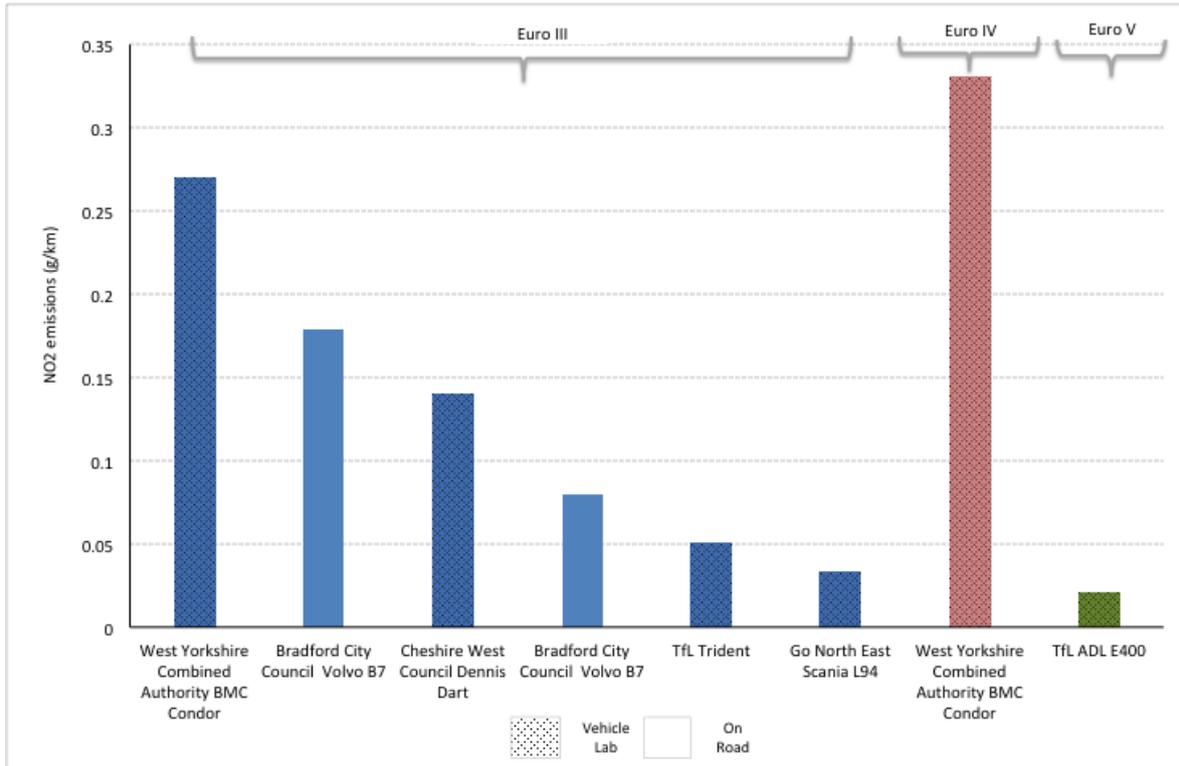
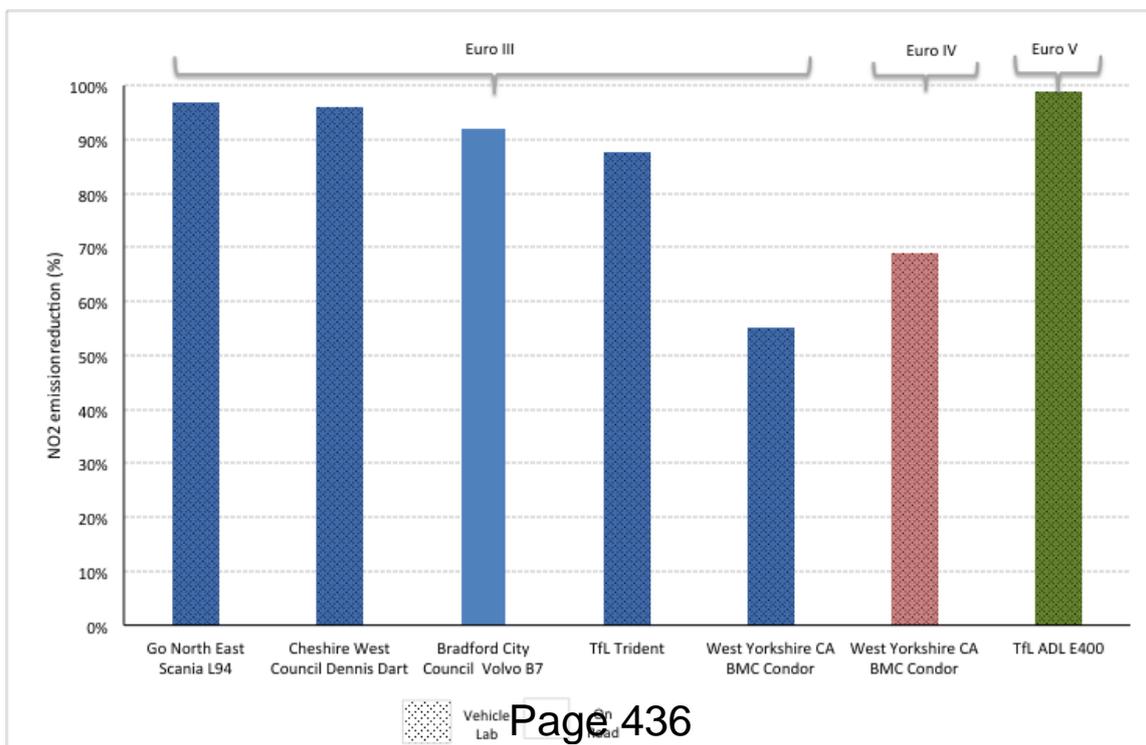


Figure 11: NO₂ emission reduction retrofit SCR buses – on road and vehicle emissions monitoring



The NO:NO₂ ratio of diesel vehicle exhaust emissions has been of interest in recent years due to evidence of increased primary NO₂ emissions. The NO:NO₂ ratio of retrofit SCR system will be influenced by the SCR catalyst specification, with the most recent designs (3rd generation) achieving lower NO₂ emissions. Given the significant NO_x emission reduction demonstrated by retrofit SCR buses in the CVTF/CBTF programmes, the NO:NO₂ ratio becomes less important.

Ammonia emissions were measured as part of vehicle lab testing for four of the retrofit SCR buses. The results were well below 10ppm, the ammonia emission limit for certified Euro VI diesel vehicles.

Figure 12 shows Euro III retrofitted buses PM (particulate matter) emissions range from 0.005 g/km – 0.25 g/km, the majority have PM emissions below 0.03 g/km. The PM emission result for Bradford is markedly higher than the other four retrofitted buses, this could be an artefact of PEMs testing as accurate PM measurement is highly challenging.

Figure 12: PM emissions retrofit SCR buses – on road and vehicle emissions monitoring

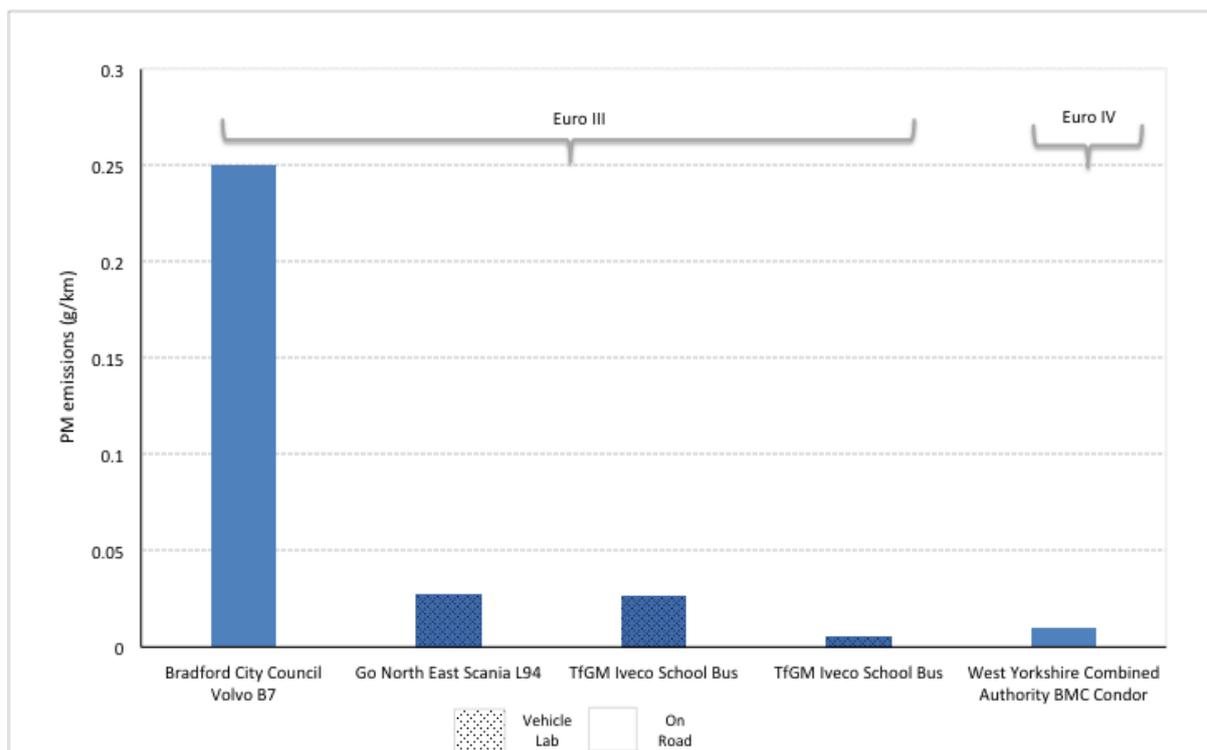


Figure 13 reveals very high PM emission reduction for the retrofit SCR buses ranging from 82%-99%. It should be highlighted that the Euro III SCR systems have been fitted with diesel particle filters.

Figure 13: PM emission reduction retrofit SCR buses – on road and vehicle emissions monitoring

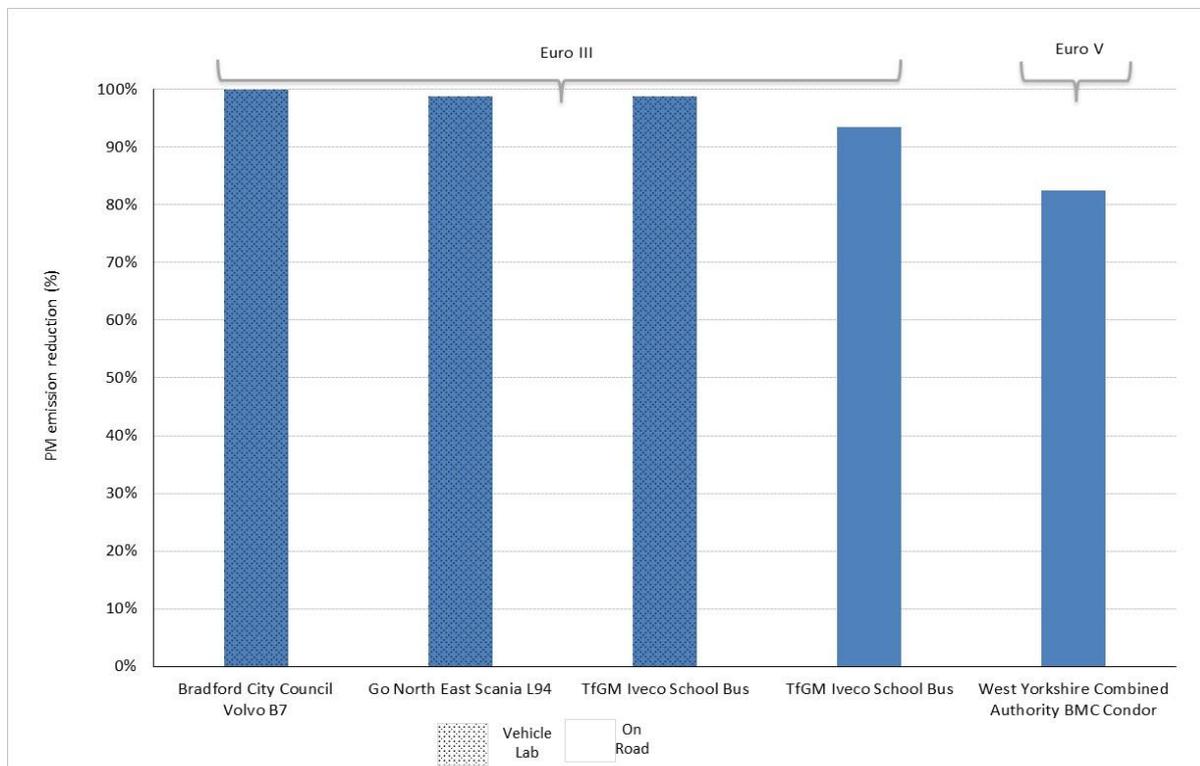
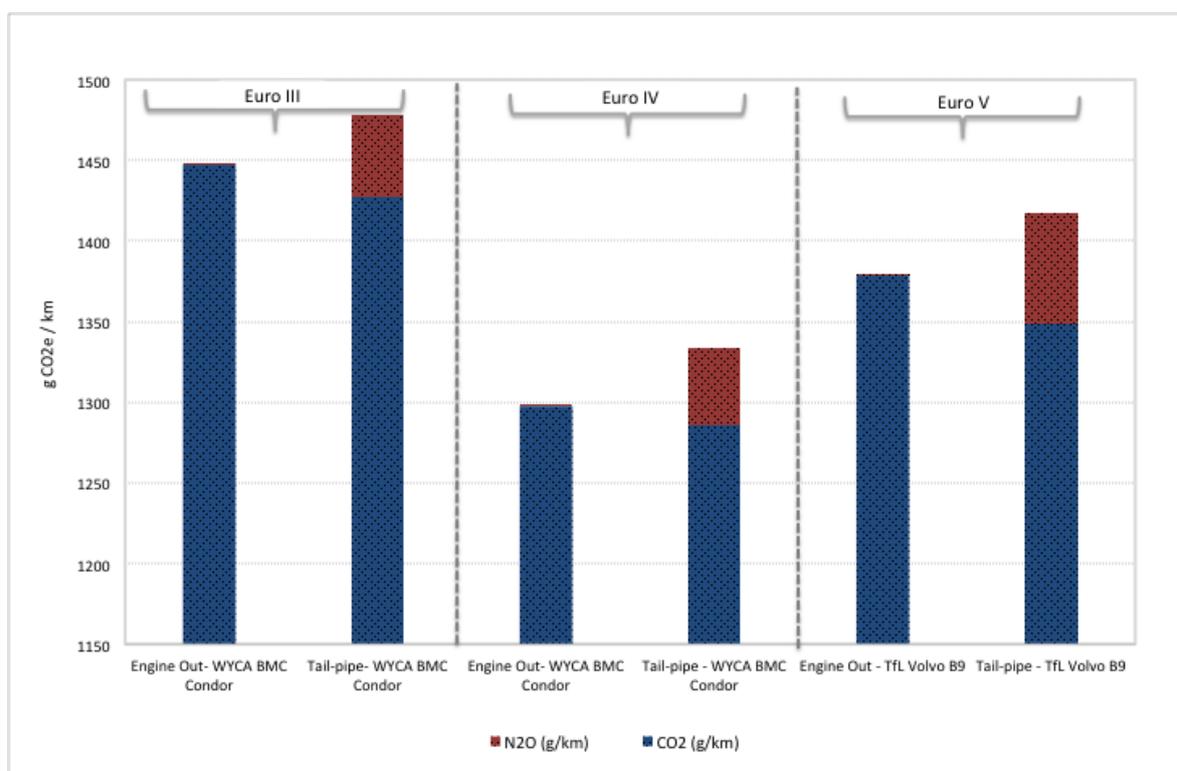


Figure 14 shows the CO₂e emissions for three buses before and after SCR fitment. CO₂ equivalent describes how much global warming a given type and amount of greenhouse gas may cause, using the functionally equivalent amount or concentration of carbon dioxide as the reference. The greenhouse gas covered are nitrous oxide (N₂O), methane (CH₄) and carbon dioxide (CO₂). In the case of exhaust emission from retrofit SCR buses nitrous oxide and carbon dioxide are of relevance.

A 3-5% increase in CO₂e emission arises following SCR fitment to Euro III, IV and V buses. This is primarily due to a higher proportion of N₂O emissions. The chemical conversion of NO_x emissions over the SCR catalyst with ammonia results in the generation of N₂O which is release in tail-pipe emissions. Catalyst formations and engine operating conditions influence N₂O emissions.

Vehicle N₂O emissions are currently unregulated in Europe and unmeasured in vehicle certification. Euro VI/6 vehicles, when fitted with SCR for NO_x abatement, will have higher N₂O emission than previous Euro Standards. Evidence is very limited at the present time, however vehicle emission testing evidence from bus engines operating to bus duty cycles indicate that N₂O emissions add in the order of 5 – 8% to their overall GHG impacts (LowCVP Low Emission Bus Certification Scheme).⁶

Figure 14: CO₂e emissions retrofit SCR buses – vehicle lab monitoring



Note: N₂O global warming potential of 298 used to calculate CO₂e.

⁶ <http://www.lowcvp.org.uk/Hubs/leb/TestingandAccreditation.htm>

5.1.3 Bus Case Studies

Transport for London

TfL successfully completed the world's largest SCR retrofit programme in 2012, retrofitting 1,015 older diesel buses operating on more than 50 routes across London. The £10m retrofit programme funded by TfL and the DfT has delivered air quality benefits to 102 of the 187 NO₂ focus areas identified by the Mayor of London.

TfL won funding under the CVTF 2014 programme to retrofit 400 Euro III buses including Volvo B7, Dennis Trident, Scania and Series II Mercedes with SCR systems equipped with new third generation catalysts. The SCR systems were supplied by three manufacturers; Eminox, HJS and Proventia. TfL was awarded further funding under the CBTF 2015 programme to retrofit the HJS system to 35 Volvo B9 Euro V buses and install the Amminex Ammonia Storage system in place of urea in 55 Enviro 400 Euro V buses. TfL set their own performance criteria of 70% reduction in NO_x emissions.

TfL worked in partnership with several bus operators including Metroline, Stagecoach, Abellio and Go-Ahead on the CVTF and CBTF retrofit projects. TfL's contractors are responsible for undertaking basic maintenance work such as replenishing AdBlue and changing particulate filters. TfL has a maintenance contract with each retrofit supplier who carries out annual service checks and repairs to the SCR system. Overall TfL has found the retrofit systems to be reliable with limited issues experienced by their contractors.

TfL's contractor Metroline has been running their Euro V buses with the Ammonia Storage and Delivery System since mid-2016. The company have found this alternative method of ammonia storage to be successful and experienced no issues. Amminex have fitted NO_x sensors to all of Metroline's buses in order to provide real time performance data of the retrofit SCR system. Metroline staff can receive this via an Amminex phone app NO_x Tracker Live – see Figure 15. The parameters measured include ammonia dosing, SCR inlet temperature and NO_x conversion. Warning lights have been installed on the buses to alert the drivers when one or both cartridges are empty. The cartridges are typically replaced every three to four days. The empty cartridges are returned to Amminex for refilling.

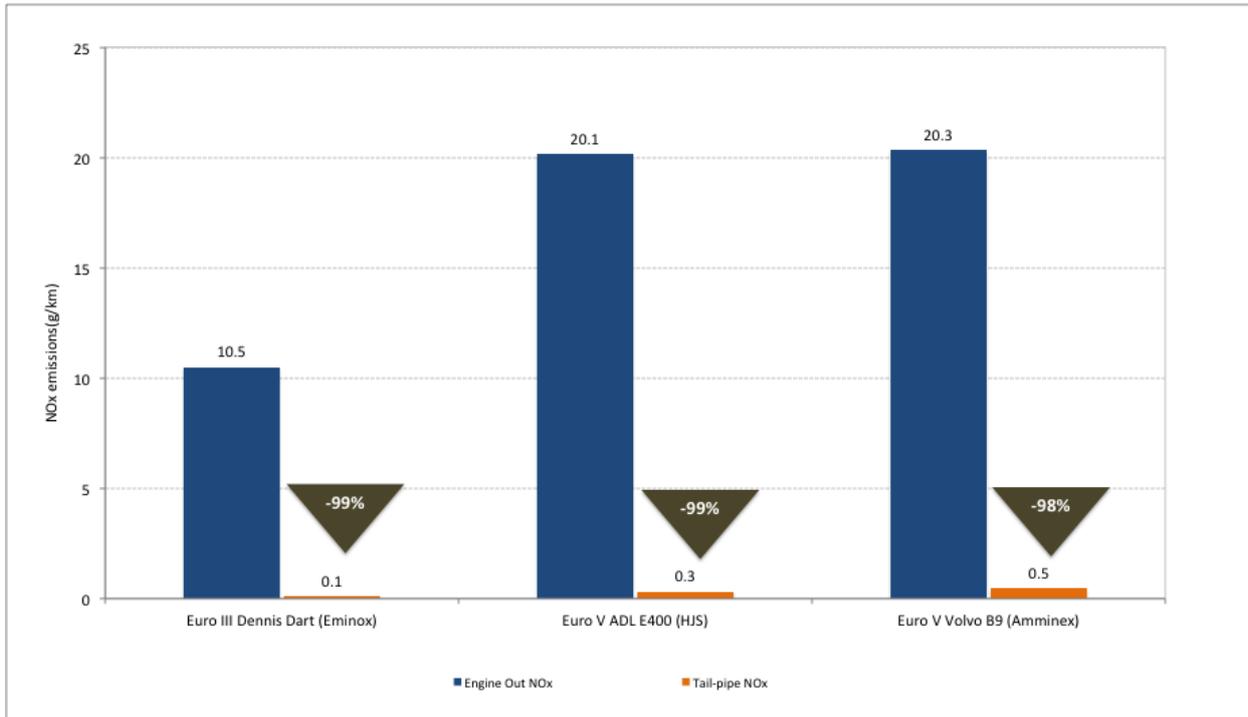
Figure 15: Amminex 'NOxTracker Live'



TfL has undertaken vehicle emission lab testing at Millbrook Proving Grounds to demonstrate the emission reduction performance of the retrofit SCR and Amminex Storage and Delivery System. The buses have been tested over the Millbrook London Transport Buses Test Cycle. Measurements were taken from engine out and tail-pipe to determine the emission reduction. A selection of buses have been equipped with NOx sensors to demonstrate the in service performance of the SCR technology. In the case of the Amminex system all 55 retrofitted Euro V buses have been fitted with NOx sensors.

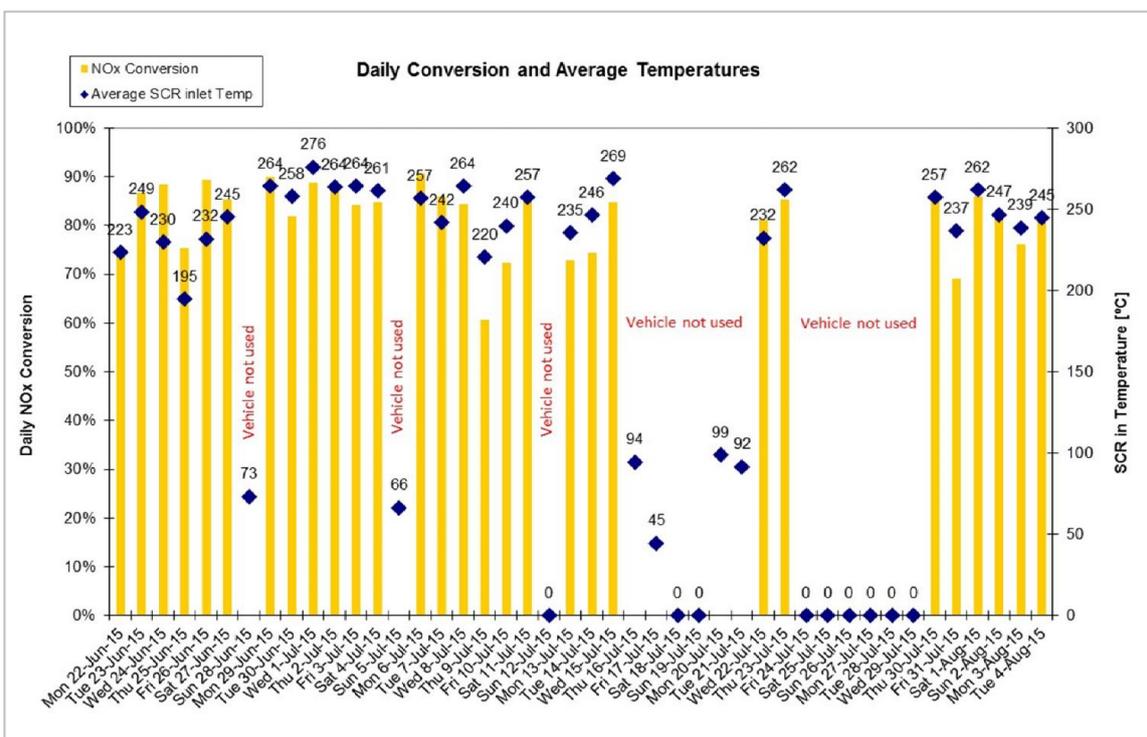
Figure 16 shows the NOx emissions for TfL's Euro III and V retrofitted buses. The Euro III bus was fitted with the Eminox 'SCRT System' achieved a NOx emission reduction of 99%. NOx emissions are exceptionally low measuring 0.1g/km. For the CBTF 2015, results for the Euro V retrofitted with the HJS SCR system are very good showing a 98% NOx emission reduction. The Amminex ammonia storage and delivery also performs very well achieving 98% NOx emissions reduction. This demonstrates that the Amminex system works as effectively as conventional aqueous urea. All three retrofit systems exceed TfL's NOx emission reduction target. NO₂ emissions were also shown to significantly reduce post SCR fitment for the Euro III and V, results are shown in Figures 10 and 11.

Figure 16: NOx emissions TfL retrofit SCR buses on fitment – vehicle lab testing



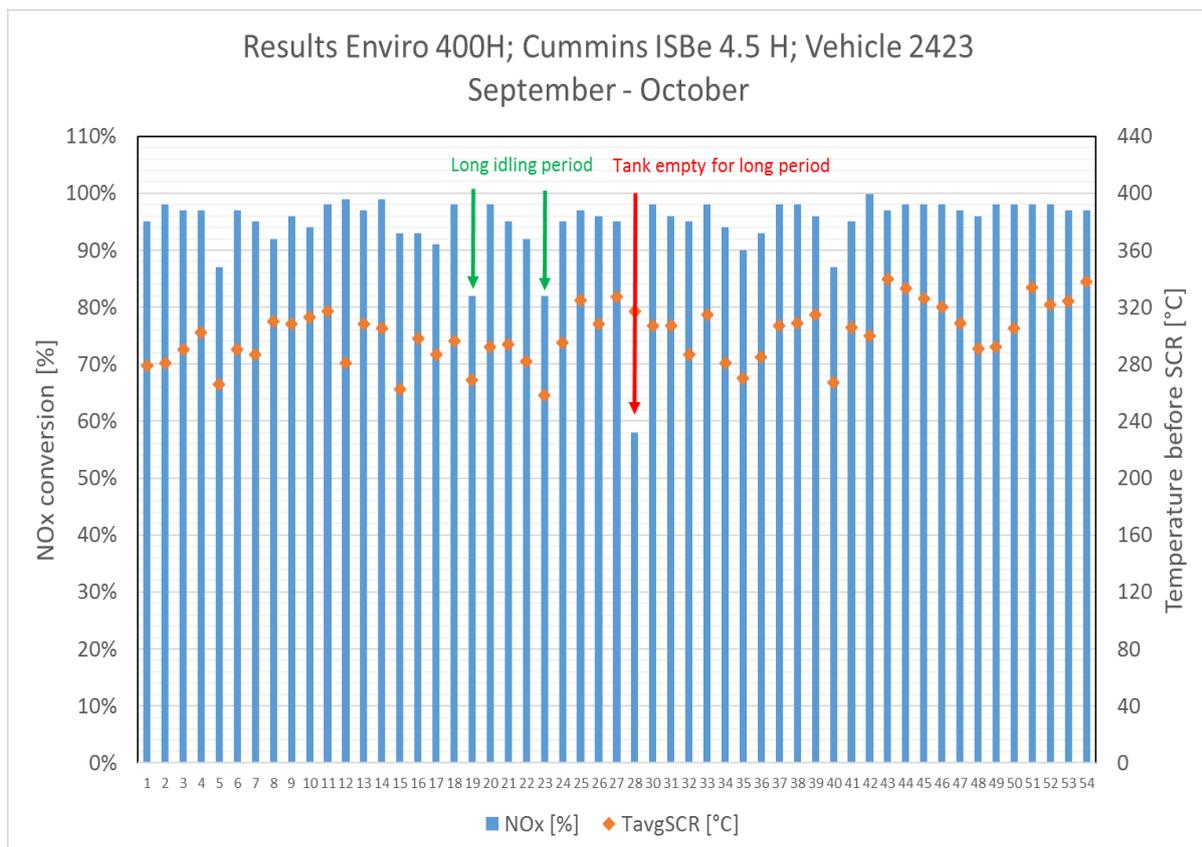
NOx sensor measurements for the Dennis Trident Euro III fitted with the Eminox SCR were undertaken between 22 June and 4 August 2015, see Figure 17. The bus was operating on a typical inner London bus route. The results show a consistently high level of daily NOx conversion ranging from 75% to 91% within the optimal exhaust temperature window, indicating effective operation of the SCR system.

Figure 17: Three month in service monitoring TfL retrofit SCR Euro III bus – on road (NOx sensor)



Daily NOx concentration reduction results for two months in 2016 for the Volvo B9 Euro V bus refitted with the HJS SCR system are shown in Figure 18. This reveals excellent in service daily NOx conversion, averaging at 96% over this period. The SCR catalyst temperature remains high throughout the two-month monitoring period, averaging at 300°C. This clearly demonstrates the system continues to perform well in service and correlates with the Millbrook testing results. The SCR system performance drops on a few occasions over this monitoring period. These occur during vehicle idling which reduces the exhaust gas temperature. Low Ad Blue levels give rise to a drop in NOx reduction, see day 28 in Figure 18.

Figure 18: Two month in service monitoring TfL retrofit SCR Euro V bus – on road (NOx sensor)



Note: NOx conversion refers to NOx concentration reduction

Six-month NOx sensor results for the 55 ADL 400H buses fitted with the Amminex system revealed a daily average NOx concentration reduction of 90% for the whole fleet. This is sound evidence that the SCR system and ammonia storage system continue to achieve a high level of NOx emission reduction in service.

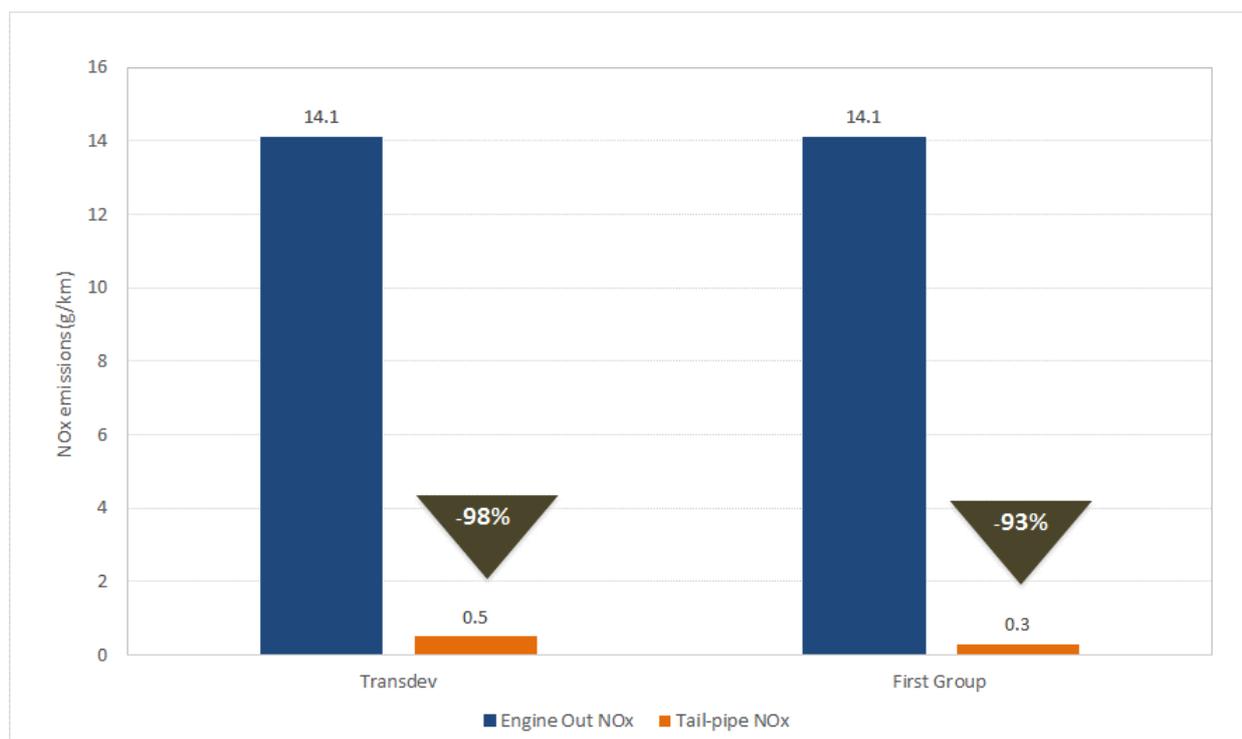
Bradford City Council

Bradford City Council retrofit SCR bus project entailed installing the Eminox ‘SCRT System’ to 11 Euro III double deck Volvo B7 buses in First Group’s fleet, and 14 Euro III single deck Volvo B7 buses in Transdev fleet. Eminox claimed to achieve an 80% reduction in NOx emissions. The fitments were completed in December 2015. In advance of the SCR system being fitted to the First Group buses, the vehicles were inspected and found they had to undergo maintenance work to get these up to an appropriate standard for the SCR system to be installed. Both First Group and Transdev have an annual maintenance contract with Eminox, and carry out in house maintenance work such as cleaning particle filters and regularly topping up of AdBlue.

Bradford City Council deployed on road testing, both PEMS and NOx sensors, on a retrofit Volvo bus from each operators’ fleet to determine the performance of the Eminox SCRT system. PEMS testing was undertaken by Emissions Analytics. The First Group retrofitted Volvo bus test programme was conducted between 29 September and 29 October 2015. The vehicle was tested before and after the SCRT system was installed. A bus route in Bradford city centre was chosen for the test run. It was 4.3 miles long, takes approximately 24 minutes to drive at an average speed of 10.6 mph.

PEMS testing was carried for the Transdev retrofitted Volvo bus in July 2016. In this test programme, no baseline measurements were undertaken. Route 662 running from Keighley to Bradford was used for the testing exercise. The route was 9.2 miles long and took approximately 47 minutes to drive at an average speed of 12.0 mph. The baseline PEMS results for the First Group bus have been used for illustrative purposes to demonstrate the NOx emission reduction performance of the retrofit SCR on the Transdev bus.

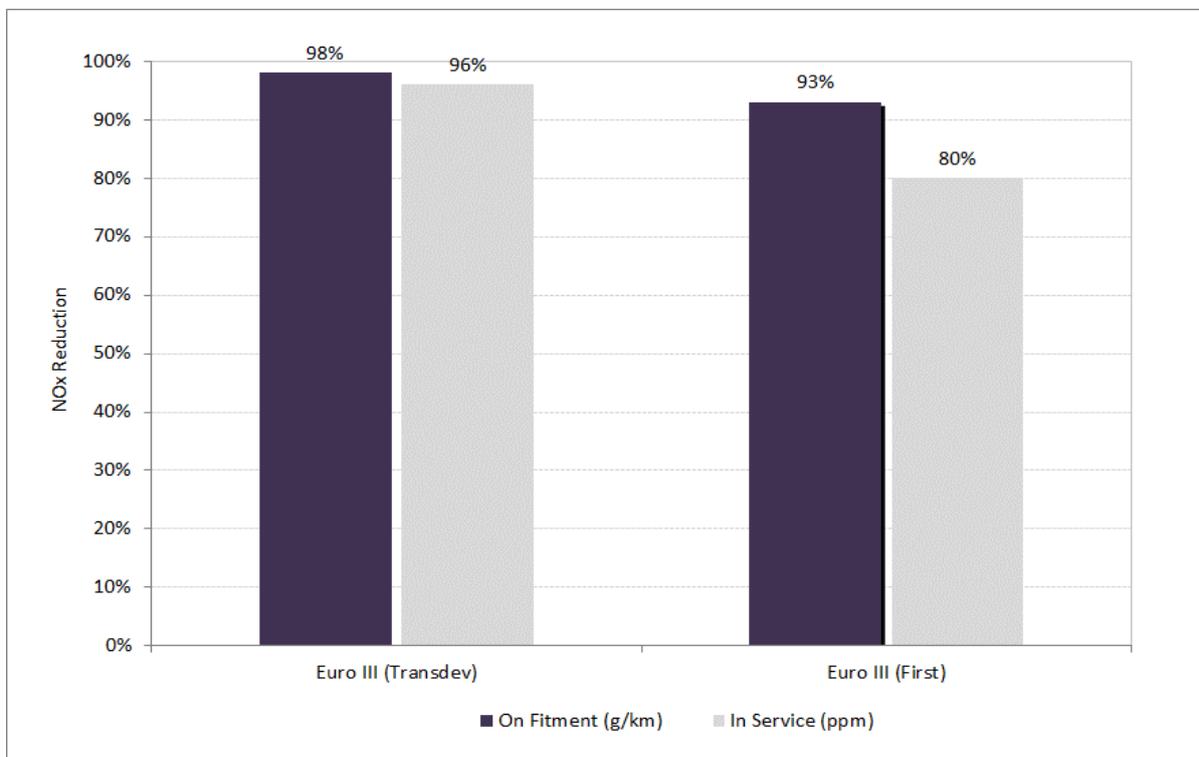
Figure 19: NOx emissions Bradford retrofit SCR Euro III buses – on road (PEMS)



The results of the PEMS testing, Figure 19 reveal very low NO_x emissions for SCR retrofitted buses measuring between 0.3 and 0.5g/km, achieving in the order of 98% reduction in NO_x emissions post fitment. This demonstrates the SCR system is achieving equipment suppliers' performance target on fitment and in service. PEMS testing also revealed high NO₂ and PM reduction on fitment and in service for the retrofitted buses.

Eminox installed NO_x sensors on the two retrofitted buses to enable the in service performance of the SCR system to be demonstrated. The daily NO_x conversion was measured after six months after the SCR fitments. Figure 20 reveals the high NO_x conversion rate of both SCR systems in service (80%-96%). This is in line with the NO_x emission reduction shown by the PEMS testing for both retrofitted Volvo buses. These results provide good evidence that the Eminox 'SCRT System' is performing well at reducing NO_x emissions under day-to-day driving conditions.

Figure 20: In service monitoring of Bradford retrofit SCR Euro III bus – on road



Transport for Greater Manchester Case Study – School Buses

Transport for Greater Manchester (TfGM) were awarded funding under the CBTF 2013 and CBTF 2015 programme to retrofit SCR to 41 Euro III and IV Iveco buses, as part of their fleet of 93 Yellow School buses. These vehicles operate on dedicated school services across Greater Manchester, which covers their AQMA. Two suppliers were chosen for these projects; Twintech Baumot and HJS.

Stagecoach are one of TfGM’s contracted school bus operators. The company provided two Iveco Scolabuses to serve as ‘prototypes’ as the vehicles frequently run with low exhaust temperatures. Exhaust gas temperature measuring equipment was installed to monitor the temperature profile of the school buses and allow the suppliers to develop a bespoke solution. Each prototype bus was fitted the HJS and



Twintech Baumot SCR system and taken to Millbrook Proving Grounds for vehicle emission lab testing in 2015. This provided a NOx emission benchmark that the suppliers had to ensure their system could continue to perform against. The Scolabus bus fitted with the Twintech Baumot system was retested at Millbrook after two years in service.

Figure 21: NOx emissions TfGM retrofit SCR Euro III buses, on fitment & in service – vehicle lab testing

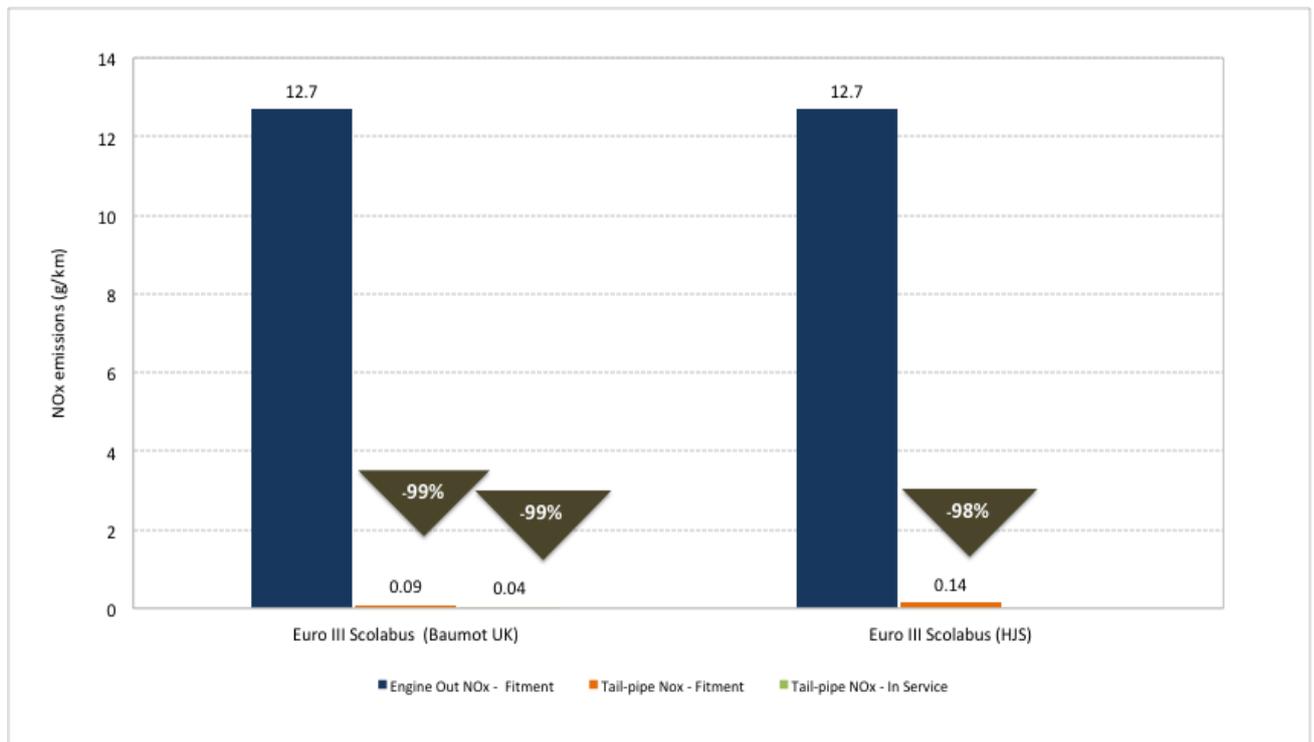


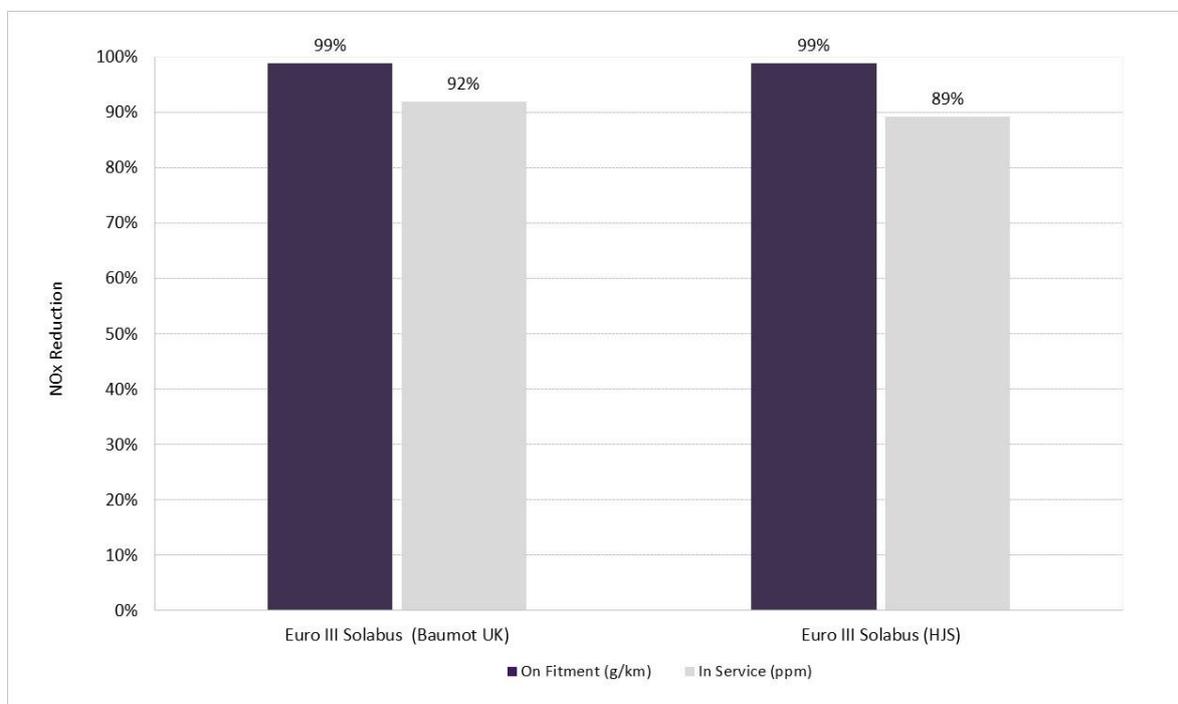
Figure 21 shows the HJS and Twintech Baumot SCR system achieved very high NOx emission reductions of 99%. The Twintech Baumot system continues to perform successfully after two years in service, achieving 92% NOx emission reduction. Tail-pipe NOx emission remain exceptionally low. Table 7 shows that NO₂ and PM emissions continue to be at low levels following two years in service, again demonstrating that the SCR system continues to perform successfully.

Table 7: Vehicle emissions testing results Twintech Baumot SCR system on fitment and in service

	NOx (g/km)	PM (g/km)	CO ₂ (g/km)
On Fitment	0.09	0.03	1288
In Service	0.04	0.02	1309

Further evidence of the in service performance of the HJS and Twintech retrofit SCR systems is demonstrated by NOx sensor readings. Figure 22 compares the NOx emission reduction measured at Millbrook Proving Grounds with the six-month daily average NOx concentration for Solabuses fitted with the HJS and Twintech Baumot systems. The in service measurements reveal excellent comparability to the vehicle lab testing results, demonstrating the on-going effective operational of both retrofit SCR systems.

Figure 22: In service performance TfGM retrofit SCR Euro III buses - on road (NOx sensor)



A number of challenges were experienced following the fitment of the initial SCR systems on the Scolabuses. These included problems mounting SCR components (AdBlue tank and exhaust system) due to variations in the age and chassis layout of TfGM's bus fleet, and component ECU failures. This meant more development work was required to resolve these problems. Various adaptations were undertaken to adequately fit components onto the chassis. A saloon heater was also installed on the buses to help increase engine temperature and urea dosing in the mornings and the Twintech Baumot B-NOx system was upgraded from a 12v to a 24v system which greatly improved the system reliability. TfGM has undertaken a number of measures to help ensure the effective performance of the SCR systems, and further reduce exhaust emissions:

- In service monitoring of emissions performance data and system reliability. The 41 retrofitted school buses are fitted with NOx sensors. Telematics will be fitted to the Twintech Baumot retrofitted buses to enable real time SCR performance monitoring and fault detection.
- Installation of idle limiters, to help reduce engine idling time, conserve fuel and reduce harmful emissions.
- Installation of fast acting windscreen de-misting equipment to reduce the need to operate engines prior to commencing the journey.

Maintenance of the buses is undertaken by HJS and TwinTech Baumot. Stagecoach will be taking over maintenance arrangements from TwinTech Baumot and are arranging training courses for their staff. Stagecoach and TfGM carry out basic maintenance work to ensure the continued high performance of the SCR systems which includes inspecting and cleaning DPFs every 28 days. AdBlue is topped up weekly; the annual cost of urea is not considered significant. Engine maintenance is regarded by TfGM as essential. Engine faults can damage the SCR system and also result in higher than expected emission levels. TfGM intend to build a maintenance regime into the contract agreement for operation of their school buses to ensure correct maintenance of the SCR systems is maintained.

The HJS and Twintech Baumot SCR systems have not caused any changes to the normal maintenance regime of the Scolabuses. TfGM has not seen any change in the fuel consumption of their school buses post SCR fitment. Encouragingly TfGM have not observed a drop in performance in the two SCR systems over the last two years; this is demonstrated in the in-service monitoring data presented for this case study.

5.1.4 Retrofit SCR Application – Coaches

Dudley Metropolitan Council was awarded funding under the CVTF 2014 programme to retrofit the EminoX 'SCRT System' to 10 coaches, 7 Euro II and 3 Euro III, operated by Prospect Coaches (West) Ltd. The coaches transport students to college and school children to swimming lessons and other curricular activities. The SCR fitments were completed in August 2015. EminoX claimed their 'SCRT System' could achieve a NOx reduction of 94% for the Euro III and the Euro II coaches.

The performance of the retrofit SCR coaches has been determined using NOx sensors in conjunction with exhaust flow rate and odometer readings. NOx sensors were fitted to two Euro II and two Euro III retrofitted coaches. NOx emission monitoring was conducted on commissioning of the retrofitted coaches, six and twelve months after fitment. The monitoring exercises were undertaken on a coach route in Dudley specified by Prospect (West) Coaches Ltd. With an average speed of 13mph - 15mph.

Figure 23 shows NOx emissions at engine out and tail-pipe for one Euro III coach on SCRT fitment then at six and twelve months in service. The Euro III coach demonstrates a 99% NOx emission reduction on SCRT fitment, this lowers marginally to 97% at six and twelve months in service. This aligns with EminoX's claimed NOx emission reduction target. A noticeable increase in engine out NOx emissions arises after one year in service; nevertheless tail-pipe NOx emissions maintain a very low level. These results demonstrate the EminoX 'SCRT System' remains to be consistent and effective in abating NOx emissions.

Figure 23: NOx emissions Dudley retrofit SCRT Euro III coach – on fitment and in service (NOx sensor)

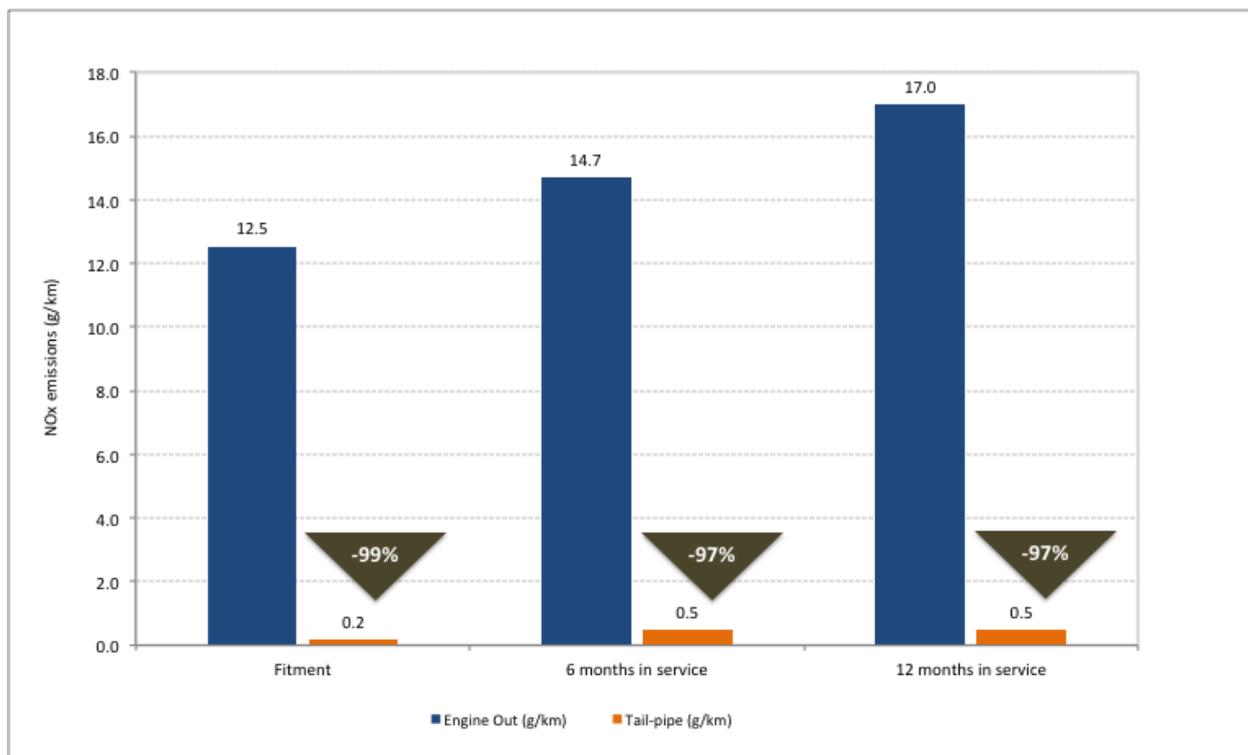


Figure 24: NOx emissions Dudley retrofit SCRT Euro II coach – on fitment and in service (NOx sensor)

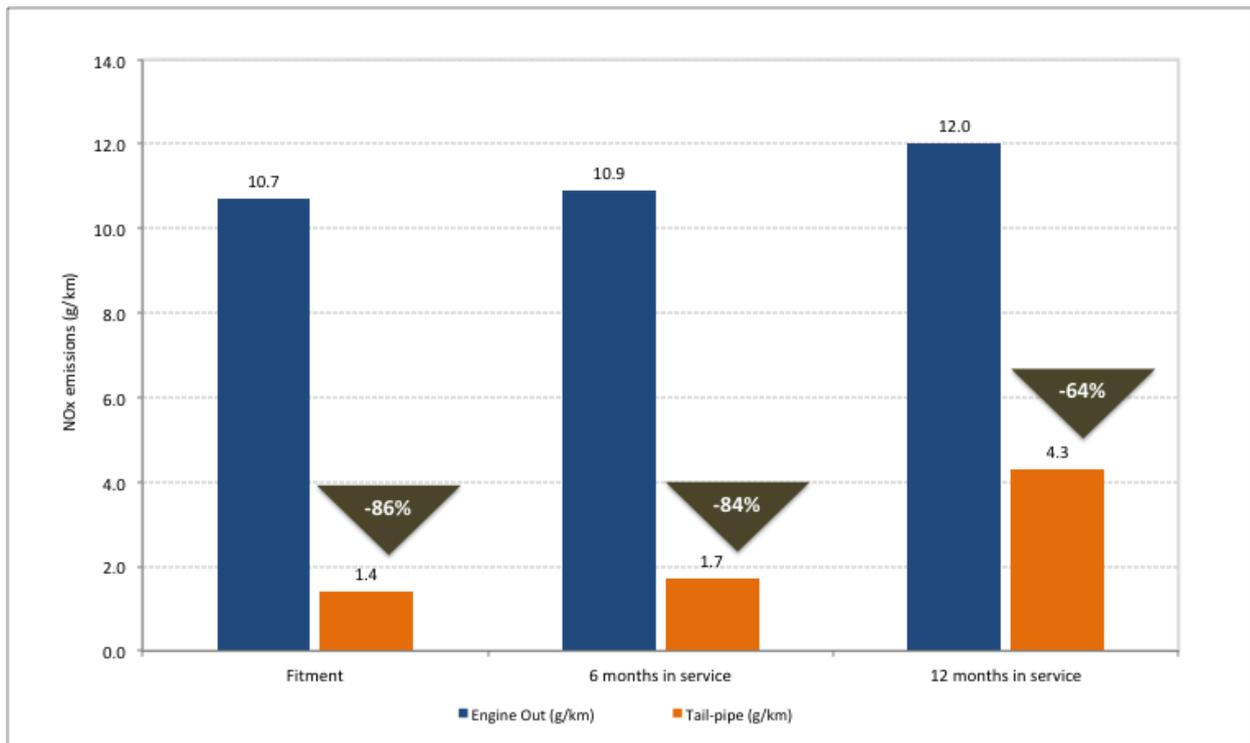
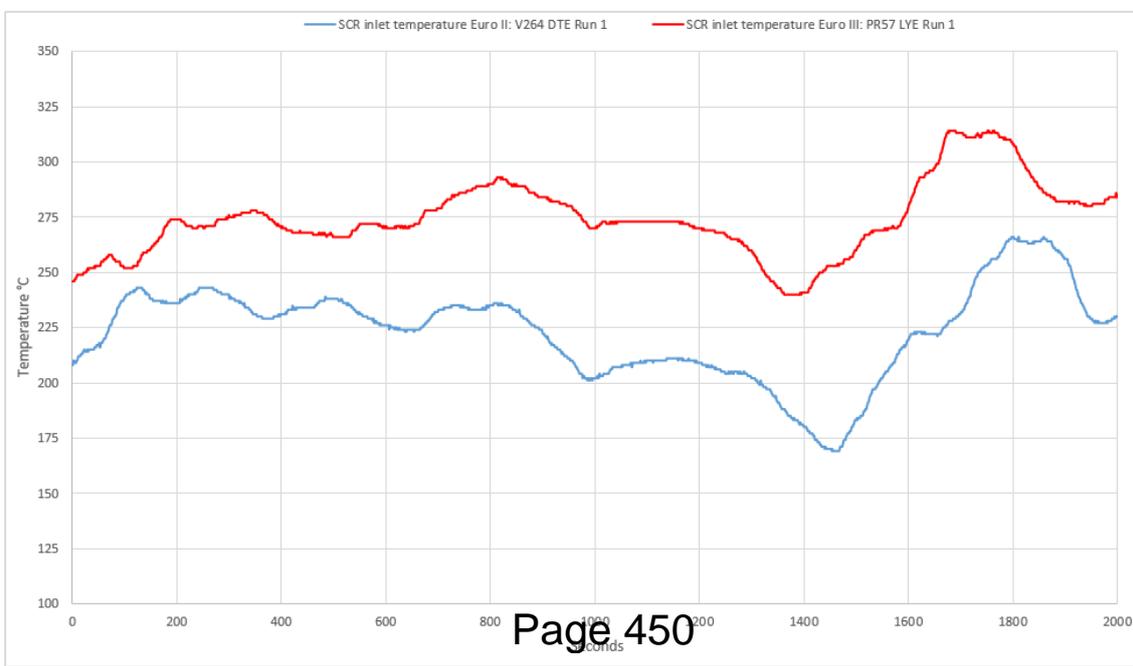


Figure 24 shows the retrofit SCR Euro II coach achieves a good level of NOx reduction, albeit lower than the retrofitted Euro III coach. The performance of the SCR system falls by around 20% after the first year in operation. The retrofitted Euro II coach does not meet EminoX’s original NOx reduction claim of 94%. This has been attributed to the lower exhaust gas temperature of the Euro II coach, this was observed to drop below the SCR system’s injection temperature during the vehicle emission testing exercises. The temperature monitoring data in Figure 25 illustrates the difference in exhaust gas temperature between the Euro II and Euro III coach.

Figure 25: SCR temperature profile Euro II and III coach at 6 months in service monitoring

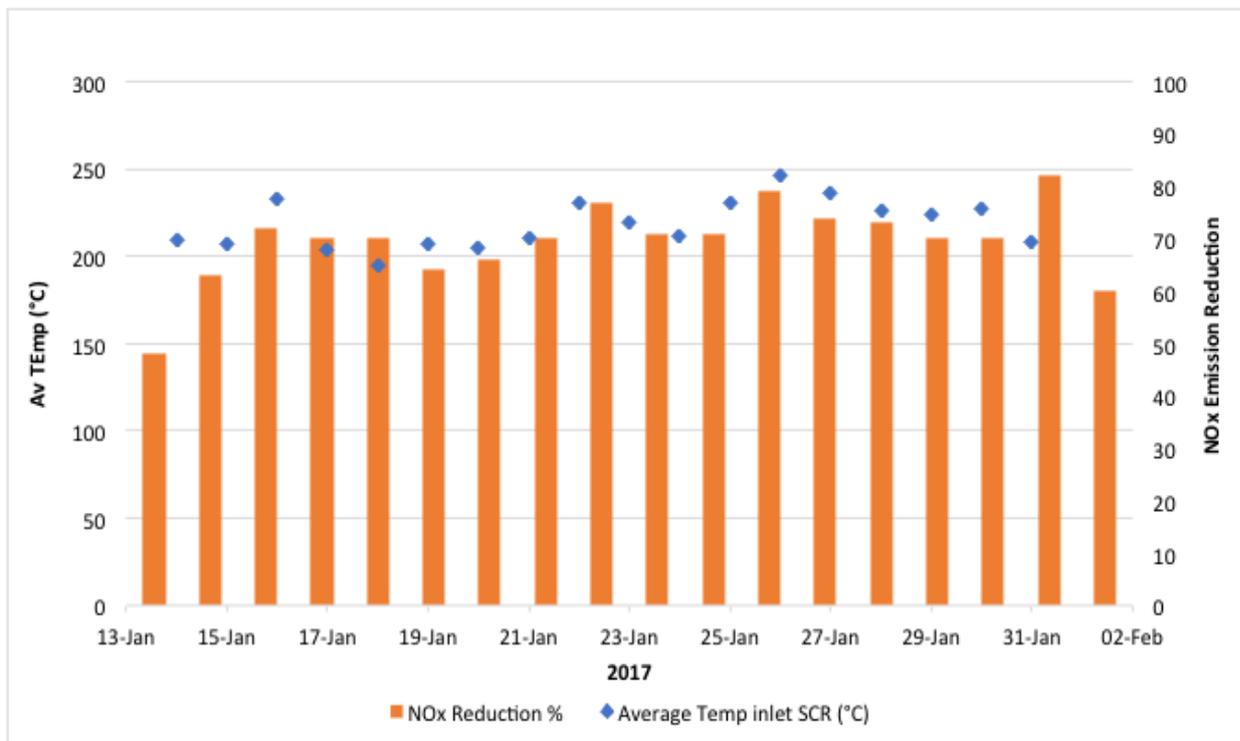


5.1.5 Retrofit SCR Application - Fire Engine

TfL was awarded funding in the CVTF programme to run a trial with the London Fire Brigade to retrofit SCR to a Euro III fire engine. The SCR system was supplied by Proventia who claimed a NOx emission reduction target of 70%.

The SCR system was installed in the fire engine in 2015. This was an ambitious project due to the short daily duty cycle (20-60 minutes) and mileage of the fire engine and the ability of the SCR system to perform within a lower exhaust temperature profile. Proventia has fitted the fire engine with NOx sensors and telemetry, proving real time performance of the SCR to London Fire Brigade staff via a phone app. The real-time monitoring system measures a variety of parameters including NOx conversion, NOx emissions, SCR inlet temperature and urea dosing. The fire engine has been operating successfully and demonstrated an average daily NOx emission reduction of 72% during January 2017, operating at an average temperature of 220°C, see Figure 26. On a few occasions, the SCR performance drops below 70%. Tail-pipe NOx emission ranged from 0.4g/km to 3.8g/km, with the average over the month of January at 2.7 g/km.

Figure 26: In service performance retrofit SCR Euro III fire engine 2017 – NOx sensor



5.1.6 Retrofit SCR Application – Van Based Mini-Buses and Cars

Two CVTF 2014 projects entailed retrofitting SCR system to light duty vehicles in Merseyside Travel and Brighton and City Council. In both cases the SCR systems were supplied by Green Urban with a NOx emission reduction claim of 75%.

The Merseyside Travel project involved retrofitting seven mini-buses operated by Halton Borough Council. The NOx concentration for one retrofit mini-buses was measured after six months in service using NOx sensors. This achieved an 84% reduction in NOx concentration, demonstrating the effective functionality of the SCR system during every day driving conditions.

Brighton and Hove City Council programme entailed fitting the Green Urban 'ecoNOxT' SCR technology to 17 mini-cabs comprising of eleven Euro 4 and 5 van based mini-buses (Ford Transit, Fiat Scudo, VW Transporter, Renault Traffic, Peugeot Expert) and six Euro 4 cars (Skoda Octavia). Green Urban claimed an 75% reduction in NOx emissions could be achieved from their SCR system.

This project involves the innovative application of SCR technology to light duty vehicles that experience significant frequencies of low temperature exhaust gas on their daily driving routes in Brighton. Normally this would reduce dosing of AdBlue and lower the operational performance of SCR. Bespoke and compact SCR systems were designed by Green Urban that had added insulation to accommodate the lower exhaust operating temperatures of the minibuses and cars. Prototype SCR systems were first produced and trialled before the final designed systems were fitted to all the vehicles. One of the main technical challenges with installing the SCR system in a Skoda Octavia was locating space to fit the AdBlue tank. The limited engine space in cars makes the application of SCR difficult, hence why this exhaust after treatment system is typically adopted in medium and large sized cars to achieve the Euro 6 emission standard. In the case of the Octavia Skoda, an estate car, the AdBlue tank was positioned under the bonnet, next to the battery. This made refilling the tank relatively straightforward for the driver. The mini-cabs are all fitted with on-board diagnostics systems that are linked to warning lights on the driver's vehicle dashboard to alert when AdBlue requires topping up or if there is a fault of the SCR system.

Brighton and Hove City Council worked in partnership with local taxi firm, CityCabs, to deliver the retrofit project. The mini-cabs are predominantly used for community transport services that cover a variety routes in Brighton including city, dual carriage and rural routes. A few challenges encountered by the Council and Green Urban were the time taken to get the vehicles released by the local taxi drivers for installing the SCR system, and addressing concerns from the drivers that the retrofit SCR might damage their vehicles. Brighton City Council and Green Urban successfully overcame these issues and the majority of mini-cabs are now in service.

Brighton and Hove City Council commissioned vehicle lab testing for two mini-cabs to demonstrate the performance of the Green Urban ecoNOxT SCR system - a Euro 4 VW Transporter and the Euro 4 Skoda car. Both vehicles were tested at MIRA using World Harmonised Light Duty Test Cycle (WLTC). The VW Transporter was tested in January 2016 and the Skoda car in June 2017. The results for the VW Transporter are presented in Figure 27 and Table 8.

The Green Urban ecoNOxT SCR system achieved a 74% reduction in NOx emissions, with tail-pipe NOx emissions measuring 0.3g/km. Whilst this is below the supplier's original claim of 80% reduction, this takes into account the unexpectedly high baseline NOx emissions for the VW Transporter. These are well above the NOx emission limit for Euro 4 vans, with a baseline of 1300mg. It is well known that the Euro 4 and 5 diesel vehicles have not performed under real world driving conditions in terms of achieving the regulated NOx emission limits. This is evident from the VW Transport vehicle emission test results. With regards to other air pollutants, see Table 7, NO₂ emissions reduced by 100% and PM emissions by 22% post SCR fitment. There has been no change in CO₂ emissions.

Figure 27: NOx emissions Brighton and Hove retrofit SCR Euro 4 mini-bus taxi – vehicle lab testing

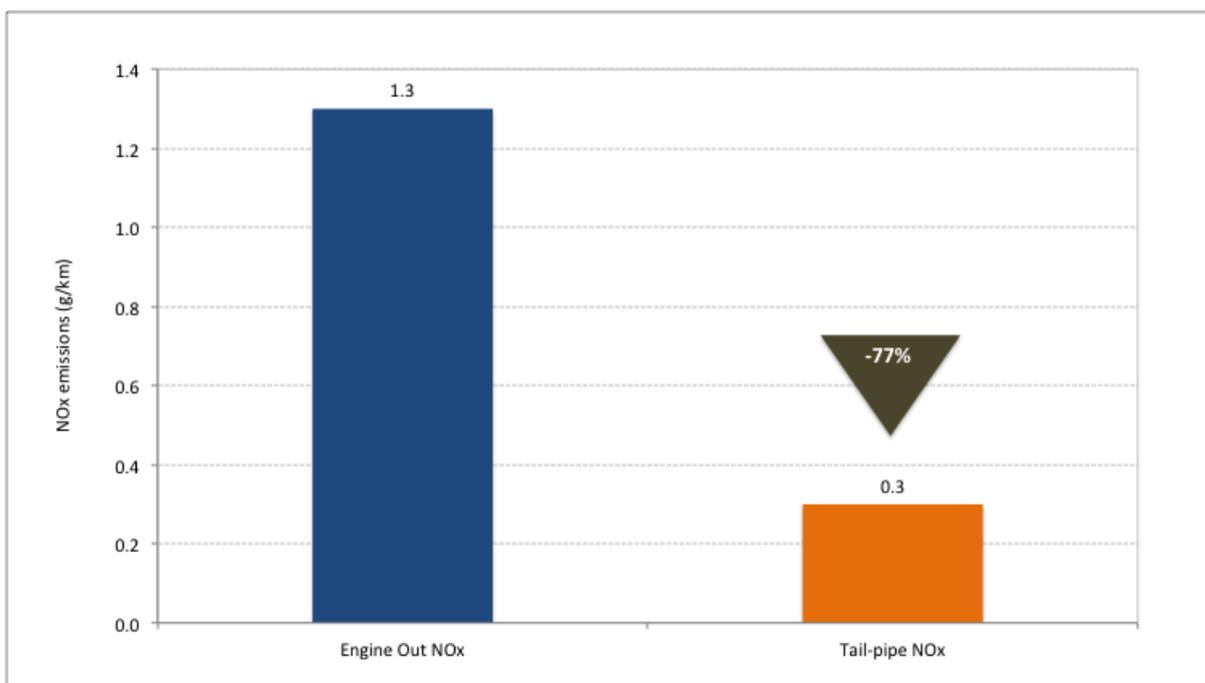
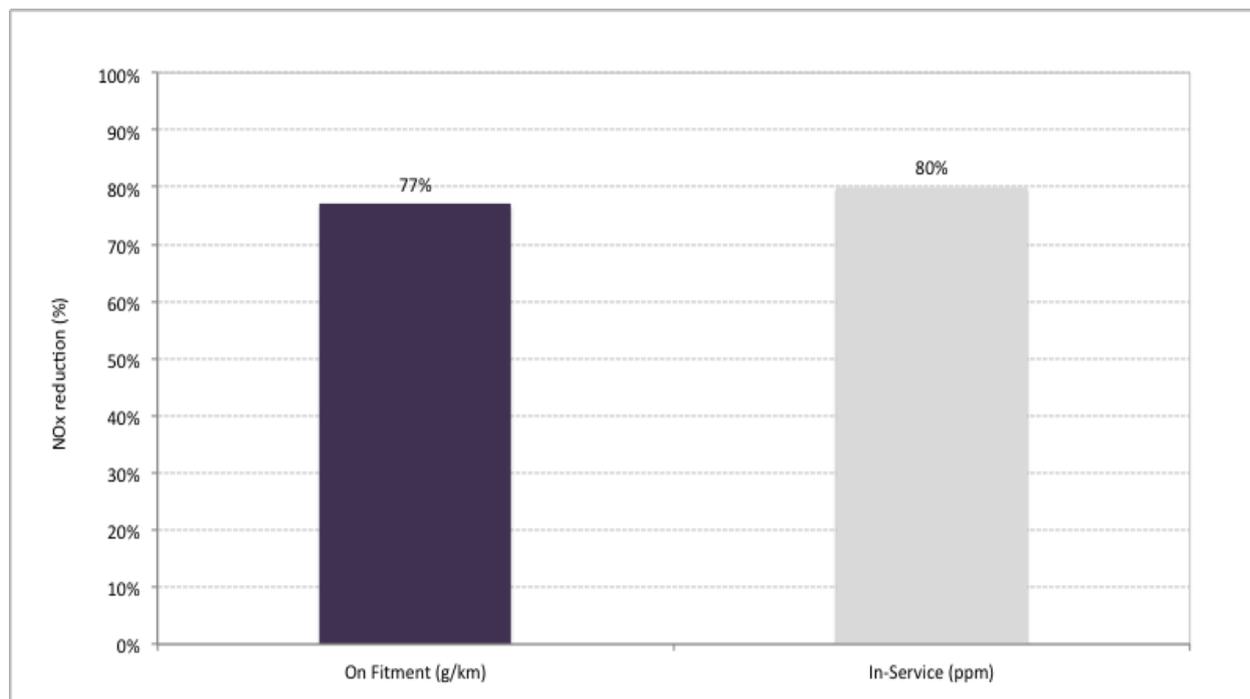


Table 8: Brighton and Hove retrofit SCR Euro 4 mini-bus taxi vehicle lab testing results

	NO ₂ (g/km)	PM (g/km)	CO ₂ (g/km)
Engine Out	1.01	0.02	198
Tail-pipe	0.001	0.01	198
% change(+/-)	- 100%	- 22%	0

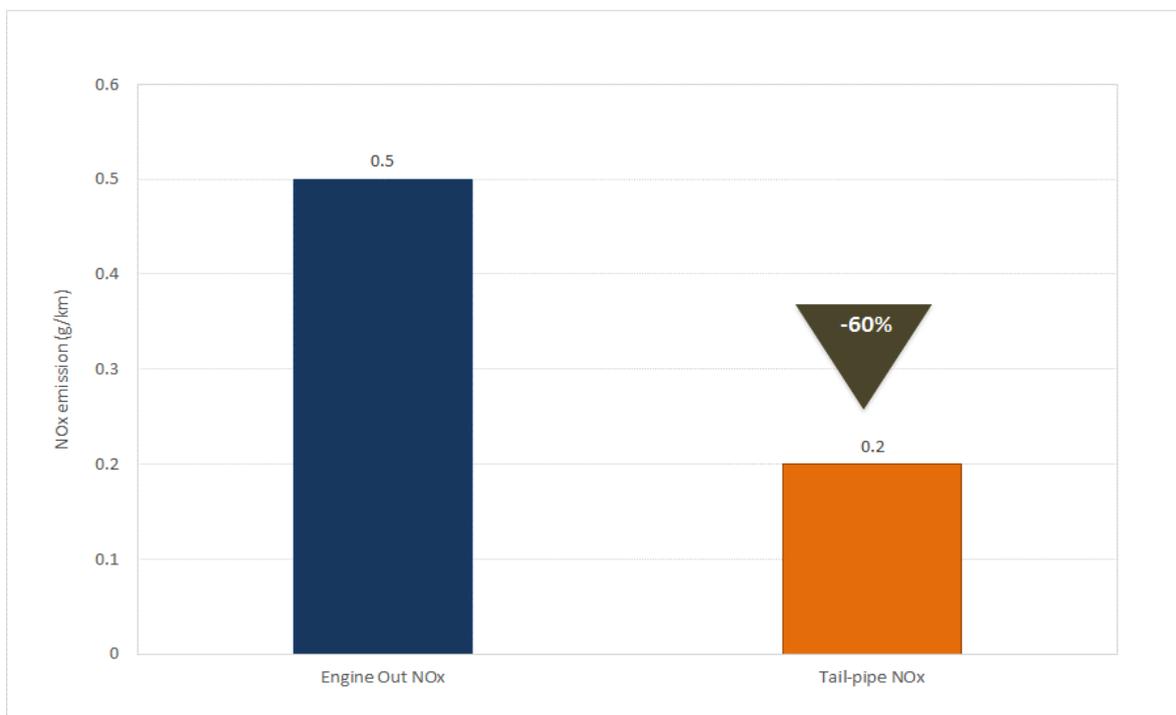
Green Urban fitted NO_x sensors to several of the mini-cabs measuring NO_x concentration. Figure 28 compares the six month daily average NO_x concentration reduction for the VW Transport, and the NO_x emission reduction measured by vehicle lab testing. The NO_x sensor data reveals the Green Urban SCR system is performing well under real world driving conditions, achieving an 80% NO_x conversion rate.

Figure 28: In service SCR performance Brighton and Hove retrofit SCR Euro 4 mini-bus taxi

The NO_x emission testing results for the retrofit SCR Euro 4 car are shown in Figure 29. The SCR system gives rise to a 65% reduction in NO_x emissions, with tail-pipe emission measuring 0.2 g/km. Whilst this is below Green Urban's target of 75% NO_x reduction, the achievement is encouraging given that this is a prototype retrofit SCR system for cars. Green Urban has made various design improvements to their ecoNO_xT SCR for cars over the last twelve months including improved injectors and adoption of a catalyst that performs better under lower engine temperature conditions. The company have suggested an increase in NO_x emission reduction of 85-95%, vehicle emission testing is required to demonstrate this enhancement in SCR performance. In service NO_x sensor data has yet to be made available for this vehicle.

Regarding other air pollutant emissions, NO₂ was not measured, PM emission results showed no change post SCR fitment. This is likely to be due to the fact that a particle filter was not fitted with the SCR system.

Figure 29: NO_x emissions Brighton and Hove retrofit SCR Euro 4 car – vehicle lab testing



5.2 Thermal Management Technology

Euro IV and V buses have experienced challenges with reducing NO_x emissions under real world driving conditions. Although these vehicles have often been fitted with SCR technology, early incarnations of this after treatment technology have not performed effectively in inner city locations. This is because buses are frequently caught up in traffic and spend a large proportion of their operating time standing at bus stops with their engine idling. This can result in higher NO_x emissions is due to the lower catalyst temperature and AdBlue dosing. A way to overcome this problem is to retrofit thermal management technology to Euro IV and V buses.

The Thermal Management Technology (TMT) comprises of a control unit that measures the temperature and pressure of the exhaust upstream and the temperature downstream of the SCR catalyst. If the control unit determines that the exhaust temperature is too low, it actuates an exhaust flap integrated into the TMT system. By changing the position of this flap, the backpressure of the exhaust is increased and this in turn causes the temperature of these gases to increase significantly. This effect is further aided by additional insulation material that is wrapped around the SCR catalyst. Overall, the TMT system is able to increase the exhaust-gas temperature by up to 50°C. The one supplier of TMT funded through the CVTF 2014 programmes was HJS; the retrofit bus projects adopting this technology were South Yorkshire PTE and Bristol City Council.

South Yorkshire PTE was awarded funding to retrofit the HJS TMT to 41 Euro IV Volvo B9 buses operated by First Group. The claimed NO_x emission reduction by HJS was 40%.

In service performance monitoring of one retrofit TMT bus are available for July to September 2015 and October to November 2016. The vehicle emissions monitoring has been undertaken using NO_x sensors combined with exhaust flow rate and odometer measurements. Figure 30 shows NO_x emissions with and without the TMT system activated over difference speeds for the 2015 period. The highest NO_x emission reduction is experienced at very low speeds, achieving approximately 40% at 1-5 km/hr. NO_x emissions across all vehicle velocities reduce from 16g/km to 11g/km with the TMT system fitted, averaging at 29% NO_x reduction.

Figure 31 shows NO_x emissions with and without the TMT system activated over difference speeds for the following year. The highest NO_x emission reduction continues to occur at very low vehicle speeds. Across all speeds NO_x emissions reduce from 15.5g/km to 11g/km equating to an average 26% reduction.

The in service monitoring data for the retrofit TMT system does not meet HJS's original claim of 40% NO_x emission reduction across all driving speeds. The system only achieves the 40% reduction target during very slow driving conditions.

Figure 30: In service Performance South Yorkshire PTE Retrofit TMT Euro IV bus 2015 – NOx sensor

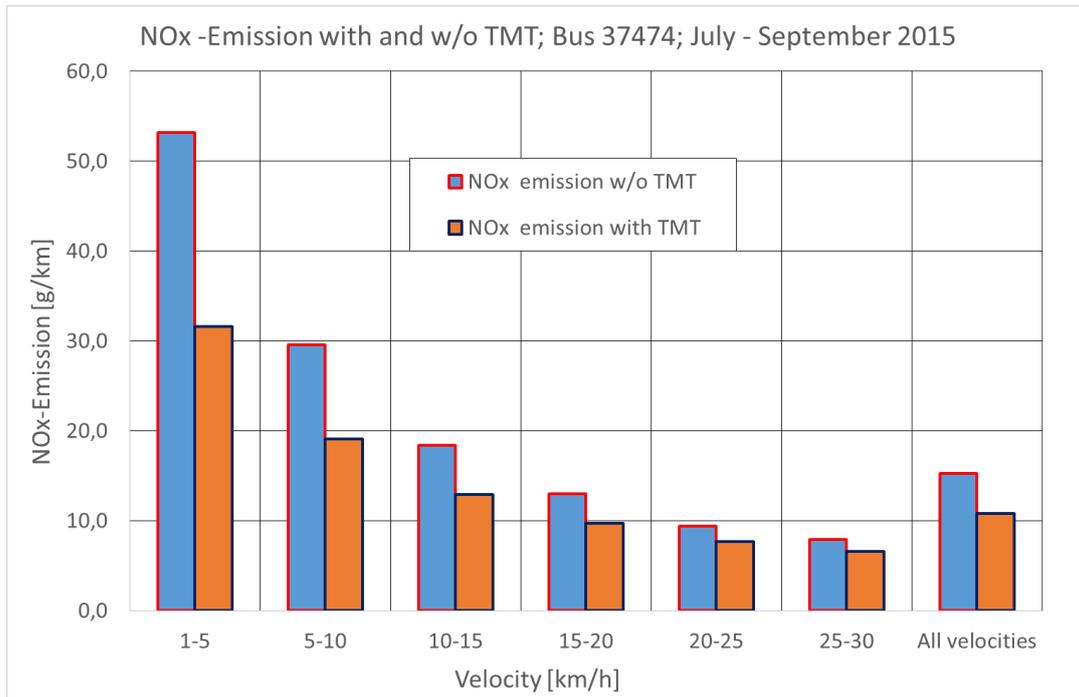
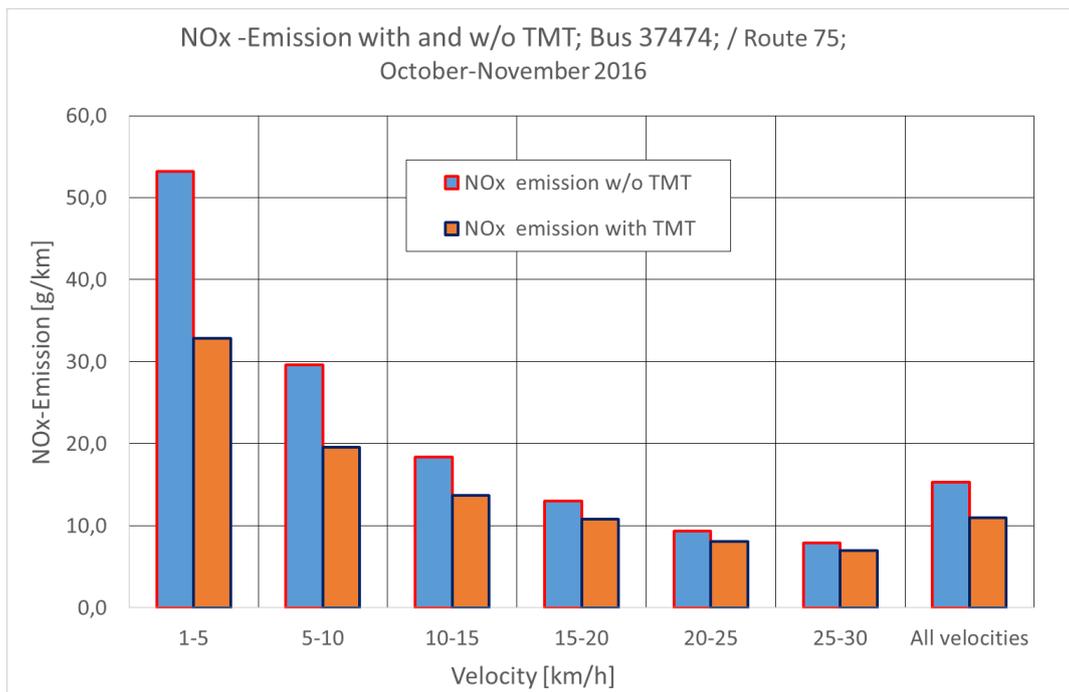


Figure 31: In service Performance South Yorkshire PTE retrofit TMT Euro IV bus 2016 – NOx sensor



6 Fuel Saving Technologies

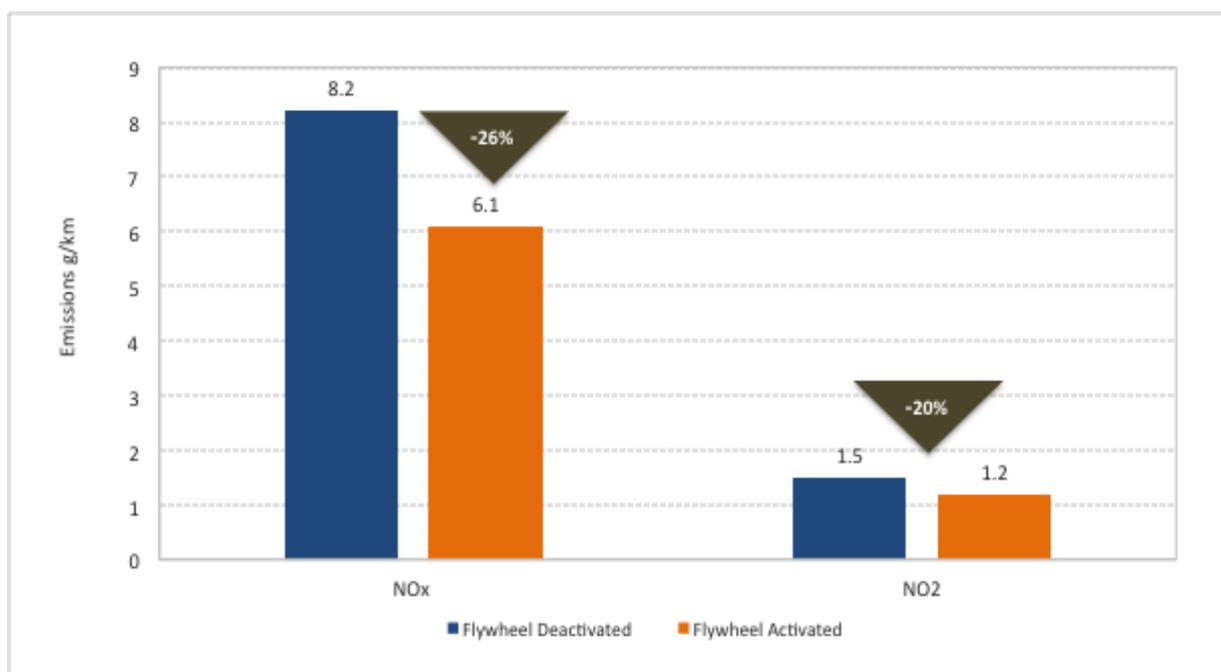
6.1 Flywheel Hybrid

Electric flywheel technology is based on the principle of a Kinetic Energy Recovery System (KERS). When a bus brakes, it harvests the energy normally lost as heat. The flywheel stores the energy and returns it to the wheels on demand, boosting power, saving fuel and reducing emissions. When the driver brakes, a traction motor within the drivetrain slows the vehicle, generating electricity. This electricity is used to charge the flywheel, spinning it up to 36,000rpm. When the driver accelerates, the system works in reverse. The energy is drawn from the flywheel and converted back into electricity to power the traction motor. This reduces the work done by the internal combustion engine, leading to an improvement in fuel economy and a reduction in emissions.

The CBTF 2013 and CVTF2014 supported three projects entailing the retrofitting buses with the Williams GKN Flywheel hybrid system. These were the Go North East Consortium (Sunderland, Newcastle, Durham and Gateshead City Councils), Wiltshire Council and Sheffield City Council. The GKN flywheel claimed a NO_x emission reduction of 25%, with an improvement in fuel efficiency of 30%.

None of these projects entailed vehicle emissions testing. However, Williams GKN provided the Go North East consortium with vehicle lab testing results for a Euro III Volvo B9 retrofitted with their flywheel hybrid system. As Go North East project involved the same bus model, this data could serve a proxy test data for the performance of the flywheel hybrid technology. The vehicle emissions testing was undertaken at Millbrook Proving Ground using the MLTB cycle. The bus was tested with the hybrid system activated and deactivated. Figure 32 shows NO_x emissions reduced by 25% and NO₂ emissions by 24%. Fuel consumption improved by 30%.

The Go North East consortium project involved retrofitting the Williams GKN flywheel hybrid technology to 58 Euro III buses and 28 Euro V buses operating in Go North East's bus fleet operating between Durham, Gateshead and Newcastle. In order to provide the performance of GKN flywheel system (both in terms of reliability and fuel efficiency) two Volvo B9 Go North East's fleet were first used as trial vehicles. The trial buses experienced numerous technical problems over an eight-month period following fitment of the GKN flywheel system. These related to poor quality fitment and unreliable components. The trial buses were taken off the road on several occasions and after many attempts to resolve the technical issues the buses were deemed unroadworthy.

Figure 32: NO_x and NO₂ emissions Go N.East retrofit flywheel Euro III bus – vehicle lab monitoring

The rationale for the flywheel system was a reduction in NO_x emissions as a result of an improvement in fuel consumption. Fuel consumption data was monitored by Go North East for the trial buses before and after the flywheel system was fitted, see Table 9. The average mile per gallon decreased for both buses following fitment of the GKN flywheel hybrid technology, compared with claims of 30% improvement in MPG, this deterioration in fuel usage demonstrates the poor performance of the flywheel system when in service.

Table 9: Fuel consumption for Go North East retrofit flywheel hybrid Euro III buses

Service	Trial Bus	Fuel Consumption Before Fitment (MPG)	Fuel Consumption After Fitment (MPG)	% Change in MPG
Cobalt Clipper	Volvo B9	6.8	6.7	-2.4%
Fab 56	Volo B9	6.3	5.9	-5.5%

Given the plethora of technical challenges experience with the two trial buses and the lack of improvement in fuel efficiency, Go North East decided to terminate the retrofit flywheel projects. The funding awarded to Newcastle and Durham has now been reallocated to retrofit SCR supplied by EminoX.

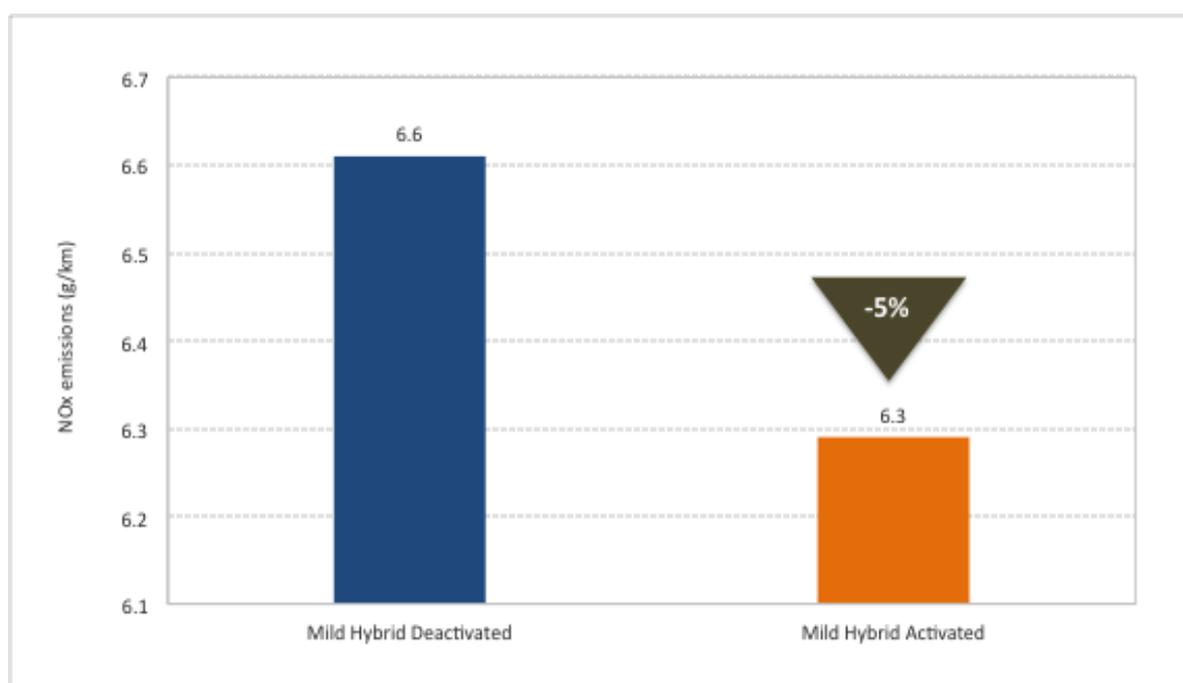
Similar problems were also experienced by Wiltshire Council who were also awarded funding for the GKN flywheel technology; an alternative retrofit programme is currently being explored. Sheffield City Council was the only project that has not faced any problems with fitting the GKN flywheel system, the retrofitted buses are reported to be operating reliably. No fuel consumption data is available to analyse. However, the bus operator reports a 10% fuel savings in the retrofitted flywheel buses. (This is still far short of GKN's original claim of 30% improvement in fuel efficiency).

6.2 Mild-Hybrid

One bus retrofit project run by St Albans District Council involved the use of the 'Sigma System' mild hybrid. This was a prototype technology that achieves fuel savings by intelligent control of engine ancillary systems such as the gearbox fans, compressor and alternator. The mild hybrid system was fitted to 40 Euro III, IV and V buses including Dennis Trident, Mercedes Citaro and ADL Enviro 200. This mild hybrid technology was considered highly suitable for the start-stop duty cycle of the St Albans bus routes. The system was marketed as achieving a 25% reduction in NOx emissions and 30% reduction in fuel consumption.

Vehicle emission testing was undertaken at Millbrook Proving Grounds for a Euro V Mercedes Citaro bus, retrofitted with the mild hybrid system, to demonstrate NOx emission reduction performance. The bus was tested over the MLTB cycle. The mild hybrid system was deactivated to provide the baseline measurement and then activated, results are presented in Figure 33. When activated NOx emissions reduced by 5% and CO₂ emissions by 10%. Both results are well below the manufacturer's claim.

Figure 33: NOx emissions St Albans retrofit mild hybrid Euro III bus – vehicle lab testing

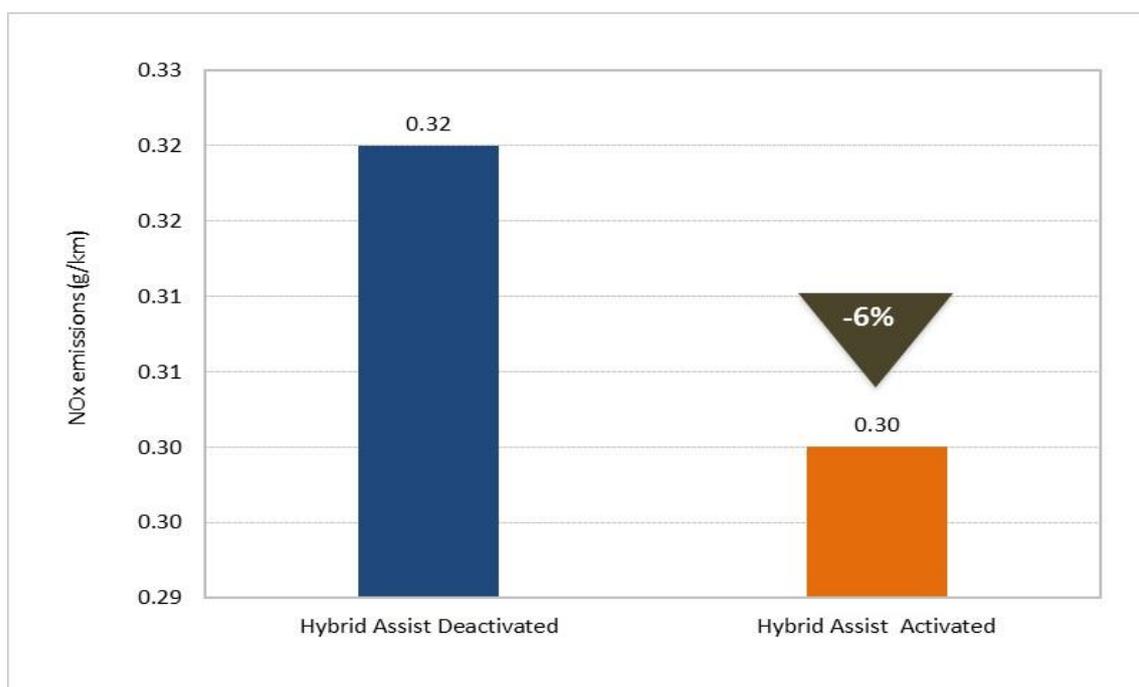


6.3 Hybrid Assist

Hybrid assist technology has been predominantly adopted in large panel vans in the UK as a fuel saving technology supplied by Ashwoods Automotive Limited. The technology is similar in principle to the flywheel hybrid, but stores the electrical energy in a battery pack rather than a mechanical flywheel.

Portsmouth City Council was awarded funding to install the Ashwoods hybrid assist system to 14 vans comprising of Euro 4 and Euro 5 vehicles. The claimed NO_x emission reduction was 26% and CO₂ emission 15-20%. Laboratory vehicle emissions testing was undertaken at MIRA (January 2016) to demonstrate the NO_x emission reduction performance of the hybrid assist technology. The vehicle was tested over the New European Drive Cycle. The results presented in Figure 34 reveal that the retrofit hybrid assist Ford Transit van only achieves a 6% NO_x emission reduction. CO₂ emissions, and fuel saving, measured a 4% reduction when the hybrid assist was activated. Both results are markedly lower than the supplier's emission reduction claims.

Figure 34: NO_x emissions Portsmouth retrofit hybrid assist Euro 4 van – vehicle lab testing



7 Engine Conversions

7.1 Battery Electric

There are currently 178 battery electric buses operating across the UK. The compression engine of a diesel bus can be completely removed and replaced with a battery-powered electric motor for propulsion. This provides an alternative solution to purchasing new electric buses. The conversion to electric powertrain results in zero tail-pipe emissions.

Two local authorities won funding under the CBTF 2013 programme to convert diesel buses to electric – York City Council and Brighton and Hove Council.

York City Council have converted six diesel powered sightseeing buses to battery electric. The sightseeing buses are operated in York's City Centre, which has been declared by the authority as a Clean Air Zone. The retrofit project has been developed by Transdev who operate the sightseeing bus service for the City of York. The bus used for the prototype project forms part of Transdev's York fleet and a Euro II Dennis Trident. The technology for the retrofit was supplied by Magtec.



The first prototype electric bus was completed in 2015 and the bus has been running for two years; the other five electric bus conversions went into service in June 2017. The first converted electric bus took some time to develop due to the bespoke nature of the conversion, and the fact it was a prototype. The conversion utilises a Lithium Iron Phosphate battery pack with a design capacity of 133kWh in two modules. The batteries power a 150kW electric motor that delivers 3,000Nm torque.

Charging takes place overnight at Transdev's York depot with full charge taking eight hours, and is timed to take advantage of the off-peak period when low carbon generated electricity is available. Transdev reports that prototype bus has performed very well and achieves an electricity consumption of 0.67 miles per kWh. The practical maximum daily range has been set at 76 miles which is sufficient to cover the 55-65 mile duty cycles of the York City Sightseeing vehicles.

Magtec warranty repair and replacement parts for the electric sight-seeing buses, Trans Dev undertake annual maintenance checks that involve limited work. The battery is expected to have a life of seven years. Trans Dev are experiencing lower fuel costs running the converted electric bus compared to the original diesel bus.

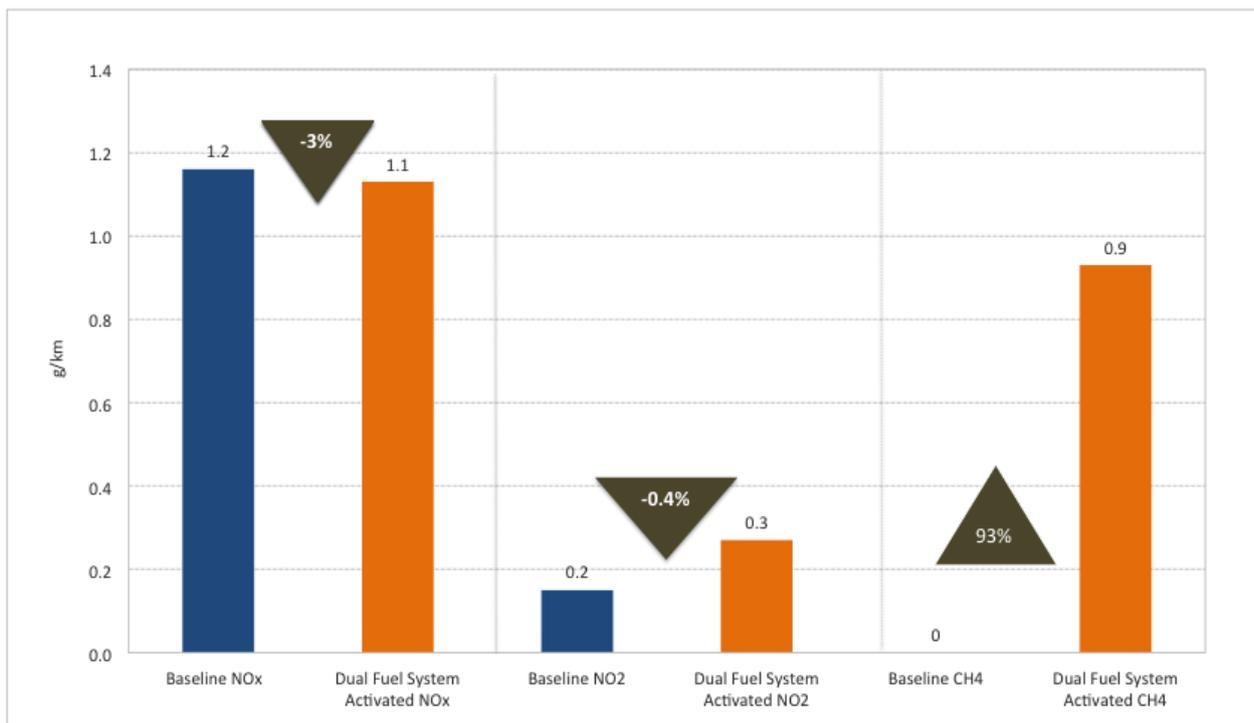
7.2 Duel Fuel CNG Conversion

Dual fuel is a retrofit technology that enables a vehicle to be powered by two fuels, in this case compressed natural gas (CNG) and diesel. Dual fuel CNG retrofit technology has over recent years been exploited by the heavy-duty vehicle market in the UK, especially for long haul freight operators. Dual fuel technology is optimised under steady state, high speed driving conditions i.e. motorway driving. This allows for a higher substitution of natural gas over diesel. Natural gas typically burns cleaner than diesel resulting in lower NO_x and PM emissions; however recent vehicle emission testing evidence has revealed that Euro VI gas and diesel heavy-duty vehicles show limited difference in air pollutants emissions. Vehicles powered by natural gas, dedicated or dual fuel, can emit methane emissions; a powerful greenhouse gas.

Reading Borough Council won funding through the CVTF 2014, to retrofit dual fuel CNG technology to 113 Euro 2,3 and 4 black taxis. The company supplying the equipment was CRD Technology. The claimed reduction in NO_x emissions was between 28-52%.

Reading Borough Council commissioned vehicle laboratory testing to evaluate to performance of the dual fuel CNG technology. A retrofitted TX4 black taxi was tested over the New European Drive Cycle at Millbrook Proving Grounds. Four separate test runs were undertaken, one to determine baseline diesel emissions and three tests where the CNG and diesel mix was modified by CRD Technology. Vehicle emission testing results in Figure 35 are for the taxi running on diesel (baseline) then with the dual fuel system operating at a 35% CNG substitution rate.

Figure 35: Reading retrofit dual fuel CNG Euro 4 black taxi vehicle lab testing results



The 35% CNG substitution achieved the highest NO_x emissions saving compared to the diesel baseline. However, this was only a 3% reduction in NO_x emissions. This is in the order of 50-70% lower than the NO_x emission reduction claimed by CRD Technology. The dual fuel CNG system demonstrated no beneficial impact on NO₂ emissions.

The vehicle emission testing revealed elevated methane (CH₄) emissions for all the tests with the taxi running on CNG. Methane has a global warming potential 25 times that of carbon dioxide, when taking this to account the carbon impact of the dual fuel technology is significant. The dual fuel system at a 35% CNG substitution rate resulted in a 93% increase in methane emissions. A methane catalyst could have been fitted to control methane emissions, however this would have made the retrofit dual fuel CNG system financially unviable.

Given the poor performance of the retrofitted CNG dual fuel taxi, the project was terminated and the funding diverted to local bus operator Reading Bus Company. Reading Bus Company has converted one of their old hybrid buses to battery electric fitted with a gas turbine serving as a range extender. The gas turbine will be powered by biomethane, a renewable form of natural gas produced from organic waste. The retrofit technology has been supplied and installed by Magtec. Reading Bus Company current operate a fleet of biomethane buses and have a biomethane refuelling station at their depot. Vehicle emission testing results will be available in the summer of 2017.

8 Conclusion

This evaluation study covered twenty-five local authority projects comprising of seven vehicle classes – buses, coaches, a fire engine, van derived mini-buses, black taxis and cars and seven retrofit technologies:

- Exhaust after treatment – SCR and TMT
- Fuel savings – Mild hybrid, flywheel hybrid and hybrid assist
- Engine conversion – Electric powertrain and dual fuel CNG

Vehicle emissions monitoring data analysed consisted of vehicle laboratory and on road monitoring (PEMS and NOx sensor). This covered vehicle emission testing undertaken on retrofit equipment fitment and after six months to two years in service. Interviews have been carried out with a number of local authorities to ascertain operational performance of retrofitted vehicles once in service and any challenges experienced with fitment of retrofit technology.

Demonstrating the efficacy of different retrofit technologies at reducing NOx emissions

The retrofit technologies achieving the highest NOx emission reductions (80%-100%) are retrofit SCR and diesel bus engine conversion to electric powertrain. Retrofit SCR vehicles funded in the CVTF/CBTF programmes reveal on average very low NOx emissions (<1g/km) for both light and heavy-duty vehicles. Where SCR systems have been retrofitted to vehicle classes for the first time (fire engine, mini-bus, car) NOx emission savings are slightly lower than buses, highlighting the early stages of technology development at the time of the CVTF programme. A new type of ammonia storage and delivery system for SCR equipment, has been shown to perform as well as conventional aqueous urea, achieving high levels of NOx reduction.

Retrofit technologies achieving moderate NOx emission reductions (25%-29%) are TMT and flywheel hybrid.

Retrofit technologies achieving low NOx emission reductions (3%-6%) are mild hybrid, hybrid assist and dual fuel CNG conversion.

Demonstrating in service performance of retrofit technologies

In service vehicle emission performance has only been possible to assess for retrofit SCR and TMT. In the case of retrofit SCR, in service monitoring performed between six months and two years after retrofit SCR equipment has been fitted to buses, coaches, a fire engine and van derived mini bus, has demonstrated excellent conformity with vehicle emission testing undertaken on fitment of the technology. This highlights that retrofit SCR systems continue to operate effectively and deliver high NOx reductions when in service. The CVTF programme enabled retrofit SCR to be successfully fitted to light duty vehicles, specifically a small number

of van derived mini-buses and cars. Initial evidence shows the retrofit SCR mini-buses to be working effectively.

The prototype electric bus conversion has been operating reliably for the last two years.

With regards to vehicle operational performance retrofit flywheel hybrid has experienced the most fitment and operational challenges, as such two out of the three flywheel projects have been terminated and funding re-allocated to alternative technologies.

Impact of retrofit technologies on other air pollutants and greenhouse gas emissions

This assessment focused on retrofit SCR, hybrid flywheel and dual fuel CNG conversion.

Vehicle laboratory testing for a small number buses (Euro III, IV and V) and a van-derived mini-bus (Euro 4) has shown retrofit SCR to achieve high levels of NO₂ emissions reduction (>80%) and very low tailpipe NO₂ emissions. The majority of retrofit SCR systems were fitted with particle filters resulting in high PM reductions (>75%) and exceptionally low PM emissions. Ammonia emissions were shown to be below 10ppm post-SCR fitment. With regards to greenhouse gas emissions (measured as CO₂ equivalent), this was shown to increase between 3-5% post-SCR fitment on buses, primarily due to a rise in the proportion of nitrous oxide emissions.

Vehicle laboratory testing for retrofit hybrid flywheel technology fitted to a Euro III revealed a NO₂ emission reduction of 25% and CO₂ emission saving of 30%.

Vehicle laboratory testing results for dual fuel CNG conversion for a Euro 4 black taxi showed very low NO₂ reductions (3%) and an exceptional high increase in methane emissions (93%).

Vehicle emission testing has revealed that two retrofit fuel savings technologies, mild hybrid and hybrid assist achieved very low CO₂ emission savings post fitment. The measurements were well below the suppliers claimed fuel savings.

9 Appendix 1 – CBTF/CVTF individual project details and results

Bus Projects

Grant Programme	Local Authority	Number of vehicles funded	Euro Standard	Model	Retrofit Technology	Supplier	Claimed NOx emission reduction	Measured NOx Emission Reduction %	Tail-pipe NOx emissions (g/km)	NOx concentration reduction in service	Vehicle Emission Testing Method
CVTF 2014	Blackpool City Council	30	Euro III	Dennis Trident	SCR	Eminox	85%		0.19	96%	NOx Sensor
CVTF 2014	Bradford Metropolitan District Council	25	Euro III	Volvo B7TL	SCR	Eminox	80%	98%	0.34	80%	PEMS
			Euro III	Volvo B7RLE	SCR	Eminox		96%	0.50		
CBTF 2015	Brighton & Hove City Council	23	Euro III	Omnidekka	SCR	Eminox	95%	96%	0.30	95%	NOx Sensor
			Euro IV	Omnidekka	SCR	Eminox		95%	0.35	72%	NOx Sensor
CBTF 2015	Brighton & Hove City Council	2			E Conversion	Magtec	100%				n/a
CBTF 2013	Brighton & Hove City Council	50	Euro III	Scania N94UD	SCR	Eminox	87%			96%	NOx Sensor
CBTF 2015	Centro (Birmingham)	27	Euro IV	Dennis Trident DD	SCR	Green Urban	80%			95%	NOx Sensor
			Euro III	Dennis Trident DD	SCR	Green Urban		94%	NOx Sensor		
			Euro II	Volvo Super Olympian DD	SCR	Green Urban		87%	NOx Sensor		
CVTF 2014	Chester West and Chester Borough Council	2	Euro III	Dennis Dart	SCR	Green Urban	80%	95%	0.77	88%	Vehicle Lab
CBTF 2013	Chiltern District Council	15	Euro III	MAN 14.220 LF	SCR	Green Urban	60%			77%	NOx Sensor
CVTF 2014	City of York Council	6	Euro II	ADL Trident	E Conversion	Magtec					n/a
CBTF 2013	City of York Council	2	Euro II	Volvo B6	SCR	Green Urban	72%			76%	NOx Sensor
CVTF 2014	Colchester Borough Council	10	Euro III	Volvo B7RLE	SCR	Eminox	75%			95%	NOx Sensor
CBTF 2013	Go North East (Gateshead/Sunderland)	40	Euro III	Scania L94	SCR	Eminox	87%	95%	0.50	93%	Vehicle Lab
CBTF 2015	Harrogate Borough Council	10	Euro IV	B10BLE	SCR	Eminox	96%	96%	0.66		NOx Sensor
			Euro III	Volvo B7RLE	SCR	Eminox	96%	97%	0.24	97%	NOx Sensor
CBTF 2015	Leeds City Council	32	Euro IV	Volvo B9	SCR	Eminox	69%	95%	0.80	94%	NOx Sensor
CBTF 2013	Leicester City Council	32	Euro III	DAF DB250	SCR	HJS	72%	76%	4.80		PEMS
CVTF 2014	Leicester City Council	5	Euro III	Optare Solo	SCR+eFan	HJS	75%	76%		87%	NOx Sensor
CBTF 2013	Merseytravel - Liverpool City Region	59	Euro III	Dennis Marshall Superdart	SCR	Green Urban	80%	76%			NOx Sensor
			pre- Euro	Scania N113 (Open Top Bus)	SCR	Green Urban		85%	79%	NOx Sensor	
CBTF 2013	Merseytravel - Liverpool City Region	7	Euro III	Dennis Marshall SuperDart	SCR	Green Urban	80%	76%		76%	NOx Sensor
		20	Euro III	Vovlo B7TL	SCR	Green Urban	80%			91%	NOx Sensor
CVTF 2014	Merseytravel - Liverpool City Region	30	Euro III	BMC Condor	SCR	Green Urban	80%			76%	NOx Sensor
			Euro III	Dennis E200	SCR	Green Urban		82%	NOx Sensor		
			Euro III	Dennis Dart	SCR	Green Urban		82%	85%	NOx Sensor	

Grant Programme	Local Authority	Number of vehicles funded	Euro Standard	Model	Retrofit Technology	Supplier	Claimed NOx emission reduction	Measured NOx Emission Reduction %	Tail-pipe NOx emissions (g/km)	NOx concentration reduction in service	Vehicle Emission Testing Method
CVTF 2014	Newcastle City Council	57	Euro V	Volvo B9	Flywheel Hybrid	Williams GKN	25%	26%	6.10		NOx Sensor
CBTF 2015	Norfolk County Council	24	Euro III	Volvo B7RLE	SCR	HJS	99%	87%		87%	NOx Sensor
CBTF 2013	Oxford City Council	11	Euro II	ADL Trident DD	SCR	HJS	75%	70%		70%	NOx Sensor
CBTF 2015	Rossendale Borough Council	38	Euro IV	Scania K230 + Volvo B7RL	SCR	Eminox	85%	93%	0.79	93%	NOx Sensor
			Euro III	Scania L94 + Volvo B7RLE	SCR	Eminox	85%	92%	0.74	93%	NOx Sensor
CBTF 2015	Sheffield City Region Combined Authc	25	Euro IV	B9	SCR	Eminox	95%	97%	0.53		NOx Sensor
CVTF 2014	South Yorkshire Passenger Transport	41	Euro IV	B9TLs	TMT	HJS	40%				NOx Sensor
CBTF 2013	St Albans City and District Council	2	Euro IV	Mercedes	Mild Hybrid	Fugence - SIGMA	25%	5%	6.29		Vehicle Lab
CVTF 2014	Suffolk County Council	26	Euro III	Dennis Dart / Optare Solo	SCR	HJS	99%	87%		85%	NOx Sensor
CBTF 2013	Suffolk County Council, Ipswich Council	47	Euro II	Dennis Dart SD	SCR	Green Urban	65%			91%	NOx Sensor
CBTF 2015	Sunderland City Council	14	Euro V	Volvo B9	SCR	Eminox	90%	98%	1.40	94%	Vehicle Lab
CBTF 2013	Transport for Greater Manchester	34		Iveco School Bus	SCR	HJS	80%	99%	0.14	87%	Vehicle Lab
			Euro III/IV	Iveco School Bus	SCR	Twintech Baumot					Vehicle Lab
CBTF 2015	Transport for London	55	Euro V	Volvo Trident	SCR/Ammonia storage	Amminex	90%	98%	0.50		Vehicle Lab
		30	Euro V	ADL E400H DD	SCR	HJS	90%	98%	0.30	96%	Vehicle Lab
CVTF 2014	Transport for London	400	Euro III	Volvo B7/ Denis Trident	SCR	Proventia	90%	99%	0.10		Vehicle Lab
CBTF 2013	West Yorkshire Combined Authority	119	Euro III	BMC Condor	SCR	Eminox	87%	93%	1.40	94%	Vehicle Lab
CVTF 2014	West Yorkshire Combined Authority	46	Euro IV	BMC Condor	SCR	Eminox	94%	97%	0.43	97%	Vehicle Lab

Other Vehicle Types

Local Authority	Number of vehicles funded	Vehicle Type	Euro Standard	Model	Retrofit Technology	Supplier	NOx emission reduction	Tail-pipe NOx emissions (g/km)	NOx concentration reduction in service	Vehicle Emission Testing Method
Portsmouth City Council	18	Van	Euro 4	Ford Transit	Hybrid Assist	Ashwoods	26%	0.3		Vehicle Lab
Brighton & Hove City Council	22	Mini-Bus (cab)	Euro 4	VW Transport	SCR	Green Urban	74%	0.36		Vehicle Lab
Reading Borough Council	113	Black Taxi	Euro II/III	Black Cab	Dual fuel CNG		3%	1.13		Vehicle Lab
Transport for London	1	Fire Engine	Euro III	Fire Engine	SCR	Proventia	70%	2.7	70%	NOx sensor
Dudley Metropolitan Borough Council	10	Coach	Euro II	V264 DTE	SCR	Eminox	76%	3.3	70%	NOx sensor
			Euro III				99%		0.18	
Merserytravel - Liverpool City Region	5	Mini-bus	Euro III	Mercedes Sprinter	SCR	Green Urban			84%	NOx sensor



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Appendix B – Clean Bus Technology Fund 2017-2019

Internal Consultation

The bid proposal has been through the full decision pathway including Cllr briefing, Transport Management Team briefing, Neighbourhood Leadership Team briefing and Senior Leadership Team briefing as well as the Mayor's Air Pollution Working Group.

Finance, Legal, Equalities, Sustainability and Public Relations teams have provided comments for the Cabinet Report.

External consultation

Bus operators and technology suppliers have been involved throughout the bid writing process to ensure that the project is deliverable, financially viable (for the operator) and technically achievable.

Note: BCC is not able to share specific details of bid in the public domain due to restrictions within the funders grant terms and conditions and to respect potentially sensitive commercial information. If the bid is successful it will be made publicly available.

Risk Register

Project Name:	Clean Bus Technology Fund
Project ID:	tbc
Project Manager:	Steve Riley

Key :

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

Probability: 1 (very unlikely); 2 (unlikely); 3 (equally likely/unlikely); 4 (likely); 5 (very likely)

Impact: 1 (very low); 2 (low); 3 (medium); 4 (high); 5 (very high)

Priority: 1-3 (very low); 4-6 (low); 7-9 (medium); 10-12 (high); 13-25 (very high)

Response: Avoid; Reduce; Fallback; Transfer; Accept; Share; Exploit; Enhance; Reject; or a combination

Risk ID	Type	Description	Original			Date Identified	Proximity	Response	Mitigation	Residual			Risk owner	Mitigation owner
			Probability	Impact	Priority					Probability	Impact	Priority		
R001	M (Management)	If changes in management of bus operators leads to changes in bus retention policy, keeping the improved buses on the roads in the area for 5 years or 150,000 miles could be affected.	2	3	6	08-Nov-17	2019	Reduce, Fallback	Include this requirement in the legal agreement with bus operators and consider other AQMA areas in which cascaded vehicles could be used, if needed.	1	2	2	Steve Riley	Steve Riley
R002	T (Technical)	If the interventions do not perform as expected, sub-standard air quality improvements will be delivered.	2	4	8	08-Nov-17	2019	Reduce	Use established technology from trusted providers.	1	4	4	Steve Riley	Steve Riley

R00 3	O (Operational)	If the upgrading of vehicles leads to a reduction of operational buses, the project and its partners will face a loss of reputation.	2	4	8	08-Nov-17	Apr-18	Reduce	Plan vehicles to be upgraded well in advance, but retain flexibility to change these at short notice as operational needs arise.	1	2	2	Steve Riley	Steve Riley
R00 4	T (Technical)	If technology moves forward with sufficient speed, the interventions put in place by the project may become obsolete and lead to a loss of reputation and, possibly, sub-standard air quality improvements .	1	4	4	08-Nov-17	2019	Accept	Using trusted providers ensures a relationship with the bodies likely to produce newer technology; if the stated evaluation aims of the project can be met or exceeded with new technology without increased costs, these could be explored.	1	3	3	Steve Riley	Steve Riley

R00 5	F (Financial)	If any stage of the financial claim process is delayed (provider-operator-BCC-JAQU-and all the way back) one or more partners could face cost pressures.	2	4	8	08-Nov-17	Mar-18	Reduce	Establish processes and timescales in the legal agreements and ensure all partners work to these; by ordering equipment in bundles, the scale of risk is increased but the number of possible delays reduced.	1	4	4	Steve Riley	Steve Riley
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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	DfT Funding Bids
Please outline the proposal.	<ol style="list-style-type: none"> 1. On the 11th September government announced £30m of funding available to Local Authorities (LA's) to support the retrofitting of older, more polluting buses in order to bring them up to the latest environmental standards. The maximum funding available per LA is £1.5m in 17/18 and £1.5m in 18/19: £3m in total. 2. The objective of the grant is to improve air quality through deployment of one, or a combination, of Selective Catalytic Reduction Technology, Diesel/Electric Hybridisation and/or Full Electric Conversion. Depending on the level of interest from local operators (and their preferred technology option), the grant provides an opportunity to improve 30-180 buses across the region. 3. The technologies work and perform in different ways but chiefly target >90% reduction in NOx and PM which are recognised as health-harming air pollutants. Evidence of the effectiveness of these technologies has been strengthened by the government's recently published Clean Vehicle Retrofit Accreditation Scheme which provides a robust means for testing the emission reduction claims of the various suppliers. 4. Bristol's bus fleet accounts for approximately 23% of NOx emissions and so cleaning up the most polluting services is essential in meeting our air quality targets. Currently only approx. 1/7th of the buses operating in the West of England meet the most stringent environmental standards (Euro 6).
What savings will this proposal achieve?	The proposal will not provide any savings. The retrofit asset will be wholly-owned by the bus operator once fitted.
Name of Lead Officer	Jacob Pryor

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.
<ul style="list-style-type: none"> • The scheme will improve air quality in Bristol by reducing health-harming emissions of NOx and PM from local bus services. • Exposure to poor air quality can cause short-term eye, throat and nose irritation as well as headaches dizziness and fatigue. It can also exacerbate the effects of asthma, particularly in children. Sustained exposure to poor air quality can affect the respiratory and inflammatory systems and can also lead to more serious conditions such as heart disease and cancer. • People with existing lung and heart conditions are more susceptible.
Please outline where there may be significant negative impacts, and for whom.

- There are no projected negative impacts for citizens with protected characteristics

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.

- This proposal will not impact staff with protected characteristics.

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

- This proposal will not impact staff with protected characteristics.

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 full equalities is needed.



Wanda Knight 3/10/17

10/10/17

Background Document

Eco Impact Checklist

Title of report: Clean Bus Technology Fund
Report author: Jacob Pryor
Anticipated date of key decision: Cabinet 5th December 2017
Summary of proposals:
<p>1. On the 11th September government announced £30m of funding available to Local Authorities (LA's) to support the retrofitting of older, more polluting buses in order to bring them up to the latest environmental standards. The maximum funding available per LA is £1.5m in 17/18 and £1.5m in 18/19: £3m in total.</p> <p>2. The objective of the grant is to improve air quality through deployment of one, or a combination, of Selective Catalytic Reduction Technology, Diesel/Electric Hybridisation and/or Full Electric Conversion. Depending on the level of interest from local operators (and their preferred technology option), the grant provides an opportunity to improve 30-180 buses across the region.</p> <p>3. The technologies work and perform in different ways but chiefly target >90% reduction in NOx and PM which are recognised as health-harming air pollutants. Evidence of the effectiveness of these technologies has been strengthened by the government's recently published Clean Vehicle Retrofit Accreditation Scheme which provides a robust means for testing the emission reduction claims of the various suppliers.</p> <p>4. Bristol's bus fleet accounts for approximately 23% of NOx emissions and so cleaning up the most polluting services is essential in meeting our air quality targets. Currently only approx. 1/7th of the buses operating in the West of England meet the most stringent environmental standards (Euro 6).</p>

Will the proposal impact on...	Yes/ No	+ive or -ive	If yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Y	+ve	Some technology options provide a fuel saving (i.e. diesel/hybrid conversion and full electric conversion). In terms of operational/tailpipe CO2 savings, a diesel/hybrid conversion will provide approx. 40% fuel savings. For full electric conversion there will be 100%	

		-ve	tailpipe CO ₂ savings over a conventional diesel bus. Some technology options such as Selective Catalytic Reduction Technology (SCRT) impose a small fuel efficiency penalty through use of a particulate filter. The government's review of retrofit technologies shows a 3-5% increase in CO ₂ post retrofit.	Transport officers will encourage operators to explore retrofit technologies that don't increase CO ₂ emissions. However, this must be balanced against the technological/compatibility limitations associated with Diesel/Hybrid and Full Electric Conversion which may not be feasible options for all operators.
Bristol's vulnerability to the effects of climate change?	Y	-ve	Installation of SCRT systems will incur a minor CO ₂ penalty but this will not necessarily increase the city's vulnerability to climate change.	
Consumption of non-renewable resources?	Y	-ve	See above.	
Production, recycling or disposal of waste	N/A			
The appearance of the city?	N/A			
Pollution to land, water, or air?	Y	+ve	All of the retrofit technologies options reduce the impact of health-harming air pollutants. Specifically NOx and PM emissions are reduced by all technology options from between 75-100% respectively.	Vehicles likely to use routes through the Air Quality Management Area (AQMA), and buses complying with older Euro standards should be prioritised, to maximise the benefits.
Wildlife and habitats?	N/A			

Consulted with:

Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report

The proposals are expected to be mainly beneficial, reducing Nitrogen oxides (NOx) and particulate (PM) emissions by at least 75%, depending on the retrofit technology used and the age of the vehicles being retrofitted. If the routes used by the retrofitted vehicles go through the Air Quality Management Area, the relative benefits will be greater. If Selective Catalytic Reduction Technology is used, it is likely to increase carbon emissions slightly, which puts it in conflict with the citywide carbon reduction target for 2020. However, the NOx emissions from traffic are a significant health and local pollution hazard in UK cities, so the likelihood is that the benefits from significantly reducing NOx emissions from buses will outweigh slight increases in carbon emissions.

Checklist completed by:

Name:	Jacob Pryor
Dept.:	Place
Extension:	0117 922 1242
Date:	06/10/2017
Verified by	Giles Liddell, Environmental Performance Team, with air quality advice from Andrew Edwards, Sustainable City and Climate Change Team

Cabinet Key Decision **DATE:** 04/12/2017

Title: Bristol City Council Strategy for Fleet Vehicle Replacement	
Author: Nick Gingell	Job title: Fleet Manager
Cabinet lead: Councillor Cheney, Councillor Threlfall, Councillor Hance	Director lead: Bill Edrich

<p>Idea origin: <i>Other</i> Date idea generated: 12/04/2016</p>
<p>Decision maker: Cabinet Member Decision forum: <i>Cabinet</i></p>
<p>Timescales: <i>Set out details of the timeline for this item, including proposed decision date (e.g. date of Cabinet) and Mayor's forward plan date (minimum 28 days before the decision is made)</i></p> <ol style="list-style-type: none"> 1. DLT 14TH June 2017 2. SLT 4TH July 2017, 12th Sept 2017 (by exception), 5th Oct 2017 3. Councillor Fi Hance, EV proposal 9th Oct 2017 4. Councillor Threlfall/Councillor Cheney, new fleet proposal 16th Oct 2017 5. Mayor Briefing prior to 6th Nov 2017 6. Cabinet 4th Dec 2017
<p>Purpose of Report: This report seeks approval to progress the procurement of 342 new vehicles with £6.1m of capital revenue (approved by full council in February 2017).</p>
<p>Cabinet Member / Officer Recommendations:</p> <ul style="list-style-type: none"> • To approve the in-house fleet as the strategic option • To accept that the 25% reduction of new fleet is aligned to BCC reduction in size of operations over 5 years •
<p>Evidence Base: Please see Full Financial Narrative Appendix A – 1 and Appendix B – Hot House</p>

Revenue Cost: £ No additional revenue cost	Source of Revenue Funding: General Fund and HRA
Capital Cost: £6.1m	Source of Capital Funding: Prudential Borrowing
One off cost <input checked="" type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/> Income generation proposal <input type="checkbox"/>

Finance narrative:
This proposal seeks approval to progress the in-house fleet replacement programme. The approved corporate strategy and budget by February 2017 full council included a £8.4m capital investment under the capital programme over the MTFP period for the Council depreciating fleet. After internal consultation and departmental demand management review, it was concluded that the total cost of vehicles replacement can be reduced from £8.4m down to £6.1m, resulting in a capital saving of £2.3m over the same MTFP period. The revised the phasing as shown in the table below:

PL27 Strategic Property	17/18	18/19	19/20	21/22	22/23	Total
Fleet Replacement	£000	£000	£000	£000	£000	£000
Original spending profile in approved Capital Programme	3,700	2,900	1,300	300	200	8,400
Revised spending profile	3,640	2,437	0	0	0	6,076
Capital Savings	(60)	(463)	(1,300)	(300)	(200)	(2,324)

This is achieved by:

- 1) 50% reduction on general fund vehicle numbers, and;
- 2) HRA vehicle unit cost reduction due to new stock management agreement with the supplier which will result in smaller sized vehicles being used.

The capital replacement programme will result in ongoing revenue savings mainly in relation to reductions in high maintenance cost and vehicle ad-hoc hiring costs. The full year effect of the ongoing revenue savings is estimated around c£370k per annum to the general fund and c£120k per annum to HRA. The full year effect of both will commence from 19/20 onwards, due to the procurement lead time. These net savings take into account the capital borrowing costs and repayments over an eight-year asset life.

Finance Officer: Tian Ze Hao

Risks: Please see Full Financial Narrative Appendix A – 1 and Appendix B – Hot House

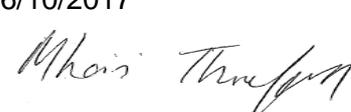
Legal Consideration: The purchase of vehicles will be subject to the usual rules on the procurement of goods requiring an appropriate procurement procedure to be followed to ensure that the most economically advantageous deal is obtained. This will include some form of after sales service and warranty which may affect how the vehicles may be serviced and maintained.

On the basis that no outside staff are currently involved in the servicing of the existing fleet there will be no requirement to TUPE staff from outside organisations as the Council assumes the carrying out of the maintenance and servicing of the fleet.

Terry Wilson, Lawyer – Corporate Team

Benefits: The main benefits are improved air quality (mayoral vision), reduced operational costs (fuel, breakdowns) and adoption of new vehicle technologies (EV's, Hybrids, Hydrogen Fuel Cells). Please see Appendix F- 1 and Appendix F - 2

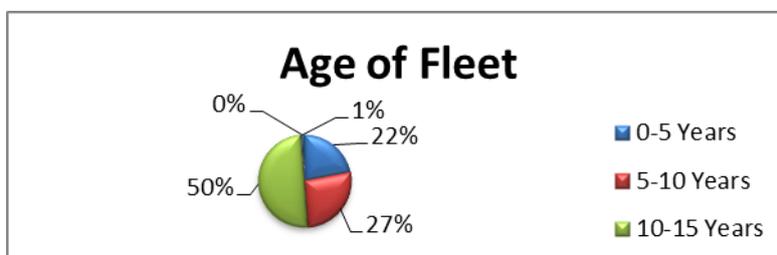
Consultation Details: Please see Full Financial Narrative Appendix A – 1 and Appendix B – Hot House

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Resources DLT Panel 14 th June	SLT 12 th September 2017 (by exception). Further meeting held with Alison Comley 5 th Oct 2017, approval to proceed given	Councillor Fi Hance 09/10/2017 EV proposal.  Councillor Mhairi Threlfall 16/10/2017  Councillor Craig Cheney 16/10/2017 

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	YES
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	YES

Finance Officer: Tian Ze Hao – Finance Business Partner

The council currently has a fleet of 456 vans and cars, half of which are now over 10 years old. Please see below:



There is a £8.4m provisional capital allocation for fleet replacement currently included under the approved Capital Programme. The assumption was to carry out the necessary fleet replacement programme over the five year MTFP period based on eight-year asset life, funded by prudential borrowing.

Subsequently, an internal ‘Hot House’ was set up with the aims to consult with internal departments, review future demand, and reduce the overall cost and impact on the environment. It was concluded that the total cost of vehicles replacement can be reduced from £8.4m to £6.1m, resulting in a capital saving of £2.3m over the same MTFP period. The revised capital expenditure and phasing are shown in the table below:

PL27 Strategic Property	17/18	18/19	19/20	21/22	22/23	Total
<i>Fleet Replacement</i>	£000	£000	£000	£000	£000	£000
Original spending profile in the approved Capital Programme	3,700	2,900	1,300	300	200	8,400
Revised spending profile	3,640	2,437	0	0	0	6,076
Capital Savings	(60)	(463)	(1,300)	(300)	(200)	(2,324)

This capital saving is achieved by:

- 1) Only replaces 75% of the current fleet with new vehicles, i.e. only replacing vehicles that are over 8 years old at the point of replacement. This equates to 342 vehicles out of 456 in total. This will be initially done over a two-year period. Please note, it was agreed that HRA vehicles numbers will remain at 242, this meant that the total number of general fund new vehicles would be reduce by c50% from 214 to 100.
- 2) HRA vehicles will make a savings on unit cost reduction due to new stock management agreement with the suppliers which meant that smaller sized vehicles are being used.
- 3) The remaining 114 vehicles are kept but will not be replaced as they come to the end

of life over the next 5 years. This should be in line with services level reductions planned by the Council.

Revenue implications:

- 1) The capital replacement programme will result in ongoing revenue savings mainly in relation to reductions in high maintenance cost and vehicle ad-hoc hiring cost. The full year effect of the ongoing revenue savings is estimated at c£370k per annum to the general fund and c£120k per annum to HRA. The full year effect of both will commence from 19/20 onwards, due to the procurement lead time. These net savings take into account the capital borrowing costs and repayments over an eight-year asset life.
- 2) Please also note, 50 out of 342 vehicles are electric, due to limited access to charging facilities available, but further discussion are taking place to increase capacity for electric vehicles.

Further financial considerations:

- 1) One of the risks relates to the absence of a Service Level Agreement for demand management between fleet management services and its internal customers i.e. parks and HRA. Without this being in place, the risk is on demand management, if not appropriately planned may lead to increased costs of vehicle hiring. The services users including e.g. parks, parking services and Security services need to ensure the reduction of demand over the MTFP period as agreed as an output of '*Hot House*'.
- 2) It is advisable to review the fleet replacement programme over a longer period of the time and to create a rolling replacement programme based on the asset lifecycle. The financial impact should be captured in the Council's long-term financial strategy.
- 3) The service should consider increasing the number of electric vehicles as charging infrastructures coming online over the next couple of years. This should also result in further revenue fuel cost savings in the future.

Other options previously considered but discounted include:

- 1) Continue As Is – discounted due to excessive maintenance costs, ad-hoc vehicle hiring costs and breakdowns, these would lead to significant cost pressures to the existing revenue budget.
- 2) Ad-hoc hire only - discounted due to excessive revenue costs per annum.
- 3) Lease with/without maintenance deal– discounted due to potential high de-commission charges, the lesser ability to 'sweat' the assets beyond 3-5 years and

the lack of control in demand management under contract. This would also restrict further commercialisation of the fleet services as a whole, including loss of income from existing services.

Replacement Fleet Vehicle Options

Preferred Option: Replace Fleet out of Capital Funding

Advantages:

- Better fuel economies
- Better environmental outputs
- Vehicles fit for purpose
- Reduction in lost time with fewer breakdowns
- Reduction in Fleet time spend on repairing/organising hires
- Less spent on expensive hire
- Improved image (i.e. Not Thrifty vans for housing jobs)
- Greater flexibility to meet the planned changing needs of a reducing council requirement
- No unpleasant surprises regarding 'Betterment' at the end of the lease period
- Continue to support BCC Licensing with Certificate of Compliance for Taxi's
- Flexibility with ad hoc service changes
- Flexibility to alter internal design of vans during its life
- Flexibility on further income generation and commercialisation

Disadvantages:

- Tying up prudential borrowing
- Lack of ability to dispose of Sandy Park

Further Options Considered

1. Lease and BCC Repair

Advantages:

- Better fuel economies
- Free up prudential borrowing for other capital issues
- Better environmental outputs
- Vehicles fit for purpose
- Reduction in lost time with fewer breakdowns
- Reduction in Fleet time spend on repairing/organising hires
- Less spent on expensive hire
- Improved image (i.e. Not Thrifty vans for housing jobs)
- Continue to support BCC Licensing with Certificate of Compliance for Taxi's

Disadvantages:

- Lack of ability to dispose of Sandy Park
- Potential for unpleasant betterment costs at end of contract
- Not responsive to planned or ad hoc changes if done as a one off replacement programme
- Need strong contract management
- Lack of flexibility to alter internal design of vans during its life

2. Lease and Lease co Repair

Advantages:

- Better fuel economies
- Free up prudential borrowing for other capital issues
- Better environmental outputs
- Vehicles fit for purpose
- Reduction in lost time with fewer breakdowns
- Reduction in Fleet time spend on repairing/organising hires
- Less spent on expensive hire
- Improved image (i.e. Not Thrifty vans for housing jobs)
- Continue to support BCC Licensing with Certificate of Compliance for Taxi's
- Can get a capital receipt for Sandy Park

Disadvantages:

- Loss of support for Licensing Service
- Potential for unpleasant betterment costs at end of contract
- Not responsive to planned or ad hoc changes if done as a one off replacement programme
- Redundancy costs for staff
- Need strong contract management- re disputes on damage etc
- Lack of flexibility to alter internal design of vans during its life
- Potential lost time getting to repair workshop
- Would need careful managing to stagger MOTs/Services etc
- Fuel more expensive as loss of on-site fuel bunkers
- Loss of income from MOT bays

3. Ad-Hoc Hire/As Is

Advantages:

- No large capital spend
- No large scale redundancies but could be ad hoc reductions in staffing
- Allow flexibility to reduce the service as required
- Capital receipt for Sandy Park

Disadvantages:

- Poor council image
- Spend much more on hires
- Increased non-productive time for staff dealing with breakdowns etc
- Potential for vehicles not to be fit for purpose if ad hoc hire
- Loss of support for Licensing Service
- Potential for unpleasant betterment costs at end of contract
- Redundancy costs for staff
- Need strong contract management- re disputes on damage etc
- Lack of flexibility to alter internal design of vans during its life
- Potential lost time getting to repair workshop
- Would need careful managing to stagger MOTs/Services etc
- Fuel more expensive as loss of on site fuel bunkers
- Loss of income from MOT bays

Options Proposal

- The Council has a fleet of 456 vans and cars, 50% of which are over 10 years old, and a further 27% is 5-10 years old.
- There are now frequent breakdowns, with reactive and planned costs rising resulting in expensive hire costs.
- In December 2015 finance colleagues recommended capitalising the procurement of fleet units.
- All options assume we revert back to white vehicles, resulting in capital/leasing being £171k cheaper than if vehicles were silver.
- In Scope – HRA, Parks and Green Spaces, Security Services, Parking Services, etc. Ongoing engagement with services to ascertain future service needs.
- Out of Scope – Non centralised budgets (Blaise Nursery, Landscapes, etc.), Hired in vehicles (BCL), no long term commitment to fleet vehicles, service under review
- Preferred option – Buy option for 8 year asset life replacement – provides for the best control over the fleet and capital receipts (Appendix 2 for further details)
- 75% of vehicles will be replaced in Yr 1 and 2 with the remaining vehicles kept, but will be withdrawn when uneconomic or no longer required (circa 100)
- Process followed - 3 day Hot House, 80% of fleet users directly engaged, fleet survey, detailed financial modelling and options appraisal
- Fleet engagement with FM, Accommodation and Building Users to evaluate impact of building closures and movement of workforce
- Unforeseen costs have been considered as part of the business case, areas where global changes can impact on costs i.e. fuel, tyres, etc. a contingency has been taken into account
- Strengthen communications through demand management to understand, anticipate, and influence user department requirements to deliver best value at the least cost. Vehicle purchases to match available capital funds

Fleet Services

Bristol City Council Strategy for Fleet Vehicle Replacement

Terms of Reference

A Hot House was required to confirm that an in-house fleet model is the strategic option.

Agree that a 25% reduction in new vehicles is aligned to departmental savings proposals.

Seek approval from Cabinet to spend £6.1m capital revenue.

Bristol's Fleet old, inefficient or hired in!

Page 493



Fleet Need a Capital Budget

- 456 vehicles, of which 236 are used by HRA
- 80% of vehicles are over 5 yrs, 50% over 10 yrs
- Only 3 new vehicles have been bought within the last 18 months
- Old vehicles are high maintenance, break down more, less fuel efficient and emit more emissions
- Within the Fleet revenue budget there is potential to support a capital programme of over £4m in Yr 1
- There is currently no planned capital replacement programme and so this capital spend needs to be authorised
- This can be funded by Fleet's budget plus £0.56m Fleet reserve



Doing nothing is not an option- we will spend more money on repairs and hires in the long term plus run inefficient vehicles that are environmentally poor.



How can we *improve* the fleet while spending **less**?

- 3 day Hot House
- 80% of fleet users directly engaged
- Fleet survey
- Detailed financial modelling and options appraisal
- As a result of hot house we can spend £2m less on capital and return a positive saving to the General Fund



- Rework the fleet profile to improve efficiency - reduce number of new purchases by 25%
- Re-sized vehicles and withdraw duplicate pool cars
- Maintain our fleet ourselves to maximise flexibility to changing service demands
- Move to electric vehicles as soon as infrastructure allows which supports mayoral priorities
- Funded from within the current Fleet Revenue budget- pending authorisation of associated capital spend

How this will be delivered

- All pool cars will be withdrawn as currently covered by Enterprise pool cars
- 75% of vehicles will be replaced in Yr 1 and 2
- 25 Electric Vehicles are shown in the business case (will be 50+ subject to infrastructure)
- Corporate colour moves to white as this saves potentially £171k
- Remaining vehicles kept but will be withdrawn when uneconomic or no longer required

Fleet Sourcing Financing Options

Page 498

	1. Buy & Maintain over 8 Years	2. Lease in & BCC repair	3. Lease in & Lease co. repair	4. No purchases, ad-hoc hire	5. Move to all ad- hoc hire
Vehicle numbers flexible	✓			✓	✓
Corporate Livery/ Health and Safety	✓	✓	✓		
Improved fuel economy	✓	✓	✓		✓
Reduced env. impact	✓	✓	✓		
Additional Income (e.g. MoTs)	✓	✓		✓	
Sale of ? Sandy Park (cap receipt not included)			✓	✓	✓
Cost over 8 years capital	£6million	None	None	None	None
Cost to Gen Fund over 8 yr cycle	£11.4m	£12.4m	£12.8m	£14m	£13.5m

Summary of Business Case

- 75% of Fleet is replaced and maintenance is done in house
- This requires a capital budget of £3.6m in Yr1 and £2.4 in Yr2
- Fleet Manager given a capital budget but each year is accountable to Capital Programme Board explaining how spent, savings made etc
- This allows a flexible approach which will result in modern, efficient assets that can either be recycled within the Council or TUPE'd across if we commission out areas of work that currently use the fleet.
- Engaged with all key fleet users
- This option represents capital cost avoidance of £2.4m over 8 years
- This returns a saving to the GF over current budget of £3.6m over 8 yrs starting from financial 2018/19 and £1m to the HRA

Next Steps

- Confirmation that in-house fleet is the strategic option
- Acceptance that 25% reduction of new fleet is aligned to BCC reduction in size of operations over 5 years
- Permission to take recommendation and spend to Cabinet for approval

Appendix

In 2001 Bristol declared an Air Quality Management Area covering the whole central area of the city and all the major arterial routes. Approximately 100,000 people live within the AQMA and it includes the whole central business and shopping districts, major hospitals and dozens of schools. The legal limit for nitrogen dioxide (NO₂) continues to be exceeded by a significant margin at locations all over the city closest to busy roads. In addition, there are significant health effects from particulate pollution and there are exceedances of World Health Organisation pollution guidelines for PM_{2.5}.

Bristol has been identified by Government as an area where significant action on air pollution is needed by 2020. The National Air Quality action plan mandates Bristol to conduct a Clean Air Zone (CAZ) feasibility study. A CAZ would be based on a national framework which may be used to charge the most polluting vehicles if they are used in locations of poor air quality. Diesel vehicles that do not meet the Euro 6/VI emission standard or petrol vehicles that do not meet Euro 4/IV standards could be subject to this charge.

There are 4 levels of CAZ being proposed. A class A CAZ would include buses, coaches, taxis and PHVs. The widest ranging CAZ would go as far as include those vehicles included in a Class A zone plus HGV's, LGV's and cars. Currently the majority of BCC fleet vehicles would not meet the CAZ emissions standards if a Class D CAZ were to be implemented. Whilst the feasibility study for the CAZ for Bristol is at the very early stages, the recent National Air Quality Action Plan issued by Government in July 2017 emphasises a need for local authorities to take the lead to improve local air pollution. Within the National Air Quality Action Plan it states that *"The UK government expects local authorities to set a lead in cleaning up their own fleets and meeting local air quality objectives."*

Implementation of a Clean Air Zone would be required before 2020. Bristol City Council needs to ensure that its fleet is compliant with the CAZ emissions requirements, not only to ensure that the health impacts from the fleet are minimised but to demonstrate that we are leading by example. Implementation of a charging CAZ in Bristol would potentially be more difficult if Bristol City Council were to continue to operate vehicles within that zone that were not compliant with the emission standards.

The proposed fleet renewal proposal will ensure that the BCC fleet is compliant with future CAZ emissions standards, as set out in the current National Air Quality Action Plan.

Steve Ransom - Energy Infrastructure and Development

Email 1st June 2017

Sustainability Outcome

The significant impacts of this proposal are...

- Consumption of resources to produce vehicles
- Resources and emission of climate changing gases through the use of fossil fuels
- Emission of pollutants detrimental to local air quality

The proposals include the following measures to mitigate the impacts...

- Fleet will be downsized by around 25%, reducing resources required for new vehicles
- Approximately 10% of the replacement fleet will be electric vehicles, reducing consumption of fossil fuels and reducing tailpipe emissions
- Downsizing, hybrid, and petrol vehicles will be specified in preference to like-for-like replacement of diesel vehicles, to improve local air quality
- Replacement diesel vehicles will be Euro-6 compliant, improving air quality in comparison with current vehicles (many of which are Euro-4)

The net effects of the proposals are

- Positive: in comparison with current arrangements, this proposal should reduce consumption of fossil fuels and improve local air quality.

Cabinet Report / Key Decision

Date: 5 December 2017

Title: Operations Centre Phase 2 Programme – CCTV and Smart City	
Ward: All	Cabinet lead: Cllr. Craig Cheney
Author: Patsy Mellor	Job title: Service Director

Revenue Cost: £956,000 (over 5 year MTFP period)	Source of Revenue Funding: General Fund
Capital Cost: £3,000,000 (over 2 years)	Source of Capital Funding: ICT Capital Programme (RE03)
One off (Capital) <input checked="" type="checkbox"/>	Saving <input type="checkbox"/>
Ongoing (Revenue) <input checked="" type="checkbox"/>	Income generation <input type="checkbox"/>

Finance narrative:

This Operations Centre Phase 2 business case encompasses 2 key aims –

- 1) To replace, rationalise and upgrade the CCTV asset base and, at the same time, develop a sustainable asset replacement model for the future.
- 2) To optimise the fibre network in order to support the development of ‘Smart City’ services such as Telehealth.

By linking CCTV and Smart City work, this case is planned to be delivered for £3m ‘one-off’ Capital Investment (split - CCTV investment £2m, Smart City work £1m).

This case will also require ongoing Revenue expenditure. Over the first 5 years this will total £0.956m. From year 7 onwards (once financing costs have ceased) the recurring Revenue cost will be £0.241m p.a.

There are expected to be operational efficiencies from combining the CCTV programme of work with the promotion of Smart City applications.

The existing 1,700 CCTV asset base across the Council is out-dated, non-compliant and, in some places, unsupported. Maintenance and replacement is reactive, disparate and inefficient. Consolidation of this CCTV asset base will provide the opportunity to negotiate best value contracts and deliver a structured programme of maintenance and replacement on a future optimised asset base of c.1,500 cameras. The business case plans to invest £2m capital expenditure in the acquisition and installation of 500 Pan, Tilt, Zoom (PTZ) CCTV cameras for Traffic and Security. Thereafter it aims to re-invest a portion of the new income from the Smart City applications into the replacement of a further 1,000 CCTV cameras and then ongoing in to a sustainable replacement programme.

The investment of £1m in Smart City applications is expected to bring the provision of new services such as Telehealth to Bristol.

Finance Officer: Jemma Prince - Finance Business Partner (22/9/17)

Summary of issue/proposal: Further development of Operations Centre to rectify significant deficiencies in the corporate CCTV estate, increase ops centre income and begin delivery of Smart City capabilities

Summary of proposal & options appraisal:

Background

Phase 1 of the Operations Centre programme was approved by Cabinet in Oct 2015. The Programme has successfully delivered the physical build of the new operations centre at Temple Street, followed by relocation of Emergency Control (ECC), Traffic Control (TCC) and the Concierge Service to enable closure of Brunel House and Wilder House. In parallel, an OJEU process has been conducted to procure systems to support the new integrated way of working. New traffic management systems have been implemented, providing greater functionality and a significant increase in reliability and resilience. Work to upgrade other essential systems will be completed in the near future.

Phase 1 of the Ops Centre Programme was primarily aimed at co-locating the three existing control centres referred to above but importantly, it also laid the foundation for future Smart City initiatives. These will keep Bristol at the forefront of modern cities, developing TeleHealth and Smart-Waste services with

partners, potentially increasing the current £840K annual income target.

The Ops Centre is heavily reliant on CCTV for traffic management and citizen safety and security. The majority of the 1700 CCTV cameras around the city are old, analogue devices, no longer supported by manufacturers and in some cases, already starting to fail. Additionally, there are many camera types, making support and maintenance costly.

Proposal

To further exploit the new Operations Centre at 100 Temple Street and to reduce the risk of CCTV failure and deliver further services, Smart City information and efficiencies. This will be achieved by implementing the CCTV Strategy developed with stakeholders and presented to SLT and by integrating IOT devices and associated data. The programme will:

- Implement a new CCTV strategy developed with stakeholders and presented to SLT. This will review and upgrade the CCTV estate, supporting traffic management, citizen safety and security and protecting council buildings.
- Ensure CCTV camera use and signage comply with new legislation
- Conduct an OJEU compliant procurement process to establish cost effective camera replacement and maintenance contract(s)
- Implement a robust management contract for the city's extensive fibre network asset upon which CCTV, Traffic Management and many of the council's critical systems run. This will also open the opportunity to achieve income from the asset.
- Exploit CCTV video analytics to increase efficiencies and deliver the next level in safety and security for citizens.
- Building upon the phase 1 platform, develop smart Telehealth applications that have the potential to increase the ability to manage patient health from the comfort of their own home thus providing better adult care and offering the potential to reduce care costs for our partners in the NHS and the Council.
- Identify suitable partners with whom we will develop and deliver Smart City applications. Partners may include: Bristol Energy, Bristol Waste, NHS. We will look to generate further income from these partnerships.
- Develop smart city applications that bring new services and efficiencies to the Authority and citizens of Bristol. Several areas have been identified in Waste, Safety & Security (e.g. Harbourside Safety and creating and Internet of things (IOT) interface allowing rapid deployment of sensors for data collection (air quality, temperature, flood indication). We will use the common platform developed in phase 1 to support the individual vertical service applications reducing cost and time to market. There is an opportunity to be an early provider in Tele-health utilising our partnerships with Bristol Energy and their smart meter network as well and commercial partners in Health and Analytics (Bosch, NorthStar Solar, and Nokia) to deliver this. Further applications e.g. Waste would benefit from the common platform reducing the cost and removing the barriers to entry.

As Part of Phase 1, The Operations Centre is developing agreements with strategic partners. The partnership agreements represent not only great value to Bristol City Council but provide great benefit to citizens. The charges relative to a space lease represent a very high yield for the space when compared to either service office space based upon a price per desk or to the leasing of an entire area based upon a price per sq/m. This comparison is below.

Serviced Office Space (source BCC Property) = £3000 per annum per desk/ Partnership agreement = £22,300 per annum per desk.

Lease Area 2100 sq/m for total (space plus service charge) £774,2750 per annum = £368.70 per sq/m. partnership agreement for lease of 12 sq/m achieves an income £134,000 which relates to a charge of £11,166.66 per sq/m. (Source Summary Report DWP RO)

This proposal builds upon the successful delivery of Phase 1 of the Operations Centre Programme. Alternative approaches have been considered but the advantage of retaining knowledge gained by the existing team is considered to outweigh other options

Recommendation(s) sought:

The Mayor approves:

- **Re-allocation of £3.6m capital programme CCTV funding to:**
 - a) £2m for CCTV replacement,
 - b) reallocation of £1m from CCTV to SMART City services
 - c) £600K to be returned to capital fund.
- **£3m expenditure, identified in the Capital programme for all aspects of phase 2, including the SMART City element detailed above, to proceed.**
- **Authority is delegated to the Strategic Director Neighbourhoods in consultation with the Portfolio holder to enter and sign partnership agreements as set out in Scheme of delegations.**

City Outcome: Citizen safety will be maintained and potentially increased
Health Outcome summary: TeleHealth will be among the new services to be investigated. If successful, demand on council and local NHS services could be reduced.
Sustainability Outcome summary: Have the ability through IoT sensors to evaluate impact of traffic management on air pollution
Equalities Outcome summary: N/A
Impact / Involvement of partners: Avon and Somerset Police use some of the Operations Centre CCTV images. This programme will continue to work closely with the police to improve citizen safety and security. The Ops Centre Programme is also working with NHS to explore service improvements (GP OOO/111).
Consultation carried out: The Operations Centre Programme has consulted with DLT, SLT, Cabinet Lead. The Programme has also briefed the Mayor and Deputy Mayor.

Legal Consideration: None at this stage; Once funding is agreed, Legal Services should be engaged to advise and support the commercial contracts, partnership agreements and leases/licences to occupy/utilise the council's premises where applicable.		
Legal Officer: Jane Johnson		
Reputational Issues: <i>None</i>		
Policy/Comms Officer: <i>n/a</i>		
DLT sign-off	SLT sign-off	Cabinet Member sign-off
Alison Comley 13/09/2017	19/09/2017	Cllr Cheney 06/11/2017

Appendix A – Further essential background / detail on the proposal	YES – Exempt and not for publication see G below
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	YES Para 3 – information relating to the financial or business affairs of any particular person, including the authority holding that information

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

MEETING: Cabinet

DATE: 04/12/2017

Title: Operation and maintenance of electric vehicle charge points under the Go Ultra Low West (GULW) programme.	
Author: Richard Lowe	Job title: Programme Manager (Investment)
Cabinet lead: Cllr Fi Hance	Director lead: Bill Edrich

Idea origin: BCC Staff
Date idea generated: 13/12/2016

Decision maker: Mayor
Decision forum: *Cabinet*

Timescales: *Cabinet = 4th December. Forward Plan = 3rd November. Draft report = 9th November*

Purpose of Report: Cabinet approved the GULW project to proceed in April 2016 (see Appendix A) with respect to the installation of charging points (funded by a capital grant from the Department for Transport's Office for Low Emission Vehicles (OLEV)). A business case has subsequently been developed and the proposal is for BCC to operate and maintain the network across the West of England on behalf of the local authorities, contracting for back-office support for a minimum period of 3 years. This has been determined as being a Key Decision that requires further Cabinet approval to proceed.

- Cabinet Member / Officer Recommendations:**
- That the Mayor agrees that Bristol City Council will operate and maintain the existing and ongoing charge point network, as contained in this report. This network can contain charging points in other local authorities or private land. That the Service Director of Energy services, or equivalent, in consultation with the Director of Finance, be given delegated authority to implement the option best suited to deliver a financially sustainable charging network.
 - That the Service Director of Energy services, or equivalent, be authorised to negotiate, complete and manage legal agreements with Bath and North East Somerset, North Somerset and South Gloucestershire councils, and any other parties as necessary, to enable the operation and management of the network, as contained in this report.

- Evidence Base:**
- Grant award letter (See appendix A)
 - April 2016 Cabinet report (See [link](#) to report on council website)

The business case includes a number of scenarios and shows that driver numbers have the greatest impact on revenues. Forecasts are based on government figures and those of the Society of Motor Manufacturers and Traders. The outcome for the Council is a positive net profit position from year 3 and strategic control of the public charging network.

Revenue Cost: £ revenue loss between £13k and £50k in early years (2-5 years depending on different scenarios) followed by anticipated surplus year on year thereafter. (see financial commentary)	Source of Revenue Funding: early year loss to be absorbed within Energy budget, plus potential ELENA 2 bid could support some of the staff and consultancy costs in the first years
Capital Cost: up to £2m grant funding asset life 10 years	Source of Capital Funding: Grant funding – Office of Low Emissions vehicles
One off cost <input checked="" type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/> Income generation proposal <input checked="" type="checkbox"/>

Finance narrative:

This proposal seeks approval to deliver an installation programme of 200 new charging points on behalf of the 4 local authorities under the Ultra-Low West Programme. The capital cost for project delivery is fully funded by government grant (c£2m).

It is proposed that after initial capital installation, the operation and maintenance responsibilities will fall

under the Bristol City Council. The projected surplus and deficit are based on 3 main scenarios using government projection around electric vehicle driver numbers growth for the future.

The proposed business model is based on membership fees model operated by Bristol City Council. Please also note, the plan is also to combine and rebrand the current free 'Source west' charging points (c200), with the new charging points under one operating umbrella.

Please see the exempt appendix for revenue income and cost structures, and the sensitivity analysis on profitability under 3 customer uptake scenarios.

Further Financial risk considerations:

- 1) Technology advances meant that some of the previously installed charging points under 'Source west' around the city are no longer considered fastest. There is a risk that future development of technology may render the infrastructure redundant.
- 2) The installation should consider the locations more carefully, as in the past some of the charging points were not installed in convenient locations which resulted in low usage.
- 3) The operational business model requires further investigation and future proofing. There are a number of operators in the country mainly geographically based and operating on a membership only basis. The business model should leave sufficient room to explore potential joint ventures with other operator in the country in the future.
- 4) The cost and benefit should also be explored regarding other operating model such as outsourced concession. This should minimise the risk on early year deficit but may have a long term impact on future profit sharing.
- 5) Similarly the business model should explore potential joint working with commercial businesses such as supermarket to maximise usage and revenue for the further.

Finance Officer: Tian Ze Hao – Finance Business Partner

Risks:

- Non-delivery to OLEV timescales and return of funding.
- Charge points located in the 'wrong' place leads to lower than expected income from charging sessions and an impact on Council reputation and revenue position
- There is a need to future-proof charge points to reflect the rapid changes in vehicle technologies and driver behaviour.

Legal Consideration: It is presumed that the Programme Board formed under the Collaboration Agreement has already given approval for this work package. As far as BCC is concerned the pre-works contract elements such as soft market testing, developing of the Specifications and tender documents may be initiated at this stage.

NB To meet space restrictions this is an edited version of the legal commentary; the full version is contained in Appendix A.

Irfan Sheikh

Benefits:

- Putting Bristol on course to be run entirely on clean energy by 2050 by accelerating the transition to electric vehicles.
- Supports strategies for transport and energy infrastructure.
- Long-term income generation for Bristol City Council.
- Reduction in air pollution from transport by encouraging the switch to electric vehicles
- The project is a step in the process of making charge points accessible across the whole city.

Consultation Details: Taxi Licensees, residents and community organisations to be included in the market research for identifying concentrations of existing and aspiring EV drivers.

- Cllr Fi Hance has informally briefed the Cabinet, who were supportive of the proposal.
- West of England Councils Heads of Transport, April 2017 - Programme Board actions.
- Inter-Authority Executive Board, March 2017. Minutes and actions.
- SLT briefed 25th July.
- Executive Board briefed on 12th September as an Exception paper

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Nicki Beardmore 21 st June 2017	25 th July 2017	Fi Hance 30 th October 2017

Appendix A – Further essential background / detail on the proposal	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	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Exempt Information	YES

Title: Operation and maintenance of electric vehicle charge points under the Go Ultra Low West (GULW) programme.	
Ward: N/A	Cabinet lead: Fi Hance
Author: Richard Lowe	Job title: Programme Manager

Legal Issues:

The Office for Low Emission Vehicles (OLEV) awarded £7.1 M of funding over 5 years to Bristol bidding along with the adjoining authorities (BANES, NSC and SGC) to promote the uptake of EVs (including plug-in hybrids) across the region.

The Cabinet vide its decision dated 5th April 2016 decided to go ahead with the project. It was also decided that Bristol City Council will deliver the project in collaboration with and under a formal legal agreement with Bath and North East Somerset Council, North Somerset Council and South Gloucestershire Council. It has been informed that such collaboration agreement already exists.

Bristol Energy Service have been asked to deliver Work Package 1 of the Programme which involves building 200 new public EV charging points across all the four adjoining Councils. The funding conditions require that the commencement of the Works shall be preceded by market testing; specification and tender writing for a Works contract to install new electric charge points.

It is assumed that the Programme Board formed under the Collaboration Agreement has already given approval for this work package. As far as BCC is concerned the pre-works contract elements such as soft market testing, developing of the Specifications and tender documents may be initiated at this stage. However, before award of the main contract the following matters need to be addressed;

- 1- Supply of equipment will be the dominant part of the contract while any civil works will be ancillary part. As such potentially EU threshold for Supplies will be attracted. Therefore, proper procurement procedure will be needed.
- 2- Identification of the charging point sites and suitable arrangements, such as lease arrangements where those sites are not owned by the respective authorities, will be needed along with other statutory approvals regarding ingress, egress and parking of EVs.
- 3- Appropriate allocation of potential contractual risks will be required before award of the main Installation/Works contract.
- 4- Suitable arrangements to enable the users to make payments such as by cash payment or through bank cards and any ensuing confidentiality issues will need to be carefully addressed.
- 5- Specifications and contract documents need to be developed in line with the funding conditions.”

Legal Officer: *Irfan Sheikh*



Department for Transport

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Office for Low Emission Vehicles
Department for Transport
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10 February 2016

Go Ultra Low City Scheme Section 31 Grant award for Financial Year 2015/16

Dear Ben

I am pleased to confirm the detailed terms and conditions on which the Secretary of State for Transport ("the Secretary of State") is prepared to award grant under section 31 of the Local Government Act 2003 (s31) to Bristol City Council ("the Authority") for delivery of your Go Ultra Low City Scheme proposals which have been agreed (to be finalised with delivery plan) with the Office for Low Emission Vehicles (OLEV) for the financial year 2015/16 and beyond. The attached grant award is made with the approval of HM Treasury.

The attached document sets out the terms under which the Secretary of State is prepared to award grant under Section 31 of the Local Government Act 2003 to Bristol City Council.

The information contained in this letter, annexes and the attached documents should be brought to the attention of all relevant staff in the Authority. Your Chief Finance Officer is required to sign and return the enclosed acknowledgement slip confirming that they have understood and agreed the terms and conditions by which the grant operates.

The Secretary of State's funding contribution of Bristol City Council's Go Ultra Low City Scheme proposals grant for 2015/16 will be paid as capital and revenue grant as set out in Annex 2A and the terms of the capital grant are set out in Annex 2B of the grant determination. Acceptance by the Authority of the award is acceptance of those terms.

The Secretary of State will not meet any grant claims that would result in the agreed annual grant allocation being exceeded.

The grant will be paid as follows:

- We will pay one "upfront" grant payment of £3,000,000 capital and £140,000 revenue funding for 2015/16 (as set out in Annex 2A to the grant determination)

below) to enable the programme to get underway. We expect to pay this in March 2016.

- Subsequent payments, to the total amount shown in the grant determination, will be made over the period 2016/2020 following on going delivery of your Go Ultra Low proposals as set out in the agreed delivery plan.

With regards to assurance, local authorities are public authorities and, by definition, are expected to have robust accounting, monitoring and transparency arrangements in place to allow for appropriate accountability to their communities. The Secretary of State has concluded that these arrangements are largely sufficient to allow for proportionate scrutiny of the Go Ultra Low City Scheme.

With regards to publicity, where it is intended that funding will be referenced, OLEV is keen for the Department's financial contribution to your project to be publicised. If you do decide to publicise the Department's contribution, please consult the Department on its brand guidelines.

As with previous advice, your proposals under the Go Ultra Low City Scheme may be subject to state aid requirements. It is the responsibility of local authorities to satisfy themselves that they are state aid compliant when using the Go Ultra Low City Scheme funding and in accepting this Grant Determination Letter you are confirming that the state aid analysis for your proposals (attached) accurately sets out all state aid risks associated with your proposals. You should therefore ensure that your project teams are versed on state aid law, as they are better placed to provide support on the operational matters within the Authority. Guidance on State Aid is available from: www.gov.uk/state-aid.

The Secretary of State may require repayment of any of the grant already paid, together with interest from the date of payment, if the Secretary of State is required to do so as a result of a decision by the European Commission or as a result of any obligation arising under European Union law.

In the event that your authority is unable to deliver your proposals, and with the agreement of the Secretary of State, grant monies may be returned to the Secretary of State in the manner and at such time agreed by the parties.

If there are any material changes to your proposals, for instance, that may have any implications on state aid, you should inform the Secretary of State immediately.

The authority will be expected to support monitoring and evaluation requirements where specified by the Secretary of State.

Should you wish to discuss the contents of this letter, please contact Steve Ives: 0207 944 4255; e-mail: steve.ives@olev.gsi.gov.uk.

Yours sincerely

Steve Ives

Annex 1: Documentation to be provided by the Grant Recipient before the Grant will be released

The Grant Recipient is requested to provide the following documents to enable the Secretary of State to release the Grant:

- a) a copy of the authority's Go Ultra Low City Scheme proposals and delivery plan as agreed with OLEV (post 25 January 2016);
- b) a signed copy of the Acknowledge slip below;
- c) details of a bank account of the Grant Recipient into which the Grant may be paid; and
- d) the name and contact details of personnel authorised by the Grant Recipient to deal with the Secretary of State on matters connected to the Grant on the Recipient's behalf.

ACKNOWLEDGMENT SLIP

OLEV Go Ultra Low City Scheme (Grant No: 31/2703 (Capital) & 31/2702 (Revenue))

I ACKNOWLEDGE RECEIPT OF THE S31 GRANT LETTER FOR BRISTOL CITY COUNCIL FOR 2015/16.

I ACCEPT THE GRANT OFFER FOR AND ON BEHALF OF BRISTOL CITY COUNCIL SUBJECT TO THE TERMS AND CONDITIONS SET OUT IN THIS LETTER AND THE ANNEXES TO THIS LETTER. I CONFIRM THAT I AM LAWFULLY AUTHORISED TO DO SO

SIGNED (CHIEF FINANCE OFFICER).....

PLEASE PRINT NAME.....

DATE.....

Please return to the Office for Low Emission Vehicles (OLEV) Department for Transport, c/o Steve Ives, City Scheme Manager, OLEV, 1/31, Great Minster House, 33 Horseferry Road, London SW1P 4DR.

Annex 2: GRANT LETTER 2015/16: RULES AND INSTRUCTIONS FOR CLAIMING GRANT

Grant Determination for the Go Ultra Low City Scheme Grant No: 31/2703 (Capital) & 31/2702 (Revenue)

The Secretary of State for Transport (“the Secretary of State”), in exercise of the powers conferred on him by section 31 of the Local Government Act 2003, hereby makes the following determination:

Citation

1. This determination may be cited as the Go Ultra Low City Scheme Grant Determination No 31/2702 & 31/2703.

Purpose of the grant

2. The purpose of the grant is to provide support to receiving authorities in England towards expenditure lawfully incurred or accrued by them as capital and revenue costs of for the scheme specified in Annex 2A.
3. In making this grant the Secretary of State does not intend to effect a private law contractual relationship with the receiving authorities.

Determination

4. The Secretary of State determines:

(a) that the authority in Annex 2A is an authority to which grant under this determination is to be paid; and

(b) that the maximum amount of grant payable to the authority in respect of 2015-16 and subsequent years shall be the amount shown against the name of the authority in Annex 2A.

Treasury consent

5. Before making this determination in relation to local authorities in England, the Secretary of State obtained the consent of the Treasury.

Grant conditions

6. Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid subject to the conditions in Annex 2B.

Signed by



Richard Bruce (Head of OLEV)
on authority of the Secretary of State

10 February 2016

Annex 2A – Authority to which grant is to be paid and maximum amount of grant to be paid

Local Authority	Capital 2015/16	Revenue 2015/16	2015/16 Total Grant Allocation	2016/20 Capital funding only
Bristol	£3,000,000	£140,000	£3,140,000	£4,000,000

Annex 2B – Grant conditions

Grant Conditions

1. Capital grant paid to local authorities under this determination may be used only for the purposes for which a capital receipt may be used in accordance with regulations made under section 11 of the Local Government Act 2003.
2. The Chief Executive and Chief Internal Auditor of each recipient authority is required to sign and return to the Section 31 Grant Claims Manager (Go Ultra Low City Scheme) in the Department for Transport (OLEV) a declaration, to be received no later than six months after the physical completion of the relevant scheme(s), in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to the Go Ultra Low City Scheme Project Grant Determination 2015-16 No: 31/2702 & 31/2703 have been complied with.”
3. If an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Secretary of State may:
 - a) reduce, suspend or withhold grant; or
 - b) by notification in writing to the authority, require the repayment of the whole or any part of the grant.
4. Any sum notified by the Secretary of State under paragraph 3 (b) shall immediately become repayable to the Secretary of State.
5. The following costs are not Eligible Expenditure Payments: that support activity intended to influence or attempt to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

MEETING: Cabinet DATE: 04/12/2017

AGENDA ITEM:

Decision pathway – Development and Assessment Pro-forma

Use this pro-forma for meetings in the decision pathway. 2 side maximum, additional details can be included in appendices.

Title: Local Flood Risk Management Strategy	
Author: John Stevens	Job title: Flood Risk Officer
Cabinet lead: Cllr Fi Hance	Director lead: Alison Comley

Idea origin: <i>BCC Staff</i> Date idea generated: 07/09/2016
Decision maker: Mayor Decision forum: <i>Cabinet</i>
Timescales: We propose the LFRMS update is endorsed by Cabinet at the 4 th December Cabinet meeting, with completion of the engagement plan over winter 2017/18.
Purpose of Report: <ul style="list-style-type: none"> It is a statutory requirement for BCC to produce and maintain a LFRMS, setting out how flooding will be managed in the BCC administrative area in conjunction with partner organisations. BCC are designated as the Lead Local Flood Authority for the area, under the Flood & Water Management Act (2010), and as such has this duty to fulfil. The original Bristol LFRMS was adopted in 2014 and the Strategy has recently been updated.
Cabinet Member / Officer Recommendations: It is recommended the original LFRMS (that was fully adopted in 2014) is updated in line with the required national practice, policy and legislative changes. The LFRMS is also amended to account for alterations to the Strategy Action Plan to reflect recent work undertaken and new works identified since 2014.
Evidence Base: The Strategy has been amended appropriately to account for all the required changes and therefore the duty that falls on BCC to maintain a LFRMS for Bristol has been fulfilled. The revised Strategy is found as an appendix item.

Revenue Cost: £ within existing budget envelope	Source of Revenue Funding: Defra and BCC Transport Service
Capital Cost: £ Various tbc	Source of Capital Funding: Various sources including Transport Capital programme, EA, Wessex Water, planning contributions (Section 106) etc.
One off cost <input type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>

Finance narrative: This proposal seeks endorsement of the strategic approach for managing local flooding risk. The LFRMS identified and prioritised local objectives in line with the national objectives and 43 local actions were recommended in the strategy. From a financial perspective, the majority of these actions are relating to the day to day management of flood risks and mitigations, which include revenue spending activities such as carrying out assessments, studies, implementing systems, and producing further strategies and action plans, plus the day to day revenue and capital infrastructure maintenance of assets. For these actions, the revenue and capital funding are mainly sourced via DCLG and will be absorbed under the approved revenue and capital budget envelope within the MTFP.

However, some of these actions may lead to significant capital schemes and infrastructure development in the medium and long term and the funding sources for these schemes are yet to be identified and peritonised. Long term capital and revenue maintenance liability is a key consideration for all schemes, which is not clear at this stage.

Finance Officer: Tian Ze Hao – Finance Business Partner

Risks: The ongoing course of action is required to meet our statutory duty under the Flood and Water Management Act 2010. A full risk assessment has been prepared and is reviewed monthly as part of the

Council's formal Performance, Programmes and Projects (PPP) reporting process. The key risk to delivery is a significant flood event causing a change of focus. It should be noted that in recent years, significant floods have occurred in other cities nationally e.g. Sheffield, Hull and locally in the West of England and Somerset. In these locations and following the flooding, significant local and national attention and pressure has been placed on authorities to deliver projects that reduce the risk. Bristol has not been affected to the same degree but we are working proactively to reduce the risk of flooding before it occurs.

Legal Considerations: The Council, through its elected Mayor and those he may delegate to act on his behalf, is the Lead Local Flood Authority (LLFA) and has a duty under the Flood and Water Management Act 2010 to develop, maintain, apply and monitor a Local Flood Risk Management Strategy. There is a statutory duty to consult risk management authorities that may be affected by the strategy and the public about the strategy.

Relevant factors in deciding whether it is necessary to consult on the revised strategy are

- The nature and the impact of the decision
- Whether there is a legitimate expectation that the public will be consulted on any revisions

The Cabinet Office Principles state that consultation may not be appropriate "for minor or technical amendments to regulation or existing policy frameworks... or where adequate consultation has taken place at an earlier stage. Consultation has not been undertaken on this basis and as set out below.

Legal Officer consulted: Sarah Sharland.

Benefits: The LFRMS assesses the risk of flooding, sets out plans to reduce flood risk and enhances flood protection to Bristol, its people and places.

The emphasis on building community resilience is an important part of this LFRMS. The health protection risks of not managing flood risks effectively, as outlined in this updated document, are considerable. Public Health Consultant: Thara Raj.

The LFRMS consists of gathering data, assessing risks, reviewing and improving procedures, preventing inappropriate development through planning, improving communications and working in partnership with others to deliver flood risk improvements across the city. There may be some negative minor environmental impacts arising from the local flood alleviation works which are planned however these are unlikely to be significant and no mitigation is proposed. In the longer term, a strategic flood defence would have highly significant environmental impacts, both positive and negative. Any proposal to build a large-scale defence would be subject to a separate Cabinet report, Planning and a Statutory Environmental Impact Assessment. The overall environmental impacts are positive given what the LFRMS will achieve. Environmental Programme Manager consulted: Steve Ransom.

A separate EqIA was been completed and approved by Peter Mann (Service Director, Transport) and Jane Hammill (then Equalities Representative) for the LFRMS. Overall, the LFRMS is understood to have a low negative impact on equalities issues, and potential benefit to equalities groups as it identifies the communities at highest risk of flooding and advocates an approach for BCC and communities to manage the risk. For the formal update to the LFRMS the Equalities Officer, Wanda Knight, explained that these original statements still stand. This is at a strategic level and therefore a full EqIA is not required again. Future projects or measures may need an EqIA so the action plan will need to be checked to discover any equalities issues that need to be assessed for impact.

Consultation Details: The LFRMS was taken to Overview and Scrutiny Management Board on November 1st; support for the Strategy was given by group members.

Full public consultation has not been undertaken as the LFRMS update is relatively light touch, with no fundamental or significant alterations;

Preparation of the initial LFRMS involved internal consultation with BCC colleagues in Highways, Strategic Planning, Sustainable City and Climate Change, Nature Conservation, Civil Protection Unit, Environment Team, Contaminated Land Officer, Public Relations, Neighbourhood Management, City Docks and Marine Services. These stakeholders have been given the chance to provide comments on the revised Strategy.

Key stakeholders have provided input and have commented on the proposed changes. This includes the other Risk Management Authorities operating in Bristol, such as the Environment Agency, Lower Severn Internal Drainage Board and Wessex Water.

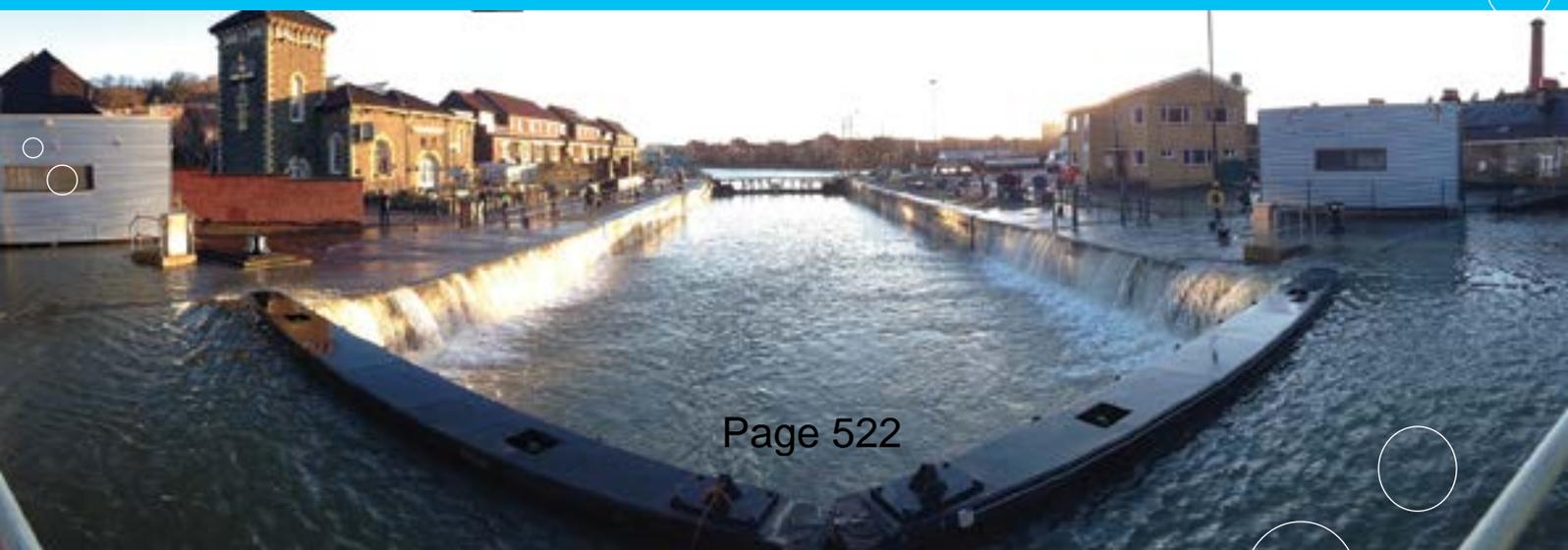
DLT sign-off	SLT sign-off	Cabinet Member sign-off
Barra Mac Ruairi 19/04/17	From Strategic Directors (since CEO unable to attend) 5/9/17	Fi Hance 12/06/17

You can include further details in appendices as set out below if required. Draft Cabinet papers must include these appendices.

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	YES
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

Local Flood Risk Management Strategy

March 2017



Revision schedule

Local Flood Risk Management Strategy

March 2017

Rev	Date	Details	Prepared by	Reviewed by	Approved by
04	March 2017	Two yearly formal update	John Stevens – Flood Risk Officer Patrick Goodey – Flood Risk Manager	John Roy – Group Manager, Transport Assets	Adam Crowther – Service Manager, Strategic City Transport

Contents

Foreword	2
Glossary	3
Introduction	5
Rivers in Bristol	7
Flood risk in Bristol	8
Climate change	11
Historical flooding in Bristol	13
Flood risk management	16
Approach to the strategy	17
Partnership working	20
Strategy Objectives, Measures and Actions	23
Considerations for delivering the strategy	49
Wider environmental objectives	49
Strategy governance, monitoring and review	50
Funding to manage flood risk	52
Flood risk management costs and benefits	54
Strategy summary	55
Appendix A – Definition of risk.	56
Appendix B – Risk Management Authorities duties and powers.	57
Appendix C – Study results.	59
Appendix D – List of studies completed by Bristol City Council	63
Appendix E – Flooding questionnaire.	67
Appendix F – Strategy action plan	70
Appendix G – Approach to the scrutiny of new developments’ drainage proposals.	74

Foreword

The widespread flooding experienced across the UK in recent years demonstrates the devastating effects that flooding has on people and their homes and communities. As well as the economic loss suffered by individuals, businesses, and the country as a whole, the end result is significant stress and disruption to people. While we can never prevent floods from occurring altogether, we can better manage the risk that we face.

Following the 2007 summer floods, the government commissioned the Pitt Review¹ to identify lessons to be learned and changes that should be made in order to manage flood risk in the UK more effectively. To achieve these changes, new legislation was brought in called the Flood and Water Management Act 2010. The Act gave important new duties, powers and responsibilities to Bristol City Council who became the Lead Local Flood Authority (LLFA) for the Bristol area.

As the *LLFA*, an important duty for us is to produce and maintain a Local Flood Risk Management Strategy which sets out our vision for managing flood risk in Bristol together with other organisations that have a role in flood risk management.

The importance of working in partnership was demonstrated during the high tides we had in Bristol during early 2014. During these events Bristol City Council's Flood Risk team, Civil Protection Unit, Parks and Landscapes and Highways and Network Management teams worked together with the Environment Agency and Met Office in order to monitor unfolding events and take proactive action to reduce the risk of flooding, but there is always more that we can all do.

As the LLFA, we are committed to continue in our role co-ordinating flood risk management activities. This document forms our strategy and has been produced in partnership with teams across the City Council as well as the Environment Agency, Wessex Water and Lower Severn *Internal Drainage Board*.



Councillor Fi Hance

Cabinet Member for Energy, Waste and Regulatory Services.

¹ http://webarchive.nationalarchives.gov.uk/20100807034701/http://archive.cabinetoffice.gov.uk/pittreview/_/media/assets/www.cabinetoffice.gov.uk/flooding_review/pitt_review_full%20pdf.pdf

Glossary

Term	Definition
Active citizenship	People taking an active role in the community to help manage or reduce the risk of flooding, such as clearing leaves from highway drainage gullies
Active management	Taking a proportionate and risk based approach to maintenance so that investment is directed at areas of highest risk, and deciding in advance if and when interventions are to be made.
Catchment	An area that serves a river with rainwater, i.e. every part of land that drains to a single <i>watercourse</i> is in the same catchment
CIL	Community Infrastructure Levy
Core Strategy	Sets out the overall approach for planning in Bristol. Part of the Local Plan.
Culvert	A pipe or other structure under a road or building etc. to direct the flow of water and sometimes replaces a natural <i>watercourse</i>
Defra	Department for Environment, Food and Rural Affairs
Flood risk	A combination of the likelihood and consequence of flooding
Flood resilience	Designing or adapting a building or asset so that although it comes in to contact with floodwater, no permanent damage is caused
Flood resistance	Measures to keep floodwater out of homes, buildings and other infrastructure
Fluvial flooding	Flooding from river flow
Flood Risk Asset Register	A map that shows Bristol's main flood risk and drainage infrastructure assets and who is responsible for them.
Groundwater	Water held underground in soil or rock
IDB	Internal Drainage Board
Inlet	The entrance to a <i>culvert</i> , <i>sewer</i> or other conduit to which water flows in
JSP	Joint Spatial Plan
LLFA	Lead Local Flood Authority. Created in 2010, a Unitary Authority or County Council responsible for co-ordinating flood risk management within its administrative boundary
Local Flood Risk	Flood risk from <i>surface water</i> , <i>groundwater</i> and <i>Ordinary Watercourses</i>
Local Plan	Includes policies that BCC use for deciding planning applications in Bristol. Made up of several documents.
Main river	A <i>watercourse</i> designated as such by the Environment Agency for which it has responsibilities and powers

GLOSSARY continued...

Term	Definition
Ordinary watercourse	All <i>watercourses</i> that are not designated <i>Main River</i> and which are the responsibility of local authorities or <i>Internal Drainage Boards</i>
Outlet	The exit of a <i>culvert</i> , <i>sewer</i> or other conduit from which water flows out of
RMA	Risk Management Authority - an authority that has statutory responsibilities for managing flood risk
SEA	Strategic Environmental Assessment
Sewer	A pipe that conveys either storm water or waste water that is adopted by the local sewerage undertaker (in Bristol this is Wessex Water)
Significant flood risk asset	Any asset located on the Significant Drainage Network. Any asset the Council builds as part of a flood mitigation scheme. Any other asset we believe performs an important flood risk management function.
Spring tide	A higher than average tide that occurs every two weeks, at the time of a full or new moon
Storm surge	Produced by stormy weather out to sea (for Bristol this is the Atlantic Ocean), creating a 'surge' of higher water levels that can travel inland, increasing the water level in the Severn Estuary and River Avon
SuDS	Sustainable Drainage Systems are designed using a hierarchical approach to reduce the potential impact of new or existing developments with respect of <i>surface water</i> drainage discharges. They attempt to reduce the adverse impact that traditional drainage systems can create.
Surface water	Water that is unable to enter the ground or <i>sewer</i> system and therefore flows across the ground surface.
Tidal flooding	Flooding from the sea (for Bristol this is from the Severn Estuary). Flooding is made worse by ' <i>storm surges</i> '
Trash screen	A structure installed at the entrance to a <i>culvert</i> to prevent the entry of debris that could cause a blockage
Urban Creep	The loss of permeable areas in an urban environment and replacing them with impermeable surfaces. This often occurs 'little and often' but can have a significant cumulative impact.
Watercourse	Any channel, either natural or artificial, along which water flows
West of England Sustainable Drainage Developers Guides	Guidance for designing sustainable drainage system strategies in preparation for submission of planning applications.

Introduction

As we have all seen, flooding can have devastating effects on people and communities across the United Kingdom. In Bristol we have not had wide spread flooding since the great floods of 1968, but more recent events in nearby Gloucestershire and Somerset remind us of the extensive damage that can be caused.

As the LLFA, Bristol City Council (BCC) have responsibility for leading on the co-ordination of flood risk management in Bristol. This is conducted in partnership with other organisations involved in flood risk management activities. BCC, in the role of the LLFA, are also the authority responsible for managing the risk of flooding from local sources – that is *surface water, groundwater and ordinary (smaller) watercourses*.

An important duty we have under the Act is to produce and maintain a Local Flood Risk Management Strategy which sets out our vision for managing the risk of flooding from local sources. This document forms our revised strategy, an updated version two years on from its original inception. This update reflects progress made, work undertaken and any necessary changes required for the BCC LFRMS. It has been produced in partnership with officers across BCC, the Environment Agency, Wessex Water and the Lower Severn *Internal Drainage Board*. This newly revised Strategy has gone through an internal approval process at BCC and has seen recommendations incorporated. This has included support and ratification from the Place Scrutiny Commission.

The purpose of the strategy is to:

- **Provide an overview of flood risk in Bristol**
- **Explain the role of organisations involved in flood risk management**
- **Set out the objectives for managing local flood risk**
- **Put in place measures to achieve the objectives**
- **Produce an action plan that explains how and when the measures are to be implemented**
- **Examine the costs and benefits of delivering the measures**
- **Demonstrate how the strategy contributes to the achievement of wider environmental objectives**

The strategy is aligned with and based on the guiding principles of the Environment Agency's national strategy. It is also linked in with local development plans and Bristol's status as the European Green Capital 2015, and member of the Rockefeller Foundation's 100 Resilient Cities.

Our aim is to use both the local and national strategy to engage with our communities (those who live and / or work in Bristol) and communicate what we do and how the people of Bristol can work together to manage the risk of flooding in our city.



Plate 1 - *Cumberland Road flood wall*

Since the inception of the LFRMS in November 2014 we have reduced the risk of flooding to an estimated 220 homes. The Cumberland Road flood wall (see Photograph 1 above) has reduced the tidal flood risk to approximately 170 properties in and around the Floating Harbour, notably Avon Crescent. This was informed by our studies and made possible because of excellent partnership working with the MetroBus transport scheme and Environment Agency.

The repair of the Brislington Brook retaining wall and construction of a new flood defence retaining wall is an example of this, as shown in Photo 3 below.

Ongoing Actions in the revised LFRMS demonstrate many schemes currently underway or in the pipeline to protect many more properties in the Bristol region. The progress made with the LFRMS for Bristol has been good so far but this further work must continue in order to properly manage flood risk in the city. In addition to the above schemes, we (along with our delivery partners, notably the Environment Agency and South Gloucestershire Council) have made significant progress on two large-scale projects, Avonmouth and Severnside Ecology Mitigation and Flood Defence project as well as the River Avon Tidal Flood Risk Management Strategy. Our work has also influenced many planning applications across the city to ensure new developments are achieving a reduction in flood risk.



Plate 2 – *Flood proof fencing in south Bristol*

Flood relief works at the base of Dundry Hills has alleviated the risk of *surface water* flooding in the southern most reaches of the city. The risk of flooding has lowered for approximately 20 properties in the Hartcliffe, Whitchurch Park, Bishopsworth, Stockwood, and Hengrove wards. See Photo 2 above of flood proof fencing introduced in south Bristol.

Other minor schemes across the city have reduced the risk to a further 30 properties. This has provided increased protection from sources of flooding, including fluvial, *surface water* and *ordinary watercourses*.



Plate 3 – *The new Brislington Brook retaining wall reducing fluvial flood risk*

Rivers in Bristol

Bristol is located in the south-west of England near to the Severn Estuary and Bristol Channel. There are two major rivers flowing through Bristol, the River Avon and the River Frome. Due to the proximity to the sea (Severn Estuary), the River Avon is influenced by the tide throughout Bristol.

Bristol has long had a close relationship with its rivers and waterways and owes much of its prosperity to living and trading within the tidal extent of the River Avon, which flows from east to west through the centre of the city. Managing the interaction with these rivers and the tide has often been at the forefront of the city's developers and engineers throughout the history of the city. The most significant evidence of this is the Floating Harbour, a unique inland harbour constructed in the early 19th century to provide a constant water level for mooring purposes and encourage the growth and prosperity of the city.

The flow of water through Bristol is heavily influenced by the topography of the city area. The northern and southern extents of the city are located on high ground that both slope down towards the city centre. Therefore the rivers in the north and south follow this topography and flow down to the River Avon, which defines the lowest lying areas of the city. The most northerly extent of Bristol, in the vicinity of Avonmouth, is also low lying as it is located on a coastal plain of the Severn Estuary.

Figure 1 shows a map showing the location of all the major rivers and water features in the Bristol City Council area as well as giving an appreciation of the topography of the area.

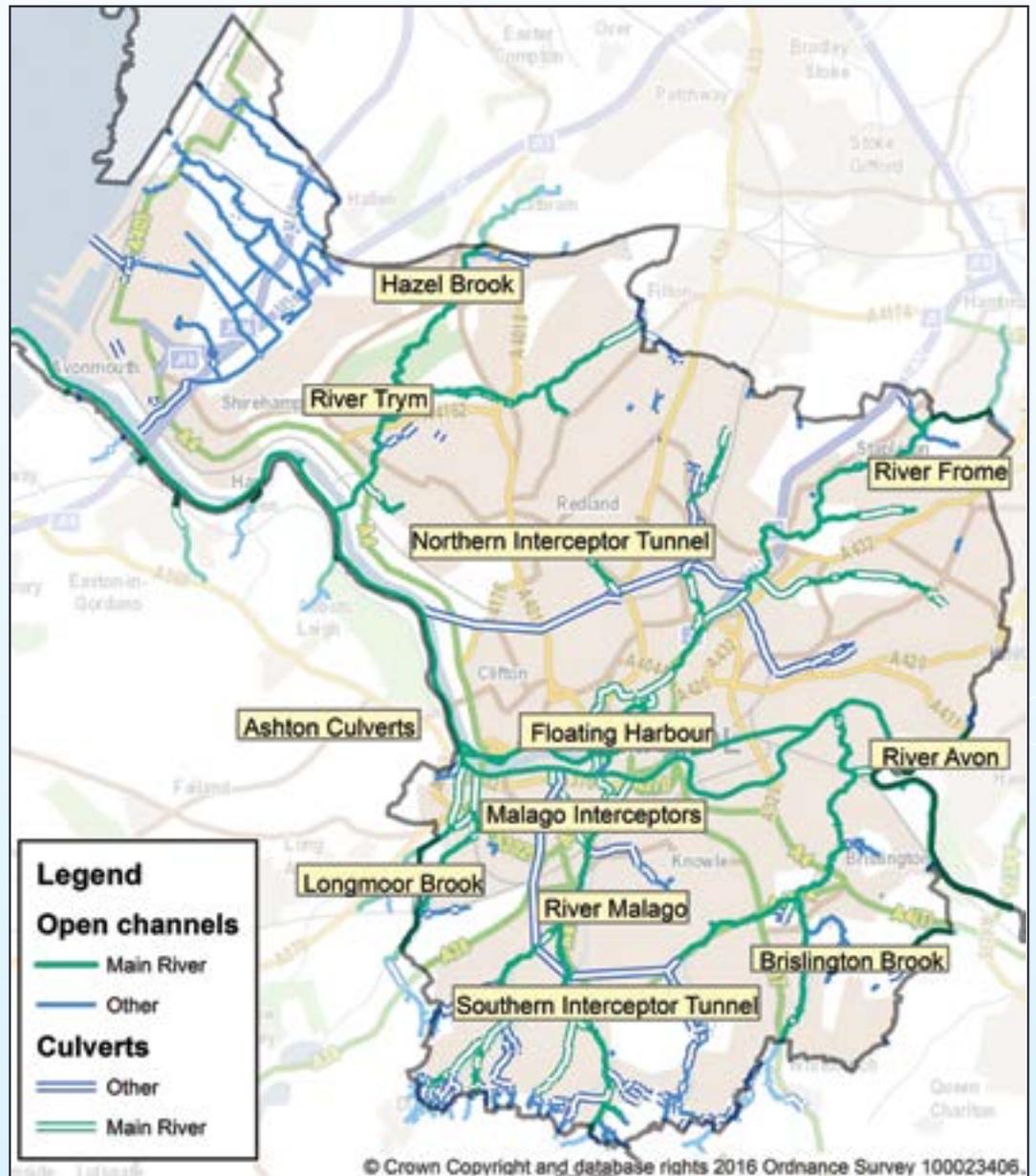


Figure 1 – Rivers and water features in Bristol

Flood risk in Bristol

The flood risk in Bristol comes from a number of sources. *Surface water, tidal flooding*, flooding from rivers (*fluvial flooding*), *groundwater*, flooding from the underground *surface water* pipe network (*sewers*) and a combination of any of these sources all contribute towards the overall picture of flood risk. Climate change is expected to increase the frequency, severity and extent of flooding.

We, as LLFA, are responsible for managing *local flood risks*. However, the wider role of the LLFA requires us to lead the co-ordination of flood risk management. In addition, our position as Harbour Authority, Highways Authority, Coast Protection Authority as well as being a key partner in the Local Enterprise Partnership, Bristol City Council is well placed to take a lead role in managing flooding from other sources of flooding, where there is particular benefit in us doing so. It should be said that all flood management activities would be done so in partnership with the relevant Risk Management Authorities, stakeholders and community groups. **A summary of the risk from all sources follows.**

Surface Water and Sewers

Our recently amended studies² predict that approximately 22,300 residential properties are at risk of *surface water* flooding across Bristol and as such the city is recognised as one of the UK's top 10 Flood Risk Areas that are susceptible to *surface water* flooding. This strongly suggests that flooding during very heavy rainfall is likely to be significant and presents the biggest risk to the city. The public *surface water sewers* only have capacity to accommodate a limited amount of rainfall. More intense storms beyond this are likely to overwhelm systems and lead to flooding.

We have identified a number of areas at particular high risk of flooding from *surface water*³, known as High Risk Areas. The most notable of these are in Ashton, Southmead, Henbury, Hengrove, St George the studies also confirmed that areas at the base of Dundry Hills (from Whitchurch to Witherwood) area at high risk of flooding. Due to the importance of *surface water* flooding to Bristol, the *surface water* flood maps, as shown in Figure 2 have been designated as the Locally Agreed *Surface Water* information⁴.

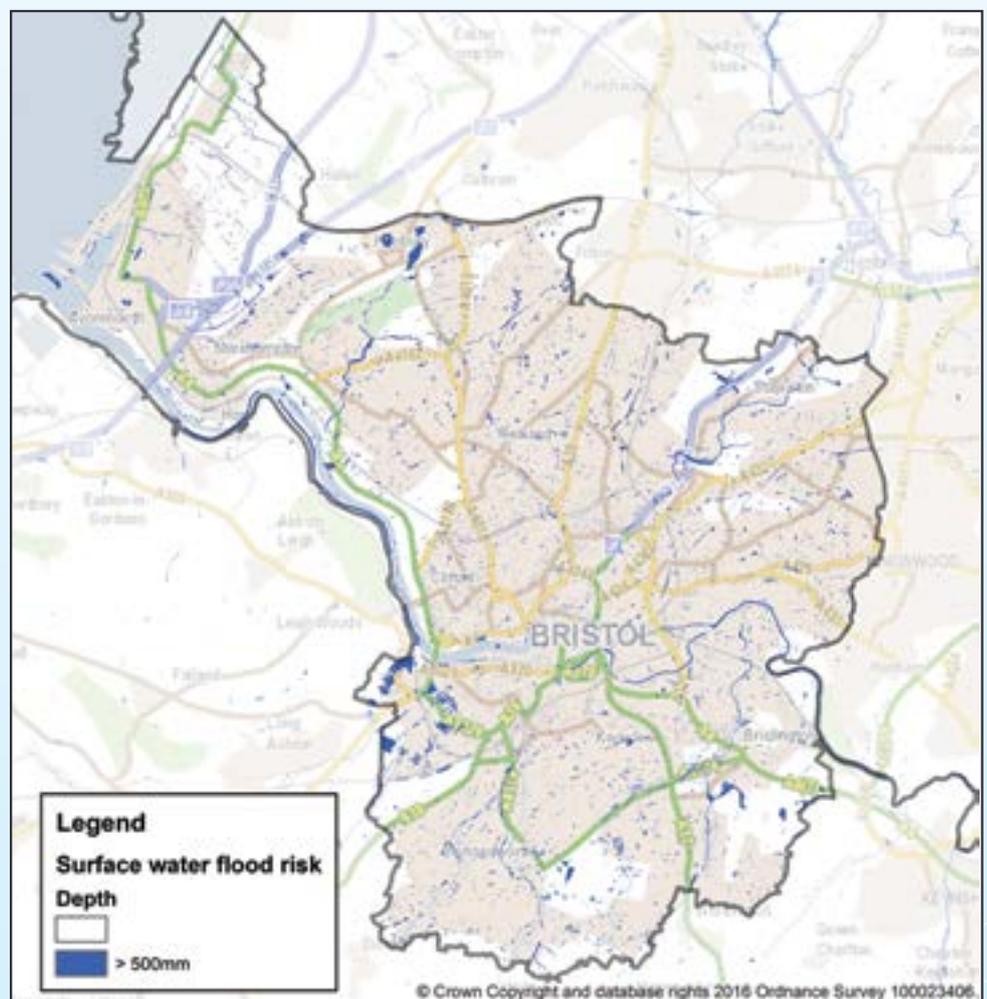


Figure 2 – Map of surface water flood risk in Bristol see <http://maps.bristol.gov.uk/bfrm/>

2 <https://www.bristol.gov.uk/planning-and-building-regulations/planning-policy/planning-evidence>

3 https://www.bristol.gov.uk/documents/20182/33916/2012.08.08+SWMP_Final+Phase+1+Report-No+Appendices_0.pdf

4 <https://www.bristol.gov.uk/documents/20182/35100/preliminary-flood-risk-assessment-june-2011.pdf>

Tidal

Bristol lies adjacent to the River Severn Estuary, a tidal water body that has the second highest tidal range in the world. The River Avon that flows through Bristol discharges to the estuary and is therefore also tidal. The River Avon is tidal throughout the city and the influence of the tide extends upstream as far as Saltford near Bath. There are also several other rivers and *surface water sewers* in Bristol that discharge to the River Avon and because of this they too are affected by the tide in the low lying central areas of the city.

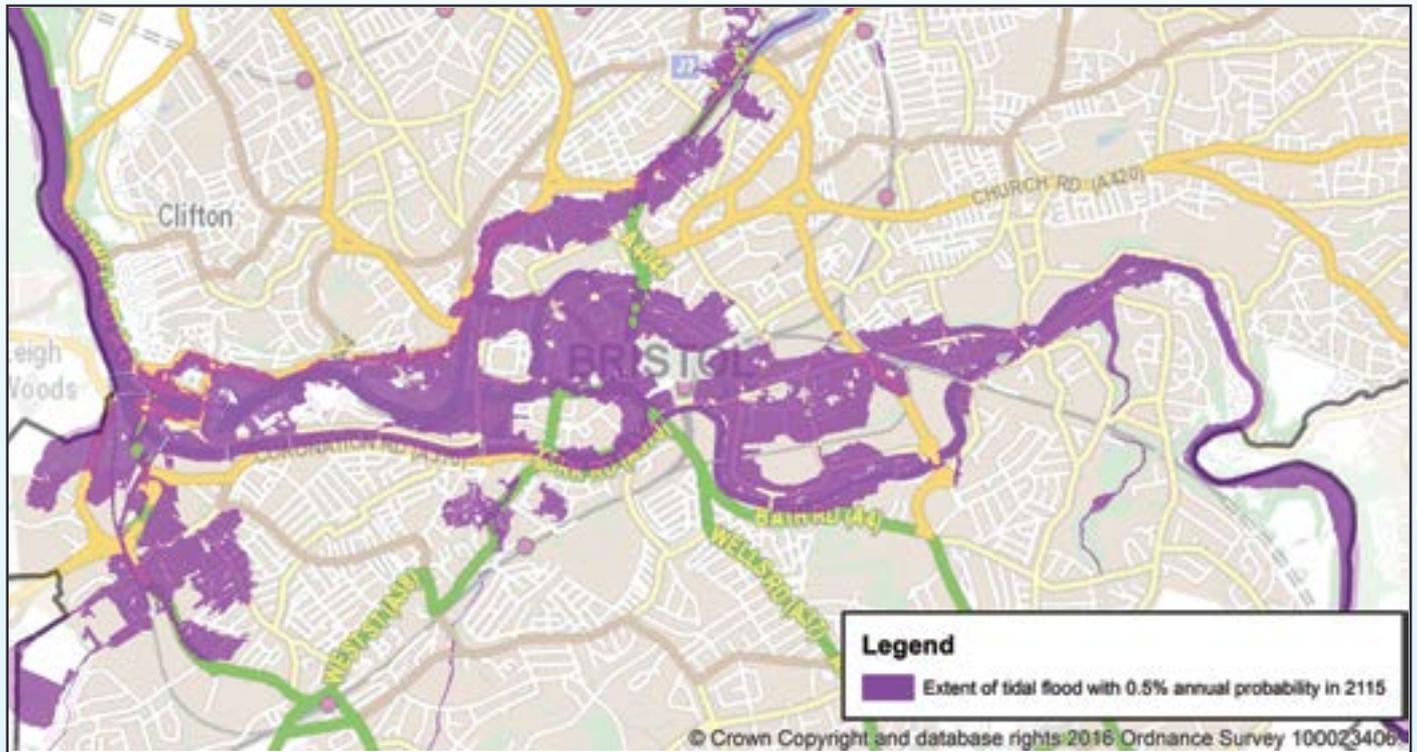


Figure 3 – Map of tidal flood risk in central Bristol. See <http://maps.bristol.gov.uk/bfrm/>

Several instances of *tidal flooding* have been experienced historically in Bristol including the flooding of 1981 when a *storm surge* caused a tide higher than predicted and resulted in flooding of approximately 12 properties. In addition, only proactive action by us and our partners avoided flooding impacts during *storm surges* early in 2014, where the tide reached a similar level to the event in 1981. Our studies indicate that tidal flood risk from the River Avon represents the most significant flood risk facing the city centre (the low lying parts of Bristol, located around the Floating Harbour) and predicts that approximately 1,000 properties (which include homes and businesses) are at risk from a high tide with a *storm surge*. The number of properties at risk has reduced following recent completion of a flood wall constructed in partnership between Bristol City Council and the Environment Agency as part of the MetroBus project. Due to the topography of Bristol, *tidal flooding* is contained to the city centre. Figure 3 shows the present day risk of *tidal flooding* in the central area, with Figure 3 showing the tidal flood risk in the Avonmouth area.

Online maps showing the approximate flood extents during extreme tidal events are available via <http://maps.bristol.gov.uk/bfrm/>.

River (Fluvial)

There are several rivers (which are also known as *Main Rivers*) in Bristol and these have historically been known to cause significant flooding to the communities that surround them, most notably in 1968 (see below for more information). However since that time, large flood mitigation tunnels have been built that significantly reduce the actual flood risk to large parts of the city by diverting flood water into the River Avon. Much of Bristol is now protected to a suitable standard and even predicted increase in extreme rainfall due to climate change is unlikely to significantly alter the risk of *fluvial flooding*, as a result of the defences.



Figure 4 - Map of fluvial flood risk in Bristol.
See <http://maps.bristol.gov.uk/bfrm/>

It is acknowledged, however, that we need

to work with our partners to monitor these risks closely and ensure they are proactively managed. Figure 4 shows the present day risk of *fluvial flooding* across the whole city, including Avonmouth.

A number of smaller rivers, streams and ditches (which are also known as *Ordinary Watercourses*) also present a risk of flooding. These can often respond quickly to rainfall events and it is not always possible to accurately predict the extent of flooding that they may cause. Areas that are known to be at risk of such flooding are those at the base of the Dundry Hills in south Bristol and those around Henbury in the north of the city. Online maps showing the approximate flood extents during extreme fluvial events are available via <http://maps.bristol.gov.uk/bfrm/>.

Groundwater

There have been very few instances of flooding from this source in Bristol. However it is recognised that the data used to assess this risk to date has been broad scale. The risk of *groundwater* flooding in Bristol is therefore not as well understood as the other risks at this time but is considered to be low in comparison to the risk of flooding from other sources.

We are aware that lower lying areas in Ashton in the south-west of the city and Avonmouth in the north, *groundwater* can get to within a few metres of the ground surface. *Groundwater* flooding has been reported at locations throughout the city but this has tended to be in basements, rather than *groundwater* rising above the ground surface. In addition, there are areas where springs can form, causing localised flooding. These areas are typically in Horfield, Redland and areas around Dundry Hills but these do not cause a significant risk to the city.

Climate change

From rising sea levels to more intense rainfall, climate change is a threat that we need to address as part of the work we do.

Tidal flooding

Figure 5 below show the potential impacts of climate change on *tidal flooding* in Bristol. Table 1 indicates the predicted impact of climate change on properties at risk from *tidal flooding* in the city centre, including the Temple Quarter Enterprise Zone.

Table 1 Approximate number of properties (homes and businesses) at risk from tidal flooding in the city centre, including climate change.

	Present Day	Year 2030	Year 2060	Year 2115
Approximate Number of properties at risk ⁵	1,000	1,000	2,600	3,700

The threat from climate change is therefore likely to have a significant impact across the city, but notably in areas at risk of *tidal flooding* (city centre and Avonmouth). This would not only pose a threat to city life but also currently placing a constraint on future planning and regeneration in the city, in particular the two Enterprise Areas (Avonmouth and the Temple Quarter Enterprise Zone)⁶. It is therefore important that we work with our partners to help manage these constraints and encourage sustainable regeneration of the city.

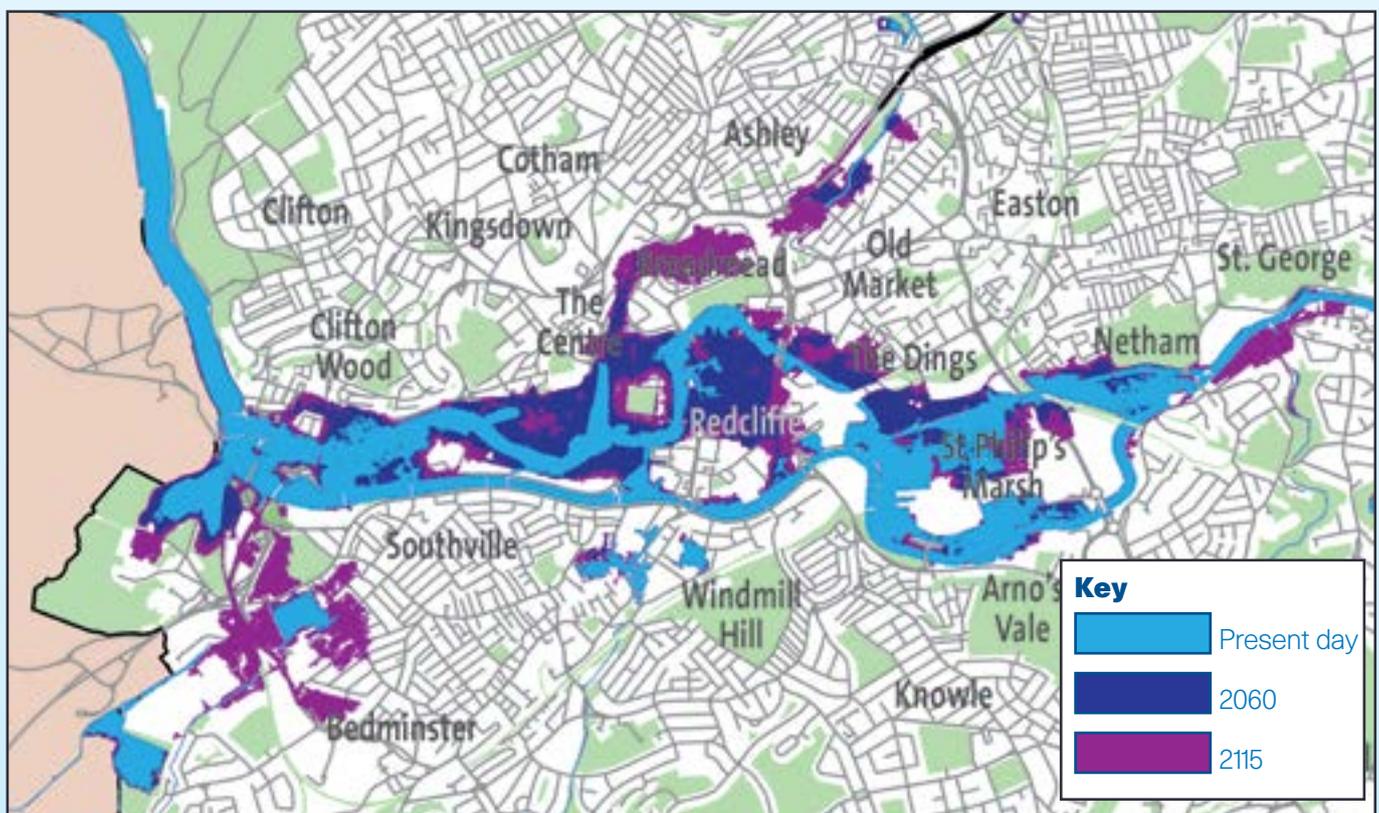


Figure 5 - Tidal flood risk in Bristol inclusive of climate change. See <http://maps.bristol.gov.uk/bfrm/>

5 Taken from the 0.5% annual probability (1 in 200 annual chance) locally-dominant event

6 <http://www.westofenglandlep.co.uk/>

Surface water and sewer flooding

Our studies have predicted that the city faces a significantly increased risk of flooding from *surface water* and *sewer* flooding due to the likely impacts of climate change. It is likely that we will face heavy rainfall events on a more frequent basis in the future. In addition, given the potential strain that exists on the existing and therefore future drainage system of Bristol, *urban creep* is likely to be a significant issue in the future. As this will increase runoff into an already constrained *sewer* system.

Fluvial flooding

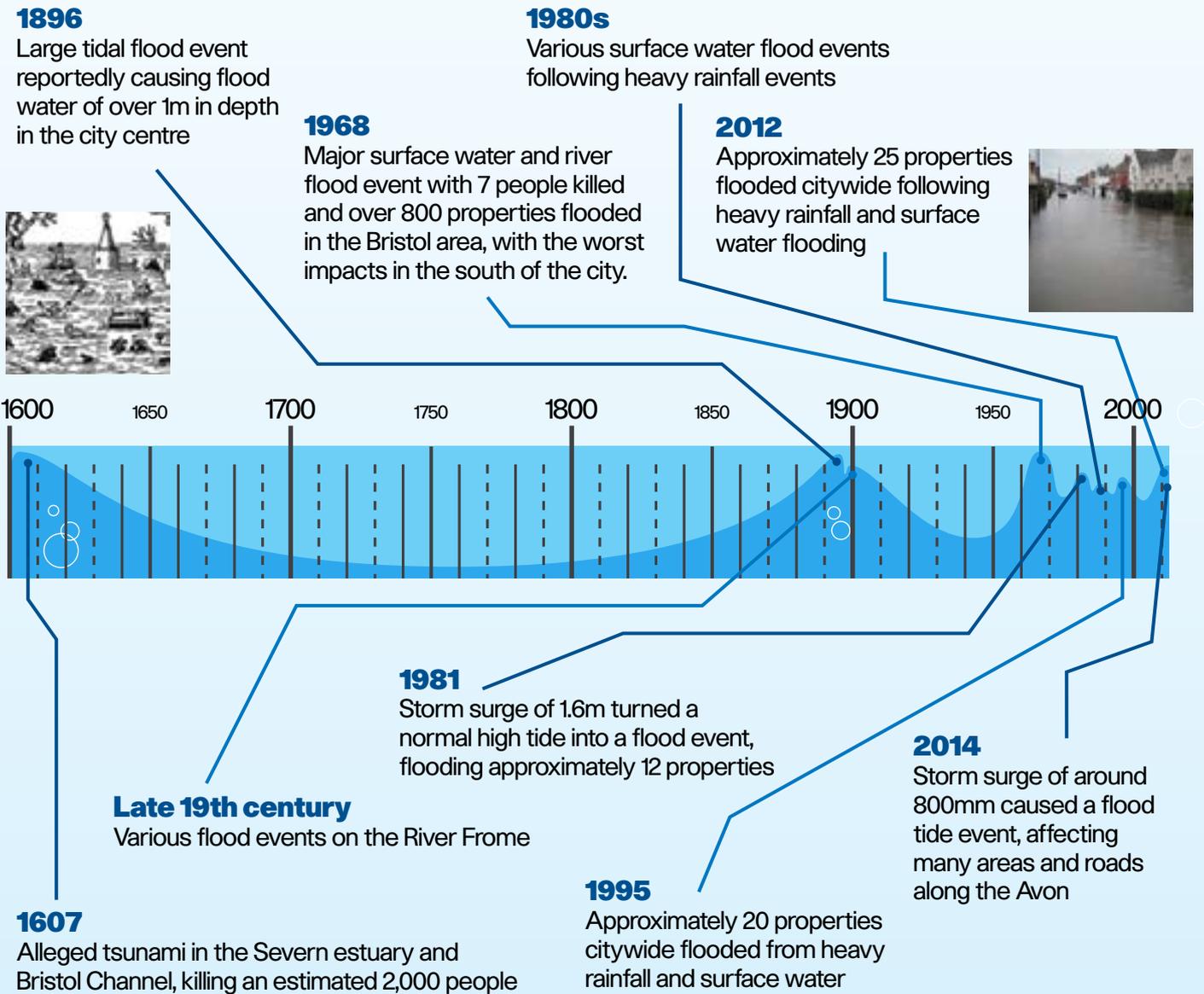
As identified above, the risk from climate change to *fluvial flooding* is predicted to be less severe than the tidal and *surface water/sewer* flooding, mainly on account of the existing flood mitigation tunnels. However, as these tunnels discharge into the tidal River Avon, sea level rise may limit their performance, increasing flood risks upstream.



Historical flooding in Bristol

As with any city located around large rivers and the sea, Bristol has suffered from many flood events in the past. The timeline below summarises the more important events that have affected Bristol.

Timeline



The rapid urban expansion of the city over the 19th and early 20th century, potentially contributed to more regular flooding events that affected the city at that time. The most significant flood event in recent history was in 1968. This was caused by approximately 13cm of rainfall falling in a 12 hour period in July 1968, resulting in both *surface water* and fluvial flooding. Over 800 properties were believed to have flooded, and seven people were killed. The flooding mostly affected areas in the south of the city (Ashton, Bedminster, Hartcliffe and Withywood) but it also caused flooding on the River Frome. In response to this major event, and previous events in the late 19th century, large tunnels were constructed to intercept flood water and reduce the risk to much of the city. These tunnels were the Airport Road Tunnel, Malago Interceptors and the Northern Storm Water Interceptor, which are shown in Figure 1 above.

In addition to the event of 1968, the other event of particular significance is the tidal event in 1981. This is significant not because of the number of properties flooded but because of the nature of the event. On this day, the maximum tide level was predicted to be a normal *spring tide*. However, due to bad weather (a low pressure system) in the Atlantic Ocean and Severn Estuary, a *storm surge* of approximately 1.6m was experienced. This unexpected surge caused a normal tide to turn into a flood tide.

Spring high tide

Spring Tide, or Spring High Tide: a higher than average tide that occurs every two weeks, at the time of a full or a new moon.

Some **spring tides** are higher than others.

Storm surge

Storm surge: the rise of water beyond what would be expected by the normal tide movement. These are typically associated with a low pressure weather system and strong winds.

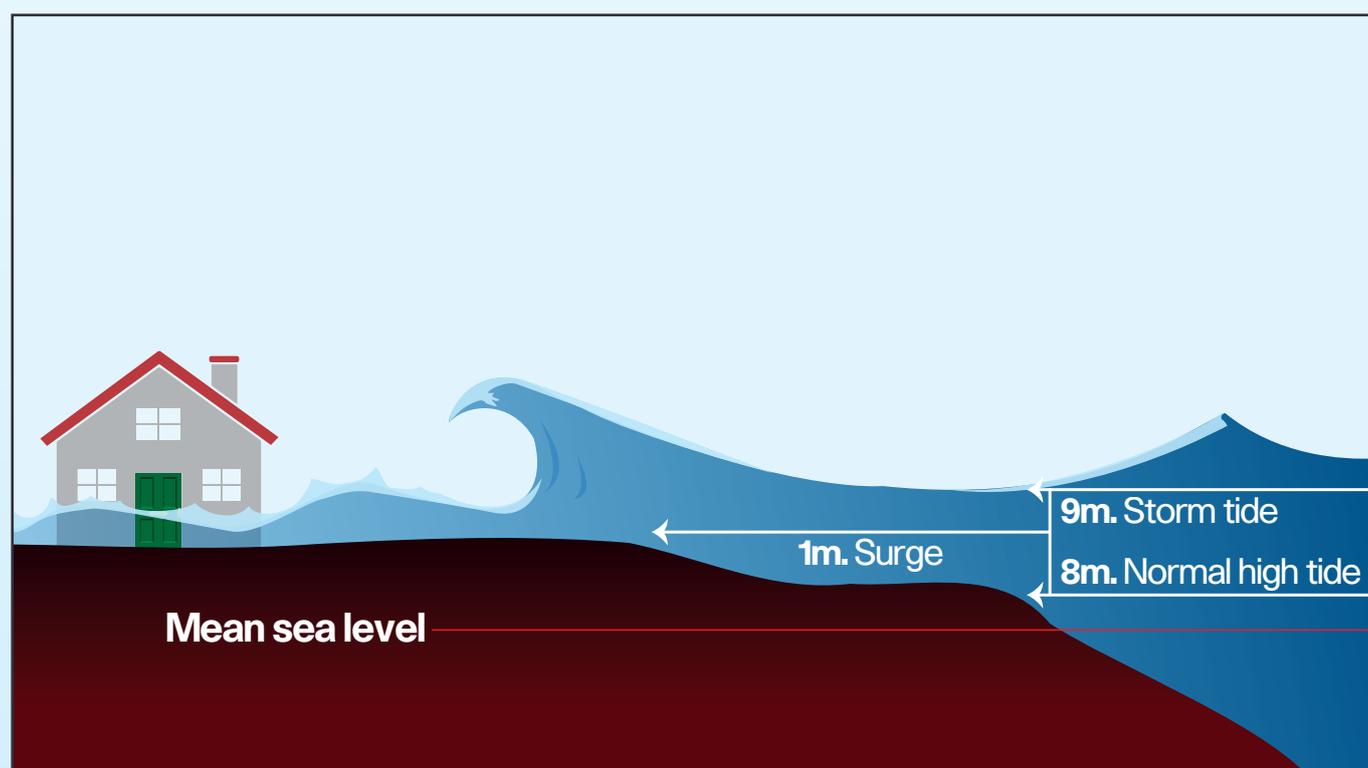


Figure 6 diagram indicating the effect of a tidal storm surge

Recent events

Bristol has been relatively fortunate in recent years and has not experienced as much flooding as some of our neighbouring areas. In many instances, slightly different circumstances or a lack of actions that were conducted could have resulted in much more severe impacts to the city. The impact of the rainfall in 2000 and 2007 was not as significant in Bristol as other areas of the UK, resulting in only a few flooded properties across the city.

Across much of the UK, significant flooding was experienced in 2012, and again in the winter of 2013/14. This was due to some of the highest rainfall since records began, particularly from April 2012 until January 2013. In the Bristol area, most of the rainfall was persistent but not extreme.

The most notable single flood event was on November 21st and 22nd 2012. During these two days, between 20-30 houses flooded internally across the City, with many more experiencing flooding of gardens, garages and roads. Property flooding was experienced in areas such as Highridge, Henbury, Brentry and Bishopsworth and Hengrove. The nature of the weather in 2012 meant that the areas experiencing flooding tended to be located adjacent to green spaces that were saturated from the prolonged rainfall over the preceding summer and autumn. As a result, the ground could not absorb much water and it flowed overland.

In an event similar to the 1981 event, on the 3rd January 2014, we experienced a large *storm surge* in combination with a high *spring tide*. This resulted in flooding in many areas along the Avon, notably at Sea Mills, Cumberland Road and Avon Crescent, Cattle Market Road and Crew's Hole Road. We have written a separate report on this flood event that provides additional information.

Thunderstorms in June 2016 resulted in *surface water* flooding of five properties around the Redland, Clifton and Cotham area (note: this was not classified as a significant event). Localised heavy downpours caused flash flooding, affecting mostly basement dwellings. The rainfall was highly isolated which was evident in the variation of measurements in rain gauges stationed throughout the city. The gauges recorded 25mm of rainfall in two hours in Clifton. In contrast only 1mm was registered in north and south Bristol. This highlights the risk during the summer months and demonstrates the rapid response of the urban drainage *catchment*, along with the limited capacities of the existing *sewer* network.

Intense rainfall in November 2016 caused flooding and disruption throughout Bristol. Seven properties suffered internal flooding and highway flooding damaged around a dozen cars in south Bristol. Blockages of gullies and *trash screens* were attributed the cause, from an accumulation of vegetation, debris and rapid leaf fall. This was combined with a month's worth of rainfall falling over only a few days, between November 16th to the 22nd. The consequences of which were made worse by infrastructure. This showed the increased *flood risk* during autumn time when the excess leaf fall and wetter seasonal conditions can have extremely detrimental affects.

Flood Risk Management

Formation of the Lead Local Flood Authority

In response to the major events of 2000 and 2007, the UK government established the formation of Lead Local Flood Authorities (*LLFA*) via the Flood and Water Management Act of 2010. *LLFAs* take a lead role in co-ordinating the approach to managing *flood risk* in their administrative areas. In 2010, Bristol City Council was identified as an *LLFA*.

This *Local Flood Risk Management Strategy* (Strategy) outlines how we (Bristol City Council) will manage flooding in our area now and in the future. The Strategy has been written for the people of Bristol, its authorities, agencies and partners.

We have a statutory requirement⁷ to produce this Strategy and ensure that the actions identified within it are monitored and achieved. The Strategy will be a vitally important document for us as the *LLFA*. Our aim, however, is to use the Strategy to engage with our communities (those who live and/or work in Bristol) and communicate what we do and how the people of Bristol can work together to reduce the risk of flooding in our city.

⁷ Under Section 10 of the Flood and Water Management Act, 2010

Approach to the strategy

Definition of risk

A key aspect of our work is assessing the risk posed by flooding. For the Strategy, and therefore the work we do, risk is defined as:

$$\text{Risk} = \text{Probability} \times \text{Consequence}$$

The full definition of these terms is fundamental to our work and how we prioritise our work, however, it is a very technical subject and can be confusing. As a result, we have included in **Appendix A** an explanation of the terms for those who wish to learn more about this aspect.

Definition of significance

Another important definition that forms the basis of all the work we do is the definition of significance. From the formal reporting of flood events⁸ through to the identification of flood assets for the Asset Register⁹, most aspects of our work require a definition of a significant flood. Through our partnership working, notably the West of England Flood Risk Working Group, we have agreed the following definitions:

Significant flood event

Five or more properties within a defined area affected in an urban setting or two or more properties within a defined area affected in a rural setting.

In order to provide a simple and proportionate method for identifying *significant flood risk assets*, we developed the Significant Drainage Network, which defines the key *culverts* and *watercourses* for drainage within the city. Any asset located on this network is considered significant.

Significant Flood Risk Asset: Any asset located on the Significant Drainage Network or any other asset we believe performs an important flood defence function.

National strategy

The Environment Agency is the national government agency who manages *flood risk* on a strategic (national) scale. In 2011, the Environment Agency produced the National *Flood Risk Management Strategy*, highlighting how they are going to approach *flood risk* management. The National Strategy included five main objectives, identified in Figure 7.

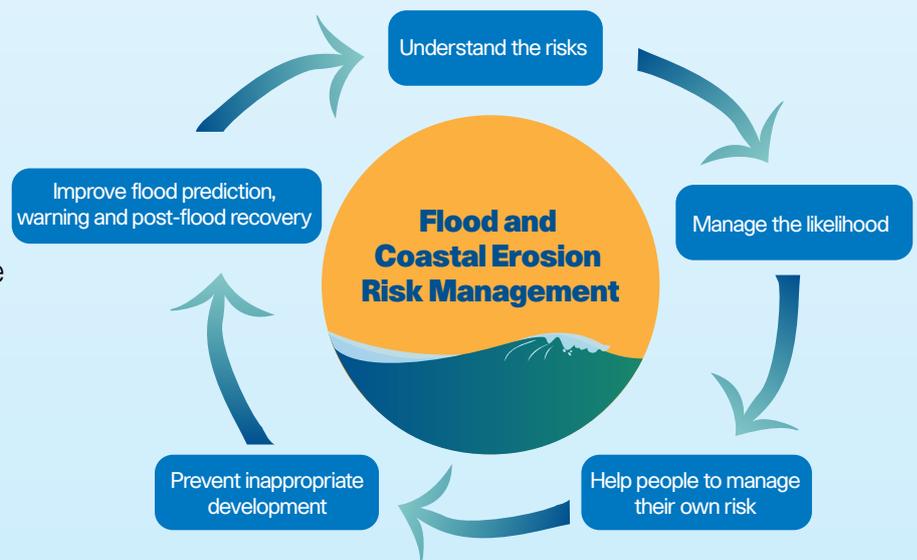


Figure 7 – Objectives from the National Flood Risk Management Strategy

8 Under Section 19 of the Flood and Water Management Act, 2010

9 Under Section 21 of the Flood and Water Management Act, 2010

Local Strategy

We have used the five objectives from the National Strategy to form the basis of our Local Strategy, to ensure consistency with the national approach. The five objectives have been amended to be specific to Bristol and used to form the five main Local Objectives, and therefore chapters, of our Local Strategy. **Figure 8** shows how the National Strategy Objectives have been implemented as local Objectives.



Figure 8 - National Strategy Objectives and the relevant Bristol Strategy agreed local Objectives

This Strategy is written in the form of an action plan that we can use to deliver improvements and monitor our progress in meeting the Local Objectives. We will be using a number of Measures that describe how we aim to achieve the high-level Objectives. The Actions we will be using to deliver our Measures are based on a SMART approach (Specific, Measurable, Achievable, Realistic and Time-based) for ease of monitoring. In accordance with the SMART approach, the Strategy, and its Action plan, is time based. The timeline for the Actions is based on short (two years, 2016 – 2018), medium (four to six years, 2018 – 2022) and long (more than six years, 2022 and beyond) term.

Guiding principles

We have used the following six 'guiding principles' that comply with best practice approaches. We have ensured these principles are followed by using icons to categorise each guiding principle, the icons are shown below. For each Measure, we have identified which of the principles it helps to achieve by using the corresponding icon.



Proportionate and risk based

Flooding can never be prevented altogether. To try and do so would be technically unfeasible, environmentally damaging and uneconomical. A risk based approach to managing flooding targets investment to areas where the risk is greatest by examining both the likelihood and consequences of a flood occurring. Flood risk management activities should be proportionate to the risk that is faced.



A catchment based approach

To manage flood risk effectively, it is important to understand the interactions with the wider area over the entire *catchment*. Activities must not adversely affect other areas and should consider how changes taking place around us impact the risk of flooding. A *catchment* based approach is how we ensure that activities are coordinated and involves working closely with neighbouring authorities.



Community focus and partnership working

Working closely with communities provides us with a clearer understanding of the issues and lets us appreciate the community perspective of flooding. Giving communities a greater say in what activities take place and helping them to manage their own risk will result in better decisions being made and allows greater flexibility in the activities that take place. It is also vital to work in partnership with other authorities so that a joined up way of working is achieved beyond the boundaries and responsibilities of individual authorities.



Beneficiaries encouraged to invest

If funding for flood risk management activities relies on central and local government alone, then those activities will be significantly limited by the funds available. They will also be constrained by national controls and reduce the scope for local influence. Those that benefit should therefore be encouraged to invest in order to maximise flood risk management activity and allow innovative solutions to take place.



Sustainability

More sustainable approaches to flood risk management should be sought that include consideration of wider sustainability issues such as the environment, whole-life costs, and the impact of climate change. Wherever possible, solutions to flooding problems should work with natural processes and aim to enhance the environment.



Multiple benefits

Flood risk management solutions can often provide additional social, economic and environmental benefits. For example the use of sustainable drainage systems can reduce the pollution of *watercourses* by minimising urban storm water runoff. The potential to achieve multiple benefits should be considered in all of our flood risk management activities.

Partnership working

Risk Management Authorities

Although Bristol as *LLFA* take a lead in co-ordinating *flood risk* management in our area, there are several authorities that have a role and responsibility for managing the risk of flooding from different sources, so working together is an essential part of this strategy. Our partners that have formal or statutory responsibilities for managing *flood risk* are known as Risk Management Authorities. In Bristol, there are five Risk Management Authorities; **Figure 9** shows who they are and what they are responsible for.



Figure 9 - Risk Management Authorities in Bristol and the flooding sources they are responsible for managing

The Environment Agency is the central Government agency with the responsibility for a strategic overview of all sources of flooding and coastal erosion in the UK, in particular flooding from *Main Rivers* and the sea. It is also the enforcement authority for reservoirs.

Bristol City Council is the Lead Local Flood Authority in Bristol, and as such takes the lead on co-ordinating *local flood risk* activities within its administrative boundary. It is also responsible for *flood risk* management activities related to *ordinary watercourses*, *surface water* and *groundwater*.

Bristol City Council is also the highway authority in its area, and as such has the responsibility for providing and managing highway drainage and roadside ditches.

Wessex Water is responsible for managing the *flood risk* from all public *sewers* in Bristol and work closely with Bristol City Council and the Environment Agency to ensure a co-ordinated approach.

The Lower Severn Internal Drainage Board is responsible for managing water levels in the low-lying areas around the Severn estuary, which in Bristol applies to the Avonmouth area.

The functions of the *RMAs* under the Flood and Water Management Act are provided in **Appendix B**.

Internal partners

As well as our Risk Management Authority partners, there are several service areas within BCC that have an important role to play in managing the causes and consequences of flooding. The *Flood Risk Management Team* leads on co-ordinating the flood management activities between these teams. In the instance of receiving notification of a Flood Warning from the Met Office for example, the FRM Team will interpret this in terms of the local Bristol context and begin any necessary preparations. Proposing the appropriate actions to take and directing resources ahead of a potential flood event. Those colleagues involved that constitute the *LLFA* within BCC we refer to as our internal partners. They have the following roles and responsibilities in relation to *flood risk* management.

Civil Protection Unit

- Prepare and test emergency flood plans to ensure the city is prepared to respond to a major flood event.
- Ensure the council can care for the welfare and support of those affected during a flood.
- Provide expert advice to the emergency services during a flood.
- Assist the council in recovery of communities affected by a flood.

Marine Services

- Operate and maintain the city docks flood defences.
- Work in partnership with the *LLFA* to increase understanding and improve future flood defences to manage the risk of climate change.

Highways

- Maintain the highway drainage network and respond to blocked gullies that pose a *flood risk* to property.
- Maintain highway *culverts*, bridges and other structures.
- Work in partnership with the *LLFA* when delivering highway schemes to identify opportunities to reduce the risk of flooding.

Strategic City Planning and Development Management

- Consider *flood risk* in *Local Plans*.
- Ensure development proposals are appropriate and do not increase *flood risk* to third parties. Seek opportunities to employ sustainable drainage approaches and incorporate biodiversity benefits where possible.

Parks and Estates

- Maintain park areas and assist with clearing blockages from *watercourses* in public open space.
- Assist in emergency response during times of severe weather, including flooding.

City Innovation and Sustainability

- Achieve more effective *flood risk* management within the delivery of a wider climate change strategy
- Provide specialist environmental advice to Council and partners

Residents and businesses of Bristol also have an important role to play in flood risk management. We encourage those who live and work in Bristol to:

- Report flooding incidents
- Take steps to protect their property and make it resilient to flooding
- Prepare their own emergency plans
- Volunteer to become flood wardens

Working with communities is an important part of this strategy and is discussed in detail under **Objective 3**.

Strategy Objectives, Measures and Actions

This section describes the Objectives, Measures and Actions that form the basis of our Strategy and provides the evidence as to how we are meeting the SMART approach. The summary Action plan for each Objective has been provided within the main text of this document.

A full action plan is provided in Appendix C, which provides additional information as to how the Actions are proposed to be funded, which Measures they help to achieve and which of the guiding principles they are aligned with.

National Objective 1

Understand the Risk

LOCAL OBJECTIVE:

■ GAIN A GREATER UNDERSTANDING OF THE FLOOD RISKS POSED TO BRISTOL AND ITS PEOPLE AND PLACES

The flow and movement of water within and around Bristol is complex. From the tidal River Avon to *surface water* runoff from Dundry Hills, Bristol is at risk from almost all sources of flooding.

Since becoming a Lead Local Flood Authority (*LLFA*) in 2010, we have been working in collaboration with other Risk Management Authorities (*RMA*s) in the area (principally the Environment Agency and Wessex Water) to gain a greater understanding of the *flood risks* posed to Bristol. We have completed several studies to help us understand these risks. The key aspect in managing *flood risk* is first to understand and quantify the risk. As a result, understanding and quantifying the risk has been the first actions we have undertaken in our *LLFA* role. A summary of the various works undertaken by us is provided in **Appendix D**.

Much of the work and studies we have completed to date has been associated with *Main Rivers* and the sea, which are both under the jurisdiction of the Environment Agency. However, we have led on these as they have either been work required to support our emerging Local Development Framework or under our duty to take a lead role in co-ordinating *flood risk* activities within our area. In addition, we have taken the lead on studies to increase our knowledge and understanding of the role our assets (such as those in the Floating Harbour) has in *flood risk* management. The Wessex Water Frome Valley relief *sewer* will relieve capacity in combined *sewer* areas in Bristol when constructed (due by 2019/20) and we will investigate this further. The Environment Agency and other *RMA*s have been key partners and stakeholders throughout the completion of all our studies to ensure consistency across the authorities.

During and after the events in 2012, 2013 and 2014 and 2016 we undertook many visits to the areas affected by flooding to gather data and information regarding the flooding. One way in which we used the data was to verify the results of our studies. The areas flooded in 2012 correlated well with our studies which give us a relatively high confidence in the predictions made by the studies.

Figure 10 provides some evidence of the verification of study results.

Our studies have also provided potential options to reduce the risks, which are summarised under Objective 2: Manage the Likelihood.

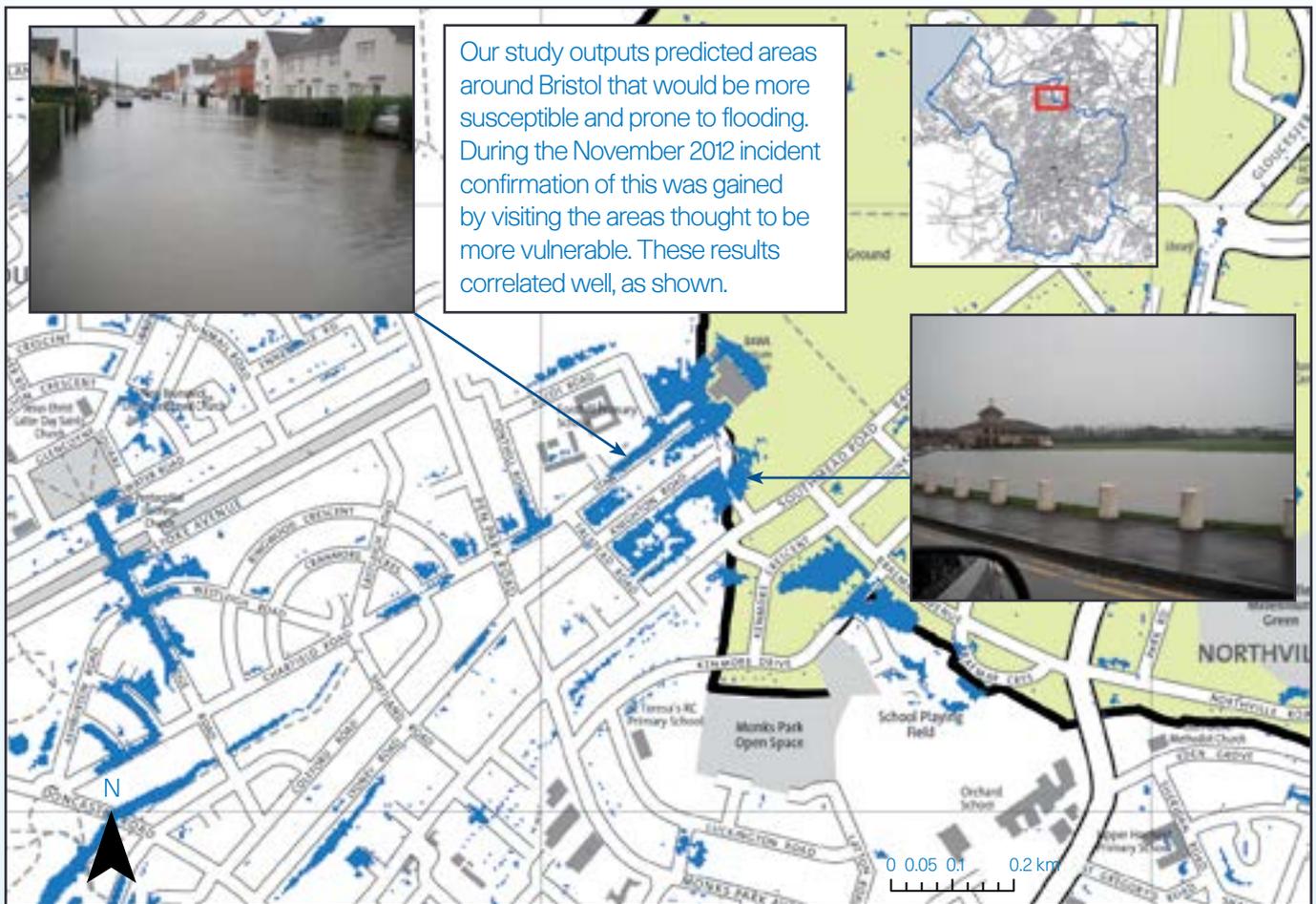


Figure 10 - Evidence of the verification of study results. See <http://maps.bristol.gov.uk/bfrm/>

Data Led Approach

We, like many *LLFAs*, are always looking to improve how we collect, manage, exploit and share information. Since the initial launch of this strategy in 2014, we have embraced a data-led approach. As part of this, we record our actions, why we undertook them and the benefits they provide. We also seek to source information from other organisations and the public to support our activities. We then pass on the value of our information by sharing it with the public and our risk management partners. Such an approach shapes how we understand *flood risk* - now and in the future. It also ensures our activities are executed intelligently and transparently, founding our decisions upon sound information, and improves collaboration with our partners.

Measures

- A. Identify and prioritise local flood risks, taking climate change projections into account**
- B. Work in partnership with the risk management authorities to identify and prioritise other sources of flood risk**
- C. Learn from real-life flooding by recording and investigating events**
- D. Gather, manage and share high quality data to help understand the risk of flooding**
- E. Create and maintain the Flood Risk Asset Register to identify key flood risk assets and who is responsible for their maintenance**

A. Identify and prioritise local flood risks, taking climate change projections into account



Using the information gained from the studies summarised in Appendix D, we have begun to identify a priority list of future actions, which has formed the basis of this Strategy.



For *surface water* and *Ordinary Watercourses*, we have used the studies and data collected from previous events (notably 2012) to identify a priority list for potential schemes or further works. In addition, we have used the outputs from our studies to identify a priority list for future work.

Table 2 Priority list of areas requiring flood mitigation schemes

Flood Source	Priority Number	Area/Location	Types of Properties at risk
Tidal	1	City Centre	Commercial, residential, infrastructure
<i>Surface water/ Ordinary Watercourses</i>	2	Dundry Hills	Mostly residential, some schools and commercial areas
Tidal, fluvial	3	Avonmouth	Commercial, residential, infrastructure
<i>Surface water, tidal, river, groundwater</i>	4	Ashton	Residential, commercial and industrial
<i>Surface water</i>	5	Southmead	Mostly residential, some commercial
Tidal	6	St Philips Marsh	Commercial and industrial
<i>Surface water</i>	7	Bamfield Road	Mostly residential, some infrastructure

In addition to the larger high risk areas identified by the various studies and indicated in Table 2 above, we will be adopting a risk-based approach to prioritise future smaller schemes and projects.

We will be reviewing the computer simulation model that predicts *surface water* flooding in the city. Such a review is required given the age (completed in 2010) of the existing model and the advances in simulation software since its completion. Through this update, we have also identified an opportunity to work closer with our partners Wessex Water and the *Internal Drainage Board* through the choice of simulation software to be used. This will allow all partners to have a consistent baseline for analysing the risk of *surface water* flooding to Bristol.

Of the remaining *local flood risks*, the only risk that remains largely un-quantified is the risk posed by *groundwater*. Historically, *groundwater* has not been considered to pose a significant risk to Bristol, based largely on limited information. However, recent liaison with third parties has indicated high *groundwater* tables may exist beneath areas of Ashton and Avonmouth. The recent instances of *groundwater* flooding experienced at Avonmouth add validity to this. In addition, a number of springs have been identified in areas such as Horfield and Withywood. We propose to undertake future work to further understand the risk posed from *groundwater* sources.

B. Work in partnership with the risk management authorities to identify and prioritise other sources of flood risk



Due to the nature of flooding, categorising it into specific types or sources can sometimes be misleading. For example, flooding from *surface water* often combines, leads to or connects with, flooding from rivers. As a result, working in partnership with colleagues from other *RMA*s is crucial to help define and understand flooding mechanisms and prioritise potential interventions to the where the risk is greatest.



Partnership working is a theme that runs through the Strategy and as such, many of the specific Actions we have identified are based on a partnership approach. As the Strategy monitoring process will be scrutinised by the main *RMA*s, we will be in a good position to ensure we identify the relevant partners for each piece of work we undertake.

C. Learn from real-life flooding by recording and investigating events



Knowing where and why flooding happens is vital for understanding and therefore managing *flood risk*. We will continue to investigate flood events in partnership with local residents, collecting information such as eye witness accounts, photos, questionnaires (**see Appendix E**) and meteorological data, to attempt to establish why the flooding occurred and potential solutions to reduce the risk.



To get the most out of this data we will further develop our flood events database to ensure the information is consistently recorded. As the record of flood events grows over time we will build an ever-more valuable picture of flooding in Bristol that will not only improve our understanding of *flood risk*, but also provide solid evidence to support decision-making, helping to ensure our activities are focused in the areas of greatest need. We are also committed to publishing as much data as we can (subject to licencing or confidentiality issues) on our public website to help inform the community.



D. Gather, manage and share high quality data to help understand the risk of flooding



Successful flood management is dependent on relevant, high-quality and reliable data. It is used to inform our knowledge of *flood risk*, support decision-making and measure the success of our actions.



We will continue to capture data, both as part of our routine work and through specific data collection exercises. This ensures that we don't waste time and resources collecting data without a worthy purpose and that its quality and format support the purpose for which it is collected.



As part of our flood investigation work, we record incidents in a central database shared with *LLFAs*, and other authorities across the region: South West Incident Management (**SWIM**). It is easy for officers and the public to fill in standard questionnaire forms (**an example is shown in Appendix E**), ensuring the Council

and our partners get the information we need and in a format that allows us to easily analyse the results and help shape any potential interventions. The system can be accessed at: <https://swim.geowessex.com/bristol>.

We have installed several rain gauges and *culvert inlet* monitors (locations were decided using a risk-based approach), which provide high-quality, real-time data to help alert us to *culvert* blockages as well as improve our local understanding of *catchment* responses. The data is also available to the public via the Council's Open Data site: opendata.bristol.gov.uk. *Flood risk* management is done in partnership with many organisations and our communities so it is important to make sure our data is easily accessible to anyone who needs it, ensuring, however, that any sensitive information is appropriately restricted and properly secured. Our online map is an easy access point for much of our data: <http://maps.bristol.gov.uk/bfrm>.

E. Create and maintain the Flood Risk Asset Register to identify key flood risk assets and who is responsible for their maintenance



Channels, drains, embankments, walls, water storage basins and many other types of infrastructure have a big influence on how water moves across the landscape. When these infrastructure assets are functioning well, they form a vital role in flood risk management.



To ensure *flood risk* infrastructure assets are maintained in a functioning state, we need to know where they are, what condition they're in and – critically – who's responsible for their maintenance.

To achieve this we have created and published the *Flood Risk Asset Register*. We have collated the data by establishing processes to integrate asset data held by partner authorities as well as carrying out our own data capture exercises. We will continue to improve the depth and quality of this information through further data capture projects. We will also adopt the use of an advanced database system to enhance the intelligence and efficiency of our asset management activities, ensuring our assets are sustainably managed, prioritising resources for assets in greatest need of repair in areas of greatest *flood risk*.

Local Objective 1 - Actions

Actions completed

Undertake Avonmouth/Sevenside flood defence study

Update and procure *Flood Risk* and Drainage Advice and Design consultancy Framework

Formulate methodology to identify *significant flood risk assets* for the *Flood Risk Asset Register*

Install *trash screen* monitors and rain gauges

Develop the flood events records database

Publish appropriate datasets such as the *Flood Risk Asset Register* on the Council's web site

Actions outstanding

Complete integrated Ashton *flood risk* study in partnership with EA and WW

Action No.	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
1.1	Complete SWMP update including Ashton <i>surface water flood risk</i> study			
1.2	Complete River Avon Tidal Flood Risk Management Strategy			
1.3	Complete Full Business Case for the Avonmouth/Sevenside Ecology Mitigation and Flood Defence scheme			
1.4	Undertake citywide <i>groundwater</i> risk assessment			
1.5	Undertake vulnerability mapping exercise using study results and enhance infrastructure resilience			
1.6	Undertake comprehensive local flood-risk asset surveys			
1.7	Update and procure the asset survey contract, ensuring national standards are met			
1.8	Utilise Confirm asset management system and transference of applicable information. Including asset inspections, issuing of maintenance work, records of visits from contractors and developing forecast spend profiles.			
1.9	Improve the recording system of <i>flood risk</i> management activities undertaken. To demonstrate clearly to other <i>RMA</i> s and the public the progress made in completion of Strategy actions and the status work carried out.			
1.10	Continue to provide <i>flood risk</i> data to BCC Civil Protection Unit to inform emergency management procedures.			
1.11	Contribute towards the completion of the Horizon 2020 RESilience to cope with Climate Change in Urban arEas (RESCCUE) project with European partners			

National Objective 2

Manage the Likelihood

LOCAL OBJECTIVE:

■ ACTIVELY MANAGE FLOOD RISK INFRASTRUCTURE TO REDUCE THE LIKELIHOOD OF FLOODING CAUSING HARM TO PEOPLE AND DAMAGE TO SOCIETY, THE ECONOMY AND THE ENVIRONMENT

Bristol is identified as one of the UK's ten Flood Risk Areas¹⁰ and to recognise this significant risk in Bristol we have set the objective of reducing the likelihood of flooding causing damage to society, the economy and the environment. Existing measures are in place to manage the likelihood of flooding, but in order to achieve this Objective we must take further action to reduce the risk. This section focuses on the physical measures that we plan to implement in order to achieve this objective.

How We Manage the Likelihood

The likelihood of flooding occurring is highly dependent on rainfall and the tide, factors beyond our control. However we can manage the likelihood of an event resulting in flooding through ongoing maintenance, improvement and construction of *flood risk* management infrastructure as well as improving community resilience (this is covered by Objective 3: Help People Manage Their Own Risk). In terms of existing measures to manage the likelihood, we currently operate two maintenance programmes: one on *watercourses* and one on the highway network. As *LLFA*, we work in partnership with the Environment Agency to maintain *watercourses* by routinely clearing *trash screens* and cutting back excess vegetation. This reduces the risk of blockages and allows *watercourses* to flow without obstruction. As the Highway Authority, we routinely clean highway drainage gullies to reduce the risk of blockages and allow the drainage network to operate effectively. An important part of both of our maintenance programmes is to identify defects and potential problems with existing infrastructure. We aim to take a pro-active approach to making repairs and improvements so that the work is completed before it causes a problem. Sometimes we may allow assets to reach the end of their operational lifetime without replacing or repairing them, we make this decision based on our understanding of the risk and the benefits of that particular asset. We call this approach to maintenance *active management*.

Active management

Taking a proportionate and risk based approach to maintenance so that investment is directed at areas of highest risk, and deciding in advance if and when interventions are to be made.

Active management: taking a proportionate and risk based approach to maintenance so that investment is directed at areas of highest risk, and deciding in advance if and when interventions are to be made.

Sometimes new infrastructure is required to further reduce the likelihood of flooding. We identify these situations through our plans and studies as well as through reports of flooding incidents. Constructing new infrastructure can often be an expensive solution,

¹⁰ Bristol City Council Preliminary Flood Risk Assessment, 2011

not just for construction costs but also to fund on-going maintenance and funding such schemes is a challenge. We use our own budgets as well as submitting bids for central government grants and working in partnership with risk management authorities and the community in order to secure the necessary funding for such works. Indicative funding allocated by *Defra* forms our medium term plan programme.

One way to minimise costs of maintenance and operation of infrastructure is to remove infrastructure where it is not necessary, and return *watercourses* to a more natural state. We consider this to be the most sustainable form of maintenance and we will actively encourage and seek opportunities to achieve this where appropriate.

Strategy policy – actively encourage the removal of built infrastructure where appropriate to encourage more natural management of *watercourses* and drainage channels.

Strategy policy

Actively encourage the removal of built infrastructure where

- appropriate to encourage more natural management of *watercourses* and drainage channels.

Management of Tidal Flooding

Bristol is also at risk of *tidal flooding*, particularly around the Floating Harbour area and at Avonmouth. Although the Environment Agency have overall responsibility for managing tidal *flood risk*, we, as the *LLFA* and authority responsible for the management of the Floating Harbour, work in partnership with them to operate and maintain the Floating Harbour tidal flood defences. These are located at Junction Lock in the city centre and Netham lock towards the east of the city. In the Avonmouth area flood defences are managed by the Environment Agency as well as local land owners.

It is also our responsibility for ensuring the sustainable regeneration and growth of the city, which includes managing *flood risk* and the impacts of climate change. Our studies have provided proposed methods for mitigating *tidal flooding* now and into the future. For the city centre, our studies and feasibility work suggests this is likely to involve either a tidal barrier or flood defence walls. For Avonmouth it involves refurbishment and upgrade of the existing defences to account for sea level rise. These proposals will need a lot of further work to refine the designs and business case and community consultation will be a vital aspect of both projects. For the reasons outlined above, we will continue to take a lead on these projects but work in close partnership with the other *RMA*s and relevant interest groups and authorities.

Measures

- A. Improve our flood risk management maintenance procedures**
- B. Use our understanding of flood risk in Bristol to ensure limited resources are targeted at areas of highest risk**
- C. Seek partnership working opportunities so that those that benefit from flood risk assets contribute towards their planning and management**
- D. Encourage use of green areas and waterways to reduce the risk of flooding and contribute towards wider benefits. Using nature based solutions and ecosystem services to help achieve this.**

A. Improve our flood risk management maintenance procedures



Effective maintenance of existing assets is a vital part of managing the likelihood of flooding. Clearing *trash screens*, keeping vegetation under control, cleaning highway gullies and removing silt and debris from *culverts* all reduce the likelihood of flooding.



These are activities that we do now and will continue to do, but by reviewing our current procedures we can identify opportunities to improve. For example we may change the frequency of clearing *trash screens* or take an alternative approach to the maintenance of a particular asset.

We have reviewed and updated our *watercourse* maintenance procedures and procured a new contract that operates in accordance with the updated procedures. We are now working with colleagues in the Highways Authority to incorporate the updated *watercourse* maintenance procedures in to a larger framework contract to provide efficiency savings. The larger framework will also include maintenance of highway gullies. We will therefore be seeking to improve our procedures with regard to improve the efficiency our management of gully maintenance using a risk-based approach.

B. Use our understanding of flood risk in Bristol to ensure limited resources are targeted at areas of highest risk



Maintenance and capital improvements cost money, and resources will always be limited. We are committed to ensuring that the resources that are available are used in the best possible way. To do this we will take a risk based approach, using our understanding of *flood risk* across the city to balance investment with the risk that is faced. Sometimes this may mean that we cannot justify the construction of new or continued maintenance of existing infrastructure using public funds. However, if those that benefit contribute to such works, then we have more flexibility in how those funds are spent.



We have identified several schemes for inclusion in our Action plan, all of which have been prioritised both on our understanding of *flood risk* and our responsibilities as the *LLFA*. We will take a similar risk based approach to improving our maintenance programmes.

C. Seek partnership working opportunities so that those that benefit from flood risk assets contribute towards their planning and management



Flood risk management activities are often localised and lead to personal or private benefits to specific individuals, communities and businesses. There can also be public benefits, for example by reducing the costs of incident recovery. Where private beneficiaries arise, the costs should not be restricted to the general taxpayer alone. Instead, we will encourage those that benefit to contribute towards the activity. Such contributions need not be financial, for example communities may take on the operation or maintenance of a structure or alert us to blockages.



Flood risk mitigation schemes can often also be designed to provide wider benefits such as environmental or amenity improvements. They may also contribute towards the delivery of other risk management authority objectives. For example, by reducing *surface water* discharge to public *sewers*, Wessex Water benefits from increased capacity in the *sewer* network and may be able to contribute towards a scheme that achieves this. We will actively seek out such opportunities for partnership working and we will encourage contributions towards the delivery of the wider benefits.

D. Encourage use of green areas and waterways to reduce the risk of flooding and contribute towards wider benefits. Using nature based solutions and ecosystem services to help achieve this.



Bristol is mainly an urban environment and as such large parts of the city are covered by impermeable areas such as roads, footways and buildings. Compared to the natural environment, these impermeable areas cause a significant increase in the rate and volume of water that runs off the surface of the ground following a rainfall event. This can overwhelm the *sewer* and river network and result in an increased risk of flooding.

By re-introducing green areas and waterways, we can reduce the amount of impermeable area and hence slow the rate of *surface water* runoff which in turn can lead to a reduction in *flood risk*. Each green area that we introduce may only be small, but over time the cumulative effect can be significant. The type of green areas that we will encourage include, for example; planters, swales, rain gardens, grassed verges and green roofs. We have already begun to implement such features and have completed scheme on Embleton Road in Southmead in partnership with Sustrans, part funded by us, the Green Capital Partnership and Wessex Water.

Strategy policy – Prevent the installation of impermeable surfaces unless using sustainable drainage techniques to manage runoff. Encourage the re-introduction of green areas.

We are committed to trialling innovative techniques for managing *flood risk* because they can often contribute towards wider environmental benefits. Many of these techniques can be tested against the work Wessex Water is leading on in

the emerging Adaptation and Resilience framework for the Bristol Avon *Catchment*. For example a reduction in impermeable areas can improve habitats, reduce urban heat, be more visually appealing and improve water quality. Such benefits may be hard to quantify, hence we recognise that monitoring their effectiveness is key to learning for the future. These approaches can often attract the interest of other stakeholders and initiatives, such as the Bristol European Green Capital Partnership¹¹. We will engage with stakeholders on such projects including local communities and other risk management authorities to ensure maximum benefits are achieved.

Strategy policy

Strategy policy – Prevent the installation of impermeable surfaces unless using sustainable drainage techniques to manage runoff. Encourage the re-introduction of green areas.

¹¹ <http://www.bristol.gov.uk/page/environment/bristol-green-capital>

Many comments on the first Strategy in 2014 from the public consultation raised the importance of existing green spaces and parks in managing *flood risk* in the city. We have included an Action to investigate this and understand the role such green spaces have in managing *flood risk* in Bristol.

We have identified specific projects and processes through our Action plan that we will be promoted in the short and medium term to achieve this Measure and our aim is to also establish formal processes to ensure water sensitive designs are considered for all *LLFA*-led schemes.

Local Objective 2 - Actions

Actions completed
Update and procure <i>watercourse</i> maintenance contract
Identify and prioritise <i>watercourse</i> structural improvement requirements
Deliver Dundry flood alleviation scheme
Progress Sustainable Southmead water sensitive design feasibility work including Stanton Road and Trowbridge Road high risk areas
Develop process for risk based approach to highway gully maintenance and leaf clearance
Actions outstanding
Formalise process for consulting on <i>RMA</i> led schemes to maximise inclusion of <i>SuDS</i> and green space

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
2.1	Continue maintenance of <i>ordinary watercourses</i> and associated structures			
2.2	Implement minor land drainage works as appropriate			
2.3	Deliver Sandburrows Road flood alleviation scheme			
2.4	Deliver Bamfield flood alleviation scheme			
2.5	Deliver Henbury flood alleviation schemes			
2.6	Deliver Scotland Lane flood alleviation scheme			
2.7	Deliver Willway Street <i>culvert</i> tide flap replacement			
2.8	Formalise process for consulting on <i>RMA</i> led schemes to maximise inclusion of <i>SuDS</i> and green space			
2.9	Identify and prioritise Floating Harbour <i>flood risk</i> asset improvement requirements			
2.10	Utilise strategic board groups to identify opportunities for partnership working and funding contributions			
2.11	Follow established process for consenting works to <i>ordinary watercourses</i>			
2.12	Complete green spaces study to assess the importance of existing green spaces on <i>flood risk</i> management in the city			

National Objective 3

Help People Manage Their Own Risk

LOCAL OBJECTIVE:

- **INCREASE PUBLIC AWARENESS AND ENCOURAGE COMMUNITIES TO TAKE ACTION TO MANAGE THE RISKS THAT THEY FACE**
- **UNDERSTAND COMMUNITIES FLOODING CONCERNS AND PRIORITIES, AND GATHER KNOWLEDGE BASED ON THEIR PERCEPTION OF FLOODING**

Some people and communities are already deeply aware of the *flood risk* they face and have taken action in their own area; particularly those that have experienced flooding first hand. Others may not be aware of the risks in their area, are not sure how to find out about the risk, or what action they can take. There are a number of ways people can manage *flood risk* to their homes and businesses through *active citizenship*, without relying on the action of the authorities. One of our aims is to help people understand what they can do and what works effectively. We can also learn a lot from those communities that have first-hand experience of flooding and it is essential that we understand their concerns and priorities so that we can manage these appropriately and successfully.

Active citizenship – people taking an active role in the community to help manage or reduce the risk of flooding, such as clearing leaves from highway drainage gullies.

It is important to remember that the risk of flooding can never be entirely eliminated, so helping people to manage their own risk forms a vital part of our strategy for managing *flood risk*.

How We Help People Manage Their Own Risk

Currently we engage with communities at risk of flooding through awareness raising events, such as the Rapid Response *Catchment* Community Engagement programme that we are involved with in partnership with the Environment Agency. We also attend Neighbourhood Partnership and Forum meetings to discuss potential *flood risk* infrastructure improvements and we meet people that have been personally affected by flooding. However, we are aware that to date our community engagement has been more sporadic, and often tailored to where we are investigating flooding or implementing some mitigation work, than it should. However, with the formation of the *LLFA* and with the Mayoral Manifesto for Bristol, we will be working to improve our community engagement through all the work we do.

We have formed a close working relationship with The Centre for Floods, Communities and Resilience (CFCR) that helps us to better engage with communities. One of the CFCR's aims is to "Work with, and for, our local communities at risk of flooding in Bristol". The work that they do with communities provides us with opportunities to learn from our residents and share the work that we do with them.

Active citizenship

People taking an active role in the community to help manage or reduce the risk of flooding, such as clearing leaves from highway drainage gullies.

We recognise that making information freely available is an important part of helping people to manage their own risk. With this in mind, we have published the various studies referred to throughout this report on our website¹², along with an interactive map of the study outputs. We also respond to queries from the public that are raised through our Customer Service Centre and provide information about *flood risk* to people and property.

The knowledge of people that have been personally affected by flooding is invaluable. We do our best to understand communities concerns and priorities, and learn from those with first-hand experience of living with *flood risk*. To do this, we issue questionnaires to those affected by flooding and listen to citizens at neighbourhood forum meetings. We recognise that learning from people that have experienced flooding is an effective way of improving our *flood risk* management activities and we are committed to improving how we engage with those people in the future.

Measures

- E. Work with existing groups, networks and agencies to engage with communities at risk of flooding**
- F. Involve local people in flood risk management activities taking place in their community**
- G. Help communities understand the benefit of flood plans to improve community resilience and preparedness for flooding**
- H. Use a range of communication techniques to effectively reach a diverse audience**

A. Work with existing groups, networks and agencies to engage with communities at risk of flooding



Engaging with communities at risk of flooding is important not only to share our knowledge of *flood risk*, but also to enable us to learn from communities that have been affected by flooding. Neighbourhood Forum meetings are one way we can reach communities, but there is a wide range of other groups, networks and agencies that we can also use to more effectively engage with a varied population. As mentioned above, historically, our engagement with communities at risk of flooding has not been as strong as we would like. Therefore before we agree a procedure for improving our community engagement, we must first identify suitable groups and form partnership working arrangements.

Community engagement and awareness raising was an raised by many people during the initial Strategy consultation process in 2014. Comments suggested that we should be making more information available to communities and engaging with them effectively. However, it is important that we engage with the correct people and groups to ensure that the information we disseminate is done so appropriately. By identifying relevant groups first, we can ensure information and actions are shared and agreed in the most effective way.

¹² <https://www.bristol.gov.uk/planning-and-building-regulations/planning-policy/planning-evidence>

B. Involve local people in flood risk management activities taking place in their community



Giving communities a greater say in decision making is something we support. We believe that by engaging in two-way dialogue that recognises local people's views, more effective and considered *flood risk* management activities can be delivered. Involving local people in decision making will also encourage those people to take an active role in the on-going management of the infrastructure or activity that is put in place. Those that benefit from an activity or structure are therefore more likely to invest either financially or otherwise.

Meeting the first Measure (working with existing groups) will greatly assist with involving local people in *flood risk* management activities by identifying the various groups and techniques we can engage with. We will therefore establish a citywide communication programme but also engage with relevant groups on a site and project specific scale.

Comments from the public consultation of the draft Strategy indicated that many people across the city are concerned with the amount of debris (notably leaves) that can accumulate on highway drainage gullies. This can cause flooding issues by preventing water entering the drainage system. Therefore, we have completed an Action to address this issue.

C. Help communities understand the benefit of flood plans to improve community resilience and preparedness for flooding



If a significant flood event were to occur, Bristol City Council and other authorities have developed flood plans that allow all responding parties including the police and other agencies to work together on a co-ordinated response to flooding. However, individuals and businesses can also make their own arrangements to take action before, after and during a flood event. We call these arrangements community flood plans.

Having a community flood plan in place allows those at risk of flooding to monitor the risk and act together in advance of a flood event in order to reduce harm to people or damage to property. Flood plans can also improve community *flood resilience*, for example by making sure that those people most vulnerable to or at the highest risk of flooding are informed early so that they can move themselves and their possessions to a safe place of refuge. They might also include flood resistance measures to keep floodwater out of properties all together, for example by installing flood proof barriers.

We will work in partnership with communities and *RMA*s to identify areas that could benefit from flood plans and engage with communities to help people develop their own plans. We have committed to investing in water and rainfall monitoring equipment in areas at high risk of flooding across the city. We will ensure that relevant community groups have access to the data produced by the equipment to further benefit their response procedures. See the information in the 'Understand the Risk' Objective on page 24 for more information.

Flood resilience

Designing or adapting a building or asset so that although it comes in to contact with floodwater, no permanent damage is caused.

D. Use a range of communication techniques to effectively reach a diverse audience



Bristol has a diverse population and no single method of communication can be effective at reaching everyone. Different groups and individuals can be engaged with in different ways and some ways will be more effective than others, but communicating effectively is critical to achieving our objectives. It is also important we do this well to ensure our high standards of equalities are met.

In recognition of the diverse nature of Bristol, we will use a range of communication techniques so that we can reach a wide and varied group of people and communities. This will include new advances in technology, for example social media, but will also include more traditional approaches such as community meetings and written correspondence. Recognising the diverse population of those affected by flooding will inform how we choose to communicate with communities and help to achieve our objectives.

Local Objective 3 - Actions

Actions completed

Produce and publish improved *LLFA* section on BCC website

Produce and develop a community engagement activity to manage highway gullies and debris clearance

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
3.1	Introduce proposed flood alleviation schemes to neighbourhood forums			
3.2	Identify existing groups, networks and agencies that we can use to engage with communities			
3.3	Produce programme of community engagement activities including flood plan development			
3.4	Ensure final version and future updates of local strategy are freely available to the public in a variety of formats			
3.5	Produce and develop a community engagement activity to manage highway gullies and debris clearance			

National Objective 4

Prevent inappropriate development

LOCAL OBJECTIVE:

■ PROMOTE SUSTAINABLE DEVELOPMENT THAT SEEKS TO REDUCE FLOOD RISK AND INCLUDES CONSIDERATION OF CLIMATE CHANGE

To ensure development is sustainable, the *flood risk* posed to and from a new development must be appropriately assessed and managed with allowance for climate change.

The potential for increased *flood risk* caused from development must also be carefully considered. However, if properly managed new development can serve to reduce the existing risk of flooding. We are committed to actively encouraging such a reduction given the risk of *surface water* flooding posed to Bristol. National and local existing policies are in place to help achieve this¹³.

The technical review of proposed development plans for drainage is essential. Bristol City Council, like all Lead Local Flood Authorities, require all construction with drainage implications to seek our approval for drainage proposals to national standards and local requirements. As the *LLFA*, BCC is now a statutory consultee with regards to *surface water* drainage on all Major planning applications. However, to demonstrate our commitment to ensuring appropriate assessment of *flood risk* from development, we have agreed local standards to review planning applications using a risk-based approach.

Bristol City Council aims to facilitate real change in the way the drainage of new development is planned and implemented in Bristol. We are working to realise the opportunities of *SuDS* by promoting the approach and addressing the barriers to its use. We seek opportunities to employ the *SuDs* approach and incorporate biodiversity benefits where possible.

Scrutiny of new developments' drainage proposals will be subject to its own documentation and processes, hence we have not gone into detail within this Strategy, but introduced the salient points and our ambition.

Development in known *flood risk* areas must also be regulated and measures put in place to either restrict inappropriate development, or ensure that mitigation measures are put in place to make the development safe for the lifetime of its use.

How we Promote Sustainable Development

Promoting sustainable development involves assessing new development proposals on a *flood risk* basis by reviewing the nearby *watercourses*, *flood risk* assets, historical flooding records and drainage characteristics of the site. We assess all new developments planning applications for compliance with the National Planning Policy Framework (NPPF), Planning Practice Guidance (PPG), our local *West of England Sustainable Drainage Developers Guides*

and our own Local Plan's policies. Best practice guidance, research and information are also referenced. As statutory consultee we review *surface water* drainage strategies for all Major planning applications. Our local agreement with Development Management colleagues in BCC is to also review certain minor applications on a risk based approach. From a Strategic Planning perspective we are involved in the *Joint Spatial Plan (JSP)* and subsequent *Core Strategy* update.

Our policy is that all development is required to incorporate water management measures to reduce *surface water* run-off and ensure that it does not increase *flood risks* elsewhere. Our policies make a presumption for the use of sustainable drainage. Reduced existing runoff rates and volumes from previously developed sites manage the existing *flood risk* to third parties downstream of the development.

The approval of a site-specific *flood risk* assessment and drainage strategy is required including adherence to certain conditions to ensure development not only has protection from potential flooding issues itself but is also not increasing *flood risk* to third parties.

Measures

- A. Inform planning policy to ensure flood risk to new and existing developments is effectively identified and future land use is appropriately considered**
- B. Ensure all new developments are drained sustainably**
- C. Ensure new developments are better protected and able to withstand flooding where appropriate**
- D. Work with new developments to reduce flood risk and incorporate Water Sensitive Urban Designs with nature based solutions and ecosystem services to provide multiple benefits**
- E. Co-ordinate responses to planning applications in partnership with risk management authorities to ensure new developments have an appropriate and consistent regard to flood risk**
- F. Work in partnership to identify opportunities for contributions to flood mitigation schemes**

A. Inform planning policy to ensure flood risk to new and existing developments is effectively identified and future land use is appropriately considered



Robust planning policy is essential to ensure appropriate consideration to *flood risk* is given by all new developments. We will ensure Bristol's *Local Plan* continues to include and gives due consideration to flooding. We will do this by maintaining our Strategic Flood Risk Assessments to ensure appropriate land allocation. In line with the NPPF, a sequential approach will be followed to steer new development to areas with the lowest probability of flooding. Through policies such as BCS16 of the *Core Strategy* we aim to reduce runoff rates and volumes from previously developed land to assist in lowering existing *flood risk* wherever possible. On greenfield land we will ensure that peak discharge and volume is not increased as a result of development.

Strategy policy: All developments will be expected to incorporate *SuDS*, seeking opportunities for water sensitive urban design to reduce *surface water* runoff and ensure *flood risk* is not increased elsewhere.

Strategy policy

All developments will be expected to incorporate *SuDS*, seeking opportunities for water sensitive urban design to reduce *surface water* runoff and ensure *flood risk* is not increased elsewhere.

B. Ensure all new developments are drained sustainably



Site-specific *flood risk* assessments and drainage strategies in accordance with the *West of England Sustainable Drainage Developers Guide* allow us to ascertain that the drainage for new developments will function adequately over its lifetime. We will assess against national standards and local requirements for sustainable drainage. We will ensure climate change is appropriately considered and ensure designing for exceedance is included as appropriate¹⁴. Ensuring *SuDS* are used in new developments is critical to managing existing *surface water* flooding across the city, but in particular in the defined High Risk Areas¹⁵. Water sensitive urban design that offers multiple benefits will be sought wherever practical and viable¹⁶. We will provide case-by-case advice on development above minimum risk thresholds.

¹⁴ Some areas of *Core Strategy* policy, notably climate change, will be supported by future supplementary planning documents rather than by further detailed Development Management policies.

¹⁵ https://www.bristol.gov.uk/documents/20182/33916/2012.08.08%20SWMP_Appendix%20A_reduced.pdf/7170de47-a0cd-464a-998f-42e4a8badcfd

¹⁶ Bristol Local Plan – Site Allocations and Development Management Policies – Adopted July 2014 DM15: Green Infrastructure Provision

C. Ensure new developments have further protection and are able to withstand flooding where appropriate



Incorporating flood resistance and / or *flood resilience* into developments involves adapting buildings and applying measures to avoid or reduce damage and disruption when flooding occurs. Examples of flood resistance measures include implementing raised thresholds or using flood barriers. Resilience measures may include property level protection techniques such as raised electrics or hard tile flooring. Good preparation for flood events by ensuring flood warning and evacuation procedures are devised and fully established can also increase resilience. We will encourage such techniques to be used where appropriate to ensure that new developments are better protected and able to withstand flooding. This is however a last resort following other flood mitigation measures that aim to prevent or avoid property flooding occurring in the first place. This is used as an extra precautionary measure to provide further protection from flooding.

D. Work with developers to reduce flood risk and incorporate Water Sensitive Urban Designs with nature based solutions and ecosystem services to provide multiple benefits



Applying the principles of water sensitive urban design can serve to not only reduce *flood risk* but also to provide other benefits such as reduced water consumption, pollution control and increased biodiversity. We will work with both internal and external developers where we can to incorporate water sensitive urban designs in order to achieve multiple benefits and contribute towards wider environmental objectives. To encourage others to use these techniques, we have also produced the *West of England Sustainable Drainage Developers Guides* so that other people can easily and effectively apply the principles in new developments.

Water Sensitive Urban Design

The process of integrating water cycle management with the built environment through planning and urban design.

E. Co-ordinate responses to planning applications in partnership with risk management authorities to ensure new developments have an appropriate and consistent regard to flood risk



We will lead on consultation with The Environment Agency, Wessex Water, The Lower Severn *Internal Drainage Board* and the Highway Authority regarding new developments enabling a consistency of approach in the advice and responses provided to developers. Early and effective communication with relevant authorities enhances the consultation process and ensures each authority's comments are considered and consistent. We have established, and follow, a formal approach with risk management authorities for consultation on planning applications. Such an approach has reduced duplicated workloads and ensured a consistent regard to *flood risk* from all authorities.

BCC as the *LLFA* have become a statutory consultee of the Local Planning Authority on Major planning applications, with respect to *surface water* drainage. It is therefore important for developers, the Lead Local Flood Authority and the Local Planning Authority to work closely together from the outset as it is likely that drainage implications will have a bearing on site layout.

SuDS within adoptable highway pass to the Local Highway Authority for maintenance and will be adopted, along with the new highway. The Bristol-specific section of the West of England Sustainable Drainage Developer's Guide clarifies the highway *SuDS* adoption process.

F. Work in partnership to identify opportunities for contributions to flood mitigation schemes



When schemes and activities are funded by public finances alone, they will always be constrained by what central and local governments can provide. Projects must be subject to national controls to ensure the taxpayer receives value for money, which can result in a reduction in local benefits. However if those that benefit also invest in a scheme or activity, then there will be less constraints and more opportunities for *flood risk* management activity to take place.

We will therefore use working groups, strategic boards and other networks to identify funding opportunities from interested parties in order to maximise the *flood risk* management activity that can take place. We will also use the development management process to establish where potential contributions from developers are achievable and appropriate.

The Community Infrastructure Levy (CIL) is another potential funding source for contributions to *flood risk* management schemes. *Flood risk* mitigation measures are included on our adopted list of infrastructure to which *CIL* may be applied.

Local Objective 4 - Actions

Actions completed

Formalise process for reviewing planning applications following Development Management standards

Formalise process for consultation with RMAs, City Docks and other relevant teams and authorities to seek consistency of approach and advice provided

Actions outstanding

Update the SFRA (see Appendix D) with results from recent studies

Actions removed

Establish the SAB (*SuDS* Approval Body) subject to enabling Government Legislation

Implement an interim SAB approach including production of Local *SuDS* guidance, requirements and associated Planning Guidance Note. Implement drainage adoption on an optional basis with additional requirements, exclusions and charges to be determined

When established, SAB to evaluate drainage applications. Adopt, charge for and maintain those *SuDS* which SAB has duty to adopt.

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
4.1	Follow established process on consultation of planning applications from a <i>flood risk</i> perspective.			
4.2	Implement drainage adoption on an optional basis with additional requirements, exclusions and charges to be determined.			
4.3	Inform <i>JSP</i> and <i>Local Plans</i> preparation to ensure <i>flood risk</i> is appropriately considered.			
4.4	Update the SFRA (see Appendix D) with results from recent studies.			
4.5	Ensure Flood Team involvement with, and inform distribution of <i>CIL</i> and other funding sources.			
4.6	Identify contributions to flood mitigation schemes through development management process			
4.7	Produce best practice guide to establish water sensitive urban design in Bristol			
4.8	Develop risk based enforcement procedures for auditing approved applications			
4.9	Submit comments in line with the agreed procedures and risk based approach on all Major planning applications with regards to <i>surface water</i> management and drainage. To fulfil the role of the <i>LLFA</i> as a statutory consultee.			

National Objective 5

Improve Flood Prediction, Warning and Post Flood Recovery

LOCAL OBJECTIVE:

■ IMPROVE PREPAREDNESS FOR FLOOD EVENTS AND POST FLOOD RECOVERY.

Flooding within Bristol can never be prevented entirely. An important part of dealing with the risk of flooding is making sure there is an effective response to incidents when they do happen. To recognise the importance of this we have set the objective to put processes in place to improve our preparedness for flood events and post flood recovery. This section will focus on the measures that we plan to implement in order to achieve this objective.

How We Help Improve Preparedness for Flood Events and Post Flood Recovery

As a *LLFA*, we have a number of initiatives already in place to deal with flood emergencies. We receive Flood Guidance Statements and Severe Weather Warnings from the Flood Forecasting Centre about forthcoming rainfall and tidal events, derived from data collated by the Met Office and the Environment Agency; these warnings are cascaded to each *LLFA* team. The figure below is a diagram showing Activation Triggers¹⁷. It shows the link between each warning or reports of flooding and the different response levels.

On receiving Severe Weather Warnings or Flood Guidance Statements depending on the severity of the event, the Flood Risk Team within the *LLFA* will provide advice to relevant internal teams.

We have established procedures through strong partnership work with key internal partners. This includes clear lines of communication from the Civil Protection Unit (CPU), Highways, Duty Officers, Communications Team, Parks and Estates and Marine Services in accordance with the Flood Plan.

¹⁷ Bristol City Council, Flood Plan, 2013

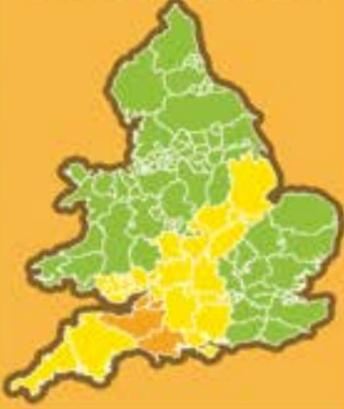
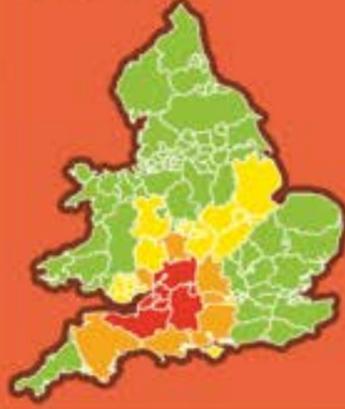
PROACTIVE TRIGGERS	Met Office issue severe weather warning(s)	GREEN No severe weather forecast	YELLOW Be aware	AMBER Be prepared	RED Take action
	Flood Forecast Centre issue Flood Guidance Statement(s) (A Flood Guidance Statement can be issued without a severe weather warning being in force)	Very low Flood Risk 	Low Flood Risk 	Medium Flood Risk 	High Flood Risk 
	Environment Agency issue Flood Warning(s) (for areas covered by the Flood Warning Service only) (Flood Warnings can be issued without a Flood Guidance Statement being in force)	None	 Flood Alert	 Flood Warning	 Severe Flood Warning
REACTIVE TRIGGERS	Reports of Flooding	No reports of flooding	Reports of minor flooding	Reports of property flooding	Reports of significant or catastrophic flooding
RESPONSE LEVEL		LEVEL 0 None	LEVEL 1 Standby / Monitor (Pre-emptive actions)	LEVEL 2 Monitor / Deploy	LEVEL 3 Deploy / Escalate

Figure 11 - Showing Bristol City Council's corporate response to Flood Risk.

Measures

- A. Monitor and analyse warnings issued by the Environment Agency and Met Office to co-ordinate and prepare our response to extreme weather events.**
- B. Use our local knowledge and technical expertise to inform decisions made in advance of a potential flood incident.**
- C. Work with partners to support those who have been affected by flooding.**
- D. Review LLFA response to flood events and identify opportunities to improve community flood resilience.**

A. Monitor and analyse warnings issued by the Environment Agency and Met Office to co-ordinate and prepare our response to extreme weather events



Monitoring and analysing warnings from the Environment Agency and Met Office is essential in helping us prepare a response to an extreme weather event. We will continue to receive automated emails from the Flood Forecasting Centre and Met Office, and liaise with relevant



colleagues in BCC and our wider partners to co-ordinate and promote flood response and preparedness across key teams within the authority. For example, as the Flood Risk Management team within the *LLFA*, we take a lead strategic role in responding to a flood event. We will help



by providing advice to key teams within the *LLFA* or go out to effected areas to investigate the current situation. If the flood warning or event escalates, we will provide more of a supporting role in assisting other key teams direct resources more effectively and efficiently.

B. Use our local knowledge and technical expertise to inform decisions made in advance of a potential flood incident



To be successful at managing *flood risk* we have to be pro-active in our approach. As a Flood Risk Management team within the *LLFA* we can use our local knowledge and technical expertise to advise on decisions made, improving our prediction and response to a flood event. For example, we



will set up procedures with the BCC working group to use existing studies along with mapping and data management techniques to highlight high risk areas and help improve knowledge and flood prediction. In practice, whilst working in partnership with BCC Civil Protection Unit, we can use this



knowledge to help locate emergency centres and plan evacuation routes in locations least likely to be affected by flooding, leading to a more effective response, as stated in the Bristol City Council's Multi-Agency Flood Plan.

C. Work with partners to support those who have been affected by flooding



We will continue to work in partnership with key teams within the authority and wider stakeholders to carry out a strategic role in helping to provide knowledge and support to those who have been affected by flooding. As a *LLFA* we will undertake Section 19 of the Flood & Water Management



Act 2010 (FWMA) and investigate flood incidents where appropriate or necessary. Further to this, as technical experts we can help explain to residents and communities how flooding occurred, what caused it and what potential actions can be put in place to help us and the residents of Bristol prevent it from happening in the future. We realise that community engagement is important in being able to provide sufficient support to the residents of Bristol, which is why under the section: 'Help People Manage their Own Risk' many of the objectives have been set to address this.

D. Review LLFA response to flood events and identify opportunities to improve flood resilience



To be successful in managing *flood risk*, we have realised that as a *LLFA* we will need to continually review and test our current procedures to identify opportunities to improve our *flood resilience*.



We will continue to undertake specific training and learning within the team, for example we will attend Environment Agency Community Flood Plan meetings to improve knowledge and help improve community *flood resilience*. Helping those at risk by educating people will build resilience within communities, and allow people to become more prepared when a flood event occurs. *Flood risk* response can be improved by making information more freely available, such as rain gauge readings, which will allow residents to monitor current rainfall and allow them to take their own action against possible *flood risks*.

Local Objective 5 - Actions

Actions completed

Setup procedures with the BCC working group to use existing studies to help improve knowledge and flood prediction

Attend Environment Agency community flood plan meeting(s) to improve knowledge and help improve community flood resilience

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
5.1	Continue to provide advice regarding warnings issued by the Flood Forecasting Centre to the wider authority and other stakeholders.			
5.2	Undertake functions from Section 19 of the FWMA, and endeavour to investigate smaller flood incidents where appropriate.			
5.3	Identify and Undertake training to improve flood knowledge and preparedness of the <i>LLFA</i> team.			
5.4	Liaise and work in conjunction with colleagues in BCC who have a role to fulfil as the <i>LLFA</i> . To promote and co-ordinate flood response and preparedness across key teams within the authority			
5.5	Develop and promote the use of flood data to inform emergency traffic management procedures .			
5.6	Attend Environment Agency community flood plan meeting(s) to improve knowledge and help improve community flood resilience			

Considerations for Delivering the Strategy

The previous section introduced our Action plan for delivering the Objectives of the Strategy. However, there are other factors that influence the delivery of the Strategy, such as environmental and funding considerations, which are discussed in the following section.

Wider Environmental Objectives

Contribution towards the achievement of multiple benefits has guided the production of this Strategy; in particular we have tried to ensure our measures help to deliver environmental benefits wherever possible. For example we have put in place a measure to encourage the introduction of green areas not only to manage *flood risk* but also contribute towards the Bristol Green Capital programme to “make Bristol a more sustainable, healthier, greener city”.¹⁸ We are also committed to using sustainable drainage and water sensitive urban designs to reduce pollution of *watercourses* and help to improve the biological quality of rivers. This is an important environmental indicator in the Bristol Biodiversity Action Plan¹⁹.

As well as Bristol's own environmental objectives, we also have a statutory duty under the European Water Framework Directive (WFD) to deliver a better water environment. The Directive requires classification of water quality and places a duty on local authorities and the Environment Agency to maintain or improve the classification. The aim of the WFD is for all inland waters in the EU to be in ‘good’ condition. We will be engaging with internal environmental specialists and the Environment Agency to ensure WFD requirements are included in our work and schemes. One area where we already have begun to address this is in Southmead, where we hope that our water sensitive design work will both significantly reduce *flood risk* and also help to improve the WFD classification.

Strategic Environmental Assessment

The European Strategic Environmental Assessment (SEA) Directive sets out the legal requirements for the production of a *SEA*. This Strategy was deemed to require such an assessment and forms an important part of the Strategy as a whole. The objective of the directive is “to provide a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development”. A separate *SEA* document has been produced to support our Strategy.

Strategy Governance, Monitoring and Review

Governance

It is important that *flood risk* management activities are coordinated and decisions are made in an open, honest and accountable way. To achieve this several working groups, advisory boards and decision making groups have been set up to form a robust structure of governance. Authorities from across the west of England play an important part in these groups as it is essential to consider the entire *catchment* and recognise that activities of neighbouring authorities have an impact on each other. The structure of *flood risk* governance in Bristol is shown in Figure 12.

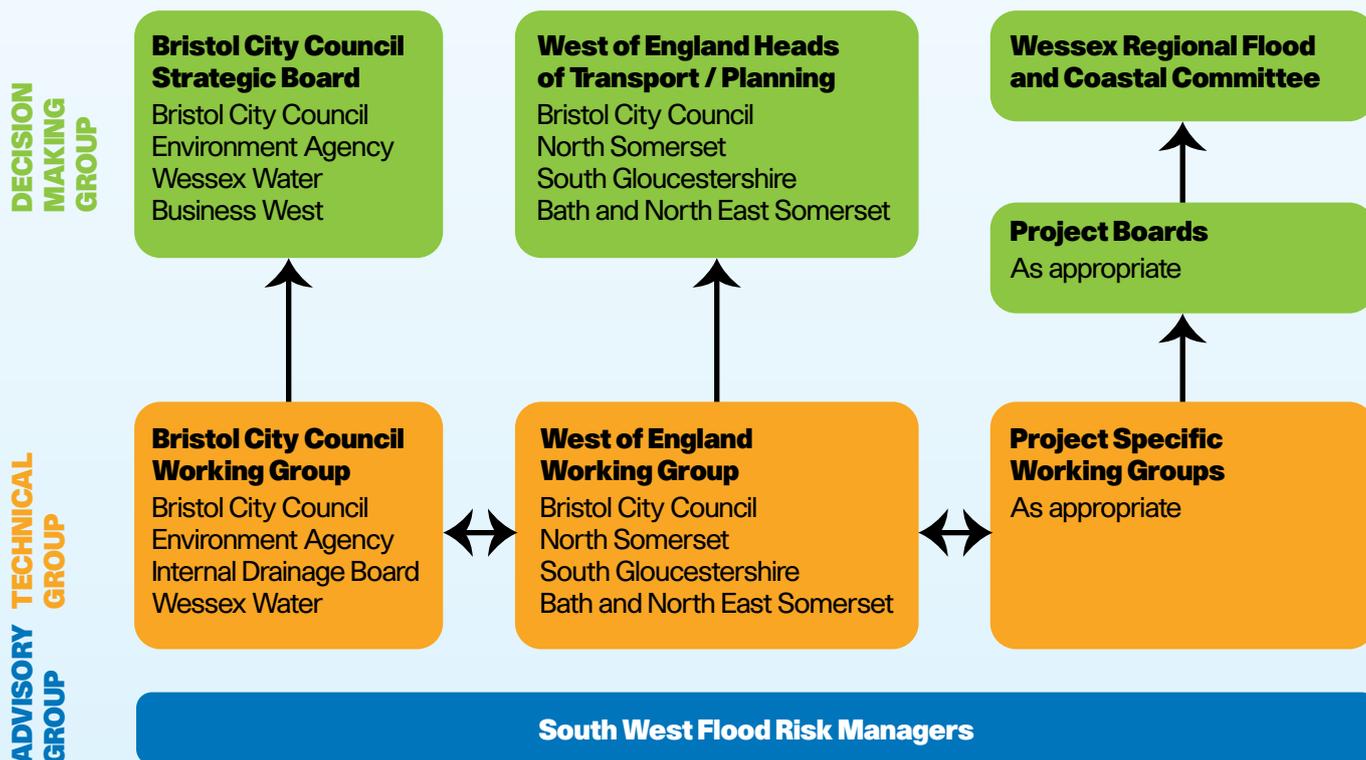


Figure 12 - Flood Risk Governance in Bristol

The structure of governance is set up so that the right people are working together at an appropriate level to ensure effective working practices are technically robust and consistent with wider strategic plans and objectives. Technical groups are made up of *flood risk* practitioners who discuss best practice and provide potential solutions to problems. Partnership working opportunities are also identified in these groups.

Decision making groups consist of budget holders, senior management and political representatives who scrutinise the suggestions of working groups with due consideration to other West of England policies, aims and objectives. The groups facilitate linkages between operational activity and strategic policy decisions and are also responsible for ensuring democratic accountability and transparency.

The wider South West Flood Risk Managers group meets quarterly in order to share experiences and discuss nationally important *flood risk* management duties and responsibilities.

In addition to the above, the Strategy has been used as part of the evidence base for the Severn River Basin District Flood Risk Management Plan.

Monitoring and Review

It is essential that we monitor the delivery of this Strategy so that we can be sure that we are achieving the objectives and to ensure that the Strategy itself is effective at doing so. To monitor progress, we will utilise the BCC working group. This group meets every 6 weeks so will enable us to effectively programme and resource our actions at an appropriate time scale and ensure that the strategy is embedded in every aspect of our work.

The strategy will be reviewed annually at the BCC strategic board from the anniversary of its adoption and formally updated every two years with official ratification obtained following review by the Place Scrutiny Commission. This relatively short timescale for formal review reflects the recognition of Bristol as a high risk area as well as the relatively dynamic landscape of national policy and guidance related to *flood risk*. It will also help to ensure that improved understanding of *flood risk* can be regularly incorporated in to the Strategy. For example if an area is affected by flooding it may be appropriate to develop solutions to mitigate against the risk of repeated flooding and therefore it is important that we can adjust and update the Strategy to accommodate future plans. It is also important that key milestones such as the PFRA update and Bristol *Core Strategy* are recognised so that the Strategy can influence these important policy documents. Figure 13 shows a timeline of the review process along with the dates of key milestones.

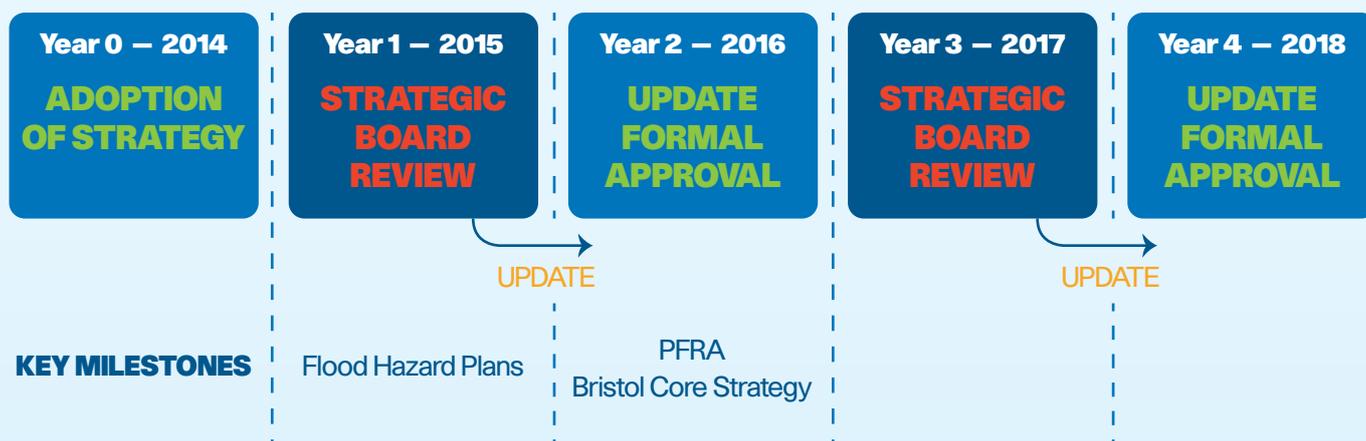


Figure 13 - Timeline of the Strategy review progress

Key documents updates

Preliminary Flood Risk Assessment	Year 0 -2011	Year 6 - 2017	Year 12 - 2023
	Original document	Update required	Update required
Surface Water Management Plan	Year 0 -2012	Year 6 - 2018	Year 12 - 2024
	Original document	Update required	Update required
Strategic Flood Risk Assessment Level 1	Year 0 -2009	Year 6 - 2015	Year 12 - 2021
	Original document – latest version	Update required	Update required
Strategic Flood Risk Assessment Level 2	Year 0 -2011	Year 6 - 2017	Year 12 - 2023
	Original document	Update required	Update required
Local Plan	Year 0 -2011	Year 5 - 2016	Year 10 - 2021
	Latest version	Update required	Update required

Figure 14 Timeline of key flood risk documents required updates

Funding to Manage Flood Risk

To implement this Strategy successfully, it is important to understand and plan how to fund its delivery. The majority of the work that we do is required by law, but there are many potential funding opportunities for all of our *flood risk* management activities including capital, revenue, European, national, local and private sources. By utilising a mixture of all of these sources, we can maximise the amount of *flood risk* management activity we can undertake and go above and beyond just that which is required by legislation.

The suitability of potential funding sources depends on a number of factors, but our general approach to funding is as follows.

- As the Lead Local Flood Authority, we receive national funding (through a local services support grant) to deliver our statutory duties of the Flood and Water Management Act. We use this funding for staffing resources and professional services that are needed to ensure our responsibilities and duties of the Act are met.
- Bristol City Council capital and revenue funds are used to undertake maintenance and make essential capital infrastructure improvements. These funds are primarily used to undertake duties under the 1991 Land Drainage Act and are allocated locally.
- Flood Defence Grant in Aid is administered by *Defra* and we bid for these funds to improve the standard of protection to existing residential properties. In 2011, *Defra* introduced a new approach to allocating these funds, known as partnership funding. The key change was to replace 100% funding of fewer schemes to a situation where more schemes are partially funded with the shortfall in cost made up of third party contributions to individual schemes.
- The Local Levy is funding that is administered by the Wessex Regional Flood and Coastal Committee that is similar to Flood Defence Grant in Aid but used to fund local projects that benefit the communities of the Wessex region
- The Community Infrastructure Levy is allocated locally and we will bid for a share of these funds to deliver *flood risk* mitigation schemes as and when appropriate.

- Other funding sources such as European Union funding - in the short term, we have been successful in bidding for, and continue to bid for, EU grant funding to help us implement our ambitions. We continue to seek out alternative funding sources
- Private beneficiary funding will become a more and more important part of our funding strategy as processes for securing such funds develop. The more those beneficiaries contribute towards *flood risk* management activities, the less restricted we are by standards and approvals and the more activity we can undertake.

It is important to note that contributions from private beneficiaries are not restricted to members of the public. Water companies, electricity and other service providers, local businesses and land owners are all potential beneficiaries of *flood risk* management activity.

We consider that the best approach to funding *flood risk* management activities is to secure a mix of funding sources that are appropriate to a particular activity. We use the funding matrix below to identify potential sources of funding that are suitable to utilise in order to deliver multiple *flood risk* activities.

Funding Source	PRIMARY ACTIVITY					
	Studies	Schemes	Maintenance	Community engagement	Promoting sustainability	Emergency response
LLFA	●	●	●	●	●	●
BCC Capital	●	●	●	●	●	●
BCC Revenue	●	●	●	●	●	●
Neighbourhood partnerships	●	●	●	●	●	●
City deal	●	●	●	●	●	●
FDGiA	●	●	●	●	●	●
CIL	●	●	●	●	●	●
Developer contributions	●	●	●	●	●	●
Private beneficiaries	●	●	●	●	●	●
Regional growth fund	●	●	●	●	●	●
DEFRA property level protection	●	●	●	●	●	●
DEFRA one off grants and pilots	●	●	●	●	●	●
EU funding	●	●	●	●	●	●

Strong potential

Medium potential

Low potential

Figure 15 Flood risk funding sources matrix

Flood Risk Management Costs and Benefits

To make sure that the taxpayer receives value for money, it is important that the work we do is assessed to determine the costs and benefits of undertaking these activities. However, much of the *flood risk* management activities we undertake are statutory duties that we must deliver as the *LLFA* but do not have an obvious tangible benefit such as, for example, an increased height of flood defence. Examples of such duties include establishing and maintaining a register of *flood risk* assets, investigating significant flood incidents, and promoting sustainable development.

For this type of non-physical work, it is often difficult to estimate monetary benefits because it does not always directly reduce the likelihood of flooding causing harm to people or damage to property. The benefits of doing this type of work are however well known. An increased understanding of *flood risk* is for example a benefit of maintaining an asset register and investigating flood events. The costs of these relatively new duties are often hard to define, but are currently met through the local services support grant we receive as the *LLFA*.

A summary of benefits that will be achieved through the actions proposed as part of this Strategy is provided in the Action Plan located in Appendix G.

Physical works such as maintenance and infrastructure improvements have well defined costs and it is possible to estimate the benefits of this type of work using economic assessment tools. The following is a simplified estimate of the costs and benefits of maintenance and capital schemes outlined in this Strategy.

Maintenance

Bristol City Council currently spends approximately £400k per year on highway drainage and *watercourse* maintenance combined. This work is vital to reduce the risk of blockages that could result in flooding to properties. It is assumed that was this maintenance not to take place, then the risk of flooding to properties would increase from “low” to “moderate”. Using the Partnership Funding Calculator (PF Calculator)²⁰, this can be applied to all 26,000 properties identified at risk by our studies. The resulting costs and benefits are summarised in Table 3.

Table 3 *Maintenance costs benefit analysis*

Annual maintenance costs, £k	Annual benefits (damages avoided), £k	Benefit cost ratio
400	4,380	10.95

This shows that annually the effective benefit to the taxpayer of maintaining highway drainage and *watercourse* assets is approximately 11:1 and therefore represents good value for money. It should be noted that this assessment is a coarse analysis but does provide good evidence to suggest that the maintenance work we do is financially beneficial to all the people of Bristol.

20 <https://www.gov.uk/government/publications/fcrp-partnership-funding-calculator>

Capital Schemes

Five flood alleviation schemes are identified in this Strategy. Each was assessed using the PF Calculator on the basis of our understanding of the *flood risk* in each area at the time of writing. The present value whole life costs and benefits of each are summarised in Table 4. Note that some of these schemes are in very early stages of development and the costs and benefits are likely to change significantly as the schemes develop. A confidence score has therefore been assigned to each scheme to reflect our confidence in the economic analysis at the time of writing.

Table 4 Capital scheme cost benefit analysis

Scheme	PV costs £k	PV benefits £k	Benefit cost ratio	Confidence score
Sandburrows Road	11	56	5.1	Medium
Bamfield	410	2,570	6.2	Low
Henbury	410	630	1.5	Low
Scotland Lane	220	753	3.4	Medium
Southmead Road	66	100	1.51	High (complete)
Willway Street	157	898	3.2	High
Cumberland Road	1,070	32,785	30.6	High

Strategy Summary

- **Bristol is at significant risk from surface water flooding, and our recent studies identify that approximately 26,000 properties are at risk**
- **The central area of Bristol is at risk of flooding from the tide, with approximately 1,000 properties at risk today**
- **Climate change presents a significant challenge to Bristol, from an increase in occurrence of heavy rainstorms to increased sea levels. Our studies show that approximately 3,700 properties are at risk from tidal flooding in the year 2115**
- **The Strategy is required by law and presents an action plan as to how we are going to manage and try to reduce flood risks to the people and places of Bristol**
- **In order to deliver the action plan, we need to work together to ensure that we all understand the risk and can help manage its likelihood, thus improving our response to flooding**
- **We will take an active role in promoting sustainable development and ensuring new development contributes to reducing flood risks, where appropriate**

Appendix A

Definition of Risk

For our Strategy, we define risk as:

Risk = Probability x Consequence

As mentioned in the main body of the text, this definition is fundamental to the work that we do and how we prioritise our work as an *LLFA*. However, it is based on technical definitions that not everyone understands. In this Appendix, we have attempted to explain the risk calculation and its component parts, simply.

The probability is the chance of a flood event occurring, which we usually define as either the 'return period' or 'annual probability'. Return period is a statistical term. Using a hypothetical example, a flood of 1.5 metres in depth should statistically speaking occur once every 75 years. This does not mean it will only happen once every 75 years, it could happen twice in one year then not again for 200 years. Return periods have been the traditional way to communicate flooding magnitude but for the above reason has led to some confusion. As a result, we tend to use annual probability, which is usually communicated as a percentage. For example, an annual probability of 1% means that a flood event of this magnitude has 1% chance of occurring in any given year. The consequence is the impact a particular flood event has, for example loss of life or damage to property or infrastructure. Using the above criteria, an extreme flood may have a low probability (chance) of occurring but very high consequences.

Appendix B

Risk Management Authorities Duties and Powers

Risk Management Functions

The functions that each Risk Management Authority may undertake are known as duties and powers. Duties are actions that the authority must complete as specified by legislation, and powers are actions that an authority is able (but not obliged) to undertake or enforce others to undertake. The functions undertaken by each of the risk management authorities follow.

Lead Local Flood Authority (BCC)

As the lead local flood authority, BCC has the following functions:

- A **duty** as a statutory consultee on planning applications in relation to *surface water drainage*
 - A **duty** to develop, maintain, apply and monitor a strategy (this Local Flood Risk Management Strategy) for *local flood risk* management in its area
 - A **duty** to co-operate with other risk management authorities in the exercise of their *flood risk* management functions
 - A **power** to arrange for functions to be exercised on its behalf by another risk management authority
 - A **power** to request a person to provide information in connection with its *flood risk* management functions
 - A **duty** to investigate flooding in its area and publish the results of the investigation
 - A **duty** to establish and maintain a register of structures that have a significant effect on *flood risk* in its area and a record of information about each of those structures, including ownership and state of repair
 - A **duty** to make a contribution towards the achievement of sustainable development
 - A **power** to designate structures or features that affects *flood risk* so that a person may not alter, remove or replace that structure or feature without prior consent
- A **power** to carry out work that may cause flooding if the benefits of the work will outweigh the harmful consequences
 - A **power** to carry out *flood risk* management works that are considered desirable, having regard to the *Local Flood Risk Management Strategy*
 - A **power** to enforce land owners to undertake necessary maintenance works on *ordinary watercourses*
 - A **power** to consent or refuse works affecting the flow of *ordinary watercourses*

Environment Agency

The Environment Agency has the following flood risk management functions:

- A **duty** to develop, publish, maintain, apply and monitor a national strategy for *flood risk* management
- A **duty** to co-operate with other risk management authorities in the exercise of their *flood risk* management functions
- A **power** to arrange for functions to be exercised on its behalf by another risk management authority
- A **power** to designate structures or features that affects *flood risk* so that a person may not alter, remove or replace that structure or feature without prior consent
- A **power** to consent or refuse works carried out in, or adjacent to *main rivers* and sea defences

- A **power** to carry out *flood risk* management works that are considered desirable, having regard to the National Flood Risk Management Strategy
- A **power** to enforce land owners to undertake necessary maintenance works on *main rivers*
- A **duty** to act as a statutory consultee on planning applications with regards to *flood risk*
- A **duty** to act as the enforcement authority for reservoirs with a storage capacity of 10,000m³ or greater
- A **duty** to identify *flood risk* areas, publish hazard and risk maps and prepare *flood risk* management plans in co-operation with Lead Local Flood Risk Authorities

Wessex Water

Wessex Water has the following flood risk management functions:

- A **duty** to co-operate with other risk management authorities in the exercise of their *flood risk* management functions
- A **duty** to provide, improve and extend a system of public *sewers* and to cleanse and maintain those *sewers*
- A **power** to construct lateral drains following the provision of a public *sewer*
- A **power** to adopt a *sewer* within its area that is constructed to suitable standards
- A **power** to alter the drainage system of premises in its area that connects with a public *sewer*
- A **power** to investigate defective *sewers*
- A **power** to discontinue and prohibit the use of any public *sewer* in its area

Internal Drainage Board

The Lower Severn Internal Drainage Board has the following flood risk management functions:

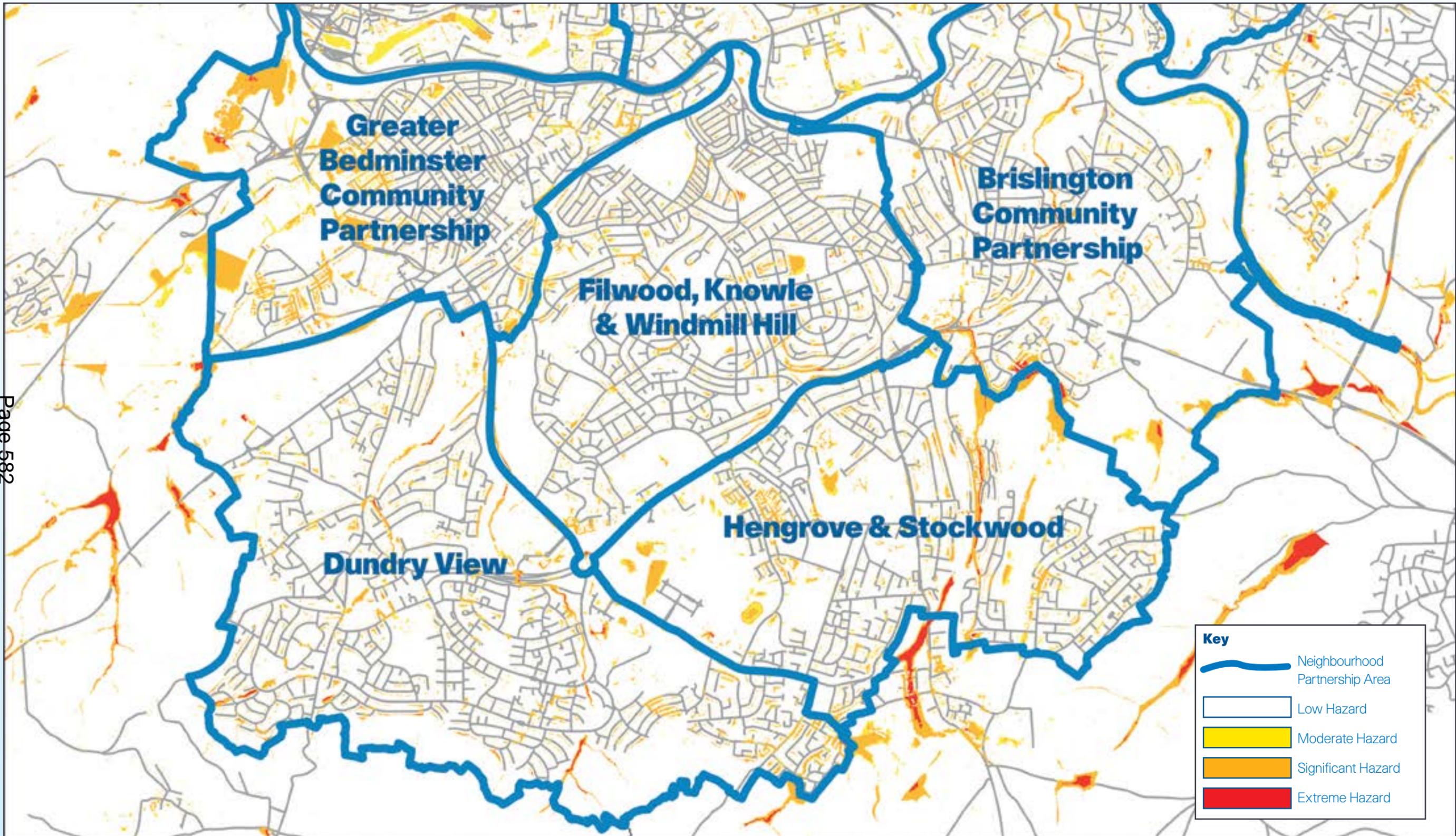
- A **duty** to co-operate with other risk management authorities in the exercise of their *flood risk* management functions
- A **power** to undertake land drainage work in its area
- A **power** to enforce land owners to undertake necessary maintenance works on *ordinary watercourses* within its area
- A **power** to manage water levels within its area
- A **power** to consent or refuse works carried out in, or within 8 metres of an *ordinary watercourse* within its area
- A **power** to designate structures or features that affects *flood risk* so that a person may not alter, remove or replace that structure or feature without prior consent

Highways Authority (BCC)

As the highways authority, BCC has the following flood risk management functions:

- A **duty** to co-operate with other risk management authorities in the exercise of their *flood risk* management functions
- A **duty** and power to drain the highway

Appendix C Study Results



Page 582

Figure 16 – Study results showing areas of low, moderate, significant and extreme flood hazard by Neighbourhood Partnership area

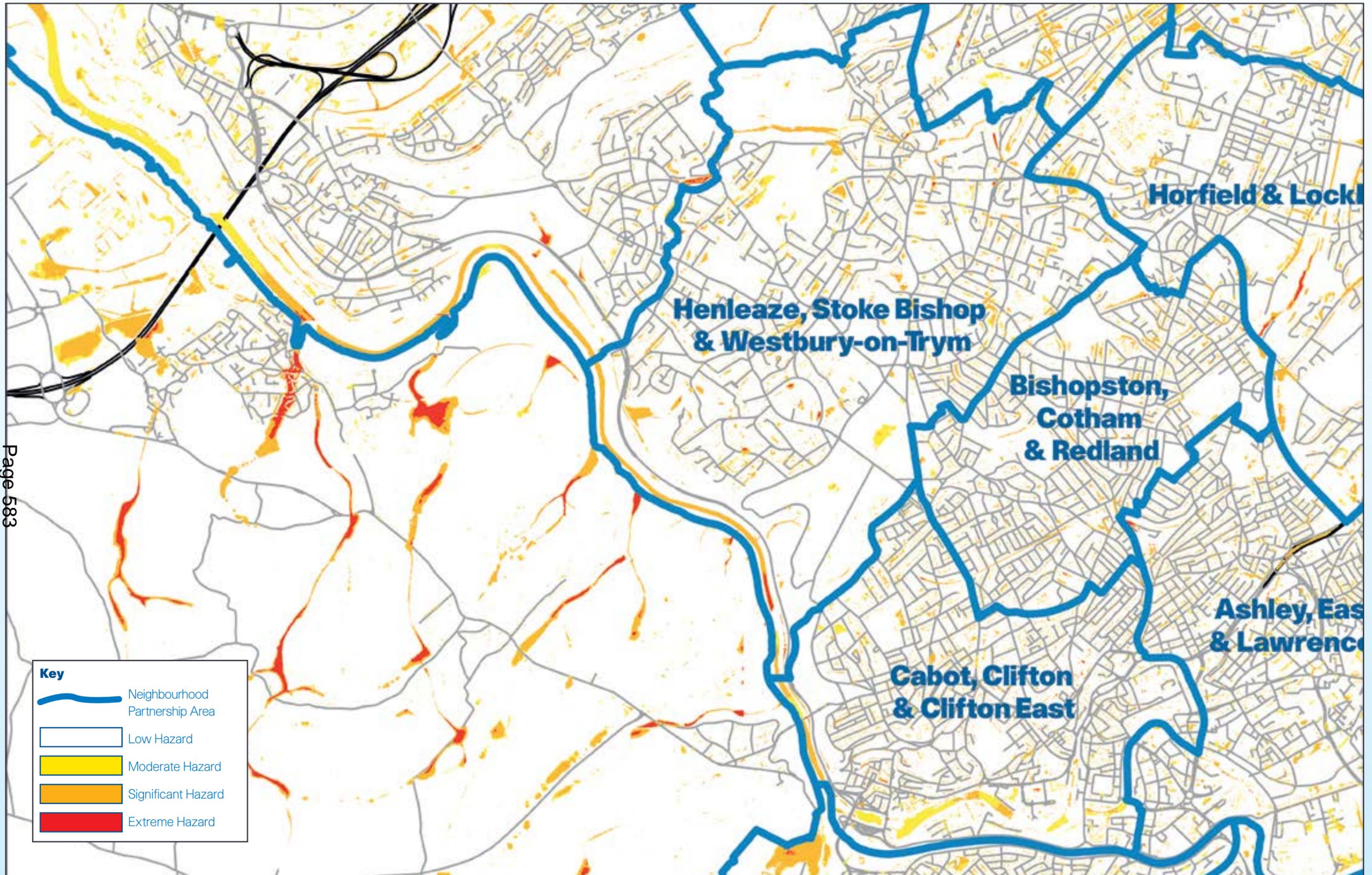


Figure 17 – Study results showing areas of low, moderate, significant and extreme flood hazard by Neighbourhood Partnership area

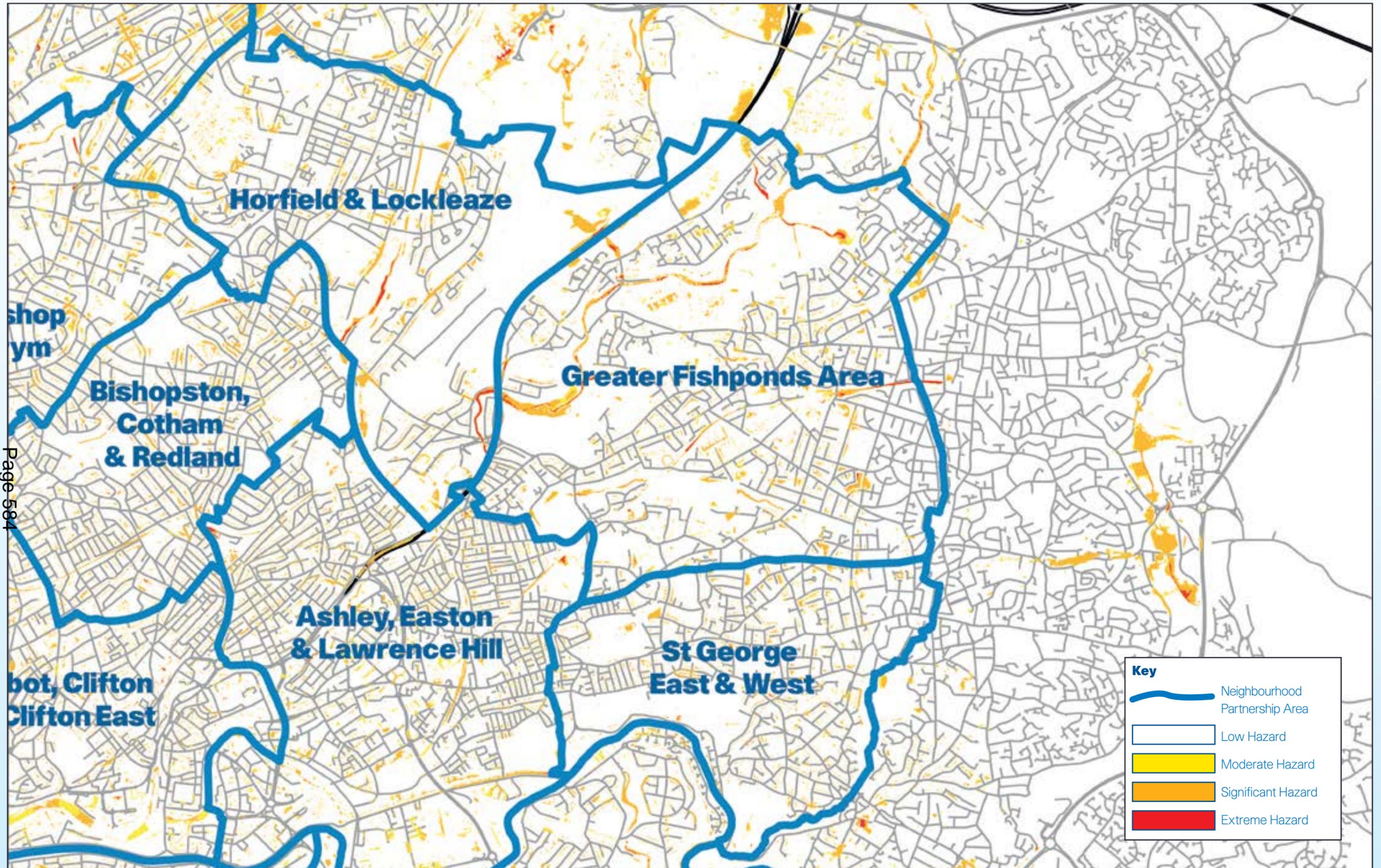


Figure 18 – Study results showing areas of low, moderate, significant and extreme flood hazard by Neighbourhood Partnership area

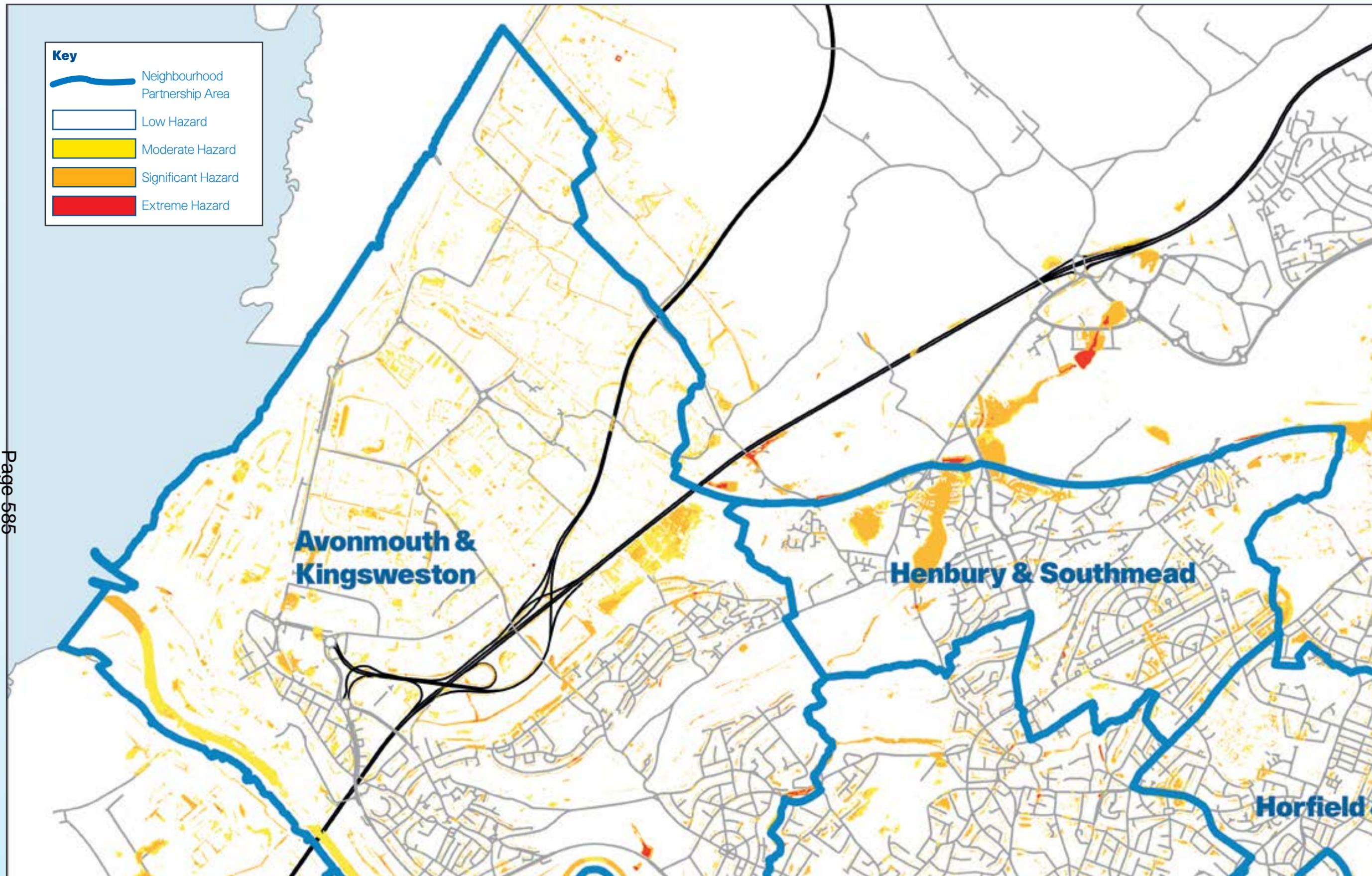


Figure 19 – Study results showing areas of low, moderate, significant and extreme flood hazard by Neighbourhood Partnership area

Appendix D

List of Studies Completed by Bristol City Council

Study Name	Date completed	Flood Source(s) Studied	Reason for Study	Study Objectives/ Methodology	Conclusions of Study	Link to Information
Bristol Strategic Flood Risk Assessment	2009	Tidal (River Avon), river (Frome, Ashton <i>watercourses</i> , Malago), <i>surface water, groundwater</i>	<ul style="list-style-type: none"> To support the emerging Local Development Framework Estimate the likely <i>flood risk</i> from rivers and the sea to various development sites 	<ul style="list-style-type: none"> Literature review of previous studies and historical flood events Summary of <i>flood risk</i> from all sources across the city Focus main assessment of risk to key development areas of the city (e.g. city centre) Utilise complex computer simulation software to predict areas of flooding during high flows and extreme tide levels 	<ul style="list-style-type: none"> Historical river flood events (e.g. 1968) largely mitigated due to construction of large interceptors Significant <i>flood risk</i> posed to the city centre, which is likely to dramatically increase with climate change <i>Flood risk</i> constraints to development in the city centre but less so in remaining areas of the city 	https://www.bristol.gov.uk/planning-and-building-regulations/planning-policy/planning-evidence
Avonmouth/Sevenside Strategic Flood Risk Assessment	2011	Tidal (Severn Estuary) and river (various rhynes)	<ul style="list-style-type: none"> To support the emerging Local Development Framework Estimate the likely <i>flood risk</i> from the sea and the rhyne network to various development sites 	<ul style="list-style-type: none"> Literature review of previous studies and historical flood events Summary of <i>flood risk</i> from all sources across the Avonmouth/Sevenside area Focus main assessment of risk to key development areas of the study area Analysis of the likely impact of waves on the extreme tide levels Utilise complex computer simulation software to predict areas of flooding during high flows and extreme tide levels 	<ul style="list-style-type: none"> Significant <i>flood risk</i> posed to Avonmouth and Sevenside, which is likely to dramatically increase with climate change Due to presence of tidal flood defences, <i>flood risk</i> in the present day mostly from the rhyne network With climate change and sea level rise, defences likely to be inadequate and flooding from the sea becomes the greatest risk Strategic flood defence solution required to enable development across the area 	https://www.bristol.gov.uk/planning-and-building-regulations/planning-policy/planning-evidence

Study Name	Date completed	Flood Source(s) Studied	Reason for Study	Study Objectives/ Methodology	Conclusions of Study	Link to Information
Surface Water Management Plan (SWMP)	2012	<i>Surface water and Ordinary Watercourses</i>	<ul style="list-style-type: none"> To understand the risk of flooding to Bristol from heavy rainfall Refine existing, national <i>surface water</i> models by including the underground pipe network 	<ul style="list-style-type: none"> Utilise ground-breaking complex computer simulation software to predict areas of flooding during heavy rainfall Identify areas at particular high risk of flooding (High Risk Areas) 	<ul style="list-style-type: none"> Bristol at significant risk of <i>surface water</i> flooding Approximately 30,000 properties at risk during an extreme (1 in 100 year return period) event 12 High Risk Areas identified (Ashton (including Littlecross House site), Bamfield Road, Gloucester Road, Henbury (two sites), M32 (two sites), The Portway, Seventh Avenue, Southmead Road, St Agnes, St George, Trowbridge Road) 	<p>Main study: https://www.bristol.gov.uk/planning-and-building-regulations/planning-policy/planning-evidence</p> <p>Interactive Map of Surface Water Flooding: http://maps.bristol.gov.uk/pinpoint/?service=localinfo&maptype=js&layer=Surface+water+high+risk+areas&theme=floodmap</p>
Proposed Surface Water Property Count Method for Bristol	2015	<i>Surface water</i>	<ul style="list-style-type: none"> Ensure national <i>surface water</i> flood property count methodology was suitable for use with Bristol's <i>surface water</i> modelling data, which differs from that done by the EA. The most important difference is that the Bristol modelling uses a 4, rather than 2, metre grid size. 	<ul style="list-style-type: none"> Evaluate suitability of the national count method by comparing property count results in and out of Bristol. Review options to make the method suitable for use with Bristol's <i>surface water</i> modelling data by way of altering certain parameters. 	<ul style="list-style-type: none"> The national count method using its standard parameters is not suitable for use with Bristol's <i>surface water</i> modelling data, but is if two parameters are altered to take account of the larger grid size. 	N/A
Dundry Hills Flood Risk Assessment	2012	<i>Surface water and Ordinary Watercourses in Dundry Hills</i>	<ul style="list-style-type: none"> In response to local knowledge that the area is a known area of high <i>flood risk</i> Build on the results of the SWMP 	<ul style="list-style-type: none"> Utilise site-specific version of the SWMP simulation model Identify areas at highest risk and propose potential methods for mitigating such flooding 	<ul style="list-style-type: none"> Confirmation that flooding is from <i>surface water</i> runoff Due to characteristics of the area (steep slopes with clay soils), flash flooding occurs Two types of intervention are possible to reduce <i>flood risk</i>, named by the study as Tactical and Strategic Options Tactical options include construction of flood mitigation measures (e.g. banks, ditches) to intercept and store flood water Strategic options include encouraging better <i>catchment</i> management, improved rainfall and river flow monitoring and emergency response 	N/A

Study Name	Date completed	Flood Source(s) Studied	Reason for Study	Study Objectives/ Methodology	Conclusions of Study	Link to Information
Central Area Flood Risk Assessment (CAFRA)	2013	Tidal (River Avon) and river (Frome, Ashton <i>watercourses</i> , Malago)	<ul style="list-style-type: none"> ■ Better understand the risk posed from tidal and river sources of flooding to the city centre ■ To refine the Bristol SFRA simulation modelling ■ Understand the role various assets have on <i>flood risk</i> management, notably the Floating Harbour assets ■ Answer an important question as to whether a moderate tide with moderate flow creates worse flooding than an extreme tide 	<ul style="list-style-type: none"> ■ Utilise complex computer simulation software to predict areas of flooding during high flows and extreme tide levels ■ Undertake assessments and tests of the key assets in the central area that impact on <i>flood risk</i> management ■ Propose outline methods for mitigating <i>flood risks</i> from river and tidal sources ■ Establish a timeline of actions for progressing mitigation measures and management improvements 	<ul style="list-style-type: none"> ■ Principal risk posed to central Bristol is from <i>tidal flooding</i> ■ The most dominant flood mechanism is an extreme tide, not a moderate tide in combination with a moderate flow ■ The Ashton area at risk from tidal and river flooding ■ The main route for flood water from the Avon is via three 'low spots' at Avon Crescent, Bathurst Basin and Albert Road ■ Climate change presents a significant risk due to rising sea levels ■ Over 600 properties are at risk in a present day 1 in 200 year return period event, rising to over 2,500 properties in the year 2110 ■ The Floating Harbour plays a crucial role in <i>flood risk</i> management ■ Options to mitigate <i>flood risk</i> are proposed in the short term, medium term and long term ■ Short term options include raising the three 'low spots' ■ Medium term actions include establishing a Harbour asset management plan and improving flood response ■ Over the long term, a strategic solution to manage <i>flood risk</i> is required 	https://www.bristol.gov.uk/documents/20182/33916/CAFRA_Summary_final.pdf

Study Name	Date completed	Flood Source(s) Studied	Reason for Study	Study Objectives/ Methodology	Conclusions of Study	Link to Information
River Avon Strategic Flood Defence Feasibility	2013	Tidal (River Avon) and river (Frome, Ashton <i>watercourses</i> , Malago)	<ul style="list-style-type: none"> Undertake a due diligence assessment to select the most appropriate flood mitigation options for the central area Utilise the results from previous studies (notably CAFRA) to inform future management and mitigation options 	<ul style="list-style-type: none"> Utilise the CAFRA results to propose flood mitigation interventions for the short, medium and long term Undertake an optioneering assessment of potential options Identify the potential opportunities and constraints on the various options Utilise the constraints and opportunities assessment to propose preferred interventions Generate a 'roadmap' for delivery of flood defence options Consider the damages to Bristol's property and future development potential 	<ul style="list-style-type: none"> The roadmap concurs with the short, medium and long-term options proposed in the CAFRA The preferred long-term (i.e. climate change) strategic defence option would be a rising barrier in the River Avon The options are in outline form only at present and need significant additional works and studies to prove their deliverability The roadmap provides advice on the required future works and processes that need to be completed to enable delivery 	N/A
Avonmouth/ Severnside Flood Defence Optioneering	2013	Tidal (Severn Estuary) and river (various rhynes)	<ul style="list-style-type: none"> Required to facilitate the Avonmouth Severnside Economic Development Strategy Develop the outline flood mitigation proposals identified by previous studies in the area Utilise the results from previous studies (notably SFRA) to inform future management and mitigation options 	<ul style="list-style-type: none"> Utilise existing study results to propose flood mitigation interventions for the short, medium and long term Undertake an optioneering assessment of potential options Identify the potential opportunities and constraints on the various options Utilise the constraints and opportunities assessment to propose preferred interventions Consider the damages to existing property and future development potential 	<ul style="list-style-type: none"> The preferred options in the short to medium term include ground raising of key development sites The preferred long term option is improve and upgrade existing flood defences The report provides advice on the required future works and processes that need to be completed to enable delivery 	N/A

Appendix E

Flooding Questionnaire

Report Property Flooding at: <https://swim.geowessex.com/bristol>

Report Property Flooding

Fill in the details below to submit a report about property flooding.

About you (the reporter)

Contact Name

Please fill in a least one contact method below

Please note, we need an email address if you want to receive a PDF copy of your report.

Email Address

Landline Phone No

Mobile Phone No

Find Property

Find the property you are filing in this report for

Search by Postcode or Property Name

Search by Street Name

ABOUT THE FLOODING

What date did the flooding start?	/ /
What date did the water reach its peak level?	/ /
What time did the flooding start?	:
What time did the water peak?	:
<input type="checkbox"/> Please check this box if the date above is a best guess	

What was the duration of the flooding?
We need to know if you are still flooded so please select the appropriate option

<input type="checkbox"/> Water still present	<input type="checkbox"/> Less than 1 hour	<input type="checkbox"/> 1 hour to 24 hours
<input type="checkbox"/> 24 hours to 1 week	<input type="checkbox"/> More than 1 week	<input type="checkbox"/> Not sure

Please tell us what type of property is affected
You need to tick at least one property type

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other
--------------------------------------	-------------------------------------	--------------------------------

Depth of water outside

Would you class anyone at the flooded property as vulnerable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many vehicles were damaged at this location?	:	
Is there a long term history of flooding at this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you know where the water is coming from (select all that apply)?
You need to select at least one flooding cause / source

<input type="checkbox"/> Ditches and drainage channels	<input type="checkbox"/> Lake / Reservoirs	<input type="checkbox"/> River
<input type="checkbox"/> Water rising out of the ground	<input type="checkbox"/> Blocked road drainage	<input type="checkbox"/> The Sea
<input type="checkbox"/> Surface water drainage	<input type="checkbox"/> Foul drainage (sewerage)	<input type="checkbox"/> Bridge/culvert
<input type="checkbox"/> Rainwater flowing over the ground	<input type="checkbox"/> Waves caused by vehicles	<input type="checkbox"/> Not sure

Do you have any further comments on the cause of the flooding?

Have there been any problems with blockages/repair works etc?

How quickly did the flooding begin?

Sudden

Gradual

How fast was the water moving? (slow is walking pace)

Fast

Slow

Still

What was the appearance of the water?

Clear

Muddy

Polluted with sewage

Is there anything you would like to add to describe the flooding?

Do you know where the water is going to?

Ditches and drainage channels

Road drainage

River

Stream / Watercourse

The Sea

Not sure

Are people staying at a new address as a result of the flooding?

Yes

No

What services were affected by the flooding?

Services not affected

Mains Sewer

Private Sewer

Water Supply

Gas

Electricity

Phoneline

Not sure

In what ways was the community restricted by flooding?

All road access blocked

Some road access blocked

Local shop(s) closed

No access to place of work

Public transport disrupted

Not sure

Is there anything else you would like to say about the impact the recent flooding had?

Appendix F

Approach to the scrutiny of new developments' drainage proposals

Appendix F contains additional information regarding our strategic approach to the scrutiny of new developments' drainage proposals. We manage this by the following means;

- Publication of supporting local *SuDS* design guidance and requirements in production of the West of England Sustainable Drainage Developers Guide.
- Provision of coordinated drainage input and scrutiny of development proposals through the planning pre-application and application process, prioritised on those developments with the greatest impact.
- In response to concerns over the maintenance of sustainable drainage in shared ownership²¹, we are investigating approaches for the adoption of drainage. Adoption would be on an optional basis with additional requirements, exclusions and charges. Should developers not wish *SuDS* features on their site serving more than one property to be adopted, we will require details of the maintenance arrangements.

Our local *SuDS* design guidance outlines the different drainage strategy drivers likely to influence drainage design in different areas of the city. We have established this using a risk-based approach, adopted *flood risk* management documents and supporting published evidence. Figure 16 shows a map of various areas, with the reasoning behind the overarching drivers for each area provided in Table 5.

The boundaries between areas shown are indicative. Developments should test the assumptions using site-specific characteristics as appropriate.

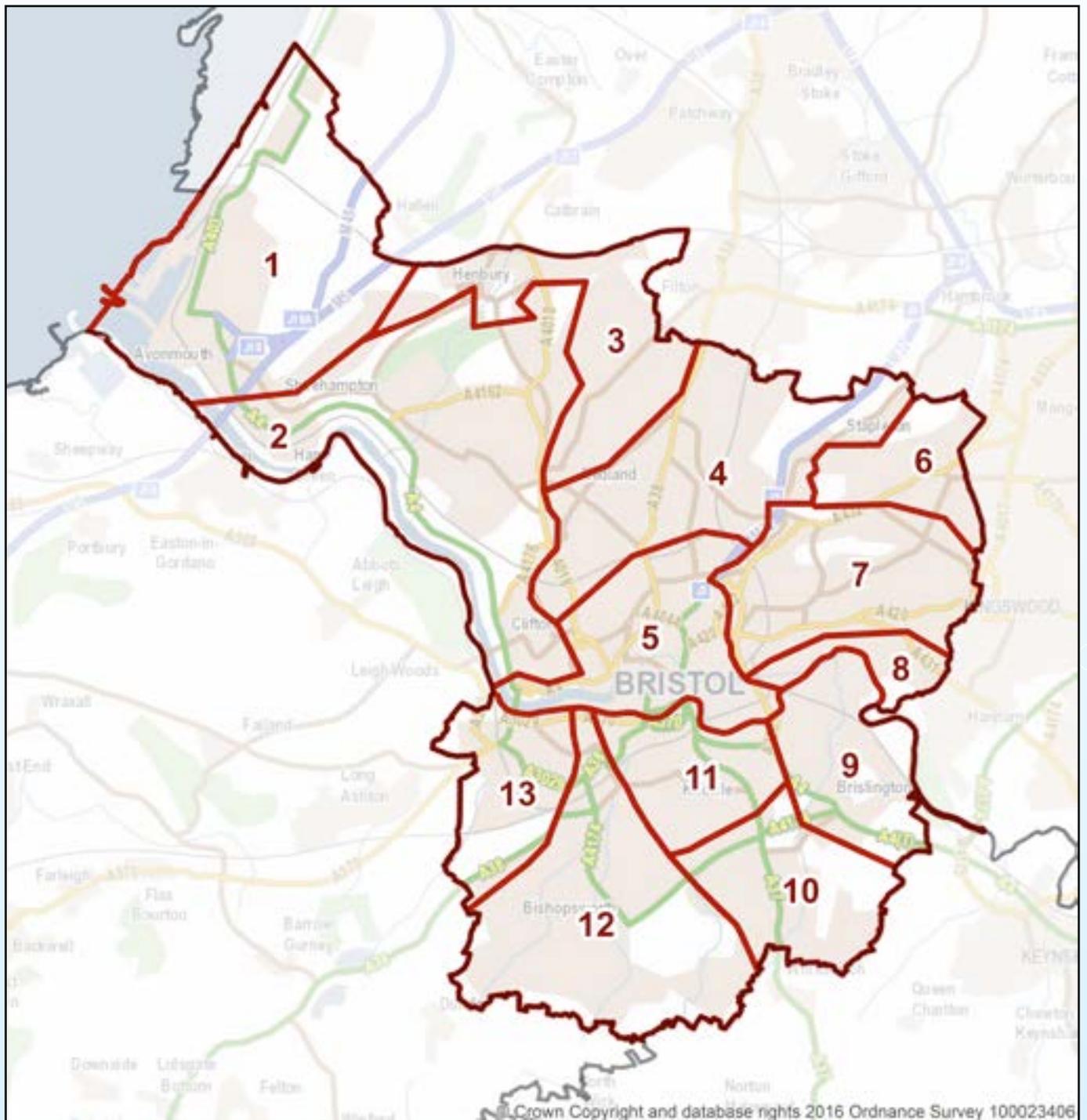


Figure 20 - Map indicating the Discharge Strategy Driver Areas

Table 6 - Overarching drivers for each area identified in Figure 16

	Discharge Zone	Overarching drivers	Reason
1	Avonmouth and Lawrence Weston	<i>Surface water</i> storage with consideration of tide locking	A largely flat area with some ground levels below <i>spring tides</i> that requires storage during times of tide locking
2	Westbury Limestone and River Trym	Infiltration where possible, or reduction in discharge rate and water quality improvements	Large areas of limestone with good infiltration potential (ref BGS Infiltration for <i>SuDS</i> Map). River Trym can respond rapidly and has “poor” water quality classification in places (ref BCC water quality classification map 2013)
3	Southmead and Henleaze	Reduction in discharge rate, water quality improvements	SWMP identified areas at high risk of <i>surface water</i> flooding. Water quality classification of Trym in Southmead “bad” (ref BCC water quality classification map 2013)
4	North of Northern Storm Water Interceptor (NSWI)	Limit discharge to capacity of existing <i>sewer</i> network	Majority of this area is drained to the NSWI, which diverts flow to the tidal Avon. Reducing discharge therefore considered to provide little benefit provided <i>surface water sewer</i> network has capacity. Reduction will be required where localised capacity issues are known; see the SWMP and WaSC.
5	Central area and Floating Harbour	Water quality mitigation and improvements. Reduction in discharge to combined <i>sewers</i>	Testing of the Floating Harbour carried out weekly shows that water quality deteriorates after heavy rainfall (ref Harbour and rivers water quality web page). Reduction in volume and rate of water discharged to the combined <i>sewer</i> network therefore required
6	Fishponds Brook	Infiltration where possible, or reduction in discharge rate and water quality improvements	Pockets of ground suitable for infiltration (ref BGS Infiltration for <i>SuDS</i> Map). Outside these areas, reductions in discharge rate are required because of the potential impact of the Fishponds Brook on the river Frome flows upstream of the NSWI. Water quality classification of Fishponds Brook “poor” (ref BCC water quality classification map 2013)
7	East Bristol	Reduction in discharge rate and water quality improvements	Historically known to be at high risk of <i>surface water</i> flooding. Water quality classification of Coombe Brook “poor” (ref BCC water quality classification map 2013)

	Discharge Zone	Overarching drivers	Reason
8	North of River Avon	Infiltration where possible, or reduction in discharge rate in places	Some areas with good infiltration potential (ref BGS Infiltration for <i>SuDS</i> Map). Where infiltration not appropriate, reduction in discharge may be required dependant on location; see the SWMP and WaSC.
9	Broom Hill and Brislington	Infiltration where possible, or reduction in discharge rate and water quality improvements	Large areas with good infiltration potential (ref BGS Infiltration for <i>SuDS</i> Map). Brislington Brook is a rapid response <i>catchment</i> with history of flooding and has "poor" water quality classification (ref BCC water quality classification map 2013)
10	Brislington Brook	Reduction in discharge rate and water quality improvements	Brislington Brook is a rapid response <i>catchment</i> with history of flooding and has "poor" water quality classification (ref BCC water quality classification map 2013)
11	Bedminster	Reduction in discharge rate	History of flooding in this area with lower areas vulnerable to the effects of tide locking.
12	Malago and Pigeonhouse tunnels	Limit discharge to capacity of <i>sewer</i> network	Area benefits from the Malago and Pigeonhouse interceptor tunnels. Discharge at capacity of <i>sewer</i> network largely appropriate, though reduction will be required where it provides local benefits, particularly at the top of the <i>catchment</i> ; see the SWMP and WaSC.
13	Ashton Gate	Reduction in discharge rate	SWMP identified areas at high risk of <i>surface water</i> flooding, also vulnerable to the effects of tide locking.

Appendix G Strategy Action Plan

National Objective 1 Understand the Risk

LOCAL OBJECTIVE:

■ GAIN A GREATER UNDERSTANDING OF THE FLOOD RISKS POSED TO BRISTOL AND ITS PEOPLE AND PLACES

Benefits key

1 – Reduce flood risk

2 – Increase understanding

3 – Environmental

4 – Resilient communities

5 – Partnership working and efficiencies

6 – Sustainability

Action No.	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward	Associated Measure(s)	Funding Source	Cost Estimate	Stakeholder Involvement	Benefits
1.1	Complete SWMP update including Ashton surface water flood risk study	💧			1A, 1B, 1C	FDGiA, LLFA, WW	50k - 100k	BCC, EA, WW	2, 5
1.2	Complete River Avon Tidal Flood Risk Management Strategy	💧			1A, 1B, 1D, 2B, 2C, 3B, 4A, 4C, 4F	LLFA, Local Levy	200k	BCC, EA, WW, LEP	2, 5
1.3	Complete Full Business Case for the Avonmouth/Sevenside Ecology Mitigation and Flood Defence scheme	💧			1A, 1B, 1D, 2B, 2C, 3B, 3D, 4A, 4C, 4F	LEP, LLFA, FDGiA	1.9m	BCC, SGC, EA, WW, LEP, Bristol Port, Natural England, LSIDB, Network Rail	1, 2, 3, 5, 6
1.4	Undertake citywide groundwater risk assessment	💧	💧		1A, 1B, 1C, 1D	LLFA	15-25k	BCC, EA, WW	5
1.5	Undertake vulnerability mapping exercise using study results and enhance infrastructure resilience	💧	💧		1A, 1D	LLFA	£10k	BCC	
1.6	Undertake comprehensive local flood-risk asset surveys	💧	💧		1D, 1E	LLFA	TBA	BCC	2
1.7	Update and procure the asset survey contract, ensuring national standards are met	💧			1D, 1E	LLFA	Staff time	BCC	2
1.8	Utilise Confirm asset management system and transference of applicable information. Including asset inspections, issuing of maintenance work, records of visits from contractors and developing forecast spend profiles.	💧	💧	💧	1D, 1E, 2A, 2C, 5B	LLFA	Staff time	BCC	2, 4
1.9	Improve the recording system of flood risk management activities undertaken. To demonstrate clearly to other RMAs and the public the progress made in completion of Strategy actions and the status work carried out.	💧	💧	💧	1B, 1C, 1D, 2C, 3D	LLFA	Staff time	BCC, EA, WW, LSIDB	2, 5
1.10	Continue to provide flood risk data to BCC Civil Protection Unit to inform emergency management procedures.	💧	💧	💧	1A, 1C, 1D, 2B, 5A, 5B, 5C, 5D	LLFA	Staff time	BCC	1, 2, 4, 5
1.11	Contribute towards the completion of the Horizon 2020 RESilience to cope with Climate Change in Urban arEas (RESCCUE) project with European partners	💧	💧		1A, 1B, 1D, 2B, 2C, 3A, 3B, 3D	EU	200k	BCC, EA, WW, RESSCUE project partners, Utility providers, Infrastructure providers	1, 4, 5

National Objective 2

Manage the Likelihood

LOCAL OBJECTIVE:

- **ACTIVELY MANAGE FLOOD RISK INFRASTRUCTURE TO REDUCE THE LIKELIHOOD OF FLOODING CAUSING HARM TO PEOPLE AND DAMAGE TO SOCIETY, THE ECONOMY AND THE ENVIRONMENT**

Benefits key

- 1 – Reduce flood risk
- 2 – Increase understanding
- 3 – Environmental
- 4 – Resilient communities
- 5 – Partnership working and efficiencies
- 6 – Sustainability

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward	Associated Measure(s)	Funding Source	Cost Estimate	Stakeholder Involvement	Benefits
2.1	Continue maintenance of <i>ordinary watercourses</i> and associated structures	🔹	🔹	🔹	2A, 2B	Revenue	50k / annum	BCC, EA	1
2.2	Implement minor land drainage works as appropriate	🔹	🔹	🔹	2A, 2B	Revenue, Capital	20k / annum	BCC	1
2.3	Deliver Sandburrows Road flood alleviation scheme	🔹	🔹		2B, 2C, 2D, 1A	Revenue, third party	£11k	BCC, WW, Others	1,5
2.4	Deliver Bamfield flood alleviation scheme			🔹	2B, 2C, 2D, 1A	FDGiA, other	£410k	BCC, EA, WW	1
2.5	Deliver Henbury flood alleviation schemes			🔹	2B, 2C, 2D, 1A	FDGiA, other	£410k	BCC, EA	1
2.6	Deliver Scotland Lane flood alleviation scheme	🔹	🔹		2B, 2C, 2D, 1A	Highways	£220k	BCC	1,5
2.7	Deliver Willway Street <i>culvert</i> tide flap replacement	🔹			2B, 2C, 2D, 1A	FDGiA, LLFA, Revenue	£100k	BCC, EA, WW	1,5
2.8	Formalise process for consulting on <i>RMA</i> led schemes to maximise inclusion of <i>SuDS</i> and green space	🔹			2C, 2D, 4B, 4D, 4E, 1B	LLFA	Staff time	BCC, EA, WW, IDB	1,3,5,6
2.9	Identify and prioritise Floating Harbour <i>flood risk</i> asset improvement requirements	🔹	🔹	🔹	2B, 2C, 1A, 1E	LLFA	Staff time	BCC, EA	1,2
2.10	Utilise strategic board groups to identify opportunities for partnership working and funding contributions	🔹	🔹	🔹	2C, 4F, 5C	LLFA	Staff time	BCC, EA, WW, IDB, Others	5
2.11	Follow established process for consenting works to <i>ordinary watercourses</i>	🔹	🔹	🔹	2B	LLFA	Staff time	BCC	1
2.12	Complete green spaces study to assess the importance of existing green spaces on <i>flood risk</i> management in the city		🔹	🔹	1B, 2D	LLFA	Staff time	BCC, IDB, WW, EA	1,3,4,6

Page 598

National Objective 3

Help People Manage Their Own Risk

LOCAL OBJECTIVE:

- INCREASE PUBLIC AWARENESS AND ENCOURAGE COMMUNITIES TO TAKE ACTION TO MANAGE THE RISKS THAT THEY FACE
- UNDERSTAND COMMUNITIES FLOODING CONCERNS AND PRIORITIES, AND GATHER KNOWLEDGE BASED ON THEIR PERCEPTION OF FLOODING

Benefits key

- 1 – Reduce flood risk
- 2 – Increase understanding
- 3 – Environmental
- 4 – Resilient communities
- 5 – Partnership working and efficiencies
- 6 – Sustainability

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward	Associated Measure(s)	Funding Source	Cost Estimate	Stakeholder Involvement	Benefits
3.1	Introduce proposed flood alleviation schemes to neighbourhood forums				3A, 3B, 2C, 5D	LLFA	Staff time	BCC	5
3.2	Identify existing groups, networks and agencies that we can use to engage with communities				3A, 5C	LLFA	Staff time	BCC, EA	5
3.3	Produce programme of community engagement activities including flood plan development				3A, 3B, 3C, 3D, 1A, 5B, 5D	LLFA	Staff time	BCC, EA, WW	1, 5
3.4	Ensure final version and future updates of local strategy are freely available to the public in a variety of formats				3D	LLFA	Staff time	BCC	5
3.5	Produce and develop a community engagement activity to manage highway gullies and debris clearance				3A, 3B, 2B, 2C, 5D	LLFA	Staff time	BCC	1, 2, 4

National Objective 4

Prevent inappropriate development

LOCAL OBJECTIVE:

■ **PROMOTE SUSTAINABLE DEVELOPMENT THAT SEEKS TO REDUCE FLOOD RISK AND INCLUDES CONSIDERATION OF CLIMATE CHANGE**

Benefits key

- 1 – Reduce flood risk
- 2 – Increase understanding
- 3 – Environmental
- 4 – Resilient communities
- 5 – Partnership working and efficiencies
- 6 – Sustainability

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward	Associated Measure(s)	Funding Source	Cost Estimate	Stakeholder Involvement	Benefits
4.1	Follow established process on consultation of planning applications from a <i>flood risk</i> perspective.				4A, 4B, 4C, 4D, 4E	LLFA	Staff time	BCC, EA, WW	1, 5, 6
4.2	Implement drainage adoption on an optional basis with additional requirements, exclusions and charges to be determined.				2A, 2C, 2D, 4A, 4B, 4C, 4D	TBC	TBC/Staff time	BCC, WW	1, 3, 4, 5, 6
4.3	Inform <i>JSP</i> and <i>Local Plans</i> preparation to ensure <i>flood risk</i> is appropriately considered.				4A, 1A, 2B	LLFA	Staff time	BCC, EA, WW, LSIDB	1, 2, 5
4.4	Update the SFRA (see Appendix D) with results from recent studies.				4A	LLFA	Staff time	BCC	2, 6
4.5	Ensure Flood Team involvement with, and inform distribution of <i>CIL</i> and other funding sources.				4F	LLFA / CIL & other	Staff time / Variable	BCC	5, 6
4.6	Identify contributions to flood mitigation schemes through development management process				4F, 2C	LLFA	Staff time	BCC	1, 6
4.7	Produce best practice guide to establish water sensitive urban design in Bristol				4D	LLFA	Staff time	BCC, EA, WW	1, 2, 3, 4, 5, 6
4.8	Develop risk based enforcement procedures for auditing approved applications				4B, 4C	LLFA	Staff time	BCC	1, 2, 6
4.9	Submit comments in line with the agreed procedures and risk based approach on all Major planning applications with regards to <i>surface water</i> management and drainage. To fulfil the role of the <i>LLFA</i> as a statutory consultee.				1D, 2C, 2D, 4B, 4C, 4D, 4E, 4F	LLFA	Staff time	BCC, EA, WW, LSIDB	1, 3, 5, 6

National Objective 5

Improve Flood Prediction, Warning and Post Flood Recovery

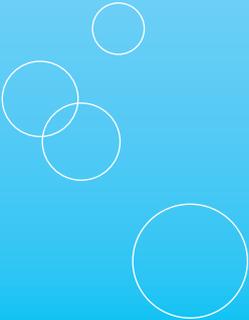
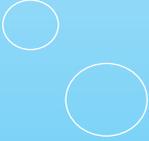
LOCAL OBJECTIVE:

IMPROVE PREPAREDNESS FOR FLOOD EVENTS AND POST FLOOD RECOVERY.

Benefits key

- 1 – Reduce flood risk
- 2 – Increase understanding
- 3 – Environmental
- 4 – Resilient communities
- 5 – Partnership working and efficiencies
- 6 – Sustainability

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward	Associated Measure(s)	Funding Source	Cost Estimate	Stakeholder Involvement	Benefits
5.1	Continue to provide advice regarding warnings issued by the Flood Forecasting Centre to the wider authority and other stakeholders.				5A, 5B, 5C, 1B	LLFA	Staff time	BCC, Others	5
5.2	Undertake functions from Section 19 of the FWMA, and endeavour to investigate smaller flood incidents where appropriate.				5D, 1C	LLFA	Staff time	BCC	2, 5
5.3	Identify and Undertake training to improve flood knowledge and preparedness of the LLFA team.				5D	LLFA	Staff time	BCC	2
5.4	Liaise and work in conjunction with colleagues in BCC who have a role to fulfil as the LLFA. To promote and co-ordinate flood response and preparedness across key teams within the authority				5A, 5B, 5C, 5D	LLFA	Staff time	BCC	2, 5
5.5	Develop and promote the use of flood data to inform emergency traffic management procedures .				5B, 5D, 1D	LLFA	Staff time	BCC	1, 4
5.6	Attend Environment Agency community flood plan meeting(s) to improve knowledge and help improve community flood resilience				5C, 5D, 3A, 3C	LLFA	Staff time	BCC, EA	2, 4

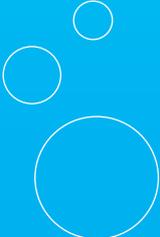


Documents available in other formats:

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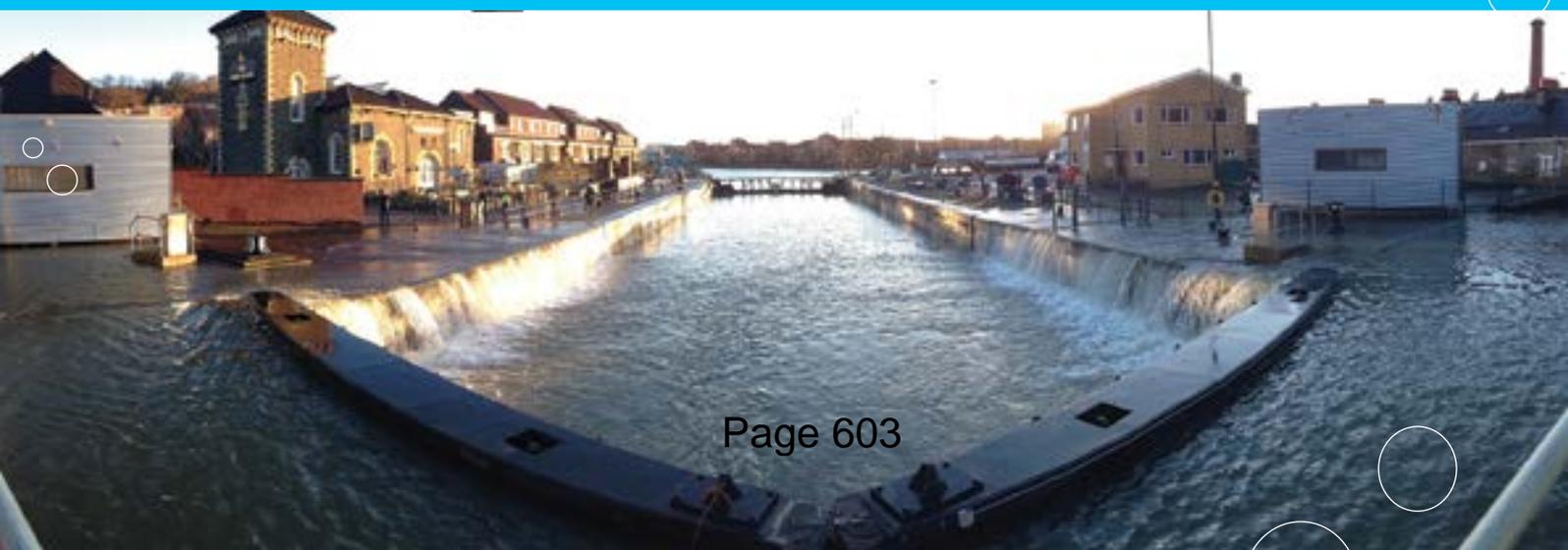
Bristol

Local Flood Risk

Management Strategy

Summary

March 2017



Introduction

The widespread flooding experienced across the UK in recent years as well as the 1968 event in Bristol demonstrates the devastating effects that flooding has on people and their homes and communities. Over the last few years, Bristol has been relatively fortunate compared to other areas of the UK. However, we have experienced a number of flood events such as the tidal flooding in 2014 and 1981 as well as the heavy rainfall events in 1979 and 1995. As the Lead Local Flood Authority for the Bristol area, an important duty for Bristol City Council is to produce and maintain a Local Flood Risk Management Strategy. The Strategy sets out our vision for managing flood risk in Bristol together with other organisations that have a role in flood risk management.

Strategy overview

This is the first update of the LFRMS. We have made significant progress with our duties as summarised by flood risk information available via: <http://maps.bristol.gov.uk/bfrm/>. This document presents a summary of the main objectives, measures and actions that are proposed to manage and try to reduce flood risks to the people and places of Bristol. The full version of the draft strategy is available from Bristol City Council by visiting <https://www.bristol.gov.uk/policies-plans-strategies/flood-risk-strategy> or by calling 0117 922 3206. We are required by law to call the report a 'strategy'. However, our approach to the Local Flood Risk Management Strategy is to maximise delivery by ensuring it is an action plan, with specific objectives and targets that can be met to improve flood risk management in Bristol.

Principles guiding the development of the strategy

We are keen to ensure that the strategy has a clear focus on delivering actions. Therefore it is built around an action plan of activities to be completed by us as the LLFA. However, there is a legal requirement to name the report a strategy.

A number of key guiding principles have influenced the production of this strategy:



Flooding can never be prevented altogether – the strategy is based on assessing the risk and targeting areas at greatest risk – examining both the likelihood and consequences of a flood occurring.



It takes what's termed a 'catchment based approach' which means that actions will be agreed whilst ensuring they do not adversely affect other areas.



Working closely with communities to understand local issues and working with other authorities is essential for the success of the strategy.



Finding ways to fund activities with the support of those who directly benefit from them will be crucial to deliver necessary activities.



Sustainable management of flood risks should be sought taking account of the impact of climate change.



Multiple benefits can also be achieved, for example sustainable drainage systems can also reduce pollution of watercourses – agreed actions should maximise these opportunities.

If you would like this information in another language, Braille, audio tape, large print, easy English, BSL video or CD rom or plain text please contact: 0117 922 3206 or email flood.data@bristol.gov.uk

Who is involved in managing flood risk?

While Bristol is the Lead Local Flood Authority (LLFA) for the Bristol area, there are several other authorities (known as Risk Management Authorities) that have a role in managing the risk of flooding from different sources, so working together is an essential part of this strategy.

The responsibility areas of each partner are shown in the illustration below.



Funding to manage flood risk

To implement this strategy successfully, it is important to understand and plan how to fund its delivery. There are many potential funding opportunities for all of our flood risk management activities. Our general approach to funding is as follows:

- As the Lead Local Flood Authority, we receive national funding (through a local services support grant) to deliver our statutory duties of the Flood and Water Management Act. This pays for staff and professional services that are needed to ensure our responsibilities and duties of the Act are met.
- Bristol City Council revenue funds are used to undertake maintenance. Capital funds are used to make essential capital infrastructure improvements (primarily funding duties under the 1991 Land Drainage Act).
- Flood Defence Grant in Aid is administered by DEFRA and we bid for these funds to improve the standard of protection to existing residential properties. This part-funds schemes with the shortfall in cost made up of third party contributions.
- Bristol City Council will work with the Local Enterprise Partnership to ensure we maximise funding opportunities through the Strategic Economic Plan, Local Growth Fund or other opportunities
- The Local Levy is funding that is administered by the Wessex Regional Flood and Coastal Committee that is similar to Flood Defence Grant in Aid but used to fund local projects that benefit the communities of the Wessex region.
- The Community Infrastructure Levy is allocated locally and we will bid for a share of these funds to deliver flood risk mitigation schemes as and when appropriate.
- We will be seeking further support (in kind or financial) from those who benefit from flood risk management measures. This includes support from members of the public, water companies, electricity and other service providers, local businesses and landowners. This funding could support flood risk management schemes, maintenance and promoting sustainability.

Types of flooding

The flood risk in Bristol comes from a number of sources, which are given below in order of priority:

- 1. Surface water** – rainwater that cannot enter the ground or sewers, but flows across the surface. This presents the most significant risk across Bristol, with approximately 30,000 properties being at risk of flooding, with areas of higher risk in Henbury, Southmead, Ashton and Hengrove
- 2. Sewer** – flooding from underground drainage pipes and sewers, including foul sewage pipes. In an urban setting, this risk is heavily linked with surface water flooding and hence shares similar areas of higher risk with surface water flooding
- 3. Tidal** – flooding from the sea. For Bristol, this is the Severn Estuary and River Avon. We estimate that approximately 1,000 properties are at risk from this type of flooding, which rises to 4,000 properties in the future, with the impacts of climate change
- 4. Fluvial** – flooding from rivers, for example the Rivers Avon, Frome, Malago, Trym, Brislington Brook. A number of flood mitigation structures have been built in Bristol (for example the Malago Interceptors and Northern Stormwater Interceptor) to reduce this risk significantly
- 5. Groundwater** – flooding from water held underground that rises to the ground surface. This is not believed to be a significant risk across Bristol, but there is some risk in lower lying areas such as Ashton and Avonmouth. Some localised flooding can occur from springs in areas such as Horfield, Redland, Brentry and Withywood

From previous research and studies the following list shows the areas currently at highest risk from different types of flooding. These form a priority list for larger schemes and projects. While risks are continually re-assessed, a particular focus of further work will be to understand the risk of groundwater flooding, which has historically been considered a low risk.

All are expected to increase with future climate change projections indicating increases in amounts of rainfall, river flows and sea level .

Table 2 Priority list of areas requiring flood mitigation schemes

Flood Source	Priority Number	Area/Location	Types of Properties at risk
Tidal	1	City Centre	Commercial, residential, infrastructure
Surface water/ Ordinary Watercourses	2	Dundry Hills	Mostly residential, some schools and commercial areas
Tidal, fluvial	3	Avonmouth	Commercial, residential, infrastructure
Surface water, tidal, river, groundwater	4	Ashton	Residential, commercial and industrial
Surface water	5	Southmead	Mostly residential, some commercial
Tidal	6	St Philips Marsh	Commercial and industrial
Surface water	7	Bamfield Road	Mostly residential, some infrastructure

Strategy outline

In line with the Environment Agency's National Strategy, objectives have been considered from a flood risk perspective for Bristol City Council's governance area. The following pages detail:

- The National objective set by the Environment Agency
- The Local objective (how we are going to meet the national objective)
- The Measures we aim to take to meet the local objective
- The more specific Actions we propose to deliver these measures



Objective 1

National objective:

- **Understand the Risk**

Local objective:

- **Gain a greater understanding of the flood risks posed to Bristol and its people and places**

Measures

Much research has already been carried out but further work is needed and these measures will help prioritise areas most at risk.

- A.** Identify and prioritise local flood risks, taking climate change projections into account
- B.** Work in partnership with the risk management authorities to identify and prioritise other sources of flood risk
- C.** Learn from real-life flooding by recording and investigating events
- D.** Gather, manage and share high quality data to help understand the risk of flooding
- E.** Create and maintain the Flood Risk Asset Register to identify key flood risk assets and who is responsible for their maintenance

Local Objective 1 - Actions

Actions completed

Undertake Avonmouth/Sevenside flood defence study

Update and procure *Flood Risk* and Drainage Advice and Design consultancy Framework

Formulate methodology to identify *significant flood risk assets* for the *Flood Risk Asset Register*

Install *trash screen* monitors and rain gauges

Develop the flood events records database

Publish appropriate datasets such as the *Flood Risk Asset Register* on the Council's web site

Actions outstanding

Complete integrated Ashton *flood risk* study in partnership with EA and WW

Action No.	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
1.1	Complete SWMP update including Ashton <i>surface water flood risk</i> study			
1.2	Complete River Avon Tidal Flood Risk Management Strategy			
1.3	Complete Full Business Case for the Avonmouth/Sevenside Ecology Mitigation and Flood Defence scheme			
1.4	Undertake citywide <i>groundwater</i> risk assessment			
1.5	Undertake vulnerability mapping exercise using study results and enhance infrastructure resilience			
1.6	Undertake comprehensive local flood-risk asset surveys			
1.7	Update and procure the asset survey contract, ensuring national standards are met			
1.8	Utilise Confirm asset management system and transference of applicable information. Including asset inspections, issuing of maintenance work, records of visits from contractors and developing forecast spend profiles.			
1.9	Improve the recording system of <i>flood risk</i> management activities undertaken. To demonstrate clearly to other <i>RMA</i> s and the public the progress made in completion of Strategy actions and the status work carried out.			
1.10	Continue to provide <i>flood risk</i> data to BCC Civil Protection Unit to inform emergency management procedures.			
1.11	Contribute towards the completion of the Horizon 2020 RESilience to cope with Climate Change in Urban arEas (RESCCUE) project with European partners			

Objective 2

National objective:

■ Manage the Likelihood

Local objective:

■ Actively manage flood risk infrastructure to reduce the likelihood of flooding causing harm to people and damage to society, the economy and the environment

Bristol is one of the UK's ten Flood Risk Areas so the measures suggested here seek to further reduce the risk of flooding.

- A.** Improve our flood risk management maintenance procedures
- B.** Use our understanding of flood risk in Bristol to ensure limited resources are targeted at areas of highest risk
- C.** Seek partnership working opportunities so that those that benefit from flood risk assets contribute towards their planning and management
- D.** Encourage use of green areas and waterways to reduce the risk of flooding and contribute towards wider benefits

○ The central area of Bristol is at risk of flooding from the tide, with approximately 1,000 properties at risk currently

Bristol is at significant risk from surface water flooding - approximately 30,000 properties have been identified as at risk

Local Objective 2 - Actions

Actions completed

Update and procure *watercourse* maintenance contract

Identify and prioritise *watercourse* structural improvement requirements

Deliver Dundry flood alleviation scheme

Progress Sustainable Southmead water sensitive design feasibility work including Stanton Road and Trowbridge Road high risk areas

Develop process for risk based approach to highway gully maintenance and leaf clearance

Actions outstanding

Formalise process for consulting on *RMA* led schemes to maximise inclusion of *SuDS* and green space

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
2.1	Continue maintenance of <i>ordinary watercourses</i> and associated structures			
2.2	Implement minor land drainage works as appropriate			
2.3	Deliver Sandburrows Road flood alleviation scheme			
2.4	Deliver Bamfield flood alleviation scheme			
2.5	Deliver Henbury flood alleviation schemes			
2.6	Deliver Scotland Lane flood alleviation scheme			
2.7	Deliver Willway Street <i>culvert</i> tide flap replacement			
2.8	Formalise process for consulting on <i>RMA</i> led schemes to maximise inclusion of <i>SuDS</i> and green space			
2.9	Identify and prioritise Floating Harbour <i>flood risk</i> asset improvement requirements			
2.10	Utilise strategic board groups to identify opportunities for partnership working and funding contributions			
2.11	Follow established process for consenting works to <i>ordinary watercourses</i>			
2.12	Complete green spaces study to assess the importance of existing green spaces on <i>flood risk</i> management in the city			

Objective 3

National objective:

■ Help People Manage Their Own Risk

Local objectives:

■ Increase public awareness and encourage communities to take action to manage the risks that they face

■ Understand communities flooding concerns and priorities, and gather knowledge based on their perception of flooding

These measures will help people understand the risks to their local area and find ways to reduce the risk of flooding themselves, as well as enabling the authorities to better understand the concerns and needs of each community.

- A.** Work with existing groups, networks and agencies to engage with communities at risk of flooding
- B.** Involve local people in flood risk management activities taking place in their community
- C.** Help communities understand the benefit of flood plans to improve community resilience and preparedness for flooding

- D.** Use a range of communication techniques to effectively reach a diverse audience

Climate change presents a significant challenge to Bristol, from an increase in occurrence of heavy rainstorms to increased sea levels. Approximately 4,000 properties are predicted to be at risk from tidal flooding in the year 2110

Local Objective 3 - Actions

Actions completed

Produce and publish improved *LLFA* section on BCC website

Produce and develop a community engagement activity to manage highway gullies and debris clearance

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
3.1	Introduce proposed flood alleviation schemes to neighbourhood forums			
3.2	Identify existing groups, networks and agencies that we can use to engage with communities			
3.3	Produce programme of community engagement activities including flood plan development			
3.4	Ensure final version and future updates of local strategy are freely available to the public in a variety of formats			
3.5	Produce and develop a community engagement activity to manage highway gullies and debris clearance			

Objective 4

National objective:

■ Prevent Inappropriate Development

Local objective:

■ Promote sustainable development that seeks to reduce flood risk and includes a consideration of climate change

These measures seek to ensure new developments are assessed for flood risk and actively contribute to reducing the risk of flooding.

- A.** Inform planning policy to ensure flood risk to new and existing developments is effectively identified and future land use is appropriately considered
- B.** Ensure sustainable drainage solutions are included in all new developments
- C.** Ensure new developments are better protected and able to withstand flooding where appropriate
- D.** Work with new developments to reduce flood risk and incorporate Water Sensitive Urban Designs to provide multiple benefits
- E.** Co-ordinate responses to planning applications in partnership with risk management authorities to ensure new developments have an appropriate and consistent regard to flood risk
- F.** Work in partnership to identify opportunities for contributions to flood mitigation schemes

Climate change presents a significant challenge to Bristol, from an increase in occurrence of heavy rainstorms to increased sea levels. Approximately 4,000 properties are predicted to be at risk from tidal flooding in the year 2110

Local Objective 4 - Actions

Actions completed

Formalise process for reviewing planning applications following Development Management standards

Formalise process for consultation with RMAs, City Docks and other relevant teams and authorities to seek consistency of approach and advice provided

Actions outstanding

Update the SFRA (see Appendix D) with results from recent studies

Actions removed

Establish the SAB (*SuDS* Approval Body) subject to enabling Government Legislation

Implement an interim SAB approach including production of Local *SuDS* guidance, requirements and associated Planning Guidance Note. Implement drainage adoption on an optional basis with additional requirements, exclusions and charges to be determined

When established, SAB to evaluate drainage applications. Adopt, charge for and maintain those *SuDS* which SAB has duty to adopt.

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
4.1	Follow established process on consultation of planning applications from a <i>flood risk</i> perspective.			
4.2	Implement drainage adoption on an optional basis with additional requirements, exclusions and charges to be determined.			
4.3	Inform <i>JSP</i> and <i>Local Plans</i> preparation to ensure <i>flood risk</i> is appropriately considered.			
4.4	Update the SFRA (see Appendix D) with results from recent studies.			
4.5	Ensure Flood Team involvement with, and inform distribution of <i>CIL</i> and other funding sources.			
4.6	Identify contributions to flood mitigation schemes through development management process			
4.7	Produce best practice guide to establish water sensitive urban design in Bristol			
4.8	Develop risk based enforcement procedures for auditing approved applications			
4.9	Submit comments in line with the agreed procedures and risk based approach on all Major planning applications with regards to <i>surface water</i> management and drainage. To fulfil the role of the <i>LLFA</i> as a statutory consultee.			

Objective 5

National objective:

■ Improve flood prediction, warning and post flood recovery

Local objective:

■ Improve preparedness for flood events and post flood recovery

Flooding within Bristol can never be prevented entirely. These measures seek to ensure that there is an effective response to flooding when it occurs.

- A.** Monitor and analyse warnings issued by the Environment Agency and Met Office to co-ordinate and prepare our response to extreme weather events.
- B.** Use our local knowledge and technical expertise to inform decisions made in advance of a potential flood incident.
- C.** Work with partners to support those who have been affected by flooding.
- D.** Review Lead Local Flood Authority response to flood events and identify opportunities to improve community flood resilience.

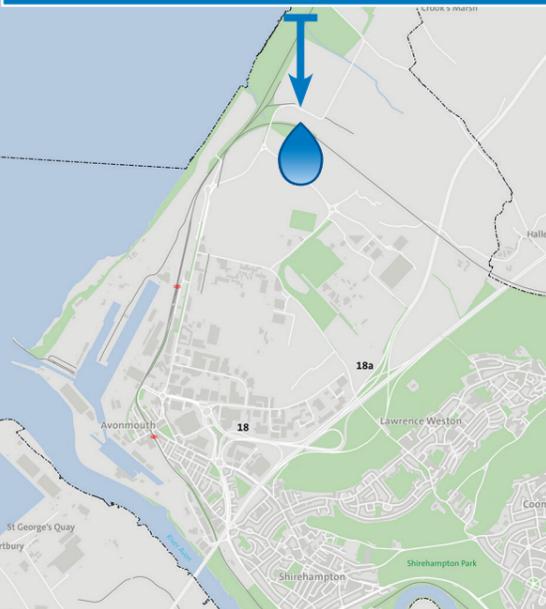
Local Objective 5 - Actions

Action	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
5.1	Continue to provide advice regarding warnings issued by the Flood Forecasting Centre to the wider authority and other stakeholders.			
5.2	Undertake functions from Section 19 of the FWMA, and endeavour to investigate smaller flood incidents where appropriate.			
5.3	Identify and Undertake training to improve flood knowledge and preparedness of the LLFA team.			
5.4	Liaise and work in conjunction with colleagues in BCC who have a role to fulfil as the LLFA. To promote and co-ordinate flood response and preparedness across key teams within the authority			
5.5	Develop and promote the use of flood data to inform emergency traffic management procedures .			
5.6	Attend Environment Agency community flood plan meeting(s) to improve knowledge and help improve community flood resilience			

Thank you for taking the time to read this draft strategy. The full version is available at www.bristol.gov.uk/floodstrategy if you want further information. We would really appreciate your feedback by visiting www.bristol.gov.uk/floodstrategy or completing the enclosed questionnaire.

Flood Risk Management in Bristol

Avonmouth Severnside Enterprise Area (ASEA) Ecology Mitigation and Flood Defence Project



Flood storage basin in Southmead



Embleton Road SuDS Southmead

Dorian Road drainage improvements

Station Lane drainage improvements

Easton Cycle Way infiltration basin

Easton show home rain garden

Brislington Brook retaining wall repair



Reducing Flood Risk

Since the inception of the Local Flood Risk Management Strategy in November 2014 we have reduced the risk of flooding to an estimated 220 homes .

Recent works undertaken are demonstrated in the map adjacent.

This has included making a number of improvements to river control structures to reduce the risk of flooding, for example in Victory Park, Brislington and Trevisa Grove, Brentry.

We have also worked in conjunction with partners and the community to proactively manage and respond to a number of weather warnings and flood events.

Contributing towards achieving sustainable development

The BCC FRM team review planning applications in respect of surface water management and drainage. This helps influence development in the city and reduces its impacts on increasing flood risk. Benefits from this are gained in the following aspects:

- Approximately 250 development proposals have incorporated Sustainable Drainage Systems (SuDS) in their designs
- Nearly 200 have made a reduction in existing surface water run off rates
- Over 150 have made water quality improvements

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River Avon Tidal Flood Risk Management Strategy

New flood defence wall at Cumberland Road



Flood proof fencing in south Bristol



Overview and Scrutiny Management Board



November 1st 2017

Report of: *Peter Mann, Service Director Transport*

Title: *Local Flood Risk Management Strategy (LFRMS)*

Ward: *Citywide*

Officer Presenting Report: *Patrick Goodey & John Stevens*

Contact Telephone Number: *0117 92 23206*

Recommendation

Support for the updated version of the BCC LFRMS and associated documentation is sought from Scrutiny members, as well as guidance on the appropriate engagement strategy for communicating the Strategy with communities.

Summary

The LFRMS sets out our plan for managing flood risk in Bristol in conjunction with partner organisations, including the Environment Agency, Lower Severn Internal Drainage Board and Wessex Water.

The significant issues in the report are:

The BCC LFRMS was first adopted by Cabinet in November 2014. The LFRMS is reviewed annually to monitor progress, including ratification from Scrutiny Board.



Policy

Under the Flood and Water Management Act 2010, Bristol City Council, as Lead Local Flood Authority (LLFA), has a statutory duty to maintain the Local Flood Risk Management Strategy. The LFRMS was adopted by the Cabinet on the 4th November 2014.

Consultation

1. Internal

Preparation of the initial LFRMS involved internal consultation with BCC colleagues in Highways, Strategic Planning, Sustainable City and Climate Change, Nature Conservation, Civil Protection Unit, Environment Team, Contaminated Land Officer, Public Relations, Neighbourhood Management, City Docks and Marine Services. These stakeholders have been given the chance to provide comments on the revised Strategy.

2. External

The LFRMS update is relatively light touch, with no fundamental or significant alterations. Therefore advice from the BCC Communications Team, confirmed through the Decision Pathway and colleagues in Legal Services, is that public consultation of the update is not required.

Key stakeholders have provided input and have commented on the proposed changes. This includes the other Risk Management Authorities operating in Bristol, such as the Environment Agency, Lower Severn Internal Drainage Board and Wessex Water

Context

Bristol is one of the top ten cities in the country at risk of flooding, with approximately 26,000 properties at risk from surface water flooding and over 1,000 properties at risk from tidal flooding.

The LFRMS sets our vision for managing flood risk in Bristol together with our partner organisations that have a role in flood risk management (such as the Environment Agency and Wessex Water).

The main text of the LFRMS has not changed significantly. The formal update includes the removal of actions that have been completed, an update on current actions and the addition of new actions. Along with this there are some other minor amendments to take place.

Proposal

It is recommended the original LFRMS (that was fully adopted in 2014) is updated in line with the required national practice, policy and legislative changes. The LFRMS is also amended to account for alterations to the Strategy Action Plan to reflect recent work undertaken and new works identified since 2014.

The objectives of the LFRMS are to increase flood resilience throughout Bristol, incorporating the projected impacts of climate change. This assists in delivering aims of the Corporate Strategy such as ensuring sustainable development, making places liveable and connecting with and working together

with communities, maintaining critical flood risk assets and tackling climate change.

Our decision to undertake a formal review of the LFRMS has been made due to it being a strategy for a duty placed on BCC that it didn't have before. Therefore we wanted to have the chance to undertake an early formal review to ensure the objectives and actions proposed were achievable and relevant. The review helps ensure that improved understanding of flood risk is regularly incorporated in to the Strategy. Importantly, the Strategy is adjusted and updated to accommodate future plans in light of new information.

The newly revised Strategy will comprise the following;

- There are minor changes to national practice, policy and legislation reflected in the update.*
- The main change is to the Strategy Action Plan. Showing work conducted since its inception and to plan for future works. 14 Actions were completed, three are outstanding, one removed, two amended and seven new Actions added.*
- The Strategy Actions are funded by either LLFA funding from Defra or specific schemes are subject to their own business case. The funding sources may include the EA, WW, S106, and/or our own budgets, where available.*

A map display has been produced to show the progress made and demonstrate how BCC is managing flooding in the Bristol region. The map highlights the successful work undertaken, notably completion of various flood schemes to ensure 220 homes are at a lower risk of flooding.

The Strategy for managing the risk of flooding throughout the city of Bristol, now and into the future, requires support from Scrutiny members. Confirmation of the approval of new BCC LFRMS documents, including the full LFRMS report, LFRMS Summary Report and accompanying Flood management works map is requested.

The intention is then to circulate the new Strategy to all relevant contacts, including publically via the BCC website and to all Councillors. Providing briefings where requested. Advice is sought from Scrutiny members on the appropriate circulation list.

Other Options Considered

No other options considered since producing and maintaining a LFRMS is a statutory duty.

Risk Assessment

The ongoing course of action is required to meet our statutory duty under the Flood and Water Management Act 2010. A full risk assessment has been prepared and is reviewed monthly as part of the Council's formal Performance, Programmes and Projects (PPP) reporting process. The key risk to delivery is a significant flood event causing a change of focus. It should be noted that in recent years, significant floods have occurred in other cities nationally e.g. Sheffield, Hull and locally in the West of England and Somerset. In these locations and following the flooding, significant local and national

attention and pressure has been placed on authorities to deliver projects that reduce the risk. Bristol has not been affected to the same degree but we are working proactively to reduce the risk of flooding before it occurs.

Public Sector Equality Duties

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

8b) *A separate EqIA was been completed and approved by Peter Mann (Service Director, Transport) and Jane Hammill (then Equalities Representative) for the LFRMS. Overall, the LFRMS is understood to have a low negative impact on equalities issues, and potential benefit to equalities groups as it identifies the communities at highest risk of flooding and advocates an approach for BCC and communities to manage the risk.*

For the formal update to the LFRMS the Equalities Officer, Wanda Knight, explained that the original statements above still stand. This is at a strategic level and therefore a full EqIA is not required again. Future projects or measures may need an EqIA so the action plan will need to be checked to discover any equalities issues that need to be assessed for impact.

Legal and Resource Implications

Legal

The Council, through its elected Mayor and those he may delegate to act on his behalf, is the LLFA and has a duty under the Flood and Water Management Act 2010 to develop, maintain, apply and monitor a LFRMS. There is a statutory duty to consult risk management authorities that may be affected by the strategy and the public about the strategy.

Relevant factors in deciding whether it is necessary to consult on the revised strategy are

- The nature and the impact of the decision*
- Whether there is a legitimate expectation that the public will be consulted on any revisions.*

The Cabinet Office Principles state that consultation may not be appropriate "for minor or technical amendments to regulation or existing policy frameworks... or where adequate consultation has taken place at an earlier stage."

(Legal advice provided by *Sarah Sharland, Team Leader, Litigation Regulatory and Community Team, Legal Services*)

Financial

This proposal seeks endorsement of the strategic approach for managing local flooding risk. The LFRMS identified and prioritised local objectives in line with the national objectives and 45 local actions were recommended in the strategy. From a financial perspective, majority of these actions are relating to the day to day management of flood risks and mitigations, which include revenue spending activities such as carrying out assessments, studies, implement systems, and producing further strategies and action plans, plus the day to day revenue and capital infrastructure maintenance of assets. For these actions, the revenue and capital funding are mainly sourced via DCLG and will be absorbed under the approved revenue and capital budget envelope within the MTFP.

However, some of these actions may lead to significant capital schemes and infrastructure development in the medium and long term and the funding sources for these schemes are yet to be identified and prioritised.

Long term capital and revenue maintenance liability is a key consideration for all schemes, which is not clear at this stage.

(Financial advice provided by *Tian Ze Hao, Finance Business Partner - Place*)

Land

Not applicable

Personnel

Not applicable

(Personnel advice provided by *Not applicable*)

Appendices:

20170324 LFRMS Flood management works

20170324 Local Flood Risk Management Strategy – Summary

20170914 Local Flood Risk Management Strategy

20171023 Scrutiny LFRMS

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None.

MEETING: Cabinet

DATE: 04/12/2017

Title: Submission of bid to the European Local Energy Assistance (ELENA) programme	
Author: Samuel Bryan	Job title: Project Manager
Cabinet lead: Fi Hance	Director lead: Bill Edrich

Idea origin: *BCC Staff*
Date idea generated: 26/06/2017

Decision maker: **Officer**
Decision forum: *Officer Meeting*

Timescales: 05/11/2017 – Forward Plan 05/12/2017 – Cabinet Date

Purpose of Report:
 To seek approvals to submit and, in the event of a successful application, to deliver a bid to the European Local Energy Assistance (ELENA) facility.
 The ELENA facility provides support to project promoters in the form of grants to assist in the preparation of substantial eligible energy related investment programmes. The support is conditional on mobilised investments, meaning that the applicant is required to implement an Investment Programme proportional to the received ELENA grant.
 The funding will be used as part of the delivery of Key Commitment 6 which aims to put Bristol on course to be run entirely by clean energy by 2050. This requires substantial investment in the cities energy infrastructure and the identification of investment ready projects. These investments will also generate an ongoing revenue benefit to the Council.

Cabinet Member / Officer Recommendations:

1. That the Mayor agrees to proceed with the submission of the ELENA bid and the proposal contained in this report and the Service Director for Energy, or equivalent, in accordance with Council policy and procedures has delegated authority to accept the grant.
2. That the Mayor agrees that Bristol City Council will be the lead applicant to deliver the programme under a formal legal agreement in collaboration with partners and other local authorities and public sector bodies as appropriate.
3. That the Service Director for Energy, or equivalent, in consultation with relevant service directors and in accordance with Council policy and procedures be given delegated authority to
 - a. negotiate and complete a legal agreement with participating local authorities and public sector bodies as appropriate
 - b. undertake recruitment for positions funded by the grant facility including the secondment of officers to other public sector bodies
 - c. enter into service contracts to provide eligible services as funded by the grant facility.
 - d. enter into contracts of work to deliver programmes that contribute to the mobilised investment; subject to approval of business case and capital allocation.
4. To manage the grant process and reporting, including contract variations, to the EIB and partners as required by grant conditions over the lifetime of the grant.
5. Accept other local authorities or public bodies into the scheme as and when appropriate.
6. Delegated authority to the Service Director for Energy, or equivalent, to promote the works and the outputs of the grant as appropriate.

Evidence Base:

- *ELENA is a programme administered by the European Investment Bank (EIB) that provides revenue grant funding for staff and consultancy costs in order to prepare large scale energy and transport investment programmes.*

Revenue Cost: £ £143k 10% local match funding Bristol share of the grant is £1.43m	Source of Revenue Funding: European Local Energy Assistance Programme with 10% local match funding from the Energy service budget
Capital Cost: £27m	Source of Capital Funding: Approved capital programme - £15.8m Other external capital funding -£11.2m

One off cost Ongoing cost Saving Proposal Income generation proposal

Finance narrative:

This proposal seeks approval to proceed with the funding application for the second EU ELENA grant programme. Whilst the grant is revenue funding in nature (with 10% local match funding), it is required that the grant will leverage up to c20 times capital investment under the grant condition, i.e.:

- For energy related Investment Programmes, the total investment programme costs to be supported must be at least 20 times the amount of the ELENA contribution.
- For transport related Investment Programmes the total investment programme costs to be supported must be at least 10 times the amount of the ELENA contribution.

Bristol has previous successful experience in delivering an £2m ELENA grant funded programme during 2010-2016. This current bid is a joint bid led by Bristol with other Local Authority partners in the south west region including Devon, Exeter, Isles of Scilly, and Plymouth. Albeit BCC being the lead authority, each participating authorities will be dealing independently with their respective share of the funding and delivery requirements and should be responsible for the consequences without any adverse impact to BCC via an inter local authority agreement (please see further details under legal commentary).

The joint bid value is c£3m (with c£0.3m local match funding) to delivery c£60m of capital investment in the region over 3 to 4 years. Bristol's share of the bid value is up to £1.43m with £143k match funding demonstrated through resources available under the approved Energy Service revenue budget in the MTFP. The capital investments are supported by various funding sources, including the approved capital programme and externally or privately funded capital.

Please see the full financial commentary including project and investment details under the exempt appendix G.

Finance Officer: Tian Ze Hao – Finance Business Partner

Risks:

- Grant clawback if leverage factor is not met – mitigated by active portfolio management
- Speed of delivery – portfolio contains district heating which has a long lead in time.
- Brexit – EIB have said this will be unaffected by Brexit but it remains an unknown
- Management of investment portfolio across multiple partners will be covered by an Inter-Authority Agreement
- Reputational risks of non-delivery

Legal Consideration: The Funding Agreement involves various conditions and non-fulfilment of those conditions triggers clawback mechanism. BCC will be the lead authority and will be entering into contractual arrangement with the funding agency. Since a number of authorities will be joining in this programme and they will be dealing independently with their respective share of the funding, therefore it should be their respective duty to fulfil the conditions and achieve the targets. In case of their failure to do so they should be responsible for the consequences without any adverse consequences for BCC.

This can be achieved through Inter Authority Agreement where all the funding conditions can be reflected as respective conditions applicable for the participating authorities including being liable for any clawback under the funding agreement in relation to the investments in their respective areas.

An Inter Authority Agreement has been provided which includes the above terms. The Agreement also provides financial structure, governance arrangement and dispute resolution mechanism. It is advised that before taking any conclusive action regarding this funding the IAA should be signed by all the participating authorities to avoid/mitigate any risk to the Council.

Legal Officer: *Irfan Sheikh, Energy Contracts and Procurement Solicitor*

Benefits:

- To contribute to the Mayoral objectives of putting Bristol on course to be run entirely by clean energy by 2050 and improved health outcomes.
- Allows for the Council to take a commercial approach to this area of work which will result in an

<ul style="list-style-type: none"> ongoing revenue benefit to the Council • Cost avoidance and improved health outcomes. <ul style="list-style-type: none"> ○ Cold homes cost the NHS £1.36bn per year, this can be alleviated through domestic retrofit programme • Ongoing revenue benefit to the Council • Reduced demand for support services

<p>Consultation Details:</p> <ul style="list-style-type: none"> • <i>Monthly progress meetings with partners</i> • <i>Draft bid feedback meeting with EIB 20/07/2017 & 11/09/2017 & 20/10/2017</i> • <i>Cabinet member briefings 3/07/2017 & 30/10/2017</i> • <i>SLT briefing 24/10/2017</i> • <i>Executive Board 31/10/2017</i>
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DLT sign-off	SLT sign-off	Cabinet Member sign-off
23/10/2017	24/10/2017	30/10/2017

You can include further details in appendices as set out below if required. Draft Cabinet papers must include these appendices.

Appendix A – Further essential background / detail on the proposal	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	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Exempt Information	YES

Legal Consideration: The Funding Agreement involves various conditions and non-fulfilment of those conditions triggers clawback mechanism. BCC will be the lead authority and will be entering into contractual arrangement with the funding agency. Since a number of authorities will be joining in this programme and they will be dealing independently with their respective share of the funding, therefore it should be their respective duty to fulfil the conditions and achieve the targets. In case of their failure to do so they should be responsible for the consequences without any adverse consequences for BCC. This can be achieved through Inter Authority Agreement where all the funding conditions can be reflected as respective conditions applicable for the participating authorities including being liable for any clawback under the funding agreement in relation to the investments in their respective areas. An Inter Authority Agreement has been provided which includes the above terms. The Agreement also provides financial structure, governance arrangement and dispute resolution mechanism. It is advised that before taking any conclusive action regarding this funding the IAA should be signed by all the participating authorities to avoid/mitigate any risk to the Council.

Legal Officer: *Irfan Sheikh, Energy Contracts and Procurement Solicitor*

RISK LOG

PROJECT NAME:		PROJECT ID	
PROJECT MANAGER:		DATE LAST AMENDED	

KEY: Category - 'E/F' Economic/Financial; 'E' Environmental; 'L' Legal/Regulatory; 'O/M' Organisational/management; 'P' Political; 'S/C' Strategic/Commercial; 'T/O' Technical/Operational
Likelihood - 6 = Almost certain, 5 = Likely, 4 = Probable, 3 = Possible, 2 = Unlikely, 1 = Almost impossible **Impact:** 4 = Catastrophic, 3 = Critical, 2 = Significant, 1 = Marginal
Priority Score - Purple (18-24: Catastrophic Risk); Red (10-16: Critical Risk); Amber (9-8: Significant Risk); Green (1-6: Marginal Risk)

ID	Type	Category	Description	Likelihood	Impact	Priority	Date identified	Countermeasure or response	Residual			Owner / Actioner	Notes	Date of last update	Status	Related RAID ID
									Likelihood	Impact	Priority					
R01	Risk	L	Lack of regional governance structure impacts collaboration between local authorities	5	3	15	27/10/17	Inter Authority Agreement (IAA) in place to cover terms of the co-operation	4	2	8	Sam Bryan				
R02	Risk	O/M	Non-delivery risk between multiple partners- leverage factor is not met	4	4	16	27/10/17	Inter Authority Agreement (IAA) in place to cover terms of the co-operation. Risk will be borne at local level Financial procedures in place will limit grant spend to	3	3	9	Sam Bryan				
R03	Risk	P	Lack of political support hinders investment programme	3	3	9	27/10/17	High level political commitment sort for submissions of bid/ Regular communications and updates on progress/ Inclusive steering committee structure	3	2	6	Sam Bryan				
R04	Risk	O/M	Bristol does not meet leverage factor	4	4	16	27/10/17	Inter Authority Agreement (IAA) in place to cover terms of the co-operation. Risk will be borne at local level Financial procedures in place will limit grant spend to	3	3	9	Sam Bryan				
R05	Risk	O/M	Prioritisation of programmes skews regional balance of the programme	3	3	9	27/10/17	Prioritisation of programmes will be agreed within steering groups and the steering committee	2	6	12	Sam Bryan				
R06	Risk	E/F	Delivery Unit is unable to secure sufficient capital or low enough cost	3	3	9	27/10/17	Majority of projects have capital secured	2	3	6	Sam Bryan				
R07	Risk	E/F	Political changes in subsidy support alter viability of investment programme	4	4	9	27/10/17	Diversity of programme means that the investment portfolio is not exposed to anyone particular subsidy regime	2	3	6	Sam Bryan				
R08	Risk	P	Wider political changes such as the UK leaving the EU impact the EIB technical assistance programme	3	2	6	27/10/17	Confirm with EIB	2	2	4	Sam Bryan	Call with EIB Oct 2017	27/10/17	Closed	
R09	Risk		This risk is specific to the delivery of projects and investment within the timescales of the ELENA Programme. There is a risk that the proposed district heating projects will	4	4	16	27/10/17	Prioritisation will ensure that only those biomass and district heating schemes that will count towards the leverage target are progressed in the short term.	3	3	9	Sam Bryan				
R10	Risk		Lack of procurement resource to support programme delivery The ELENA Programme is bringing forward a broad range of projects within a relatively short period of time, all of which	4	4	16	27/10/17	Dedicated procurement support will be sought under the Technical Assistance programme.	3	2	6	Sam Bryan				
R11			Inability to access appropriate legal and financial resource and advice The projects being brought forward by the ELENA Programme	4	4	16	27/10/17	Dedicated financial and legal support will be sought under the Technical Assistance programme as a centralised resource	3	2	6	Sam Bryan				
						0					0					
						0					0					
						0					0					
						0					0					
						0					0					

Page 626

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Risk type	Risk category	Likelihood/Impact	R Status	Assumption type	Priority	A Status	%	I category	I priority	I status	Escalation	D category	D type	D level	D status	D priority	Delivery status	C type	C tolerance breach	C RAG	C Status
Opportunity	E	1	Open	Benefit	High	Open	0%	C	Red	Open	Y	Constraint	INTERNAL	Portfolio	Open	High	On target	Concern	Y	Red	Approved
Risk	E/F	2	Closed	Cost	Medium	Closed	25%	OS	Amber	Closed	N	Hard	EXTERNAL	Programme	Closed	Medium	At risk	Off specification	N	Amber	Pending
	L	3	Escalated	Delivery/Plan	Low		50%	Q	Green	oncession		Soft		Project		Low	Critical issue	Question/Query		Green	Rejected
	O/M	4		Resource			75%	RFC		Escalated		TBD						Request for change			Escalated - Approved
	P	5					90%														Escalated - Pending
	S/C	6					100%														Escalated - Rejected
	T/O																				

Eco Impact Checklist

Title of report: European Local Energy Assistance Programme				
Report author: Steve Ransom				
Anticipated date of key decision 05/12/2017				
Summary of proposals: Submit proposal to EIB to create regional energy resource				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
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 and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>This proposal seeks permission to submit an application to the European Local Energy Assistance Programme (ELENA), which in itself, does not create any significant environmental impacts.</p> <p>Should the submission be successful , there is the potential for highly significant positive impacts, through support to existing workstreams: heat networks, Warm Up Bristol, Energy Savings Partnerships, and renewable energy. These workstreams contribute significantly to citywide carbon reduction, and the proposals for inclusion of other local authorities as partners will expand the potential for positive impacts elsewhere.</p> <p>Negative impacts associated with existing programmes (for example the consumption of resources to manufacture renewables) have already been considered: these will be reviewed by the council's Environmental Performance Team should this proposal be implemented. ELENA would require the recruitment of a small number of additional staff. Negative impacts associated with this are minor and no mitigation is proposed.</p> <p>The overall impact of this proposal is positive</p>				
Checklist completed by:				

Name:	
Dept.:	
Extension:	
Date:	
Verified by Environmental Performance Team	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

MEETING: Cabinet

DATE: 4 December 2017

Title: Jacob's Wells Baths Community Asset Transfer (CAT)	
Author: Steve Matthews	Job title: Asset Delivery Manager, Property
Cabinet lead: Councillor Asher Craig	Director lead: Alison Comley (Strategic Director Neighbourhoods) and Denise Murray (Interim Service Director Property)

Idea origin: Councillors from Clifton, Central and Hotwells & Harbourside Wards
Date idea generated: Summer 2016

Decision maker: Councillor Asher Craig
Decision forum: Cabinet

Timescales: Executive Board agreement of short-listed bidder 10 October 2017; non-key decision at Cabinet meeting 4 December; deadline for CAT completion 30 March 2018.

Purpose of Report: To inform Cabinet of the background and process followed for Community Asset Transfer (CAT) of the Jacob's Wells Baths and to seek approval to proceed with the CAT to Fusion Lifestyle.

- Cabinet Member / Officer Recommendations:**
1. To approve the grant a 35 year lease, at a peppercorn rent, on a fully repairing and insuring basis, linked to a 5 yearly reviewable service agreement, and with a provision for the Council to share in the future revenue from the project, to Fusion Lifestyle, subject to receiving an acceptable and sustainable full business plan.
 2. To approve the offer of the property in its current condition, to transfer all future liabilities for repairs & maintenance to Fusion, and not to offer a 'dowry' towards the cost of repairing existing defects.
 3. Delegated authority to approve business plan and enter in to agreement

Full details of Fusion's proposals for the property and the CAT process followed are set out in Appendix A.

Evidence Base: A 35 year term is the minimum period required by the prospective tenant for the anticipated level of capital investment in the property. The Council's CAT Policy permits leasehold transfers, when social/economic/environmental benefits are secured through a service agreement. Once the project is financially sustainable, the Council will share in the surplus that is generated. The level of investment required to restore this dilapidated listed building far exceeds available Council budgets. Rather than disposing of the property on the open market, its ongoing community, leisure and artistic use can be secured through the proposed partnership with Fusion, which has a proven track record of sympathetically restoring and operating this type of leisure facility at over 70 locations across the UK.

Revenue Cost: £ 0	Source of Revenue Funding: Costs of implementing CAT dealt with within existing budgets.
Capital Cost: £ 0	Source of Capital Funding: Costs of implementing CAT dealt with within existing budgets.
One off cost <input type="checkbox"/> Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>
<p>Finance narrative: The market value of the asset in its current condition is £150k and the Council currently spends approximately £10k to £30k per annum in ongoing revenue maintenance. The proposed asset transfer would see the capital value forgone, however savings would be created by transferring out the full maintenance responsibility of the building going forward. Future income opportunities would also be made available under a revenue benefit sharing mechanism. Alternatively, this could also be achieved by periodic review of the peppercorn rent to transparently recognise the value of the assets as a sustainable growth position of the service is established.</p> <p>The proposal shortlisted two bidders. From a financial perspective, the overall assessments take into account key Medium Term Financial Planning (MTFP) principles under Financial Resilience: a) with a view to replacing peppercorn rents with fees and charges that transparently recognise the value and importance we place on those services: b) Community and third sector partners should be partners in development, not just recipients of funding.</p> <p>The assessments of the bids considered the following financial and contractual issues:</p>	

- 1) It is not deemed to be off-loading liabilities to community organisations who then struggle to run and maintain the asset, this needs to be considered to be the right type of transfer for the wider long-term sustainable benefit to the community.
- 2) Similarly the organisation's ability to manage the risk e.g. potential lack of capital in the future and limited ability to act swiftly to renovate / repair the assets and deliver the infrastructure improvements.
- 3) When community asset transfer at less than market value, this should enable plans to achieve long-term financial and operational sustainability without further public subsidy.
- 4) To ensure assets transferred deliver the objective within an acceptable timeframe and do not remain idle. E.g. there should be an appropriate longstop date (subject to force majeure) within the contract.
- 5) Where proposition indicates a potential profitable going concern, the bidder's proposition regarding greater revenue benefits sharing mechanism with the council should be considered as a sustainable growth position is established.

The detailed business plans/proposals put forward by the two bidders are illustrated under the exempt Appendix G. This information is not for publication by virtue of Part 1 of Schedule 12(A) of the Local Government Act 1972, paragraph 3 – information relating to the financial or business affairs of any particular person, including the authority holding that information.

Finance Officer: Tian Ze Hao – Finance Business Partner

Legal Consideration: The Council has the power to dispose of land 'in any manner they see fit' for the 'best price reasonably obtainable'. The duty to seek best consideration is subject to certain exceptions. These are conveyed in the Local Government Act 1972: General Disposal Consent 2003, which makes provision for the Council to dispose of land where the consideration is less than the best that can reasonably be obtained, known as an 'under-value'. In these circumstances, the Council must obtain specific consent from the Secretary of State. Consent is not required where the difference between the unrestricted value (or market value) of the land to be disposed of and the under-value is £2 Million or less and the authority considers the disposal will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area.

Provided the Council is satisfied that the disposal secures the promotion or improvement of the economic, social or environmental well-being of the area and the under value is less than £2 million in total then the disposal of the asset on a 35 year lease will be lawful.

The disposal must in addition comply with the Council Community Asset Transfer policy. The report indicates that the Community Asset Transfer Policy has been followed and the disposal will therefore fall within Council policy. (Andrew Jones – Team Leader, Legal Services)

Benefits: A valuable City heritage asset is preserved, re-purposed and enhanced as a result of this community asset transfer. This will remove the risk of the property being added to the 'at risk' register. The improvements that Fusion proposes to make to the building will open up this historic building to wheelchair users and other disabled people, and will also make it much more accessible to older people, parents/carers with prams/pushchairs, and people with limited mobility. The property's renovation will include measures that will significantly increase its energy efficiency and waste separation and recycling. The proposed leisure/sports uses are expected to create improved health outcomes for people experiencing obesity and poor emotional health. We also anticipate that the proposed exercise/sports classes will help to improve mental ill health and the wellbeing of future users. Fusion will create new community facilities and will offer concessionary rates for users from 'priority groups', which will support our equalities agenda.

Consultation Details:

- Vivid Regeneration carried out detailed stakeholder consultation in Autumn 2016 and produced a feasibility study, which was shared publicly.
- A detailed Brief for the CAT was published and circulated widely.
- A public information event to publicise the CAT process was held in Feb 2017.
- This was followed by a technical workshop for interested bidders in May 2017.
- All bidders were interviewed by a Selection Panel, which included two councillors and two external representatives (local community and the arts community).
- Community partners and councillors have been consulted on an ongoing basis throughout the CAT process.

Eco-impact screening: As the registered charity taking on the CAT contract will be managing the building

refurbishment and operations, all major environmental impacts are within their control and provide positive opportunities to the charity (for example energy management, waste from refurbishments, energy efficiency within refurbishment). The swimming pool is planned to be reopened and some positive impacts on travel might be seen as members of the community may have to travel a shorter distance to swimming facilities and Jacob's Wells Road is well linked with public transport systems. As the building is listed, English Heritage may need to be involved in the design and restoration of the property. (Nicola Hares - Environmental Project Manager)

DLT sign-off	SLT sign-off	Cabinet Member sign-off
[Strategic Director] [6 Oct 2017]	[CEO] [19 Sept 2017]	[Cabinet Member] [9 Nov 2017]

Appendix A – Further essential background / detail on the proposal	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	YES paragraph 3 – information relating to the financial or business affairs of any particular person, including the authority holding that information.

Jacob's Wells Baths

Jacob's Wells Road, Bristol BS8 1DX

Proposed Community Asset Transfer (CAT)

Current provision:

Jacob's Wells Baths (Jacob's Wells Road, BS8 1DX) is a large Victorian property, Grade 2 listed, listed as an Asset of Community Value (24 May 2016) and fallen into significant disrepair.

This former municipal swimming pool building was opened in 1889 as the Hotwells Public Baths. It provided hot baths and a swimming pool in what was then a very deprived part of Bristol. The baths closed in the late 1970s and the building was listed Grade II by English Heritage.

The building consist of a central swimming pool, with a lantern roof, side blocks, a boiler house, water storage tanks and a tall chimney. The water for the pool initially came from Jacob's Well on Brandon Hill.

After it ceased to be a public swimming pool, the building was converted in 1979/80 into a community-managed dance centre. The Bristol Community Dance Centre leased the property from the Council until 2016.

Since then, the building has been temporarily managed and occupied by Artspace Lifespace for dance, music, art and community activities.

Neither the lease with the Dance Centre nor the lease with Artspace Lifespace have generated any rental income for the Council.

The asset has a current 'book value' of £57,000. This is based on achieving an open market rental of £8,600 per annum (approx £22 per square meter) on the assumption that the building is let in its current condition and remains in its current use. The valuer estimated £400k to £500k of backlog repairs would be required.

The current rateable value is £10,750.

Options considered and process followed:

During 2016, the Central, Clifton and Harbourside Neighbourhood Partnership considered the potential of the Baths property and identified the need for better facilities to serve the local community.

The NP commissioned Vivid Regeneration, who carried out detailed stakeholder consultation in Autumn 2016 and produced a feasibility study in January 2017.

Following a public meeting in February 2017 and a subsequent workshop open to all interested parties, the property has been offered for Community Asset Transfer to third sector organisations and a two stage selection process has been completed.

A CAT Selection Panel consisting of the following members was set up: Suzanne Rolt, Chief Exec Saint Georges Brandon Hill; Peter Insole, BCC Historic Buildings Officer; Steve Matthews, BCC Property Services Asset Delivery Manager; Arilda Tymko, BCC Arts and Culture Officer; Councillor Estella Tincknell; Councillor Jerome Thomas, who chaired the Panel.

The Selection Panel cannot make the final CAT decision, but it was anticipated that the Council's decision making process would review the preferred submission and, where appropriate, ratify their recommendation. This is considered the most democratic and

participative decision making model for CAT.

The Panel interviewed applicants on two separate occasions: on 18 July and 22 September. The first stage interviews were with all four bidders.

The two bids short-listed after the first round of interviews in July were Fusion Lifestyle (swimming pool, leisure, dance & community venue) and Spike Island (arts, dance, cultural and community venue).

On 19 September, SLT endorsed the principle of offering Jacob's Wells Baths for CAT and taking the Selection Panel's recommendation to Executive Board on 10 October. This was subject to the Council's CAT criteria being met in terms of the surplus nature of the property and the achievement, promotion or improvement of the economic, social or environmental wellbeing of the whole or any part of the area and delegated responsibility to the S151 Officer to review the financials in more depth.

It was stated at the subsequent review that the business case must objectively demonstrate the sustainable benefit or value of the proposal in monetary terms, eg be financially sustainable over the life of the business plan, will not incur future financial liabilities for the Council, and will protect the value of the Council's asset in the long term. It was proposed that no cash 'dowry' should be offered with this lease and the level of subsidy should be determined by the benefits generated by the transfer, financial forecast and risks.

Further detail was requested from both bidders and examined at the second stage interviews on 22 September. Both bidders were interviewed and their proposals were scored on the following criteria:

- track record of managing community assets;
- financial viability of the proposal;
- ability to preserve and restore a historic listed building;
- a clear vision for the building;
- the ability to make a significant contribution to the arts, culture and leisure offer in Bristol;
- the capacity to manage the asset to a high standard;
- a commitment to working with Bristol's diverse communities; and
- a track record and commitment to working in partnership.

Whilst the established CAT principle of a peppercorn rent was noted, subject to adherence to a strict Service Agreement, the Panel have sought to include a provision within the terms of the lease to the recommended bidder which could create future revenue share to the Council.

Financial due diligence was carried out in consultation with BCC Corporate Finance to confirm the financial health of each short-listed party and this was taken into account in making the recommendation to proceed with the proposals from Fusion Lifestyle. At the second interview stage, the bid from Fusion Lifestyle scored significantly higher than the bid from Spike Island and consequently the Selection Panel recommended that the Council progresses the CAT with Fusion Lifestyle.

Proposed provision:

Fusion Lifestyle will enter into a 35 year lease, without a break option. The rent will be abated to a peppercorn for as long as the tenant complies with the provisions of the Service Agreement that will be linked to the Lease.

The Service Agreement is monitored annually and reviewable every 5 years. It sets out the

minimum times during which the property should be available for use, the types of use, the levels of subsidised access that the Tenant will provide to priority groups, and how community stakeholders will be empowered and can engage in the way the property is operated. Non-compliance with the Service Agreement gives the Council the ability to either impose a full market rent, or to forfeit the Lease.

At the end of the 35 year term the Tenant will hand the property back to the Council in good condition.

As with all CAT transfers, the lease will contract out of the security of tenure and compensation provisions of the Landlord & Tenant Act 1954 pt II.

Fusion Lifestyle's proposals for the property are based on a previous planning consent, which was obtained by the Bristol Community Dance Centre. Fusion will be applying for planning and listed building consent. They are working with the same architect team and are confident that their modified proposals have a high likelihood of receiving consent.

Provisional timeline:

- By March 2018: Lease completion and hand-over to Fusion
- Essential repairs to be undertaken within 6 months of grant of relevant consents
- Full operational improvements and refurbishment to be commenced within 3 months of relevant consents with target of 4 years fully operational from grant of lease.

Funding dependencies:

Fusion's proposals for the capital investment is phased and will be dependent on the availability of own working capital and loan finance. Fusion is confident that the availability of capital finance will not be a constraining factor.

Fusion's proposals were not dependent on a 'dowry' and they will fully fund the investment programme and will take over the property in its current condition, without the need for further revenue expenditure by the Council.

Outcomes:

City Outcome:

A valuable City heritage asset is preserved, re - purposed and enhanced as a result of this community asset transfer.

Health Outcome:

Improved health outcomes through key elements of the provision contained within the two short-listed bids.

Sustainability Outcome:

Preservation of at-risk heritage asset, energy efficient restoration of building.

Equalities Outcome:

Creation of local jobs in renovation and running of building. On an ongoing basis the facility will have a high level of no cost or low cost community access to support our equalities agenda. The property will be made accessible and opened up to use by disabled people and more welcoming for older and young people.

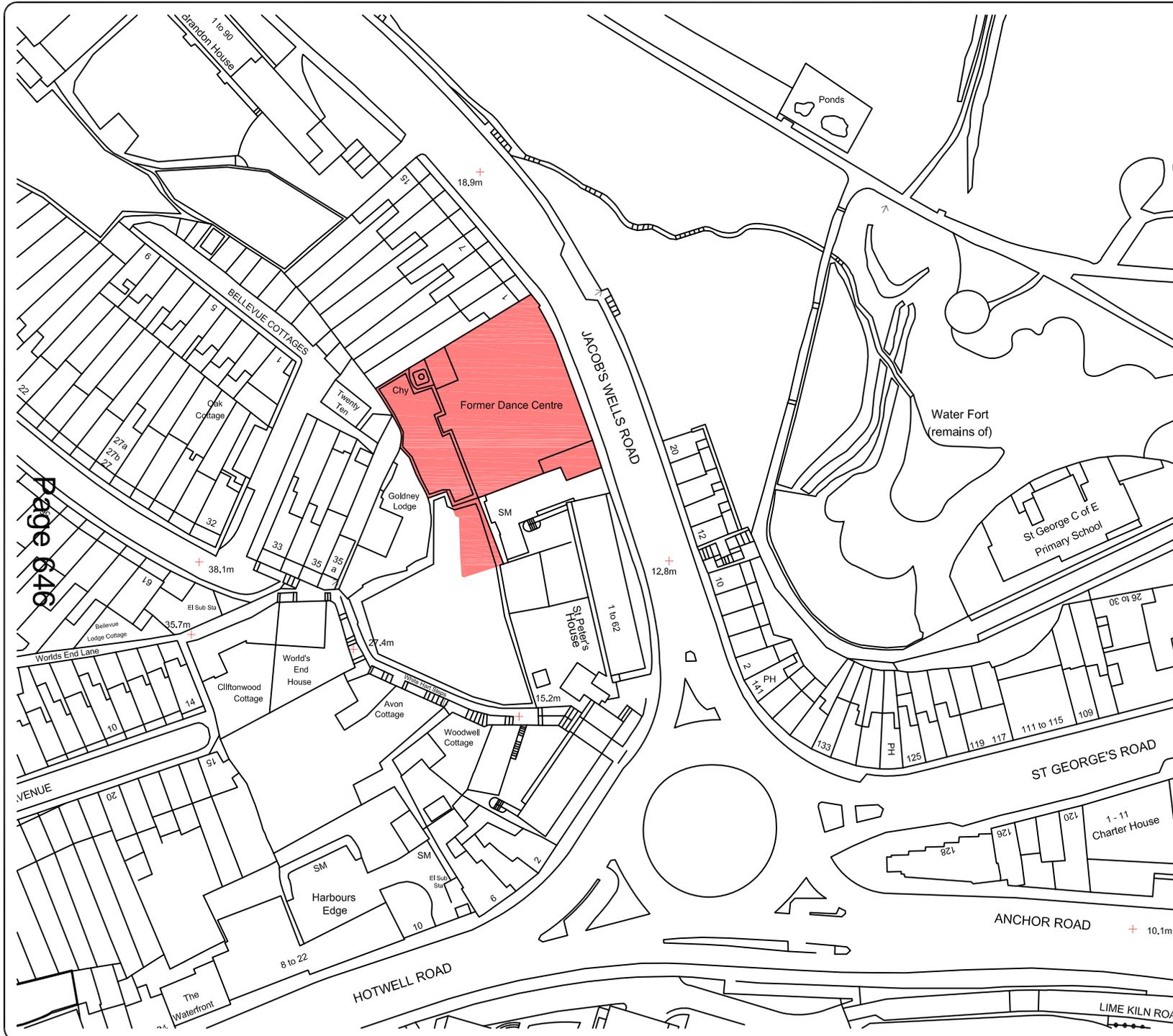
Jacob's Wells Baths, Jacob's Wells Road, Bristol BS8 1DX











Page 646

**Former Bristol Community Dance Centre,
Jacobs Wells Road,
Clifton,
Bristol.
BS8 1DX**

SITE PLAN : To ensure boundary accuracy, please refer to deeds.

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Ordnance Survey 100023406.

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PROPERTY

Plan No	: N6990b
Prop ID Ref	: 9110
Polygon Ref	: 17233
Scale	: 1:1,250 @A4
Date	: 28/09/2017



CORPORATE PROPERTY
2nd Floor West Wing, Parkview Campus,
Whitchurch Lane, Bristol. BS14 0TJ

www.bristol.gov.uk

Appendix D – Risk Assessment

FIGURE 1							
The risks associated with the implementation of the proposed CAT of Jacob's Wells Baths to Fusion Lifestyle:							
No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK (Before controls)		RISK CONTROL MEASURES Mitigation (ie controls) and	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
		1	Delayed completion of the Lease could result in ongoing revenue costs to the Council. These would include the annual cost of security, repairs, maintenance, insurance, etc.	High	Medium	A tight timetable is being adhered to and final Lease negotiations will take place as soon as Fusion's full business plan has been evaluated and the CAT decision made at Cabinet. The Lease and Service Agreement will place full liability for all costs associated with the property with the tenant. The Council will not have any liability for operating deficits during the term of the Lease.	
2	Non-compliance with the terms of the Lease and the Service Agreement by Fusion.	Medium	Low	If not remedied, continued breaches enable the Council to impose a full market rent and/or seek forfeiture of the Lease. After the huge upfront financial investment by Fusion, these controls will be sufficient deterrent to ensure a reasonable compliance level.	Medium	Low	Service Director Property
3	The venture does not become financially sustainable, resulting in the property not being maintained properly, a reduction in community access, a loss of concessionary prices, a loss of a unique arts/leisure facility, and no future revenue share for the Council.	Medium	Medium	Granting the CAT lease to Fusion will remove any direct financial risks to the Council. Fusion already has an extensive asset base and has a great deal of expertise in renovating and managing this type of property. Fusion will fully fund the investment programme and will take over the property in its current condition, without the need for further revenue expenditure by the Council. If the business plan proves to be realistic, a certain element of profit sharing is expected to occur after Fusion's initial capital investment has been recouped.	Medium	Low	Service Director Property
4	Awarding the CAT Lease to Fusion could lead to community criticism and reputational damage to the Council, eg from other bidders or interested parties; reputational damage could also result from a poorly operated venue, excessively high prices, and non-delivery of the promised community benefits.	Medium	Medium	A robust and transparent CAT process is being followed and was informed by consultation with all stakeholders; the Selection Panel includes external/community representatives. The Council will carry out annual monitoring and 5-yearly reviews of the Service Agreement and will apply good estate management practices throughout the life of the CAT.	High	Low	Service Director Property
5	Unsympathetic or unprofessional repairs and renovations could harm the historic fabric of the listed	Medium	Low	As a listed building, the Council's Conservation Team will exercise regular control over the works during the construction/capital	Medium	Low	Service Director Planning

building.			phase of the project. Any alterations and extensions will also be subject to Planning control and Building Regulations inspections.			
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FIGURE 2

The risks associated with not implementing the proposed CAT:

No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK		RISK CONTROL MEASURES Mitigation (ie controls) and Evaluation (ie effectiveness of	CURRENT RISK		RISK OWNER
		(Before			(After controls)		
		Impact	Probability		Impact	Probability	
1	The fabric of the Jacob's Wells Baths property would not be restored; water ingress, frost and vegetation growth will result in further damage; the property ends up on the 'At Risk' register of listed buildings.	High	High	The Council would need to allocate very substantial capital resources to undertake all urgent repairs to make the building wind/water tight.	High	Medium	Service Director Property
2	The property would not be brought back into an active, community-based use again and it would be at risk of being converted into a different use, which might not benefit the local community or the people of Bristol.	High	High	The Council could try to impose restrictive covenants if the freehold of the property were to be sold in the absence of a leisure/arts/community use.	High	Medium	Service Director Property

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Jacob's Wells Baths CAT
Directorate and Service Area	Place Directorate, Strategic Property
Name of Lead Officer	John Bos

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.

<p>1.1 What is the proposal?</p> <p>Our proposal is to grant a 'community asset transfer' (CAT) of the former Hotwells Public Baths (Jacob's Wells Road, BS8 1DX) to Fusion Lifestyle, who will convert the property into a new swimming pool, multi-purpose dance/exercise studios, meeting/community spaces, and a café.</p> <p>The CAT will be in the form of a Lease for 35 years, linked to a Service Agreement, at a 'peppercorn rent'. The Lease places the responsibility for all repairs, maintenance and ongoing running costs on Fusion. Fusion will also cover the full cost of carrying out urgent repairs, fitting out and bringing the property back into full use.</p> <p>The Lease will also ensure that the Council can share in future profits, once the project is financially viable and produces a surplus.</p> <p>After the public baths closed in the late 1970s, it was leased to the Bristol Community Dance Centre, who converted it into a community-managed dance centre. This closed in 2016 and the property is currently used on a meanwhile basis by Artspace Lifespace for a range of arts, dance and community activities under a licence agreement.</p>

The property is Grade II listed, but is currently in poor condition, does not have a proper heating system and is not wheelchair accessible. When the proposed CAT goes ahead, the current, temporary uses will cease and be displaced. The main impact of this will be on local residents, who use the property for community meetings and events, and on artists, including dance, performing art and a sculptor.

Rather than sell the property on the open market, the Council agreed to invite expressions of interest from third sector organisations, to explore the options for its continued community use. The proposed CAT to Fusion will ensure the building's primary use remains for leisure, arts and community, without the Council having to carry out any of the repairs (est cost £400-500K) and with the prospect of a profit share if the project is successful in the future.

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?

Because the Council does not directly manage the property, we have no data about the exact numbers of current building users, nor their backgrounds. We do know that there are long-standing issues with poor accessibility, low lighting levels, cold/damp environments and a generally unwelcoming physical environment. The proposal is expected to impact mainly on disabled and older people. The building currently does not have access for wheelchair users, nor an accessible toilet. The huge improvements that Fusion proposes to make to the building will open up this historic building to wheelchair users and other disabled people, and will also make it much more accessible to older people, parents/carers with prams/pushchairs, and people with limited mobility.

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

The property is currently open and available to anyone, but its usage is low and the primary use is by members of the local community, dancers and artists. The

proposed new use is expected to attract a much wider range of people, including those from beyond the local community.

Fusion has a clear and broad equalities and diversity policy that seeks to ensure all its premises are inclusive environments and its facilities are accessible to everybody. This will result not only in greater participation by young people, older people and disabled people, but also future users from other protected characteristics groups. Fusion wishes this unique property to become a welcoming and inclusive community facility for the local area and also for residents from across Bristol who are looking for this type of leisure experience.

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

Detailed engagement has taken place with interested parties from the local community and from the arts sector. From the project's start the Council has worked closely with the Jacob's Wells Community Hub Group (representing the local community) and with Artspace Lifespace (representing a wide range of artists and community users). We held a public information event in February 2017 to publicise the CAT and encourage expressions of interest. In May 2017 we held a technical workshop for interested CAT applicants.

We used a Selection Panel to select and interview all bidders. The Panel was made up of Council officers, councillors, a representative for the local community and a representative for the arts sector.

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?

Not anticipated.

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

Not applicable.

3.3 Does the proposal create any benefits for people with protected

characteristics?

We anticipate significant benefits for disabled people, older people, pregnant women and parents/carers with young children. The proposed leisure/sports uses are expected to benefit people experiencing obesity and poor emotional health and we anticipate that the proposed exercise/sports classes will help to improve mental ill health and the wellbeing of future users.

The pro-active implementation of Fusion's equality & diversity policy will help to ensure that people from all backgrounds and abilities are catered for and feel welcome at the new Jacob's Wells Baths facilities.

Fusion will also offer concessionary prices for people in the Council's recognised 'priority groups' who wish to access the facilities, to enable them to take part at prices that are no more than a specified percentage of the prices for general users. This will include people in receipt of certain types of benefits, people of certain age groups and disabled people.

3.4 Can they be maximised? If so, how?

The property currently does not have level access, does not have a lift, has steep connecting stairs and is not welcoming to ambulant disabled people. Very significant investment is required to mitigate the existing hurdles and limitations. Fusion's proposals are by far the most rigorous and involve the largest investment in the fabric of the building from all the bidders. In the current financial climate, the proposed CAT to Fusion is therefore expected to be the most effective option for maximising access for disabled people. The proposed renovation will totally transform the building's accessibility and will make it accessible to people who have previously been unable to access or use the building and partake in activities.

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?

We anticipate that the assessment will endorse the approach taken to date and will support the grant of CAT to Fusion. The need for substantial investment has played a deciding role in the Panel's decision making process and has helped to select the bidder with the widest offer to the local community and to making this listed building accessible.

4.2 What actions have been identified going forward?

Ensuring that the property is renovated and fitted out in accordance with Part M of the Building regulations, but also that this takes account of the guidance and requirements set out in the Council's Environmental Access Standards.

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

Part M compliance will be measured through the statutory Planning and Building Control processes that will govern any alterations and changes to the fabric of the building.

Adherence to the Environmental Access Standards will be measured through compliance with the relevant Lease and Service Agreement clauses. The Service Agreement will be monitored annually and reviewed/renewed every 5 years. Continued breaches of the Service Agreement will constitute a breach of Lease covenants, which would give the Council the power to end the Lease and take control of the property.

Service Director Sign-Off:	Equalities Officer Sign Off: Cherene Whitfield
Date:	Date: 09/11/17

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

MEETING: Cabinet **DATE:** 04 December 2017

Title: Risk Management Policy Review	
Version: 1	
Idea origin: <i>BCC Staff</i>	
Cabinet Member Champion: Councillor Cheney	
Councillor Lead:	
Director lead:	
Decision maker: Officer	
Decision forum: <i>Cabinet</i>	
Timescales: Risk Management Policy to be presented to Cabinet December 2017	
Ward Members consulted: <i>N/A</i>	
Cabinet Member / Officer recommendation & rationale:	
<p>Cabinet approve the Risk Management Policy paying particular attention to:</p> <ul style="list-style-type: none"> • the areas highlighted - these are areas of change from current risk management policy. • the section on risk tolerance 	
Approx. Revenue Cost: £ N/A	Source of Revenue Funding: <i>N/A</i>
Approx. Capital Cost: £N/A	Source of Capital Funding: <i>N/A</i>
One-off / On-going <i>N/A</i>	Saving / Income generation <i>N/A</i>
Finance narrative:	
<i>N/A</i>	
Finance Officer: <i>N/A</i>	

Summary of issue / proposal: Refresh and Redesign of the Corporate Risk Register following feedback from recent survey.
Key background points / options considered:
<p><i>Risk Management Policy was last refreshed and approved in February 2016</i></p> <ul style="list-style-type: none"> ○ <i>Current refresh has drawn on consultation with:</i> <ul style="list-style-type: none"> ▪ <i>Cabinet Member – Finance, Governance and Performance</i> ▪ <i>Audit Committee.</i> ▪ <i>Executive Board</i> ▪ <i>SLT</i> ▪ <i>Resources DLT</i> ▪ <i>Policy Team to determine that a policy is appropriate</i> ▪ <i>Scrutiny team to ensure arrangements align to current thinking in terms of scrutiny</i> ▪ <i>Subject Area experts regarding the Impact grid at Appendix A</i> ▪ <i>Officers from Resources and Place via risk workshops</i> ○ <i>Key changes to the Policy:</i> <ul style="list-style-type: none"> ▪ <i>Those areas highlighted in the main risk policy</i> ▪ <i>A strong message from the Mayor, Cabinet and SLT regarding its importance</i> ▪ <i>A clearer approach to setting risk tolerance and escalation of risks</i> ▪ <i>Changes to Member and scrutiny roles in risk management</i> ▪ <i>Inclusion of 'issues' management as well as risk management</i> ▪ <i>Movement from a 6 x 4 risk matrix to a 4x4 risk matrix and removal of emotive language in assessment of risk</i> ▪ <i>Severity of impact guidance parameters have been reviewed with subject expert leads</i>

- *A review of the format of Risk Register template to steam-line them which also includes an issues register alongside the risk register.*

Does this work link to existing work / projects: Yes – Corporate Risk Register Refresh and Directorate Risk Registers.

City Outcome: N/A

Health Outcome: N/A

Sustainability Outcome: N/A

Equalities Outcome: N/A

Impact / Involvement of partners: N/A

Consultation (to be) carried out: See above

Summary of outcome of consultation: N/A

Change resulting from consultation: N/A

Stage 3 and 4 Only (DLT, SLT, Cabinet Member, Mayor Briefings)

Legal Issues: N/A

Legal Officer: N/a

Reputational Issues: N/A

Policy/Coms Officer (if required): N/a

Other Issues: N/A

DLT sign-off	SLT sign-off	Cabinet Member sign-off
[24/08/17 (NB)]	5/9/17	Councillor Cheney 17/10/2017



Risk Management Policy

November 2017

Golden Rules:

Be risk aware not risk averse. Some risks are worth taking but just need careful management.

Active ownership and accountability for managing risk.

Keeping it Simple

Consistency in approach

Effective Challenge and review.

Policy Contents:

1. Introduction
2. Risk Attitude
3. Risk Tolerance
4. Risk Management Framework
5. Responsibility for Risk Management
6. Further Guidance

Appendices:

Risk Matrix

Impact and Likelihood Guidance.

Action Required & Escalation

Risk Register Issues Register

1. Introduction:

1.1 The Mayor, Cabinet and Senior Leadership Team view risk management as an integral part of good internal control and corporate governance. The way in which we manage our risks directly impacts our success in achieving our objectives, and in delivering services to the communities to which we are accountable.

1.2 Legally (under the Audit & Accounts Regulations 2015), the Council is required to have effective arrangements for the management of risk and each year, in the Council's Annual Governance Statement, the Council is required to comment on the effectiveness of its arrangements in this regard. The statement must also identify any significant governance issues that may have resulted from failures in governance and risk management.

1.3 Legal requirements aside, effective risk management is required to ensure the continued financial and organisational well-being of the Council and council-wide ownership and accountability for managing risk is critical to the success of delivering the organisations priorities and objectives. Management of risk is inseparable from effective management of the Councils performance.

1.4 The benefits from an effective risk management framework are:

- Better decision making
- Improved customer service, and better outcomes
- Improved strategic, operational and financial management and value for money
- Enhanced reputation, and securing trust from our stakeholders
- Enhanced resilience
- Continuity of knowledge
- Improved compliance.

1.5 To achieve an effective approach to Risk Management, the Council requires:

- An organisation culture that embraces and embeds consideration of risk in its day to day operations at every level.
- A risk culture that emanates from the strategic leadership team throughout the organisation to ensure all levels buy into and adhere to the corporate risk process.
- All functions to work to actively anticipate and manage their business risks, embracing opportunities and mitigating threats in line with risk tolerances.
- 'One' clear and evidenced approach, consistently applied across the organisation that embeds consideration of risk in policy formulation, planning and decision making at all levels.
- The right level of training and support for Members and managers
- Effective tools and methodology for identifying, assessing and prioritising risks.

1.6 The purpose of this Risk Management Policy is to set out the Council's attitude and approach to risk management and the expectations/ responsibilities on all managers and decision makers with regard to considering and managing risk in pursuit of achieving the Council's priorities and objectives.

2. Risk Attitude

- 2.1 As a modern local authority, the Council is committed to delivering quality services to the citizens and communities of Bristol. In doing so, our over-riding attitude to risk is that it should be identified and managed rather than avoided. Risk Management is about understanding and evaluating opportunities and threats and making informed decisions about how these are to be managed in order to achieve our aims and deliver beneficial outcomes. The Council recognises it needs to take risks but must do so in a controlled manner to reduce its exposure to the level acceptable by the Mayor, Cabinet and relevant regulators and inspectors. Innovative solutions are encouraged, and while they often involve risk, they can be implemented with awareness, authority and management of the risks that each respective case carries.

3. Risk Tolerance (the acceptable level of risk)

- 3.1 Risk tolerance is in effect, “the amount of risk an organisation is willing to accept” in order to achieve its objectives. It is both the tendency to take risk and the desire to exercise control.
- 3.2 Culture, strategy and competitive position all influence our risk tolerance and defining it can be challenging as every case will be different. The diversity of the services delivered by the Council and nature of the risks it faces, means it is not possible to set a ‘one size fits all’ risk tolerance that managers and Members alike can apply and embed in strategic and operational decision making.
- 3.3 Instead, the Council's approach is to identify risk tolerance on a case by case basis.
- 3.4 To deliver its corporate priorities, the Council recognises that it will have to manage certain business risks. Intolerable risks are those that could:
- Negatively affect the safety of employees or our customers/clients
 - Have a damaging impact on our reputation
 - Have financial consequences that could endanger the Council's viability
 - Lead to breaches of laws and regulations
 - Endanger the future operations of the Council.

4. Risk Management Framework

Risk is the **chance** of something happening **in the future** that will have an impact (positive or negative) on achievement of objectives.

- 4.1 Risk Management needs to be an integral part of how services are developed and delivered every day. As well as instinctively managing risk on a day to day basis, consideration and recording of risk is required in the following management processes:
- policy and decision making.
 - strategic and service planning and resourcing (at all levels)
 - planning when implementing change
 - project management
 - commissioning and procurement activity
 - partnership working
 - business continuity planning
 - health and safety arrangements

- performance management.

4.2 When potential risks are identified, it is important that we ascertain what might go wrong, what the potential consequences may be, what could trigger the occurrence and deciding how best to minimise the risk materialising. There are times however, when things will go wrong despite our attempts to prevent them, which could result in 'issues' that need resolution. Proactive risk management of these will ensure the impact is kept to a minimum. The Council's approach therefore provides for both risk and issues management and maintenance of both risk and issues registers for regular review, monitoring and reporting in line with this policy.

Risk Registers:

- 4.3 The Council maintains registers to record and monitor risks at various levels. **Standard risk register templates** are to be used for recording risk. Appendix B and C provide the Council's risk register template. It includes provision for recording future risks as well as risks that have already occurred which have caused 'issues' to be addressed. Where more detailed plans are in place, the risk register need not duplicate these but simply cross refer.
- 4.4 The **Corporate Risk Register (CRR)** contains risks that, should they occur, could have a fundamental impact on the Council's ability to operate, achieve its strategic objectives or successful delivery of outcomes.
- 4.5 Risks with a current risk score of 14 or above on the risk matrix at Appendix A, need to be escalated for inclusion in the CRR. Issues that have arisen that are significantly impacting on the Council are recorded in the issues element of the CRR.
- 4.6 The CRR is the means by which Members and leaders of the organisation will be focussed on the strategic and business critical risks and review the effectiveness of risk management arrangements in place to monitor these risks. The CRR is 'owned' by the Senior Leadership Team (SLT) and used by them and Cabinet to ensure the highest risks are being managed effectively within an agreed risk tolerance.
- 4.7 The **Directorate Risk Registers (DRR)** detail the highest risks faced by each Directorate in delivering their Directorate Plan. They also include significant issues that have impacted the Directorate objectives. These registers are owned by the relevant Strategic Directors, and are reviewed at least quarterly by Directorate Leadership Teams (DLT) and Cabinet Members in line with their portfolio.
- 4.8 **Other processes** where risk is captured and recorded, also underpin the Directorate and Corporate Risk Registers:
- Service delivery plans
 - Budget planning and monitoring cycle
 - Project or Programme delivery
 - Partnership working
 - Contract and commissioning
 - Health & Safety
 - Civil Protection
 - Business Continuity Planning
- 4.9 Key information contained in the risk registers includes details of the control framework currently in place to manage the risk and the current risk level taking that control framework into consideration when assessing the level of risk.
- 4.10 The risk tolerance for each risk is also recorded together with further actions required to ensure the current level of risks is in line with the agreed risk tolerance.

4.11 **Risk Owners** will be assigned to all risks and are responsible for ensuring the risk is managed within the agreed risk tolerance.

Risk Reporting and Review:

4.12 The CRR is subject to quarterly review by SLT and Cabinet and is subject to the call in procedure following Cabinet.

4.13 The DRR's are subject to quarterly review by DLT's and Member Portfolio holders and as per paragraph 4.5 above, risks and issues will be escalated to the CRR. Scrutiny Task and Finish Groups can request information contained within the DRR's for areas in line with their roles.

4.14 Audit Committee are provided with the CRR twice each year to provide independent challenge and assure themselves that risk management arrangements are effective. They can request additional information as necessary. An overview of the effectiveness of the risk management process is also provided annually to give them the relevant assurance that the whole process is working effectively.

4.15 Other registers are maintained and reviewed monthly as part of core management processes such as service planning and performance and project management processes.

Escalation of Risk/Relationship between Risk Registers:

4.16 The Council's risk management framework relies on escalation of risks from service/operation level through to strategic risk registers to ensure SLT and Members are aware of the highest risks. As part of this process consideration can be given to the mitigations proposed, whether the tolerance level recorded is appropriate and whether it is aligned to the correct functional area. Additionally, in reviewing the CRR, SLT and Cabinet may identify risks to which the assessment may need to be revised or risk transferred.

4.17 Where risk levels are high (amber and above) on the risk matrix, the register owner (eg service manager for service planning risks, project manager for project risks) must escalate the risk for potential inclusion in Directorate Risk Register via management reporting mechanisms. The Directorate Leadership Team will determine if the risk is to be monitored via the DRR.

4.18 Directorate Leadership Teams will consider if risks need to be escalated to the Corporate Risk Register and if so, the Strategic Director must ensure this escalation occurs. For, example, where the risk level is 14 or above or if a Directorate risk has a corporate impact and management across the Council needs to understand its role in managing the risk.



5. Responsibility for Risk Management

- 5.1 Effective Risk Management requires that there is clarity of the responsibilities for risk, and ownership of the risks identified. This policy requires that the elected Mayor, Members and managers at all levels assist in, and take responsibility for, identifying, considering and controlling risk and opportunities (and the better use of resources) in all their activities and areas of responsibility.

Group / Individual	Responsibilities
MEMBERS	
1. Elected Mayor and Cabinet	<ul style="list-style-type: none"> Determine overall risk tolerance for the Council and for each corporate risk. Ensure consideration of risk in decision making. Quarterly review of Corporate Risk and Issues Registers. Mayor to sign the Annual Governance Statement. Approve the Risk Management Policy.
2. Cabinet Member Leads	<ul style="list-style-type: none"> Oversee risks relating to their portfolio. Oversee risk management policy (Cabinet Member Resources).
3. Scrutiny	<ul style="list-style-type: none"> Challenge decisions made by Cabinet where risks have not been properly considered. Task and finish groups can request risk information for areas in line with their roles.
4. Audit Committee	<ul style="list-style-type: none"> Provide independent assurance to the Council on the effectiveness of risk management and internal control by: <ul style="list-style-type: none"> Reviewing the Corporate Risk Register to ensure it is reflective of the strategic risks to the delivery of the Council's objectives and management of risks is effective. Scrutinising the Annual Governance Statement to ensure it is a correct reflection of internal control, risk management and governance. Receiving reports from Internal Audit, External Audit and other inspection bodies indicating strengths and weakness in internal control, risk management or governance.
OFFICERS	
5. Head of Paid Service /Strategic Leadership Team	<p>Overall responsibility to:</p> <ul style="list-style-type: none"> Ensure the Annual Governance Statement is an accurate reflection of internal control, risk management and governance (Head of Paid Service to sign). Oversee corporate and cross cutting risks (CRR), and resolve conflicts and competing demands for resources.
6. Strategic Director – Resources	<ul style="list-style-type: none"> Lead a quarterly review of Corporate Risks with the Strategic Leadership Team, and the Cabinet. Arrange for the annual review of the risk management policy. Support the roll-out of a risk management framework across the Council, including advice and training, including to Members. Report progress with risk management to Members, particularly the Audit Committee, and to Strategic Directors.

Group / Individual	Responsibilities
7. Strategic Director Neighbourhoods	<p>Overall responsibility for Civil Contingency and Business Continuity Planning, (informed by the Corporate Risk Register, Directorate Risk Registers and by liaison with Civil Protection Unit), and:</p> <ul style="list-style-type: none"> • Act as the Business Continuity lead officer. • Ensure that strategic decisions do not undermine organisational resilience, or adversely affect the ability of the Council to respond, and maintain the delivery of critical services, during emergencies and disruptions. • Act as the Senior Information Risk Owner (SIRO) for the Council.
8. Strategic Directors (All)	<p>Ensure there are effective risk management arrangements in their directorate in line with this policy.</p> <p>Maintain the Directorate Risk Register, ensure it is reviewed at least quarterly by the Directorate Leadership Team and that risks are escalated to the CRR where appropriate.</p> <p>Approve actions/plans with residually high risk i.e. those outside the City Council's risk tolerance and where necessary are escalate to SLT.</p> <p>Ensure key decision reports contain balanced and considered risk assessments.</p>
9. Monitoring Officer	<p>Provide assurances regarding overall legal risk management of the Council for the Annual Governance Statement and input to risk registers as required.</p>
10. Service Director: Finance	<p>Identify and monitor key revenue budget and capital programme risks.</p> <p>Ensure appropriate external insurance cover, and as s151 Officer provide assurances regarding overall financial risk management of the Council for the Annual Governance Statement.</p>
11. Service Directors, third and fourth tier/ Service managers	<p>Ensure that risks to services are properly managed and that:</p> <ul style="list-style-type: none"> • Service team risk and issues registers are maintained as needed and reviewed regularly. • Any significant new risks identified through the business planning process are fed through to the line manager, and escalated for consideration by the Directorate Leadership Team. • The Risk Management Framework is embedded in their Service areas, and that staff are aware of the underlying risk management principles.
12. Internal Audit	<ul style="list-style-type: none"> • Plan audit work to take into account key risks, and how effectively they are managed providing assurances for the Annual Governance Statement, the Corporate Risk Register and Audit Committee. • Undertake periodic reviews of the effectiveness of risk management. • Undertake proactive fraud prevention and detection work based on an assessment of fraud risk to the Council. • Prepare, on behalf of the Mayor and Head of Paid Service, the Annual Governance Statement.

Group / Individual	Responsibilities
13. Civil Contingency Manager/ Civil Protection Unit	Ensure: <ul style="list-style-type: none"> • Service continuity risks affecting a critical service are addressed in a Business Continuity Plan, and reflected in the Directorate Business Continuity Plan. • The Directorate Leadership Teams are aware of emerging new high risks to business continuity planning. • Ensure Corporate Continuity Planning takes account of risks in the Corporate, Directorate and Service Planning Risk Registers, as well as external risks in the Community Risk Register. • Promote and assist contingency planning and business continuity at Corporate, Directorate and Service Delivery level to mitigate risks outside the Council's risk tolerance.
14. Strategic Intelligence & Performance Team	Support the development of strategic and service planning which ensures robust consideration of risk in achievement of objectives. .
15. Councillor(s) Support Officers	Monitor inclusion of a risk assessment in all reports to Cabinet requiring a decision.
16. Corporate Safety Team	<ul style="list-style-type: none"> • Provide technical and advisory assistance to Strategic Directors, Managers and staff to promote and maintain effective safety, health, and welfare services. • Conduct audits of health and safety arrangements, including the completion of Health and Safety risk assessments.
17. All Staff	Be familiar with the Risk Management Policy. Maintain an awareness of risks, and feed into the formal processes, including alerting management to: <ul style="list-style-type: none"> • Risks which are not effectively managed, or the level of current risk is unacceptably high (amber or above) • Issues that arise or near misses.

6. Further Guidance – The Risk Management Process

Risk Management is the planned and systematic approach to the identification, evaluation, prioritisation and control of risks and opportunities facing the Council.



Identification and Evaluation

6.1 Risk identification should be forward looking and focus on both potential threats to, and opportunities that may present in achievement of objectives. The assessment will identify whether the matter is a risk (an event in the future) or an issue (an event that is already happening).

A Risk:

- Is an event that may or may not, happen in the future.
- Is managed through prevention and mitigation.
- Is not an issue.

An Issue:

- Is an event that has already, or will definitely, happen.
- Is managed through action and resolution.
- An issue may have been a risk that has now happened.

6.2 Risk identification should include the following to ensure clear articulation of the risk:

- the potential causes of the risk and how likely those are to happen.
- the impact/consequences if the risk happened.

Risk Assessment is the measurement of the likelihood and impact on objectives, of an action or event occurring.

6.3 Once identified, the risks need to be assessed and prioritised using the risk matrix at Appendix A to identify the current level of risk. This is the level of risk there is if we take into account the controls/mitigation currently in place to prevent/manage the risk.

6.4 The matrix measures the potential impact and the likelihood of the risk, prioritising them for review and action via a risk 'score' and RAG rating. To ensure consistency in measuring risk across the organisation, guidance is also provided at appendix A on impact and likelihood measures that should be used in making this assessment.

- 6.5 The impact guidance identifies several categories of risk. For each risk, consideration should be given to the impact under each category and the highest impact category used in assessing the impact level.
- 6.6 The current level of risk needs then to be considered against the risk tolerance for each risk (the level of risk the Council is prepared to accept). This will vary according to the nature of the risk and must be agreed by DLT if not in the green area of the matrix.
- 6.7 Where the current level of risk is higher than the risk tolerance, an action plan is required that will result in the risk level reducing.
- 6.8 Where current risk levels are lower than the risk tolerance, removal of some controls is permitted to release costs to other risk management priorities.
- 6.9 Where issues are identified, these can be assessed against the impact guidelines within the Risk Management framework, to judge whether the issue needs to be addressed, whether a contingency plan had already been developed or if a plan of further action is needed. There will also be a need to assess whether this means that a risk has ceased to exist, or whether there is a possibility that it may recur.

Managing Risk

- 6.10 When we have identified a risk we need to decide what to do about it.

Positive and Negative Risk

6.11 The general impression of risk is that it is a negative event; however it is also possible that positive events and opportunities can arise and the risk score then becomes the reverse of the rating for a negative risk, e.g. an opportunity with a high rating could deliver a good return for little effort.

In managing a negative risk (Threat), we are aiming to see the risk rating decrease so that the likelihood and consequence of the risk decreases should it materialise.

A positive event or opportunity is measured in a similar way to a negative risk but the desired direction of travel is reversed.

- 6.11 The recognised approaches for controlling risks are described in the four T's; Treatment, Transfer, Tolerate or Terminate, as described below.

- **Treatment:** Using control countermeasures to mitigate impact or likelihood. Ensuring effectiveness of existing mitigations and implementing new controls where considered necessary and cost effective.
- **Transfer:** This involves another party bearing or sharing the risk; e.g. through insurance or strategic partnerships. Care is required though as some risks will not transfer.
- **Tolerate:** Where it is not possible to treat or transfer. Consideration needs to be given to how the risk and consequences of such are to be managed should they occur. This may require putting contingency plans in place, which is why Business Continuity is has such an important role to play in risk management, as it creates capacity to tolerate a certain degree of risk.
- **Terminate:** Deciding, where appropriate, not to continue or proceed with the activity in view of the unacceptable level of risks involved.

- 6.12 As a principle, when a risk is identified we need always to bear in mind the four T's. The most important consideration is that the chosen approach can be seen to be cost-effective so that risk control is not implemented where the cost and effort is disproportionate to the expected benefits.

Review Date: September 2017

Approved by Cabinet: XX/XX/XXXX

Risk Matrix

To Determine the Level of Risk

Likelihood	4	4	12	20	28
	3	3	9	15	21
	2	2	6	10	14
	1	1	3	5	7
Likelihood x Impact = Overall Risk Level		1	3	5	7
		Impact			

Page 667

Likelihood Guidance

Likelihood	Likelihood Ratings			
	1	2	3	4
Description	Might happen on rare occasions	Will possibly happen, possibly on several occasions	Will probably happen, possibly at regular intervals	Likely to happen, possibly frequently
Numerical Likelihood	Less than 10%	Less than 50%	50% or more	75% or more

Severity of Impact Guidance

N.B. Risk to be assessed against all of the Categories, and the highest score used in the matrix.

Impact Category	Impact Levels			
	1	3	5	7
Service provision	Very limited effect (positive or negative) on service provision. Impact can be managed within normal working arrangements	Noticeable and significant effect (positive or negative) on service provision. Effect may require some additional resource, but manageable in a reasonable time frame.	Severe effect on service provision or a Corporate Strategic Plan priority area. Effect may require considerable additional resource but will not require a major strategy change.	Extremely severe service disruption. Significant customer opposition. Legal action. Effect could not be managed within a reasonable time frame or by a short term allocation of resources, and may require major strategy changes. The Council risks 'special measures' Officer / Member forced to resign.
Communities	Minimal impact on community	Noticeable (positive or negative) impact on the community or a more manageable impact on a smaller number of vulnerable groups / individuals which is not likely to last more than six months.	A more severe but manageable impact (positive or negative) on a significant number of vulnerable groups / individuals which is not likely to last more than twelve months.	A lasting and noticeable impact on a significant number of vulnerable groups / individuals.
Environmental	No effect (positive or negative) on the natural and built environment.	Short term effect (positive or negative) on the natural and or built environment.	Serious local discharge of pollutant or source of community annoyance that requires remedial action.	Lasting effect on the natural and or built environment.
Financial Loss / Gain	Under £0.5m	Between £0.5m - £3m	Between £3m - £5m	More than £5m
Fraud & Corruption Loss	Under £50k	Between £50k - £100k	Between £100k - £1m	More than £1m

Impact Category	Impact Levels			
	1	3	5	7
Legal	No significant legal implications or action is anticipated	Tribunal / BCC legal team involvement required (potential for claim)	Criminal prosecution anticipated and / or civil litigation.	Criminal prosecution anticipated and or civil litigation (> 1 person)
Personal Safety	Minor injury to citizens or colleagues.	Significant injury or ill health of citizens or colleagues causing short-term disability / absence from work.	Major injury or ill health of citizens or colleagues may result in. long term disability / absence from work.	Death of citizen(s) or colleague(s). Significant long-term disability / absence from work.
Programme / Project Management <i>(Including developing commercial enterprises)</i>	Minor delays and/or budget overspend, but can be brought back on schedule with this project stage. No threat to delivery of the project on time and to budget and no threat to identified benefits / outcomes.	Slippage causes significant delay to delivery of key project milestones, and/or budget overspends. No threat to overall delivery of the project and the identified benefits / outcomes.	Slippage causes significant delay to delivery of key project milestones; and/or major budget overspends. Major threat to delivery of the project on time and to budget, and achievement of one or more benefits / outcomes.	Significant issues threaten delivery of the entire project. Could lead to project being cancelled or put on hold.
Reputation	Minimal and transient loss of public or partner trust. Contained within the individual service.	Significant public or partner interest although limited potential for enhancement of, or damage to, reputation. Dissatisfaction reported through Council Complaints procedure but contained within the Council. Local MP involvement. Some local media/social media interest.	Serious potential for enhancement of, or damage to, reputation and the willingness of other parties to collaborate or do business with the council. Dissatisfaction regularly reported through Council Complaints procedure. Higher levels of local or national interest. Higher levels of local media / social media interest.	Highly significant potential for enhancement of, or damage to, reputation and the willingness of other parties to collaborate or do business with the council. Intense local, national and potentially international media attention. Viral social media or online pick-up. Public enquiry or poor external assessor report.

Risk Scores – Required Action and Escalation:

Negative Risks (Threats)	
Level	Actions Required
1-5	Low: May not need any further action / monitor at the service level.
6-12	Medium: Action required, manage and monitor at the Directorate level.
14-21	High: Must be addressed –escalate to the Corporate Risk Register, if corporate consider escalating to the Cabinet Lead.
28	Very High: Action required - escalate (if a Directorate level risk, escalate to the Corporate Level, if Corporate bring to the attention of the Cabinet Lead to confirm action to be taken).
Positive Risks (Opportunities)	Where an opportunity presents, a cost benefit analysis is required to determine whether the opportunity is worth pursuing, guided by the score for the matrix, e.g. an opportunity with a score of 28 would be pursued as it would offer considerable benefits for little risk.

DRAFT

Issues that are a threat to the Organisation and its Strategic Aims (Aim - Reduce impact of the issue)

Ref	Issue	Cause	Consequence	Issue Category	Issue Owner	Current Impact Rating	Monetary Impact of Issue £k	Action Plan in Place (Date Agreed))	Target Impact Rating	Target Date	Progress	Actions to be undertaken		Escalation			Portfolio Flag	Audit Trail				
												(Include dates as appropriate)	Resp. Officer	Escalated to: DRR/CRR	Escalated by:	Date		Date issue identified	Date Issue Closed	Closed by:	Amends / Updates Completed Date:	By:
1																						
2																						
3																						
4																						
5																						
6																						

Positive Issues that offer an opportunity to the Organisation and its Strategic Aims (Aim - Increase Level of Risk / Opportunity)

Ref	Issue	Cause	Consequence	Issue Category	Issue Owner	Current Impact Rating	Monetary Impact of Issue £k	Action Plan in Place	Target Impact Rating	Target Date	Progress	Actions to be undertaken		Escalation			Portfolio Flag	Audit Trail				
												(Include dates as appropriate)	Resp. Officer	Escalated to: DRR/CRR	Escalated by:	Date		Date issue identified	Date Issue Closed	Closed by:	Amends / Updates Completed Date:	By:
7																						
8																						
9																						
10																						

NB Columns reduced to enable legibility of this document, will be increased for normal usage

MEETING: Cabinet

DATE: 04/12/2017

Title: 2017/18 Budget Monitoring Report – Period 6	
Author: Chris Holme	Job title: Head of Corporate Finance
Cabinet lead: Councillor Cheney	Director lead: Denise Murray

Idea origin: <i>Other</i>
Date idea generated: 01/04/2017
Decision maker: Cabinet Member
Decision forum: <i>Cabinet</i>
Timescales: <i>Regular monthly budget monitoring report to Cabinet</i>
Purpose of Report: <i>Effective budgetary monitoring and control</i>
Cabinet Member / Officer Recommendations:
<i>Cabinet to note:</i> <ul style="list-style-type: none"> • <i>the current forecast revenue overspend at period 6 of £2.3m</i> • <i>progress against planned savings and further mitigation</i> • <i>forecast capital expenditure of £186.2m, £49.9m below the budgeted capital programme for 2017/18.</i>
Evidence Base: <i>Forecast outturn based on budget managers' monthly monitoring.</i>

Revenue Cost: £ 364.7m	Source of Revenue Funding: <i>Total approved revenue budget</i>
Capital Cost: £ 186.2m	Source of Capital Funding: <i>Total capital programme</i>
One off cost <input type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>
Finance narrative: <i>The resource and financial implications are set out in the report</i>	
Finance Officer: <i>Chris Holme</i>	

Risks: <i>Risks are set out in the report</i>
Legal Consideration: <i>This monitoring report is an important component in assisting the Council to comply with its legal obligation to deliver a balanced budget. Nancy Rollason</i>
Benefits: <i>To ensure Council delivers services as per agreed budget.</i>
Consultation Details: <i>N/A</i>

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Nicki Beardmore 18/10/17	Nicki Beardmore 24/10/17	Councillor Cheney 30/10/17

Appendix A – Further essential background / detail on the proposal	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	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

Heading: 2017/18 Budget Monitoring Report - Period 6	
Ward: All	
Author: Chris Holme	Job title: Head of Corporate Finance
Officer presenting report: Denise Murray (Director of Finance)	
Level of Decision: Key Decision	
Purpose of Report	
<p>This report sets out for Mayor and Cabinet an update of the Council's financial position as at the end of September 2017 (period 6), including:</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 agreed savings 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 	
Background	
<p>The latest General Fund revenue forecast outturn (as provided in Appendix A) shows a potential overspend of £2.3m (0.6%) against an approved budget of £364.7m, an increase of £100k over last month</p> <p>There are a number of ring fenced accounts, that are outside this figure and which have net nil budgets that 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) - £6.2m overspend against £202.9m approved expenditure allocation, a decrease of £0.3m from period 5 forecast, • Housing Revenue Account (HRA) - £8.9m underspend, a reduction of £7.8m in forecast underspend since P5, • Public Health (PH) - £0.2m underspend against £33.7m approved expenditure allocation <p>Following an initial review of capital expenditure, spend this year is now forecast to be £186.2m compared to the current budget of £236.1m resulting in forecast slippage of £49.9m.</p> <p>Progress against 2017/18 savings propositions indicate £4.1m remain at risk, a decrease of £0.6m from last month.</p> <p>Further details are shown in the appendices which highlight areas of concern compiled using forecast information as at P6.</p>	
Revenue Forecast	
<p>The latest revenue forecast outturn (as provided in Appendix A) shows a potential overspend of £2.3m (0.6%) against an approved budget of £364.7m.</p> <p>There are adverse movements in forecast namely: Place - which has increased by £0.6m mainly on Property which is now projecting a £3.1m overspend. This is due to a revised forecast of savings achievable, pending delivery of the recovery plan. Neighbourhoods has increased by £0.4m due to the inclusion of the pressure on housing benefit subsidy (primarily growth in the net cost of temporary</p>	

accommodation), that was previously reported as a risk. This is currently being investigated with Citizen's Services and the position will be updated next month.

Corporate costs are now showing projected underspends totalling £2m, an increase of £1m since the Period 5 report. This is as a result of delivery of £500k towards agreed saving BE07 (senior management restructuring) which is reflected within corporate contingencies, receipt of an additional £250k port dividend, and a further one-off saving in capital financing costs due to slippage within the capital programme.

The People directorate are forecasting overspends that total £6.5m, as per P5. The Care and Support Adults service did identify further £0.9m of client costs this month, though these will be met by the Improved Better Care Fund hence the forecast remains at the P5 level. The cost of Adult Social Care continues to be the biggest risk to the Council's budget. The costs are driven by the level of demand and high cost of available placements and officers are continuing to review the situation.

The report reflects the position after a number of budget transfers namely:

- £4.0m transferred to from corporate costs to the People Directorate for the net contributions towards two PFI schools contracts,
- The net Place budget was reduced by £1.456m for the financing costs of prudential borrowing.

Housing Revenue Account

The forecast HRA position is a £8.9m underspend as at P6 – the increased surplus is due primarily to the slippage on the capital programme (£7.7m) and subsequent reduction in capital financing, which is primarily funded by revenue. There is also reduced average repair cost, a lengthening of the programme cycle moving from 7 years to 10 years in most cases. It should be noted that the revenue contribution to capital will be required as part of the HRA business plan to deliver future investment in housing stock.

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 £6.2m, which includes £1.6m cumulative deficit brought forward and in-year net worsening of the projected overspend is £4.6m. 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 though significant savings may not be realised until 2018/19.

Public Health £.0 net nil

There is a forecast underspend of £0.2m on Public Health. This is some £0.3m less than reported at P5 as it incorporates the reallocation of some General Fund services which deliver public health.

Capital Spending

There have been a number of changes to the capital programme since period 5, namely;

- £3.7m Transport Challenge Fund grant which was approved by Cabinet in August.
- A budget of £1.6m has been set up to fund work at Temple Street in preparation for the new tenant, as per September Cabinet.
- £1.3m budget has also been set up as a development fund for Cattle Market Road in order to prepare the site for sale.

The revised capital allocation is £236.1m for 2017/18. Capital spending in year is forecast to be £186.2m, resulting in a forecast slippage of £49.9m attributed primarily to the HRA £7.7m, (this has increased by

£1.1m since P5), Bristol Arena £7.1m, Transport £5.8m, Energy £9.5m and GF Housing Delivery £5.9m. There has also been some re-profiling of works to later years - £0.3m Resilience Fund and £0.4m for the Old Vic.

The movement in capital expenditure is shown on the Capital table and there are a number of individual capital re-profiling that will need to be referred to Cabinet for approval, as part of the 2018/19 budget process.

Of the four capital schemes agreed with the Department for Education, (DfE), to increase early education and childcare provision, the one at Windmill Hill City Farm will no longer be pursued. The £0.7m project was deemed not to be viable due to costs arising from the planning process. In these circumstances, the DfE are not able to agree a swap to an alternative project and the funding offer will, therefore, lapse.

Major areas of current pressure or risks in the five year capital programme have been identified as Metrobus, Bristol Arena, and Colston Hall. The funding of the capital programme and reassessment of priorities is currently under review, to be reported to Council as part of the budget process and capital strategy development.

Progress against Savings / Efficiency propositions

Of the agreed 2017/18 savings of £33.1m, £4.1m (12%) are currently deemed 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 where appropriate or outlined on the risk and opportunities where mitigations are being explored.

Work is underway to develop plans for future years and early indication for 2018/19 is that of the £16.5m noted in the budget, £1.5m has a plan that is considered under developed for this stage in the process.

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 earmarked reserves and some 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). It is important to keep this under review to ensure that we maintain our robust financial standing position. Projected drawdowns for the current year are anticipated to be some £45m. If projected overspends do not continue to be mitigated, this could put severe pressure on the balance of reserves.

As part of the 2018/19 budget process, all earmarked reserves are subject to review, to assess what could be released as one off savings.

Debt Management

At the end of September 2017 the Council had £34.6m of aged debt, £11.4m of this debt has been outstanding for more than a year. This is similar to the position outlined for Period 5. Approximately 44% of the aged debt is attributed to Social Care. The second page of Appendix A, analyses this debt between departments, and client types. Due to the improved debt management process, a number of payments are now anticipated which will reduce the amount of aged debt.

Recommendation(s)

- That Cabinet notes the extent of forecast revenue overspend at period 6 of £2.3m
- That Cabinet notes that Strategic and Service Directors are continuing to review the levels of over and explore further mitigations to remain within the directorate service allocations for 2017/18.
- That Cabinet consider and note the progress against planned efficiency savings.
- That Cabinet note current forecast capital expenditure of £186.2m, which is £49.9m below the budgeted capital programme for the year.

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 – Summary 2017/18 – Budget Monitor Report

SUMMARY HEADLINES

1. Overall Position and Movement

Forecast 2017 / 18 - Overspend £2.3m												
Revised Budget £365m	2017/18	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		9.1	8.5	6.1	2.3	2.3						
		▲	▼	▼	▼	▶						
	2016/17		29.2	32.9	31.1	27.5	17.5	16.9	11.0	11.6		10.5
			▲	▲	▼	▼	▼	▼	▼	▲		▼

2. Revenue Position by Division

Budget Area	P6 Over/ (under) spend £m	P5 Over/ (under) spend £m	Movement in forecast since P5
People	6.5	6.5	0.0
Place	0.8	0.1	0.6
Neighbourhoods	-0.5	-0.9	0.4
Corporate	-2.0	-1.0	-1.0
Resources & City Director	-2.4	-2.4	0.0
Total	2.3	2.3	0.0

Latest Financial Position

The forecast revenue outturn shows an overspend of £2.3m, in line with P05 reporting. During P06 the forecast for Property has increased by £0.6m and Neighbourhoods by £0.4m – mainly in Citizen Services this has been offset by a £1m improvement in corporate budgets, £0.250m increase in port dividend, £0.250m reduction in capital financing costs and £0.5m delivery of senior management restructure saving reflected in Corporate budgets.

Overall, the main areas of pressure are still People £6.5m – due to the rising cost of adult care packages and Property £3.1m – mainly due to unachieved savings.

The savings tracker shows that £4.1m of savings are currently at risk of not being delivered in 2017/18. These pressures are mainly reflected in the forecast outturn figures.

Net Risks and Opportunities

The additional risks identified across the Council which are not reflected in the forecast outturn are £7.2m, and include: £3m – Clinical Commissioning Group turnaround plans and £2.6m Social Care savings not achieved.

Against these risks, £6.1m opportunities for greater than budgeted income generation or reduced costs have been identified. Hence the net risk (yellow bar on the corresponding graph) indicates a further net risk exposure of £1.1m as at P6, which has reduced by £1.1m since P5.

Capital

The level of slippage on capital programme has increased to £49.9m. The main areas of slippage are: Place – Arena, Transport, Energy, Strategy and Commissioning; and Neighbourhoods HRA.

3. Savings Delivery RAG Status

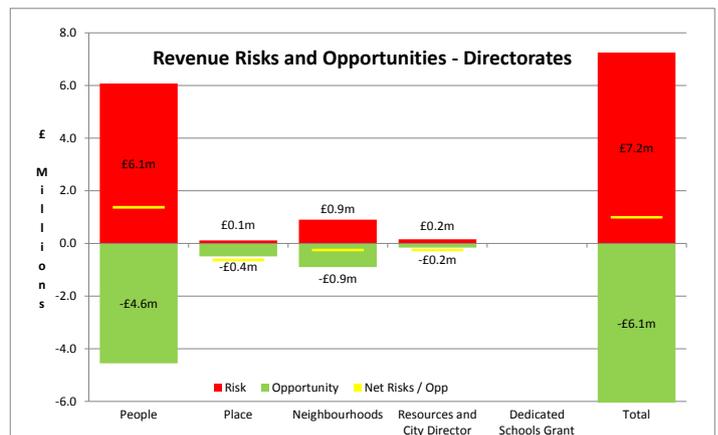
17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	8.250	4.080	49%
G Yes - savings are safe	24.819	0.180	1%
Grand Total	33.069	4.260	13%

18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	1.767	1.517	86%
A Yes - plan in place but still to deliver	12.135	0.362	3%
G Yes - savings can be taken from budget	2.633	0.000	0%
Grand Total	16.535	1.879	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 (£m)	
FP04 - Re-commission community support services	1.350	
BE2 - Review our property services	0.750	
RS03 - Reshape Children's Centres' services	0.550	
FP10 - Increase Council Foster Carers	0.360	
FP18 More efficient home to school travel	0.225	

Top 5 largest savings at risk in 18/19 (ordered by size of saving at risk)		
ID - Name of Proposal	Value at Risk in (£m)	
BE3 - Restructure Admin and Business Support Teams	0.366	
FP14 - In-house enforcement	0.347	
BE1 - Restructuring support teams	0.274	
FP11 - Single city-wide Information, Advice and Guidance Service	0.250	
RS02 Reduce road maintenance budgets	0.250	

4. Revenue Risks and Opportunities



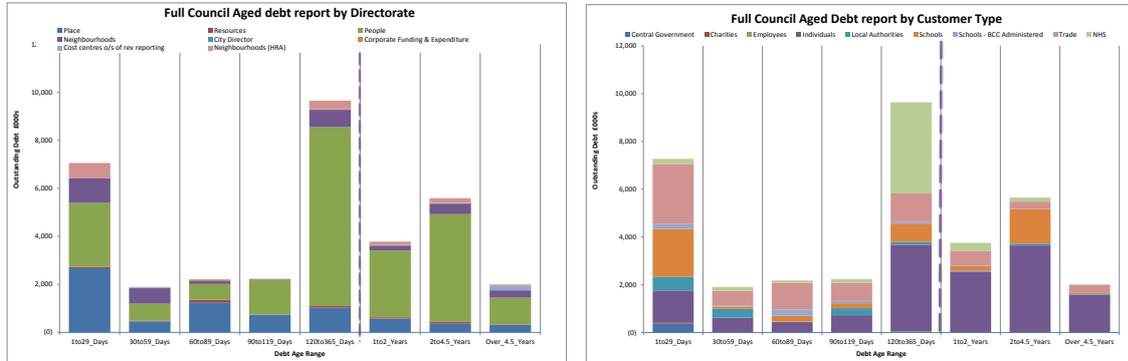
5. Capital Programme

Capital Budget Monitor Report for period 201706 - Summary by Programme

13/10/2017	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	Pro (2016) ABW	Agresso	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Current + Future forecast	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Commitments to date	Forecast
		£000s				%		£000s							%				
People		34,637	9,934	30,318	(4,319)	29%	88%	195,590	0	44,329	44,329	4,779	(146,490)	160,524	194,919	(688)	23%	25%	100%
Resources		6,926	198	3,728	(3,200)	3%	54%	33,717	0	12,188	12,188	2,421	(20,107)	21,726	33,717	0	36%	40%	100%
Neighbourhoods		11,428	1,206	9,163	(2,265)	25%	80%	28,348	0	9,884	9,884	717	(28,244)	20,154	28,351	(813)	25%	27%	89%
Place		132,754	24,683	99,578	(33,176)	19%	75%	568,435	0	100,098	100,098	27,122	(441,215)	494,110	669,525	1,000	18%	22%	100%
Neighbourhoods (HRA)		42,076	10,929	34,350	(7,725)	26%	82%	270,544	0	59,698	59,698	2,433	(208,413)	214,050	262,819	(7,725)	22%	23%	97%
Corporate Funding & Expenditure		8,336	0	7,386	(750)	0%	91%	55,481	0	5,145	5,145	0	(50,336)	50,336	55,481	0	9%	9%	100%
Total Capital Expenditure		236,149	47,451	186,215	(49,929)	20%	79%	1,162,621	0	231,345	231,345	36,473	(894,805)	970,900	1,154,795	(7,826)	20%	23%	89%

6. Debt Management

At the end of P6, the Council had £34.6m of aged debt on ABW; £11.4m of which has been outstanding for more than a year. This does not include debt held on the Housing Northgate system. The majority of debt relates to Social Care. Provision for bad debts of £16.6m has been made against these outstanding amounts.



42% of debts are owed by individuals and these form the majority of the older debts. Trade debtors owe £7.4m (21%), Schools – including BCC administered, owe £5.7m (16%), the NHS owes £4.9m (14%) and Local Authorities owe £1.5m (4%).

Larger debtors are being prioritised for action, especially those that are also creditors, so that future potential payments can be held against outstanding debts.

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



SUMMARY HEADLINES

1. Overall Position and Movement

Forecast 2017/18 - Over spend £6.5m											
Revised Budget £ 215.0 m	May 7.2 ▲	Jun 7.4 ▲	Jul 6.9 ▼	Aug 6.5 ▼	Sep 6.5 ▼	Oct	Nov	Dec	Jan	Feb	Mar

Latest Financial Position

The headline financial position for People is no different to Period 5; still reporting a forecast overspend of £6.5m.

Key issues are:

- Adults Services did identify further £0.9m client costs this month, but these are being offset by £0.9m Improved Better Care Fund, so the divisional overspend remains at £4m.
- Children's Social Care have reported a £.9m overspend, a reduced forecast of -£0.1m.
- Education and Skills are reporting no change on their £0.8m overspend.
- Early Intervention and Targeted Support are reporting a £0.9m overspend, an adverse net movement of £0.1m on Period 5. There was an adverse movement of +£0.3m within Preparing for Adulthood, with offsetting savings elsewhere, including lower salary costs, fewer secure unit placements in YOT and other minor variances
- Management People £0.2m overspend from unmet savings from across the Directorate. This has not changed from Period 5.
- Strategic Commissioning are forecasting an underspend of -£0.3m, with no material change on Period 5.

Within the risks and opportunities, there are potential pressures from school and DSG balances impacting on the Council's General Fund position which may need to be reflected in the forecast in future months.

For 2017/18 General Fund money of £4m has been allocated to cover the shortfall on the 2 school PFI contracts, but the affordability gap should be within the DSG. Officers are exploring options with Schools Forum and with the ESFA.

6. Capital Programme

Capital Budget Monitor Report for period 201706 - Summary by Programme

12/03/2017

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	Pre (2013) ASW	Agresso	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Current + Future forecast	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Commitment to date	Forecast			
	£000s				%		£000s												%		
People																					
P602 School Organisation/ Children's Services Capital Programme	25,906	9,382	22,648	(3,257)	36%	87%	82,296	0	40,611	40,611	4,632	(37,953)	50,371	81,620	(277)	49%	53%	89%			
P603 School Organisation/ SEN Investment Programme	1,000	0	500	(500)	0%	50%	95,824	0	0	0	(95,824)	95,824	95,824	0	0%	0%	20%				
P604 Schools Devolved Capital Programme	2,500	0	2,500	0	0%	100%	5,705	0	2,388	2,388	0	(3,317)	3,317	5,705	0	42%	42%	100%			
P605 Non-Schools Capital Programme	2,178	538	2,139	(39)	25%	98%	1,415	0	1,224	1,224	34	(2,155)	2,728	1,415	(6)	80%	87%	100%			
P606 Children & Families - Aids and Adaptations	681	0	341	(341)	0%	50%	951	0	272	272	0	(679)	380	951	(679)	29%	29%	90%			
P608 Care Services	0	0	0	0	0%	0%	8,310	0	0	0	(8,310)	8,310	8,310	0	0%	0%	100%				
P607 Extra care Housing	800	0	792	(8)	0%	99%	2,344	0	7	7	(2,337)	2,342	2,340	2,340	37	1%	1%	100%			
P609 Care Management/Care Services	1,572	34	1,198	(374)	2%	89%	1,361	0	1,170	1,170	111	(1,420)	1,928	1,415	54	-3%	-5%	104%			
Total People	34,637	9,954	30,114	(4,359)	29%	88%	195,699	0	44,120	44,120	4,729	(146,499)	140,124	194,919	(680)	23%	23%	100%			

2. Revenue Position by Division

Budget Area	P6 Over/ (under) spend £m	P5 Over/ (under) spend £m	Movement in forecast since P5
Care & Support - Adults	4.0	4.0	0.0
Early Intervention & Targeted Support	0.9	0.8	0.1
Care & Support - Children & Families	0.9	1.0	-0.1
Education & Skills	0.8	0.8	0.0
Management - People	0.2	0.2	0.0
Strategic Commissioning & Commercial Relations	-0.3	-0.3	0.1
Total	6.5	6.5	0.0

3. Savings Delivery RAG Status

17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)	18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	4.638	2.875	62%	R No - no plan in place	0.366	0.366	100%
G Yes - savings are safe	7.282	0.000	0%	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	11.920	2.875	24%	Grand Total	7.268	0.366	5%

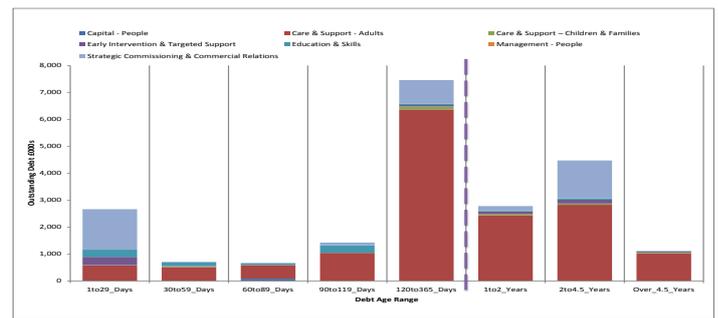
Top 5 largest savings at risk in 17/18 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 17/18 (£m)
FP04 - Re-commission 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

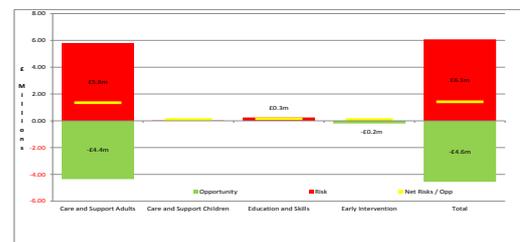
Largest savings at risk in 18/19 (ordered by size of saving at risk)

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

4. Aged Debt Analysis



5. Revenue Risks and Opportunities



Period 6 Budget Monitoring – Summary - PEOPLE

2017/18 - Year to date		
Revised Budget	Net Expenditure	Variance
£000s		

2017/18 - Full Year			
Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance
£000s			

Period 5 Forecast	
Movement in Forecast	Forecast Outturn
£000s	

People	2017/18 - Year to date	2017/18 - Full Year	Period 5 Forecast						
	Revised Budget	Net Expenditure	Variance	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
Strategic Commissioning & Commercial Relations	10,687	10,151	(536)	18,284	21,373	21,097	(276)	63	17,049
Care & Support - Adults	55,620	65,377	9,758	109,984	111,239	115,267	4,028	1	115,366
Care & Support – Children & Families	23,931	25,077	1,146	47,967	47,863	48,722	860	(146)	48,868
Education & Skills	2,687	(347)	(3,034)	5,274	5,374	6,127	753	(8)	6,135
Management - People	1,035	1,402	367	2,156	2,070	2,222	152	(16)	2,223
Early Intervention & Targeted Support	13,533	10,263	(3,270)	27,343	27,066	28,015	950	109	27,881
Capital - People	0	0	0	0	0	0	0	0	0
Total People	107,492	111,923	4,431	211,008	214,984	221,450	6,466	3	217,523

NB Change since Period 5 is the net of movements in the forecast (+£3.926m) and movements in the budget (+£3.924m).

SUMMARY HEADLINES

1. Overall Position and Movement

Forecast 2017/18 - Overspend £0.8m											
Revised Budget	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
£13.8m	2.4	1.7	0.6	0.1	0.8						
	▲	▼	▼	▼	▲						

2. Revenue Position by Division

Budget Area	P6 Over/ (under) spend £m	P5 Over/ (under) spend £m	Movement in forecast since P5
Property	3.1	2.3	0.7
Economy	-0.3	-0.2	-0.1
Transport	-0.5	-0.6	0.0
Planning	-0.6	-0.5	-0.1
Energy	-0.9	-0.9	0.0
Total	0.8	0.1	0.6

Latest Financial Position

The latest Place Directorate revenue forecast outturn shows an overspend of £0.8m. This presents £0.7m adverse movement since P5. The majority of the reported overspend relates to Property £3.1m, which is partly offset by (£2.3m) underspend / additional income in Energy, Economy, Transport and Planning;

The forecast position include a number of urgent mitigations in relation to 17/18 property spend, majority of which are under facility management budget. A number of historic budget pressures in Property also requires long-term mitigations, these include £1.5m internal trading income shortfall, overspend on security services, and business rates budget shortfall. Please note, the income shortfall on internal trading is currently mitigated by using an earmarked corporate contingency in P6. Taking in to account all of the above, Property is reporting an overall un-mitigatable overspend of £3.1m at P6.

Transport is forecasting an underspend (£0.5m) at P6. There are a number of none-recurrent staffing vacancy savings and additional in-year parking income and Penalty Charge Notices. These in-year surplus was partly offset by mitigations of transport savings slippages and a number of in-year transport cost pressures e.g. budget shortfalls on bus shelters.

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 ELENA being released into revenue, 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.

Economy is also showing a c(£0.3m) underspend, this relates to in-year vacancy savings under the housing delivery team that is due to be transferred from Neighbourhoods Directorate to the management under the Economy division.

The latest capital outturn projection presents an in year underspend of £33m. There are slippages on capital project delivery across the board, these budgets need to be review and phasing updated.

Debt management

At the end of P6 Place had £3.0m of aged debt (outstanding over 90 days); £1.2m of which has been outstanding for more than a year. The majority of this is under Property.

Net Risks & Opportunities

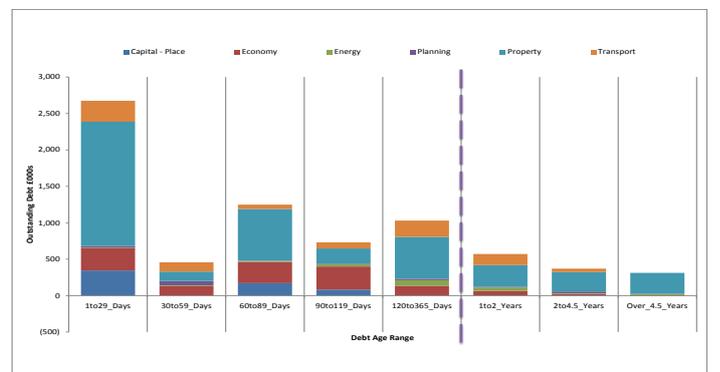
Risks identified across the Directorate, resulting from a combination of internal & external threats; as at P6 total £0.1m of net probability adjusted risk has been identified to which mitigations are required. In converse opportunities and risk mitigations have been identified totalling £0.5m. Therefore the net opportunity is c£0.4m as at P6 for Place overall. This position must be considered in the context of the overall level of reserves.

3. Savings Delivery RAG Status

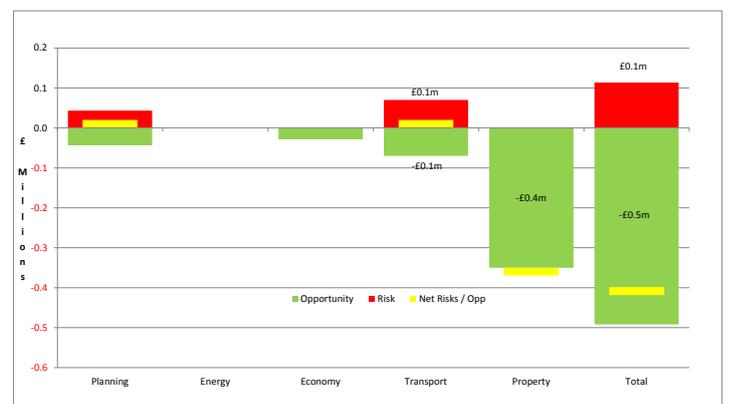
17/18				18/19			
	Total value of savings (£m)	Value at risk (£m)	Risk (%)		Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	2.575	0.788	31%	R No - no plan in place	0.000	0.250	
G Yes - savings are safe	7.083	0.180	3%	A Yes - plan in place but still to deliver	1.173	0.000	0%
				G Yes - savings can be taken from budget	0.677	0.250	37%
Grand Total	9.658	0.968	10%	Grand Total	1.850	0.500	0.270

Top 4 largest savings at risk in 17/18 (ordered by size of saving at risk)		Largest savings at risk in 18/19	
ID - Name of Proposal	Value at Risk in 17/18 (£m)	ID - Name of Proposal	Value at Risk in 17/18 (£m)
BE2 - Review our property services	0.750	RS02 - Reduce road maintenance budgets	0.250
IND1 - Reviewing on-street parking charges	0.180		
RS16 - Reorganise how school crossings are patrolled	0.025		
IND7 - Reintroduce Sunday charging for parking on-street	0.012		

4. Aged Debt Analysis



5. Revenue Risks and Opportunities



6. Capital Programme

Capital Budget Monitor Report for Period 201706 - Gross Expenditure per Service & Scheme

Division: Property

13/10/2017

Gross expenditure by *Programme & Scheme	Current Year (2017)						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 scheme 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						%		
* Programmes may cross division. The data below relates to the named division only															
PL20 Strategic Property	1,836	679	1,970	134	37%	107%	6,957	4,431	111	(2,415)	8,288	1,331	64%	65%	119%
PL21 Strategic Property - Essential H&S	1,600	0	1,600	0	0%	100%	11,600	0	0	(11,600)	11,600	0	0%	0%	100%
PL22 Strategic Property - Investment in existing waste facilities	1,000	0	1,000	0	0%	100%	2,000	0	0	(2,000)	2,000	0	0%	0%	100%
PL23 Strategic Property - Temple St	3,300	1,852	3,300	0	56%	100%	3,300	1,852	263	(1,185)	3,300	0	56%	64%	100%
PL25 Strategic Property - Community Capacity Building	1,000	0	500	(500)	0%	50%	5,000	0	0	(5,000)	5,000	0	0%	0%	100%
PL27 Strategic Property - vehicle replacement	3,700	0	500	(3,200)	0%	14%	8,400	0	0	(8,400)	6,077	(2,323)	0%	0%	72%
Total Property division	12,436	2,531	8,870	(3,566)	20%	71%	37,257	6,283	374	(30,600)	36,265	(992)	17%	18%	97%
PL11 Bristol Arena & Temple Meads East Regeneration	17,642	1,181	10,540	(7,102)	7%	60%	123,332	5,336	1,133	(116,863)	123,332	(0)	4%	5%	100%
PL11A Cattle Market Road Development	1,277	0	1,277	0	0%	100%	10,250	0	0	(10,250)	10,250	0	0%	0%	0%
PL12 Filwood Broadway	1,014	0	0	(1,014)	0%	0%	1,965	3	0	(1,963)	1,365	(0)	0%	0%	100%
PL13 Filwood Green Business Park	1,014	0	952	(62)	0%	94%	1,494	480	12	(1,002)	1,432	(62)	32%	33%	96%
PL16 Economy Development	495	0	490	(5)	0%	99%	818	323	0	(495)	818	(0)	40%	40%	100%
PL17 Resilience Fund (£1m of the £10m Port Sale)	173	0	173	0	0%	100%	1,000	0	0	(1,000)	1,000	0	0%	0%	100%
PL24 Colston Hall	4,557	747	4,557	0	16%	100%	48,800	2,075	1,155	(45,700)	48,800	0	4%	7%	100%
PL26 Old Vic & St George's	1,200	600	1,200	0	50%	100%	1,548	600	0	(948)	1,548	0	39%	39%	100%
PL28 Bottleyard Studios	671	327	671	0	49%	100%	700	356	32	(312)	700	0	51%	55%	100%
PL29 Hengrove Park	0	0	0	0	0%	0%	15	15	0	(0)	15	(0)	100%	100%	100%
PL30 Strategy and Commissioning	0	0	0	0	0%	0%	189	189	1	1	189	(0)	100%	101%	100%
PL31 Kingswear & Torpoint Flats	381	0	42	(340)	0%	11%	722	340	0	(381)	722	(0)	47%	47%	100%
Total Economy division	28,425	2,855	19,902	(8,523)	10%	66%	190,233	9,717	2,333	(178,183)	190,170	(62)	5%	6%	100%
CD1 Bristol Futures	0	1	0	0	0%	0%	(65)	(64)	0	1	(65)	0	98%	98%	100%
PL14 Planning & Sustainable Development	909	72	736	(173)	8%	81%	1,859	215	28	(1,616)	1,583	(276)	12%	13%	85%
PL15 Planning & Sustainable Development - Environmental Improvement Pr	0	0	0	0	0%	0%	450	0	0	(450)	450	0	0%	0%	100%
Total Planning division	909	73	736	(173)	8%	81%	2,244	151	28	(2,065)	1,968	(276)	7%	8%	88%
PL01 Metrobus	13,531	11,015	13,531	(0)	81%	100%	53,279	50,763	7,246	4,730	53,279	0	95%	109%	100%
PL02 Passenger Transport	2,529	279	2,495	(33)	11%	99%	3,459	1,209	475	(1,775)	3,426	(33)	35%	49%	99%
PL03 Residents Parking Schemes	559	287	1,166	607	51%	209%	2,177	1,906	182	(89)	3,377	1,200	88%	96%	155%
PL04 Strategic City Transport	15,964	2,489	11,190	(4,774)	16%	70%	18,000	4,525	10,329	(3,146)	17,895	(105)	25%	83%	99%
PL05 Sustainable Transport	17,388	1,793	17,408	20	10%	100%	31,312	10,675	2,367	(18,269)	31,530	218	34%	42%	101%
PL06 Portway Park & Ride Rail Platform	1,100	0	1,100	0	0%	100%	1,100	0	0	(1,100)	1,100	0	0%	0%	100%
PL07 Rail Stations Improvement Programme	800	0	400	(400)	0%	50%	1,600	0	0	(1,600)	1,600	0	0%	0%	100%
PL08 Highways & Drainage Enhancements	3,694	(170)	2,618	(1,076)	-5%	71%	6,591	2,727	276	(3,588)	6,608	17	41%	46%	100%
PL09 Highways Infrastructure - Plimssole Bridge	300	0	50	(250)	0%	17%	300	0	0	(300)	300	0	0%	0%	100%
PL10 Highways & Traffic Infrastructure - General	6,703	2,665	6,793	90	40%	101%	16,507	8,970	2,741	(4,796)	17,051	544	54%	71%	103%
Total Transport division	62,568	18,358	56,751	(5,817)	29%	91%	134,326	80,776	23,616	(29,933)	136,166	1,840	60%	78%	101%
PL30 Strategy and Commissioning	15,265	484	9,669	(5,596)	3%	63%	176,918	484	295	(176,139)	176,921	3	0%	0%	100%
Total Housing Delivery division	15,265	484	9,669	(5,596)	3%	63%	176,918	484	295	(176,139)	176,921	3	0%	0%	100%
PL18 Energy services - Renewable energy investment scheme	11,151	381	3,650	(7,501)	3%	33%	13,458	2,687	475	(10,295)	14,034	577	20%	24%	104%
PL19 Energy Services - workstream 2	2,000	0	0	(2,000)	0%	100%	14,000	0	0	(14,000)	14,000	0	0%	0%	100%
Total Energy division	13,151	381	3,650	(9,501)	3%	28%	27,458	2,687	475	(24,295)	28,034	577	10%	12%	102%
Total Place	132,754	24,683	99,578	(33,176)	19%	75%	568,435	100,098	27,122	(441,215)	569,525	1,090	18%	22%	98%

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



SUMMARY HEADLINES

1. Overall Position and Movement

Forecast 2017 / 18 - Under spend -£0.5 m											
Revised Budget £ 68.6m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	-0.4	-0.2	-0.7	-0.9	-0.5						
	▼	▲	▼	▼	▲						

2. Revenue Position by Division

Budget Area	P6 Over/(under) spend £m
Citizen Services	0.4
Neighbourhoods & Communities	0.0
Waste	0.0
Women's Commission	0.0
Public Health - General Fund	-0.4
Housing Options	-0.5
Total	-0.5

Latest Financial Position

The latest full year **Forecast** position shows a £0.5m underspend. This represents a £0.4m net deterioration since P5 and is due to Citizen Services now forecasting a £0.4m net pressure on the housing benefit subsidy (previously presented as a risk). There is the opportunity for this to be covered in the current year through grants, provisions and reserves. This pressure in Citizen Services is offset to some extent by the transfer of funding from ring-fenced Public Health to General Fund Public Health Sports and Leisure. The forecast underspend of £0.5m against Housing Options is unchanged from P5.

The **Savings Delivery** tracker currently reports £0.2m of 17/18's £5.8m planned savings as being 'at risk'. Two initiatives drive this risk - Alternative Funding for Private Tenants Complaints(IN08) and Hengrove Leisure Centre Refinancing (FP26). Activity continues regarding FP26 and the proposed refinancing of the contract subject to due diligence. An updated position should be available in Q4.

Regarding **Aged Debt** management, at the end of P6 Neighbourhoods had £3.5m of aged debt (£5.3m P5); £1.0m 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).

Risks classified as high and medium total £0.9m at P6. The process of re-negotiation of the contract terms with Bristol Waste drives the majority of the risk reflected here. All risks are expected to be mitigated in full through potential draw downs from specific Reserves and Settlements plus one-off grants.

The latest revised full year budget for the **Capital Programme** is £11.4m. Against this budget £9.1m is forecast to be spent representing an underspend of £2.3m. This underspend is a consequence of revised phasing of expenditure in to subsequent years against Libraries for the Future, Investment in Parks and Green Spaces and Crematories and Cemeteries.

3. Savings Delivery RAG Status

17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)	18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R. No - savings are at risk	0.338	0.188	56%	R. No - no plan in place	0.847	0.597	70%
G. Yes - savings are safe	5.470	0.000	0%	A. Yes - plan in place but still to deliver	3.562	0.061	2%
Grand Total	5.808	0.188	3%	Grand Total	5.042	0.658	13%

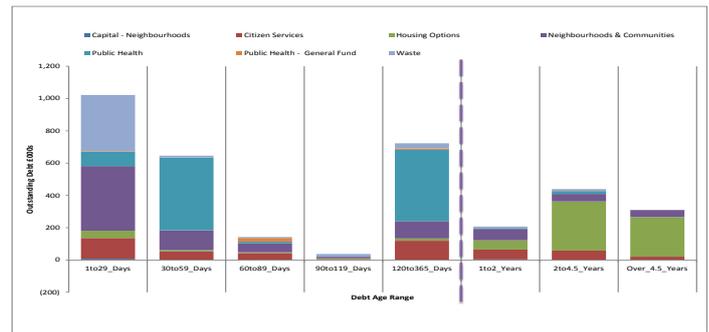
Top 2 largest savings at risk in 17/18 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 17/18 (£m)
IN08 - Alternative funding for responding to private tenant's complaints	0.175
FP26 - Hengrove Leisure Centre refinancing	0.012

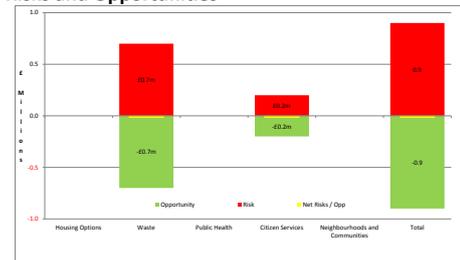
Top 3 largest savings at risk in 18/19 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 18/19 (£m)
FP14 - In-house enforcement	0.347
FP11 - Single city-wide information, Advice and Guidance Service	0.250
FP26 - Hengrove Leisure Centre refinancing	0.061

4. Aged Debt Analysis



5. Revenue Risks and Opportunities



6. Capital Programme

Capital Budget Monitor Report for period 201706 - Summary by Programme

13/10/2017	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	Pre (2013) ABW	Agresso	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Current + Future forecast	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Commitment to date	Forecast
£000s																		
%																		
Neighbourhoods																		
NH01	293	114	173	(156)	39%	42%	906	0	477	477	25	(405)	563	926	29	52%	55%	102%
NH02	2,628	239	1,078	(1,550)	9%	41%	4,483	0	1,951	1,951	159	(2,977)	3,295	4,427	(660)	30%	34%	90%
NH03	500	0	250	(250)	0%	50%	1,000	0	0	0	0	(1,000)	1,000	1,000	0	0%	0%	100%
NH04	200	0	200	0	0%	100%	4,000	0	0	0	0	(4,000)	4,000	4,000	0	0%	0%	100%
NH05	300	0	300	0	0%	100%	4,500	0	0	0	0	(4,500)	4,500	4,500	0	0%	0%	100%
NH06	3,689	761	3,636	(52)	21%	99%	7,814	0	4,888	4,888	485	(2,443)	3,636	7,264	(52)	62%	69%	99%
NH07	3,167	617	2,915	(252)	39%	92%	15,495	0	3,170	3,170	0	(12,320)	13,511	15,073	(422)	20%	20%	92%
NH08	664	161	664	0	25%	100%	644	0	161	161	49	(99)	664	644	0	2%	7%	100%
Total Neighbourhoods	11,430	1,706	9,161	(2,260)	25%	80%	38,848	0	9,886	9,886	717	(28,244)	30,154	38,336	(1313)	25%	27%	99%

Appendix E

Bristol City Council – Resources and City Director 2017/18 – Budget Monitor Report

SUMMARY HEADLINES

1. Overall Position and Movement

Forecast 2017/18 - Underspend -£2.4m											
Revised Budget	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
£ 35.7 m	-0.1	-0.3	-0.3	-2.4	-2.4						
	▼	▼	▲	▼	▼						

2. Revenue Position by Division

Budget Area	P6 Over/(under) spend £m	P5 Over/(under) spend £m	Movement in forecast since P5
Executive Office Division a	-0.1	-0.1	0.0
Resource Transformation	-0.1	-0.1	0.0
Legal and Democratic Services	-0.2	-0.2	0.0
Policy, Strategy & Communications	-0.3	-0.3	0.0
Finance	-0.4	-0.4	0.0
ICT	-0.5	-0.4	-0.1
HR & Workplace	-0.9	-1.0	0.1
Total	-2.4	-2.4	0.0

Latest Financial Position

The graphs on the dashboards summarise the financial performance of the Resources and City Director departments.

The latest revenue forecast outturn shows an underspend of £2.4m which remains the same as forecast in P5 and relates to the target set to contribute to reducing the whole council overspend.

Savings :

There has been an improvement on the savings tracker from £0.6m (11%) P5 to £0.2m (4%) P6 marked as low confidence. This is due to budgets being removed for senior management who have left where there is no temporary back fill in place. Consultation has now started and when the restructure is finalised the full savings are expected to be delivered. These risks have not been forecast as a range of measures are proposed to ensure delivery or appropriate mitigations and the effectiveness of these will be closely monitored.

Capital :

IT are currently commissioning a review of its strategy and supporting plans, to ensure the service will meet the future needs of the Council. Delaying spend to ensure delivery of priority investment also defers financing costs to future years and contributes towards other forecast in year pressures across the Council.

Net Risks & Opportunities :

Legal & Democratic Services risks reported at P5 are now built into the forecast. The main risks and opportunities shown relate to recovery of costs within ICT for non core related work and will be built into forecast as funding is confirmed

3. Savings Delivery RAG Status

17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No -savings are at risk	0.700	0.230	33%
G Yes -savings are safe	4.985	0.000	0%
Grand Total	5.685	0.230	4%

Top 2 largest savings at risk in 17/18 (ordered by size of saving at risk)

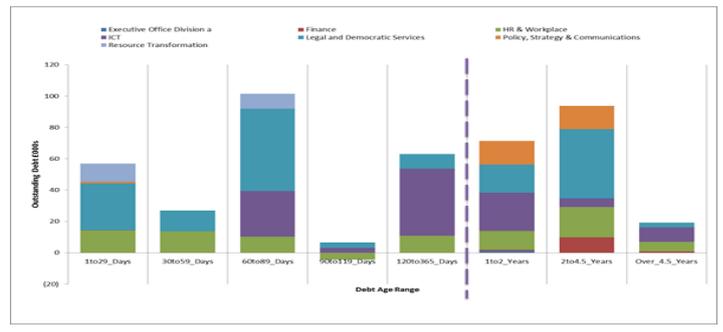
ID - Name of Proposal	Value at Risk in 17/18 (£m)
BE7 - Organisational redesign including the council's senior management structures	0.200
IN10 Increase external income from design services	0.030

18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	0.554	0.554	100%
A Yes - plan in place but still to deliver	2.512	0.051	2%
G Yes -savings can be taken from budget	-0.691	0.000	0%
Grand Total	2.375	0.605	25%

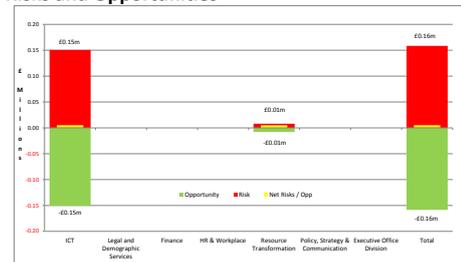
Top 4 largest savings at risk in 18/19 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 18/19 (£m)
BE1 -10 Restructuring support teams	0.274
IN06 Increase bookings for Lord Mayor's Mansion House and Chapel	0.150
BE23 Registrar's Office -improvements	0.130
BE13 -improvements to legal case management system	0.051

4. Aged Debt Analysis



5. Revenue Risks and Opportunities



6. Capital Programme

Capital Budget Monitor Report for period 201706 - Summary by Programme

13/10/2017

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	Pre (2013) ABW	Agresso	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Current + Future forecast	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Commitments to date	Forecast
	£000s				%		£000s						%					
Resources																		
RE01 ICT Refresh Programme	1,500	0	1,300	(200)	0%	87%	7,500	0	0	0	0	(7,500)	7,500	7,500	0	0%	0%	100%
RE02 ICT Development - HR/Finance	300	0	300	0	0%	100%	2,800	2,800	0	0	0	(2,800)	2,800	2,800	0	0%	0%	100%
RE03 ICT Strategy Development	3,300	110	300	(3,000)	3%	9%	10,400	0	705	705	0	(9,490)	9,600	10,195	0	7%	7%	100%
RE04 Bristol Workplace Programme	1,826	88	1,826	0	5%	100%	13,222	0	11,488	11,488	1,421	(317)	1,826	13,222	0	87%	98%	100%
Total Resources	6,926	198	3,726	(3,200)	3%	54%	33,717	0	12,188	12,188	1,421	(20,107)	21,726	33,717	0	36%	40%	100%

SUMMARY HEADLINES

1. Overall Position and Movement

Forecast 2017 / 18 - Underspend -£8.9m											
Revised Budget £0m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	-0.9	-1.2	-1.3	-1.3	-8.9						
	▼	▼	▼	▲	▼						

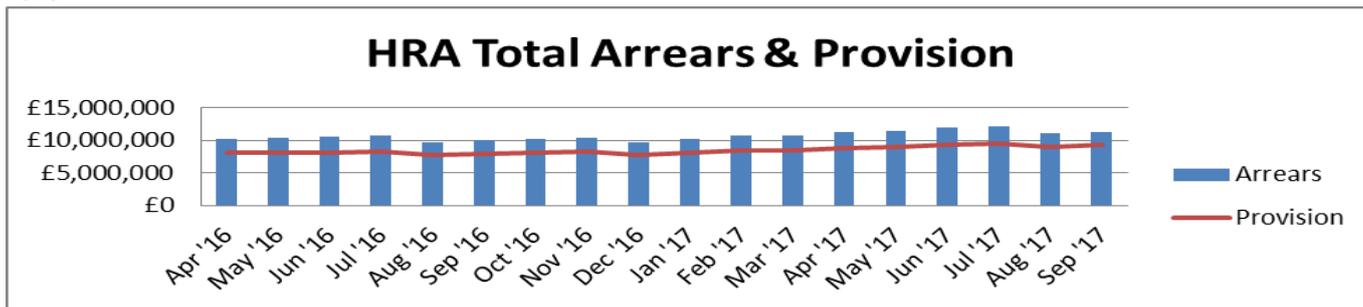
2. HRA Income & Expenditure Position

	2017/18 Budget £m	Forecast Outturn P6 £m	Variance £m
Income	-121.3	-121.3	0.0
Repairs & Maintenance	31.7	30.9	-0.9
Supervision & Management	25.9	27.2	1.3
Special Services	8.4	8.9	0.6
Rents, Rates & Taxes	1.9	1.9	0.0
Other Expenditure	53.9	46.3	-7.6
Funding from Reserves	0.0	-2.3	-2.3
Total Surplus on the HRA	0.5	-8.4	-8.9

The HRA revenue account is showing a surplus for the year of £8.4m which is mostly due to a reduction in the revenue funding required to fund the capital programme.
Repairs & Maintenance has an underspend of £0.9m mostly due to the paint programme change of life cycle from 7 to 10 years.

3. Debt

The HRA currently has rental arrears of £11.2m and a provision of £9.2m (82.5%). The arrears have increased throughout the year as a result of various factors relating to welfare reform. The rent arrears policy is being reviewed to support a clear RENT FIRST message to tenants and a further impact assessment is underway for Universal Credit Full Service roll out from March 2018.



4. Capital Programme

Capital Budget Monitor Report for period 201706 - Summary by 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	Pre (2015) ABW	Agresso	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Current + Future forecast	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Commitment to date	Forecast
	£000s					%		£000s							%			
Neighbourhoods (HRA)	42,076	10,925	34,350	(7,225)	26%	82%	270,544	0	59,698	59,698	2,433	(208,413)	214,050	262,815	(7,225)	22%	23%	97%
Total Neighbourhoods (HRA)	42,076	10,925	34,350	(7,225)	26%	82%	270,544	0	59,698	59,698	2,433	(208,413)	214,050	262,815	(7,225)	22%	23%	97%

SUMMARY HEADLINES

1. Overall Position and Movement

Fore cast 2017 / 18 - Over spend £4.6m (in-year), £6.2m cumulative											
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Revised Budget £ 325.4m	4.4	4.4	4.4	4.9	4.6						
	▲	▲	▲	▲	▼						

2. Revenue Position by Division

	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 Recoupment	0.0	0.0	0.0
Early Years Block	-0.4	0.4	0.0
High Needs Block	2.3	5.0	7.3
Schools Block (Central)	-0.3	-0.8	-1.1
Total	1.6	4.6	6.2

3. Latest Financial Position

The net cumulative overspend in the Dedicated Schools Budget has improved by £0.3m since Period 5, but is still showing an in-year overspend of £4.6m, giving a cumulative overspend of £6.2m.

The main issue remains the position on the High Needs budget. There have been some salary underspends and some client cost reductions to improve the position by -£0.3m between months. The underlying position is an in-year £5m problem which needs to be addressed through the savings measures set out in section 5, considered by Schools Forum in September 2017.

Areas of underspend are within the Schools Block, mainly in the Growth budget.

4. Risks and Opportunities

Unchecked, the £7.3m High Needs overspend forecast for 2017/18 would grow to more than £12.5m overspend by the end of 2018/19. This is after factoring in a 2.2% increase in High Needs Block DSG for 2018/19 provisionally advised by the ESFA. Additional on-going funding for the High Needs budget is unlikely, so it is imperative that measures are taken to reduce costs. The plans in section 5 do not begin to address the historic deficit on High Needs.

For 2018/19, Schools Forum is trying to manage competing priorities for available funding: individual schools / early years settings; High Needs; and the 2 multi-school PFI contracts. Officers are working with Schools Forum and ESFA to identify the best balance for Bristol.

5. Savings measures and mitigations being developed in the High Needs Block.

Category	Proposal	Full-year impact
1. Places only	1.1 Revise agreed places, based on occupancy, including FE	-400
2. SEN Top-ups	2.1 Negotiate lower contributions to FE Element 2s and to standardised FE top-ups	-500
	2.2 Review how we fund Bands 2 and 3 without EHC plans	-250
	2.3 Develop revised models for special schools	-2,000
3. AP Top-ups	3.1 Develop revised models for PRUs	-150
4. Other SEN provision	4.1 Use Capital Strategy to re-provide local, less expensive provision	tbc
5. Other AP provision	5.1 Share funding for Early Intervention Bases with schools	-450
	5.2 Target saving for Hospital Education Service	-200
	5.3 Restrict external AP provision to budget	-350
6. Services	6.1 Target saving for services	-650
Total full-year impact		-4,950

SUMMARY HEADLINES

1. Overall Position and Movement Since Previous Period

Forecast 2017 / 18 - Underspend -£0.2m											
Revised Budget £0m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	-0.4	-0.4	-0.5	-0.5	-0.2						
	▼	▼	▼	▲	▲						

2. Revenue Position by Area

Budget Area	Over/ (under) spend £m
Third Party Payments	0.8
Employees	-0.2
Income	-0.2
Supplies & Services	-0.5
Total	-0.2

Latest Financial Position

The **overall forecast** for grant-funded Public Health shows an underspend of £0.2m. This represents a reduction in forecast underspend since P5 and reflects the deployment of c.£0.3m from ring-fenced PH to General Fund PH as planned and reported to Cabinet in P5. This £0.3m (formerly but no longer required by the Health and Wellbeing team within the General Fund) is instead now being used to support Sports and Leisure within the General Fund and its transfer is evident within the Neighbourhoods Budget Monitor Report.

The £0.2m balance of the forecast underspend will be transferred to the Public Health reserve at the close of the current financial year for use in future years (in line with Department of Health guidance).

Appendix I Period 6 Budget Monitoring - Summary

	2017/18 - Year to date			2017/18 - Full Year				Period 5 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	10,687	10,151	(536)	18,284	21,373	21,097	(276)	4,047	17,049
Care & Support - Adults	55,620	65,377	9,758	109,984	111,239	115,267	4,028	(99)	115,366
Care & Support – Children & Families	23,931	25,077	1,146	47,967	47,863	48,722	860	(146)	48,868
Education & Skills	2,687	(347)	(3,034)	5,274	5,374	6,127	753	(8)	6,135
Management - People	1,035	1,402	367	2,156	2,070	2,222	152	(2)	2,223
Early Intervention & Targeted Support	13,533	10,263	(3,270)	27,343	27,066	28,015	950	134	27,881
Capital - People	0	0	0	0	0	0	0	0	0
Total People	107,492	111,923	4,431	211,008	214,984	221,450	6,466	3,927	217,523
Resources									
ICT	6,058	9,455	3,397	12,437	12,117	11,628	(488)	(506)	12,134
Legal and Democratic Services	3,325	4,230	905	6,651	6,651	6,492	(158)	(8)	6,500
Finance	1,735	2,708	973	3,957	3,470	3,093	(377)	0	3,093
HR & Workplace	2,033	1,946	(87)	5,275	4,065	3,138	(927)	86	3,052
Resource Transformation	2,235	3,240	1,005	585	4,471	4,335	(135)	144	4,191
Total Resources	15,387	21,579	6,192	28,904	30,773	28,687	(2,086)	(283)	28,970
Neighbourhoods									
Citizen Services	6,697	1,294	(5,404)	13,461	12,862	13,249	388	329	12,920
Waste	15,740	17,419	1,680	26,607	27,479	27,480	0	874	26,606
Neighbourhoods & Communities	6,740	7,328	588	12,068	13,480	13,510	30	273	13,237
Women's Commission	3	5	2	5	5	5	0	0	5
Public Health - General Fund	818	67	(751)	2,084	1,836	1,396	(440)	(642)	2,038
Housing Options	7,372	5,280	(2,092)	13,202	12,932	12,405	(527)	(510)	12,915
Capital - Neighbourhoods	0	0	0	0	0	0	0	0	0
Total Neighbourhoods	37,370	31,392	(5,978)	67,427	68,594	68,045	(550)	324	67,721
Place									
Property	(1,998)	2,456	4,455	(2,848)	(3,632)	(574)	3,057	478	(1,052)
Planning	(345)	(1,056)	(711)	1,231	955	364	(591)	(158)	522
Transport	4,557	(19,316)	(23,872)	9,031	7,278	6,772	(506)	(793)	7,565
Economy	3,370	4,602	1,232	5,925	6,741	6,435	(306)	659	5,776
Economy - ABS Team	0	(492)	(492)	1,369	0	0	0	0	0
Capital - Place	0	1	1	0	0	0	0	0	0
Energy	1,216	(904)	(2,120)	3,478	2,432	1,540	(893)	(1,015)	2,555
Total Place	6,800	(14,709)	(21,508)	18,185	13,774	14,536	762	(830)	15,366
City Director									
Policy, Strategy & Communications	1,339	1,144	(195)	2,833	2,843	2,577	(265)	0	2,577
Executive Office Division a	1,034	1,092	58	2,225	2,067	2,016	(51)	(159)	2,175
Total City Director	2,372	2,236	(136)	5,058	4,910	4,593	(316)	(159)	4,752
SERVICE NET EXPENDITURE	169,421	152,422	(16,999)	330,583	333,036	337,311	4,276	2,980	334,332
Levies	560	619	60	1,119	1,119	1,119	0	0	1,119
Corporate Expenditure	22,810	51,088	28,278	33,010	29,823	27,970	(1,853)	(3,865)	31,835
Capital Financing	262	523	262	0	2,013	2,188	175	1,888	300
Insurance Fund	0	751	751	0	0	0	0	0	0
Year-end Transactions	(790)	(304)	(486)	0	(1,279)	(300)	(979)	0	(300)
Corporate Revenue Funding	(182,371)	17,479	199,850	(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	9,892	222,579	212,687	(29)	(29)	3,273	3,302	1,003	2,271

HOUSING REVENUE ACCOUNT SUMMARY

	2017/18 - Year to date			2017/18 - Full Year				Period 5 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	(53,268)	(66,474)	(13,207)	(108,060)	(108,956)	(106,734)	2,221	(324)	(106,410)
Responsive Repairs	11,850	10,089	(1,761)	25,467	25,833	25,488	(345)	(0)	25,488
Planned Programmes	7,629	4,720	(2,909)	15,131	15,525	14,306	(1,218)	(72)	14,378
Estate Management	5,612	4,851	(761)	15,576	15,711	16,076	365	124	15,952
HRA - Funding & Expenditure	(126)	0	126	12,210	12,210	9,898	(2,312)	(0)	9,898
HRA - Capital Financing	0	0	0	14,958	14,958	7,374	(7,584)	(0)	14,958
HRA - Year-end transactions	0	0	0	24,718	24,718	24,718	0	(7,584)	24,718
Total Housing Revenue Account	(28,304)	(46,815)	(18,511)	(0)	(0)	(8,874)	(8,874)	(7,855)	(1,019)

RING FENCED PUBLIC HEALTH

	2017/18 - Year to date			2017/18 - Full Year				Period 5 Forecast	
	Revised Budget	Net Expenditure	Variance	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s			£000s				£000s	
Public Health	(8,583)	(6,637)	1,946	29	29	(121)	(151)	316	(437)
Dedicated Schools Grant	0	(7,561)	(7,561)	0	0	6,220	6,220	(325)	6,545
Total Ring Fenced Budgets	(8,583)	(14,198)	(5,615)	29	29	6,099	6,069	(9)	6,108