

Overview and Scrutiny Management Board Agenda



Date: Wednesday, 1 November 2017

Time: 6.00 pm

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

Distribution:

Councillors: Geoff Gollop (Chair), Charlie Bolton, Tom Brook, Jude English, Gill Kirk, Brenda Massey, Graham Morris, Anthony Negus, Anna Keen, Donald Alexander and Estella Tincknell

Copies to: John Readman (Strategic Director - People), Alison Comley (Strategic Director - Neighbourhoods), Shahzia Daya (Service Director - Legal and Democratic Services), Andrea Dell (Service Manager Democratic Engagement), Lucy Fleming (Democratic and Scrutiny Manager), Nicki Beardmore (Head of Paid Service) and Denise Murray (Service Director Finance)

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Date: Tuesday, 24 October 2017



Agenda

1. Welcome, Introductions and Safety Information

(Pages 6 - 7)

2. Apologies for absence

3. Declarations of Interest

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

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

4. Minutes of the previous meetings

Includes July, August and September 2017

(Pages 8 - 30)

5. Chair's Business

To note any announcements from the Chair

6. Public Forum

Up to 30 minutes is allowed for this item

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

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

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



7. Flood Risk Strategy

(Pages 31 - 143)

8. Libraries Task and Finish Group Report

Report of the Libraries Task and Finish Group.

(Pages 144 - 159)

9. Scrutiny of the budget

For members to discuss and agree an approach to the public scrutiny of the 18-19 budget. To aid discussions included is the overarching communications plan and timeline within the reports pack. Members from the MTFP Task and Finish group will be invited to feedback on their recommendations following their meeting on 31st October 2017.

(Pages 160 - 170)

10. Waste Company Update

Verbal update

11. OSM Referral to Cabinet - Response from the Mayor

Formal written response from the Mayor to the OSMB referral to Cabinet on 3rd October 2017.

(Pages 171 - 177)

12. Standing Item: Task and Finish Group Reports

(Pages 178 - 180)

13. Standing Item: Feedback on Scrutiny Structures and New Ways of Working

This is a standing item to share feedback on the new ways of working for scrutiny. Any emails/feedback received are included within the reports pack for consideration.

(Pages 181 - 190)

14. Standing Item: Scrutiny Work Programme

Standing item

(Pages 191 - 203)

15. Standing Item: OSMB Action sheet

(Pages 204 - 206)



16. Information Item: Mayor's Forward Plan

The Mayor's Forward Plan as published 9th October 2017

(Pages 207 - 216)

17. Information Item: WECA Scrutiny Update

A standing item for any arising matters on WECA Scrutiny to be fed back from Cllr Stephen Clarke, Chair of WECA Scrutiny. Details of the WECA Scrutiny arrangements can be found here: <https://www.westofengland-ca.org.uk/726-2/>

18. Information Item: Finance Update

P5 report is scheduled for publication on Monday 30th October and will be circulated to OSMB once published.

19. Information Item: Portfolio Leads

(Pages 217 - 219)

20. Information Item: Dates of Forthcoming Meetings

Overview and Scrutiny Management Board;

(Page 220)

Thursday 7th December - 5pm to 8pm

Thursday 11th January - 6pm to 9pm

Monday 12th February - 5pm to 8pm

Thursday 8th March - 5pm to 8pm

Thursday 12th April - 6pm to 9pm

Dates of the task and finish groups are included as a paper for this item



Public Information Sheet

Inspection of Papers - Local Government
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You can find papers for all our meetings on our website at www.bristol.gov.uk.

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

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For those with hearing impairment

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

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

Public Forum

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

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

Please see www.bristol.gov.uk and the '[How to Have Your Say](#)' pdf for the parameters of each individual Committee and what will happen to your submission.

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

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



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

Process during the meeting:

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

Webcasting/ Recording of meetings

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

Bristol City Council**Minutes of the Overview and Scrutiny Management Board****25 July 2017 at 6.00 pm****DISCLAIMER**

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

Members Present:-**Councillors:**

Geoffrey Gollop

John Goulandris (for Graham Morris)

Martin Foder (for Jude English)

Councillor Kirk leaving at 730 substituted by Councillor Harriet Bradley

Anthony Negus

Anna Keen

Tom Brook

Charlie Bolton

Donald Alexander

Councillors who raised questions from the floor:

Helen Holland

Asher Craig

Jo Sergeant

Nicola Beech

Olly Mead

Officers in Attendance:-

Alison Comley (for Anna Klonowski),

Andrea Dell, Service Manager

Nancy Rollason, Deputy Monitoring Officer

Denise Murray, Service Director - Finance

1. Welcome, Introductions and Safety Information

The emergency evacuation procedure was noted. The Chair welcomed all present to the meeting.

2. Apologies for absence.

These were received from Councillors Morris and English. Councillor Kirk will leave at 7.30pm.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of Meeting held on 26th June 2017

Minutes not yet available.

5. Chair's Business.

None.

6. Public Forum

None.

7. Medium Term Financial Plan.

The report was presented to Members by the Service Director, Finance.

The report aims to introduce a new approach to strategic direction. It provides a guide to strategic goals and sets a plan for the future.

The plan will look at the current financial position, refresh the budget gap (a £42m gap persists after the identification of £62m savings).

Also included are:

- Evidence available and summarised data, for funding and changes since February.
- Information about economic trends both nationally and locally.
- Risks, opportunities and threats.
- Factors which must be considered to ensure resilience.
- Principles which must guide prudent expenditure, investment and efficiency savings and grow income and transform services.

The officer noted that an uncertain climate continues and that the figures presented in the financial plan do not make allowances for future issues outside the control of the council.



During the discussion which followed the following points were made:

- The plan will be applied to different areas of the budget to ensure the council is spending prudently, and with flexibility in our contracts. The aim will be to maintain a financially balanced position each year, to deliver on the budget that's been set.
- In relation to investments the council will look at new investments. Prioritisation metrics will be used to determine expenditure; this should drive efficiencies as the council looks at budgets in these new ways.
- It is intended to review peppercorn rents and to provide a suite of options to the Executive. The intention is to give flexibility and transparency to review these rents and provide more clarity about where subsidies are effectively being given to organisations.
- With regard to capital programme procurement, going forward the council should take account of maintenance when making investments. Frequently capital programme spending and the revenue budget do not align; in the future a whole life cycle approach will be used. This will enable fully informed decisions to be made about the running costs of an asset as well as the capital cost.
- Asset base work will be essential to help decisions move forward. Subject to endorsement by Cabinet, it is hoped that Bristol City Council will make a programmed approach through work in the autumn. There are models available to help provide a full picture of the costs of various assets (such as highways, school buildings etc.) and these will be used to provide better information and may in due course change the approach to the management and maintenance of assets. The objective will be to save unnecessary expense to revenue budgets. Assets are not only one-off physical resources. The council is expected to think creatively, and consider how to deliver a commercial return and improve core service delivery. The aim will be to develop a comprehensive asset base, then reduce the idle assets and make them work harder for the council. Members will be provided with a rich and comprehensive database of information on which to make decisions. Disposal of assets can be considered when appropriate.
- Social value will also be considered through the social value policy which will be incorporated into the financial plan.
- Savings and benefits may accrue to different budget holders. At present the savings and benefits are not aligned to functions in recognition that a whole system approach is necessary. A silo approach is unhelpful. More detailed work will be taking place to ensure an organisation-wide approach is taken.
- It is expected that Bristol City Council will engage with the West of England Mayor where appropriate and it will be necessary to work in partnership with other bodies (such as neighbouring local authorities) too.
- Council debt is expected to double, along with interest. Interest rates quoted in the plan are based on current rates. The Council has borrowed in advance following an offer for a reduced rate. Generally, if interest rates go up then the budget gap will increase. A strong analysis of the financial situation, encompassing all aspects of the wealth of the Council is essential.
- This is an important piece of work which has been carried out alongside the normal business of the council. It is a positive step and will prompt a vital wider strategy debate.
- The transformation capacity fund had £5m allocated, and a proportion of that will be used to facilitate this work-stream for up to 3 years. Additional resources to deliver these changes are essential. Current staff will be supplemented by others to deliver the work-stream as necessary.



- Management of change processes will happen with redeployment based on skills. HR will look at skill sets and matching people to roles to successfully move staff, providing support and training where necessary. This is already happening.
- There is a need to develop a more commercial approach to the use of existing resources. The council should consider how to measure value and entrepreneurialism, beyond monetary figures. A cross-cutting approach looking at opportunities will help with these new areas of work. It will be necessary to upskill existing teams in terms of the market.
- The procurement team will need to think about market segmentation and analysis to look at opportunities and drivers and bring information back to the service.
- It was acknowledge that culture change in the Council will take time.
- Other Smart City approaches have been examined. There are some quick wins which can be made to help pay for longer-term strategies. Opportunities may arise from the operations centre, Bristol Energy, infrastructure projects, the universities, and other areas. The Council should look to link areas of work for the benefit of citizens and the Council.
- There is a need to think creatively, take risks and be analytical about how to help the people we need to support and target.

In concluding the discussion the Chair asked for thanks to be conveyed to the team.

8. Scrutiny Work Programme 17-18

The agenda item was introduced by the Service Manager – Scrutiny, and the Chair. During this item and throughout the meeting the following key points were made:

- There is recognition that Scrutiny has not always worked very well in the past.
- OSM lead members for each work area will be discussed and confirmed. Once agreed, they will be shared to all Councillors, to give Councillors the opportunity to contribute where they have a particular interest or expertise in a specific work area.
- There will be monthly OSM meetings.
- The work programme priorities may change in response to legislation or a local requirement. At each OSM and OSM Planning meeting the work list will be reviewed. Items for Scrutiny will be brought forward by Members through OSM; OSM will determine whether to use a Task and Finish Group or a Commission. The Group or Commission will always report back via OSM. OSM will co-ordinate the all Scrutiny work programme activity. If there was an urgent Scrutiny matter then OSM would be able pull a working group together quickly if necessary.
- A view was expressed that the new ways of working will not work as there will always be items which need to be reviewed as well as new subject areas and that there should be provision for both and that work of Scrutiny is too big to be covered by the members of OSMB without further involvement of many other councillors.
- There was concern from some members that those on Scrutiny committees have lost their roles. The new way of working may be interesting and more effective, but there's a danger that we have created a group of people who decide what everyone else does. This should be monitored through-out the trial process.



- The Majority of OSMB members endorsed the view that Task and Finish Groups should be the process for the future (subject to how they work in reality). The new working groups will help OSM get away from long agendas with short updates from Scrutiny Commissions. This should enable be more detailed Scrutiny and debate.
- The vision is to avoid the conscription of Members and instead have the benefit of willing volunteers with interest in the work area.
- There will be regular communications with members to reflect work and to raise new issues.
- All Scrutiny meetings are captured on webcast. It is proposed that a dedicated webpage for Scrutiny will be developed which will give links to appropriate detailed reports, webcasts and webpages. It is important that the tagging of the subjects on the Scrutiny web page help councillors spot overlapping areas.
- Members felt it will be necessary to consider the overall workload of Scrutiny officers. It may be possible to consider matters and make progress without officers always being present. Scrutiny officers should be used as a resource for powerful pieces of work.
- Officers confirmed that there are 2.6 FTE Scrutiny officers as previously, however in the future there will be no Democratic Services Officer clerking at the same time. Democratic Services Officers focus is to be on regulatory meetings. The intention will be to capture action notes by the Scrutiny team. It was noted that working groups are not always minuted at present, so there is no significant change.
- Some members felt it would be preferred that all working groups are cross party to make them more representative and that this will make the outcomes more powerful. The Chair confirmed that places on the work groups will not be rationed. If 20 people want to be on one group then priorities may need to be reappraised. Councillors have a diverse range of interests and expertise which can deliver Scrutiny in a range of groups. If a particular work-stream draws attention from a great many councillors then it may be necessary to reconsider the working methods of the group e.g. breaking the work up into different elements or through breakout groups rather than a single committee. If a particular work-stream is populated disproportionately with councillors from one party then other parties will be informed in case they wish to ensure they are represented.
- It was acknowledged that there will be a limit on the number of viable work-streams which can be conducted at one time in the new model. Some members did highlight that this needs to be monitored and evaluated to ensure that key items are not missed.
- There was recognition that it is a changed system and some members felt that councillors must prove it can work.
- The chair clarified that all reports will be made to OSMB, and anything that requires a significant decision would come to OSMB, or a special public meeting could be held as necessary.
- It was noted by all that Scrutiny should not be driven by the executive and that it has a role in scrutinising the work of all members of Cabinet and the Mayor.
- **Members of OSMB voted 7:1 in moving forward with the new ways of working. It was concluded that directorate commission meetings would not be held during the trial of the new ways of working. It was noted that the constitution has not changed and the provision for directorate scrutiny commissions still remains.**



Members then presented the scoping approach they had developed working in small groups for the subjects defined previously as being of fundamental significance and relevance to the Executive and Senior Management of the Council. A discussion of each subject followed the introduction.

a) Air Quality and Pollution

- It has been decided to approach this broad topic, which touches on a range of issues (such as public health, planning, transport, and congestion) via two working groups: Congestion Taskforce and a Clean Air Zone working group.
- The aim will be to ensure better public engagement and conduct a holistic examination of the issue.
- Various aspects need to be examined for air quality e.g. freight consolidation, wood burning stoves, diesel engines, etc.
- The working groups will have a role in co-ordinating all the work which is on-going in various areas of the council to ensure that Members all know what is happening.

b) Council Assets

- This is a longer-term piece of work potentially best suited to a Scrutiny Commission. It is expected that reports will be presented and the work will move forward over a period of time.
- With regard to council buildings, it's important that their use is reconsidered at Ward level if the council decides that it no longer has a use for them.
- Some categories of asset will need more urgent attention than others, such as libraries.

c) Children's Centres

- Headteachers who manage children's centres have already met with Exec Councillors and it has been noted that there is a Family steering group. Breakfast clubs and holiday hunger should be added into the scope.
- Work is needed on the financial models.
- Headteachers will be available again in the autumn when further progress will be made on this work area.
- Children's centres may link to libraries and retaining resources. Many work areas overlap and link with each other.

d) Council Commissioning and Contracts

- This is a broad topic. Scrutiny will work to ensure that the best value and best social value is obtained from the Council's commissioning.
- Areas of good practice and areas of development will be identified.
- It was noted that Adult social care and Children's social care are very significant areas of commissioning.
- It was felt that the best format would be a working group meeting regularly with officers and appropriate Executive Members.



- Innovation Partnerships must be included. A change in EU contracting laws means that a case may be made for working with specific partners without having to go to the open market through tendering.
- Commissioning of services for people is different to the commissioning of service contracts for buildings. Different councillors may be interested, and this group may split in due course.
- The People Directorate in Bristol City Council is significantly bigger than many local authorities in its own right. A split of the workload can be determined which allows the involvement of members with special interests. Different work-streams will be inevitable.

e) Cribbs Patchway New Neighbourhood

- The new development in Cribbs / Patchway will have a significant impact on North Bristol Wards. It is effectively a new small town on the edge of Bristol.
- A working group is the practical way to develop this work-stream. The group should meet sporadically with bursts of activity when appropriate.
- Issues which will need to be considered include: schools building, doctor's surgeries and traffic, the aim will be to ensure minimal negative impact on the Bristol wards.
- It will be important to learn from the working group which previously existed between South Gloucestershire Councillors and Officers, and to work from there (to avoid duplication of previous work). To establish and maintain a positive working relationship with South Gloucestershire Council and obtain positive outcomes, it is important to scope this work correctly. This is a sensitive area. Bristol City Council has no authority over South Gloucestershire Council, however it is hoped that by understanding more about the new development it will be possible to mitigate the impact for Bristol residents as much as possible. It is important to consider traffic flows, mitigation and plans for expenditure on traffic schemes.
- Members felt that there needed to be increased information sharing from officers on this topic
- It is important to consider bus routes at an early stage before travel plans of new residents are established.
- Proactive work to reduce congestion in this area is important; otherwise the knock-on effect will lead to congestion in other areas too.
- There was consideration of whether this was the best way to have oversight of the development. It is important to make progress, but the Scrutiny process should not impede action. It is not acceptable to wait a further six months for information.
- Cross-party working in those wards most directly impacted is essential. There has been very little progress so far and there is frustration among many local councillors.

ACTION: Alison Comley to approach Planning to ask for officer input re Transport issues in the north Bristol wards in relation to the new neighbourhood.

- It is of concern if S106 money is diverted entirely to Highways Officers. A more holistic view of congestion should be taken; it would not be good if all funds were directed to speed traffic through congested A-roads where there are also business and retail areas, routes to school and pedestrian hubs. Other options such as improved public transport should be considered.



- This will be prioritised in a constructive way and there will be work to determine how to take it forward.

f) Fire Safety in High Rise Residential Buildings

- A helpful meeting has taken place, and there is evidence of a comprehensive approach to addressing people's concerns. Members felt this has been reassuring.
- There will be further issues to address when the government review is published. Councillors are interested and now await the detailed report. They are ready to engage when it is useful to do so. Timing is important.
- It was agreed that the topic **will be deferred** for the time being but be retained as a priority topic.

g) Libraries

- There is much raw data which needs preparation. It is important to monitor the information which comes back from the consultation and then develop the results of the exercise.
- Some members felt that a Scrutiny commission or a Select Committee would not be helpful given the urgent timescales involved. This work area should be progressed through a task and finish group who need to act quickly. It was raised that Neighbourhoods Scrutiny has conducted work on this previously.
- If recommendations are to be considered for cabinet in January, then members must press on to make constructive suggestions.
- A previous very thorough consultation took place in 2014/2015. Many people responded to a two stage consultation. It was noted that material is not included in current consultation. An early concern is that the Council should not lose sight of the good ideas developed two to three years ago which could inform cabinet decisions.
- It will be necessary to work around the current consultation, and to work with some urgency through a working group.

h) Medium Term Financial Plan

- This is an important work-stream and it is essential that there is cross-party involvement.

i) Parks and Green Spaces

- The scoping suggested is for i) Scrutiny of what's under development ii) how can we help develop future plans. It is proposed that this be executed by a working group.
- The Executive would welcome the engagement of councillors with the challenges that need to be resolved.
- There is a consultation on parks planned for the near future, and this group will have the opportunity to feed into the development of the consultation.

j) Tackling increasing demand for Social Services – Adults

- Social services is a huge part of the council budget. This is a good time to scrutinise how the three-tier model is working.



- It is also important to consider discharges from Southmead and the Bristol Royal Infirmary and how that process is working. Discharges involve both bed-blocking and rehabilitation services.
- Pressures on social care come from the market and from service demand.
- Adult and Children's social services both have significant budgetary implications. Both Cabinet members were present at the scoping meetings. It was felt that involvement of the Executive Members is crucial.
- Much work has been completed in this area already, so it is important to build on that and avoid duplication. The working group should look at what is in place and determine whether it is effective.
- There is an important role for lay people to prompt specialists to look at issues in a different way.
- A small task and finish group might work best, using people from across all parties who have good knowledge and experience the council can learn more and make good progress.
- The Chair suggested that it would better to have half a dozen task and finish groups which start, work and then finish than one huge group.
- There was agreement that all the comments above also applied to item k).

k) Tackling Increasing Demand in Social Services – Children.

- Agreed to address children's work in the same way as Adult demand for social services.

l) Children's Council

- This will be discussed in more detail in the autumn as it is not the best time of year to contact the youth council.
- It is important to support the youth council's work and pledges.
- It is hoped that the youth council will be involved in task and finish groups in some way.

9 Your Neighbourhood Consultation

This item was in response to a request from Members to scrutinise the overarching Your Neighbourhood Consultation. Specific elements of the consultation had been examined by Neighbourhoods (Libraries) and People (Community Links) Scrutiny Commissions. OSMB members were specifically asked to consider if they wished to make a referral to Cabinet on the overarching consultation (noting that Neighbourhoods was also making a referral) and if so to agree to content of that referral.

Cllr Asher Craig, Deputy Mayor with responsibility for Communities (Public Health, Public Transport, Libraries, Parks) has been asked to attend this meeting.

During the discussion the following points were made:

- It was noted that some ward members have made a lot of effort to involve citizens and encouraged them to make a response to the consultation.
- The community links element of the consultation was felt more acceptable and members felt this should have been applied to the other elements of the consultation.



- The way questions are laid out is felt by some members to be too prescriptive.
- Officers advised that it is possible to make lots of comments or enter “None of the above”, to ensure that a response is not counted as supporting one of the closure options. One member expressed the view that this could lead to some residents to vote for options which preserve their library and then it may be claimed that there’s a mandate to close a number of libraries. People therefore may not feel inclined to engage, which is not at all desirable.
- Members expressed concern about the support for members to engage with communities and encourage responses to consultations and that this ran counter to the views of the Executive who have been encouraging citizens to communicate with councillors but the support to councillors has been removed at the same time; this is unhelpful.
- Members highlighted that there was no reference to the previous libraries consultation which had received a good response. Experts from the Carnegie Trust, the House of Commons inquiry into libraries, community practitioners, librarians and others made contributions, but it is felt by some members that this has been ignored in this recent consultation exercise.
- One member highlighted that many people volunteered to help to keep their library open at that time, and these offers were not followed up at all.
- It was felt by some members that communication has been a problem with this consultation.
- It was noted that if people respond online they have more space to respond which may disadvantage those not online. One member, from the public gallery, provided feedback from a charity supporting individuals with learning difficulties that stated that the consultation was difficult for their clients to engage with. It was agreed that this feedback be shared with the consultation team.

The Strategic Director Neighbourhoods made the following points:

- The current consultation is trying to cover several areas at the same time. That has not been done before. It was an attempt to consult in a more sophisticated way; the objective was to try to examine the overall impact on a geographical area.
- The team have worked to make the response options as simple as possible. Contributions from councillors indicate that this has not been entirely successful, but there has been an attempt to do something different.
- There is a sincere attempt to be clear with people. Giving upfront options helps pull proposals together. Having attended all consultation meetings, there has been a good turn out, so many are contributing via face to face conversations as well as in writing or online.
- She reiterated that none of the original libraries consultation work is lost.

The Executive Member made the following points:

- The Cabinet Member outlined that there is a statutory duty to consult and there is also real dialogue necessary on a case by case basis, particularly where the library is one of a number of services / users in a particular building.
- Savings must be made.
- There have been many well-attended public meetings.



- People have criticised the consultation and the proposals but have also debated and discussed the options.
- Invitations for further presentations have also been received from various interest groups.
- A number of alternative options and proposals have been made which will be considered. Feedback received so far has mainly been focused on bricks and mortar issues.
- Some interesting contributions have been made, for example the university has shown some interest and other community groups are interested in developing community hubs. It is not possible to keep all parties fully informed of all contributions at all times
- At the end of the process the final version will be presented to the public, it will be a combination of statutory and community-led services.
- The Chief Exec of CILIP has praised the consultation, specifically the fact that the consultation is not trying to pretend that the changes are transformation of services; there is honesty that the changes are driven by finance. CILIP have offered to provide support to officers when the council starts framing the final outcomes.

Further comments were made as follows:

- The Executive welcomes further alternatives.
- The Deputy Monitoring Officer advised that the consultation is a legal process. Therefore options and alternative options must be set out so that people can make intelligent comment; this is different to an engagement process which may develop other suggestions.
- It was noted that the consultation is open until 5 September 2017. All options and responses will be reviewed. If as a result of the responses the options change, then there may not be time to consult again.
- OSMB concluded that as Neighbourhoods Scrutiny were submitting a statement to Cabinet that OSMB would not do so.
- Some members felt that it is positive that there are many options coming in to the consultation and that the Executive has an open mind. Members were keen that OSMB play a proactive role in that process.
- Members felt a range of variations and solutions for different areas would appear to be the most likely outcome. Although many would like to keep all 27 libraries open it was noted that this is not likely.
- One member highlighted that the Head of Libraries has been clear that there is a limited budget with constrained options, if a library continues but is not operated by the Council's Library Services, then it will not be a library as we currently know it: supported by the Council and connected to Libraries West.

The Chair thanked all those present for attending this long meeting where a number of serious matters had been discussed. Thanks were given to the Executive Member for attending the meeting.

Meeting Closed at 9:32pm

8. Date of Next Meeting.



31st August 2017

Meeting ended at 9.32pm.

CHAIR _____



Bristol City Council

Minutes of the Extraordinary Overview and Scrutiny Management Board



31st August 2017 at 5pm

DISCLAIMER

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

Members Present;

Charlie Bolton, Tom Brook, Jude English, John Goulandris, Geoff Gollop (in the chair), Anna Keen, Brenda Massey, Anthony Negus

Officers in Attendance;

Shahzia Daya, Director of Legal Services and Andrea Dell, Service Manager, Democratic Engagement

1) Welcome, Introductions and Safety Information

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

2) Apologies for Absence;

Apologies for absence were noted from Councillor Kirk.

• Declarations of Interest;

There were no declarations of interest.

• Minutes of the Previous Meetings;

It was agreed that consideration of the minutes of the meeting on 24th July 17 would be deferred until the next meeting on 20th September 17.



RESOLVED; that consideration for the minutes from 24th July 17 be deferred until the meeting on 20th September 17.

- **Chair's Business**

The Chair advised that as the Resources Scrutiny Commission had not yet met in 2017/18 the Vice Chair for that body had not been elected asking the Commission to note that it was important that this position be filled due to the potential role for Scrutiny Chairs and Vice Chairs on leading future task and finish groups. The Overview and Scrutiny Management Board (OSM) unanimously agreed to appoint Councillor Stephen Clarke to the position with immediate effect (moved by Councillor Gollop and seconded by Councillor Goulandris).

The Board were then advised that feedback had been provided from Members regarding the length of previous meetings. As a result Councillor Gollop confirmed he would try to keep the meeting to time, if possible.

RESOLVED; that Councillor Stephen Clarke be elected as a Scrutiny Vice-Chair

- **Public Forum**

The Board received one public forum statement in relation to Metrobus, a copy of which can be found in the Minute Book.

Members noted that the statement had also been received by the Place Scrutiny Commission and commented that a reply to the resident had been provided by the Mayor. Some Members were concerned that the Mayor's response did contain sufficient information and suggested that the current public forum arrangements did not enable enough opportunities for the public to engage.

Members discussed the need to work more closely with Cabinet Member to resolve ward issues where appropriate since not all issues needed to route through scrutiny. It was noted that in most cases the Cabinet Members were happy to engage with other Members on matters relating to their portfolios. Alternatively, Members could use the OSM Mayoral Question Time to direct queries to the Mayor if that was felt a more suitable avenue.

Members went on to discuss Mayoral Question Time generally, noting that to date it had not been fully utilised and often presented a missed opportunity. The Board were advised that one of the changes being put forward as part of the Constitutional review was that Mayoral Question Time be replaced with a less formal conversation between OSM and the Mayor but that in the meantime, until any such changes had been approved, the arrangements could be implemented informally if all parties were in agreement.

- **Scrutiny and the Youth Council**



The Board was advised that Councillors Keen and Brooks would be visiting the Youth Council on 11th October 17 to discuss how Scrutiny can assist with delivery of their manifesto objectives and would provide an update in due course. Members agreed that it would be useful to be advised about Youth Council meeting dates and forthcoming agendas so they could embrace opportunities to work together more closely on shared objectives in the future, if it was something the Young People would be interested in pursuing.

RESOLVED; that the report be noted.

• **School Admissions Inquiry Day Outcomes**

The Board welcomed the report and thanked the relevant Members for the robust work they had done in order to understand the issues affecting school admissions in the city and prepare a set of recommendations that could make a tangible benefit for young people in the city. The following summarises the key points made in the arising discussion;

- The Inquiry Day was a good example of how Scrutiny can operate effectively in order to help Members to gain better understanding in some areas and use that knowledge to develop and influence Council policy.
- The report contained a balanced range of recommendations, some of which would be relatively simple to implement and therefore considered quick wins.
- One of the findings was that an annual report on School Admissions be added to the scrutiny work programme for future years. This approach should be adopted more widely across scrutiny work streams to ensure key findings did not become lost. The item would be added to the OSM Work Programme and the appropriate methodology decided nearer the time.

RESOLVED; that the report of recommendations be referred to the Cabinet to be adopted.

• **Scrutiny Ways of Working**

Members considered and commented on the report. The salient points were as follows;

Chairing of task and finish

- The Special Responsibility Allowances (SRA) paid to Scrutiny Chairs and Vice Chairs for chairing Task and Finish Groups was a temporary arrangement until such time that the Scrutiny model going forward had been decided upon and appropriate discussions could take place with the Members Independent Remuneration Panel (IRP) in order to agree the appropriate recompense.
- It was noted that some Members felt the temporary arrangements were not equitable (specifically the difference in SRAs between Chairs and Vice-Chairs) and would not necessarily secure the best outcomes but that they understood the constraints within which the SRAs could be changed. The Chair set out the intention to try and encourage engagement from interested and committed



members but that the SRA position did present difficulties until such time it can be changed. It was noted that the previous reports from the IRP had been discounted by Full Council. The Chair advised he had been in contact with all vice-chairs and members of OSMB not in receipt of SRAs and all were keen to progress under the new model.

- The following chairing allocation was agreed:

Air quality – Cllr Carey
 Children’s Centres – Cllr Keen
 Council Assets (property) - Cllr English
 Council Commissioning – Cllr Clarke
 Cribbs Patchway New Neighbourhood – Cllr Brooke
 Fire Safety (watching brief) – Cllr Bolton
 Libraries – Cllr Negus
 MTFP and Budget – Cllr Morris
 Parks – Cllr Johnson
 Reducing demand on social care (adults) – Cllr Massey
 Reducing demand on social care (adults) – Cllr Champion-Smith
 Youth Council (watching brief) - Cllr Keen and Brooke

- It was agreed that in the event of capacity/chairing concerns that Cllr Gollop would be requested to assist with the chairing of any task and finish group.

Scrutiny ways of working - general

- The key driver for the pilot of new ways of working was to do less but do it better but not all of the mechanics of how this would be achieved were known yet and it was important to continually adapt and evolve.
- Two members highlighted concerns about the differentiation between overview and scrutiny and raised concerns that the new model runs the risk of losing the overview element and therefore risking that key items are not scrutinised. The nature of scrutiny as a mechanism for policy development was also discussed and the need to strike a balance with that and holding the executive to account. One member cited an article by Steve Pearce and how scrutiny works with the political system. The article was circulated to all members of scrutiny.
- The proposals to bring items such as the risk register and performance reports were noted however some members were concerned that items could still be missed and there is a risk that only items of interest are scrutinised as opposed to items that are not hugely engaging (e.g. council tax base) but are critical to the organisation.
- The process for reviewing the priority items for scrutiny was highlighted as requiring development and an area of risk if not regularly reassessed by members.
- The Chair advised that it is vital that scrutiny is responsive and that we need to evolve the processes and continue to develop and that OSMB will continue to respond to feedback in shaping the model.
- It was clarified that OSMB will receive all public forum. Members discussed the issue of public accessibility and it was concluded that this should be monitored going forward. Clarification was requested on the process for submitting questions to the Mayor’s Office and the next steps if a



response is not received.

- It was requested that going forward that the term 'Chairman' be replaced with 'Chair'.
- The task and finish group for the libraries was debated as some members felt that given the timescales it would not be able to produce valuable contributions, that they may not be considered by the Executive and whether this should be deferred similar to tower blocks. It was agreed however to move forward with this work.
- Members highlighted the positive work on tower block safety and reiterated that they were happy to keep this as a deferred item.
- Some concerns about the management of the membership of the groups were highlighted including capacity, engagement in the process and the need for members to be committed to the group. This area is to be monitored through-out the trial and assessed.
- Timing was highlighted as a risk area in the new model and that there is the need to ensure that scrutiny activity needs to align with decision making.
- It was noted that not all members are supportive of elements of the new model however it was highlighted that trailing the new model was what had been agreed at the previous meeting.
- Members voted 6:2 in favour of continuing to move forward with the trial.

10) Scrutiny Work Programme - general

- The work programme must evolve and not be static. Members (and officers) should highlight topics that they have concerns about so that they can be considered.
- It was noted that the next approach to setting the work programme should be more scientific and should involve the whole member cohort.
- One member expressed concern about the limiting of scrutiny activity, the risk of overload on OSM and the decision making being within the OSMB committee. The chair reminded the committee about the earlier decision to move forward with the trial.

Scrutiny Work Programme – Task and Finish Updates (verbal)

As not all groups had commenced only a small number had updates at this time.

MTFP

- The scoping group has met three times and feel that it has been a very meaningful engagement on the MTFP. Members would like to thank the officers for their support in engaging with this.
- It was noted that going forward this would be a significant area of work.

Council Assets

- The council's current policy direction is not clear in this area and this is a very live issue given our budget position. A policy review is required of this area and members are encouraged to be involved in this and work quickly.

Libraries

- Information is being chased from officers and this is required in order to progress.



Other items for consideration

- Waste Company Business Plan – clarification sought from officers
- Street trees and Parks - to be included as part of the Parks T&F Group
- Your Neighbourhood Consultation generic - consultation report to be made public and outcomes included in libraries T&F group
- Anti-Social Behaviour in Southmead – there was discussion about this item with some members feeling it warranted priority due to the severity of the issue and others were concerned that it was specific to one area and some decisions were out of the remit of the local authority. It was agreed that officers would investigate the council's response to the events in Southmead and this information would be used to review the need for scrutiny activity.

13. Date of next meeting.

20th September 2017

The Meeting ended at 6.30pm

CHAIR _____



Bristol City Council

Minutes of the Extraordinary Overview and Scrutiny Management Board



20th September 2017 at 5pm

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Members Present;

Charlie Bolton, Graham Morris, Jude English, Brenda Massey, Don Alexander, Geoff Gollop, Tom Brook, Estella Tincknell, Jos Clarke (sub for Antony Negus)

Officers in Attendance;

Shahzia Daya, Lucy Fleming

- **Welcome, Introductions and Safety Information**

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

- **Apologies for Absence;**

Apologies for absence were noted from Councillor Negus.

- **Declarations of Interest;**

There were no declarations of interest.

- **Minutes of the Previous Meetings;**

RESOLVED; that consideration for the minutes from 24th July 17 and 31st August be deferred until the meeting on 1st November.

- **Public Forum**



- Query received on OSMB remit as per its Terms of Reference. Chair confirmed all reports will be brought to OSMB and dealt with unless so important they require a sub-group to investigate.
- Clarity given on the pagination system for reports
- Chair confirmed Task and Finish Groups would report progress to OSMB on a monthly basis and explained how they will engage with the public.
- Noted that Looked After Children / Care Leavers could be a subject for Task and Finish Groups to investigate if deemed appropriate and Councillors with experience in that area would be welcome to contribute.

ACTION LF request that Learning City Partnership Board minutes be published on the Council website

Chair's Business

The Chair raised 3 points of concern, which had been circulated to members before the meeting.

- There is no current **Head of Paid Service**
- There are many **Vacancies at Senior Level**
- There is no detailed **Forward Plan**

ACTION LF Agreed Chair to submit a robust memo on these points to be raised at the next Cabinet meeting and to be discussed at the next Mayor's Questions on 1st November.

- Noted concern that vacancies were either unfilled or were covered by interims that are not subject to the full selection process or salary controls.
- Particular concern in Place directorate, where most directors have left. The 3 key officers for the Arena project have gone. Affecting reporting lines, decision making capability and responsibility. Memo for Cabinet should ask how many members of staff are acting up to cover senior roles and effectively doubling their workloads.
- Need clarification on whether plans for restructure initiated by the outgoing Chief Executive are still going ahead.

7. Task and Finish Groups

Update on the initial meetings of the Task and Finish Groups.

- Some groups are heavily over-subscribed, this meaning it is impossible to set a meeting date for which all members can attend. Practicality dictates setting a date and some members will be unable to attend. Proportionality will be retained in some form where possible.
- **Parks** – Cllr English – attendance was light, probably due to diary issues as already discussed. There is £1.56m of savings to be made. Ideas to realise these savings are happening at the next meeting. Proposed to have two meetings, one of which was open to interested parties. Confirmed that there was a limited budget to hold events, and they should be held in City Hall.
- **Council Commissioning and Contracts** – Cllr Alexander – first meeting was well attended and positive, was about determining remit. Will exclude Adult Social Care, but will cover the Financial Regulations and Contract Procedure rules in the Constitutional Review, Social Value



(especially SMEs) and how Members can be involved in Commissioning process at an earlier stage. Suggested that an up to date Contract Register should be included in the work stream, as this would indicate when members can get involved.

- **Demand on Social Services** – Cllr Massey – Adults: examination of the 3 Tier model, along with bed blocking, rehab pathways and the role of Public Health. Agreed on the need to get user feedback. Children: looking at family support and social work model, seeing whether early help works properly, new Ofsted framework, child protection and root causes for demand.
- **Council Assets** – Cllr English – Have not met since last OSMB, have asked for a position paper and the current policy but this has not been supplied. Also not clear when the Your Neighbourhood consultation findings will be published.

ACTION – LF and SD to formerly request current Council Asset policy / positioning paper.

ACTION – LF to confirm consultation timeline and circulate to OSMB members.

- **Cribbs Patchway New Neighbourhood** – Cllr Brook – had meeting with officers and Cabinet Member to discuss aims and scope. Working out where we can input. Priority is works on Crow Lane roundabout, envision a long-standing group that will flex in activity depending on the development. Important to involve South Gloucestershire colleagues.
- **Air Quality** – Cllr Keen – This is tagged onto a pre-existing work stream for Defra, but officers have hit a problem due to change in national rules, meaning they could miss deadlines. Kerry McCarthy MP is helping. Is a Clean Air Plan rather than Clean Air Zone, so the remit is wider.
- **Children’s Centres** – starting end of Sept/early Oct
- **Libraries** – Cllr Bolton – meeting about alternative models and how that might work, we will be going through the results of consultation at next meeting. Concern about timeframe and how much influence the group can have. Extended access pilots will not have a chance to report back. Vision needed before decisions. Also concerns about losing buildings and not being able to use them for any kind of service provision. Some people will be put off responding to consultation due to closure being only option. Public may not realise the benefit that libraries bring, due to no library promotion activity. Footfall should be considered, closing some well-used libraries. Cost should also be considered, some libraries are rented and cost more. In some areas the library is the only community space available.

ACTION LF to establish mechanism for OSMB to have access to all consultations as information items and discuss if members think it suitable.

- **Fire safety** – Cllr Bolton – deferred until Grenfall Inquiry interim report will be received in Easter.
- **MTFP** – Cllr Morris – first tomorrow and another near Christmas
- **Youth Council** – Cllr Keen – meeting in Oct.

ACTION LF investigate possibility of producing a document for the website / newsletter that sets out what the Task and Finish Groups are doing.



8. OSM Work Programme

- Members expressed concern that recent changes to staff mean they no longer know which officers are responsible for which service areas or work streams. Also concern about officers taking on more than they can handle to cover vacancies. Cabinet members used to give regular update reports to OSMB but now no longer do so.

ACTION – LF to secure a list of officer / cabinet member responsibilities and circulate to members

ACTION – LF to request update reports from Cabinet Members for OSMB as was done previously.

ACTION – LF add Flood Risk Strategy and Safeguarding Adults and Children reports to November meeting.

- Noted that 3 new items are going to Cabinet on 3rd Oct without scrutiny: Adoption West, Occupational Health and Housing and Planning. This will be added to the Chair's statement for Cabinet on late items. Monitoring Officer explained 28 day notice period for Forward Plans and APR 15/16.

9. Arising items for consideration

- Noted interest in a housing item, and agreed to discuss with Paul Smith what OSMB can help with over the next 6 months.
- The next iteration of the Joint Spatial Plan will be presented to WECA 25 September, Full Council on 14 November and there is a Member Brief 16 October. OSMB would welcome update reports on JSP / WECA

ACTION – LF and Cllr Bolton to liaise on proposals for public engagement re: JSP and report to November OSMB

- Discussed importance of OSMB as a public forum and opportunity for briefing members under the Mayoral model.

11. Information Only Report – Mayor's Forward Plan

As covered in Chairs Business.

12. Information Only Report – 2017/18 Budget Monitor P4

Report Noted

13. Information Only Report – OSMB 2017/18 Meeting Dates



Meeting dates noted.

ACTION LF SD to check Mayor's availability for 1 November meeting and reschedule if needed so that he can attend.

ACTION LF to request a member of Cabinet (any) to attend OSMB meetings regularly. This happened under previous administration. Useful for Cabinet Members to understand issues

13. Date of next meeting.

Next meeting is Wednesday 20th September 2017 at 17:00 in City Hall

The Meeting ended at 1907

CHAIR _____





Name of Meeting

Date of Meeting

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.

Local Flood Risk Management Strategy

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Patrick Goodey & John Stevens

Strategic City Transport

Flood Risk Management Team

Slide 1



Flood & Water Management Act (2010)

- BCC is the Lead Local Flood Authority
- Produce and maintain a Local Flood Risk Management Strategy
- Original Bristol LFRMS adopted in 2014
- Work in partnership

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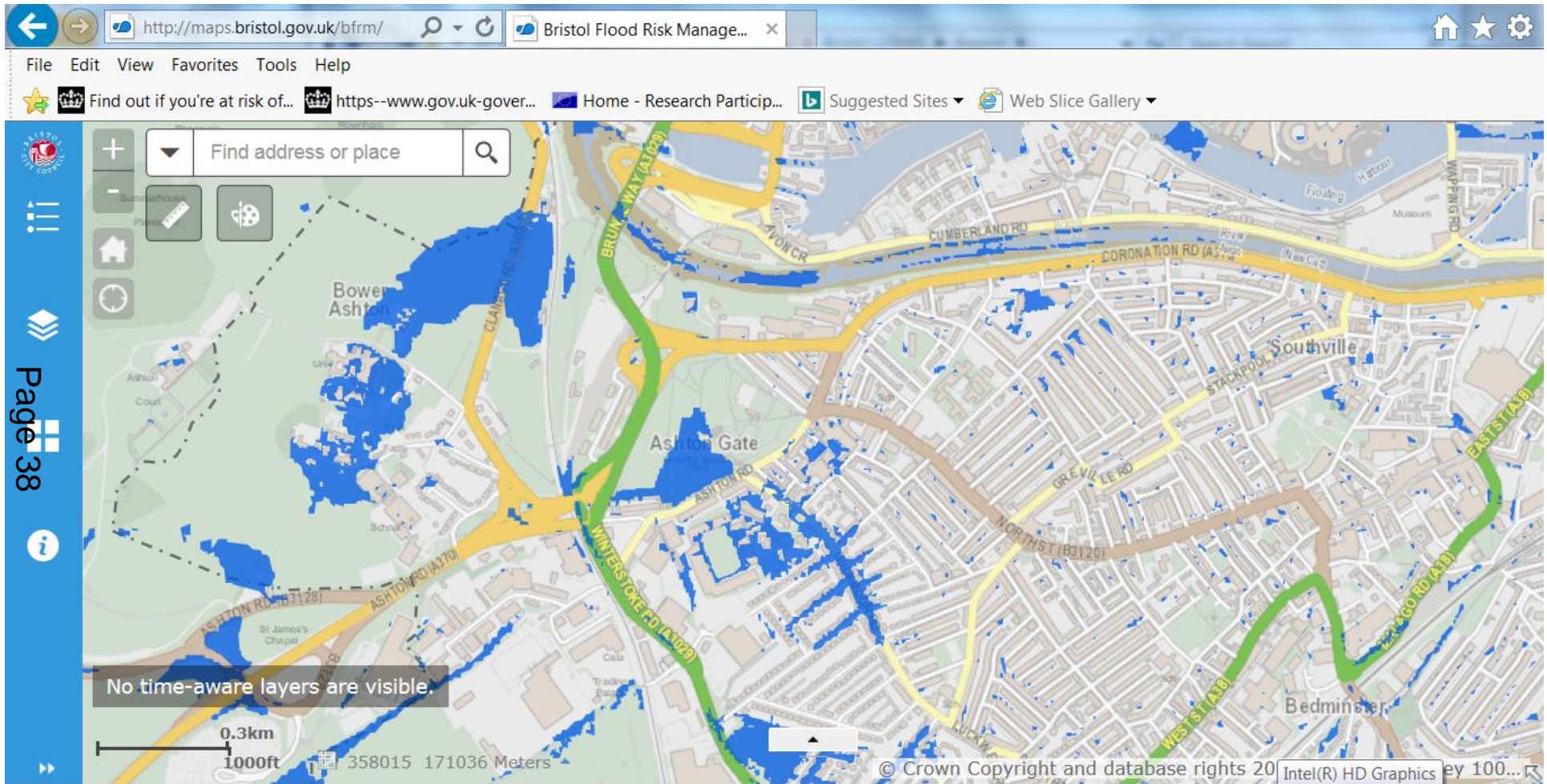


Strategic City Transport

Flood Risk Management Team



Surface water flood risk



Strategy Format

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

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Action No.	Action Name	Short term 2016 - 2018	Medium term 2018 - 2022	Long term 2022 onward
1.1	Complete SWMP update including Ashton surface water flood risk study			
1.2	Complete River Avon Tidal Flood Risk Management Strategy			

Progress



Tidal flood risk at Avon Crescent reduced by Cumberland Road flood defence wall



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Surface water flooding held in Fonthill Park attenuation basin



Flood Risk Management in Bristol



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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Progress

Action status	Number of actions	Summary of Actions
Complete	17	Flood schemes and projects, installation of monitors and asset register
Outstanding	3	Update existing computer simulation modelling
Removed	3	National policy and legislation change
Actions amended	2	In line with policy change and better practice
New actions added	6	To increase understanding and improve processes

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LFRMS Finance

Funding Type	Funding source	Approx. Budget (£, k)	Activities funded
Revenue	DCLG (Revenue Support Grant)	217/yr	Maintenance, analysis, feasibility studies
Capital	Transport Capital programme	65/yr	Small mitigation schemes, environmental enhancements
	Project specific – EA, Wessex Water, others	Varies, project specific	Flood mitigation schemes (subject to business cases)

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Next Steps

We request guidance to obtain the following;

- Support of the LFRMS update.
- Steer on the engagement strategy. How can we engage with communities about flood risk?
1968 flood 50th anniversary next year.

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LFRMS Changes

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

Update and procure watercourse maintenance contract

Identify and prioritise watercourse structural improvement requirements

Attend Environment Agency community flood plan meeting(s) to improve knowledge and help improve community flood resilience

Actions completed

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

Produce and publish improved LLFA section on BCC website

Produce and develop a community engagement activity to manage highway gullies and debris clearance

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

Setup procedures with the BCC working group to use existing studies to help improve knowledge and flood prediction

Page 46

Actions outstanding

Complete integrated Ashton flood risk study in partnership with EA and WW

Formalise process for consulting on RMA led schemes to maximise inclusion of SuDS and green space

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.

Actions amended

Implement drainage adoption on an optional basis with additional requirements, exclusions and charges to be determined.

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

New actions added

Begin use of Confirm asset management software and transference of applicable information. Including asset inspections, issuing of maintenance work, records of visits from contractors and developing forecast spend profiles.

Improve the recording system of flood risk management activities undertaken. To demonstrate clearly to other RMA's and the public the progress made in completion of Strategy actions and the status work carried out.

Continue to provide flood risk data to BCC Civil Protection Unit to inform emergency management procedures.

Rerun the Surface Water Management Plan model to reflect recent advances in computer simulation software

Contribute towards the completion of the Horizon 2020 RESilience to cope with Climate Change in Urban arEas (RESCCUE) project with European partners

Submit comments in line with the agreed procedures and risk based approach on all Major planning applications with regards to surface water management and drainage. To fulfil the role of the LLFA as a statutory consultee.



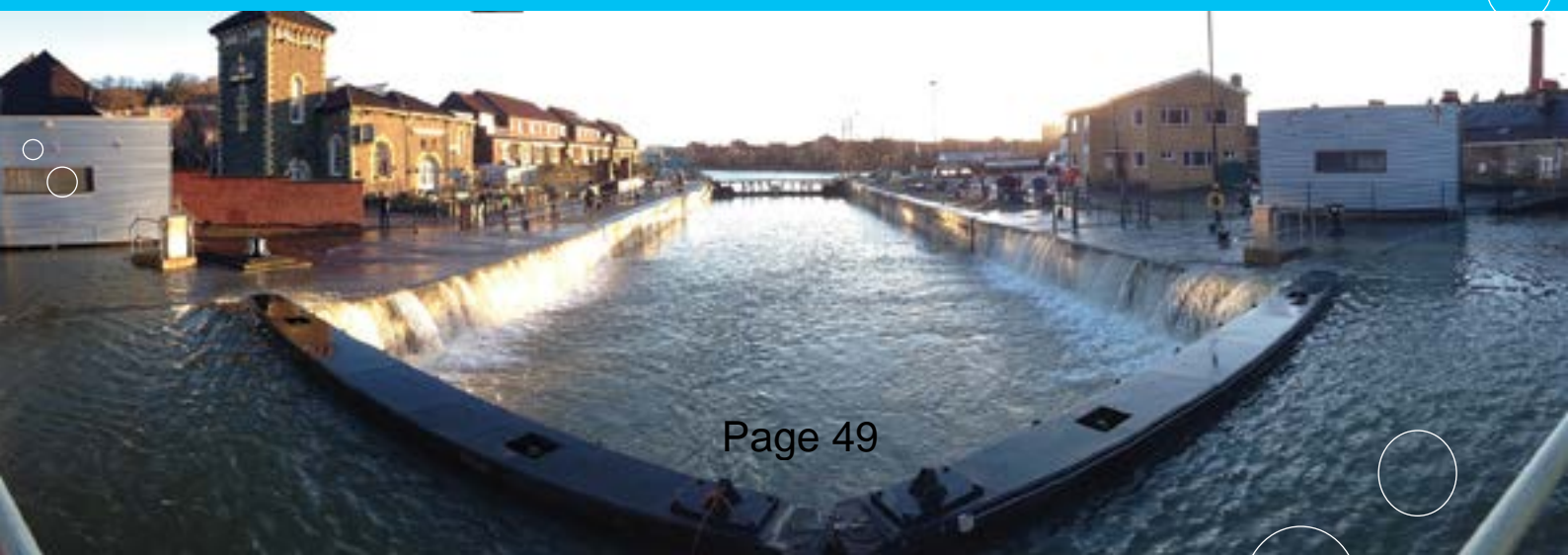
Bristol

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.

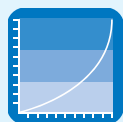
Strategy overview

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.

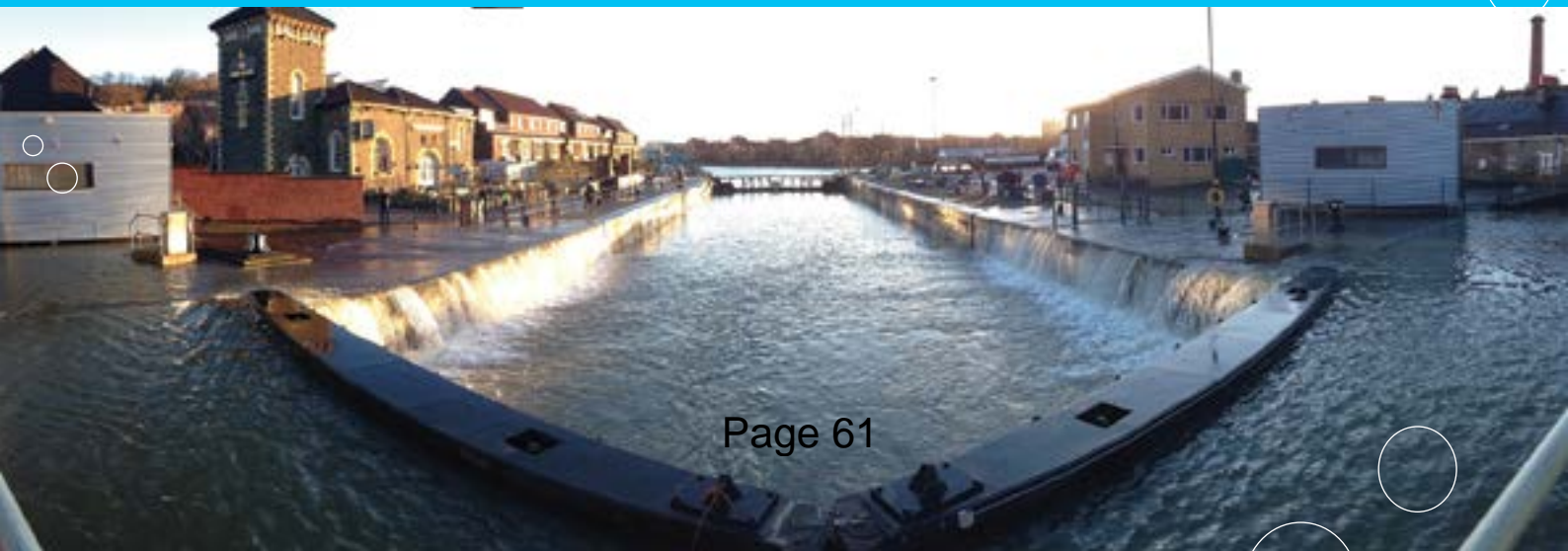
Local Objective 5 - Actions

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.

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

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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.

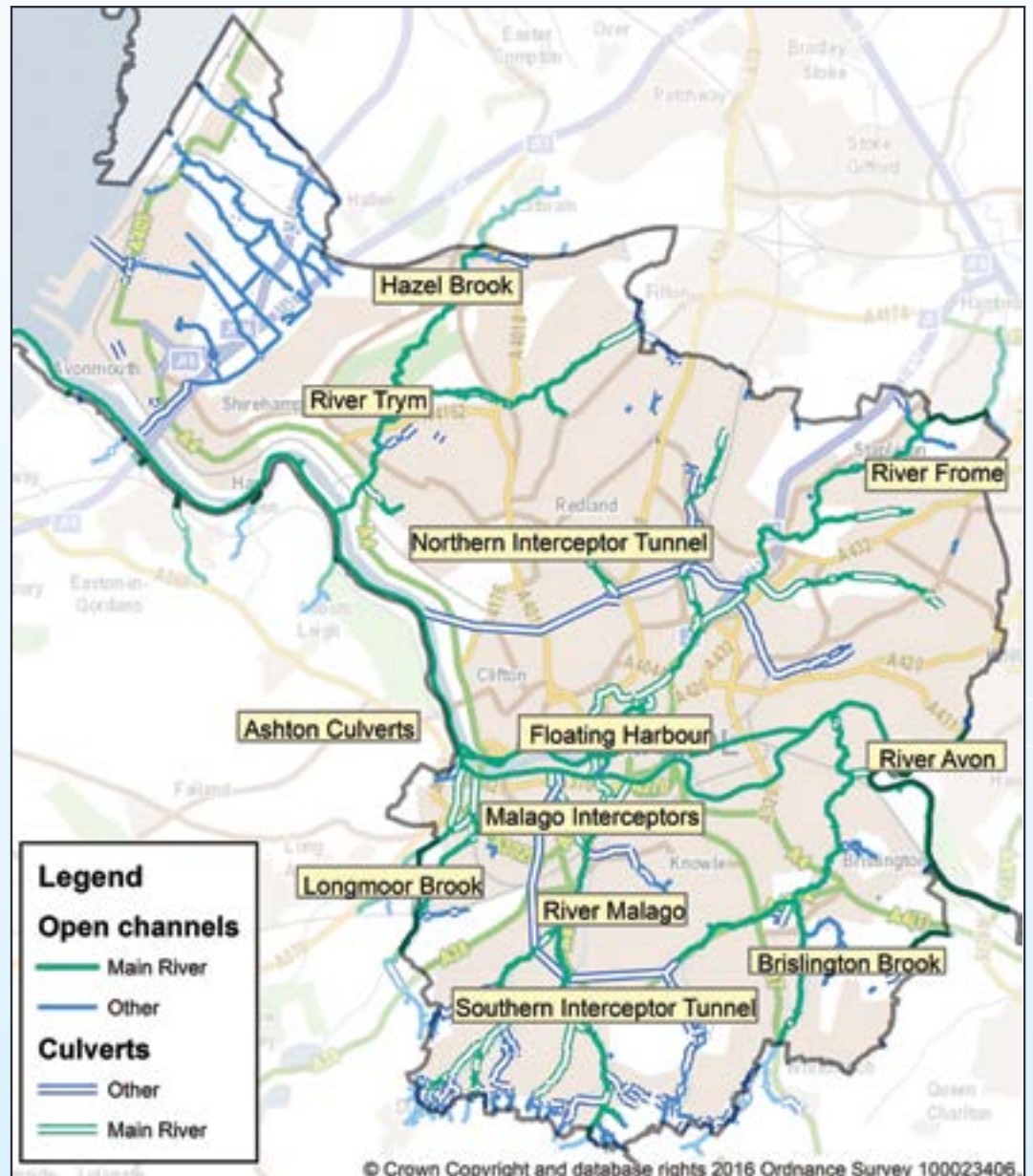


Figure 1 – Rivers and water features in Bristol

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.

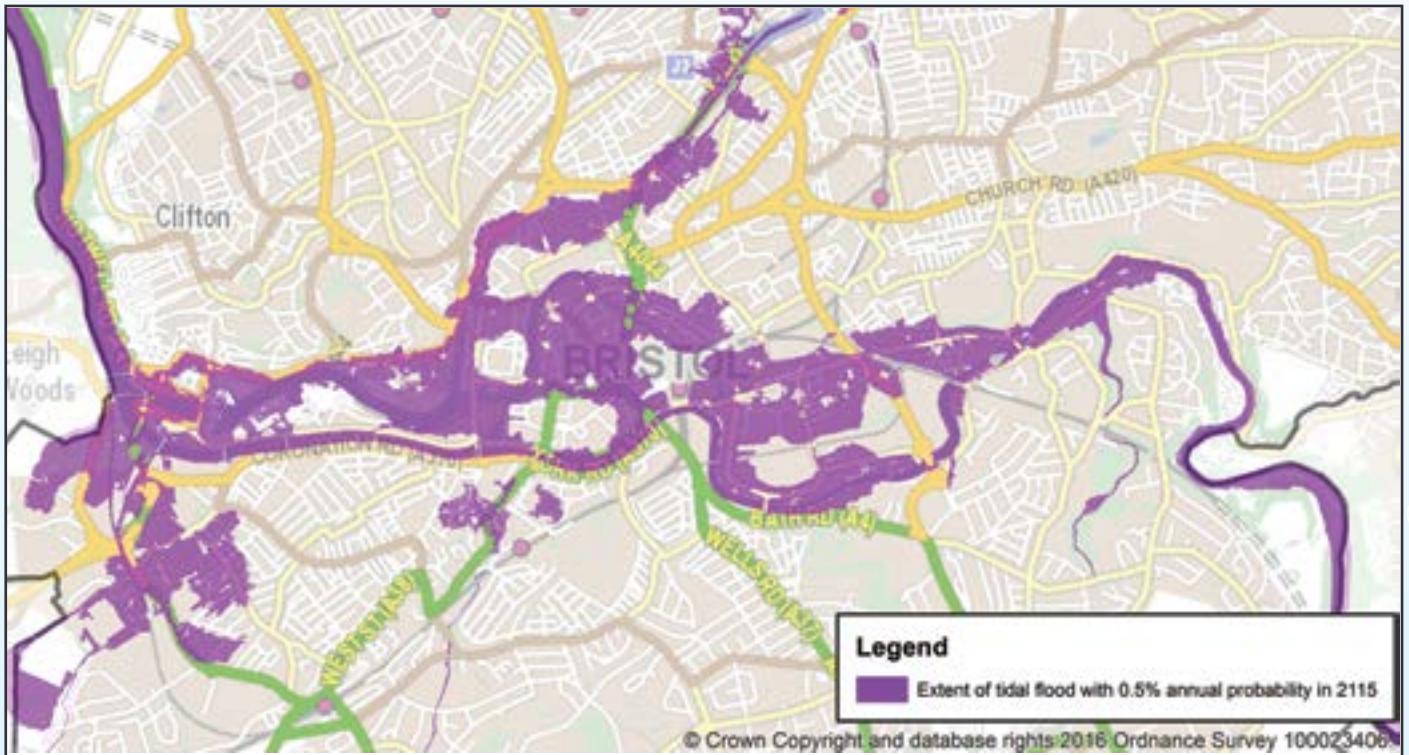


Figure 3 – Map of tidal flood risk in central Bristol. See <http://maps.bristol.gov.uk/bfrm/>

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.

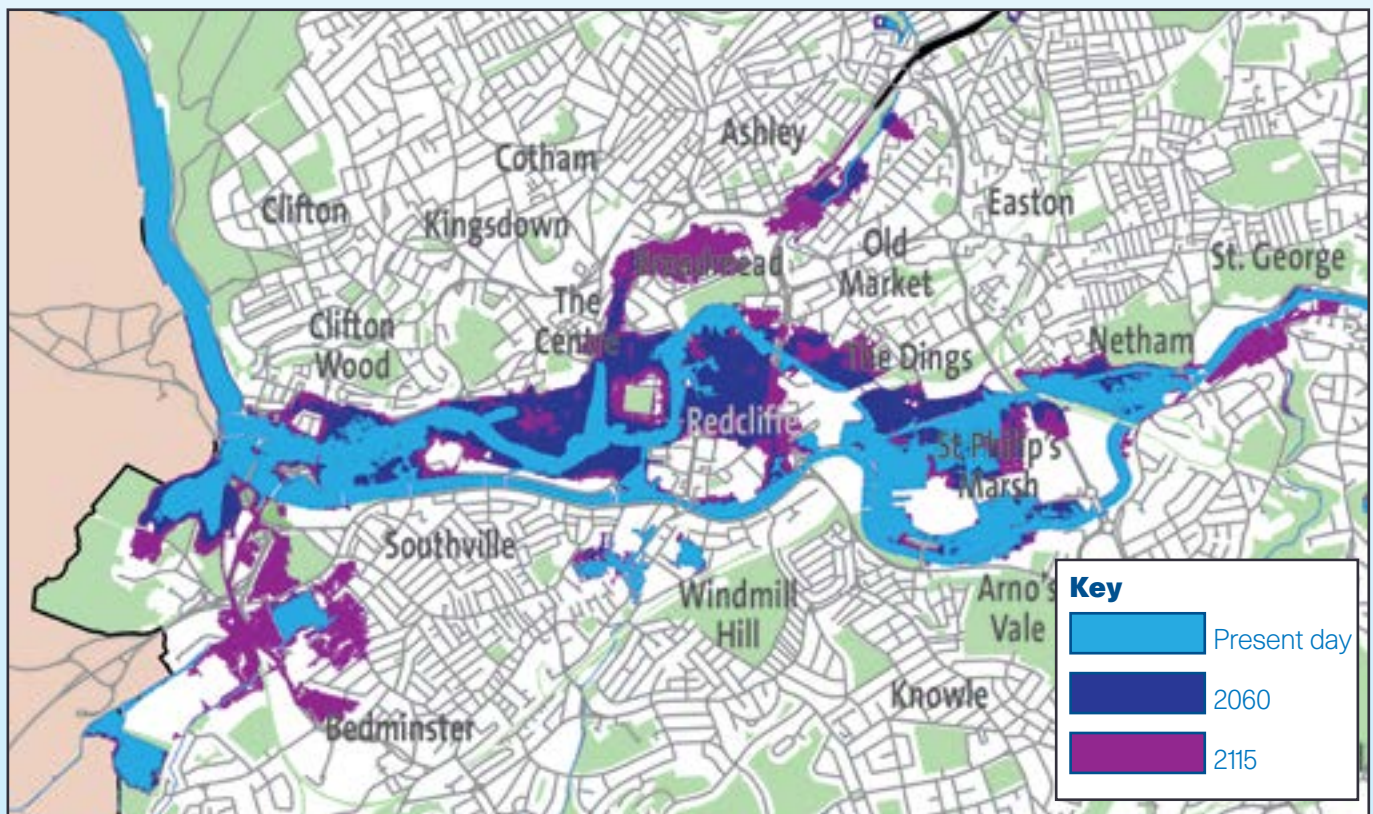


Figure 5 - Tidal flood risk in Bristol inclusive of climate change. See <http://maps.bristol.gov.uk/bfrm/>

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

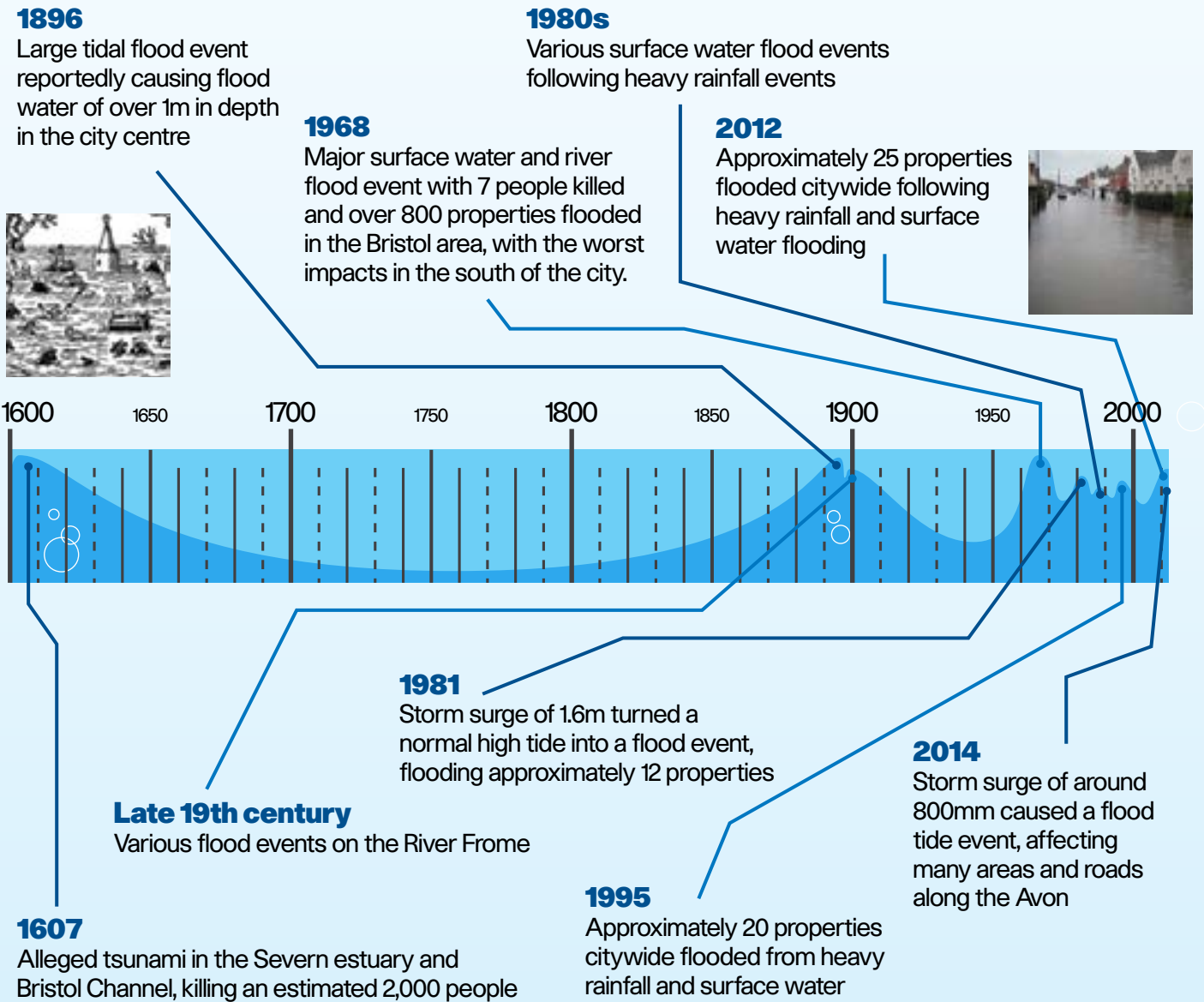
As identified above, the risk from climate change to *fluvial flooding* is predicted to be less severe than the tidal and *surface water/sewer* flooding, mainly on account of the existing flood mitigation tunnels. However, as these tunnels discharge into the tidal River Avon, sea level rise may limit 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.

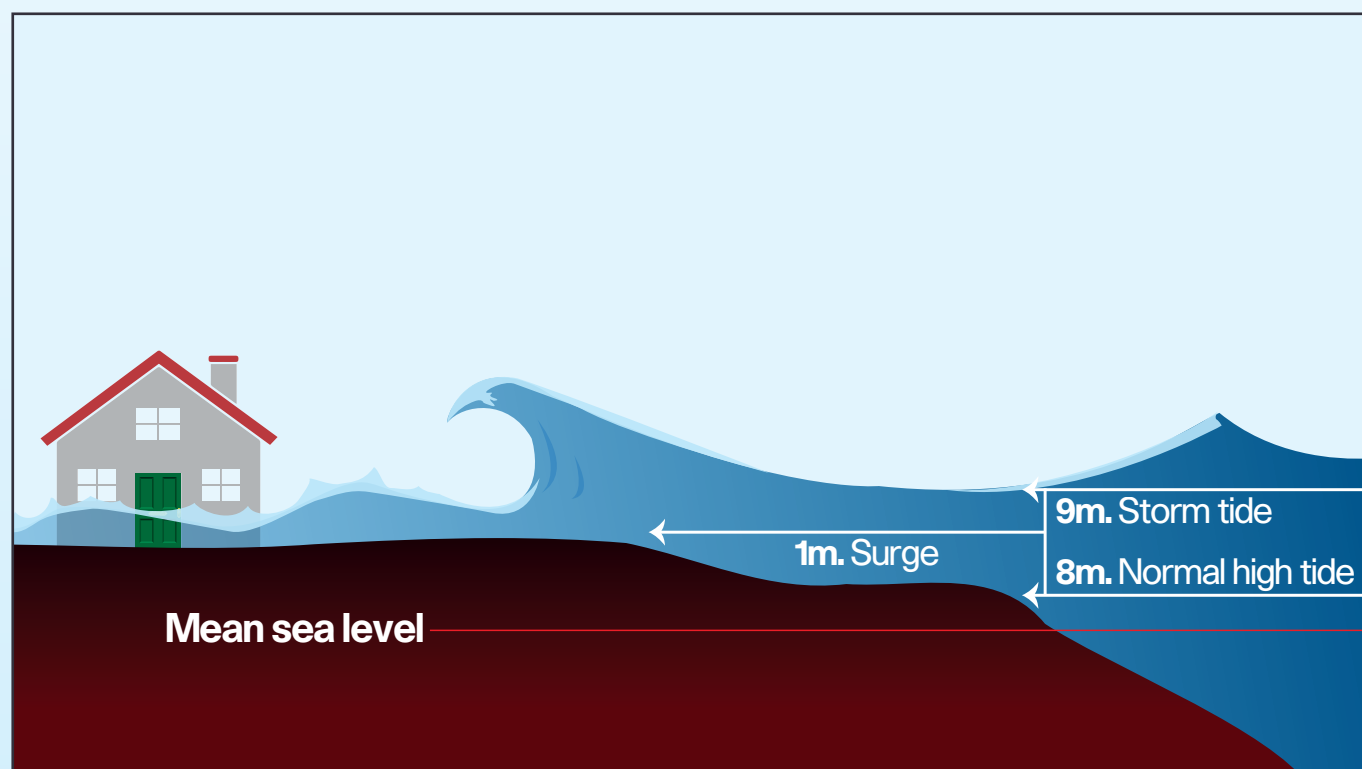


Figure 6 diagram indicating the effect of a tidal storm surge

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.

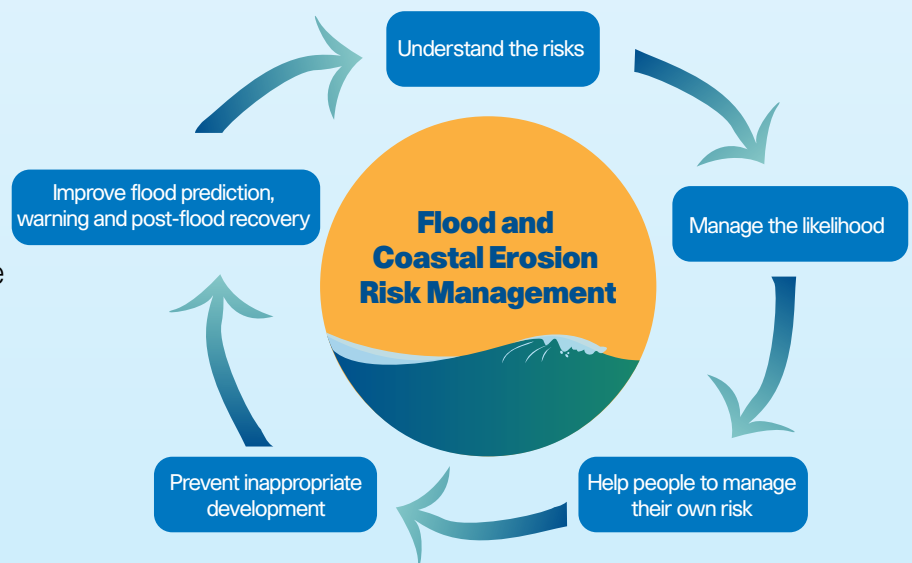


Figure 7 – Objectives from the National Flood Risk Management Strategy

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.

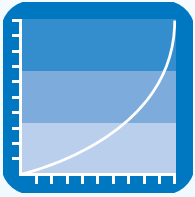


Figure 8 - National Strategy Objectives and the relevant Bristol Strategy agreed local Objectives

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.

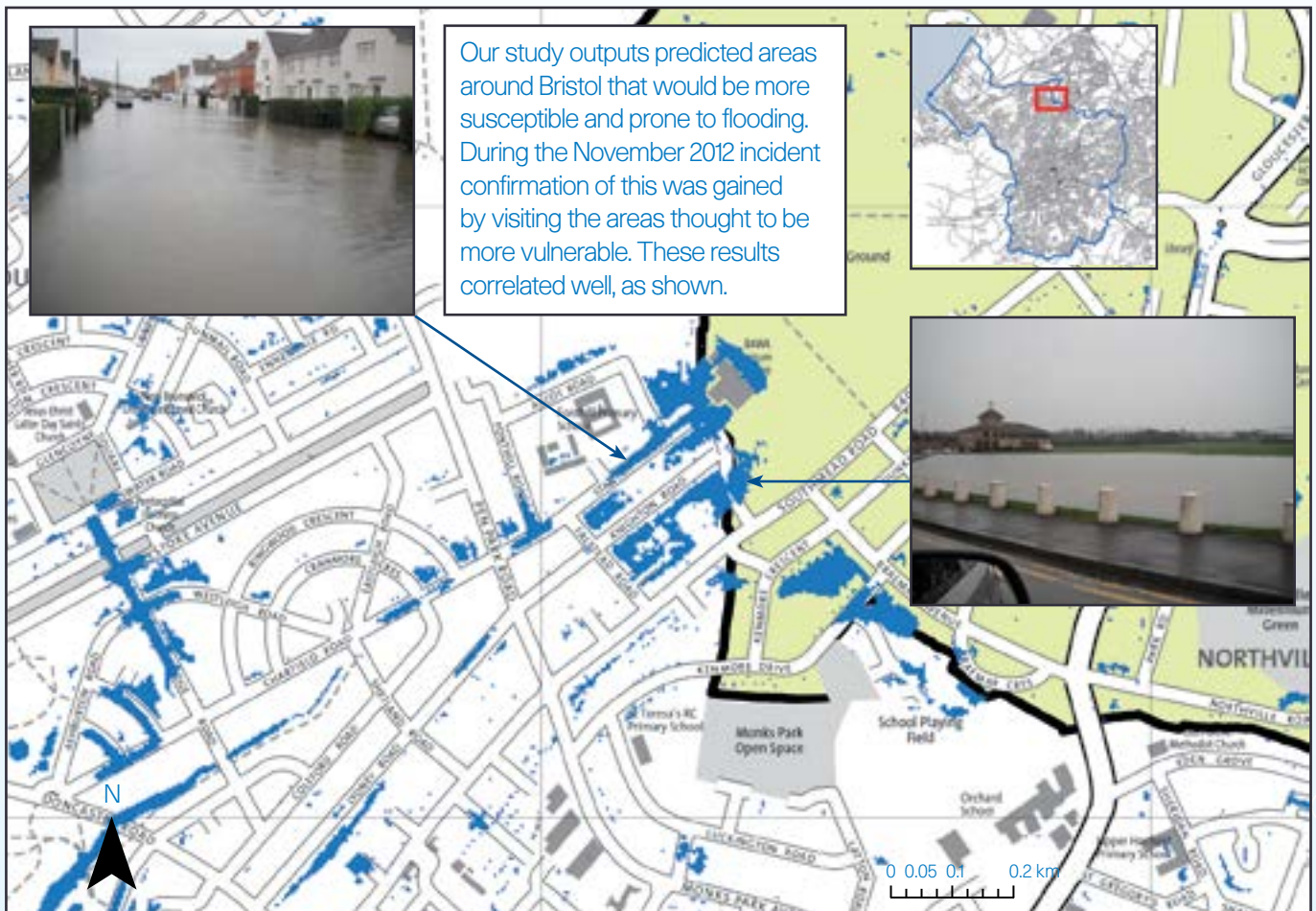


Figure 10 - Evidence of the verification of study results. See <http://maps.bristol.gov.uk/bfrm/>

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.

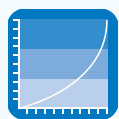
Measures

- 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*

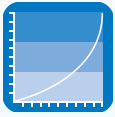
Flood Source	Priority Number	Area/Location	Types of Properties at risk
Tidal	1	City Centre	Commercial, residential, infrastructure
<i>Surface water/ Ordinary Watercourses</i>	2	Dundry Hills	Mostly residential, some schools and commercial areas
Tidal, fluvial	3	Avonmouth	Commercial, residential, infrastructure
<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.

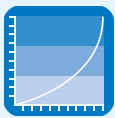
C. Learn from real-life flooding by recording and investigating events



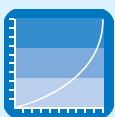
Knowing where and why flooding happens is vital for understanding and therefore managing *flood risk*. We will continue to investigate flood events in partnership with local residents, collecting information such as eye witness accounts, photos, questionnaires (**see Appendix E**) and meteorological 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

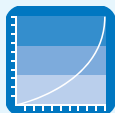
and our partners get the information we need and in a format that allows us to easily analyse the results and help shape any potential interventions. The system can be accessed at: <https://swim.geowessex.com/bristol>.

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

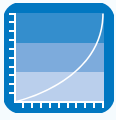
Bristol is also at risk of *tidal flooding*, particularly around the Floating Harbour area and at Avonmouth. Although the Environment Agency have overall responsibility for managing tidal *flood risk*, we, as the *LLFA* and authority responsible for the management of the Floating Harbour, work in partnership 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



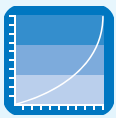
Effective maintenance of existing assets is a vital part of managing the likelihood of flooding. Clearing *trash screens*, keeping vegetation under control, cleaning highway gullies and removing silt and debris from *culverts* all reduce the likelihood of flooding.



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



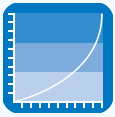
Site-specific *flood risk* assessments and drainage strategies in accordance with the *West of England Sustainable Drainage Developers Guide* allow us to ascertain that the drainage for new developments will function adequately over its lifetime. We will assess against national standards and local requirements 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

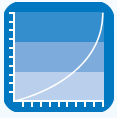


Applying the principles of water sensitive urban design can serve to not only reduce *flood risk* but also to provide other benefits such as reduced water consumption, pollution control and increased biodiversity. We will work with both internal and external developers where we can to incorporate water 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








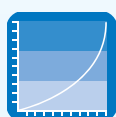
PROACTIVE TRIGGERS	Met Office issue severe weather warning(s)	GREEN No severe weather forecast	YELLOW Be aware	AMBER Be prepared	RED Take action
	Flood Forecast Centre issue Flood Guidance Statement(s) (A Flood Guidance Statement can be issued without a severe weather warning being in force)	Very low 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

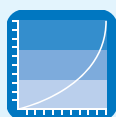


colleagues in BCC and our wider partners to co-ordinate and promote flood response and preparedness across key teams within the authority. For example, as the Flood Risk Management team within the *LLFA*, we take a lead strategic role in responding to a flood event. We will help



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

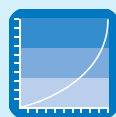


will set up procedures with the BCC working group to use existing studies along with mapping and data management techniques to highlight high risk areas and help improve knowledge and flood prediction. In practice, whilst working in partnership with BCC Civil Protection Unit, we can use this



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.

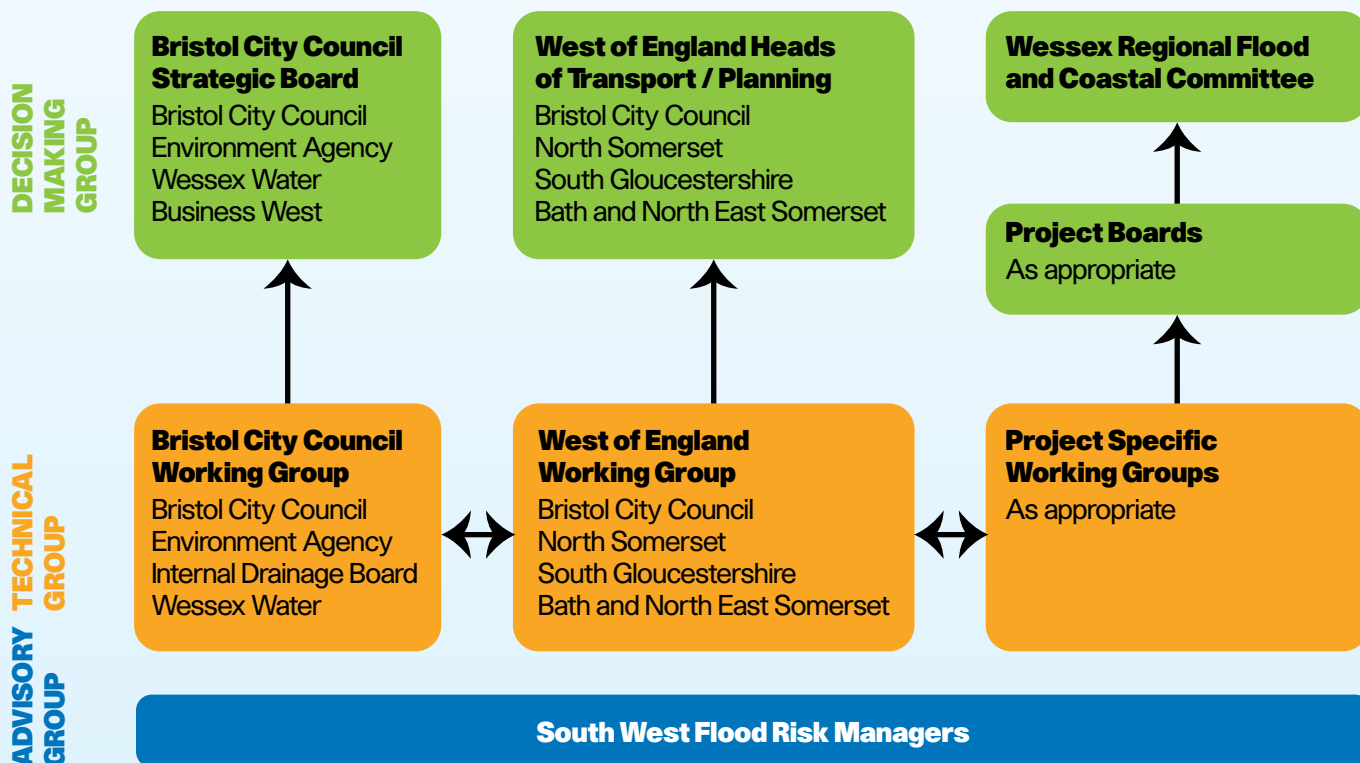


Figure 12 - Flood Risk Governance in Bristol

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.

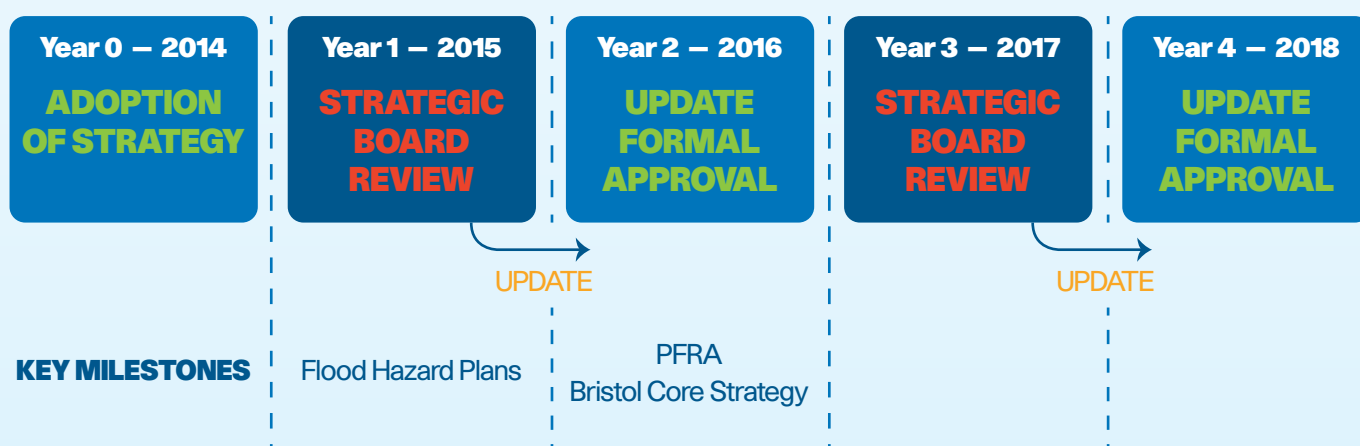


Figure 13 - Timeline of the Strategy review progress

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/fcrm-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:

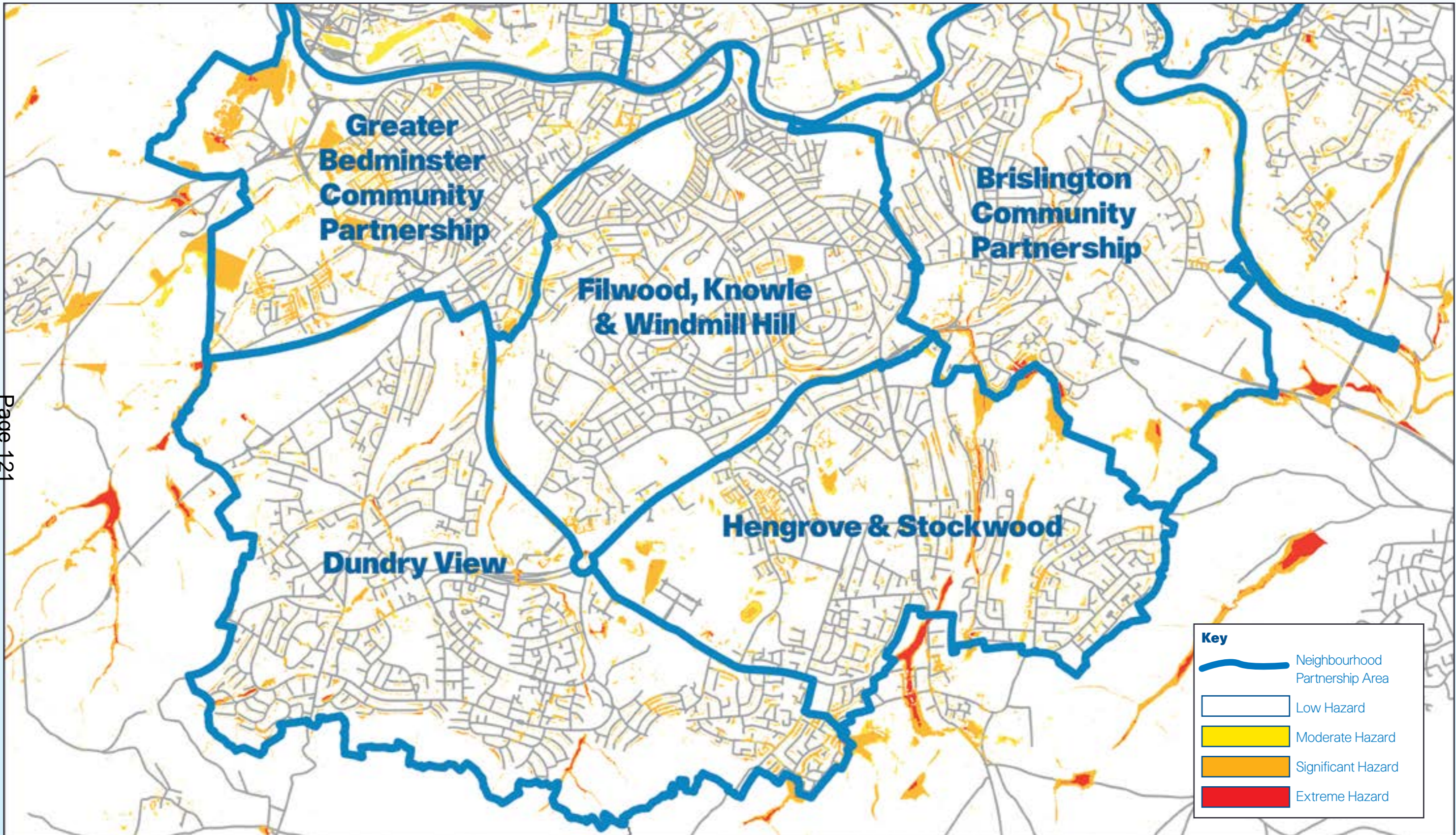
- A **duty** to co-operate with other risk management authorities in the exercise of their *flood risk* management functions
- A **power** to undertake land drainage work in its area
- A **power** to enforce land owners to undertake necessary maintenance works on *ordinary watercourses* within its area
- 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



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Figure 16 – Study results showing areas of low, moderate, significant and extreme flood hazard by Neighbourhood Partnership area

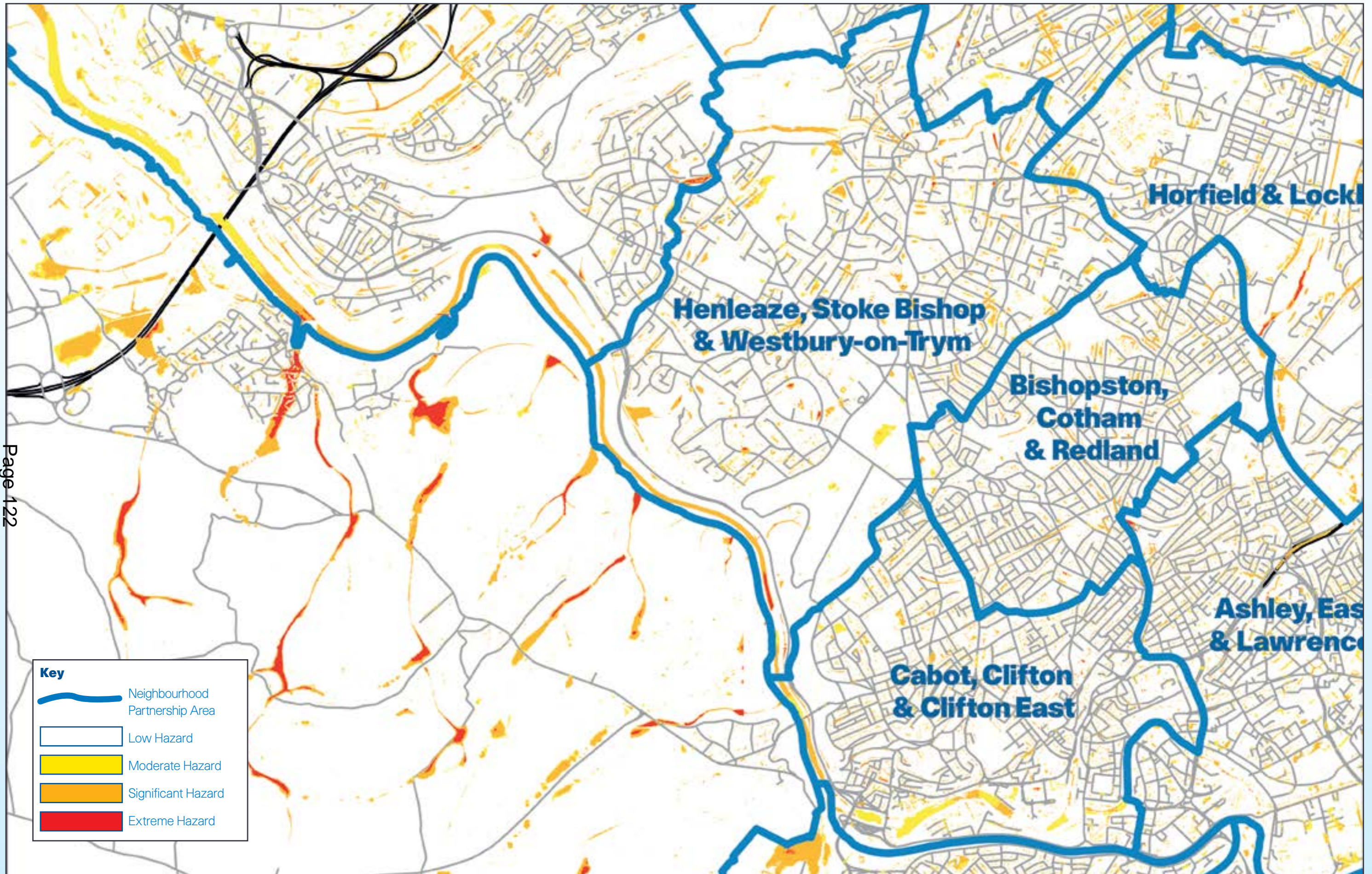
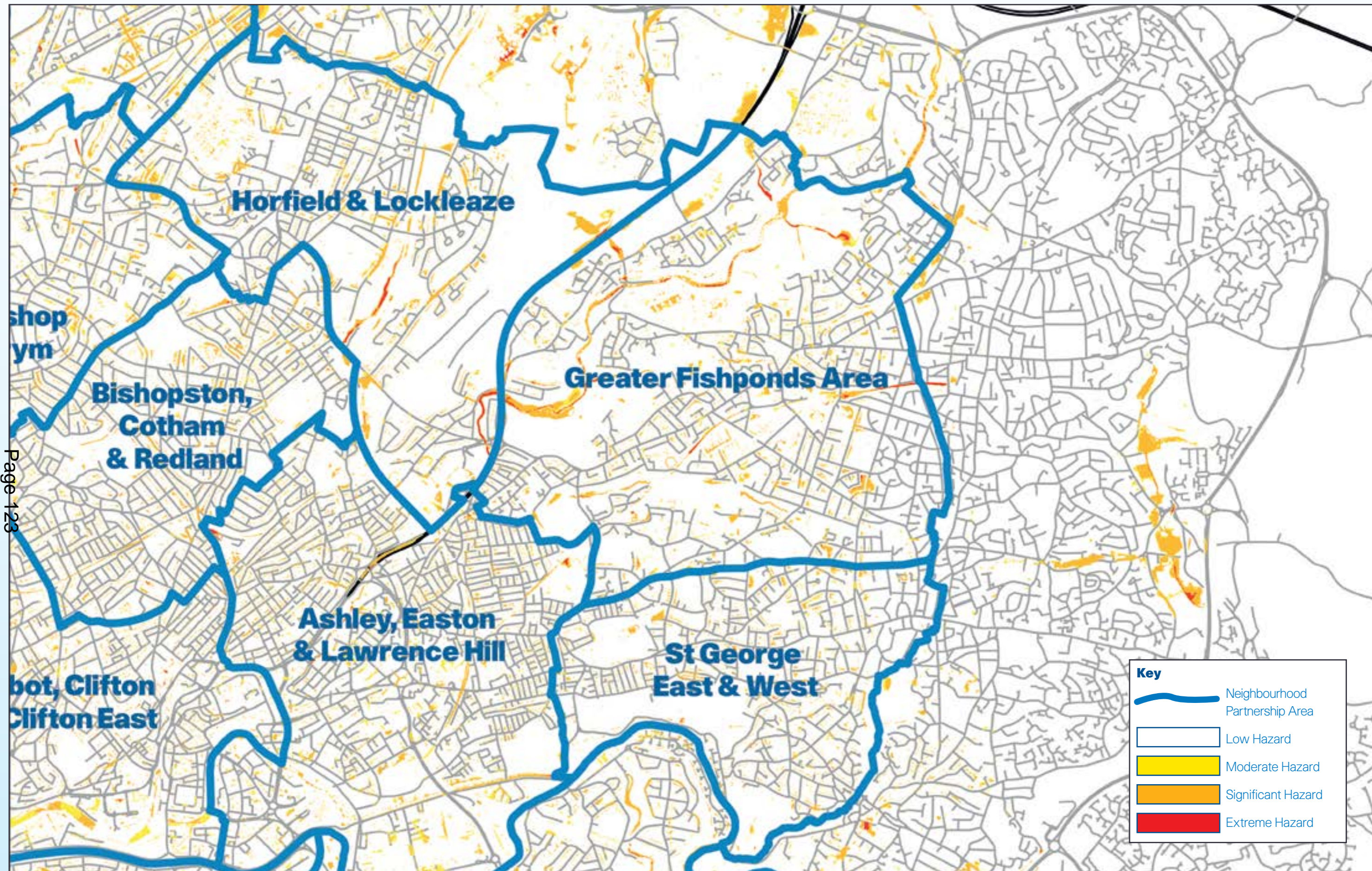


Figure 17 – Study results showing areas of low, moderate, significant and extreme flood hazard by Neighbourhood Partnership area



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Figure 18 – Study results showing areas of low, moderate, significant and extreme flood hazard by Neighbourhood Partnership area

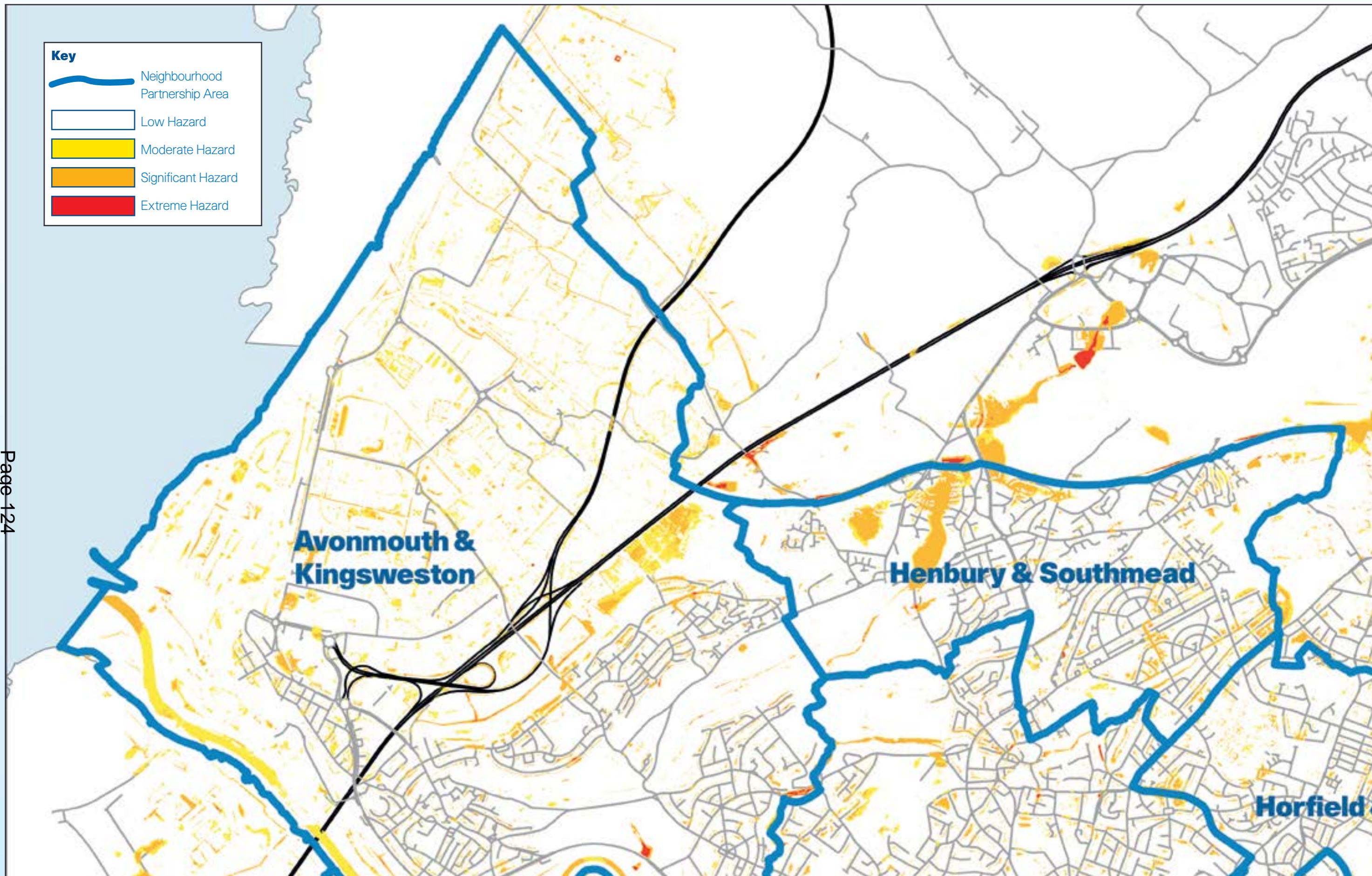


Figure 19 – Study results showing areas of low, moderate, significant and extreme flood hazard by Neighbourhood Partnership area

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?	:

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? Yes No

How many vehicles were damaged at this location? :

Is there a long term history of flooding at this location? Yes 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.

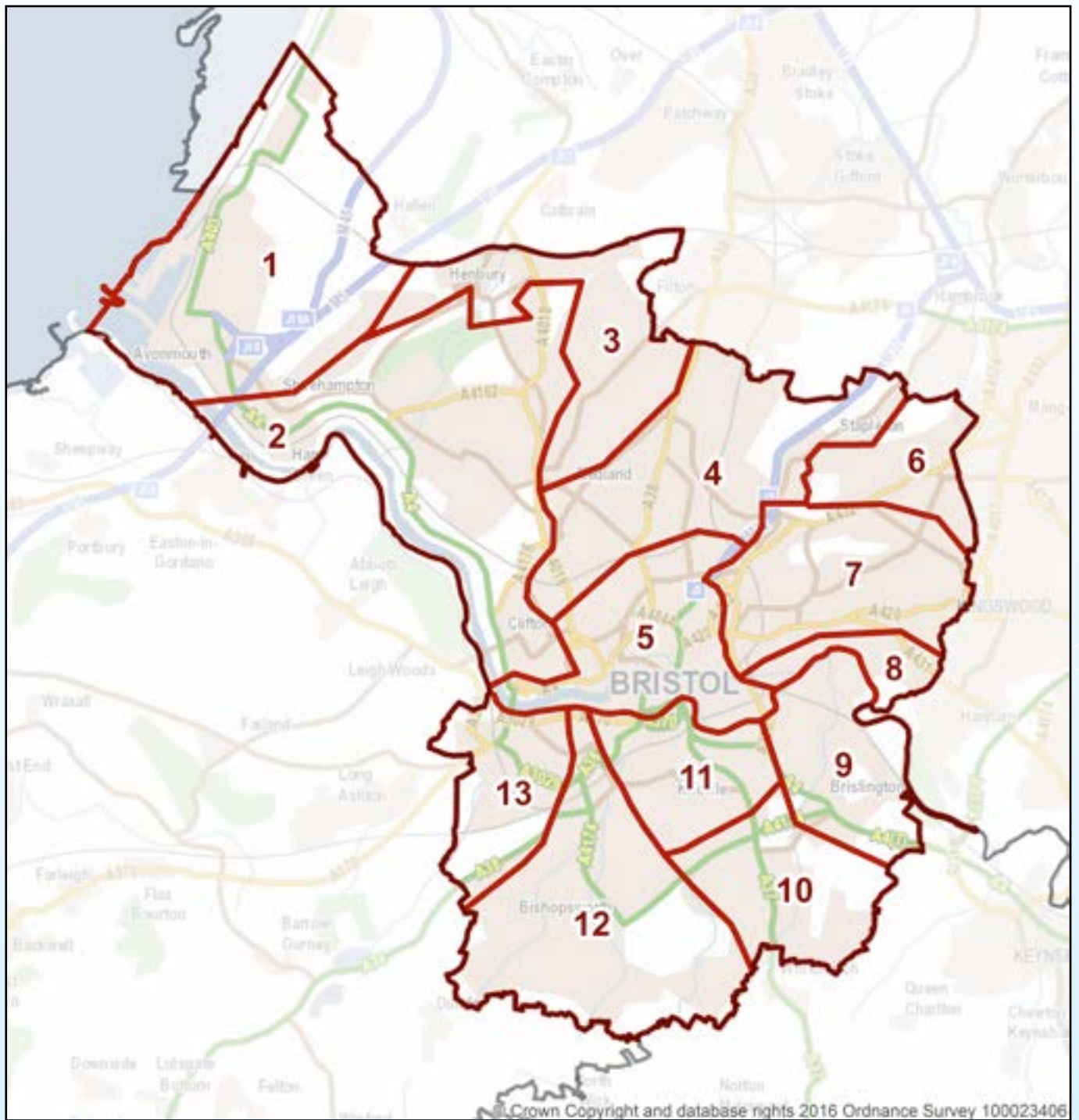


Figure 20 - Map indicating the Discharge Strategy Driver Areas

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 sewer 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 sewers	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 sewer 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

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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

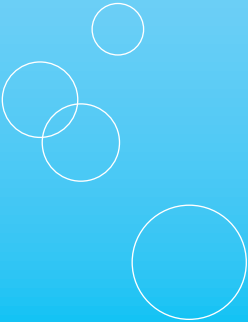
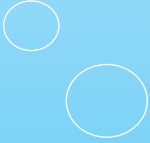
LOCAL OBJECTIVE:

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

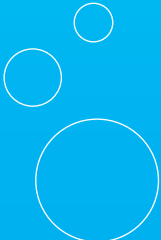


Documents available in other formats:

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 2000

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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:

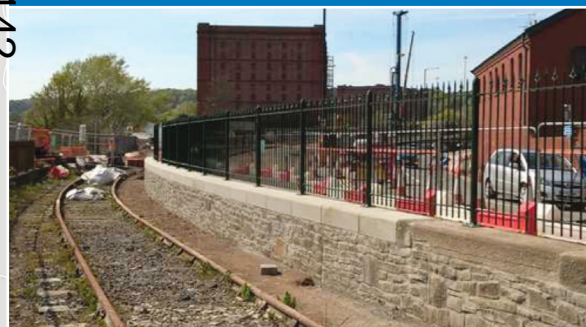
- Approximately 250 development proposals have incorporated Sustainable Drainage Systems (SuDS) in their designs
- Nearly 200 have made a reduction in existing surface water run off rates
- Over 150 have made water quality improvements

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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

1st November 2017



Report of: Libraries Task and Finish Group

Title: Conclusions of the Libraries Task and Finish Group

Ward: Citywide

Member Presenting Report: Councillor Anthony Negus

Contact Telephone Number: 0117 92 22483

Recommendation

That the members of OSMB formally adopt the attached report and recommendations from the Libraries Task and Finish Group.

Summary

The Libraries Task and Finish Group was formally set up by OSMB on the 25th July 2017. It has full cross party representation and met on the following occasions:

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

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?”

If OSMB agrees to formally adopt this report it will be submitted to the Cabinet meeting on 5th 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.

Consultation

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

This draft report was sent to all Bristol Councillors for information on the 16th October.

Risk Assessment

Not applicable at this stage

Public Sector Equality Duties

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

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

None at this stage

Legal and Resource Implications

Legal

None

Financial

Recommendations are contained within the report

Land

Not applicable.

Personnel

Not applicable.

Appendices:

Appendix 1: Libraries Task & Finish Group report

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None.

PLEASE NOTE THAT THIS REPORT HAS NOT YET BEEN FORMERLY ADOPTED BY OSM - IT IS ON THE AGENDA FOR CONSIDERATION AT THE 1ST NOVEMBER MEETING.



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

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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 after the budget setting of February 2017.

1.3 Rationale

The Task and Finish Group unanimously 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 options¹. 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 start 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 Please note – subsequent to the circulation of the draft report a Member has asked for it to be amended so that 'infinitely preferable' be replaced with 'worth pursuing'. If the change of wording is not agreed for the final draft the word 'unanimously' will need to be removed.

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:

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- 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

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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 2015 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.

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This report will go to the Cabinet meeting on 5th 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.

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

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- 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 -	10.00am 10.20am 11.00am	<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 	Romayne de Fonseca/Lucy Fleming John Toy Bridget Aherne

PLEASE NOTE THAT THIS REPORT HAS NOT YET BEEN FORMERLY ADOPTED BY OSM - IT IS ON THE AGENDA FOR CONSIDERATION AT THE 1ST NOVEMBER MEETING.

1.00pm	12.30pm	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) 	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 Romaine de Fonseka/Lucy Fleming

Appendix 2

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*

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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 Romaine de Fonseka, 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.

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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.

Appendix 3

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.

Overview and Scrutiny Management Board

1st November 2017



Report of: Andrea Dell, Statutory Scrutiny Officer

Title: Scrutiny of the 18-19 Budget proposals

Ward: Citywide

Officer Presenting Report: Andrea Dell

Contact Telephone Number: 0117 92 22483

Recommendation

That Members discuss and agree an approach to public scrutiny of the budget proposals for 2018–19.

Summary

Feedback is to be provided from the members of the Scrutiny MTFP Task and Finish Group on their work to date and recommendations related to public scrutiny of the budget.

The timeline and communications plan for the budget 2018–19 has been supplied to provide context for this discussion.



Consultation and Communication Plan – 2018/19 Budget proposals

Version 1.0

Document owner: Tim Borrett, Interim Head of Policy and Strategy

Contents:

1. Background	1
2. Aims	2
3. Objectives	2
4. Stakeholders	2
5. Risks	2
6. Consultation methodology/approach	3
7. Overview of consultation and engagement activities	4
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1. Background

In February 2018 Full Council will consider a 2018-19 budget based on savings of £25m, along with proposals for the next five years.

A formal public consultation, detailing proposed savings to service budgets, will help inform this budget-setting exercise and development of final options presented to Full Council for consideration.

This plan describes the proposed consultation and engagement approach and timescales.

2. Aims

- i. To support a legal, transparent and inclusive budget-setting process.
- ii. To involve the city and its people in any proposed major changes to services.
- iii. To encourage accurate media reporting which contributes to including people in the various consultation processes.

3. Objectives

- i. Formally consult on selected 2018-19 budget proposals for six weeks from Monday 6 November to Sunday 17 December, attracting at least 3,000 formal responses to help inform Full Council budget decision in February 2018.
- ii. Enable timely implementation of any agreed savings by ensuring consultation is legally robust and substantively addresses major proposals so that further consultation is not necessary during 2018/19.
- iii. Achieve a proportionate balance of responses which accurately reflect the diverse publics and stakeholders within the city.
- iv. Ensure 90+% of mainstream media coverage is balanced in tone and content, with 100% of inaccuracy challenged within four hours (or sooner where possible) of publication or broadcast.

4. Stakeholders

The nature of a city-wide process effectively brings all of the council's stakeholders in to scope although with a greater local and regional focus than national or international.

However, because this will be a focused consultation on proposals which require it, rather than a general budget consultation, it will be essential to target the particular stakeholders most closely connected to the specific proposals. Therefore each proposal will need to include a clear stakeholder map and a plan from the responsible service for how to reach these groups and consult them.

Our communications will particularly focus on providing additional resource and effort to engage communities that have been underrepresented in past budget consultations:

- BAME communities
- LGBT communities
- Disabled people
- Young people

Communications must be inclusive and bear in mind that there are at least 45 religions, at least 187 countries of birth represented and at least 91 main languages spoken by people living in Bristol.

A stakeholder mapping grid (shown in Appendix I) categorises stakeholders by their expected levels of interest and influence, and identifies how communications will be targeted to categories of stakeholder with the greatest interest and influence.

5. Risks

Risks associated with consultation methodology and implementation have been detailed more fully in a risk log. However, key risks to be aware of and mitigate are:

- The council does not set a legal, balanced budget because it does not run an effective consultation.
- Potential judicial review successfully challenges budget consultation process.
- Bristol's residents and other stakeholders will have consultation fatigue because of the two other large consultations that have taken place in the last 12 months.
- Residents and other stakeholders will lose confidence in BCC's ability to be an effective and high-performing council because of the continually bleak financial picture and need to make savings.
- Timelines and capacity make it difficult for BCC to deliver a consultation as detailed in this plan.

6. Consultation methodology/approach

The consultation will engage as many people as possible online, as that is what they expect and it keeps costs down and increases response rate. An online survey (optimised for mobile devices) will have a core introductory and cumulative impact narrative.

For this type of controversial consultation it is best to use tried and tested survey methodologies, ensuring the information and response method are accessible to equalities groups (which is not usually the case with new apps). This enables us to give enough information for people to make an informed response and provide useful data on citizens' views to inform decision makers.

Key considerations: Feedback and learning from previous consultations, most specifically the Your Neighbourhood consultation (June – Sept 2017), have posed the following considerations for the consultation approach:

1. Information provided about budget proposals should be succinct and easy to understand to enable people to respond. Legal advice will be sought on the level of information required to ensure respondents have sufficient detail to form a view on the proposals.

NOTE: Feedback to the Your Neighbourhood consultation suggests that the comprehensive and lengthy information provided in the spirit of transparency also created a potential barrier.

2. To enable proportionate representation from demographic groups, resources will be focused on direct engagement with specific groups.

NOTE: Costly, large scale public events, as staged as part of the 'Your Neighbourhood' consultation, although carefully programmed and managed can be resource/cost inefficient to the groups and individuals that are latterly represented in consultation responses.

- a. There are low response rates to the Your Neighbourhood consultation from a number of under-represented demographic groups.

	% of consultation respondents	% in population
Age		
Under 18	0.4%	21%

18 – 24	2%	14%
25-44	43%	32%
45-64	34%	20%
65-74	13%	7%
Over 75	4%	6%
Ethnicity		
White British	81%	78%
Other white background	6%	6%
Mixed/dual heritage	2%	4%
Black/Black British	0.4%	6%
Asian/Asian British	1%	6%
Other ethnic group	0.6%	1%
Disability*		
Yes	11.2%	17%
No	88.8%	83%

**The series of Your Neighbourhood consultation proposals that could affect disabled people (eg. Bristol Community Links, Supporting People) may have inflated the response rate in comparison to other consultations.*

3. Although online is the default consultation and engagement approach, offline methods should be easily available for groups likely to be digitally excluded.

Alternative Formats / Accessibility

Paper copies of consultation materials and various other alternative formats will be available. These will be available at libraries and our Citizen Service Point.

To increase inclusivity of the online survey, we also intend to produce a short introductory video with subtitles and BSL. This will be embedded in the survey and signpost people on how to access information in alternative formats.

Limited runs of signposting and marketing material will be available in alternative languages (five most widely spoken/read in Bristol).

7. Overview of consultation and engagement activities

The following list comprises the key consultation and engagement channels and events to be used for this consultation. This is summary information and each event or activity may have additional milestones or preparatory work associated with it.

Event or channel
Online public survey Posted on Consultation Hub and optimised for use on mobile devices.
Budget simulator A complementary engagement tool which enables people to try balancing the budget themselves and explaining the consequences of choices. With integrated social sharing of results.
Council website Full background information on the website, including a simplified budget briefing (how much

we spend and what on, reference to services we have to provide, where money comes from and savings needed), substantive budget proposals explained as clearly as possible, using infographics and including EqlAs/Relevance checks.

Video introduction

Mayor talking about the ambition of the city, the budget, difficult choices, the need for services to change through redesign and creativity as well as the opportunities and what we aim to achieve as a city. Designed for sharing to social media platforms.

Paper response option

Background information in paper format – available on request.

Accessible formats

Braille, BSL videos, Large Print, Easy Read – available on request. Quantities will be assessed based on total requests received for each accessible format during Your Neighbourhood consultation.

Scrutiny

- Continued engagement with MTFP Working Group.
- Promote, attend and webcast relevant scrutiny meetings.
- Engage with OSMB and respond to their recommendations regarding public scrutiny (meetings etc) by members of the budget proposals

Business consultation *(pending further details on proposals that could affect business sector)*

- Email to LEP, Federation of Small Businesses, Business West, Institute of Directors. Includes full budget info, invitation to meet and discuss, link to surveys.
- Follow up with link to the Cabinet report on Budget when available.
- BusinessWest engagement event for facilitated Q&A or discussion with business attendees.
- Direct email to database of Business Rate customers (approx. 3,000 on file)

Voluntary and community sector consultation

- Direct email to VCS and community groups.
- Direct communication with a variety of equalities groups and contacts within the city and ask for assistance promoting the consultation (including internal staff led groups).
- Themed smaller engagement events for key groups including young people, Bristol Women's Voice, Older People's Forum, Bristol Disability and Equality Forum, BME Voice, LGBT Bristol, Internal Staff led groups.

Face-to-Face

Recognising the need to run an inclusive process, a range of face-to-face engagement activity should be included.

The following options are proposed:

Targeted roadshows – in areas and networks with higher proportion of demographic groups we want to target. High profile, engaging roadshows staffed by council colleagues fully conversant with proposals who can help people complete online survey (via computers/laptop/tablet) and in paper format. Partner agencies could also be invited to

attend to act as advocates for members of the public.

Focus groups – with demographic groups we want to target. Designed to examine and discuss proposals and get a better understanding of what factors shape their views. Hosted by trained facilitators (which may need to be resourced externally). Video welcome and introduction from the Mayor (Mayor and Cllr Cheney may also attend some focus groups). Attendees offered assistance to complete online or paper survey.

Bespoke events with partners whose networks reach target groups – e.g. VOSCUR, Equalities Forum, multi-faith forum, youth council.

Mayoral Roundtable meetings with city partners – to share budget challenge and pool ideas for partnership and collaboration.

Internal

- Engagement with Trade Unions via DJCC meetings
- Regular internal news updates and progress reporting via Source and email.
- Promotion via workplace screens, posters, Source and email.
- Management Briefs and subsequent team briefings by managers.
- Team engagement toolkits including. Ambassador scheme for staff to help promote consultation (inc. posters, copy-blocks for social media etc.)

Political

- Member Briefings. Aligned to launch to explain budget and proposals.
- Party Group Leader one-to-ones.
- Party Group Briefings. Scheduled post-launch for Section 151 and other officers to attend and brief party groups.
- MP meetings. Invitation for MPs to meet Mayor and Section 151 Officer for briefing and discussion.
- Engagement toolkit provided to all Members to help them promote consultation.

Media relations

- Press releases linked to all milestones including general reminders to participate.
- Journalist 121s with Mayor and Cabinet Member (at least one per main political correspondent).
- Direct feature pitches to hyper-local and community publications.
- Council publication features including Housing News and Our City News.
- Radio phone-ins with Mayor on Radio Bristol, BCFM, Ujima.

<ul style="list-style-type: none"> • Reactive PR support for media enquiries throughout consultation.
<p>Other promotional activity</p> <ul style="list-style-type: none"> • Social media promotion across multiple channels and events, including targeting of influencers to disseminate messages and encourage participation in surveys. • Paid social media advertising to target under-represented demographics. • Information/consultation packs available at libraries, CSP and community buildings. Poster promotion in these venues including library PC toppers. • Information/consultation packs to councillors, community groups, colleagues and key partners. • Optional radio advertising (to be reviewed against response rates) • Attending key public and partner events to promote consultations – ‘roadshow’ approach. • Email to Council Tax and Housing Benefit list (18,357 addresses) • Email to Ask Bristol Bulletin (13,000 addresses) • Consultation Hub (1,000 subscribers) • Email to VCS organisations and community groups • Surveys sent directly by email to Citizens Panel (approx. 1,000 participants)
<p>Reporting</p> <ul style="list-style-type: none"> • Interim report at three weeks. To keep decision makers up to date with responses. Analyse open ended comments throughout consultation process. • Use final interim report to start shaping any revisions to proposals, with these confirmed following final report in January.

8. Timeline

The consultation follows the agreed budget timeline. Key dates are:

Activity	Date
Final draft proposals agreed and provided to comms, consultation and legal	Monday 23 October
SLT and Exec Board review of proposals	Tuesday 24 October
SLT paper dispatch – final proposals, consultation (inc. all wording)	Friday 27 October
SLT final approval of proposals, consultation (inc. all wording)	Tuesday 31 October (AM)
Exec Board approval of proposals, consultation (inc. all wording)	Tuesday 31 October (PM)
Deadline for print / alternative formats (No changes after)	Tuesday 31 October
Consultation opens	Monday 6 November

Scrutiny – MTFP/Budget working group	Thursday 28 November
Scrutiny – MTFP/Budget working group	Wednesday 13 December
Scrutiny of Budget – TBC post OSMB feedback	
Consultations close	Sunday 17 December
Consultation reports completed	Thursday 4 January 2018
Professional review of SLT papers inc. consultation reports	Thursday 4 January 2018
SLT paper dispatch	Friday 5 January 2018, 12pm
SLT – Consultation report, Budget papers for Cabinet, Corporate Plan for Cabinet	Tuesday 9 January 2018
Cabinet papers published	Monday 15 January 2018, 6pm
Cabinet	Tuesday 23 January 2018
Full Council paper dispatch	Monday 12 February 2018
Full Council	Tuesday 20 February 2018

9. Indicative costs

Definitive costs for the 2018/19 budget consultation production are dependent on the number of budget proposals to be consulted on and agreement on how they will be presented. Therefore the costs for the Your Neighbourhood consultation listed below which had a similar city wide reach give an indication of the budget required.

Indicative production and delivery costs for the 2018/19 budget consultation:	£40k-£45k
<ul style="list-style-type: none"> • Design and print of hard copy surveys, EQIAs and any supporting information. • Translation, design and production of accessible formats: BSL videos, Braille, Large Print, Easy Read (as required) • Contingency for translations (on request) • Design and print of promotional materials (posters, postcards etc) • Design and production of social media toolkit for members and partners • Data Analysis • Data Entry – aim will be to resource free of charge in house but may require external support depending on ABW available resource. • Paid-for promotions – e.g. texts to council tenants, targeted Facebook advertising (if required) • NOTE: Additional budget will be required if promotional activity such as bus shelter/billboard advertising is required. 	
Additional costs: <ul style="list-style-type: none"> • Targeted outreach activities: (e.g. focus groups, targeted roadshows) - including venue hire, PA, independent facilitators (if required), specific access requirements for attendees (e.g. BSL interpreters, speech to text writers) 	Est £5K
Nil cost activities: <ul style="list-style-type: none"> • Online survey design • Media promotion – e.g. news releases, media interviews with Mayor and Cabinet members, targeted features in mainstream local media and hyperlocal publications • Social media campaign 	Nil

Overview and Scrutiny Management Board Referral to Cabinet 3rd October 17 and Response from the Mayor

Referral;

OSM met on 20 September and Members wished a number of areas to be referred to the Mayor and Cabinet and to be raised as a referral from scrutiny at the next cabinet meeting. Details as follows;

- 1 Concern about the number of vacancies and interim appointments at senior management level.
- 2 The continued failure to produce a meaningful forward plan, highlighted by the addition of an item at 36 hours notice to the last cabinet meeting.
- 3 Concern was expressed about the delay in appointing the head of paid service and replacement chief executive. More detail behind these concerns is given below, but in addition OSM requested that the Mayor or a member of Cabinet, and a strategic director/chief executive should attend our meetings.

1 Senior Vacancies and Interims

There are now a significant number of vacancies that have not been filled as well as many others where the role is being filled by an interim appointment. Interim appointments do not go through the full selection process and salary rates are not controlled in the way they are for permanent appointments.

Members asked for a report to our next meeting scheduling management vacancies by grade and department, and interims by grade and department, together with an outline of the strategy for filling posts with permanent appointments in the current competitive market place. Ideally we would ask Marvin or Craig to discuss this report at Mayor's question time at our next meeting. The former Chief exec had indicated that this was a matter of serious concern that needed attention and members feel that delay in facing up to these issues is only making the situation worse

2 Forward Plan

Cabinet will be fed up with me commenting on lack of a forward plan of any detail. However, the issue of late notice reports for cabinet reached a new low this week, with notification of a late report being given on Monday for decision on Tuesday, not providing adequate time to read the report let alone give comment on it. (This is the street lighting report where the timeline for the decision has been known for some 18 months).

OSM is concerned at the Council's inability to plan its decision making and requests target dates be set for a key decision contract renewal register and a fit for purpose forward plan.

OSM believes this is critical good practice to be applied and is necessary for Cabinet and Extended Leadership Team to function let alone for scrutiny.

This has been raised repeatedly on an informal basis, but failure to improve the situation means we feel we have to raise this formally as the current process is unacceptable.

3 Chief Executive and Head of Paid Service

OSM members believed these roles were vital in the organisation in all circumstances, but become critical at times of significant change and ongoing uncertainty. Members were concerned that the delaying of the announcement until the last possible time only added to the uncertainty for staff.

Members felt it was essential that a permanent appointment be made to both these posts to ensure full accountability

OSM debated these issues at some length, and debated whether we should formally submit these comments to cabinet. The overwhelming view was that all these issues are an indication of an organisation that is in trouble, and that OSM has a responsibility to raise these matters given their significance and request urgent action.

Reply from the Mayor

I don't accept there was any undue delay in appointing a head of paid service. In fact, the fuss that was made in the papers and our local broadcaster sat comfortably in the tradition of hyperbolic descriptions of mythical failure more than it spoke to the realities.

The challenge was real, and if we could have scripted the Council's journey, we wouldn't start from here. But we would have needed to avoid inheriting the organisation described by Bundred.

Bundred set out challenges, and there were even more in the last decades. But what you're addressing, this focus on a failed structure, is one of the reason for failure. You're in the weeds of the organisation, we are focused on delivery and a structure that delivers.

Within 48 hours of the last day of employment of the former Chief Exec my team brought forward a draft senior management restructure for consultation within the organisation.

The draft restructure will make the organisation:

- more responsive to political leadership,
- better able to deliver our vision for the city and
- saves three quarters of a million pounds year on year, just from the senior two grades.

On the issues of vacancies and interims, it is surely self-evident that in an organisation that has historically failed to deliver, facing cuts imposed by the national government's philosophy of austerity and was described as having suffered from a collective failure of leadership (both officers and political), and needing to save money, there would be departures. Interim appointments have protected the council from long and expensive contracts, severance payments and brought in urgently needed expertise while we have been working on the future shape of the council.

I would add given the Bundred report, scrutiny should be more self-aware of the errors of the past. We're dealing with the errors of the past.

On the concerns around the Cabinet forward plan, these are mis-directed. To list a raft of officer ambitions that may never come to fruition would be a mistake simply to populate a forward plan. My policy has been that no item is added to the mayor's forward plan until I am completely sure the policy has been appraised, costed, risk assessed and examined by my cabinet. This policy will continue.

However the addition of non-urgent late items is unacceptable, and I sympathise with the view of OSM. I have told council officers we can't work like this.

I would add that some councillors have appeared in the press complaining that they are not being told everything that we are doing to sort out the council, appraise and secure investment for our major infrastructure projects. This while sharing confidential information that harms the council. In the last 2 weeks senior Representatives, of two opposition parties have openly shared confidential information from HR committee to the press. This doesn't make an atmosphere where we can share information that could harm the council if councillors have proven themselves untrustworthy or irresponsible. We have shown our desire to be open, from the Bundred review to the Green capital receipts to the cross party cabinet and the city plan. Be we

also have a duty to be wise in who we chose to trust.

Appendices - Appendix A – Extract draft minute of OSMB 03 October 2017

Extract Draft Minute – from the Overview and Scrutiny Management Board meeting on 20th September 17;

Chair's Business

The Chair, Councillor Gollop, raised a number of concerns and sought OSMB's agreement to refer them to Cabinet for reply. Details as follows;

- 1. Head of Paid Service.** Concerned that the new Head of Paid Service had not been announced and that at a time of significant change within the organisation the arrangements for permanent appointment to the vacant role of Chief Executive should be made as soon as possible.
- 2. Vacancies at senior level.** Noted that there were a significant number of vacancies at senior level that had not been filled within Bristol City Council. There were also many others where the role was being covered by an interim appointment, which did not go through the full selection process and salary rates were not controlled in the way they were for permanent appointments. Suggested that OSMB request a report for the next meeting scheduling management vacancies by grade and department, and interims by grade and department, together with an outline of the strategy for filling posts with permanent appointments in the current competitive market place. Ideally this report would be discussed with the Mayor at OSM Question Time on 1st November.
- 3. Population of the Forward Plan.** Continued serious issues with the lack of detail on the Forward Plan, including the increasing issue of late notification of reports, for example, a decision relating to street lighting (which had been known about for around 18 months) was added to the Cabinet agenda on Monday of this week for decision on Tuesday. Suggest submitting a comment to the Cabinet stating OSMB's concern at the Council's inability to plan its decision making and to request that target dates be set for a key decision contract renewal register and a fit for purpose Forward Plan.

OSMB noted the points raised and unanimously agreed to support Councillor Gollop's suggestion to refer the issues to Cabinet for action/reply.

RESOLVED; that OSMB refer the issues outlined above to Cabinet on 3rd October 17 for action/reply as necessary.

Current Senior Structure

Post title	Post type	Substantive postholders	Grade	FTE
Chief Executive	Statutory chief officer - head of paid service (Local Government and Housing Act 1989, s4)	Vacant	CE	1
Strategic Director Neighbourhoods	Non-statutory chief officer	Alison Comley	StD	1
Strategic Director People	Non-statutory chief officer	John Readman	StD	1
Strategic Director Place	Non-statutory chief officer	Vacant	StD	1
Strategic Director Resources	Non-statutory chief officer	Vacant (interim - Nicki Beardmore)	StD	1
Resources Transformation Director	Deputy chief officer	Vacant (interim - Annabel Scholes)	SD	1
Service Director Care and Support - Adults	Statutory chief officer - director of social services (Local Authority Social Services Act 1970, s6)	Vacant (interim - Terry Dafter)	SD	1
Service Director Care and Support - Children and Families	Statutory chief officer - director of childrens services (Childrens Act 2004, s18)	Jacqui Jensen	SD	1
Service Director Citizen Services	Deputy chief officer	Patsy Mellor	SD	1
Service Director Early Intervention and Targeted Services	Deputy chief officer	Vacant	SD	1
Service Director Economy	Deputy chief officer	Vacant	SD	1
Service Director Education and Skills	Statutory chief officer - chief education officer (Education Act 1996, s532)	Vacant (interim - Sue Rogers)	SD	1
Service Director Energy	Deputy chief officer	Bill Edrich	SD	1
Service Director Finance	Statutory chief officer - chief finance officer (Local Government Act 1972, s151)	Denise Murray	SD	1
Service Director Housing	Deputy chief officer	Mary Ryan (0.61 FTE) (plus interim - Dorian Leatham)	SD	1.216

Services				
Service Director HR & Workplace Section	Deputy chief officer	Vacant (interim - Jacquie McGeachie)	SD	1
Service Director Legal	Monitoring officer (Local Government and Housing Act 1989, s5)	Shahzia Daya	SD	1
Service Director Neighbourhoods and Communities	Deputy chief officer	Di Robinson	SD	1
Service Director Planning	Deputy chief officer	Zoe Willcox	SD	1
Service Director Policy, Strategy & Communications	Deputy chief officer	Vacant	SD	1
Service Director Property	Deputy chief officer	Vacant	SD	1
Service Director Public Health	Deputy chief officer	Becky Pollard	SD	1
Service Director Strategic Commissioning and Commercial Relations	Deputy chief officer	Vacant	SD	1
Service Director Strategic Housing	Deputy chief officer	Nick Hooper	SD	1
Service Director Transport	Deputy chief officer	Peter Mann	SD	1

ADDITIONAL INFORMATION SUPPLIED BY HR

- Alison Comley and Nicki Beardmore have temporarily held responsibility for areas of the former Place directorate since Barra's departure
- Bill Edrich has temporarily taken on responsibility for culture, economic development, facilities management (including the harbour), commercialisation and innovation, and the company side of companies
- Denise Murray has temporarily taken on responsibility for procurement, and the asset and investment strategy areas of our property remit
- Sue Rogers is overseeing 0-25 Integrated Services in addition to the Education role
- Colin Molton (interim – not listed in the attached as the role is supernumerary) has joined to take on overall responsibility for functions relating to growth and regeneration, including Temple Quarter Enterprise Zone, the new university campus and Bristol Arena. He will also provide management support for Housing Delivery.
- One Head of Service has taken on additional responsibilities following the secondment of Di Robinson to the Policy & Strategy role earlier this year.

Scrutiny Progress Updates and Next Steps (November 2017)

	Group Title	Progress update and next steps
1	Parks	The first meeting took place on 20/9/17. Members had an overview of the savings proposals for 2018/19 and 2019/20, and details of these. Decision was taken to focus the next meeting on the budget gap in 2019/20 where savings have not yet been identified.
2	Council Commissioning & Contracts	The first meeting took place on 20/9/17. Members received a policy briefing and in light of this, agreed to pick up a time critical piece of work to update the Council's Procurement Rules. The group met on 4/10/17 and 11/10/17 to explore this in detail. The updates form part of the Council's proposed constitutional amendments expected to go to Full Council in November. The next meeting will focus on finalising the group's scope and work programme.
3	Demand on Social Services	Separate policy briefing and discussion sessions were held on 18/09/17, in respect of Adults and Children's Social Services, to provide an overview of the latest legal, financial and operational position. It was agreed that the Group Chairs would meet with the respective Cabinet members and Senior Officers to determine the resources available, methodology and the proposed timeframe for addressing the areas of investigation, as outlined in the scoping documents. Meetings held/to be held on 17/10/17 and 25/10/17 respectively.
4	Council Assets	<p>On 9/10/17 the group met with Cabinet Members Cllr Smith and Cllr Craig to discuss a number of points including the following:</p> <ul style="list-style-type: none"> • What the councils current policy position is and the decision-making pathway for the management of council properties • What the future strategic direction of travel is • How is the status and future for each building or piece of land currently decided • Clarity of Cabinet Member role's <p>A brief summary of the key discussion points are as follows:</p> <ul style="list-style-type: none"> • Bristol will soon undertake a comprehensive corporate asset review, including a revised community asset management and disposal strategy. It was agreed that the task and finish group will be involved in this piece of work. • The group were informed that the criteria for declaring whether land or property should be a commercial sale, disposal or a community asset will also form part of the forthcoming review. • In future there will be one 'assets strategy' • The group requested and it was acknowledged that communication on this subject area should be improved • It was agreed the group would meet with Cabinet Members again in the New Year <p>Current meeting dates going forward are:</p> <ul style="list-style-type: none"> • 22/11/17 • 22/01/18
5	Cribbs Patchway New Neighbourhood	On the 12/10/2017 the group met to have a general discussion about their aims and objectives and agree whether there is anything else they want to do / look at. The meeting proved to be a useful way for the members present to share information

	Group Title	Progress update and next steps
Page 178		<p>and ideas about other related issues to the development and the area.</p> <p>The group reaffirmed what their main focus will be and how they'd like to contribute and agreed on a number of initial actions. One of these was to submit a Public Forum Statement to the (YTL LTD) planning application to South Gloucestershire Council's - DEVELOPMENT CONTROL (WEST) COMMITTEE – 19 OCTOBER 2017.</p> <p>Amongst a number of other key areas, the group's main objective going forward will be to input into in the traffic re-modelling of Crow Lane and input on the emerging master plan, public transport strategy and consultation exercises. The group have also expressed a wish to do the following going forward:</p> <ul style="list-style-type: none"> • Have a dialogue with BCC officers about plan regarding cycling, walking, supported buses and rail • Have a dialogue with First Bus about their plans • Have joint meetings between Bristol Councillors and South Glos Councillors (and possibly WECA) • Be a group of Members that builds up knowledge of best practice for subsequent large developments <p>It will be November now when the traffic re-modelling information is available for the group to view. Future meeting dates are currently as follows but it might be necessary to add another date when the traffic modelling information is ready.</p> <ul style="list-style-type: none"> • 29/11/17 • 11/01/18
	Air Quality & Pollution	<p>The group met with officers on the 11/9/17. Officers briefed the members on the situation as it currently stands i.e. Client Earth and High Court ruling, Legal Tests and delayed Mayoral cabinet decision. At the time Officers were still waiting for the necessary guidance from Defra before they could move forward with preparation work for the feasibility study to identify measures for the development of a 'Clean Air Plan' rather than a 'Clean Air Zone'. There is now a 4-5 month delay on the cabinet decision and officers explained how they are using the time that the 'pause' in decision-making has created.</p> <p>Due to the delay it was suggested that the group could ask the Chair and / or representative of the Mayors Congestion Task Group to come and speak to the task and finish group. The Scrutiny Advisor is trying to arrange this.</p>
7	Children's Centres	This group has not met. Activity to commence October.
8	Libraries	<p>The second meeting was held on 6/10/17 - this focussed on the outcomes from the public consultation and the revised "offer" along with an interactive tool to enable modelling of different aspects of the service. This was followed by a facilitated member-only workshop in the afternoon (with scrutiny support officers) to discuss the information received and agree conclusions. The final report was subsequently drafted and circulated to members on 10/10/17 for comment, and will go to OSMB on 1/11/17. Following this it will go to Cabinet on 5/12/17 under the standing agenda item "Reports from scrutiny". The Library Service proposals will also go to the same Cabinet meeting.</p>
9	Fire Safety in Council-owned High Rise	Proposed that this would take place after the government recommendations have been issued. The timescale for this is unclear at the present time.

	Group Title	Progress update and next steps
	Buildings	
10	Medium Term Financial Plan (MTFP) / Budget	Members held meetings on the 21/09/17 and 28/9/17 in order to scrutinise budget proposals prior to the launch of the public consultation. The meeting on 17/10/17 focused on a deep dive of specific budget areas. The next meeting to be held on 31/10/17 will focus on public engagement opportunities.
11	Youth Council	Councillors Anna Keen and Tom Brook plus Scrutiny Officer - Jo Holmes went to the Bristol City Youth Council's (BCYC) formal meeting on 11/10/2017. After the councillors gave an introduction about what scrutiny is and how it now works a discussion took place about whether or how scrutiny could support BCYC in delivering their priorities within their manifesto. The BCYC are going to discuss this further at their next informal / campaign meeting but it was suggested that they may well welcome some support provided with their priority of 'Education for Life - Current PSHE curriculum'.

Overview and Scrutiny Management Board

1st November 2017



Report of: Andrea Dell, Statutory Scrutiny Officer

Title: Scrutiny Ways of Working

Ward: Citywide

Officer Presenting Report: Andrea Dell

Contact Telephone Number: 0117 92 22483

Recommendation

The following activity be undertaken to continue to test and develop the new ways of working:

- 1) That members of OSMB continue to:
 - * Submit feedback on the ways of working to their party leads
 - * Actively seek feedback from other members
- 2) That members of OSMB agree that all feedback be routed to the party leads who will meet once a month to work through the feedback
- 3) The outcomes of the party leads discussion to be incorporated into the Scrutiny Ways of Working FAQs and this be a standing item for OSMB
- 4) That members agree to the hosting of a lesson learnt session on the libraries task and finish groups



Summary

Bristol Scrutiny is currently trialing a new approach to scrutiny. This approach is being led by OSMB and the result of a number of workshop and hot house sessions.

In September and October 2017 the model of using task and finish groups to undertake scrutiny activity was tested for the first time and feedback is actively being sought from members on areas of improvement, strength or concern. To support this it is proposed that a lessons learnt session be organized with members to review how the Libraries task and finish group operated. This session would be coordinated by the council's change team.

It is proposed that the item: Scrutiny Ways of Working; be kept as a ten minute standing item on the agenda for every OSMB meeting to provide a forum for members to highlight key points.

It is proposed that all feedback be collated and discussed at the monthly political leads meeting. The political leads are:

- Cllr Geoff Gollop (Conservative)
- Cllr Anna Keen (Labour)
- Cllr Jude English (Green)
- Cllr Anthony Negus (Liberal Democrat)

Each month they will review the feedback and agree ways of responding to the items raised. These responses will be communicated by the Scrutiny team to OSMB and also included in the Scrutiny Ways of Working FAQs document (Appendix A) which will be a standing paper to OSMB.

At this time it has been agreed that no permanent changes will be made to the council's constitution until such time as members feel they have developed, tested and evaluated a new model for scrutiny.

Scrutiny New Ways of Working – FAQs

Version: 24th October 2017

This document brings together the majority of questions raised by members and officers regarding the new ways of working for scrutiny. It is however not exhaustive and so we anticipate that this will grow and be refined as the new ways of working are trialled through-out the year.

OVERVIEW

Why are you reviewing scrutiny?

The feedback from a number of Elected Members and endorsed by the Mayor and Party Group Leaders was that the model of Scrutiny in Bristol was not delivering the best outcomes for residents and was not functioning effectively or efficiently. OSMB agreed to undertake a review of Scrutiny but were not clear on how best to progress. The proposed model emerged from a series of hot-houses and OSMB meetings held from February to July 2017. The key issues emerging from the hot-house were:

- Scrutiny only being involved right at the end of the process, with limited ability to influence
- Doing too much with too little detail – box ticking
- Scrutiny activity being taken up with briefings / information sharing rather than scrutiny work
- Lack of Forward Plan making scrutiny planning complicated
- Need to consider the best use of decreasing resources across the organisation

In summary, what are the key parts of the model being trialled?

- The work programme is to be set by OSMB using a prioritisation exercise to ensure activity will deliver outcome focused scrutiny
- Scrutiny activity to use task and finish groups work combined with formal OSMB meetings to be able to a) respond quickly to arising issues (form task and finish groups quickly), b) be able to carry out in-depth policy development work at the early stages of policy formation, c) be able to deep dive into areas of concern/risk swiftly
- The topic to shape the type of scrutiny activity required, which could include formal public meetings, informal meetings, working groups, select committees or inquiry days – this will be decided by the members of each group, supported by Scrutiny Advisors
- All non-executive members are able to be part of the task and finish groups with the level of meetings, duration etc. being shaped by members in conjunction with Scrutiny Advisors - the level of interest will determine how each group will operate. A pro-forma has been developed to help ensure that all meetings contribute to the agreed objectives and outcomes.
- The work programme priority areas to be constantly assessed (formally at each OSMB meeting) and there will be a live list of topics (raised by members and officers) reviewed at every leads meeting, and at every OSMB meeting as a standing item (with resources redistributed accordingly)
- Monthly OSMB to receive update reports on all task and finish activity, these reports to form a monthly e-briefing to all Members, and published on the website
- There is no change to the mechanisms for scrutiny to be able to summon Members of the Executive and Senior Officers to give account (as set out in the Constitution) and to make referrals/reports to Cabinet. There is also no change to the call-in process and scrutiny call-in procedures.

How has the new approach been communicated to officers and members?

- The members of OSMB have been the main communicators with their groups on the changes and should have been regularly talking to key group officers and other members
- 2x Member Briefings were held in July (24 members attended) and the slide deck issued to all members.

- Mayor and Party Group Leaders (PGL), Whips and OSMB members, as well as any other interested members, were invited to attend all the hot-house sessions and also had an open invitation to attend any OSMB meetings.
- Mayor and PGL received a briefing on the development of the procedures in May 2017 and also on 5th September where they agreed to support the roll out of the new ways of working on a trial basis.
- Update emails have been regularly issued to Strategic Leadership Team (SLT), Service Directors and relevant Service Managers. SLT have not participated in the development of the new ways of working as this is a member-led process.
- Members have also worked closely with relevant Service Directors (or their nominated representatives) to develop the T&F scopes, however further work is required to ensure awareness across the officer group.
- The Mayor and Deputy Mayor have had periodic briefings from the Chair of OSMB and Statutory Scrutiny Officer.

TASK AND FINISH - HOW WILL THIS WORK?

How will the Task and Finish (T&F) groups operate?

This area is expected to evolve rapidly as this is tested through September and October 2017. This is a member-led process and each T&F will be shaped by the members of that group and also the topic being explored.

- When a topic is agreed for a task and finish group a chair will be confirmed. The chair will work to develop a scope with Scrutiny Advisors and other interested members.
- All non-executive members will have the opportunity to express an interest in joining a T&F group, although it's important that the Task and Finish groups remain of a manageable size in order to work effectively..
- Once membership has been confirmed, the Scrutiny team will work with members to set up the most appropriate structure of meetings / scrutiny activity (working group / inquiry day etc.). In some cases this could be a very short-term piece of work (e.g. one meeting to examine an arising issue).
- Meetings will be informal (not public) unless otherwise agreed by members of the group and will not have formally published papers or minutes.
- Relevant departmental officers will be asked to attend meetings when appropriate. Expert witnesses may be invited to attend meetings depending on the context. Members may wish to invite other stakeholders and/or interested parties (e.g. representatives of local service user groups) to attend and participate in meetings.
- Regular monthly updates will be i) reported to OSMB ii) uploaded to the Council webpage and iii) provided via an all member e-briefing
- A pro-forma has been developed to enable this to be structured and to help keep all meetings productive and within scope.
- All final reports/recommendations of the groups will be reported to OSMB, as the commissioning scrutiny body, before submission to Cabinet or appropriate forum, and will be substantive items at OSMB.
- The aim is that T&F groups run for as long as required to make recommendations

How have the current scopes for the T&F groups been developed and evolved?

The high-level scopes for the first set of T&F groups have been drafted by members, in discussion with service leads and agreed by OSMB. Any significant changes to these must be brought back to OSMB for approval. Each scope has been developed to achieve specific outcomes. The scope may evolve as the work of the group progresses however the group must always link back to the terms of reference and demonstrate the outcomes achieved against these.

HOW WILL WORK BE PRIORITISED FOR SCRUTINY ACTIVITY?

How will OSMB choose and prioritise issues for the 'short list'?

- OSMB may wish to use a prioritisation tool to help determine how items are prioritised for scrutiny activity.
- Every month OSMB will review the 'live' list of all items and reprioritise and reallocate resources accordingly. If an agreement via discussion can be made then a vote will be taken and the majority view will be carried.
- At the beginning of each municipal year it is proposed that a canvass of all members and potentially other stakeholders (youth council etc.) be carried out to create a long list of items. All non-executive members will then have the opportunity to digitally vote for the items they think should be a priority for scrutiny activity. This process aims to try and bring as many members as possible into the process of deciding the priority areas of scrutiny.

Where will subjects such as performance information and risk registers now be published and scrutinised, how will we know if we are missing something?

It is proposed that for each OSMB meeting a set of standing information papers be included. This could include items such as:

- Mayor's Forward Plan, latest budget forecast report, latest performance reports, latest consultation reports and risks registers, Mayor's Cabinet portfolio's etc.

Members will then be able to see if there any areas that should be flagged for potential scrutiny activity. Periodically these items will be substantive items on the OSMB agenda to enable more detailed review and scrutiny.

What is the process for reporting back from OSMB to ensure all members are kept abreast of progress on the task and finish group work?

- There will be a monthly written update to OSMB (published with the OSMB papers) from the chairs of the T&F groups supported by Scrutiny Advisors. The update will also be circulated to all Members.
- Chairs (or their nominated reps) will be required to verbally present their update at each OSMB meeting.
- Final reports and recommendations from task and finish groups are to be substantive OSMB agenda items prior to submission to Cabinet or appropriate forum. The relevant Cabinet Member will be requested to attend for the presentation of the recommendations.
- All reports are to be checked by the Scrutiny team who will liaise with legal/finance etc.

What is the process for urgent/arising issues (from officers and members) for consideration by Scrutiny?

Members can flag urgent/arising issues via

- a) Email to scrutiny@bristol.gov.uk and the Scrutiny team will ensure this is circulated to OSMB members
- b) Contacting any of the members of OSMB who will pass this to the Scrutiny team
- c) Raising the topic at an OSMB meeting

There is to be a standing agenda slot for arising items at each OSMB meeting. OSMB can then a) agree that the item is of such priority to set up a T&F group immediately b) to include this on the list for the monthly review of the work programme c) ask the Scrutiny Advisors to undertake research into the item raised and bring this back to the next OSMB meeting for further consideration by OSMB.

The Scrutiny team maintain a 'live' list of topics. This includes all topics raised as part of the work programme setting but also any topics that are raised by members and officers. This list will be circulated each month as part of the OSMB papers.

How will the proposals make up for the loss of breadth of scrutiny topics that we had under the previous system?

There was general view from members across the board that the number of topics coming to scrutiny over the previous year (over 177 items) did not allow for in depth analysis. In addition, the

Local Government Association (LGA) and the Centre for Public Scrutiny (CfPS) advise that it is more effective to focus on fewer topics in more depth in order to improve outcomes and add value.

CHAIRING AND MEMBERSHIP OF GROUPS

Choosing members for Scrutiny Groups – how will this work?

Initially OSMB were keen to open out the membership as wide as possible and then respond to the level of interest and evolve the process from there.

- An email has gone to all members requesting expressions of interest in the T&F groups
- Although political proportionality is not required it is important that there is political balance. It is important that everybody is aware that T&F groups are not party political methods of operation and indeed, their strength is that they harness the abilities and the experience of members across the political spectrum.
- Scrutiny Officers will talk to individual members about their availability and work with them and the chairs of the groups to set up appropriate structures.
- Where there is significant interest in a topic and a large number of Members come forward, then a discussion will take place involving the Whips and OSMB members, with support from the Scrutiny Advisors. Please note that this approach was not possible for some of the early Task and Finish Groups due to time constraints, but will be addressed in the future.
- If a situation arose where no members came forward for a group then this will be escalated to the party group Whips for their views.

Is it expected that once task group volunteers are found the expected members' time resource will be similar to before – i.e. 5 scrutiny bodies' meetings and inquiry days etc. is still expected?

Time resource will be dependent on the nature of the work, which will vary greatly between topics. However each task group will need to set its timeframe according to member's capacity and any time constraints.

What about duplication of work/skills already carried out by Scrutiny Commissions?

The Scrutiny team have access to all background work previously carried out by the Scrutiny Commissions and all reports are stored on Modern.Gov. Any T&F groups would be supplied with any previous work to avoid duplication. It is hoped that those members who were members of scrutiny commissions and were engaged in specific areas would be members likely to be interested in being members of the T&F group.

How will the chairing of the groups be decided?

The role of chair will first be offered to the current chairs and vice-chairs of Scrutiny who receive a Special Responsibility Allowance (SRA) for these roles. This has been endorsed by the Mayor and PGL and the Party Whips.

When there is more T&F activity than chairs available members of OSMB and other interested members can put themselves forward however this is with full knowledge that they will not receive an SRA for this work.

It is formally recognised that there are differences in the SRA rate between Chairs and Vice-Chairs however this cannot be changed until such time as the Independent Remuneration Panel has reviewed this and their recommendations have been debated at Full Council.

The chairs for the first set of T&F work are set out below.

Topic	Key: C = Chair, VC = Vice Chair, OSMB = OSMB member
Air Quality	Cllr Carey (VC)

Children's Centres	Cllr Keen (VC)
Council Assets (property)	Cllr English (C)
Council Commissioning and Contracts	Cllr S Clarke (VC)
Cribbs Patchway New Neighbourhoods	Cllr Brooke (OSMB)
Fire Safety in tower blocks	Cllr Charlie Bolton (OSMB)
Libraries	Cllr Negus (C)
MTFP & budget	Cllr Morris (C)
Parks	Cllr Johnson (VC)
Reducing Demand on Social Services – Adults	Cllr Brenda Massey (C)
Reducing Demand on Social Services – Children	Cllr Clare Campion-Smith (VC)
Youth Council	Cllr Keen (VC) and Cllr Brooke (OSMB)

Costs – How will the changes affect the budget? What about the SRAs budgeted for scrutiny? Will the new model be deliverable within the current budget envelope?

- For the current year it's proposed that those already in receipt of a scrutiny SRA i.e. Commission Chairs and Vice Chairs, will now Chair the Task and Finish Groups and thus there will be no change to the SRAs or budget position.
- With regards to the required officer time between the different ways of working this will be actively monitored by the Scrutiny team and shared as part of the work to evaluate the trial through-out 2107/18.

OFFICER SUPPORT

What support will be provided by Scrutiny Advisors for Task Groups?

The scrutiny team is formed of 2.6x Scrutiny Advisors – Johanna Holmes, Louise DeCordova and Romayne De Fonseca. They are responsible for the following:

- To set up, coordinate and support task and finish groups
- To liaise with officers and members to plan agendas and ensure delivery of work in a structured way
- Provide professional and impartial guidance and advice on best course of action in accordance with good scrutiny principles and within the groups terms of reference and the Council's constitutional framework
- Carry out desktop and other research as required
- Maintain a watching brief on milestones and relevant time constraints to achieve best outcomes
- Liaison with internal and external colleagues, including assisting members to identify appropriate expert witnesses where relevant and arranging for these to provide information to the group
- To manage all communications on behalf of the group which includes monthly updates to OSMB, updating of Council webpage and issue of an all member e-briefing
- Maintain a 'live' list of items raised by member and officers for potential scrutiny activity
- Identify dates for meetings, confirm diary appointments and book meeting rooms

Officers have stated that after the changes there will be the same amount of scrutiny team time resource as before. Is this live officer time with members? Or background work and admin?

After the staffing restructure there are now 2.6 posts to provide direct support, including background work and administration for the Scrutiny function. This is the only dedicated resource

for the Scrutiny function. It should be noted that some background work will always be essential to ensure the successful facilitation of the live work. The new Scrutiny way of working aims to make the maximum use of this resource and to minimise the amount of time on administration.

The Scrutiny team will be regularly reviewing the resource implications of the new model and feeding this into the feedback process.

Can you clarify the role of the Executive and Senior Officers in relation to Scrutiny? Is there anything that prevents them from refusing to answer questions or provide information?

The statutory position is set out in the constitution /including under access to information rules and this is not subject to change. Scrutiny maintains the ability to 'summon' the Executive (including the Mayor) and Senior Officers to give account in accordance with the deadlines in the Constitution to OSMB. There is no change in the procedures and processes for 'call-in' and for the hearing of call-in by scrutiny.

All Cabinet Members have a standing invitation to attend OSMB as an observer at all times and a member of SLT is required to be present at all times (SLT includes the Head of Paid Services, Strategic Directors, S151 officer and Monitoring Officer).

In the Constitution the Mayor is required to attend for four OSMB Mayor's Question times however it is proposed that this time be used for an informal discussion with the Mayor on key topics of interest as the question time has not been well utilised.

How will members be brought up to speed on the current policy context?

As part of the formation of the T&F group all core members of the T&F will be required to attend a policy briefing on the latest legal, finance and Bristol City Council framework for the topic being scrutinised. This is to provide context and also ensure all members have the same level of knowledge and understanding of the topic in question.

NB. This may not always be necessary or feasible depending on the topic in question and any timing issues

Will there be any training and support provided for scrutiny members and chairs?

Yes. Peer training is being offered by the LGA and it is provisionally intended this be set up for Autumn/Winter 2017/18. The Scrutiny team are also there to provide support to the members and chairs.

EVALUATING THE NEW WAYS OF WORKING

How will this 'trial' be evaluated? And how long will it last?

- There will be a standing item at the end of each OSMB agenda to report progress on how the new ways of working are operating
- Arising issues will be tracked by the Scrutiny team and kept on a log that can be available on request
- It is proposed that this continue through-out the municipal year 2017/18 and reviewed in March in time for any necessary constitutional changes to occur at the Full Council Annual General Meeting in May 2018.

Is this change fully agreed and formalised?

OSMB agreed to trial the new ways of working, until the end of the municipal year 17/18, to assess if the new model would work for Bristol. Initially it was proposed that no changes be made to the constitution until such time as the trial has concluded. However the delegation of functions for scrutiny is from Full Council and therefore it is proposed that, to ensure that scrutiny has the appropriate delegation of authority, a report goes to Full Council at the earliest opportunity to provide the necessary constitutional provisions to formalise the trial.

So does this mean the Commission meetings are stopping?

Members of OSMB in the majority expressed a desire to focus resources upon task and finish work and meetings rather than commission meetings. A formal dissolution of the commissions however can only happen via changes to the Constitution (Responsibility for functions) so at this time Commission meetings can be called if it is felt to be necessary. The officer resource however will only be able to support a limited number of activities and resource will be taken from task and finish to support a commission meeting.

MINUTES AND PUBLIC FORUM

Minutes - how will contributions to background debate and points raised be formally recorded?

- Task group discussions are informal meetings and therefore not formally minuted. Members of the task groups may wish to report progress back within their groups. The key issues raised within the task group will feed into the final report/recommendations which will be a public document. Monthly updates on the progress of each task group will be provided to OSMB via formal written update and a verbal update in the meeting. This will then be available on the webpage and circulated to all members as an e-briefing.
- OSMB is web-cast and actions notes are captured and published for this meeting.

How will this impact upon Public Forum?

OSMB will be the primary mechanism for receiving public forum. This is a reduction from 5 public forum sessions to one however it is felt that by labelling and promoting this as Scrutiny Public Forum will make it easier for the public to submit Public Forum rather than having to navigate the structure of directorate commissions. It is proposed that improved guidance on all public forum opportunities be made available to the public.

As requested the records held by Democratic Services for the amount of public forum received in 2016-17 are set below:

Neighbourhoods	10
People	2
Place	10
Resources	0
OSMB	6

Feedback received on Scrutiny Ways of Working

24th October 2017

- Ensure that the groups set their meeting dates well in advance (except for urgent discussions). Some groups have been meeting with too little notice for interested councillors to make them. It may even be useful to set meetings that are then cancelled if there's nothing to discuss.

- Ensure the setting of meeting dates is done through consultation with all group members rather than by decision at the previous meeting. This has also happened and has again meant that some interested councillors haven't been able to make the meetings.

- Ensure that meeting notes are sent out in a timely fashion so all group members can keep up to date. I don't know of instances myself but apparently this may not have been happening for all groups.

- It may be useful for meeting times and notes to be sent by the scrutiny officers to the political group officers, so the latter can advertise to and inform their members.

- At the first meeting of many of the groups it was clear that different members had different interpretations of the purpose and scope of the groups and had come with very different expectations of what they were examining. To address this OSMB should consider tightening the scopes of the groups and then using this to be clear in communications when seeking membership for the groups. The first meeting then would only need to do a brief review of the scope and could progress quickly.

- Diary management is key for members and we need to develop a better system of canvassing for dates and then securing dates asap. This is not a reflection on officers as it is very difficult to coordinate across various diaries but we should agree a timescale for obtaining feedback on dates and then sticking with one.

- Regular attendance is quite critical and if members are unable to attend sessions they need to familiarise themselves with the topic and talk to other members to get up to speed. Work is delayed if members come in at the end having not been involved previously.

Overview and Scrutiny Work Programme 2017 / 2018 – Potential Topics

September 17

Standing Items;

- Scrutiny Work Programme – including arising items
- Task and Finish Groups – updates from Chairs
- Ways of Working – Feedback (verbal items)
- Budget Monitor Report
- Mayor’s Forward Plan

November 17

- Budget Scrutiny approach including update from MTFP group
- OSM referral to Mayor
- Libraries T&F Report
- Flood Risk strategy
- Waste Company update

Standing Items;

- Scrutiny Work Programme – including arising items
- Task and Finish Groups – updates from Chairs
- Ways of Working – Feedback (verbal items)
- Budget Monitor Report
- Mayor’s Forward Plan

December 18

- Budget Scrutiny
- Risk Register (date TBC)
- Performance report (date TBC)

Standing Items;

- Scrutiny Work Programme – including arising items

- Task and Finish Groups – updates from Chairs
- Ways of Working – Feedback (verbal items)
- Budget Monitor Report
- Mayor’s Forward Plan

January 18

- Budget Scrutiny

Standing Items;

- Scrutiny Work Programme – including arising items
- Task and Finish Groups – updates from Chairs
- Ways of Working – Feedback (verbal items)
- Budget Monitor Report
- Mayor’s Forward Plan

February 18

- Performance Report (date TBC)

Standing Items;

- Scrutiny Work Programme – including arising items
- Task and Finish Groups – updates from Chairs
- Ways of Working – Feedback (verbal items)
- Budget Monitor Report
- Mayor’s Forward Plan

March 18

Standing Items;

- Scrutiny Work Programme – including arising items
- Task and Finish Groups – updates from Chairs
- Ways of Working – Feedback (verbal items)
- Budget Monitor Report

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- Mayor's Forward Plan

April 18

- Risk Register (date TBC)

Standing Items;

- Scrutiny Work Programme – including arising items
- Task and Finish Groups – updates from Chairs
- Ways of Working – Feedback (verbal items)
- Budget Monitor Report
- Mayor's Forward Plan

Potential Items to be scheduled – regular updates etc;

- Care and Support - Adults Annual Safeguarding Adult's Report (**previously Nov 2016**)
- Care and Support - Children and Families Annual Safeguarding Children's Report (**previously Nov 2016**) (**due now – officers are requesting a date**)
- Corporate Parenting Panel Annual Report (**previously Nov 2016**)
- Education and Skills - Annual Education Performance – All Key Stages (**previously Jan 2017**)
- The Learning City Board work programme
- Health Scrutiny – joint with the Neighbourhoods Scrutiny commission - The Health and Wellbeing Board Work Programme
- Health Scrutiny Health Providers - Quality Account Reports
- School Admissions Annual Report - update due late May/early June so observations can be included in the comments section of the Office of the Schools Adjudicator (OSA) Annual Report
- Crime and Disorder Report
- Quality of Life Survey Outcomes
- The Arena
- Council Companies – Waste, Energy and overarching

Scrutiny Long-list

Status	Item	Officer teams (service / directorate)	Cabinet Member	Comment @ 24 th October
Priority item – top 11	Tackling increasing demand on our social services, <i>including supporting people, adult social care 3 tier model</i>	Care & Support (Adults and Children) / People	Cllr Holland & Cllr Godwin	Task and Finish group progressing
Priority item – top 11	Libraries options	Neighbourhoods & Communities / Neighbourhoods	Cllr Craig	Task and Finish Group final report to OSMB 1 st November
Priority item – top 11	Parks – moving towards cost neutral basis by 2020	Parks / Neighbourhoods	Cllr Craig	Task and Finish group progressing
Priority item – top 11	Commissioning - and how contracts are written and monitored to <i>includes social value toolkit and procurement</i>	Procurement & commissioning / People	Cllr Cheney (TBC)	Task and Finish group progressing
Priority item – top 11	Council Assets including <i>Analysis of the property portfolio, specifically Community Asset</i>	Neighbourhoods & Communities and Property Services - Neighbourhoods /Resources	Cllr Cheney, Cllr Smith & Cllr Craig	Task and Finish group progressing

Status	Item	Officer teams (service / directorate)	Cabinet Member	Comment @ 24 th October
	<i>Transfer (CAT) & Community hubs/bases for fulfilling local needs</i>			
Priority item – top 11	North Fringe and Cribbs Patchway New Neighbourhood	Planning / Neighbourhoods	Mayor & Cllr Smith	Task and Finish group progressing
Priority item – top 11	Air Pollution & Air Quality	Neighbourhoods	Cllr Hance	Task and Finish group progressing
Priority item – top 11	Children’s Centres including <i>Compendium of provision for young people</i>	Care & Support Children’s and Early Intervention / People	Cllr Godwin	Task and Finish group progressing
Priority item – top 11	Tower block safety	Housing / Neighbourhoods	Cllr Smith & Mayor	Task and Finish Group deferred
Priority item – top 11	MTFP			Task and Finish group progressing
Priority item – top 11	Youth Council			Engagement with Youth Council progressing
Items raised by OSM	ASB in Southmead	Housing	Cllr Smith	Work currently underway to respond (ASB briefing 24 th October) from the Executive and officers.
Items raised by OSM	Waste Company	Waste team	Cllr Craig	To be included in the OSMB work programme
Items raised by OSM	Parks Consultation and street trees	Neighbourhoods	Cllr Craig	To be included in the Park task and finish group
Suggested Long List top 10	Boosting income generation and	Finance/Resources	Cllr Cheney	

Status	Item	Officer teams (service / directorate)	Cabinet Member	Comment @ 24 th October
	commercialisation in Council services.			
Suggested Long List top 10	IT strategy for the future and ICT strategy refresh	ICT / Resources	Cllr Cheney	
Suggested Long List top 10	Joint Spatial Plan and Joint Transport Study	Planning & Transport / Neighbourhoods	Mayor	
Suggested Long List top 10	Private rented sector plus landlords	Housing / Neighbourhoods	Cllr Smith	
Suggested Long List top 10	Enforcement generally	Housing, Neighbourhoods & Communities / Neighbourhoods	Cllr Craig	
Suggested Long List top 10	Capital Programme Review	Finance / Resources	Mayor & Cllr Cheney	
Suggested Long List top 10	Bristol Transport Plan including <i>Integrated Public Transport & Bus franchising</i>	Transport / Neighbourhoods	Mayor & Cllr Craig	
Suggested Long List top 10	LAC + Care Leavers Education outcomes	Care & Support – children’s / People	Cllr Godwin & Cllr Hiscott	

Status	Item	Officer teams (service / directorate)	Cabinet Member	Comment @ 24 th October
Suggested Long List top 10	Student issues	Education & Skills, Housing and Neighbourhoods & communities / People & Neighbourhoods	Cllr Craig, Cllr Hiscott & Cllr Smith	
Suggested Long List top 10	The Council's future Operating Model			
Long list	Child Sexual Exploitation update	Care & Support – children's / People	Cllr Godwin & Cllr Hiscott	
Long list	Treasury Management	Finance / Resources	Cllr Cheney	
Long list	Housing Revenue Account	Finance & Housing Delivery – Resources / Neighbourhoods	Cllr Craig & Cllr Cheney	
Long list	Bristol Futures	Resources	N/A	
Long list	Prince St Bridge Report	Transport / Place	Mayor	
Long list	Arena update	Economy / Resources	Mayor	
Long list	Targeted Youth Commissioning (Community Links) including <i>Compendium of provision for young</i>	Early Intervention / People	Cllr Godwin	

Status	Item	Officer teams (service / directorate)	Cabinet Member	Comment @ 24 th October
	<i>people</i>			
Long list	Unaccompanied asylum seeking children (UASC)	Care & Support – children’s / People	Cllr Godwin	
Long list	Formula finding – nurseries and academies and Schools/EYs funding formula - government changes	Education & Skills and Finance - People / Resources	Cllr Hiscott, Cllr Godwin & Cllr Cheney	
Long list	Fostering – recruitment – progress	Care & Support – children’s / People	Cllr Godwin	
Long list	Skills/ Careers path – Health and Social Care	Education & skills / People	Cllr Holland & Cllr Hiscott	
Long list	Mental health and vulnerable groups including <i>Mental Health – Working group report One year on</i>	Early Intervention, Care & Support – adults & children’s, Public Health & Housing - People/Neighbour hoods	Cllr Craig, Cllr Holland & Cllr Godwin	
Long list	Your	Neighbourhoods	Cllr Craig	

Status	Item	Officer teams (service / directorate)	Cabinet Member	Comment @ 24 th October
	Neighbourhood Consultation	& Communities / Neighbourhoods		
Long list	Local policing	Neighbourhoods & Communities / Neighbourhoods	Cllr Craig	
Long list	Volunteering/voluntary sector/community development	Policy, Strategy / Resources	Cllr Craig	
Long list	Strengthening neighbourhoods and community working	Neighbourhoods & Communities / Neighbourhoods	Cllr Craig	
Long list	Improving communication with all our citizens	Citizen Services / Neighbourhoods	Cllr Craig	
Long list	Social inclusion and isolation	Care & Support – adults?	Cllr Holland & all cabinet members	
Long list	Reducing health inequalities and addressing local health delivery issues	Public Health/Neighbourhoods	Cllr Craig	
Long list	STP and Joint Health Scrutiny	Public Health / Care & Support teams – Neighbourhoods/	Cllr Craig	

Status	Item	Officer teams (service / directorate)	Cabinet Member	Comment @ 24 th October
		People		
Long list	Cyber Security	ICT / Resources	Cllr Cheney	
Long list	Bristol Workplace Programme	Property Services / Resources	Cllr Cheney & Cllr Smith	
Long list	Long Ashton Park and Ride	Transport / Neighbourhoods	Mayor & Cllr Craig	
Long list	Colston Hall	Economy / Resources	Cllr Tincknell & Mayor	
Long list	City Centre Movement Strategy and City Centre North East Spatial Framework	Transport & Planning / Neighbourhoods	Mayor & Cllr Craig	
Long list	Review of citywide 20 mph speed limits	Transport / Neighbourhoods	Mayor	
Long list	Housing for vulnerable esp. older people (with Neighbourhoods) including <i>Elderly persons accommodation</i>	Housing and Care & Support – adults / Neighbourhoods & People <i>Neighbourhoods</i>	Cllr Smith & Cllr Holland	
Long list	School exclusions and attendance	Education & skills / People	Cllr Hiscott	
Long list	Young People – risky and offending behaviour	Early Intervention / People	Cllr Godwin & Cllr Hiscott	

Status	Item	Officer teams (service / directorate)	Cabinet Member	Comment @ 24 th October
Long list	Breaking down race/faith barriers	Neighbourhoods & Communities / Neighbourhoods	Cllr Craig	
Long list	Welfare rights and money advice	Housing & Citizens Services / Neighbourhoods	Cllr Smith (?) Cllr Craig?	
Long list	Independence - aids and adaptations	Care & Support – adults / People	Cllr Holland	
Long list	Citizen services effectiveness and delivery	Citizen Services / Neighbourhoods	Cllr Craig	
Long list	Review of Performance Indicators (once developed)			
Long list	Admissions Enquiry Day – 6 months on	Education & Skills / People	Cllr Hiscott	

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Youth Council Manifesto Priorities

It was agreed that Members will engage with the Youth council on all priorities and see what assistance scrutiny can provide to them and what engagement is required.

1	Young and Equal	To develop Young Equality Champions; team up with Equality Forums to run an equalities youth conference in 2018; produce a pledge and charter standard; carry out a survey of young people's experiences,; develop a social media presence.
2	What Next for 15-18 Year Olds	To create more work experience opportunities; create platform for educational establishments and employers to work together and promote existing platforms; provide support to young people post-work experience to help develop

		opportunities; work with Listening Partnership Disability Forum for disabled young people; improve careers advice.
3	Education for Life	Update the current PSHE curriculum to: properly equip teachers with materials and discussion points; improve training for PSHE teachers; extend Create Centre sessions to KS4 students (currently provided to younger students); work with UK Youth Parliament on Curriculum for Life Campaign.
4.	Youth Voice	Release a BCYC broadcast to promote what we do; run a Youth conference in October 2017 during National Democracy Week to discuss political engagement and issues facing young people; reach out to youth groups to explain the work of the youth council.



Agenda Item	Title of Report/ Description	Action and Deadline	Responsible officer	Action taken
5.	Public Forum	Request that Learning City Partnership Board minutes be published on the Council website	Lucy Fleming	The minutes are already published on the Committee meetings area of Bristol City Council's website.
6.	Chairs Business	Agreed Chair to submit a robust memo on these points to be raised at the next Cabinet meeting and to be discussed at the next Mayor's Questions on 1 st November.	Lucy Fleming	<p>The statement was submitted and the response is listed on this agenda as a separate item.</p> <p>Additional details were sought from HR regarding the number of interim officers/the number of those who have recently taking on additional responsibilities. This information is included in Appendix A to the</p>

				item OSMB Referral to the Mayor
7.	Task and Finish Groups	To formerly request current Council Asset policy / positioning paper	Lucy Fleming Shahzia Daya	Since the previous OSMB meeting the Council Assets T&F Group have met with the relevant Cabinet Members and been informed what the council's current policy position is and what the plans there are moving forward.
7.	"	To confirm consultation timeline and circulate to OSMB members.	Lucy Fleming	The budget timeline has been included with the agenda item for 1 st Nov on the budget
7.	"	Establish mechanism for OSMB to have access to all consultations as information items and discuss if members think it suitable	Lucy Fleming	This is in progress with the consultation and engagement team

7.	"	Investigate possibility of producing a document for the website / newsletter that sets out what the Task and Finish Groups are doing	Lucy Fleming	The monthly OSM update will be emailed to MATI and available on the City Council's website
8.	OSM Work Programme	To secure a list of officer / cabinet member responsibilities and circulate to members	Lucy Fleming	Cabinet responsibilities have been included as an information item for OSMB on 1 st Nov
8.	"	Add Flood Risk Strategy and Safeguarding Adults and Children reports to November meeting	Lucy Fleming	Complete. Flood Risk has been added. The Safeguarding reports have been deferred – date TBC.
9.	Arising Items For Consideration	To liaise on proposals for public engagement re: JSP and report to November OSMB	Lucy Fleming Cllr Bolton	Complete. Cllr Bolton has been liaising with officers – an update will be provided at the meeting.
13.	Information Only Report – OSMB 2017/18 Meeting Dates	Check Mayor's availability for 1 November meeting and reschedule if needed so that he can attend.	Lucy Fleming Shahzia Daya	Complete – attendance confirmed
13.	"	Request a member of Cabinet (any) to attend OSMB meetings regularly. This happened under previous administration. Useful for Cabinet Members to understand issues	Lucy Fleming	Discussions underway.

Forward plan



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

This update published 9 October 2017

Democratic Services

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

Tel: 0117 92 22828

BRISTOL CITY COUNCIL - FORWARD PLAN INDEX OF PROPOSED KEY DECISIONS

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

Key Decision

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

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

Non-key Decision

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

Cabinet Meetings

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

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

Glossary:

HWB Health and Wellbeing Board

LCPB Learning City Partnership Board

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

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

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

Cabinet Members

- Marvin Rees (Lab) - Mayor of Bristol
- Cllr Craig Cheney (Lab) – Designated Deputy Mayor (with special responsibility for Finance, Governance and Performance)
- Cllr Asher Craig (Lab) – Deputy Mayor (with special responsibility for Communities - Public Health, Public Transport, Libraries, Parks, Events and Equalities)
- Cllr Nicola Beech – Cabinet Member for Spatial Planning and City Design
- Cllr Helen Godwin (Lab) – Cabinet Member for Children’s Services
- Cllr Fi Hance (Green) – Cabinet Member for Energy, Waste and Regulatory Services
- Cllr Claire Hiscott (Con) – Cabinet Member for Education and Skills
- Cllr Helen Holland (Lab) – Cabinet Member for Adult Social Care
- Cllr Paul Smith (Lab) – Cabinet Member for Housing
- Cllr Mhairi Trelfall (Lab) – Cabinet Member for Transport and Connectivity

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

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Becky Pollard becky.pollard@bristol.gov.uk	<p>Healthy Weight Strategic Plan Healthy weight is one of three key priorities of the Health and Wellbeing Board.</p> <p>In order to halt the rise in people being overweight and support them to lead healthier lifestyles, a city wide partnership approach is proposed to address these issues. It is proposed that Bristol City Council will lead on this and work closely with all our partners to understand how the system works and together find the necessary solutions.</p> <p>Open</p>	Health and Wellbeing Board 25 Oct 2017	Councillor Asher Craig	Neighbourhoods
Rob Logan robert.logan@bristol.gov.uk	<p>Food Supply Contract This report seeks to secure food supply for City Council Services, which BCC provides. Approval is requested to initiate a procurement process for the future requirements of Bristol City Council food supply, where BCC provide this service directly.</p> <p>Open</p>	Cabinet 7 Nov 2017	Councillor Asher Craig	People Scrutiny Commission and Neighbourhood Scrutiny Commission
Alex Minshull Alex.Minshull@	<p>Corporate Environmental Policy, EMS, and Carbon Target To consider plans to rescind the existing Corporate Environmental</p>	Cabinet 7 Nov 2017	Councillor Fi Hance	Place Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
bristol.gov.uk	Policy and replace it with the new policy, recertify the externally-audited corporate environmental management system to the current international standard, and increase the corporate carbon reduction target from a 50% cut by 2020 to a 65% cut by the same date against a 2005 baseline. Open			
Patsy Mellor patsy.mellor@bristol.gov.uk	Operations Centre Phase 2 Programme – CCTV and Smart City Decision required on the proposal to further develop the council's Operations Centre to rectify significant deficiencies in the corporate CCTV estate, increase Ops Centre income and begin delivery of Smart City capabilities. Open	Cabinet 7 Nov 2017	Councillor Asher Craig	Neighbourhoods Scrutiny Commission
Ian McIntyre ian.mcintyre@bristol.gov.uk	Council Tax Reduction Scheme for 2018/19 To make a recommendation to cabinet on a council tax reduction scheme for 2018/19 following public consultation. Open	Cabinet 7 Nov 2017	Councillor Craig Cheney	Resources Scrutiny Commission
Tim Borrett	Global Parliament of Mayors annual convening 2018	Cabinet	Marvin Rees	Resources

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
tim.borrett@bristol.gov.uk	To consider Bristol hosting the next Global Parliament of Mayors Annual Convening in November 2018. Non Key Open	7 Nov 2017		Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	2017/18 Budget Monitoring Report - P5 (Non-key) The Council approved budgets and directorate spending limits for the 2017/18 financial year on 21 February 2017. The purpose of this report is to inform Cabinet of the Council's overall financial performance against revenue and capital budgets as at the end of August 2017 Open	Cabinet 7 Nov 2017	Councillor Craig Cheney	Resources Scrutiny Commission
Hayley Ash Hayley.ash@bristol.gov.uk	Changing the way we deliver the public toilet service in Bristol Proposal following consultation to close all 18 of the street facing public toilets and to approve the development of including investment in a Business/Community Toilet Scheme Open	Cabinet 5 Dec 2017	Councillor Asher Craig	Neighbourhoods Scrutiny Commission
Penny Germon	Transforming Neighbourhood Working	Cabinet	Councillor Asher Craig	Neighbourhoods

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
penny.germon@bristol.gov.uk	<p>Proposal following consultation to encourage the development of local community-led networks and to implement a new arrangement for making decisions about the local element of CIL and s106.</p> <p>Open</p>	5 Dec 2017		Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<p>2017/18 Budget Monitoring Report - P6</p> <p>The Council approved budgets and directorate spending limits for the 2017/18 financial year on 21 February 2017. The purpose of this report is to inform Cabinet of the Council's overall financial performance against revenue and capital budgets as at the end of September 2017</p> <p>Open</p>	Cabinet 5 Dec 2017	Councillor Craig Cheney	Resources Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<p>2017/18 Budget Monitoring Report - P7 (Non-key)</p> <p>The Council approved budgets and directorate spending limits for the 2017/18 financial year on 21 February 2017. The purpose of this report is to inform Cabinet of the Council's overall financial performance against revenue and capital budgets as at the end of October 2017</p> <p>Open</p>	Cabinet 9 Jan 2018	Councillor Craig Cheney	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Denise Murray denise.murray@bristol.gov.uk	<p>2017/18 Budget Monitoring Report - P8 (Non-key)</p> <p>The Council approved budgets and directorate spending limits for the 2017/18 financial year on 21 February 2017. The purpose of this report is to inform Cabinet of the Council's overall financial performance against revenue and capital budgets as at the end of November 2017</p> <p>Open</p>	Cabinet 6 Feb 2018	Councillor Craig Cheney	Resources Scrutiny Commission
Patsy Mellor patsy.mellor@bristol.gov.uk	<p>Discretionary Business Rate Relief (DRR) for Charities, Not-For-Profit & Voluntary Organisations</p> <p>We will be undertaking a public consultation process on potential amendments to the existing policy for awarding this discretionary relief. The purpose of this report is to present the results of the consultation and to propose a revised policy for approval, and implementation in April 2018.</p> <p>Open</p>	Cabinet 6 Mar 2018	Councillor Craig Cheney	Resources Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<p>2017/18 Budget Monitoring Report - P9</p> <p>The Council approved budgets and directorate spending limits for the 2017/18 financial year on 21 February 2017. The purpose of this report is to inform Cabinet of the Council's overall financial performance against revenue and capital budgets as at the end of December 2017</p>	Cabinet 6 Mar 2018	Councillor Craig Cheney	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	Open			
Denise Murray denise.murray@bristol.gov.uk	<p>2017/18 Budget Monitoring Report - P10 (Non-key) The Council approved budgets and directorate spending limits for the 2017/18 financial year on 21 February 2017. The purpose of this report is to inform Cabinet of the Council's overall financial performance against revenue and capital budgets as at the end of January 2018</p> <p>Open</p>	Cabinet 3 Apr 2018	Councillor Craig Cheney	Resources Scrutiny Commission



Marvin Rees
Mayor of Bristol

1. Economy including inward investment, Enterprise Zone, markets
2. City Policy, Strategic Planning and Communications, Council Plan
3. External Relations including Health & Wellbeing Board, Learning City & Homes Board, International Relations, West of England Local Enterprise Partnership, universities
4. City Office
5. Major projects, including; the Arena, the harbour, flood infrastructure
6. Devolution
7. Democratic Engagement including the Constitution
8. Sport
9. Clean Streets Campaign
10. All other executive functions not otherwise listed within Cabinet portfolio terms of reference listed below
11. Joint Spatial Plan and Transport Study
12. Development management
13. Impacts of planning applications
14. New highway adoptions
15. Funding bids to Government/EU
16. Challenge Fund programme
17. City Innovation
18. Cultural Strategy and policy

Any executive functions that the Mayor may wish from time to time to have reserved to himself or to be discharged in a different manner to the general delegation arrangements described below

Councillor Craig Cheney
Deputy Mayor
Finance, Governance and
Performance



1. Designated Deputy Mayor in accordance with Local Government Act 2000
2. Finance and Budget
3. Legal and statutory services
4. Corporate services, including HR, health and safety, audit, procurement
5. Performance
6. Innovation and Companies
7. Commercialism
8. Capital and Infrastructure – Relates only to Capital Programme and not individual projects
9. Council Tax and Benefits
10. Strategic Commissioning
11. Citizen Services, including Benefits and Council Tax, Business Rates, Customer Service Centres and Customer Service Improvement
12. City Infrastructure

Contact details:
Phone – 07469413304
PR Officer – John Smith 07810506659

Councillor Asher Craig
Deputy Mayor
Communities



1. Deputy Mayor
2. Equalities
3. Public Health including Improving Mental Health Services
4. Libraries, Leisure Centres and Community Assets
5. Commissioning (Health)
6. Community Safety and Safer Bristol Partnership
7. VCS and Community initiatives
8. Landscaping, Parks and Green Spaces
9. Neighbourhood Partnerships
10. Emergency Control (Civil Contingency Planning)
11. Preventative Services
12. Health Partnerships

Contact details:
Phone – 07342031899
PR Officer – Kirsty Stilwell 07467335767

Councillor Mhairi Threlfall

Transport



1. Transport policy
2. Integrated public transport
3. Highways maintenance
4. Regional bus strategy
5. Key Network Routes
6. Metrowest
7. Metrobus
8. Residents Parking Zones
9. Local Joint Transport Plan
10. Cycling and walking strategies
11. Transport asset management

Contact details:

Phone – 07702000192
PR Officer – Alison Butts, 07467335741

Councillor Helen Godwin

Children and Young People



1. Children's Social Care
2. Corporate Parenting
3. Fostering and Adoption
4. Children & families support services
5. Youth Services
6. Children's Centres
7. Safeguarding Children (including safeguarding boards)

Contact details

Phone – 07342031892
PR Officer – John Smith 07810506659

Councillor Helen Holland

Adult Social Care



1. Adult Social Care
2. Safeguarding Adults (including safeguarding boards)

Contact details:

Phone – 01179872238
PR Officer – Amy Cains 07467335738

Councillor Nicola Beech

Spatial Planning & City design



1. Spatial Planning
2. City Design
3. Local Plan Policy
4. Joint Spatial Plan

Contact details:

Phone – 07397863760
PR Officer – Alison Butts 07467335741

Councillor Paul Smith

Housing



1. Housing and Housing Revenue Account
2. Housing Strategy
3. House-Building and Housing Innovation
4. Homelessness
5. Housing Support Services
6. Landlord Services
7. Property Board

Contact details:

Phone – 07817943134
Press Officer - Kirsty Stilwell 07467335767

Councillor Fi Hance

Energy, Waste and Regulatory Services



1. Waste and Recycling
2. Public protection, regulatory and environmental health
3. Energy and Sustainability
4. Flood risk management
5. Air Quality
6. Clean energy and Carbon Neutrality
7. Street scene (Lighting, Cleansing, Signage)

Contact details:

Phone – 07833484346
PR Officer – Kirsty Stilwell 07467335767

Councillor Claire Hiscott

Education and Skills



1. Schools and Partnerships
2. Higher education
3. Apprenticeships, training and work experience

Contact details:

Phone – 07970546509
PR Officer - Amy Cains 07467335738



Councillor Kye Dudd
Sport



Councillor Steve Pearce
Public Transport



Councillor Hibaq Jama
International and
Tourism

Scrutiny Dates 2017 – 2018

OSMB & OSMB Mayoral Question Time

- Thursday 7th December 17 - OSM 5pm to 8pm
- Thursday 11th January 18 - Mayoral Question Time 5pm to 6pm & OSM 6pm to 9pm
- Monday 12th February 18 - OSM 5pm to 8pm
- Thursday 8th March 18 - OSM 5pm to 8pm
- Thursday 12th April 18 - Mayoral Question Time 5pm to 6pm & OSM 6pm to 9pm

Task and Finish Group Dates

- Council Assets: 22/11/17, 22/01/18
- CPNN: 29/11/17, 11/01/17
- Contracts and Commissioning: 26/10/17
- MTFP: 31/10/17, 8/11/17, 16/11/17, 28/11/17, 13/12/17
- Parks: 8/11/17
- Social Care - Children: 25/10/17
- Social Care - Adults: tbc
- Children's Centres: tbc
- Air Quality: tbc
- Fire Safety in High Rise Buildings: tbc