

Overview and Scrutiny Management Board Agenda



Date: Thursday, 11 January 2018

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, Estella Tincknell and Donald Alexander

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Date: Wednesday, 3 January 2018



Agenda

1. Welcome, Introductions and Safety Information

(Pages 4 - 5)

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 meeting

Minutes of 7th December 2017 meeting and minutes of the extraordinary meeting of 18th December 2017 are to follow in a supplementary publication.

5. Chair's Business

To note any announcements from the Chair

6. Public Forum

Up to 30 minutes is allowed for this item

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

Questions - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by 5 pm on **Friday 5th January 18**.

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



Wednesday 10th January 18.

7. Scrutiny Work Programme - including arising items

To note the work programme and highlight any arising items.

(Pages 6 - 9)

8. Task and Finish Groups - Updates from Chairs

A standing item for Chairs and members of OSMB to update on the work of the Scrutiny task and finish groups.

(Pages 10 - 12)

9. Ways of Working Feedback

This is a standing item for OSM Members to flag any arising matters with the trial of the new Scrutiny ways of working. The timetable for the evaluation and review of the ways of working and the FAQs document is included within the report pack.

(Pages 13 - 21)

10. Budget Monitor Report

(Pages 22 - 39)

11. Mayor's Forward Plan

(Pages 40 - 53)

12. Exclusion of Press and Public

That under s.100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph 3 (respectively) of Part 1 of schedule 12A of the Act.

13. Business Planning Update Bristol Energy and Technology Services (Supply) Ltd 2018-19

(Pages 54 - 55)



Public Information Sheet

Inspection of Papers - Local Government
(Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk.

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

Other formats and languages and assistance
For those with hearing impairment

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

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

Public Forum

Members of the public may make a written statement ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee and be available in the meeting room one hour before the meeting. Please submit it to democratic.services@bristol.gov.uk or Democratic Services Section, 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.

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 17 – 1st Meeting (7th December)

- Safeguarding Adults and Safeguarding Children Boards Annual Reports 16-17
- Budget Scrutiny Timeline
- Council Tax Base
- Collection Fund
- The Arena – position paper
- Senior Officer Restructure Timetable

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 17 – 2nd Meeting (18th December)

Extraordinary meeting;

- Companies Update –Bristol Holding and Bristol Waste (exempt session)

January 18 - 1st meeting (11th January)

- **Mayor’s Question time –informal discussion time with Mayor**
- **Bristol Energy (exempt session)**

Standing Items;

Page 7

- 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 - 2nd meeting (18th January)

Extraordinary meeting (s);

- Feedback from MTFP working group
- Budget Scrutiny

January 18 – 3rd meeting (22nd January)

Extraordinary meeting (s);

- Arena
- Budget Scrutiny

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
- 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;

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

Scrutiny Task and Finish - Progress Updates and Next Steps (January 2018)

	Group Title	Progress update and next steps
1	Parks <i>Scrutiny Advisor:</i> <i>Romayne de Fonseca</i>	<p>The Group met on 11th December and focussed on the revised financial situation since the removal of the requirement to become cost-neutral by 2020, also an update on the ongoing public consultation. Discussion also centred around the merits of alternative models of service delivery. Representatives from the Parks Forum attended the meeting and partook in the discussion. The next meeting has been arranged for 6th February.</p>
2	Council Commissioning & Contracts <i>Scrutiny Advisor:</i> <i>Louise deCordova</i>	<p>The group met on 13/12/17 to review the council's Social Value Policy, including:</p> <ul style="list-style-type: none"> • consideration of the data collected to date • examples of the social value policy toolkit applied in the procurement and commissioning process • stakeholder feedback of the policy in procurement process from the voluntary sector, small business and union representation. • discussed the concept of using public services to build better local economies. <p>Members agreed a joint session with Adults and Children's Social Services Task and Finish Groups to consider how elected members can have earlier engagement in the procurement and commissioning process.</p> <p>Future meeting dates:</p> <ul style="list-style-type: none"> • 7/2/18 (joint session)
3a	Demand on Social Services (Adults) <i>Scrutiny Advisor:</i> <i>Louise deCordova</i>	<p>The group met on 11/12/17 with Cllr Holland, Cabinet Member for Adult Social Care and senior officers to consider and comment on the developing Better Lives programme communications and public engagement strategy.</p> <p>Future meetings will discuss Delayed Transfers of Care, consider social prescribing and explore the potential for use of assistive technology to transform services and save resources.</p> <p>Members agreed a joint session with Children's Social Services and the Contracts and Commissioning Task and Finish Groups to consider how elected members can have earlier engagement in the procurement and commissioning process.</p> <p>Future meeting dates:</p> <ul style="list-style-type: none"> • 22/01/18 • 7/2/18 (joint session) • 19/02/18 • 19/03/18
3b	Demand on Social Services (Children)	<p>The group met on 6/12/17 with Cllr Godwin, Cabinet Member for Children and Young People and Jacqui Jensen, Service Director Children and Families Services to consider the Children and Families Partnership strategy.</p>

	Group Title	Progress update and next steps
	<i>Scrutiny Advisor: Louise deCordova</i>	<p>Future meetings will seek to carry out stakeholder activity with young people to understand how to prevent children and young people going into care; and develop subject knowledge/expertise.</p> <p>Members agreed a joint session with the Adult Social Services and the Contracts and Commissioning Task and Finish Groups to consider how elected members can have earlier engagement in the procurement and commissioning process.</p> <p>Future meeting dates:</p> <ul style="list-style-type: none"> • 24/1/18 • 7/2/18 (joint session)
4	Council Assets <i>Scrutiny Advisor: Jo Holmes</i>	The Group are due to meet again on the 26/01/18 where it's likely that the Interim Head of Asset Management will provide an overview presentation on the Councils property asset base. Officers are keen to ensure that all members of the group are at a consistent level of understanding and that there is a consensus of opinion on the direction and focus moving forward.
5	Cribbs Patchway New Neighbourhood <i>Scrutiny Advisor: Jo Holmes</i>	<p>The group met with the Head of Strategic City Transport on 29 /11/2017 so that he could take the group through future traffic management and potential and changes to the A4108 road layout. The groups views and concerns were recorded and have been sent to officers for their consideration. This will be revisited again once the traffic modelling information is complete.</p> <p>The group plan to meet again with Transport officers on the 11th January to consider the outcome of the work where Network Rail have been looking at potential location options for Henbury Railway Station as part of the project.</p>
6	Air Quality & Pollution <i>Scrutiny Advisor: Jo Holmes</i>	<p>The group met with officers on the 5th December and were provided with an update of where things currently stand. The anticipated guidance from DEFRA had arrived the previous week; officers had reshaped the feasibility plan proposals and have resubmitted them to DEFRA. Preparations were being made for the Cabinet Report and decision in February 2018; this will be to potentially sign-off the 'Strategic Outline Case'.</p> <p>The next T&F Group meeting will held on the 8th January; this session will be to look at the content of the February Cabinet Report (includes potential options for the development of a 'Clean Air Plan') before it's published so the group member's views can be taken into account.</p>
7	Children's Centres <i>Scrutiny Advisor: Romayne de Fonseka</i>	This group has not met. Activity to commence in New Year subject to confirmation of new chairing arrangements and also subject to capacity.
8	Libraries <i>Scrutiny Advisor:</i>	The Conclusions of the T&F Group went to Cabinet on 4 th December and a formal response was provided by the Mayor. This concludes Phase 1 of the Group's work, which now moves on to Phase 2. A further meeting is currently being arranged for

	Group Title	Progress update and next steps
	<i>Romayne de Fonseca</i>	early Feb/end Jan for the terms and scope of the feasibility study to be explained.
9	Fire Safety in Council-owned High Rise Buildings <i>Scrutiny Advisor:</i> <i>Romayne de Fonseca</i>	Proposed that this would take place after the government recommendations have been issued. The timescale for this is unclear at the present time.
10	Medium Term Financial Plan (MTFP) / Budget <i>Scrutiny Advisor:</i> <i>Louise deCordova</i>	<p>Members held a meeting on the 13/12/17 to consider the implications from the Government Budget and take an in depth look at the Children's social care transformation programme.</p> <p>Public meetings are planned with OSMB in January 2018 to review the corporate strategy and budget consultation documents and proposals.</p> <p>Future meetings:</p> <ul style="list-style-type: none"> • 5/1/18
11	Youth Council <i>Scrutiny Advisor:</i> <i>Jo Holmes</i>	<p>There are no further up-dates since the previous one which is that Bristol City Youth Council (BCYC) have said that they would welcome some support towards their priority of 'Education for Life - Current PSHE curriculum'. The detail of what this is and how it will happen is yet to be agreed between the BCYC and other relevant PSHE officers. Once this has been determined it will be discussed with OSMB members and other members who have expressed an interest in being involved in this work.</p> <p>A meeting to move this forward was planned for the 8th January but this has now been postponed until the 5th February 2018.</p>

Overview and Scrutiny Management Board

1st November 2017



Report of: Andrea Dell, Statutory Scrutiny Officer

Title: Scrutiny Ways of Working - timeline for review

Ward: Citywide

Officer Presenting Report: Andrea Dell

Contact Telephone Number: 0117 92 22483

This is a copy of the timeline, circulated previously to members, for the review of the new ways of working in Scrutiny.

Date	Actions
December 2017	Scrutiny team and OSMB member continue to obtain feedback from members on the ways of working - members feedback from CfPS sought
Monday 18 th December	Scrutiny team officer review of ways of working using feedback and experience
W/c Monday 15 th January (change from the 8 th)	Officer information paper for Political Leads
Monday 29 th January	Political Leads meeting to review paper and discuss
Dispatch Fri 2 nd February / meeting Mon 12 th Feb	Report to OSMB from political leads
W/C 26 th Feb (may need to review subject to member availability post-budget)	OSMB members workshop
W/C 26 th Feb (may need to review subject to member availability post-budget)	All member workshop
Thursday 8 th March	Recommendations to OSMB to produce Formal recommendations to Mayor and PGL for constitutional change
May 2018	Full Council AGM

Scrutiny New Ways of Working - FAQs

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

Overview and Scrutiny Management Board 7th December 2017



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

Title: 2017/18 Budget Monitoring Report – Period 7

Ward: City Wide

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

Contact Telephone Number: 0117 9222483

Recommendation

That Members consider and comment on the 2017/18 financial outturn report that has been prepared for the Mayor and Cabinet.

Context

The Overview and Scrutiny Management Board have responsibility for monitoring financial information and receive regular reports that provide an update on the Council's overall financial performance.

Appendices

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

Heading: 2017/18 Budget Monitoring Report - Period 7	
Ward: All	
Author: Chris Holme	Job title: Head of Corporate Finance
Officer presenting report: Denise Murray (Director of Finance)	
Level of Decision: Key Decision	
Purpose of Report	
<p>This report sets out for Mayor and Cabinet an update of the Council's financial position as at the end of October 2017 (period 7), including:</p> <ul style="list-style-type: none"> • Projections of potential revenue and capital spending during 2017/18 against approved Directorate and ring-fenced budget allocations • Progress on agreed savings and confidence of delivery • Reviews of risks and the mitigating actions being undertaken to ensure that we do not overspend against our 2017/18 budgets 	
Background	
<p>The General Fund revenue forecast outturn (as provided in Appendix A) shows a potential overspend of £0.9m (0.2%) against an approved budget of £364.7m, which represents an improvement of (£1.4m) since last month's forecast mainly due to an improved forecast position for Place.</p> <p>The position for the ring fenced budgets is as follows: Dedicated School Grant (DSG) – an improvement of (£0.9m) from P6 forecast position, Housing Revenue Account (HRA) – a decrease in forecast underspend of £0.5m since P6, and Public Health (PH) – (£0.3m) improvement from P6 forecast.</p> <p>The forecast spend against the capital budget of £235.6m is £179.0m hence an underspend of £56.7m which is an additional £6.8m slippage compared to P6.</p> <p>Progress against 2017/18 savings propositions indicate £3.3m remain at risk, a decrease of (£0.8m) from last month.</p> <p>Further details are shown in the appendices which highlight areas of concern compiled using forecast information as at P7.</p>	
Revenue Forecast	
<p>The latest revenue forecast outturn (as provided in Appendix A) shows a potential overspend of £0.9m (0.2%) against an approved budget of £364.7m.</p> <p>The improvement in the forecast position across different services is as follows: Place – reduced the forecast outturn by (£1.2m) due to some mitigating actions in property, additional parking income, holding vacancies and recharges to WECA for resources and set up costs; People – this has improved by £0.5m due to small movements across a number of service areas; and Neighbourhoods has improved by £0.4m due to reduced numbers in temporary accommodation.</p> <p>However, there are still some significant pressures within Directorates namely in People where a further £0.5m of Adult client costs was identified this month though it is intended that these will be met by the Improved Better Care Fund hence the forecast for the service remains at the P6 level for Adult Care and Support. The cost of Adult Social Care continues to be the biggest risk to the Council's budget. The costs are driven by the level of demand and high cost of available placements and officers are continuing to review the situation. Property also continues to show a forecast overspend of £2.8m, due to a shortfall on</p>	

internal trading income, overspend on security services and business rates budget shortfall, with no further mitigating actions identified and will be subject to further budget scrutiny.

Housing Revenue Account

The forecast HRA position is a £8.4m underspend as at P7 as a result of reduced Planned Programme spend – the increased surplus is due to the slippage on the capital programme and subsequent reduction in capital financing, which is primarily funded by revenue. There is also an expected draw down from reserves of £1.9m to offset the costs of implementing the replacement housing management system.

Dedicated Schools Grant £.0 net nil

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

The current risks, before mitigations total £5.3m, which includes £1.6m cumulative deficit brought forward this is an improvement of (£0.9m) on the P6 forecast mainly due to the renegotiation of post 16 top entitlements with local colleges. The main pressures are in High Needs Budgets (Special Educational Needs, Alternative Learning Provision and Specialist Support), offset by some underspends, mainly in funds set aside for growing schools. An action plan to address the underlying pressures in High Needs is in development, which will include measures to reduce costs in alternative learning placements and top up allocations in particular though significant savings may not be realised until 2018/19.

Public Health £.0 net nil

There is a forecast underspend of £0.5m on Public Health. This has moved by (£0.3m) from the P6 forecast due to a reduction in funding required to support alcohol treatment services and additional income.

Capital Spending

There have been some minor changes to the capital programme since P6 due to some external funding and re-profiling resulting in a slight change to the base budget of £0.5m.

The revised capital allocation is £235.6m for 2017/18. Capital spending in year is forecast to be £179.0m, resulting in a forecast slippage of £56.7m attributed primarily to:

- HRA £7.5m,
- Bristol Arena £10.1m
- Transport £9.6m,
- Energy £9.5m,
- School Organisation / Children's Services £3.9m,
- ICT Strategy Development £3m
- and General Funded Housing Delivery £1.6m.

The forecast slippage of £56.7 is an increase of £6.8m from P6. The main areas that have changed are as follows:

- Property - Health and Safety (£1m),
- Arena (£2.9m),
- Cattle Market (£1m),
- Filwood (£1m),
- Sustainable Transport (£1.4m),
- Portway Park and Ride (£1.1m),
- Highways and Drainage (£1.2m)
- and Strategy and Commissioning £4m.

The movement in capital expenditure is shown on the Capital table and there are a number of individual

capital re-profiling that will need to be referred to Cabinet for approval.

Major areas of current pressure or risks in the five year capital programme have been identified as Metrobus, Bristol Arena, and Colston Hall. The funding of the capital programme and reassessment of priorities is currently under review, to be reported to Council as part of the budget process and capital strategy development.

Progress against Savings / Efficiency propositions

Of the agreed 2017/18 savings of £33.1m, £3.3m (10%) are currently deemed at risk to delivery compared to £4.1m in P6. This is due to the removal of the red rating for the Children Centre reshaping which is now reported as part of the Directorate risks. This position is included in the forecast outturn where appropriate or outlined on the risk and opportunities where mitigations are being explored.

Work is underway to develop plans for future years and early indication for 2018/19 is that of the £16.5m noted in the budget, £2.6m has a plan that is considered under developed for this stage in the process.

Risk and Opportunities Implications

Each month Directorates review their risks and opportunities and consider which are not reflected in the current forecast. Regular reporting and Budget Scrutiny through officer and Member groups will help ensure the necessary actions to address spending pressures are identified and implemented; and supplementary estimates only recommended when all other options have been explored. As at P7 the level of net risk is £2.1m which is an increase of £1m from P6 largely due to the Children Centre reshaping mentioned above.

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

Reserves

The 2017/18 opening balance on reserves of £20.0m general balance, £65.4m earmarked reserve (£20.0m and £106m 2016/17 respectively). It is important to keep this under review to ensure that we maintain our robust financial standing position. Projected drawdowns for the current year are now anticipated to be some £34m with a further £11m currently estimated for 2018/19. If projected overspends do not continue to be mitigated, this could put severe pressure on the balance of reserves.

As part of the 2018/19 budget process, all earmarked reserves are subject to review, to assess what could be released as one off savings.

Debt Management

The level of aged debt over three months old has increased from £19.7m in P3 to £22.6m in P7 which is predominantly debts relating to individuals for Adult Social Care. There is also an increase in schools aged debt due to PFI charges. Appendix A provides an analysis of this debt between departments, and client types with a comparison between P3 and P7. Additional resources are being identified in order to reduce the level of aged debt.

Recommendation(s)

- That Cabinet notes the extent of forecast revenue overspend at period 7 of £0.9m
- That Cabinet notes that Strategic and Service Directors are continuing to review the levels of over and explore further mitigations to remain within the directorate service allocations for 2017/18.
- That Cabinet consider and note the progress against planned efficiency savings.
- That Cabinet note current forecast capital expenditure of £179.0m, which is £56.7m below the budgeted capital programme for the year.

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

Decision pathway – Report Format

Title: 2017/18 Budget Monitoring report – Period 7	
Ward(s):	All
Author: Chris Holme	Job title: Head of Corporate Finance
Cabinet lead: Councillor Cheney	Director lead: Denise Murray
Proposal origin: Other	
Decision maker: Cabinet Member Decision forum: Cabinet	
Timescales: Regular monthly budget monitoring report to Cabinet.	
Purpose of Report: Effective budgetary monitoring and control.	
Evidence Base: Forecast outturn based on budget managers' monthly monitoring.	
Cabinet Member / Officer Recommendations: Cabinet to note: <ul style="list-style-type: none"> the current forecast revenue overspend at period 7 of £0.9m progress against planned savings and further mitigation forecast capital expenditure of £179m, £56.7m below the budgeted capital programme for 2017/18. 	

Revenue Cost: £364.7m	Source of Revenue Funding: Total approved revenue budget
Capital Cost: £186.2m	Source of Capital Funding: Total capital programme
One off cost <input type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>
Finance Advice: The resource and financial implications are set out in the report.	
Finance Business Partner: Chris Holme 13/12/17	

Corporate Strategy alignment: Cross priority report that covers whole of Council's business.
Legal Considerations: This monitoring report is an important component in assisting the Council to comply with its legal obligation to deliver a balanced budget.
Legal Team Leader: Nancy Rollason 19/12/17
Implications on ICT: N/A
ICT Team Leader: Ian Gale 21/12/17
City Benefits: Cross priority report that covers whole of Council's business.
Consultation Details: N/A

DLT Sign-off	Nicki Beardmore	22/11/17
SLT Sign-off	Nicki Beardmore	28/11/17
Cabinet Member sign-off	Councillor Cheney	4/12/17
For Key Decisions - Mayor's Office sign-off	[name]	[date]

- You can include further details in appendices as set out below if required.
- Draft Cabinet papers must include these appendices.
- Each appendix must be labelled and formatted to enable conversion to pdf for use in Modern.Gov.
- Please do not embed documents within appendices.

- Please delete all grey text for the final document

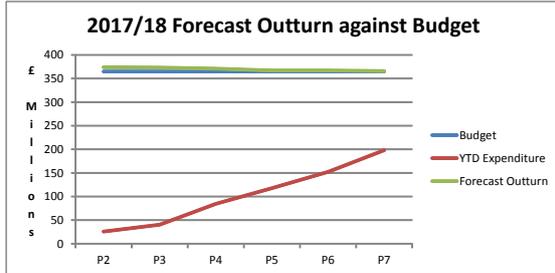
Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal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

a: 2017/18 Summary Headlines

<p>Revised Budget £364.7m in P6 P7 £364.7m ⇒</p>	<p>Forecast Outturn £367.0m in P6 £363.8m ↓</p>	<p>Outturn Variance £2.3m in P6 £0.9m ↓</p>	<p>Movement from P6 (£1.4m)</p>
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b: Budget Monitor

1. Overall Position and Movement



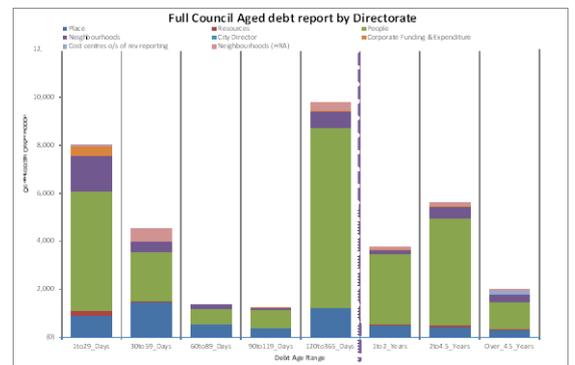
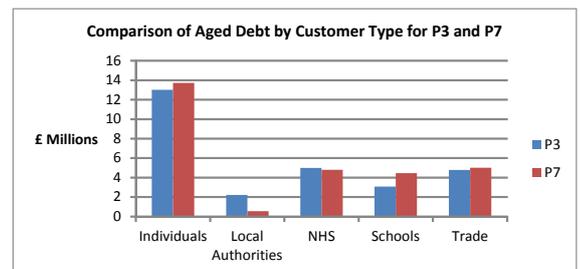
2. Revenue Position by Division

Budget Area	P7 Over/ (under) spend £m	P6 Over/ (under) spend £m	Movement in forecast since P6
People	6.0	6.5	-0.5
Place	-0.3	0.8	-1.2
Neighbourhoods	-0.9	-0.5	-0.4
Corporate	-1.7	-2.0	0.3
Resources & City Director	-2.3	-2.4	0.1
Total	0.9	2.3	-1.4

Key messages

- Since P6, the forecast outturn position has reduced by (£1.4m) to £0.9m overspend. This is due to improvements in the forecast positions for People (£0.5m), Place (£1.2m) and Neighbourhoods (£0.4m). These improvements are largely due to one off savings in respect of holding vacancies and additional income generated or utilised differently.
- Overall, the main area of pressure is still the £6.0m overspend in People which is due to the rising cost of adult care packages. Plans are in place to consider how to utilise the improved Better Care Fund to mitigate this pressure and this key decision will be brought to the next Cabinet meeting.
- There is still £2.8m pressure in Property with no further mitigating actions identified for 2017/18, though underspends forecast in other divisions in Place mean that Place is now forecasting an underspend of (£0.3m) overall.
- At P7 the amount of debt that has been outstanding for more than 30 days is £28.6m of which £19.4m is in People, £2.4m in Neighbourhoods (with a further £1.2m in the HRA) and £4.7m in Place. The majority of aged debt is owed by individuals £13.7m, £5m is owed by Trade, £4.8m by the NHS and £4.5m by schools – of which £3.3m relates to PFI charges.
- Overall the level of aged debt at P7 is approximately £360k higher than at P3, though is constantly changing and may be affected by a small number of high value invoices. The amount of aged debt relating to individuals (mainly for Adult Social Care), and for PFI schools has increased from period 3 to period 7.
- Some of the debt owed will not be received in a timely way as it is dependent on factors such as the finalisation of individual estates or the sale of sites.

3. Aged Debt Analysis



c: Risks and Opportunities

4. Savings Delivery RAG Status

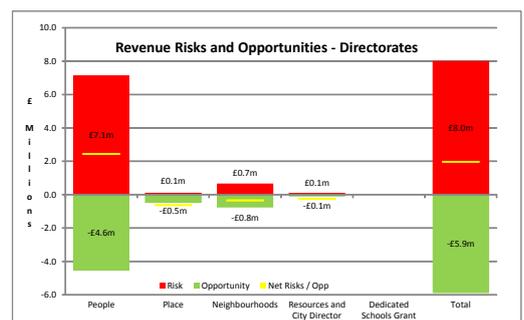
17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	6.5	3.1	48%
G Yes - savings are safe	21.8	0.2	1%
C - Saving has been secured and delivered	4.8	0.0	0%
Grand Total	33.1	3.3	10%

ID - Name of Proposal	Value at Risk in (£'000s)
FP04 Re-commission Community support Services	1,350
BE2 Review our property services	750
FP10 Increase Bristol Foster Carers	360
FP18 More efficient home to school travel	225
FP22 Increase supported living provision	198

18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	2.6	2.6	0%
A Yes - plan in place but still to deliver	10.3	0.6	6%
G Yes - savings can be taken from budget	3.7	0.0	0%
Grand Total	16.5	3.3	20%

ID - Name of Proposal	Value at Risk in (£'000s)
FP05 Reduced education services grant	1,320
BE3-g Restructure admin and business support teams	366
FP14 - 1 In-house enforcement	347
BE1 - 10 Restructuring support teams	274
FP11 Single city-wide Information, Advice and Guidance Servi	250

5. Revenue Risks and Opportunities



Key Messages

- The savings tracker shows that £3.3m of savings are currently at risk of not being delivered in 2017/18, compared to £4.1m in P6. This is due to the removal of the red rating for reshaping childrens centres – though this is now shown as a risk to the People Directorate. The pressures in the savings tracker are mainly reflected in the forecast outturn figures.
- The additional risks identified across the Council which are not reflected in the forecast outturn are £8.0m, compared to £7.2m last month and include: £3m – Clinical Commissioning Group turnaround plans and £2.6m Social Care savings not achieved as well as the costs associated with reshaping the Children Centre provision mentioned above.
- Against these risks, £5.9m opportunities for greater than budgeted income generation or reduced costs have been identified. Hence the net risk (yellow bar on the corresponding graph) indicates a further net risk exposure of £2m as at P7, which has increased from P6 due to inclusion of potential deficit balances in Early Years settings.

d: Capital

Revised Budget £235.6m	Expenditure to Date £57.6m 24% of budget	Forecast Outturn £179.0m 76% of budget	Outturn Variance (£56.7m)
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Gross expenditure by Programme	Current Year (FY2017)				Performance to budget		Scheme Total for Current Timeframe (FY2016 : FY2021)						Performance to budget			Comparison to Period 201706		
	Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast	Budget	Total Expenditure to Date	Commitments	Variance - Total budget vs actual + commitments	Forecast (including prior years actuals)	Variance Total scheme budget vs total scheme forecast	Expenditure to date	Expenditure + Committed to date	Forecast	Movement in Budget	Movement in Forecast	Movement in Variance
	£000s				%		£000s						%			£000s		
People	34,700	11,569	29,775	(4,925)	33%	86%	195,662	45,964	3,358	(146,340)	194,919	(743)	23%	25%	100%	64	(543)	(607)
Resources	5,926	648	3,726	(3,200)	9%	54%	33,717	12,638	1,371	(19,707)	33,717	0	37%	42%	100%	0	0	0
Neighbourhoods	11,475	1,971	9,178	(2,297)	17%	80%	38,909	10,152	1,003	(27,748)	38,315	(589)	26%	29%	98%	55	17	(38)
Place	132,113	29,525	94,119	(37,994)	22%	71%	568,242	104,940	26,853	(436,450)	568,748	506	18%	22%	100%	(640)	(5,458)	(4,818)
Neighbourhoods (HRA)	42,076	13,876	34,591	(7,484)	33%	82%	270,544	62,644	3,082	(204,817)	263,060	(7,484)	23%	24%	97%	0	241	241
Corporate Funding & Expenditure	8,336	0	7,586	(750)	0%	91%	55,481	5,145	0	(50,336)	55,481	0	9%	9%	100%	0	0	0
Total Capital Expenditure	235,627	57,589	178,976	(56,651)	24%	76%	1,162,549	241,483	35,668	(885,398)	1,154,239	(8,310)	21%	24%	99%	(522)	(5,743)	(5,222)

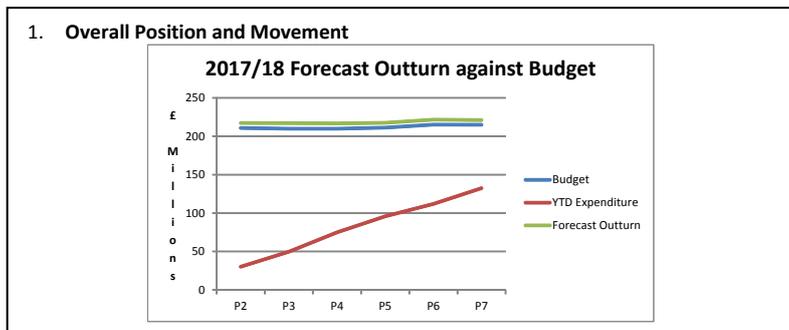
Key Messages

- The level of slippage on capital programme has increased to £56.7m which is a movement of (£6.8m) from P6 due to changes in the forecast for:
 - Property Health and Safety (£1m),
 - Arena (£2.9m),
 - Cattle Market (£1m),
 - Filwood (£1m),
 - Sustainable Transport (£1.4m),
 - Portway Park and Ride (£1.1m),
 - Highways and Drainage (£1.2m)
 - and Strategy and Commissioning £4m.
- As detailed in the Directorate dashboards, the main areas of overall slippage are: Place – Property vehicle replacement, Arena, Transport, Energy, Strategy and Commissioning; and Neighbourhoods HRA.

a: 2017/18 Summary Headlines

Revised Budget £215.0m in P6 £214.8m ↓	Forecast Outturn £221.5m in P6 £220.9m ↓	Outturn Variance £6.5m in P6 £6.0m ↓	Movement from P6 (£0.5m)
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b: Budget Monitor

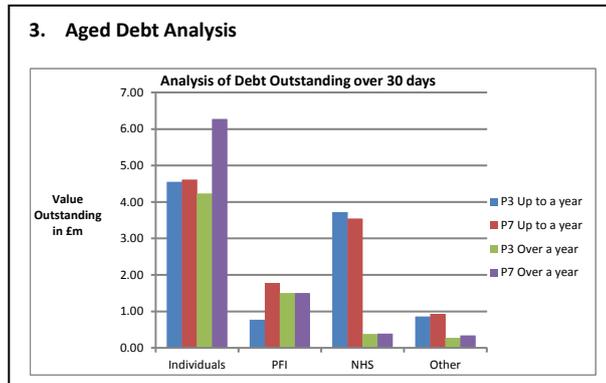


2. Revenue Position by Division

Budget Area	P7 Over/ (under) spend £m	P6 Over/ (under) spend £m	Movement in forecast since P6	Revised Budget movement
Care & Support - Adults	4.0	4.0	0.0	0.0
Care & Support – Children & Families	0.9	0.9	0.0	0.0
Education & Skills	0.7	0.8	0.0	0.0
Early Intervention & Targeted Support	0.6	0.9	-0.3	0.0
Management - People	0.1	0.2	0.0	0.0
Strategic Commissioning & Commercial Relations	-0.3	-0.3	0.0	-0.2
Total	6.0	6.5	-0.3	-0.2

Key messages

- The current forecast position assumes the use of £2m from the improved Better Care Fund, to fund the Better Lives transformation programme, including an increase of £500k expenditure from P6 to P7, that has yet to be agreed.
- The movement on Adult Social Care forecast is due to the non delivery of savings on Direct Payments and Assistive Technology, £1m, offset by reduced expenditure on Care Home placements (£0.5m).
- Preparing for Adulthood expenditure remains a concern as further pressures have been identified.
- The majority of debt outstanding over one month consists of individual contributions to the cost of social care (over 16,000 invoices) – of which 69% have been outstanding for over a year whilst the estates of individuals are finalised.
- The PFI charges are for a small number of schools including a single charge of £1.3m which will not be received until the site is sold.
- The large NHS debts relate to Free Nursing Care which the CCG has agreed to pay.



c: Risks and Opportunities

4. Savings Delivery RAG Status

17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R. No - savings are at risk	3.9	2.3	60%
G. Yes - savings are safe	7.9	0.0	0%
C. Saving has been secured and delivered	0.2	0.0	0%
Grand Total	11.9	2.3	20%

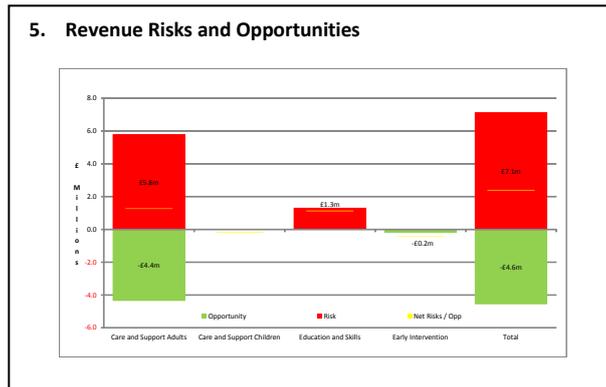
Top 5 largest savings at risk in 17/18 (ordered by size of saving at risk)

ID - Name of Proposal	Value at Risk in 17/18 (£'000s)
FP04 Recommission community support services	1,350
FP10 Increase Bristol Foster Carers	360
FP18 More efficient home to school travel	225
FP22 Increase supported living provision	198
BE8 Best value contracts	100

18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R. No - no plan in place	1.7	1.7	100%
A. Yes - plan in place but still to deliver	2.6	0.0	0%
G. Yes - savings can be taken from budget	3.0	0.0	0%
Grand Total	7.3	1.7	23%

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

ID - Name of Proposal	Value at Risk in 17/18 (£'000s)
FP05 Reduced education services grant	1,320
BE3-g Restructure admin and business support teams	360



6. Mitigating Actions

In the medium-term, the services within People will converge into three divisions and the underlying budget issues will be addressed in the following ways

Division	Approach
Adults Social Care	Implementation of three-tier model for care and support through the Better Lives programme, working with partners to invest the Improved Better Care fund to address demand pressures and to deliver savings to the Council's budget.
Children's Services	Implementation of the Strengthening Families programme using early investment to support families, to improve social work practice and get better outcomes for young people, all to address existing pressures and to deliver savings to the Council's budget.
Education	A bottom-up service redesign for Education, recognising the lower level of funding available with the loss of the Education Services Grant, but using DSG and other funding streams to best effect in meeting statutory responsibilities and local service aspirations.

Key Messages

- Main risk CCG turnaround project
- Proposed further use of Improved Better care Fund, £5.5m, in order to offset forecast overspend on Adult Social Care – key decision to be brought to next Cabinet meeting - this would leave £1.2m of this funding to carry forward to 2018/19.
- Education and Skills – risk of cost of redundancies or writing off deficits of Early Years settings following restructure to realise budget saving.

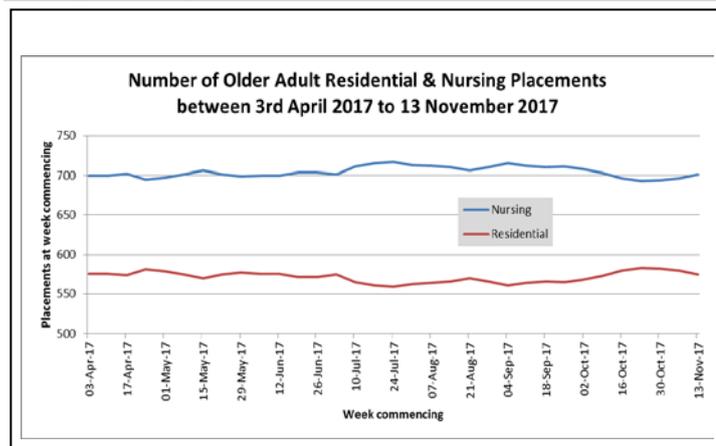
d: Capital

Revised Budget £34.7m	Expenditure to Date £11.6m 33% of budget	Forecast Outturn £29.8m 86% of budget	Outturn Variance (£4.9m)
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Key Messages

- There is £1m slippage on Early Years projects and £2.1m slippage on Special Educational Needs capital projects where the signing of the contracts has been delayed due to contamination in the ground hence the expenditure will now happen in 2018/19.
- There is a forecast underspend on Children and Families Aids and Adaptations of (£0.3m).

e: Key Activity Data



Comparison of Placement Prices

	LAS DATA		2016/17 SALT RETURN (TABLE 41)				
	Bristol – avg weekly price of current service users who were placed post DPS	Bristol – avg weekly price of current service users who were placed prior to DPS	Bristol Average Weekly Price 16/17	Core City Average Weekly Price 16/17	SW Average Weekly Price 16/17	London average Weekly price 16/17	England Average Weekly Price 16/17
OP Nursing non dementia	843	810	744	646	592	685	641
OP Nursing dementia	900	870	784	645	773	735	623
OP Residential – non dementia	890	699	765	553	670	760	642
OP residential – dementia	759	676	779	485	715	724	550
Younger adults residential	1,593	1,325	1,171	831	952	1,120	991

Key messages

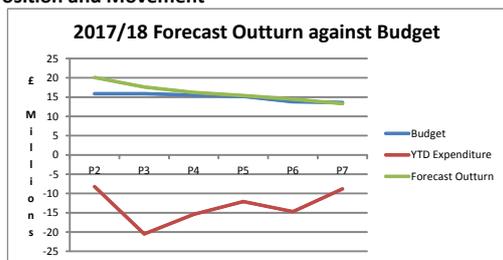
- The graph above illustrates some of the challenges in the management of placements in care home, whilst there has significant efforts to reduce the numbers of older adult placed in a residential or nursing home and ensure where possible to maximise the individuals independence in their own home, the numbers remain broadly the same at the 13th of November compared to the beginning of the financial year. The main reason for the inability to reduce placement numbers is the lack of home care capacity in Bristol, in particular home care staff.
- One of the key objectives of the Better Lives Programme is to work with providers to expand home care provision. Initial steps to address the challenges has been to increase the home care rate paid to providers across Bristol on a interim basis to £17.04 with effect from 27th November, the next steps will be a full recommissioning of home care to deliver a new contract from summer 2018.
- The table above compares the cost of an average placement for different types of placement in Bristol for 2016/17 to national and regional averages. The comparison clearly highlights that Bristol on average pays considerably more per bed per week than all other regional averages.
- To compound matters since the introduction of the Dynamic Purchasing System (DPS) average rates have increased further, very much a market dictating the price. To address this in the short term the DPS has been modified to give the Brokerage team more control over the price paid for a bed but more importantly a cost of care exercise is underway to set the fair price for a care bed in Bristol. The proposed price will be subject to consultation with a report brought back to Cabinet before implementing the pricing from April 2018.
- Demand management and gaining control of the price paid for care are the two key components of the Better Lives Programme and if successful will bring about a balanced budget for Adult Social Care.
- For 2017/18, it is proposed to utilise the improved Better Care Fund to support the reduction of delayed transfers of care from hospital by investing in capacity in the Home Care and Care Home market.

a: 2017/18 Summary Headlines

Revised Budget £13.8m in P6 P7 £13.6m ↓	Forecast Outturn £14.5m in P6 £13.3m ↓	Outturn Variance £0.8m in P6 (£0.3m) ↓	Movement from P6 (£1.2m)
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b: Budget Monitor

1. Overall Position and Movement



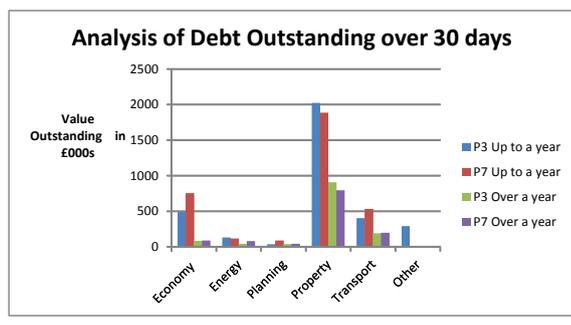
2. Revenue Position by Division

Budget Area	P7 Over/ (under) spend £m	P6 Over/ (under) spend £m	Movement in forecast since P6
Property	2.8	3.1	-0.3
Planning	-0.6	-0.5	-0.1
Economy	-0.7	-0.3	-0.4
Transport	-0.8	-0.5	-0.3
Energy	-0.9	-0.9	0.0
Total	-0.3	0.8	-1.2

Key messages

- Overall the forecast outturn position has improved by £1.2m from the P6 position due to improved forecast positions for property, planning, economy and transport.
- The improved Transport forecast underspend is due to vacancies and additional income from parking and Penalty Charge Notices.
- The improved Economy forecast also has underspend on employees and includes the necessary recharges to WECA for resources and set up costs.
- The Energy forecast contains 2016/17 utility recharges to schools and the final grant balance in relation to ELENA which are one year benefits.
- However, there are still a number of budget pressures in property with a forecast Overspend of £2.8m due to a shortfall on internal trading income, overspend on security services and business rates budget shortfall.
- The internal trading shortfall will be mitigated in 2017/18 using a central contingency – though will need to be addressed for 2018/19 onwards.
- Property will be subject to further budget scrutiny meetings to address the forecast overspend.
- The majority of aged debt is up to a year old and in the Property Division - £2.7m of debt outstanding over 30 days (868 invoices), though there has been a reduction in the total value outstanding since P3.

3. Aged Debt Analysis



c: Risks and Opportunities

4. Savings Delivery RAG Status

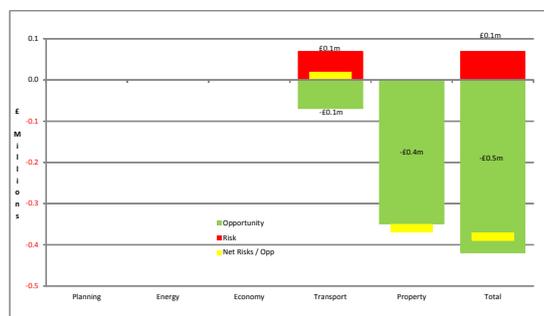
17/18	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - savings are at risk	2.6	0.8	31%
G Yes - savings are safe	6.5	0.2	3%
C - Saving has been secured and delivered	0.6	0.0	0%
Grand Total	9.7	1.0	10%

ID - Name of Proposal	Value at Risk in 17/18 (£'000s)
BE2 Review our property services	750
IN01 Reviewing on-street parking charges	180
RS16 - 1 Reorganise how school crossings are patrolled	25
IN07 Reintroduce Sunday charging for parking on-street	12

18/19	Total value of savings (£m)	Value at risk (£m)	Risk (%)
R No - no plan in place	0.0	0.3	0%
A Yes - plan in place but still to deliver	1.2	0.0	0%
G Yes - savings can be taken from budget	0.7	0.3	37%
Grand Total	1.8	0.5	0.27%

ID - Name of Proposal	Value at Risk in 17/18 (£'000s)
RS02 - Reduce road maintenance budgets	250

5. Revenue Risks and Opportunities



6. Mitigating Actions – Facilities Management

FM Cumulative Mitigations	2017/18 £	2018/19 £	2019/2020 £
Stationery	22,250	22,500	22,500
Reduced Window Cleaning	2,250	4,500	4,500
R&M Spending Freeze	220,000		
Workwear/PPE Efficiencies	1,000	1,000	1,000
Fleet - Procurement		340,000	370,000
Post Efficiencies	22,172	22,172	22,172
M&E/Building F Tender		170,000	250,000
Print & Mail Outsourcing		112,500	150,000
Docks Restructure			250,000
Harbour Review (Income)			50,000
Markets Charter (Income)			35,000
Cleaning	29,750	60,000	60,000
Security	17,150	50,000	50,000
Total	314,572	782,672	1,265,172

Key Messages

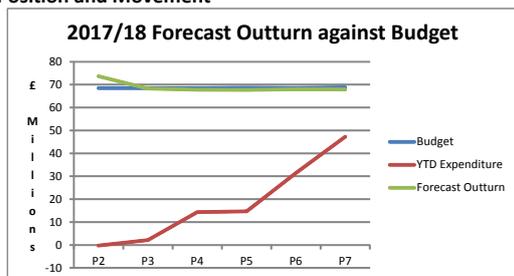
- The mitigating actions identified by Facilities Management are expected to generate savings of £315k in 2017/18 and this is reflected in the improved property forecast position.
- Analysis of additional risks and opportunities shows that as per P6, the net opportunity for mitigating against the forecast overspend is £0.4m which is not currently reflected in the forecast figures.

a: 2017/18 Summary Headlines

Revised Budget £68.6m in P6 £68.8m ↑	Forecast Outturn £68.0m in P6 £67.9m ↓	Outturn Variance (£0.6m) in P6 (£0.9m) ↓	Movement from P6 (£0.2m)
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b: Budget Monitor

1. Overall Position and Movement



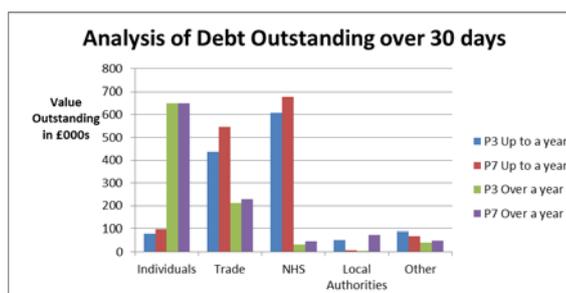
2. Revenue Position by Division

Budget Area	P7 Over/ (under) spend £m	P6 Over/ (under) spend £m	Movement in forecast since P6
Citizen Services	0.3	0.4	-0.1
Women's Commission	0.0	0.0	0.0
Waste	0.0	0.0	0.0
Neighbourhoods & Communities	-0.1	-0.1	-0.1
Public Health - General Fund	-0.4	-0.4	0.0
Housing Options	-0.7	-0.5	-0.2
Total	-0.9	-0.5	-0.4

Key messages

- The number of families in temporary accommodation in the private sector has fallen from 363 in July to 288 hence the reduced forecasts in Citizen Services and Housing Options.
- Neighbourhoods and Communities are forecasting a £0.1m net improvement due predominantly to further revisions to payroll forecasts in Parks and Open Spaces.
- Regarding Aged Debt management, at the end of P7 Neighbourhoods had £3.9m of aged debt (£3.5m P6); £1.0m of which has been outstanding for more than a year. The majority of this older debt relates to Housing Options (Lettings negotiation and Interim Supported Housing). It is anticipated that the planned transfer of debt collection to the Revenues and Benefits Team will deliver the focus and improvement necessary in this area.
- The process of re-negotiation of the contract terms with Bristol Waste drives the majority of the risk reflected here albeit there are reserves ear-marked to cover this year's impact. Similarly all other risks are expected to be mitigated in full through potential draw downs from specific Reserves and Settlements plus one-off grants.

3. Aged Debt Analysis



c: Risks and Opportunities

4. Savings Delivery RAG Status

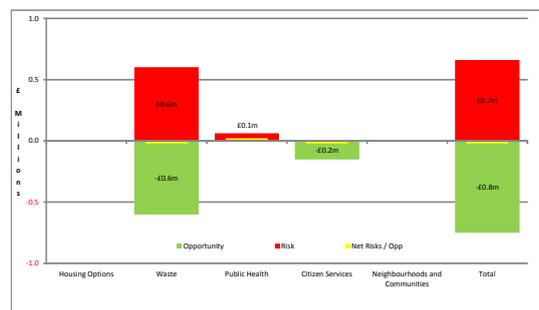
17/18	Total (€m)	Value at Risk (€m)	Risk (%)
R - No - savings are at risk	0.0	0.0	0%
G - Yes - savings are safe	3.8	0.0	0%
C - Saving has been secured and deliv.	2.0	0.0	0%
Grand Total	5.8	0.0	0%

ID - Name of Proposal	Value at Risk in 17/18 (£'000s)
FP26 Hengrove Leisure Centre refinancing	12

18/19	Total (€m)	Value at Risk (€m)	Risk (%)
R - No - no plan in place	0.3	0.3	0%
A - Yes - plan in place but still to deliver	4.1	0.3	8%
G - Yes - savings can be taken from budget	0.7	0.0	0%
Grand Total	5.1	0.6	12%

ID - Name of Proposal	Value at Risk in 17/18 (£'000s)
FP14 - 1 In-house enforcement	347
FP11 Single city-wide Information, Advice and Guidance Service	250
FP26 Hengrove Leisure Centre refinancing	61

5. Revenue Risks and Opportunities



d: Capital

Revised Budget £11.5m	Expenditure to Date £2.0m 17% of budget	Forecast Outturn £9.2m 80% of budget	Outturn Variance (£2.3m)
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Key Messages

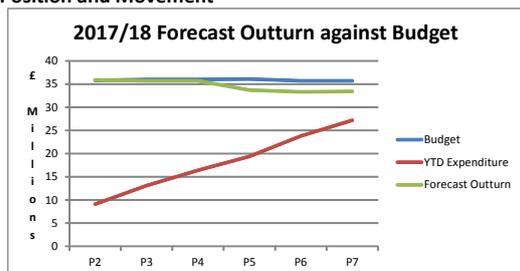
- This underspend is predominantly a consequence of revised phasing of expenditure in to subsequent years against Libraries for the Future, Investment in Parks and Green Spaces and Cemeteries and Crematoria. However Housing Solutions forecast underspend this year is indicative of an underspend across the current MTFP timeframe.

a: 2017/18 Summary Headlines

Revised Budget £35.7m in P6 P7 £35.7m ⇒	Forecast Outturn £33.3m in P6 £33.4m ↑	Outturn Variance (£2.4m) in P6 (£2.3m) ↑	Movement from P6 £0.1m
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b: Budget Monitor

1. Overall Position and Movement



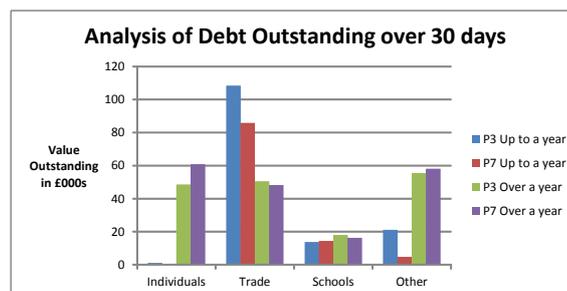
2. Revenue Position by Division

Budget Area	P6 Over/ (under) spend £m	P5 Over/ (under) spend £m	Movement in forecast since P5
Executive Office Division a	-0.1	-0.1	0.0
Resource Transformation	-0.1	-0.1	0.0
Legal and Democratic Services	0.0	-0.2	0.1
Policy, Strategy & Communications	-0.3	-0.3	0.0
Finance	-0.4	-0.4	0.0
ICT	-0.5	-0.5	0.0
HR & Workplace	-1.0	-0.9	0.0
Total	-2.3	-2.4	0.1

Key messages

- The increase in forecast outturn is due to Legal Services requiring to retain agency lawyers for longer than anticipated to maintain sustainability whilst trying to recruit permanent posts.
- The remaining £200k towards the £600k senior management savings has now been delivered through budget reduction. The revised senior management structure is due to be published soon and will contribute to the 2018/19 MTFP target.
- The new debt raised relates mainly to legal fees for the WOE bus network and quarter 2 charges for the Coroners service.
- The main risks and opportunities have been reviewed and built into forecast. The remaining risks are related to ICT recovering the full amount for project costs and plans have been put into action to mitigate this risk

3. Aged Debt Analysis



c: Risks and Opportunities

4. Savings Delivery RAG Status

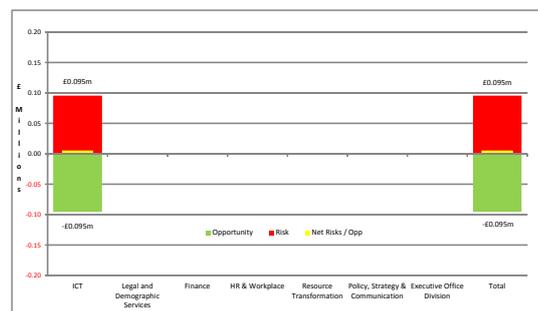
17/18	Total (£m)	Value at (£m)	Risk (%)
R No - savings are at risk	0.0	0.0	0%
G Yes - savings are safe	3.6	0.0	0%
C - Saving has been secured and delivered	2.1	0.0	0%
Grand Total	5.7	0.0	0%

ID - Name of Proposal	Value at Risk in 17/18 (£'000s)
IN10 Increase external income from design services	30

18/19	Total (£m)	Value at (£m)	Risk (%)
R No - no plan in place	0.6	0.6	100%
A Yes - plan in place but still to deliver	2.5	0.1	2%
G Yes - savings can be taken from budget	-0.7	0.0	0%
Grand Total	2.4	0.6	25%

ID - Name of Proposal	Value at Risk in 17/18 (£'000s)
BE1 - 10 Restructuring support teams	274
IN06 - 1 Increase bookings for Lord Mayor's Mansion House and Chapel	150
BE23 Registrar's Office - improvements	130
BE13 Improvements to legal case management system	51

5. Revenue Risks and Opportunities



d: Capital

Revised Budget £6.9m	Expenditure to Date £0.6m 9% of budget	Forecast Outturn £3.7m 54% of budget	Outturn Variance (£3.2m)
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Key Messages

- IT has now procured a Future State Assessment review of the ICT strategy and supporting plans.

SUMMARY HEADLINES

1. Overall Position and Movement

Fore cast 2017 / 18 - Over spend £3.7m (in-year), £5.3m cumulative											
Revised Budget £ 325.4m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	4.4	4.4	4.4	4.9	4.6	3.7					
	▲	▲	▲	▲	▼	▼					

2. Revenue Position by Division

	Brought forward position April 2017 £m	In-year Over/(under) spend 2017/18 £m	Forecast Carry Forward position March 2018 £m
Retained DSG			
Maintained Schools	0.0	0.0	0.0
Academy Recoupment	0.0	0.0	0.0
Early Years Block	-0.4	0.5	0.1
High Needs Block	2.3	4.0	6.3
Schools Block (Central)	-0.3	-0.8	-1.1
Total	1.6	3.7	5.3

3. Latest Financial Position

The key change in the forecast position is the -£0.9m improvement in the High Needs Budget position. The components include:

- Changes to top-up arrangements and revision of the amount of contingency required to year-end -£0.3m
- Factoring in income from schools to Alternative Learning placements -£0.1m
- Renegotiation of Post 16 top-up entitlements with local colleges. -£0.5m.

These changes improve the underlying position on the High Needs budget and items b) and c) above contribute directly to the savings measures set out in section 5 below.

The other forecasts on the Early Years and Schools Block are not materially different to those for Period 6.

4. Risks and Opportunities

The underlying position on the High Needs Budget in particular remains a great concern. The measures set out in Table 5 are starting to be delivered with £0.750m already reflected in this month's 2017/18 forecast, but full and swift delivery will not be straightforward for all components. For instance, discussions with Special Schools about a revised model for funding them are at an early stage. The savings measures on their own are only going to address the in-year position, rather than the historic deficit, too. Schools Forum have been considering the competing pressures within the overall Schools Budget (DSG) for 2018/19 and they have agreed to transfer £2m from Schools Block to High Needs Block for 2018/19, subject to Secretary of State approval. A medium-term strategy for the High Needs budget is needed and this will be developed for the 2018/19 budget setting to be considered by Council in February 2018.

5. Savings measures and mitigations being developed in the High Needs Block.

Category	Proposal	Full-year impact	Saving Realised in 2017/18	Savings status for 2018/19
1. Places only	1.1 Revise agreed places, based on occupancy, including Further Education (FE)	-400	0	On-track
2. Special Educational Needs (SEN) Top-ups	2.1 Negotiate lower contributions to FE Element 2s and to standardised FE top-ups	-500	-500	On-track and may exceed target
	2.2 Review how we fund Bands 2 and 3 without Education Health & Care plans	-250	-250	On-track
	2.3 Develop revised models for special schools	-2,000	0	Early stages
3. Alternative Provision (AP) Top-ups	3.1 Develop revised models for Pupil Referral Units	-150	0	Planned
4. Other SEN provision	4.1 Use Capital Strategy to re-provide local, less expensive provision	0	0	Early Stages
5. Other AP provision	5.1 Share funding for Early Intervention Bases with schools	-450	0	Planned
	5.2 Target saving for Hospital Education Service	-200	0	Planned
	5.3 Restrict external AP provision to budget	-350	0	Planned
6. Services	6.1 Target saving for services	-650	0	On-track
Total		-4,950	-750	

SUMMARY HEADLINES

1. Overall Position and Movement Since Previous Period

Forecast 2017 / 18 - Underspend -£0.5m											
Revised Budget £0m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	-0.4	-0.4	-0.5	-0.5	-0.2	-0.5					
	▼	▼	▼	▲	▲	▼					

2. Revenue Position by Area

Budget Area	Over/ (under) spend £m
Third Party Payments	0.5
Premises	0.1
Employees	-0.2
Supplies & Services	-0.4
Income	-0.5
Total	-0.5

Latest Financial Position

The **overall forecast** for grant-funded Public Health indicates an underspend of £0.5m. This represents a £0.3m improvement in the forecast position since P6 and comprises a £0.2m reduction in funding required from Public Health to support alcohol treatment services and £0.1m additional income in contribution to the cost of the South West Practitioner scheme.

Any unspent balance at the financial year end is expected to be transferred to the Public Health reserve for use in future years (in line with Department of Health guidance).

Appendix I Period 7 Budget Monitoring - Summary

	2017/18 - Year to date			2017/18 - Full Year				Period 6 Forecast	
	Revised Budget	Net Expenditure	Variance	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s			£000s				£000s	
People									
Strategic Commissioning & Commercial Relations	12,383	12,813	430	18,149	21,229	20,900	(329)	(197)	21,097
Care & Support - Adults	64,890	75,022	10,133	109,984	111,239	115,267	4,028	(0)	115,267
Care & Support - Children & Families	27,920	29,256	1,336	47,967	47,863	48,720	857	(2)	48,722
Education & Skills	3,135	441	(2,694)	5,274	5,374	6,113	739	(14)	6,127
Management - People	1,202	1,633	431	2,156	2,060	2,194	134	(28)	2,222
Early Intervention & Targeted Support	15,788	13,220	(2,568)	27,343	27,066	27,677	611	(338)	28,015
Capital - People	0	(1)	(1)	0	0	0	0	0	0
Total People	125,318	132,384	7,066	210,873	214,831	220,871	6,040	(579)	221,450
Resources									
ICT	7,064	10,459	3,395	12,437	12,110	11,621	(489)	(7)	11,628
Legal and Democratic Services	3,880	4,604	724	6,651	6,651	6,623	(28)	131	6,492
Finance	2,024	3,175	1,151	3,957	3,470	3,090	(380)	(3)	3,093
HR & Workplace	2,365	2,429	64	5,275	4,055	3,102	(953)	(36)	3,138
Resource Transformation	2,608	3,828	1,220	585	4,471	4,336	(135)	1	4,335
Total Resources	17,941	24,495	6,554	28,904	30,756	28,771	(1,985)	85	28,686
Neighbourhoods									
Citizen Services	7,941	13,648	5,707	13,461	13,081	13,359	278	110	13,249
Waste	18,363	19,952	1,589	26,607	27,479	27,479	(0)	(1)	27,480
Neighbourhoods & Communities	7,846	8,609	763	12,068	13,451	13,367	(84)	(143)	13,510
Women's Commission	3	5	2	5	5	5	0	0	5
Public Health - General Fund	988	227	(761)	2,084	1,836	1,396	(440)	(0)	1,396
Housing Options	8,731	4,857	(3,874)	13,202	12,932	12,251	(681)	(154)	12,405
Capital - Neighbourhoods	0	(0)	(0)	0	0	0	0	0	0
Total Neighbourhoods	43,872	47,298	3,426	67,427	68,784	67,856	(928)	(189)	68,045
Place									
Property	(2,197)	3,463	5,660	(2,713)	(3,506)	(731)	2,775	(157)	(574)
Planning	(120)	(1,559)	(1,439)	1,231	955	359	(596)	(5)	364
Transport	4,675	(15,788)	(20,463)	9,031	7,011	6,201	(810)	(571)	6,772
Economy	3,932	5,672	1,740	5,925	6,741	6,033	(708)	(402)	6,435
Economy - ABS Team	0	(250)	(250)	1,369	0	0	0	0	0
Capital - Place	0	1	1	0	0	0	0	0	0
Energy	1,414	(354)	(1,769)	3,478	2,425	1,482	(943)	(58)	1,540
Total Place	7,705	(8,815)	(16,520)	18,321	13,625	13,343	(282)	(1,194)	14,537
City Director									
Policy, Strategy & Communications	1,564	1,483	(80)	2,833	2,838	2,580	(258)	3	2,577
Executive Office Division a	1,206	1,230	24	2,225	2,067	2,016	(51)	0	2,016
Total City Director	2,769	2,713	(56)	5,058	4,905	4,597	(309)	3	4,593
SERVICE NET EXPENDITURE	197,606	198,076	470	330,583	332,902	335,437	2,536	(1,874)	337,311
Levies	653	619	(33)	1,119	1,119	1,119	0	0	1,119
Corporate Expenditure	20,779	51,726	30,947	33,010	19,824	18,246	(1,578)	(9,724)	27,370
Capital Financing	305	523	218	0	2,013	2,188	175	0	2,188
Insurance Fund	0	1,001	1,001	0	0	0	0	0	0
Year-end Transactions	5,040	8,850	3,811	0	8,854	8,854	0	10,133	(1,279)
Corporate Revenue Funding	(212,766)	18,443	231,209	(364,741)	(364,741)	(365,015)	(274)	0	(365,015)
RELEASED FROM RESERVES	0	0	0	0	0	0	0	0	0
TOTAL REVENUE NET EXPENDITURE	11,617	279,238	267,622	(29)	(29)	829	858	(1,465)	2,294

HOUSING REVENUE ACCOUNT SUMMARY

	2017/18 - Year to date			2017/18 - Full Year				Period 6 Forecast	
	Revised Budget	Net Expenditure	Variance	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s			£000s				£000s	
Housing Revenue Account									
Strategy, Planning & Governance	(63,089)	(78,259)	(15,170)	(111,159)	(111,161)	(108,961)	2,200	(2,227)	(106,734)
Responsive Repairs	13,824	12,077	(1,747)	25,467	25,833	25,668	(165)	180	25,488
Planned Programmes	9,867	6,798	(3,069)	18,231	17,730	15,780	(1,950)	1,474	14,306
Estate Management	6,547	5,768	(779)	15,576	15,711	16,257	545	181	16,076
HRA - Funding & Expenditure	(147)	0	147	12,210	12,210	10,768	(1,442)	870	9,898
HRA - Capital Financing	0	0	0	14,958	14,958	7,374	(7,584)	0	7,374
HRA - Year-end transactions	0	0	0	24,718	24,718	24,718	0	0	24,718
Total Housing Revenue Account	(32,997)	(53,616)	(20,619)	(0)	(0)	(8,396)	(8,396)	478	(8,874)

RING FENCED PUBLIC HEALTH

	2017/18 - Year to date			2017/18 - Full Year				Period 6 Forecast	
	Revised Budget	Net Expenditure	Variance	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s			£000s				£000s	
Public Health	(5,508)	(13,774)	(8,266)	29	29	(434)	(463)	3	(437)
Dedicated Schools Grant	(0)	(8,802)	(8,802)	(0)	(0)	5,128	5,128	(1,417)	6,545
Total Ring Fenced Budgets	(5,508)	(22,576)	(17,067)	29	29	4,694	4,665	(1,414)	6,108

Overview and Scrutiny Management Board 11th January 2018



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

Title: Mayor's Forward Plan (Standing Item)

Ward: City Wide

Officer Presenting Report: Andrea Dell, Head of Democratic Engagement

Contact Telephone Number: 0117 9222483

Recommendation

That the Board receive the current edition of the Mayor's Forward Plan of Key Decisions to help inform the Scrutiny Work Programme for 2017/18 and beyond.

Summary

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

The significant issues in the report are:

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

Background

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

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

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

The latest version of the report can be found at appendix A.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None.

Appendix A – Mayor's Forward Plan

Forward plan



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

This update published 22 December 2017
Democratic Services

Tel: 0117 9223846

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

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.

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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 (Lab) – Cabinet Member for Spatial Planning and City Design
- Cllr Kye Dudd (Lab) – Cabinet Member for Energy, Waste and Regulatory Services
- Cllr Helen Godwin (Lab) – Lead / Cabinet Member for Children’s Services
- Cllr Helen Holland (Lab) – Cabinet Member for Adult Social Care
- Cllr Anna Keen (Lab) – Cabinet Member for Education and Skills
- 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
Ann James Ann.James@bristol.gov.uk	<p>Corporate Parenting Strategy</p> <p>This report recommends considering and agreeing the priorities and actions as set out in the draft Corporate Parenting Strategy 2018, which sets out how the local authority will meet its statutory duties and improve outcomes for children in care and care leavers.</p> <p>Open</p>	Cabinet 9 Jan 2018	Councillor Helen Godwin	People Scrutiny Commission
Laura Pye laura.pye@bristol.gov.uk	<p>Bristol Museums and Museums Development South West Arts Council Funding</p> <p>Report to consider accepting external funding to support our Museums and deliver Museum Development on behalf of the South West Region.</p> <p>Open</p>	Cabinet 9 Jan 2018	Mayor	Place Scrutiny Commission
Chris Hackett chris.hackett@bristol.gov.uk	<p>Inclusive and Sustainable Economic Growth Strategy - Vision (Non-Key)</p> <p>This report considers the vision for the Inclusive and Sustainable Economic Growth Strategy.</p> <p>Open</p>	Cabinet 9 Jan 2018	Mayor	Place Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Denise Murray denise.murray@bristol.gov.uk	<p>Refinancing Hengrove Leisure Centre PFI Report to consider proposals to refinance the Leisure Centre PFI</p> <p>Part exempt 3</p>	Cabinet 9 Jan 2018	Councillor Craig Cheney	Resources Scrutiny Commission
Tony Whitlock tony.whitlock@bristol.gov.uk	<p>Collection Fund Surplus/Deficit Report 2017/18 To note the estimate of the surplus/deficit on the collection fund (Council Tax element and, Non-Domestic Rates (NDR) element) which will be taken into account when setting the 2018/19 revenue budget and council tax levels</p> <p>Open</p>	Cabinet 9 Jan 2018	Councillor Craig Cheney	Overview and Scrutiny Management Board
Tony Whitlock tony.whitlock@bristol.gov.uk	<p>Council Tax Base Report 2018/19 To note the Council Tax base for the financial year 2018/19</p> <p>Open</p>	Cabinet 9 Jan 2018	Councillor Craig Cheney	Overview and Scrutiny Management Board

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Alison Mullis alison.mullis@bristol.gov.uk	<p>Corporate Risk Register (Non-key) To receive and review the corporate risk register now and quarterly going forward To note that further development work is required</p> <p>Open</p>	Cabinet 9 Jan 2018	Councillor Craig Cheney	Resources Scrutiny Commission
Helen Wheeler helen.wheeler@bristol.gov.uk	<p>Business Planning Update on Companies which the Council wholly own, 2018/2019 Approval of the annual business plans relating to Bristol City Council owned trading companies, and approval of draw down of funds from the Council's Capital programme for Health and Safety works required on existing waste premises.</p> <p>Part exempt 3</p>	Cabinet 9 Jan 2018	Councillor Craig Cheney	Overview and Scrutiny Management Board
Denise Murray denise.murray@bristol.gov.uk	<p>2017/18 Budget Monitoring Report - P7 (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 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
<p>Tim Borrett tim.borrett@bristol.gov.uk</p>	<p>Corporate Strategy 2018-2023 NEW ITEM The Corporate Strategy 2018-2023 sets out the council's high-level organisational vision, commitments and values for the next five years, along with how it will contribute to the aims of the emerging One City Plan. It is the council's key strategy document from which its Business Plans and policy and strategy framework flow.</p> <p>Open</p>	<p>Cabinet 23 Jan 2018</p>	<p>Mayor</p>	<p>Overview and Scrutiny Management Board</p>
<p>Denise Murray denise.murray@bristol.gov.uk</p>	<p>Budget recommendations to Full Council including Treasury Management Strategy NEW ITEM To finalise budget recommendations and the treasury management strategy prior to the 20 February 2018 Full Council budget setting meeting. This will include key decisions on the recommendations in respect of the proposals set out below following public consultation: - Special Guardians allowances and financial arrangements for families with children who are voluntarily looked after by the local authority. - Increasing income generation and efficiency across culture services. - Funding to support neighbourhood action.</p> <p>Open</p>	<p>Cabinet 23 Jan 2018</p>	<p>Councillor Craig Cheney</p>	<p>Overview and Scrutiny Management Board</p>

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Denise Murray denise.murray@bristol.gov.uk	<p>Dedicated Schools Grant 2018/19 Budget Proposals NEW ITEM To set out the proposals for the 2018/19 Dedicated Schools Grant budget which will form part of the council's overall budget for 2018/19.</p> <p>Open</p>	Cabinet 23 Jan 2018	Councillor Craig Cheney	Overview and Scrutiny Management Board
Denise Murray denise.murray@bristol.gov.uk	<p>Housing Revenue Account 2018/19 budget proposals NEW ITEM To set out the proposals for the 2018/19 Housing Revenue Account (HRA) budget; which have been tested within our 30-year financial business plan model and which will form part of the council's overall budget for 2018/19.</p> <p>Open</p>	Cabinet 23 Jan 2018	Councillor Craig Cheney	Overview and Scrutiny Management Board
Stuart Woods stuart.woods@bristol.gov.uk	<p>Arena NEW ITEM Progress on value for money review and future planning.</p> <p>Open</p>	Cabinet 23 Jan 2018	Mayor	Overview and Scrutiny Management Board

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
John Readman john.readman@bristol.gov.uk	<p>Bristol - becoming an Age-Friendly City NEW ITEM This report seeks approval to start the process for Bristol to become a World Health Organisation Age-Friendly City and to join the Global Network for Age-Friendly Cities and Communities.</p> <p>Open</p>	Cabinet 6 Feb 2018	Councillor Helen Holland	People Scrutiny Commission
Peter Mann peter.mann@bristol.gov.uk	<p>WECA Strategic Transport Feasibility NEW ITEM This report recommends spending funding approved by WECA for feasibility studies and business case development for a number of schemes that will deliver important regional improvements that will contribute towards realising this ambition within the Combined Authority area.</p> <p>Open</p>	Cabinet 6 Feb 2018	Councillor Mhairi Threlfall	Place Scrutiny Commission
Alex Minshull Alex.Minshull@bristol.gov.uk	<p>Clean Air Action Plan: Approval of Strategic Outline Business Case, Project Plan and Spending of External Funding NEW ITEM This report seeks approval to proceed with the application and the acceptance of further grant funding from Defra to carry out the new statutory direction set by the Government in relation to a clean air action plan, according to the detailed guidance and timetable issued by Defra.</p> <p>Open</p>	Cabinet 6 Feb 2018	Councillor Mhairi Threlfall, Councillor Kye Dudd	Place 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) 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
Mark Halligan mark.halligan@bristol.gov.uk	<p>Lawrence Weston Health & Community Hub Report to consider the proposal to create a Health & Community Hub in Lawrence Weston and agreement for the associated capital investment</p> <p>Open</p>	Cabinet 6 Mar 2018	Councillor Asher Craig	Neighbourhoods Scrutiny Commission
Patsy Mellor patsy.mellor@bristol.gov.uk	<p>Discretionary Business Rate Relief (DRR) for Charities, Not-For-Profit & Voluntary Organisations 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

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 - P9 (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 December 2017</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 - 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

Overview and Scrutiny Management Board



Report Title: Business Planning Update Bristol Energy and Technology Services (Supply) Ltd 2018-19

Ward: All

Strategic Director: Denise Murray, Director of Finance

Report Author: Helen Wheeler, Senior Client Manager

Contact telephone no. & email address 01179037744
Helen.Wheeler@bristol.gov.uk

Recommendation

Upon receipt of the information presented at Overview and Scrutiny Management board on the 9th January, Scrutiny are asked to provide comments in relation to the business plan of Bristol Energy and Technology Services Ltd. (company number 09135084), in which an interest is held by Bristol City Council.

This plan is exempt due to the commercial nature of the companies and Members will therefore be briefed in exempt session.



Context

1. Bristol Energy and Technology Services (Supply) Ltd. and a parent company Bristol Holding Ltd. were established via a detailed business case and governance structure which resulted in the Cabinet decision of 6th July 2015.
2. The process of governing the companies is principally through the Deputy Mayor making reserved decisions, as the shareholder representative. The approval of business plans is an annual process, and a critical decision which is reserved to the Deputy Mayor, as the Shareholder representative, which sets the direction for the future of the company.

Exempt Appendix A1 and A2 – Recent Correspondence

Exempt Appendix B – Bristol Energy Letter and Addendum

Exempt Appendix C - Bristol Energy & Technology Services (Supply) Ltd. Business Plan

This appendix is not for publication under Part 1 of Schedule 12(A Local Government Act 1972, para 3 (Information relating to the financial or business affairs of any Particular person (including the authority holding that information))

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None