

Overview and Scrutiny Management Board Agenda



Date: Monday, 18 December 2017

Time: 5.00 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

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

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Date: Friday, 8 December 2017



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. Chair's Business

5. 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 Tuesday 12th December

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 Friday 15th December

6. 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(s) 3 (respectively) of Part 1 of schedule 12A of the Act.



7. Bristol Holding Ltd

Business Plan for Bristol Holding Ltd

(Pages 6 - 7)

8. Bristol Waste Company

Bristol Waste Company Business Plan

(Pages 8 - 9)

**9. Summary of the Draft 2017 Governance Review Report
undertaken by the Council's Independent Shareholder Advisors**

(Pages 10 - 11)



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 Management Board



Report Title: Business Planning Update Bristol Holding Ltd 2018-19

Ward: All

Strategic Director: Shahzia Daya, Service Director Legal & Democratic Services

Report Author: Helen Wheeler, Companies Development Project 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 18th December, Scrutiny are asked to provide comments in relation to the business plan of Bristol Holding Ltd. (company number 09485669), 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 Waste and a parent company Bristol Holding Ltd. were established via a detailed business case and governance structure which resulted in the Cabinet decisions in of 11th June and 6th July 2015 respectively.
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.
3. Bristol Holding Limited, as the holding company for the BCC group of companies allows the various companies to be governed as a single group, with strategic co-ordination allowing for a common set of policies, branding, understanding and the means to utilise economies of scale, wherever possible.

Exempt Appendix A - Bristol Holding 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

Overview and Scrutiny Management Board



Report Title: Business Planning Update on Waste Company: 2018-19

Ward: All

Strategic Director: Shahzia Daya, Service Director Legal & Democratic Services

Report Author: Helen Wheeler, Companies Development Project 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 18th December, Scrutiny are asked to provide comments in relation to the business plan of the Bristol Waste Company Limited (company number 09472624), 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 Waste and a parent company Bristol Holding Ltd. were established via a detailed business case and governance structure which resulted in the Cabinet decisions in of 11th June and 6th July 2015 respectively.
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.
3. The Bristol Waste Company Limited exists predominantly to fulfil functions required of it by the Council under an agreement for services, where less than 20% of its activities are to trade or to provide commercial services with other organisations or the public (what is known as a Teckal company).
4. On the 11th August 2016, a Cabinet decision was made, which agreed to granting Bristol Waste Company a contract for the Company to deliver an integrated waste service, including street cleansing and winter maintenance for a period of 10 years in line with their 10 year business plan which was adopted at that meeting.
5. The Business plan to be reviewed by OSMB is a detailed one year business plan for 2018/2019, which sits within the previous 10 year plan.

Exempt Appendix A – BWC 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.

Overview and Scrutiny Management Board



Report Title:	Summary of the Draft 2017 Governance Review Report undertaken by the Council's Independent Shareholder Advisors
Ward:	All
Strategic Director:	Shahzia Daya, Service Director Legal & Democratic Services
Report Author:	Helen Wheeler, Companies Development Project 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 18th December, Scrutiny are asked to provide comments in relation to the summary of the draft Governance Review Report undertaken by the Council's Independent Shareholder Advisors.

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



Context

1. In spring 2017, the council's Shareholder Group commissioned the two Independent Shareholder Advisors who sit on the Shareholder group to carry out a review of the governance arrangements surrounding the companies which the council has an interest in.
2. The purpose of the review was to assess current arrangements and develop recommendations for future governance structures to ensure these companies meet BCC strategic objectives and align with best practise governance requirements for U.K. companies.
3. A draft report has been presented to the Shareholder Group and the advisors to the group, including the Strategic Leadership team of the council, are presenting their assessment of the review to the Shareholder including an assessment of the costs to deliver any changes which have been proposed and support the ongoing operation.
4. The Shareholder will take this into consideration and ask the Independent Advisors to finalise the report and produce an Executive Summary for consultation with the companies.
5. Following consultation, and completion of the review, it is proposed that Cabinet and Overview and Scrutiny Management Board will be provided with the Executive Summary report and detailed action plan, with timescales for how the recommendations of the review will be implemented.

Exempt Appendix A – Summary of the Draft Governance Review Report 2017

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.