

# Cabinet Agenda



**Date:** Tuesday, 5 February 2019

**Time:** 4.00 pm

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

## Distribution:

**Cabinet Members:** Mayor Marvin Rees, Nicola Beech, Craig Cheney, Asher Craig, Kye Dudd, Helen Godwin, Helen Holland, Anna Keen, Paul Smith and Steve Pearce

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**Date:** Monday, 28 January 2019



# Agenda

## PART A - Standard items of business:

### 1. Welcome and Safety Information

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

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

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

### 2. Public Forum

Up to one hour is allowed for this item

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

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

- Members of the public and members of the council, provided they give notice in writing or by e-mail (and include their name, address, and 'details of the wording of the petition, and, in the case of a statement, a copy of the submission) by no later than 12 noon on the working day before the meeting, may present a petition or submit a statement to the Cabinet.
- One statement per member of the public and one statement per member of council shall be admissible.
- A maximum of one minute shall be allowed to present each petition and statement.
- The deadline for receipt of petitions and statements for the 5<sup>th</sup> February 2019



Cabinet is **12 noon on Monday 4<sup>th</sup> February 2019**. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol, BS1 5TR  
e-mail: [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

**Questions (must be about matters on the agenda):**

- A question may be asked by a member of the public or a member of Council, provided they give notice in writing or by e-mail (and include their name and address) no later than 3 clear working days before the day of the meeting.
- Questions must identify the member of the Cabinet to whom they are put.
- A maximum of 2 written questions per person can be asked. At the meeting, a maximum of 2 supplementary questions may be asked. A supplementary question must arise directly out of the original question or reply.
- Replies to questions will be given verbally at the meeting. If a reply cannot be given at the meeting (including due to lack of time) or if written confirmation of the verbal reply is requested by the questioner, a written reply will be provided within 10 working days of the meeting.
- The deadline for receipt of questions for the 5<sup>th</sup> February 2019 Cabinet is 5.00 pm on Wednesday 30<sup>th</sup> January 2019. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol BS1 5TR.  
Democratic Services e-mail: [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

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

### **3. Apologies for Absence**

### **4. Declarations of Interest**

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

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



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

(subject to a maximum of three items)

**6. Reports from scrutiny commission**

**7. Chair's Business**

To note any announcements from the Chair

**PART B - Key Decisions**

**8. Council Tax Reduction Scheme 2019/20**

**(Pages 5 - 12)**

**9. Commissioning 11 and 11A Bus Service**

**(Pages 13 - 22)**

**10. Allocation of External Funding to Support Housing Delivery**

**(Pages 23 - 29)**

**11. Supported Family Accommodation Framework**

**(Pages 30 - 44)**

**12. Temple Quarter Enterprise Zone Infrastructure Programme  
Budget Review**

**(Pages 45 - 62)**

**13. South Bristol Sports Centre**

**(Pages 63 - 64)**

**14. PART C - Non Key Decisions**

**15. 2018/19 Period 8 Forecast Outturn Report**

**(Pages 65 - 91)**



## Decision Pathway Report

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**PURPOSE:** For reference

**MEETING:** Cabinet

**DATE:** 05 February 2019

<b>TITLE</b>	Council Tax Reduction Scheme for 2019/20		
<b>Ward(s)</b>	All		
<b>Author:</b> Ian McIntyre	<b>Job title:</b> Project Manager – Welfare Reform		
<b>Cabinet lead:</b> Craig Cheney	<b>Executive Director lead:</b> Mike Jackson		
<b>Proposal origin:</b> Other			
<b>Decision maker:</b> Mayor	<b>Decision forum:</b> Cabinet		
<b>Purpose of Report:</b>	<ul style="list-style-type: none"> <li>• Cabinet to agree to maintain the current CTR scheme for 2019/20 and look to review the scheme for 2020/21</li> <li>• Cabinet agree that electronic communications from the Department for Work and Pensions (DWP) notifying that a citizen would like support with their council tax is treated as an application to the CTR scheme.</li> </ul>		
<b>Evidence Base:</b>	<p>The CTR scheme is a discount scheme that supports over 36,000 households who are on a low income with the cost of their council tax. Pensioners are protected from any changes under a nationally prescribed scheme. 24,000 working age households get the same levels of support as they did before the Council Tax Benefit (CTB) scheme was abolished in 2013.</p> <p>The scheme was consulted on for 2018/19 and the decision was made to retain the current scheme and levels of support. Options to deliver savings and simplify the scheme were not adopted. The scheme is estimated to cost £39.7million in 2018/19 (£13.4million pension age and £26.3million working age). All costs and savings mentioned include those of the precepting authorities unless otherwise stated (Bristol City Council will be responsible for 86% of the cost in 2019/20).</p> <p>Modelled costs of the scheme are £40.6million (£13.5million pension age and £27.1million working age). This assumes a static caseload and a 2.91% increase in council tax between 2018/19 and 2019/20. If the caseload increases or decreases by 5% then the cost of the scheme in 2019/20 is estimated to be £42.6million and £38.6million respectively. There is a potential additional £1million expenditure for part year awards that is not captured within this modelling but is included in the estimated scheme costs for 2018/19.</p> <p>The current caseload trend is downward and in keeping with the lower of these estimates. However, any shock to the local economy could have an impact on the cost of the CTR scheme in future. If the current downward trend of a 2.4% annual reduction in caseload continues, the scheme would cost £39.6million for 2019/20 with the potential £1million expenditure for part year awards, with expenditure reducing alongside caseload.</p> <p>UC was introduced in Bristol from June 2018. It is anticipated that around 4,000 working age households will be receiving CTR and UC by the end of March 2019 and this will increase throughout 2019/20. This will present the following issues for the council in administering CTR scheme in its current form:-</p> <ul style="list-style-type: none"> <li>• Housing Benefit (HB) is no longer assessed alongside the CTR scheme resulting in loss of administrative saving and therefore a cost pressure on the council</li> <li>• Funding from the Department for Work and Pensions (DWP) reduces as a result of Bristol City Council no longer administering HB for most working age households</li> <li>• Small fluctuations in UC awards and household earnings result in monthly recalculation of the CTR award, resulting in reassessment, billing and problems with instalments. This could ultimately affect up to 6,000</li> </ul>		

households once UC has been fully implemented

- Large volumes of notifications are received from the DWP in respect of CTR. This will result in an additional pressure on the council unless processing of these can be automated or a scheme designed that does not rely on processing of these notifications.

Following consultation with the relevant cabinet member, three options were presented; maintaining the current scheme, simplification and a cost saving option. It was requested that further consideration is given to a simplification scheme based with a cost saving option being rejected.

Two additional simplification scheme based options were further considered, but rejected; resulting in a decision to keep the current scheme unchanged, but further review the scheme for 2020/21 to mitigate the impact of UC.

In addition, agreement from cabinet is sought to treat electronic communications from the DWP that notify the council that a citizen would like support with their council tax as a claim to the CTR scheme. This would be a key decision as affects all wards. This can be achieved through an update to our current Electronic Communications Direction and implemented without making changes to the current CTR scheme.

Following a Member of Parliament query, we are investigating the interactions between the Childcare Element for UC and CTR. Households in receipt of this element that see a reduction in CTR entitlement, despite their overall household income reducing, will be protected through an additional discount. This is being progressed outside of the mainstream CTR scheme and this paper.

**Cabinet Member Recommendations:**

1. Cabinet agree to maintaining the current CTR scheme for 2019/20
2. Cabinet agree that electronic communications from the Department for Work and Pensions (DWP) notifying that a citizen would like support with their council tax is treated as an application to the CTR scheme

**Corporate Strategy alignment:**

**City Benefits:** Maintaining current levels of support will protect households on a low income who are already impacted by various freezes and changes to benefit and tax credits.

**Consultation Details:** None

<b>Revenue Cost</b>	£ N/A	<b>Source of Revenue Funding</b>	N/A
<b>Capital Cost</b>	£ N/A	<b>Source of Capital Funding</b>	N/A
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:** The Council Tax Reduction Scheme is currently estimated to cost Bristol City Council £35.1m, this is lost income as the scheme reduces the Council Tax base in the calculation of the Council Tax revenue to the Council. This is the equivalent of 20,778 band D equivalent homes. The Council tax base approved by Full Council on 11<sup>th</sup> December 2018 assumed the Council Tax reduction scheme would continue without any changes.

In the medium term financial plan (MTFP) Bristol City Council Tax rates are assumed to increase by 3.99% in 19/20 and 1.99% thereafter, this increases the overall cost of the scheme by these amounts each year. The MTFP assumes the CTRS caseload continues at the same level. The proposals to retain the current scheme will not impact on the MTFP.

**Finance Business Partner:** Michael Pilcher (Finance Business Partner, Finance), 23<sup>rd</sup> January 2019

**2. Legal Advice:** Section 13A of the Local Government Finance Act 1992 substituted by section 10 of the Local Government Finance Act 2012 requires each billing authority to make a scheme specifying the reductions which are to apply to amounts of council tax payable by persons, or classes of person, whom the authority considers are in financial need. The Council is under a duty to approve any revisions to the scheme by 11<sup>th</sup> March before the beginning of the financial year in which the revision is to have effect.

The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 allow authorities and applicants to use electronic communications, including those to other bodies such as DWP, in connection with applications for, and awards of, reductions under its scheme as long as there is the appropriate Chief Executives direction in place, there is an approved method of authenticating the sender of the information and submission to the authority, the information is in an approved form and the person maintains the records in accordance with the Chief Executives direction.

The Public Sector Equality duty requires the decision maker to consider the need to promote equality for persons with “protected characteristics” and to have due regard to the need to i) eliminate discrimination, harassment, and victimisation; ii) advance equality of opportunity; and iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

The Equalities Impact Check/Assessment is designed to assess whether there are any barriers in place that may prevent people with a protected characteristic benefiting from the scheme. The decision maker must take into consideration the information in the check/assessment before taking the decision.

**Legal Team Leader:** Sarah Sharland (Team Leader, Legal Services), 7<sup>th</sup> November 2018

**3. Implications on IT:** There are no identifiable IT Implications in this policy based initiative.

**IT Team Leader:** Ian Gale, Head of IT, Resources (IT), 10<sup>th</sup> August 2018

**4. HR Advice:** No HR implications envisaged.

**HR Partner:** James Brereton, People and Culture Manager, 10<sup>th</sup> August 2018

<b>EDM Sign-off</b>	Mike Jackson	21 <sup>st</sup> November 2018
<b>Cabinet Member sign-off</b>	Craig Cheney	29 <sup>th</sup> November 2018
<b>CLB Sign-off</b>	Mike Jackson	11 <sup>th</sup> December 2018
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayors Office	7 <sup>th</sup> January 2019
<b>Appendix A – Further essential background / detail on the proposal</b>		YES
<b>Appendix B – Details of consultation carried out - internal and external</b>		NO
<b>Appendix C – Summary of any engagement with scrutiny</b>		NO
<b>Appendix D – Risk assessment</b>		NO
<b>Appendix E – Equalities screening / impact assessment of proposal</b>		YES
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b>		NO
<b>Appendix G – Financial Advice</b>		NO
<b>Appendix H – Legal Advice</b>		NO
<b>Appendix I – Combined Background papers</b>		NO
<b>Appendix J – Exempt Information</b>		NO
<b>Appendix K – HR advice</b>		NO
<b>Appendix L – ICT</b>		NO

## **Appendix A – Further essential background and detail on the proposal**

### **Background**

The CTR scheme provides support to over 36,000 households who are on a low income with the cost of their council tax. Pensioners are protected from any changes under a nationally prescribed scheme. 24,000 working age households get the same levels of support as they did before the Council Tax Benefit (CTB) scheme was abolished in 2013.

The decision to maintain the current scheme for 2018/19 was made by cabinet on 7<sup>th</sup> November 2017. Bristol's scheme is based on CTB and utilises the same assessment process as Housing Benefit (HB). This currently provides for some administrative savings, as the council receives funding from the DWP to administer HB. A much smaller amount of funding is received from the Ministry of Housing, Communities and Local Government to administer CTR.

Funding to administer HB has reduced in recent years and is likely to reduce further as a result of the introduction UC with effect from 2018/19. In addition, funding to administer CTR has reduced:-

Funding source <sup>1</sup>	2016/17 (£millions)	2017/18 (£millions)	2018/19 (£millions)
Department for Work and Pensions (DWP) (HB)	2.102	1.928	1.719
Ministry of Housing, Communities and Local Government (CTR)	0.693	0.657	0.627
Total	2.795	2.585	2.346

Overall there is a decrease in central government funding of over 9% in the last year. It is unclear as to whether funding from the Ministry of Housing, Communities and Local Government will increase to mitigate the loss of administrative savings and funding in administering HB alongside CTR.

The council has historically made up shortfalls between central government funding and the cost of administration but this will present a cost pressure going forward.

Although the means test for CTR in the case of UC is relatively straightforward, a high volume of notifications are received from the DWP. Over 20,000 separate notifications have been received since UC was initially introduced in 2015. This is in connection with 3,000 addresses and the administration of around 700 CTR awards.

Almost 1,000 notifications were received within the first month of UCFS being implemented in Bristol and this presents a challenge to the Benefits Service going forward.

The degree to which this will impact the council in terms of administration will depend upon the level of automation between the notifications sent by the DWP and the council's assessment system for CTR. The way in which the current CTR scheme treats UC in the assessment process will also result in a higher administrative burden. This will affect households who are in work and have a fluctuating monthly income.

### **Options for 2019/20**

There are two core options that the council can consider for its scheme in 2019/20. These are detailed below, along with the advantages and disadvantages to adopting each option.

#### **1. Maintain the existing CTR scheme for all households**

The cost of this scheme is estimated to be £40.6million for 2019/20 (£13.5million pension age and £27.1million working age).

Maintain levels of funding for the scheme so that households get the same levels of entitlement as they would under the current scheme. This would not require as much resource for planning and consultation, and can be agreed by cabinet. It would not address the issues around alignment with UC, fluctuations in income and administrative pressures.

The advantages and disadvantages to this option are shown below:-

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Maintains current levels of support to households on a low income</li> <li>• Reduces risk of increased debt to the council for households on a low income</li> <li>• Aligns to protecting vulnerable households</li> <li>• Will not impact disproportionately on any equality group</li> <li>• No requirement to consult on changes to the scheme</li> <li>• No changes to assessment system required</li> <li>• Citizens, stakeholders and officers already familiar with assessment process</li> </ul>	<ul style="list-style-type: none"> <li>• Will result in unnecessary recalculation of CTR awards following slight changes in income</li> <li>• Adverse impact of recalculation of CTR on recovery of council tax</li> <li>• Maintains current, complex means test as administration grants for assessing HB are reducing</li> <li>• Further changes to national benefits are not taken into account in the CTR scheme</li> </ul>

## 2. Simplify the existing CTR scheme for those moving into Universal Credit

The cost of this scheme is estimated to be between £40.4million and £40.5million for 2019/20 (£13.5million pension age and between £26.9million and £27.0million working age).

Maintain levels of funding for the scheme so that households get the same (or very similar) levels of entitlement as they would under the current scheme but simplify the assessment process and align the scheme more closely with UC for households who move on to the new benefit. All households who are getting current benefits and tax credits (including Housing Benefit) would remain on the existing CTR scheme until they move onto UC.

This should deliver a small saving on administration in 2019/20. This will require resource for planning and consultation, with any changes agreed by Full Council. Changes to the assessment system would also be required, and the extent of these would depend upon the scheme that was developed.

Simplification can be delivered through the introduction of a scheme based on household income only and the use of bands to determine the level of discount that would apply to the applicant's council tax liability. This would allow for minor fluctuation in household incomes without CTR entitlement being affected.

The below is an example of how the scheme could be simplified:-

Discount awarded	Passported benefits in payment <sup>2</sup>	Weekly income			
		Single	Couple	Family with 1 child	Family with 2+ children
100%		Under 110	Under 160	Under 210	Under 260
90%	N/A	110.01 to 150	160.01 to 200	210.01 to 250	260.01 to 300
60%	N/A	150.01 to 230	200.01 to 270	250.01 to 330	300.01 to 370
35%	N/A	230.01 to 300	270.01 to 350	330.01 to 400	370.01 to 450

The income bands would need to be established through modelling of the CTR caseload to ensure that the discount awarded is as close as possible to the current CTR award for households.

<sup>2</sup> Income Support, Income Based Jobseeker's Allowance or Income Related Employment and Support Allowance would attract a 100% discount in the same way as under the current scheme, as would UC entitlement which is based on the household not receiving any other type of income

We anticipate that around 4,000 households will be receiving UC by the end of 2018/19 and this will increase to 7,000 by the end 2019/20. This accounts for 30% of the working age CTR caseload, of which a further third are likely to receive a partial discount under the CTR scheme. This equates to over 2,000 households.

The cost of this scheme is estimated to be £310,000 per annum less than maintaining the existing scheme, if all working age households were to be claiming UC by then. It is not the intention in designing a new scheme to reduce its cost, but is extremely difficult to make it 100% cost neutral due to its complexity.

7,297 households would experience a change in their entitlement, with broadly the same number of households experiencing an increase or decrease in their entitlement. However the net average annual reduction in entitlement would be £42 for all of the 7,297 households (or £12.00 across the entire working age caseload).

Therefore the cost of introducing the scheme for those getting UC only has been calculated on the basis of a gradual increase over 2019/20 and decrease of those getting current benefits and tax credits:-

Date	Current scheme (households)	Banded scheme (households)	Total scheme cost (£m)
April 2019	20,000	4,000	27.0
March 2020	17,000	7,000	26.9

Once the pensioner scheme cost is taken into account, the cost of this scheme is estimated to be between £40.3million and £40.4million for 2019/20.

The advantages and disadvantages to this option are shown below:-

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Maintains current levels of support to households on a low income</li> <li>• Reduces cost of administration of the scheme</li> <li>• Has potential to remove most evidence/information requirements from the process (especially once UC has been fully implemented)</li> <li>• Reduces unnecessary recalculation of CTR award following slight changes in income</li> <li>• Reduces risk of increased debt to the council for households on a low income</li> <li>• Aligns to protecting vulnerable households</li> <li>• Will not impact disproportionately on any equality group</li> <li>• Reduces cost of recovery for relatively small sums from households on a low income</li> <li>• Reduces impact of recalculation of CTR on recovery of council tax</li> <li>• Flexibility for citizens to earn more and not lose CTR entitlement</li> <li>• Easier for citizens, stakeholders and officers to understand</li> <li>• Simplifies scheme aligning more to UC and looks more like a discount rather than a benefit</li> <li>• Low risk as new system is introduced gradually only for those moving onto UC</li> </ul>	<ul style="list-style-type: none"> <li>• No significant savings delivered from making changes to the scheme</li> <li>• Increases in council tax and/or caseload will make the scheme more costly</li> <li>• Requirement to consult on changes to the scheme</li> <li>• Resource for changes to assessment system required</li> <li>• Resource to develop and implement scheme required</li> <li>• Maintaining current level of support may impact funding available for other services</li> <li>• Will result in slight drop in CTR where citizens move between income brackets (If banded scheme is introduced)</li> <li>• May be less fair than current means test</li> </ul>

## Appendix E – Bristol City Council Equality Impact Relevance Check



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

<b>What is the proposal?</b>	
Name of proposal	Review of the Council Tax Reduction scheme for 2019/20
Please outline the proposal	<p>The Council Tax Reduction (CTR) scheme is a discount scheme that supports over 36,000 households in Bristol who are on a low income with the cost of their council tax. Pensioners are protected from any changes under a nationally prescribed scheme.</p> <p>No significant changes are proposed as a result of this review. One administrative change has been proposed. This is the use of notifications received from the Department for Work and Pensions (DWP) as an application for CTR. This will safeguard take-up of the discount to those who are entitled to receive it.</p>
What savings will this proposal achieve?	None
Name of Lead Officer	Matthew Kendall, Benefits Technical Manager
<b>Could your proposal impact citizens with protected characteristics?</b> (This includes service users and the wider community)	
Please outline where there may be significant opportunities or positive impacts, and for whom.	
<p>There would be positive impacts for all citizens, including disabled people, who are making a new claim for Universal Credit (UC) with the DWP. This is because they will no longer be required to make a separate application for CTR. The start date for their discount will be determined from the date of their UC award. This would reduce the likelihood of applications being missed and recovery action taken against households who are on a low income and would otherwise be entitled to the discount.</p> <p>In taking the decision to maintain the current scheme, this investment of funds will keep a significant benefit in place for many households who have protected characteristics, particularly females, those from BME communities and disabled people.</p> <p>Whilst the split between claims for single people of working age without children is roughly equal (6,500 men and 5,000 women), women make up over 95% of single parent households in the working age CTR caseload (this is higher than the national average of 86% in 2016).</p> <p>Single parents make up 8,500 of the households currently receiving CTR and the majority of those receiving CTR based on an award for Income Support. Overall single female households make up 54% of the CTR caseload and a further 5,000 females will be receiving CTR a member of a couple.</p> <p>Therefore, women on low incomes would be disproportionately affected by any negative changes to the working age CTR scheme.</p> <p>25% of households within the CTR caseload are estimated to contain someone from BME communities, a group which is overrepresented by 56% within the caseload when compared to the population of Bristol as a whole where the proportion is 16%. Approximately 13% of council tax payers receive CTR under the working age scheme.</p> <p>2011 Census data shows that 13% of the Bristol population aged between 16 and 64 have a disability. The CTR working age scheme of 24, households has 8,000 household for which DLA or PIP are in payment and 8,500 households where a disability premium exists in the assessment.</p> <p>Using the higher figure of 8,500 as the more accurate, just over 34% of our working age caseload has a disability.</p>	

This shows that disability is overrepresented by at least 100% within the CTR scheme caseload and therefore disproportionately impacted by the any proposal to not fully fund.
Please outline where there may be significant negative impacts, and for whom.
No significant negative impacts are anticipated as a result of the proposal. The treatment of DWP notifications as an application for CTR is an enhancement and a separate application can still be made if needed. Any additional risks as a result UC administration would be as a result of DWP delays rather than as a result of the proposal to widen our definition of what constitutes an application to the scheme.
<b>Could your proposal impact staff with protected characteristics?</b> (i.e. reduction in posts, changes to working hours or locations, changes in pay)
Please outline where there may be significant opportunities or positive impacts, and for whom.
No significant positive impacts are anticipated as a result of the proposal
Please outline where there may be negative impacts, and for whom.
No significant negative impacts are anticipated as a result of the proposal

<b>Is a full Equality Impact Assessment required?</b>	
Does the proposal have the potential to impact on people with protected characteristics in the following ways: <ul style="list-style-type: none"> <li>• Access to or participation in a service;</li> <li>• Levels of representation in our workforce, or;</li> <li>• Reducing quality of life (i.e. health, education, standard of living)?</li> </ul>	
Please indicate yes or no. If the answer is yes then a full impact assessment must be carried out. If the answer is no, please provide a justification.	No. No significant impact is anticipated as a result of the review of the CTR scheme, as detailed above.
Service Director sign-off and date:	Equalities Officer sign-off and date:  Duncan Fleming 28/11/18

# Decision Pathway – Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 February 2019

<b>TITLE</b>	<b>Bus Service 11/11A Tender</b>	
<b>Ward(s)</b>	<b>Avonmouth and Lawrence Weston, Westbury on Trym and Henleaze, Horfield, Southmead, Lockleaze</b>	
<b>Author:</b>	<b>Nicola Phillips</b>	<b>Job title: Quality and Contracts Team Leader</b>
<b>Cabinet lead:</b>	<b>Cllr Kye Dudd</b>	<b>Executive Director lead: Colin Molton</b>
<b>Proposal origin:</b> <i>BCC Staff</i>		
<b>Decision maker:</b> Mayor <b>Decision forum:</b> <i>Cabinet</i>		
<b>Purpose of Report:</b> Permission to undertake the procurement of a new bus service 11/11A contract.		
<b>Evidence Base:</b>		
<ol style="list-style-type: none"> <li>1. The majority of bus Services in Bristol are provided on a commercial basis by private bus companies. Bristol City Council provides support to a number of bus services in the city that supplement the commercial network with services that it considers to be socially necessary. These are fully supported services where the council pays for the full operation of the service; or partially supported services where the Council pays for certain journeys or extensions to the route. We refer to these services as supported services. The Council currently has 11 supported bus services.</li> <li>2. Many of the supported services are orbital in nature or create links between communities that are not connected by arterial routes. As above, these routes are deemed as being socially necessary and without Council support, they would not otherwise be provided. The Council is given powers to procure socially necessary services under the Transport Act 1985 (and as amended).</li> <li>3. Service 11/11A is a Council supported bus service operating between Avonmouth and Southmead Hospital every half hour during the day and hourly evenings. A plan of the route is included in appendix A.</li> <li>4. The corridor was previously served by a Council supported service and then commercial service 18. Unfortunately this service proved not to be commercially viable and First bus withdrew the service from August 2017. The Council in conjunction with South Gloucestershire Council ran an emergency tender in 2017 to ensure that there was no loss of service.</li> <li>5. Due to the punctuality and reliability issues faced on the service the Council’s made a joint decision to split the service, with both routes operating to/from Southmead Hospital so that passengers could continue on their journeys.</li> <li>6. The current service is under contract until 31<sup>st</sup> August 2019 and we would like to start the procurement process to award a new contract to ensure the continuation of the service from 1<sup>st</sup> September 2019.</li> <li>7. We would like to commission the service to run from 1<sup>st</sup> September 2019 until 3<sup>rd</sup> September 2022 with the option to extend for 3 years. This would ensure that the contract dates tie in with all the Council’s supported bus services which end on 3<sup>rd</sup> September 2022, as per advice from Procurement.</li> <li>8. Along the 11/11A corridor there is no alternative commercial provision available to residents and the service links a number of deprived areas with major employment and Southmead Hospital.</li> <li>9. Due to the loss of the South Gloucestershire service 10 between Southmead Hospital and Emersons Green since September 2018, we would like to look at the possibility of extending the service 11/11A to Parkway Station, this will provide a service for staff and visitors to the Hospital and the ability for passengers to make onward journeys.</li> <li>10. The contract will include a termination clause within the terms and conditions. This termination clause will</li> </ol>		

- give us the flexibility to amend the supported network to meet the aspirations of the WECA bus strategy.
11. When we carry out the commissioning we would like to tender a number of options for the service so that we can ensure the best value for the Council whilst providing the passengers with a service.
  12. The commissioning process will contain an option not to award.
  13. We will discuss any proposed changes to the service and tender with the NHS and South Gloucestershire Council.
  14. To ensure continuation of service commissioning of a new tender needs to start in February 2019, any delays to this will result in the loss of service provision.

**Cabinet Member / Officer Recommendations:**

1. To approve the procurement of a new bus service 11/11A contract, to start on 1<sup>st</sup> September 2019.
2. Delegate authority to the Executive Director for Growth and Regeneration to procure and thereafter award the contract in consultation with the Mayor.

**Corporate Strategy alignment:**

Well Connected – Improve physical and geographical connectivity; Reduce social and economic isolation and help connect people to people, people to jobs and people to opportunity.

Wellbeing – Keep Bristol a leading cultural city, helping make culture, sport and play accessible to all.

**City Benefits:**

The provision of supported bus services creates links for communities to allow them to access healthcare, education & employment centres and also to interchange with other public transport services including rail.

**Consultation Details:**

Consultation with current passengers, ward members and SGC.

<b>Revenue Cost</b>	<b>£510,000</b>	<b>Source of Revenue Funding</b>	<b>10902</b>
<b>Capital Cost</b>	<b>£N/A</b>	<b>Source of Capital Funding</b>	<b>N/A</b>
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input checked="" type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:** The total budget for all the council subsidised bus services is £1.5m. BCC provides a subsidised bus service for residents and visitors to the Avonmouth & Southmead area of Bristol at a cost of £142k (c10% of the current budget) and is seeking to tender for this as per the factors stated above. While the contract covers the net cost of the service, the Transportation team will explore options to recover a higher proportion its costs via providing various options as part of the tender process.

**Finance Business Partner:** Kayode Olagundoye, 27.11.2018.

**2. Legal Advice:** The Council’s Procurement Rules and the Public Contracts Regulations 2015 must be followed in relation to the procurement process for the new contract. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

The report confirms that consultation is taking place in relation to the decision to be taken. The responses to the consultation must be taken into account by Cabinet when taking the decision. Cabinet should also be satisfied that proper consultation has taken place in that (i) proposals were consulted on are at a formative stage (ii) sufficient reasons have been given for the proposals and (iii) adequate time has been allowed for consideration and response. The demands of fairness are higher when the consultation relates to a decision which is likely to deprive someone of an existing benefit .

The Public Sector Equality duty requires the decision maker to consider the need to promote equality for persons with “protected characteristics” and to have due regard to the need to i) eliminate discrimination, harassment, and victimisation; ii) advance equality of opportunity; and iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

The Equalities Impact Check/Assessment is designed to assess whether there are any barriers in place that may prevent people with a protected characteristic using a service or benefiting from a policy. The decision maker must take into consideration the information in the check/assessment before taking the decision.

A decision can be made where there is a negative impact if it is clear that it is necessary, it is not possible to reduce or remove the negative impact by looking at alternatives and the means by which the aim of the decision is being implemented is both necessary and appropriate

**Legal Team Leader:** Husinara Jones, Team Leader, 23 November 2018

**3. Implications on IT:** There are no identifiable IT implications in this initiative

**IT Team Leader:** Ian Gale 21/11/2018

**4. HR Advice:** No HR implications.

**HR Partner:** James Brereton (People & Culture Manager), 28<sup>th</sup> November 2018

<b>EDM Sign-off</b>	Colin Molton	28 <sup>th</sup> November 2018
<b>Cabinet Member sign-off</b>	Mayor	4 <sup>th</sup> December 2018
<b>CLB Sign-off</b>	Mike Jackson	11 <sup>th</sup> December 2018
<b>For Key Decisions - Mayor's Office sign-off</b>	Fiona Gilmour	10 <sup>th</sup> January 2019

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





## Bristol City Council Equality Impact Relevance Check



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

<b>What is the proposal?</b>	
Name of proposal	Bus Service 11/11A
Please outline the proposal.	Provision of supported bus service from Avonmouth to Southmead Hospital.
What savings will this proposal achieve?	None
Name of Lead Officer	Nicola Phillips

<b>Could your proposal impact citizens with protected characteristics?</b> (This includes service users and the wider community)
Please outline where there may be significant opportunities or positive impacts, and for whom.
As part of the contract documentation we will specify that the vehicles have to be low floor so that all passengers can board and alight the bus with ease. We also look at the wider aspects which the Council is trying to improve for example reduce congestion and emissions the in the city; in the documentation we specify that the vehicle's minimum standards including European environmental ratings (EURO standards). By providing these services we are ensuring that passengers have access to a bus service, which is not provided on a commercial basis.
Please outline where there may be significant negative impacts, and for whom.
There may be negative impacts for passengers with Wheelchairs and Buggies; this is due to buses only having 1 available space for these passengers. Which means passengers may have to wait for the next available bus if the space is already being utilised.

<b>Could your proposal impact staff with protected characteristics?</b> (i.e. reduction in posts, changes to working hours or locations, changes in pay)
Please outline where there may be significant opportunities or positive impacts, and for whom.
N/A
Please outline where there may be negative impacts, and for whom.
N/A

**Is a full Equality Impact Assessment required?**

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

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

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

Yes – We will carry out a full EqIA as part of the commissioning process.

Service Director sign-off and date:

Equalities Officer sign-off and date:



Duncan Fleming 5/12/2018

## Eco Impact Checklist

<b>Title of report: Bus Service 11/11A Tender</b>				
<b>Report author: Nicola Phillips</b>				
<b>Anticipated date of key decision</b>				
<b>Summary of proposals:</b> Permission to undertake the procurement of a new bus service 11/11A contract.				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	Both	<p>The service 11/11A is operated by buses which emit climate changing gases.</p> <p>This will see either the continuation of the existing service or a reduced level of service so we should not see an increase in gases produced from the service.</p> <p>If the service is withdrawn, passengers may not travel, or take alternative modes (e.g. walking or driving). It is not possible to assess the net effect.</p>	The tendering process includes a method statement setting out steps the operators are taking to reduce fuel consumption, for example driver training, telematics, alternative fuels or vehicles to be Euro V or VI (As best practice) standard.
Bristol's resilience to the effects of climate change?	No	N/A		
Consumption of non-renewable resources?	Yes	-ive	Vehicles will continue to consume non-renewable fuels. The net impact depends on the level of service provision, and choices made by passengers .	The tendering process includes a method statement setting out steps the operators are taking to reduce fuel consumption.
Production, recycling or disposal of waste	No	N/A		
The appearance of the city?	Yes	+ive	Services facilitate less congestion	

			though the net effect on appearance of the city is unlikely to be significant	
Pollution to land, water, or air?	Yes	-ive	Vehicles operating on the service will emit pollutants detrimental to local air quality	Operators will be asked to provide an option for Euro 5 or Euro 6 as best practice -compliant buses, which will reduce the emission of air pollutants in comparison with current arrangements. Options will be scored at tender stage.
		+ve	Services provide for a reduction in private car journeys, which could lead to a net benefit, depending on the level of patronage.	
Wildlife and habitats?	No	N/A		
<b>Consulted with:</b>				
<b>Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u></b>				
<p>The significant impacts of this proposal are...</p> <ul style="list-style-type: none"> <li>• The operation of supported buses will result in the emission of climate changing gases, consumption of fossil fuels and air pollution.</li> <li>• Supported bus services provide an alternative to private car use</li> </ul> <p>The proposals include the following measures to mitigate the impacts...</p> <ul style="list-style-type: none"> <li>• Vehicles used on the services will be compliant with the Euro-5 emissions standard, or Euro 6 as best practice</li> <li>• As part of the quality specification we will give bidders additional points for reducing their environmental impact and fuel consumption.</li> </ul> <p>The net effects of the proposals are</p> <ul style="list-style-type: none"> <li>• The net effect of supported buses depends on the number of buses operating (in comparison with current arrangements), the level of patronage, and alternative methods of transport passengers would take if the service was not available.</li> <li>• The change in environmental impact from current arrangements is likely to be positive, as the new service will use Euro-5 compliant buses.</li> </ul>				
<b>Checklist completed by:</b>				
Name:	Nicola Phillips			
Dept.:	Growth and Regeneration			
Extension:	22582			
Date:	04/12/2018			
Verified by	Nicola Hares – Environmental Project			



# Decision Pathway – Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 February 2019

<b>TITLE</b>	<b>External Funding to Support Housing Delivery</b>		
<b>Ward(s)</b>	Citywide		
<b>Author:</b> Paul Owens	<b>Job title:</b> Senior Project Manager – Special Projects		
<b>Cabinet lead:</b> Cllr Paul Smith	<b>Executive Director lead:</b> Colin Molton		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>			
<p>To authorise Officers in consultation with the appropriate Cabinet Member to: make external funding applications, accept external funding awards, and invest external funding received to support the delivery of new homes, infrastructure, and regeneration in Bristol.</p>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. Bristol has an ambitious housing delivery programme to ensure that 2,000 new homes – 800 affordable – are built in Bristol each year by 2020 in accordance with Mayoral priorities and Corporate Strategy 2018–2023 commitments. The programme includes the following work streams; <ul style="list-style-type: none"> <li>• <b>Enabling:</b> supporting, where necessary, the private development sector and securing affordable homes through s106 Agreements. Supporting and enabling Homes West Registered Providers to deliver housing.</li> <li>• <b>Direct delivery:</b> Housing Revenue Account (HRA) new build programme, Local Housing Company and a range of housing led development projects in North Bristol (Lockleaze) and South Bristol (Hengrove).</li> <li>• <b>Grant funding:</b> Provide grant funding to Homes West Bristol Registered Providers to bring forward private land and other housing opportunities to significantly increase the supply of affordable housing.</li> <li>• <b>Land release:</b> Releasing Council land to accelerate the delivery of residential led development and deliver Better Lives at Home. Supporting Community Led Housing organisation to bring forward residential led development within their communities.</li> </ul> </li>   <li>2. A number of external funding opportunities are available to Bristol City Council and/or WECA to facilitate the delivery of new homes, infrastructure, and regeneration. These include but are not limited to: <ol style="list-style-type: none"> <li>a. ‘Accelerated Construction’ Programme</li> <li>b. ‘Marginal Viability Housing Infrastructure Fund’</li> <li>c. ‘Community Housing Fund’</li> <li>d. ‘Forward Funding Housing Infrastructure Fund’</li> <li>e. ‘Early Investment Programme’</li> <li>f. ‘Revolving Infrastructure Fund’</li> <li>g. ‘One Public Estate’</li> </ol> </li>   <li>3. Bidding deadlines for these various funds do not always allow for individual bid approvals to be considered by</li> </ol>			

Cabinet prior to bid submission. Successful external funding awards to Bristol City Council (of over £0.5m) are usually subject to contract and sometimes secured by deed or similar to deliver the bid programmes within agreed timescales.

4. To enable the Council to submit external funding bids, often within tight timescales, and then to successfully deliver investment addressing Corporate Strategy priorities (in relation to the delivery of new homes, infrastructure, and regeneration) approval is sought to delegate authority to the Executive Director, Growth & Regeneration, in consultation with the appropriate Cabinet Member, to authorise bid submissions, enter into appropriate contracts to draw down funds and scheme delivery.

**Recommendations:**

1. Authorise the Executive Director, Growth & Regeneration in consultation with the Council’s s.151 Officer and Cabinet Member for Housing to enter into contract to draw down and spend the following external funding to support the delivery of new homes in accordance with the Corporate Strategy:
  - a. One Public Estate (OPE) 6 Land Release Fund - £ 3,810,000
  - b. Accelerated Construction programme - £4,904,135
  - c. West of England Combined Authority (WECA ) Feasibility & Development - £800,000
  - d. WECA Early Investment Programme (EIP) (Hengrove) - £8,000,000
  - e. Community Housing Fund - £790,000
  - f. WECA Early Investment Programme (EIP) (Lockleaze) - £4,300,000
2. Authorise the Executive Director for Growth & Regeneration, in consultation with Cabinet Member for Housing, to submit future external funding bids which will facilitate the delivery of new homes, infrastructure, and regeneration.
3. Authorise the Executive Director for Growth & Regeneration, in consultation with the Council’s s.151 Officer and Cabinet Member for Housing, to draw down external funding (including entering into appropriate contracts and grant agreements) and invest this funding to facilitate the delivery of new homes, infrastructure, and regeneration.

**Corporate Strategy alignment:**

1. This will support delivery of the Fair & Inclusive Key Commitment: Make sure that 2,000 new homes – 800 affordable – are built in Bristol each year by 2020.
2. This will support the delivery of the Empowering and Caring Key Commitments: Prioritise community development and enable people to support their community.
3. This will support delivery of the Fair and Inclusive Key Commitment: Help develop balanced communities which are inclusive and avoid negative impacts from gentrification
4. This will support delivery of the Well Connected Key Commitment: Reduce social and economic isolation and help connect people to people, people to jobs and people to opportunity

**City Benefits:**

1. The proposal will increase the supply of housing and affordable housing which will be of benefit to the whole city. The lack of affordable housing causes homelessness and the people who are owed a homelessness duty by the council are disproportionately young people, disabled people, BME people and lone parents who are mainly women. Lack of accessible housing mainly affects older people and disabled people. These dwellings will meet the minimum standards set out in the part M of the Buildings Regulations, Access to and Use of Buildings. Improved public transport, cycling and walking infrastructure anticipated.

**Consultation Details:**

N/A

<b>Revenue Cost</b>	£	<b>Source of Revenue Funding</b>	
<b>Capital Cost</b>	£23m	<b>Source of Capital Funding</b>	External funding sources

One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>
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**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:**

The 2018/19 to 2023/24 Draft Capital Programme reported to Cabinet on 22 January 2019 and to be reported to Full Council in February 2019 sets a Housing Delivery programme of £146.091m, being £84.831m to deliver the Housing Programme through enabling, grant funding and land release and £61.260m to deliver and accelerate the affordable housing provision through the Housing Company.

The external funding secured for OEP6, Accelerated Construction, and WECA feasibility and development as set out in this report are reflected in the Draft Capital Programme.

WECA EIP (Hengrove), Community Housing Fund and WECA EIP (Lockleaze) are bids now seeking approval.

The external funding secured is enabling increasing housing delivery over and above the use of the Council's own resources.

**Finance Business Partner:** Paul Cook, Interim Finance Business Partner, 23/1/19

**2. Legal Advice:** The making of bids for external funding does not in itself raise any particular legal issues, however the terms of any grants and or any associated contracts should be reviewed by legal services to ensure the obligations on the Council are fully understood and acceptable before committing to them. In addition when the funding is "invested" legal and finance advice may be required, and where this investment involves procurement, the proper regulations and rules will need to be followed.

**Legal Team Leader:** Eric Andrews, Team Leader, Legal Services - 28 November 2018

**3. Implications on IT:** There are no direct IT implications in this initiative.

**IT Team Leader:** Ian Gale, Head of IT, 2/12/18

**4. HR Advice:** No anticipated HR implications at this stage.

**HR Partner:** Celia Williams, HR Business Partner – Growth and Regeneration, 6/12/18

<b>EDM Sign-off</b>	Growth & Regeneration Board	28/11/18
<b>Cabinet Member sign-off</b>	Cllr Paul Smith	3/12/18
<b>CLB Sign-off</b>	Mike Jackson	11/12/18
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	07/01/19

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

## Bristol City Council Equality Impact Relevance Check



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

<b>What is the proposal?</b>	
Name of proposal	<b>External Funding to Support Housing Delivery</b>
Please outline the proposal.	<p>Cabinet authorisation is sought to:</p> <ol style="list-style-type: none"> <li>1. Submit external funding bids which will facilitate the delivery of new homes, infrastructure, and regeneration.</li> <li>2. draw down and invest this funding</li> <li>3. draw down and spend 6 specific funding awards to support the delivery of new homes in accordance with the BCC Corporate Strategy</li> </ol>
What savings will this proposal achieve?	This proposal is not expected to achieve savings. The proposal will enable BCC to bid for and spend external funding to facilitate the delivery of new homes in accordance with the Corporate Strategy.
Name of Lead Officer	Paul Owens

<b>Could your proposal impact citizens with protected characteristics?</b> (This includes service users and the wider community)
Please outline where there may be significant opportunities or positive impacts, and for whom.
This proposal is expected to help fund the delivery of a wider range of new housing, including affordable housing, in the city. It is expected that this new housing will be constructed in compliance with Bristol Local Plan policies and Building Regulations. The proposal may indirectly benefit citizens with protected characteristics - particularly those in need of affordable/accessible housing.
Please outline where there may be significant negative impacts, and for whom.
There is likely to be some limited disruption during building works affecting neighbours and highway users. Mitigation will be considered and implemented on a site-by-site basis.

<b>Could your proposal impact staff with protected characteristics?</b> (i.e. reduction in posts, changes to working hours or locations, changes in pay)
Please outline where there may be significant opportunities or positive impacts, and for whom.

No negative impacts anticipated for staff with protected characteristics
Please outline where there may be negative impacts, and for whom.
Some additional workload and fee income for some Council teams, eg/ Planning - Development Control, might be anticipated. These teams would be expected to include staff with protected characteristics. Additional anticipated fee income could help ensure that these teams are appropriately resourced.

<b>Is a full Equality Impact Assessment required?</b>	
Does the proposal have the potential to impact on people with protected characteristics in the following ways:	
<ul style="list-style-type: none"> <li>• access to or participation in a service, - <b>No</b></li> <li>• levels of representation in our workforce, or - <b>No</b></li> <li>• reducing quality of life (i.e. health, education, standard of living) ? - <b>No</b></li> </ul>	
Please indicate yes or no. If the answer is yes then a full impact assessment must be carried out. If the answer is no, please provide a justification.	No. This proposal regards external funding to support housing delivery only. Separate Equalities Relevance checks and impact assessments will be carried out where applicable for individual projects on a case-by-case basis
Service Director sign-off and date:	Equalities Officer sign-off and date:  Duncan Fleming 11/12/2018

## Eco Impact Checklist

<b>Title of report: External Funding to Support Housing Delivery</b>				
<b>Report author: Paul Owens</b>				
<b>Anticipated date of key decision 05/02/2019</b>				
<p><b>Summary of proposals:</b> To note the Council has been successful in bidding for the following external funding to support the delivery of new homes. To authorise Officers in consultation with the appropriate Cabinet Member to make external funding applications to support the delivery of new homes, infrastructure, and regeneration in Bristol.</p> <p>To authorise Officers in consultation with the appropriate Cabinet Member to accept external funding awards to support the delivery of new homes, infrastructure, and regeneration in Bristol including the entering in contracts/execution of deeds as required.</p> <p>To authorise Officers in consultation with Members to invest external funding received to support the delivery of new homes, infrastructure, and regeneration in Bristol.</p>				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?			No direct impacts – See summary below	
Bristol's resilience to the effects of climate change?			No direct impacts – See summary below	
Consumption of non-renewable resources?			No direct impacts – See summary below	
Production, recycling or disposal of waste			No direct impacts – See summary below	
The appearance of the city?			No direct impacts – See summary below	
Pollution to land, water, or air?			No direct impacts – See summary below	
Wildlife and habitats?			No direct impacts – See summary below	
<b>Consulted with:</b>				
<b>Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u></b>				
<p>The significant impacts of this proposal are.. There are no direct impacts relating to this report. The granting of more funding will ultimately lead to increased construction works in the building of new homes which has a large environmental impact, from consumption of resources to production of waste and impacts on wildlife and habitats and the appearance of the city. Each development will be considered separately through the planning process including planning policies BCS 13-16, and decision making process if applicable.</p>				
<b>Checklist completed by: Nicola Hares – Environmental Performance Team</b>				

Name:	
Dept.:	
Extension:	
Date:	14/12/2018
Verified by Environmental Performance Team	Nicola Hares – Environmental Project Manager



## Decision Pathway Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 February 2019

<b>TITLE</b>	Supported Family Accommodation Framework		
<b>Ward(s)</b>	All		
<b>Author:</b> Karamo Sanyang	<b>Job title:</b> Commissioning & Contracts (Homelessness) Officer		
<b>Cabinet lead:</b> Cllr Paul Smith	<b>Executive Director lead:</b> Colin Molton		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<p><b>Purpose of Report:</b> The purpose of the report is to seek approval to increase the number of supported family accommodation units whilst reducing the number of emergency accommodation units where no support is provided. In addition to providing accommodation with support that better meets the needs of homeless households, this proposal will also reduce spend on Housing Option's budget. The Housing Options team is currently securing accommodation for families through the Emergency Accommodation Block Contract.</p>			
<p><b>Evidence Base:</b></p> <p>We have carried out research into the support needs of families in Emergency Accommodation and found that the majority of households that we contacted had support needs which aren't being met. These included budgeting, access to benefits, employment/education/training and mental health. Meeting these support needs by providing additional supported family accommodation will increase resilience and contribute to future tenancy sustainment.</p> <p>Emergency Accommodation is more expensive than Supported Family Accommodation. The providers of this emergency accommodation charge Bristol City Council for using this accommodation. Bristol City Council partly recover these costs through Housing Benefit and accommodation charges paid by the households living in this accommodation, however not all costs are recovered. Emergency accommodation is not supported accommodation and therefore Housing Benefits cannot claim full Housing Benefit (HB) subsidy.</p> <p>We have 51 units of Emergency Block accommodation managed by Housing Associations which we plan to convert to Supported Family Accommodation effective from 1<sup>st</sup> April 2019. For these units there is currently a subsidy loss of about £280k per annum which is funded by a general fund budget within the Benefits Service. In addition to this, the Housing Options service fund the shortfall between housing benefit payments, charges received from households and what we pay the providers. This shortfall is approximately £80k per annum. The total cost to Bristol City Council is £360k per annum. When these units are converted to Supported Family Accommodation, Bristol City Council will only have to cover the costs of Support provided which is approximately £150k per annum. The costs are set out in the Supported Family Accommodation Specification.</p> <p>We aim to attract providers to the Supported Family Accommodation Framework from the Emergency Block Contract providers and other providers of Supported Accommodation.</p> <p>We currently have 42 Supported Family Accommodation Units in the Framework with a commitment of £485k for three years ending 31<sup>st</sup> March 2021. We plan to secure an additional 100 supported family accommodation units.</p>			

Therefore we are seeking a further commitment of £912,183 which will cover 3 years funding of support costs for 100 units (calculated as no. of units multiply by unit cost per annum & multiply by number of years). This figure allows for flexibility should providers be able to offer additional units. The funding for the additional units will come from re-allocating Flexible Homelessness Support grant which is currently being used to cover Housing Benefit Subsidy loss and pay for emergency accommodation. No new revenue funding is needed.

This is not a general fund saving but will reduce the funding from the Flexible Homelessness Support Grant to Housing Benefits and reduce the Housing Options spend on Emergency Accommodation.

Having the providers in our supported family accommodation framework will allow us to monitor their performance as we currently do with the other properties on the framework increasing efficiency, value for money and reducing the costs to the council.

**Cabinet Member / Officer Recommendations:**

That Cabinet

1. Authorises an increase in the value of the current Supported Family Accommodation Framework by £912,183 to enable an increase to the Supported family accommodation units and help reduce spend on Housing options budgets.
2. Notes that this will be funded from The Flexible Homeless Support Grant.
3. Delegates authority to the Executive Director for Growth and Regeneration in consultation with the Cabinet Member for Housing to accept new providers bringing additional units onto the Supported Family Accommodation Framework Contract up to the value set out in this report.

**Corporate Strategy alignment:** To reduce costs to the council by reducing the no. of temporary emergency accommodation and achieve value for money. Key commitment to reduce the overall level of homelessness and rough sleeping, with no-one needing to spend a 'second night out'.

**City Benefits:** This proposal when approve, will benefit the city as it will help reduce the spend on Housing Options budget, and place families in a better regulated supported accommodation where support will be provided to help families move on into longer term accommodation.

In addition, we will assess any new providers applying to join the framework around the social value that they will bring to the contract. We have effective contract management processes set up within the team with regular performance reporting on equalities data.

Ultimately, if the approach outlined in this report is not approved the council will continue to pay high rent through Emergency block contract. Homeless families in the Emergency accommodation will continue to live in the Emergency accommodation with no support, Revenues & Benefits will continue to lose on Housing Benefit subsidy and Housing Options spend will not be reduce.

**Consultation Details:** n/a

<b>Revenue Cost</b>	£n/a	<b>Source of Revenue Funding</b>	Cost Centre 15156.
<b>Capital Cost</b>	£n/a	<b>Source of Capital Funding</b>	n/a
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input checked="" type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:** The temporary accommodation budget has overspent in recent years due to increased numbers of families requiring accommodation and the increase cost of individual units. The Flexible Homeless Support Grant has been used to mitigate the in-year overspends but that is not a sustainable position. This proposal seeks to increase the number of units commissioned under the Supported Family Accommodation Framework with at the same time reducing the number of units purchased within the Emergency Block Contract. This will deliver savings of £4k per unit, reduce the call on the Flexible Homeless Support Grant, reduce the housing benefit subsidy loss, contribute to delivery of the savings plans and bring forecast expenditure back to within budget.

<b>Finance Business Partner:</b> Neil Sinclair – 22th November 2018		
<b>2. Legal Advice:</b> The report seeks approval for additional funding in support of revised commissioning arrangements, the effect of which is to make less use of Emergency Accommodation, and replace this with greater use of the existing Supported Family Accommodation Framework, partly by encouraging providers to move over. This request does not raise any particular legal issues. The proposal will involve converting existing Emergency accommodation into supported accommodation, and encouraging more providers to join the framework. The existing framework is an “open” framework established under an EU compliant process, in accord with the light touch regime and allows for providers to join during its currency. It runs for 3 years from early 2017.		
<b>Legal Team Leader:</b> Eric Andrews Team Leader -25 January 2019		
<b>3. Implications on IT:</b> “There are no identifiable IT implications in this proposal.”		
<b>IT Team Leader:</b> Ian Gale 27 <sup>th</sup> November 2018		
<b>4. HR Advice:</b> ‘No HR implications anticipated’		
<b>HR Partner:</b> Celia Williams 26 <sup>th</sup> October 2018.		
<b>EDM Sign-off</b>	Julian Higson	28 <sup>th</sup> November 2018
<b>Cabinet Member sign-off</b>	CLlr Paul Smith	3 <sup>rd</sup> December 2018
<b>CLB Sign-off</b>	Mike Jackson	11 <sup>th</sup> December 2018
<b>For Key Decisions - Mayor’s Office sign-off</b>	Mayor’s Office	7 <sup>th</sup> January 2019

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

July 2018 Survey of support needs

**Understanding Client Needs in unsupported temporary accommodation**

<b>Need</b>	<b>Number of Households : 79</b>
<b>Number of households engaging with mental health services</b>	3
<b>Number of households who have mental health support needs but are not engaged with mental health services</b>	3
<b>Number of households engaging with drug services</b>	0
<b>Number of households with drug/alcohol issues but are not engaging with drug and alcohol services</b>	0
<b>Number of households needing support to access employment, education or training (MIXTURE OF THOSE UNEMPLOYED AND THOSE ALREADY WORKING, LOOKING TO PROGRESS)</b>	10
<b>Number of households engaging with Domestic Violence services</b>	4
<b>Number of households that have experienced DV</b>	8
<b>Number of households requiring support around accessing welfare benefits</b>	18
<b>Number of households requiring support around finances and budgeting</b>	35
<b>Support needed around school attendance or referral to appropriate support to enable children to attend school.</b>	4
<b>Number of households where tenancy ended due to a breach of conditions and debts.</b>	8
<b>Number of families with a child in need.</b>	3

<b>Number of families with a child on the at risk register</b>	2
<b>Number of families with a family member with learning difficulties.</b>	1
<b>Number of families who would benefit from emotional support during the Homelessness process.</b>	ALL (79)
<b>Number of households engaging with sex work services</b>	0
<b>Number of households who have been involved in sex work</b>	0
<b>No of residents requiring no support (YET STILL REQUIRING EMOTIONAL SUPPORT)</b>	10
	<b>Date : 18/7/18</b>



# **Preventing Homelessness Accommodation – Supported Family Accommodation**

**Specification**

**Sep 2017**

<p><b>Overview</b></p>	<p>This accommodation will be for families to whom the Council owes a duty of accommodation under Section 193 of the Housing Act 1996<sup>1</sup>, and who would benefit from supported housing (many families need housing but not necessarily support). There may be occasional times where there is an interim duty to accommodate a family (exceptional cases agreed with the Head of service). It will:</p> <ul style="list-style-type: none"> <li>• Provide the right type of accommodation for people once they have become homeless. <ul style="list-style-type: none"> <li>○ Reduce the number of people sleeping rough.</li> <li>○ Reduce the need for spot purchased emergency accommodation.</li> </ul> </li> <li>• Help people to gain the skills to prevent them becoming homeless again. <ul style="list-style-type: none"> <li>○ Improve the numbers of people moving successfully out of the pathway into sustainable living.</li> <li>○ Build resilience and help people access training/employment.</li> <li>○ Reduce repeat incidences of homelessness, including amongst people with complex needs.</li> </ul> </li> </ul> <p>The pathway will provide short-term accommodation with appropriate housing management and support to help vulnerable families leave supported housing and move into sustainable alternative accommodation (usually an offer of accommodation made to discharge the main homelessness duty).</p> <p>The service will assist Bristol City Council (BCC) in ensuring that BCC complies with the Homelessness (Suitability of Accommodation) (England) Order 2003 that B&amp;B is only used as a last resort and ensure that families (or households that contain an expectant mother) do not stay in B&amp;B for longer than six weeks.</p>
<p><b>Client Group</b></p>	<p>Families (couples or single parents) with an expectant mother in the household or with dependent children. Referrals to this accommodation will be for families to whom the Council owes either a permanent or interim duty of accommodation under the Housing Act 1996<sup>2</sup>, and who would benefit from supported housing (many families need housing but not necessarily support).</p> <p>Families will be referred through the Housing Support Register (HSR) and must meet their criteria. These are:</p> <ol style="list-style-type: none"> <li>1. The applicant must be 'vulnerable',</li> <li>2. The applicant must be in need of 'housing-related support' to assist with their homelessness,</li> <li>3. The applicant must have recourse to public funds,</li> <li>4. The council owes a permanent or interim duty under the Housing Act 1996.</li> </ol> <p>The head of the household will be 18 years of age or older.</p> <p>People will be referred into the pathway via the HSR following referral by Bristol City Council's Homelessness Prevention Team.</p> <p>Accommodation provided must be self-contained. Where the layout of the accommodation makes it possible e.g. hostel accommodation, the ability to house larger families flexibly in more than one unit is desirable.</p>
<p><b>Context</b></p>	<p>The preventing homelessness accommodation pathways are part of the city's wider response to homelessness. The plan is described in the Preventing Homelessness Pathways Commissioning plan  <a href="https://www.bristol.gov.uk/documents/20182/239470/Preventing+homelessness+commissioning+plan+May+2017/5adabd2a-97d4-9cf7-bd3e-fdf7f18eb765">https://www.bristol.gov.uk/documents/20182/239470/Preventing+homelessness+commissioning+plan+May+2017/5adabd2a-97d4-9cf7-bd3e-fdf7f18eb765</a> , which was developed during</p>

<sup>1</sup> <https://www.legislation.gov.uk/ukpga/1996/52/contents>

<sup>2</sup> <http://www.crisis.org.uk/pages/statutory-homelessness.html>

	<p>consultation and was approved by the City Council’s Cabinet in May 2017. The Commissioning Plan also includes supported accommodation for young people, young parents and for single adults.</p> <p>Bristol City Council has been successful in bidding to the Department for Communities and Local Government (DCLG) for a homelessness prevention Trailblazer grant (January 2017 to 31st March 2019) along with a network of local authorities across England to fundamentally reform the response to homelessness.</p> <p>The programme will develop effective early intervention and prevention measures, using various predictive tools, and then make interventions with households most at risk of homelessness if their private rented sector tenancy came to an end. The programme will also target high risk groups to offer resilience training. Partners and key stakeholders include Advice Centres for Avon (ACFA), Children’s Services, Citizens Services (Housing Benefit Team) and Housing Options Service.</p> <p>The Prevention team within Housing Options will consist of Link Workers who will reach out to at risk families identified from Housing Benefit and Think Family data (to particularly work on increasing employability and access to work). The service includes Welfare Rights Advisers (internally and in ACFA), a Case Coordinator to work across Early Help and Homelessness Prevention Team to prevent families becoming intentionally homeless and a data analyst/customer insight officer to ensure at risk households are identified and impact is measured. Learning and best practice will be shared between DCLG and participating local authorities.</p> <p>The Trailblazer funding is being made available by DCLG to implement the new Homelessness Reduction Act. Factsheets about the Act can be found at: <a href="https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets">https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets</a></p> <p>Key measures in the Act include:</p> <ul style="list-style-type: none"> <li>• An extension of the period during which an authority should treat someone as threatened with homelessness from 28 to 56 days, and clarification of the action an authority should take when someone applies for assistance having been served with a section 8 (1) or section 21 (2) notice.</li> <li>• A new duty to prevent homelessness for all eligible applicants threatened with homelessness, regardless of priority need. This extends the help available to people not in priority need, with local housing authorities supporting them to either stay in their accommodation or help them find somewhere to live.</li> <li>• A new duty to relieve homelessness for all eligible homeless applicants, regardless of priority need. This help could be, for example, the provision of a rent deposit or debt advice. Those who have a priority need will be provided with interim accommodation whilst the Local Housing Authority carries out the reasonable steps.</li> <li>• A new duty on public services to notify a local authority if they come into contact with someone they think may be homeless or at risk of becoming homeless. It is hoped that this measure will ensure that a person’s housing situation is considered when they come into contact with wider public services, and encourage public services to build strong relationships based on local need and circumstances.</li> </ul>
<b>Local Priorities</b>	<p>Bristol City Council and its partners set out the city vision and intentions around homelessness prevention and supporting families in key strategy documents including:</p> <ul style="list-style-type: none"> <li>➤ Corporate Strategy <a href="https://www.bristol.gov.uk/council-spending-performance/corporate-strategy-2017-2022-consultation">https://www.bristol.gov.uk/council-spending-performance/corporate-strategy-2017-2022-consultation</a></li> <li>➤ More than a roof – Bristol Housing Strategy 2016-2010 <a href="https://www.bristol.gov.uk/documents/20182/361915/Bristol+Housing+Strategy+2016/8612fc26-53db-4061-b5e7-182083e3dbc6">https://www.bristol.gov.uk/documents/20182/361915/Bristol+Housing+Strategy+2016/8612fc26-53db-4061-b5e7-182083e3dbc6</a></li> </ul>

	<ul style="list-style-type: none"> <li>➤ Bristol Preventing Homelessness Strategy 2013-2018 <a href="https://www.bristol.gov.uk/documents/20182/32779/Preventing%20Homelessness%20Strategy%202013-18%20Main%20body%20document%20190614.pdf/74f02511-3d00-47a9-9b83-c7e735386c08">https://www.bristol.gov.uk/documents/20182/32779/Preventing%20Homelessness%20Strategy%202013-18%20Main%20body%20document%20190614.pdf/74f02511-3d00-47a9-9b83-c7e735386c08</a></li> <li>➤ Bristol’s Strategy for Children, Young People and Families 2016-2010 <a href="https://www.bristol.gov.uk/documents/20182/1309383/Bristol's+strategy+for+children+young+people+and+families/e4b7cdbc-3c6e-4527-8bb2-9a0094ef5b7f">https://www.bristol.gov.uk/documents/20182/1309383/Bristol's+strategy+for+children+young+people+and+families/e4b7cdbc-3c6e-4527-8bb2-9a0094ef5b7f</a></li> <li>➤ Corporate Parenting Strategy and Pledge to Children in Care and Care Leavers <a href="https://www.bristol.gov.uk/policies-plans-strategies/plans-and-policy-for-children-in-or-leaving-care">https://www.bristol.gov.uk/policies-plans-strategies/plans-and-policy-for-children-in-or-leaving-care</a></li> </ul>
<b>Objectives</b>	<p>The key aims of service will be to:</p> <ul style="list-style-type: none"> <li>• Provide and manage a range of suitable quality accommodation, maintaining this accommodation to a good standard consistent with the ‘Standards for Supported Accommodation’, and with good practice around creating a psychologically informed environment <a href="http://pielink.net/">http://pielink.net/</a> (PIE – see below in Quality Requirements).</li> <li>• Provide accommodation- based support for around 4 months to meet the household’s holistic needs to: <ul style="list-style-type: none"> <li>○ Work with families to ensure they are regularly bidding for properties on HomeChoice Bristol and liaise with the HomeChoice team over making a direct offer of accommodation if households are not bidding on a regular basis;</li> <li>○ Work with families to source private sector accommodation;</li> <li>○ Move on to independent living;</li> <li>○ Resettle into their new accommodation;</li> <li>○ Assist them to access support networks when they move-on to build resilience to sustain their tenancy and help prevent repeat homelessness;</li> <li>○ Allow clients to re-access the resettlement service at any time if they are experiencing difficulties maintaining their tenancies so that they can be signposted to appropriate support to maintain their tenancy such as the Bristol Trailblazer service or a floating support service referral.</li> </ul> </li> </ul> <p>Principles</p> <ul style="list-style-type: none"> <li>• Families are at the heart of service delivery and contribute to the design of services.</li> <li>• Processes, including assessment and allocation of housing are clear and understandable to families and they understand their rights and responsibilities in supported accommodation.</li> <li>• Where possible service users will have a key worker and there is continuity of relationship with their support worker.</li> <li>• Parents should be encouraged into training, education and employment where this is a practical option for them.</li> <li>• The service collaborates with partners, enabling multi-agency working to meet the needs of families and children.</li> <li>• Reciprocal information sharing protocols are to be developed with Children’s centres where there are shared clients.</li> <li>• Ensure that the service is flexible to deal with changing needs.</li> <li>• The provider is able to provide added value, for example by bringing additional resources.</li> </ul>
<b>Evidence of need</b>	<p>Homelessness and in particular family homelessness has been increasing in Bristol for the last five years due to a combination of recession, Welfare Benefit Reform and affordability of accommodation, particularly in relation to the private rental sector. Since 2011-12 people presenting as homeless to Citizen service points has doubled from 6,000 to 12,000 p.a.; Homelessness Acceptances under the 1996 Housing Act have increased fivefold and the number of households with children in temporary accommodation at the end of each quarter has</p>

	<p>increased from 50 to over 461 (June 30<sup>th</sup> 2017) <sup>3</sup>.</p> <p>Projections indicate that this number is not expected to change significantly during the term of this contract (three years).</p>
<b>Outcomes</b>	<p><b>Preventing homelessness and allocating accommodation and support</b></p> <ul style="list-style-type: none"> <li>• Families who need accommodation and/or support get it, including quick access to emergency accommodation and immediate and on-going support where needed.</li> <li>• Families who need supported accommodation move into the right level of accommodation to meet their needs and move through the accommodation pathway and/or on to settled accommodation in a timely way.</li> <li>• There are efficient and joined up processes for assessment and allocation of accommodation and support that make the best use of the available accommodation.</li> </ul> <p><b>Effective accommodation and support</b></p> <ul style="list-style-type: none"> <li>• Families leave supported accommodation as quickly as is sustainable, in a planned way.</li> <li>• Families gain the skills they need, engage with learning and work and move on to settled accommodation.</li> <li>• Supported accommodation delivers value for money including appropriate throughput, minimal void times and low refusal rates.</li> <li>• Good quality accommodation and housing management, including timely repairs and maintenance.</li> </ul>
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• The service will provide accommodation at the locations agreed with the council commissioner. Any changes to this accommodation must be agreed in advance with the commissioner.</li> <li>• The accommodation rent and eligible service charges must come within the limit set in this Commissioning process. Any review of the rent and service charges must meet the requirement/process set out in the advice on service charges document.</li> <li>• The accommodation must comply with: The council's Standards for Medium and Lower Support Accommodation <a href="https://www.bristol.gov.uk/housing/commissioning-homelessness-prevention-services">https://www.bristol.gov.uk/housing/commissioning-homelessness-prevention-services</a></li> </ul>
<b>What we need</b>	<p><b>Hostel accommodation-</b> We require hostel accommodation with 20-22 family units within the south of the city using the river as the border between the south and the north. We are seeking six of the units at any one time to be used by families with high support needs.</p> <p><b>Dispersed Accommodation-</b> We also require up to 30 units of dispersed accommodation, with a maximum of 20 units in the south of the city using the river as the border between the north and the south.</p> <p><i>There may be further requirements in the future and with this in mind an open framework is being set up. Set out above are initial requirements – we will specify in future if/what further accommodation is needed.</i></p>
<b>Definition of hostel</b>	<p>A building, or adjoining buildings with shared communal facilities – including: Communal lounge Private space, other than bedrooms, eg separate meeting rooms, (sited where clients cannot be overheard) – available for interviews and meetings with staff, visitors and other clients. Facilities for staff to remain on site for significant periods of time, to include access to toilet (not within someone's flat) and hand washing/drink-making facilities, desk space and secure storage facility for client records. An amenity space for occupiers - private outdoor space. Units within the hostel should be suitable for small family households but with flexibility for use of some</p>

<sup>3</sup> P1E Homelessness Statistics

	adjoining units for larger family provision if required.
<b>Definition of Dispersed accommodation</b>	Self contained family units with between one and four rooms suitable for sleeping. There should not be more than 4 units in one building where the entrance is shared.
<b>Referral arrangements</b>	<ul style="list-style-type: none"> <li>• Referrals to the service will be made by Homelessness Prevention Team.</li> <li>• All referrals will be made via the council’s Housing Support Register (HSR). This is the access software for all homelessness prevention supported accommodation and is administered by the council’s Interim and Supported Accommodation Team (ISAT).</li> </ul>
<b>Partnership working</b>	<p>Providers of family supported accommodation will meet together regularly to develop a consistent approach sharing best practice, attending joint meetings, shadowing, and any other measure that will lead to a cohesive supported service for families. The experience of a families moving through the supported pathway will be coherent and consistent.</p> <p>There will also need to be good links with other pathways, as well as other relevant agencies. These other agencies will include, but not be limited to, <a href="#">Bristol Mental Health</a>, Debt Advice Services through the <a href="#">Advice Network</a>, Domestic Violence and Abuse services, (through <a href="#">Next Link</a> and <a href="#">Bristol Against Violence and Abuse</a>) Recovery Orientated Alcohol and Drugs Services (<a href="#">ROADS</a>), <a href="#">Golden Key</a> and offender services.</p> <p>Providers will develop good links and information sharing protocols with Children’s Centres, Area Social Work teams, Think family, Early Help services (e.g. the upcoming multi-agency coordination hubs), other statutory agencies such as schools, police and health services and any other relevant agencies focusing on families and children.</p> <p>The service will engage in multi-agency working, including attending and co-ordinating multi-agency case and family conferences to promote a ‘joined up’ and, where appropriate ‘team around the family’, approach to resolving the families housing and support needs.</p>
<b>Quality requirements</b>	<p><b>Safeguarding</b></p> <p>All relevant staff to have appropriate DBS checks.</p> <p>All staff and services will be expected to fully comply with current policies and guidance of -</p> <ul style="list-style-type: none"> <li>• the Bristol Safeguarding Children Board <a href="https://www.bristol.gov.uk/policies-plans-strategies/bristol-safeguarding-children-board">https://www.bristol.gov.uk/policies-plans-strategies/bristol-safeguarding-children-board</a>, and</li> <li>• the Bristol Safeguarding Adults Board <a href="https://www.bristol.gov.uk/policies-plans-strategies/bristol-safeguarding-adults-board">https://www.bristol.gov.uk/policies-plans-strategies/bristol-safeguarding-adults-board</a></li> </ul> <p><b>Equalities</b></p> <p>The council expects the provider to work to the principles of the Equality Act 2010, in particular the s.149 public sector equality duty. The provider must have due regard to the need to:</p> <ol style="list-style-type: none"> <li>a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act;</li> <li>b) Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;</li> <li>c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</li> </ol> <p>The provider will record equalities data for service users including information on all protected characteristics and will analyse data to compare outcomes for people with different characteristics. The provider will take steps to address any significant differences in outcomes for different groups and will also take steps to make sure its workforce is appropriately representative of its service users. The provider must not use the delivery of the service as an opportunity to promote religion or any equivalent belief.</p> <p><b>Participation</b></p>

The provider will involve service users in shaping, monitoring and improving the service in a planned and regular way. Participation should lead to changes in service delivery with the aim of achieving better outcomes.

### **Psychologically Informed Environment**

All homelessness prevention services commissioned by the council are required to operate as 'psychologically informed environments' or 'PIEs'.<sup>4</sup> There is no one way to ensure that your service is a PIE, but there are five areas that must be considered in service design and delivery, briefly summarised here:

- **Developing a psychological framework.** A psychological framework is a consistent approach to understanding human motivation. All staff should understand and contribute to the development of this framework, and it should underpin all policies and practice within the service.
- **The physical environment and social spaces.** The physical environment is connected to wellbeing, and the PIE should have the psychological framework in mind when making decisions about the physical environment. The Provider will have limited ability to change the physical environment, but will nevertheless need to ensure that the framework informs any decisions that are made.
- **Staff training and support.** This is a central element of a successful PIE. All staff must understand the framework, and how it applies to everyday practice. This is achieved through having and retaining the right staff, good quality on-going training arrangements and, crucially, **reflective practice**. The aim of reflective practice is to create a space for staff to learn from their experiences in order to improve practice. It also creates a space for staff to share experiences (both positive and challenging) in a supportive environment and to be able to critically reflect on the beliefs and assumptions that might influence their work. All staff will access reflective practice
- **Managing relationships.** Relationships are key to successful outcomes for residents. There are many relationships in supported accommodation, including between residents, staff, families, friends, other agencies etc. The PIE will have a consistent approach to relationships, grounded in the psychological framework.
- **Evaluation of outcomes.** As an extension of reflective practice, the service must reflect on what has been achieved for residents, how, why, and what could be done better in the future. In addition to the outcome reporting, the Council will meet with the Provider on a yearly basis to discuss outcomes, including service improvements.

### **Risk management**

The service will work with families with a range of needs and will include some of Bristol's most vulnerable families. The provider will have the right to refuse an applicant if there is an unmanageable risk, but this will need to be kept to a minimum and the provider must take a positive approach to managing risk. Where the provider refuses a referral they must give full reasons, including what would need to change for that family to be accepted into their accommodation.

### **Security of information**

The service must use secure email for the communication of sensitive personal data and suitable information sharing arrangements. Appropriate information sharing between the council services and other agencies will be critical to effective integrated working. The service must comply with General Data Protection Regulation and Information Security best practice in regard to how the service appropriately obtains, classifies, records, handles, stores, shares and deletes the information needed to provide this service.

<sup>4</sup> Guidance on PIEs is published here: <http://www.homeless.org.uk/sites/default/files/site-attachments/Creating%20a%20Psychologically%20Informed%20Environment%20-%202015.pdf>

	<p><b>Complaints process</b> The service will have a clear complaints process that is explained to families and will keep a record of complaints and the outcome of those complaints.</p> <p><b>Serious Incidents</b> Serious Incident Reporting includes notifying the contract managers of incidents relating to Health and Safety, including environmental, and Safeguarding. This process is separate from and in addition to notifying relevant authorities of incidents (e.g. Care Direct in relation safeguarding) and forms part of the service provider’s contract compliance responsibilities, specifically ensuring that we are notified promptly of any serious incidents and what is being done.</p>																		
<p><b>Performance Indicators</b></p>	<p>Performance will be measured through monitoring the indicators below. During the contract period, these measures may be refined and targets adjusted in agreement with the provider.</p> <table border="1" data-bbox="336 719 1513 1516"> <thead> <tr> <th data-bbox="336 719 459 757">No.</th> <th data-bbox="459 719 1098 757">Performance indicators</th> <th data-bbox="1098 719 1513 757">Quarterly Target</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 757 459 938">1</td> <td data-bbox="459 757 1098 938"><b>Moving through</b> – Average length of stay</td> <td data-bbox="1098 757 1513 938">The average length of stay for families in the service will be 120 days (on average each unit to have a turnover of three families per year).</td> </tr> <tr> <td data-bbox="336 938 459 1010">2</td> <td data-bbox="459 938 1098 1010"><b>Planned departures</b> – Percentage of people leaving the service who leave in a planned way.</td> <td data-bbox="1098 938 1513 1010">At least 95% of departures must be planned.</td> </tr> <tr> <td data-bbox="336 1010 459 1122">3</td> <td data-bbox="459 1010 1098 1122"><b>Refusals</b> - The number of referrals refused on the grounds of risk as a percentage of relevant referrals (acceptances plus risk refusals).</td> <td data-bbox="1098 1010 1513 1122">No more than 7% of relevant referrals refused because of risk.</td> </tr> <tr> <td data-bbox="336 1122 459 1263">4</td> <td data-bbox="459 1122 1098 1263"><b>Void</b>s - The average number of nights that an accommodation unit is empty (void) between someone’s tenure ending and a new tenure beginning.</td> <td data-bbox="1098 1122 1513 1263">Void accommodation units must be available for nominations in an average of no more than 7 nights.</td> </tr> <tr> <td data-bbox="336 1263 459 1516">5</td> <td data-bbox="459 1263 1098 1516"><b>Repeat homelessness</b> - The percentage of people who have left the service in a planned way who return to homelessness. This will be measured by those people who have been referred to high support (L1 and L2) preventing homelessness accommodation in the six months following their planned departure.</td> <td data-bbox="1098 1263 1513 1516">No more than 5% of the people who left the service in a planned way to be needing L1 or L2 accommodation in the six months following their planned departure from the service</td> </tr> </tbody> </table> <p>Performance against targets 1-5 will be measured quarterly by the council commissioner by running relevant reports from the Housing Support Register (HSR). The provider must ensure that HSR records are up to date so that the performance monitoring is accurate.</p> <p>In addition to the HSR indicators, providers will need to submit the following information to the commissioner quarterly:</p> <p>Needs and engagement spreadsheet (see Appendix 1). This should be completed quarterly to show the support needs of the people resident in the accommodation on the last day of the relevant quarter (in the view of the service provider). The spreadsheet also shows engagement with specialist services and education, employment and training.</p>	No.	Performance indicators	Quarterly Target	1	<b>Moving through</b> – Average length of stay	The average length of stay for families in the service will be 120 days (on average each unit to have a turnover of three families per year).	2	<b>Planned departures</b> – Percentage of people leaving the service who leave in a planned way.	At least 95% of departures must be planned.	3	<b>Refusals</b> - The number of referrals refused on the grounds of risk as a percentage of relevant referrals (acceptances plus risk refusals).	No more than 7% of relevant referrals refused because of risk.	4	<b>Void</b> s - The average number of nights that an accommodation unit is empty (void) between someone’s tenure ending and a new tenure beginning.	Void accommodation units must be available for nominations in an average of no more than 7 nights.	5	<b>Repeat homelessness</b> - The percentage of people who have left the service in a planned way who return to homelessness. This will be measured by those people who have been referred to high support (L1 and L2) preventing homelessness accommodation in the six months following their planned departure.	No more than 5% of the people who left the service in a planned way to be needing L1 or L2 accommodation in the six months following their planned departure from the service
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	<p>Equalities information - This should be completed quarterly to show the protected characteristics of the people who: have accessed the service; have left the service; been refused from the service; and who work in the service. Template to be provided during the Implementation period.</p>
<b>Monitoring Arrangements</b>	<p>If there are any serious incidents in the pathway, the provider must inform the council as soon as possible, in line with the guidance around serious incident reporting.</p> <p>There will be an annual performance meeting between the council commissioner and the provider with the following standard agenda:</p> <ul style="list-style-type: none"> <li>• Performance - Consideration of the service’s performance relating to the performance indicators.</li> <li>• What the service has achieved - The service provider should present both qualitative and quantitative information to show how people accessing the service have been supported to become more independent. This should include wellbeing measures, in whichever way the service records them.</li> <li>• Access to employment, education and training - The service provider will show how the service it provides has enabled residents to access employment, education and training.</li> <li>• Equalities - Measures the provider has taken to ensure that the service is inclusive and successful in working with people with different protected characteristics.</li> <li>• The psychologically informed environment - How the service is working in a psychologically informed way and the impact that is having on service delivery.</li> <li>• Challenges and action planning for the coming period.</li> </ul> <p>The agenda will change as required, and there may be a need for additional meetings in response to any concerns.</p> <p><b>Housing Support Register (HSR)</b></p> <p>It is vital that the HSR is updated in the following circumstances:</p> <ul style="list-style-type: none"> <li>• If any support or risk information changes</li> <li>• Any other significant change in circumstances</li> </ul> <p>If someone is evicted, the eviction protocol must be followed, which includes updating support and risk information relating to the eviction.</p>
<b>Staffing</b>	<p>The council does not wish to prescribe staffing levels and resources delivering the service. However, service providers will ensure adequate staffing levels to deliver the service required. All staff will be fully trained and have access to information to enable high quality service delivery.</p> <p>There will be regular staff satisfaction surveys to understand staff member’s attitudes to work to better inform the recruitment and retention of good quality staff.</p> <p>All employers in the pathway will pay their staff at least the Living Wage <a href="https://www.livingwage.org.uk/">https://www.livingwage.org.uk/</a>, as defined by the Living Wage Foundation, and will recognise trade unions for consultation over significant changes. If there are changes to the staff team that necessitate redundancies, the employer will offer voluntary redundancy before moving to compulsory redundancy.</p>
<b>Business continuity</b>	<p>The provider must have a suitable business continuity plan for the service.</p>
<b>Sub-contracting arrangements</b>	<p>If the main service provider wishes to sub-contract part of this service it must seek the approval of the council commissioner for the services either at the bidding stage if sub-contracting is</p>

	intended to be a core part of the proposal or prior to putting in place sub-contracting arrangements if such a change is needed for any element of the service provision after service delivery has commenced.
<b>Marketing and branding</b>	Any marketing, publicity or branding for the service, including the name of the service, must be agreed by the council's commissioner prior to publication.
<b>Payment schedule</b>	Contract price will be determined by tender process. Payments will be made monthly.
<b>Contract deduction for poor performance</b>	<p>If there is poor performance, the provider will try to resolve this. The council commissioner will also seek solutions to any problems that arise and will work with the partnership to improve performance. In exceptional circumstances where the indicators are significantly outside of the target, the council will withhold a proportion of the payment.</p> <p>Initially, there will be a focus on filling voids within a reasonable timescale.</p> <p>Where average void turnaround times are more than double the target in Supported Family accommodation in any quarter, BCC will withhold up to 10% of payments in the following quarter. Specifically:</p> <ul style="list-style-type: none"> <li>• If the average void days figure is more than double the target in one quarter, the following payment run will be reduced by 5% (payments are made four weekly, in 13 equal instalments per year).</li> <li>• If the average void days figure is more than double in two consecutive quarters, the following payment run will be reduced by 10%.</li> </ul> <p>The deduction will be taken from the payment run after the performance data has been finalised and circulated to providers. A variation notice will be issued which sets out in detail the amount that will be reduced. There will be an appeal process, if the appeal process is triggered, the deduction will not be actioned until the outcome of the appeal is known. If the deduction is upheld then a variation notice will be issued and deduction taken from the subsequent payment run.</p> <p>There are some circumstances in which some nights a room is empty will not count towards the void calculation. All issues around voids performance and payment issues are described in the associated void guidance document available to providers.</p>
<b>Contract value and payment schedule</b>	Payment for this contract will be made four weekly in arrears, i.e. in 13 equal instalments each year.

# Decision Pathway

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 05 February 2019

<b>TITLE</b>	<b>TQEZ RIF Infrastructure Programme Budget Review Nov 2018</b>
<b>Ward(s)</b>	Central, Lawrence Hill, Southville, Windmill Hill
<b>Author:</b> Oliver Coltman	<b>Job title:</b> Programme Manager (Transport)
<b>Cabinet lead:</b> Cllr Craig Cheney	<b>Executive Director lead:</b> Colin Molton
<b>Proposal origin:</b> BCC Staff	
<b>Decision maker:</b> Mayor <b>Decision forum:</b> Cabinet	
<b>Purpose of Report:</b>	
<ol style="list-style-type: none"> <li>1. To explain the current position with regard to the delivery of the TQEZ RIF Infrastructure Programme:             <ol style="list-style-type: none"> <li>a. Summary of schemes complete;</li> <li>b. Cost estimates to complete the remaining schemes and the resulting budget pressure;</li> <li>c. Key reasons for cost increases;</li> <li>d. Identified actions to address the budget pressure;</li> </ol> </li> <li>2. To seek cabinet approval for the proposed strategy to fund the budget pressure.</li> </ol> <p><i>N.b. No additional budget is requested in this cabinet report– the proposed changes are to the existing Transport Service funding.</i></p>	
<b>Evidence Base:</b>	
<ol style="list-style-type: none"> <li>1. The current cost estimate to deliver the agreed scope of the TQEZ RIF Infrastructure Programme, inclusive of contingency recommended by Quantified Risk Assessments for Temple Circus and St Phillips Footbridge, is £28,145,289.</li> <li>2. The currently available funding is £25,250,550.</li> <li>3. The current estimated shortfall in funding to deliver the agreed scope of the RIF Programme is therefore £2,895,289.</li> <li>4. The proposed changes to existing budgets will reduce the budget pressure to £1,249,289. This is forecasted to be realised in 2019/20.</li> </ol>	
<b>Cabinet Member / Officer Recommendations:</b>	
<ol style="list-style-type: none"> <li>1. To note the progress made in delivering the TQEZ RIF Infrastructure Programme, the key issues that have led to cost increases, and the forecast expenditure to complete the programme;</li> <li>2. To approve the proposed strategy to address the budget pressure, in particular the transfer of existing budgets in 2018/19 from the sources identified.</li> </ol>	
<b>Corporate Strategy alignment:</b>	
<ul style="list-style-type: none"> <li>• Well Connected: improved physical connectivity and connecting people to people, jobs and opportunities</li> <li>• Generating a social and financial return from assets</li> </ul>	
<b>City Benefits:</b>	
<ol style="list-style-type: none"> <li>1. Delivery of infrastructure that will enable job creation in the Temple Quarter Enterprise Zone by:             <ol style="list-style-type: none"> <li>a. Improving sustainable transport access (walking, cycling and public transport);</li> <li>b. Improving the gateway to the city (and the sub-region) at Temple Meads;</li> <li>c. Releasing land for development.</li> </ol> </li> </ol>	
<b>Consultation Details:</b> No consultation has taken place or is planned on the issue presented in this report.	

Revenue Cost	£400,000	Source of Revenue Funding	
Capital Cost	£1,046,000	Source of Capital Funding	Multiple
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

<b>Required information to be completed by Financial/Legal/ICT/ HR partners:</b>		
<p><b>1. Finance Advice:</b> The scheme currently has funding of £25.25m, against which over £18.4m has already been spent. The latest forecast puts the projected spend at £28.1m (£2.9m over current budget). This is due to unforeseen additional works detailed in the Appendix J.</p> <p>Various mitigating actions have been identified that will reduce the potential overspend to c£1.25m (including reprioritising existing funds) to ensure the potential over spend is reduced and the balance contained.</p> <p>This report is seeking approval to spend an additional £1.45m of the Transport Capital &amp; revenue budget underspends on the RIF programme by re-prioritising existing funds. Reasons for the cost increases as well as details of mitigating measures have been outlined above a separate report.</p>		
<p><b>Finance Business Partner:</b> Kayode Olagundoye, Interim Finance Business Partner, Growth &amp; Regeneration, 22<sup>nd</sup> January 2019</p>		
<p><b>2. Legal Advice:</b> No legal issues flow directly from the recommendations in the report, however where the proposals for dealing with the funding shortfall, as set out in Appendix A, raise contractual issues, further legal advice should be obtained.</p>		
<p><b>Legal Team Leader:</b> Eric Andrews, Team Leader, Legal Services 8.1.19</p>		
<p><b>3. Implications on IT:</b> There are no identifiable implications for IT Services in this report.</p>		
<p><b>IT Team Leader:</b> Ian Gale, 30<sup>th</sup> November 2018</p>		
<p><b>4. HR Advice:</b> No HR implications</p>		
<p><b>HR Partner:</b> James Brereton (People and Culture Manager), 3<sup>rd</sup> December 2018</p>		
<b>EDM Sign-off</b>	Colin Molton	28/11/18
<b>Cabinet Member sign-off</b>	CLlr Craig Cheney	16/01/19
<b>CLB Sign-off</b>	Mike Jackson	11/12/18
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	07/01/19

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

Strategic City Transport

# Temple Quarter Enterprise Zone RIF Infrastructure Programme

Programme Budget Review November 2018

## 1. Introduction

1.1. The purpose of this document is to explain the current position with regard to the delivery of the TQEZ RIF Infrastructure Programme (RIF Programme). The structure of the report is as follows:

- Background
- The original grant offer letters
- The revised and consolidated grant offer letter
- Additional funding identified
- A summary of schemes completed
- The current estimated costs to complete the remaining schemes and the resulting budget pressure
- Key reasons for cost increases
- Identified Actions to address the budget pressure
- Strategy to fund the shortfall

1.2. Frequently used terms and acronyms in this document are set out in the table below:

Term/Acronym	Definition
Grant Offer Letter (GOL)	Offer of funding that once signed forms the funding agreement
LEP	West of England Local Enterprise Partnership
Period of Support	The time period within which grant funding can be claimed for eligible expenditure.
QA	The quality assurance approval process for the design of highway and public realm schemes.
QRA	Quantitative Risk Assessment
RIF	Revolving Infrastructure Fund of the LEP
RIF agreement	The latest signed and accepted GOL
RIF Programme	The programme of infrastructure projects funded mainly by the LEP RIF and managed by the Transport Service.
TQEZ	The Bristol Temple Quarter Enterprise Zone
TQEZ Programme	The programme of work to deliver the vision of the TQEZ – managed initially by Major Projects and now part of the Regeneration Service.

## **2. Background**

- 2.1. The Bristol Temple Quarter Enterprise Zone (TQEZ) was formally established in April 2012. Around the same time the Local Enterprise Partnership were granted funding by central government to setup a Revolving Infrastructure Fund (RIF). The principle of this fund was to forward fund infrastructure necessary for economic growth that would be paid back when the enabled development(s) provided an economic return.
- 2.2. Bristol submitted for funding to deliver infrastructure in the TQEZ. The case for intervention was that various development sites were stalled due to insufficient transport infrastructure, and also that potential sites were not being brought forward for the same reason. Two bids were submitted, although these were later consolidated. The first bid was for £6m to transform the Temple Circus gyratory. The second bid of £14.85m was for a package of sustainable transport and public realm improvements in the TQEZ.
- 2.3. The infrastructure was intended to facilitate development, resulting in the creation of new jobs, which would be an indicator of economic growth. The uplift in business rates from the occupied developments would then be used to pay back the grant from the RIF.
- 2.4. Work started in early 2013 to seek to define the programme of work and funding was made available from the RIF in April 2013.

### 3. Original Grant Offer Letters

3.1. The schemes included, and the cost estimates put forward, in the first Offer Letters were:

Infrastructure component	Estimated cost (£)
<b>Junction Improvements</b>	
Temple Circus	6,000,000
Alternative BRT link to Temple Gate/The Friary via former Island site from Redcliffe Way	300,000
Temple Way / Temple Back East	350,000
Temple Way / Avon Street Junction	350,000
Temple Gate / Temple Mead Ramp / new access link junctions	100,000
Bath Road Bridge junction	1,000,000
<b>Sub-total</b>	<b>8,100,000</b>
<b>Vehicular Access Links</b>	
Improvements to The Friary/The Square/ Temple Back East to accommodate BRT/drop off	500,000
Access loop to former Diesel Depot from Wells Road	2,000,000
Access link through diesel depot to bridge crossings	1,000,000
<b>Sub-total</b>	<b>3,500,000</b>
<b>Bridges</b>	
Pedestrian / cycle bridge Cattle Market Road to Diesel Depot	2,000,000
Pedestrian / cycle bridge Totterdown Junction lock	250,000
<b>Sub-total</b>	<b>2,250,000</b>
<b>Walkways</b>	
Floating Harbour Walkway beneath western railway arch	1,000,000
River Walkway - perimeter of former Diesel Depot site Cattle Market Road bridge to Three Lamps Junction Pedestrian Links	3,000,000
<b>Sub-total</b>	<b>4,000,000</b>
<b>Public Realm</b>	
Bath Road footway widening and improvements	1,000,000
Junction Lock / Cattle Market Road Green Space enhancement/pedestrian/ cycle link improvement	500,000
Bath Road Plaza	500,000
Brunel Shed Square	500,000
<b>Sub-total</b>	<b>2,500,000</b>
<b>Car Park</b>	
Temple Gate Car Park - access points and routing	500,000
<b>Sub Total</b>	<b>500,000</b>
<b>Total</b>	<b>20,850,000</b>

- 3.2. Following review a revised package of schemes was put forward. The first Grant Offers were accepted by signature of the S151 officer on 18<sup>th</sup> June 2013. The schemes included, and the estimated costs, were as follows:

<b>Infrastructure component</b>	<b>Estimated cost (£)</b>
<b>Junction Improvements</b>	
Temple Circus	6,000,000
Temple Circus: associated infrastructure improvements	3,600,000
<b>Sub-total</b>	<b>9,600,000</b>
<b>Diesel Depot (Arena Site) Access</b>	
A4 access	
Access through to bridge crossings	
Access to Temple Meads station	
River Walkway	
<b>Sub-total</b>	<b>7,500,000</b>
<b>Walking and Cycling Routes</b>	
Harbour Walkway	1,000,000
Connections to Old Market Bus Hub	30,000
Connections to Redcliffe Bus Hub	30,000
Feeder Road Cycle Route	850,000
Clarence Road pedestrian/cycle improvements	200,000
Extension of the Whitchurch Railway Path	680,000
Days Road pedestrian/cycle improvements	190,000
River Avon Trail: Cattle Market Road to St Phillips Causeway	290,000
River Avon Trail: Conham Road	200,000
River Avon Trail: Towpath upgrade	280,000
<b>Sub-total</b>	<b>3,750,000</b>
<b>Total</b>	<b>20,850,000</b>

## 4. Revised Grant Offer Letter

- 4.1. In late 2015, it was evident that the programme could not be delivered in full within the agreed Period of Support. In discussion with the LEP it was agreed that a revised GOL would be issued due to the scale of change to the component schemes (scope), milestones and spend profile. At the same time the job outputs were revised down.
- 4.2. The revised GOL was accepted by signature of the s151 officer on 24<sup>th</sup> February 2016.
- 4.3. The component schemes included in the revised GOL, and the assigned budgets, were as follows:

Infrastructure component	Assigned Budget (£)
<b>Junction Improvements</b>	
Temple Circus	11,000,000
<b>Sub-total</b>	<b>11,000,000</b>
<b>Diesel Depot (Arena Site) Access</b>	
Cattle Market Road	1,850,000
Footbridge	2,500,000
A4 access	500,000
River Walkway	500,000
<b>Sub-total</b>	<b>5,350,000</b>
<b>Walking and Cycling Routes</b>	
Harbour Walkway	2,750,000
Connections to Old Market Bus Hub	30,000
Connections to Redcliffe Bus Hub	30,000
Feeder Road Cycle Route	850,000
Clarence Road pedestrian/cycle improvements	200,000
Whitchurch Railway Path	30,000
River Avon Path	110,000
<b>Sub-total</b>	<b>4,000,000</b>
<b>Programme</b>	
Programme Management	500,000
<b>Sub-total</b>	<b>500,000</b>
<b>Total</b>	<b>20,850,000</b>

## 5. Additional Funding Identified

- 5.1. In January 2015 a bid was submitted by Bristol on behalf of the four West of England authorities to the Department for Transport's Cycle City Ambition Grants. Included in the bid was £1.25m for a cycle route on Cattle Market Road. This bid is known as CAF2. The bid was successful and a total of £1,256,186 eligible expenditure was eventually claimed.
- 5.2. Match funding for CAF2 was 'freed up' when a key project was no longer progressed. £200k of the funding was reassigned to the St Phillips Footbridge, in particular the associated works to the River Avon Path. This funding will be utilised in 2018/19.
- 5.3. A contribution to the St Phillips Footbridge project, in particular to fund the associated works to the River Avon Path, was included in a bid to the Local Enterprise Partnership's Local Growth Fund. £305k was allocated. In 2018/19 £304,960 was claimed as eligible expenditure.
- 5.4. The Temple Circus project is delivering major utilities diversions that release land for development when the highway scheme is complete. At the November 2018 meeting of Cabinet the decision was taken to approve a paper concerning the development agreement that allocates £2.1m for the cost of utilities diversions.
- 5.5. The planning permission for the construction of the new road bridge (Brocks Bridge) to the Temple Island site (formerly Arena Island) included the s106 obligation to pay for landscaping works to the bank of the New Cut between the bridge and the Cattle Market Road railway bridge. After index linking the contribution stands at approximately £141k. Discussions with Homes England (the developer) has resulted in an 'in principle' agreement that the scope of the works funded by the contribution can be extended to the landscaping in Totterdown Basin and the highway in the immediate vicinity. A variation to the agreement to confirm this approach is required.
- 5.6. The completion of the Harbour Walkway is an obligation for Bristol in the sale agreement of the former PO Sorting Office site to the University of Bristol. Due to the funding pressures within the programme, £3.5m was ear-marked from the sale receipts for the delivery of the Harbour Walkway.
- 5.7. The funding currently identified and allocated to each project is as follows:

<b>Project</b>	<b>Funding Source</b>	<b>Amount</b>
<b>Temple Circus</b>		
	<i>LEP RIF</i>	12,340,000
	<i>Community Infrastructure Levy</i>	2,100,000
	<i>Heat Networks</i>	31,853
	<i>TQEZ Revenue</i>	94,077
<b>Temple Way</b>		
	<i>LEP RIF</i>	1,286,622
<b>Bath Bridges (Design)</b>		
	<i>LEP RIF</i>	99,023
<b>Cattle Market Road</b>		
	<i>LEP RIF</i>	783,000
	<i>CAF</i>	951,492
	<i>S106</i>	141,000
	<i>TQEZ Revenue</i>	14,106
<b>St Phillips Footbridge</b>		
	<i>LEP RIF</i>	4,930,000
	<i>CAF</i>	497,362
	<i>LGF</i>	304,960
	<i>TQEZ Revenue</i>	18,137
<b>A4 Access</b>		
	<i>LEP RIF</i>	45,453
	<i>TQEZ Revenue</i>	8,061
<b>Harbour Walkway (Design)</b>		
	<i>LEP RIF</i>	623,893
	<i>CAF</i>	7,332
	<i>TQEZ Revenue</i>	2,165
<b>Bus Hubs</b>		
	<i>LEP RIF</i>	63,303
<b>Feeder Road (Design)</b>		
	<i>LEP RIF</i>	133,344
	<i>TQEZ Revenue</i>	3,156
<b>Programme Development</b>		
	<i>LEP RIF</i>	168,209
	<i>TQEZ Revenue</i>	5,303
<b>Programme Management</b>		
	<i>LEP RIF</i>	353,858
	<i>TQEZ Revenue</i>	221,547
<b>Albert Road &amp; Victor Street</b>		
	<i>LEP RIF</i>	23,296

## 6. Schemes Complete

6.1. The schemes completed are listed below with a description of the work(s) and the cost:

Scheme Description	Cost (£)
<b>Temple Way Bus Lane</b> <ul style="list-style-type: none"> <li>The construction of a bus lane on Temple Way (north-bound) from the Temple Circus roundabout to the slip road onto the Old Market Roundabout.</li> <li>New bus stop facilities outside the Hilton Garden Inn and on the slip road to the Old Market Roundabout.</li> <li>Refurbishment of the Temple Way/Temple Back junction with the restriction of access into Temple Back (now left turn only onto Temple Way).</li> </ul>	1,286,622
<b>Bath Bridges design</b> Design of changes to the Bath bridge roundabout to: improve operation of the junction; address cycle safety concerns; introduce additional pedestrian crossing facilities. Delivery of the work was incorporated into the Temple Circus contract	99,023
<b>A4 Access</b> Initial concept design and ground investigations.	53,514
<b>Bus Hubs</b> Minor way-finding and surface improvements to pedestrian routes connecting bus hubs at Old Market and Redcliffe to the Temple Meads area.	63,303
<b>Feeder Road Design</b> Designs for: the widening of the existing north side footway on Feeder Road to a shared use path from Avon Street to Marsh Lane; upgrade of the pedestrian crossing near Cole Road; a raised junction plateau at the Marsh Lane/Feeder Road junction.	136,501
<b>Albert Road and Victor Street</b> Designs for: coach parking on Albert Road/Victoria Road; associated pedestrian improvements; surface improvements to Victor Street.	23,296

## 7. Current Cost Estimate to deliver the RIF Programme

- 7.1. The current cost estimate to deliver the agreed scope of the RIF Programme, inclusive of the contingency recommended by QRAs for Temple Circus and St Phillips Footbridge, is £28,145,839.
- 7.2. The currently available funding is £25,250,550.
- 7.3. The current estimated shortfall in funding to deliver the agreed scope of the RIF Programme is therefore £2,895,289.
- 7.4. Costs incurred to 31<sup>st</sup> December 2018 in the delivery of completed and ongoing schemes are approximately £19.3m.
- 7.5. The summary breakdown is as follows:

Project	Budget (£)	Cont. (£)	Budget Total (£)	Funding Total (£)	Variance (£)
Temple Circus	15,572,587	1,266,000 1,537,000	17,109,587	14,565,930	2,543,657
Temple Way	1,286,622		1,286,622	1,286,622	
Bath Bridges	99,023		99,023	99,023	
Cattle Market Road	1,938,110		1,938,110	1,889,598	48,512
St Phillips Footbridge	5,800,426	256,000	6,056,426	5,750,459	305,967
A4 Access	53,514		53,514	53,514	
Harbour Walkway Design	633,389		633,389	633,389	
Bus Hubs	63,303		63,303	63,303	
Feeder Road Design	136,501		136,501	136,501	
Programme Development*	173,512		173,512	173,512	
Programme Management	572,557		572,557	575,405	-2,848
Albert Road & Victor Street	23,296		23,296	23,296	
<b>TOTALS</b>	<b>26,352,839</b>	<b>1,793,000</b>	<b>28,145,839</b>	<b>25,250,550</b>	<b>2,895,289</b>

- 7.6. The contingency for the Temple Circus project is based on the latest QRA value for Temple Circus, which was calculated following a Risk Workshop in November 2018.
- 7.7. The contingency figure for Temple Circus is £1,537,000 which equates to 23% of the current estimated remaining costs to complete the project. The project is approximately 70% complete.
- 7.8. The contingency for the St Phillips Footbridge project is based on the latest QRA value for St Phillips Footbridge, which was calculated following a Risk Review in November 2018.
- 7.9. The contingency figure for St Phillips Footbridge is £256,000 which equates to 9% of the current estimated remaining cost to complete the project. The project is approximately 80% complete.

## 8. Key reasons for cost increases during construction

### 8.1. Temple Circus

#### 8.1.1. Temple Circus Roundabout

During excavation of the centre of the old roundabout historic cellars were discovered. It was necessary to remove the loose fill and expose the full extent of the structures to backfill with granular material that would be a sufficient foundation for the new carriageway construction over the top.



#### 8.1.2. Victoria Street

During installation of deep drainage and BT diversion works, several structures/voids were discovered beneath Victoria Street carriageway. This necessitated removal of some structures and stabilisation of others, and the redesign of the works to allow construction to be completed in this area.

#### 8.1.3. Redcliffe Way

During drainage works and utilities diversions a large reinforced concrete slab with a void beneath was discovered under a significant extent of the new carriageway. This was broken out and the voids infilled to allow for full depth road construction, which was over and above the original works specification.

#### 8.1.4. Clashes with uncharted services

Throughout the scheme numerous uncharted services have been identified which have required additional diversion works and/or redesign of the related section of the scheme.



#### 8.1.5. District Heating Main impact on programme flexibility

The integration of the DHM installation within the scheme has added significant complexity to delivery. The constraints associated with DHM installation have reduced the flexibility to adjust the overall construction programme to minimise the cost and time impact of other issues.



## 8.2. St Phillips Footbridge

### 8.2.1. Design revisions during development of bridge fabrication drawings

Through the development of the bridge fabrication drawings by the steel bridge fabricator further detail was required and identified necessary amendments to the works information that could not have been identified prior to the contract.



### 8.2.2. Design revision of River Avon Path balustrade and lighting

The lighting design approved for inclusion in the works information and in the planning approval was deemed not compliant with BCC Street Lighting requirements during the contract and a decision was made to use the accepted lighting design for the bridge and ramp on the River Avon Path. As a result of delay in approving the construction design the fabricators availability to manufacture the balustrade and lighting was missed. This subsequently delayed the contract end date which incurred significant delay costs.

### 8.2.3. Exempt information - See Appendix B

## 9. Identified Actions to address the budget pressure

### 9.1. Temple Circus

- 9.1.1. Engineering Design have been providing an engineer to support the project manager with on-site issues and the coordination of utilities diversions. This was initially full time and was allowed as such in the Basis of Estimate up until the end of March 2019. However, the support required has currently reduced and the engineer has begun to work on some additional schemes. This reduction in time charged may equate to a cost saving.
- 9.1.2. The QRA has been reviewed and a more conservative approach taken to the assessment of the risks. Project risk review meetings now take place every two weeks, supplemented by a review of the current status of changes to the main construction contract.
- 9.1.3. A risk workshop will be held again in March 2019 to interrogate again the remaining risks after the planned substantial completion of the current phase of works. This phase is focussed on Redcliffe Way and includes work below ground relating primarily to new drainage installation. It is the view of the project team that, as this is the last significant work below ground, once this phase is substantially completed the risk level of the project reduces and a lower contingency figure will likely be required.
- 9.1.4. Due to the costs of preliminaries it may turn out preferable to pay now for additional contractor resource to save and/or mitigate further delays to the programme, rather than incur delay costs later in the programme. This will be investigated with the NEC PM and contractor.

### 9.2. St Phillips Footbridge

**Exempt information - See Appendix B**

### 9.3. Cattle Market Road

**Exempt information - See Appendix B**

## 10.Strategy to fund the shortfall

- 10.1. There is £1.046m of underspend in the Transport Capital Programme 18/19. This cannot be re-profiled to 19/20 and will therefore be reallocated to the RIF programme and the RIF grant funding draw down deferred to cover forecasted 19/20 expenditure. The projects that have underspent in 18/19 will however have to be allocated funding from the Transport Capital Programme 19/20, which at this point is still in development, to fund the deferred work.
- 10.2. The 18/19 Transport Service revenue budget includes an allocation of £400k of parking revenue to be used for the repayment of the capital loan secured to fund the MetroBus overspend. However, Corporate Finance have advised this payment is not due to commence until the financial year after the complete construction of the MetroBus project. MetroBus is expected to be complete during the financial year 18/19, therefore the first payment of the capital loan is not expected until the financial year 19/20. The allocation of £400k loan repayment in the parking services budget for 18/19 will therefore be used as a one off contribution in this financial year to the RIF Programme.
- 10.3. The retention for the Temple Circus main contract (£200,000) will be due for payment after the end of the defects period. Provision for this payment will be made in the 2020/21 Transport Capital Programme.
- 10.4. The remaining forecasted budget pressure will be as follows:

Project	Budget (£)	Cont. (£)	Budget Total (£)	Funding Total (£)	Variance (£)
Temple Circus	15,572,587	1,537,000	17,109,587	16,349,930	897,657
Temple Way	1,286,622		1,286,622	1,286,622	
Bath Bridges	99,023		99,023	99,023	
Cattle Market Road	1,938,110		1,938,110	1,889,598	48,512
St Phillips Footbridge	5,800,426	256,000	6,056,426	5,750,459	305,967
A4 Access	53,514		53,514	53,514	
Harbour Walkway Design	633,389		633,389	633,389	
Bus Hubs	63,303		63,303	63,303	
Feeder Road Design	136,501		136,501	136,501	
Programme Development*	173,512		173,512	173,512	
Programme Management	572,557		572,557	575,405	-2,848
Albert Road & Victor Street	23,296		23,296	23,296	
<b>TOTALS</b>	<b>26,352,839</b>	<b>1,793,000</b>	<b>28,145,839</b>	<b>26,896,550</b>	<b>1,249,289</b>

- 10.5. As explained in section 10.3, there is potential for savings to be made at Cattle Market Road. These could be up to £200,000.
- 10.6. Opportunities may exist to apply for additional funding from the WECA/LEP from either the Revolving Infrastructure Fund or the Local Growth Fund. These will be explored over the next few months.

- 10.7. The QRA for Temple Circus was conservatively estimated (see section 10.1). The highest risk activities during the works are those taking place below the carriageway, such as drainage installation. These works are due to be majority complete at the end of January. After these works are complete, and the next big traffic management phase change has taken place in March, the risk level of the project should decrease. This may result in not all of the £1.537m contingency being required, which would reduce the remaining funding shortfall.
- 10.8. It is proposed that cabinet approve the budget amendments currently proposed in 2018/19 to reduce the current funding shortfall. It is then proposed that the opportunities and issues referred to above are explored and a further cabinet report is prepared for early in the next financial year (July 2019 cabinet meeting is currently targeted) updating progress made and the updated budget position.

# Decision Pathway Report

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**PURPOSE:** For reference

**MEETING:** Cabinet

**DATE:** 05 February 2018

<b>TITLE</b>	<b>South Bristol Sport Centre – Reconstruction Tender</b>		
<b>Ward(s)</b>	Stockwood		
<b>Author:</b>	Simon Cowley	<b>Job title:</b>	Mayor’s office Policy Manager
<b>Cabinet lead:</b>	Cllr Craig Cheney	<b>Executive Director lead:</b>	Colin Molton
<b>Proposal origin:</b> <i>BCC Staff</i>			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> <i>Cabinet</i>			
<b>Purpose of Report:</b> This report seeks cabinet approval to tender for the second phase of reconstruction of the South Bristol Sport Centre building.			
<b>Evidence Base:</b> A fire caused substantial damage to part of the South Bristol Sports Centre in May 2018.  The facility is owned by Bristol City Council and operated by a Trust under a Community Asset Transfer lease.  The terms of that lease oblige the landlord to insure and, in the event of a claim, to apply insurance monies to the reinstatement of the building. BCC’s insurers have agreed a settlement for reinstatement works.  The tenant will continue to suffer further losses from protracted business interruption. Therefore we are taking a two phased approach to restore the facilities and bring income streams online as soon as possible.  The first phase is the enabling and reinstatement works to Sports Pavilion, including the reception. This phase has been tendered and work is due to start soon. This report seeks approval to procure and start the second phase of works. This is the enabling and reinstatement works to the squash courts.  The Council is contractually obliged to carry out the works which will be funded by the insurer and cabinet are asked to give permission to tender the contract for the second phase of reconstruction work.			
<b>Cabinet Member / Officer Recommendations:</b> That Cabinet  1. Delegate Authority to the Executive Director of Growth and Regeneration, in consultation with the Deputy Mayor with responsibility for finance, governance and performance, to take all necessary steps to procure and award the contract for the second phase to rebuild the South Bristol Sport Centre facility.			
<b>Corporate Strategy alignment:</b> The council is contractually obligated to restore the facilities.			
<b>City Benefits:</b> The social and health outcomes of the sport centre are hugely positive to the local community and wider population.			
<b>Consultation Details:</b> 1. BCC is in contact with the trustees in weekly conference calls, as well as regular meetings to update them on progress of the project.			

<b>Revenue Cost</b>	£	<b>Source of Revenue Funding</b>	<i>Insert specific service budget</i>
<b>Capital Cost</b>	£ 1.2m	<b>Source of Capital Funding</b>	Insurance
<b>One off cost</b> <input checked="" type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

<b>Required information to be completed by Financial/Legal/ICT/ HR partners:</b>		
<b>1. Finance Advice:</b> The Council is required to reinstate the South Bristol Sports Centre following the significant damage caused by a fire earlier this year. The building is fully insured and authority is sought to commence an OJEU compliant procurement process for the main works at an estimated cost of some £1.2m.		
<b>Finance Business Partner:</b> Chris Holme 28.01.19		
<b>2. Legal Advice:</b> The Council, as Landlord, is contractually obliged to insure the premises, and in the event of damage from an insured peril, to secure the insurance monies and use these to reinstate the building. The intention is that the insurance monies are released incrementally, presumably to align with the payments due under the building contract, and accordingly the Council should not be out of pocket. There will need to be clear agreement between the Council and the insurers on this point.		
<b>Legal Team Leader:</b> Eric Andrews 25.01.19		
<b>3. Implications on IT:</b> Whilst we have not had sight of the formal tender document, no IT issues are foreseen with the proposal.		
<b>IT Team Leader:</b> Simon Oliver 28.01.19		
<b>4. HR Advice:</b> There are no HR implications arising from the recommendation save to say that the tendering process will be managed within existing resources.		
<b>HR Partner:</b> Mark Williams 28.01.19		
<b>EDM Sign-off</b>	Colin Molton	28.01.19
<b>Cabinet Member sign-off</b>	CLlr Craig Cheney	28.01.19
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	28.01.19

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

## Decision Pathway – Report

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**PURPOSE:** For reference

**MEETING:** Cabinet

**DATE:** 05 February 2019

<b>TITLE</b>	<b>2018/19 Period 8 Forecast Outturn Report</b>		
<b>Ward(s)</b>	n/a		
<b>Author:</b> Michael Pilcher	<b>Job title:</b> Finance Business Partner		
<b>Cabinet lead:</b> Cllr Cheney	<b>Statutory Officer lead:</b> Denise Murray		
<b>Proposal origin:</b> Other			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<p><b>Purpose of Report:</b> The report provides update on the Council’s financial performance and forecast use of resources during the financial year 2018/19. The Council budget for 2018/19 was agreed by Council on 20<sup>th</sup> February 2018 and this report focuses on the forecast position against that budget.</p> <p>The Council operates Directorate cash limited budgets and Executive Directors are responsible for ensuring that appropriate action is taken to contain both revenue and capital spending within the directorate’s overall budget limit. Budget holders forecasting a risk of overspend should in the first instance set out in-service options for mitigation. Where these are considered undeliverable or pressures cannot be contained across the directorate a request can be made for the Executive to consider granting a supplementary estimate redirecting funds from an alternative source. The Adults, Children and Education Directorate (ACE) requested a supplementary estimate for 2018/19, which was approved by Cabinet on 4<sup>th</sup> December 2018. Cabinet also approved a revised capital programme to re-profile project budgets in line with the anticipated delivery for 2018/19.</p>			
<p><b>Evidence Base:</b>                      The Council’s overall annual revenue spend during 2018/19 is managed across a number of areas:</p> <ul style="list-style-type: none"> <li>• The General Fund with a net budget of £363.4m, providing revenue funding for the majority of the Council’s services.</li> </ul> <p>Ring Fenced Accounts:</p> <ul style="list-style-type: none"> <li>• The Housing Revenue Account (HRA) of £119.9m gross spend, is ring-fenced, money received in rent in order to plan and provide services to current and future tenants, and is managed within Growth and Regeneration Directorate.</li> <li>• The Dedicated Schools Grant (DSG) of £346.6m, which is a ring-fenced grant that must be used in support of the schools budget as defined in the School and Early Years Finance Regulations and cannot be used for any other purpose. The grant is managed within the ACE Directorate;</li> <li>• Public Health, a ring-fenced grant of £32.5m, must be spent to support the delivery of the Public Health Outcomes Framework exclusively for all ages and is managed within the ACE Directorate.</li> </ul> <p>Full detail for each of these areas is provided in the main monitoring report, Appendix A.</p>			
<p><b>Cabinet Member / Officer Recommendations:</b></p> <p><b>That Cabinet notes</b></p> <ol style="list-style-type: none"> <li>1. the overall forecast outturn position for general funded services is as per the revised budget (Appendix A - Table 1).</li> <li>2. the Directorate budgets approved by Full Council now reflect the organisational restructure (Appendix A -</li> </ol>			

- Table 2).
3. the forecast underspend position with regard to the Housing Revenue Account has increased by (£1.4m) to a forecast year end position of (£5.7m) (Appendix A4).
  4. the movement in the DSG forecast of (£0.228m), which increases the forecast carry forward underspend to (£0.4m) (Appendix A5).
  5. the further reduction in required drawdown from Public Health reserve to £1.750m, from an original plan of £1.8m (Appendix A6).
  6. the current forecast capital spend of £158m against the capital programme budget of £163m (Appendix A – Table 4).
  7. the forecast movement in reserves of £31m (Appendix A - Table 6).

**Corporate Strategy alignment:** This report sets out progress against our budget, part of delivering the financial plan described in the Corporate Strategy 2018-23 (p4) and acting in line with our organisational priority to ‘Be responsible financial managers’ (p11).

**City Benefits:** Cross priority report that covers whole of Council’s business.

**Consultation Details:** n/a

<b>Revenue Cost</b>	<b>Net: £363.4m</b>	<b>Source of Revenue Funding</b>	Total approved revenue budget including ring-fenced accounts
<b>Capital Cost</b>	<b>£162.6m</b>	<b>Source of Capital Funding</b>	Total capital programme incl. HRA
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:** The resource and financial implications are set out in the report.

**Finance Business Partner:** Chris Holme

**2. Legal Advice:** The report, including the detail in Appendix A, will assist the Cabinet to monitor the budget position with a view to meeting the Council’s legal obligation to deliver a balanced budget.

**Legal Team Leader:** Nancy Rollason, Head of Legal Service

**3. Implications on IT:** There are no IT implications arising from production of this report.

**IT Team Leader :** Ian Gale, Head of IT

**4. HR Advice:** Expenditure on staffing is monitored on a monthly basis by budget holders. Managers are required to manage expenditure within the agreed staffing budget that has been set for 2018/19.

**HR Partner:** Mark Williams, Head of Human Resources

<b>EDM Sign-off</b>	Denise Murray	
<b>Cabinet Member sign-off</b>	Cllr Cheney	
<b>CLB Sign-off</b>	Denise Murray	
<b>For Key Decisions - Mayor’s Office sign-off</b>	n/a	

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

<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Combined Background papers</b>	<b>NO</b>
<b>Appendix J – Exempt Information</b>	<b>NO</b>
<b>Appendix K – HR advice</b>	<b>NO</b>
<b>Appendix L – ICT</b>	<b>NO</b>

## 1. General Fund

1.1. The Council is currently forecasting that the outturn position will be as per the revised budget.

1.2. Table 1 provides an overview of the Council's current forecast position for the 2018/19 financial year. Additional service detail is provided for each Directorate in individual appendices. The Directorate reporting reflects the revised organisational structure and budgets previously held under "Communities" have been transferred to the other Directorates. Budgets have also been revised following Cabinet approval to re-allocate the saving target for fees and charges income budgets and corporate contingencies as per the P7 budget monitor report.

Table 1: General Fund Forecast Net Expenditure

Approved Budget* £m	Directorate	Revised Budget £m	Outturn £m	Variance £m	Variance as % of Net Budget
207.830	Adults, Children and Education (ACE)	232.351	231.917	(0.434)	(0.2%)
59.547	Growth and Regeneration	58.021	58.412	0.391	1.0%
47.881	Resources	51.156	51.308	0.152	0.3%
<b>315.258</b>	<b>Sub-total</b>	<b>341.529</b>	<b>341.849</b>	<b>0.109</b>	<b>0.1%</b>
40.973	Other Budgets**	21.913	21.598	(0.316)	(1.4%)
<b>356.232</b>	<b>Net Expenditure Total</b>	<b>363.441</b>	<b>363.234</b>	<b>(0.207)</b>	<b>0%</b>

\*Approved budget restated to reflect organisational restructure as per Table 2 below.

\*\*Other Budgets includes capital financing and borrowing costs, and un-apportioned central overheads.

Table 2: Movements in Approved Budget at Service Level to reflect Organisational Restructure

Service	Approved Budget by Full Council £m	From	To
Public Health and Safer Bristol	3.439	Neighbourhoods	ACE
Trading with Schools	0.873	People	Resources
Citizen Services	3.884	Neighbourhoods	Resources
Facilities Management	3.948	Place	Resources
Revenue and Benefits	4.721	Neighbourhoods	Resources
Companies Lead	0.980	People	Resources
Policy, Strategy and Comms	2.833	City Director	Resources
Executive Office	2.654	City Director	Resources
Waste	28.987	Neighbourhoods	Growth & Regeneration
Homes & Landlord Services	11.437	Neighbourhoods	Growth & Regeneration
Library Services	3.623	Neighbourhoods	Growth & Regeneration
Parks and Green Spaces	2.360	Neighbourhoods	Growth & Regeneration
Bristol Investment Fund	3.516	Neighbourhoods	Growth & Regeneration
Neighbourhood and Communities	1.505	Neighbourhoods	Growth & Regeneration
Bristol Operations Centre	0.101	Neighbourhoods	Growth & Regeneration
Regulatory Service/s	0.087	Neighbourhoods	Growth & Regeneration

	<b>Approved Budget by Full Council £m</b>	<b>Changes £m</b>	<b>Current Approved Budget £m</b>
Adults, Children and Education	204.408	3.422	207.830
Neighbourhoods	63.644	(63.644)	0.000
Place/Growth & Regeneration	12.114	47.433	59.547
Resources	29.611	18.270	47.881
City Director	5.487	(5.487)	0.000
<b>Sub-total</b>	<b>315.264</b>	<b>(0.005)</b>	<b>315.259</b>
Other Budgets**	40.968	0.005	40.973
<b>Net Expenditure Total</b>	<b>356.232</b>	<b>0.000</b>	<b>356.232</b>

## 2. Ring-Fenced Accounts

### Housing Revenue Account

2.1. There is a forecast underspend on the HRA of £5.743m due to staff vacancies, an underspend on some repairs and maintenance budgets due to poor contractor performance. The forecast underspend has increased by £1.4m since P7 due to continual issues with the external contractor and a further £0.8m salary costs being capitalised.

### Dedicated Schools Grant

2.2. The total Dedicated Schools Grant (DSG), including amounts recouped by the Education and Skills Funding Agency for Academies, is £346.6m for 2018/19 and £1.0m deficit carried forward from prior year.

2.3. The DSG is currently forecasting an in year underspend of £1.4m. The cumulative position on High Needs is a forecast £1.0m deficit and the long term sustainability of the High Need budget is being discussed with Schools Forum. The underspent areas include £0.3m for de-delegated funds which are treated as ring-fenced for maintained schools. The largest underspend is in the Early Years Block, based on pupil numbers as at May 2018, though the final financial position will only be known once the details of the October 2018 and January 2019 pupil censuses are known.

### Public Health

2.4. The original Public Health business plan for 2018/19 assumes a drawdown of ring-fenced reserves of £1.8m in order to deliver the business plan. Public Health forecast a balance year end position; however this must be seen in the context of a 2.6% reduction (£0.9m) in the grant funding allocated by Public Health England in 2018/19.

2.5. The service is exploring the mechanisms by which this will be delivered whilst continuing to deliver a sustainable offer that meets the core priorities of the funding for 2018/19 and beyond. Its restructure of the service is almost complete. Next steps are planned to include a review of commissioned contracts. At P8 the anticipated drawdown from reserves for 2018/19 is forecast to be £0.9m plus a further £0.9m to cover redundancies.

## 3. Savings Programme

3.1. To balance the 2018/19 budget, savings totalling £34.5m were approved by Full Council. There was also £8.7m of savings from 2017/18 which whilst were mitigated as one off in 2017/18 still remain as an ongoing saving requirement for delivery in 2018/19. £1.7m of savings targets have been written off in 2018/19 as they are undeliverable.

3.2. There remains a risk regarding £8.6m of savings where further work / mitigating actions are required in order to deliver, of this £6.2m relates to savings within Adult Social Care, £0.5m for reduced education Services grant and £0.5m for review of fees and charges and £0.4m for Facilities Management saving target. Table 3 provides a breakdown of the realisation of the planned 2018/19

savings by directorate.

Table 3: Summary of Delivery of Savings by Directorate

	2018/19 Savings £m	2018/19 Savings reported as safe £m	2018/19 Savings reported as at risk	
			£m	%
Adults, Children and Education	11.520	4.577	6.943	60.3
Resources	13.600	12.354	1.246	9.2
Growth and Regeneration	8.820	8.418	0.402	4.6
<b>Total</b>	<b>33.940</b>	<b>25.349</b>	<b>8.591</b>	<b>25.3</b>

3.3. Members should note that delivery of savings is based on Directors assessment of whether the savings agreed by Council have been delivered and whilst other areas of underspends and income generation is being realised with budgets, until this is reallocated via a change control process the savings delivery tracker and forecast outturn will not be aligned.

#### 4. Capital Programme

4.1. The following table sets out the forecast Capital Outturn position for 2018/19 by Directorate, with further detail provided in Directorate Appendices. The current forecast assumes that the average monthly spend for the remainder of the year will be £22m which is significantly higher than the average of £9m to date.

Table 4: Capital Forecast Outturn position for 2018/19 by Directorate

Approved Budget £m	Directorate	Revised Budget £m	Forecast Outturn £m	Variance £m
33.500	Adults, Children and Education	27.456	27.171	(0.284)
148.375	Growth and Regeneration	82.647	78.195	(4.452)
11.655	Resources	10.787	10.208	(0.580)
<b>193.530</b>	<b>Sub-total</b>	<b>123.390</b>	<b>118.074</b>	<b>(5.316)</b>
3.870	Corporate	2.500	2.500	0
47.000	Housing Revenue Account	39.209	39.544	0.335
<b>244.400</b>	<b>Total</b>	<b>162.599</b>	<b>157.618</b>	<b>(4.981)</b>

#### 5. Debt Management

5.1. As at 30/11/2018, there was £17.8m outstanding sundry debt owed to Bristol City Council that has been outstanding for longer than three months (not including Housing Rent, Council Tax or Business Rates). This is an improvement of £0.4m on the previous month's level.

5.2. There are still approximately 24,000 invoices outstanding, though two thirds of these relate to individuals for Adult Social Care. The largest invoices outstanding are: £1.4m PFI charge to Bristol City College outstanding since June 2015 and £0.5m to NHS England for Sexual Health services which has been outstanding since May 2018.

## 6. Reserves

### Overall Revenue Reserves Position

6.1. The opening revenue reserves are £107.4m, made up of £87.4m earmarked reserves and £20m general reserves. Current net drawdowns of earmarked reserves are £24.6m.

Table 5: Summary of movement in revenue reserves

	<b>Opening balance</b>	<b>Forecast Net Drawdown</b>	<b>Closing Balance</b>
Earmarked Reserves	(87.420)	26.127	<b>(61.293)</b>
General Reserves	(20.000)	(1.571)	<b>(21.571)</b>
	<b>(107.420)</b>	<b>24.556</b>	<b>(82.865)</b>

### Earmarked Reserves

6.2. Opening earmarked reserves at 1<sup>st</sup> April 2018, were £87.4m in setting the budget for 2018/19 there was a budgeted net drawdown from reserves of £12.4m, made up of a £7.5m contribution from MRP clawback and a drawdowns of £19.9m, giving an expected year-end balance of £75.0m

6.3. The current forecast contributions are in line with the budgeted £7.5m. Drawdowns from earmarked reserves are slightly higher than budgeted. This is expected as at the end of 2017/18 additional contributions to reserves were made where income was received in advance or planned expenditure was delayed until this financial year. The decision not to progress with the Arena capital project has resulted in a forecast revenue reversion of £12m which will be funded from reserves.

Table 6: Summary of Forecast year end position

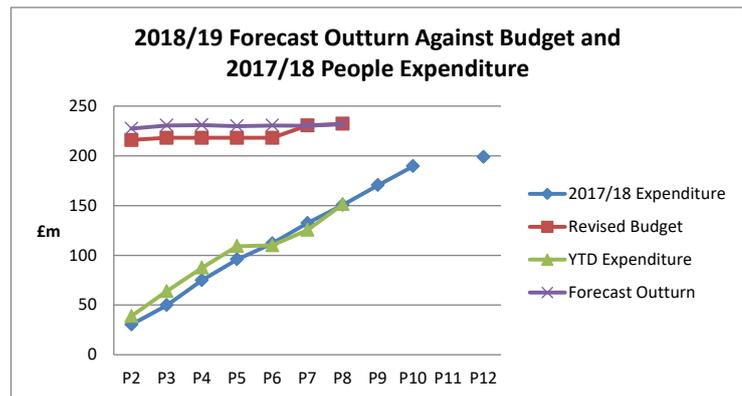
	<b>Opening balance</b>	<b>Forecast Net Drawdown</b>	<b>Closing Balance</b>
Capital Investment	(22.479)	4.506	(17.973)
Risk Management	(21.239)	8.865	(12.374)
Ring-Fenced	(14.642)	1.670	(12.971)
Financing/Technical	(13.600)	7.059	(6.541)
Service Specific	(15.460)	4.027	(11.434)
	<b>(87.420)</b>	<b>26.127</b>	<b>(61.293)</b>

**a: 2018/19 Summary Headlines**

<b>Revised Budget</b> P7 £230.6m <b>P8 £232.4m</b>	<b>Forecast Outturn</b> £230.3m <b>£231.9m</b>	<b>Outturn Variance</b> (£0.3m) <b>(£0.5m)</b>	<b>Movement from P7</b> Revised Budget £1.8m Forecast Outturn (£0.2m)
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**b: Budget Monitor**

**1. Overall Position and Movement**

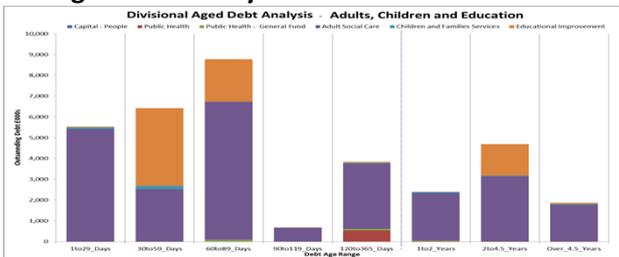


		£000										
Revised budget		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
£232.4m		11.4	13.0	11.7	11.7	12.3	(0.3)	(0.5)				
		▲	▲	▼	▼	▲	▼	▼				

**2. Revenue Position by Division**

Revenue Position by Division	2018/19 - Full Year			
	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance
	£000s			
Adult Social Care	130.6	149.6	149.7	0.0
Children and Family Services	60.3	60.3	60.3	0.0
Educational Improvement	12.6	19.2	18.8	(0.3)
Public Health - General Fund	2.0	3.2	3.1	(0.2)
<b>Total</b>	<b>205.5</b>	<b>232.4</b>	<b>232.0</b>	<b>(0.5)</b>

**3. Aged Debt Analysis**



**Overall position in Education**

The General Fund position for Education is showing a forecast underspend of (£0.3m), with only minor movements since Period 7.

**Table: Education and Skills Service budget components, forecast at Period 8 2018/19**

Account	Account(T)	Revised Budget (1)	Current Forecast (1)	Variance (1)	Prior Forecast (1)	Movement
161	Service: Early Years Learning	3,763	3,767	3	1	2
162	Service: School Partnerships	459	459			
163	Service: Education Management	2,908	2,887	-22	-4	-18
164	Service: Additional Learning Needs	7,221	6,948	-273	-311	38
165	Service: Employment, Skills & Learning	710	685	-25		-25
167	Service: Schools PFI	4,100	4,100		26	-26
<b>16</b>	<b>Division: Educational Improvement</b>	<b>19,161</b>	<b>18,845</b>	<b>-316</b>	<b>-288</b>	<b>-28</b>

There have been three underlying areas of concern for the Education budget.

- Loss of Education Services Grant.** A further £0.8m loss in 2019/20 was part of the MTFP but the budget proposals to Cabinet on 22<sup>nd</sup> January 2019 remove this requirement. This is no longer an underlying issue.

The Education Review has been assessing how the authority's statutory responsibilities and aspirations can square with the available resources. In the context of the service also having acute financial difficulties in containing the High Needs Budget within approvals, progress has been limited. Indeed, the service is reporting resource pressures in managing the Education Health and Care plan process, which is being addressed through the use of one-off reserves.

The Service Director has commissioned work to assist in drawing conclusions about the future configuration of the Education Service which will contribute to the budget and service planning for 2019/20.

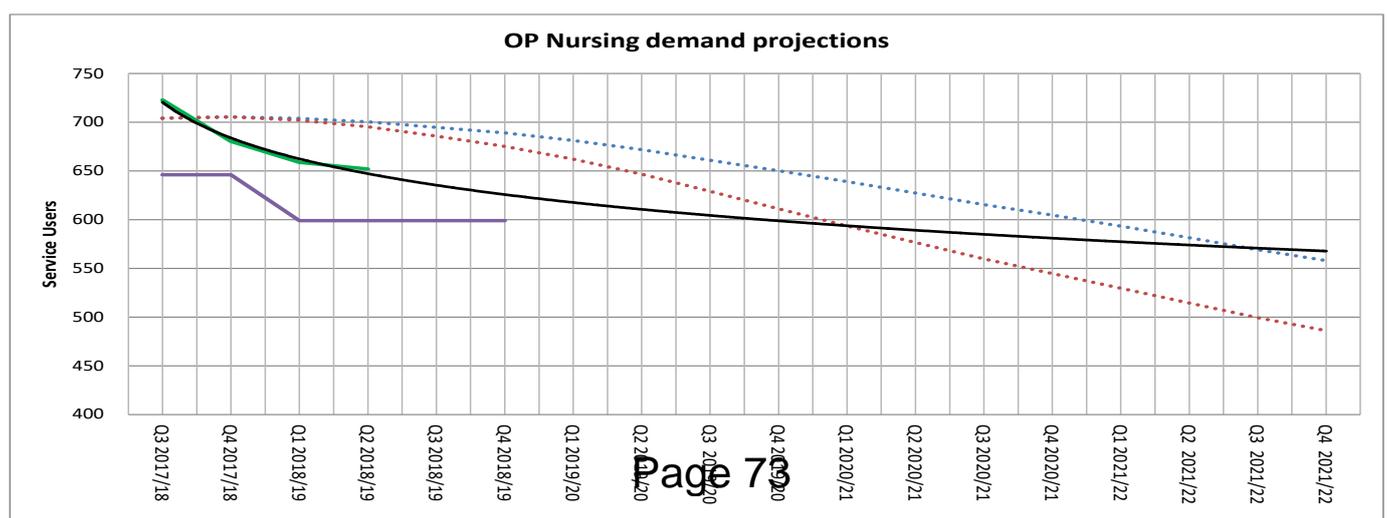
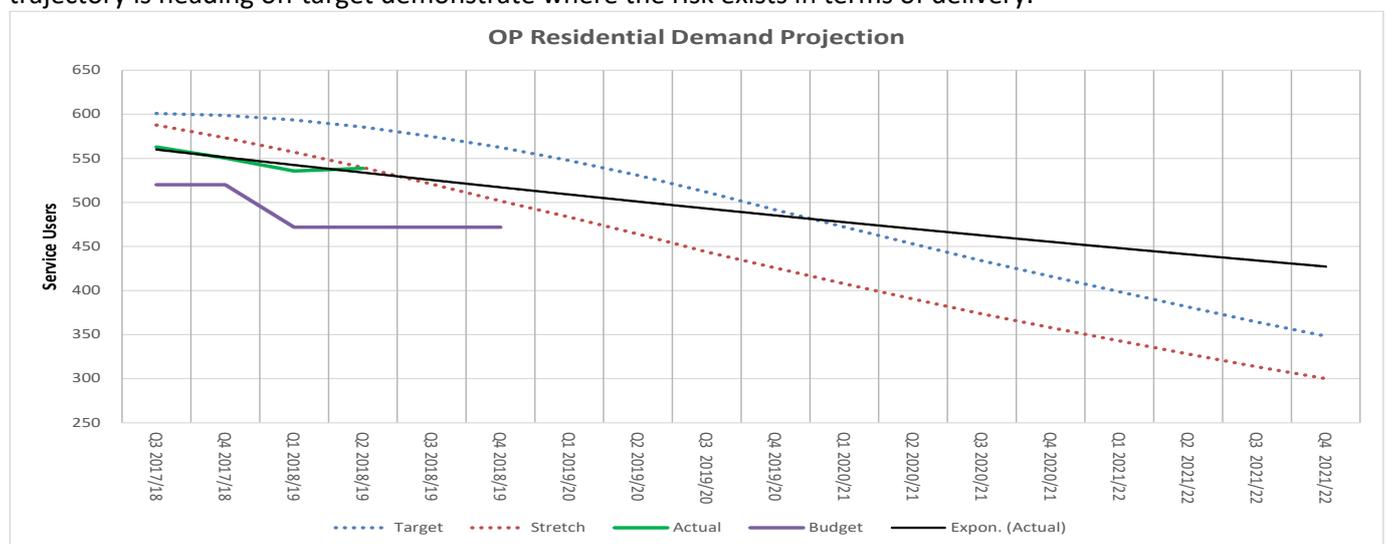
## Education (continued)

2. **Home-School Transport.** Officers in Education, Finance and Transport are working together to identify service efficiencies and better ways of tracking and forecasting costs. Variations in school days should be anticipated better in future years. Consideration is being given to the introduction of a dynamic purchasing system to optimise the costs of routes and to improve management information. Demand pressures in the system may have to be considered as part of the analysis for how best to organise SEND (as part of the high needs budget review) and what strategic capital investment in specialist provision might have an associated benefit of lower home-school transport costs (because provision might be more local).
3. **Additional Educational Needs.** Following the judicial review on SEND in August 2018, additional capacity has been introduced to deal with workload levels, using reserves. In principle, up to 20 additional temporary posts will be recruited for six months to March 2019 at a cost of up to £0.340m. There is no funding for these additional posts beyond March 2019, if all that funding is spent by then. A plan for resource management for 2019/20 will be needed either to revert to established levels of staffing, or to reflect any unavoidable requirements in the service and budget planning process for that year.

Overall the Supplementary Estimate addresses the 2018/19 pressures, and the budget proposals for 2019/20 address the issue of lost Education Services Grant. There remain uncertainties about the resource requirements in both Home-School Transport and Additional Educational Needs.

## Adult Social Care

Currently reporting a balanced budget, no change from P7, where the challenges to delivering a balanced budget at the end of the financial year remain. In 2018/19 there is assumed savings of £6.648m, £4.546m of these savings are safe and secure, leaving a balance of £2.102m which is subject to amber risk to delivery. The balance of savings will be delivered through on ongoing demand management of residential and nursing placements for Older Adults and continued price controls of placements for the same cohort. The two trajectories set out below show excellent progress against target for nursing placements but the concern that residential placements trajectory is heading off target demonstrate where the risk exists in terms of delivery.



## Children and Family Services

The Children and Families position is reported as a breakeven. This is broadly consistent with the position that has been reported in previous months. The balance arises because there are vacancies and underspends across the service of £0.7m with pressures in the placements budgets of £0.7m. The forecast assumes that there will be a reduction in placements between now and end of financial year of £57k, this reduction in placement numbers would need to be achieved if the forecast position is to be delivered.

The Strengthening Families programme is still at an early stage and much of the service improvement work is still to happen, but the budget position is forecast to be on track for this financial year.

Placement Category		Financials				
Placement Category	Cost Centre name	AVERAGE APR TO Nov:	ANNUAL BUDGET £000	ANNUAL FORECAST £000	FORECAST VARIATION £000	ACTUAL AVERAGE WEEKLY COST
Bristol Residential	Inhouse Supported Accom - Looked after (Pre 18)	6	85	215	129	132
	Inhouse Supported Accom - (Post 18)	26				
	Childrens Residential Homes	11	3,037	2,492	-545	4,453
<b>Bristol Residential Total</b>		42	3,122	2,707	-416	4,585
Foster Care	In house Foster care - Looked after (Pre 18)	397	6,091	6,034	-57	265
	In house Foster care - (Post 18)	42				
	Independent Fostering Agencies - Looked After (Pre 18)	158	7,072	6,450	-622	674
	Independent Fostering Agencies -(Post18)	26				
	Adoption - Looked after (pre 18)	65	651	469	-182	129
	Adoption - (Post 18)	5				
<b>Foster Care Total</b>		693	13,814	12,953	-862	1,067
Non-Bristol Residential	Out of Authority	37	5,345	5,806	461	3,048
	Parent & Baby Unit	6	704	583	-121	1,992
	ESA - Looked after (Pre 18)	8	750	1,294	545	2,553
	ESA- (Post 18)	2				
<b>Non-Bristol Residential Total</b>		52	6,798	7,683	884	7,593
Other	Secure Unit	1	160	250	90	4,268
<b>Other Total</b>		1	160	250	90	4,268
Permenancy	SGO/RO/CAO - (Pre 18)	520	3,628	4,676	1,048	172
	RO/SGO/CAO (Post18)	3				
<b>Permenancy Total</b>		523	3,628	4,676	1,048	172
<b>Grand Total of all placements</b>	<b>Grand Total</b>	<b>1,311</b>	<b>27,523</b>	<b>28,268</b>	<b>745</b>	<b>17,685</b>
Total for Teams and Other Serivces			32,777	32,068	-709	
<b>Childrens Totals</b>			<b>60,300</b>	<b>60,336</b>	<b>36</b>	

## Public Health (GF)

Public Health is forecast to underspend by (£0.2m). Healthwatch underspend of (£0.149m), Substance Misuse (£14k) and the transfer into the service of Safer Bristol, which has a (£31k) underspend. The previous larger underspend in Substance Misuse of (£0.380m) was removed as part of the Supplementary Estimate for ACE in Period 7.

## c: Risks and Opportunities

### 4. Savings Delivery RAG Status

18/19 ACE Directorate Savings Target (£'000s):							16,462			
							<b>Top 5 largest savings at risk in 18/19 (ordered by size of saving at risk)</b>			
		<b>This month</b>			<b>Last month</b>					
		<b>18/19 - Total value of savings (£'000s)</b>	<b>18/19 - Value at risk (£'000s)</b>	<b>Proportion at risk</b>	<b>18/19 - Total value of savings (£'000s)</b>	<b>18/19 - Value at risk (£'000s)</b>	<b>Proportion at risk</b>	<b>ID</b>	<b>Name of Proposal</b>	<b>Value at Risk in 18/19 (£'000)</b>
<b>18/19 Savings</b>										
No - savings are at risk		6,943	6,943	100%	6,943	6,943	100%	FP33	Introduce Better Lives Programme (Improving outcomes for adults in Bristol)	£ 6,221
Yes - savings are safe		6,934	0	0%	6,934	0	0%	FP05	Reduced education services grant	£ 497
SAVING CLOSED - CONFIRMED AS 'SECURED & DELIVERED'		2,585	0	0%	2,585	0	0%	FP18-2	*17/18 rollover*More efficient home to school travel	£ 225
NO RAG PROVIDED		0	0	n/a	0	0	n/a			
<b>Grand Total</b>		<b>16,462</b>	<b>6,943</b>	<b>42%</b>	<b>16,462</b>	<b>6,943</b>	<b>42%</b>			
n/a - represents one off savings or mitigations in previous year		-4,942	0	0%	-4,942	0	0%	<b>Mitigated 17/18 savings that remain 'due' for delivery in 18/19 (£'000)</b>		
WRITTEN OFF		0	0	n/a	0	0	n/a	Amount due from 17/18:		4942
<b>Grand Total</b>		<b>11,520</b>	<b>6,943</b>	<b>60%</b>	<b>11,520</b>	<b>6,943</b>	<b>60%</b>	Amount reported at risk:		225

### 5. Risks and Opportunities

Division	Description	Net Risk / Opportunity £000
Adults	CCG - Turnaround impact on BCF	3,000
Adults	Provider Market Failure leading to paying higher prices for care	1,000
Adults	Court of Appeal decision on treatment of Sleep ins as not being working time reversing a previous tribunal decision and HMRC guidance	150
Children	Opportunities or pressures associated with the occupancy levels of in-house children's homes, whether through new homes or existing.	125
Education	Possible write-off of Children's Centre, Early Years or Childcare deficits or redundancy costs as a consequence of management of change processes or through an acceptance that deficits had got to a stage where it was infeasible for the school to be able to pay it off within a reasonable time-frame. Moreover, there may be some contributory elements of individual schools' deficits which were beyond their control which the LA might wish to acknowledge.	900
Education	Write-off of deficits at academising schools (mainly Badocks Wood and Ashton Park). This is a requirement, rather than a choice and a reserve exists to cover this cost.	1,500
Total		<b>6,675</b>

## d: Capital

<b>Approved Budget</b>	<b>Revised Budget</b>	<b>Expenditure to Date</b>	<b>Forecast Outturn</b>	<b>Outturn Variance</b>
<b>£32.9m</b>	<b>£27.5m</b>	<b>£13.0m</b>	<b>£27.2m</b>	<b>(£0.3m)</b>
		47% of budget 48% of forecast	100% of budget	

Gross expenditure by Programme		Current Year (FY2018)				Performance to budget	
		Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
		£000s				%	
NH05	Sports provision	0	0	0	0		
PE01	School Organisation/ Children's Services Capital Programme	21,414	12,033	20,228	(1,185)	56%	94%
PE02	Schools Organisation/ SEN Investment Programme	0	0	0	0		
PE03	Schools Devolved Capital Programme	900	0	1,800	900	0%	200%
PE04	Non Schools Capital Programme	795	274	795	0	34%	100%
PE05	Children & Families - Aids and Adaptations	330	53	330	0	16%	100%
PE06	Adult & Children's Social Care Services	1,148	0	1,148	0	0%	100%
PE07	Extra care Housing	1,624	42	1,624	0	3%	100%
PE08	Care Management/Care Services	230	80	230	0	35%	100%
PE09	Strengthening Families Programme	1,015	487	1,016	1	48%	100%
<b>Total Adults, Children and Education</b>		<b>27,456</b>	<b>12,970</b>	<b>27,171</b>	<b>(284)</b>	<b>47%</b>	<b>99%</b>

### Key Messages

The capital budgets were reprofiled in P6 and the revised 2018/19 programme is anticipated to be delivered.

**a: 2018/19 Summary Headlines**

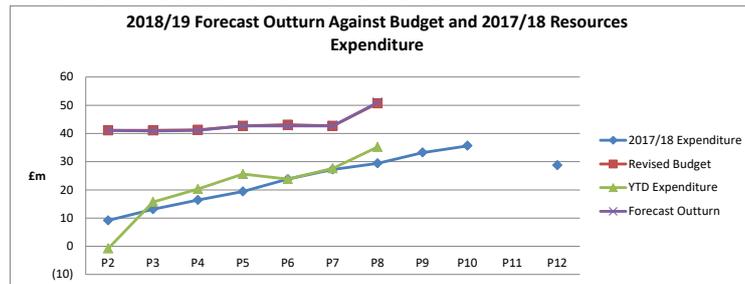
<b>Revised Budget</b> P7 £42.7m	<b>Forecast Outturn</b> P7 £42.7m	<b>Outturn Variance</b> P7 (£0.1m)	<b>Movement from P7</b> Revised Budget £8.5m
<b>P8 £51.2m</b>	<b>£51.3m</b>	<b>£0.2m</b>	Forecast Outturn £0.3m

**b: Budget Monitor**

**1. Revenue Position by Division**

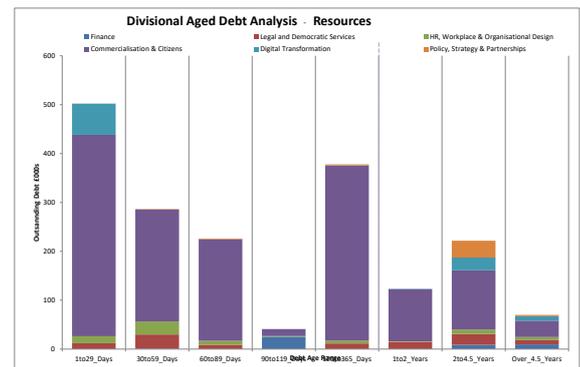
Revenue Position by Division	2018/19 - Full Year			
	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance
	£000s			
Digital Transformation	12.5	12.8	12.8	0.0
Legal and Democratic Services	6.2	6.3	6.2	0.0
Finance	8.9	10.9	10.9	0.0
HR, Workplace & Organisational Design	10.7	10.8	10.6	(0.1)
Policy & Strategy	2.5	2.6	2.6	0.0
Commercialisation and Citizens	0.0	7.8	8.1	0.3
<b>Total</b>	<b>40.8</b>	<b>51.2</b>	<b>51.3</b>	<b>0.2</b>

**2. Overall Position and Movement**



Forecast Outturn Variance 2018/19											
£000											
Revised budget	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
£51.2m	0.0	(0.1)	(0.2)	(0.1)	(0.4)	(0.1)	0.2				
	▲	▼	▼	▲	▼	▲	▲				

**3. Aged Debt Analysis**



**Key Messages**

- The restructure of senior management is now complete and this has brought the newly formed Commercialisation and Citizens Division into Resources. The division includes Commercialisation, Trading with Schools, Citizen Services and Facilities Management and has a forecast pressure of £0.3m. This relates to the previously reported pressure in Facilities Management for undelivered MTFP savings. There are also a number of risks currently under review and these are shown below in section 5.
- The forecast for the remainder of Resources remains at (£0.1m) underspend giving a revised bottom line for the Resources Directorate of £0.2m overspend.
- Cross Directorate saving IN24 is highlighted at risk in section 4 for information but this target is held centrally and not in Resources.

## c: Risks and Opportunities

### 4. Savings Delivery RAG Status

18/19 Resources Directorate Savings Target (£'000s):							14,313		
18/19 Savings	This month			Last month			Top 5 largest savings at risk in 18/19 (ordered by size of saving at risk)		
	18/19 - Total value of savings (£'000s)	18/19 - Value at risk (£'000s)	Proportion at risk	18/19 - Total value of savings (£'000s)	18/19 - Value at risk (£'000s)	Proportion at risk	ID	Name of Proposal	Value at Risk in 18/19 (£'000)
No - savings are at risk	2,471	1,246	50%	1,573	688	44%	IN24	Review budgets for fees and charges	£ 500
Yes - savings are safe	9,544	0	0%	9,717	0	0%	NEW1	*17/18 Rollover* Facilities Management Savings	£ 400
SAVING CLOSED - CONFIRMED AS SECURED & DELIVERED	2,298	0	0%	1,934	0	0%	FP01	Reduce third-party payments	£ 158
NO RAG PROVIDED	0	0	n/a	0	0	n/a	FP34-B	Subset of "Better use of developer contributions for infrastructure improvements" (One off	£ 100
Grand Total	14,313	1,246	9%	13,224	688	5%	BE23-B	*17/18 Rollover* Registrar's Office - improvements	£ 65
n/a - represents one off savings or mitigations in previous year	-1,218	0	0%	-1,218	0	0%	Mitigated 17/18 savings that remain 'due' for delivery in 18/19 (£'000)		
WRITTEN OFF	505	0	0%	505	0	0%	Amount due from 17/18:		1200
Grand Total	13,600	1,246	9%	12,511	688	5%	Amount reported at risk:		400

### 5. Revenue Risks and Opportunities

Division	Risk or Opportunity	Description	Risk /Opportunity £	Likelihood (%age)	Net Risk /Opportunity
Policy & Strategy	Risk	Potential pressure within the forecast for Bristol Design re internal income currently under review for central funding	371	50%	186
Policy & Strategy	Opportunity	Mitigate above pressure from current income review / Policy Initiatives reserve / further in-year saving .	(371)	50%	(186)
Finance	Risk	The unaudited LA errors in Benefits and Rents is currently below the lower threshold suggesting no further in year penalty to BCC. Should a pressure be realised through formal audit this would be mitigated from the reserve provision set up for this purpose.	-	-	-
Commercialisation	Risk	Risk of overspend on R&M. This is partly due to delayed delivery of savings on Hard FM contract.	250	75%	188
Commercialisation	Risk	Risk of overspend due to delay in delivery of Print and Mail savings	170	75%	128
Commercialisation	Risk	Risk of overspend due to pressure on salary costs	200	75%	150
Commercialisation	Risk	Risk of overspend due to historic budget pressure on Waste Management within Facilities Management	415	75%	311
Commercialisation	Risk	Risk of overspend due to emergency works on Netham Weir and Plimsoll bridge swing, which may have to be costed to revenue	200	75%	150
Commercialisation	Opportunity	Opportunity to recharge to capital	(200)	75%	(150)
Commercialisation	Opportunity	Opportunity arising from increased income within Harbour	(186)	100%	(186)
Commercialisation	Opportunity	Opportunity to reduce costs within cleaning in the short and long term. Current figure is based on rationalisation of workforce. Further work yet to be done around reducing reactive spend and doing more planned spend e.g. by tackling use of agencies and overtime, also reviewing of management. This should generate additional opportunities.	(489)	100%	(489)
Commercialisation	Opportunity	Opportunity arising from efficiencies due to new fleet vehicles which is reducing spend on fuel and hires.	(80)	100%	(80)
Commercialisation	Risk	Risk of overspend due to unbudgetted costs on A Bond asset disposals	50	100%	50
Commercialisation	Opportunity	Opportunity to recharge to capital	(50)	100%	(50)
Commercialisation	Risk	FM Cleaning - for TWS (number of school contracts has reduced in 18/19)	450	75%	338
Commercialisation	Risk	FM Cleaning - for Libraries (under review, activity has ceased)	150	75%	113
			Total Risk/-Opportunity		471

## d: Capital

Approved Budget	Revised Budget	Expenditure to Date	Forecast Outturn	Outturn Variance
<b>£3.5m</b>	<b>£10.8m</b>	<b>£3.0m</b>	<b>£10.2m</b>	<b>(£0.6m)</b>
		28% of budget 29% of forecast	100% of budget	

Gross expenditure by Programme		Current Year (FY2018)				Performance to budget	
		Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
		£000s				%	
NH08	Omni Channel Contact Centre (ICT System development).	255	225	255	0	88%	100%
PL21	Strategic Property - Essential H&S	2,973	759	2,578	(395)	26%	87%
PL27	Strategic Property - vehicle replacement	2,132	279	2,132	0	13%	100%
RE01	ICT Refresh Programme	810	47	810	0	6%	100%
RE02	ICT Development - HR/Finance	1,362	376	1,177	(185)	28%	86%
RE03	ICT Strategy Development	1,956	945	1,956	0	48%	100%
RE04	Bristol Workplace Programme	483	253	483	0	52%	100%
RE05	Mobile Working for Social Care (Adults & Childrens)	817	84	817	0	10%	100%
<b>Total Resources</b>		<b>10,787</b>	<b>2,968</b>	<b>10,208</b>	<b>(580)</b>	<b>28%</b>	<b>95%</b>

#### Key Messages

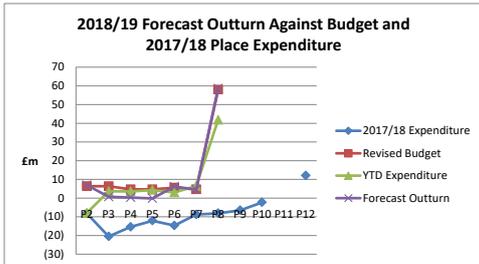
Projects NH08, PL21 and PL27 have transferred into Resources as part of the revised structure. With regards to PL27 – Vehicle replacement, an order will be placed for 80 vans prior to the new year and we also have a tender end date of 21<sup>st</sup> December for a further 23 vans. The confirmed delivery dates will determine if there is to be any slippage on this project.

a: 2018/19 Summary Headlines

<b>Revised Budget</b> P7 £4.7m <b>£58.0m</b>	<b>Forecast Outturn</b> P7 £4.5m <b>£58.6m</b>	<b>Outturn Variance</b> P7 (£0.2m) <b>£0.6m</b>	<b>Movement from P7</b> Revised Budget £53.3m Forecast Outturn (£0.8m)
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b: Budget Monitor

1. Overall Position and Movement



Revised budget £8m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
0.6	0.7	0.3	(0.2)	0.6	(0.2)	0.6					

2. Revenue Position by Division

Revenue Position by Division	2018/19 - Full Year			
	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance
Planning	0.8	0.0	0.0	0.0
Transport	5.7	0.0	0.0	0.0
City Growth, Investment & Infrastructure	(0.9)	0.0	0.0	0.0
Housing and Landlord Services	0.0	11.4	11.3	0.0
Development of Place	0.0	1.4	1.5	0.1
Economy of Place	0.0	3.3	3.6	0.3
Management of Place	0.0	41.9	42.2	0.2
<b>Total</b>	<b>5.5</b>	<b>58.0</b>	<b>58.6</b>	<b>0.6</b>

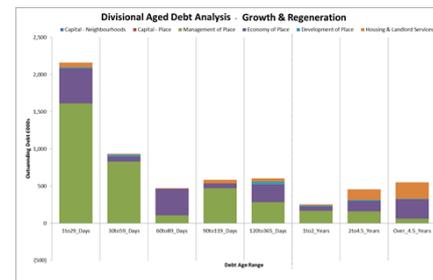
Key Messages: Forecast overspend £0.6m

**Development of Place** – £0.1m overspend forecast due to Housing Delivery consultants partially offset by Development Management income.

**Management of Place** – £0.3m overspend due to cost pressure from new Street Lighting energy contract.

**Economy of Place** – £0.2m overspend forecast is mainly due to a shortfall in the delivery of Property savings & Historic Building pressures partly offset by additional income.

3. Aged Debt Analysis



c: Risks and Opportunities

4. Savings Delivery RAG Status

18/19 G&R Directorate Savings Target (£'000s):						10,172			
18/19 Savings	This month			Last month			Top 5 largest savings at risk in 18/19 (ordered by size of saving at risk)		
	18/19 - Total value of savings (£'000s)	18/19 - Value at risk (£'000s)	Proportion at risk	18/19 - Total value of savings (£'000s)	18/19 - Value at risk (£'000s)	Proportion at risk	ID	Name of Proposal	Value at Risk in 18/19 (£'000)
No - savings are at risk	3,370	192	6%	3,210	202	6%	FP36	Identify alternative funding to continue to support people in Council Housing	£ 210
Yes - savings are safe	5,060	210	4%	2,233	0	0%	NEW3	Generate additional income from our historic assets	£ 150
SAVING CLOSED - CONFIRMED AS 'SECURED & DELIVERED'	1,743	0	0%	647	0	0%	NEW2	*17/18 Rollover* - Review our approach to managing and optimising the value of public sector land and buildings	£ 42
NO RAG PROVIDED	0	0	n/a	0	0	n/a			
<b>Grand Total</b>	<b>10,172</b>	<b>402</b>	<b>4%</b>	<b>6,091</b>	<b>202</b>	<b>3%</b>			
n/a - represents one off savings or mitigations in previous year	-2,520	0	0%	-2,220	0	0%	<b>Mitigated 17/18 savings that remain 'due' for delivery in 18/19 (£'000)</b>		
WRITTEN OFF	1,168	0	0%	38	0	0%	Amount due from 17/18:		1713
<b>Grand Total</b>	<b>8,820</b>	<b>402</b>	<b>5%</b>	<b>3,908</b>	<b>202</b>	<b>5%</b>	Amount reported at risk:		0

## 5. Revenue Risks and Opportunities

Division	Risk or opportunity	Description	Net Risk / Opportunity £000
Management of Place	Opportunity	£400k One-off payment from WECA for Supported Bus Services could be used to cover overspend on Supported Bus Services that have had to be supported whilst Metrobus is delayed.	(97)
Management of Place	Risk	Need to pay back Bus Lane Enforcement income at Stoke Lane (new camera) - 50% of gross income in forecast.	215
Development of Place	Risk	Risk of overspend on Temporary Accommodation if the trend over recent months in rising number of homeless placements continues. Currently forecasting an upward trend of 1 household per week but if this were 2 households pw the extra cost to Housing would be £20k (Housing Benefit would also see an additional cost of £50k due to loss of subsidy). Also risk of overspend due to changes resulting in lower rates of Housing Benefit recoveries as there have been various swings in the amount recovered year to date. A reduction of 1% would cost £150k.	170
Development of Place	Risk	Risk of pressure if General Fund services fail to meet criteria for HRA funding - however, the Flexible Homelessness Grant (FHG) has been identified as covering this shortfall	200
<b>Total</b>			<b>488</b>

### Key messages

**RISK:** A number of material risks have been identified across the Directorate over a number of months. The value of risks identified in this report total £488k.

**OPPORTUNITIES:** Officers are constantly reviewing opportunities to maximise income, and these are reflected in their forecasts. The staff run rates are also being reviewed and are currently in line with assumptions.

## d: Capital

Approved Budget	Revised Budget	Expenditure to Date	Forecast Outturn	Outturn Variance
<b>£133.5m</b>	<b>£82.6m</b>	<b>£34.9m</b>	<b>£78.2m</b>	<b>(£4.5m)</b>
		42% of budget 45% of forecast	95% of budget	

Gross expenditure by Programme		Current Year (FY2018)				Performance to budget	
		Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
		£000s				%	
CD1	Bristol Futures	0	0	0	0		
NH01	Libraries for the Future	134	21	114	(20)	16%	85%
NH02	Investment in parks and green spaces	1,759	331	1,762	2	19%	100%
NH03	Cemeteries & Crematoria	0	0	0	0		
NH04	Third Household Waste Recycling and Re-use Centre	46	0	46	0	0%	100%
NH06	Bristol Operations Centre	2,173	686	1,593	(580)	32%	73%
NH07	Housing Solutions	3,232	1,370	3,211	(20)	42%	99%
PL01	Metrobus	3,010	677	3,009	(0)	22%	100%
PL02	Passenger Transport	1,992	212	1,982	(10)	11%	100%
PL03	Residents Parking Schemes	1,016	829	1,016	0	82%	100%
PL04	Strategic City Transport	8,609	4,951	7,795	(814)	58%	91%
PL05	Sustainable Transport	13,498	5,990	12,475	(1,022)	44%	92%
PL06	Portway Park & Ride Rail Platform	0	0	0	0		
PL08	Highways & Drainage Enhancements	4,080	2,951	3,959	(121)	72%	97%
PL09	Highways infrastructure - bridge investment	250	56	250	0	22%	100%
PL09A	Highways infrastructure - Chocolate Path	580	252	580	0	43%	100%
PL10	Highways & Traffic Infrastructure - General	8,888	4,131	8,983	96	46%	101%
PL11	Bristol Arena & Temple Meads East Regeneration	655	191	654	(1)	29%	100%
PL11A	Cattle Market Road Development	12,111	7,222	11,021	(1,091)	60%	91%
PL11B	Temple Meads Master Plan	810	119	610	(200)	15%	75%
PL12	Filwood Broadway	1	0	1	0	0%	100%
PL13	Filwood Green Business Park	200	42	200	0	21%	100%
PL14	Planning & Sustainable Development	422	76	422	0	18%	100%
PL15	Planning & Sustainable Development - Environmental Improvement	120	0	120	0	0%	100%
PL16	Economy Development	106	2	118	12	2%	111%
PL17	Resilience Fund (£1m of the £10m Port Sale)	530	69	530	0	13%	100%
PL18	Energy services - Renewable energy investment scheme	3,220	1,049	2,697	(523)	33%	84%
PL18A	Energy Services – Bristol Heat Networks expansion	293	0	293	0	0%	100%
PL19	Energy Services - workstream 2	0	0	0	0		
PL20	Strategic Property	589	200	577	(12)	34%	98%
PL22	Strategic Property - Investment in existing waste facilities	289	0	289	0	0%	100%
PL23	Strategic Property - Temple St	169	75	164	(5)	44%	97%
PL24	Colston Hall	3,325	798	3,325	0	24%	100%
PL25	Strategic Property - Community Capacity Building	0	0	0	0		
PL26	Old Vic & St George's	498	498	498	0	100%	100%
PL28	Bottleyard Studios	302	168	302	0	56%	100%
PL30	Housing Strategy and Commissioning	9,722	1,978	9,579	(143)	20%	99%
PL32	Cumberland Basin Design Development	20	0	20	0	0%	100%
PL34	Strategic property - Community investment scheme	0	0	0	0		
<b>Total Growth &amp; Regeneration</b>		<b>82,647</b>	<b>34,945</b>	<b>78,195</b>	<b>(4,452)</b>	<b>42%</b>	<b>95%</b>

### Key Messages

- The current forecast of (£4.5m) underspend (95% delivery) against the revised budget of £82.6m is mainly due to slippage in the delivery time for a number of schemes – Cycle Ambition grant, Go Ultra Low city scheme, cycling and walking improvements, Local enterprise zone, Cattle Market road.
- Spend over the last two months has been up against previous run rates (£8m in P7 and £7.2m in P8), however, the average spend needs to rise to £12m per month to deliver the revised programme.
- There is a risk that has been flagged against the Metrobus scheme, further work is required to validate this in light of recent adjustments to the existing budget.

**a: 2018/19 Summary Headlines**

	<b>Revised Budget</b>	<b>Forecast Outturn</b>	<b>Outturn Variance</b>
P7	£0m	(4.303m)	(£4.303m)
<b>P8</b>	<b>£0m</b>	<b>(£5.743m)</b>	<b>(£5.743m)</b>

**b: Budget Monitor**

**1. Overall Position and Movement**

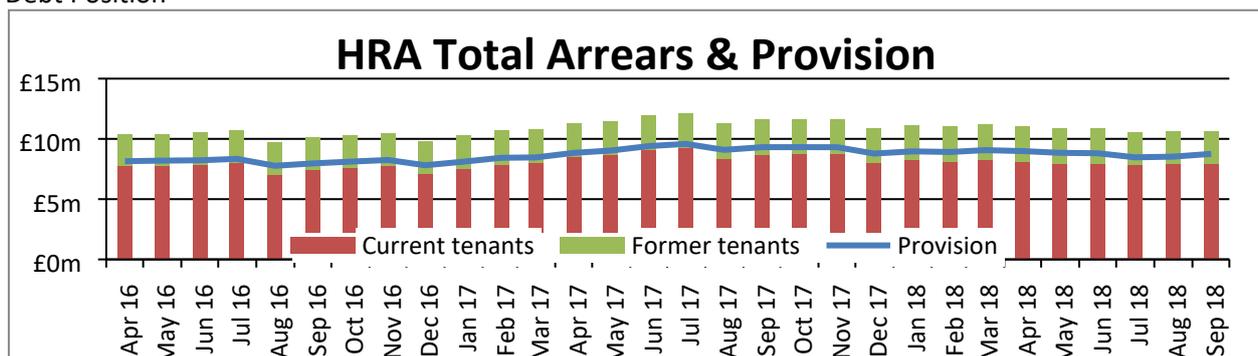
The forecast revenue underspend has increased marginally compared to Period 7.

Forecast Outturn Variance 2018/19											
£m											
Revised budget £0m	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	(1.7)	(1.5)	(2.8)	(2.5)	(3.7)	(4.4)	(5.7)				
	▼	▲	▼	▲	▼	▼	▼				

**2. Revenue Position**

Revenue position by category	2018/19 Revised Budget £m	Forecast Outturn @ P8 £m	Forecast Variance @ P7 £m	Forecast Movement P7 to P8 £m
Income	-120.025	-121.097	-121.038	-0.059
Repairs & Maintenance	32.092	28.663	29.288	-0.625
Supervision & Management	27.408	27.278	27.940	-0.662
Special Services (Rechargeable)	8.555	7.855	7.890	-0.035
Rents, Rates, etc	1.874	1.579	1.579	0.000
Capital Funded from Revenue, Interest and Depn	49.980	49.98	49.980	0.000
<b>(Surplus)/Deficit on the HRA</b>	<b>-0.116</b>	<b>-5.742</b>	<b>-4.361</b>	<b>-1.381</b>

**3. Debt Position**



**4. Key Messages**

Overall a surplus of £5.7m forecast at P8 an increased surplus by £1.4m compared to P7. The main reasons for the movement are:

- An additional £0.8m of salary costs are to be capitalised reflecting work on the capital programme
- A further reduction in spend on repairs and maintenance due to continual issues with external contractor and savings within the internal work force team

An explanation of key variances from Period 7 is as follows:

- Income – No significant variation
- Repairs and Maintenance - EOY forecast position firmed up since P7. Largest underspend due to poor performance from external contractor - improvement plan agreed and being monitored.
- Supervision and Management – Savings on employee costs including vacancies pending recruitment

There is an action plan in place that has reviewed all aspects associated with the reported HRA surplus for 2017/18 to ensure that there is no repetition of the large unforeseen movements.

### c: Risks and Opportunities

Risk	Key Causes	Key Consequence	Key Mitigations
<b>Implementation of Universal Credit</b>	Changes to rent policy and welfare benefit reform reducing income, Universal credit full service roll out from June and September 2018, to estimated 1500 tenants.	Estimated impact on rent arrears of between £32k to £200k	Universal Credit response plan including raising awareness of change for tenants, developing assessment of readiness and identification of tenants needing support to get ready or make transition. Income Collection Policy being reviewed to promote rent first approach which will reset rent payment culture for tenants, staff and partnership agencies. Joint cross service steering group for continuing development and delivery of corporate UC response action plan.
<b>Impact of Grenfell enquiry outcomes</b>	Additional works as a result of Grenfell enquiry outcomes, or the outcomes of independent fire safety checks on clad blocks; public /political pressure to install sprinklers.	Lack of ability to deliver planned services, requirement to cut spending plans / reduce services, impact on New Build programmes	Need to retain flexibility in capital programme to meet outcomes of Grenfell enquiry that does not result in disruption to the rest of the programme.
<b>Repayment of Right to Buy Receipts</b>	Lack of any forward plan to use RTB receipts	Loss of funding to support capital investment in new stock	Develop a forward programme to utilise RTB receipts thereby reducing the amount to be repaid. This responsibility is shared with the Housing Delivery Team as they are responsible for new build.

### d: Capital

Approved Budget	Revised Budget	Expenditure to Date	Forecast Outturn	Outturn Variance
<b>£39.2m</b>	<b>£39.2m</b>	<b>£18.3m</b>	<b>£39.5m</b>	<b>(£0.3m)</b>
		47% of budget 47% of forecast	101% of budget	

	Budget	Exp to Date	Forecast	Variance	Exp to date	Forecast
	£000s				%	
Capital - Professional Charges - Planned	752	0	1,613	<b>861</b>	0%	214%
Capital - Professional Charges - SP&G	801	0	801	<b>0</b>	0%	100%
Capital - Capitalised Works	3,840	1,711	3,843	<b>3</b>	45%	100%
Capital - Disabled Adaptations	2,164	1,219	2,164	<b>0</b>	56%	100%
Capital - Investment In Blocks - Planned	7,515	1,560	7,186	<b>(328)</b>	21%	96%
Capital - Miscellaneous Schemes	206	40	206	<b>0</b>	19%	100%
Capital - Neighbourhood Investment Projects	600	162	600	<b>0</b>	27%	100%
Capital - New Build / Land Enabling Works	12,175	7,155	12,175	<b>0</b>	59%	100%
Capital - Planned Programme	10,055	6,479	9,855	<b>(200)</b>	64%	98%
Capital: New Housing Management System	1,100	0	1,100	<b>0</b>	0%	100%
Capital - Planned Other	0	14	0	<b>0</b>		
<b>Housing Revenue Account (HRA)</b>	<b>39,209</b>	<b>18,339</b>	<b>39,544</b>	<b>335</b>	<b>47%</b>	<b>101%</b>

Following rebasing of the 2018/19 capital programme.

Planned Professional Other: This forecast overspend is a budget realignment to reflect the correct level of capitalisation. This relates to staff that can be capitalised against these projects.

Blocks and planned (also major repairs to blocks)

One tender return less than envisaged, and a delayed start time from winning bidder. Another tender period extended, meaning a later forecast start on site.

SUMMARY HEADLINES

1. Overall Position and Movement

<b>Revised Budget</b>	<b>Forecast Outturn</b>	<b>Outturn Variance</b>	<b>Transfer to reserves</b>
<b>£0m</b>	<b>£0m</b>	<b>£0m</b>	<b>(£1.4m)</b>

2. Revenue Position by Division

Summary DSG position 2018/19 Period 8 (All figures in £000s)

	b/f	Funding 2018/19	Forecast 2018/19	In-year variance	P8 Carry- forward 2018/19	Previous (P7) c/f 2018/19	Movement
Schools Block		253,423	253,423	0	0		0
De-delegation	(357)				(357)	(339)	(18)
Schools Central Block		2,262	2,262				0
Early Years	(500)	36,574	36,089	(485)	(985)	(1,845)	860
High Needs Block	2,055	55,454	54,345	(1,109)	946	2,015	(1,069)
Funding	(182)	-	-	182			0
		347,713	347,531				
<b>Total</b>	<b>1,016</b>		<b>(1,413)</b>	<b>(1,413)</b>	<b>(397)</b>	<b>(169)</b>	<b>(228)</b>

NB, to be consistent with the figures reported to Schools Forum, this summary includes £164m for mainstream academies and £9m for High Needs recouped by the ESFA.

3. Latest Financial Position

- The **overall DSG** forecast position has improved by (£228k) since Period 7. The main changes arise in Early Years which has worsened by £0.860m and High Needs which has improved by (£1.069m).
- While the Early Years position has worsened by £0.860m, it replaces the previous (tentative) forecasts with one based on a detailed analysis of the May and October 2018 pupil censuses. The forecasts for participation levels in January 2019 are based on the same level as January 2018. Any variance in participation by 1% up or down will have produce a better or worse outturn by £0.1m. It would be a surprise if participation levels were lower than January 2018 because families are still taking up the new 30 hour places that are available in the sector.
- The **High Needs** position has improved since P7 because the Department for Educaiton announced an increased High Needs DSG allocation of £0.983m for Bristol in 2018/19 (which they are repeating for 2019/20). This accounts for the majority of the variance since last period.
- At year-end, there may be choices to make about how any balance is treated. If there is a cumulative underspend of (£0.4m), this would have to be carried forward into 2019/20. Decisions, however, would need to be made about whether any of the Early Years surplus could be transferred to the High Needs budget to reduce its cumulative deficit. Schools Forum deferred a decision about possibly offsetting one with the other (to year-end) when it met in September 2018. Nonetheless, early years settings have been consulted in December 2018 to identify priorities within Early Years for unspent Early Years DSG.

4. Risks and Opportunities

- Variations in pupil numbers in early years may confirm a projected underspend or it may reverse the position.
- Cost and demand pressures and opportunities within High Needs have materialised and there is little scope for taking action to reduce them in this financial year in the context of plans for setting the High Needs Budget at Full Council in November 2018 .
- Further academisation could erode de-delegated funding for the authority
- There are 17 schools that ended the year with a deficit balance. These deficits have accumulated over a long period of time and for some schools represent a significant proportion of their annual school budget. Officers have been meeting with those schools to develop a plan whilst ensuring they are able to meet statutory responsibilities and, there is recognition that any repayment of deficit would be over much longer timescales than the 3 or so years that might normally be expected of schools. Two of the schools who have recently become academies had combined deficits of £1.1m which they will have to address this financial year.

**a: 2018/19 Summary Headlines**

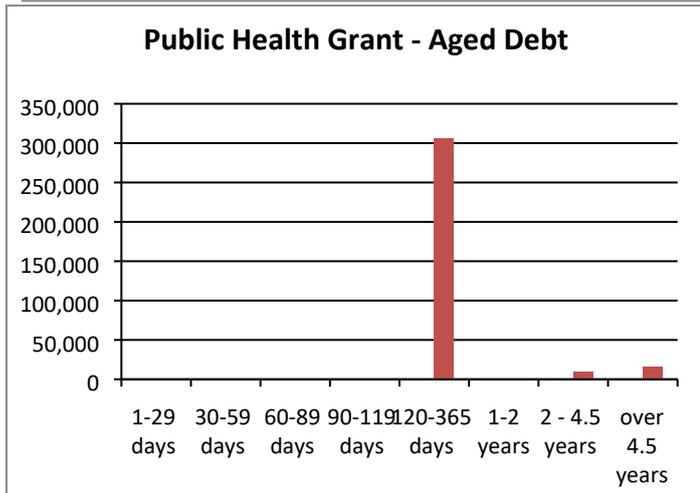
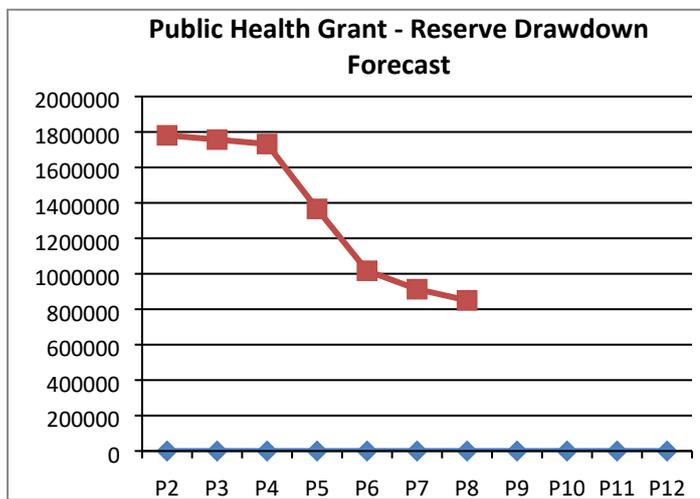
	<b>Revised Budget</b>	<b>Forecast Outturn</b>	<b>Outturn Variance</b>	<b>Reserve Drawdown</b>
P7	£0m	£0m	£0m	£0.913m
<b>P8</b>	<b>£0m</b>	<b>£0m</b>	<b>£0m</b>	<b>£0.850m</b>

**b: Budget Monitor**

Key Messages

Overall a net nil variance to budget is forecast at P8 (with a draw down of £0.850m forecast from the grant reserve).

- In response to ongoing funding challenges (there has been a 2.6% / £0.9m reduction in 2018/19 grant funding as allocated by Public Health England) Public Health have undertaken a restructure with the new structure to be in place by end of December 2018.
- The forecast drawdown from the Public Health grant reserve has reduced from £0.913m to £0.850m, a reduction of (£0.063m). The material changes relate to a reduction in community detox activity (£0.1m).
- The forecast cost of likely redundancies have increased in P8 to £0.941m (from £0.825k in P7) and are not currently reflected in the Public Health grant budget but are highlighted as a risk in the Risk / Opportunity section below.
- There is a 61% decrease in aged debt from £0.854m to £0.334m, and of this outstanding amount, £306k relates to CCG costs for Sexual Health services.



## C: Risks and Opportunities

Division	Risk or Opportunity	Description	Net Risk / Opportunity
Public Health	Risk	Cost of redundancy will be charged to the Public Health grant reserves (Please note that this cost is not forecast either in the grant reserve or capital receipts reserve).	£941k

## Capital Budget Monitor Report for period 201808 - Summary by Programme

<b>Gross expenditure by Programme</b>
---------------------------------------

Current Year (FY2018)				Performance to budget	
Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
£000s				%	

Adults, Children and Education	
PE01	School Organisation/ Children's Services Capital Programme
PE03	Schools Devolved Capital Programme
PE04	Non Schools Capital Programme
PE05	Children & Families - Aids and Adaptations
PE06	Adult & Children's Social Care Services
PE07	Extra care Housing
PE08	Care Management/Care Services
PE09	Strengthening Families Programme
<b>Total Adults, Children and Education</b>	

21,414	12,033	20,228	(1,185)	56%	94%
900	0	1,800	900	0%	200%
795	274	795	0	34%	100%
330	53	330	0	16%	100%
1,148	0	1,148	0	0%	100%
1,624	42	1,624	0	3%	100%
230	80	230	0	35%	100%
1,015	487	1,016	1	48%	100%
<b>27,456</b>	<b>12,970</b>	<b>27,171</b>	<b>(284)</b>	<b>47%</b>	<b>99%</b>

Resources	
NH08	Omni Channel Contact Centre (ICT System development).
PL21	Strategic Property - Essential H&S
PL27	Strategic Property - vehicle replacement
RE01	ICT Refresh Programme
RE02	ICT Development - HR/Finance
RE03	ICT Strategy Development
RE04	Bristol Workplace Programme
RE05	Mobile Working for Social Care (Adults & Childrens)
<b>Total Resources</b>	

255	225	255	0	88%	100%
2,973	759	2,578	(395)	26%	87%
2,132	279	2,132	0	13%	100%
810	47	810	0	6%	100%
1,362	376	1,177	(185)	28%	86%
1,956	945	1,956	0	48%	100%
483	253	483	0	52%	100%
817	84	817	0	10%	100%
<b>10,787</b>	<b>2,968</b>	<b>10,208</b>	<b>(580)</b>	<b>28%</b>	<b>95%</b>

Growth & Regeneration	
NH01	Libraries for the Future
NH02	Investment in parks and green spaces
NH04	Third Household Waste Recycling and Re-use Centre
NH06	Bristol Operations Centre
NH07	Housing Solutions
PL01	Metrobus
PL02	Passenger Transport
PL03	Residents Parking Schemes
PL04	Strategic City Transport
PL05	Sustainable Transport
PL08	Highways & Drainage Enhancements
PL09	Highways infrastructure - bridge investment
PL09A	Highways infrastructure - Chocolate Path
PL10	Highways & Traffic Infrastructure - General
PL11	Bristol Arena & Temple Meads East Regeneration
PL11A	Cattle Market Road Development
PL11B	Temple Meads Master Plan
PL13	Filwood Green Business Park
PL14	Planning & Sustainable Development
PL15	Planning & Sustainable Development - Environmental Improvement Programme
PL16	Economy Development
PL17	Resilience Fund (£1m of the £10m Port Sale)
PL18	Energy services - Renewable energy investment scheme
PL18A	Energy Services - Bristol Heat Networks expansion
PL20	Strategic Property
PL22	Strategic Property - Investment in existing waste facilities
PL23	Strategic Property - Temple St
PL24	Colston Hall
PL26	Old Vic & St George's

134	21	114	(20)	16%	85%
1,759	331	1,762	2	19%	100%
46	0	46	0	0%	100%
2,173	686	1,593	(580)	32%	73%
3,232	1,370	3,211	(20)	42%	99%
3,010	677	3,009	(0)	22%	100%
1,992	212	1,982	(10)	11%	100%
1,016	829	1,016	0	82%	100%
8,609	4,951	7,795	(814)	58%	91%
13,498	5,990	12,475	(1,022)	44%	92%
4,080	2,951	3,959	(121)	72%	97%
250	56	250	0	22%	100%
580	252	580	0	43%	100%
8,888	4,131	8,983	96	46%	101%
655	191	654	(1)	29%	100%
12,111	7,222	11,021	(1,091)	60%	91%
810	119	610	(200)	15%	75%
200	42	200	0	21%	100%
422	76	422	0	18%	100%
120	0	120	0	0%	100%
106	2	118	12	2%	111%
530	69	530	0	13%	100%
3,220	1,049	2,697	(523)	33%	84%
293	0	293	0	0%	100%
589	200	577	(12)	34%	98%
289	0	289	0	0%	100%
169	75	164	(5)	44%	97%
3,325	798	3,325	0	24%	100%
498	498	498	0	100%	100%

PL28	Bottleyard Studios	302	168	302	0	56%	100%
PL30	Housing Strategy and Commissioning	9,722	1,978	9,579	(143)	20%	99%
PL32	Cumberland Basin Design Development	20	0	20	0	0%	100%
<b>Total Growth &amp; Regeneration</b>		<b>82,647</b>	<b>34,945</b>	<b>78,195</b>	<b>(4,452)</b>	<b>42%</b>	<b>95%</b>
<b>Corporate Funding &amp; Expenditure</b>							
CP03	Corporate Contingencies	2,500	0	2,500	0	0%	100%
<b>Total Corporate Funding &amp; Expenditure</b>		<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>(0)</b>	<b>0%</b>	<b>100%</b>
<b>Total Capital Expenditure excl HRA</b>		<b>123,390</b>	<b>50,882</b>	<b>118,074</b>	<b>(5,316)</b>	<b>41%</b>	<b>96%</b>
<b>Housing Revenue Account</b>							
HRA1	Housing Revenue Account (HRA)	39,209	18,339	39,544	335	47%	101%
<b>Total Housing Revenue Account</b>		<b>39,209</b>	<b>18,339</b>	<b>39,544</b>	<b>335</b>	<b>47%</b>	<b>101%</b>
<b>Total</b>		<b>162,599</b>	<b>69,221</b>	<b>157,618</b>	<b>(4,981)</b>	<b>43%</b>	<b>97%</b>

## Period 8 Budget Monitoring - Summary

	2018/19 - Full Year				Period 7 Forecast	
	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s				£000s	
<b>Adults, Children and Education</b>						
Adult Social Care	130,605	149,649	149,674	25	(7)	149,681
Children and Families Services	60,304	60,300	60,336	36	5	60,331
Educational Improvement	13,483	19,161	18,845	(316)	(28)	18,873
Public Health - General Fund	3,439	3,241	3,061	(179)	(154)	3,215
<b>Total Adults, Children and Education</b>	<b>207,830</b>	<b>232,351</b>	<b>231,917</b>	<b>(434)</b>	<b>(183)</b>	<b>232,100</b>
<b>Resources</b>						
Digital Transformation	12,463	12,782	12,794	12	(50)	12,844
Legal and Democratic Services	6,193	6,286	6,249	(38)	(77)	6,326
Finance	8,910	10,910	10,910	0	505	10,405
HR, Workplace & Organisational Design	10,718	10,726	10,629	(97)	(26)	10,655
Policy, Strategy & Partnerships	2,500	2,623	2,607	(16)	187	2,420
Commercialisation & Citizens	7,097	7,829	8,119	291	90	8,029
<b>Total Resources</b>	<b>47,881</b>	<b>51,156</b>	<b>51,308</b>	<b>152</b>	<b>629</b>	<b>50,679</b>
<b>Growth &amp; Regeneration</b>						
Housing & Landlord Services	11,437	11,375	11,346	(29)	(8)	11,354
Development of Place	1,595	1,436	1,537	100	(102)	1,638
Economy of Place	3,124	3,268	3,588	320	49	3,539
Management of Place	43,391	41,941	41,942	0	15	41,926
<b>Total Growth &amp; Regeneration</b>	<b>59,547</b>	<b>58,021</b>	<b>58,412</b>	<b>391</b>	<b>(45)</b>	<b>58,457</b>
<b>SERVICE NET EXPENDITURE</b>	<b>315,258</b>	<b>341,528</b>	<b>341,637</b>	<b>109</b>	<b>401</b>	<b>341,236</b>
Corporate Expenditure	40,973	21,913	21,598	(316)	(345)	21,942
<b>TOTAL REVENUE NET EXPENDITURE</b>	<b>356,231</b>	<b>363,441</b>	<b>363,234</b>	<b>(207)</b>	<b>56</b>	<b>363,178</b>

### HOUSING REVENUE ACCOUNT SUMMARY

	2018/19 - Full Year				Period 7 Forecast	
	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s				£000s	
<b>Housing Revenue Account</b>						
Strategy, Planning & Governance	(106,783)	(106,783)	(108,147)	(1,364)	(68)	(108,079)
Responsive Repairs	26,224	26,224	22,565	(3,659)	(559)	23,124
Planned Programmes	17,904	17,904	17,270	(634)	(869)	18,139
Estate Management	14,697	14,697	14,478	(219)	61	14,417
Capital - Neighbourhoods HRA	0	0	(0)	(0)	(4)	3
<b>Total Housing Revenue Account</b>	<b>(47,958)</b>	<b>(47,958)</b>	<b>(53,833)</b>	<b>(5,876)</b>	<b>(1,438)</b>	<b>(52,396)</b>

### RING FENCED BUDGETS

	2018/19 - Full Year				Period 7 Forecast	
	Approved Budget	Revised Budget	Forecast Outturn	Outturn Variance	Movement in Forecast	Forecast Outturn
	£000s				£000s	
Public Health	31	31	31	0	0	31
Dedicated Schools Grant	(0)	(0)	0	0	0	0
<b>Total Ring fenced budgets</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>31</b>