

# Summons to attend meeting of Full Council



**Date:** Tuesday, 17 July 2018

**Time:** 6.00 pm

**Venue:** Council Chamber, City Hall

**To: All Members of Council**

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

**Issued by:** Ian Hird, Democratic Services

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**Date:** Friday, 6 July 2018



# Agenda

## 1. Welcome and safety information

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 between the side entrance of the cathedral and the roundabout at the Deanery Road end of the building.

**(Page 21)**

If the front entrance cannot be used, alternative exits are available via staircases 2 and 3 to the left and right of the Council Chamber. 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. Apologies for absence

## 3. Minutes of previous meeting - 22 May 2018 - to be confirmed as a correct record

**(Pages 22 - 32)**

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

## 5. Lord Mayor's business

## 6. Public forum (public petitions, statements and questions)

Please note: Up to 30 minutes is allowed for this item. Public forum items should be e-mailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)



Public forum items can be about any matter the Council is responsible for or which directly affects the city.

Please note that the following deadlines apply to this meeting:

a. Public petitions and statements: Petitions and written statements must be received by **12 noon on Monday 16 July 2018** at latest.

One written statement per member of the public is permitted.

b. Public questions: Written public questions must be received by **5.00 pm on Wednesday 11 July 2018** at latest.

A maximum of 2 questions per member of the public is permitted. Questions should be addressed to the Mayor or relevant Cabinet member.

## **7. Petitions notified by councillors**

Please note: Up to 10 minutes is allowed for this item.

Petitions notified by councillors can be about any matter the Council is responsible for or which directly affects the city.

The deadline for the notification of petitions to this meeting is 12 noon on Monday 16 July 2018 at latest.

## **8. Mayor of Bristol's annual statement to Full Council and responses from political group leaders**

To receive the annual statement from the Mayor of Bristol.

After the Mayor's statement, each of the other political group leaders will respond by making their own respective statements to Full Council, following which the Mayor will then be given an opportunity to make a final response.

## **9. Corporate Parenting Strategy**

**(Pages 33 - 70)**

## **10. Audit Committee annual report 2017-18**

**(Pages 71 - 84)**



**11. Proposals for revisions to the terms of reference for the Audit Committee****(Pages 85 - 94)****12. Designation of Monitoring Officer****(Pages 95 - 98)****13. Motions****Note:**

**Under the Council’s constitution, 30 minutes are available for the consideration of motions. In practice, this realistically means that there is usually only time for one, or possibly two motions to be considered. With the agreement of the Lord Mayor, motion 1 below will be considered at this meeting, and motion 2 is likely to be considered, subject to time. Details of other motions submitted, (which, due to time constraints, are very unlikely to be considered at this meeting) are also set out for information.**

**MOTION 1. MENTAL HEALTH (LABOUR GROUP GOLDEN MOTION)**

Motion submitted by: Cllr Celia Phipps, Labour, Bedminster ward

“Full Council notes:

1. Health and Safety Executive estimates of a £5.2 billion annual loss to the UK’s economy from more than 11 million days off due to stress, depression, and anxiety.
2. Survey statistics published in the local media showing a 70% increase in the number of working days lost to stress at the UH Bristol NHS Trust since 2011, an 80% rise in instances of time off due to stress-related illness at the North Bristol NHS Trust since 2010, and a 210% rise in stress-related absence at the South West Ambulance Service since 2013: comprising a 41% rise over the seven years to 2017, with stress accounting for the greatest number of working days lost due to any type of illness (*The Bristol Cable*).
3. That, with local authority budgets now cut by central Government almost half since 2010, last year stress represented the biggest reason for staff absence at Bristol City Council; we welcome this local authority’s progress in promoting agile and flexible working



alongside the free Employee Assistance Programme and counselling service for council staff and their families.

4. The continued underfunding of the NHS, including much-needed mental health services, by the current Government, despite recent un-costed public pronouncements and despite a long overdue pay rise for some staff following years of advocacy from NHS trades unions.
5. The Marmot Review (2010), which recommended policy-makers to focus on the ‘causes of the causes’, and the programme of Thrive Bristol, published in March of this year.
6. Its own current position, ratified in December 2017 – which states that ‘austerity has failed’ and that ‘Bristol needs more money and more powers’ – alongside the Mayor and this Labour administration’s commitment to fight austerity and protect public services.
7. Labour members’ statements and questions at the Health and Wellbeing Board last month highlighting the lack of nurses for children in care; the need for a coordinated position calling for the full funding of the NHS, measures to tackle the recruitment and retention crises, and reinstatement of the NHS bursary for student nurses; and clarity on steps being taken by local NHS bodies and the AWP to monitor and improve staff wellbeing.
8. That almost one hundred students are sadly believed to have taken their own lives in the last year, thought to include at least a dozen students at the University of Bristol and the University of the West of England since October 2016; the efforts, including a recent march, of Bristol students to highlight these tragic deaths and the need for greater service provision; and the recent conference held by the Universities Minister at UWE Bristol.

Full Council believes:

1. That the founding of our NHS, in the face of opposition from other parties, represents a landmark achievement of the post-war Labour Government.
2. In parity of esteem between physical and mental health services in this country, and an end to the stigma around conditions requiring support through the latter.
3. That austerity and underfunding of public services, including our NHS, remains a political choice of national government, initiated by the 2010 Conservative-Liberal Democrat coalition (whose then-Bristol MPs voted to abolish Bristol’s Revenue Support Grant, worth £110 million in 2014/15) and continued by the current Conservative Government.



4. That a national mental health charter for universities which is compulsory, not optional, should be introduced by the Government to build on and quicken steps being taken by universities – who should be working in close partnership with students, the NHS, the National Union of Students, and councils like our own.

Full Council resolves:

1. To back the Mayor of Bristol’s commitment to Thrive Bristol, a ten-year mental health and wellbeing programme for all ages comprised of public, third sector, and private partners across the city.
2. To ask the council’s senior leadership team, in consultation with the relevant cabinet member and the chair of the Human Resources committee, to review the completeness of the organisation’s risk assessments into excessive pressure (stress) in the workplace and take the appropriate action.
3. To encourage all elected members to undergo the training provided around noticing and managing workplace stress and mental health more generally
4. To recommend that the Member Development Panel consider what additional training and support should be provided or required for councillors in this regard.
5. To reaffirm the need for public services – including the NHS and councils such as our own – to be fully funded by the Government.”

**MOTION 2. EXIT FROM THE EUROPEAN UNION**

Motion submitted by: Cllr Harriet Clough, Liberal Democrat, Hengrove & Whitchurch Park ward

“Full Council believes:

1. That there is mounting and undisputable evidence of damage that ‘Brexit’ would cause both to the national economy and to our regional economy.
2. The damage to our international relationships, the reducing influence with other states and the complete loss of say and control over the rules of the European Single Market and Customs Union, the largest market in the world.
3. That the Government has totally mismanaged the Brexit negotiations and has failed to work closely with large cities such as Bristol and listen to our concerns on the direction followed.
4. That businesses within the region, like those elsewhere in the UK, are reconsidering investment plans in new production and new jobs while they await the Brexit deal.



5. That the current rights of EU citizens living in the UK should always be fully protected and not used as a bargaining chip by the UK Government.

Full Council notes:

1. The increasing problems that the NHS is having in recruiting nurses and doctors since the decision to leave the European Union was made and that this is having a real impact on the health of local residents.
2. With concern the potential impact of Brexit both on our local economy and on established mutually beneficial partnerships and links with European cities.
3. That the UK economy is now the slowest growing economy in Europe, reducing the prosperity of the UK and Bristol residents.
4. That new investment in the region is being jeopardised and new job opportunities are being lost.
5. That inflation caused by Brexit-related depreciation of the pound is driving up living costs for the poorest residents a further squeezing of living standards.
6. That Brighton Council and Hammersmith and Fulham Council have already passed motions that back a referendum on the final deal and an option to stay within the European Union.

Full Council resolves to:

1. Ask the Mayor and Party Group leaders to write to Bristol's four MPs and Sajid Javid, Secretary of State for Communities and Local Government, expressing this Council's and this city's strong desire for a referendum on the final terms of a Brexit deal, including the option to maintain full EU membership.
2. Ask the Mayor to write to the Prime Minister asking that she meet with him and other core city leaders to discuss city leaders' concerns about Brexit.
3. Ask the Mayor and party group leaders to meet with West of England Mayor and the region's MPs to discuss how best to mitigate the effects already being felt by Brexit and how Bristol and the region can be kept within the Single Market and Customs Union.
4. Ask the Mayor to write to all Leaders of Local Authorities in the UK urging them to also adopt a policy calling for a referendum on the final terms of Brexit including an option to maintain full EU membership."

**Details of other motions submitted (which, due to time constraints, are very unlikely to be considered at this meeting) are set out below for information:**



### **MOTION 3. SUPPORTING LOCAL SHOPS**

Motion submitted by: Cllr Graham Morris, Conservative, Stockwood ward

“Council has growing concern over the future vibrancy of many of Bristol’s high streets.

Nationally, one study found that we are losing 16 shops per day through closure with an estimated 50,000 jobs lost or expected to go between January and June in this year alone. Some of the latest casualties include such well-known retail chains as Toys-R-Us and Maplin.

This is due to a ‘perfect storm’ of many contributing factors including (i) spiralling rents; (ii) rising business rates; (iii) increased labour costs; (iv) declining foot-fall; and (v) the choice, convenience and competition provided by the internet.

With local authorities more dependent than ever before on retention of business rates to balance their budgets, Council believes it is essential that more is done to support struggling small businesses in secondary or satellite retail areas around the city.

To this end, Council calls on the Mayor to allocate resources from his capital budget to actually invest in these precincts to make them more attractive places to visit. As one designer has put it, these destinations need to become ‘galleries of experience’ to draw people to them.

Consequently, consideration needs to be given to changing the city’s parking strategy/priorities, more free short-term parking provided at these locations, and improved CCTV coverage to increase public safety.

Council requests that a report be prepared for Scrutiny which outlines the existing options available for providing temporary business rate relief on particularly hard-pressed retailers. Finally, following the outcome of such a review, the Mayor is asked to lobby Ministers for root-and-branch reform of the Business Rates system (which is based on rateable values and ignores important factors such as profit and turnover), to bring it up to date with current economic conditions and in order to save UK retailing.”

### **MOTION 4. TRIAL OF RECYCLED PLASTICS FOR BRISTOL ROADS**

Motion submitted by: Cllr Claire Hiscott, Conservative, Horfield ward

“Council notes with great interest the innovative road surfacing experiment currently being trialled in London which utilises recycled plastics.

In 2016, Cumbria County Council became the first authority in the country to use this material on its roads. It was found to be an





affordable, more environmentally friendly alternative repair resource to address their road repair problems. For their project, resurfacing the A7 in Carlisle, the volume of plastic applied was equivalent to 500,000 plastic bottles and more than 800,000 one-use plastic carrier bags.

Council understands that many benefits are derived from these 'plastic roads' which can be constructed entirely out of recycled plastic or as a composite mix with traditional mineral aggregates and asphalt. For example, as well as obviously reducing resort to landfill, it uses a material which is plentiful, cost effective, easy to apply and proven durability.

With the LGA estimating it will cost around £11.8 billion to bring the nation's roads up to standard, any viable cheap alternative must be considered by cash-strapped authorities.

Accordingly, in order to better evaluate these claims, Council calls on the Mayor to commission a detailed report on this subject for scrutiny members, with particular attention given to the Enfield project and special consideration given to conducting our own trial(s) here in Bristol. Any such local study should also seek to identify those component combinations which maximise surface noise reduction.

No doubt, the bad Winter weather took a heavy toll on the city's road network. So, it would seem to be especially timely to try out these plastic formulations as a repair solution at the earliest possible opportunity."

#### **MOTION 5. WIDENING RECOVERY OF POSSESSION OF A DWELLING FOR ANTI-SOCIAL BEHAVIOUR**

Motion submitted by: Cllr Richard Eddy, Conservative, Bishopsworth ward

"Council notes with interest the recent suggestion by the Parliamentary Under-Secretary of State for Crime, Safeguarding & Vulnerability that families of gang members should run the risk of eviction from their rented accommodation.

This followed reports that a trial in north London involving the threat of this power (under the Anti-social Behaviour, Crime & Policing Act 2014) has proven to be a 'particularly effective strategy in changing ... behaviour'.

For decades, there are communities in our city whose lives have been blighted by the blatant criminality and really serious offending of a persistent minority. All too often these individuals seem to act with impunity - beyond the reach of law or civil consequences. This has to stop and new solutions to this problem sought and embraced.



Despite criticism levelled at this sanction, there are practical safeguards in its application. For example, the London scheme is part of an Integrated Gangs Strategy, involving multi-agency intervention, the willingness to engage in the process, a high threshold for repossession and is evidence based.

Accordingly, Council calls on the Mayor to investigate the potential for adopting a similar approach to the worst offenders in our midst - and their kin - who occupy social housing in Bristol. It is Council's belief that this particular jeopardy could have a powerful deterrent effect upon would-be and even hardened criminals."

### **MOTION 6. BRISTOL SAFER DRUG CONSUMPTION ROOM AND HEROIN ASSISTED TREATMENT**

Motion submitted by: Cllr Jude English, Green, Ashley ward

"Full Council notes that:

1. Drug related deaths in Bristol have significantly increased over the past four years, with a record high of 37 individuals registered in 2016 according to the Office of National Statistics. In the latest figures for 2017, 41 people in Bristol have died from suspected drug related deaths, with 10 in October alone - the most ever recorded in a single month.
2. Sharing needles puts people at risk of catching Blood Borne Viruses, most prominently HIV, hepatitis C (HCV) and hepatitis B (HBV). In Bristol 66.4% of injecting drug users have Hepatitis C - well above the national average.
3. There is a widespread problem in Bristol with discarded needles and street drug use – impacting the public and business community.
4. Street drug use and the resulting impacts have major cost implications for policing, public health, businesses and a range of council services.
5. The government's expert advisory group - the Advisory Council on the Misuse of Drugs (ACMD) - has called for both Safer Drug Consumption Rooms (DCR) and Heroin Assisted Treatment (where heroin is prescribed in a clinic). They note that the evidence demonstrates that these interventions reduce death rates, blood borne disease infections and other health problems, hospital stays, emergency call-outs, discarded drug litter, and street drug use. They also improve engagement and retention in treatment for otherwise difficult to reach vulnerable people, and do not lead to increased use.
6. In its response to the ACMD, the Government recognised there is evidence supporting: "the effectiveness of drug consumption



rooms in addressing the problems of public nuisance associated with open drug scenes, and in reducing health risks for drug users.” and that; “It is for local areas in the UK to consider, with those responsible for law enforcement, how best to deliver services to meet their local population needs.”

7. Heroin Assisted Treatment is recommended for people for whom other forms of treatment have not worked, by Public Health England and in the Home Office Modern Crime Reduction Strategy. 44% of acquisitive crime is committed by dependent heroin users, and research from UK trials in Brighton, London and Darlington showed that Heroin Assisted Treatment can reduce acquisitive crime to pay for drug use by two-thirds. It can also cause a substantial fall in overall crime, and lead to a reduction in street dealing, and street sex work. It also reduces the profits organised criminals accrue from the heroin trade.
8. The ACMD and numerous cost-benefit analyses have concluded that both Safer Drug Consumption Rooms and Heroin Assisted Treatment are cost effective. A business case carried out by the NHS in Glasgow in 2017 concluded a proposed facility there, combining both, would lead to millions of pounds worth of savings.
9. A range of public service budgets stand to benefit from the positive impacts of Safer Drug Consumption Rooms and Heroin Assisted Treatment - including policing, ambulance services, the wider NHS, council waste services etc. Long term funding for the proposed Glasgow facilities will be drawn proportionately from all these areas to ensure that all contribute and benefit fairly.

Full Council believes that:

1. Many of the most vulnerable people in Bristol are dying, while measures that have been shown to save both lives and money, and are recommended by the Government’s expert advisers, have not been fully considered.
2. The evidence shows that Safer Drug Consumption Rooms and Heroin Assisted Treatment deliver significant health, social and economic benefits, not just to people who use drugs, but to the wider public and businesses. Implementing these measures has also been shown to deliver savings across health, crime and policing, business, parks and street cleaning, and other areas, that are substantially higher than the running costs. Therefore, on social and economic grounds, an assessment should be conducted as to the feasibility of delivering these measures in Bristol.

Full Council resolves to ask the Mayor:

1. To publicly endorse the work of the Substance Misuse Team in carrying out a feasibility study in house to assess whether Heroin



Assisted Treatment and/or a Safer Drug Consumption Room would have net benefits for Bristol as supported by Safer Bristol Executive at their meeting in January.

2. To ensure that this study draws on existing research to assess the likely impacts on: drug related deaths, street drug use, discarded drug litter, anti-social behaviour, health, crime etc. It should also indicate which budgets, both within the council and beyond, would make cost-savings - e.g. policing, emergency services, hospital admissions etc. This is to identify stakeholders who could be asked to contribute financially, to ensure fair, long term funding that benefits all those involved.
3. Most importantly, to commit to fully implementing the findings and recommendations of the feasibility study so that the people of Bristol benefit as soon as possible – especially our most vulnerable citizens.”

### **MOTION 7. SUPPORT FOR THE HUMAN RIGHTS ACT**

Motion submitted by: Cllr Stephen Clarke, Green, Southville ward

“Full Council notes:

- The positive impact that the Human Rights Act has had on the protection of the rights of individuals in the UK.
- The valuable guidance the Act provides for public authorities in ensuring policies are developed in line with international human rights standards.

Full Council believes:

- The UK should be proud of respecting the human rights of its citizens and should not be considering diluting their statutory protections at this time of increased threat to civil liberties.

Full Council resolves to call on the Mayor:

- To lobby the Government to retain the Act, the protections within it, and the UK's international obligations under the European Convention on Human Rights.

To request that the leader of the opposition publically voices support for the retention of the Human Rights Act in future negotiations or statements on Brexit.”

### **MOTION 8. ACTION ON RESIDENTS PARKING**

Motion submitted by: Cllr Fi Hance, Green, Redland ward

“Full Council notes:



1. That significant parking problems and associated dangers to the community are being experienced in numerous areas across the city, particularly those adjoining existing Resident Parking schemes.
2. Many local people have attended public meetings to voice their concerns and several resident led action groups have been set up to examine problems and potential solutions.
3. No support is available from the Highways department who are fully engaged in reviewing existing RPS schemes and reviewing 20mph for the foreseeable future.

Full Council believes that:

1. When residents ask for help from the council in this way they should be listened to, otherwise they will perceive any attempt at engagement as being meaningless.
2. Officers should be made available for community engagement before the current situation results in a serious accident resulting from poor parking management.
3. Residents cannot be expected to develop positive solutions without the expertise of experienced highways officers.

Full Council resolves to call on the Cabinet Member for Transport to:

1. Acknowledge the dangers that local communities are highlighting to their ward councillors which result from inadequate parking regulation.
2. Allocate resource to communicating and providing appropriate advice to affected communities in the city.
3. Explain to the local residents what is happening.
4. Refer the process for RPS extensions to the appropriate scrutiny function for review.”

## **MOTION 9. EXPANSION OF BRISTOL INTERNATIONAL AIRPORT AND CLIMATE CHANGE**

Motion submitted by: Cllr Carla Denyer, Green, Clifton Down ward

“Full Council notes:

1. The stage 2 consultation by Bristol Airport regarding a new Master Plan and Charter for Future Growth (which could cover the period up to the mid-2040s); and the further consultation which will be launched this winter.
2. That these proposals include a more-than-doubling of passenger numbers from the current figure of 8 million to 12 million in the next few years and then 20 million.
3. That the proposals include an aspiration to be carbon neutral by



2030 (printed next to a photograph of an aircraft engine, implying that emissions from flights would be included).<sup>1</sup>

4. That upon investigation it was found that the Airport currently lacks any plan for how to achieve carbon neutrality, and has no intention to include emissions from flights in its target.<sup>2</sup>
5. That air travel remains the most climate-damaging form of travel, and significant expansion of air travel will therefore have a significant climate impact.
6. That such an increase will lead to an enormous increase in the number of journeys to get to the airport to meet the increased usage – a fact which in itself will lead to significant issues around congestion, pollution and infrastructure.
7. The commitment – in Bristol – to be carbon-neutral by 2050, and the Climate Change Act which requires an 80% cut in emissions across the UK.
8. The Joint Spatial Plan – which includes North Somerset and the geographical area covered by the airport– contains an explicit commitment to making a 50% cut in emissions by 2036.
9. The widespread concern that the expansion of Heathrow Airport which was supported by MPs on 25th June will make it even harder to meet the UK’s commitments under the Climate Change act.<sup>3</sup>
10. That airport expansion, whether in Bristol or Heathrow, locks the UK into emissions increases.
11. That 47% of the UK population has flown in the last year, and this figure has been stable over the last 15 years. Most (31%) only make one or two trips per year. This means that 10% of the population makes about 60% of all flights, and these people are mainly from the highest income groups.<sup>4</sup>

**Full Council believes that:**

1. Airport expansion disproportionately benefits high income households while negatively affecting all households through climate change, air pollution and noise pollution.
2. The airport must conform to the commitment contained in the Joint Spatial Plan, and such a commitment must include emissions from the aircraft using it.

**Full Council resolves to call on the Mayor to:**

1. Pass on these views to the airport, North Somerset Council, the West of England Combined Authority, the Joint Committee; and
2. Respond directly to the consultations making the points above.”

**Notes:**

1. See page 19 of <https://static1.squarespace.com/static/59b6667ab7411c6d0214b1f3/t/5af5823e03ce6466ca11df4d/1526039116734/Stage+2+booklet+ELECTRONIC+FINAL.PDF>



2. See Appendix for copy of correspondence between Councillor Carla Denyer and the Bristol Airport Consultation Team.
3. The Committee on Climate Change found that the UK target of reducing emissions by 80 per cent below 1990 levels could be achieved only if emissions from the UK aviation industry do not exceed 37.5 million tons – the level seen in 2005. And yet, a report released by the Department for Transport has already revealed that aviation emissions will hit 43 million tons by 2030 if the Heathrow expansion goes ahead.  
<https://www.independent.co.uk/infact/heathrow-airport-expansion-vote-third-runway-climate-change-chris-grayling-a8415881.html>
4. Calculated by David Banister based on the [National Travel Survey data](#) and the Civil Aviation Authority's [Air Passenger Surveys](#):  
<https://theconversation.com/heathrows-third-runway-is-expensive-polluting-and-unequal-why-the-poor-will-lose-out-98781>

#### **Appendix - copy of correspondence between Councillor Carla Denyer and the Bristol Airport Consultation Team**

Dear Cllr Denyer,

Carbon neutrality is a stretching target but one we believe can be achieved in the timescale we have set out. However, I should stress that emissions from flights are out of scope but will be addressed separately through an international agreement on a new global market-based measure to offset CO2 emissions.

We will be publishing a Sustainable Growth Strategy, encompassing an updated approach to carbon management, alongside our Draft Master Plan this winter. We would welcome your feedback on all aspects of the Sustainable Growth Strategy as part of consultation on the Draft Master Plan.

Thank you for flagging up the glitch with the auto response, which seems to have reverted to a previous version. We have now rectified this error.

Kind regards,

[name redacted]

**From:** Councillor Carla Denyer

**Sent:** 25 June 2018 14:14

**To:** [name and email address redacted]

**Cc:** Bristol Airport's Consultation Team <[Future@bristolairport.com](mailto:Future@bristolairport.com)>

**Subject:** RE: Bristol Airport carbon neutral 2030 plan



Dear [name redacted]

I am surprised that you think you can completely decarbonise in 12 years without yet having a road map for it, while expanding the airport.

Please can you point me at where I can find the existing carbon management plan?

By the way, are you aware of what it says in the autoreply from the [future@bristolairport.com](mailto:future@bristolairport.com) email address? See attached. Even though it is the email address published on the consultation pages for the current consultation, the autoreply tells the recipient that the consultation is closed. I think it needs updating.

Best wishes,

Carla Denyer  
Councillor for Clifton Down  
[cllr.carla.denyer@bristol.gov.uk](mailto:cllr.carla.denyer@bristol.gov.uk)  
07469 413306

*Please click [here](#) for a copy of my privacy notice that sets out how the data you have sent me will be processed and stored.*

**From:** [name and email address redacted]  
**Sent:** 25 June 2018 13:30  
**To:** Councillor Carla Denyer  
**Cc:** Bristol Airport's Consultation Team  
**Subject:** RE: Bristol Airport carbon neutral 2030 plan

Dear Cllr Denyer,

Thank you for taking the time to contact us.

The airport does have a carbon management plan, as required as part of the ACI Carbon Accreditation process which we are actively involved in (we are seeking approval for Stage 2: Reduction certification imminently).

Our ambition to be carbon neutral by 2030 is a medium term goal and as such we will be providing an updated carbon management plan in due course detailing a road map to reach this status by 2030.

I do hope this adequately answers your query and please don't hesitate to contact me if I can be of any further assistance.

Thanks

[name redacted]

**From:** Councillor Carla Denyer [<mailto:Cllr.carla.denyer@bristol.gov.uk>]  
**Sent:** 25 June 2018 12:01





**To:** Bristol Airport's Consultation Team  
**Subject:** Bristol Airport carbon neutral 2030 plan  
**Importance:** High

Dear Bristol Airport consultation team,

I am reading through your consultation and am very interested by your ambition to be carbon neutral by 2030.

Given how soon that is, I assume you have a detailed plan already in place for how to achieve it. However, I have had a look on your website, plus on <http://www.airportcarbonaccreditation.org> and <http://www.airportco2.org>, and cannot find any details. Please could you direct me to where I can find such a plan?

As the consultation closes soon, I would be grateful if you could get back to me in the next day or two.

Many thanks,

Carla Denyer  
Councillor for Clifton Down  
[cllr.carla.denyer@bristol.gov.uk](mailto:cllr.carla.denyer@bristol.gov.uk)  
07469 413306

*Please click [here](#) for a copy of my privacy notice that sets out how the data you have sent me will be processed and stored.*

#### **MOTION 10. CERTAINTY FOR UNIVERSAL CREDIT CLAIMANTS**

Motion submitted by: Cllr Eleanor Combley, Green, Bishopston & Ashley Down ward

“Full Council notes that:

Households that move onto receiving Universal Credit will have a minimum 6 week delay (though many have reported more) before receiving any income after claiming, meaning that many people are likely to fall into rent arrears, fuel and food poverty.<sup>1</sup>

Some landlords around the country have sent pre-emptive eviction notices to their tenants, telling them that if they fall into rent arrears because of the slowness of the universal credit system, they will be evicted.<sup>2</sup>

This means that tenants who may be moved onto universal credit are living in fear of losing their homes, even though their rent will eventually be paid.

The Full Service for Universal Credit is being introduced for all working



age households making a new claim for benefit:

- in Bedminster, Bishopsworth and Temple Street Job Centre Plus areas from June 2018
- in Horfield and Shirehampton Job Centre Plus areas from September 2018
- in Kingswood Jobcentre Plus area from October 2018

Full Council believes that:

No-one should be losing their home through no fault of their own, because of the slowness or inefficiency of state systems.

If landlords are prepared to come out now and say that they won't evict anyone because of rent arrears caused by universal credit, that stress can be removed in an instant.

*Full Council calls on the Mayor* to make a pre-emptive commitment not to evict council tenants who fall into rent arrears when they are moved onto Universal Credit.

*Further we call on all landlords* in Bristol to follow the Council's example and make a similar commitment to their tenants, so that no tenant in Bristol needs to fear eviction because of a move onto Universal Credit."

References:

1. <https://www.theguardian.com/society/2017/oct/26/universal-credit-six-week-wait-key-obstacle-to-its-success-mps-say>
2. <https://www.theguardian.com/society/2017/nov/15/landlord-threatens-mass-evictions-ahead-of-universal-credit-rollout>

## **MOTION 11. REMEMBERING SREBRENICA**

Motion submitted by: Cllr Afzal Shah, Labour, Easton ward

"Full Council:

- Notes that 2018 is the twenty-third anniversary of the Srebrenica genocide in Bosnia and Herzegovina, which saw over 8,000 Muslim men and boys killed by Serbian nationalist forces.
- Notes that in 2009 the European Parliament passed a resolution that 11 July should be recognised as the day of commemoration of the Srebrenica genocide all over the EU; and in 2015 urged the development of educational and cultural programmes that promote an understanding of the causes of such atrocities and raise awareness about the need to nurture peace and to promote human rights and interreligious tolerance. All UK political parties have supported the work of Remembering Srebrenica in this regard.



- Applauds the work of those involved in the pursuit of justice for the victims and their surviving relatives, including the International Commission of Missing People (ICMP) and the Mothers of Srebrenica, whose courage and humility in the face of unthinkable horror is an inspiration to us all.
- Commends the work of the charity, Remembering Srebrenica, in raising awareness of this tragic and preventable genocide and working in communities across Britain to help them learn the lessons of Srebrenica.

The Council resolves to:

- Offer support to Remembering Srebrenica delegates from Bristol who visited Bosnia on the ‘Lessons from Srebrenica’ education programme and have been working tirelessly in the community to raise awareness of the genocide and learn the lessons of Srebrenica.
- Support Srebrenica memorial events in July each year throughout Bristol as part of the UK-wide Remembering Srebrenica Memorial Week.
- Support the work of Remembering Srebrenica in communities across Bristol to learn the lessons from Srebrenica to tackle hatred and intolerance to help build a better, safer and more cohesive society for everyone.
- Support the work of schools and education providers to bring the lessons of Srebrenica to young people across Bristol.”

## **MOTION 12. VAGRANCY**

Motion submitted by: Cllr Anthony Negus, Liberal Democrat, Cotham ward

### **“Context**

The Vagrancy Act 1824 criminalises begging and rough sleeping. Whilst it has largely fallen out of use, several councils across the country, including Bristol City Council, still use it as a means of punishing the most vulnerable in society.

According to a freedom of information response, between 2016 and 2017, eight people were arrested under the Vagrancy Act. We also know from press reports, that arrests have continued in the last year.

Usage of the Act has been condemned by academics at the University of Bristol, who describe it as “shambolic” and “ridiculous”.

Homeless charities have condemned its use nationally, and are backing our campaign in this place and in Parliament to repeal the Vagrancy Act and ensure rough sleeping is not a criminal offence.



With Bristol City Council beginning its consultation on their approach to rough sleeping, now seems an especially the right time to end this practice for good.

**Our proposal**

Bristol City Council should stop charging people under the Vagrancy Act 1824.

Bristol City Council should work with Avon and Somerset Constabulary to end the practice of arresting rough sleepers under the Vagrancy Act 1824

Bristol City Council should recommend to the MPs of Bristol North West, Bristol West, Bristol East, and Bristol South to support the Vagrancy (Repeal) Bill 2017-19 at its second reading on November 23<sup>rd</sup>.

The Mayor should make representations to the Secretary of State for Housing, Communities and Local Government and Secretary of State for Justice in order to advocate for repealing the Vagrancy Act 1824.

We call upon all Bristol City councillors to support this approach to ending this unfairness and injustice.”

---

Signed



Proper Officer  
Friday, 6 July 2018



## **FULL COUNCIL MEETINGS – PUBLIC GALLERY**

**Please note:**

**Under our security arrangements, all members of the public (and bags) will be searched. This applies to all members of the public attending the meeting in the interests of helping to ensure a safe meeting environment for all attending.**

**Visitors' bags are liable to be searched prior to entry, and entry is conditional upon visitors consenting to be searched. Searches are carried out to ensure that no items which may interrupt proceedings are brought into the building. This includes weapons, loud hailers, banners, and placards. Small notices may be acceptable if they are not obstructive or offensive (no more than A4 size).**

**All large bags are to be left at reception.**

**Visitors refusing to allow a search may be refused entry.**

**The public gallery in the Council Chamber is available for members of the public to observe the Full Council meeting.**

**The Lord Mayor has determined:**

- **Attendees should please be quiet and not interrupt proceedings.**
- **All loud hailers, banners, and placards must be left at the main entrance and will not be permitted to be brought into the building.**
- **The Council reserves the right to remove any person who disrupts the proceedings. In appropriate circumstances, the police may be called.**

**Thank you for your co-operation.**

## Bristol City Council Minutes of the Annual meeting of Full Council

22 May 2018 at 2.00 pm



### Present:

Incoming Lord Mayor – Cleo Lake  
Outgoing Lord Mayor – Lesley Alexander  
Mayor of Bristol – Marvin Rees

**Councillors:** Peter Abraham, Donald Alexander, Nicola Bowden-Jones, Harriet Bradley, Mark Bradshaw, Charlie Bolton, Tom Brook, Fabian Breckels, Craig Cheney, Barry Clark, Jos Clark, Stephen Clarke, Harriet Clough, Chris Davies, Mike Davies, Carla Denyer, Kye Dudd, Richard Eddy, Jude English, Martin Fodor, Helen Godwin, Paul Goggin, Geoff Gollop, John Goulandris, Fi Hance, Margaret Hickman, Claire Hiscott, Helen Holland, Gary Hopkins, Chris Jackson, Hibaq Jama, Carole Johnson, Steve Jones, Anna Keen, Tim Kent, Sultan Khan, Gill Kirk, Mike Langley, Jeff Lovell, Brenda Massey, Olly Mead, Matt Melias, Graham Morris, Anthony Negus, Paula O'Rourke, Steve Pearce, Celia Phipps, Ruth Pickersgill, Kevin Quartley, Liz Radford, Jo Sergeant, Afzal Shah, Clive Stevens, Mhairi Threlfall, Estella Tincknell, Jon Wellington, Mark Weston, Lucy Whittle, Chris Windows and Mark Wright

**Aldermen/women:** M Bailey, R Griffey, J McLaren, A Massey, W Payne, B Price, R Walker, CJN Williams

### 1. Welcome and safety information

The Lord Mayor welcomed all attendees to the meeting and made a safety announcement in relation to the fire/emergency evacuation procedure.

### 2. Apologies for absence

Apologies for absence were received from Councillors Beech, Carey, Combley, Craig and Thomas.



### 3. Election of Lord Mayor 2018-19

Councillor O'Rourke moved that Councillor Cleo Lake be elected as Lord Mayor for the 2018-19 municipal year.

Councillor Denyer seconded the motion.

Upon being put to the vote, it was

**RESOLVED:**

**That Councillor Cleo Lake be elected as Lord Mayor of the City and County of Bristol for the 2018-19 municipal year.**

Councillor Cleo Lake then signed the declaration of acceptance of the office of Lord Mayor of the City and County of Bristol.

The Lord Mayor then made her inaugural speech to Full Council.

At 2.30 pm, the Full Council observed a minute's silence in remembrance of those that lost their lives and the many others affected by the terrorist attack in Manchester a year ago.

**Vote of thanks to the retiring Lord Mayor, retiring Lord Mayor's consort, retiring Deputy Lord Mayor and retiring Deputy Lady Mayoress:**

On the motion of Councillor Abraham, seconded by Councillor Bowden-Jones, and upon being put to the vote, it was

**RESOLVED:**

**That a vote of thanks be approved by the Full Council to the retiring Lord Mayor, retiring Lord Mayor's Consort, retiring Deputy Lord Mayor and retiring Deputy Lady Mayoress in recognition of their work and duties carried out during the last municipal year.**

Councillor Lesley Alexander, as retiring Lord Mayor, then addressed the Full Council.

### 4. Election of Deputy Lord Mayor 2018-19

Councillor Morris moved that Councillor Lesley Alexander be elected as Deputy Lord Mayor for the 2018-19 municipal year.

Councillor Chris Davies seconded the motion.



Upon being put to the vote, it was

**RESOLVED:**

**That Councillor Lesley Alexander be elected as Deputy Lord Mayor of the City and County of Bristol for the 2018-19 municipal year.**

Councillor Alexander then signed the declaration of acceptance of the office of Deputy Lord Mayor of the City and County of Bristol.

The Full Council then adjourned for refreshments, and reconvened at 3.35 p.m.

**5. Minutes of previous meetings - to be confirmed as a correct record**

**a. Minutes – Full Council – 20 March 2018**

On the motion of the Lord Mayor, seconded by Councillor Abraham, it was

**RESOLVED:**

**That the minutes of the meeting of the Full Council meeting held on 20 March 2018 be confirmed as a correct record and signed by the Lord Mayor.**

**b. Minutes – Extraordinary Full Council – 10 April 2018**

On the motion of the Lord Mayor, seconded by Councillor Denyer, it was

**RESOLVED:**

**That the minutes of the meeting of the Extraordinary Full Council meeting held on 10 April 2018 be confirmed as a correct record and signed by the Lord Mayor.**

**6. Declarations of interest**

None.

**7. Lord Mayor's business / announcements**

**Alderman Bernard Chalmers**

The Lord Mayor informed Full Council of the recent death of former Avon County and Bristol City councillor, Alderman Bernard Chalmers.

Councillor Holland then addressed the Full Council, paying tribute in remembrance of Alderman Chalmers.





The Full Council then observed a minute's silence in memory of Alderman Chalmers.

### **Alison Comley, Executive Director - Communities**

On behalf of the Full Council, the Lord Mayor thanked Alison Comley (who would shortly be leaving the Council) for her services for the Council and the city, and extended best wishes to her for the future.

## **8. Written public statements**

The Full Council received and noted the following written public statements:

- Statement 10.1 – Paul McIntosh re: agenda item 10 – Constitution changes
- Statement 13.1 – Oliver Fortune re: agenda item 13 – Dates and times of Full Council meetings 2018-19

## **9. Update report from Bristol Women's Commission**

The Full Council received an update report from Bristol Women's Commission.

At the invitation of the Lord Mayor, Penny Gane, Chair of Bristol Women's Commission presented the report.

Following debate, it was:

### **RESOLVED:**

**That the update report from Bristol Women's Commission be noted.**

## **10. Constitution changes**

The Full Council considered a report seeking approval of a range of proposed constitution changes.

### **VOTE 1: Suspension of Council Procedure Rule (CPR) 21.1**

The Lord Mayor moved the suspension of CPR 21.1

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

It was then

### **RESOLVED:**

**That CPR 21.1 be suspended.**



The Lord Mayor advised Full Council that following discussions involving the Mayor, party group leaders and whips, it had been agreed (as indicated in the report) that a series of debates/votes would take place at this meeting on certain aspects of the proposals. These were then considered and voted on as follows:

**VOTE 2: Vote on proposal to raise the signature threshold for petitions qualifying for a Full Council debate**

The Lord Mayor moved this proposal, for the purposes of enabling a debate to take place.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

Following debate, the vote on this proposal was **LOST** (no members voting in favour, 59 voting against, with 1 abstention).

**VOTE 3: Vote on proposal to introduce a new selection process for the Lord Mayor, to apply from 2019-20**

The Lord Mayor moved this proposal, for the purposes of enabling a debate to take place.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

Following debate, the vote on this proposal was **LOST** (27 members voting in favour, 28 voting against, with 2 abstentions).

**VOTE 4: Vote on proposal for “Golden” (first priority) motions to be allocated to reflect the political proportionality of the Full Council membership**

The Lord Mayor moved this proposal, for the purposes of enabling a debate to take place.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

Following debate, the vote on this proposal was **CARRIED** (32 members voting in favour, 27 voting against, with 1 abstention).

**VOTE 5: Vote on proposal for the allocation of the Chairs of scrutiny and other committees to reflect the political proportionality of the Full Council membership, on the basis that the Chairs of scrutiny commissions should not be members of the same political group as the Mayor.**

The Lord Mayor moved this proposal, for the purposes of enabling a debate to take place.



Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

Following debate, the vote on this proposal was **CARRIED** (32 members voting in favour, 28 voting against, with no abstentions).

**VOTE 6: Vote on proposal from the Human Resources Committee that the name of the committee be changed to “Employment and Remuneration Committee” and that the Selection Committee be incorporated within an Employment and Remuneration Committee**

The Lord Mayor moved this proposal, for the purposes of enabling a debate to take place.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

Following debate, the vote on this proposal was **LOST** (28 members voting in favour, 31 voting against, with no abstentions).

**VOTE 7.1: Vote on proposal (page 277 of agenda pack – APR 14.1) on the Mayor’s Forward Plan notice being adjusted to cover a period of “up to 4 months”**

The Lord Mayor moved this proposal, for the purposes of enabling a debate to take place.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

Following debate, the vote on this proposal was **CARRIED** (32 members voting in favour, 28 voting against, with no abstentions).

**VOTE 7.2: Vote on proposal (page 286 of agenda pack – PBR 2) on changes to the previous deadlines for the Mayor publishing budget proposals**

The Lord Mayor moved this proposal, for the purposes of enabling a debate to take place.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

Following debate, the vote on this proposal was **CARRIED** (32 members voting in favour, 28 voting against, with no abstentions).

**VOTE 7.3: Vote on all other constitution changes**

The Lord Mayor moved this proposal.



Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

The vote on all other constitution changes was **CARRIED** (54 members voting in favour, 2 voting against, with 4 abstentions).

## **11. Establishment of committees 2018-19**

The Full Council considered a report on the establishment of committees for 2018-19.

The Lord Mayor moved the report and the recommendations contained therein.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

It was then:

### **RESOLVED:**

#### **1. That the following committees be established:**

##### **a. Overview and Scrutiny bodies:**

- Overview and Scrutiny Management Board
- Adult, Children and Education Scrutiny Commission
- Growth and Regeneration Scrutiny Commission
- Communities Scrutiny Commission
- Resources Scrutiny Commission

##### **Joint scrutiny bodies:**

- Joint Health Scrutiny Committee
- Joint Health Overview and Scrutiny Committee for the purpose of jointly scrutinising the Bristol, North Somerset and South Gloucestershire Sustainability and Transformation Plans (STP)
- West of England Combined Authority Overview and Scrutiny Committee ("The WECA Overview and Scrutiny Committee")
- Joint Overview and Scrutiny Arrangement comprising of the Constituent Councils of the West of England Combined Authority, the Mayor and North Somerset Council ("The Joint Overview and Scrutiny Arrangement")

##### **b. Regulatory committees:**

- Development Control Committee A
- Development Control Committee B
- Public Safety and Protection Committee
- Public Rights of Way and Greens Committee



**c. Appeals Committee**

**d. Other (non-executive) committees:**

- Audit Committee
- Human Resources Committee
- Selection Committee
- Health and Safety Committee

**e. Performance Management Panel**

**f. Statutory committees:**

- The position in relation to the Licensing Committee and the Health and Wellbeing Board was noted.

**2. That the terms of reference of committees as set out in the revised constitution (i.e. as approved earlier at this meeting) be approved.**

**12. Allocation of committee seats and appointment of members to serve on committees  
2018-19**

The Full Council considered a report seeking approval of the allocation of seats on committees in accordance with the statutory requirements concerning political balance.

The Lord Mayor moved the report and the recommendations contained therein.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

It was then:

**RESOLVED:**

**1. That approval be given to the allocation of committee seats as set in the report.**

**2. That 15 members be appointed to the Licensing Committee as follows:**

**Cllr Abraham  
Cllr B Clark  
Cllr Clough  
Cllr Combley  
Cllr C Davies  
Cllr Eddy  
Cllr Hance  
Cllr Jama  
Cllr Khan  
Cllr Langley**



Cllr Massey  
Cllr O'Rourke  
Cllr Pearce  
Cllr Whittle  
Cllr Windows

**3. That all members of Council be appointed to serve on an Appeals Committee comprising of any 3 members of Council, subject to them having first received the necessary training and not having been involved in the original decision which is the subject of an appeal.**

**4. That the Council be represented (as per paragraph 16 of the report ) on the following joint scrutiny bodies:**

- Joint Health Scrutiny Committee
- Joint Health Overview and Scrutiny Committee for the purpose of jointly scrutinising the Bristol, North Somerset and South Gloucestershire Sustainability and Transformation Plans
- West of England Combined Authority Overview and Scrutiny Committee
- Joint Overview and Scrutiny Arrangement comprising of the Constituent Councils of the West of England Combined Authority, the Mayor and North Somerset Council ("The Joint Overview and Scrutiny Arrangement").

**5. That the position in relation to the membership of the Performance Management Panel as per paragraph 17 of the report be noted.**

**6. That the position in relation to the membership of the Health and Wellbeing Board as per paragraph 18 of the report be noted.**

**7. That named members will be provided for the committee memberships by the party group whips (to be sent to the Monitoring Officer). If named substitutes are not also provided, then any councillor of the relevant group may attend a meeting as a substitute, other than in the case of:**

- a Development Control Committee, where the substitute must be a member of another Development Control Committee (and be appropriately trained).
- any scrutiny commission, where the substitute may not be a member of the executive.

### **13. Dates and times of Full Council meetings 2018-19**

The Full Council considered a report on the dates and times of Full Council meetings for 2018-19.

The Lord Mayor moved the report and the recommendation contained therein.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

It was then:



**RESOLVED:**

**That the dates of Full Council meetings for 2018-19 be agreed, as set out in the report and as follows:**

- 6.00 pm, Tuesday 17 July 2018
- 6.00 pm, Tuesday 11 September 2018
- 6.00 pm, Tuesday 13 November 2018
- 2.00 pm, Tuesday 11 December 2018
- 2.00 pm, Tuesday 15 January 2019
- 2.00 pm, Tuesday 19 February 2019 (budget Council meeting)
- 12.00 noon, Tuesday 5 March 2019 (reserve, additional budget meeting, if required)
- 6.00 pm, Tuesday 19 March 2019
- 2.00 pm Tuesday 21 May 2019 (date for 2019-20 annual Council meeting).

**14. Code of Corporate Governance**

The Full Council considered a report on the updated Code of Corporate Governance.

The Lord Mayor moved the report and the recommendation contained therein.

Cllr Lesley Alexander, Deputy Lord Mayor, seconded the motion.

It was then:

**RESOLVED:**

**That the updated Code of Corporate Governance be noted.**

**15. Pay Policy Statement 2018-19**

The Full Council considered a report on an amended Pay Policy Statement for 2018-19.

Councillor Sergeant moved the report and the recommendation contained therein.

Cllr O'Rourke seconded the motion.

Following debate, it was

**RESOLVED:**

**That the amended Pay Policy Statement for 2018-19 be approved.**

Meeting ended at 5.30 pm

**CHAIR** \_\_\_\_\_







# Full Council

17 July 2018



**Report of:** Ann James, Acting Director Children and Families Services

**Title:** Corporate Parenting Strategy

**Ward:** Citywide

**Member Presenting Report:** Cllr Helen Godwin

## Recommendation

That Council

1. Approve the priorities and actions set out in the Corporate Parenting Strategy 2018 (Appendix A)
2. Note the progress, summarised in this report, on the delivery of Bristol's Corporate Parenting Strategy 2015
3. Note the refreshed Pledge (Appendix B)

## Summary

The Corporate Parenting Strategy sets out how the local authority and partners will meet their statutory duties and improve outcomes for children in care and care leavers. The Pledge to Children in Care and Care Leavers sets out what children and young people can expect from Bristol.



---

## Policy

1. The Corporate Parenting Strategy is supported by the Council's overarching Corporate Strategy 2018-23, in particular, the 'Wellbeing' and 'Empowering and Caring' themes and the key commitment to be 'great corporate parents and safeguard children and vulnerable adults, protecting them from exploitation or harm'.
2. The Pledge to Children in Care and Care Leavers is for children and young people and sets out what they can expect from Bristol City Council and partners.

## Consultation

### Internal & External

3. The Strategy has been subject to wide ranging consultation with members, partner agencies, third sector partners, children and young people and council officers.

See Appendix C for more information.

## Context

4. In November 2015 Bristol launched the current Corporate Parenting Strategy and Pledge to Children in Care and Care Leavers. The Strategy is designed for Bristol City Council and our partners and the Pledge for children and young people.
  - 4.1. The Corporate Parenting Strategy was developed as part of the Council's response to the 2014 Ofsted Inspection of Bristol's services for children in need of help and protection; children looked after and care leavers. It set out our vision as an effective, caring and ambitious corporate parent with 9 objectives and 19 actions outlining how we aimed to improve outcomes for children in care and leavers. Governance arrangements were established with Bristol's Corporate Parenting Panel and Strategic Boards to monitor and support delivery against the 9 strategic objectives.
  - 4.2. Progress against the objectives set out in the Corporate Parenting Strategy 2015 is captured on pages 20-23 of the new strategy (Appendix A). It evidences improved outcomes such as the reduction in the number and rate of children in care as more children are supported to remain safely in the care of their parents. For care leavers, outcomes have improved across a range of indicators that had previously been judged inadequate. For care leavers, a service remodelling has delivered reduced caseloads for leaving care personal advisers enabling improved levels of contact, suitable accommodation and education, employment and training. Participation has improved and the voice of young people strengthened by employing care leaver ambassadors and by working in partnership with Barnardo's to develop a care leaver participation group.
  - 4.3. For children in care, long term placement stability has improved, as has the percentage of children placed in foster care compared to other placement types. Between 2015 and 2017 Bristol performed above the national average and that of most core cities and statistical neighbours. It is upon these strong foundations that the new Corporate Parenting Strategy and Pledge to Children in Care and Care Leavers is launched. It sets out how we will build upon our strengths as well as focussing on areas for development.

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4.4. Areas for continued development include health assessments for children in care and education outcomes at Key Stage 4, where our performance has yet to evidence sufficient improvement.

4.5. There are three reasons to refresh the Strategy now:

4.5.1. Two years has passed since the launch of the last Strategy and Pledge. It is important that we hear from and respond to the views of our current group of children in care and care leavers. We hear from children and young people in a number of ways, with over 90% involved in developing their care and pathway plans and taking part in their review. We also hear from young people through the Children in Care Council, Care Leavers United Bristol group and at other events. To fully inform this new Strategy and Pledge we also undertook a survey and took part in face to face consultation events in order to gather young people's views and priorities for this Strategy and Pledge.

4.5.2. Whilst there has been significant improvement in some areas, in others challenges remain. The development of the new Strategy and Pledge has re-engaged council and city partners to build on our strengths, to be ambitious and to do more to make a difference for children in care, care leavers and foster carers.

4.5.3. The Children and Social Work Act 2017 has enshrined in law seven Corporate Parenting Principles. It has also required local authorities to publish an offer to care leavers by September 2018 and deliver leaving care support up to the age of 25 for all those who want it.

## 5. Pledge to Children in Care and Care Leavers

5.1. The Pledge sets out the promises we make to children in care and care leavers to demonstrate how Bristol will deliver on its Corporate Parenting Strategy. Using feedback from consultation events and key messages from the Pledge survey 2017, Bristol has refreshed its Pledge to Children in Care and Care Leavers, with young people leading the design work for both the Strategy and Pledge (Appendix B).

5.2. The Local Offer to Care Leavers is required by the Children and Social Work Act 2017 and must be published by September 2018. We are consulting with young people on the detail of the new Local Offer whilst information about entitlements and our current offer remains available on the [RVoice](#) website.

5.3. The Pledge has been designed as a poster and is also available on the RVoice website for young people. The Local Offer to Care Leavers will also be published in hard copy as well as on-line and will be presented to Corporate Parenting Panel in September 2018. The website will host a range of further information about entitlements and local initiatives for children in care and care leavers.

## 6. Proposal

6.1. That Council approve the Corporate Parenting Strategy 2018 and note the progress made on priorities set out in the previous Strategy.

- 
- 6.2. That Council note the Pledge to Children in Care and Care Leavers and consider how they can fulfil their corporate parenting responsibilities and champion children in care and care leavers.

### **Other Options Considered**

7. Not Applicable.

### **Risk Assessment**

8. Bristol must set out how it plans to meet its statutory duties as a Corporate Parent, no alternative options were therefore considered.

### **Public Sector Equality Duties**

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
    - tackle prejudice; and
    - promote understanding.
- 8b) An equalities impact assessment has been undertaken and actions to address the identified issues relating to each protected characteristic have been identified above. See Appendix C

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## **Legal and Resource Implications**

### **Legal**

The Children and Social Work Act 2017 (the Act) is intended to improve support for looked after children and care leavers, promote the welfare and safeguarding of children, and make provisions about the regulation of social workers. The Act sets out corporate parenting principles for the council as a whole to be the best parent it can be to children in its care. The Act requires local authorities to publish their support offer to care leavers and to promote the educational attainment of children who have been adopted or placed in other long term arrangements.

Thee Corporate Parenting Strategy 2018 is in line with the Act and reflects changes to national policy.

**Legal advice provided by Legal Team Leader: Oliver Moore – Senior Childcare Solicitor**

### **Financial**

#### **Revenue & Capital**

This reports sets out ways in which available resources could be used better to enhance the role of the Corporate Parent for Looked After Children and Care Leavers. Commissioning services over the next few years of this plan will be exceptionally challenging, given the continued downward pressure on public finances. Nevertheless, Bristol City Council and partners are collectively committing to maintain strong and effective provision, and improve outcomes for the most vulnerable children in the city, while at the same time managing the effect of reducing public finances.

**Financial advice provided by David Tully, Interim Finance Business Partner**

### **Land**

Not Applicable

### **Personnel**

Not Applicable

### **Appendices:**

**APPENDIX A** – Corporate Parenting Strategy

**APPENDIX B** – Pledge to Children in Care and Care Leavers

**APPENDIX C** – Corporate Parenting Strategy and Pledge Consultation

**APPENDIX D** - Equalities Impact Assessment

### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

#### **Background Papers:**

None

# OUR EPIC PLAN

FOR  
CHILDREN IN CARE & CARE LEAVERS





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# Foreword



Children in care and care leavers are young people who, for whatever reason, are not able to live with their birth parents. Many of these young people will have faced difficulties in their early years that will place them amongst

the most disadvantaged in our society if we do not provide the care, stability and support needed to help them achieve their ambitions.

As a council and as a city it's so important that we take steps to be the best corporate parent and corporate family that we can be.

I am committed to doing everything I can to support children in care and care leavers so that they can benefit from the many opportunities our great city has to offer.

Everyone can play their part in this - from businesses and the voluntary sector to families who can offer a foster home to those children who need one. Our Corporate Parenting Strategy builds on our Corporate Strategy commitment to be great corporate parents. It sets out our priorities and the actions we'll take to ensure we meet the challenges of properly supporting the children in and leaving our care.

A handwritten signature in black ink that reads "Marvin".

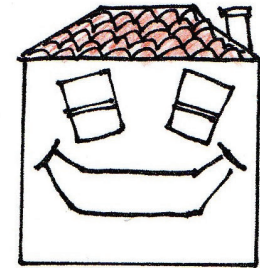
Marvin Rees Mayor of Bristol



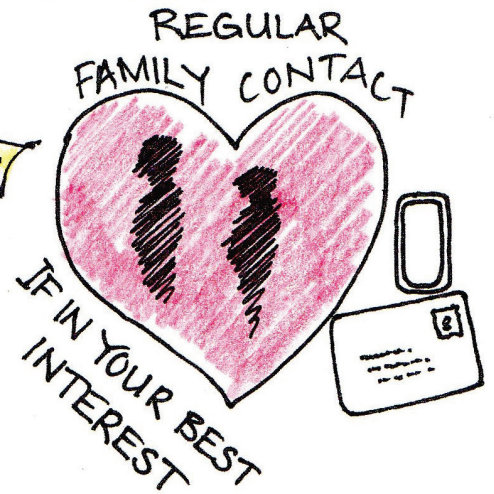
# THE BRISTOL PLEDGE

TO ALL CHILDREN IN CARE & CARE LEAVERS

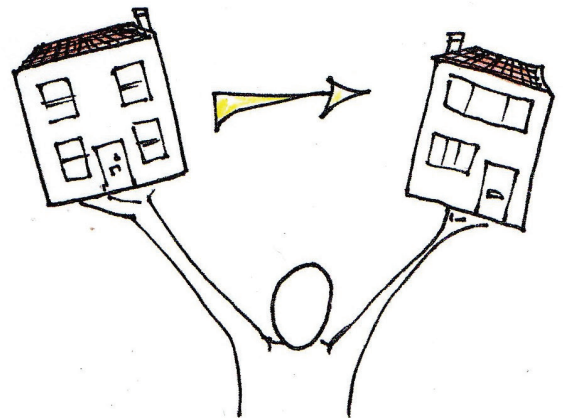
2018 EDITION



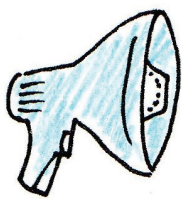
SAFE AND  
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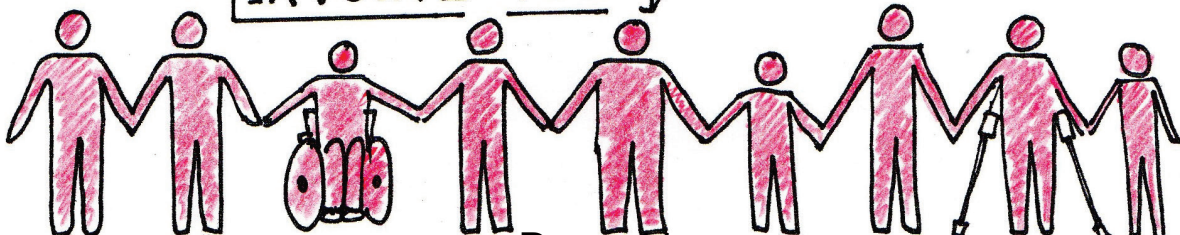
SUPPORT YOU TO  
RETURN OR CHANGE  
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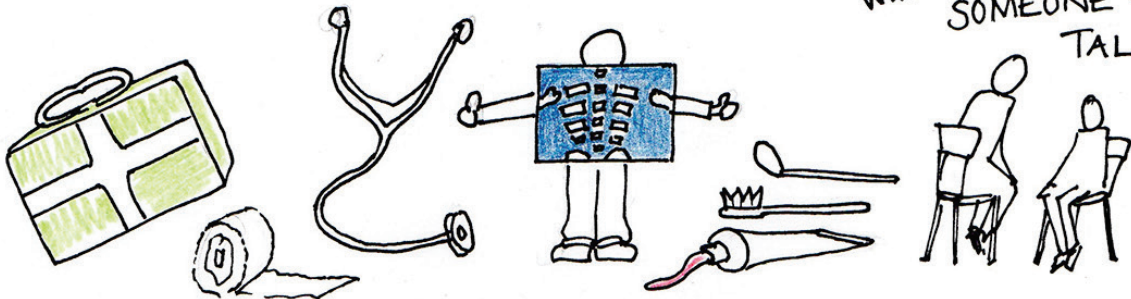
MAKE SURE  
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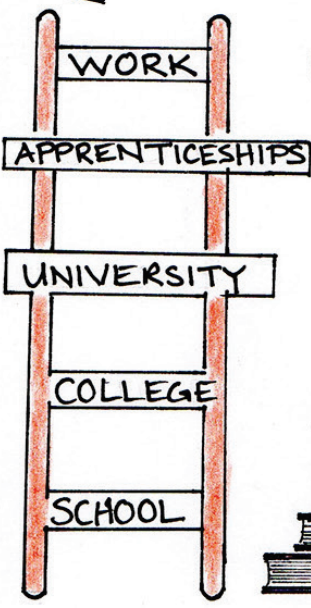
INVOLVE YOU



WHEN YOU'RE READY...  
SOMEONE TO  
TALK TO



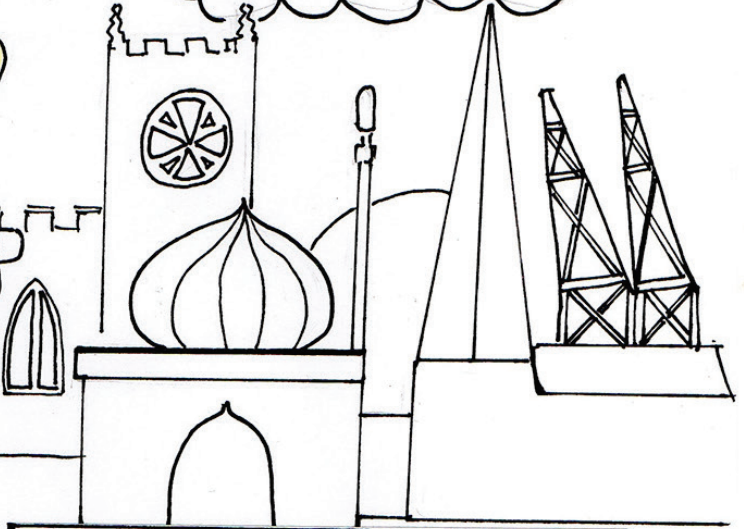
ENCOURAGE YOU TO HAVE REGULAR HEALTH AND DENTAL CHECKS



CELEBRATE  
YOUR  
ACHIEVEMENTS



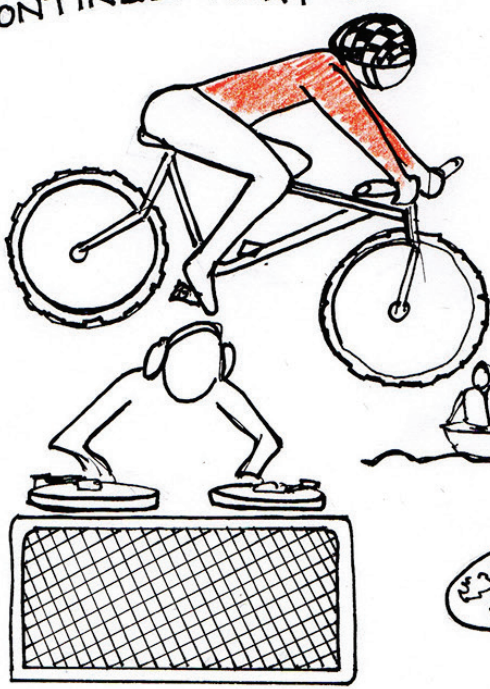
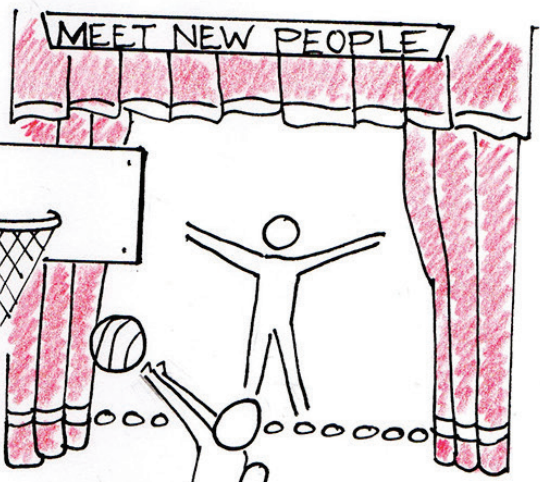
PLACES TO MEET



MEET YOUR RELIGIOUS AND  
CULTURAL NEEDS

HOBBIES  
CONTINUE WHAT YOU DO

EPIC



TRY  
SOMETHING  
NEW

# Introduction

Corporate Parenting is the term used to describe our collective responsibility to ensure the best outcomes for children in the care of Bristol City Council, and those young people who have left our care. Children in care and care leavers are amongst the most vulnerable children and young people in our city. As corporate parents, it is our role to ensure that they are safe, happy, and given every opportunity to achieve their full potential.

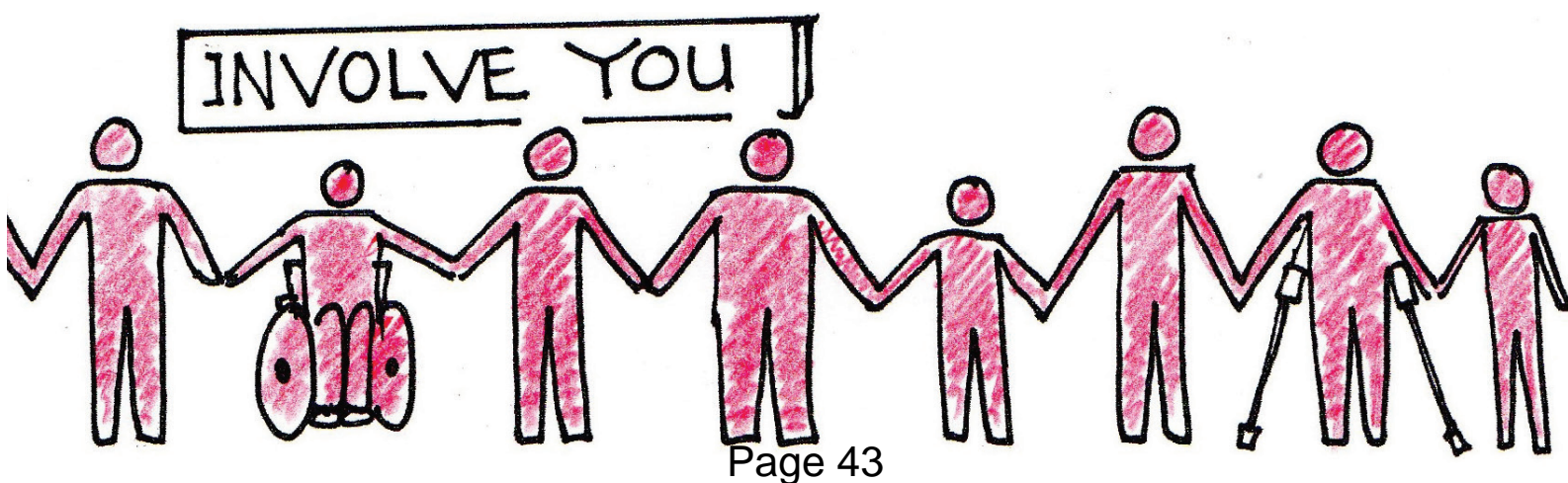
In 2017 the Children and Social Work Act introduced a set of Corporate Parenting Principles for children in care and care leavers up to the age of 25 years. For the first time, it enshrined our collective responsibilities in a duty to:

- Act in the best interests, and promote the physical and mental health and well-being, of children in care and care leavers;
- Encourage those children and young people to express their views, wishes and feelings;
- Take into account the views, wishes and feelings of those children and young people;
- Help those children and young people gain access to, and make best use of, services provided by the local authority and its relevant partners;
- Promote high aspirations, and seek to secure the best outcomes for those children and young people;
- Be safe, have stability in their home lives, relationships and education or work;
- Prepare those children and young people for adulthood and independent living.

This strategy describes our city approach to delivering on those Corporate Parenting Principles to improve the lives of the children in and leaving our care.

It outlines our vision and objectives, reports on some of our recent achievements and developments and sets out how we intend to achieve our goals. We will also outline the context in which this strategy sits, and the governance structure in place to ensure that our vision is achieved.

This strategy sits alongside our Pledge to children in care and care leavers which outlines our commitments to them, and the support they can expect from us.



# Our Vision

Bristol is committed to being an effective, caring, and ambitious corporate parent. Children and young people are at the heart of everything we do. We will do everything we can to make sure that children in our care and care leavers are set up for life.

We will care about children in care and care leavers and not just for them and will ensure the same standard of care as any good parent. This means we have high aspirations for our children and will be strong advocates for them. We will do everything we can to equip the children and young people in our care and care leavers with the skills needed to live a fulfilling, successful, and rewarding life.

This strategy is part of a broad range of activity that supports our shared aim to improve provision for children in care and care leavers including:

- A Pledge to Children in Care and Care leavers and a local offer for care leavers, informed by the views of our children and young people
- Corporate Parenting Panel chaired by the Cabinet Member for Children and Young People
- An active Children in Care Council and Care Leaver Forum to ensure that the voices of young people remain central to our work
- A Corporate Parenting annual report that is owned by Corporate Parenting Panel and presented to full council
- The HOPE Virtual School working with schools, colleges, training providers, education settings and children's social care to improve educational outcomes for children in care and care leavers
- A Placement Sufficiency Plan that sets out how we will deliver the range and number of high quality placements needed by children in care and care leavers
- A Youth Housing Plan that includes the Youth MAPS Service dedicated to preventing homelessness and supporting delivery of the Corporate Strategy 2018-23
- A commitment to ensuring that corporate parenting responsibilities are embedded in all applicable policies, strategies and commissioning arrangements.
- Delivery of Bristol's Strategy for Children, Young People and Families 2016 -2020.
- The Council's overarching Corporate Strategy 2018-23, in particular, 'Wellbeing' and 'Empowering and Caring' themes and the key commitment to be 'great corporate parents and safeguard children and vulnerable adults, protecting them from exploitation or harm'.

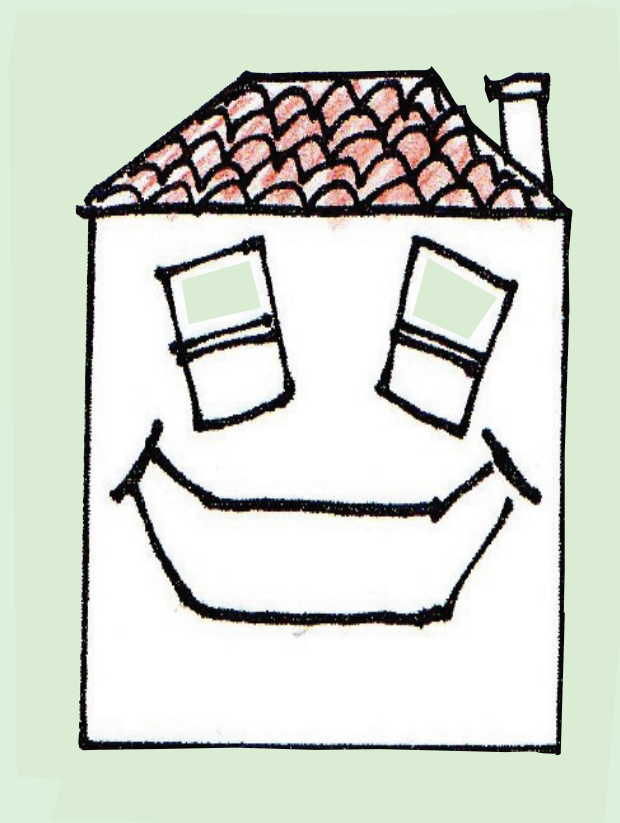
# Messages from Bristol's Children in Care

We asked children and young people in care what is important to them, they told us:

- We need the services we appreciate to continue.
- We want flexibility in where we have health assessments and quick access to a range of different therapies when we are ready.
- We'd like better access to gym facilities and to be able to have hobbies that interest us.
- We want a social worker we like who doesn't keep changing, and we want to get to know each other.



- We need you to prioritise us for a range of suitable accommodation and support options for young people leaving their foster care or children's home placement.



- We need you to look out for us as you would your own children.
- We need you to prioritise our education and help us with our homework.
- As we get older, we need you to support us to access good work experience placements and help us into work and training so that we are ready to start living independently when the time is right.
- Our foster carers are really important to us. We'd like to know more about them before moving in with them.

We'd like them to encourage us to stay in care, and support us when we move.

- We need you to recognise our achievements and celebrate them.
- We like it when you listen to us, when you talk to us and ask us what we think.
- As our parents, we need your support, protection, and encouragement. We need you to be our champions and do everything possible to ensure we achieve as much as we can.

# Our Corporate Parenting Values

Bristol is committed to working in line with the following values:

The voice of children and young people will be at the heart of service development, policy, practice, and the democratic decision making process.

The responsibility for ensuring that children in care and care leavers achieve good outcomes lies across the whole of Bristol City Council, as well as with partners.

Wherever safe and possible, children and young people should live with their family. We will ensure that the children in our care are only those who need to be in care.

Prevention and early intervention is a central element of our support for children and families to give them every opportunity to stay together.

Where care becomes necessary, we will explore options for living with wider family and friends networks wherever possible.

We will always strive to provide the best quality placement possible, that meets each child's needs and offers placement stability.

Children in care have the right to access the best education possible and the support they need to meet their full potential.

We will champion and support young people as they leave our care and start to live independently, doing everything we can to make sure they are set up for life.

## Context

Our Joint Strategic Needs Assessment includes a Chapter on Children in Care and Care Leavers which provides a detailed assessment of the current needs of our children in care and care leavers.

At a glance:	2015	2017
Number of Children in care	700	685
Rate of Care	76 per 10,000 children	73 per 10,000
Number of children in care living with foster families	587	550
Number of children in care living outside the local authority area	251	291
Number of care leavers	307	445*

\* definition has changed, would be 339 on 2015 definition.

## Financial Note

As a city, we must be ambitious for children in care and care leavers; we must do our best to equip children and young people for life with the long term aim of reducing the overrepresentation and on-going costs of supporting care leavers in vulnerable adult populations. Commissioning services over the next few years of this plan will be exceptionally

challenging, given the continued downward pressure on public finances. Nevertheless, Bristol City Council and partners are collectively committing to maintain strong and effective provision, and improve outcomes for the most vulnerable children in the city, while at the same time managing the effect of reducing public finances.

# 7

## Our Priorities

In order to achieve our vision to be a good corporate parent, we have developed the following 7 priorities.

- 1 Families receive the help they need when they need it - right response, right assessment, right help, right time.
- 2 Children are supported to live safely within their families or with people who know them best. When this is not possible, children move to a permanent family or care placement without delay.
- 3 Children and young people tell us what's important to them and this influences what we do and the way we design and develop our services.
- 4 Being in care is an enriching experience that equips children for a successful life.
- 5 Deliver good quality care placements and move on accommodation for care leavers.
- 6 Hold high aspirations and close the attainment gap for children in care and increase the percentage of care leavers in education, training and employment.
- 7 Improve health and well-being by ensuring high quality health services and information are provided to children, young people and carers.

Children, Young People and Families Strategy Outcome <a href="http://www.bristol.gov/cyf">www.bristol.gov/cyf</a>	Corporate Parenting Priority
Safe and Nurtured	2, 5
Healthy and Active	4, 7
Respected and Involved	1, 3
Responsible and Achieving	6





# Exceptional people in care

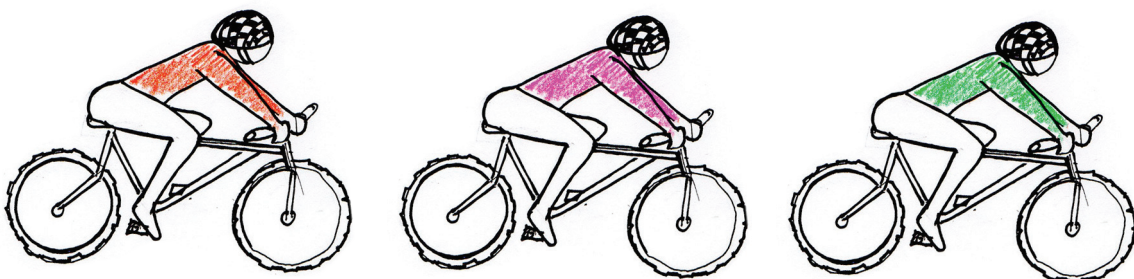
**The Big Ask to make an EPIC Offer** – how businesses and other partners can help children in care and care leavers achieve their potential.

As a council, we are ambitious for children in care and care leavers and we know the city is too. The business and voluntary sector often ask us how they can help. **The Big Ask** outlines five key areas where businesses and the voluntary sector can help make a difference.

- **Pledge** access to your organisation’s cultural, sport, leisure, faith based or arts activities for children in care, foster families and care leavers at low or no cost. (Priority 4 and 5).
- **Help** celebrate the achievements of children in care and care leavers by sponsoring our EPIC Awards or donating a prize. (Priority 4).
- **Become** a Fostering Friendly employer by signing up to the Fostering Network’s charter and promoting fostering in the work place. (Priority 5).
- **Pledge** work experience, traineeships, apprenticeships and work based mentoring as a Bristol Career Coach for children in care and care leavers through Bristol Works. (Priority 6).
- **Sponsor** a holiday for care leavers who are particularly vulnerable and isolated. Care leavers tell us that the year after they leave care they often can’t afford a holiday and don’t have anyone to go with. A holiday offers young people something to work toward, helps tackle isolation and loneliness and supports emotional well-being. (Priority 7).

To join us in making Bristol an EPIC city that supports children in care, care leavers and families who foster by making an EPIC offer, or to find out more, contact:

**[epicfund@bristol.gov.uk](mailto:epicfund@bristol.gov.uk)**





# Our Priorities

## 1 Priority Families receive the help they need when they need it (Right Child, Right Service, Right Time, Right Place).

It is always preferable to provide the necessary support to families to allow children to remain living with their own family than to seek to move them away into care.

Early intervention is key to providing effective support to children and their families, and preventing the need for care. This requires a 'whole-system' response, with everyone playing their part in supporting families to meet the needs of their children.

**Action:** We will strengthen our offer to families by:

- ensuring that early intervention and targeted support across the City is joined up and delivers good outcomes for all children and families, to prevent the need for care.
- developing our preventative services for children on the Edge of Care.
- reducing social work caseloads and enabling social workers to do purposeful work.
- developing an exit from care team to support birth families who, with help, can reunify and care for their own children.



# Our Priorities

**2 Priority** Children are supported to live safely within their families or with people who know them best. When this is not possible, children move to a permanent family or care placement without delay.

All children need a permanent family arrangement wherever possible, provided in a timely way. When children enter care, we will be focussed on determining the right plan for either a return home or, for their exit from care to a permanent family arrangement.

Having a clear and accessible care plan or pathway plan, influenced by the child or young person's wishes and feelings, is crucial to ensuring individual needs are met and that leaving care happens at a time that's right for them.

**Action:** Ensure that every child at risk of entering care has a family network meeting. Where it is necessary for a child to become cared for, we will always explore opportunities for the child to remain within their extended family or with people connected to them.

**Action:** Assess, plan for and review the needs of every child in care and every care leaver and ensure that a permanency plan is developed for all children and young people in our care within 4 months of them coming into care.

**Action:** Quality assure care plans and pathway plans to ensure that they are accessible and have been developed with children, young people and where appropriate, their family.

WHEN YOU'RE READY...  
SOMEONE TO  
TALK TO



# Our Priorities

## 3 Priority Children and young people tell us what's important to them and this influences what we do and the way we design and develop our services.

It is important that we listen to children and young people in our care, but more than that we have a duty to consider their views and to respond by letting children and young people know how their views have helped us shape our services and develop our city.

Children and young people can tell us how we are doing and what's important to them. They can also highlight areas where small changes can make the biggest difference.

**Action:** Develop a participation strategy for children in care and care leavers that takes their views into account at every level and builds upon the work of our Children in Care Council and Care Leavers United Bristol (CLUB) group.

**Action:** Involve children and young people in their Child in Care and Pathway Plan Review, in staff appointments, in the design, development and commissioning of services as well as in assessing the quality of the service they receive.

**Action:** In response to children and young people's views we will design our new Pledge and local offer to children in care and care leavers and will ensure young people contribute to our Corporate Parenting Panel.



# Our Priorities

## 4 Priority Being in care is an enriching experience that equips children for a successful life.

All children should have access to opportunities to play, socialise, exercise, and learn. Children in care are no different, we will ensure that children in care in Bristol can access cultural, faith based, leisure and social activities and that we encourage them to take part in activities in our communities. Children in care and care leavers are an important part of the city of Bristol and must have equal opportunities to learn, play and grow.

**Action:** All Partners will work together to deliver a children in care and care leaver EPIC card that will give access to cultural, sports and leisure opportunities for our children and young people.

**Action:** We will support care leavers into adulthood by extending our offer to 25 and expanding opportunities to prepare for adulthood through our ASDAN accredited Living Independently Short Course and through extending our staying put and staying close programmes.

**Action:** We will bring forward proposals to support care leavers by alleviating the burden of Council Tax when our young people first leave care.

**Action:** We will champion our children and young people and celebrate their achievements together.



# Our Priorities

## 5 Priority Deliver good quality care placements and move on accommodation for care leavers locally.

We need to ensure access to a range of high quality care placements to meet the needs of children coming into care. In order to offer children stability and the opportunity to maintain relationships with family and friends we need to be able to place the majority of children in well-matched foster families within twenty miles of their home postcode.

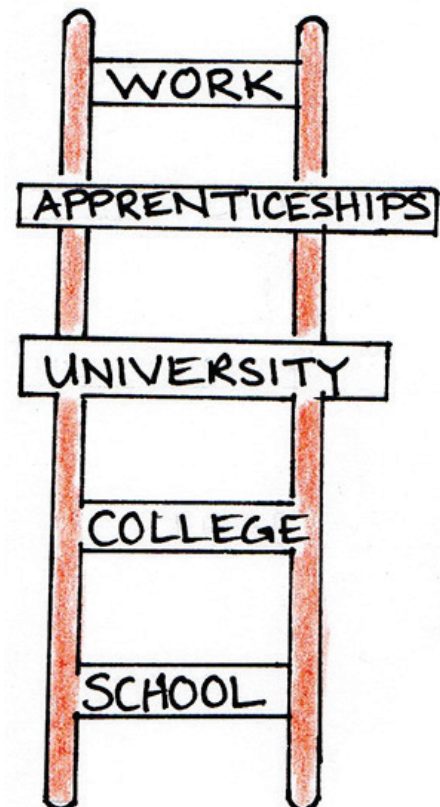
We will proactively recruit foster carers who can accommodate specific children such as brothers and sisters, children with disabilities, and older children.

**Action:** We will develop as a fostering friendly city where foster carers are the city's VIPs and will publish a city commitment to our foster carers, asking businesses and other organisations to join us in supporting families that foster..

**Action:** We will actively promote fostering and consider the needs of foster carers in our policies.

**Action:** We will ensure that training, placement and financial support for foster carers helps attract and retain this skilled group.

**Action:** We will deliver a range of supported and other accommodation for care leavers. The Youth MAPS service will help us plan with young people for the time they are ready to move into independence. We will offer young people choice, such as the option to stay close, whenever we can.



# Our Priorities

## 6 Priority Hold high aspirations and close the attainment gap for children in care and increase the percentage of care leavers in education, training and employment.

In order for children and young people to achieve good outcomes we must ensure that they receive the best education possible. We will choose good or outstanding schools for our children and young people and will aim to minimise any disruption to children's education when they enter care or move placement.

As young people progress, we will provide good quality work experience placements that will help them develop the personal abilities, knowledge and skills to make choices about their future career path. We will encourage and support our young people to progress in further and higher education and into employment through apprenticeships and traineeships.

**Action:** We are aspirational for our children and young people and will work with schools and other education settings to reduce absence. We will ensure that Personal Education Plans and Pupil Premium is child focussed and supports the attainment of all our children, including those with special education needs and disabilities.

**Action:** The HOPE Virtual School and the Learning City 'Learning in Education Challenge Group' will champion children in care and care leavers. Together, their strategic and operational leadership will support, challenge and hold to account education settings, training providers and employers to deliver the highest quality learning and work opportunities.

**Action:** We will keep children and young people's views central to their education and career plans and will monitor the impact of our actions on closing the attainment gap between our children and young people and their peers.

# Our Priorities

## 7 Priority Improve health and well-being by ensuring high quality health services and information are provided to children, young people and carers.

Children in Care often have greater health needs than their peers and may have difficulties accessing health care. The health of children is overseen by Community Paediatricians and the Designated Nurse for Looked After Children. They ensure that all children and young people have a holistic assessment of their health needs and an action plan setting out how these will be met, including dental care and emotional health and wellbeing.

Care Leavers are provided with a Health Passport so that they have the information they need to continue to look after their health as they enter adulthood.

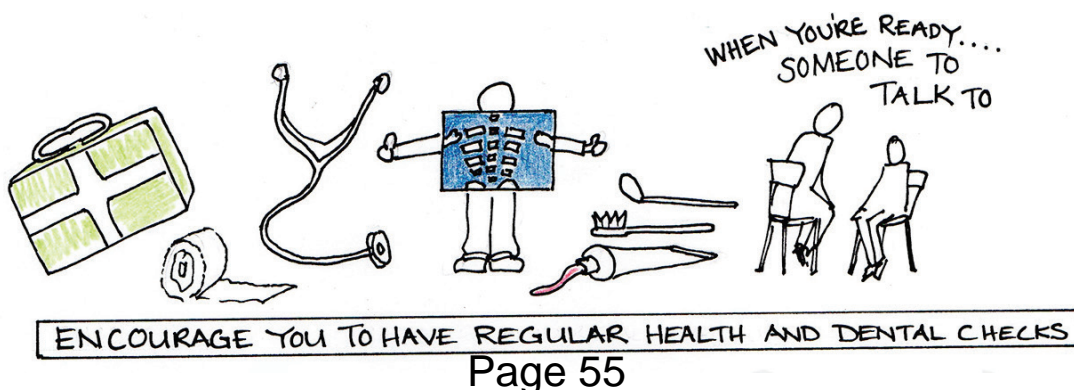
There is a dedicated Child and Adolescent Mental Health Service for children in care and, as young people leave care, there is additional support available aimed at promoting good mental health at this crucial time in a young person's life.

**Action:** We will improve the timeliness of health assessments and ensure that health care action plans are shared with foster carers, children and young people and other professionals involved in their care as appropriate.

**Action:** We will pilot the use of personal budgets to support emotional and mental health.

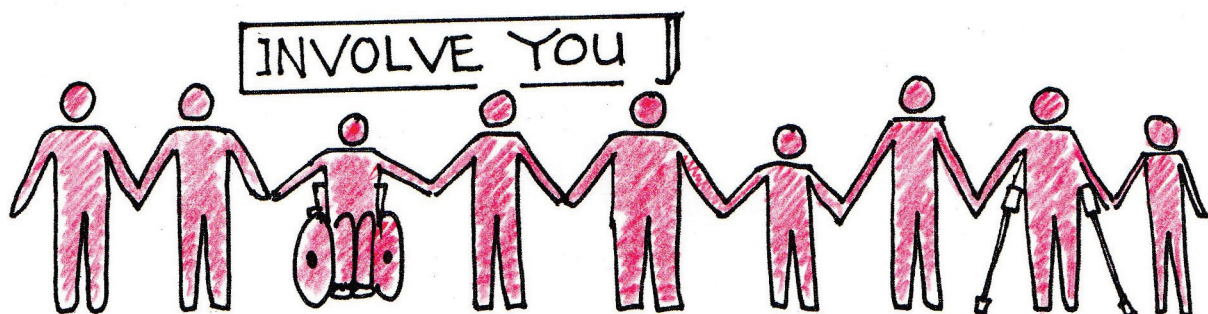
**Action:** We will ensure that the city wide mental health strategy is specific about meeting the needs of children in care and care leavers and responds to any recommendations made following the CQC thematic review 2017 into children and young people's mental health.

**Action:** Review the quality of health passports with care leavers and implement their recommendations for improvement.



# Governance

Board	Area of	Strategic Priorities
Children and Families Partnership Board	Early Help	<b>Priority 1</b> - Families receive the help they need when they need it.
Safeguarding Children Board	Safeguarding	<b>Priority 2</b> - Children are supported to live safely within their families or with people who know them best whenever possible.
		<b>Priority 3</b> - Children and young people tell us what's important to them and this influences what we do.
		<b>Priority 4</b> - Being in care is an enriching experience that equips children for a successful life.
		<b>Priority 5</b> - Deliver good quality care placements and move on accommodation locally.
Learning City Board	Education, training and employment.	<b>Priority 6</b> - Hold high aspirations and close the attainment gap for children in care and increase the percentage of care leavers in education, training and education.
Health and Wellbeing Board	Health	<b>Priority 7</b> - Improve health and well-being by ensuring high quality health services and information are provided to children, young people and carers.





# How have we been doing?

Progress against the 9 Corporate Parenting Objectives we set out in 2015

## Strategic Objectives

## What's working well?

## The challenges that remain?

**Objective 1** - Support more children to live safely with their family and reduce the need to be cared for by intervening early.

By applying our threshold guidance, investing in early help, remodelling children's social care services and implementing Signs Of Safety® (an approach to supporting children in families which focuses on the strengths of the family) our rate of children in care per 10,000 children has fallen from 76 in 2015/16 to 73 in 2016/17.

Referrals to children's social care are high, partners need to work together to ensure that children's needs are assessed and met at the earliest point of intervention.

Bristol has more 16-17 year olds entrants to care than the national average. We must focus on supporting teenagers to live safely and successfully within their family.

This places Bristol 9th lowest of 11 in our statistical neighbour group and 6th lowest of the 8 core cities. It includes the increase in unaccompanied asylum seeking children who need our care and who now account for 6% of children in care in Bristol.

**Objective 2** - If children cannot remain in their parents' care, look to their extended family for support first.

The percentage of children looked after by family members or other people to whom they were connected grew by 4% between 2015 and 2016.

Build upon our approaches to supporting families to care. Value families that care for children, whether through fostering, special guardianship or adoption.

**Objective 3** – Ensure that children receive the right services and only remain in care for as long as they need to. Make sure that this is informed by an assessment and plan which they and their family understand and which they have been able to contribute to.

Quality assurance, audit and independent reviews of children in care evidence this for the majority of our children. All children in care and care leavers have a care or pathway plan setting out the aim of care and plans for the future.

Reduce the rate of children that return to our care by delivering an effective edge of care service.

# How have we been doing?

Progress against the 9 Corporate Parenting Objectives we set out in 2015

## Strategic Objectives

## What's working well?

## The challenges that remain?

**Objective 4** - Ensure that being in care is an enriching experience for children and that we equip them for a successful and fulfilling future.

Children in care and care leavers have accessed a range of universal and targeted services as well as specific opportunities provided by Bristol's Virtual School, Children in Care Council and Children's Social Care. We have celebrated the success of our care leavers at an annual event and in 2017 launched our EPIC Awards for children in care.

Children, young people and their carers have asked us to develop the 'Bristol offer'; to help them with the cost of travel in the City, to enable them to access the gym and take part in other activities that our museums, libraries, sports and community centres have to offer.

**Objective 5** - Ensure enough good quality placements for children by recruiting, retaining and commissioning sufficient foster carers to offer children placement choice, to keep children placed locally and to achieve high levels of placement stability.

Bristol City Council gained Fostering Network's accreditation as a Fostering Friendly Employer in 2016, offering flexible and supportive conditions to foster carers in its employ.

When children need our care, we want to enable children to live in or near to Bristol and to reduce the number of moves experienced by children in the previous twelve months. This helps children to feel safe and to remain connected to family and friends, to stay at the school they attended before entering care and to continue with hobbies and activities.

In 2017, 81% of children in our care were placed in a foster family, 7% more than the national average.

To do this, we must encourage and value Bristol foster carers, and develop our Children's homes sector. We must do all that we can to ensure Bristol is a fostering friendly city, with employers, businesses and partners all playing their part.

Long term placement stability is a key indicator for the achievement of good outcomes, was above the national average in 2016 with 72.4% of children in the same placement for 2 of the past two and a half years. This was an improvement on the 2015 position for Bristol and nationally of 68%.

Additionally, a higher percentage of young people continue to live with their former carer under Staying Put arrangements beyond the age of 18.

**Objective 6** - Ensure that all young people are in safe and secure accommodation by offering appropriate accommodation to 16-18 year olds who meet the threshold for care.

In 2017 93% of care leavers aged 19-21 were recorded as living in suitable accommodation. This was above the national average, placed us second amongst statistical neighbours and core cities.

Young people tell us that when they are moving on they feel rushed and have limited or no choice. This means that sometimes they feel isolated and unsafe in their new accommodation. We are working to develop a more planned approach to moving on, that offers young people greater choice and control.

**Objective 7** - Close the attainment gap for children in care by ensuring that they receive good quality education and that we support them to have high aspirations.

Outcomes for Children in Care have improved over all key stages. Particular gains were made at KS1 and KS2 in 2017 with the gap narrowing in both key stages. We are proud of our children's maths attainment where more achieved a good pass at GCSE even with the change to a more challenging examination structure.

Fixed term exclusions and authorised absences remain too high and attainment too low. We must work together to ensure schools are equipped to deliver the best education and that children in care and care leavers can attend and achieve.

Attendance has improved across primary and secondary age groups to 92.1% overall, with a reduction in persistent absence and in the number of days lost to exclusion by almost a third.

**Objective 8** - Improve outcomes for children in care and care leavers, including increasing the percentage of care leavers in education, employment and training.

56% of care leavers were recorded as being in education, employment or training in 2017. This was a significant improvement on 2015, was 8% above the national average, third amongst statistical neighbours and second of core cities.

Performance is below that of peers for our 19-21 year old care leavers. As partners we must continue to champion our young people with colleges, training providers and employers, helping them to continue to offer opportunities that take advantage of the talents our young people.

**Objective 9** – Improve the health and wellbeing of children in care and care leavers, and provide services of a high standard to support their needs.

An audit of the health of children in care shows that our children's physical health is good.

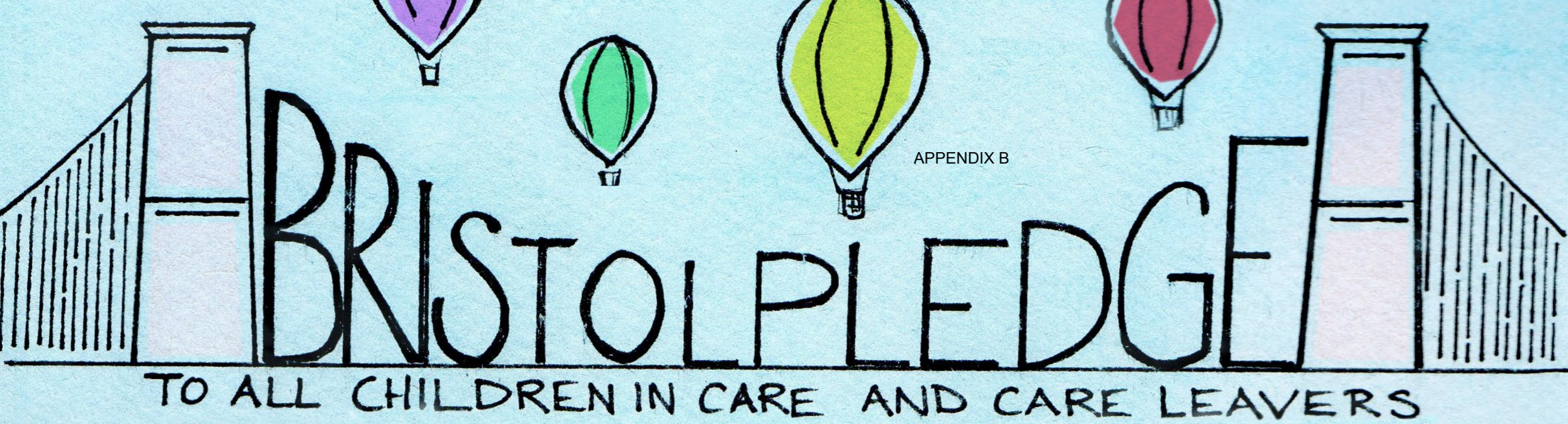
Fewer children had a looked after health assessment, dental check or completed strengths and difficulties questionnaire in 2015-16 than in 2014-15.

Investment in emotional and mental health services, together with an NHS England Personal Budget pilot aims to improve emotional and mental health outcomes for children in care and care leavers.

Health and Children's Social Care are taking action jointly to improve outcomes.







APPENDIX B

The Pledge is a promise made by Bristol City Council and our partners to all children in care and care leavers. We promise to do our best to help you achieve your full potential. We are committed to involving you in any decisions that affect your life, asking you what you think, listening to you and taking your views into account. This is part of our commitment to making sure that all children are valued in every aspect of their lives.

## We promise to:

### Safe and Nurtured

- Do everything we can to make sure you feel safe in your home and are happy where you live
- Help you keep in regular contact with family and friends if it is in your best interest and is what you want to do
- Make sure that you know your social worker well, see them when you need to and can contact them when you want. We will agree with you how often you can expect to see your social worker, and will explore other ways to stay in touch
- Not change your social worker unless it is absolutely necessary
- Support you if you return to your family or move to another home
- Try to keep you safe from bullying and take action if you tell us that you are being bullied
- Ensure that your foster carers are trained and supported to care for you

### Respected and Involved

- Involve you in planning services and explain our decisions fully
- Provide you with information about advocacy services that are independent from the Council and can represent you
- Hold high aspirations, celebrate your achievements and support you to achieve your goals
- Listen to you and tell you how your views influence what we do
- Meet your religious and cultural needs, and ensure you have the opportunity to meet with other people who share your way of life or background
- Try to match you to a placement that's right for you and as near to your home as possible

## Bristol Care Leavers - Our promise

Bristol has signed up to the Care Leavers Charter that was produced by the Department for Education. The Charter was developed by young people leaving care. It is a set of promises and principles that help decision making. The Charter underpins how we deliver our **Local Offer for Care Leavers**: [www.rvoice.co.uk](http://www.rvoice.co.uk)

### We Promise

- To respect and honour your identity
- To believe in you
- To listen to you
- To inform you
- To support you
- To find you a home
- To be a lifelong champion

You can read the Charter in full here:

[www.gov.uk/government/publications/care-leavers-charter](http://www.gov.uk/government/publications/care-leavers-charter)



### Healthy and Active

- Ensure that you get opportunities to meet other young people, and have hobbies that interest you
- Deliver a children in care and care leaver EPIC card that will give you access to cultural, sports and leisure opportunities
- Encourage you to have regular health and dental checks and work with you to make sure they are as easy to attend as possible
- Make sure that there is always someone you can talk to about how you feel and look after your emotional and physical health and well-being
- Provide services that can support your health and wellbeing and ensure you can access them when you are ready to

### Responsible and Achieving

- Make sure that you have a good education
- Talk to you about where you would prefer to go to school
- Support you to stay in your current school unless there are good reasons not to, and avoid moving you during important educational periods wherever possible
- Ensure you can access good work experience placements, even if your school doesn't offer them and commit to asking you about your work experience plans through your Personal Education Plan
- Support you to continue in education or through traineeships and apprenticeships into employment

### Getting Involved

If you want to get involved or just tell us what you think, please get in touch with either through the R Voice magazine/website or the Children in Care Council or Care Leavers United Bristol (CLUB). You can also give us your views during your review.

**The Children in Care Council and Care Leavers United Bristol (CLUB)** aim to reflect the views and improve the lives of all children in care and care leavers in Bristol. contact: [www.rvoice.co.uk/contact](http://www.rvoice.co.uk/contact)

#### Want to write for the R-Voice Magazine/Website?

The website and magazine is written by children in care and care leavers for children in care, and care leavers.

If you would like to contribute, contact: [www.rvoice.co.uk/contact](http://www.rvoice.co.uk/contact)

#### Want to meet an Independent Visitor?

An Independent Visitor befriends a young person in the care system.

They spend a few hours a week together, sharing interests and activities.

Email: [yourvoice@reconstruct.co.uk](mailto:yourvoice@reconstruct.co.uk)

#### Need an Independent Advocate?

Advocates can help young people know their rights and make sure that their views and wishes are heard at all times. If you are making a complaint, advocates can help and support you through the process, contact: [help@nyas.net](mailto:help@nyas.net)

#### How to make a complaint

You can make a complaint or provide feedback through Bristol City Council's complaints procedure:

Email: [complaints.feedback@bristol.gov.uk](mailto:complaints.feedback@bristol.gov.uk)

This document is available in other languages. Please visit the R Voice website for more details: [www.rvoice.co.uk](http://www.rvoice.co.uk)

THE

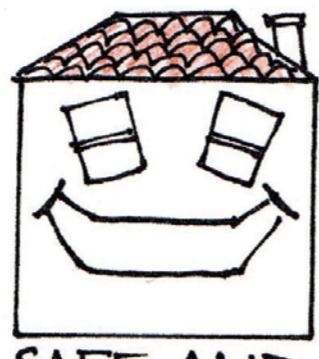
# BRISTOL PLEDGE

TO ALL CHILDREN IN CARE & CARE LEAVERS

2018 EDITION

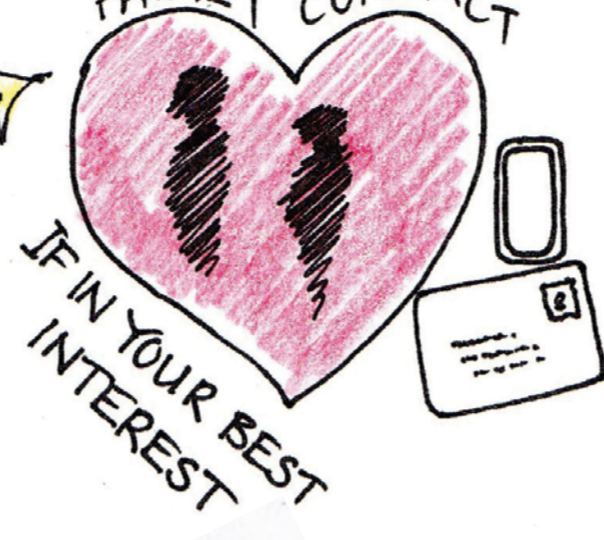


IN BRISTOL... WE PROMISE TO...



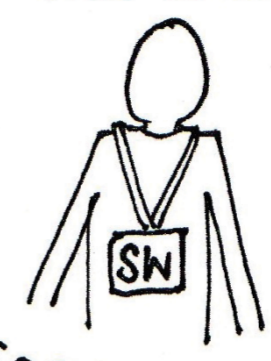
SAFE AND HAPPY WHERE YOU LIVE

REGULAR FAMILY CONTACT



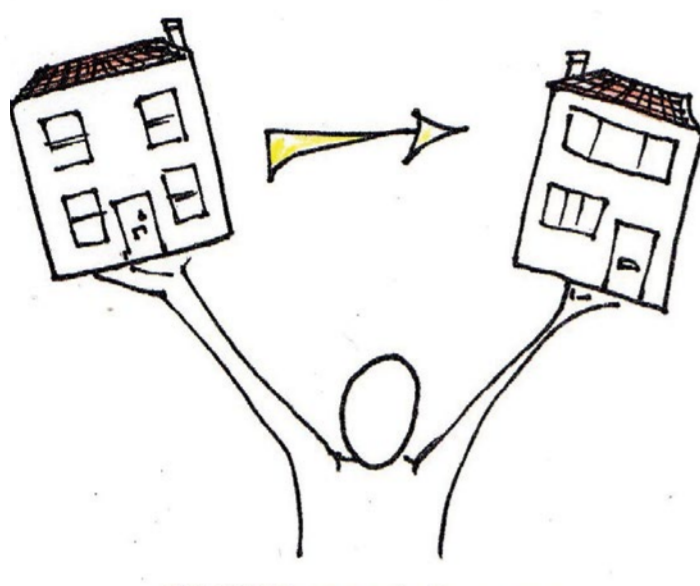
IF IN YOUR BEST INTEREST

KEEP THE SAME



SOCIAL WORKER (Unless absolutely necessary to change)

info how to stay in touch



SUPPORT YOU TO RETURN OR CHANGE HOME



MAKE SURE YOUR VOICE IS HEARD

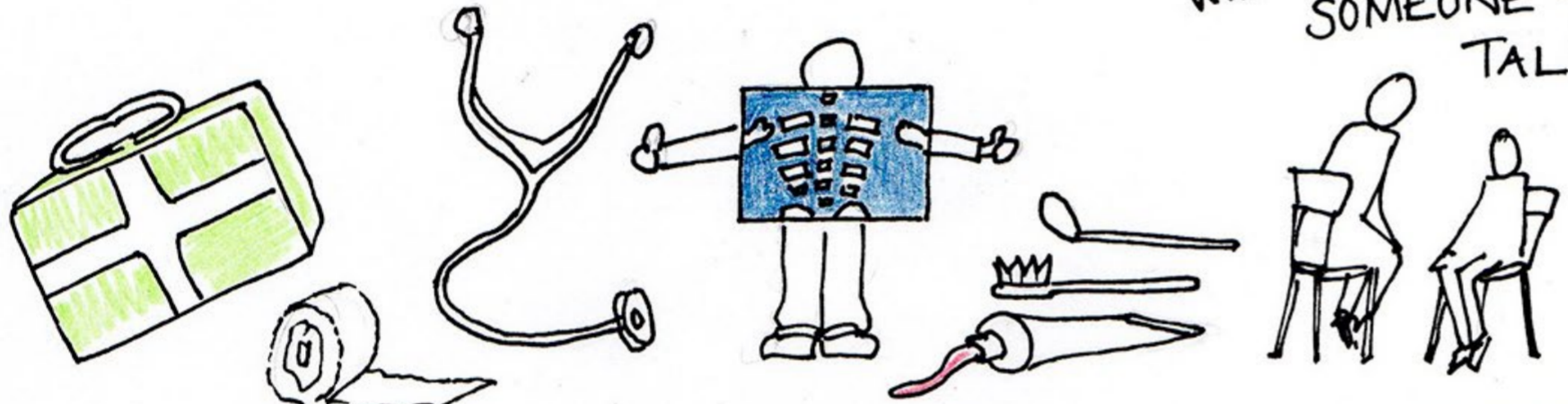


LISTEN TO YOU

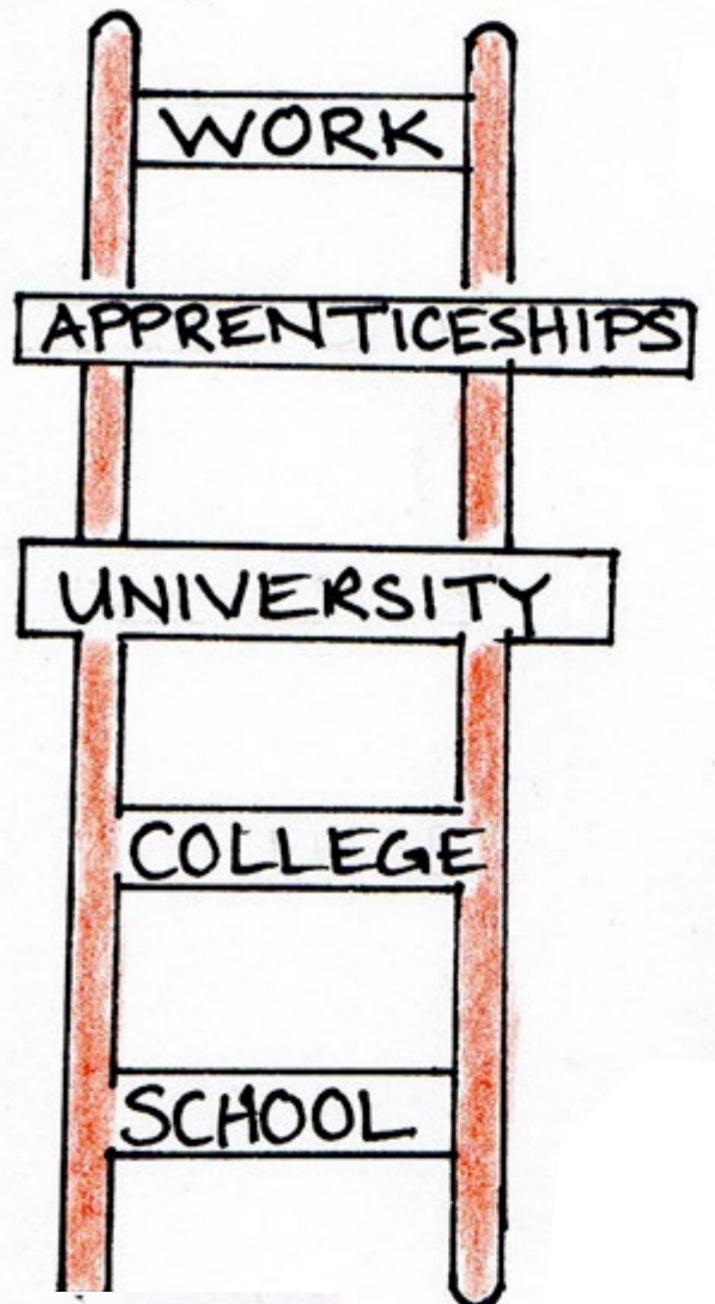
INVOLVE YOU



WHEN YOU'RE READY... SOMEONE TO TALK TO



ENCOURAGE YOU TO HAVE REGULAR HEALTH AND DENTAL CHECKS



CELEBRATE YOUR ACHIEVEMENTS

PLACES TO MEET



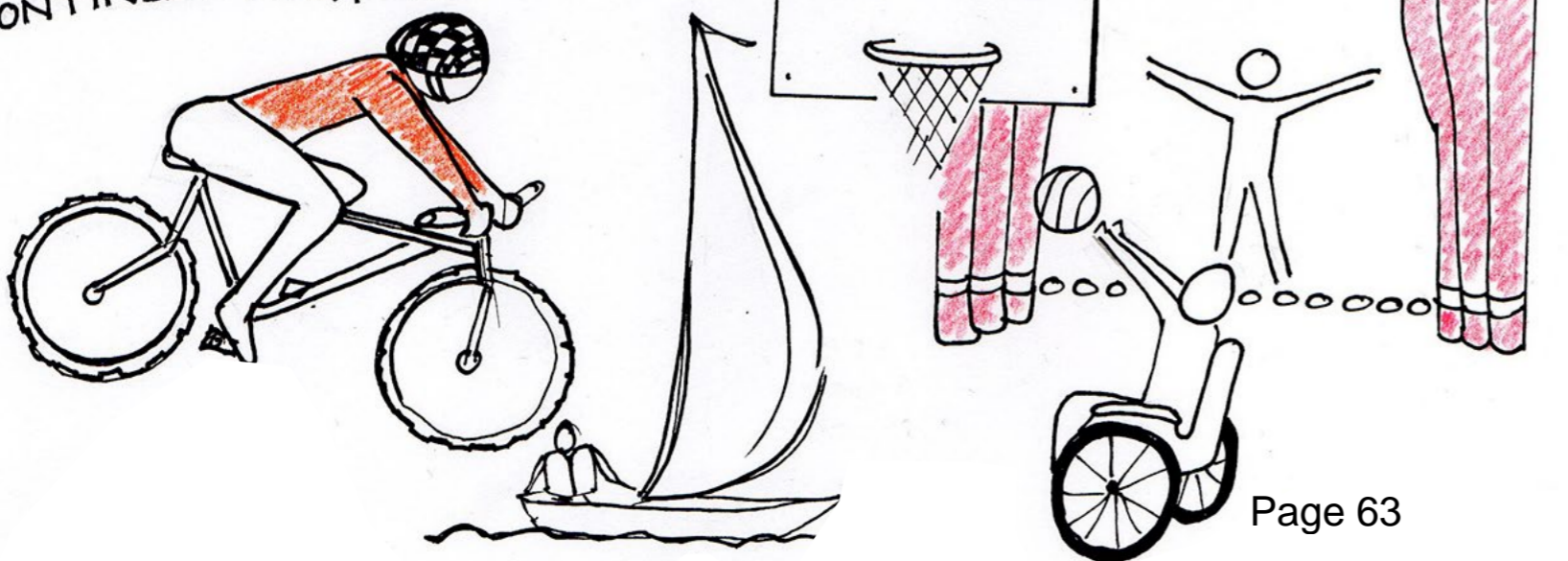
MEET YOUR RELIGIOUS AND CULTURAL NEEDS

EPIC

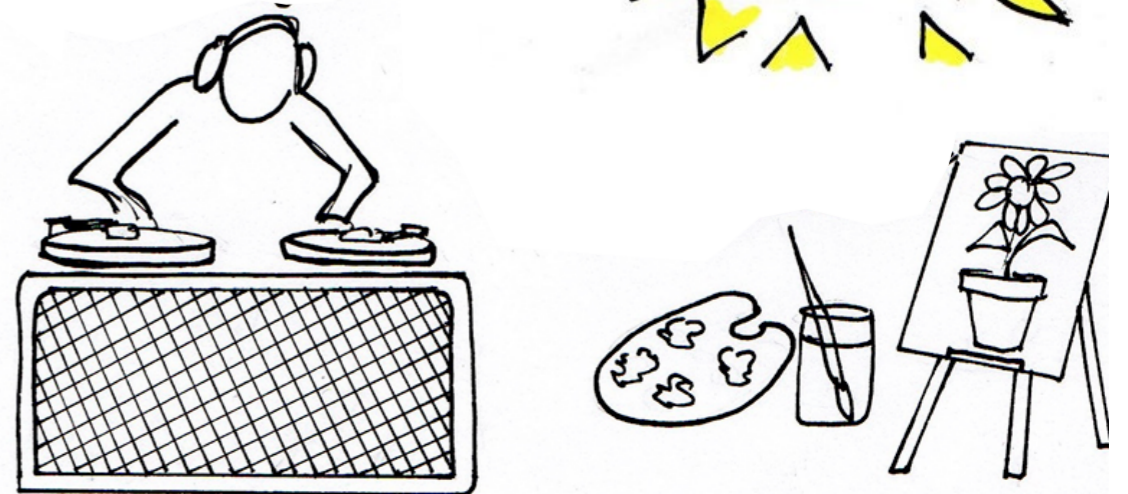
HOBBIES CONTINUE WHAT YOU DO

EPIC

MEET NEW PEOPLE



TRY SOMETHING NEW



## Corporate Parenting Strategy and Pledge Consultation

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The Strategy has been subject to wide ranging consultation with members, partner agencies, third sector partners, children and young people and council officers, via the following:

- Corporate Parenting Panel
- Children and Families Partnership Board
- Learning City Learning in Education Challenge Group
- Bristol Safeguarding Children Board
- Bristol Homes Board, Early Intervention and Preventing Homelessness Challenge Group
- Primary and Secondary School Heads forums
- Special School Heads Group
- Children in Care Health Strategy Group
- Voscur Children and Young People's Network
- Bristol City Council 'Management Brief'
- SLT and Exec Board
- Avonside Foster care Association

### Direct work with Children and Young People

- Care Leavers United Bristol
- Children in Care Council
- Pledge Survey: Online and printable questionnaire open to all children in care and care leavers

The JSNA Steering Group has led the development of the JSNA Chapter for Children in Care and Care Leavers. A range of partners have been involved in informing and validating this needs assessment through a multi-agency focus group and the Joint Health Outcomes Challenge Group of the Children and Families Partnership Board.

Their views have informed the priorities and actions outlined in the strategy. Further, and in order to deliver an ambitious corporate parenting programme for the city, a range of detailed commitments have been made by partners and council departments during the consultation, the delivery of which will bring meaning to the phrase 'corporate parenting' in the day to day lives of children and young people in and leaving our care.



**Bristol City Council Equality Impact Assessment Form**

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



Name of proposal	Corporate Parenting Strategy and Pledge to Children in Care and Care Leavers
Directorate and Service Area	People Directorate
Name of Lead Officer	Jacqui Jensen and Ann James

**Step 1: What is the proposal?**

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

**1.1 What is the proposal?**

In November 2015 Bristol launched the current Corporate Parenting Strategy and Pledge to Children in Care and Care Leavers. The Strategy is designed for Bristol City Council and our partners and the Pledge is for children and young people.

The Corporate Parenting Strategy was developed as part of the Council's response to the 2014 Ofsted Inspection of Bristol's services for children in need of help and protection; children looked after and care leavers. It set out our vision as an effective, caring and ambitious corporate parent with 9 objectives and 19 actions outlining how we aimed to improve outcomes for children in care and leavers. Governance arrangements were established with Bristol's Corporate Parenting Panel and Strategic Boards to monitor and support delivery against the strategic objectives.

There have been significant improvements in some areas, in others challenges remain. There have been changes in legislation and national policy, most notably the Children and Social Work Act 2017 has enshrined seven Corporate Parenting Principles in law. It also requires local authorities to publish an offer to care leavers including extending the provision of a leaving care personal adviser and leaving care support to age 25 for all those who want it.

**Step 2: What information do we have?**

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

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

The Joint Strategic Needs Assessment Steering group commissioned a JSNA Chapter on Children in Care and Care Leavers. JSNA Chapters include detailed data and evidence of effectiveness, local views and proposed recommendations. This detailed report has informed the strategy refresh.

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

The data in the Children in Care population analysis does not include local information about children’s religion, disability (other than SEN), gender reassignment or sexual orientation. There are some gaps in the JSNA data around some risky behaviours, diet and obesity.

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

The Strategy and Pledge have been developed in consultation with a range of partners and the voices of young people have been central to the development of both documents. Messages from children in care were gleaned through an online survey and focus groups with the Children in care Council and Care Leaver Forum. The aim is to respond to their priorities through the strategic actions outlined in the Strategy and the commitments in the Pledge. Further consultation will be taking place with the Children in Care Council to review the commitments in the Pledge and ensure that they do address their priorities.

**Step 3: Who might the proposal impact?**

**Age**

There is a growing number of older children entering care in Bristol which poses the challenge of securing appropriate accommodation for this population. Young people in England are now able to stay with their foster carers until the age of 21. This will improve outcomes for young people who have previously faced the prospect of living alone too soon. We will need to continually recruit carers to allow current carers to keep their foster children living with them longer. We are working to recruit more experienced carers who can look after more challenging children and young people, including teenagers.

**Disability**

Factors that lead to a disabled child becoming looked after are complex, inter-woven and difficult to extrapolate. Factors include family stress, abuse or neglect, and parental illness. The literature states that disabled looked after children are more likely to be voluntarily accommodated than subject to a care order. However, it is reported that disabled children experience a heightened vulnerability to abuse<sup>1</sup>.

We are working to recruit more carers who can care for disabled children, including short breaks and contract short break care. Bristol City Council’s ‘Diversity and Equality in fostering and adoption recruitment’ statement makes a commitment to recruit disabled foster carers and adopters. The intention is to reflect carers with disabilities in recruitment material, and using myth busting as part of recruitment strategies.

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<sup>1</sup> Dowling, S., Kelly, B. & Winter, K. (2012) Disabled Children and Young People who are Looked After: A Literature Review. Belfast: Queen's University Belfast.

## **Marriage and civil partnership**

It is important to highlight to potential foster carers that they do not need to be married in order to foster, and that single people can foster too, as well as those in civil partnerships, and living with their partner. All Bristol City Council fostering and adoption recruitment material will emphasise this.

## **Pregnancy & maternity**

The principal risk factors associated with teenage pregnancy, such as socio-economic deprivation; limited involvement in education; low educational attainment; limited access to consistent, positive adult support; being a child of a teenage mother; low self-esteem; and experience of sexual abuse, are to be found more often in the looked after population than among children and young people who are not in care<sup>2</sup>.

Almost a quarter of girls (22%) in care in England become teenage mothers, according to the Centre for Social Justice, around three times the average rates. The figures also suggest at least one in 10 care-leavers who become parents have their children taken into care.

Increased capacity to care for teenage parents is therefore necessary, as well as preventative initiatives to reduce rates of teenage pregnancy. A Bristol campaign is planned for 2015-16 to encourage an increase in mother and baby fostering.

## **Race/ethnicity**

An increasing number of asylum seeking children are beginning to have an impact on the profile of looked-after children. Many of these children may have been traumatised and living in very stressful circumstances, which means that they often need more specialist care. Asylum seeking children will increasingly make up some of Bristol's looked after children population.

There are no significant differences in placement breakdown between children placed with carers from a similar background to their own and those placed with white families.

Good foster care matching processes are associated with better outcomes for looked after children and young people. Ideally, research suggests that these processes should include attention to the characteristics of foster parents or key carers, so that care givers and

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<sup>2</sup> SCIE Research briefing 9: Preventing teenage pregnancy in looked after children

children can be beneficially matched in order to avoid unnecessary discord, friction, confrontation, and placement breakdown<sup>3</sup>.

Bristol City Council's 'Diversity and Equality in fostering and adoption recruitment' statement makes a commitment to recruiting more foster carers from black and minority ethnic backgrounds in order to better reflect the ethnicity of children in care through the following recruitment strategies:

- Joint working with BAME organisations, meetings with adoption agencies, councillors and BAME organisations
- Advertising and radio interviews on Ujima, BCFM and Ramdan radio
- Recruitment stands at schools with high BAME population
- Working with BAME Councillors to promote fostering
- Meeting with Somali and Polish groups (fastest growing BAME population in Bristol)
- Basic information on fostering provided in Somali and Polish- available at recruitment events
- Attendance at Black History Month awards- nomination of our black carers
- Advertising in Black History Month leaflet of events
- Mailout to all schools for Black History Month with famous BAME people who have been in care or adopted.
- Specific leaflet with BAME imagery developed
- Lead the way campaign- encouraging faith and community leaders as well as councillors to learn about fostering and adoption and cascade this to communities

### **Religion and belief**

We need to be aware of the importance to some children and young people of the religious observance of their family's traditional religion. Not all children and young people will feel strongly about their religion, but some will. In line with our fostering recruitment strategy, recruiting a diverse range of carers who can support children and young people from a variety of religions and beliefs is important. In order to do this, we have committed to:

- Working specifically with Muslim communities to provide appropriate and relevant information, spreading the word for the need for a diverse population of carers
- Holding information stands at church events
- Working with local faith groups

### **Sex**

There are slightly more boys than girls in care in Bristol, which reflects the national demographic profile. As explored above, one of the risks for girls in care is teenage

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<sup>3</sup> SSIA, What Works in Promoting Good Outcomes for Looked After Children and Young People?

pregnancy. 4YP Bristol has developed prevention initiatives with the aim of decreasing teenage pregnancy rates as well as a teenage pregnancy outreach nurse to support young parents.

In terms of educational outcomes, looked after girls generally outperform looked after boys which mirrors patterns of attainment in the general population. The HOPE Virtual School aims to increase the educational attainment of all looked after children.

### Sexual Orientation and Gender reassignment

Research by Action for Children in 2013 revealed that 32% of LGBT people in the UK believe that being LGBT means you cannot foster, a misconception which must be challenged<sup>4</sup>. The increased recruitment of lesbians and gay men as foster carers and adopters has been influenced by the view that for children, it is the quality of the adult-child relationship that matters rather than the structure of their family, or the sexual orientation of their parents<sup>5</sup>. Bristol City Council aims to increase the number of LGBT people registering as foster carers by:

- Holding a week-long campaign targeting potential LGBT foster carers
- Utilising press and media opportunities around National LGBT fostering week
- Holding open information sessions with LGBT communities
- Having a stand at Pride for adoption and fostering
- Ensuring New Family Social materials are available at all recruitment events

### Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal and what actions have been identified going forward?
Actions to address the identified issues relating to each protected characteristic have been identified above.
4.2 How will the impact of your proposal and actions be measured moving forward?
The implementation of the Corporate Parenting Strategy and pledge to Children in care and Care Leavers will be monitored through the applicable multi-agency board – Learning City Partnership Board, Health and Wellbeing Board, and the Safeguarding Children Board.

Service Director Sign-Off:	Equalities Officer Sign Off:
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<sup>4</sup> <http://www.lgbtadoptfosterweek.org.uk/uncategorized/press-release-lgbt-people-urged-to-consider-fostering-and-adoption/>

<sup>5</sup> e.g. Golombok, 2000

Ann James	
Date: 01/12/17	Date:

# Full Council

17 July 2018



<b>Report of:</b>	Chair of the Audit Committee
<b>Title:</b>	Audit Committee Annual Report 2017/18
<b>Ward:</b>	City Wide
<b>Member Presenting Report:</b>	Councillor Clark, Chair of Audit Committee 2017-18/ Councillor Stevens, Vice Chair of Audit Committee.

## Recommendation

The Council accepts the report of the Audit Committee and notes the Committee's concerns that internal control arrangements at the Council are not yet consistently as robust as they should be. The Committee will continue to monitor and support improvement required during 2018/19.

## Summary

The Committee's Terms of Reference include a requirement to provide full Council with an Annual Report summarising its conclusions from the work it has undertaken during the year. The report is provided at Appendix A.

## The significant issues in the report are:

- the work of the Committee and conclusions drawn (sections 4 of 7 of Appendix A)
- the introduction of two new Independent Members to the Committee (para 4.17)
- the need to ensure the Internal Audit Team are sufficiently resourced (para 4.13)
- key priorities for enhancing the Committees contribution to improvement of the control framework going forward (section 6 of Appendix A)



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## Policy

1. The Audit Committee's terms of reference are determined by Full Council. The City Council has a duty to ensure adequate and effective risk management, internal control and governance arrangements and the economy, efficiency and effectiveness of its activities. The Audit Committee has a key role in assessing the extent to which this responsibility is being met and advising the Council on the adequacy and effectiveness of these arrangements.

## Consultation

2. **Internal**  
Audit Committee Members including independent members  
Internal Audit
3. **External**  
Not Applicable

## Context

4. The Audit Committee was established by the City Council at its meeting on 16<sup>th</sup> May 2006. Whilst there is no statutory obligation to have such a Committee, they are widely recognised as a core component of effective governance.

## Proposal

5. Full Council note the report of the Audit Committee and the Committee's concerns that internal control arrangements are not yet consistently as robust as they should be. The Committee will continue to monitor and support improvements required during 2018/19.

## Other Options Considered

6. Not Applicable

## Risk Assessment

7. The work of the Audit Committee mitigates against any failure by the Council to obtain independent assurance in relation to the governance processes underpinning :
  - an effective risk management framework and internal control environment
  - the effectiveness of financial and non-financial performance (to the extent it affects exposure to risk and poor internal control)
  - the Annual Governance Statement, and
  - the review and approval of the annual statement of accounts.



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## Public Sector Equality Duties

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
    - tackle prejudice; and
    - promote understanding.
- 8b) No Equality Impact anticipated from this report.

## Legal and Resource Implications

**Legal – N/A**  
**Financial – N/A**  
**Land – N/A**  
**Personnel – N/A**

### Appendices:

Appendix A – Audit Committee Annual Report 2017/18

## LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

### Background Papers:

Audit Committee papers throughout 2017/18.

CIPFA Guidance on Audit Committee Effectiveness 2013



# **BRISTOL CITY COUNCIL**

## **AUDIT COMMITTEE**

### **ANNUAL REPORT 2017-18**

## 1. Introduction:

- 1.1 This is the annual report of the Audit Committee and covers the financial year 2017/18. The format of the report has been developed to enable the reader to form a view about the effectiveness of the Committee's activities during the year and its oversight of the Assurance and Risk Management Frameworks within which Bristol City Council operates.

## 2. Role of the Committee:

- 2.1 The Committee's approved Terms of Reference for 2017/18, which are detailed on the Bristol City Council website ( [Audit Committee Terms of Reference.pdf](#) ), can be summarised as providing independent assurance to the Council in relation to the:
- Effectiveness of the Council's governance arrangements, risk management framework and internal control environment;
  - Overseeing of the work of Internal and External Audit;
  - Effectiveness of the Council's financial and non-financial performance to the extent it affects exposure to risk and poor internal control;
  - Reviewing of the Annual Statement of Accounts and the Annual Governance Statement.
- 2.2 A commentary on the Committee's work during 2017/18 is set out in section 4 below.
- 2.3 The Audit Committee is the primary means by which Full Council obtains assurance that governance, risk management and control systems are in place and effective. It ensures that these are regularly reviewed and reflect regularity and propriety. The Audit Committee's responsibilities are additional and supportive to those of the Section 151 Officer.

## 3. Membership and Meetings of the Committee:

- 3.1 The Committee was chaired during 2017/18 by Councillor Jos Clarke. Up until December 2017, the Committee comprised of seven members - the Chair and Councillors Clive Stevens (Vice Chair), Liz Radford, Olly Mead, Barry Clarke, Steve Pearce and Azfal Shah.
- 3.2 In January 2018, the Committee were pleased to welcome two new independent members, Adebola Adebayo and Simon Cookson, to bring additional subject matter expertise in support of the Committee's work. The role of such members on the Committee is also to enhance the independence of the Committee and reinforce its political neutrality in the consideration of the governance, risk and control arrangements of the Council.
- 3.3 The Committee met formally on six occasions during 2017/18, with an additional extraordinary meeting held in May 2018 to consider relevant aspects of the Constitution prior to Full Council consideration in May 2018. All meetings were quorate.

Table 1- Audit Committee Attendance 2017/18:

Member	No. of Meetings Held	No. of Meetings Attended	% of Meetings Attended(sub)
Jos Clarke - Chair	7	7	100%
Clive Stevens – Vice Chair	7	6 (1 sub)	100%
Olly Mead	7	7	100%
Steve Pearce	7	6 (1 sub)	100%
Barry Clarke	7	4 (1 sub)	71%
Liz Radford	7	5 (1 sub)	86%
Azfal Shah	7	4	57%
Adebola Adebayo	3	2	67%

Simon Cookson	3	3	100%
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- 3.4 Only one declaration of a non-pecuniary interest was declared during the municipal year, and the relevant Committee member did not take part in the discussions appertaining to that interest at any of the relevant meetings.
- 3.5 In addition to the Committee Members, the Section 151 Officer, Interim Chief Internal Auditor, Head of Internal Audit, Monitoring Officer, representatives from External Audit (BDO LLP) and other officers, as appropriate, attended Committee meetings.
- 3.6 A total of forty six reports were considered during the year, the details of which are provided in Appendix 1. Additionally, at each meeting of the Committee, their work programme was reviewed for continued relevance and progress against actions required by the Committee were monitored.

#### 4. The Work and Activity of the Audit Committee in 2017/18:

- 4.1 The specific objectives of the Committee relate to overseeing the following arrangements. Papers received by the Committee to enable them to provide that oversight are recorded below:

*Table 1 - Audit Committee Key Oversight:*

Area	Papers Considered to Enable Oversight
Internal Control Environment	<ul style="list-style-type: none"> <li>Internal Audit Activity Reports. These were provided throughout the year and included enhanced summary information regarding individual audit reviews and details of the control environments.</li> <li>Internal Audit Annual Report, including annual opinion on governance, risk management and internal control.</li> <li>Local Government Ombudsman Report</li> </ul>
Corporate Risk Management	<ul style="list-style-type: none"> <li>Risk Management Policy Review.</li> <li>Corporate Risk Register Review – Progress Monitoring</li> <li>Corporate Risk Register.</li> </ul>
Regulatory Framework	<ul style="list-style-type: none"> <li>Code of Governance and Annual Governance Statement.</li> <li>Bundred Report Actions and Annual Governance Statement Tracker.</li> <li>External Auditor Appointment Process – Progress Reports.</li> <li>Constitution Updates</li> <li>Business Cases/Plans – Outside of formal meetings, members of the Committee have reviewed 'offline', the quality of business cases and plans put forward for decision making.</li> </ul>
Internal Audit	<ul style="list-style-type: none"> <li>Internal Audit Charter, Terms of Reference and Strategic Statement.</li> <li>Internal Audit Plan 2017/18. Amendments to the Plan.</li> <li>Internal Audit Activity and Performance Reports.</li> <li>Internal Audit Peer Review – Terms of Reference and Results.</li> <li>Internal Audit Quality Assurance and Improvement Programme.</li> </ul>
External Audit	<ul style="list-style-type: none"> <li>External Audit Planning and Update Reports</li> </ul>
Financial Reporting	<ul style="list-style-type: none"> <li>Annual Statement of Accounts – Draft and Final</li> <li>Unspent returned grants.</li> <li>External Audit ISA 260 Report.</li> <li>External Audit Grants Report.</li> </ul>
Treasury Management	<ul style="list-style-type: none"> <li>Treasury Management Annual Report</li> <li>Treasury Management Half Year Update Report</li> </ul>
Members Conduct	<ul style="list-style-type: none"> <li>DBS Check Requirement for Members</li> <li>Budget Dispensations</li> <li>Complaints about Councillors</li> </ul>
Anti-Fraud Arrangements	Internal Audit – Counter- fraud reports and Internal Audit Activity Reports. Whistleblowing Annual Review.

## **Key Messages from the work of the Committee:**

### Internal Control Environment:

- 4.2 The Committee received an Annual Report from Internal Audit, in line with best practice in the CIPFA Public Sector Internal Audit Standards (PSIAS) at the start of the municipal year. This drew attention to the continued reduction in the control environment for areas reviewed by Internal Audit. Additionally, of particular concern was that internal audit recommendations to improve control processes were not actioned in a timely way once agreed.
- 4.3 The Committee has continued to emphasise the importance of implementing Internal Audit's recommendations and has supported Internal Audit in its work to ensure control weaknesses are effectively dealt with. The Committee has received regular updates on the status of outstanding recommendations, and where appropriate has requested further information from the relevant responsible officers.
- 4.4 Internal Audit activity reports received by the Committee throughout the year continue to identify areas where control environment improvement is identified upon audit, however the Committee has received assurance that the rate of recommendation implementation has considerably improved as the year has progressed.

### Corporate Risk Management:

- 4.5 The Committee oversaw revision to the Council's Risk Management Policy and reviewed the Corporate Risk Register only once during the year as 'refresh' work was being undertaken to the register. Committee members remain concerned regarding scrutiny of Directorate Risk Registers to ensure this element of strategic risk management arrangements is effective.
- 4.6 This is being kept under review by officers and a dedicated resource to assist with embedding risk management across the Council has now been sourced which should improve assurances the Committee are able to give in respect of risk management arrangements going forward.

### Regulatory Framework/Financial Reporting:

- 4.7 The final Annual Governance Statement (AGS) and the final Statement of Accounts for 2016/17 were considered prior to their production, in addition to considering the related External Auditor's reports. The AGS identified significant governance issues, as did an external governance review report.
- 4.8 The Committee has been pleased to receive updates on the progress of the Governance improvement action plan, which incorporated both the recommendations from the external governance review, and the proposed actions to address the significant issues as identified in the 2016/17 AGS, at each of its meetings, requesting further insight into the application of the mitigations that have been recorded as implemented. Monitoring of improvement actions will need to continue into 2018/19.
- 4.9 In their Annual Report for 2016/17, the external auditors issued an unmodified true and fair opinion on the financial statements. It also made an adverse conclusion on the Council's arrangements in place for securing economy, effectiveness and efficiency in its use of resources.

#### Audit Arrangements:

- 4.10 The Committee received regular reports from both the internal and external auditors to enable them to monitor performance and effectiveness of the Council's audit arrangements.
- 4.11 In respect of Internal Audit, the Committee received assurance from an external peer review that the Internal Audit team generally conforms to professional standards. Some improvement actions were recommended and the Committee continues to monitor implementation of those.
- 4.12 An Interim Chief Internal Auditor joined the team at the start of the year to provide increased strategic support to the s 151 Officer at a time when many high profile and complex reviews were required by senior management.
- 4.13 The Audit Committee wish to highlight to the Council the importance of the work undertaken by the Internal Audit team and express concern that the team requires sufficient resources at all times. Noting that the team have coped with many vacancies during 2017/18, at the November meeting the Audit Committee approved amendments to the Internal Audit plan, reducing coverage, to reflect both reduced resources and additional work required of the team.
- 4.14 The Audit Committee have also monitored external audit provision by way of update reports from the external auditor and updates from officers concerning appointment of new external auditors once the current arrangement expires.

#### Counter Fraud Arrangements:

- 4.15 The Committee received regular updates on the counter-fraud work undertaken by Internal Audit and noted the continued good results concerning proactive fraud identification work. An assessment against CIPFA's best practice framework for counter fraud arrangements has provided assurance that many aspects of best practice are in place at the Council. Some improvements could be made and an improvement plan has drafted to address these areas. The Committee will monitor improvement progress.

#### Summary:

- 4.16 In summary, the Committee has generally met its existing terms of reference in this municipal year. It was, however, determined that the terms of reference need to be more robust going forward to support enhanced effectiveness of the Committee. As such, more comprehensive terms of reference have been drafted which were agreed by the Committee in May 2018 and which are to be considered by Full Council in 2018.
- 4.17 In order for the Committee to be effective, its members must remain apolitical and objective. To enhance arrangements, two new independent members were appointed to the Committee and attended their first meeting in January 2018. The Committee continues to strive to maintain an apolitical forum, both during its meeting and when speaking on the Committee's behalf outside of the meetings.
- 4.18 The Committee has been presented with a wide range of issues during the year, adding value by providing scrutiny of the governance within the Council. Outlined below are examples of where the Committee has contributed to improved governance of the Council:
- Implementation of improvement recommendations. Following receipt of updates from Internal Audit on the level of implementation of their recommendations, the Committee as well as

expressing dissatisfaction has, where appropriate, called officers to meetings to explain progress towards implementation of recommendations. Examples include receiving updates in relation to GDPR implementation.

- The Committee has received updates on the progress of actions resulting from both the AGS in 2016/17 and the governance review carried out in the same year, considering reports at every meeting.
- The Committee has required officers to review controls around monitoring grant expenditure to avoid the need for repayment of grants going forward.

## **5. Training and Develop Activity to Support the Committee.**

5.1 A key requirement of an effective Audit Committee is a well-informed membership who has substantial experience of the key areas to be considered by the Committee. The training plan for 2017/18 was aimed at assisting members to improve their knowledge and understanding of some of the complex issues they consider. A training/workshop session was provided for Committee members prior to each Committee meeting throughout the year as follows:

- June 2017 Local Authority Accounts, Corporate Governance and Internal Control
- July 2017 Improving Audit Committee Effectiveness
- September 2017 Risk Management
- November 2017 The differing roles of Internal and External Audit
- January 2018 Commissioning Framework Governance
- March 2018 Audit Committee Effectiveness Workshop

5.2 The Committee has considered its effectiveness in 2017/18 against the Chartered Institute of Public Finance and Accountancy (CIPFA) Guidance on Audit Committees' 'Good Practice' checklist to ensure it operated in line with generally accepted practices. The results from the assessment will be used to inform the Committee's training strategy going forward as well as its work programme. A copy of the checklist is attached to this report for information at Appendix 2.

5.3 Each member of the Committee was asked to complete the good practice checklist. An average of the scores (from 1 to 5) was taken which is detailed in Appendix 2. Overall the assessment scores average 2.75 out of 5 for the returns received which indicates a mixed experience of reporting improvement.

5.4 Whilst Committee members considered that the Committee made a strong contribution to counter-fraud arrangements and development of effective control environments, other areas require further development/attention to assist the Committee becoming more effective going forward. Key areas identified from the self- assessment and how these gaps will be filled are included in the next section of the report – Priorities for 2018/19.

5.5 The Council has an established budget for Member development and training in 2018/19 and this can be accessed to support external trainers or facilitators, or to fund members' attendance on external training programmes where this is considered beneficial.

## 6. Priorities for 2018/19

- 6.1 Looking forward, the Committee will strive to enhance the assurances it can provide by:
- Reviewing its work programme in line with the Committee's new and more robust terms of reference going forward.
  - Supporting the new independent members to enhance challenge and objectivity of the assurances the Committee can provide.
  - Improving meeting planning and agenda management and considering the need for clearer reporting of the outcomes of Audit Committee work.
  - Continuing a programme of training at each meeting which can be offered to other Members.
  - Reviewing and improving the assurances received regarding the effectiveness of risk management arrangements.
  - Supporting and reviewing progress being made to address the areas of concern identified in section 4 of this report.
  - Understanding the Committee's role in reviewing governance arrangements where the Council works in partnerships.
  - Supporting the mapping of assurances with a view to streamlining assurance reporting when appropriate.
  - Understanding the assurance arrangements in place for major projects and programmes and performance management generally.

## 7. CONCLUSION

- 7.1 The Committee's primary contribution to the Council's objectives is to ensure that Governance, Control, Risk Management and Audit systems which underpin the work of the Council are sound, reliable, robust and secure.
- 7.2 This review gives an overview of the range of work undertaken by the Committee, which has enabled it to conclude that the Council's system of checks and balances are not consistently as robust as required and further improvements are planned going forward.
- 7.3 A review of Committee effectiveness against its terms of reference, taking into consideration the proposed revised terms of reference and the skills required to meet new requirements; opportunities to enhance the effectiveness of the Committee have been identified for implementation in 2018/19. The Committee recognises that the challenges facing the Council are ongoing and as such aims to continue to promote and support good governance throughout the Council.
- 7.4 I would like to thank my fellow Committee members and Officers for their support in enabling the Committee to achieve its objectives in 2017/18.

## Appendices:

- Appendix 1 – Reports considered by the Audit Committee in 2017/18
- Appendix 2 - CIPFA 'Good Practice' Self -Assessment Checklist for Audit Committees.



## Reports Considered by the Audit Committee 2017/18

At each meeting, the Committee's work programme was reviewed for ongoing relevance. Additionally, actions agreed at meetings were recorded in an action sheet which was again reviewed at each meeting to monitor progress of agreed actions. Other reports considered during the year are recorded below:

Meeting	Report
June 2017	<ul style="list-style-type: none"> <li>• Internal Audit Annual Report for 2016/17.</li> <li>• Draft Annual Governance Statement 2016/17.</li> <li>• Draft Statement of Accounts for 2016/17.</li> <li>• External Audit Update Report.</li> <li>• Audit Committee Annual Report to Full Council 2016/17.</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>• Terms of Reference for the Peer Review of Internal Audit in 2017/18.</li> <li>• Internal Audit In Year Activity Report 2017/18 (Quarter 1).</li> <li>• External Auditor Appointment Process Update.</li> <li>• External Audit Update Report.</li> <li>• DBS check requirements for Members.</li> </ul>
September 2017	<ul style="list-style-type: none"> <li>• Final Annual Governance Statement (AGS) for 2016/17.</li> <li>• Statement of Accounts for 2016/17.</li> <li>• External Audit ISA260 Report.</li> <li>• Bundred report and AGS significant issues tracker.</li> <li>• Risk Management Policy.</li> <li>• Corporate Risk Register Review – Progress Update.</li> <li>• Internal Audit Activity Report – Period April – August 2017.</li> <li>• Treasury Management Annual Report for 2016/17.</li> <li>• External Auditor Appointment Process Update.</li> <li>• Unspent returned grants in 2016/17.</li> <li>• Local Government Ombudsman's Annual Letter 2016/17.</li> <li>• Audit Committee Annual Report to Full Council Addendum.</li> </ul>
November 2017	<ul style="list-style-type: none"> <li>• External Audit – Annual Audit Letter for 2016/17.</li> <li>• Internal Audit - Half-Year Activity Report – Period April – October 2017.</li> <li>• Internal Audit – Counter Fraud Half-Year Update Report.</li> <li>• Corporate Risk Register.</li> <li>• Internal Audit - Quality Assurance and Improvement Plan.</li> <li>• Internal Audit – Charter, Terms of Reference and Strategic Statement.</li> <li>• Bundred Report and Annual Governance Statement Tracker.</li> <li>• Treasury Management – Mid-Year Report 2017/18.</li> <li>• DBS Checks for members of the Council.</li> </ul>
January 2018	<ul style="list-style-type: none"> <li>• External Audit 2016/17 Grants Report.</li> <li>• Revenue and Capital Grant Register.</li> <li>• Code of Governance Update and Re-design (Draft).</li> <li>• Bundred Report and Annual Governance Statement Tracker.</li> <li>• Draft Revised Terms of Reference for the Audit Committee.</li> <li>• Budget Dispensations.</li> <li>• Information Item - Summary Update - Complaints about Councillors.</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>• Bundred Report and Annual Governance Statement Tracker.</li> <li>• External Audit Approach and Planning Letter 2017/18.</li> <li>• Internal Audit Draft Annual Plan for 2018/19.</li> <li>• Whistleblowing Arrangements – Annual Review.</li> <li>• Results of Peer Review of the Internal Audit Service.</li> <li>• Internal Audit Activity Report. Period 1<sup>st</sup> April 2017 to 1<sup>st</sup> March 2018.</li> <li>• Update on General Data Protection Regulations Readiness.</li> </ul>
May 2018 (Extra-ordinary Meeting)	<ul style="list-style-type: none"> <li>• Constitution Updates.</li> </ul>

<b>Assessment key</b>	
5	Clear evidence is available from a number of sources that the Committee is actively supporting improvements across all aspects of this area. The improvements made are clearly identifiable.
4	Clear evidence from some sources that the committee is actively and effectively supporting improvement across some aspects of this area.
3	The committee has had mixed experience in supporting improvement in this area. There is some evidence that demonstrates their impact but there are also significant gaps.
2	There is some evidence that the committee has supported improvements, but the impact of this support is limited.
1	No evidence can be found that the committee has supported improvements in this area.

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<b>Areas where the audit committee can add value by supporting improvement</b>	<b>Examples of how the audit committee can add value and provide evidence of effectiveness</b>	<b>Average Score:</b>
Promoting the principles of good governance and their application to decision making.	Providing robust review of the AGS and the assurances underpinning it.	2.7
	Working with key members/governors to improve their understanding of the AGS and their contribution to it.	3.3
	Supporting reviews/audits of governance arrangements	3.0
	Participating in self assessments of governance arrangements.	2.7
	Working with partner audit committees to review governance arrangements in partnerships	1.0
Contributing to the development of an effective control environment's	Monitoring the implementation of recommendations from auditors	3.3
	Encouraging ownership of the internal control framework by appropriate managers	3.3
	Raising significant concerns over controls with appropriate senior managers.	3.7

Areas where the audit committee can add value by supporting improvement	Examples of how the audit committee can add value and provide evidence of effectiveness	Average Score:
Supporting the establishment of arrangements for the governance of risk and for effective arrangements to manage risks.	Reviewing risk management arrangements and their effectiveness, eg risk management benchmarking.	2.3
	Monitoring improvements	2.7
	Holding risk owners to account for major/strategic risks	2.0
Advising on the adequacy of the assurance framework and considering whether assurance is deployed efficiently and effectively.	Specifying its assurance needs, identifying gaps in overlaps in assurance.	3.3
	Seeking to streamline assurance gathering and reporting.	2.0
	Reviewing the effectiveness of assurance providers, eg internal audit, risk management, external audit.	3.0
Supporting the quality of the Internal Audit activity, particularly by organising its organisational independence.	Assessing the effectiveness of Internal Audit arrangements and supporting improvements	3.3
Aiding the achievement of the authority's goals and objectives through helping to ensure appropriate governance, risk, control and assurance arrangements.	Reviewing major projects and programmes to ensure that governance and assurance arrangements are in place.	2.0
	Reviewing the effectiveness of performance management arrangements.	2.0
Supporting the development of robust arrangements for ensuring value for money.	Ensuring that assurance on value for money arrangements is included in the assurance received by the audit committee.	2.3

Areas where the audit committee can add value by supporting improvement	Examples of how the audit committee can add value and provide evidence of effectiveness	Average Score:
	Considering how performance in value for money is evaluating as part of the AGS	2.3
Helping the authority to implement the values of good governance, including effective arrangements for countering fraud and corruption risks.	Reviewing arrangements against the standards set out in CIPFA's Management the Risk of Fraud (Red book 2).	4.0
	Reviewing fraud risks and the effectiveness of the organisation's strategy to address those risks.	4.0
	Assessing the effectiveness of ethical governance arrangements for both staff and Members.	3.0
Promoting effective public reporting to the authority's stakeholders and local community and measures to improve transparency and accountability.	Improving how the authority discharges its responsibilities for public reporting; for example, better targeting at the audience, plain English.	2.7
	Reviewing whether decision making through partnership organisations remains transparent and publicly assessable and encouraging greater transparency.	2.0



# Full Council

17 July 2018

**Report of:** Director – Legal & Democratic Services  
Interim Chief Internal Auditor

**Title:** Proposals for Revisions to the Terms of reference for the Audit Committee

**Ward:** Citywide

**Member presenting report:** Cllr Olly Mead, Chair of the Audit Committee

## Recommendation

It is recommended that That Full Council:-

- i) Approve updated terms of reference for the Audit Committee and
- ii) Authorise the Monitoring Officer in Consultation with the Chair of the Audit committee to amend the Council's constitution accordingly.

## Summary

An Audit Committee training workshop in July 2017 highlighted that the effectiveness of the Audit Committee could be enhanced by a fundamental review of its terms of reference.

This revision of the terms of reference is based upon best practice and the CIPFA Guidance on Audit Committees.

## The significant issues in the report are:

- To propose more effective terms of reference for the Audit Committee.
- To note that the Terms of Reference provide for the Audit Committee to Establish a Values and Ethics sub-committee.



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## Policy

The Audit Committee is a key component of the Council's governance framework. Its function is to provide an independent and high level resource to support good governance and effective public financial management.

1. The purpose of an Audit Committee is to provide those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.
2. Establishing a Values and Ethics Subcommittee to take over some of the functions previously undertaken by the Audit committee will support the Authority's duty under to promote and sustain high standards of conduct.

## Consultation

3. **Internal**  
Deputy Mayor, Monitoring Officer, Deputy Monitoring Officer, Section 151 Officer, Party Group Leaders
4. **External**  
Not applicable.

## Context

5. The Audit Committee, at its meetings held on 25 January and 2 May 2018 gave detailed consideration to proposals to revise its terms of reference.
6. The updated terms of reference are set out at Appendix A. The updated terms of reference group responsibilities into distinct headings for greater clarity, namely Audit Activity, Regulatory Framework, Accounts, Risk Management and Accountability Arrangements, and also includes Terms of reference for a Values and Ethics sub-Committee.
7. The report includes the requirement that the Audit Committee establish a sub-committee for the purpose of overseeing the arrangements for promoting high ethical standards within the council and for oversight of the process for dealing with complaints against members under the code of conduct and this may include recommending to full council, changes to the processes where that is felt to be appropriate.

## Proposal

8. That Full Council approve the updated terms of reference and that the Council's constitution be updated accordingly.

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## Other Options Considered

9. None necessary

### Risk Assessment

10. The need to independently review the risk, governance and control framework environment is pivotal to the effective operations of the Council's functions.

Failure to maintain and, where required, improve this environment will not only impact on the proper practices of the Council, but will also be in breach of the Accounts and Audit Regulations 2015 and may attract an adverse opinion from the External Auditor.

### Public Sector Equality Duties

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - tackle prejudice; and
    - promote understanding.
- 8b) No equality impact anticipated from this report.

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## **Legal and Resource Implications**

### **Legal**

#### Legal implications

The new terms of reference for the Audit Committee will support the Local Authority's Best Value duty to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness ( Local Government Act 1999 as amended)

The proposal to establish a Values and Ethics Sub-committee is lawful and assists the Council to comply with duties under The Localism Act 2011 to promote and maintain high standards of conduct by members and co-opted members of the Authority, including the duty to make arrangements to ensure that there is a process in place to investigate and make decisions in respect of allegations against members.

Nancy Rollason  
Head of Legal Service 4<sup>th</sup> July 2018

#### **Financial**

##### **(a) Revenue**

Not applicable.

##### **(b) Capital**

Not applicable.

#### **Land/Property**

Not applicable

#### **Human Resources**

Not applicable.

#### **Appendices:**

Appendix A – Updated terms of reference for the Audit Committee

#### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

##### **Background Papers:**

"Audit Committees – Practical Guidance for Local Authorities and Police" – CIPFA 2013



## **Appendix A - Terms of Reference for the Audit Committee**

### **Composition of the Committee**

The Audit Committee comprises seven members of the Council and up to two independent members. The independent members are appointed by the committee. The Chair and Vice-Chair of the committee shall be confirmed by the Audit Committee as per committee procedure rules. A minimum of three councillor members of the Audit Committee will be present for the meeting to be deemed quorate.

The Committee may not appoint any person as an independent member who is an active member of any political party, defined as any person who engages in political activities which would not be permissible if that person was an officer holding a politically-restricted post within the Council. Independent membership may only be made if the person has particular knowledge or expertise in the functions for which the Committee is responsible.

The Committee will meet at least five times a year and will maintain the technical capability to discharge the Audit Committee responsibilities of the Council. The Chair of the Committee may convene additional meetings, as deemed necessary.

The Audit Committee may hold separate meetings with External / Internal Auditors without officer or executive representation. The Committee should hold at least one such meeting annually with External and Internal Auditors.

### **Objectives or Purpose**

- To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects governance, the authority's exposure to risk and weakness of the control environment, and to oversee the financial reporting process.
- To review matters relating to Internal Audit, external audit, risk management, governance, assurance statements, anti-fraud and anti-corruption arrangements.
- To enhance and promote the profile, status and authority of the Internal Audit function and to demonstrate its independence.
- To contribute towards making the authority, its committees and departments more responsive to the audit function.
- To review compliance with the relevant standards, codes of practice and corporate governance policies of the Council.

## **1. Audit Activity**

- 1.1 To approve the Internal Audit Charter and Strategy and monitor its progress.
- 1.2 To approve the Internal Audit annual plan of work and monitor unscheduled work that could potentially divert audit resources away from a plan, and monitor performance against those plans, ensuring that there are no inappropriate scope or resource limitations.
- 1.3 To suggest work for Internal and External Audit.
- 1.4 To consider the Annual Report and opinion of the Head of Internal Audit and a summary of Internal Audit activity and the level of assurance it can give over the Council's corporate governance arrangements prior to approving the Annual Accounts.
- 1.5 To oversee and provide assurance to the Council on the provision of an effective internal audit service and consider the main issues arising from summary Internal Audit reports, and seek assurance that action has been taken where necessary, particularly in areas of high risk.
- 1.6 To consider reports dealing with the management and performance of the Internal Audit function, including the external peer review and reports on the results of the Quality Assurance and Improvement Programme in order to gain assurance on the effectiveness of the Internal Audit function.
- 1.7 To monitor the implementation of agreed actions within reasonable timescales.
- 1.8 To consider the External Auditor's Annual Inspection Letter, relevant reports and the reports to those charged with governance in the process for the approval of the Annual Accounts.
- 1.9 To consider specific reports as agreed with the External Auditor to ensure agreed action is taken within reasonable timescales.
- 1.10 To comment on the scope and depth of the external audit work and to ensure it gives value for money.
- 1.11 To liaise with Public Sector Audit Appointments Limited over the appointment of the Council's External Auditor.
- 1.12 To consider the reports of inspection agencies relevant to the Council.
- 1.13 To undertake an annual review of the effectiveness of the system of Internal Audit.
- 1.14 To oversee the appointment / dismissal of the Chief Internal Auditor.

## **2. Regulatory Framework**

- 2.1 To receive assurance reports on the effectiveness of the Council's Constitution in respect of contract procedure rules, financial regulations, codes of conduct and behaviour.
- 2.2 To review any issue referred to it by the Head of Paid Service or Executive Director or any Committee of the Council.
- 2.3 To monitor the effective development and operation of risk management and corporate governance throughout the Council.
- 2.4 To monitor Council policies on whistleblowing and anti-fraud and anti-corruption policies, including the Council's complaints process.
- 2.5 To review the Council's Annual Governance Statement prior to approval, considering whether it properly reflects the risk environment and supporting assurances, and recommend its adoption for publication with the annual accounts, together with associated plans for addressing areas of improvement and advising the Council as appropriate.
- 2.6 To review the arrangements for corporate governance, including the Code of Corporate Governance, to agree necessary actions to ensure compliance with best practice and to recommend to Full Council as appropriate.
- 2.7 To review the Council's framework of assurance, for example Assurance maps, and ensure that it adequately addresses the risks and priorities of the Council.
- 2.8 To review the Council's compliance with its own and published national standards and controls.
- 2.9 To review assurances and assessments on the effectiveness of the Council's arrangements to secure value for money.
- 2.10 To review the assessment of fraud risk and potential harm to the Council from fraud and corruption and to monitor the use of resources to address fraud risk.
- 2.11 To report as appropriate to Full Council on issues which require their attention or further action.

## **3 Accounts**

- 3.1 To approve the annual Statement of Accounts. Specifically to consider whether appropriate accounting policies have been followed and whether

there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

- 3.2 To consider, in the context of approving the Accounts, the External Auditor's report to those charged with the governance issues arising from the audit of the accounts.
- 3.3 To review the Council's Treasury Management Strategy and policies, and make recommendations to Full Council for approval.

#### **4. Risk Management**

- 4.1 To consider the effectiveness of the Council's risk management arrangements including reviewing the Risk Management Policy and the Corporate Risk Register.
- 4.2 To provide assurance to the Council, in the Committee's Annual Report, on the effectiveness of risk management arrangements in place.
- 4.3 To seek assurances that action is being taken on risk-related issues.
- 4.4 To be satisfied that the Council's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it.

#### **5. Accountability Arrangements**

- 5.1 To report to Full Council on an annual basis on assurances received, significant control issues, the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

### **Values and Ethics**

The Audit Committee shall appoint a Values and Ethics Sub-Committee

#### **Composition of Values and Ethics Sub-Committee**

4 Elected members of the Audit Committee (one from each political group represented on the committee), and one independent member, chaired by an independent member.

## **Terms of Reference for Value & Ethics Sub-Committee**

To deal with all matters relating to the ethical framework affecting members of the Council under Part 1 Chapter 7 Localism Act 2011 as amended and all other relevant legislation including regulations, directions and guidance. This shall include, but not be limited to:-

- 1) The promotion of the highest standards of behaviour by members of the Council, including the Mayor, councillors, independent members and co-optees
- 2) Advising the Council on the adoption and operation of the Member Code of Conduct, making recommendations for change as the Committee sees fit.
- 3) Training all members in the operation of the Member Code of Conduct and ensuring it is well publicised both within and outside the Council.
- 4) The adoption, implementation and maintenance of a procedure for dealing with allegations of breach of the Member Code of Conduct; including monitoring and review and amending it from time to time as the Committee sees fit.
- 5) Dealing with allegations of Breach of the Member Code of Conduct, where these are referred to them by the Monitoring Officer, and the imposition of sanctions as appropriate in accordance with the law, the Council's Constitution and relevant procedures adopted by the Council.
- 6) Consideration of applications for dispensation to allow members to participate in consideration of matters in which they would, but for a dispensation, not be able to participate, in circumstances permitted by law.
- 7) To adjudicate on any dispute relating to the payment of Members' Allowances or expenses under the Members' Allowances scheme in force from time to time.
- 8) To review the Council's use of the powers available to it under the Regulation of Investigatory Powers Act 2000
- 9) Conferring of Alderman/Alderwoman status and the criteria for such awards
- 10) To lead on member development and enhance the role of members as city leaders and community councillors

- 11) To review compliance of the Mayor and Councillors in terms of mandatory training
- 12) To have oversight of the Register of Members' Interests.
- 13) All things necessary or in the opinion of the Committee appropriate to fulfil the role and remit of a Values and Ethics Committee as defined by law or the Council's constitution.



# Full Council

17 July 2018

**Report of:** Selection Committee

**Title:** Designation of Monitoring Officer

**Ward:** n/a

**Councillor Presenting Report:** Chair of Selection Committee

**Contact Telephone Number:** (0117) 92 22000

## Recommendation

That Quentin Baker is appointed as the Council's Monitoring Officer until such time as a permanent appointment has been made.

## Summary

The report seeks the agreement to appoint Quentin Baker as the Council's Monitoring Officer.

## The significant issues in the report are:

- The permanent post holder has resigned and an interim appointment has been made pending permanent appointment.
- Permanent recruitment to the role will be completed by 1 August 2018. The permanent appointment will require Full Council approval in September 2018.
- It is unlikely that that any successful candidate would be able to join the Council before November 2018.
- The law requires that the appointment or dismissal of the Monitoring Officer be made by a meeting of the Full Council.



## **Policy**

1. The Selection Committee is responsible for recommending the appointment of the Monitoring Officer to Full Council.

## **Consultation**

2. **Internal**  
The “Executive Objections Procedure” (Annex 1 to the Officer Employment Rules within the Council’s Constitution) has been followed.
3. **External**  
Not applicable.

## **Context**

4. Shahzia Daya the current postholder has resigned and will be leaving the Council on 20<sup>th</sup> July 2018. The decision was taken to fill the role on an interim basis pending the permanent appointment as part of the senior management recruitment. Permanent recruitment to the post has started and the advert closed Friday 15th June 2018, The Selection Committee is due to meet on 1st August 2018 to make an appointment. The permanent appointment will require Full Council approval in September 2018.
5. The selection committee met on 5<sup>th</sup> July and are recommending Quentin Baker’s appointment to Monitoring Officer with effect from 21<sup>st</sup> July 2018.
6. The Council is required to appoint a Monitoring Officer by law.
7. The Monitoring Officer has 3 distinct roles:
  - 7.1. To report on matters he/she believes are, or are likely to be illegal or amount to maladministration;
  - 7.2. To be responsible for matters relating to the conduct of Councillors and Officer; and
  - 7.3. To be responsible for the operation of our Constitution.

## **Proposal**

8. That Quentin Baker is appointed as the Council’s Monitoring Officer until such time as a permanent appointment has been made.

## **Other Options Considered**

9. None.



## Risk Assessment

10. The risk of not appointing a Head of Paid Service is that the Council will be in breach of a statutory requirement and that decisions regarding the appointment, management and organisation of staff below deputy chief officer will not be taken.

## Public Sector Equality Duties

- 11a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
    - tackle prejudice; and
    - promote understanding.
- 11b) An equality impact assessment has not been undertaken in relation to this proposal because it concerns an individual.

## Legal and Resource Implications

### Legal

*“Section 5 of the Local Government and Housing Act 1989 (as amended) confirms the Council has a duty to appoint a Monitoring Officer. It is within the terms of reference of the Selection Committee to make a recommendation to Full Council for the appointment of a Monitoring Officer. The recommendation in this report complies with the legal requirement.”*

Advice provided by Husinara Jones (Solicitor) 4<sup>th</sup> July 2018

**Financial**

**(a) Revenue**

*“The financial implications of the Interim Monitoring Officer appointment will be met from within the Resources Directorate 2018/19 budget.”*

Advice provided by Kevin Lock (Finance Manager) 4<sup>th</sup> July 2018

**(b) Capital**

None.

**Land**

Not applicable.

**Personnel**

*“The personnel implications of this appointment are set out in the report.”*

Advice provided by Mark Williams (Head of HR), 4<sup>th</sup> July 2018

**Appendices:**

None.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:**

None.