

# Summons to attend meeting of Full Council



**Date:** Tuesday, 14 January 2020

**Time:** 2.00 pm

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

**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.

City Hall has a water fountain by the Council Chamber, you are invited to bring your reusable bottles. Please note there are no plastic cups

**Issued by:** Sam Wilcock, Democratic Services

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**Date:** Friday, 3 January 2020



# Agenda

## 1. Welcome, Introductions and Safety Information

(Pages 14 - 15)

## 2. Apologies for Absence

## 3. Declarations of Interest

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

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

## 4. Minutes of the Previous Meeting

To agree the minutes of the previous meeting as a correct record.

(Pages 16 - 30)

## 5. Lord Mayor's Business

To note any announcements from the Lord Mayor

## 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 13 January 2020** at latest. One written statement per member of the public is permitted.

b. Public questions: Written public questions must be received by **5pm on Wednesday 8 January 2019** at latest. A maximum of 2 questions per



member of the public is permitted.

## **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 13 January 2020**.

## **8. Council Tax Base 2020/21**

**(Pages 31 - 42)**

## **9. Collection Fund Surplus/ Deficit 2019/20**

**(Pages 43 - 54)**

## **10. Audit Committee Half Year Report**

**(Pages 55 - 60)**

## **11. Motions**

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.

### **MOTIONS RECEIVED FOR FULL COUNCIL – 14<sup>th</sup> January 2020**

#### **1. Reboot Democracy - improve decision-making and increase public engagement by developing forms of Deliberative Democracy**

This Council notes:

- That the Administration has a genuine desire to engage with citizens, as demonstrated by continued support of the Citizens' Panel and efforts made to promote engagement in consultations on important decisions for the City;
- That present actions do not go far enough to truly engage all Bristolians. We are not reaching, or actively engaging, the majority of citizens in deprived parts of the City and we respond to the loud voices of the few who fill in consultations or who use Full Council to express their views.
- That barriers to participation are complex and potential participants may need training, incentives and different kinds of support to participate;
- That processes for setting the agenda and designing the mechanisms



for participation should also be participatory;

- That the forms of engagement used presently take citizens' views but do not allow for input into decision-making, which does not encourage engagement. Often, people are not given enough information to be fully informed, which undermines the consultation process;
- That the value of consultations has been undermined by past failures like the Library Consultation in 2017, where citizens were presented with three very limited options and they could not support any one of them, or by the Western Harbour engagement when lack of information increased community fears and made constructive discussion very difficult;
- That the majority of the citizenry are not engaged in decision making and feel disenfranchised;
- That Bristol has a vibrant culture of community organisations with local knowledge, existing community networks and experience of using participatory approaches. These organisations have the potential to contribute to processes of engagement and participation for under-represented groups;
- That **Deliberative Democracy** is an umbrella term, of which **Citizens' Assembly** is the best known. Citizens' Assemblies have been used effectively in many countries to solve complex political or social issues and are truly representative, as selection is stratified (like jury service) and people who attend are paid a stipend which validates the action. **Citizens' Jury** is a scaled down version of an assembly. Another form of deliberative democracy, used quite extensively in the UK between 2002-2010, is **Participatory Budgeting** which was shown to improve accountability and allow for the redistribution of funds. **Deliberative Polling** is an effective way to develop an informed citizenry, as this process takes a stratified group, captures their understanding of a topic, then fully informs them of the issues and once again surveys their opinions. The benefit is that the administration gets the views of citizens who have an holistic understanding of complex problems;
- That although there is a cost in running deliberative actions, the value of high-quality decisions, based on informed, reasoned debate makes it good value for money and delivers a stronger mandate to the Administration.

This Council believes:

- We trust our citizens to make decisions;
- Deliberative democracy complements consultation and makes it more meaningful. The difference is that a stratified selection is made and this is truly representative of the people;
- Deliberative processes are not intended for everyday politics and are best used for complex issues which are divisive or where there might be political gridlock;
- That types of deliberative democracy should be piloted in Bristol, with at least two projects within the next year. Examples could be: devolving some funds to the Area Committees through a Participatory Budget or a Citizens' Assembly on how to on get to carbon neutrality by 2030.

This Council proposes:



- That a group is set up to establish the terms of reference for Bristol’s adoption of Deliberative Democracy, which would come back to this Council for ratification within three months. This process should itself be participatory, be cross-party and include people from Bristol’s different communities, localities and socio-economic backgrounds with a role for Bristol’s existing community organisations;
- That once the terms of reference are agreed, a sum of money (to be decided) will be set aside to fund the actions;
- That, once the terms are ratified, there will be a trial of at least two projects within the financial year 2020-2021 and I suggest the following:
  - A participatory budget, using the Area Committees as a delivery method
  - Citizens’ Assembly with a theme chosen via a participatory process
  - Citizens’ Assembly on how Bristol should respond to the Climate Emergency

Some interesting reading:

Some examples both within the UK and internationally -

<https://sharedfuturecic.org.uk/beyond-the-ballot-how-citizens-can-lead-the-climate-change-conversation/>

Video on how participatory budgeting can involve the whole community

<https://pbscotland.scot/film>

Deliberative polling and how it solved sectarian problems in Northern Ireland -

[https://s3.amazonaws.com/academia.edu.documents/5900776/omagh-report.pdf?response-content-disposition=inline%3B%20filename%3DA\\_Deliberative\\_Poll\\_on\\_Education\\_What\\_pr.pdf&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIWOWYYGZ2Y53UL3A%2F20191128%2Fus-east-1%2Fs3%2Faws4\\_request&X-Amz-Date=20191128T114631Z&X-Amz-Expires=3600&X-Amz-SignedHeaders=host&X-Amz-Signature=8ea70cb3d53690e96800327c595a3949fb8dbd5c90a905ecf2f7a41346b6290d](https://s3.amazonaws.com/academia.edu.documents/5900776/omagh-report.pdf?response-content-disposition=inline%3B%20filename%3DA_Deliberative_Poll_on_Education_What_pr.pdf&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIWOWYYGZ2Y53UL3A%2F20191128%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Date=20191128T114631Z&X-Amz-Expires=3600&X-Amz-SignedHeaders=host&X-Amz-Signature=8ea70cb3d53690e96800327c595a3949fb8dbd5c90a905ecf2f7a41346b6290d)

*Motion to be moved by: Cllr Paula O’Rourke, Green Group*

*Date of Submission: 2<sup>nd</sup> January 2020*

## 2. Wood burners

Full Council shares the view of Marvin Rees, the elected Labour Mayor of Bristol, that wood burners produce dangerous levels of particulate pollution.

Full Council further endorses the administration signing up to the world’s most ambitious clean air plan with UK100, which calls on the Government to adopt World Health Organisation recommended air pollution targets as legally binding.

Full Council believes that the Mayor is right to raise awareness of and enforce



the existing Smoke Control Legislation in licensed premises to reduce the illegal burning of wood and solid fuels, including domestic wood burners and bonfire nuisance.

Full Council resolves to ask Party Group Leaders to back Marvin's calls for improved powers, resources, and legislation from national Government to ban particulates in industrial and domestic use, including and private wood burners.

*Motion to be moved by: Cllr Don Alexander, Labour Group*

*Date of submission: 6<sup>th</sup> December 2019*

### **3. Support For Freeports**

Following the General Election, which resulted in a Conservative majority, it is clear that the new Government is in a strong position to carry out its ambitious £100bn infrastructure programme to benefit the whole of the UK.

Part of this capital investment will be directed towards creating ten freeports around the country. These, it is intended, will play a significant role in raising prosperity for some of our most deprived communities whilst helping to re-establish our nation as a champion of free trade – in our own right - at the World Trade Organisation.

Globally, there are around 3000 of these free trade zones. These can be established at both sea and air points of entry. Such sites are areas within a geographic boundary of a country but, legally, are treated as external to that state for the purposes of applying different (lower) customs duties and business rates. Historically, these ports have proved to be catalysts for economic redevelopment and regeneration.

Council notes that some concerns have been raised over potential risks associated with the operation of these facilities, namely as a vehicle for money laundering, counterfeiting and/or tax evasion. However, it should equally be recognised that these threats or dangers can be prevented, mitigated and minimised through the operation of greater transparency, regulation and oversight.

The Bristol Port Company has previously expressed interest in exploring a bid to be included in the first ten tranche chosen by a specialist panel. In commerce, to stand still is to be left behind. It is this Council's view that the future prosperity of our City Region could be greatly enhanced by this change of status.

Accordingly, Council calls on the Mayor to lend his support to this possibility and work with the West of England Combined Authority to ensure we are best placed to take advantage of or benefit from this prestigious, national scheme. It is this Council's contention that such a partnership will greatly help to unleash Bristol's huge economic potential.

*Motion to be moved by : Councillor Mark Weston, Conservative Group*

*Date of Submission: 2<sup>nd</sup> January 2020*



#### 4. Supporting Local Shops

Council continues to be concerned over the future sustainability of many of Bristol's high streets.

Nationally, last year proved to be especially challenging for so-called bricks and mortar retailers. A recent review by the British Retail Consortium found that we lost 16 shops per day through closure in the first six months of 2019. This equates to around 2,868 businesses, with an estimated 85,000 jobs lost by year-end. Some of the latest casualties include such well-known brands as HMV, Thomas Cook and even Debenhams.

The causes are well known and multifaceted (i) spiralling rents; (ii) rising business rates; (iii) increased labour costs; (iv) declining foot-fall; and (v) the choice, convenience and competition provided by e-commerce. With local authorities ever more dependent on retention of business rates to balance their budgets, Council maintains that it is essential that more is done to support struggling small businesses in secondary retail areas around the city.

Some measures taken during the last Parliament such as cuts to business rates for small businesses and the creation of special funding streams were a step in the right direction. The 'Love our High Streets' project promoted by the West of England Combined Authority (WECA) is also encouraging.

Now, the new Conservative Government has promised a 'new deal for towns' (and regions) which aims to deliver thriving high streets as well as making these places much safer to visit by investing in more CCTV and community wardens. Council believes it will be essential to do more locally to coordinate with all of these national and regional initiatives.

To this end, Council calls on the Mayor to allocate resources from his capital budget to actually invest in so-called satellite precincts to make them attractive destinations. Consideration also needs to be given to changing the city's parking strategy/priorities with 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, the Mayor is asked to lobby Ministers as part of another promised 'fundamental review of the business rates system' to consider major reform (not based on notional rateable values but founded upon 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 to be moved by: Cllr Graham Morris, Conservative, Stockwood*



Ward

Date of Submission: 2<sup>nd</sup> January 2020

## 5. Future Special Educational Needs And Disability (Send) Provision

This Council notes with extreme concern the findings of the recently published joint OFSTED and Care Quality Commission (CQC) report into the state of SEND provision in Bristol. To have such findings of failure spelt out in glaring terms underlines long term and systemic problems in our ability to meet the reasonable aspirations and expectations of children and young people who need specialist support services.

The inspection visit comes on the back of a number of very public and embarrassing controversies to blight the local Authority's reputational standing including:-

- Budget cuts made to SEND funding that were later ruled illegal
- news that not one Education & Health Care Plan was completed within the allotted 20 weeks' timeframe last year
- That new applications for EHC support were being turned away last autumn in direct contravention to national best practice standards

Council believes that parents and families have been badly served and that there must be a much more unified political response to these challenges. This new approach is necessary not only to improve this dire situation but also to guarantee greater transparency in decision making and accountability at all leadership levels (a weakness identified by inspectors).

Council therefore calls on the Mayor to:

- Publish an improvement plan responding directly to the OFSTED report's findings for the March Full Council
- Provide a quarterly written report to every People Scrutiny Commission for the next twelve months.
- Take note of the recommendations to emerge from the People Scrutiny Commission SEND 'Evidence Gathering Day' scheduled for 3<sup>rd</sup> February 2020
- Ensure that the Cabinet Member for Education & Skills attends every People Scrutiny meeting, alongside the Executive Director for Adults, Children & Education (or any other required senior officer) to answer questions from Scrutiny Members on content or progress being made to address this issue
- Commit to investing in schemes like 'Project Rainbow' which assists post-18 year-olds into independent living
- Provide sufficient funding to ensure Bristol's SEND services achieve above national average targets.

*Motion to be moved by: Councillor Claire Hiscott, Conservative Group*

Date of Submission: 2<sup>nd</sup> January 2020





## 6. Bristol Airport Expansion

This Council notes that:

1. Bristol Airport has applied for planning permission for an extra two million passengers a year (from 10-12 million) and has a published strategy to more than double in size to 20 million passengers a year. A decision is due in the near future.
2. There have been over 3,500 objections on the North Somerset Council Planning website including objections by the vast majority of the local Town and Parish Councils and by Bath and North East Somerset Council.
3. The papers submitted with the planning application by Bristol Airport Ltd (1) show that the expansion would mean:
  - a. up to 10,000 extra cars entering the already congested area every day and a new multi-storey car park on the Green Belt;
  - b. extra toxic pollution in the already polluted air over South Bristol (over which many of the aircraft will approach the airport);
  - c. an enormous increase in night flights during the summer bringing noise and distress to residents;
  - d. more than 623,000 tonnes (2) of carbon entering the atmosphere at high levels where its potential to warm our atmosphere is at least doubled compared with ground level emissions. (3)
4. The New Economics Foundation (a think-tank previously used at governmental level) have produced a report analysing the economic benefits claimed by the airport and concludes that the report submitted on behalf of the airport ‘grossly overstates the economic benefits’ and ‘the extended capacity of Bristol Airport would be redundant...’ (4)
5. There would be only 97 extra jobs in South Bristol if the expansion happens (5) many of which are likely to be zero-hours short term contracts in catering.
6. Frequent flyers, rather than families taking an annual holiday, are the problem. 15% of the population take 70% of the flights. (6)
7. The airport is large enough, and already has headroom under existing permissions to expand by another million passengers a year.

This Council believes that:

1. Bristol City Council, although not the decision-taker in this application, is an important stakeholder and has great influence with its views.
2. Bristol City Council, having declared a Climate Emergency (7) cannot maintain its current support of these destructive expansion plans.

This Council resolves:

1. To withdraw its support for this application and to submit a letter of objection to North Somerset Council immediately.

### Footnotes:

1. Who are largely owned by Ontario Teachers Pension Plan
2. For comparison purposes, the expanded airport would have almost exactly the same carbon footprint as the whole of the internal emissions of Bristol at 1.568m tonnes



3. Source for carbon emissions: Bristol Airport Planning Application Environment Statement; Source for doubling effect of carbon emitted at high level: Committee on Climate Change letter to Sec of State 24/9/19
4. [www.nefconsulting.com/our-work/clients/cpre-expansion-of-bristol-airport/](http://www.nefconsulting.com/our-work/clients/cpre-expansion-of-bristol-airport/)
5. Bristol Airport’s planning documents; Economic Impact Appraisal
6. Committee on Climate Change letter to Sec of State 24/9/19
7. As have North Somerset and WECA

Motion moved by: Councillor Stephen Clarke, Green Party Councillor for Southville

Date of Submission: 2<sup>nd</sup> January 2020

## 7. Standing up for Responsible Tax Conduct

Full Council notes that:

1. There is a strong desire from people in the UK to see businesses pay the right amount of tax in the right place at the right time.<sup>[1]</sup>
2. Polling from the Institute for Business Ethics finds that “corporate tax avoidance” has, since 2013, been the clear number one concern of the British public when it comes to business conduct.<sup>[2]</sup>
3. 6 in 10 of the public agree that the Government and local councils should consider a company’s ethics and how they pay their tax as well as value for money and quality of service provided, when undertaking procurement.<sup>[1]</sup>
4. 15% of public contracts in the UK have been won by companies with links to tax havens.<sup>[3]</sup>
5. A conservative estimate of losses to the UK from multinational profit-shifting is £7bn per annum in lost corporation tax revenues.<sup>[4]</sup>
6. The Fair Tax Mark offers a means for business to demonstrate good tax conduct, and has been secured by organisations with a combined annual income of £50bn and more than 6,500 outlets and premises, including many social enterprises and co-operatives.<sup>[5]</sup>

Full Council believes that:

1. Paying tax should not be presented as a burden, but as the way we provide for a society we would want to live in.
2. Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies.
3. As the budget of the council relies largely on public finance which is gained through taxation, we should take the lead in the promotion of exemplary tax conduct; for example by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying, selling or leasing land and property.
4. Where substantive stakes are held in private enterprises, then influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned - e.g., no use of marketed schemes requiring disclosure under DOTAS regulations (Disclosure Of Tax Avoidance Schemes) or arrangements that might fall foul of the General Anti-Abuse Rule.
5. More action is needed, however, current law significantly restricts councils’



ability to either penalise poor tax conduct or reward good tax conduct, when buying goods or services.

6. UK cities, counties and towns can and should stand up for responsible tax conduct - doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.

Full Council resolves to:

1. Approve the Councils for Fair Tax Declaration.
2. Lead by example and demonstrate good practice in our tax conduct, right across our activities. This applies to what we buy, what we sell, our own businesses, our choice of partners and our investments.
3. Ensure contractors implement IR35 robustly and pay a fair share of employment taxes.
4. Not use offshore vehicles for the purchase of land and property, or allow their use when selling or leasing, especially where this leads to reduced payments of stamp duty.
5. Undertake due diligence to ensure that not-for-profit structures are not being used inappropriately as an artificial device to reduce the payment of tax and business rates.
6. Demand clarity on the ultimate beneficial ownership of suppliers, including care homes, schools, developers of council land and organisations and people we sell to, and their consolidated profit & loss position.
7. Promote Fair Tax Mark certification for any business in which we have a significant stake and where corporation tax is due.
8. Support Fair Tax Week events in the area, and celebrate the tax contribution made by responsible businesses who say what they pay with pride.
9. Support calls for urgent reform of EU and UK law to enable local authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.
10. Ask the Mayor to instruct officers to bring back a report to Full Council within one year about the current situation, the practical problems and barriers and potential solutions, such as publishing a register or other mechanisms. And then to report back annually on progress towards the long term goal that all monetary transactions of the Council are with people and organisations who pay fair tax.

References:

[1] <https://fairtaxmark.net/trust-in-hmrc-on-the-increase-but-record-levels-of-concern-on-businesses-tax-behaviour/>

[2]

[https://www.ibe.org.uk/userassets/briefings/ibe\\_survey\\_attitudes\\_of\\_the\\_british\\_public\\_to\\_business\\_ethics\\_2016.pdf](https://www.ibe.org.uk/userassets/briefings/ibe_survey_attitudes_of_the_british_public_to_business_ethics_2016.pdf)

[3] <https://fairtaxmark.net/wp-content/uploads/2019/07/Intro-to-CFFTD.pdf>

[4] <https://www.taxresearch.org.uk/Blog/2017/11/08/the-uk-loses-20-of-total-corporate-profits-to-tax-havens-but-hmrc-are-in-denial-about-the-missing-7-billion/>

[5] <https://fairtaxmark.net/>

Motion to be moved by: Cllr Eleanor Combley, Green Group

Date of Submission: 2<sup>nd</sup> January 2020



## **8. Mitigating the effects of the Clean Air Plan on the most affected and most deprived residents.**

Council notes that there is now only one Bristol plan that will reportedly deliver the governments clean air criteria in the period required and so despite many reservations from scrutiny, cabinet has given its approval.

Council regrets that no public consultation was carried out on the specific plan adopted by the Cabinet which was different to the two options put forward to the public.

Council has concerns about how this will impact on the way that goods and people move within and around the clean air zones, and anticipating and mitigating potential poor outcomes.

Council is concerned that the capability of the present system of 'public' transport to sustainably accommodate is inadequate, certainly in the short and medium-term.

Council is concerned about the effects of greater vehicle movements outside the zones to avoid charges on small roads not designed for this and the impact on safety, congestion, necessary infrastructure work and migrated poorer quality air.

Council is concerned that deprivation being given the highest rating alongside public health in the approach to the clean air problem – rather than confronting the central issue and mitigating any poor outcomes- there are no meaningful exemptions or concessions for people in the central zone except a possible £2000 grant to enable replacement for a diesel car.

This council resolves to ask the Mayor to examine meaningful ways to ease the transition into this new plan for those people most affected and least capable of coping with the outcomes including, but not exclusively, the following:

- A longer transition period for phasing out ownership by residents in the inner zone of all private diesel cars, focusing on pre-Euro6 models.
- Preparation and consultation on an impact analysis, and resulting mitigation, for the closure of the eastbound Cumberland Basin to all vehicles except buses.
- Alternative provisions for access to the many hospitals (including sufficient information and warnings) within the zone including the extension of the present hospital bus network to collect from car parks outside the zone.
- Examining how to provide additional funds where needed to top up the likely £2000 so-called scrappage scheme in order that this may deliver more sustainable and cleaner private cars held in the zone.
- Developing transitional arrangements for alternative travel by bus
- Exempting disabled people from zone restrictions
- Exempting Diesel vehicles that meet Euro6 standards from the diesel ban, to allay risk that these may be replaced by poorer quality older



petrol vehicles, delivering worse outcomes.

Council instructs the Head of Paid service to write a letter to Government with the resolution of Council.

**Motion to be moved by:** Cllr Anthony Negus, Cotham Ward (Lib Dem)

**Date of submission:** 2<sup>nd</sup> January 2020

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Signed



Proper Officer

Friday, 3 January 2020



# Public Information Sheet - Full Council

## Public Forum – Full Council

You can find papers for all our meetings on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk).

Members of the public may present a petition, make a written statement or ask a question at Full Council meetings. Please submit it to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk).

Petitions, Statements and Questions must be about a matter the Council has responsibility for or which directly affects the city. For further information about procedure rules please refer to our Constitution <https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

### **Petitions from members of the public**

- Petitions will be presented to the Council first.
- Petitions must include name, address and details for the wording of the petition.
- The person presenting a petition will be asked to read out the objectives of the petition with one minute allowed.
- A written reply will be provided to the lead petitioner within 10 working days of the Full Council meeting.

### **Statements**

- Statements should be received no later than **12.00 noon on the working day before the meeting**.
- There can be one statement per person and subject to overall time constraints, a maximum of one minute is allocated for presentation.
- Any statement submitted should be no longer than one side of A4 paper.
- For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

### **Questions**

- Questions should be received no later than **three clear working days before the meeting**.
- A maximum of two written questions per person can be submitted.
- At the meeting, a maximum of one supplementary question may be asked, arising directly out of the original question or reply.

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

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

The information contained within public forum submissions are the views of those individuals and do not reflect the views of Bristol City Council



### **Process during the meeting:**

- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- There will be no debate on statements or petitions.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.
- If you are called on to use the microphone, please place it approx 5 cm in front of your mouth and move the microphone as you move your head.

### Other formats and languages and assistance for those with hearing impairment

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

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

### Arrangements for Full Council

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.
- Large bags will be left at reception.
- 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.

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. Small notices may be acceptable if they are not obstructive or offensive (no more than A4 size).

As part of the drive to reduce single-use plastics in council-owned buildings, please bring your own water bottle in order to fill up from the water dispenser.

## Bristol City Council Minutes of the Full Council

17 December 2019 at 2.00 pm



### Members Present:-

**Councillors:** Mayor Marvin Rees, Peter Abraham, Donald Alexander, Lesley Alexander, Nicola Beech, Nicola Bowden-Jones, Harriet Bradley, Mark Bradshaw, Mark Brain, Charlie Bolton, Tom Brook, Fabian Breckels, Tony Carey, Craig Cheney, Barry Clark, Jos Clark, Stephen Clarke, Eleanor Combley, Asher Craig, 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, Steve Jones, Tim Kent, Sultan Khan, Gill Kirk, Brenda Massey, Matt Melias, Graham Morris, Anthony Negus, Paula O'Rourke, Steve Pearce, Celia Phipps, Ruth Pickersgill, Kevin Quartley, Liz Radford, Jo Sergeant, Afzal Shah, Steve Smith, Paul Smith, Jerome Thomas, Mhairi Threlfall, Estella Tincknell, Jon Wellington, Mark Weston, Chris Windows and Mark Wright

**Aldermen in Attendance:-** A Massey, J McLaren, J Smith, S Williams

### 1. Welcome, Introductions 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 were received from Councillors Keen, Lake, Lovell and Stevens.

### 3. Declarations of Interest

None were received.

### 4. Minutes of the previous meeting ~ 12th November 2019

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





**RESOLVED:**

**That the minutes of the meeting of the Full Council held on the 12<sup>th</sup> November 2019 be confirmed as correct record and signed by the Lord Mayor**

**5. Lord Mayor's Business**

The Lord Mayor shared with Full Council the words and sentiments that she shared with new citizens at their British Citizenship Ceremonies.

**6. Public Forum (Public Petitions, Statements and Questions)****Public petitions:**

There were two public petitions received.

Ref No	Name	Title
PP01	Martyn Cordey	We the undersigned request that BCC review the chicane at Royate Hill viaduct, due to on-going issues which impact upon local residents, and which also presents a continually increasing risk to pedestrians and cyclists; we further request that consideration be given to proposed solutions.
PP02	Andrew Varney	We the undersigned demand that BCC open the former Brislington railway line as a new walking and cycling route rather than a busy, polluting road.

**Public statements:**

The Full Council received and noted the following statements (which were also referred to the Mayor for his consideration/information):

Ref No	Name	Title
PS01	Mary Wildman	Heritage and environmental significance of area, both locally and nationally
PS02	Dr Luke Materacki	Canford Road Crossing
PS03	Eileen Means	Hampers for Hungry Children in Bristol
PS04	Jen Smith	EHCP and Send Failure
PS05	Sam Morris	Bristol Airport Expansion
PS06	Simone Potter	Bristol Airport Expansion
PS07	Albie Menter	Bristol Airport Expansion
PS08	Sam Menter	Bristol Airport Expansion
PS09	Lara Edwards	Bristol Airport Expansion



PS10	Tarisha Finnegan	Bristol Airport Expansion
PS11	Diana Warner	Dramatic health benefits following air pollution reduction
PS12	Sam Davidge	Bristol Airport Expansion
PS13	Claire Wilshire	Bristol Airport Expansion
PS14	Sandy Hore-Ruthven	Mayoral System
PS15	Dr Miranda Cole	Bristol Airport Expansion
PS16	Joanna Poulton	Bristol Airport Expansion
PS17	Rebecca Purslow	Bristol Airport Expansion
PS18	Jonathan Hewitt	Bristol Airport Expansion
PS19	Hilary Saunders	Bristol Airport Expansion
PS20	David Redgewell	Rail & Buses
PS21	Trevor Blythe	Unilateral change to Resident Parking Schemes
PS22	Colin Morgan	Bristol Airport Expansion
PS23	Mike Jempsons	Bristol Airport Expansion
PS24	Isabella Harding	Bristol Airport Expansion
PS25	Denise Bamford	Bristol Airport Expansion
PS26	Jill Tarlton	Bristol Airport Expansion
PS27	Colin Watson	Bristol Airport Expansion
PS28	Jennifer Hill	Bristol Airport Expansion
PS29	Dr Steve Melia	Bristol Airport Expansion
PS30	Helen Phillips	Bristol Airport Expansion
PS31	Richard Baxter	Bristol Airport Expansion
PS32	Robin Simpson	Bristol Airport Expansion
PS33	Sara Stocks	SEN crisis in Bristol
PS34	Tony Jones	Bristol Airport Expansion
PS35	Robert Mackay	Bristol Airport Expansion
PS36	Dr Sian Hastie	Bristol Airport Expansion
PS37	Mary Collett	Bristol Airport Expansion
PS38	Janet Grimes & Mavis Zutshi	Bristol Airport Expansion
PS39	Amanda Barrett	Bristol Airport Expansion
PS40	David Brenig-Jones	Bristol Airport Expansion
PS41	Owen Newman	Bristol Airport Expansion
PS42	Rachel Butler	Bristol Airport Expansion
PS43	Sarah Cemlyn	Bristol Airport Expansion
PS44	Dr Pia Menzies	Bristol Airport Expansion
PS45	Sharon Davis	Bristol Airport Expansion
PS46	John Tarlton	Bristol Airport Expansion
PS47	Chris Swinburn	Bristol Airport Expansion
PS48	Mary Page	Statement to Council Item 14 Motions
PS49	Richard Bates	Bristol Airport Expansion
PS50	Bill Roberts	Bristol Airport Expansion



PS51	Becky Heath	Bristol Airport Expansion
PS52	Kate Tilling	Bristol Airport Expansion
PS53	Torin Menzies	Bristol Airport Expansion
PS54	Maggie Robertson	Bristol Airport Expansion
PS55	Amy Fletcher	Bristol Airport Expansion
PS56	Catherine Smalley	Bristol Airport Expansion
PS57	Alison Allan	Bristol Airport Expansion
PS58	Veronica Pollard	Bristol Airport Expansion
PS59	James Collett	Bristol Airport Expansion
PS60	Maria Burgess	Bristol Airport Expansion
PS61	Alexandra Reuer	Bristol Airport Expansion
PS62	Rupert Russell	Bristol Airport Expansion
PS63	Katie Dick	Bristol Airport Expansion
PS64	Arne Ringner	Bristol Airport Expansion
PS65	Hartley Selman	Bristol Airport Expansion
PS66	Simon Roberts	Bristol Airport Expansion
PS67	Chris Miller	Bristol Airport Expansion
PS68	Nikki Jones	Bristol Airport Expansion
PS69	Nicky Hodges	Bristol Airport Expansion
PS70	Michael Andrews	Bristol Airport Expansion
PS71	Mark Usher	Bristol Airport Expansion
PS72	Jackie East	Bristol Airport Expansion
PS73	Nick Duncan	Bristol Airport Expansion
PS74	Rose Watkins	Bristol Airport Expansion
PS75	Simon Baughen	Bristol Airport Expansion
PS76	Edward Romaine	Bristol Airport Expansion
PS77	Karen Smith	Bristol Airport Expansion
PS78	Saffron Orrell	Chicane at Royate Hill Viaduct
PS79	Jeffery Hurran	Bristol Airport Expansion
PS80	Jenny Howard Coles	Bristol Airport Expansion
PS81	Kate Watson	Bristol Airport Expansion
PS82	Jessica Knight	Bristol Airport Expansion
PS83	Paul Winney	Bristol Airport Expansion
PS84	Sophia Feinbaum	Bristol Airport Expansion
PS85	Dr Steve Cayzer	Bristol Airport Expansion
PS86	Andrea Rogers	Bristol Airport Expansion
PS87	Matthew Woodward	Bristol Airport Expansion
PS88	Chris Welsh	Chicane and Royate Hill
PS89	Stuart Main/ Larry Larkin	Objection to Proposed car parking charges and waiting restrictions at Oldbury Court Estate
PS90	Julie Milton	Bristol Airport Expansion
PS91	Kathy Heathfield	Bristol Airport Expansion



PS92	Annemieke Waite	Bristol Airport Expansion
PS93	Julie Cayzer	Bristol Airport Expansion
PS94	Phil Slattery	Bristol Airport Expansion
PS95	Andrew Atkinson	Bristol Airport Expansion
PS96	Tom Stedall	Bristol Airport Expansion
PS97	Gaie Delap	Bristol Airport Expansion
PS98	Darren Searle	Bristol Airport Expansion
PS99	Stephen Le Fanu	Bristol Airport Expansion
PS100	Katherine Dee	Bristol Airport Expansion
PS101	Polly Wood	Bristol Airport Expansion
PS102	Paul Yewdall	Royate Hill
PS103	Dan Thomas	Bristol Airport Expansion
PS104	Kathy Heathfield	Bristol Airport Expansion
PS105	Tim Walte	Bristol Airport Expansion
PS106	Louisa Blakey	Royate Hill Junction
PS107	Bryony Page	Bristol Airport Expansion
PS108	Dr Tessa Cook	Bristol Airport Expansion
PS109	Kate Whittle	Bristol Airport Expansion
PS110	Rob Coates	Bristol Airport Expansion
PS111	Mike Joyce	Bristol Airport Expansion
PS112	Dr Jonathan Wood	Bristol Airport Expansion
PS113	Dorian Wainwright	Bristol Airport Expansion
PS114	John Dunn	Bristol Airport Expansion
PS115	Jane Chappell	Royate Hill Junction
PS116	Martin Tweddell	Bristol Airport Expansion
PS117	David Maggs	Bristol Airport Expansion
PS118	Marley Bennett	Campaign to review the traffic management at Royate Hill Viaduct
PS119	David Whittaker	Bristol Airport Expansion
PS120	Joseph Robinson	Bristol Airport Expansion
PS121	Bristol Medact	Bristol Airport Expansion
PS122	Mary Stevens	Review the chicane at Royate Hill
PS123	Grant Mercer	Bristol Airport Expansion
PS124	Eleanor Cripps	Bristol Airport Expansion
PS125	Jeffery Smith	Bristol Airport Expansion
PS126	Andrew Kemp	Bristol Airport Expansion
PS127	Iwona Tempowski	Bristol Airport Expansion
PS128	John Stansfield	Bristol Airport Expansion
PS129	Ann Whittaker	Bristol Airport Expansion
PS130	Richard Prior	Bristol Airport Expansion
PS131	Jennifer Ford	Bristol Airport Expansion
PS132	Jonathan Maytham	Bristol Airport Expansion



PS133	Sarah Hudson	Bristol Airport Expansion
PS134	Peter Newbery	Changes to Resident Parking Scheme re visitors permits
PS135	Justin Reed	Bristol Airport Expansion
PS136	Xeena Cooper	Bristol Airport Expansion
PS137	Kevin Tinsley	Avon Pension Fund
PS138	Clare Anderson	Bristol Airport Expansion
PS139	Esme Hedley	Bristol Airport Expansion
PS140	Amy Bartlett	Bristol Airport Expansion
PS141	Gavin Spittlehouse	Bristol Airport Expansion
PS142	Darcy Mitchell	Bristol Airport Expansion
PS143	Frances Scott	Bristol Airport Expansion
PS144	Stephen and Susan Berger	Bristol Airport Expansion
PS145	Caroline New	Bristol Airport Expansion
PS146	Maya Stratton-Brook	Bristol Airport Expansion
PS147	Margaret Boushel	Bristol Airport Expansion
PS148	James Frost	Bristol Airport Expansion
PS149	Tom Hoyle	Bristol Airport Expansion
PS150	Nicky Dodgson	Bristol Airport Expansion
PS151	Naomi Roberts	Bristol Airport Expansion
PS152	Heather Lister	Bristol Airport Expansion
PS153	James Phillips	Bristol Airport Expansion
PS154	James Mee	Bristol Airport Expansion
PS155	Clare James	Bristol Airport Expansion
PS156	Shelomi Wild-Rose	Royate Hill Chicane
PS157	Kingsley Belton	Bristol Airport Expansion
PS158	Lucy Watson	Bristol Airport Expansion
PS159	Jeremy Marshall	Bristol Airport Expansion
PS160	Paul Owens	Bristol Airport Expansion
PS161	Mary-Jane Anderson	Bristol Airport Expansion
PS162	Mark Smalley	Bristol Airport Expansion
PS163	David Mathias	Bristol Airport Expansion
PS164	Yvonne Struthers	Bristol Airport Expansion
PS165	Eastville Greens	Royate Hill Crossing
PS166	Stuart Chalmers	Oldbury Court Estate proposed introduction of car park charges
PS167	Lyn Cottrell	Oldbury Court Estate proposed introduction of car park charges
PS168	Esther Tyler Ward	Royate Hill Crossing
PS169	Steve Cottrell	Oldbury Court Estate proposed introduction of car park charges



Within the time available, statements were presented by individuals present at the meeting.

### Public Questions:

The Full Council noted that the following questions had been submitted:

Ref No	Name	Title
PQ01	Question Ruled Out	
PQ02	Question Withdrawn	
PQ03	Paul Harrison	Vehicle dwelling and encampments on the Highway
PQ04	Suzanne Audrey	Affordable Homes
PQ05	Graham Donald	Condition of Bus stop at Wills Hall
PQ06	Graham Donald	Street sweeping in Channels Hill
PQ07	Nicola Sweetland	Bristol Airport Expansion
PQ08 & PQ09	Barry Cash	Recycling
PQ10	Sam Morris	Bristol Airport Expansion
PQ11	Rajeka Lazarus, Medact Bristol	Bristol Airport Expansion
PQ12	Johanna Spiers	Bristol Airport Expansion
PQ13	Tarisha Finnegan-Clarke MA UKCP	Bristol Airport Expansion
PQ14	Alice Jones	Bristol Airport Expansion
PQ15	John Adams	Bristol Airport Expansion
PQ16	Jackie Head	Bristol Airport Expansion
PQ17	Ciaran Haines	Bristol Airport Expansion
PQ18	Hilary Burn, PCAA	Bristol Airport Expansion
PQ19	Tom Vodden	EHCP applications
PQ20	Caroline Mccookweir	Bristol Airport Expansion
PQ21	Dennis Gornall	Unilateral change to Resident Parking Schemes
PQ22	Theresa Davey	Air B&B type rentals
PQ23	Jim Mayger	Bristol Airport Expansion
PQ24	Simon Omiotek	Bristol Airport Expansion
PQ25	Claire Wiltshire	Bristol Airport Expansion
PQ26	Dr Grace Thompson	Bristol Airport Expansion

Within the time available, the Mayor responded verbally to questions PQ04, PQ08, PQ09 and PQ11 also responding to supplementary questions.

## 7. Petitions Notified by Councillors



The Full Council received and noted the following petitions:

Ref No	Name	Title	Number of signatures
CP01	Councillor Lesley Alexander	Fishponds and Bristol residents petition against charging for the car park at Oldbury Court Estate (Vassalls Park)	2756

## 8. Treasury Management Mid-year Report 19-20

The Full Council considered a report which presented the Mid-Year Treasury Management report for 2019-20. This report meets the management regulatory requirement that the Council receive a mid-year Treasury review report. It also incorporates the needs of the prudential code to ensure adequate monitoring of the capital expenditure plans.

Councillor Cheney moved the report and the recommendations contained therein.

Following debate, it was:

### RESOLVED:

**That the Mid-Year Treasury Management Report for 2019-20 be noted.**

## 9. Medium Term Financial Plan and Capital Strategy

The Full Council considered the report which proposed the Medium Term Financial Plan and Capital Strategy.

Mayor Rees moved the report and the recommendations contained therein. Councillor Cheney seconded the report.

Following debate it was:

### NOTED:

1. The economic outlook and projections within the 5-year MTFP.
2. The Strategic planning approach.

### APPROVED:

3. Medium Term Financial Plan for the period 2020/2021 to 2024/2025
4. Capital Strategy



## 10. Proposed Changes to Bristol City Council Procurement Rules

The Full Council considered the proposed changes to the Council's Procurement Rules. The Procurement Rules establish the formal governance around how the Council procures, enters into and manages contracts with third parties.

Councillor Brain, Chair of Audit Committee, moved the report and the recommendations contained therein.

Councillor Fodor seconded the report.

Following debate, it was:

### **RESOLVED:**

- 1. That the proposed changes to the Procurement Rules be approved.**
- 2. That the Service Director Finance in conjunction with Director – Legal and Democratic Services are authorised to undertake any necessary updates or amendments to reflect changes in the law or to correct errors and/or to finalise drafting of the Procurement Rules and / or supporting guidance.**

## 11. Policy and Budget Framework Procedure Rules

The Full Council considered the Policy and Budget Framework Procedure Rules as set out in the report.

Councillor Brain, Chair of Audit Committee, moved the report and the recommendations contained therein.

Councillor Jackson seconded the report, reserving his remarks.

Following debate, it was:

### **RESOLVED:**

**That the revisions to the Policy and Budget framework procedure rules be approved.**

## 12. Key Decision Definition

The Full Council considered a report which set out the proposed amendments to the definition of 'key decision' in the Constitution.





Councillor Brain, Chair of Audit Committee, moved the report and the recommendations contained therein.

Councillor Jackson seconded the report, reserving his remarks.

There was no debate and it was:

**RESOLVED:**

**That the definition of ‘key decision’ in the Constitution be amended in accordance with Appendix A.**

### **13. Confirmation of Licensing Membership**

The Full Council considered a report which proposed the appointment of Councillor Tom Brook to the Licensing Committee. Any vacancies on the Committee must be filled by Full Council in accordance with section 6 of the Licensing Act 2003.

The Lord Mayor moved the recommendation within the report.

Councillor Combley seconded the report.

There was no debate and it was:

**RESOLVED:**

**That Councillor Tom Brook be appointed to serve on Licensing Committee.**

### **14. Motions**

Following a short adjournment, it was then moved by the Lord Mayor that standing order CPR2.1(xi) be suspended to allow the meeting to go past the 30 minutes time limit for motions. Following a vote it was agreed to proceed up until a 1 hour limit.

#### **Motion 1 – The Need to Scrap Bristol’s Directly Elected Mayor**

Councillor Weston moved the following motion:

“This Council believes that the city’s current governance arrangements of a directly- elected Mayor needs to be brought to an end at the earliest possible opportunity and an alternative form of Administration either Leader & Cabinet or more traditional Committee system reinstated.

Sadly, experience of rule by such Mayors over the last 7 years has failed to deliver many of the potential benefits of a switch to this system – namely significant financial savings, reinvigorating local democracy,



more collaborative working and greater scrutiny/accountability of a single figurehead who was above political infighting.

In addition, developments since that time (for example moving from elections-by-thirds to citywide ward elections in 2016) have largely addressed perceived weaknesses in the former political structure which had led to a series of weak and unstable Administrations, and was a major factor in the narrow public vote to adopt an Elected Mayor in May 2012.

Furthermore, the creation of a Regional 'Metro' Mayor and West of England Combined Authority as part of the Government's devolution agenda has rendered the increasingly expensive post of a City Mayor (and costly attendant office) largely redundant.

Under Legislation, the earliest Bristolians can vote again on this issue – through a local referendum - will be 2022 and, failing a formal resolution to hold such a poll, it will require a petition for this to take place raised by 5% of registered electors in the city.

Council supports the scrapping of this post and any move to initiate a referendum for its removal and calls on the present Mayor to reconsider his own commitment to what has proven in practice to be a profoundly divisive and autocratic Office."

The motion was seconded by Councillor Steve Smith

Councillor Hopkins then moved the following amendment:

'That the motion be amended to read as follows:

The Council believes that the city's current governance arrangements of a directly- elected Mayor needs to be brought to an end at the earliest possible opportunity and an alternative form of Administration either Leader & Cabinet or more traditional Committee system reinstated.

Sadly, experience of rule by such Mayors over the last 7 years has failed to deliver many of the falsely promised benefits of a switch to this system – namely significant financial savings, reinvigorating local democracy, more money for BRISTOL, an invitation to Bristol and other Mayors to Downing Street to influence policy. more collaborative working and greater scrutiny/accountability of a single figurehead who was above political infighting.

In addition, developments since that time (for example moving from elections-by-thirds to citywide ward elections in 2016) have largely addressed perceived weaknesses in the former political structure and was a major factor in the narrow public vote to adopt an Elected Mayor in May 2012.

Furthermore, the creation of a Regional 'Metro' Mayor and West of England Combined Authority as part of the Government's devolution agenda has rendered the increasingly expensive post of a City Mayor (and costly attendant office) largely redundant.



When first brought forward by Conservative ministers there was no right for Bristolians to reverse the move to the Mayor System but thanks to an amendment introduced to parliament by Liberal Democrat's Bristolians can vote again on this issue – through a local referendum. This will be in 2022 and, failing a formal resolution to hold such a poll, it will require a petition for this to take place raised by 5% of registered electors in the city. In the meantime Bristolians will in 2020 have the opportunity to vote for a candidate, who will in advance of the formal abolition, devolve power back to a democratic system.

Council supports the scrapping of this post and any move to initiate a referendum for its removal and calls on the present Mayor to reconsider his own commitment to what has proven in practice to be a profoundly divisive and autocratic Office.”

The amendment was seconded by Councillor Wright.

Following debate, upon being put to the vote, the amendment was LOST (4 For, 38 Against, 15 Abstentions).

There was a then debate on the substantive motion on the table before the Lord Mayor invited Councillor Weston, as mover of the original motion to speak.

Following final remarks, upon being put to the vote, the original motion was LOST (21 For, 30 Against, 8 Abstentions).

## **Motion 2 – Gig Economy and Housing**

Councillor Beech moved the following motion:

### **Full Council notes:**

1. The casualization of terms and conditions, growth of zero-hours contracts within a stagnating national economy, and growing gig economy – including ride-sharing, delivery, and accommodation rental services.
2. That our economy is growing in the high-tech and high-wage sectors, alongside the growth in the gig economy, with a real squeeze on stable, decent, traditional and manual jobs.
3. January and February 2019's meetings of Full Council, where only Labour's Mayor and Councillors backed paying a real Living Wage to Bristolians both in principle and in practice.
4. The housing crisis facing the country and Bristol, where 12,000 people are waiting for council housing, 500 families are in emergency/temporary accommodation, and around 100 people sleep rough.
5. Stronger regulatory regimes in both Ireland and Greater London, where councils have the power to refuse permission for buy-to-let properties to be used for full-time or short-term lettings for more than 90 days per year – reducing loss of housing stock without penalising people who are renting out spare rooms in homes where they live.
6. Short-term lettings, like purpose-built student accommodation, do not pay business rates.



**Full Council believes:**

1. The Labour administration's expansion of landlord and HMO licensing after the success of pilots will improve housing conditions across the city.
2. The south Bristol construction skills academy, backed by Mayor Marvin Rees, will deliver more well-paid manual jobs and the workforce supply to help further exceed our ambitious housing targets.
3. Cities should have the power to regulate short-term lets and property bought for investment.
4. Take a One City approach, working with innovative gig economy platforms, to better regulate the gig economy and level the playing field.

**Full Council resolves**

1. To endorse and support efforts by the administration to lobby for greater powers and resources to regulate the gig economy, particularly accommodation rentals by non-owner occupiers.
2. To endorse and support efforts by the administration to secure the legislation and powers needed to levy business rates on short-term letters and student accommodation (not on students).

Councillor Tincknell seconded the motion.

Following debate, upon being put to the vote, the altered motion was CARRIED (44 Members voting For, 0 Against, 11 Abstention) it was

**RESOLVED:**

**Full Council notes:**

1. **The casualization of terms and conditions, growth of zero-hours contracts within a stagnating national economy, and growing gig economy – including ride-sharing, delivery, and accommodation rental services.**
2. **That our economy is growing in the high-tech and high-wage sectors, alongside the growth in the gig economy, with a real squeeze on stable, decent, traditional and manual jobs.**
3. **January and February 2019's meetings of Full Council, where only Labour's Mayor and Councillors backed paying a real Living Wage to Bristolians both in principle and in practice.**
4. **The housing crisis facing the country and Bristol, where 12,000 people are waiting for council housing, 500 families are in emergency/temporary accommodation, and around 100 people sleep rough.**
5. **Stronger regulatory regimes in both Ireland and Greater London, where councils have the power to refuse permission for buy-to-let properties to be used for full-time or short-term lettings for more than 90 days per year – reducing loss of housing stock without penalising people who are renting out spare rooms in homes where they live.**
6. **Short-term lettings, like purpose-built student accommodation, do not pay business rates.**

**Full Council believes:**



- 1. The Labour administration's expansion of landlord and HMO licensing after the success of pilots will improve housing conditions across the city.**
- 2. The south Bristol construction skills academy, backed by Mayor Marvin Rees, will deliver more well-paid manual jobs and the workforce supply to help further exceed our ambitious housing targets.**
- 3. Cities should have the power to regulate short-term lets and property bought for investment.**
- 4. Take a One City approach, working with innovative gig economy platforms, to better regulate the gig economy and level the playing field.**

#### **Full Council resolves**

- 1. To endorse and support efforts by the administration to lobby for greater powers and resources to regulate the gig economy, particularly accommodation rentals by non-owner occupiers.**
- 2. To endorse and support efforts by the administration to secure the legislation and powers needed to levy business rates on short-term letters and student accommodation (not on students).**

#### **Motion 3 – Bristol Airport Expansion**

Councillor Stephen Clarke moved the following motion;

This Council notes that:

1. Bristol Airport has applied for planning permission for an extra two million passengers a year (from 10-12 million) and has a published strategy to more than double in size to 20 million passengers a year. A decision is due in the near future.
2. There have been over 3,500 objections on the North Somerset Council Planning website including objections by the vast majority of the local Town and Parish Councils and by Bath and North East Somerset Council.
3. The papers submitted with the planning application by Bristol Airport Ltd (1) show that the expansion would mean:
  - a. up to 10,000 extra cars entering the already congested area every day and a new multi-storey car park on the Green Belt;
  - b. extra toxic pollution in the already polluted air over South Bristol (over which many of the aircraft will approach the airport);
  - c. an enormous increase in night flights during the summer bringing noise and distress to residents;
  - d. more than 623,000 tonnes (2) of carbon entering the atmosphere at high levels where its potential to warm our atmosphere is at least doubled compared with ground level emissions. (3)
4. The New Economics Foundation (a think-tank previously used at governmental level) have produced a report analysing the economic benefits claimed by the airport and concludes that the report submitted on behalf of the airport 'grossly overstates the economic benefits' and 'the extended capacity of Bristol Airport would be redundant...' (4)



5. There would be only 97 extra jobs in South Bristol if the expansion happens (5) many of which are likely to be zero-hours short term contracts in catering.
6. Frequent flyers, rather than families taking an annual holiday, are the problem. 15% of the population take 70% of the flights. (6)
7. The airport is large enough, and already has headroom under existing permissions to expand by another million passengers a year.

This Council believes that:

1. Bristol City Council, although not the decision-taker in this application, is an important stakeholder and has great influence with its views.
2. Bristol City Council, having declared a Climate Emergency (7) cannot maintain its current support of these destructive expansion plans.

This Council resolves:

1. To withdraw its support for this application and to submit a letter of objection to North Somerset Council immediately.

The Lord Mayor then informed Full Council that the extended one hour time limit for motions had been reached. The motion was not seconded or debated and the motion fell.

Meeting ended at 4.55 pm

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



## Full Council

14 January 2020



**Report of:** Director of Finance

**Title:** Council Tax Base 2020/21

**Ward:** City Wide

**Member Presenting Report:** Councillor Craig Cheney, Cabinet Member for Finance, Performance and Governance

### Recommendation

Agree, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Bristol City Council as its Council Tax base for the financial year 2020/21 shall be 128,566

### Summary

The Local Government Finance Act 1992 (as amended) requires the Council as the Billing Authority to calculate a Council Tax Collection Fund estimate by 31 January each year.

#### **The significant issues in the report are:**

The number of Band D equivalent properties, net of exemptions, reductions and discounts, in the Tax Base for 20/21 is 128,566 an increase of 1.2% Band D equivalent properties since October 2018. The MTFP assumes an annual increase in the tax base of 1.5%. The reduced growth of 1.2% results in an equivalent loss in council tax revenue of £0.6m.

## Policy

1. Bristol City Council has the power in statute to raise a tax on households in its area to pay for the provision of local services. It is designated as the Billing Authority for the area. This means that it is responsible for levying a council tax to meet its own demands and to meet the precepts of other authorities in the area. The major precepting bodies are Avon Police and Crime Commissioner and Avon Fire Authority.

## Consultation

### 2. Internal

Resources Scrutiny

Head of Revenues - Resources

### 3. External

Not applicable

### 4. Context

- i. Section 67 of the Local Government Finance Act 1992 (as amended) requires the Council to determine its tax base for council tax purposes each year. Properties are recorded in eight national bands by value (A to H) as determined the Valuation Office agency. Band H taxpayers pay twice as much as those in Band D and three times as much as those in Band A. The number of properties is expressed as a number of Band D equivalent properties.
- ii. In accordance with Regulations the Authority must set a tax base for council tax purposes and notify major precepting bodies by 31 January each year.

### 5. Calculation of council tax base

- i. The calculation has been prepared in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 which came into force on 30 November 2012. In October each year. MHCLG requires a snapshot, which is based on the number of properties, of the Tax Base at a specified date in September, net of exemptions, reductions and discounts. This is known as the CTB1 return. A copy of the return for October 2019 is attached as Appendix B to this report. This calculates the number of chargeable properties in the City. Adjustments are then made for discounts and exemptions including those for the Council Tax Support Scheme. The adjusted numbers of properties in each of the eight valuation bands A to H are expressed as numbers of band D equivalents so they may be added together to produce a single figure. The table below shows the tax base and associated year on year percentage increase for the last five years

ii.

Year	Tax Base (Budget Report)	Percentage Increase
2016/17	120,946	1.54%
2017/18	124,083	2.59%
2018/19	125,798	1.38%
2019/20	126,999	0.95%
2020/21	128,566	1.20%



- iii. The significant factors required to be taken into account in calculating the Tax Base are as follows:

## 6. Local Council Tax Reduction Scheme

- i. From 1 April 2013 local council tax support schemes replaced council tax benefit in England. Under these local schemes reductions are part of the council tax system rather than a welfare benefit. Bristol City Council introduced a localised scheme that provided a full set of discounts that replicated the previously existing national Council Tax benefit scheme. There is no intention to change these arrangements for 2020/21.
- ii. The table below shows the number of pensioner and working age claimants recorded each year on the CTB return since October 2015.

	October 2015	October 2016	October 2017	October 2018	October 2019
Pensioners	11,019	10,054	9,594	9,077	8,650
Working Age	20,163	19,447	19,100	18,938	18,255
<b>Total</b>	<b>31,182</b>	<b>29,501</b>	<b>28,694</b>	<b>28,015</b>	<b>26,905</b>

- iii. The table above shows that the reduction in tax base due to pensioner claimants has fallen by 2,369 , or 21.5% since 2015, primarily because pensioner benefit income is rising more quickly than the cost of living (“triple lock”), while the number of working age claimants has reduced by 1,908 or 9.5% over the same period of time. This is in line with previously reported trends and therefore has been reflected in the calculation of the Tax Base.

## 7. Unoccupied Properties

- i. Unoccupied Furnished Properties – the Council has discretion to set the level of discount for properties which are substantially furnished but are not anyone’s sole or main residence (often referred to as “second homes”) The Council has determined this level of discount will remain at 0% and this is reflected in the proposed Tax Base.
- ii. Unoccupied and substantially unfurnished properties—. From 1 April 2017 the Council determined that properties that are unoccupied and unfurnished are no longer entitled to a discount. The full council tax charge therefore applies.
- iii. Long Term Empty Properties are defined as being unoccupied and substantially unfurnished for at least 2 years. On 26 July 2012 the Council approved ‘Technical Reforms of Council Tax’ to levy a discretionary “relevant maximum” 50% premium if properties are empty for more than 2 years. The Local Government Finance Act 1992 was amended last year to allow councils to increase the long-term empty dwelling premium over the next three financial years as outlined below:

	Dwelling empty for less than 5 years, but at least 2 years	Dwelling empty for less than 10 years, but at least 5 years	Dwelling empty for 10 years or more
1 April 2019	100%	100%	100%
1 April 2020	100%	200%	200%

1 April 2021	100%	200%	300%
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## 8. Single Person Discounts

- i. Regular reviews have significantly reduced the number of properties attracting single person discounts. Currently 29.7% of domestic properties are claiming single person discount. Regular National Fraud Initiatives identify multiple occupants in properties claiming single person discount helping to ensure that the Council Tax Base properly reflects entitlements to this discount.

## 9. Student Discounts

- i. Students are entitled to an exemption from paying Council Tax if everyone in the property is a full time student. Alternatively they may be entitled to a discount if some of the people occupying a property are full time students. Bristol has a large student population, and as at the end of October the status of all students has not been evidenced to the Council. It is therefore necessary to estimate the number of additional students likely to be eligible for exemptions. Any estimate to be included in the Tax Base will also take account of any known student related property developments. The adjustment of 2,250 Band D equivalents in table 12 below comprises of an estimated increase in student exemptions of 1850 Band D equivalents due to existing student households where exemptions need to be re-instated, an additional 350 Band D equivalent student properties under construction and likely to be added to the rating list for 2020/21 and an additional 50 student Lets, changed from existing Residential dwellings.
- ii. Student accommodation can take the form of either private housing or halls of residence. The table below sets out both the actual number of properties (houses/flats and halls of residents) receiving student exemptions at the end of the financial year along with an estimate of the Band D equivalents based on these figures. The 2019/20 figures are an estimate of the position at the end of March 2020 based on current information and the 2020/21 is an estimate of anticipated numbers given as part of the Council tax base calculations For 2019/20 the City Council's share of reduced Council Tax income as a result of student exemptions is estimated to be £13.3m.
- iii. Student Exemptions

Year	Property Numbers	
	Actual/Estimated Student Exemptions	Band D Equivalents
2017/18	8,325	7,060
2018/19	8,734	7,308
2019/20	9,200	7,733
2020/21	9,700	8,083

## 10. Growth

- i. In determining the Tax Base for the forthcoming year the Council is able to take into account any increase in Tax Base that may arise from the completion of new properties. Given the amount of the on-going property development across the City and, in view of this continuing trend, it is considered reasonable to allow for an element of growth in the Tax Base due to the anticipated completion of new properties in respect of known major developments. In estimating the effect on the Tax Base of new properties it is prudent to assume the majority of new properties will be in lower valuation Bands. Allowances must also be made for discounts that will apply in respect of new properties, including Council Tax Support discounts, and for the fact that Council Tax will only be payable for new properties from the date of completion rather than for a full financial year.
- ii. The 2020/21 estimate for growth uses information provided by the Council's Valuation and Inspection team and is based on the number of new developments in the City where work has commenced. Assumptions are then made as to whether these properties will be banded by the end of the financial year, the actual date during the year they may be banded and the number of exemptions, discounts and Council Tax Support they might attract.

Since the completion of the CTB1 return the Valuation & Inspection team within Revenues has identified that an additional 123 properties have been banded. A further 108 properties have been reported to the Valuation Office but have not yet been banded. It is assumed all of these properties will have been banded by 1 April 2020. Allowing for losses and a proportion of lower banded properties this is equivalent to a total of 140 band D properties.

- iii. The team have further identified a potential 7,198 new builds where work has commenced. The estimate of properties likely to be banded during 2020/21 is anticipated to be around 75%, resulting in a figure of 5,398. A further reduction of 50% is made to take account of the fact that all of these properties will not have been banded on 1 April 2020. The resulting figure is 2,700 and a 25% reduction has been factored in for loss in revenue due to exemptions, discounts and Council Tax Support. The final figure of 2,025 is assumed to be lower banded properties so this figure has been converted into the Band "D" equivalent of 1,575.
- iv. The total estimated equivalent Band D growth in the tax base is therefore estimated at 1,715.

	Total Dwellings	Band D Equivalents
Identified new dwellings under construction not complete	7,198	
Reduction by 25% for sites not completed during 20/21	5,398	
Reduction by 50%, to take into account sites will be completed through-out the year so won't be eligible for Council Tax until complete.	2,700	
Reduction by 25% to take into account any discounts, exemptions and Council Tax Support Scheme on new properties	<b>2,025</b>	<b>1,575</b>
Add: 108 properties already complete and waiting to be banded	108	63
Add: 123 properties added to the rating list since completion of CTB1	123	77

<b>Total Growth</b>		<b>1,715</b>
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## 11. Losses on Collection

- i. In estimating the provision for losses on collection the Council makes an estimate of debts which, after full recovery measures have been affected will be uncollectable and therefore recommended for write-off. Losses on collection for 2020/21, after adjusting for the continued collection of prior years' arrears, is estimated to be 1.5%

## 12. Calculation of the 2020/21 Council Tax Base

	2020/21 Band D Equivalent Properties	2019/20 Band D Equivalent Properties	Difference
Tax Base as per attached CTB 1 Return	130,999	129,427	1,572
Adjustment due to anticipated growth	1,715	1,760	(45)
Reduction due to reinstatement of existing student properties not recorded on CTB1	(1,850)	(1,857)	7
Reduction due to additional student discounts	(350)	(297)	(53)
Reduction due to additional student lets formally private lettings	(50)	(100)	50
Long Term Empty Property Premium	60	0	60
Adjusted Tax Base	<u>130,524</u>	<u>128,933</u>	<u>1,591</u>
LESS losses on collection of 1.5%	(1,958)	(1,934)	(24)
<b>Recommended Tax Base</b>	<b><u>128,566</u></b>	<b><u>126,999</u></b>	<b><u>1,567</u></b>

- i. This is an increase of 1,567 (1.2%) Band D equivalent properties since the last Tax Base calculation in October 2018, however this growth is below the MTFP assumed level in the Tax Base of 1.5%. There has been an increase in the number of chargeable dwellings and a continued reduction in the number of benefit recipients receiving council tax reductions. However the primary reason for the lower than anticipated growth in the tax base is due to the increasing number of properties, both new developments and existing privately let accommodation now being, or anticipated to be, occupied by students and receiving student exemption. This results in an additional pressure of £0.6m within the budget for 2020/21.

## Other Options Considered

13. Not applicable

## Risk Assessment

- i. There are a number of risks associated with estimating the amount of Council Tax collected during the year. These include;
  - Difficulty in estimating Council Tax discounts and exemptions, including the take-up of the Council Tax Support Scheme.

## Public Sector Equality Duties

8a) There are no proposals in this report which require either a statement as to the relevance of public sector equality duties or an Equalities Impact Assessment

## Legal and Resource Implications

### Legal

The tax base calculations for 2010/21 set out in this report comply with the Local Authorities (Calculation of Council tax base) Regulations 2012. The report will enable the Council to meet the requirement under the Local Government Finance Act 1992 (as amended) to determine the Council Tax base by no later than 31st January in the preceding financial year. These regulations have been made under the Local Government Finance Act 1992, as amended (LGFA 1992).

**(Legal advice provided by Nancy Rollason – Head of Legal Service)**

### Financial

#### (a) Revenue

The MTFP assumes an annual increase in the tax base of 1.5%. However estimates for 2020/21 suggest the number of new chargeable dwellings added to the valuation list will be exceeded by the number of student exemptions awarded resulting in reduced growth of 1.2% in the tax base. The equivalent loss in council tax revenue is £0.6m. This directly impacts on the resources available to the fund the revenue budget due to be considered by Full Council on 25 February 2020. The calculation of the Council Tax Base is calculated based on data extracted from the CTB1 return completed in mid-October. This is then adjusted for fluctuations in both the housing market and the estimated effect of additional discounts and exemptions.

#### (b) Capital

Not applicable

**(Financial advice provided by Tony Whitlock – Finance Business Partner)**

### Land

Not applicable

**Personnel**

Not Applicable

**Appendices:**

Appendix 1 - Copy of the CTB report submitted to the MHCLG October 2019

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

**Background Papers: Working papers held in Corporate Finance**

CTB(October 2019)

Calculation of Council Tax Base

Please e-mail to : [ctb.stats@communities.gov.uk](mailto:ctb.stats@communities.gov.uk)

Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

Please select your local authority's name from this list

- Brent
- Brentwood
- Brighton & Hove
- Bristol
- Broadland
- Bromley

Check that this is your authority :

Authority :	Bristol
E-code :	E0102
Local authority contact name :	Martin Smith
Local authority contact telephone number :	0117 9755744
Local authority contact e-mail address :	Martin.smith@bristol.gov.uk

CTB(October 2019) form for Bristol

Completed forms should be received by MHCLG by Friday 11 October 2019

Dwellings shown on the Valuation List for the authority on Monday 9 September 2019

Band A entitled to disabled relief reduction COLUMN 1

Band A COLUMN 2

Band B COLUMN 3

Band C COLUMN 4

Band D COLUMN 5

Band E COLUMN 6

Band F COLUMN 7

Band G COLUMN 8

Band H COLUMN 9

TOTAL COLUMN 10

Part 1

	Band A entitled to disabled relief reduction COLUMN 1	Band A COLUMN 2	Band B COLUMN 3	Band C COLUMN 4	Band D COLUMN 5	Band E COLUMN 6	Band F COLUMN 7	Band G COLUMN 8	Band H COLUMN 9	TOTAL COLUMN 10
1. Total number of dwellings on the Valuation List		52,737	74,080	39,455	18,641	9,780	4,799	2,852	338	202,682.0
2. Number of dwellings on valuation list exempt on 7 October 2019 (Class B & D to W exemptions)		2,691	1,454	1,461	1,230	1,056	176	47	17	8,132.0
3. Number of demolished dwellings and dwellings outside area of authority on 7 October 2019 (please see notes)		0	0	0	0	0	1	1	0	2.0
4. Number of chargeable dwellings on 7 October 2019 (treating demolished dwellings etc as exempt) (lines 1-2-3)		50,046	72,626	37,994	17,411	8,724	4,622	2,804	321	194,548.0
5. Number of chargeable dwellings in line 4 subject to disabled reduction on 7 October 2019		31	178	143	87	49	30	26	23	567.0
6. Number of dwellings effectively subject to council tax for this band by virtue of disabled relief (line 5 after reduction)	31	178	143	87	49	30	26	23		567.0
7. Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6 or in the case of column 1, line 6)	31	50,193	72,591	37,938	17,373	8,705	4,618	2,801	298	194,548.0
8. Number of dwellings in line 7 entitled to a single adult household 25% discount on 7 October 2019	10	22,670	21,098	9,855	3,867	1,702	707	356	26	60,291.0
9. Number of dwellings in line 7 entitled to a 25% discount on 7 October 2019 due to all but one resident being disregarded for council tax purposes	1	506	872	473	231	95	36	17	1	2,232.0
10. Number of dwellings in line 7 entitled to a 50% discount on 7 October 2019 due to all residents being disregarded for council tax purposes	1	47	72	62	34	31	30	39	24	340.0
11. Number of dwellings in line 7 classed as second homes on 7 October 2019 (b/fwd from Flex Empty tab)		822	636	403	268	153	40	25	8	2,355.0
12. Number of dwellings in line 7 classed as empty and receiving a zero% discount on 7 October 2019 (b/fwd from Flex Empty tab)		1,008	834	378	187	73	30	15	3	2,528.0
13. Number of dwellings in line 7 classed as empty and receiving a discount on 7 October 2019 and not shown in line 12 (b/fwd from Flex Empty tab)		65	104	32	38	12	10	15	0	276.0
14. Number of dwellings in line 7 classed as empty and being charged the Empty Homes Premium on 7 October 2019 (b/fwd from Flex Empty tab)		91	80	24	16	10	7	4	1	233.0
15. Total number of dwellings in line 7 classed as empty on 7 October 2019 (lines 12, 13 & 14).		1,164	1,018	434	241	95	47	34	4	3,037.0
16. Number of dwellings that are classed as empty on 7 October 2019 and have been for more than 6 months. NB These properties should have already been included in line 15 above.		319	310	112	89	32	22	22	2	908.0
16a. The number of dwellings included in line 16 above which are empty on 7 October 2019 because of the flooding that occurred between 1 December 2013 and 31 March 2014 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0.0
16b. The number of dwellings included in line 16 above which are empty on 7 October 2019 because of the flooding that occurred between 1 December 2015 and 31 March 2016 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0.0
17. Number of dwellings that are classed as empty on 7 October 2019 and have been for more than 6 months and fall to be treated under empty homes discount class D (formerly Class A exemptions). NB These properties should have already been included in line 15 above. Do NOT include any dwellings included in line 16a and 16b above.		43	68	23	29	6	10	11	0	190.0
18 Line 16 - line 16a - line 16b - line 17. This is the equivalent of line 18 on the CTB(October 2018) and will be used in the calculation of the New Homes Bonus.		276	242	89	60	26	12	11	2	718.0
19. Number of dwellings in line 7 where there is liability to pay 100% council tax before Family Annexe discount	19	26,814	50,365	27,492	13,187	6,855	3,828	2,370	246	131,176.0
20. Number of dwellings in line 7 that are assumed to be subject to a discount or a premium before Family Annexe discount	12	23,379	27,426	10,446	4,186	1,850	790	431	52	63,372.0

**CTB(October 2019)**

**Calculation of Council Tax Base**

Please e-mail to : [ctb.stats@communities.gov.uk](mailto:ctb.stats@communities.gov.uk)

Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

21. Reduction in taxbase as a result of the Family Annexe discount (b/fwd from Family Annexe tab)	0.0	4.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.3
22. Number of dwellings equivalents after applying discounts and premiums to calculate taxbase	27.8	44,397.3	67,038.5	35,317.0	16,309.5	8,238.3	4,414.3	2,677.3	280.3	178,700.0
23. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
24. Total number of band D equivalents (to 1 decimal place) (line 22 x line 23)	15.4	29,598.2	52,141.1	31,392.9	16,309.5	10,069.0	6,376.1	4,462.1	560.5	150,924.8
25. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2019-20 (to 1 decimal place)										17.8
26. Tax base (to 1 decimal place) (line 24 col 10 + line 25)										150,942.6

**Part 2**

27. Number of dwellings equivalents after applying discounts and premiums to calculate tax base (Line 22)	27.75	44,397.25	67,038.50	35,317.00	16,309.50	8,238.25	4,414.25	2,677.25	280.25	178,700.0
28. Reduction in taxbase as a result of local council tax support (b/fwd from CT Support tab)	10.42	13,364.54	10,181.07	2,630.14	529.79	148.13	31.08	8.25	1.00	26,904.4
29. Number of dwellings equivalents after applying discounts, premiums and local tax support to calculate taxbase	17.3	31,032.7	56,857.4	32,686.9	15,779.7	8,090.1	4,383.2	2,669.0	279.3	151,795.6
30. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
31. Total number of band D equivalents after allowance for council tax support (to 1 decimal place) (line 29 x line 30)	9.6	20,688.5	44,222.4	29,055.0	15,779.7	9,887.9	6,331.2	4,448.3	558.5	130,981.1
32. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2019-20 (to 1 decimal place)(line 25)										17.8
33. Tax base after allowance for council tax support (to 1 decimal place) (line 31 col 10 + line 32)										130,998.9

**Certificate of Chief Financial Officer**

I certify that the information provided on this form is based on the dwellings shown in the Valuation List for my authority on 9 September 2019 and that it accurately reflects information available to me about exemptions, demolished dwellings, disabled relief, discounts and premiums applicable on 7 October 2019 and, where appropriate, has been completed in a manner consistent with the form for 2018.

Chief Financial Officer : 

Date : 10/10/2019



# Full Council

14 January 2020



**Report of:** Director of Finance

**Title:** Collection Fund Surplus/Deficit 2019/20

**Ward:** City Wide

**Member Presenting Report:** Councillor Craig Cheney, Cabinet Member for Finance, Performance and Governance

## Recommendation

1. That an estimated surplus at 31 March 2020 on the Council Tax element of the Collection Fund of £43k be declared for 2019/20 and shared between this Council, the Police and Crime Commissioner for Avon and Somerset and the Avon Fire and Rescue Service in proportion to their 2019/20 precepts on the Collection Fund.
2. That an estimated deficit at 31 March 2020 on the Non-Domestic Rates (NDR) element of the Collection Fund of £1.780m be declared for 2019/20 and shared between this Council, Avon Fire and Rescue Service and the West of England Combined Authority (WECA) in proportion to the appropriate year demands (For 2019/20: Bristol 94%, WECA 4%, Avon Fire and Rescue Service 1%).



## Policy

1. The Local Government Finance Act 1992 (as amended) requires the Council to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax by 15 January. This will enable the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) to take into account their share of any surplus or deficit before finalising their precepts for 2020/21.

Similarly, following the introduction of the Business Rates Retention Scheme from April 2013, in accordance with the Non-Domestic Rating (Rates Retention) Regulations 2013, the Council must determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January.

## Consultation

### 2. Internal

Resources Scrutiny  
Head of Revenues - Resources

### 3. External

Not applicable

## Context

4. Income from Council Tax and Business Rates are fixed at the start of each financial year. Any variations from this are realised through the Collection Fund and are distributed in the following two financial years (based on estimated in the following year and actuals in the subsequent year.) The Council is required by statute to maintain a Collection Fund separate from the General Fund. The Collection Fund accounts independently for:
  - Income into the Fund: the Fund is credited with the amount of receipts of Council Tax and (Non Domestic Rates) NDR it collects.
  - Payments out of the Fund: in relation to Council Tax payments that are made to the Council and the two major precepting authorities (Avon and Somerset Police and Crime Commissioner and Avon Fire and Rescue ). In relation to NDR payments that are made to the Council, the Secretary of State, Avon Fire and Rescue Service and WECA.

### **2019/20 Estimated Surplus for Council Tax**

5. For the year ending 31 March 2020 we are forecasting a breakeven position for the council tax element of the Collection Fund. After taking account of balances brought forward in the collection fund this is increased to a surplus of £43k which will be distributed in 2020/21. This is

on a gross collection of £335M prior to discounts and exemptions being applied.

6. Significant progress has been made in recent years with regards improving the estimate of new dwellings banded and added to the rating list during the financial year. The Council Tax Base report for 2019/20 estimated a further 1,760 band D equivalent dwellings added to the rating list and chargeable for council tax during 2019/20. Current projections would indicate this target will be achieved by year-end.
7. Underlying the estimated breakeven position for 2019/20 are two significant variations. Single person and student discounts and exemptions have increased by £1.9m over and above those originally estimated. Conversely, in line with previous trends there was a reduction in benefits awarded through the Council Tax Reduction Scheme of £2.0m. A number of other small adjustments make up the balance.
8. The value of benefits awarded through the Council Tax Support Scheme has continued to fall from an estimate of £41.2m at the beginning of the year to an anticipated outturn position of £39.2m. This is following a trend identified over the last few years. The table shows the split between the budgeted and likely actual cost of the scheme split between working age and pensioner claimants. This results in a reduction of £2.0m.

	Value of benefits claimed		
	Working Age	Pensioner	Total
	£m	£m	£m
Council Tax Base Estimate for 2019/20	27,832	13,342	41,174
Estimated Ouuturn 2019/20	26,164	12,995	39,159
Difference	1,668	347	2,015
Percentage Reduction	5.99%	2.60%	

9. The table below shows the number of pensioner and working age claimants recorded each year on the CTB return since October 2014.

	October 2015	October 2016	October 2017	October 2018	October 2019
Pensioners	11,019	10,054	9,594	9,077	8,650
Working Age	20,163	19,447	19,100	18,938	18,254
Total	31,182	29,501	28,694	28,015	26,904

10. The table above shows that the reduction in tax base due to pensioner claimants has fallen by 2,459 , or 22.1% since 2015, primarily because pensioner benefit income is rising more quickly than the cost of living (“triple lock”), while the number of working age claimants has reduced by 1,909 or 9.5% over the same period of time. This is in line with previously reported trends and

therefore has been reflected both in the calculation of the Tax Base and estimated position at 31 March 2020.

- 11.** The estimated surplus is distributed to the major precepting authorities in proportion to the current year's demands and precepts on the Collection Fund. A detailed determination of the estimated Council Tax Collection Fund surplus for 2019/20 is shown in Appendix A and the allocation of the estimated deficit to each of the major precepting authorities is summarised below:

	£'000
Bristol City Council	(37)
Avon and Somerset Police and Crime Commissioner	(4)
Avon Fire and Rescue	(2)
	<u>(43)</u>

#### **2019/20 Estimated Deficit for Non-Domestic Rates (NDR)**

- 12.** The Government introduced the first 100% pilot schemes in 2017/18. Only authorities with signed devolution deals were eligible to participate in a pilot: the pilot for the West of England (WoE) therefore includes Bath & North East Somerset Council (B&NES), Bristol City Council (BCC), South Gloucestershire Council (SGC) and the West of England Combined Authority (WECA). The 100% pilot gives the WoE the opportunity to retain 100% of any business rates growth. This arrangement will continue during 2020/21 until the proposed full reset of business rates baselines in 2021/22.
- 13.** In line with the Government's stated intention for the reforms to the Business Rate Retention system, authorities participating in a pilot will not have to pay a Levy on growth above their Retained Income target and will retain an increased Local Share of Non-Domestic Rating Income. Various grants, including Revenue Support Grant are 'rolled in' to the pilot, with the funding source being switched from grant to the Business Rates retained under the pilot. Through a system of tariffs and top-ups the creation of the pilot is fiscally neutral at baseline but authorities gain from retaining 100% of any above baseline growth.
- 14.** Any estimated surplus/deficit is distributed in accordance with the 100% Business Rates Retention Pilot Agreement between the West of England authorities, so 94% Bristol City Council, 4% WECA and 1% Avon Fire and Rescue. The forecast of the Non-Domestic Rates Collection Fund Balance for the year ending 31 March 2020 is an estimated deficit of £1.780m.
- 15.** The detailed determination of the estimated NDR Collection Fund deficit for 2019/20 is shown in Appendix B and the allocation of the estimated deficit to the relevant precepting authorities

is summarised in the table below. The deficit Of £1.780m is against a gross in year collection of approximately £275m, prior to application of discounts and reliefs.

	£'000
Bristol City Council	1,673
Avon Fire and Rescue	18
West of England Combined Authority	89
	<u>1,780</u>

This is split between current and prior years in the table below

	£'000
Accumulated (surplus)/deficit brought forward	1,288
Distribution of prior years estimated surplus	62
Estimated in-year (surplus)/deficit	430
	<u>1,780</u>

- 16.** The majority of the deficit is brought forward from previous financial years. In 2018/19 there was a net reduction in rateable values of £2.5m due mainly to the on-going effect of successful appeals or reductions due to significant refurbishment works. Examples of the later include various office blocks such as Marlborough House, The Core and Temple Point.
- 17.** There are a number of factors making up the in-year deficit. There have been a number of rateable value (RV) reductions, primarily around empty office accommodation, not covered by the provision for appeals. There has been more small business rates relief claimed than originally estimated. This will be reimbursed to the Council through S31 Grant. More positively there is increased growth of £1.3m forecast in the Enterprise Area's and Enterprise Zones. Reflecting better collection rates there is an anticipated reduction in write-offs and bad debts. As appeals against the 2010 list continue to dwindle there is a slightly reduced contribution than estimated required to the appeals provision.
- 18.** The business rates income which each billing authority collects is determined by reference to local rating lists maintained by the Valuation Office Agency. These lists are subject to variation between revaluations as a result of physical changes (either to the property or the locality) and appeals. The amount of business rates income collected by billing authorities therefore varies year on year. The major factors giving rise to changes include:
- Reductions to the rateable value of business properties arising from appeals. Once settled the appeal may be backdated resulting in the Council having to refund several years rates from a single year's income. Under the business rates Pilot the risk to the Council of these large appeals is 94% of the loss.
  - Changes in the rateable values of very large business properties such as power stations or hospitals can have a material effect.

- Business properties switching between rating lists. Large business properties which cross boundaries, such as ports, appear in the list which contains the largest area. Changes in these properties could lead to large amounts of rateable value switching from one list to another. Similarly locally rated business with infrastructure covering large areas of the Country, for example telecommunication companies, may apply to switch to the national list.
- 19.** Properties facing large rating increases are entitled to transitional relief to phase in these increases over a number of years. This relief is fully funded by the Government. In the event of a successful appeal resulting in a significant RV reduction, the transitional relief awarded is clawed back by netting off the refund. The relief is then paid back to the Government at the end of the financial year via the NNDR3 return.
- 20.** The Council is required to provide for potential appeals from its business rates income. Calculations for the provision are based upon the Valuation Office Agency ‘Settled and Outstanding’ proposals at end March reports. These reports show all appeals that have been lodged for each authority against the 2017 valuation listing along with remaining appeals outstanding on the 2010 list, including those which were agreed, dismissed, withdrawn or are still outstanding. This list is analysed into “types” of appeal. The average success rate and the percentage reduction in rateable value for those appeals which were successful is considered along with the potential for the backdating of any appeals decisions and the estimated annual cost was then adjusted by the ratings multiplier for the relevant year. Local intelligence is used alongside statistical modelling to inform decision making.
- 21.** As at the end of 2018/19 the appeals provision stood at £26.9m. As this is a significant amount this provision is regularly reviewed and monitored. Officers have determined that an estimated additional contribution to the provision of £9.7m will be required at the end of 2019/20. The Government recommends that 4.7% of net rates should be set aside in the provision to cover potential, and yet unknown, appeals relating to the 2017 list. Consequently £11m was built into the original estimate for 2019/20. However the number of appeals against the 2010 list, has as expected, seen a significant decline, reducing the year on year increase into the provision. The provision is reviewed against valuation lists on a quarterly basis and is compared to that of both our nearest neighbours and similar sized authorities nationally which has enabled us to reduce the additional contribution to the provision by £1.3m.
- 22.** It should be noted that volatility in Appeals outcomes is an on-going risk of the business rates retention system which does introduce uncertainty in forecasting Collection Fund performance. However, the most significant risk that remains to the generation of gains under the pilot is the NHS/Foundation Trust applications for Charitable Relief. A claim has been made by 20 Foundation Trusts against 48 billing authorities. Bristol City Council is not one of these

however, depending on how the result of the case, the outcome may very well affect the Council. The estimated cost to BCC if successful, including backdated awards, is of the order of £48m. The case is due to be heard in November 2019.

### 23. Summary of Council Share of Collection Fund Deficit

The total share of the collection fund deficit falling due to the Council in 2019/20 is as follows.

	£'000
Council Tax	(37)
NDR	1,673
<b>BCC Share</b>	<b>1,636</b>

### Other Options Considered

24. Not applicable

### Risk Assessment

There are a number of risks associated with estimating the amount of Council Tax and Business Rates collected during the year. These include;

- Reductions to the rateable value of business properties arising from appeals. Once settled the Council may have to settle several years business rates from a single year's income. This is a significant financial risk as the Council is now required to fund 94% of any award. Furthermore the Government have yet to set out clear proposals as to how the appeals process will be dealt with going forward.
- Changes to the rateable values of very large business properties such as power stations or hospitals can have a material effect on business rate collection.
- Business Properties switching between rating lists. This can include large cross boundary properties switching from one list to another or joining the central list.
- Difficulty in estimating Council Tax discounts and exemptions, including the take-up of the Council Tax Support Scheme.

- Effect of Brexit property market in Bristol

### **Public Sector Equality Duties**

There are no proposals in this report which require either a statement as to the relevance of public sector equality duties or an Equalities Impact Assessment

### **Legal and Resource Implications**

#### **Legal**

This report enables the Council to comply with the requirements of the Local Government Finance Act 1992(as amended), to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax prior to 15 January. This is so that the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) can take into account their share of any surplus before finalising their precepts for 2020/21.

The report also enables the Council to comply with the requirements of the Non-Domestic Rating (Rates Retention) Regulations 2013, to determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January.

**Legal advice provided by** Nancy Rollason – Head of Legal Services

#### **Financial**

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

The Bristol share of the estimated deficit on the Collection Fund for 2019/20 is £1.636m. This contributes to the resources available to the fund the revenue budget in 2020/21 due to be considered by Full Council on 25 February 2020

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

None

**(Financial advice provided by** Tony Whitlock – Finance Business Partner)

#### **Land**

Not applicable

#### **Personnel**

Not applicable

### **Appendices:**

Appendix I – Estimated Council Tax Collection Fund Account 2019/20

Appendix II – Estimated Non-Domestic Rates Collection Fund Account 2019/20

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

**Background Papers:** Working papers held in Corporate Finance





## Council Tax Collection Fund Adjustment Account

## APPENDIX I

2017/18 Actual		2018/19 Estimate as per Dec 18 Surplus/Deficit Report	2018/19 Actual	2019/20 Estimated Outturn
£'000		£'000	£'000	£'000
	<b>Income</b>			
(227,200)	Council Tax Income	(240,869)	(240,849)	(255,663)
	<b>Expenditure</b>			
	<b>Precepts</b>			
192,162	Bristol City Council	204,540	204,539	214,730
22,559	Police	24,381	24,380	27,662
8,596	Fire	8,976	8,974	9,510
	<b>Bad and Doubtful Debts</b>			
2,268	Write Offs	2,632	2,573	3,761
<b>225,585</b>	<b>Total Expenditure</b>	<b>240,529</b>	<b>240,466</b>	<b>255,663</b>
<b>(1,615)</b>	<b>(Surplus)/Deficit for the year</b>	<b>(340)</b>	<b>(383)</b>	<b>0</b>
(4,761)	Accumulated (surplus)/deficit Bfwd	(1,772)	(1,772)	(2,192)
4,604	Distribution of prior years estimated surplus	(37)	(37)	2,149
(1,615)	(Surplus)/Deficit for the year	(340)	(383)	0
<b>(1,772)</b>		<b>(2,149)</b>	<b>(2,192)</b>	<b>(43)</b>
	<b>Distribution of estimated Collection Fund deficit:</b>			
(1,525)	Bristol City Council	(1,849)	(1,886)	(37)
(179)	Police	(217)	(221)	(4)
(68)	Fire	(83)	(84)	(2)
<b>(1,772)</b>		<b>(2,149)</b>	<b>(2,192)</b>	<b>(43)</b>

## Business Rates Collection Fund Adjustment Account

## APPENDIX II

	2018/19	2018/19	2019/20
	Estimate as per surplus/deficit report Dec 18	Actual	Estimated Outturn
	£'000	£'000	£'000
<b>Income</b>			
<b>Business rates income</b>	<b>(223,749)</b>	<b>(219,626)</b>	<b>(231,528)</b>
<b>Transitional Surcharge</b>	<b>3,533</b>	<b>2,355</b>	<b>2,228</b>
<b>Expenditure</b>			
<b>Payments to Preceptors</b>			
Bristol City Council	197,400	197,400	197,330
Avon Fire	2,100	2,100	2,099
WECA	10,500	10,500	10,496
Disregarded amounts	4,417	4,572	6,964
Cost of collection allowance	716	714	714
<b>Bad and Doubtful debts</b>			
Write offs	1,810	123	2,413
<b>Appeals losses and provision</b>			
Increase/(decrease) in appeals provision	4,020	3,401	9,714
<b>Total Expenditure</b>	<b>220,963</b>	<b>218,810</b>	<b>229,730</b>
<b>(Surplus)/Deficit for the year</b>	<b>747</b>	<b>1,539</b>	<b>430</b>
<b>Accumulated (surplus)/deficit</b>			
Accumulated (surplus)/deficit BFwd	13,725	13,725	1,288
Distribution of prior year estimated (surplus)/deficit	(13,976)	(13,976)	62
Prior Year Adjustments	(558)		
(Surplus)/deficit for the year	747	1,539	430
	<b>(62)</b>	<b>1,288</b>	<b>1,780</b>
<b>Distribution of estimated collection fund deficit</b>			
Bristol City Council	(58)	1,211	1,673
WECA	(3)	64	89
Avon Fire and Rescue	(1)	13	18
	<b>(62)</b>	<b>1,288</b>	<b>1,780</b>





# Full Council

14<sup>th</sup> January 2020

<b>Report of:</b>	Audit Committee Chair
<b>Title:</b>	Audit Committee Half Year Report
<b>Ward:</b>	N/A
<b>Member Presenting Report:</b>	Audit Committee Chair – Councillor Mark Brain

## Recommendation

The Council notes the report of the Audit Committee and the key areas the Committee is monitoring to support improvements required.

## Summary

The report provides early insight to the work of the Audit Committee during 2019/20 to date and highlights key areas identified from their work.

## The significant issues in the report are:

- The work of the Committee to date is included in Appendix 1 of the report at Appendix A
- Key issues being monitored by Audit Committee are included at section 2 of the report at Appendix A.



**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**  
None

**Context**

4. The Committee is the primary means by which Full Council obtains assurance that governance, risk management and control systems are in place and effective. The Committee has previously provided an Annual Report to Full Council however in reviewing their effectiveness the Committee have determined that more timely half yearly updates are also provided.

**Proposal**

5. The Council notes the report of the Audit Committee and the key areas identified in section two of the attached report. The Committee will continue to monitor to support improvement in these areas.

**Other Options Considered**

6. *N/A*

**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.

## 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 equalities 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 Half Year Report to Full Council

## LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

### Background Papers:

Audit Committee Papers.



# **BRISTOL CITY COUNCIL**

## **AUDIT COMMITTEE**

**Half Year Update  
2019-20**



## 1. Introduction and Context:

- 1.1 The Committee is the primary means by which Full Council obtains assurance that governance, risk management and control systems are in place and effective. The Audit Committee's responsibilities are additional and supportive to those of the Section 151 Officer.
- 1.2 This report provides details of the Committees work this year to date and highlights to Full Council key issues that require monitoring or support from the Committee to engender improvements to the internal control, governance and risk management arrangements across the Council.

## 2. Key Issues

- 2.1 Details of the reports considered to date by the Committee are provided in Appendix 1.

### Regulatory Framework:

- **Internal Control Environment.** Reports from Internal Audit continue to raise concerns regarding the effectiveness of the Council's control arrangements. The Committee will continue to support Internal Audit in its work to ensure control weaknesses are effectively dealt with and will, where appropriate, require responsible officers to account for control weaknesses by attendance at Committee going forward.
- **Effectiveness of Whistleblowing Arrangements:** Concerns were raised in an employee survey in this area. The Committee's work programme includes an annual review to ensure improved confidence in this area.

### Risk Management:

- **IT Transformation Programme (ITTP).** The Committee note the risk profile of this programme and will continue to monitor the effectiveness of arrangements to manage those risks and deliver the IT transformation required.

### Statement of Accounts:

- **Audit of Financial Statements:** The audit of the Council's financial statements has yet to be completed and as such the statements will need to be signed off outside of the statutory deadlines. It is understood that many Councils are in a similar situation following new audit arrangements but handover between External Auditors and the complexity of the City Council's operations have also been a factor.

### Audit Arrangements:

- **Audit Arrangements:** The Internal Audit Team is a key and independent source of assurance for the Audit Committee and the Council. The team have experienced a number of vacancies both during and after a restructure. The Audit Committee is monitoring via update reports at each meeting, that the team is resourced to be fit for purpose in providing assurance to management and the Committee.
- **Audit Committee Membership:** The Committee should operate in an 'apolitical' environment. On considering the appropriateness of its own terms of reference, the Committee this year resolved to recommend to Full Council that Political Party Leads should not sit on the Audit Committee and that their terms of reference should reflect this.

### Details of Reports Considered by Audit Committee During 2019/20 Municipal Year to Date

<b>Audit Committee</b>	
<b>Meeting Date</b>	<b>Papers Considered</b>
28 <sup>th</sup> May 2019	<ul style="list-style-type: none"> <li>• External Audit Update Report</li> <li>• Internal Audit Annual Report 2018/19</li> <li>• Annual Counter Fraud Report 2018/19</li> <li>• Draft Annual Governance Statement 2018/19</li> <li>• Draft Statement of Accounts 2018/19</li> </ul>
29 <sup>th</sup> July 2019	<ul style="list-style-type: none"> <li>• External Audit Update Report</li> <li>• Annual Governance Statement Action Tracker</li> <li>• Final Annual Governance Statement 2018/19</li> <li>• Updated Statement of Accounts</li> <li>• Internal Audit Activity Report – Q1</li> <li>• Corporate Risk Management Arrangement/Policy</li> <li>• Corporate Risk Report</li> <li>• Audit and Assurance Arrangements for Council Owned Companies</li> <li>• Constitution Updates</li> </ul>
September 2019	<ul style="list-style-type: none"> <li>• Member Officer Protocol</li> <li>• Review of Constitutional Updates</li> <li>• Annual Report of the Local Government and Social Care Ombudsman</li> <li>• External Audit Update</li> <li>• Treasury Management Annual Report 2018/19</li> <li>• Internal Audit Activity Report to End August 2019</li> <li>• Corporate Risk Report – Q1 2019/20</li> <li>• Detailed review of Corporate Risk – Asbestos Management</li> <li>• IT Transformation Programme</li> </ul>
November 2019	<ul style="list-style-type: none"> <li>• External Audit Update Report</li> <li>• Detailed Review of Corporate Risk – Infrastructure</li> <li>• Internal Audit Half Year Update Report</li> <li>• Counter Fraud – Half Year Update Report and Counter Fraud Policy Review</li> <li>• Internal Audit – Quality Assurance and Improvement Programme</li> <li>• Internal Audit Charter and Strategy</li> <li>• Treasury Management Half Yearly Report</li> </ul>
<b>Values and Ethics (Sub) Committee</b>	
Sept 2019	<ul style="list-style-type: none"> <li>• Member Development Programme</li> <li>• Guidance for Members nominated to work with outside bodies</li> </ul>