

# Summons to attend meeting of Full Council



**Date:** Tuesday, 17 March 2020

**Time:** 6.00 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 receptacles as there are no plastic cups

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

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**Date:** Friday, 6 March 2020



# Agenda

## 1. Welcome, Introductions and Safety Information

(Pages 18 - 19)

## 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 20 - 43)

## 5. Lord Mayor's Business

To note any announcements from the Lord Mayor

## 6. Public Forum (Public Petitions, Statements and Questions)

Public forum items can be about any matter the Council is responsible for or which directly affects the city. Submissions will be treated in order of receipt and as many people shall be called upon as is possible within the time allowed within the meeting (normally 30 minutes). Further rules can be found within our [Council Procedure Rules](#) within the Constitution.

Please note that the following deadlines apply to this meeting:

a. Public petitions and statements: Petitions and written statements must be received by **12 noon on Monday 16 March 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 11 March 2020** at latest. A maximum of 2 questions



per member of the public is permitted. Questions should be addressed to the Mayor or relevant Cabinet Member.

Public forum items should be e-mailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) It would be helpful if you could also let us know if you plan to attend the meeting.

## 7. Petitions Notified by Councillors

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

Petitions notified by Councillors can be about any matter the Council is responsible for or which directly affects the city. The deadline for the notification of petitions to this meeting is **12 noon on Monday 16 March 2020**

## 8. Youth Mayor's / Youth Council end of year progress report

(Pages 44 - 50)

## 9. Independent Remuneration Panel

(Pages 51 - 89)

## 10. Pay Policy Statement 2020 -2021

(Pages 90 - 100)

## 11. Adopting International Holocaust Remembrance Alliance definition of Antisemitism (Equality and Inclusion Policy update)

(Pages 101 - 144)

## 12. Constitution Update: Terms of Reference

(Pages 145 - 152)

## 13. Constitution Update: Members Code of Conduct

(Pages 153 - 165)

## 14. Motions

Note:

Under the Council's constitution, 30 minutes are available for the



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

## **MOTIONS RECEIVED FOR FULL COUNCIL – 17 MARCH 2020**

### **Golden Motion - Future-friendly city**

#### **Full Council notes:**

1. The Bristol Children’s Charter, which is inspiring other cities around the world, and Bristol’s status as a World Health Organisation accredited Age Friendly City.
2. The Mayor’s declaration of an ecological emergency, which was the first in the UK; together with our declaration of a climate emergency; and Bristol’s world-leading work on the UN Sustainable Development Goals.
3. The Mayor’s administration has tripled affordable housing delivery and will see Bristol complete 9,175 new homes over the four years to 2020/21; the Mayor plans to continue building at least 2,000 new homes per year – including 1,000 new council or affordable homes if re-elected.
4. That despite historic levels of home-building since 2016 – including last month’s £1 billion investment in homes and infrastructure – some 12,000 families are on council house waiting lists, with 1,000 homeless families, around 600 households are in temporary accommodation, and the recent count which found 82 people sleeping rough in the city.

#### **Full Council believes:**

1. Bristol faces climate and ecological emergencies at the same time as interdependent crises across poverty, housing, and health, which require complimentary policy responses.
2. A greater linkage between people services and infrastructure developments can ensure that Bristol becomes a truly child, eco, and age friendly city in the way that we plan our homes, communities, transport, and major projects.
3. Achieving a child-friendly places will deliver far-reaching intergenerational benefits for all communities, including interventions such as wider-level paving, step-free places, additional seating, toilet provision in private developments, and protect the planet and biodiversity through greater green spaces, quieter streets, habitat corridors, and better public transport and



safe active travel provision.

**Full Council resolves:**

1. To continue work towards establishing Bristol as a child-friendly city, not just in terms of services offered directly to children and families but through infrastructure, development, and clear planning guidance.
2. To request that greater reference to the Children’s Charter is included in council decision-making, putting future generations at the heart of all we do.
3. To lobby the Combined Authority and Government to incorporate social infrastructure in industrial strategies, working with us to improve access to affordable, quality, early years childcare.

*Motion to be moved by: Cllr Helen Godwin, Labour Group*

*Date of submission: 5<sup>th</sup> March 2020*

**2. Supermarkets Compact**

This Council regrets the prevalence of negative issues from a range of sources within the retail and distribution sector that hamper the city’s sustainability aspirations.

These issues include, but not exclusively:

- extensive usage of a wide range of packaging materials
- continuing use of materials, particularly plastics, with poor recycling outcomes
- excessive levels of wastage, particularly of food
- increasing heavy vehicular distribution-miles, both cross-countries and within the city

Council further regrets that precious resources and taxpayers’ money have to be used to resolve and mitigate some of these issues, where this is an option.

Council regrets that it lacks the regulatory powers to control the negative outcomes from some large commercial organisations.

This Council notes the announcements and actions by more conscientious firms to address some of these issues to reduce their costs and be more responsible.

This Council notes the unacceptable level of **food poverty** in our city

This Council notes the increasing challenges around goods delivery vehicles in our city which is attempting to reduce the volume of traffic



and improve air quality

This Council notes that a successful plan to deliver carbon neutrality by 2030 will require committed leadership to inspire common purpose in everyone and across all groups in our city

This Council notes that much customer packaging places volume and disposal demands on the city's waste services, while their bulk packaging is also unsustainable though disposed through commercial operators.

This Council notes that a proposal to address these issues supported by research and a dossier of detailed responses by all of the eight major supermarkets has been prepared by a BCC scrutiny committee and was commended by a committee of the Core Cities team.

It indicated how focused and co-operative use of BCC resources might deliver multiple benefits, including:

- waste/plastics reduction
- food-saving
- reduction in delivery-miles
- rewarding sustainable practice
- getting out our sustainability message through big players to the shopping public
- tackling at source some resulting issues that our taxpayers presently have to fund so re-allocating reduced costs, and greater savings, to the originators

Council therefore resolves to launch the first core-city co-operative initiative of its kind:

a Supermarkets Compact agreed with the major chains in Bristol where the City council sets a small number of key criteria that will benefit the city and promotes a 'Kitemark'-type scheme awarding recognition as each is achieved. This would applaud good practice, in a competitive market increasingly sensitive to improving sustainability, and open up opportunities for reaching out to customers, with rising credentials displayed on their premises and promotional literature.

Such a scheme would be a simple and highly visible way of advancing our sustainability ambitions. It would be co-operative, competitive and catalytic while fair and sustainable. It would be a cost-effective way for this city to offer mutual solutions to long-standing common problems. It would be a bold advance in the crucial community engagement measures to deliver real-life sustainability, closer to source.

This council resolves to request the incumbent administration to instruct officers to take forward this proposal.

*Motion to be moved by: Cllr Anthony Negus, Liberal Democrat Group*



*Date of submission: 5th March 2020*

### **3. Bristol Energy Company**

“This Council is increasingly concerned that all major decisions relating to Bristol Energy are being taken behind a legal cloak of commercial confidentiality. By so doing, proper scrutiny of (and accountability for) this – at best – speculative venture is being limited and Members unreasonably constrained from expressing concerns about the Municipally-owned company.

The latest Cabinet report and decision which concerned an operational report update (3rd March 2020) was treated as a wholly exempt item of business ‘by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.’ This grants exempt status to information relating to the financial or business affairs of any particular person (including the authority holding that information). In addition to excluding most Members from accessing this deemed sensitive information, the Mayor even removed the ability to call-in any decision taken.

However, Council believes these restrictions are meant to be qualified and not absolute in their operation, nature or scope. Information ceases to be exempt when the public interest in disclosure outweighs the supposed public interest in maintaining the exemption. In the current circumstances, Council asserts that the public’s right or need to know overrides the judgement to withhold knowledge around an enterprise which has already required considerable public investment to underpin its business plan.

The use of secrecy is also acting as an oppressive gag on Members from airing their views or knowledge in this matter. This is not acceptable or reasonable. Accordingly, Council calls on the Mayor to lift these embargoes around Bristol Energy and:-

- (i) Offer a comprehensive briefing to all Members on the present position and options available to the Authority;
- (ii) Allow an open and honest debate to take place about this company – free from the threat of criminal (or any other) charges, penalties or sanction;
- (iii) Prior to this year’s local elections, reaffirm his commitment not to exceed the agreed total cash funding envelope for this energy supply business which has been set at £37.7m;
- (iv) Confirm that any payments made to Bristol Energy under delegated powers will be notified to Party Group Leaders and OSM within 24 hours.”

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





*Date of submission: 5<sup>th</sup> March 2020*

#### **4. 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: Cllr Mark Weston, Conservative Group*

*Date of submission: 5<sup>th</sup> March 2020*

#### **5. 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 Group*

*Date of submission: 5<sup>th</sup> March 2020*

**6. 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, Liberal Democrat Group*

*Date of submission: 5th March 2020*

## **7. A citywide ban on Digital Billboards**

### This Council notes:

- There is a growing pressure for digital advertising across the city alongside highways, on footpaths, and on walls of prominent or vacant sites
- There is also a switch to digital advertising on phone boxes (their main source of income) and bus shelters
- Existing billboards may not have planning permission but there has been no consistent approach to removing them via enforcement
- Many advertising companies are switching to digital billboards to reduce the cost of changing advertising, switching to a series of static but alternated digital adverts which can be updated remotely
- The law governing display advertising restricts objections to ground of highway safety and amenity
- Recent planning appeals have been made in response to rejection of digital advertising on some sites, and with stronger declared policies the planning response could be clearer and some of the appeals could be avoided
- The energy consumption of digital billboards adds a growing impact to the city's carbon footprint
- The bright illumination from digital billboards at all hours can also affect local wildlife
- Billboards are subject to objections and controversy every time an application is made, local residents do not want such billboards in their neighbourhoods"



This council believes:

- Advertising drives consumption and predominantly represents major consumer goods companies; most adverts are for national and international brands not local businesses so this is limited benefit to the local economy
- Envy and body shame are a phenomenon associated with the prevalence of corporate advertising
- Mental health issues relating to body image are a growing and persistent issue affecting many young people and adults
- The greatest climate impact in our city is the impact on consumption of goods and services; constant pressure to consume is driven by continuous, pervasive advertising
- When travelling or relaxing outdoors residents have no choice if confronted by digital billboards; the council does not have to enable this negative experience
- There are unequal standards of amenity across the city and some areas have traditionally been better protected than others; the council could set a uniform, high standard of amenity to redress this unequal amenity
- While there are pressures for commercialising council assets the council need not be either a driver of digital advertising through its own walls and structures, nor an enabler through weak policies.

This council therefore calls on the Mayor:

- To introduce a new, high standard of amenity across the whole city, excluding digital billboards and taking enforcement action against unlawful billboard sites
- To set the highest road safety standards across the city with a declared presumption against distracting digital billboards on the whole road network
- To end council-initiated billboard sites on walls or other structures
- To introduce these changes through the local plan and public announcements on property policies
- To work towards Bristol becoming a billboard free city, with space left purely for local noticeboards, signage or public information and creative arts and flags
- To report back on progress within a year

*Motion to be moved by: Cllr Martin Fodor, Green Group*

*Date of submission: 5th March 2020*

## 8. Cycle Lanes

Full Council notes:

- The plethora of designs, finishes and colours of the various cycle



lanes in the city.

- The confusion this causes, especially in areas where cyclists and pedestrians are in close proximity – the current layout of the city centre being a case in point

*Full Council believes:*

A solution such as a single recognisable colour for cycle lanes would help make it obvious to all the distinction between areas where it is acceptable to cycle, and areas where it is not – something which would benefit all .

*Council therefore calls on the Mayor:*

To introduce a single colour scheme for all Bristol’s cycle lanes, or find another mechanism for differentiating between cycle lanes and pedestrian walkways, particularly in shared spaces across our city.

*Motion to be moved by: Cllr Charlie Bolton*

*Date of submission: 5<sup>th</sup> March 2020*

## 9. Joint Local Transport Plan

*This Council notes that:*

- The Joint Local Transport Plan (the JLTP) is coming to WECA for approval by the Metro Mayor, the constituent authorities and North Somerset on 20<sup>th</sup> March, having been ‘noted’ without any proposed changes by Bristol City Council Cabinet on 3<sup>rd</sup> March.
- The JLTP contains many positive provisions around cycling and walking proposals but it also contains plans to build ten new roads and five road-widening schemes (including new motorway junctions) and therefore must be considered a major piece of infrastructure.
- The decision of the Court of Appeal on the Heathrow third runway application on 27 February has wide ranging consequences for all infrastructure plans. The decision means means that all such major pieces of infrastructure (whether they be airport infrastructure, new railway schemes or road building) need to be considered in detail against the provisions of the Paris Agreement of 2016.
- If the road building provisions of the JLTP are not checked against the legal obligations agreed by the UK Government in the Paris Agreement, then they may now be subject to legal challenge following the Heathrow decision. This has already happened this week in the case of HS2 where a high court action has been commenced.



- We have seen no evidence that such a review process has taken place in the production of JLTP4 either at the level of the constituent authorities or by WECA itself.
- That the majority of the plans contained in the JLTP4 were drafted prior to the declaration of a Climate Emergency by WECA on 19<sup>th</sup> July 2019 and therefore were not considered in the light of that declaration.

*This council believes:*

- We are in the middle of a period of existential threat from climate change and that has been recognised by the declaration of a Climate Emergency by both this council and WECA.
- We therefore cannot continue with business-as-usual when it comes to transport planning and particularly road building.
- That the concept of ‘induced demand’, whereby the building of more roads simply leads to more car miles being driven, has been long established in the scientific literature.
- Because of the potential legal challenges arising out of the Heathrow decision and the changing circumstances caused by the declaration of the Climate Emergency, that the JLTP may now be illegal and approval should not be given by Bristol City Council or WECA.

*This council therefore calls on the Mayor to:*

- Reconsider the JLTP in the light of the Heathrow judgement and check detailed compliance with the the legally binding provisions of the Paris Agreement.
- Refuse to ratify the JLTP at the WECA meeting on 20 March 2020 until this process has been completed.

*Motion to be moved by: Councillor Stephen Clarke*

*Date of Submission: 5<sup>th</sup> March 2020*

## **10. Lift The Ban**

*This Council notes:*

- That until 2002, people seeking asylum could apply for permission to work if they had been waiting for six months or more for an initial decision on their asylum claim.
- Almost half of main applicants waiting for an initial decision on their asylum claim have been waiting for over six months.



- Asylum seeker support allowance is currently £37.75 per person per week.
- In recent surveys, 71% of the British population support lifting the ban on asylum seekers working after 6 months and feel it is an unfair, cruel policy.

*This Council believes:*

- That working has numerous benefits to health and well-being, such as maintaining positive sense of identity and self-worth and providing opportunities for social connection, in addition to the obvious benefits of increased financial security.
- That people who have risked everything to find safety should have the best chance possible of contributing to our society and integrating into their new communities.
- That everyone in Bristol will benefit from the economic and social contribution of those seeking asylum, if they are allowed to work.
- That enabling those seeking asylum to work would support the aims of our recently adopted Refugee and Asylum Seeker Inclusion Strategy, in particular meeting basic needs, promoting economic inclusion and promoting social integration.

*This Council proposes:*

- To join the national Lift The Ban coalition and play an active role in it.
- To use Bristol's status as a large, influential city to lobby other councils in the South West and Wales to join the coalition.
- To call on national government to change the policy so that asylum seekers can work after they have waited six months for a decision on their initial asylum claim or further submission, unconstrained by the Shortage Occupation List.
- To call upon the Mayor to improve accessibility and availability of **language classes** for asylum seekers in the city of Bristol, to equip people with the tools they need to excel in the workplace.
- To call upon the Mayor to increase the number of spaces available in **homeless shelters** to support those that the ban has pushed into destitution.

References:

- Lift the Ban Report, Lift the Ban Coalition <https://www.refugee-action.org.uk/wp-content/uploads/2018/10/Lift-the-Ban-report.pdf>

*Motion to be moved by: Councillor Eleanor Combley*

*Date of Submission: 5<sup>th</sup> March 2020*

## **11. Hydrogen Economy**

This council believes that we should embrace the hydrogen economy and





all the opportunities that it brings.

In transport hydrogen can provide the solutions for clean fuel on everything from cars to heavy freight and trains. The only emission is water.

The hydrogen can be produced from renewable energy sources, which must be invested in and is a dense form of energy that is moveable and can easily take over a lot of the infrastructure of petrol and diesel.

Government plans would require the cessation of gas heating for homes and businesses and replacing the fuel supplied and the boilers is far less disruptive than present ill thought through “plans”.

We believe that Bristol should be a leader here and not lag behind other cities and states that are already forging ahead.

Council calls on the Mayor to work with WECA and lobby Government to support the expansion of the hydrogen economy and develop a plan for infrastructure to support hydrogen fuelled vehicles.

Council requests that Overview and Scrutiny Management consider establishing a Task and Finish Group to examine what opportunities there are to expand hydrogen infrastructure and economy in our region.

*Motion to be moved by: Cllr Gary Hopkins, Liberal Democrat Group*  
*Date of submission: 5th March 2020*

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Signed



Proper Officer  
Friday, 6 March 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 to the Committee and published within the minutes. Your statement or question will also be made available to the public at the meeting to which it relates and may be provided upon request in response to Freedom of Information Act requests in the future.

We will try to remove personal and identifiable information. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the council's website. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

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.
- 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.

**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).

The privacy notice for Democratic Services can be viewed at [www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services](http://www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services)



## Bristol City Council Minutes of the Full Council

25 February 2020 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, Harriet Clough, 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, Hibaq Jama, Carole Johnson, Steve Jones, Anna Keen, Tim Kent, Sultan Khan, Gill Kirk, Cleo Lake, Jeff Lovell, Brenda Massey, Matt Melias, Graham Morris, Anthony Negus, Paula O'Rourke, Steve Pearce, Celia Phipps, Ruth Pickersgill, Kevin Quartley, Jo Sergeant, Afzal Shah, Steve Smith, Paul Smith, Clive Stevens, Jerome Thomas, Mhairi Threlfall, Estella Tincknell, Jon Wellington, Mark Weston, Lucy Whittle, Chris Windows, Mark Wright and Rippington

**Aldermen in Attendance:-** J McLaren, A Massey, C Williams, 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 for absence were received from Councillor Radford.

### 3. Declarations of Interest

Councillor Kent declared that a member of his family had an Education Health Care Plan.  
Councillor Brain declared that his brother was a consultant for Bristol City Council.  
Councillor Stevens, Breckels, Threlfall and Brook all declared that their partners work for Bristol City Council.



#### 4. Minutes of the Previous Meeting

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

**RESOLVED:**

**That the minutes of the meeting of the Full Council held on the 14<sup>th</sup> January 2020 be confirmed as correct record and signed by the Lord Mayor.**

#### 5. Lord Mayor's Business

Honorary Alderman Spud Murphy

The Lord Mayor informed Full Council of the recent death of former Bristol City Councillor and Honorary Alderman Albert Edward Murphy, known to many as Spud Murphy. Condolences were sent to his family and a minutes silence was observed.

The Lord Mayor's Chain of Office

The Lord Mayor informed Full Council of the theft of cash and civic ceremonial jewellery, including the Lord Mayor's chain of office. Anyone with information was encouraged to call 101 quoting reference number 5220044814.

#### 6. Public Forum (Public Petitions and Written Statements)

**Public petitions:**

There were no public petitions received.

**Public statements:**

The Full Council received and noted the following statements:

	<b>Name</b>	<b>Title</b>
<b>PS01</b>	Greg Roynon	SEND Funding Crisis

#### 7. Petitions Notified by Councillors

The Full Council received and noted the following petitions:

	<b>Name</b>	<b>Title</b>
<b>CP01</b>	Councillor Carey	Road and Pedestrian Safety in Birchwood Road, BS4, 24 signatures



## 8. Budget Report 2020-2021

The Full Council considered a report setting out the Mayor's 2020-21 budget recommendations.

The Lord Mayor drew members' attention to the budget procedure to be followed.

At this point, on the motion of the Lord Mayor, it was

### **RESOLVED:**

**That the relevant standing orders (policy and budget framework procedure rules) be suspended, noting that the procedure to be followed at this meeting is at variance with the Council's standing orders.**

The Mayor moved the budget report.

Councillor Cheney, Deputy Mayor for Finance, Governance and Performance seconded the report.

Councillor Gollop raised a point of order (CPR13.12) drawing attention to a new item on the Cabinet agenda on 4<sup>th</sup> March, which could impact on the budget as proposed. He sought assurances from the Section 151 Officer and the Monitoring Officer that Full Council were able to proceed with a lawful budget, and those assurances were provided. Councillor Gollop reiterated his concerns, which were echoed by Councillor Hopkins on behalf of the Liberal Democrat Group. Their concerns were noted.

The leaders of each party group, Cllrs Hickman, Councillor Weston, Councillor Combley and Councillor Hopkins each responded to the budget proposals.

Councillor Negus raised a point of Personal Explanation (CPR13.13) requesting permission to respond to Councillor Hickman's comments within her speech. The Lord Mayor ruled that time had elapsed and the meeting would move on.

Councillor Gollop presented comments on behalf of the Overview and Scrutiny Management Board and Councillor Clarke on behalf of the Resources Scrutiny Commission.

The Mayor then responded to the points raised.

### **ADJOURNMENT: The meeting was adjourned at 3.45pm and reconvened at 4.00pm**

On the meeting being reconvened, the Full Council then (under section 5 of the procedure) considered and debated each of the proposed budget amendments, as follows:

#### **Liberal Democrat Group Budget Amendment**

Revenue - Youth Card for Bristol Buses, Bus Support, SEND Support, External Communications and Mayor's Office



Capital - SEND Schools, East Bristol Pool, Parks and Play Space, Community Infrastructure Levy and Capital Contingency

Councillor Kent moved amendment no. 1 (revenue and capital)

Councillor Carey seconded the amendment.

Following debate, upon being put to the vote, both elements of the amendment were **LOST**.

Vote 1 revenue – 31 members voting for the amendment, 36 against, with 1 abstention.

Vote 2 capital – 31 members voting for the amendment, 35 against, with 1 abstention.

### **Green Group Budget Amendment**

Revenue – Upskilling Estates Staff, HRA Reserve, Workplace parking levy plan, Project Management - Regeneration

Capital - Community Infrastructure Levy, Cycling and Walking Projects, HRA Reserve, Retrofitting energy improvements, Congestion Charging, Reduce Capital Contingency, Highways Infrastructure, Climate Change Reserve, Transport Improvements

Councillor Denyer moved amendment no. 2 (revenue and capital)

Councillor Fodor seconded the amendment.

Councillor Shah raised a point of order (CPR13.12) to confirm that he referred to legal advice in his speech rather than officer advice. His comment was noted.

Following debate, upon being put to the vote, the amendment ‘revenue’ was **CARRIED**.

Vote 3 revenue – 55 members voting for the amendment, 13 against, with 0 abstention.

Upon being put to the vote, the amendment ‘capital’ was **LOST**.

Vote 4 carried – 11 members voting for the amendment, 49 against, with 8 abstentions.

### **Conservative Group Budget Amendment**

Revenue - Mayor's Office, Brussels Office, Reduce PR and Consultation, Parking Charges at Blaise and Oldbury, Reduce bulky item collection charge.

Capital - Local Centre investment, Cribbs/Patchway Mitigations, Community Infrastructure Levy, Libraries Investment, Additional Parks capital spend, Use of Commercialisation Reserve, Use of Mayor's risk consultation reserve, Reduce spend on securing Bear Pit.

Councillor Gouladriss moved amendment no. 3 (revenue and capital)

Councillor Steve Smith seconded the amendment.

Following debate, upon being put to the vote, both elements of the amendment was **LOST**.





Vote 5 revenue – 20 members voting for the amendment, 47 against, with 0 abstention.

Vote 6 capital – 20 members voting for the amendment, 47 against, with 0 abstention.

### **Labour Group Budget Amendment**

Revenue - HRA Rent increase, HRA Capital Financing

Councillor Paul Smith moved amendment no. 4 (revenue)

Councillor Hickman seconded the amendment.

Following debate, upon being put to the vote, the amendment was **CARRIED**.

Vote 7 revenue – 46 members voting for the amendment, 20 against, with 2 abstentions.

At the conclusion of the Full Council's consideration of, and voting on the individual budget amendments, the Lord Mayor clarified (under section 7 of the procedure) that the following amendments had been CARRIED:

Green Group Amendment no.2a (revenue)

Labour Group Amendment no.4 (revenue)

Also under section 7 of the procedure, on the motion of the Lord Mayor, the Full Council noted the Section 151 Officer's statement regarding the robustness of the budget estimates.

### **ADJOURNMENT: The meeting was adjourned at 6.00pm and reconvened at 6.20pm**

On the meeting being reconvened, there was then (under section 8 of the procedure) a general debate on the budget proposals.

At the conclusion of the debate, the Mayor responded to the debate and to the Full Council's earlier consideration of the budget amendments. The Mayor indicated at this point that he was minded to accept an amended budget i.e. incorporating the Green Group amendment (revenue) and the Labour Group amendment (revenue).

**On the motion of the Lord Mayor, seconded by the Deputy Lord Mayor, the Full Council then RESOLVED that Full Council NOTED:**

- a) **The report from the Overview and Scrutiny Management Board and Resources Scrutiny Commission.**
- b) **The budget consultation process that was followed and feedback as outlined in Section 17 and Appendix 6.**
- c) **The feedback provided by the Schools Forum to Council, for their consideration in making final decisions on the Schools Budget for 2020/21 as outlined in Section 9.**



- d) That the consultation feedback and equality impact assessments and relevance checks as set out in Appendix 7 and within the full reports for the ring fenced accounts (Dedicated Schools Grant and Housing Revenue Account), have been taken into consideration and has informed the final budget proposals.
- e) The comments of the Chief Finance Officer (s151 Officer) on the robustness of the Budget and adequacy of reserves as set out in Section 15.
- f) The delegation of authority to the Director of Finance after consultation with the Deputy Mayor, Cabinet Member for Finance, Governance and Performance and the Mayor, to make any necessary technical adjustments or adjustments to the figures upon receipt of the final Local Government Finance Settlement, and West of England Combined Authority Levy; with transfers to and or from reserves as appropriate.

**RESOLVED that Full Council AGREED:** (with 36 members voting in favour, 29 against and 3 abstentions)

- g) The Bristol City Council levels of Council Tax increase of 3.99%; which includes 2% precept to support Adult Social Care and noting the precepts of the Police and Crime Commissioner for Avon and Somerset and the Avon Fire Authority.
- h) The calculations for determining the Council Tax requirement for the year 2020/21 as outlined in Appendix 8 and in accordance with the Local Government Finance Act 1992.
- i) The Council's General Fund net revenue budget for the year 2020/21 as £395.7 million and expenditure allocations as set out in Appendix 1; subject to any budget amendments properly notified to and approved by the Council in line with the Constitution.
- j) The temporary movement in general reserves of up to £6.1 million (31%) to mitigate the forecasted 2019/20 year end emergent pressures in the People directorate as outlined in Section 5.
- k) The Council's capital budget (excluding the HRA) for the years 2020/21 - 2024/25, totalling £612.0 million as set out in paragraph 13 and detailed in Appendix 2.
- l) The proposed Treasury Management Strategy for 2020/21 in Appendix 4, incorporating the Minimum Revenue Provision policy and the prudential indicators and limits.
- m) The Strategy for the Flexible use of Capital Receipts as set out in Appendix 5.

**RESOLVED that Full Council AGREED:** (with 48 members voting in favour, 0 against, 0 abstentions)

- n) The distribution of the 2020/21 Dedicated Schools Grant (DSG) of £374.2 million as recommended by Cabinet and the Schools Forum and summarised in Section 9.

**RESOLVED that Full Council AGREED:** (with 47 members voting in favour, 18 against, 3 abstentions)

- o) The Gross HRA revenue budget for the year 2020/21 as £119.1 million



- p) No increase in Housing Rents for 2020/21 for existing tenants.
- q) The use of flexibility in the rent standard with effect from April 2020, for new tenants:
- up to 5% for Housing.
  - up to 10% for Supported Housing.
- r) Increase of 2.7% (CPI +1%) with effect from April 2020 for Garage Rents.
- s) Authorise the Executive Director of Growth and Regeneration to set Service Charge budgets in line with the anticipated cost of delivery.
- t) The HRA capital budget for the years 2020/21 – 2024/25 totalling £354.0 million as detailed in Appendix 2 and including the following for 2020/21:
- £33.0 million capital expenditure on existing stock.
  - £40.8 million on the Development Programme.
  - £5.0 million on improvements to Sandy Park site subject to Business Case approval.
  - £0.9 million for other capital projects including the ICT project.

Meeting ended at 6.50 pm

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

<b>Amendment No.1 - Liberal Democrat (a) revenue (Amendment)</b>	
Marvin Rees	Against
Councillor Peter Abraham	For
Councillor Donald Alexander	Against
Councillor Lesley Alexander	For
Councillor Nicola Beech	Against
Councillor Nicola Bowden-Jones	Against
Councillor Harriet Bradley	Against
Councillor Mark Bradshaw	Against
Councillor Mark Brain	Against
Councillor Charlie Bolton	For
Councillor Tom Brook	Against
Councillor Fabian Breckels	Against
Councillor Tony Carey	For



Councillor Craig Cheney	Against
Councillor Barry Clark	Against
Councillor Stephen Clarke	For
Councillor Harriet Clough	For
Councillor Eleanor Combley	For
Councillor Asher Craig	Against
Councillor Christopher Davies	For
Councillor Mike Davies	Against
Councillor Carla Denyer	For
Councillor Kye Dudd	Against
Councillor Richard Eddy	For
Councillor Jude English	For
Councillor Martin Fodor	For
Councillor Helen Godwin	Against
Councillor Paul Goggin	Against
Councillor Geoff Gollop	For
Councillor John Goulandris	For
Councillor Fi Hance	For
Councillor Margaret Hickman	Against
Councillor Claire Hiscott	For
Councillor Helen Holland	Against
Councillor Gary Hopkins	For
Councillor Christopher Jackson	Against
Councillor Hibaq Jama	Against
Councillor Carole Johnson	Against
Councillor Steve Jones	For
Councillor Anna Keen	Against
Councillor Tim Kent	For
Councillor Sultan Khan	For
Councillor Gill Kirk	Against
Councillor Cleo Lake	Abstain
Councillor Jeff Lovell	Against
Councillor Brenda Massey	Against
Councillor Matthew Melias	For
Councillor Graham Morris	For
Councillor Anthony Negus	For
Councillor Paula O'Rourke	For
Councillor Steve Pearce	Against
Councillor Celia Phipps	Against
Councillor Ruth Pickersgill	Against
Councillor Kevin Quartley	For
Councillor Jo Sergeant	Against



Councillor Afzal Shah	Against
Councillor Steve Smith	For
Councillor Paul Smith	Against
Councillor Clive Stevens	For
Councillor Jerome Thomas	For
Councillor Mhairi Threlfall	Against
Councillor Estella Tincknell	Against
Councillor Jon Wellington	Against
Councillor Mark Weston	For
Councillor Lucy Whittle	Against
Councillor Chris Windows	For
Councillor Mark Wright	For
<b>Rejected</b>	
<b>Amendment No.1 - Liberal Democrat (b) capital (Amendment)</b>	
Marvin Rees	Against
Councillor Peter Abraham	For
Councillor Donald Alexander	Against
Councillor Lesley Alexander	For
Councillor Nicola Beech	Against
Councillor Nicola Bowden-Jones	Against
Councillor Harriet Bradley	Against
Councillor Mark Bradshaw	Against
Councillor Mark Brain	Against
Councillor Charlie Bolton	For
Councillor Tom Brook	Against
Councillor Fabian Breckels	Against
Councillor Tony Carey	For
Councillor Craig Cheney	Against
Councillor Barry Clark	Against
Councillor Stephen Clarke	For
Councillor Harriet Clough	For
Councillor Eleanor Combley	For
Councillor Asher Craig	Against
Councillor Christopher Davies	For
Councillor Mike Davies	Against
Councillor Carla Denyer	For
Councillor Kye Dudd	No vote recorded
Councillor Richard Eddy	For
Councillor Jude English	For
Councillor Martin Fodor	For
Councillor Helen Godwin	Against



Councillor Paul Goggin	Against
Councillor Geoff Gollop	For
Councillor John Goulandris	For
Councillor Fi Hance	For
Councillor Margaret Hickman	Against
Councillor Claire Hiscott	For
Councillor Helen Holland	Against
Councillor Gary Hopkins	For
Councillor Christopher Jackson	Against
Councillor Hibaq Jama	Against
Councillor Carole Johnson	Against
Councillor Steve Jones	For
Councillor Anna Keen	Against
Councillor Tim Kent	For
Councillor Sultan Khan	For
Councillor Gill Kirk	Against
Councillor Cleo Lake	Abstain
Councillor Jeff Lovell	Against
Councillor Brenda Massey	Against
Councillor Matthew Melias	For
Councillor Graham Morris	For
Councillor Anthony Negus	For
Councillor Paula O'Rourke	For
Councillor Steve Pearce	Against
Councillor Celia Phipps	Against
Councillor Ruth Pickersgill	Against
Councillor Kevin Quartley	For
Councillor Jo Sergeant	Against
Councillor Afzal Shah	Against
Councillor Steve Smith	For
Councillor Paul Smith	Against
Councillor Clive Stevens	For
Councillor Jerome Thomas	For
Councillor Mhairi Threlfall	Against
Councillor Estella Tincknell	Against
Councillor Jon Wellington	Against
Councillor Mark Weston	For
Councillor Lucy Whittle	Against
Councillor Chris Windows	For
Councillor Mark Wright	For
<b>Rejected</b>	



<b>Amendment No.2 - Green (a) revenue (Amendment)</b>	
Marvin Rees	For
Councillor Peter Abraham	Against
Councillor Donald Alexander	For
Councillor Lesley Alexander	Against
Councillor Nicola Beech	For
Councillor Nicola Bowden-Jones	For
Councillor Harriet Bradley	For
Councillor Mark Bradshaw	For
Councillor Mark Brain	For
Councillor Charlie Bolton	For
Councillor Tom Brook	For
Councillor Fabian Breckels	For
Councillor Tony Carey	For
Councillor Craig Cheney	For
Councillor Barry Clark	For
Councillor Stephen Clarke	For
Councillor Harriet Clough	For
Councillor Eleanor Combley	For
Councillor Asher Craig	For
Councillor Christopher Davies	For
Councillor Mike Davies	For
Councillor Carla Denyer	For
Councillor Kye Dudd	For
Councillor Richard Eddy	Against
Councillor Jude English	For
Councillor Martin Fodor	For
Councillor Helen Godwin	For
Councillor Paul Goggin	For
Councillor Geoff Gollop	Against
Councillor John Goulandris	Against
Councillor Fi Hance	For
Councillor Margaret Hickman	For
Councillor Claire Hiscott	Against
Councillor Helen Holland	For
Councillor Gary Hopkins	For
Councillor Christopher Jackson	For
Councillor Hibaq Jama	For
Councillor Carole Johnson	For
Councillor Steve Jones	Against
Councillor Anna Keen	For
Councillor Tim Kent	For





Councillor Sultan Khan	For
Councillor Gill Kirk	For
Councillor Cleo Lake	For
Councillor Jeff Lovell	For
Councillor Brenda Massey	For
Councillor Matthew Melias	Against
Councillor Graham Morris	Against
Councillor Anthony Negus	For
Councillor Paula O'Rourke	For
Councillor Steve Pearce	For
Councillor Celia Phipps	For
Councillor Ruth Pickersgill	For
Councillor Kevin Quartley	Against
Councillor Jo Sergeant	For
Councillor Afzal Shah	For
Councillor Steve Smith	Against
Councillor Paul Smith	For
Councillor Clive Stevens	For
Councillor Jerome Thomas	For
Councillor Mhairi Threlfall	For
Councillor Estella Tincknell	For
Councillor Jon Wellington	For
Councillor Mark Weston	Against
Councillor Lucy Whittle	For
Councillor Chris Windows	Against
Councillor Mark Wright	For
<b>Carried</b>	
<b>Amendment No.2 - Green (b) capital (Amendment)</b>	
Marvin Rees	Against
Councillor Peter Abraham	Against
Councillor Donald Alexander	Against
Councillor Lesley Alexander	Against
Councillor Nicola Beech	Against
Councillor Nicola Bowden-Jones	Against
Councillor Harriet Bradley	Against
Councillor Mark Bradshaw	Against
Councillor Mark Brain	Against
Councillor Charlie Bolton	For
Councillor Tom Brook	Against
Councillor Fabian Breckels	Against
Councillor Tony Carey	Abstain



Councillor Craig Cheney	Against
Councillor Barry Clark	Against
Councillor Stephen Clarke	For
Councillor Harriet Clough	Abstain
Councillor Eleanor Combley	For
Councillor Asher Craig	Against
Councillor Christopher Davies	Abstain
Councillor Mike Davies	Against
Councillor Carla Denyer	For
Councillor Kye Dudd	Against
Councillor Richard Eddy	Against
Councillor Jude English	For
Councillor Martin Fodor	For
Councillor Helen Godwin	Against
Councillor Paul Goggin	Against
Councillor Geoff Gollop	Against
Councillor John Goulandris	Against
Councillor Fi Hance	For
Councillor Margaret Hickman	Against
Councillor Claire Hiscott	Against
Councillor Helen Holland	Against
Councillor Gary Hopkins	Abstain
Councillor Christopher Jackson	Against
Councillor Hibaq Jama	Against
Councillor Carole Johnson	Against
Councillor Steve Jones	Against
Councillor Anna Keen	Against
Councillor Tim Kent	Abstain
Councillor Sultan Khan	Abstain
Councillor Gill Kirk	Against
Councillor Cleo Lake	For
Councillor Jeff Lovell	Against
Councillor Brenda Massey	Against
Councillor Matthew Melias	Against
Councillor Graham Morris	Against
Councillor Anthony Negus	Abstain
Councillor Paula O'Rourke	For
Councillor Steve Pearce	Against
Councillor Celia Phipps	Against
Councillor Ruth Pickersgill	Against
Councillor Kevin Quartley	Against
Councillor Jo Sergeant	Against



Councillor Afzal Shah	Against
Councillor Steve Smith	Against
Councillor Paul Smith	Against
Councillor Clive Stevens	For
Councillor Jerome Thomas	For
Councillor Mhairi Threlfall	Against
Councillor Estella Tincknell	Against
Councillor Jon Wellington	Against
Councillor Mark Weston	Against
Councillor Lucy Whittle	Against
Councillor Chris Windows	Against
Councillor Mark Wright	Abstain
<b>Rejected</b>	
<b>Amendment No.3 - Conservative (a) revenue (Amendment)</b>	
Marvin Rees	Against
Councillor Peter Abraham	For
Councillor Donald Alexander	Against
Councillor Lesley Alexander	For
Councillor Nicola Beech	Against
Councillor Nicola Bowden-Jones	Against
Councillor Harriet Bradley	Against
Councillor Mark Bradshaw	Against
Councillor Mark Brain	Against
Councillor Charlie Bolton	Against
Councillor Tom Brook	Against
Councillor Fabian Breckels	Against
Councillor Tony Carey	For
Councillor Craig Cheney	Against
Councillor Barry Clark	Against
Councillor Stephen Clarke	Against
Councillor Harriet Clough	No vote recorded
Councillor Eleanor Combley	Against
Councillor Asher Craig	Against
Councillor Christopher Davies	For
Councillor Mike Davies	Against
Councillor Carla Denyer	Against
Councillor Kye Dudd	Against
Councillor Richard Eddy	For
Councillor Jude English	Against
Councillor Martin Fodor	Against
Councillor Helen Godwin	Against



Councillor Paul Goggin	Against
Councillor Geoff Gollop	For
Councillor John Goulandris	For
Councillor Fi Hance	Against
Councillor Margaret Hickman	Against
Councillor Claire Hiscott	For
Councillor Helen Holland	Against
Councillor Gary Hopkins	For
Councillor Christopher Jackson	Against
Councillor Hibaq Jama	Against
Councillor Carole Johnson	Against
Councillor Steve Jones	For
Councillor Anna Keen	Against
Councillor Tim Kent	For
Councillor Sultan Khan	For
Councillor Gill Kirk	Against
Councillor Cleo Lake	Against
Councillor Jeff Lovell	Against
Councillor Brenda Massey	Against
Councillor Matthew Melias	For
Councillor Graham Morris	For
Councillor Anthony Negus	For
Councillor Paula O'Rourke	Against
Councillor Steve Pearce	Against
Councillor Celia Phipps	Against
Councillor Ruth Pickersgill	Against
Councillor Kevin Quartley	For
Councillor Jo Sergeant	Against
Councillor Afzal Shah	Against
Councillor Steve Smith	For
Councillor Paul Smith	Against
Councillor Clive Stevens	Against
Councillor Jerome Thomas	Against
Councillor Mhairi Threlfall	Against
Councillor Estella Tincknell	Against
Councillor Jon Wellington	Against
Councillor Mark Weston	For
Councillor Lucy Whittle	Against
Councillor Chris Windows	For
Councillor Mark Wright	For
<b>Rejected</b>	



<b>Amendment No.3 - Conservative (b) capital (Amendment)</b>	
Marvin Rees	Against
Councillor Peter Abraham	For
Councillor Donald Alexander	Against
Councillor Lesley Alexander	For
Councillor Nicola Beech	Against
Councillor Nicola Bowden-Jones	Against
Councillor Harriet Bradley	Against
Councillor Mark Bradshaw	Against
Councillor Mark Brain	Against
Councillor Charlie Bolton	Against
Councillor Tom Brook	Against
Councillor Fabian Breckels	Against
Councillor Tony Carey	For
Councillor Craig Cheney	Against
Councillor Barry Clark	Against
Councillor Stephen Clarke	Against
Councillor Harriet Clough	No vote recorded
Councillor Eleanor Combley	Against
Councillor Asher Craig	Against
Councillor Christopher Davies	For
Councillor Mike Davies	Against
Councillor Carla Denyer	Against
Councillor Kye Dudd	Against
Councillor Richard Eddy	For
Councillor Jude English	Against
Councillor Martin Fodor	Against
Councillor Helen Godwin	Against
Councillor Paul Goggin	Against
Councillor Geoff Gollop	For
Councillor John Goulandris	For
Councillor Fi Hance	Against
Councillor Margaret Hickman	Against
Councillor Claire Hiscott	For
Councillor Helen Holland	Against
Councillor Gary Hopkins	For
Councillor Christopher Jackson	Against
Councillor Hibaq Jama	Against
Councillor Carole Johnson	Against
Councillor Steve Jones	For
Councillor Anna Keen	Against
Councillor Tim Kent	For



Councillor Sultan Khan	For
Councillor Gill Kirk	Against
Councillor Cleo Lake	Against
Councillor Jeff Lovell	Against
Councillor Brenda Massey	Against
Councillor Matthew Melias	For
Councillor Graham Morris	For
Councillor Anthony Negus	For
Councillor Paula O'Rourke	Against
Councillor Steve Pearce	Against
Councillor Celia Phipps	Against
Councillor Ruth Pickersgill	Against
Councillor Kevin Quartley	For
Councillor Jo Sergeant	Against
Councillor Afzal Shah	Against
Councillor Steve Smith	For
Councillor Paul Smith	Against
Councillor Clive Stevens	Against
Councillor Jerome Thomas	Against
Councillor Mhairi Threlfall	Against
Councillor Estella Tincknell	Against
Councillor Jon Wellington	Against
Councillor Mark Weston	For
Councillor Lucy Whittle	Against
Councillor Chris Windows	For
Councillor Mark Wright	For
<b>Rejected</b>	
<b>Amendment No.4 - Labour (a) revenue (Amendment)</b>	
Marvin Rees	For
Councillor Peter Abraham	Against
Councillor Donald Alexander	For
Councillor Lesley Alexander	Against
Councillor Nicola Beech	For
Councillor Nicola Bowden-Jones	For
Councillor Harriet Bradley	For
Councillor Mark Bradshaw	For
Councillor Mark Brain	For
Councillor Charlie Bolton	For
Councillor Tom Brook	For
Councillor Fabian Breckels	For
Councillor Tony Carey	Abstain



Councillor Craig Cheney	For
Councillor Barry Clark	Against
Councillor Jos Clark	No vote recorded
Councillor Stephen Clarke	For
Councillor Harriet Clough	Against
Councillor Eleanor Combley	For
Councillor Asher Craig	For
Councillor Christopher Davies	Against
Councillor Mike Davies	For
Councillor Carla Denyer	For
Councillor Kye Dudd	For
Councillor Richard Eddy	Against
Councillor Jude English	For
Councillor Martin Fodor	For
Councillor Helen Godwin	For
Councillor Paul Goggin	For
Councillor Geoff Gollop	Against
Councillor John Goulandris	Against
Councillor Fi Hance	For
Councillor Margaret Hickman	For
Councillor Claire Hiscott	Against
Councillor Helen Holland	For
Councillor Gary Hopkins	Against
Councillor Christopher Jackson	For
Councillor Hibaq Jama	For
Councillor Carole Johnson	For
Councillor Steve Jones	Against
Councillor Anna Keen	For
Councillor Tim Kent	Against
Councillor Sultan Khan	Against
Councillor Gill Kirk	For
Councillor Cleo Lake	For
Councillor Jeff Lovell	For
Councillor Brenda Massey	For
Councillor Matthew Melias	Against
Councillor Graham Morris	Against
Councillor Anthony Negus	Abstain
Councillor Paula O'Rourke	For
Councillor Steve Pearce	For
Councillor Celia Phipps	For
Councillor Ruth Pickersgill	For
Councillor Kevin Quartley	Against





Councillor Jo Sergeant	For
Councillor Afzal Shah	For
Councillor Steve Smith	Against
Councillor Paul Smith	For
Councillor Clive Stevens	For
Councillor Jerome Thomas	For
Councillor Mhairi Threlfall	For
Councillor Estella Tincknell	For
Councillor Jon Wellington	For
Councillor Mark Weston	Against
Councillor Lucy Whittle	For
Councillor Chris Windows	Against
Councillor Mark Wright	Against
<b>Carried</b>	
<b>Vote One - g), h), i), j), k), l), m) (Resolution)</b>	
Marvin Rees	For
Councillor Peter Abraham	Against
Councillor Donald Alexander	For
Councillor Lesley Alexander	Against
Councillor Nicola Beech	For
Councillor Nicola Bowden-Jones	For
Councillor Harriet Bradley	For
Councillor Mark Bradshaw	For
Councillor Mark Brain	For
Councillor Charlie Bolton	Abstain
Councillor Tom Brook	For
Councillor Fabian Breckels	For
Councillor Tony Carey	Against
Councillor Craig Cheney	For
Councillor Barry Clark	For
Councillor Jos Clark	No vote recorded
Councillor Stephen Clarke	Against
Councillor Harriet Clough	Against
Councillor Eleanor Combley	Against
Councillor Asher Craig	For
Councillor Christopher Davies	Against
Councillor Mike Davies	For
Councillor Carla Denyer	Against
Councillor Kye Dudd	For
Councillor Richard Eddy	Against
Councillor Jude English	Against



Councillor Martin Fodor	Against
Councillor Helen Godwin	For
Councillor Paul Goggin	For
Councillor Geoff Gollop	Against
Councillor John Goulandris	Against
Councillor Fi Hance	Against
Councillor Margaret Hickman	For
Councillor Claire Hiscott	Against
Councillor Helen Holland	For
Councillor Gary Hopkins	Against
Councillor Christopher Jackson	For
Councillor Hibaq Jama	For
Councillor Carole Johnson	For
Councillor Steve Jones	Against
Councillor Anna Keen	For
Councillor Tim Kent	Against
Councillor Sultan Khan	Against
Councillor Gill Kirk	For
Councillor Cleo Lake	Abstain
Councillor Jeff Lovell	For
Councillor Brenda Massey	For
Councillor Matthew Melias	Against
Councillor Graham Morris	Against
Councillor Anthony Negus	Against
Councillor Paula O'Rourke	Abstain
Councillor Steve Pearce	For
Councillor Celia Phipps	For
Councillor Ruth Pickersgill	For
Councillor Kevin Quartley	Against
Councillor Jo Sergeant	For
Councillor Afzal Shah	For
Councillor Steve Smith	Against
Councillor Paul Smith	For
Councillor Clive Stevens	Against
Councillor Jerome Thomas	Against
Councillor Mhairi Threlfall	For
Councillor Estella Tincknell	For
Councillor Jon Wellington	For
Councillor Mark Weston	Against
Councillor Lucy Whittle	For
Councillor Chris Windows	Against
Councillor Mark Wright	Against



<b>Carried</b>	
<b>Vote Two - n) (Resolution)</b>	
Marvin Rees	For
Councillor Peter Abraham	For
Councillor Donald Alexander	For
Councillor Lesley Alexander	For
Councillor Nicola Beech	For
Councillor Nicola Bowden-Jones	For
Councillor Harriet Bradley	For
Councillor Mark Bradshaw	For
Councillor Mark Brain	For
Councillor Charlie Bolton	For
Councillor Tom Brook	For
Councillor Fabian Breckels	For
Councillor Tony Carey	For
Councillor Craig Cheney	For
Councillor Barry Clark	For
Councillor Jos Clark	No vote recorded
Councillor Stephen Clarke	For
Councillor Harriet Clough	For
Councillor Eleanor Combley	For
Councillor Asher Craig	For
Councillor Christopher Davies	For
Councillor Mike Davies	For
Councillor Carla Denyer	For
Councillor Kye Dudd	For
Councillor Richard Eddy	For
Councillor Jude English	For
Councillor Martin Fodor	For
Councillor Helen Godwin	For
Councillor Paul Goggin	For
Councillor Geoff Gollop	For
Councillor John Goulandris	For
Councillor Fi Hance	For
Councillor Margaret Hickman	For
Councillor Claire Hiscott	For
Councillor Helen Holland	For
Councillor Gary Hopkins	For
Councillor Christopher Jackson	For
Councillor Hibaq Jama	For
Councillor Carole Johnson	For



Councillor Steve Jones	For
Councillor Anna Keen	For
Councillor Tim Kent	For
Councillor Sultan Khan	For
Councillor Gill Kirk	For
Councillor Cleo Lake	For
Councillor Jeff Lovell	For
Councillor Brenda Massey	For
Councillor Matthew Melias	For
Councillor Graham Morris	For
Councillor Anthony Negus	For
Councillor Paula O'Rourke	For
Councillor Steve Pearce	For
Councillor Celia Phipps	For
Councillor Ruth Pickersgill	For
Councillor Kevin Quartley	For
Councillor Jo Sergeant	For
Councillor Afzal Shah	For
Councillor Steve Smith	For
Councillor Paul Smith	For
Councillor Clive Stevens	For
Councillor Jerome Thomas	For
Councillor Mhairi Threlfall	For
Councillor Estella Tincknell	For
Councillor Jon Wellington	For
Councillor Mark Weston	For
Councillor Lucy Whittle	For
Councillor Chris Windows	For
Councillor Mark Wright	For
<b>Carried</b>	
<b>Vote Three - o), p), q), r), s), t) (Resolution)</b>	
Marvin Rees	For
Councillor Peter Abraham	Against
Councillor Donald Alexander	For
Councillor Lesley Alexander	Against
Councillor Nicola Beech	For
Councillor Nicola Bowden-Jones	For
Councillor Harriet Bradley	For
Councillor Mark Bradshaw	For
Councillor Mark Brain	For
Councillor Charlie Bolton	For



Councillor Tom Brook	For
Councillor Fabian Breckels	For
Councillor Tony Carey	Abstain
Councillor Craig Cheney	For
Councillor Barry Clark	For
Councillor Jos Clark	No vote recorded
Councillor Stephen Clarke	For
Councillor Harriet Clough	Against
Councillor Eleanor Combley	For
Councillor Asher Craig	For
Councillor Christopher Davies	Against
Councillor Mike Davies	For
Councillor Carla Denyer	For
Councillor Kye Dudd	For
Councillor Richard Eddy	Against
Councillor Jude English	For
Councillor Martin Fodor	For
Councillor Helen Godwin	For
Councillor Paul Goggin	For
Councillor Geoff Gollop	Against
Councillor John Goulandris	Against
Councillor Fi Hance	For
Councillor Margaret Hickman	For
Councillor Claire Hiscott	Against
Councillor Helen Holland	For
Councillor Gary Hopkins	Against
Councillor Christopher Jackson	For
Councillor Hibaq Jama	For
Councillor Carole Johnson	For
Councillor Steve Jones	Against
Councillor Anna Keen	For
Councillor Tim Kent	Against
Councillor Sultan Khan	Abstain
Councillor Gill Kirk	For
Councillor Cleo Lake	For
Councillor Jeff Lovell	For
Councillor Brenda Massey	For
Councillor Matthew Melias	Against
Councillor Graham Morris	Against
Councillor Anthony Negus	Abstain
Councillor Paula O'Rourke	For
Councillor Steve Pearce	For



Councillor Celia Phipps	For
Councillor Ruth Pickersgill	For
Councillor Kevin Quartley	Against
Councillor Jo Sergeant	For
Councillor Afzal Shah	For
Councillor Steve Smith	Against
Councillor Paul Smith	For
Councillor Clive Stevens	For
Councillor Jerome Thomas	For
Councillor Mhairi Threlfall	For
Councillor Estella Tincknell	For
Councillor Jon Wellington	For
Councillor Mark Weston	Against
Councillor Lucy Whittle	For
Councillor Chris Windows	Against
Councillor Mark Wright	Against
<b>Carried</b>	





## Bristol City Youth Council Manifesto Campaigns 2019 – 2021



### Introduction from Bristol City Youth Council Chair Daniel McTiernan

In February 2019, 12,196 young people in Bristol voted in the Bristol Youth Vote, to democratically elect the Bristol City Youth Council for the next 2 years. This shows the willingness of our city's young people to engage in political life and make their voices heard on the issues they feel are most important. The Youth Council consists of 32 elected representatives and 5 co-optees from equalities groups and forums, who will work together over the next two years to promote and campaign around the issues facing young people in our city.

- **Youth Voice**
- **Equal Bristol**
- **Environment and Transport**
- **Supported Mental Wellbeing**

In this manifesto document, we also outline the priorities of our four United Kingdom Youth Parliament (UKYP) representatives, and our two Youth Mayors. One of our first actions as a Council was to elect these six positions of responsibility, as they provide important links to other youth councils across the country, as well as to key political figures. Their campaigns are separate to those of Bristol City Youth Council but are all supported by and championed by the Youth Council.

This manifesto is the result of much careful work on behalf of the Bristol City Youth Council, and is an accurate reflection of the issues that young people aged 11 to 18 across Bristol are concerned about, as well as being the issues the current Youth Council were elected to tackle. Hopefully, with the cooperation of other organisations and decision-makers, we can make the changes promised in this document, and make Bristol a better place for young people.

**Daniel McTiernan**  
**Chair**  
**Bristol City Youth Council 2019-20**

### About This Manifesto

Over the next two years, the Bristol City Youth Council will work hard to achieve change in a number of areas that affect young people across the city. As we do this we will seek to further embed young people at the heart of democracy in Bristol. This city can be proud of how far it has come regarding young people's involvement, but it still needs to continue to push forward to become a standard bearer for the rest of the United Kingdom and Europe.

The priorities featured in this manifesto originated from a number of different sources:

- Campaigns that members of the Bristol City Youth Council stood for
- Youth Mayoral priorities

- UK Youth Parliament priorities
- Equality Forum priorities

As well as focusing on campaigns, Bristol City Youth Council has also committed to supporting **Equality Youth Forums** in the city. Although the equality forums will lead these campaigns, Bristol City Youth Council will also champion these priorities on their behalf:

<b>Listening Partnership</b>	Raising awareness of bullying, raising awareness of mental health.
<b>Children in Care Council</b>	Support for young people in care around worries.
<b>Unity BME Youth Forum</b>	Educating and making people aware of issue faced by BAME young people.
<b>Freedom Youth and Equal Youth Forum</b>	Specific services for LGBT+ young people particularly for students in schools.
<b>Young Carers Voice</b>	Improving awareness and support in schools for young carers, and improving professionals awareness of young carers mental health support needs.

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## Bristol City Youth Council Priorities

### Youth Voice

The aim of our campaign is to make sure all young people in Bristol are able to have a say in what matters to them and what affects them. There are multiple ways that we plan to do this:

- **Political Education:** We don't think that enough young people are engaging in politics and democracy, particularly in schools and colleges. We want to improve this. Our aim is to help improve and promote existing resources, as well as creating our own, to widen the topics taught by schools within the PSHE curriculum. We would then try and measure our success by reviewing the amount of participants in the Bristol Youth Vote and the 2 Make Your Mark ballots carried out in our term of office, and compare them with previous years. This will give us a rough idea as to the growth in youth engagement within these tasks.
- **Registering to vote:** Another problem we have encountered is the number of young people voting in local and national elections. In the 2015 general election, 43% of 18-25 year olds voted, where 78% of 65s and older did. Our aim is to balance these numbers by increasing the amount of young people voting. We will specifically campaign in Sixth Forms, where we can encourage people to register to vote at 16 and 17 years old, as there is always the potential of a general election.
- **Collecting the voices of young people:** Our main aim is to collect the views of young people and pass them on to the people who can make changes in the city. We would like to focus specifically on the One City plan, and get the views of young people embedded in the plan. We would attend existing youth groups and introduce to the one city plan, and explain why it is important and how they can influence things that happen in the city. We will then be able to directly feedback their issues to the City Office and the Mayor's Office, and then input to the various boards and governing bodies running the OCP. If there are points that don't relate to the city plan, we will contact the relevant departments in the council to make sure their voices



are heard. We would work with the other campaign groups within the BCYC, to make sure views are being properly distributed.

As well as working with young people to get their opinion on the One City Plan, we will also work with the OCP making our own recommendations around our campaign, to make sure the voice of the youth is heard.

This is our initial plan for the next two years however it is likely that we will work on other projects and campaigns in our two years of office.

## **Equal Bristol**

This campaign aims to make everyone in Bristol feel accepted and valued. We are going to do this through education and representation with a hope that this will end stigma in communities. We want to make our city equal and accessible for all its citizens. We are currently split into four sub groups in line with the campaigns the members of BCYC were elected on as well as the issues that are faced by young people in Bristol. These are: LGBT+ issues, BAME issues, issues affecting disabled young people and issues surrounding period poverty.

Our campaign aims are;

- **LGBT+**
  - Create education packs for schools to help educate students, and also to have safe spaces in schools.
  - Create a gender neutral position for youth mayor.
  - Aim for more gender neutral bathrooms in the city.
  - Promote LGBT+ history month in schools.
  - Promotion and provision of contraception in places of education.
- **BAME**
  - Hold a job fair encompassing BAME representation in the workplace.
  - Campaign for a more diverse curriculum.
  - Improve representation of BAME people in schools and other places of work.
- **Period poverty**
  - Create workshops for primary schools.
  - Tackle the stigma around periods by creating open discussion on the subject.
  - Make sanitary products accessible, especially for primary schools.
- **Disability and SEND**
  - Create education packs for adults that work with young people about disability and how to support the young people in their care.
  - Create resources for schools to hold coffee mornings with SEND students to equip them with strategies to help them in the classroom.
  - Start research into the SEND budget and how it is affecting schools and young people.
  - Create an accessibility map for Bristol that shows what facilities places in the city are equipped with.

## **Supported Mental Wellbeing**

The aim of this campaign is to implement education and awareness around mental health. This aim is based on our united beliefs that the diagnosis and support rate for people who are suffering, is significantly low and need to be improved upon. We also believe that knowledge for people surrounding and working with young people and young adults, on discovering and supporting those with mental health issues is very poor and needs more of a focus, especially within schools. This includes the stigmas and stereotypes in and around mental health. We have four main areas that we are going to work on over the next two years. These are: mental services, wider and more improved training, stigmas and

stereotypes and funding. The point of splitting the topic into these sections is that we felt that we couldn't cover everything effectively if we kept it under one name and goal.

Our main goals are;

- To get more training into schools on how to spot and support young people with mental health issues. This will include information on stigmas and stereotypes.
- To create, organise and run a mental health themed conference to gather support and funding.
- To design and create a short film around the issues within mental health as a whole and what people can do to help.
- To form collaborations with mental health groups to reach any similar goals, and assess and evaluate any existing mental services in hopes of them improving and becoming

## **Environment and Transport**

Our campaign focuses on our future and what steps need to be taken to make this sustainable. We welcome Bristol City Council's pledge for Bristol to be carbon neutral by 2030, however, we need action to make this happen. As a campaign group, we decided that we could cover more ground effectively by focusing on these two areas individually, while still co-operating on shared visions.

### **Environment**

- Research and develop an accessible eco-friendly guide to help Bristol companies reduce their greenhouse gas emissions and plastic waste. We plan to collaborate with existing eco-friendly companies, Bristol City Council, and the One City Plan to assemble this guide.
- Propose a carbon grading scheme to publicise Bristol companies' greenhouse gas emissions; this would hypothetically take the form of a sticker, akin to the food hygiene rating system.
- Create a petition for more recycling bins across Bristol.
- Encourage Bristol City Council to support a plastic bottle recycling scheme (similar to those implemented in Germany and Sweden) on a larger, national scale.

## Transport

- **Increase the maximum age on child tickets to the age of 18:** national legislation currently requires every young person to stay in full-time education until the age of 18. As it is not possible for young people to earn the money to close the gap between the price of a child and a student ticket because they are required to be in full-time education, we believe that young people should not have to pay more for happening to be older than their classmates.
- **Youth Transport Focus Group:** we understand that it can often be very hard to have young people's views heard on the issue of transport, and therefore we feel there needs to be a new platform set up to support this. We would like to work with other young people from B&NES and South Gloucestershire, to set up a board with WECA, which is formed of young people who are able to share their thoughts on transport within the region.
- **Bus franchising:** following a policy vote within BCYC, we support a bus franchising scheme for the West of England. We had a list of concerns that we decided would be more easily solved if the control of the bus service was held accountable, and run in the public interest. If a franchising scheme was implemented, we could ensure that young people's views on transport are heard effectively, and the change to our system from young people's views would be more far-reaching.

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## UK Youth Parliament

The Bristol members of UK Youth Parliament (UKYP), Heidi Szykaruk and Shakur Grant, and Deputies Matt Simpson and Alistair Wall were elected after the Bristol Youth Vote in February 2019. As well as championing BCYC's campaigns, Members of Youth Parliament support UKYP's national campaigns.

### Votes at 16

This was voted as Youth Parliament's UK-wide campaign at UKYP's Annual Sitting in November 2018. It has been a UKYP campaign every year since 2016, and is supported by BCYC. Bristol City Council passed a motion in favour of supporting Votes at 16 nationally in 2016

### Action Against Knife Crime

MYPs voted to make this the England-only campaign for 2019. As knife crime has continued to climb over the last few years, UKYP believes this issue needs to be addressed. We would like to see a significant reduction in knife crime across the UK through:

- Raising awareness of the devastating effects of knife crime and how it affects people across the UK
- Exploring the multiple factors of knife crime, including mental health, education, and youth services
- Gaining support from decision makers
- Preventing young people from carrying knives by creating platforms for young people to engage with the community
- Raising awareness of what young people can do to support the cause

In Bristol we will;

- Work with schools, colleges and youth centres to ensure that the young people of Bristol have access to impartial information and advice surrounding these issues.
- Work with Bristol City Council officers on the Safer Options Team to raise the awareness of gang and knife crime.

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## **Bristol Youth Mayors**

The Bristol Youth Mayors Siena Jackson-Wolfe and Mohamed Aidid were also elected in February 2019. They have created an additional manifesto to improve the lives of young people specifically focusing on child poverty.

Within child poverty there will be two main areas that the youth mayors will focus on: holiday hunger and knife crime.

### **Knife crime**

Knife crime has claimed 100 lives in the UK so far this year and as youth mayors we want to aim to campaign on getting children off the streets to help tackle this issue.

- Work with the Mayor, cabinet and councillors to raise awareness about the issue of attendance in schools, where low attendance records stem from and how these can be improved.
- Collect the opinions of students about the support they have in schools and their local institutions
- Work with the Mayor, cabinet and councillors to create a positive campaign about reducing knife crime

### **Holiday Hunger**

Holiday hunger is one of the most silent forms of child poverty in Bristol. We believe that a young person's socioeconomic status should not be a factor in whether a young person can have the fuel to be their best potential self.

- Work with the Mayor, cabinet and councillors to raise awareness about the existence of holiday hunger within our schools and communities.
- Work with organisations and businesses to make pledges to end holiday hunger by creating a form of CSR (corporate social responsibility).
- Work within schools and communities to create breakfast clubs to make sure that young people get a meal during the holidays.
- Help to reduce stigma around holiday hunger within young people.

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## Emerging Priorities

Bristol City Youth Council will respond to emerging issues over their term in office, as they occur. Issues may emerge if decision makers from the Bristol City Council, other organisations or Bristol young people wish to consult with us, or raise any concerns.

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## Conclusion from the Bristol City Youth Council Chair

Now that you are familiar with the priorities of the Bristol City Youth Council, we hope that you can support us in achieving these aims. If you can support us in any way, or want to get involved in our campaigns, please contact us. Any young person from Bristol or going to school in Bristol is able to join BCYC as a campaign advisor, supporting BCYC in its campaigns. Any questions, comments, or concerns regarding the manifesto or the Youth Council as a body, can be directed to the contacts below.

I thank you for reading our manifesto, and I look forward to a successful year as the newly elected Bristol City Youth Council, creating change for the young people of Bristol.

**Daniel McTiernan**  
**Chair**  
**Bristol City Youth Council 2019 - 20**

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## Contact Details - Bristol City Youth Council

**Telephone:** 07795315286

**Address:** Bristol City Youth Council, The Participation and Involvement Team, Bristol City Council, Early Help Team, The Park, Daventry Road, Knowle, BS4 1DQ

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

**Website:** [www.bristol.gov.uk/bysc](http://www.bristol.gov.uk/bysc)

**Facebook:** Bristol YWparticipation

**Twitter:** @BristolCYC

## Full Council

17<sup>th</sup> March 2020



**Report of:** Monitoring Officer

**Title:** Recommendations of the Independent Remuneration Panel

**Ward:** Not applicable

**Member Presenting Report:** Not applicable

### Recommendation

That Full Council considers the recommendations from the Independent Remuneration Panel regarding Members' allowances (as set out in Appendix 1) and approves the scheme as proposed or as amended.

### Summary

The legislation requires that recommendations be sought from the Independent Remuneration Panel at least once every four years. In September 2019 a report of the Independent Remuneration Panel was agreed, for implementation from May 2020. The Panel opted to revisit the following areas before the end of the 19/20 Municipal Year;

- Scrutiny Chairs, including Task Group Chairs and the Vice Chair of OSMB
- Deputy Mayors and Cabinet Members
- Co-optees' Allowances

It was subsequently agreed that allowances for the Independent Members of the Audit Committee and Chair of the Health Sub Committee of the People Scrutiny Commission be included.

This report sets out the Panel's recommendations.

### The significant issues in the report are:

The proposed amendments to Members' allowances, as set out at Appendix 1, which if approved would come into effect from May 2020.



**Policy**

1. The policy and procedure for the Independent Remuneration Panel are governed by The Local Authorities (Members' Allowances) (England) Regulations 2003 and subsequent amendments to the regulations.

**Consultation****Internal**

1. Not applicable

**External**

2. Not applicable

**Context**

3. The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021). These Regulations require all local authorities to set up and maintain an advisory Independent Remuneration Panel to review and provide recommendations on Members' allowances, prior to any changes or amendments being made to the Members' Allowances Scheme.
4. The Panel was given general terms of reference, namely to review Bristol City Council's Members' Allowances Scheme and made recommendations to Full Council in September 2019 on the appropriate form and level of remuneration for:
  - All elected Members (including the Mayor);
  - Special responsibility allowances;
  - Childcare and dependant carers' allowances for Councillors;
  - Travel allowances;
  - Allowances for Co-optees;
  - Any other issues covered by the 2003 Regulations.

The September 2019 report of recommendations to Full Council was accepted in full.

5. The Panel deferred consideration regarding remuneration for Cabinet Members, Deputy Mayors, Scrutiny and Independent Members/Co-optees until later in the 19/20 Municipal Year and this report sets out their recommendations.

**Other Options Considered**

6. Not applicable.

**Public Sector Equality Duties**

- 7a) 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.
- 7b) Public Sector Equality Duties were taken into account by the Panel as part of its deliberations.

## Legal and Resource Implications

### Legal

Legal comments contained throughout the report.

(Legal advice provided by Nick Mimmack, Lawyer).

### Financial

#### (a) Revenue

The IRP proposal to uplift allowances in line with the recommendation of the Independent Remuneration Panel would result in an annual increased spend. This is in addition to what was previously agreed following the first set of recommendations and included in the 20/21 budget report. The additional impact would be part year in 20/21 representing £33k (since from May 2020) and full year from 21/22 onwards representing £36km p.a.

There is an additional SRA proposed of £2k for Chairs of Task and Finish groups, the total cost of



this would depend on the number of task and finish groups throughout the year.  
There is no budget provision over and above the annual inflationary provision for Members allowances.

**(b) Capital**

No Capital implications

(Financial advice provided by Michael Pilcher, Chief Accountant, 06/03/20)

**Land**

Not applicable.

**Personnel**

Not applicable.

**Appendices:**

Appendix 1 – Report of the Independent Remuneration Panel.

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

**Background Papers:**

None.

**REVIEW OF MEMBERS'**  
**ALLOWANCES**  
**Supplementary Recommendations, May 2020**

**Independent**  
**Remuneration Panel**

**Ronnie Alexander**  
**Graham Russell**  
**Canon Doctor John Savage**  
**Wendy Stephenson**

## **BRISTOL CITY COUNCIL: INDEPENDENT REMUNERATION PANEL**

### **REPORT ON MEMBERS' ALLOWANCES 2019/20 – SUPPLEMENTARY RECOMMENDATIONS**

*This report complements the comprehensive review of recommendations from the Independent Remuneration Panel (IRP) that were accepted by Full Council on 10<sup>th</sup> September 19 (see Appendix B).*

#### **SUMMARY OF RECOMMENDATIONS**

##### **RECOMMENDATION 1: Timetable for Changes**

That the role of elected Members should be valued and rewarded accordingly, but the Panel acknowledge the difficulty of Councillors voting directly for their own remuneration. In view of this the Panel recommend adopting the principle that all key pay decisions be made prior to an election, for implementation directly after, thereby setting some distance from existing Councillors (whilst recognising some would be re-elected). For the recommendations within this report, the changes would be voted on in March 2020 but implemented following the next election in May 2020.

##### **RECOMMENDATION 2: Deputy Mayors/Cabinet Members**

1. That the role of the Deputy Mayor(s) carries additional responsibilities deputising for the Directly Elected Mayor (DEM) that should be remunerated accordingly. The Panel recommend that up to two Deputy Mayors be awarded an allowance of £26,000 from May 2020.
2. That Cabinet Members who are not Deputy Mayors receive an SRA of £24,000 with effect from May 2020.

##### **RECOMMENDATION 3: Scrutiny**

1. That the SRA for the Chairs of the Scrutiny Commissions remain at £6,465, with an additional SRA of the same amount payable to the Chair of the Health Sub Committee of the People Scrutiny Commission (or whichever standalone body has responsibility for Health Scrutiny).
2. That a new SRA of £2000 for Chairs of the Task and Finish Groups or Inquiry Days be awarded upon submission of the relevant report of recommendations to Cabinet, from May 2020 onwards. This payment can only be made once for each piece of work and for joint chairing arrangements it should be shared.
3. That the Vice Chair of OSMB remains unremunerated at the current time subject to future review.

##### **RECOMMENDATION 4: Co-optees and Independent Members**

1. That the Co-optees' allowance of £577 per annum be unchanged, but that travel expenses be awarded from May 2020, in line with the policy for Members.
2. That, from May 2020, the two Independent Members of the Audit Committee receive payment of £1536 per annum, plus travel expenses as set out in the policy for elected Members.

3. That the Chair of the Values and Ethics Sub Committee of the Audit Committee, who must be one of the aforementioned Independent Members, receive an additional £1024 per annum from May 2020.

## **Introduction**

1. The Panel conducted a major review of Members' Allowances in 2019 but agreed to revisit the following areas before the end of the 19/20 Municipal Year;
  - Scrutiny Chairs, including Task Group Chairs and the Vice Chair of OSMB
  - Deputy Mayors and Cabinet Members
  - Co-optees' Allowances

It was subsequently agreed that allowances for the Independent Members of the Audit Committee and Chair of the Health Sub Committee of the People Scrutiny Commission be included.

2. The initial report of findings, which includes comprehensive details of membership of the Panel; legislative framework; principles of the review; and sources of evidence can be found at Appendix B and is a key background paper for this report.

The Panel Members are:

Ronnie Alexander  
Graham Russell  
Canon Doctor John Savage  
Wendy Stephenson

3. The Panel meetings were chaired by both Wendy Stephenson and Ronnie Alexander, and were supported by Bryony Houlden, Chief Executive of South West Councils as an independent adviser and Lucy Fleming, Head of Democratic Engagement at Bristol City Council. In particular, the Panel acknowledges the timely technical support given at our meetings by Lucy. This made our discussions much easier and enabled us to complete our work within the timetable requested.
4. The recommendations set out in this report will increase the overall spend on Members' allowances by (an additional) £36,611 (excluding Task Group/Inquiry Day Chairs and Co-optees' allowances as these are variable) as detailed in paragraph 17. The Panel continued to be mindful of the financial pressures affecting local government but, as set out in its earlier report, felt that elected representatives must be remunerated reasonably for the duties undertaken.
5. The Panel noted the guidance of the Government that no more than 50% of Councillors in an authority should receive an SRA and the recommendations set out both in this report and the original recommendations at Appendix B fall below these guidelines.

### **RECOMMENDATION 1: Timetable for Changes**

That the role of elected Members should be valued and rewarded accordingly, but the Panel acknowledge the difficulty of Councillors voting directly for their own remuneration. In view of this the Panel recommend adopting the principle that all key pay decisions be made prior to an election, for implementation directly after, thereby setting some distance from existing Councillors (whilst recognising some

would be re-elected). For the recommendations within this report, the changes would be voted on in March 2020 but implemented following the next election in May 2020.

### **Deputy Mayors and Cabinet Members**

6. During the first review, the Panel gave much consideration to the role of the Cabinet Members and Deputy Mayors. They ascertained that the Directly Elected Mayor (DEM) could appoint up to nine Cabinet Members and that their portfolios and the level of responsibility delegated to each was set out in the Mayor's Scheme of Delegation<sup>1</sup>.
7. The key questions for the Panel were around the level of responsibility carried by Cabinet Members and also whether the Deputy Mayor(s) held sufficient additional responsibilities to warrant additional payment. The Panel had already interviewed a range of Members and the DEM, and reviewed role descriptions for Cabinet Members and Deputy Mayors as part of its earlier review. They supplemented this information with benchmarking from each of the Core Cities, although given the disparity of SRAs the value of this data was limited.
8. It was apparent to the Panel that the Cabinet Members had varied roles and responsibilities. In view of this they had previously suggested the option of recommending variable rates of SRAs according to portfolio size. However, after further careful consideration they were of the view that without appropriate guidelines, protocols and comprehensive and meaningful role descriptions being in place, this system would lack transparency and should be avoided at the current time.
9. The Panel agreed that they had received sufficient evidence to suggest that Cabinet Members played an important role in the leadership of the Council and opted to increase their SRAs to £24,000 per annum.
10. Regarding the Deputy Mayors, the Panel heard that under the current arrangements two of the existing Cabinet Members performed additional deputising functions which included attending events and meetings on behalf of the DEM. The Panel understood that the DEM must appoint one person to act on their behalf (in the case of absence)<sup>2</sup>, but was satisfied that in a large city two may be more appropriate. The Panel agreed that the Deputy Mayors should receive additional remuneration over and above that paid to the other Cabinet Members and agreed that £26,000 per annum was the appropriate sum.
11. When setting the revised SRAs for both Cabinet Members and Deputy Mayors, the Panel used the percentage increases previously applied to the Basic Allowance (paid to all Councillors) and DEM as a point of reference.

### **RECOMMENDATION 2: Deputy Mayors/Cabinet Members**

1. That the role of the Deputy Mayor(s) carries additional responsibilities deputising for the Directly Elected Mayor (DEM) that should be remunerated accordingly.

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<sup>1</sup> [Mayor's Executive Scheme of Delegations](#)

<sup>2</sup> Paragraph 1 of Schedule A1 of the Local Government Act 2000 (as inserted by the Localism Act 2011)

The Panel recommend that up to two Deputy Mayors be awarded an allowance of £26,000 from May 2020.

2. That Cabinet Members who are not Deputy Mayors receive an SRA of £24,000 with effect from May 2020.

### **Overview and Scrutiny**

12. The Panel had previously given much consideration to the history and structure of Scrutiny in Bristol, noting that a range of models had been explored over recent years including both formal Scrutiny Commissions and 'Task and Finish' activities such as Task Groups and Inquiry Days. During its full review from 2019 the Panel received conflicting views and evidence about the roles and responsibilities of each of the aforementioned bodies. It was clear to the Panel that the Chair of the Overview and Scrutiny Management Board, which had overall responsibility for delivering the Scrutiny function, should be awarded additional remuneration (from £6465 to £8000 per annum – recognising the Chair's role as functional leader). All other decisions about Scrutiny SRAs were deferred to be considered as part of the second tranche of recommendations before May 2020.
13. Upon reconvening, the Panel considered the evidence that had previously been provided about Scrutiny roles and responsibilities, which included benchmarking data from other local authorities and information gained from a variety of interviews with Members. It also received an update on the current model of Scrutiny, and understood that for 19/20 it included five formal Scrutiny Commissions, three Inquiry Days and one Task Group.
14. The Panel considered the differing roles and responsibilities conducted by the Chairs of each of the aforementioned bodies, concluding that the Chairs of Scrutiny Commissions should remain at the current amount of £6465 per annum. They noted that a Health Sub Committee of the People Scrutiny Commission had recently been established, which had been set up to undertake scrutiny of local health service provision in line with the statutory provisions<sup>3</sup>. The Panel were of the view that the accountability of the Chair of the Sub Committee was significant and it was therefore appropriate to award an SRA of £6465 in line with the Scrutiny Commissions.
15. Consideration was given to the role of Task Group and Inquiry Days Chairs. The Panel noted that successful task based activities required a good degree of leadership and engagement from the Chairs, particularly in the case of the Budget Task Group. It concluded that a sum of £2,000 should be awarded once the report of outcomes from the Task Group or Inquiry Day had been reported to Cabinet.
16. The Panel discussed the role of the Vice Chair of OSMB but did not have sufficient evidence to demonstrate that the position holder undertook additional duties that warranted an allowance at the current time.
17. In concluding their findings around Scrutiny, the Panel noted that the structure (i.e. the balance between Scrutiny Commissions and Task Group activities) varied from year to year, and agreed that should there be a significant shift in the arrangements for 20/21 or beyond, a further review of allowances would be undertaken.

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<sup>3</sup> Section 7 of the Health and Social Care Act 2001, the Health and Social Care Act 2012 and Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

### **RECOMMENDATION 3**

1. That the SRA for the Chairs of the Scrutiny Commissions remain at £6,465, with an additional SRA of the same amount payable to the Chair of the Health Sub Committee of the People Scrutiny Commission (or whichever standalone body had responsibility for Health Scrutiny).
2. That a new SRA of £2000 for Chairs of the Task and Finish Groups or Inquiry Days be awarded upon submission of the relevant report of recommendations to Cabinet, from May 2020 onwards. This payment can only be made once for each piece of work and for joint chairing arrangements it should be shared.
3. That the Vice Chair of OSMB remains unremunerated at the current time subject to future review.

### **Co-optees**

18. The Panel wished to gain a better understanding of the roles and responsibilities of Co-optees and understood that there were two statutory positions relating to education but both were vacant despite attempts to fill them. There was one co-option (non-voting) made to a Scrutiny Commission, which required the post holder to attend around four meetings a year. In view of this the Panel concluded there were no compelling reasons to change the current remuneration of £577 per annum for Co-optees.

### **Independent Members of the Audit Committee**

19. Regarding the Independent Members of the Audit Committee, the Panel was advised that there were two positions in place and appointments had been made following a recruitment exercise to identify suitable candidates based on a particular range of skills and experience. The Independent Members had to attend around six meetings a year and had voting rights regarding decisions that were made. In view of this, the Panel felt that the Independent Members' remuneration should be increased to better reflect the importance of the role. The Panel considered the amounts paid for similar posts elsewhere, taking particular note of the 'day rate' paid to Independent Members sitting on the West of England Combined Authority, and concluded that £1536 per annum should be awarded. They also agreed that travel expenses should be refunded, in line with the current policy for Members.
20. The Panel went on to consider the requirement for one of the Independent Members of the Audit Committee to also Chair the Values and Ethics Sub Committee, noting this required attendance at four meetings a year. In view of these additional responsibilities a further payment of £1024 per annum (over and above the £1,536 referred to above) would be payable to that post holder.

### **RECOMMENDATION 4:**

1. That the Co-optees' allowance of £577 per annum be unchanged, but that travel expenses be awarded from May 2020, in line with the policy for Members
2. That, from May 2020, the two Independent Members of the Audit Committee receive payment of £1536 per annum, plus travel expenses as set out in the policy for elected Members.

3. That the Chair of the Values and Ethics Sub Committee of the Audit Committee, who must be one of the aforementioned Independent Members, receive an additional £1024 per annum from May 2020.

### Impact of Recommendations

21. The following table shows how the present scheme compares to the recommendations to be implemented from May 2020. It should be read in conjunction with the Panel's first set of recommendations, which can be found in Appendix B;

Present Scheme			Proposed Scheme			
Role	SRA/ Allowance - £	Collective Total - £	Role	SRA - £	Collective Total - £	Individual Total inc. Basic Allowance (of £13,946) - £
<b>Deputy Mayors x2 and Cabinet Members x 7</b>	21,550	193,950	<b>Deputy Mayors x 2</b>	26,000 (x2)	52,000	Deputy Mayors - 39,946
			<b>Cabinet Members x 7</b>	24,000 (x7)	168,000	Cabinet Members – 37,946
<b>Chairs of Scrutiny x 4*</b>	6,465	25,860	Chairs of Scrutiny Commissions x 4	6,465	25,860	20,411
			Chair of the Health Sub Committee of the People Scrutiny Commission	6,465	6,465	20,411
			Task Group/Inquiry Day Chairs	2000	Variable	£15,946
<b>Co-optees and Independent Members</b>	577 per annum	Variable	Co-optees - 577 per annum, plus travel expenses	577	Variable	Not applicable
			Independent Members of the Audit Committee - 1,536, plus travel expenses	1536	3072	Not applicable
			Chair of the Values and Ethics Sub Committee			



			(must be an Independent Member of the Audit Committee)	1024	1024	Not applicable
<b>TOTALS</b>		<b>219,810</b> <b>Excluding Co-optees</b>			<b>256,421</b> <b>Excluding Co-optees and Task Group/ Inquiry Day Chairs</b>	

*\*Note – the SRA for the Chair of the Overview and Scrutiny Management Board has previously been set at £8,000 per annum.*

22. With this report the Panel has concluded its findings for the 19/20 Municipal Year. However, it is mindful that the Council has elections in May 2020 and will reconvene shortly after to review the impact of its recommendations and other relevant matters should that be appropriate.

Appendix A – Advisory Observations

Appendix B – Report from the Independent Remuneration Panel, accepted by Full Council on 19th September 19.

**Advisory Observation**

The Panel has made all of its recommendations following a review of the available evidence. This has included consideration of practice from other comparable Local Authorities, interviews, a survey and examination of other documentary evidence such as role descriptions. Regarding the last point, the Panel recommends that the Council consider developing more comprehensive guidance setting out the expectations of Members serving in all key roles.

**REVIEW OF MEMBERS'**  
**ALLOWANCES**

**Independent**  
**Remuneration Panel**

**Ronnie Alexander**  
**Graham Russell**  
**Canon Doctor John Savage**  
**Wendy Stephenson**

## BRISTOL CITY COUNCIL: INDEPENDENT REMUNERATION PANEL

### REPORT ON MEMBERS' ALLOWANCES 2019/20

#### SUMMARY OF RECOMMENDATIONS

##### **RECOMMENDATION 1: Timetable for Changes**

That the role of elected Members should be valued and rewarded accordingly, but the Panel acknowledge the difficulty of Councillors voting directly for their own remuneration. In view of this the Panel recommend adopting the principle that all key pay decisions be made prior to an election, for implementation directly after, thereby setting some distance from existing Councillors (whilst recognising some would be re-elected). For the recommendations within this report, the changes would be voted on in autumn 2019 but implemented following the next election in May 2020.

##### **RECOMMENDATION 2: Inflationary Increases**

That, in line with existing arrangements, the Basic Allowance should be automatically updated each year for inflation in line with the National Joint Council increase applied to staff salaries.

The next increase would be applied in April 2020

##### **RECOMMENDATION 3: The Basic Allowance**

That the Basic Allowance be increased to £13,946 following the elections in May 2020.

##### **RECOMMENDATION 4: The Executive Mayor**

That the allowance for the Executive Mayor of Bristol be increased to £65,522 (plus the basic allowance of £13,946, which totals £79,468) following the elections in May 2020.

##### **RECOMMENDATION 5: Deputy Mayors/Cabinet Members**

That allowances for the Deputy Mayors and Cabinet Members should remain at £21,550, however, a full review of the role and remuneration of the Deputy Mayors and Cabinet Members would take place in the 19/20 Municipal Year.

##### **RECOMMENDATION 6: Scrutiny**

1. That the Special Responsibility Allowance (SRA) for the Chair of the Overview and Scrutiny Management Board be increased to £8,000 following the elections in May 2020;
2. That the SRA for the Chairs of the Scrutiny Commissions remain at £6,465, with the Chairs of the Task Groups unremunerated. These arrangements would be reviewed before the start of the 20/21 Municipal Year.

##### **RECOMMENDATION 7: Regulatory Committees**

1. That the SRA for the Chairs of the Development Control Committees and Public Safety and Protection Committee remain at £6,465;
2. That the Chair of the Public Rights of Way and Greens Committee remain unremunerated;
3. That, following the elections in May 2020, the Licensing Committee Chair no longer receive an SRA with the total of £6,465 being shared out between all

those Members who sat on Licensing Sub Committee hearings (the Council to design an appropriate payment model, based on that used for employee appeal hearings).

**RECOMMENDATION 8: Party Group Leaders**

1. That the Party Group Leaders' SRAs remain unchanged at £12,929 but that an additional SRA be permitted for the Party Group Leader of whichever party also held the post of Directly Elected Mayor (currently the Labour party), to take effect from May 2020.
2. That, in line with existing arrangements, no SRA be paid to the Deputy Party Group Leaders.

**RECOMMENDATION 9: Whips**

That the SRA for the Whips be increased to £8,000 following the elections in May 2020.

**RECOMMENDATION 10: Lord Mayor/Deputy Lord Mayor**

That the Lord Mayor and Deputy Lord Mayor's SRAs remain unchanged at £21,550 and £6,465 respectively.

**RECOMMENDATION 11: Audit Committee**

That the Audit Committee Chair SRA remain unchanged at £6,465.

**RECOMMENDATION 12: Human Resources Committee**

That the Chair of the Human Resources Committee receive an SRA of £6,465 with effect from May 2020.

**RECOMMENDATION 13: Co-optees' Allowance**

That the co-optees' allowance of £577 per annum remain unchanged, although this would be reviewed before the end of the 20/21 Municipal Year.

**RECOMMENDATION 14: Travel and Subsistence**

1. The Panel believes that a fairer approach is to separate travel from the Councillors' Basic Allowance and introduce direct invoicing for expenses claims for mileage (including cycling) and other travel costs. As per current arrangements, a car parking pass will be offered but a bus pass could be provided as an alternative.
2. For travel outside of the city, within England, the Panel recommends no change to the current scheme.
3. In line with Bristol City Council's policy for officers, it is recommended that no subsistence expenses be paid for trips within the UK.

**RECOMMENDATION 15: Overseas Travel**

That the overseas policy for elected Members be the same as that for officers.

**RECOMMENDATION 16: Dependant Carers' Allowances**

That the Dependant Carer Scheme details be clarified and promoted (particularly to those considering standing for election) but the current provisions of the Scheme in relation to dependant carers' allowance (including the list of approved duties to which it applies) remain unchanged.

**RECOMMENDATION 17; Future Work Priorities**

The Panel recommend that the following SRAs be reviewed as part of a second tranche of work to commence late 2019;

- Scrutiny Chairs, including Task Group Chairs and the Vice Chair of the Overview and Scrutiny Management Board
- Deputy Mayors and Cabinet
- Co-optees Allowances

**RECOMMENDATION 18: Advisory Observations**

To note the Panel's advisory observations at Appendix A, and respond to these in due course.

## **Introduction**

1. The Local Government Act 2000 requires local authorities to make a Scheme of Allowances over which they can exercise local discretion as to the amounts being paid. Under the Local Government (Members Allowances) (England) Regulations, 2003, Councils have to set up an Independent Remuneration Panel to make recommendations on Councillors' allowances. Bristol City Council appointed the following Panel in April 2018;

### ***Ronnie Alexander***

*Ronnie Alexander left Welsh Government in 2013 to pursue a variety of other interests, including consultancy. He is a member of the National Assembly for Wales Remuneration Board and is Independent Chair of the Standards Committee for Blaenau Gwent County Borough Council. Ronnie had a civil service career spanning over 20 years and prior to that worked for a number of local authorities. He has a considerable track record of engaging with the public, professionals and politicians at all levels, to influence policy.*

### ***Graham Russell***

*Graham Russell is a former Head of Democratic Services with Bath and North East Somerset Council. He has written some regional guidance for Independent Remuneration Panels and officers. Graham has served on a number of similar Panels around the South West. He is currently a marriage celebrant in Bath and North East Somerset Council.*

### ***Canon Doctor John Savage***

*John has a wealth of experience of senior roles in both the public and private sector. They include; Chairman - Bristol Chamber of Commerce and Initiative; Chairman - Destination Bristol; Chairman - John Wesley New Room Trust; Chairman - Learning Partnership West; and Chairman – UHBT Hospitals.*

### ***Wendy Stephenson***

*From 2005 to 2017 Wendy was Chief Executive of Voscur, the support and development organisation for Bristol's voluntary and community sector. In this role Wendy gained a good knowledge of the workings of the local authority and the roles and responsibilities of Councillors. Wendy has participated in Bristol City Council assessment Panels during the recruitment of senior officers, and worked with Councillors and officers in a number of different policy areas.*

2. The Panel elected Wendy Stephenson as the Chair. The Panel was supported by Bryony Houlden, Chief Executive of South West Councils as an independent adviser. The Panel was grateful to the officer team for their support. The Panel particularly wished to acknowledge Lucy Fleming, Head of Democratic Engagement who co-ordinated survey information, organised and attended meetings and provided factual background and guidance. Lucy's timely and accurate notes throughout the Panel deliberations and her willingness to work flexibly and responsively enabled the Panel to meet its deadlines.

The Panel was asked to complete the review as soon as possible as the Member Allowances Scheme was in need of being updated in order to meet statutory requirements. The Panel initially met five times in order to progress the review but as the timescale was quite tight not every issue was explored in the depth that the

Panel would have liked. The Panel therefore recommend that a number of areas be reviewed in detail before the end of the 20/21 Municipal Year.

3. As part of their research the Panel circulated a survey to the Mayor and elected Members. The Panel was grateful to the high number who completed the survey as this informed their findings. In addition, it was also very helpful to be able to interview the Mayor and a number of Councillors in order to explore issues in more depth.
4. Following the circulation of a draft report of recommendations, the Panel conducted an additional round of meetings with representatives from each political party, with the intention of reaching consensus in as many areas as possible.
5. The Panel have made a number of recommendations that will increase the overall spend on Members' allowances by £139,926 as detailed in paragraph 64. Whilst the Panel were mindful of the ongoing financial pressures affecting public sector bodies, they also strongly felt that elected representatives were not being remunerated fairly for the work they were undertaking and this inevitably had a direct impact on those who could afford to enter public life. The Panel were of the view that if the Council was to become more diverse the Basic Allowance needed to be increased. The proposed increase of £139,926 was around 0.4 % of the Council's proposed net budget for 19/20 of £376.3 million.

### **Background**

6. The current Allowances and Expenses Scheme is based on a Panel report from 2014, as subsequent proposed amendments to the scheme made by the then Independent Remuneration Panel were not accepted by the Council. Any changes made to the Allowances Scheme since 2014 have therefore only been inflationary increases with allowances automatically increased in line with any officer pay increase. Details as follows:
  - Nil from 1st April 2014
  - 2.2% from 1st January 2015
  - 1% from 1st April 2016
  - 1% from 1st April 2017
  - 2% from 1st April 2018
  - 2% from 1<sup>st</sup> April 2019

The Panel also noted that on a national level, MPs received a 2.69% pay rise for 2019-2020 (increasing from £77,379 to £79,468), from 1<sup>st</sup> April 2019.

### **General Principles of Review**

7. The Panel discussed and agreed a number of general principles to guide their review:
  - The Panel would make recommendations that recognised, and were consistent with, Bristol City Council being a living wage employer;



- The Panel would make recommendations that did not of themselves create barriers to standing or returning as a Councillor and recognised the contribution the Council could make in the way it structured and managed Member roles;
- The Basic Allowance should be ascertained by a calculation based on the average number of hours worked by a Councillor, estimated to be 25 hours per week (see evidence at paragraph 29) and reduced by 20% to reflect the voluntary element of a Councillors' role;
- That an appropriate spinal column point in the officers' grading structure be used in the calculation of the Basic Allowance for the purposes of applying future cost of living rises;
- The Panel would publish a clear account of the purpose of the Basic Allowance and the types of expenditure or commitment incurred by a Councillor that it was intended to recognise;
- The Panel would make recommendations on SRAs that clearly distinguished those Member roles that qualified for such allowances, and those that were adequately recognised through a robust Basic Allowance;
- The principle of not having more than 50% of Councillors with an SRA would be followed.

## Context

8. Whilst the Panel does not have a requirement upon it to develop an Allowance Scheme explicitly looking to shape the composition of the Council the Panel was mindful of the importance of Councillors reflecting the community they served. This was a point made in interviews. As background information, the Panel therefore looked at the latest National Census of Local Authority Councillors which was undertaken in 2013 (and it is understood a further Census is due in 2019 which will provide further background). The 2013 National Census of Local Authority Councillors provides the most comprehensive 'snapshot' of local government representation and analyses of trends over time.
9. The Census asked Councillors about; their work as Councillors; their views on a range of issues; and their personal background.

### NATIONAL CENSUS FINDINGS

#### Work as a Councillor

- *Councillors spent, on average, 25 hours per week on council/political business, compared to around 22 hours over 2004-2010.*
- *53 per cent of councillors held one or more positions of leading responsibility within the council, and 36 per cent were members of local partnership groups or boards (such as Health and Wellbeing Boards).*
- *Councillors rated PCs or laptops, council e-mail addresses and smartphones as the most useful resources.*

#### Issues and views of Councillors

- *90 per cent of Councillors cited a desire to serve the community as their reason for wanting to become a Councillor.*
- *70 per cent thought that listening to local views was the most important thing for Councillors to do, while 65 per cent said that representing residents' views to the*

*Council was the most important thing for them to do.*

- *65 per cent of Councillors intended to stand for re-election at the end of their term in office and 82 per cent would recommend taking on the role to others.*

*Personal background of Councillors*

- *67 per cent of Councillors were male, 32 per cent were female. The proportion of female Councillors had increased from 29 per cent in 2001.*
- *The average age of Councillors had increased from 55 in 1997 to 60 in 2013.*
- *96 per cent of Councillors were white and 4 per cent came from an ethnic minority background.*

10. Within Bristol, the Councillor cohort is currently 41% female and 59% male. The average age is 53. The Council does not seek information about other protected characteristics and the Panel strongly suggest that this be introduced in the future to enable better monitoring of the diversity of its elected Members.
11. The Panel was also mindful that 2018 was the centenary of some women being able to vote and stand as an MP. The Panel therefore considered the Fawcett Report which had looked at Local Government in detail, in particular the aspects and stages of the process from standing as a candidate for election through to becoming the Leader of a Council. The report made a series of recommendations that would help bring more women into local government and enable them to play a full role at all levels.
12. Whilst there were many recommendations relating to improving women's representation in Local Government, for example political parties setting targets for increasing women's representation at local elections; term limits for Councillors; reasonable adjustment policies for disabled Councillors; reviews of Councillor performance; and challenging racism; the Panel focused upon the report's consideration of 'Removing Structural Barriers to Progress.' Within the report there was particular focus on concerns over the historic male domination of town halls, which had not supported women (who still had the bulk of caring responsibilities). The report called for the introduction of maternity, paternity and parental leave entitlements for Councillors across England, in line with leave available to employees. The Fawcett report also asked that the Secretary of State for Communities and Local Government issue guidance to Independent Remuneration Panels to promote their proposed model for a comprehensive Dependant Carers' Allowance Scheme, although to date the request had not been realised. The report further recommended that the law needed to be changed so that Councillors' childcare expenses were reported separately to the main Members' Allowances data, so that reporting of them did not deter women from claiming support.
13. Finally, in terms of setting the context for the review, the Panel noted that austerity meant severe ongoing budget challenges for Bristol. There was a clear message from Councillors about the need to be cautious in budgetary terms about increasing the total spend on allowances. However, it was also apparent that the current allowances did not fairly remunerate Councillors for the level of work being undertaken. It is not the role of the Panel to make decisions on the appropriate level of budget for allowances, but the financial pressures provide a backcloth to deliberations. The Panel recognised the difficulty facing Councillors in considering their own allowances, particularly in a time of austerity. The Panel is therefore making a recommendation which would see the main changes made post-election

(i.e. in May 2020) meaning that current Councillors voting on the changes may not be beneficiaries of any increases.

### **RECOMMENDATION 1: Timetable for Changes**

That the role of elected Members should be valued and rewarded accordingly, but the Panel acknowledged the difficulty of Councillors voting directly for their own remuneration. In view of this the Panel recommend adopting the principle that all key pay decisions be made prior to an election, for implementation directly after thereby setting some distance from existing Councillors (whilst recognising some would be re-elected). For the recommendations within this report, the changes would be voted on in autumn 2019 but implemented following the next election in May 2020.

### **Methodology**

14. As noted above, key information was provided by the Mayor and Councillors via both a survey and a series of interviews. The response rate was 62% which was good based on previous experience from other Panels across the South West.
15. In addition, the Panel received copies of job descriptions for various roles, as well as diary extracts illustrating the duties undertaken by the Lord Mayor. They were also provided with information about the structure of the Scrutiny function.
16. The Panel had a range of benchmarking information from other Councils. This included other Mayoral Authorities (and Combined Authorities) and Unitary Councils in the South of England, although of main interest to the Panel was the information on local authorities that represented the Core Cities.

### **Indexing of Basic and other Allowances**

17. The Panel noted that the present Scheme made provision for the Basic Allowance, SRAs and the Co-optees' Allowance to be increased in line with officers' pay.
18. The Panel has taken on board the recent pay award for officers in making its recommendation on the level of Basic Allowance in this report. The Panel sees great merit in this current provision remaining within the Scheme to provide for any future adjustments pending the next fundamental review.

### **RECOMMENDATION 2; Inflationary Increases**

That, in line with existing arrangements, the Basic Allowance should be automatically updated each year for inflation in line with the National Joint Council increase applied to staff salaries.

The next increase would be applied in April 2020.

### **Basic Allowance**

19. The Basic Allowance is the allowance that every Councillor in Bristol is entitled to. It is intended to realistically remunerate Councillors for time spent on Council business including attending meetings/briefings and conducting ward work i.e. all duties the public would expect a Councillor to carry out. The Basic Allowance also covers

incidental costs (such as the use of their homes) and all subsistence when travelling within the UK. The Panel also believes that a Councillor in receipt of a robust Basic Allowance should from time to time be expected to take part in the governance of the Council e.g. chairing a meeting or attending an event on behalf of the Council, without additional remuneration.

20. The present level of Basic Allowance is £12,929 which was originally set in 2014 but has since been increased in line with the cost of living rises awarded to officers.
21. The Basic Allowance will never totally compensate for all the hours spent by Councillors on Council related duties. Indeed, the Government anticipates that Independent Remuneration Panels will apply a discount (recommended to be 33 %) to the assessed total hours spent to reflect what they see as the voluntary element of a Councillor's role. The Panel considered the evidence provided and agreed that a reduction of 20% was much fairer than the common norm in view of the range of responsibilities and pressures placed on the modern day Councillor.
22. In considering changes to the Basic Allowance the Panel considered a number of pieces of evidence as set out below.
23. The Survey provided evidence that the Basic Allowance was currently insufficient to reflect the work required of each Councillor. 68 % of respondents said 'No' the allowance was not sufficient with comments about the amount of time the role took, how difficult it was to try and balance competing demands given the irregular hours, and that it didn't compensate for salaries sacrificed. Of a different view were the 25% who answered 'Yes' to the question. Some answers referred to the difficulty of increasing allowances because of the climate of austerity. The survey provided information about the workload of each Councillor and it was evidence that many were undertaking the equivalent of at least 2.5 days of a working week.
24. The benchmarking information showed considerable variation: for example, across the Core Cities Group Manchester, with a population of 545,000 and 96 Members, paid the highest Basic Allowance at £19,967. The lowest was in Newcastle with a population of 305,000 and 78 Members at £8,775.
25. The Panel further noted that Bristol City Council was a Living Wage Employer committed to the principle of fairness in remunerating work, and whilst allowances were not intended to be a salary the Panel regarded this as a key principle in considering the level of the Basic Allowance. The Panel was aware that median salary information was used routinely by other Independent Panels and were advised that £13.41 was the average median hourly wage of residents in Bristol and therefore agreed that was the rate that should be used when setting the Basic Allowance.
26. The Panel was also very concerned that whilst MPs are entitled to join a pension scheme neither the Mayor nor Councillors are now eligible to do so. The Panel considers this to be a disincentive to public service, particularly for younger representatives and suggested that Members seek advice on personal pension schemes available to them from the Money Advisory Service or Pension Advisory Service.
27. The Panel noted that the Basic Allowance in place currently included provision for travel costs of Councillors within Bristol. This approach was introduced in part for simplicity and to reduce the administrative burden, however, it could also be argued

that the arrangements were inequitable. This issue is explored later in the report (see paragraph 65 onwards).

28. The Panel also noted that some Members' Allowances Schemes incorporated the costs of IT and provision of broadband etc in the Basic Allowance. In others, including Bristol, a separate payment was made which was either a reimbursement of exact costs or a flat rate allowance. This equipment was for use for Council business and the Panel recognised the importance of Councillors having this support to undertake their role. The Panel understood that Councillors' ICT provision had recently been reviewed and upgraded (December 18) and agreed that they would look at this area in more detail during a future review.
29. The Panel balanced all issues on this matter and determined that the Basic Allowance fell short of a reasonable level when considering the requirements of the role and comparator information around the average salaries in the city. They agreed that the new rate should be set at £13,946 which was calculated based on a 25 hour week, at £13.41 with a 20 % reduction for the voluntary element.

### **RECOMMENDATION 3: The Basic Allowance**

That the Basic Allowance be increased to £13,946 following the elections in May 2020.

### **Special Responsibility Allowances (SRAs) – General Principles**

30. These are discretionary payments within the Scheme of Allowances. They are intended to recognise the responsibility, accountability, time and effort required from those Members of the Council who perform duties significantly over and above what might reasonably be expected of them through the Basic Allowance.
31. The Panel noted the guidance of the Government that no more than 50% of Councillors in an authority should receive an SRA and the recommendations fall well below this guideline. The present Scheme also provides that a Councillor may receive no more than one SRA – with the higher-valued allowance being received - and the Panel agreed that this arrangement should continue.
32. The Panel has looked very carefully at roles in the context of the need for SRAs and;
  - Recognises that an SRA is relevant only where the role carries a significant additional responsibility, level of accountability, time or effort over and above that of a Councillor receiving only the Basic Allowance;
  - Seeks to value what the Council sees as the core roles and has reviewed the roles that currently receive an SRA to ascertain their continued relevance for such a payment;
  - Has noted where roles have changed;
  - Has made balanced judgements where there has been contrary evidence provided.

## **Special Responsibility Allowances – Specific Roles;**

### **Executive Mayor (Directly Elected Mayor)**

33. The role of the Directly Elected Mayor (DEM) was introduced by the Local Government Act 2000 and has been in place in Bristol since 2012. The position was created in order to increase transparency around decision making by passing ultimate accountability to one individual. DEMs are often viewed as being leaders of place, rather than just the Council; play a significant role on a national level; and also often have an international profile as the figurehead of the city.
34. The Mayor can determine the size of the Cabinet (to a maximum of 9); the number and range of portfolio, including the level of any delegation; and the individual Councillors that serve in Cabinet positions. The Mayor answers to the Full Council and is held to account through the Scrutiny function.
35. In comparing the current elected Mayor's allowance of £70,604 with those of other DEMs in the UK the Panel recognised that some were smaller District Councils or less comparable in nature so they have focused on the following: Bedford, Hackney, Leicester, Lewisham, Liverpool, Newham and Watford. These range from £60,047 to £81,461 but some of these pay a Basic Allowance in addition, for example Newham and Leicester.
36. The Panel was keen to understand the legal position in relation to payment of Basic Allowances and was advised that DEMs should receive a Basic Allowance on top of their SRA, as set out in The Local Authorities (Elected Mayor and Mayor's Assistant) (England) Regulations 2002. The Panel were of the understanding that this payment should have been made since the DEM position was created in 2012.
37. The Panel also noted that when the DEM's SRA was originally set when the position was first introduced in 2012 it matched that of an MP. Over time, the DEM's SRA has not kept up to date with the MPs' basic allowance which from 1 April 2019 was set at £79,468
38. In making the recommendation regarding an allowance for the elected Mayor, the Panel was mindful that the Council needed to be able to attract high calibre candidates with the skills, knowledge and experience for this position who were also able to commit to the leadership of the City. Bristol citizens expected the DEM to lead a diverse and thriving city that had a place on the international stage. This was an extremely high profile and demanding role, not without risk, and should be rewarded as such. Whilst the Panel were initially minded to set the SRA for the elected Mayor at a higher rate, following cross party discussions they accepted there were issues around public perception which would make it difficult for politicians to support a significant increase.

### **RECOMMENDATION 4: The Executive Mayor**

That the allowance for the Executive Mayor of Bristol be increased to £65,522 (plus the basic allowance of £13,946, which totals £79,468) following the elections in May 2020.

## **Deputy Mayor (s) and Cabinet Members**

39. Currently there are 9 Cabinet Members, two of whom are also Deputy Mayors. The present allowance to both groups is £21,550.
40. The Panel noted that in a change since the previous incumbent the DEM has delegated decision making to these roles and increased the number of Cabinet Members from 5 to 9.
41. The Panel received some evidence that the responsibilities of different Cabinet Members were variable. In a future review the Panel may wish to explore the option of recommending that the Mayor has discretion to set SRAs at varying levels as per the model used in Leicester. Additionally, the Panel concluded that the role of the Deputy Mayors potentially carried additional responsibilities over and above the other Cabinet Members and agreed to conduct a full review prior to May 2020.
42. However, at the current time they did not feel there was compelling evidence to adjust the Cabinet Member/Deputy Mayors' SRAs from the current rates.

### **RECOMMENDATION 5: Deputy Mayors/Cabinet Members**

That allowances for the Deputy Mayors and Cabinet Members should remain at £21,550, however, a full review of the role and remuneration of the Deputy Mayors and Cabinet Members would take place in the 19/20 Municipal Year.

## **Overview and Scrutiny**

43. Overview and Scrutiny in Bristol has been subject to review in recent years to ensure it reflects best practice in a modern Mayoral Authority.
44. In 2018/19 a new structure was introduced, following advice from the Local Government Association. It consists of a combination of traditional Scrutiny Commissions as well as less formal 'task groups', which focus on in-depth pieces of work, usually contributing to policy development.
45. The Panel has been made aware of the statutory function and purpose of Overview and Scrutiny, introduced under the Local Government Act 2000.
46. The Panel considered the role of the Chair of the Overview and Scrutiny Management Board, who was responsible for the functional lead management of Scrutiny, and noted that it included the following duties;
  - Prioritisation of workload;
  - Developing and delivering a balanced work programme that focuses on both corporate objectives and issues that concern local residents;
  - Liaising with the Executive and promoting an effective partnership arrangement;
  - Conflict resolution;
  - Ensuring effective use of Members' and officers' time;
  - Creating the capacity to challenge effectively; and
  - Being accountable for the effective management of the function.
47. The Panel considered the roles of the Chairs of the Scrutiny Commissions (currently remunerated under the Scheme of Allowances) and those Members who preside over Task Groups (currently unremunerated). These operational roles include responsibility for:

- Effective agenda management of meetings;
- Ensuring that work is focussed and relevant;
- Reporting to the Over and Scrutiny Management Board or Scrutiny Commission as appropriate.

48. During the course of their research the Panel received conflicting information in relation to the role, remit and workloads of the Scrutiny Task Group Chairs and concluded this was because there was currently no set way of working, with the duration and outputs from each of the existing Task Groups varying considerably. The Panel noted that the Department of Housing, Communities and Local Government had recently provided statutory guidance setting out best practice arrangements for Scrutiny, and that the Council had recently participated in a Peer Challenge with the Local Government Association that had provided feedback in relation to Scrutiny arrangements within Bristol, and thought both of those factors could lead to changes in working practices that would make the situation clearer. In view of this the Panel agreed that a further review of all Scrutiny Chair SRAs should take place later in the 19/20 Municipal year, when hopefully the working arrangements were more consistent. The Panel may consider recommending retrospective payments to Task Group Chairs at that point.

### **RECOMMENDATION 6: Scrutiny**

1. That the Special Responsibility Allowance (SRA) for the Chair of the Overview and Scrutiny Management Board be increased to £8,000 following the elections in May 2020;
2. That the SRA for the Chairs of the Scrutiny Commissions remain at £6,465, with the Chairs of the Task Groups unremunerated. These arrangements would be reviewed before the start of the 20/21 Municipal Year.

### **Regulatory Committee Chairs**

48. The present Scheme of Allowances provides an SRA for the Chairs of 4 x Regulatory Committees at £6,465 (Development Control Committee A, Development Control Committee B, Licensing Committee and the Public Safety and Protection Committee).
49. The Panel recognised that regulatory matters stood outside of the executive arrangements and consequently the Mayor is not responsible for decision making other than on setting overall strategic policy.
50. It follows therefore that those Members involved with regulatory matters carry a significant responsibility for the integrity of the decision making process and accordingly for the management of risk to the Council on such sensitive matters. Most decisions made by regulatory Committees can be challenged through relevant appeals processes external to the Council. Cases of maladministration can be referred to the Ombudsman. These regulatory matters also generate significant public interest and pressure, and those items that come to Members for decision (rather than being dealt with by officer delegation) are by their nature the most controversial.
51. The Panel noted that 85% of respondents to the survey were of the view that the SRAs currently paid to Regulatory Chairs were sufficient. They noted that the Chair of the Public Rights of Way and Greens Committee was currently unremunerated



and agreed that due to infrequent business with minimal meetings the arrangement should continue.

52. The Panel also heard evidence about the role of the Licensing Committee and Licensing Sub Committee. The Panel noted that the full Licensing Committee met very infrequently, and that the bulk of work was conducted by Licensing Sub Committees consisting of three Members, one of whom would be elected to Chair the meeting. The Panel was informed that there was a statutory limit of 15 on the number of Councillors who could serve on Licensing Committees at any one time, yet the workload could be onerous with hearings sometimes lasting most of the day and taking place as often as weekly. The Panel was advised that not all Members of the Licensing Committee sat regularly, which created additional pressures. In view of these circumstances it was therefore agreed that the SRA for the Licensing Chair be removed and that a set fee for attending Licensing Sub Committee hearings be provided in its place, with an appropriate system for calculating payment to be devised by the Council. The Panel thought this should mirror the existing arrangements for payments made to Members sitting on employee appeals (e.g. a sliding scale from £150 for 2 sessions up to £550 for a maximum of 10 sessions).

### **RECOMMENDATION 7: Regulatory Committees**

1. That the SRA for the Chairs of the Development Control Committees and Public Safety and Protection Committee remain at £6,465;
2. That the Chair of the Public Rights of Way and Greens Committee remain unremunerated;
3. That, following the elections in May 2020, the Licensing Committee Chair no longer receive an SRA with the total of £6,465 being shared out between all those Members who sat on Licensing Sub Committee hearings (the Council is to design an appropriate payment model, based on that used for employee appeal hearings).

### **Party Group Leaders**

53. The role is recognised in the present Scheme of Allowances at £12,929.
54. The Panel received information, written and verbal, setting out the duties of Party Group Leaders and agreed that the position was pivotal to the smooth operation of the Council in terms of effective cross party working.
55. Consideration was given to the SRA paid to Party Group Leaders and the Panel concluded this was reasonable for the duties undertaken. The exception to this, however, was that there was currently no Leader role within the Labour Group since the position was in effect held by the DEM. The Panel recommended that the situation be rectified by a Party Group Leader SRA being introduced for whichever party also held the position of DEM. The rationale for this was that the DEM must be free to focus on running the city and therefore couldn't reasonably be expected to also perform all of the roles of a Party Group Leader.
56. The Panel heard evidence about the role of the Deputy Leader, which was relatively minor with only occasional deputising involved. The Panel therefore agreed that no SRA was warranted for Deputy Leaders at the current time.

### **RECOMMENDATION 8: Party Group Leaders**

1. That the Party Group Leaders' SRAs remain unchanged at £12,929 but that an additional SRA be permitted for the Party Group Leader of whichever party also held the post of Directly Elected Mayor (currently the Labour party), to take effect from May 2020.
2. That, in line with existing arrangements, no SRA be paid to the Deputy Party Group Leaders.

### **Party Whips**

57. The Whips were currently remunerated at £6465. Having reviewed example job descriptions of the Whips and talked to post holders, the Panel was of the view that clarification was needed around the important role fulfilled by the Whips in supporting the Party Group Leaders and providing a broad range of support to fellow Councillors, which included pastoral care, assisting with managing workloads, identifying development needs and so on. The Panel agreed that the SRA currently paid did not reflect the range of responsibilities for this important role and concluded that it should be increased to £8000 per annum following the 2020 elections.

### **RECOMMENDATION 9: Whips**

That the SRA for the Whips be increased to £8000 following the elections in May 2020.

### **Lord Mayor and Deputy Lord Mayor**

58. The Panel heard evidence from the current Lord Mayor and Deputy Lord Mayor. They also had an understanding of the significant number of engagements conducted by the office of Lord Mayor via diary extracts.
59. Whilst the duties undertaken by the Lord Mayor and Deputy Lord Mayor were significant in terms of time, the Panel concluded that as these were largely ceremonial the roles did not carry significant levels of responsibility or accountability. The Panel therefore recommend that the SRAs for both positions remain unchanged.
60. The Panel noted that there were additional budgets attached to the role of the Lord Mayor and suggested that they be made more transparent.

### **RECOMMENDATION 10: Lord Mayor/Deputy Lord Mayor**

That the Lord Mayor and Deputy Lord Mayor's SRAs remain unchanged at £21,550 and £6,465 respectively.

### **Audit Committee Chair**

61. The Panel considered the role of the Chair of the Audit Committee. They noted that minimal evidence had been received regarding the nature of this position and therefore concluded that the SRA should remain at the current level of £6,465.

## **RECOMMENDATION 11: Audit Committee**

That the Audit Committee Chair SRA remain unchanged at £6,465.

### **Human Resources Committee Chair**

62. Evidence was provided to the Panel to suggest that the responsibilities of the Chair of the Human Resources Committee had recently increased both in terms of remit but also frequency and profile of meetings. In view of this the Panel concluded that the responsibilities now warranted an SRA and agreed that this should be set at £6,465 per annum.

## **RECOMMENDATION 12: Human Resources Committee**

That the Chair of the Human Resources Committee receive an SRA of £6,465 with effect from May 2020.

### **Impact of recommendations**

63. The following table shows how the present and scheme compares to the recommendations to be implemented from May 2020;

<b>Present Scheme</b>			<b>Proposed Scheme</b>			
<b>Role</b>	<b>SRA - £</b>	<b>Collective Total</b>	<b>Role</b>	<b>SRA - £</b>	<b>Collective Total</b>	<b>Individual Total inc. Basic Allowance</b>
<b>Executive Mayor (no basic allowance)</b>	70,605	70,605	<b>Executive Mayor (with basic allowance)</b>	65,512	65,522	79,468
<b>Deputy Mayors x2 and Cabinet Members x 7</b>	21,550	193,950	<b>Deputy Mayors x2 and Cabinet Members x7</b>	21,550	193,950	35,496
<b>Party Group Leaders x 3</b>	12,929	38,787	<b>Party Group Leaders x 4</b>	12,929	51,716	26,885
<b>Political Group Whips x 4</b>	6,465	25,860	<b>Political Group Whips x 4</b>	8,000	32,000	21,956
<b>Chairs of Scrutiny x 5</b>	6,465	32,325	<b>Chair of the Overview and Scrutiny Management Board</b>	8,000	8,000	21,956
			<b>Chairs of Scrutiny Commissions x 4</b>	6,465	25,860	20,411
			Page 79			Page 17

<b>Chairs of Regulatory Committees x 4 (including Licensing Committee)</b>	6,465	25,860	<b>Chairs of Regulatory Committees x 3 (for Licensing Committee see below)</b>	6,465	19,395	20,411
<b>Lord Mayor</b>	21,550	21,550	<b>Lord Mayor</b>	21,550	21,550	35,496
<b>Deputy Lord Mayor</b>	6,465	6,465	<b>Deputy Lord Mayor</b>	6,465	6,465	20,411
<b>Licensing Sub Committee Members</b>	0	0	<b>Licensing Sub Committee Members</b>	Total amount of £6,465 to be shared (see para 51)	6,465	Variable
<b>Audit Committee Chair</b>	6,465	6,465	<b>Audit Committee Chair</b>	6,465	6,465	20,411
<b>HR Committee Chair</b>	0	0	<b>HR Committee Chair</b>	6,465	6,465	20,411
<b>Basic Allowance x 70</b>	12,261	858,270	<b>Basic Allowance x 70 (note – the Mayor will also receive a Basic Allowance, please see first row)</b>	13,946	976,220	<b>N/A</b>
<b>TOTALS</b>		1,280,137			<b>1,420,073</b>	

### Co-opted Members' Allowance

64. The present Scheme provides an allowance of £577 per annum for co-optees and the Panel agreed that this should remain at that level at the current time. They also noted that the Audit Committee appointed two Independent Advisors and agreed that at their next review they needed to gain a better understanding of the positions to ensure the allowance was sufficient in view of the skills and experience needed to perform the role.

### **RECOMMENDATION 13: Co-optees' Allowance**

That the co-optees' allowance of £577 per annum remain unchanged, although this would be reviewed before the end of the 20/21 Municipal Year.

## **Travel and Subsistence**

65. The Panel are able to recommend that allowances are made available in respect of travel and subsistence. During the interviews evidence was collected about the travel and subsistence scheme which led the Panel to review the current arrangements both in terms of travel within Bristol but also nationally and internationally.
66. The Panel recognised that travel could be a contentious issue, but they were also mindful that any scheme they put forward might be different to the scheme applying to officers. In principle the Panel believes that the same rules should apply to both Councillors and officers, but also that no one be out of pocket when undertaking 'approved duties' on behalf of the Council. A list of approved duties for the purposes of claiming travel expenses can be found at Appendix D. This relates to travel to and from Council meetings only and does not include trips around a Councillor's ward.
67. The Panel noted that the current scheme had been designed to include a notional figure for travel and subsistence within the City on approved business within the Basic Allowance. It is not clear what this notional figure is, and the only benchmarking figures from other Councils that provided clarification were from Leicester City Council which paid a sum of £1,205 per annum to each Member intended to cover travel and subsistence costs for all activities within the City boundary.
68. Including a figure in the Basic Allowance or having an annual sum paid means there is an element of unfairness in the system because Councillors have different travel needs. However, including travel expenses in the Basic Allowance avoids officers authorising 71 potential claims a month. The Panel conducted a review of the travel expenses arrangements in the Core Cities and found that 6 Councils operated an expenses claim system, whilst the other 3 incorporated travel into the Basic Allowance.
69. Councillors are also eligible for a free parking permit which again brings an element of unfairness for those dependent on public transport who receive no similar subsidy. The Panel recognised that it was important to support Councillors in undertaking their role, which often may be on business late in the evening or need to fit in with employment or caring responsibilities, so the ability to park could be important. However, by providing additional support to car travel rather than other means of transport runs counterintuitively to the 'green' commitments of the Council. In view of this the Panel recommend that Councillors be offered a free bus pass to encourage use of sustainable travel. At the next review, the Panel suggest that the issues around provision of parking permits be fully assessed.
70. The Panel were mindful of the potential impact on officers of processing multiple expenses claims each month but were informed that the Council's electronic expenses system could be used, which would minimise the administrative burden. Furthermore, the Panel also agreed that Elected Members should be trusted to submit honest claims in line with the Nolan principles, therefore they should only be checked by officers by exception.
71. The Panel reviewed the arrangements in relation to travel provision for Councillors with access needs and agreed that the current policy was equitable and should remain unchanged.

#### **RECOMMENDATION 14: Travel and Subsistence**

1. The Panel believes that a fairer approach is to separate travel and subsistence from the Councillors' Basic Allowance and introduce direct invoicing for expenses claims for mileage (including cycling) and other travel costs. As per current arrangements, a car parking pass will be offered but a bus pass could be provided as an alternative (aside from car parking permits which will still be available, and bus passes which also would be provided).
2. For travel outside of the city, within England, the Panel recommends no change to the current scheme.
3. In line with Bristol City Council's policy for officers, it is recommended that no subsistence expenses be paid for trips within the UK.

#### **Overseas Travel**

72. There was no specific provision for overseas travel within the current scheme and there was evidence from the interviews that it would be helpful for the Panel to consider this area. The Panel noted that the Overseas Travel Policy for officers had recently been revised and agreed it should be reviewed to incorporate Members by applying the same principles.

#### **RECOMMENDATION 15: Overseas Travel**

That the overseas policy for elected Members be the same as that for officers.

#### **Carers' Allowance**

73. As set out above the Panel was mindful of the need to support those with caring responsibilities, especially in view of the findings of the Fawcett report as set out in paragraph 11. The Panel noted the current provision for the payment of Dependant Carers' Allowance within the present Scheme and did not identify a need for fundamental change. They did think it important, however, that the availability of support for carers should be made clearer in trying to attract, and retain, Councillors from the broad spectrum of the community. The Panel recommends providing more clarity about eligibility as outlined below:

##### **Carers Allowance**

A claim can be made:

(a) When a carer has been engaged to enable a councillor to carry out an approved duty;

(i) where charges are levied on an hourly basis, Members may claim actual and necessary costs incurred for the period of the approved duty (including time travelling, time taken by a Member to 'drop-off' or 'pick-up' a dependant, or by a carer engaged by a member to look after a dependant in the member's home – this would normally not exceed 1 hour before and 1 hour after) for each dependant;

or

(ii) where charges are levied by a provider for a fixed period or session, Members may claim the cost of any such fixed period/session or periods/sessions incurred

for the period of the approved duty (including time travelling time taken by a Member to 'drop-off' or 'pick-up' a dependant) for each dependant;

(b) A carer will be any responsible adult who does not normally live with the member as part of his/her family;

(c) An allowance will be payable if the dependant being cared for:

(i) is a child under the age of 14; or

(ii) is an elderly person; or

(iii) has a recognised physical or mental disability who normally lives with the Member as part of that Member's family and should not be left unsupervised.

### **RECOMMENDATION 16: Dependant Carers' Scheme**

That the Dependant Carers' Scheme details be clarified and promoted (particularly to those considering standing for election) but the current provisions of the Scheme in relation to the Dependant Carers' Allowance (including the list of approved duties to which it applies – see Appendix D) remains unchanged.

### **Future Work Priorities**

74. During the course of their review the Panel identified a number of areas that needed to be looked at in more detail before recommendations could be made. These are set out below.

### **RECOMMENDATION 17; Future Work Priorities**

The Panel recommend that the following SRAs be reviewed as part of a second tranche of work to commence late 2019;

- Scrutiny Chairs, including Task Group Chairs and the Vice Chair of OSMB
- Deputy Mayors and Cabinet
- Co-optees' Allowances

### **Appendices;**

Appendix A – Advisory Observations

Appendix B – Councillors Offering Evidence to the Panel

Appendix C – List of Regulatory and Scrutiny Bodies

Appendix D – List of Approved Duties

## APPENDIX A

### ADVISORY OBSERVATIONS

During the course of the review, the Panel came across a number of areas that were of interest, yet were not strictly within their remit. Their observations regarding these matters are detailed below, which are offered to the Council in an advisory capacity. The Panel intend to keep these observations under review and would appreciate a response from the Council to the points raised in due course

#### **Member Performance and Development**

- The Panel believes that it is very important not only to recognise and support the work of Councillors through the Allowances Scheme but also think it's vital to provide support for Councillors to develop their skills and expertise thereby enabling them to perform to a high level when serving the community.
- The Panel understands that work is in hand to create more structure around the Member development 'offer' to Councillors and that an enhanced programme in line with best practice will be introduced for the cohort of Councillors following the 2020 elections. The Panel support this and would encourage the Council to consider adopting the principles and approach of *The Charter for Member Development*. The Charter has been developed in partnership between the Local Government Association and the nine Regional Employers Organisations including South West Councils. Bristol achieved Charter status in 2009 but the accreditation has since lapsed. As a member organisation of SW Councils free support could be offered to Bristol in seeking to work to achieve Charter standard and in being assessed. There are a number of Charter and Charter Plus authorities in the South West who would also help with the sharing of best practice. The national LGA encourages Councils to consider adopting the Charter principles:

*I would strongly encourage local areas to adopt the Member Development Charter and Charter Plus as a guide and a benchmark as part of your improvement journey. Every profession has continuing professional development at the heart of their improvement and so should we. The Member Development Charter and Charter Plus supports this continuing professional development for councillors by being a contract between the council and its councillors that commits to invest in councillors' growth and development.*

**Lord Gary Porter**  
LGA Chairman

The Panel hopes that this more structured approach to supporting the development of Members will enable the community to be even better served. Related to the support for Member development the Panel would also encourage the introduction of a more formal approach to performance management of elected Members. The Panel envisages this as a role for the party Group Leader and, given the increased allowance being recommended for the role, the Whip.



## **The LGA Peer Challenge**

The LGA Peer Challenge report makes it clear that the Council is seeking to engage with local communities in difficult conversations about future plans and the role of the Council going forward. It also points to;

- The need for better arrangements for advance notification of the Executive's work plans (a point offered to the Panel in evidence);
- The Executive being more transparent and open with information shared in good time;
- The public's lack of clarity around the Mayoral Executive model of governance;
- The limited impact of scrutiny in Bristol (see below).

The Panel are interested in noting the Council's progress against these actions as part of their further reviews.

## **Scrutiny**

The Panel noted that it was for the Council to determine the nature of its scrutiny arrangements and that the function had been under recent review and would likely continue to be so in view of the findings of the LGA Peer Challenge. They did, however, wish to make the following suggestions;

- That the Council considers re-naming/re-designating the Budget Task and Finish Group as its operational arrangements differ from other Task groups and it appears to have a more permanent review role relating to budget matters;
- That, following much evidence to the Panel expressing concern about how local people might engage more in local government, consideration be given to including a review of this within an early Scrutiny Work Programme item;
- Similarly, the Scrutiny Work programme should be used to assist the Council in developing the conversation with local communities about the future role of the Council.

## **Protected Characteristics**

The Panel were of the view that elected Members should be fully representative of the communities that they served. In view of this they suggest that the Council gathers data on protected characteristics from Members.

### **RECOMMENDATION 18: Advisory Observations**

To note the Panel's Advisory observations at Appendix A, and respond to these in due course.

## **APPENDIX B**

### **Councillors offering evidence to the Panel**

In addition to the Executive Mayor, the Panel has received a wide variety of evidence from

Group Leaders  
Group Whips  
Front-line Councillors  
Cabinet Members  
The Lord Mayor  
Scrutiny Commission Chairs  
Regulatory Chairs

Comparator statistics have been viewed in respect of allowances awarded in English Core Cities, other Mayoral Councils and generally in the South West but with particular emphasis placed on those from the Core Cities since they were the most comparable to Bristol.

## **APPENDIX C**

### **The Regulatory Committees**

Development Control A

Development Control B

Licensing

Public Rights of Way and Greens (no allowance paid)

Public Safety and Protection

Audit Committee (part regulatory and part scrutiny)

### **The Overview and Scrutiny Bodies**

Overview and Scrutiny Management Board

Resources Scrutiny Commission

Communities Scrutiny Commission

Adults, Children and Education Scrutiny Commission

Growth and Regeneration Scrutiny Commission

## APPENDIX D

### Approved Duties for the purposes of Dependant Carers' Allowances

Claims can be made for these allowances in respect of the following (*extract from the Local Authorities (Members' Allowances) (England) Regulations 2003*):

(a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;

(b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that:

(i) where the authority is divided into two or more political groups it is a meeting to which members of at least two groups have been invited;

or

(ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;

(c) the attendance at a meeting of any association of authorities of which the authority is a member;

(d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;

(e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;

(f) the performance of any duty in connections with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;

(g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non- maintained special schools); and

(h) the carrying out of any other duty approved by the authority , or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.



# Full Council

17<sup>th</sup> March 2020

**Report of:** Human Resources Committee

**Title:** The Council's Pay Policy Statement for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

**Ward:** N/A

**Officer Presenting Report:** Councillor Paula O'Rourke (Vice Chair of Human Resources Committee)

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

## Recommendation

That the full Council approves the Pay Policy Statement for 2020/21.

## Summary

The Localism Act 2011 requires local authorities to agree and publish a pay policy statement annually before the start of the financial year to which the statement relates.

## The significant issues in the report are:

- The pay ranges for Executive Directors and Directors are proposed to remain at the 2019/20 levels.
- The Council has worked to further reform its pay structure during 2019/20. From 1st April 2020 apprentice pay will be increased to the UK Living Wage (as set by the Living Wage Foundation) for apprentices over 18 years old and over, 80% of the UK Living Wage for apprentices under 18 years old.
- Pay on the commencement of employment for Executive Directors and Directors Pay will now be set by the Selection Committee. - Requests for increases in pay for Directors and Executive Directors during their employment will continue to be considered by the Human Resources Committee and all proposals brought to the committee will include the advice and recommendations of both the Head of Paid Service and Director: Workforce and Change.



## Policy

1. The Localism Act 2011 requires local authorities (the Full Council) to agree and publish a pay policy statement annually before the start of the financial year to which the statement relates. It is recommended to full Council by the HR Committee.
2. The current policy of the Council in respect of Executive Director and Director pay is set out in the Council's Pay Policy Statement which states:

*"The salary for Executive Director and Director roles will be reviewed each year through this Pay Policy Statement. The Council will be mindful of pay awards agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities and the Joint Negotiating Committee for Chief Officers of Local Authorities."*

3. Full Council has delegated to the Human Resources Committee the discretion to determine whether national pay settlements should be awarded to Executive Directors and Directors.

## Consultation

4. **Internal**  
Deputy Mayor, Finance, Governance and Performance and the Head of Paid Service have been consulted on these proposals.
5. **External**  
None required.

## Context

6. The Pay Policy Statement explains the Council pay policies for its highest and lowest-paid employees. It is written and published in accordance with the Localism Act 2011 and guidance issued by the Secretary of State.
7. We have reviewed the pay of our Executive Directors and Directors against the current market rate amongst Core Cities.

Post	Lower Quartile	Median	Upper Quartile	BCC Bands
<i>Chief Executive</i>	<i>£180,000</i>	<i>£185,000</i>	<i>£203,000</i>	<i>N/A</i>
<b>Executive Director</b>	£135,000	£138,000	£159,000	£135,000 to £165,000
<b>Director</b>	£88,000	£110,000	£123,000	D2 £94,000 to £120,000 D1 £85,000 to £105,000

8. The pay of the Council's Executive Directors and Directors is graded using the Hay methodology and the salaries are informed by market data. The above information highlights that the current pay ranges for Executive Directors and Directors continue to be competitive and it is proposed that they to remain at the 2019/20 levels. However, there is a requirement to take into account any national pay settlements agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities and the Joint Negotiating Committee for Chief Officers of Local Authorities. The outcome of the 2020/21 negotiations is not yet known. The HR Committee will be asked to consider the implications of any national pay settlement when it is known.
9. The Council has worked to further reform its pay structure during 2019/20. From 1st April 2020 apprentice pay will be increased to the UK Living Wage (as set by the Living Wage Foundation) for apprentices 18 years old and over and 80% of the UK Living Wage for apprentices under 18 years old. Increasing the rate will improve the attractiveness of the Council to younger people seeking apprenticeship roles. The number of young people working in the organisation is likely to increase. Currently only 3.72% of the workforce are aged 24 or under. Using apprenticeships will help to ensure that we are developing the skills we need for the future, to grow our economy in ways that also support our city.
10. The starting salary of new Executive Directors and Directors will now be agreed by the Selection Committee and request for increases in pay during employment will require agreement from the HR Committee following a recommendation from the Head of Paid Service and Director: Workforce and Change.

### **Proposal**

11. That full Council approves the Pay Policy Statement for 2020/21.

### **Other Options Considered**

12. None.

### **Risk Assessment**

16. Failure to pay in line with market rates is likely to hamper the Council's ability to recruit and retain effective leaders and managers.

### **Public Sector Equality Duties**

- 17a) 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.

17b) An Equality Impact Assessment has not been completed as no major change to policy is proposed by this report.

## **Legal and Resource Implications**

### **Legal**

The Pay Policy Statement 2020/21 fulfils the legal requirement placed on the Council by s.38(1) of the Localism Act 2011 to produce an annual pay policy statement.

Husinara Jones, Solicitor/Team Leader, 26<sup>th</sup> February 2020

### **Financial**

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

No impact on Revenue is planned.

It is proposed that the pay ranges for Executive Directors and Directors are maintained at 2019/20 levels. Consequently this will have no impact on Revenue.

It is proposed that from 1st April 2020 apprentice pay is increased to the UK Living Wage (as set by the Living Wage Foundation) for apprentices of 18 years old and over, and to 80% of the UK Living Wage for apprentices under 18 years old. This increase is not expected to impact Revenue since it is to be contained within existing budgets (for example by reviewing vacant roles within the services and identifying those which might be appropriately filled by apprentices).

The implications of any national pay settlement affecting the workgroup as a whole will be assessed when the pay settlement is known.

Jemma Prince, Finance Business Partner, 3rd January 2020



**(b) Capital**

**Land**

Not applicable.

**Personnel**

The proposed Pay Policy is largely unchanged from 2019/20. Market data indicates that the existing salary ranges for JNC Chief Officers remain competitive. The Council will continue to pay no less than the real Living Wage to all of its staff.

Mark Williams, Head of HR, 3rd January 2020

**Appendices:**

A – Draft Pay Policy Statement

B – Minutes of HR Committee 16 January 2020

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

**Background Papers:**

None.

# **Bristol City Council**

## **Pay Policy Statement for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

### **1. Introduction**

- a. It is essential that the Council attracts and keeps people with the right talents and commitment to lead and deliver great services to Bristol's citizens. At the same time the Council has to get the best value for the taxpayer.
- b. This Statement explains the Council pay policies for its highest and lowest-paid employees. It is written and published in line with the Localism Act 2011 (the Act) and guidance issued by the Secretary of State (the Guidance).
- c. The Guidance is clear that decisions on pay policies should be made by councillors. The Council is committed to making sure that all councillors have a say on how pay decisions are made, especially about its highest-paid employees. To achieve this, the Statement is reviewed every year. The Mayor is consulted, and any proposals made are taken into account. The draft statement is considered by the Human Resources Committee and approved by full Council. Both meetings are open to the public.
- d. In line with the law (the Local Authorities (Elected Mayor and Mayor's Assistant) (England) Regulations 2002), the pay of the Mayor's Assistant is set as the Mayor thinks fit, within the financial resources available to the Council. The Mayor's Assistant is currently paid at Director (Level 1).
- e. As recommended by the Guidance, this Statement sets out clearly and separately its policies on each of the requirements listed in the relevant sections of the Act. The Guidance says that this is to help enable taxpayers to decide whether they are getting value for money in the way that public money is spent on local authority pay and reward.
- f. The Council is committed to equal pay for all its employees and to removing any bias in its pay systems related to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. Equal pay applies to all contractual terms and conditions as well as pay.
- g. The Council became an accredited Living Wage Employer with effect from 5<sup>th</sup> November 2018. The Council has paid its own employees no less than the Foundation Living Wage since 1<sup>st</sup> October 2014.
- h. The Council has worked to further reform its pay structure during 2019/20. From 1<sup>st</sup> April 2020 apprentice pay will be increased to the UK Living Wage (as set by the Living Wage Foundation) for apprentices over 18 years old and over, 80% of the UK Living Wage for apprentices under 18 years old.

## **2. Development priority for 2020/21**

- a. The Council will review all 'hard to recruit' roles and will consider options including; job design, talent management and succession planning. We will also support further work on tackling the gender, disability and ethnicity pay gap – looking at progression, pay, recruitment and flexible working. All proposals will be subject to equality impact assessment and will be subject of consultation with trade unions.

## **3. Pay of the Council's highest-paid employees**

- a. The Council's highest-paid employees are Executive Directors and Directors. These roles are graded using the Hay methodology and the salaries are informed by market data. For the period covered by this Statement the salary for Executive Director roles will range from £135,000 to £165,000 with a mid-point of £150,000. The salary for Director (Level 2) roles will range from £94,000 to £120,000 with a mid-point of £107,000. The salary for Director (Level 1) roles will range from £85,000 to £105,000 with a mid-point of £95,000.

## **4. Pay of the Council's lowest-paid employees**

- a. The Council's lowest-paid employees are those who are paid the Foundation Living Wage. The Council has adopted this definition because it has decided that none of its employees should be paid less than the Foundation Living Wage. The Foundation Living Wage is £9.30 per hour with effect from 1<sup>st</sup> April 2020, which equates to a minimum salary of £17,942 (based on a full-time week of 37 hours). The rate of the Foundation Living Wage is refreshed each November, and the Council applies the new rate from the following 1<sup>st</sup> April.
- b. From 1st April 2020 apprentice pay levels will increase to the foundation Living Wage rate for apprentices 18 years old and over and 80% of the foundation Living Wage for apprentices under 18 years old. An additional allowance of £25 per week is paid to apprentices who have left local authority care, and this is paid throughout their apprenticeship for as long as they live in independent accommodation.
- c. Interns, student placements and trainees are normally paid the Foundation Living Wage.

## **5. Relationship between the pay of the Council's highest and lowest-paid employees**

- a. Will Hutton's 2011 Review of Fair Pay in the Public Sector recommended that all public service organisations publish their top to median pay ratio to allow the public to hold them to account. The Government's terms of reference for the Hutton review suggested that no public sector manager should earn more than 20 times the lowest paid person in the organisation.

- b. The change in these ratios at the Council over recent years is shown in the following table:

<b>Date</b>	<b>Top to median pay ratio</b>	<b>Top to lowest salary ratio</b>
31 <sup>st</sup> March 2012	-	15.6:1
31 <sup>st</sup> March 2013	-	12.35:1
31 <sup>st</sup> March 2014	6.68:1	12.87:1
31 <sup>st</sup> March 2015	6.29:1	11.85:1
31 <sup>st</sup> December 2015	6.75:1	11.33:1
31 <sup>st</sup> December 2016	6.23:1	10.05:1
31 <sup>st</sup> December 2017	5.24:1	8.34:1
31 <sup>st</sup> December 2018	6.03:1	9.77:1
31 <sup>st</sup> December 2019	5.89:1	9.50:1

- c. At the time of compiling this Statement the Council's top earner will be on a salary of up to £165,000 and the lowest-paid person will be on a salary of at least £17,364. This means that the Council's top to lowest salary ratio is 9.50:1.

## **6. Pay of Executive Directors and Directors when they start**

- a. Pay on commencement of employment will be agreed by the Selection Committee. Payment above the mid-point is reserved for roles where there is clear evidence that the market rate is significantly higher than the mid-point.
- b. The Guidance says that full Council or a meeting of Members should have the opportunity to vote before salary packages totaling £100,000 or more are offered for new appointments. Through its Constitution full Council delegates this to the Selection Committee.

## **7. Increases and additions to pay for Executive Directors and Directors**

- a. The salary for Executive Director and Director roles will be reviewed each year through this Pay Policy Statement. The Council will be mindful of pay awards agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities and the Joint Negotiating Committee for Chief Officers of Local Authorities. There will be no change to the ranges quoted in paragraph 3b above before 1<sup>st</sup> April 2020.
- b. Requests for increases in pay for Directors and Executive Directors during employment will be subject to the agreement of the Human Resources Committee following a recommendation from the Head of Paid Service and Director: Workforce and Change.

## **8. Performance-related pay for Executive Directors and Directors**

- a. There is no performance-related pay for Executive Directors and Directors.

## **9. Bonuses for Executive Directors and Directors**

- a. There are no bonuses for Executive Directors and Directors.

## **10. Pay of Executive Directors and Directors when they leave**

- a. When an Executive Director or Director leaves they will be paid in line with what they are entitled to under their contract of employment (their notice period is three months) and the Council's policies.
- b. The Guidance says that full Council should have the opportunity to vote before severance compensation packages costing £100,000 or more are paid to employees leaving the Council. The dismissal and/or compensation for loss of office of Executive Directors and Directors is determined by the Human Resources Committee (except for the Head of Paid Service, Chief Finance Officer and Monitoring Officer, where this is a matter for full Council).
- c. Employees who leave due to voluntary severance will not be re-employed by the Council in a paid job or engaged directly or through a company on an "off-payroll" basis for 12 months after they leave. (Off-payroll means a person who is paid via a company rather than through the payroll as an employee). Employees who leave due to compulsory redundancy are free to apply for re-employment with the Council at any point after they've left.

## **11. Paying Executive Directors and Directors "off-payroll"**

- a. Any Executive Director or Director appointed on an interim basis and supplied by a third party are regarded as employees for tax purposes.

## **12. Returning Officer fees**

- a. The Council's Returning Officer for elections and referenda is appointed by full Council. Fees are paid for these duties. They vary depending on the type of poll and are published prior to each election. Fees for most polls (including national elections and referenda) are set and paid by the Government (rather than the Council).

## **13. More information about the pay of Executive Director and Directors**

- a. The Council is committed to being open about its policies on pay. Approved pay policy statements are published on the Council's website at [www.bristol.gov.uk/council-spending-performance/senior-officers-pay](http://www.bristol.gov.uk/council-spending-performance/senior-officers-pay). Other information that the Council has to publish under the Local Government Transparency Code 2015 is available via that webpage.

## **14. More information about Pay Gap Reporting**

- a. We publish our gender pay gap every 12 months on the Council's website at <https://www.bristol.gov.uk/documents/20182/32815/Bristol+City+Council+gender+pay+gap+data+2019> the gender pay gap report shows the pay gap between female and male Bristol City Council employees for the year ending 31 March 2019.

### HUMAN RESOURCES COMMITTEE – 16<sup>TH</sup> JANUARY 2020

### MINUTE EXTRACT – APPROVED BY COMMITTEE ON THURSDAY 5<sup>TH</sup> MARCH 2020

#### 7. Pay Policy Statement

The Committee received a report detailing the Council's Pay Policy Statement for 2020/21 in accordance with the Localism Act 2011, which made it a legal requirement for all local authorities to agree and publish a pay policy statement, annually, before the start of the financial year to which the statement relates.

Key points highlighted were -

1. The pay ranges for Executive Directors and Directors were proposed to remain at the 2019/20 levels;
2. The Council had reformed its pay structure during 2019/20 to include pay at the UK Living Wage for Apprentices 18 plus and at 80% of that for apprentices under 18, to take effect from 1 April 2020;
3. Pay on the commencement of employment for Executive Directors and Directors Pay would now be set by the Selection Committee where it was over 10% above the minimum of the range;
4. Requests for increases in pay from Directors and Executive Directors during their employment would continue to be considered by the Human Resources Committee.
5. Any proposals for a pay increase would be brought to the Human Resources Committee and include advice and recommendations from the Head of Paid Service and Director: Workforce and Change.

Points raised/clarification given –

1. In answer to questions raised the Head of Human Resources reassured Members that the 10% criteria to determine the starting salary for the successful Executive Directors and Director candidates on appointment was already established but was reiterated for clarity in the report, it was confirmed that the Human Resources Committee would set pay as standard practice except when a request for more than 10% above the minimum of the range was made, in which case the Selection Committee would consider and decide. The narrative in the report would be clarified further to ensure that there was no misunderstanding or confusion about this;
2. The pay for all Executive Directors and Directors was published on the Council's website and actual salaries of job holders were not normally referred to Full Council for information;
3. Consideration for future benchmarking of Executive Directors and Directors pay could include wider remit e.g., other similar sized local authorities not just core cities;
4. Contract / agency staff were not included in Pay Policy Statement;

5. On costs not included in Pay Policy Statement but noted that on costs such pension costs were included and published in the Council's Annual Accounts;
6. Noted that some service areas were unable to recruit due to less competitive pay structures. This was often due to statutory restrictions and equal pay considerations. This could be overcome by using market supplements and this was an area of work which would be looked at again.

**Resolved - that Full Council be recommended to approve the Council's Pay Policy Statement for 2020/21, Councillor Richard Eddy and Councillor Gary Hopkins voting against this decision.**

# Full Council

17 March 2020



**Report of:** Director: Policy, Strategy and Partnerships

**Title:** Adopting International Holocaust Remembrance Alliance definition of Antisemitism (Equality and Inclusion Policy update)

**Ward:** Citywide

**Member Presenting Report:** Marvin Rees  
Mayor

## Recommendation

1. That Full Council adopts the updated Equality and Inclusion Policy 2018 – 2023 as part of the council’s Policy Framework, including the adoption of the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism

## Summary

This report provides background to, and asks Full Council to adopt, an update to Bristol City Council’s Equality and Inclusions Policy 2018 – 2023.

## The significant issues in the report are:

The council’s policy has been updated to adopt the International Holocaust Remembrance Alliance’s working definition of Antisemitism.

This is recommended for adoption in addition to the council’s existing person-centred approach to defining hate-crime, to ensure as broad as possible public access to advice and support services relating to hate-crime.





## Policy

1. The Equality and Inclusion Policy 2018 – 2023 was adopted in November 2018 by Full Council and is subject to regular review as part of the council’s journey to achieve excellence in equality, diversity and inclusion policy and practice.

## Consultation

2. **Internal**  
Mayor, Deputy Mayor (Portfolio Holder for Equalities), Corporate Leadership Board, Director of Public Health
3. **External**  
Engagement has been undertaken with several groups and individuals representing the Jewish community, some of whom approached the council and Mayor proactively about this issue. There was unanimous support amongst these stakeholders for the council to adopt the IHRA definition of Antisemitism.

All councils have also received correspondence from Rt. Hon Robert Jenrick MP, Secretary of State for Housing, Communities and Local Government, requesting its adoption.

## Context

4. The Equality and Inclusion Policy 2018 – 2023 sets out the council’s approach to equality, diversity and inclusion (EDI), for which it aspires to exceed statutory requirements under the Equality Act 2010 and become a recognised beacon of good practice.
5. To achieve this there is a need to make a conscious organisation-wide effort to improve knowledge, skills and practice, acknowledging that best practice in EDI is a journey and that it requires meaningful culture change and continuous improvement.
6. To this end, the council’s Equality and Inclusion Policy and Strategy are both reviewed regularly. An annual report on progress and a substantive update to both documents is expected to be presented to Full Council in June or July 2020, taking account of year-end performance results and learning from various activities during 2019/20.
7. However, during the interim period it is recommended that Full Council agrees an immediate update to the policy to adopt the International Holocaust Remembrance Alliance’s working definition of Antisemitism.

The definition reads: “Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

8. The Mayor has directly requested this update following engagement with representatives of Bristol’s Jewish community. Full Council may wish to note that work is underway to explore adopting the All Party Parliamentary Group on British Muslims definition of Islamophobia,

subject to appropriate stakeholder engagement and further consideration. An update on this will be noted with the proposed broader update to the council’s policy in June or July 2020.

9. The Council had not previously adopted the IHRA definition of Antisemitism because it chose to use a person-centred definition, enabling people to self-identify when they felt that they were the victim of hate crime or discrimination. This approach enables a broad and inclusive way to access support services, and it is intended that this continues to operate in tandem with the formal definition of Antisemitism so as not to risk inadvertent exclusion of anybody experiencing behaviours that they feel are motivated by Antisemitism.
10. In formally adopting the IHRA definition, the council will use it on all appropriate occasions to support its policies, communications and practice. Per the Secretary of State’s letter, “The definition is not designed to be legally binding, but it is an invaluable tool for public bodies to understand how antisemitism manifests itself in the 21st century. It demonstrates a commitment to engaging with the experiences of Jewish communities and supporting them against the contemporary challenges they face.”
11. As a council which has placed inclusion at the centre of its overall Corporate Strategy and which is working to make Bristol a fairer, healthier and safer city where everyone is included, it is appropriate for Bristol to adopt and embrace this principle.

### **Proposal**

12. Full Council asked to adopt the updated Equality Policy 2018 – 2023, and in doing so adopt the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism within its strategic framework.
13. Per Article 4.01i of the Council’s constitution, the Equality Policy is a decision reserved to Full Council by law.

### **Other Options Considered**

14. None.

### **Public Sector Equality Duties**

- 15a. 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.

15b. An Equalities Impact Assessment has been carried out as is available at Appendix B.

### **Legal and Resource Implications**

#### **Legal**

There are no legal implications in respect of this report, the definition proposed reflects the Government definition and is not legally binding.

**(Legal advice provided by Husinara Jones, Senior Solicitor, 05/03/20)**

#### **Financial**

(a) Revenue – No financial implications

(b) Capital – No financial implications

**(Financial advice provided by Jemma Prince Finance Business Partner 6/3/20)**

#### **Land**

Not applicable.

#### **Personnel**

Employees will be advised of the changes to the Council's policy. In addition, our equalities and inclusion training programmes will be updated to reflect the International Holocaust Remembrance Alliance definition of Antisemitism.

**(Personnel advice provided by Mark Williams, Head of Human Resources, 05/03/20)**

### **Appendices:**

- i. Appendix Ai – Equality Policy 2018 – 2023 (V1.1, draft)
- ii. Appendix Aii – Change log – *TO FOLLOW*
- iii. Appendix B – Equalities Impact Assessment

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

#### **Background Papers:**

None.



# Bristol City Council **Equality and Inclusion Policy and Strategy** 2018–2023



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32	Annex 3: Terminology



If you would like this information in another language, Braille, audio, large print, easy English, BSL video or plain text please contact [equalities.team@bristol.gov.uk](mailto:equalities.team@bristol.gov.uk)



## Foreword

When we launched the Corporate Strategy in February 2018 we set out our ambition to create an inclusive city where nobody is left behind. We want Bristol to be a place in which everyone's hopes and aspirations can be made real. We want to ensure people are not held back by poverty and that our success is shared. This Equality and Inclusion Policy and Strategy supports that journey.

Our policy sets our vision: recognising the contributions that people from different backgrounds make, actively tackling inequalities and fostering good relationships across our communities. As well as our firm commitment to the Public Sector Equality Duty our aspirations go further to include people in care, refugees and migrants, people with caring responsibilities and the inequalities resulting from socio-economic disadvantage.

We want the city to be a fair, inclusive and safe place for everyone. The number of hate crime reports has increased, and we must ensure that these crimes are addressed and everyone feels safe in our city.

We also know that measures we take to make the city easier to get around or which tackle discrimination or harassment head on make life better for everyone.

Our strategy sets out how we will deliver this ambition. It sets out the high standards we expect of ourselves. It demonstrates efforts we will undertake to build an inclusive culture within our workforce and organisation. It sets out how we will shape services which actively address inequality and exclusion and address the progressive building of good relations between different communities. It connects also to our One City Plan to ensure that we work with our partners to enhance equality and fairness.

We have launched the Bristol Equality Charter with partners from across the city. This Equality and Inclusion Policy and Strategy is the next step on our journey in creating an inclusive city, which works for all.



**Marvin Rees**

Mayor of Bristol



**Councillor Asher Craig**

Deputy Mayor of Bristol





# Equality and Inclusion Policy

## Valuing Bristol's diversity

Bristol has long been a diverse city and is becoming ever more diverse. This is one of its great strengths. Securing the benefits of Bristol's diversity by being a more inclusive organisation will help the council to: be more creative; make decisions that are informed by diverse points of view; know our communities well and listen to them more closely; design, commission and deliver the most effective possible services; and make the best use of our resources. A wealth of evidence from the public, private and voluntary sectors supports our view that greater equality and inclusion will benefit our citizens, our communities, our colleagues and our partners.

Our equality and inclusion ambition, shared with our Bristol Equality Charter partners, is to create a fairer, safer, accessible and inclusive city where everyone feels they belong, has a voice and an equal opportunity to succeed and thrive. Achieving this will contribute directly to the vision set out in our Corporate Strategy of driving a city of hope and aspiration where everyone can share in its success.

## Securing the benefits of Bristol's diversity

To secure the benefits of diversity we are building an inclusive organisation that actively recognises the contribution that people from different backgrounds make to all aspects of the council's work and the city's communities. The values and behaviours set out in our Corporate Strategy will help us build this inclusivity.

Being truly inclusive is not just about welcoming different contributions. Inclusion also means actively tackling inequalities and advancing greater equality, as well as fostering good relations between different people. Inclusion means removing the barriers – physical, economic or social – that hold people back, so we build a city in which everyone feels a part.

A key reason why many people in Bristol are held back is because of significant inequality, discrimination and lack of opportunity connected to one or more of the characteristics that are protected under the Equality Act 2010. These are age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This policy re-states our long-held commitment to tackling inequality on these grounds, not just because it's our legal duty but also because doing so helps create a more successful city.

Bristol City Council is committed to the social model of disability which says that people are disabled by barriers in society not by their impairment or difference, whether that impairment or difference is physical, mental or cognitive. Barriers can be physical, like buildings not having accessible toilets, or they can be caused by

people's attitudes, like assuming disabled people are unable to do certain things.

As a public body we are bound by the Public Sector Equality Duty. This strategy sets out how we will meet our statutory obligations under this duty, which is defined within the Equality Act as:

“A public authority must, in the exercise of its functions, have due regard to the need to—

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Our Equality and Inclusion Strategy sets out how we will fulfil these obligations, which apply to all the council's functions. Both this Equality and Inclusion Policy and its accompanying strategy apply to the council's roles as a service provider, as an employer, as a leading agency in the city and in our work with communities.

Creating a successful inclusive city also means recognising that there are other causes of inequality or exclusion, often inter-connected and mutually reinforcing. People can be excluded because they have low income, are socially isolated, live in poor housing or due to poor health. Refugees and migrants, those with caring responsibilities or who have been in care are likely to face inequality or exclusion.



Some people facing these issues also face inequality because of their Equality Act protected characteristics. As well as looking at our statutory duties, as set out under the Public Sector Equality Duty, our strategy will also consider wider aspirations, such as reducing inequalities of outcome which result from socio-economic disadvantage. As part of our annual reporting of equalities and inclusion we will identify socio-economic trends and where we can focus our future efforts to reduce socio-economic inequalities.



Issues relating to other forms of inequality or exclusion are already considered through topics, programmes and projects such as food and fuel poverty, health and life expectancy, educational outcomes, access to good quality jobs, support for refugees and fostering resilient communities. These take account of the different causes and consequences of inequality and consider the differing needs and diversity of people throughout our communities. We will continue this approach and through our strategy ensure our activities are linked to our equality and inclusion objectives.

## Our commitments

We commit to fulfilling both the letter and the spirit of our legal obligations under the Equality Act 2010 and any other subsequent legislation relating to equality. We require our contractors and the organisations that we fund to abide by all the equality legislation that applies to them and to assist the council in upholding its obligations under the Public Sector Equality Duty.

In addition to accepting a person-centred definition of hate crime, we also commit to using the non-legally binding International Holocaust Remembrance Alliance's working definition of Antisemitism on all appropriate occasions.

We commit to being a learning organisation about equality and inclusion, always ready to improve our practice and to address new issues as they arise. We will seek to understand and address the root causes of inequality and exclusion in Bristol and to focus our efforts on tackling those root causes. If we make mistakes, we will put things right and learn from our



Wherever it is possible to do so we will promote good equality and inclusion practice amongst our partners in the city and in our region and seek to learn from their best practice. We will engage with communities and voluntary sector partners, listening to their views and taking them into account when we make decisions.

As part of our commitment to equality and inclusion, we are founder signatories of the Bristol Equality Charter. All signatories of the Charter undertake to:

- Recognise, support and empower those responsible for promoting equality in our organisation
- Listen to and understand the diverse needs of all people to make our information, services and products more accessible and inclusive
- Review the diversity of our workforce in order to identify areas for improvement and set ourselves equality goals

- Ensure that equal opportunities are integral to how we recruit and treat our workforce
- Address all allegations of discrimination, harassment, bullying and victimisation in an effective and timely manner
- Play our part in promoting good relations between people from different backgrounds
- Share good equality practice and improve outcomes for all those living, working, studying in or visiting Bristol
- Measure and share our progress and success.

We have of course been seeking to do these things for many years but in signing the Charter we have re-affirmed our commitment. Our Equality and Inclusion Strategy sets out how we will not just meet but go beyond these commitments over the next five years.



## Making it happen

In the future we want people and organisations, in Bristol and beyond, to look to the council as a model of good practice in addressing equality and inclusion. We define this as meaning:

- Actively considering equality and inclusion in very practical ways in all that we do so others can readily see the difference it makes
- Leading from the top of the organisation and holding ourselves to account
- Listening to the experiences of people with lived experience of all forms of inequality and exclusion and taking what they tell us into account when we make decisions
- Embedding equality analysis into policy and strategy development so decisions are made on the basis of the deepest possible understanding of their implications for equality and inclusion
- Showing that we value diversity in how we all speak and behave every day, not just when we're talking about equality
- Being open and transparent about our progress on equality and inclusion, sharing information with our partners and our communities, celebrating successes and learning from experience, including our mistakes
- Having a workforce that is diverse in the widest possible sense and in which diversity of background and thought is valued
- Supporting a workplace where colleagues from different backgrounds work together harmoniously and productively and everyone feels valued
- Using policies and practices that demonstrably enable colleagues to fulfil their potential and progress within our organisation
- Delivering and commissioning services that actively promote equality and inclusion
- Working with communities and neighbourhoods to support equality and inclusion at local levels
- Putting equality and inclusion at the heart of our strategic work with partners to deliver the One City approach.





To help make that happen, we have agreed a corporate Equality and Inclusion Strategy with clear goals and outcomes, aligned to our Corporate Strategy and supported by annual corporate equality and inclusion action plans. Each directorate will be required to develop and implement their own equality and inclusion action plans to support the overall approach. Councillors will review implementation from time to time to ensure we are on track and we will publish details of our progress.

Everyone working for Bristol City Council has a part to play in achieving the goals of this policy. Councillors and senior officers have a particular responsibility because active, visible leadership is essential and the organisation's leaders commit themselves to give that. Staff representatives, including our staff-led groups and our trade unions, have an important role to play and we are committed to enabling them to make an effective contribution. We will also continue to engage and work with voluntary and community organisations in the city, particularly through the Voice and Influence Partnership.

We have a variety of more detailed operational policies that need to support, complement or be aligned with the goals of this Equality and Inclusion Policy. These set out specific goals and measures to address specific operational issues. These include our organisational improvement plan, human resources, learning and development policies, our strategy for welcoming asylum seekers and refugees, our policies on hate crime and violence against women and girls and our communications and engagement policies. Our Equality and Inclusion Policy also complements our approach to community development. As each of these related policies is developed or reviewed we will ensure alignment where appropriate.





# Equality and Inclusion Strategy 2018 - 2023

## Introduction

The council's vision of driving a city of hope and aspiration where everyone can share in its success is set out in our Corporate Strategy. We want to keep creating an inclusive organisation and an inclusive city and this Equality and Inclusion Strategy sets out how over the next five years we plan to realise our ambitions. By 2023 we want to be seen as a beacon of good practice. Over the first year we intend to put in place the foundations to deliver this strategy effectively and during the lifespan of this strategy we will achieve higher standards in all areas, ensuring that by 2023 we are modelling good practice across the organisation as a whole. This strategy is also part of a range of initiatives to tackle the growing disparity between wealth and poverty in the city.

We want people and organisations, in Bristol and beyond, to look to the council as a model of good practice in addressing equality and inclusion. We define this as meaning:

- Actively considering equality and inclusion in very practical ways in all that we do so others can readily see the difference it makes
- Leading from the top of the organisation and holding ourselves to account
- Listening to the experiences of people with lived experience of all forms of inequality and exclusion and taking what they tell us into account when we make decisions
- Embedding equality analysis into policy and strategy development so decisions are made on the basis of the deepest possible understanding of their implications for equality and inclusion
- Showing that we value diversity in how we all speak and behave every day, not just when we're talking about equality
- Being open and transparent about our progress on equality and inclusion, sharing information with our partners and our communities, celebrating successes and learning from experience, including our mistakes
- Having a workforce that is diverse in the widest possible sense and in which diversity of background and thought is valued
- Supporting a workplace where colleagues from different backgrounds work together harmoniously and productively and everyone feels valued
- Using policies and practices that demonstrably enable colleagues to fulfil their potential and progress within our organisation
- Delivering and commissioning services that actively promote equality and inclusion

- Working with communities and neighbourhoods to support equality and inclusion at local levels
- Putting equality and inclusion at the heart of our strategic work with partners to deliver the One City approach.

This strategy sets out our equality objectives for the next five years, in line with the Corporate Strategy time frame, and the objectives will be reviewed midway through.

It shows how we will apply our Equalities and Inclusion policy in practice. This document also demonstrates how we think we might best measure our progress towards these goals. Some of these measures relate to phenomena, such as life expectancy or employment levels, that are affected not just by what the council does but by many other factors too. We have nevertheless included them here because we think it is important to track these important outcomes, not just to measure what the council itself is doing. In the first year of implementing the strategy we will review our potential measures and, where appropriate, set targets to which year on year progress will be measured.

It includes some of the key organisations we will work with, though this is not an exhaustive list and we will work with partners and other organisations from across the city and beyond to make this strategy a success.

We will regularly revisit this strategy to ensure it remains relevant and in particular that it reflects an up to date understanding of the underlying cause of inequalities and exclusion in Bristol.



## Who this policy and strategy is for?

Bristol Council's equality and inclusion policy strategy is concerned with all the citizens of the city. Inclusion, by definition, is about everyone.

The policy and strategy may be particularly relevant to citizens who experience discrimination or harassment because of one or more of the protected characteristics covered by the Equality Act 2010. These protected characteristics are: age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Like every other organisation in the city, the council has a legal duty not to discriminate, harass or victimise anyone on any of these grounds. As a public body the council must also pay due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different groups of people.

This policy and strategy are also intended to contribute to tackling discrimination and exclusion that result from:

- socio-economic inequality; and
- sources of inequality that are not specifically covered by the Equality Act.

The council may not have specific legal duties in relation to discrimination in these areas but we think they must be addressed to create the inclusion we want to see in the city.

Definitions setting out what we mean by key terms can be found in the glossary.



## Our Equality and Inclusion Objectives

1. Our handling of equality and inclusion will reach the high standards we expect of ourselves and others will look to us as a source of good practice.
2. To build an inclusive organisation where the workforce reflects the city we serve and the needs of all citizens, and where colleagues feel confident about being themselves at work.
3. To provide inclusive services which actively address inequality and exclusion and enable all of Bristol’s citizens to realise their potential and live safely.
4. To achieve a measurable increase in the extent to which communities facing inequality can share in and contribute to the city’s success.
5. Progressive building of good relationships between different communities in Bristol so everyone is able to participate and contribute.

Taken together these objectives relate to each aspect of the council’s roles as an employer, as a provider of services, as a facilitator of resilient communities and as a leading agency in the city.

The rest of this strategy sets out what we will do or are already doing to achieve these objectives, why we have chosen them, how we will measure progress and who we think will benefit in particular. It also explains how each objective relates to other work we are doing and who we will need to work with. We believe these five equality and inclusion objectives will help us to meet the commitments we made when we signed the Bristol Equality Charter as outlined in Annex 1.

Each year we will agree a corporate action plan setting out in more detail what we are doing to work towards each objective.


### Reporting Progress

We will publish information explaining what progress we are making towards achieving these objectives. We also plan to host an equalities and inclusion annual event bringing together partners across the city, including civil society organisations and all those that have signed up to the Bristol Equality Charter, to review progress, celebrate successes and identify any new issues that we should address.





# Timeline

 Annual progress report

 ..... **2019** 

2019 – Establish foundations to deliver this strategy effectively. Each service area to develop its own action plan. Equality and Inclusion Champions established. Collect baseline measures to inform and set targets.

 **2020** ..... 

2020 – Identify new and improved ways for principles and mechanisms in this strategy to be applied to socio-economic inequality and human rights in the council’s work.

 ..... **2021** 

2021 – Mid-point review of strategy and objectives. Identify gaps and issues, and review targets.

 **2022** ..... 

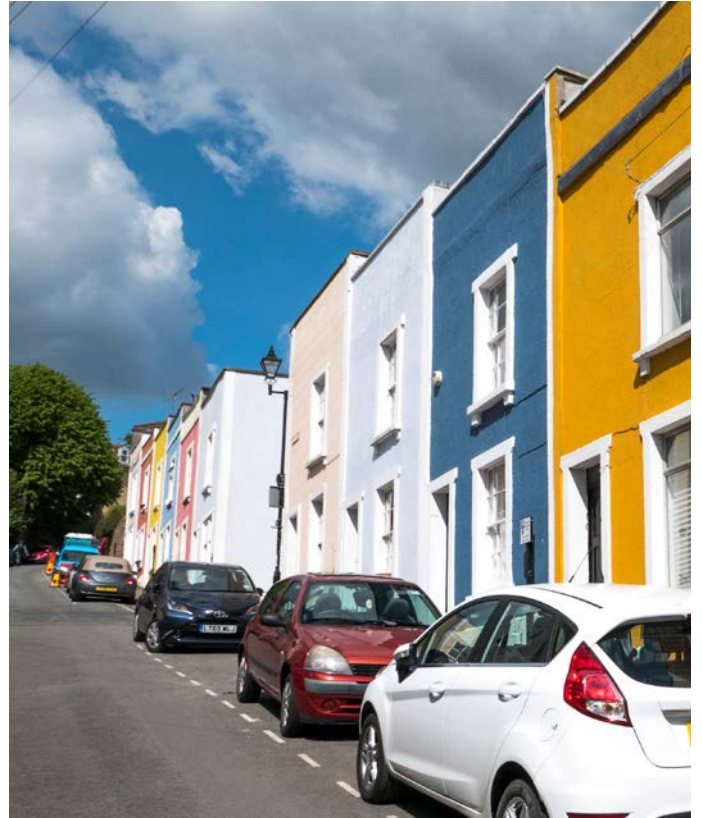
2022 – Ensure higher standards being met in all areas. Address challenges. Set new equality objectives.

 ..... **2023** 

2023 – Modelling good practice across the organisation. Self assessment against local government equality framework.

Annually report on progress and hold an equality and inclusion event with partners and civil society.









## Equality Objective Key



Equality Objective



Assessing equality impacts



Related Bristol Equality Charter commitments



Human rights



Why this matters



Keeping citizens informed and tracking progress



What we are doing now and will be doing in future



Inter-action with other plans, organisations or groups includes



Responsibilities



Measures



## Equality Objective 1

Our handling of equality and inclusion will reach the high standards we expect of ourselves and others will look to us as a source of good practice.

This objective is about what we will do to support the quality of decision making.



### Related Bristol Equality Charter commitments

As an organisation we will

- Recognise, support and empower those responsible for promoting equality in our organisation
- Measure and share our progress and success



### Why this matters

Creating the culture which embeds equality and inclusion across our activities, and adopting the right leadership model, structures and processes will enable us to achieve the high standards we have identified for ourselves.



### What we are doing now and will be doing in future

#### Co-ordination

- Establishing a suitable core staff structure and resources to deliver this strategy
- Setting up an operational-level equalities and inclusion steering group consisting of representatives of the Equalities and Inclusion team, the Human Resources' Diversity, Inclusion and Employee Initiatives team, the Neighbourhoods and Communities Service team and the equality and inclusion champions for each directorate. The steering group's role will be to co-ordinate progress against

this strategy, share intelligence, identify upcoming issues and support the Corporate Leadership Board on equalities and inclusion.



## Responsibilities

- Assigning to the Head of Paid Service the role of Senior Equality and Inclusion Champion, responsible for leading the implementation of this strategy and for senior-level sponsorship of the staff-led equalities groups
- Ensuring progress against this strategy is a regular item on Corporate Leadership Board's agenda and features regularly in internal communications to colleagues
- Identifying an equality and inclusion champion on each directorate management team who will take the lead in ensuring their directorate has equalities and inclusion action plans in place that will help deliver this strategy
- Identifying equality and inclusion champions at service level to improve robustness of Equality Impact Assessments.



## Assessing equality impacts

- Regularly refining the council's understanding of the underlying causes of inequalities in the city so this can drive future strategic thinking and action.
- Establishing tighter criteria, processes and standards for equality impact assessment to:
  - Assess the equalities impacts of different policy choices/ spending options before a preferred option is identified, so equality impacts inform decisions about which option is selected
  - Assess the equalities impact of all relevant policy and service decisions
  - Ensure appropriate equalities data is available and is used to inform decision making
  - Ensure decision makers have appropriate information about equalities impacts in the lead up to decisions and at the time they are made, understand their responsibility to pay due regard to this information and exercise it in practice
  - Develop and implement a process to assess the cumulative impact of a series of connected/interdependent decisions
  - Where possible, assess the impact of decisions on socio-economic inequality as well as on the Equality Act protected characteristic groups.



## Human rights

- Looking at ways to incorporate human rights commitments and approaches into the Equality and Inclusion Strategy in line with good practice



## Keeping citizens informed and tracking progress

- Publishing information at least once a year summarising progress against our equality and inclusion objectives and outlining any challenges we are facing in moving forward
- Review data currently collected through an equality lens and update where required.
- Our consultation and engagement strategy will outline how our activities will adopt best practice in seeking the views of all citizens about the council’s services
- Regular intelligence-gathering and liaison between representatives of the equalities and inclusion steering group and civil society groups with an interest in this agenda
- Holding an annual equality and inclusion event with partner organisations and civil society groups to discuss progress, identify upcoming issues and celebrate successes



## Inter-action with other plans, organisations or groups includes

Voice and Influence Partnership  
 VOSCUR  
 Bristol Equality Network

Mayoral Commission on Race Equality  
 Women’s Commission



## Measures

- Information about Bristol’s performance on equality and inclusion is published at least annually in forms that are accessible and engaging to citizens
- Self-assessment against the local government equality framework shows Bristol is returning to an excellent level of performance
- Equality impact assessments are timely and relevant and are used to inform decisions
- Improvement in the quality of equality impact assessments
- The council has a clear understanding when decisions are made about the impact on equality including socio-economic equality



## Equality Objective 2

To build an inclusive organisation where the workforce reflects the city we serve and the needs of all citizens, and where colleagues feel confident about being themselves at work.

This objective is about the council's role as an employer.



### Related Bristol Equality Charter commitments

#### As an organisation we will:

- Listen to and understand the diverse needs of all people to make our information, services and products more accessible and inclusive
- Review the diversity of our workforce in order to identify areas for improvement and set ourselves equality goals
- Ensure that equal opportunities are integral to how we recruit and treat our workforce
- Address all allegations of discrimination, harassment, bullying and victimisation in an effective and timely manner



### Why this matters

To achieve our vision we need to do more than eliminate discrimination and harassment, important though that is. We must develop a culture that has inclusion and equality at the heart of everything we do. Unless leaders and managers role model inclusive behaviours and oversee practices that support equality and inclusion, our policies will not have the impact that we need to see.

This is not just about the council's role as an employer: a genuinely inclusive organisation is the foundation for commissioning and delivering services that meet the needs of Bristol's diverse communities and treat citizens with respect. Inclusive cultures do not just happen - unconscious biases and unwitting prejudices get in the way, as do time pressures and lack of knowledge or confidence - so creating this culture will involve conscious effort and co-ordination over the whole period of this strategy.



## What we are doing now and will be doing in future

### Inclusive leadership

- Inclusive leadership training for senior colleagues so that all senior leaders are able consistently to role model inclusive behaviours
- Inclusive leadership training to all colleagues with line management/supervisory roles

### Recruitment and progression

- Review of policies such as secondment and acting up policies to support increased mobility and career progression for staff from groups that are under-represented at middle and senior management levels
- Support targeted initiatives like 'Stepping Up' that enable colleagues from groups that are under-represented at senior levels to progress their careers
- Monitor the impact of positive action programmes like 'Stepping Up' to review how well they achieve their goals and apply our learning to future work
- Actively seeking to recruit council staff in wards with disproportionately high levels of unemployment and to raise awareness of range of roles available within the council

- Review how recruitment processes operate in practice with a view to better understanding why some groups, e.g. Black, Asian and Minority Ethnic (BAME) and disabled applicants, are proportionately less likely to succeed in getting jobs than other groups

### Pay

- Continue the work of the council's gender pay commission
- Determine whether there is a race pay gap, or a disability pay gap and plan how to tackle these gaps

### Human Resources (HR) policy framework

- Expand current review of HR policies to include systematic review of potential for unconscious bias within practices and policies

### Performance and staff engagement

- Ensure all colleagues, including managers, have relevant performance objectives for their role in sustaining an inclusive organisation. Link these objectives to assessments of colleagues' learning needs within the performance review system (how we will achieve this will be determined by our current review of this area.) HR will develop a bank of model inclusive organisation performance objectives



- Explore reasons behind grievances from and disciplinary actions involving under-represented groups and take appropriate action to deal with any equalities issues identified
  - Look at ways of supporting career progression for groups who are under-represented at senior levels, including how effectively we make reasonable adjustments for disabled colleagues and how well we make it possible for colleagues to combine work and family or caring responsibilities
- Knowledge and skills**
- Build workforce knowledge and skills on equality and inclusion by
    - Expanding unconscious bias training so that, as a minimum essential requirement, all council colleagues complete an e-learning module, for which completion is tracked
  - Regularly training colleagues on good equality and inclusion practices, prioritising areas/ teams where feedback suggests there may be bias hotspots. Bias hotspots might be identified by clusters of grievances or disciplinaries or complaints or concerns from citizens
  - Ensuring information about these equality objectives and progress towards them is regularly communicated to colleagues via our cascaded communications approach
  - Developing a clear narrative about how the council’s values can be applied to support equality and inclusion and incorporating this into training on the values
  - Training all colleagues who carry out equalities impact assessment on appropriate techniques and processes.



## Inter-action with other plans, organisations or groups includes

Workforce and Organisational Improvement Plan

Learning and Development Plan

Corporate Strategy

Corporate Business Plan

Staff-led equality groups

Trade unions



## Measures

- Reduce the disability pay gap (if monitoring shows a gap)
- Reduce the race pay gap
- Reduce the gender pay gap
- Increase the % of employees that live in the 10% most deprived areas of the city
- Difference between progression rate of BAME and non-BAME employees
- Difference between progression rate of female and male employees
- Percentage of top earners who are women
- Percentage of top earners who are BAME
- Percentage of top earners who have a disability
- Staff survey shows high levels of engagement and wellbeing, with year on year improvement
- Staff survey — no statistically significant difference in engagement and wellbeing levels between of BAME, disabled and Lesbian, Gay, Bisexual and Transgender (LGBT+) staff and workforce as a whole
- Year on year increases in the proportion of colleagues who self-declare their diversity characteristics
- Consider taking part in Stonewall’s Workplace Equality Index
- Bristol City Council’s workforce is broadly reflective of the demographics of the working age population in the communities we serve
- Reduction in disproportionate numbers of grievances from BAME colleagues and disabled colleagues
- Reduction in disproportionate numbers of disciplinaries involving BAME colleagues and disabled colleagues
- Staff-led equality groups feel they are able to contribute effectively and help make a difference.



## Equality Objective 3

To provide inclusive services which actively address inequality and exclusion and enable all of Bristol's citizens to realise their potential and live safely.

This objective is about the council's role as a deliverer and commissioner of services.



### Related Bristol Equality Charter commitments

**As an organisation we will:**

- Share good equality practice and improve outcomes for all those living, working, studying in or visiting Bristol



### Why this matters

The council has duties and powers to provide a wide range of services. Many of these services can play a role in creating a more level playing field for people who face inequality or exclusion.



### What we are doing now and will be doing in future

- Each service area will identify local equalities gaps, issues and priorities and create an annual action plan for addressing them
- We will develop a systematic risk-based approach to reviewing service areas to identify and address potential unconscious bias in service design or delivery arrangements
- We will review the approach to equality in the commissioning and procuring of goods, works and services set out in our Social Value policy to ensure that:
  - we design commissioned services in ways that will eliminate discrimination and harassment, advance equality, including socio-economic equality, and foster good relations wherever it is possible and relevant to do so
  - we take all possible opportunities to ensure our suppliers and contractors take an active approach to contributing to our equalities and inclusion goals, including having standard terms in contracts with external suppliers that require adherence to the Council's Equalities and Inclusion policy and equal pay and cooperation to enable the Council to comply with any of its requirements under the Equality Act 2010.

- We will review how effectively the council is currently using its powers in relation to planning, transport, housing and licencing to enable disabled and older citizens to live, work and move around safely and efficiently
- We will develop and implement an accessible communications policy that sets good practice accessibility standards for the design and content of all council communications – corporate and service specific
- We will develop and implement an accessible website policy, building on current good practice, to ensure means of requesting services or raising issues with the council are accessible to disabled people and to those at risk of being excluded because of language issues
- Our draft Consultation and Engagement Strategy (in preparation) will define how we will seek to increase participation by under-represented citizens in consultations and engagement. This will help to ensure that our services and actions are informed by the views and needs of all our citizens
- We will ensure that equalities and inclusion are fully embedded in our scrutiny arrangements



### Inter-action with other plans, organisations or groups includes

Bristol Voice and Influence Partnership

VOSCUR

Race and Women’s Commissions

Bristol Manifesto for Race Equality Strategic Leaders Group

Staff-led equality groups



### Measures

We will develop a set of measures and protocols for this objective once each service area has identified its equalities priorities and created an action plan for addressing them. Further measures will be developed in alignment with the emerging Social Value policy.



## Equality Objective 4

To achieve a measurable increase in the extent to which communities facing inequality can share in and contribute to the city's success.

This objective is about the council's role as a leading agency in the city.



### Related Bristol Equality Charter commitments

**As an organisation we will:**

- Share good equality practice and improve outcomes for all those living, working, studying in or visiting Bristol



### Why this matters

Ensuring that all communities share in the city's success is a core part of the vision set out in our Corporate Strategy. Many of the challenges we face need action by a range of players and the council has a leading role to play in bringing together agencies across the private, public and voluntary sectors to tackle inequalities and exclusion across Bristol.



### What we are doing and will be doing in future

- Working with partners to develop a new approach to city governance via the One City approach and the production of the One City Plan both of which will place inclusivity at their core
- With our partners, developing and implementing the emerging One City Plan; as the One City approach develops we will update the actions and measures against this objective
- Launching the Bristol Equality Charter and participating in the Bristol Equality Network that will support effective implementation of the Charter
- Becoming a fully accredited Living Wage Employer
- Working with the council-commissioned Voice and Influence Partnership to build mechanisms for a diversity of less well heard community voices to be more clearly heard and for their input to influence decision making
- Helping to maximise the impact of city-wide equality networks and groups; for example by helping to align the priorities of the Race Equalities Strategic Leaders Group and Commission on Race Equality
- Working with partners to ensure we continue to support Bristol as a City of Sanctuary, as set out on our strategy for welcoming refugees and asylum seekers



## Inter-action with other plans, organisations or groups includes

One City Plan and partners

Equality Charter

Corporate Plan

Commission on Race Equality

Women's Commission

Bristol Manifesto for Race Equality  
Strategic Leaders Group

Voice and Influence Partnership

Bristol Equality Network



## Measures

- Reduction in the gap between children in the 30% most deprived 'Super Output Areas' achieving a good level of development at Early Years Foundation stage compared to those not in the most deprived areas
- An increase in the proportion of looked-after children who meet and exceed their educational achievement outcomes
- A reduction in the number of homeless households and rough sleepers
- Reduction in the gap between disadvantaged pupils (including pupils with special educational needs, disabilities and children in care) and the Bristol Average at Key Stage 4
- A reduction in the difference between high performing and poorly performing areas in the number of unemployed people
- A reduction in the proportion of young people who are not in education, employment or training
- An increase in the proportion of residents in deprived areas who have access to the internet at home via home broadband, mobile phone or mobile broadband
- A reduction in the gap in life expectancy for men and women between the most deprived and least deprived areas



## Equality Objective 5

Progressive building of good relationships between different communities in Bristol so everyone is able to participate and contribute.

This objective is about the council's role in the community.



### Related Bristol Equality Charter commitments

**As an organisation we will:**

- Play our part in promoting good relations between people from different backgrounds



### Why this matters

We cannot tackle inequalities and exclusion without fostering good relations between people with different backgrounds. Empowering communities and supporting them to become more resilient and connected is a core goal of our Corporate Strategy.



### What we are doing now and will be doing in future

- Develop an 'inclusive communities' approach in the way Bristol City Council and partners work in and with place based communities to build more welcoming and inclusive places to live
- Deliver and build on projects such as Everyday Integration, Inclusive Cities and City of Sanctuary
- Work with Bristol Ageing Better to help create Age Friendly Streets
- Work with partners in 10 neighbourhoods across Bristol to build communities – facilitating connections between neighbours and communities who may not otherwise come together to take action on shared interests
- Collaborate with others to create spaces for sharing knowledge, insight and experience between place based communities and communities of interest to build alliances and understanding
- Promote and celebrate Bristol's diversity and cultural heritage by supporting community-led initiatives, e.g. Black History Month, Pride, and the International Day of Disabled People
- Our actions to meet this objective will be updated and amplified once our neighbourhoods and communities' service plan has been finalised, following a significant reshaping of this area of our work.



## Inter-action with other plans, organisations or groups includes

Corporate Strategy

Quality of Life Survey

Commission on Race Equality

Women's Commissions

Bristol Manifesto for Race Equality  
Strategic Leaders Group

Voice and Influence Partnership

VOSCUR

Locality

Neighbourhood-level community partners



## Measures

- Reduce % living in the most deprived areas who lack information to get involved in the community
- An increase in the proportion of residents who report they see friends and family as often as they like
- Reduce % living in the most deprived areas who feel 'fear of crime affects my day to day life'
- Narrowing of the gap between the proportion of residents in the most deprived areas who report that people in their area from different backgrounds get on well and the proportion in the city as a whole
- Increase % satisfied (in deprived areas) with the range and quality of outdoor events
- Reduction in proportion of residents who report experiencing discrimination or harassment in the past year
- Increase % of people in the most deprived areas who are satisfied with their local area



## Annex 1: Bristol Equality Charter

# BRISTOL Equality Charter

## Everybody counts - a pledge for equality across Bristol

Bristol is a vibrant city with a growing diverse population. We share an ambition to create a fairer, safer, accessible and inclusive city where everyone feels they belong, has a voice and an equal opportunity to succeed and thrive.

### We are committed to making a real difference by:

- 1 Making Bristol a welcoming city where everyone feels they belong
- 2 Inspiring trust and confidence in all the city has to offer
- 3 Recognising, valuing and celebrating diversity
- 4 Building good relations and understanding between people
- 5 Promoting inclusion, participation and equal access
- 6 Challenging discrimination, harassment, bullying, hate crime and victimisation

### As an organisation we will:

- 1 Recognise, support and empower those responsible for promoting equality in our organisation
- 2 Listen to and understand the diverse needs of all people to make our information, services and products more accessible and inclusive
- 3 Review the diversity of our workforce in order to identify areas for improvement and set ourselves equality goals
- 4 Ensure that equal opportunities are integral to how we recruit and treat our workforce
- 5 Address all allegations of discrimination, harassment, bullying and victimisation in an effective and timely manner
- 6 Play our part in promoting good relations between people from different backgrounds
- 7 Share good equality practice and improve outcomes for all those living, working, studying in or visiting Bristol
- 8 Measure and share our progress and success



## Annex 2: Sources of information about people and communities in Bristol

### The Population of Bristol

The Population of Bristol report provides a regularly updated overview of the people living in the Bristol Local Authority area.

[www.bristol.gov.uk/statistics-census-information/the-population-of-bristol](http://www.bristol.gov.uk/statistics-census-information/the-population-of-bristol)

### Key Facts about Bristol

A summary of major facts and infographics about Bristol, and living in the city.

[www.bristol.gov.uk/documents/20182/32947/State+of+Bristol+Key+Facts+2017-18](http://www.bristol.gov.uk/documents/20182/32947/State+of+Bristol+Key+Facts+2017-18)

### 2011 Census information

We use data and analysis from the 2011 Census to tell us about equalities groups in Bristol.

[www.bristol.gov.uk/statistics-census-information/census-2011](http://www.bristol.gov.uk/statistics-census-information/census-2011)

### Quality of Life in Bristol

The Quality of Life survey is a yearly survey carried out in Bristol. It gives us information about the quality of life for Bristol's residents broken down by ward, equalities groups and areas of deprivation.

[www.bristol.gov.uk/statistics-census-information/the-quality-of-life-in-bristol](http://www.bristol.gov.uk/statistics-census-information/the-quality-of-life-in-bristol)

### Open Data Bristol

The Open Data Bristol project has data and information about Bristol, including useful information about people with protected characteristics.

[www.opendata.bristol.gov.uk/](http://www.opendata.bristol.gov.uk/)

### Joint Strategic Needs Assessment (JSNA)

The JSNA is a profile of data about the health and wellbeing of Bristol. It aims to help with designing and delivering services, and tackling health inequalities across communities in Bristol.

[www.bristol.gov.uk/policies-plans-strategies/joint-strategic-needs-assessment](http://www.bristol.gov.uk/policies-plans-strategies/joint-strategic-needs-assessment)

### Gender Pay Gap

We publish our gender pay gap every 12 months to show the pay gap between female and male Bristol City Council employees.

[www.bristol.gov.uk/people-communities/measuring-equalities-success](http://www.bristol.gov.uk/people-communities/measuring-equalities-success)

## Annex 3: Terminology

**Accessible communications** means communications that can be understood by all members of the community, including Deaf and disabled people and people who use English as a second language.

An **asylum seeker** is a person who has sought protection as a refugee, but whose claim for refugee status has not yet been assessed.

**BAME** stands for black, Asian and minority ethnic and is used to refer to members of non-white communities in the UK.

**Carer** is someone who provides support, unpaid, for a friend or family member who needs support owing to disability, illness, or for another reason such as an addiction.

**Disability** Bristol City Council is committed to the social model of disability which defines it as the effect of the barriers, discrimination and disadvantages faced by disabled people, not the impact of their specific impairment. The Equality Act 2010, defines it as a physical or mental impairment that has a substantial and long-term negative effect on a person's ability to do normal daily activities.

**Diversity** is about recognising the many ways in which people are different from each other and the impact these differences can have on the opportunities people have. These differences go beyond the Equality Act protected characteristics and include class and family background.

**Employment rate:** The number in employment expressed as a percentage of everyone in that age group (in this case, all those of working age).

**Equality** is about recognising and respecting differences, including different needs, to ensure people can live their lives free from discrimination, know their

rights will be protected, and have what they need to succeed in life. It is about ensuring equality of opportunity by tackling the barriers that some groups face, and making society fairer by narrowing the social and economic divides that separate people. The characteristics protected by equality legislation are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex and sexual orientation.

**Food poverty** means that an individual or household isn't able to obtain healthy, nutritious food, or can't access the food they would like to eat. It often results in people eating poor diets, which can lead to heart disease, obesity, diabetes and cancer, as well as inadequate levels of many vitamins and minerals.

**Fuel poverty:** Households that spend more than ten per cent of their income on fuel to maintain a satisfactory heating regime, as well as meeting their other fuel needs (lighting and appliances, cooking and water heating).

**Hate crime** is any crime that is targeted at a person because of hostility or prejudice towards that person's actual or perceived disability, race or ethnicity, religion or belief, sexual orientation or trans identity. This can be committed against a person or property. The Law Commission is reviewing whether the law should be amended to treat crimes caused by misogyny as hate crimes.

**Homelessness** is the state of lacking a place to live that is supportive, affordable, decent and secure. While rough sleepers are the most visible homeless population, most homeless people live in hostels, squats, bed and breakfasts or in temporary and insecure conditions with friends and family.

**Inclusive design** creates environments that everyone can use to access and benefit from the full range of opportunities available in society. It enables people to participate, confidently, independently and with choice and dignity. Inclusive design avoids separation or segregation and is made up of places and spaces meet the needs of everyone in society.

**Inclusion** means taking active steps to create equality, ensuring equal access and opportunity for all and tackling discrimination and injustice. It is also about ensuring that people feel they belong, and are encouraged and equipped to connect with others and to contribute to the life of the city.

**The International Holocaust Remembrance Association’s working definition of Antisemitism is:**

Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

**LGBT+** stands for Lesbian, Gay, Bisexual and Transgender (including Genderqueer, Non Binary, Questioning, Intersex and Asexual).

**Pay gap** is the difference between the average hourly pay of two different groups of people, for example men and women, or groups from different ethnic backgrounds.

**Protected characteristics** are the nine characteristics protected under the Equality Act 2010. They are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Poverty** is defined relative to the standards of living in a society at a specific time. People live in poverty when they are denied an income sufficient for their material needs and when these circumstances exclude them from taking part in activities that are an accepted part of daily life in that society.

A **refugee** is someone who ‘owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country...’ (1951 Refugee Convention).

**Social integration** is the extent to which people interact and connect with others who are different to themselves and is determined by the level of equality between people, the nature of their relationships, and their degree of participation in the communities in which they live.

**Socio-economic duty** is covered by Section 1 of the Equality Act 2010, which is not currently in force. It would require a public body ‘when making decisions of a strategic nature about how to exercise its functions, [to] have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage’.

**Socio-economic status** or National Socio-Economic Classification (NS-SEC) is formally defined as a proxy measure for social class, produced since 2001 by the Office for National Statistics, that is based on a person’s occupation.







# Policy, Strategy and Partnerships

## Equality Policy and Strategy 2018 - 2023

**Full Council – 17/03/2020**

**Appendix Aii – Change Log**

### Introduction:

The following table details substantive changes proposed to the Equality Policy and Strategy 2018 – 2023 in order to adopt the International Holocaust Remembrance Alliance’s working definition of antisemitism.

### Change Log:

Page	Change	Rationale
6 (p93 of published Full Council papers)	<p><b>Our Commitments</b></p> <p>Added the following text as new paragraph 2:</p> <p>In addition to accepting a person-centred definition of hate crime, we also commit to using the non-legally binding International Holocaust Remembrance Alliance’s working definition of Antisemitism on all appropriate occasions.</p>	To adopt the IHRA working definition of antisemitism whilst ensuring that the broadest possible access to hate crime advice and support services are maintained.
33 (p120 of published Full Council papers)	<p><b>Annex 3: Terminology</b></p> <p>Added:</p> <p>The International Holocaust Remembrance Association’s working definition of Antisemitism is: Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.</p>	To provide the precise definition of antisemitism which is being adopted.

## Bristol City Council Equality Impact Assessment Form

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



<b>Name of proposal</b>	Adopting International Holocaust Remembrance Alliance definition of Antisemitism (Equality and Inclusion Policy update)
<b>Directorate and Service Area</b>	Mayor's Office
<b>Name of Lead Officer</b>	Marvin Rees - Mayor

### Step 1: What is the proposal?

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

#### 1.1 What is the proposal?

That Full Council adopts the updated Equality and Inclusion Policy 2018 – 2023 as part of the council's Policy Framework, including the adoption of the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism:

*"Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."*

This definition was adopted by UK Government in December 2016.

For more information on this definition see:

<https://www.holocaustremembrance.com/working-definition-antisemitism>

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

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

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

In the period Nov 2018 to Nov 2019 there were 101 reported incidents of religious motivated hate crime in Bristol of which five were recorded as anti-Jewish. We are not aware of any recent formal complaints of antisemitic conduct against members, officers or council employees.



The 2011 Census included the question ‘What is your religion?’ The question was the only question that was voluntary, so people were not required to respond to it if they chose not to. 0.2% (n=777) of Bristol residents said they were Jewish<sup>1</sup>. Based on population increases this might mean there are now about 1,244 Jewish people in Bristol in 2020.

Bristol City Council commissions the Bristol Hate Crime and Discrimination Services (BHC&DS) which are carried out by a group of six partner organisations brought together to provide a complete service for victims of hate crime in Bristol. It is led by SARI (Stand Against Racism & Inequality), together with Bristol Mind, Brandon Trust, LGBT (Lesbian, Gay, Bisexual & Transgender) Bristol, the Avon and Bristol Law Centre, and Bristol Mediation.

SARI and BHC&DC use a person-centred definition of hate crime and discrimination and will support anyone who feels they are facing antisemitism on a case-by-case basis. However they have recently also adopted the International Holocaust Remembrance Alliance’s definition of antisemitism.

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

Due to the voluntary nature of the question on faith there is likely to be significant under reporting in census data for Jewish communities. Approximately half of all UK Jews do not belong to a synagogue<sup>2</sup>.

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

Engagement has been undertaken with several groups and individuals representing Bristol Jewish communities, some of whom approached the council and Mayor proactively about this issue. There was unanimous support amongst these stakeholders for the council to adopt the IHRA definition of antisemitism.

All councils have also received correspondence from Rt. Hon Robert Jenrick MP, Secretary of State for Housing, Communities and Local Government, requesting its adoption.

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

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

## **3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?**

<sup>1</sup> <https://www.bristol.gov.uk/documents/20182/33107/Equality+Profile+Faith+groups.pdf/fc09c705-ad31-4a3d-b0d1-1d3bfadeb882>

<sup>2</sup> <https://www.bod.org.uk/jewish-facts-info/jews-in-numbers/>

Whilst we have not identified any significant potentially negative impacts from this proposal, we need to ensure that we are doing everything we can to tackle hate crime and discrimination for all faith communities in Bristol.

Bristol Hate Crime and Discrimination Services have stated that as well as the working definition of antisemitism, they welcome the working definition of islamophobia, as put forward by the All Party Parliamentary Group on British Muslims<sup>3</sup>, and hope that it will also be widely accepted by organisations and statutory bodies alike.

**3.2 Can these impacts be mitigated or justified? If so, how?**

Work is underway to explore adopting the All Party Parliamentary Group on British Muslims definition of islamophobia, subject to appropriate stakeholder engagement and further consideration. An update on this will be noted with the proposed broader update to the council's policy in June or July 2020.

We will continue to use a person-centred approach, enabling people to self-identify when they felt that they have been the victim of hate crime or discrimination. Adopting the formal definition will support this process by providing a clear understanding of the nature and scope of antisemitism.

**3.3 Does the proposal create any benefits for people with protected characteristics?**

Having specific and agreed working definitions of religious hatred should lead to a more coherent and cohesive approach to tackling this type of hate crime and discrimination. Citizens, council employees, and commissioned services are more likely to recognise and report religious hate crime if they have a clear working definition to refer to.

**3.4 Can they be maximised? If so, how?**

We will integrate / refer to the IHRA working definition of antisemitism in our equality diversity and inclusion training, code of conduct, internal and external communications etc. as appropriate.

**Step 4: So what?**

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

**4.1 How has the equality impact assessment informed or changed the proposal?**

The assessment has highlighted the need to ensure that any changes to our Equality and Inclusion policy are embedded throughout the council's functions to maximise impact.

**4.2 What actions have been identified going forward?**

See 3.2 and 3.4 above

**4.3 How will the impact of your proposal and actions be measured moving forward?**

<sup>3</sup>

<https://static1.squarespace.com/static/599c3d2febbd1a90cffdd8a9/t/5bfd1ea3352f531a6170ceee/1543315109493/Islamophobia%20Defined.pdf>

Ongoing hate crime monitoring / reporting

Service Director Sign-Off:

Equalities Officer Sign Off:

*Reviewed by Equality and Inclusion  
Team*

Date:

Date: 5/3/2020



# Full Council

17<sup>th</sup> March 2020

**Report of:** Human Resources Committee

**Title:** Terms of Reference for Human Resources Committee

**Ward:** N/A

**Officer Presenting Report:** Councillor Paula O'Rourke (Vice Chair of Human Resources Committee)

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

## Recommendation

That the full Council approves the revised terms of reference for the Human Resources Committee.

## Summary

The report seeks the agreement of full Council to the revised terms of reference for the Human Resources Committee.

## The significant issues in the report are:

- The amended terms of reference for Human Resources Committee now reflect the constitutional arrangement for setting the pay of Executive Directors and Directors set out in the Pay Policy Statement 2020/21.
- The terms of reference for the Human Resources Committee have been amended to reflect more clearly its roles and responsibilities.

## **Policy**

1. The Officer Employment Procedure Rules are part of the Council's Constitution and govern the involvement of Members in the employment of Executive Directors and Directors.
2. Terms of reference and membership of the HR Committee are set by full Council.

## **Consultation**

3. **Internal**  
The proposals outlined in this report have been the subject of consultation with the Deputy Mayor – Finance, Governance and Performance and the Head of Paid Service.
4. **External**  
None required.

## **Context**

5. The revised terms of reference for the Human Resources Committee have been amended to reflect the arrangements for setting the pay of Executive Directors and Directors set out in the proposed Pay Policy Statement 2020/21. They were approved by Human Resources Committee on 16<sup>th</sup> January 2020 and will be considered at Full Council today. In summary, the Selection Committee will set the starting salary of an Executive Director and Director on appointment and any change in pay during tenure will be determined by the Human Resources Committee following a recommendation from the Head of Paid Service and Director of Workforce and Change.
6. The terms of reference for the Human Resources Committee have been updated to reflect more clearly its role and responsibilities. The committee's role in disciplinary matters concerning senior leaders is also more clearly stated.
7. A wider review of the terms of reference of the HR committee will be reviewed in 2020/21 as part of the work programme for the municipal year.

## **Proposal**

8. That full Council approves the Human Resources Committee Terms of Reference.

## **Other Options Considered**

9. None.

## **Risk Assessment**

10. Failure to ensure that the Council's Constitution is up-to-date and compliant with the law will leave the Council at risk of legal challenge.

## **Public Sector Equality Duties**

- 10a) 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.
- 10b) An Equality Impact Assessment has not been completed as no employee will be affected by the proposals.

## **Legal and Resource Implications**

### **Legal**

The recommendations contained within the Report to amend the terms of reference for the Committees are in accordance with the law.

Advice provided by Husinara Jones, Solicitor/Team Leader, 12 February 2020

### **Financial**

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

*Financial advice not sought.*

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

**Land**

Not applicable.

**Personnel**

“The proposed terms of reference clearly set out the roles and responsibilities of Members in staffing matters. The Council’s HR Policies of the council will be updated to reflect the revised constitutional arrangements when they have been agreed by full Council.”

**Appendices:**

A – Revised Human Resources Committee Terms of Reference

B – Draft minutes Humans Resources Committee 5<sup>th</sup> March 2020

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985****Background Papers:**

None.

## **C. OTHER COMMITTEES**

### **HUMAN RESOURCES COMMITTEE**

#### **Terms of Reference**

#### **Membership**

7 members of the authority, politically-balanced in line with usual proportionality rules. In addition the relevant member of the Executive will be invited to attend meetings ex officio in a non-voting capacity (they will count towards the quorum). When the Committee is discharging functions relating to discipline and dismissals one or more voting members of the Committee will be substituted with a member(s) of the Executive.

#### **Overview**

The role of the committee primarily relates to the employment and remuneration of the Head of Paid Service, Executive Directors and Directors. Full Council has delegated to the Committee the power to determine the terms and conditions on which employees hold office including procedures for their dismissal (s.112 Local Government Act 1972) and functions relating to local government pensions (regulations under s.7, 12 and 24 Superannuation Act 1972). The relevant member of the Executive will be an ex officio (non-voting) member of the Committee.

#### **Functions**

Full Council has delegated the following functions to the Human Resources Committee to be discharged in accordance with the Officer Employment Procedure Rules:

#### **1. Conduct and capability**

- Consider any allegations/complaints regarding the conduct and any capability issues (performance or health) of the Head of Paid Service, Monitoring Officer, Chief Finance Officer, having regard to the model procedures and associated guidance of the Joint Negotiating Committee for Local Authority Chief Executives and Chief Officers. Where necessary, take action except in relation to dismissal, where the committee may recommend dismissal to full council.
- Consider any allegations / complaints of misconduct concerning Executive Directors and Directors (excluding the Head of Paid Service, Monitoring Officer and Chief Finance Officer) having regard to the model procedures and associated guidance of the Joint Committee



Negotiating Committee for Local Authority Chief Officers . Where necessary, take disciplinary action up to and including dismissal. , ,

- The suspension of the Head of Paid Service, Monitoring Officer and Chief Finance Officer is delegated to the Chair of the Committee; the suspension of other Executive Directors and Directors is delegated to the Head of Paid Service.

## **2. Dismissals**

- Consider and approve proposals from the Head of Paid Service or Director of Workforce and Change that may lead to the dismissal of another Executive Director or Director on the grounds of redundancy or the expiry of a fixed term contract where the authority has committed to renew it, except in relation to the Head of Paid Service , Monitoring Officer and Chief Finance Officer where the Committee may recommend dismissal to full Council.
- Determine the preferred option(s) for resolution and parameters of any negotiation that may lead to a severance payment to the Head of Paid Service (JNC Chief Executive) or another Executive Director or Director (JNC Chief Officer).

## **3. Grievances**

- Hear and determine any grievance submitted by the Head of Paid Service provided that it has been referred by the Monitoring Officer.
- Hear and determine any grievance submitted by an employee against the Head of Paid Service where referred by the Monitoring Officer or Director Workforce and Change.

## **4. Terms and conditions of employment including remuneration**

- Oversight of contracts of employment for the Head of Paid Service, Executive Directors and Directors employed in accordance with the Joint Negotiating Committee Chief Executives or the Joint Negotiating Committee Chief Officers of Local Authorities.
- Setting the terms and conditions of employment for for the Head of Paid Service, Executive Directors and Directors .
- Consideration of requests for increases in pay for Executive Directors and Directors, subject to a recommendation from the Head of Paid Service and Director: Workforce and Change.

- Consider and make recommendations to full Council in relation to the Pay Policy Statement. (The Mayor should be involved and due regard given to any proposals they may have before the statement is considered and approved by full Council).
- Approve the senior coroners salary.

**5. Other matters**

- Monitor the development and implementation of the Council's Organisational Improvement Plan.
- Hear and determine any collective dispute where referred by the Director Workforce and Change.
- Determining the annual work programme of the committee.

**HUMAN RESOURCES COMMITTEE – THURSDAY 5<sup>TH</sup> MARCH 2020**

**DRAFT MINUTE EXTRACT**

**TERMS OF REFERENCE FOR HUMAN RESOURCES COMMITTEE – AGENDA ITEM 10**

The Committee considered a report recommending revised Terms of Reference for the Human Resources Committee to Full Council on 17<sup>th</sup> March 2020.

It was proposed that the terms of reference for Human Resources Committee be revised to reflect the constitutional arrangement for setting the pay of Executive Directors and Directors set out in the proposed Pay Policy Statement 2020/21. In addition, additional updates were proposed for the HR Committee to reflect more clearly its roles and responsibilities.

Members also requested that a full review of the Terms of Reference was added to the 2020/21 Work Programme to assess whether the current TOR fully reflected the breadth of responsibility required by this Committee.

**Resolved (unanimously) – that the revised Human Resources Committee Terms of Reference be approved by Full Council on 17<sup>th</sup> March 2020.**

**Action: Sam Willcock/ Mark Williams – refer to Full Council, Mark Williams to add to the 2020/21 Human Resources Committee Work Programme**

# Full Council

17 March 2020



**Report of:** Monitoring Officer

**Title:** Member Code of Conduct

**Ward:** Citywide

**Member Presenting Report:** Chair of Audit Committee

## Recommendation

That Full Council adopts the revised Member Code of Conduct to come into force following the May 2020 elections.

### Summary

This report proposes a revised Member Code of Conduct for adoption by Full Council to come into force following the May 2020 elections.

### The significant issues in the report are:

The significant issues are set out in paragraphs 4 – 9 of the report and the detail of the revised Member Code of Conduct is set out in the Appendix to the report.



1. The Council has a duty to keep its constitution under review. This includes all relevant codes and protocols, in particular the Member Code of Conduct.

### **Consultation**

#### **2. Internal**

The Mayor and Party Group Leaders were advised that the Member Code of was under review at their meeting on 18 November 2019.

A Workshop was held with Members of the Value and Ethics Sub-Committee on 7 January 2020.

The updated Code was considered by the Audit Committee on 20 January 2020.

#### **3. External**

Not applicable

### **Context**

4. The Council has a duty to promote and maintain high standards of conduct by its members and co-opted members. To achieve that duty, the Council must adopt a Code of Conduct dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
5. The Code of Conduct is part of the Council's Constitution, which is kept under review by the Council's Monitoring Officer. The Council adopted its most recent Code of Conduct in May 2018.
6. In May 2020, there will be a Mayoral election and all-out Council elections at Bristol City Council. Carrying out a review of the Code of Conduct at this time, ensures that a revised Code of Conduct can be adopted and can come into force following the May 2020 elections.
7. On taking up office following the May 2020 elections, all new and returning members of Bristol City Council will be required to sign a copy of the revised Code of Conduct.

### **Proposal**

8. Full Council is asked to consider the revised Member Code of Conduct and, subject to any proposed amendments, adopt the new Code to come into force following the May 2020 elections.
9. The principal changes that have been made to the Code of Conduct can be summarised as follows:
  - 9.1. Setting out the purpose of the Code in the Introduction;
  - 9.2. A refresh of the principles and behaviours expected under section 2 of the Code;
  - 9.3. A clear explanation of the different types of interest: Disclosable Pecuniary Interests, prejudicial interests and other interests and the obligations in respect of declaration, registration and

participation at meetings in sections 3, 4 and 5 of the Code.

- 9.4. Clarification of the sanctions that may be imposed for a breach of the Code, set out in section 8 of the Code.

### **Other Options Considered**

10. No other options have been considered.

### **Risk Assessment**

11. The Council has a duty to keep its constitution under review. This includes all relevant codes and protocols, of which the Member Code of Conduct is one. Reviewing the Member Code of Conduct at this time ensures that the Code is up to date and can come into force following the May 2020 elections.

### **Public Sector Equality Duties**

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.

## **Legal and Resource Implications**

### **Legal**

Under section 27 of the Localism Act 2011, the Council has a duty to promote and maintain high standards of conduct by its members and co-opted members. To discharge that duty, the Council must adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.

**(Legal advice provided by Nancy Rollason, Head of Legal Services)**

### **Financial**

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

Not applicable

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

Not applicable

### **Land**

Not applicable

### **Personnel**

Not applicable

### **Appendices:**

Appendix 1 – Revised Member Code of Conduct 2020

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

#### **Background Papers:**

None





## **BRISTOL CITY COUNCIL**

## **MEMBER CODE OF CONDUCT**

**In force from May 2020**

## **Introduction**

The Localism Act 2011 requires this Council to promote and maintain high standards of conduct by the Mayor, Members of the Council and Co-opted Members of the Council.

In discharging this duty, the Council is required to adopt a Code of Conduct which sets out the conduct expected of Members.

The purpose of this Code of Conduct is to assist Members in the discharge of their obligations to the Council, their local communities and the public at large by:

- a) Establishing the standards and principles of conduct expected of all Members in undertaking their duties; and
- b) Ensuring public confidence in the standards expected of all Members and in the commitment of the Council to upholding the Code through an open and transparent process.

## **Application**

This Code of Conduct applies to you whenever you are acting in your capacity as an elected member of Bristol City Council, including –

- a) at all formal meetings, Committees and Sub-Committees
- b) when acting as a representative of Bristol City Council, for example as a Council appointee to one of the Council's companies or an outside body
- c) in taking any decision as a member of Bristol City Council
- d) in discharging your duties as a member of Bristol City Council
- e) in any interactions with members of the public in your role as a member of Bristol City Council
- f) in any interactions with Bristol City Council officers
- g) in any interactions with any of the council's wholly owned companies, joint ventures and where the council holds an interest and/or is a shareholder
- h) when corresponding with the authority and its officers other than in a private capacity
- i) when you hold yourself out as a member of Bristol City Council

## **Related protocols**

This document should be read in conjunction with:

- a) The Member-officer protocol
- b) Good Practice Protocol for Planning
- c) Good Practice Protocol for Licensing
- d) The procedure for the investigation of complaints

## **As a member of Bristol City Council I will abide by this code of conduct.**

### **1. General Conduct**

As a member of Bristol City Council, I represent the City of Bristol and I have a responsibility to represent all residents and communities within the city of Bristol and to work constructively with officers, partner organisations and other members to secure better social, economic and environmental outcomes for all residents of Bristol.

Under the Localism Act 2011, when acting as a member of Bristol City Council, I have a duty to conduct myself in a manner that is consistent with the seven principles of Public Life.

The seven principles of Public Life are as follows:

- a) *Selflessness* Holders of public office should act solely in terms of the public interest.
- b) *Integrity* Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- c) *Objectivity* Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- d) *Accountability* Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- e) *Openness* Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- f) *Honesty* Holders of public office should be truthful.
- g) *Leadership* Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

### **2. Principles and behaviours**

As a member of Bristol City Council my conduct in my role as an elected member will be underpinned by the following behaviours:

#### **2.1 Behaving with integrity**

- a) Ensuring that all my activity in my role as an elected member promotes the integrity of the role of a Member at all times and does not bring that role into disrepute, whilst recognising my legal rights and privileges, for example my right to freedom of speech.
- b) Behaving in accordance with all our legal obligations, alongside any requirements contained within the Council's policies, protocols and procedures.

- c) Providing information requested by the Council in a timely manner to enable the Council to meet its statutory obligations.
- d) Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Authority's area or the good governance of the authority in a proper manner.
- e) Not using my position improperly for personal gain or to seek to confer an advantage on my acquaintances or close associates. This includes exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member of this authority.

## **2.2 Respecting others**

- a) Dealing with representations or enquiries from all residents within our communities and visitors fairly, appropriately and impartially and not discriminating against people on the grounds of age, disability, sex, marital and civil partnership status, pregnancy and maternity, race, religion or belief, sexual orientation or gender reassignment.
- b) Not bullying, harassing, intimidating or attempting to intimidate others.
- c) Valuing my colleagues and officers and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- d) Always treating people with respect, including the organisations and public you engage with and those you work alongside.
- e) Not to compromise the impartiality of people who work for the authority.
- f) Giving due regard to the professional advice of officers.

## **2.3 Using resources legally and appropriately**

- a) Ensuring that the authority uses its resources prudently and in accordance with the law. As part of this I agree not to use the authority's resources, including my council email address and postal address, for any personal, party political or non-Council purposes.
- b) Adhering to the council's media protocol to ensure that publicity and particularly social media is used in an appropriate manner and in accordance with the legal framework within which local government operates.

## **2.4 Being accountable**

- a) Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- b) Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding myself and other members to account but restricting access to exempt or confidential information when the wider public interest or the law requires it.
- c) In all circumstances to comply with my legal obligations in respect of exempt or confidential information, in particular not to disclose exempt or confidential information to any third party.
- d) Not to participate in meetings or be involved in decision-making where I have a disclosable pecuniary interest – except when speaking when the general public are also allowed to do so.

## **2.5 Being open**

- a) Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- b) Championing the needs of all residents and communities across the whole area of Bristol City Council Unitary Authority and in particular to treat all the residents and communities within my ward in an equal and fair way.

## **2.6 Being a leader**

- a) Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.
- b) Recognising that I have a leadership role within Bristol and my constituency and have a duty to enable and improve community cohesion and work with agencies to ensure communities are protected and safe.

## **3. Disclosable Pecuniary Interests**

3.1 Disclosable Pecuniary Interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as:

- a) Employment, office, trade, profession or vocation
- b) Sponsorship
- c) Contracts
- d) Land
- e) Licences
- f) Corporate tenancies
- g) Securities

3.2 Where I have a disclosable pecuniary interest, or where my spouse, civil partner, or someone that I am living with as if they were my spouse or civil partner has a disclosable pecuniary interest of which I am aware, I agree to:

- a) comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a disclosable pecuniary interest and ensure that my register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of my interests.
- b) make verbal declaration of the existence and nature of any disclosable pecuniary at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent and leave the room for the duration of the debate and the vote on the item of business which affects or relates to the interest.

- c) be responsible for keeping all interests updated and notifying the relevant officers and chairs when in meetings.
- d) “Meeting” means any meeting organised by or on behalf of the authority, including:–
  - i. any meeting of Bristol City Council, or a Committee or Sub-Committee of Bristol City Council
  - ii. in taking a decision as a member of Bristol City Council
  - iii. at any briefing by officers; and
  - iv. at any site visit to do with business of the authority

#### **4. Prejudicial interests**

- 4.1 A prejudicial interest is one where the well-being or financial position of the Member, members of their family, or people with whom the Member has a close association is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward or electoral division affected by the decision.
- 4.2 A member of your family includes a partner (someone you are married to, your civil partner, or someone you live with in a similar capacity), a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a brother or sister of your partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, and the partners of any of these people.
- 4.3 A person with whom you have a close association is someone that you are in either regular or irregular contact with over a period of time who is more than an acquaintance. It is someone a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them. It may be a friend, a colleague, a business associate or someone whom you know through general social contacts.
- 4.4 Where I have a prejudicial interest I agree to:
  - a) keep my register of interests up to date and advise the Monitoring Officer within 28 days of becoming aware of the interest.
  - b) make verbal declaration of the existence and nature of my prejudicial interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent and leave the room for the duration of the debate and the vote on the item of business which affects or relates to the interest.

#### **5. Other Interests**

- 5.1 Other interests are any interest which relates to or is likely to affect:
  - a) any body of which the Member is in a position of general control or management, and to which he / she is appointed or nominated by the Council.
  - b) any body:
    - i. exercising functions of a public nature;
    - ii. directed to charitable purposes;

- iii. one whose principal purposes include the influence of public opinion or policy (including any political party or trade union) of which the Member of the Council is a member or in a position of general control or management;
- c) any gifts or hospitality worth more than an estimated value of £25 which the Member has received by virtue of his / her office.

5.2 Where I have other interests, I agree to:

- i. keep my register of interests up to date and advise the Monitoring Officer within 28 days of becoming aware of the interest.
- ii. make verbal declaration of the existence and nature of my prejudicial interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent. However, I am entitled to remain within the meeting and to take part in the debate and vote.

5.3 I understand that all declarations of disclosable pecuniary interests (except sensitive interests), all prejudicial interests and other interests that I have notified to the Monitoring Officer will be registered on a public register of interests.

## **6. Gifts and Hospitality**

6.1 I must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value or cumulative value in excess of £25 which you have accepted as a member from any person or body other than the authority.

6.2 I understand that all declarations of gifts, benefit or hospitality that I have notified to the Monitoring Officer will be registered on a public register of gifts and hospitality.

## **7. Provision of advice**

7.1 I will not provide advice to officers in relation to any officer related issues (e.g. personal employment matters or operational issues) that are reserved to the Head of Paid Service (and may be delegated to officers).

7.2 I will not provide or offer to provide a formal reference for any candidate for employment or promotion with Bristol City Council as to do so may be perceived as bringing an unacceptable pressure to bear on the appointing officer and any officer appointed as a result of such reference.

## **8. Complaints, investigations and sanctions**

8.1 I agree to co-operate with any investigation into a complaint regarding any alleged breach of this Code of Conduct.

8.2 I acknowledge that the following sanctions may be imposed for a breach of this Code of Conduct:



- i. To report on findings to Full Council;
- ii. To recommend to a Group Leader that the member concerned be removed from any committee or sub-committee;
- iii. To recommend, in relation to any members of the executive that the member concerned be removed from the Executive;
- iv. To recommend the Monitoring Officer arrange appropriate training for the member concerned;
- v. To recommend removal of any member concerned from any outside body appointments;
- vi. To require the withdrawal of Council facilities e.g. use of computer or internet; or
- vii. To exclude a member from the Council's offices or other premises except for the purpose of attending formal meetings.

**DECLARATION**

I hereby declare that I will at all times observe the principles and obligations within this Code, the Protocol on Member / Officer Relations and any other codes and protocols approved by the Full Council during my term of office as a Member of Bristol City Council.

<b>Name</b>	
<b>Signature</b>	
<b>Ward</b>	
<b>Date</b>	