

# Overview and Scrutiny Management Board Agenda



**Date:** Monday, 2 November 2020

**Time:** 3.00 pm

**Venue:** Virtual Meeting - Zoom Committee Meeting  
with Public Access via YouTube

## **Distribution:**

**Councillors:** Geoff Gollop (Chair), Celia Phipps (Vice-Chair), Mark Brain, Stephen Clarke, Claire Hiscott, Brenda Massey, Anthony Negus, Paula O'Rourke, Jo Sergeant and Lucy Whittle

**Issued by:** Dan Berlin, Scrutiny Advisor

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**Date:** Friday, 23 October 2020



# Agenda

## 1. Welcome, Introductions and Safety Information

(Pages 4 - 5)

## 2. Apologies for absence.

## 3. Declarations of Interest

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

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

## 4. Minutes of the previous meeting

To follow

## 5. Chair's Business

To note any announcements from the Chair

## 6. Public Forum

Up to 30 minutes is allowed for this item

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) and please note that the following deadlines will apply in relation to this meeting:-

Questions - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by **5pm on Tuesday 27 October**.

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by **12.00 noon on Friday 30 October**.



Members of the public who wish to present their public forum in person during the video conference must register their interest by giving at least two clear working days' notice prior to the meeting, therefore by **3pm on Wednesday 28 October**.

**7. Advertising and Sponsorship Policy**

**(Pages 6 - 15)**

**8. Scrutiny Working Groups - Reports**

Scrutiny Working Group Reports:

**(Pages 16 - 40)**

- Growth and Regeneration Scrutiny Commission – Emergency Active Travel Funding
- Health Scrutiny Committee (Sub-Committee of the People Scrutiny Commission) – Access to Planned Health Care within the Context of Covid-19 Response and Recovery Planning
- People Scrutiny Commission – Safeguarding Children and Young People within the Context of Covid-19 Response and Recovery Planning

The People Scrutiny Working Group report will follow; to be published before the 2 November.

**9. Mayor's Forward Plan - Standing Item**

**(Pages 41 - 57)**

**10. Work Programme**

To note the work programme.

**(Pages 58 - 62)**

**11. Minutes from the WECA Overview and Scrutiny Committee - Standing item (For information)**

Note: these minutes are draft and will remain so until confirmed as a correct record at the next WECA Overview & Scrutiny Committee meeting.

**(Pages 63 - 67)**

**12. WECA Committee and WECA Joint Committee Forward Plan - Standing item (For information)**

**(Pages 68 - 75)**



# Public Information Sheet

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at <https://www.bristol.gov.uk/council-meetings>

## Covid-19: changes to how we hold public meetings

Following changes to government rules, we will use video conferencing to hold all public meetings, including Cabinet, Full Council, regulatory meetings (where planning and licensing decisions are made) and scrutiny.

Councillors will take decisions remotely and the meetings will be broadcast live on YouTube.

Members of the public who wish to present their public forum in person during the video conference must register their interest by giving at least two clear working days' notice to Democratic Services of the request. To take part in the meeting, you will be required to register for a Zoom account, so that Democratic Services is able to match your named Zoom account to your public forum submission, and send you the password protected link and the instructions required to join the Zoom meeting to make your statement or ask your supplementary question(s).

**As part of our security arrangements, please note that we will not permit access to the meeting if your Zoom credentials do not match your public forum submission credentials. This is in the interests of helping to ensure a safe meeting environment for all attending or observing proceedings via a live broadcast.**

Please note: Members of the public will only be invited into the meeting for the duration of their submission and then be removed to permit the next public forum participant to speak.

## Changes to Public Forum

Members of the public may make a written statement, ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee Members and will be published on the Council's website before the meeting. Please send it to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk). The following requirements apply:

- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **5pm three clear working days before the meeting**.
- 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.
- **Your intention to attend the meeting must be received no later than two clear working days in advance. The meeting agenda will clearly state the relevant public forum deadlines.**



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, published on the website and within the minutes. Your statement or question will also be made available to the public via publication on the Council's website 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. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

### During the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- Public Forum will be circulated to the Committee members prior to the meeting and published on the website.
- If you have arranged with Democratic Services to attend the meeting to present your statement or ask a question(s), you should log into Zoom and use the meeting link provided which will admit you to the waiting room.
- The Chair will call each submission in turn and you will be invited into the meeting. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions. **This may be as short as one minute, and you may need to be muted if you exceed your allotted time.**
- If there are a large number of submissions on one matter, a representative may be requested to speak on the group's behalf.
- If you do not attend the meeting at which your public forum submission is being taken your statement will be noted by Members.

For further information about procedure rules please refer to our Constitution <https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

### Webcasting/ Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all virtual public meetings including Full Council and Cabinet meetings are now broadcast live via the council's [webcasting pages](#). The whole of the meeting will be broadcast (except where there are confidential or exempt items).

### 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.

# Overview and Scrutiny Management Board

2 November 2020



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

**Title:** Draft Advertising and Sponsorship Policy

**Ward:** All

**Officer Presenting Report:** Tim Borrett, Director: Policy, Strategy and Partnerships

**Contact Telephone Number:** 0117 922 2000

**Recommendation:** For the Overview and Scrutiny Management Board to consider and provide pre-decision comments on the draft Advertising and Sponsorship Policy.

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

The council does not currently have a single corporate policy setting standards relating to advertising and sponsorship.

The draft policy covers the council's roles in both placing and hosting advertising content, and similarly in seeking sponsorship or acting as a sponsor.

The draft policy has been developed internally following a review of best practice in other authorities and through engagement with many different service areas.

It seeks to strike an appropriate balance of restricting inappropriate content and avoiding conflicts of interest whilst maximising the commercial, social and reputational benefits that advertising and sponsorship can have.



## **1. Summary**

- 1.1 This report seeks Overview and Scrutiny Management Board’s feedback on a draft advertising and sponsorship policy (Appendix A). This policy would cover the council as an advertiser or sponsor; and the council as an owner of an advertising platform or sponsorship opportunity which an external individual, group or organisation may wish to take up.
- 1.2 It provides a framework for how the council is promoted and how it promotes others, aligned to our core values and principles. It seeks to establish a consistent approach, through a set of standards and framework of controls that ensure compliance with legislation, advertising industry codes, council policies and guidelines.
- 1.3 The policy aims to ensure that our advertising and sponsorship practice upholds the council’s reputation, supports the council’s priorities by facilitating communication, secures best value for money and maximises income and supports the development of commercial partnerships.

## **2. Context**

- 2.1 Advertising and sponsorship has a role to play in both promoting and achieving the council’s vision and strategic aims, for example by encouraging positive behavior change or promoting vital public health messaging. Of course it must achieve this whilst also contributing to the council being a sustainable, resilient local authority, making the commercial elements of income-raising and return on investment also important.
- 2.2 To ensure we remain true to our values and deliver the very best of our city, the draft policy provides a framework for how the council is promoted and promotes others: ethically, consistently and aligned to our values and principles.
- 2.3 The council has no current corporate advertising and sponsorship policy in place, but does have several contracts which relate to it. The draft policy does not require historical arrangements to be immediately updated, but for any existing advertising or contractual arrangements to be reviewed at next available juncture.

## **3. Policy**

- 3.1 The details of the policy are not set out in this cover report as they are self-explanatory and available in full within the draft Advertising and Sponsorship Policy at Appendix A.
- 3.2 The policy operates within a wide range of existing legislative requirements and codes of conduct, including the Advertising Standards Authority (ASA) UK Code of Non-broadcast Advertising and Direct & Promotional Marketing; the Government’s Code of Recommended Practice on Local Authority publicity; the Equalities Act 2010; the Local Authority Supply of Goods and Services Act (1970); the Bristol City Council Brand Guidelines; the Town and Country Planning Act 1990 and the Data Protection Act 2018.
- 3.3 There is no formal requirement for the council to have a defined advertising and sponsorship policy.
- 3.4 Once approved, the final Advertising and Sponsorship Policy will form part of the council’s Policy and Strategy Framework. As part of its development work is being undertaken to align it to related policies, such as the council’s approach to Ethical Investment.

## **4. Consultation**

### **i. Internal**

The draft policy has been developed in engagement with several internal departments, including but not limited to:

Transport, Parks and Green Spaces, Public Health, Planning, Legal Services, Strategic Procurement and Supplier Relations, Policy and Public Affairs and Equality and Inclusion.

## ii. External

The draft policy has not been subject to external consultation as yet. Any requirements for this will be considered ahead of any formal decision making process.

## 5. Public Sector Equality Duties

- 5a) 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.
- 5b) The above requirements will be considered in making any decision on a final policy and an Equalities Relevance Check is in train, with a potential Equalities Impact Assessment to follow. It should be noted that the draft policy takes account of the EA2010 protected characteristics, though replaces ‘Gender Reassignment’ with more expansive ‘Gender identity or gender expression’ wording.

### Appendices:

A – Draft Advertising and Sponsorship Policy

## LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

### Background Papers:

- Corporate Strategy 2018-2023 - <https://www.bristol.gov.uk/policies-plans-strategies/corporate-strategy>
- Bristol One City Plan - <https://www.bristolonecity.com/about-the-one-city-plan/>
- The Advertising Standards Authority (ASA) UK Code of Non-broadcast Advertising and Direct & Promotional Marketing (CAP code). <https://www.asa.org.uk/codes-and-rulings/advertising-codes.html>
- Code of Recommended Practice on Local Authority publicity <https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>
- The Equalities Act 2010 <https://www.gov.uk/guidance/equality-act-2010-guidance>
- Local Authority Supply of Goods and Services Act (1970) <https://www.legislation.gov.uk/ukpga/1970/39/section/1>
- Bristol City Council Brand Guidelines <http://intranet.bcc.lan/ccm/content/articles/corporate/communications/brand-guidelines.en>
- Town and Country Planning Act 1990 <https://www.legislation.gov.uk/ukpga/1990/8/contents>
- Data Protection Act 2018 <http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

# Bristol City Council

## DRAFT - Advertising and Sponsorship Policy

Document Owner: Director: Policy, Strategy and Partnerships

Version: 0.09 approved draft

### Introduction

The Council has a Corporate Strategy which details the contribution that we will make to the city. It informs everything we do and sets out our key priorities from 2018 to 2023. It reflects our role as one organisation within a complex city-wide system, where everyone has a role to play. It is aligned to Bristol's One City Plan, a long-term city-wide plan which helps us organise ourselves around our people, our needs and creating the city we want to live in.

The vision for our city is shared across public and private sector organisations, large charities, voluntary groups and grassroots communities – all striving to deliver Bristol's vision of becoming a fairer, healthier and safer city: a city of hope an aspiration, where everyone can share in its success. Achieving this alongside running a sustainable, resilient local authority may involve placing and accepting advertising where appropriate, as well as seeking sponsorship or acting as a sponsor for certain initiatives or services.

To ensure we remain true to our values and deliver the very best of our city, this advertising and sponsorship policy provides a framework for how we are promoted and how we promote others: ethically, consistently and aligned to our values and principles.

By applying this policy we will:

#### Be consistent

- Establish a consistent approach and set of standards
- Provide a framework of controls
- Ensure compliance with legislation, advertising industry codes and other council policies, including our Communications Strategy and brand guidelines

#### Protect reputations

- Safeguard and steward the image and environment of the city
- Uphold the council's reputation and corporate identity
- Further our strategic vision and support our priorities by facilitating communication

#### Boost opportunities

- Secure best value for money and maximise income
- Support development of our commercial partnerships with the private sector

### Context and definitions

Advertising and sponsorship encompasses goods, services, ideas, causes, opportunities, prizes and gifts.

### **Advertising**

Advertising is a form of communication used to raise awareness, encourage or persuade an audience - viewers, readers or listeners or a specific group of people - to do or believe something. Advertising is usually paid for.

The council's own use of advertising is part of our ongoing commitment to communicate openly; provide important public information; raise awareness of the council's role, work and successes; encourage positive behaviour change and promote opportunities for people to engage with the council and local decision-making. Examples include promoting local consultations, encouraging people to vote and promoting public health campaigns.

Advertising messages can take a variety of forms and can be viewed via a variety of media channels (e.g. newspapers, magazines, television commercial, radio advertisement, outdoor advertising, for example on billboards and contracted bus services, direct mail, blogs, websites, social media and text messages etc.)

A person who consumes advertising is anyone who is likely to receive a given marketing communication, whether in the course of business or not.

Advertising is defined within this policy as:

“an agreement between the council (or its intermediaries) and an advertiser, whereby the council receives money from an organisation or individual in consideration of which the advertiser gains publicity in the form of an advertisement in council-controlled print, outdoor, broadcast or electronic media.”

Or

“an agreement between the council (or its intermediaries) and a provider, whereby the council pays money to an organisation or individual in consideration of which the council gains publicity in the form of an advertisement in externally-controlled print, outdoor, broadcast or electronic media.”

### **Sponsorship**

To sponsor something is to support an event, activity, person, or organisation financially or by providing products or services. It should be mutually beneficial. Sponsorship should not be confused with other types of funding which the council administers e.g. grants.

Sponsorship is a business relationship between a provider of funds, resources or services and an individual, event or organisation which offers in return rights and association that may be used for commercial advantage in return for the sponsorship investment. For example, when Bristol hosted the Global Parliament of Mayors Annual Summit in 2018, corporate sponsorship raised £156,000 towards the running costs in return for opportunities to host and present relevant content to delegates.

There can be cross-over between how advertising and sponsorship works in practice. For example, advertising on roundabouts is usually called sponsorship because the funds support the cost of maintaining these sites.

Sponsorship is defined within this policy as:

“an agreement between the council and the sponsor, where the council receives either money or a benefit in kind for an event, campaign or initiative from an organisation or individual which in turn gains publicity or other benefits.

Or

“an agreement between the council and the sponsored party, where the council provides either money or a benefit in kind for an event, campaign or initiative which is fully owned by another organisation or individual and which in turn provides publicity or other benefits to the council.”

## Scope

This policy is two-fold, covering:

- The council as an advertiser or sponsor; and
- The council as an owner of an advertising platform or sponsorship opportunity which an external individual, group or organisation may wish to take up

Recruitment advertising placed by the council should take account of this policy but is covered by a separate process and contract. Please contact the HR Resourcing team for advice on all recruitment advertising related matters. They will liaise with the council's contracted supplier on your behalf.

In certain instances, advertising of some notices is a requirement by law. This includes Traffic Regulation Order (TRO) notices and is covered by a separate process. For information on how to place statutory notices, look on the Source or email [corporate.communications@bristol.gov.uk](mailto:corporate.communications@bristol.gov.uk)

Any historical sponsorship, advertising or contractual arrangements affected by this policy should be reviewed at the next contractually available juncture.

## Principles

When working with an advertiser or sponsor, it will be essential that:

- Any agreement supports the council's strategic vision set out in its Corporate Strategy.
- It is compatible with its wider strategy and policy framework, including the Constitution and Equality and Inclusion Policy.

The council will not permit advertising or sponsorship arrangements in the following situations:

- In all scenarios where it is legally permissible, the council will refuse applications from companies who are in dispute with the council or where there is pending/active legal action.
- When companies are in contract negotiation with the council where acceptance or advertising or sponsorship arrangements may be viewed as an endorsement of a bid.

In addition the council will uphold the national Code of Recommended Practice on Local Authority Publicity. This means that the council is not able to enter into an advertising or sponsorship agreement which connects the council with lending support to any political party.

Whether advertising and/or sponsorship is a suitable method for achieving our objectives, or whether external requests to use council-owned platforms should be approved, will be decided on a case-by-case basis on the merits of each opportunity or request.

The council may advertise its own services as appropriate using its own platforms. This may include adverts relating to traded services or quasi-trading services, which generate an income. The council permits paid-for advertising on some of the platforms it owns, and this may include advertising from companies including the council's wholly-owned companies. In both these circumstances the council will comply with the Local Authority Supply of Goods and Services Act (1970)

The council must ensure a return on investment when it is a sponsor. The appropriate lead officer must consult the council's External Communications service before deciding whether the council should be a sponsor or whether sponsorship of a council product/service is the best marketing communications method.

The use of branding and logos of any sponsoring company must be compatible with the council's corporate brand guidelines and the Bristol city brand guidelines.

The size and positioning of sponsors' logos on any promotional material, goods or signage must be considered by the appropriate lead officer in conjunction with the council's External Communications team.

### **Advertising and Sponsorship**

The council welcomes all opportunities to work with sponsors or advertisers (or consider acting as a sponsor or advertiser) where such arrangements support its values, strategic goals, corporate objectives and/or helps drive forward the council's aspirations.

The council will not permit any advertising and/or sponsorship that represents a conflict of interest or is likely to cause serious or widespread offence. Particular care will be taken in relation to race, age, religion or belief, sex, sexual orientation, disability, gender identity or gender expression, pregnancy or maternity and marriage or civil partnership.

Content that is **not** permitted for advertising and / or sponsorship includes, but is not limited to, advertising that contains, infers or suggests any of the following:

- Advocacy of, or opposition to, any party political purpose
- Disparagement or promotion of any person or class of persons
- Promotion or incitement of illegal acts
- Promotion or availability of tobacco products or substitute tobacco products, weapons, gambling or illegal drugs
- Advertising of loan advancers which meet the Financial Standards Authority's definition of 'High Cost Short Term (HCST)'
- Advertising of organisations who offer ways to avoid paying legitimate tax in the UK
- Promotion or availability of sexually orientated entertainment materials
- Promotion of foods that are high in fat, salt and/or sugar and targeted towards children within 100 meters of a school, at a family orientated venue or event and across public transport networks
- Advertising that infringes on any trademark, copyright or patent rights of another company
- Claims or representations in violation of advertising or consumer protection laws

The above list is not exhaustive and the council retains the right to refuse advertising on the grounds that, in the council's opinion, it is inappropriate, it conflicts with services already provided by the organisation or it is incompatible with the council's values and strategic goals. The council reserves the right to remove non-compliant advertising at any time without reference to the advertiser.

The council will not permit advertising in its parks and green spaces unless for an outlet or event operating within that space. If other advertising is required during an event, it should be within the boundaries of the event space and form part of the hire agreement.

Where advertising is generated by the council, the content will be commissioned via the council's Bristol Design agency (part of the External Communications service) and only outsourced where Bristol Design confirms it cannot provide the service.

### **Other Considerations**

When considering advertising and/or sponsorship opportunities, we will ensure that:

- It maximises the opportunities to attract commercial revenue for appropriate events, campaigns or initiatives
- The council's position and reputation is adequately protected
- An appropriate return on investment is sought
- A consistent and professional approach is adopted in the development of sponsorship agreements
- It protects elected members and officers from potential allegations of inappropriate dealings or favouritism with sponsors
- It fulfils the council's operating principles set out in its Corporate Strategy
- Where applicable it fulfils and complies with the Council's Procurement Rules and in particular the [Concessions Procedural Note](#).

All sponsorship and/or advertising arrangements must be governed by a signed Sponsorship or Advertising Agreement and logged with the council's External Communications team.

## **Responsibility**

All council services, employees and elected members (when acting in an official capacity for or on behalf of the council) must comply with this policy.

The council holds personal data of service users and compliance with the Data Protection Act 2018 and this will be adhered to in all cases. Careful consideration will be given to whether it is appropriate and legal for specific data to be used for any advertising or direct marketing purposes. When required, people will be asked whether they are willing to 'opt in' to receive news, information or advertising messages from the council to ensure compliance when personal data is gathered and used.

The External Communications service are responsible for the implementation of the Advertising and Sponsorship Policy as well as the Council's terms and conditions for advertisers and sponsors. They can provide expertise on advertising and sponsorship matters.

The council's External Communications service is responsible for advising on all advertising opportunities and enquiries. Decisions on sponsorship opportunities will be taken by an appropriate lead officer, in conjunction with the expertise provided by relevant business partners, including but not limited to External Communications, Legal Services, Procurement, Risk and Insurance.

All decisions will be made in line with the council's established Decision Pathway. Where decisions are made by officers under delegated powers, the Chief Executive delegates to the Director: Policy, Strategy and Partnerships to make a binding final decision and/or exercise veto over advertising and sponsorship decisions made by other lead officers.

## **The Council's role as local planning authority**

Advertisements which require consent under planning legislation are also subject of applications to Bristol City Council as local planning authority. In accordance with planning law, applications are considered having regard to considerations of amenity and public safety.

Advertisements may be considered to have an unacceptable impact on amenity or public safety where they would:

- Create or reinforce an incongruous feature in, or result in a negative visual impact on, its immediate neighbourhood;
- Detract from the character or setting of any feature of scenic, historic, architectural, cultural or similar interest;
- Be harmfully prominent in medium or long distance views;
- Cause a noise or other nuisance;
- Result in a negative impact on residents' living conditions by reason of its siting or illumination; or

- Would be likely to distract the attention of motorists and other road users.

Some advertisements benefit from 'deemed consent', which means permission is not needed from the local planning authority, depending on the size, position and illumination of the advert. Where the council proposes to install advertisements under deemed consent it will ensure there is no harm to amenity and public safety by applying the criteria above.

### **Further information**

Relevant codes of practice have informed this policy:

- The Advertising Standards Authority (ASA). [www.asa.org.uk](http://www.asa.org.uk)
- UK Code of Non-broadcast Advertising and Direct & Promotional Marketing (CAP code). <https://www.asa.org.uk/codes-and-rulings/advertising-codes.html>
- Code of Recommended Practice on Local Authority publicity <https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>
- The Equalities Act 2010 <https://www.gov.uk/guidance/equality-act-2010-guidance>
- Local Authority Supply of Goods and Services Act (1970) <https://www.legislation.gov.uk/ukpga/1970/39/section/1>
- Bristol City Council Brand Guidelines <http://intranet.bcc.lan/ccm/content/articles/corporate/communications/brand-guidelines.en>
- Town and Country Planning Act 1990 <https://www.legislation.gov.uk/ukpga/1990/8/contents>
- Data Protection Act 2018 <http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

For any queries about this policy please contact External Communications and Consultation on 0117 922 2650 or [corporate.communications@bristol.gov.uk](mailto:corporate.communications@bristol.gov.uk).

### **Disclaimer**

Acceptance of advertising or sponsorship does not imply endorsement of products and services by Bristol City Council. In order to make this clear all council-owned and branded publications, or other media, containing advertising or sponsorship should carry the following disclaimer:

“Bristol City Council cannot accept liability for errors or omissions contained in any advertising provided by an advertiser or sponsor. Bristol City Council does not accept any liability for any information or claims made by the advertisement or by the advertiser or sponsor. Any inclusion of Bristol City Council’s name on a publication should not be taken as an endorsement by Bristol City Council.”

Policy Review date: September 2021

# Overview and Scrutiny Management Board

2<sup>nd</sup> November 2020



## Reports of the following Scrutiny Commission Working Groups:

- Growth and Regeneration Scrutiny Commission – Emergency Active Travel Funding
- Health Scrutiny Committee (Sub-Committee of the People Scrutiny Commission) – Access to Planned Health Care within the Context of Covid-19 Response and Recovery Planning
- People Scrutiny Commission – Safeguarding Children and Young People within the Context of Covid-19 Response and Recovery Planning

## Recommendation

That the Board consider and comment on the attached reports before referring the final versions to Cabinet on 1<sup>st</sup> December 2020.





## **Growth and Regeneration Scrutiny Commission**

**Scrutiny Review of the Emergency Active Travel Fund; focussing on strategy and delivery and using the select committee model to gather views of members and external stakeholders.**

Scrutiny Commission Members: Cllr Paula O'Rourke (Chair), Cllr Fabian Breckels (Vice Chair), Cllr Tom Brook, Cllr Mark Bradshaw, Cllr Tim Rippington, Cllr Carole Johnson, Cllr Mark Weston, Cllr Kevin Quartley, Cllr Martin Fodor and Cllr Mark Wright.

Earlier this year Central Government released Emergency Active Travel Funding (EATF) to local authorities to help mitigate the loss of capacity on public transport due to social distancing. The aim was to provide safe walking and cycling routes in a short space of time to enable people to move around more easily.

The Scrutiny Review focused on the overarching strategy applied by Bristol City Council's Strategic Transport Team and the approach taken to deliver the individual projects. The Commission held 3 sessions as follows:

- Session 1. Transport officers briefed the Commission on the Emergency Active Travel Funding (EATF) and focussed mainly on how Tranche 1 of the Funding had been managed.
- Session 2. This was an information gathering session between Scrutiny Commission members, external stakeholders and transport officers.
- Session 3. Member only session to evaluate the information previously provided by officers and feedback from the session with external stakeholders.

### **What Scrutiny Learnt**

The Government funding is being released in two separate tranches.

**Limitations of the fund:** funds in Tranche 1 had to be spent within 4-6 weeks and mandated to be spent on 'pop-up' structures (no funding for planters, etc). Funds granted in Tranche 2 could be more permanent and had to be delivered before April 2021.

**Size of the fund:** Bristol City Council received just under £500,000 for Tranche 1. The figure for Tranche 2 has not yet been finalised but is expected by around three times as much as the first tranche of funding.

### **Strategy for the Fund**

Unlike some other Core Cities, Bristol did not see immediate pop-ups. The strategy was to accelerate some plans already in place under Temporary Traffic Regulation Orders (TTRO) such as the pedestrianisation of the Old City and the closure of Bristol Bridge to general through-traffic and to give priority to pedestrians, cycling and public transport. There were very few options for putting in more cycle lanes in arterial roads as they are not wide enough. While there was a will to make changes around schools, the decision was to focus on shopping areas as that was the immediate need for social distancing measures to be put in place.

**Pavement widening:** focussing on local centres where there were narrow pavements and shops with people queuing. It was accepted that these measures would mostly be temporary.

**Cycle lanes:** the decision was to concentrate on the City Centre as it was felt that there were good cycle paths into the City. It was hoped that these would be more permanent as they would change peoples' attitudes to travel. Also, putting in more cycle lanes in the Centre had the added advantage of improving air quality and might lessen the need for a Clean Air Zone.

**Buses:** bus lanes must be preserved and routes improved, so removing bus lanes not considered as a long-term option.

### **Delivery of Tranche 1 Funding**

**Tranche 1 funding had to be used for immediate 'pop up' measures and needed to be spent within 4-8 weeks.**

Key sites where changes have now been made:

- Closure of Bristol Bridge
- Pedestrianisation of the Old City.
- New cycle lanes at the following:
  - Lewins Mead/Haymarket, Upper Maudlin/Park Row, Counterslip and Victoria St, Mina Road/Concord Way.

Members noted that the above, list of schemes does not convey what is a huge achievement this was in such a short period of time. In highways terms, these changes would usually be measured in months and years rather than weeks!

Not all of the measures introduced were universally supported by Members. Some Members expressed concerns that some of the actions taken, in particular the closure of Baldwin Street, was in effect closing one of the primary connections between North and South Bristol for car users.

The strategy was to implement and then amend, in response to feedback from users. Officers said that some proposals, such as the point closure at Mina Road it was said were abandoned due to too much resistance from local residents and businesses.

Some Members also commented on the 'push back' against some of the emergency projects not yet delivered and cautioned that the active travel agenda was potentially at risk due to campaigning. It was suggested that the Council should improve the communication and information and perhaps have a high level champion who was willing to prioritise and promote the active travel agenda.

Officers acknowledged that due to the need for swift action, there was little time for consultation or community engagement. Although where possible, councillors, businesses and representatives from the universities and disability groups were consulted informally. However, some Members complained that they first heard of some changes by reading about it in the local press and expressed frustration that Ward Members hadn't been involved, weren't asked for input, and aren't being asked about priorities.

In response, officers said that for Tranche 2 of the funding there would be early engagement with community and business representatives and they will discuss and consult with Councillors about any potential plans.

Some Members said there still needed to be a more coherent network of continuous cycle and walking routes. Without continuous routes it was thought that many potential cycle users won't change due to safety worries on busy main roads.

Some Members also mentioned the backlog of local area (Community Infrastructure Levy) CIL funded schemes that already had funding allocated to them. The recruitment to the vacant posts was welcomed but the risk to existing road safety schemes and crossing, routes to school etc was already causing disquiet in their view. It was suggested that more could be done to keep people informed and if possible progress schemes that were already being waited for.

The demand for flexibility demonstrated a need for more agility in officers and Members were told that training to that end was being arranged. Officers said that this has been a learning experience and they agreed that there were areas for improvement.

Members said they sometimes found that there were several officers working on the same project and felt that there could be some stream-lining in this. They were told during the first session that the team structure was being reviewed as this point was already recognised and being addressed internally.

Members commented that they were reassured with the high level of reflection that the presenting officer showed and had confidence in his ability to identify and implement changes where they were needed.

### **Meeting with External Stakeholders**

#### **List of attendees:**

- West of England Centre for Independent Living (WECIL)
- Bristol Walking Alliance
- University of Bristol
- Written submissions were provided by Bristol City Centre Business Improvement District BID and Sustrans

### **External Stakeholders Response to the Strategy**

Generally, there was approval and gratitude for the work done.

Attendees were very complementary about the approach the officers took and the projects achieved. While there was an appetite for more projects to have been put in place, attendees understood the limitations of time and resources.

The strategy to focus on the Centre met with approval but some questioned why more work was not done on improving cycling corridors into the City and also, wanted more actions to limit cars

near schools. The strategy to use pedestrianisation and cycle lanes to limit emissions and, therefore, improve air quality was universally approved.

Attendees had concerns about the ugliness of the materials used but understood the need in the very short term. However, there was concern that the very ugliness would lead to more demand for removal of what was seen as only emergency measures. Indeed, some of the barriers in place for the 2 metre rule are already being removed.

It was thought that the link between air quality and the changes implemented is not understood well enough by citizens and that messaging on this needed to be improved. The changes were accepted due to the 'Covid imperative' but it was said that citizens need to be made aware that they are intended to stay as a means of improving air quality.

Attendees understand that the strategy for Tranche 2 funding will be to make more permanent changes which will be carried out under TROs with full consultation and those who attended welcome this.

Attendees also advised that policy priorities need to be reviewed and our influence on WECA acknowledged. Also, comments were made about the lessons learnt in other cities about the use of language and signage which could make changes to active travel more acceptable for example, green rather than red signs and 'no through traffic' signs replace 'road closed'.

Attendees generally felt that a unique opportunity had been well-exploited, but were concerned that momentum was a little lost due to the physical structures not appearing quickly enough.

Attendees worried about conflicts that arose from the necessity of the 'bid first, consult later' chronology insisted on by Central Government; however, it was acknowledged that lessons had been learnt on this. That these two points are oppositional and were not lost on attendees!

Representatives from the University of Bristol and disability groups felt that they had generally been communicated with well but there were some periods of hiatus when communication was difficult. This was, however, seen in context and the hard work of officers was emphasised.

Representatives from walking groups felt that they are still the 'Cinderella' group and that more focus needs to be put on making walking a pleasant experience in the City.

A representative of a local Business Improvement District (BID) commented on the frustration of the decision-making pathway and the confusion that ensued from different decisions of the Council making different decisions, specifically, that traders were encouraged to trade on the street and allowed to invest in planters to enhance the scheme, only to be later told that they would be charged for the right to trade on the street.

Members at the stakeholder meeting had questions for officers. The written answers that were received are at Appendix A.

## RECOMMENDATIONS

- There could be improved information, communication and engagement between different parts of the Council; particularly between the Mayors' Office, councillors and communities when decisions are made about such things as changes to road layouts and parking restrictions.
- As 'community leaders' local Ward Members should be actively involved in future schemes. This could be undertaken via Area Committees or ward by ward.
- The Council could be more active and confident about the national, regional and local policy priorities for active travel being delivered and should consider having a high level champion willing to prioritise and promote active travel.
- Unless there is a more coherent network of continuous cycle and walking routes it will be difficult to encourage more people to engage in active travel.
- More Officer training is needed to ensure a more agile approach can be taken to delivering diverse projects in short-timescales.
- The Strategic Transport Team needs to be restructured and needs more resources to enable to operate effectively and efficiently. Members were in full support of the recruitment of 7 new officers over the winter months to ensure that there are the required resources to implement the next phase of the funding more speedily.

### Appendices (below):

- Appendix A - Additional questions from stakeholders and the answers provided by Transport Officers
- Appendix B - Sustrans Written Response

## Appendix A

### Additional questions from stakeholders and the answers provided by Transport Officers

1. Q: Was the Reopening High Streets Safely Fund issued to Councils by the Ministry for Housing, Communities and Local Government used?

A: Not as yet as it was a different fund with different rules, some may get used on the tranche 2 schemes

2. Q: Why did you not trail pop-up cycle lanes on corridors such as the A4018 and A37 in advance of major Bus Deal improvements, or even more ambitious plans such as bus gates on the A38 Gloucester Road and A420 Church Road and are these likely to happen in phase 2?

A: These sort of schemes were too difficult to fit on most corridors without removing bus priority measures which we decided would not be permitted. Bus gates on major corridors were not felt to be deliverable or acceptable on such key routes without a thorough engagement process

3. Q: Could we use local creative people to make 'parklets' and point closures more attractive?

A: Possibly although there will, as with any such project, be issues around liability and maintenance

4. Q: There was concern by members that there will be slippage in the already-funded pre-Covid projects as officer time is focussed on the EATF; is there a planned remedy for this? Will you inform people about slippage and new time frames for these other projects?

A: Information is being distributed on impacts on existing schemes and this will be an issue. We are recruiting to the team most affected so while there will be delays we are taking action to remedy this where possible

5. Q: If taxis will be able to use the old city centre and Bristol Bridge, will the bus gates be operating for taxis, Ubers (or equivalents) and delivery vehicles, and why have 'bus gates' been deemed appropriate if a wide range of other vehicles will also need to access areas where 'bus gates' have been proposed?

A: Only buses, taxis, motorcycles and cyclists will be able to go across Bristol Bridge, delivery vehicles will not be permitted. Bus gates are the technical term for these sorts of facilities

6. Q: Can you describe how the teams are preparing for the policy shift and the extra funding that is coming down the line – can we have assurances that 'oven ready' projects are in place to grab funding when it comes?

A: We are currently prioritising resource to deliver the proposed projects in tranche 1 and tranche 2 of the EATF. We also have plans in place for other routes through the LCWIP. Recruitment is ongoing to both the project management team and the local engineering team to increase resource available. Schemes will be worked up in advance where possible but funding is always required to work schemes up

7. Q: What are the timescales for the recruitment of the 7 new officers?

A: Recruitment is under way at present we expect people to be appointed in December/January depending on how quick the process is with COVID restrictions

8. Q: How and when will the restructuring of the teams take place and what are the anticipated benefits?

A: The restructure is ongoing and expected to be in place for the start of the next financial year. The aim is to bring the two existing teams together and improve the processes and increase the resources for delivering our capital programme, enabling greater oversight and management of the whole process. We also expect to be freeing up management time overall for to enable more resource for managing our whole programme of works.

## **Appendix B:**

### **SUSTRANS WRITTEN RESPONSE**

#### Emergency Active Travel Fund Implementation

Many thanks for the opportunity to provide a written contribution to the Scrutiny Commission's inquiry on the implementation of the Emergency Active Travel Fund schemes. I'm assuming that the Commission also reviewed the use and implantation of the Reopening High Streets Safely Fund issued to Councils by the Ministry for Housing, Communities and Local Government?

As a member of the Transport and Connectivity Board I fully support the measures implemented and am committed to working with the Mayor, Councillors and officers to further improve the physical environment to enable more people to walk and cycle for everyday journeys. We naturally celebrate the actions taken by the Council and officers so far under challenging circumstances, and applaud

#### Key principles

- The main purpose of the initial funding was to promote cycling as a replacement for journeys previously made by public transport
- The Government expected local authorities to make significant changes to their road layouts to give more space to cyclists and pedestrians
- Was intended to help local authorities address the short-term issue of re-opening their local economies by supporting temporary changes to the physical environment

#### General Comments

As a point of principle, Sustrans fully supports the measures implemented by the Council and we have publicly supported measures taken at Bristol Bridge and across the Old City to limit and remove through traffic from the city centre. This centrepiece project is a pivotal scheme that will assist the city in meeting its air quality and carbon reduction objectives. Removing through traffic

from the central area is a key demand management response – fully supported by the Department for Transport’s updated statutory guidance issued in May 2020.

We support the measures taken to widen footways in local centres across the City to enable social distancing and to give people the confidence to return to the high street on foot.

Measures focussed in the city centre are welcome and have and will continue to improve the environment for those on foot and bike. We would have liked to have seen further corridor schemes (as supported by the statutory guidance prioritising public transport and active travel modes) that provide a safer environment for people to reach the central area. This could have been an opportunity to trial pop-up cycle lanes on corridors such as the A4018 and A37 in advance of major Bus Deal improvements, or even more ambitious plans such as bus gates on the A38 Gloucester Road and A420 Church Road. However we recognise the significant time and resource constraints the Council faces in making these decisions.

#### Schools

Bristol has an established school streets programme, albeit modest in scope and scale in the early stages. We would have liked to have seen a more ambitious programme of school streets measures over the summer to enable pupils’ safe return to schools this week. Whilst the latest evidence suggests that children are not spreaders of Coronavirus, the Departments for Transport and Education have both issued guidance to Councils and schools, urging them to adopt measures to enable at least 50% of pupils to arrive at school gates by active means. Discouraging car use, and adopting the principles set out in the Travel Demand Management guidance issued should in our view been a higher priority.

#### Communication

There has been a missed opportunity to win hearts and minds with the temporary measures implemented. Measures have been implemented with little or no notice for communities and stakeholders impacted. Whilst we understand that these are emergency measures, befitting a rapid emergency response, there has been little visible communication to set out why the measures are being taken, and how they fit within a wider plan. We would have like to have seen a communications campaign setting out a clear narrative, with support from business, community and the voluntary sector to amplify the messaging. Instead of proactive communication, the Council has been forced to defend decisions and individual schemes from those impacted.

#### Next steps

We would like to see the Council begin community engagement on plans to make temporary schemes permanent with the use of experimental orders as appropriate. This should be backed up by a city- wide communications campaign supporting the adoption of active travel for every day journeys.

The temporary water-filled barriers in high streets in particular need to be replaced quickly with timber planters, seating and cycle parking to demonstrate how the space can be used. We note that some authorities have offered hospitality businesses the opportunity to rent or purchase outside seating designed to fit in a car parking bay. We would like to see Bristol’s creative industries engaged in designing these measures to entice people back to a safe and visually appealing high street.

I do hope these comments are useful, and I would of course be happy to provide further detail for further inquiry sessions in person.



## Access to planned health care within the context of Covid-19 response and recovery planning

Report of the Health Scrutiny Committee (Sub-Committee of the People Scrutiny Commission)

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## Executive Summary

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The Health Scrutiny Working Group, a cross-Party group of elected Members, Chaired by Councillor Brenda Massey, was convened in July 2020 to focus on what effect Covid-19 has had on equitable and timely access to planned health care in Bristol, what the city-wide response has been, and what learning there is to help inform and build resilience for the ongoing challenges and for risks of future pandemics. In August 2020 evidence was heard from 10 participants and the Working Group also considered 9 further submissions. The issues, reflections and responses that came out of the two evidence sessions have been organised across 3 key areas: (i) Communication and messaging; (ii) Communities and support; (iii) Capacity and ways of working.

Significant findings were;

- Despite complex changes being implemented extremely quickly and efficiently to ensure NHS settings were made as safe as possible for patients, many still stayed away due to, for some, not fully understanding information, and fear of catching Covid-19. Members thought that better, more accessible and culturally competent communication was required to support people to attend their elective care appointments and help manage the huge increase of patients on waiting lists.
- Limitations with digital communications were flagged as an issue. This included vulnerable and older people finding it difficult to access services on digital platforms; and some households having limited access to online resources due to a lack of devices and/or broadband. There had been distribution of devices with connectivity to economically deprived households, although this was limited. There was a need, therefore, to tackle digital poverty; and for additional coaching and training to use digital technology.
- Capacity across the health system had been severely reduced with the need to implement infection control measures, impacting the time taken for care, and adding to the numbers of people waiting longer. This demanded a greater focus on community support and resilience.
- The role of Social Prescriber Link Worker was noted as vital to help people navigate the health and social care system, and to free up capacity for health professionals. Members agreed that there should be a greater focus on this role within the context of community-led provision. An approach to welfare and service provision which involved building relationships and enabling capabilities was identified as essential.<sup>1</sup> The positive development of locality-based community health, care and wellbeing services during this period was welcomed and Members thought this should be developed further.
- An awareness of a 'second pandemic' of mental health was raised as a concern; and the Members heard about the Healthier Together joint systems approach as a response to this. Members thought this example of positive collaboration should be encouraged.

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<sup>1</sup> Members were recommended [Hilary Cottam's 'Radical Help'](#) which includes principles and ideas grounded in on [Cottam's relational welfare](#) approach, including the importance of relationships and capabilities.

- There had been an increased and deepened partnership working across the system and with the voluntary sector. This had provided for innovative and quick change, and those working arrangements should remain and develop.
- The social status and importance of health and social care workers increased during this period. Members thought this should be built upon to make the recruitment more attractive, helping to build more capacity. The expertise, dedication and flexibility of the workforce across social care and NHS settings was highlighted and commended.

## Introduction

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Cllr Brenda Massey, Chair of the Health Scrutiny Committee, convened the Health Scrutiny Working Group, a cross-Party group of elected Councillors (also known as Members) in July 2020. The Working Group's focus was what effect Covid-19 has had on equitable and timely access to planned health care in Bristol, what the city-wide response has been, and what learning there is to help inform and build resilience for the ongoing challenges and for risks of future pandemics.

A starting point for Working Group was that a health system working well requires equitable and timely access to effective health care. Covid-19 has shone a light on inequalities, delays and concerns across the health system. The pandemic has also highlighted the positive work already underway across health providers; and it has illustrated the 'art of the possible', how people and partnerships have pulled together and risen to the immense challenge.

In August 2020 evidence was heard from 10 participants and the Working Group also considered 9 further submissions. The findings and recommendations are made in the knowledge this is a fast moving landscape with many changes and challenges to come, and so elected Members, following [Centre for Public Scrutiny guidance](#), have concentrated on consideration of how well partners work together across the system to address people's concerns, and aims for its findings to contribute to smooth, effective decision-making to address blockages, barriers and inequalities.

The Health Scrutiny Committee's priority is to ensure local communities and individuals' needs and experiences inform Bristol's health services; and that those services are effective and safe.<sup>2</sup> Therefore, within the context of how Covid-19 has affected, and continues to affect, Bristol's health and wellbeing, the role of health scrutiny is now more important than ever.

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<sup>2</sup> [Department of Health \(2014\), 'Local Authority Health Scrutiny: Guidance to support Local Authorities and their partners to deliver effective health scrutiny'](#)

## **The purpose of the Working Group**

### ***Reflection and Learning***

The Working Group would like these findings and recommendations to support the Bristol, North Somerset & South Gloucestershire Clinical Commissioning Group (BNSSG CCG), local health providers, the Council and city partners to reflect and learn from the experience of lockdown so as to:

1. Increase resilience and improve accessibility should Covid-19 remain for the foreseeable future or escalate again, and also for the risk of future pandemics;
2. Help improve timely access to planned health care whilst keeping people safe during the recovery period; and to support people where there are delays.
3. Aim for equitable access to planned health care and support for people from different backgrounds, with all protected characteristics, and for those with economic disadvantages.

### **How the Working Group investigated and collected evidence for this report**

The 3 aims above were framed around the following key questions which were referred to when collecting and reviewing evidence;

1. In your view, observations and experiences, how is the waiting list for planned health care being managed and what are the most successful methods of supporting people in need of, but have not had timely access to, required health care?
2. What can be learnt from the response to Covid-19 in terms of ensuring timely access to planned health care; that people are properly supported if delays occur; and that timely access is equitable for all people with different protected characteristics and socio-economic backgrounds across the city?

## Participants and submissions

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Members of the Health Scrutiny Working Group heard from 10 participants in person, and received a further 9 written submissions.

### Session 1

**Christina Gray** Director, Public Health, Bristol City Council

**Hugh Evans** Director, Adult Social Care, Bristol City Council

**Lisa Manson**, Director of Commissioning, Bristol, North Somerset & South Gloucestershire Clinical Commissioning Group

**Mark Smith** Chief Operating Officer, University Hospitals Bristol and Weston NHS Foundation Trust

**Evelyn Barker**, Chief Operating Officer, North Bristol NHS Trust

### Session 2

**Vicky Marriott** Area Manager, Healthwatch Bristol, North Somerset & South Gloucestershire

**Rhian Loughlin** Regional Learning Coordinator for Social Prescribing (South West)

**Ruth Thorlby** Assistant Director (Policy), The Health Foundation

### Evidence not in person

Ade Williams, Community Pharmacist, Bedminster Pharmacy

Healthier Together Citizens Panel (x8)

**Cllr Asher Craig** Deputy Mayor, Communities, Equalities & Public Health

**Cllr Helen Holland** Cabinet Member, Adult Social Care; Co-Chair of the Health & Wellbeing Board

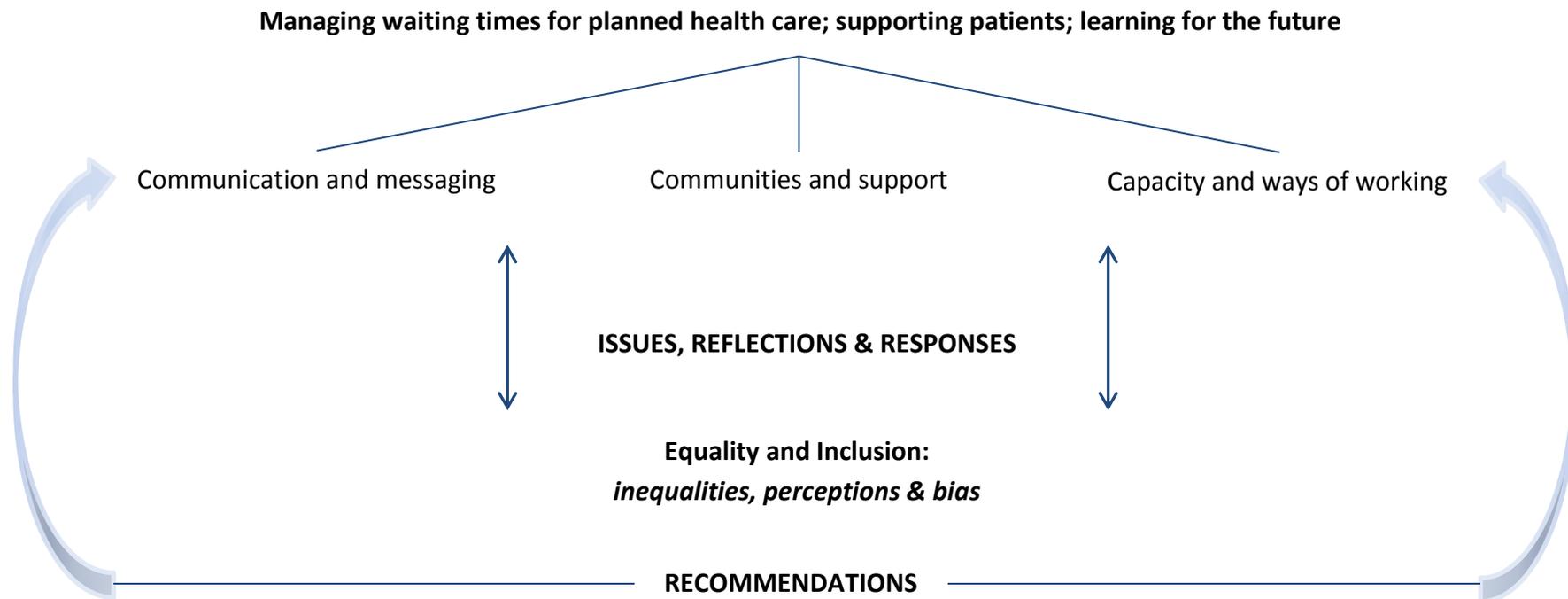
**Findings**

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The diagram below is a visual representation of what the Working Group has found. Members organised the issues, reflections and responses that arose from the two evidence sessions into 3 key areas: (i) Communication and messaging, (ii) Communities and support, and (iii) Capacity and ways of working.

Members asked questions about patients’ support and managing waiting times for planned health care during the period of lockdown; and, as lockdown restrictions have been relaxed (although with a clear understanding guidance and rules may change quickly), there were reflections on what has worked well and what has been learnt to help increase resilience and generally improve patients’ experiences. Members appreciated the relationships and interconnectivity between the 3 key areas, demanding a holistic approach to analysis. Their recommendations are all framed and informed by issues of equality and inclusion.

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Communication and messaging

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ISSUES	RESPONSES & REFLECTIONS
<ul style="list-style-type: none"> <li>• Fear of catching Covid-19 in hospital has deterred some people from attending appointments.</li> <li>• Some information needs more clarity, and some should be more culturally or linguistically appropriate for minority groups.</li> <li>• There were reports of people having difficulties navigating the health system.</li> <li>• People still required support whilst face to face contact was reduced.</li> <li>• Limitations with digital communications, including vulnerable and older people had difficulty accessing digital platforms; and some households had limited access to resources due to lack of devices or broadband.</li> </ul>	<ul style="list-style-type: none"> <li>• There is <a href="#">national guidance</a>, <a href="#">public information</a> and <a href="#">local public information</a> about new safety measures, which included separate zones for patients with confirmed negative tests for accessing health care.</li> <li>• Face to face contact had been maintained where necessary (based on risk assessments); and for shielding patients there had been a special pathway, including clearer waiting areas for social distancing.</li> <li>• It was noted that clear, accessible, and more <a href="#">culturally competent</a> communication was required.</li> <li>• Safety measures could prevent family members and carers attending consultations; Members heard that there could be more clarity around how this has been applied.</li> <li>• Patients’ feedback and stories were raised as an important source of learning; patients could utilise the <a href="#">Healthwatch share your views page</a>.</li> <li>• Healthwatch document ‘<a href="#">North Somerset: stories of shielding or self-isolating, June 2020</a>’ was identified as providing relevant recommendations for clear, age appropriate communication and guidance.</li> <li>• Members heard the <a href="#">Joint School App</a> had supported patients waiting for orthopaedic surgery, replacing services otherwise disrupted by Covid-19. Specialist nurses had kept in contact with patients; and physio-therapy teams contacted patients to take them through the exercises to support them.</li> <li>• Members heard that devices with connectivity had been distributed to economically deprived households, although this was limited and further work was required to address digital poverty; and a need for coaching and training opportunities to use digital technology was recognised.</li> </ul> <div data-bbox="1335 675 2063 986" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><i>“One of the important things to us is reassuring patients that they are safe coming into any of the NHS facilities, and how we are putting in place changes to make sure we can create as Covid secure environment for patients as possible”.</i></p> <p>Lisa Manson, Director of Commissioning, BNSSG CCG</p> </div>

Communities and support

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ISSUES	RESPONSES & REFLECTIONS
<ul style="list-style-type: none"> <li>• There were reports of increased isolation and anxiety during this period.</li> <li>• An awareness of a ‘second pandemic’ of mental health.</li> <li>• Black, Asian, Minority Ethnic (BAME) communities were more likely to fear hospitals and preferred community-based services.</li> <li>• There was an identified risk of losing local accountability with the evolution to ‘Integrated care systems’</li> <li>• Economic disadvantage had come more into focus during this period, with the risk of it becoming worse within the context of an expected economic downturn.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Health and BNSSG CCG co-chaired the mental health and well-being response cell, which took a systems approach (involving clinicians, front-line workers and people with lived experience) to respond to increased demand, including focus on intervention, prevention, and protecting capacity. This work was described as a ‘collaborative bid to address the second pandemic in mental health’.</li> <li>• It was noted that Social Prescriber Link Workers have played a vital role to help people navigate the health and social care system; and could free up capacity, including for GPs to focus on medical issues.</li> <li>• There had been a positive recognition that ‘health is made in communities’; and that personalised care had become ‘business critical’ for the NHS.</li> <li>• An approach to welfare and service provision which involved building relationships and enabling capabilities was identified as essential, which would avoid communities being ‘managed’ by way of top down transactional arrangements.<sup>3</sup></li> <li>• It was noted that the development of Integrated Care Systems demand a focus on local needs and democratic accountability.</li> <li>• Members were advised that there should be higher investment in community based resources; allocations should be more flexible to target areas of need; and that Covid financial support received by Public Health had been allocated to community development and health champions to reach those most in need.</li> </ul> <div data-bbox="1402 639 2063 994" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><i>“It’s all about relationships; you can badge it as social prescribing link work, and you can badge it as humans talking to other humans; It’s about normalising that in a way that that makes it really straight forward and reduces barriers.”</i></p> <p>Rhian Loughlin, Regional Learning Coordinator for Social Prescribing (South West)</p> </div>

<sup>3</sup> Members were recommended [Hilary Cottam’s ‘Radical Help’](#) which includes principles and ideas grounded in on [Cottam’s relational welfare](#) approach, including the importance of relationships and capabilities.

Capacity and ways of working

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ISSUES	RESPONSES & REFLECTIONS
<ul style="list-style-type: none"> <li>Existing NHS problems exacerbated by Covid-19, including staff shortages.</li> <li>Covid-19 caused a dramatic fall in planned care to save beds and ICU capacity.</li> <li>Promoting Covid safety has placed huge restrictions on the NHS and created a lack of capacity.</li> <li>A greater demand on primary care and adult mental health services within the recovery phase is expected.</li> <li>Upcoming winter pressures, including flu demands, require strong planning taking into account the extra impact Covid-19 would create.</li> </ul>	<ul style="list-style-type: none"> <li>Waiting lists were intensified due to fear associated with Covid-19 and a requirement to shield for 2 weeks either side of an operation impacting child care and employment, leading to some not attending.</li> <li>It was noted that patients who had not engaged in elective treatment weren't referred back to their GPs and so remained on the waiting list.</li> <li>Whilst routine surgery was stood down, medical staff were trained to work differently; many anaesthetists and surgeons were trained to support medically ill patients.</li> <li>The mobilisation of 'whole system' 'out of hospital' service approaches ('Home-First') during this period was positive, and could address a discharge system that has had challenges.</li> <li>There had been a positive development of locality-based community health, care and wellbeing services.</li> <li>An increase and deepening of partnership working across the system and with the voluntary sector was noted.</li> <li>The contribution of private hospitals was limited, as they relied on surgeons and anaesthetists from NHS, not adding to workforce capacity.</li> <li>The status of health and social care workers increased; this should be built on to make the recruitment more attractive, helping to build capacity.</li> </ul> <div data-bbox="1408 472 2063 778" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>"Infection control measures have meant reduced capacity within the acute sector, and it is likely the much attention will still need to be paid to the challenges of upcoming Covid-19 waves"</i></p> <p>Hugh Evans, Director, Adult Social Care, Bristol City Council</p> </div> <div data-bbox="1323 962 2063 1318" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>"Although Covid has been very stressful for everybody, there has been a tremendous amount of transformation that has occurred in a matter of weeks; the deepening relationships and the working arrangements we have got in place will now stand us in good stead".</i></p> <p>Mark Smith, Chief Operating Officer, University Hospitals Bristol and Weston NHS Foundation Trust</p> </div>

Equality and inclusion

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ISSUES	RESPONSES & REFLECTIONS
<ul style="list-style-type: none"> <li>• Communication and guidance was difficult to understand for some people.</li> <li>• Not all households have access to the internet.</li> <li>• Older people have found it difficult to access digital platforms.</li> <li>• Health inequalities persist in the city.</li> <li>• Gaps in data, including ethnicity and mental health.</li> </ul>	<ul style="list-style-type: none"> <li>• It was noted that clear, accessible, and <a href="#">culturally competent</a> communication of information was required.</li> <li>• Members’ heard about the national information standard where every hospital records how a patient prefers to receive information, recognising not everyone has access to the internet or is able to use it.</li> <li>• It was noted that devices with connectivity have been distributed to economically deprived households, although this was limited and required further work to address digital poverty.</li> <li>• Coaching and training opportunities to use digital technology were needed to enable access.</li> <li>• Members were advised that community organisations need to be supported during this period to help bring about culturally competent responses and services; and be adequately resourced.</li> </ul> <div data-bbox="1626 571 2063 1158" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><i>“We know that the contribution of unhealthy weight, smoking, and underlying health conditions have created much higher risk factors in some groups; and whether its Covid or not, if we can address those risk factors in our population, which we all know are associated with inequality, then we will improve health outcomes across the piece”</i></p> <p>Christina Gray, Director, Public Health, Bristol City Council</p> </div>

## Summing up

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Despite an array of national and local guidance and information about Covid-19, the Working Group heard that some people have either been unable to access it or it has lacked clarity. Members found that health providers have clearly worked hard to reassure patients, and they have implemented complex changes, including special pathways for vulnerable patients, in a quick and efficient manner. Regardless, and although there have been recent improvements, a great deal of people stayed away due to fear and anxiety of catching Covid-19 in hospital, and decided to not attend their elective care appointment. The huge increase in numbers on the waiting list is partly a result of this with hospitals preferring, for better outcomes for patients, to keep them on the list rather than referring back to GPs due to missed appointments.

It was noted that people from Black, Asian, Minority Ethnic (BAME) communities, and especially Black people, felt inclined to avoid hospital visits due to fear of catching Covid-19, within the context of the knowledge Covid-19 has disproportionately affected BAME communities, with people from Black ethnic groups most likely to be diagnosed, and that death rates from Covid-19 had been highest among people of Black and Asian ethnic groups.<sup>4</sup> Members heard that there was a clear need for a more culturally competent approach to communications and information. Although Covid-19 has shone a light on the need for more cultural competency (as it has also highlighted all structural inequalities), it is relevant and important not just for communications, but for all future policy and service development to ensure health care is available and responds to the needs of the diverse communities across the city.

The Working Group also heard that people with disabilities were also likely to be more fearful of hospitals and preferred community based services. This may be tied to a greater risk in contracting Covid-19 due to extra barriers to social distancing and implementing hygiene measures, including access to regular hand-washing.<sup>5</sup> Due to the fact the largest disparity in how the national population has been affected by Covid-19 was by age<sup>6</sup>, it was noted clear and accessible information for older people was vital, as well as ensuring hospital and community services were accessible.

*“People will be worried and frightened; good care at the moment means someone being in touch with that person to make sure that they are ok, they know what’s happening and there is care put in place; it’s a worrying and, for some a very painful time, while they wait.”*

Ruth Thorlby, Assistant Director (Policy), The Health Foundation

As face-to-face contact needed to be reduced, online communications and service provision was introduced, which although broadly successful, Members were advised about limitations with digital communications including that vulnerable and older people found it difficult to access services on digital platforms; and some households had limited access to online resources due to lack of devices and/or broadband. Face-to-face contact, as well as other methods of communication, was therefore flagged as important for people. Members

<sup>4</sup> [Public Health England \(2020\), ‘Disparities in the risk and outcomes of COVID-19’](#)

<sup>5</sup> [World Health Organization \(2020\) ‘Disability considerations during the Covid-19 outbreak’](#)

<sup>6</sup> [Public Health England \(2020\), ‘Disparities in the risk and outcomes of COVID-19’](#)

heard about the national information standard where every hospital records how a patient prefers to receive information, recognising not everyone has access to the internet or is able to use it.

Members were advised, therefore, that digital solutions to mitigate disrupted services due to Covid-19, including the '[Joint School App](#)' which supported patients waiting for orthopaedic surgery, were just one element of supporting patients needing to wait longer who may be concerned and in pain. Specialist nurses had kept in contact with patients and physio-therapy teams had contacted patients to remotely take them through exercises to support them.

*"There has been very good close contact with our specialist nurses; a lot of our physio-therapy teams have been contacting patients and taking them through the exercises as well. So, although there are lots of people using it, it's not just all about the app".*

Evelyn Barker, Chief Operating Officer, North Bristol NHS Trust

Elected Members acknowledged the work of Healthwatch, which helped inform the Working Group about the needs, experience and concerns of patients across the area. Recommendations from recent research based on peoples experiences of shielding and self-isolating were reflected upon and it was noted that learning could be applied to Bristol, and Members supported Healthwatch recommendations, including that communication and guidance should be clear and age appropriate.<sup>7</sup>

The Working Group heard that there is an awareness of a 'second pandemic' – that of mental health; that is, people have presented with increasingly poor mental health, anxiety and trauma, and Members were advised a rise in demand of mental health services was expected. Health providers' and the Council's response involving clinicians, front-line workers and people with lived experience, with focus on intervention, prevention, and protecting capacity, was flagged as an example of what could be achieved in collaboration with shared purpose.

*"We need to prepare for the scenario that those communities who have been hardest hit by Covid will be hardest hit by second pandemic of mental health."*

Rhian Loughlin, Regional Learning Coordinator for Social Prescribing (South West)

Concern was raised about the risk of losing local accountability within the context of the evolution of Integrated care systems, although Members heard that if utilised correctly a more collaborative approach was possible with community care organisations. Members were advised that there has been a positive recognition within the NHS that 'health is made in communities'; with a strong focus on personalised care and agency of individuals and communities. Members thought that there should be higher and targeted investment in

*"We felt that involving community organisations and local groups was a really key part of helping to ensure those people who are isolated and those without internet access could be reached; and [Volunteer NHS Responders](#) who didn't play a huge part in the initial community involvement could be utilised more in the future".*

Vicky Marriott, Area Manager, Healthwatch Bristol, North Somerset & South Gloucestershire

<sup>7</sup> [Healthwatch \(2020\), 'Shielding stories – an insight into how vulnerable people coped in North Somerset'](#)

community based resources; and they were advised that this was happening in Bristol with Covid financial assistance allocated to community development and health champions to reach those most in need.

The role of Social Prescriber Link Workers was highlighted as vital to help people navigate the health and social care system; they could not only free up capacity and remove barriers (such as arranging transport for ill and vulnerable people), but also help enable a relational approach<sup>8</sup> to services and welfare, avoiding communities being ‘managed’ by way of top down transactional arrangements. Members were advised that there had been a positive development of locality-based community health, care and wellbeing services.

Maintaining some capacity within the context of responding to Covid-19 was a huge challenge. The Working Group heard that promoting Covid safety placed wide-ranging restrictions on health providers and created a lack of capacity. Members heard that with challenges came opportunities, and acceleration and strengthening of partnership working across the system and with the voluntary sector was noted. Examples of how deepened partnership working created efficiency included, during this period, the mobilisation of ‘whole system’ ‘out of hospital’ service approaches (‘Home-First’), which, Members were advised, could address a discharge system that has had profound challenges.

*“One of the highlights is how quickly we have been able to adapt, pivot and work differently.”*

Cllr Asher Craig, Deputy Mayor,  
Communities, Equalities and Public Health

Members were advised that the Nightingale Hospital, converted from the Exhibition and Conference Centre at the University of the West of England to address the risk of lack of capacity for intensive care beds, would be re-purposed unless a second wave demanded use. Re-purposing options had yet to be agreed, but included use for diagnostics, ‘step-down’, and/or training facilities – all assisting with building capacity.

The expertise, dedication and flexibility of the workforce across social care and NHS settings was highlighted and commended. Members heard that whilst routine surgery was stood down, medical staff were trained to work differently, including anaesthetists being trained to support medically ill patients and trained to work in intensive care. Members were told that the contribution of private hospitals was limited due to the reliance on NHS surgeons and anaesthetists not adding any workforce capacity.

*“There’s a really important piece about making sure those health and care jobs look attractive to young people and to returners”*

Cllr Helen Holland, Cabinet Member  
Adult Social Care; Co-Chair of Health & Wellbeing Board

The workforce had received a positive profile during this period, and it was noted that the status of health and social care workers increased. Members agreed that this should be built upon to make recruitment more attractive, helping to build more capacity.

<sup>8</sup> An approach to welfare and service provision which involves building relationships and enabling capabilities. Members were referred to [Hilary Cottam’s ‘Radical Help’](#); see also [Cottam’s relational welfare approach](#).

The Working Group heard how the pandemic had shone a light on structural inequalities across society, which makes the task of enabling equitable and timely access to appropriate care, whilst ensuring people are supported, more difficult, and so a focus on community-led provision according to the needs of local communities, cultural competency, economic disadvantage and health inequalities were called for.

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## Recommendations

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The Health Scrutiny Working Group recommends that;

1. Health partners should work with the Council to consider how guidance about keeping safe and well and information about elective care appointments could be more easily understood, and more accessible to everyone. This should involve consulting with the Race Equality Covid-19 Steering Group, community groups, Healthwatch and social prescribers to better understand the needs of Bristol's diverse communities and increase the cultural competency of information provision.
2. The Council should work with city partners to place a greater focus on tackling the digital divide, and explore options that would enable every household to have equitable access to the internet.
3. BNSSG CCG and the Council should build on the recognition that 'health is made in communities', and so should further invest in community-led provision, including supporting local assets and expertise such as social prescribers and community pharmacies.
4. Preparations for the 'second pandemic' of mental health should be prioritised by health partners and the Council in terms of building capacity to meet increased demand as well as a focus on prevention. The systems approach being developed was commended as a good example of collaborative work between the Council and health partners and this should be built upon, taken forward, and an update of progress brought to by the Health Scrutiny Committee in 2021.
5. Healthier Together and its constituent parts should explore ways to make recruitment to health and care roles more attractive, helping to build more capacity. The expertise, dedication and flexibility of the workforce across social care and NHS settings was highlighted and commended, and arrangements should be made to ensure the work force is supported and able to manage increased demand in the future.

6. The feedback from patients was extremely useful, although better value could be gleaned by enabling more responses and a wider and more representative range of views across Bristol's diverse communities. Healthier Together should, therefore, explore ways to extend the patients' voice in future service developments of health care; and Healthwatch should be supported to build better representation of Bristol's communities within its valuable insights.
7. The positive role of volunteers and mutual aid groups during this period should be learnt from and the Council ought to explore further ways of supporting them.
8. Covid-19 has shone a light on structural inequalities, and so the Council's and health partners' response and recovery planning should build on the current focus on tackling underlying causes of health inequalities and ways to better enable equitable access to health care, no matter people's economic or ethnic backgrounds. This requires utilising the insight and expertise of the Health & Wellbeing Board, as well as local community groups, Healthwatch and national organisations including the Health Foundation. Also, this requires Healthier Together partners to investigate and agree a strategy to increase cultural competency across health care provision, and should ask the Race Equality Covid-19 Steering Group for advice.
9. Through robust data collection, Healthier Together should continue to reflect on known disparities in the risks and outcomes of COVID-19<sup>9</sup> to help gain an understanding of the disproportionate effects on BAME communities. The BNSSSG CCG report 'Impact of COVID-19 and lockdown on health inequalities and steps that need to be taken to address this in BNSSG'<sup>10</sup> should also be referred to and built on, and the Health and Wellbeing Board ought to be supported to identify how health inequalities effect Bristol's diverse communities, building knowledge, preventative strategies, and resilience for the future.
- 10a. This report should be considered at the Health & Wellbeing Board and be brought to the Healthier Together Executive and the Bristol, North Somerset & South Gloucestershire Clinical Commissioning Group Governing Body for response.
- 10b. The development of plans to manage waiting lists and support patients within the context of the impact of Covid-19 and to build resilience for the future should be considered by the Health Scrutiny Committee at the next meeting of the Health Scrutiny Committee in 2021, and there should be a review on the 2021-22 work programme.
- 10c. The scope of the Working Group did not allow time to explore the developments of testing and a Track and Trace system. Due to the importance of a robust Track and Trace system, and that there have been developments which may provide more local control (although this is not certain at the time of publication), an update should be brought to the Health Scrutiny Committee in 2021.

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<sup>9</sup> [Public Health England \(2020\), 'Disparities in the risk and outcomes of COVID-19'](#)

<sup>10</sup> [BNSSG CCG \(2020\) 'Impact of COVID-19 and lockdown on health inequalities and steps that need to be taken to address this in BNSSG'](#)

Cllr Massey and all the Members of the Health Scrutiny Working Group (listed below) would like to thank all those who submitted evidence and participated in the Evidence Sessions, sharing their knowledge and experience, which has helped provide valuable scrutiny.

Health Scrutiny Working Group

Cllr Brenda Massey (Chair)

Cllr Celia Phipps

Cllr Eleanor Combley

Cllr Gill Kirk

Cllr Harriet Clough

Cllr Paul Goggin

Cllr Chris Windows

# Forward plan



THIS DOCUMENT GIVES NOTICE OF  
ANTICIPATED KEY DECISIONS TO BE TAKEN  
AT CABINET AND OTHER MEETINGS

This update published 5 October 2020

Democratic Services

Contact: Corrina Haskins, Democratic Services Officer, email: [corrina.haskins@bristol.gov.uk](mailto:corrina.haskins@bristol.gov.uk)

Tel: 0117 35 76519

## BRISTOL CITY COUNCIL - FORWARD PLAN INDEX OF PROPOSED KEY DECISIONS

The Forward Plan gives notice of anticipated key decisions to be taken at Cabinet, Health and Wellbeing Board and Learning City Partnership Board meetings. It will be updated and published on the Council website [www.bristol.gov.uk](http://www.bristol.gov.uk) on a monthly basis.

### **Key Decision**

Under the Council's constitution, the definition of a key decision is a decision which is likely to:

- 1) Result in expenditure of £500,000 or over.
- 2) Result in savings of £500,000 or over.
- 3) Be significant in terms of its effects on communities living or working in two or more wards in the city.

### **Non-key Decision**

For additional information and completeness the Forward Plan also contains those items which are outside the definition of a key decision.

### **Cabinet Meetings**

The Cabinet will normally meet on the first Tuesday of the month. Meetings start at 4pm. Meetings of the Cabinet are open to the public with the exception of discussion regarding reports which contain exempt/confidential, commercially sensitive or personal information which will be identified in the Mayor's Forward Plan).

Reports submitted to the Mayor and Cabinet will be available on the council's website 5 clear working days before the date the decision can be made. If you would like a copy by email please contact [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

**Glossary:**

HWB Health and Wellbeing Board

LCPB Learning City Partnership Board

APR15 Under the Council’s Constitution if a key decision needs to be taken with less than 28 days’ notice, it can still be taken under **APR15 – General Exception**, if it is impracticable to defer it until the next scheduled Cabinet meeting. The relevant Scrutiny Commission must be notified and the report published as part of the agenda 5 clear working days ahead of the Cabinet meeting

Description of Exempt Information:- England, Part 1 of Schedule 12A of the local Government Act 1972

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1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; Or  (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime.

## **Cabinet Members**

- Marvin Rees (Lab) - Mayor of Bristol
- Cllr Craig Cheney (Lab) – Designated Deputy Mayor (with special responsibility for Finance, Governance and Performance)
- Cllr Asher Craig (Lab) – Deputy Mayor with responsibility for Communities, Equalities and Public Health
- Cllr Nicola Beech – Cabinet Member for Spatial Planning and City Design
- Cllr Kye Dudd (Lab) – Cabinet Member for Transport, Energy, and New Green Deal
- Cllr Helen Godwin (Lab) – Cabinet Member for Women, Families and Homes (Lead Member For Children’s Services)
- Cllr Helen Holland (Lab) – Cabinet Member for Adult Social Care
- Cllr Anna Keen (Lab) – Cabinet Member for Education and Skills
- Cllr Steve Pearce (Lab) – Cabinet Member for Waste Commercialisation and Regulatory Services
- Cllr Afzal Shah, Cabinet Member with responsibility for Climate, Ecology and Sustainable Growth

The City Council’s website [www.bristol.gov.uk](http://www.bristol.gov.uk) contains all supporting documents and decisions for formal meetings and lots more about the City Council.

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Julian Higson Julian.Higson@bristol.gov.uk	<b>Housing Revenue Account New Build Acquisitions</b> To seek approval for diversion of capital underspend in the HRA budget 2020/21 for new build acquisitions from private developers and builders.  Open	Cabinet 6 Oct 2020	Mayor	Communities Scrutiny Commission
Richard Fletcher richard.fletcher@bristol.gov.uk	<b>Sports Facilities in Parks and Green Spaces</b> To seek approval to transfer a number of sports facilities in parks and green spaces to be operated by third parties.  Open	Cabinet 6 Oct 2020	Mayor	Communities Scrutiny Commission
Sarah O'Driscoll sarah.odriscoll@bristol.gov.uk	<b>Revision to Local Development Scheme and Application of Adopted Local Plan Policy</b> To seek approval for the revision to the Local Development scheme and 'Progressing Bristol's Development' statement.  Open	Cabinet 6 Oct 2020	Cabinet Member with responsibility for Strategic Planning and City Design, Flood Strategy	Growth and Regeneration Scrutiny Commission
Bridget Aherne bridget.aherne@bristol.gov.uk	<b>Enhanced Childminding Provision</b> To seek approval for the procurement of an enhanced childminding provision approved provider process.	Cabinet 6 Oct 2020	Cabinet Member with responsibility for Education and Skills, Cabinet Member with	People Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	Open		responsibility for Women, Families and Homes (Lead Member for Children's Services)	
Gail Rogers gail.rogers@bristol.gov.uk	<b>Children in Care Sufficiency Strategy 2020 - 2023</b> To seek approval for the Children in Care Sufficiency Strategy to ensure availability of sufficient accommodation for our children in care and care leavers.  Open	Cabinet 6 Oct 2020	Cabinet Member with responsibility for Women, Families and Homes (Lead Member for Children's Services)	People Scrutiny Commission
Michael Pilcher michael.pilcher@bristol.gov.uk	<b>Medium Term Financial Plan and Capital Strategy</b> To approve the Medium Term Financial Plan (MTFP) and Capital Strategy for 2021/2022.  Open	Cabinet 6 Oct 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Michael Pilcher michael.pilcher@bristol.gov.uk	<b>Budget Monitoring Outturn report P4 and P5</b> To provide an update to Cabinet for Periods 4 and 5.  Open	Cabinet 6 Oct 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Stephen	<b>Temple Quarter Development Framework Update</b>	Cabinet	Deputy Mayor with	Growth and

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Peacock stephen.peacock@bristol.gov.uk	To seek approval for the development of a Joint Delivery Team  Open	6 Oct 2020	responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account, Mayor	Regeneration Scrutiny Commission
Pete Anderson peter.anderson@bristol.gov.uk	<b>Avonmouth Fibre Extension Project</b> To seek approval for the Avonmouth Fibre Extension project to support better broadband connectivity by enabling fibre infrastructure.  Open	Cabinet 6 Oct 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Growth and Regeneration Scrutiny Commission
Alex Minshull Alex.Minshull@bristol.gov.uk	<b>Climate Change and Ecological Emergency Programme</b> To seek approval of the Climate and Ecological Emergency Programme.  Open	Cabinet 3 Nov 2020	Cabinet Member with responsibility for Transport and Energy, the Green New Deal, Clean Air Zone Planning	Growth and Regeneration Scrutiny Commission
Simon Oliver simon.oliver@bristol.gov.uk	<b>Procurement of a Data Delivery Partner</b> To seek approval for the procurement of an Effective Use of Data and Insights delivery partner.  Open	Cabinet 3 Nov 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Sarah O'Driscoll sarah.odriscoll@bristol.gov.uk	<b>Approval of HMO Supplemental Planning Document</b> To see approval for the adoption of Managing the Development of Homes in Multiple Occupation Supplemental Planning Document (HMO SPD).  Open	Cabinet 3 Nov 2020	Cabinet Member with responsibility for Strategic Planning and City Design, Flood Strategy	Growth and Regeneration Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<b>Budget Monitoring Outturn Report P6</b> To provide an update to Cabinet for Period 6.  Part exempt 3	Cabinet 3 Nov 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Guy Fishbourne guy.fishbourne@bristol.gov.uk	<b>Financial Support for Leisure Centres - NEW ITEM</b> To consider the financial position in relation to SLM and provision of sports facilities beyond 31st October 2020.  Part exempt 3	Cabinet 3 Nov 2020	Mayor	Overview and Scrutiny Management Board
Denise Murray denise.murray@bristol.gov.uk	<b>Council Tax Base Report</b> To seek approval for the Council Tax Base for 2021/22.  Part exempt 3	Cabinet 3 Nov 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
			Housing Revenue Account	
Denise Murray denise.murray@bristol.gov.uk	<b>Implementation of a Supplier Early Payment</b> To seek approval to implement a Supplier Early Payment Initiative for payments to suppliers.  Part exempt 3	Cabinet 3 Nov 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
John Walsh john.walsh@bristol.gov.uk	<b>Print and Mail - contract extension and procurement - NEW ITEM</b> To seek approval for the procurement of a fully outsourced service for print and mail services and an extension to the existing contracts pending the procurement.  Part exempt 3	Cabinet 3 Nov 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Christina Gray christina.gray@bristol.gov.uk	<b>Extension of Contract for Provision of Sexual Health Services - NEW ITEM</b> To seek approval for a two year extension to the Integrated Sexual Health Services contract to March 2024  Open	Cabinet 3 Nov 2020	Deputy Mayor with responsibility for Communities (Public Health, Public Transport, Libraries, Parks), Events and Equalities	People Scrutiny Commission
Paul Sylvester	<b>Next Steps Accommodation Funding - NEW ITEM</b>	Cabinet	Cabinet Member with	Communities

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
paul.sylvester@bristol.gov.uk	To seek approval to accept and spend funds from the Ministry of Housing, Communities and Local Government Next Steps Accommodation Fund  Open	3 Nov 2020	responsibility for Women, Families and Homes (Lead Member for Children's Services)	Scrutiny Commission
Pete Woodhouse peter.woodhouse@bristol.gov.uk	<b>Emergency Active Travel Fund - NEW ITEM</b> To seek approval to accept funds from West of England Combined Authority for implementation and delivery of emergency active travel fund schemes  Open	Cabinet 3 Nov 2020	Cabinet Member with responsibility for Transport and Energy, the Green New Deal, Clean Air Zone Planning	Growth and Regeneration Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<b>Bristol Credit Union Merger - NEW ITEM</b> To seek approval on the proposal by Bristol Credit Union to increase its geographical area and merger with Wyvern Savings and Loans Credit Union  Part exempt 3	Cabinet 3 Nov 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Colin Molton colin.molton@bristol.gov.uk	<b>Temple Quarter Update - NEW ITEM</b> More information to follow  Part exempt	Cabinet 1 Dec 2020	Cabinet Member with responsibility for Strategic Planning and City Design, Flood	Growth and Regeneration Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	3		Strategy, Mayor	
David Bunting david.bunting@bristol.gov.uk	<b>Parking Services Tariff Review - NEW ITEM</b> To seek approval for review of parking tariffs  Open	Cabinet 1 Dec 2020	Cabinet Member with responsibility for Transport and Energy, the Green New Deal, Clean Air Zone Planning	Resources Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<b>Collection Fund Report - Council Tax and Business Rates Surplus</b> To seek approval for 20/21 Collection Fund Surplus/Deficit.  Part exempt 3	Cabinet 1 Dec 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Ann James Ann.James@bristol.gov.uk	<b>New Children's Home Project -NEW ITEM</b> To seek approval to remodel a Bristol City Council property into a 3 bed disabled children's home  Part exempt 3	Cabinet 1 Dec 2020	Cabinet Member with responsibility for Women, Families and Homes (Lead Member for Children's Services)	People Scrutiny Commission
Oliver Roberts oliver.roberts@bristol.gov.uk	<b>Development of Hawkfield Business Park</b> More information to follow.  Part exempt 3	Cabinet 1 Dec 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the	Growth and Regeneration Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
			Housing Revenue Account	
Denise Murray denise.murray@bristol.gov.uk	<b>Budget Monitoring Outturn report P7</b> To provide an update to Cabinet for Period 7.  Part exempt 3	Cabinet 1 Dec 2020	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Paul Sylvester paul.sylvester@bristol.gov.uk	<b>Rough Sleeping Initiative Funding 21/22 - 23/24</b> More information to follow.  Open	Cabinet 1 Dec 2020	Cabinet Member with responsibility for Women, Families and Homes (Lead Member for Children's Services)	Communities Scrutiny Commission
James Beardall james.beardall@bristol.gov.uk	<b>Corporate Parenting Strategy Refresh</b> More information to follow  Open	Cabinet 1 Dec 2020	Cabinet Member with responsibility for Women, Families and Homes (Lead Member for Children's Services)	People Scrutiny Commission
Hayley Ash Hayley.ash@bristol.gov.uk	<b>Bristol Future Parks - Expressions of Interest - NEW ITEM</b> More information to follow  Open	Cabinet 1 Dec 2020	Deputy Mayor with responsibility for Communities (Public Health, Public Transport, Libraries, Parks), Events and Equalities	Communities Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Michael Pilcher michael.pilcher@bristol.gov.uk	<b>Budget Recommendations to Full Council, including the Treasury Management Strategy</b> More information to follow.  Part exempt 3	Cabinet Not before 5th Jan 2021	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<b>Budget Monitoring Outturn report P8</b> To provide an update to Cabinet for Period 8.  Part exempt 3	Cabinet 5 Jan 2021	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<b>Budget Monitoring Outturn report P9</b> To provide an update to Cabinet for Period 9  Part exempt 3	Cabinet 2 Feb 2021	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<b>Budget Monitoring Outturn Report P10</b> To provide an update to Cabinet for Period 10.  Part exempt 3	Cabinet 2 Mar 2021	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Michael Pilcher	<b>Financial Outturn Report 20/21</b>	Cabinet	Deputy Mayor with	Resources

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
michael.pilcher@bristol.gov.uk	More information to follow  Part exempt 3	13 Apr 2021	responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Scrutiny Commission
Stephen Peacock stephen.peacock@bristol.gov.uk	<b>Bristol Beacon - NEW ITEM</b> More information to follow  Part exempt 3	Cabinet Before 4 May 2021	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Growth and Regeneration Scrutiny Commission
James Anderson james.anderson@bristol.gov.uk	<b>Secondary Sufficiency Programme - NEW ITEM</b> More information to follow  Open	Cabinet Before 4 May 2021	Cabinet Member with responsibility for Education and Skills	People Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<b>Investment in Regional Community Bank - NEW ITEM</b> More information to follow  Open	Cabinet Before 4 May 2021	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Resources Scrutiny Commission
Stephen Peacock stephen.peacock	<b>Property Asset Management Plan</b> More information to follow.	Cabinet Before 4 May 2021	Cabinet Member with responsibility for Climate, Ecology and	Growth and Regeneration Scrutiny

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
k@bristol.gov.uk	Open		Sustainable Growth, Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Commission
Stephen Peacock stephen.peacock@bristol.gov.uk	<b>Southmead Regeneration Programme</b> To seek approval for the next steps in the delivery of new homes and regeneration in Southmead in accordance with the masterplan including procurement and negotiation of contracts.  Open	Cabinet Before 4 May 2021	Mayor	Growth and Regeneration Scrutiny Commission
Oliver Roberts oliver.roberts@bristol.gov.uk	<b>Lawrence Weston Community Hub</b> To consider development of a new build community and health hub in Lawrence Weston on Council owned land.  Part exempt 3	Cabinet Before 4 May 2021	Deputy Mayor with responsibility for Communities (Public Health, Public Transport, Libraries, Parks), Events and Equalities	Growth and Regeneration/Communities Scrutiny Commission
Denise Murray denise.murray@bristol.gov.uk	<b>Social Value Policy</b> To approve the annual refresh of the Social Value Policy & Tool Kit  Open	Cabinet Before 4 May 2021	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
			Housing Revenue Account	
Stephen Peacock stephen.peacock@bristol.gov.uk	<b>Acquisition of Land at Broomhill Road, Brislington</b> More information to follow.  Part exempt 3	Cabinet Before 4 May 2021	Mayor	Growth and Regeneration Scrutiny Commission
Mark Williams Mark.williams@bristol.gov.uk	<b>Members Parental Leave Policy</b> To seek Cabinet approval for recommendation to Full Council for a Members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances policy. Non Key Open	Cabinet Before 4 May 2021	Cabinet Member with responsibility for Women, Families and Homes (Lead Member for Children's Services)	N/A
Nuala Gallagher nuala.gallagher@bristol.gov.uk	<b>Enterprise Zone Update</b> More information to follow.  Open	Cabinet Before 4 May 2021	Deputy Mayor with responsibility for Finance, Governance and Performance, Management of the Housing Revenue Account	Growth and Regeneration Scrutiny Commission
Stephen Peacock stephen.peacock@bristol.gov.uk	<b>Housing Infrastructure Fund</b> More information to follow.  Open	Cabinet Before 4 May 2021	Mayor	Growth and Regeneration Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
k				
Jacqui Jensen Jacqui.Jensen@bristol.gov.uk	<p><b>Housing payments made under the Vulnerable Person's Resettlement Scheme and the Global Resettlement Scheme</b> More information to follow</p> <p>Part exempt 3</p>	Cabinet Before 4 May 2021	Deputy Mayor with responsibility for Communities (Public Health, Public Transport, Libraries, Parks), Events and Equalities	People Scrutiny Commission
Patsy Mellor patsy.mellor@bristol.gov.uk	<p><b>Waste Minimisation, Recycling and Waste Service improvements</b> To seek approval for policy and service improvements.</p> <p>Part exempt 3</p>	Cabinet Not before 4th May 2021	Cabinet Member with responsibility for Waste, Commercialisation and Regulatory Services	Communities Scrutiny Commission

# Bristol City Council - Scrutiny Work Programme 2020 / 2021 (Public Meetings)

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board
<b>June 2020</b>				
				<b>01/06/2020 3pm</b>
				Current Scrutiny Arrangements
				Bristol Energy Company (Exempt Item)
				Covid-19 Response (Information Item)
				Mayor's Forward Plan - Standing Item
				Performance Report: Quarter 4 (Information Item)
				Corporate Risk Report: Quarter 3 (Information Item)
				WECA Forward Plan - Standing Item (For Information)
<b>July 2020</b>				
				<b>08/07/2020 1.30pm</b>
				City Leap
				Council Tax Reduction Scheme
				Finance Working Group - update
				Cabinet 14th July
				Mayor's Forward Plan - Standing Item
				WECA Overview and Scrutiny Committee Forward Plan - Information / Standing Item
				From Response to Recovery - Covid-19 update report Information Item

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board
				Corporate Risk Report Q4 - Information Item
				Performance Report Q4 - Information Item
<b>August 2020</b>				
				<b>26/08/2020 2.30pm</b>
				Air Quality / Clean Air Plan Update
				2020-21 Corporate Business Plan (Covid-19 Recovery Edition)
				Scrutiny Work Programme
				Q1 Performance Report
<b>September 2020</b>				
	<b>Sept / Oct Date TBC</b>	<b>14/9/20 5.30pm</b>		
Page 59		Annual Business Report		
		Housing Delivery Update		
		Mayor's Climate Emergency Action Plan		
		Planning for the Future - White Paper		
		Performance Report		
		Risk Report		
<b>October 2020</b>				
<b>22/10/2020 2pm</b>	<b>15/10/2020 10.30am</b>			<b>5/10/2020 3pm</b>
Annual Business Report	Annual Business Report			Bristol Energy – Position Statement
Public Health Update	Homelessness Support			Clean Air Zone - Update
Update on Mental Health Strategy	Moving Forward Together			Corporate Risk Report
Performance Report	Performance Report			Finance Task Group - Update
Risk Report	Risk Report			Call In Chairing Arrangements
				Cabinet Reports, 6 <sup>th</sup> October

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board
				2020
<b>November 2020</b>				
			<b>30/11/2020</b>	<b>2/11/2020 3pm</b>
			Annual Business Report	Scrutiny Working Groups - Feedback
			Council Tax Reduction Scheme and Council Tax Base Report (joint item with OSMB)	Advertising & Sponsorship Policy
			Collection Fund - Financial Surplus/Deficit Report	<b>30/11/2020 3pm</b>
			Finance Monitoring Report (P7)	Covid-19 update - Information Item
			Community Bank	
			Risk Report	
			Performance Report Q2	
<b>December 2020</b>				
<b>14/12/2020, 10am</b>	<b>7/12/2020, 5pm</b>			CAZ Update – provisional
Public Health Update; focus on the impact of Covid-19 on BAME communities	Decarbonisation of Residential properties			
People Scrutiny Working Group Findings	HMO's / Licensing			
Review of SEND Evidence Day Findings and Recommendations				
Alternative Learning Provision (Including Hospital Education)				
<b>January 2021</b>				
		<b>Jan Date TBC</b>	<b>Jan Date TBC</b>	<b>18<sup>th</sup> January, 4pm</b>
		Temple Quarter / Temple Meads and St Philips Master Plan	Budget Scrutiny	Companies Business Plans (to include performance)
		Temple Island	Risk Report	Corporate Risk Report

People Scrutiny Commission	Communities Scrutiny Commission	Growth & Regeneration Scrutiny Commission	Resources Scrutiny Commission	Overview & Scrutiny Management Board
		City Centre Framework		Performance Report
		Western Harbour Update		
		Performance Report		
		Risk Report		
<b>February 2021</b>				
	<b>8/2/21, 2pm</b>			
	Future Parks			
	Waste			
	Building Security and Safety regulations			
<b>March 2021</b>				
<b>8/3/2021, 2pm</b>		<b>March Date TBC</b>		
Public health update		Strategic Transport Plans (details TBC)		
Healthy eating		Local Rail / Metrowest (details TBC)		
Children In Care, Adoption and Fostering				
Adult Care – Older People: Isolation				
<b>Items to be scheduled</b>				
<ul style="list-style-type: none"> <li>Quarterly Performance Reports</li> <li>Twice yearly Risk Reports</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Performance Reports</li> <li>Twice yearly Risk Reports</li> </ul>	Bristol Local Flood Risk Management Strategy, including River Avon Flood Strategy	IT Transformation Programme (TBC)	Review of Company Accounts – Dec (TBC)
	Community Safety Partnership Needs Analysis (Feb*)		Commercialisation and Innovation	HSID review – postponed until further notice.
			Legal Services Strategy (progress update)	Bristol Energy
				Covid Recovery Plans – Cabinet reports for information only unless items

<b>People Scrutiny Commission</b>	<b>Communities Scrutiny Commission</b>	<b>Growth &amp; Regeneration Scrutiny Commission</b>	<b>Resources Scrutiny Commission</b>	<b>Overview &amp; Scrutiny Management Board</b>
				for discussion
				City Leap

<b>Health Scrutiny</b>	
<b>Subject</b>	<b>Provisional Date</b>
<b>Joint Health Scrutiny Committee</b>	
<p>Agenda subject to any proposed substantial changes to health services brought to the Committee's attention, and agreed with North Somerset and South Gloucestershire Councils.</p> <p>Initial proposals include:</p> <ul style="list-style-type: none"> <li>• BNSSG CCG system plan to 2021 (including Integrated Care Systems progress, and Covid-19 recovery plans);</li> <li>• Stroke services programme</li> <li>• Mental Health Strategy;</li> <li>• 111 First programme.</li> </ul>	December 2020 (tbc)
<b>Health Scrutiny Committee (sub-Committee of the People Scrutiny Commission)</b>	
<p>Agenda to be informed by JHOSC and any proposed substantial changes to health services brought to the Sub-Committee's attention.</p> <p>Initial proposals include:</p> <ul style="list-style-type: none"> <li>• Bristol GP Closures and New Arrangements</li> <li>• Drug and Alcohol Strategy</li> </ul>	March 2021 (tbc)

**Note: these minutes are draft and will remain so until confirmed as a correct record at the next committee meeting.**

## **West of England Combined Authority Overview & Scrutiny Committee**

**Wednesday, 7 October 2020, 10:30 am**

Zoom virtual meeting, broadcast via the WECA YouTube channel

### **Present:**

Cllr Brian Allinson, South Gloucestershire Council	Cllr Geoff Gollop, Bristol City Council
Cllr James Arrowsmith, South Gloucestershire Council	Cllr Gary Hopkins, Bristol City Council
Cllr John Ashe, South Gloucestershire Council	Cllr Brenda Massey, Bristol City Council
Cllr Stephen Clarke, Bristol City Council, Chair	Cllr Hal MacFie, Bath and North East Somerset Council
Cllr Winston Duguid, Bath and North East Somerset Council	Cllr Mhairi Threlfall, Bristol City Council

North Somerset councillor representatives:

Cllr Mike Bird, Cllr Peter Crew, Cllr Huw James

### **Officers in Attendance:**

Ian Hird, Democratic Services & Scrutiny Manager

Shahzia Daya, Director of Legal and Democratic Services

Jess Lee, Head of Strategy & Policy

Malcolm Coe, Director of Investment and Corporate Services

### **Apologies:**

Cllr Carole Johnson, Bristol City Council

## **Minutes**

1	<b>WELCOME AND INTRODUCTIONS</b>  The Chair welcomed everybody to the meeting which was being held via Zoom.
2	<b>APOLOGIES FOR ABSENCE</b>  Apologies for absence were received from Cllr Carole Johnson.
3	<b>DECLARATIONS OF INTEREST</b>  No declarations of interest were declared.
4	<b>MINUTES OF PREVIOUS MEETING</b>  The minutes of the meeting held on 17 June 2020 were agreed as a correct record.

5	<p><b>ITEMS FROM THE PUBLIC (QUESTIONS; STATEMENTS; PETITIONS)</b></p> <p>The following questions had been received from members of the public for this meeting and the replies had been circulated:</p> <ol style="list-style-type: none"> <li>1. Question from: Suzanne Audrey - Park &amp; Stride</li> <li>2. Questions from: Christina Biggs - Rail projects</li> </ol> <p>One statement had also been received and the member of the public attended the meeting and addressed the Committee thereon:</p> <ol style="list-style-type: none"> <li>1. Christina Biggs / Tony Lloyd - Transport / rail issues</li> </ol>
6	<p><b>CHAIR'S BUSINESS / ANNOUNCEMENTS</b></p> <p>The Mayor of the West of England Combined Authority, Mayor Tim Bowles attended the meeting to address the meeting and to answer Members' questions on the Recovery Plan and Climate Emergency Action Plan.</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> <li>• The Mayor stated that the two plans were intrinsically linked and an important part of the Combined Authority's work going forward in the present, medium and longer term;</li> <li>• It was important that as many sectors feed into the work as possible so that a regional response could be found and a stronger voice for the region could be heard by central government;</li> <li>• Significant work had taken place around skills and business support and significant investment to support businesses continued;</li> <li>• The Workforce for the Future programme would be vital to help SMEs going forward;</li> <li>• A multi-agency rapid redundancy support programme was in place;</li> <li>• Combined Authority Mayors had been lobbying for more funds to support skills;</li> <li>• The Climate Emergency Action Plan had been coproduced by officers across the authorities and built on the work each UA had been doing individually but individuals and businesses also had their own roles to play;</li> <li>• There was also plenty of work going on in other sectors that would contribute to the carbon neutral targets, such as cycling and walking investments, e-scooter trials and private business innovation;</li> <li>• In response to a question on cycling investment compared to other Combined Authorities, it was noted that huge investment in cycling and walking was taking place, and conversations with other Combined Authority Mayors were happening constantly;</li> <li>• In response to a question on how the goals in the Climate Emergency Action Plan would be measured, it was noted that over the next six months, officers would incorporate evidence from different plans to establish realistic base levels in order that realistic targets could be set;</li> <li>• In response to a question, it was noted that the work around the Local Industrial Strategy would constantly be reviewed as well as the understanding of challenges of local businesses, trading focus, inward investment and seeking out key global markets;</li> <li>• It was asked whether enforcement of dangerous cycling activity could be carried out. It was noted that the Combined Authority was working closely with police regarding the e-scooter trial. Cycling on pavements continued to be illegal. The Mayor called for individuals to act responsibly;</li> <li>• The Combined Authority had put in bids to feed into the impending Devolution White Paper but it was important to show government that the monies being received were</li> </ul>

	<ul style="list-style-type: none"> <li>• being used responsibly and effectively;</li> <li>• The Combined Authority deals with cross-border/wider issues so it can develop projects across the region in the medium and longer term, and secure funding from government.</li> <li>• In discussion, members suggested that investment in the hydrogen economy and decarbonisation of transport were priorities.</li> </ul> <p>The Chair thanked the Mayor for his attendance and asked whether this could be made a reasonably regular slot on the agenda. The Committee asked that SMART goals be included in the Climate Emergency Action Plan and reflect the current transport programme thinking, given a large percentage of emissions come from transport. The report was broadly welcomed, however and it was noted that the targets were more stringent than national targets, especially the key target of achieving net zero carbon by 2030.</p> <p><b>Agreed:</b> That the Committee’s comments be submitted to the WECA Committee’s meeting on 9 October 2020 to be considered as part of that Committee’s decision-making process (see appendix 1).</p>
7	<p><b>REVIEW OF 9 OCTOBER WECA COMMITTEE AND JOINT COMMITTEE REPORTS</b></p> <p>The Committee considered the reports to be considered by the WECA Committee and Joint Committee meeting on 9 October 2020. Malcolm Coe, the Director of Investment and Corporate Services gave a summary on the finance reports. The following issues were raised:</p> <ul style="list-style-type: none"> <li>• The Local Growth Fund had to be fully spent by March 2021 and has been deliberately overprogrammed to avoid any repayment. The successor Getting Building Fund would be used to meet the overprogramming of existing projects.</li> <li>• Regarding the Metrowest Stage 2 development costs, the LGF allocations seemed to ‘fall away’ instead of increasing. This was due to the overall MetroWest project being funded through a number of different sources;</li> <li>• The enabling works funding for Temple Quarter is from the Economic Development Fund (EDF), part of Bristol’s allocation. The documentation for the scheme was included in the report. Each milestone would be considered by the appropriate decision-making processes;</li> <li>• Umbrella Scheme 1 and 2 were confirmed as 5G technology projects in South Gloucestershire;</li> <li>• UAs had had pressures on their revenue finances due to the Covid-19 crisis but the Combined Authority had largely not had any significant effect on their funding streams at the moment. There was a projected slight underspend at the end of the financial year;</li> <li>• The proposal was to set up a Development Infrastructure Fund (DIF) to allocate monies to development sites (from the investment programme headroom). This would aid longer-term projects and public-sector land cash flow with extant planning permissions;</li> <li>• An extra £4.4m for targeted economy recovery was proposed to be allocated to the Recovery Taskforce work;</li> <li>• The Adult Education Budget had a small increase in the fund (for sector based work academies and high level qualifications) but all Combined Authorities were lobbying government for extra allocations in this area;</li> <li>• The Land Acquisition Fund criteria could be circulated.</li> </ul> <p><b>Agreed:</b> That the Chair, in consultation with the Scrutiny Manager, circulate a draft of the comments made by the Committee to be submitted by the Chair to the meeting to the WECA</p>

Committee and Joint Committee at its meeting on 9 October 2020 as part of that Committee's decision-making process. (see appendix 1 below)

## **APPENDIX 1**

### **COMMENTS FROM COUNCILLOR STEPHEN CLARKE, CHAIR OF WEST OF ENGLAND COMBINED AUTHORITY OVERVIEW & SCRUTINY COMMITTEE**

#### **COMMENTS SUBMITTED TO:**

#### **JOINT MEETING OF WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE AND WEST OF ENGLAND JOINT COMMITTEE – 9 OCTOBER 2020**

Following our meeting on 7 October, I wish to raise the following matters on behalf of the Overview and Scrutiny Committee

#### **1. Covid Recovery Plan and Climate Emergency Action Plan (agenda item 11)**

We were pleased to welcome Mayor Bowles to our meeting to discuss these items and would extend an invitation to him to attend future meetings on a reasonably regular basis as we found the engagement helpful.

In broad terms we welcome both the Recovery Plan and the Climate Emergency Action Plan.

#### **Recovery Plan:**

We welcome the breadth and ambition of the plan, and the specific detail of the actions to be taken forward, as developed through the Regional Economic Recovery Taskforce, with the full involvement of the region's local authorities and the business and other communities.

#### **Climate Emergency Action Plan:**

We also broadly welcome the Climate Emergency Action Plan and recognise the clear structure of the plan. We particularly welcome the headline ambition to achieve net zero carbon in the region by 2030, which is significantly ahead of the 2050 national target. We also acknowledge the work of officers and the engagement and partnership working that has taken place across the authorities in developing the action plan.

We would though like to draw attention to the following issues that we feel should be fully taken on board in taking actions forward:

\* It will be important to ensure the development of a suite of SMART (Specific; Measurable; Attainable; Relevant; Timed) targets as an integral part of the action plan. It is critical to define goals and establish clear milestones against which progress and success can be measured and demonstrated.

\* There will need to be clarity about how taking forward these actions will be factored into / linked in with the evidence base that will inform the review of key strategies, plans and projects, e.g. the Local Industrial Strategy, the next Joint Local Transport Plan and future investment in sustainable transport.

\* Given the twin 'drivers' of facilitating economic recovery and tackling the climate emergency, it will be essential to build on the region's acknowledged strengths around innovation and technology by maximising investment opportunities (e.g. around the hydrogen economy and clean technologies) that will bring both economic and environmental benefit.

	<p><b>2. Investment Fund (agenda item 15)</b></p> <p>We noted the latest report and the fact that £32.2m of headroom has been identified in the programme to 2022/23 as a result of the detailed review of scheme deliverability. We note that detailed proposals for the reallocation of funding from this headroom are to be presented to the Committee's next meeting in December and are supportive of the proposal that a significant part of this funding, approx. £20-£25m, will be used to create a Development Infrastructure Fund.</p> <p><b>3. WECA and North Somerset</b></p> <p>We wish to bring to the committee's attention our strong view that it would be beneficial to the region for North Somerset Council to join WECA, as it is clear to us that that the Combined Authority should align with the West of England's functional economic area. We encourage all Mayors and Leaders to do everything possible to bring this about in discussion with government so that these arrangements are in place in advance of the 2021 WECA Mayoral election.</p> <p>Cllr. Stephen Clarke Chair, West of England Combined Authority Overview &amp; Scrutiny Committee</p>
8	<p><b>INFORMATION ITEM - FORWARD PLAN FOR WECA COMMITTEE AND JOINT COMMITTEE</b></p> <p>The Forward Plan was noted.</p>
	<p>The next meeting would be held on Wednesday, 2 December 2020.</p>

# Joint meeting - West of England Combined Authority Committee and West of England Joint Committee Forward Plan

2020 - 21

PUBLICATION DATE: 25 SEPTEMBER 2020

The Forward Plan seeks to anticipate (as far as possible) the decisions to be made by the West of England Combined Authority Committee and the West of England Joint Committee during the 2020/21 municipal year. This update has been prepared in the context of the Combined Authority's ongoing response to the Covid-19 pandemic.

Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The Forward Plan is updated regularly and can be viewed on the West of England Combined Authority website.

The Forward Plan aims to go beyond the minimum legal requirement for notice of key decisions to be published at least 28 days in advance of the decision-taking meeting. The West of England Combined Authority is committed to openness and participation in decision making and accordingly the Forward Plan includes as much information as possible about decisions expected during the 2020/21 municipal year.

For all meetings, a formal agenda will be published at a minimum of 5 clear working days before the meeting.

This update covers the joint meetings of the Combined Authority Committee and Joint Committee scheduled to be held on the following dates during the 2020-21 municipal year:

- \* 9 October 2020
- \* 4 December 2020
- \* 29 January 2021

ITEM	DATE	LEAD OFFICER	CONTACT
<b>Update on Covid-19 response / recovery plan and approval of Climate Emergency Action Plan</b>	<b>9 October 2020</b>	Jessica Lee, Head of Strategy and Policy	<a href="mailto:strategy@westofengland-ca.gov.uk">strategy@westofengland-ca.gov.uk</a>
<b>Item for WECA Committee &amp; Joint Committee</b>			
To update on the Covid-19 response and to present the			

Recovery Plan and Climate Emergency Action Plan for the region.			
<p><b>WECA &amp; Mayoral budget outturn - October 2020 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest revenue financial outturn budget monitoring report.</p>	<b>9 October 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Investment Fund - October 2020 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest Investment Fund report and seek the latest required approvals for feasibility, development or delivery funding, and for change requests for projects within the current approved programme.</p>	<b>9 October 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Local Enterprise Partnership (LEP) &amp; Invest Bristol and Bath revenue budget outturn - October 2020 report</b></p> <p><b>Item for Joint Committee</b></p> <p>To present the latest forecast revenue outturn budget monitoring information covering both the LEP and IBB revenue budgets.</p>	<b>9 October 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Local Enterprise Partnership One Front Door funding programme - October 2020 report</b></p> <p><b>Item for Joint Committee</b></p> <p>To consider any latest approvals required, or change requests, in connection with the programme (funded through</p>	<b>9 October 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>

the Local Growth Fund / Economic Development Fund).			
<p><b>Update on Covid-19 response - December 2020 report</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To provide a further update on the key actions taken/being progressed by/through WECA in response to Covid-19.</p>	<b>4 December 2020</b>	Jessica Lee, Head of Strategy and Policy	<a href="mailto:strategy@westofengland-ca.gov.uk">strategy@westofengland-ca.gov.uk</a>
<p><b>WECA &amp; Mayoral budget outturn - December 2020 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest revenue financial outturn budget monitoring report.</p>	<b>4 December 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Investment Fund - December 2020 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest Investment Fund report and seek the latest required approvals for feasibility, development or delivery funding, and for change requests for projects within the current approved programme.</p>	<b>4 December 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Future Transport Zones</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To approve proposals for the use of funding under the Future Transport Zones programme.</p>	<b>4 December 2020</b>	David Carter, Director of Infrastructure	<a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a>

<p><b>Transport Infrastructure Delivery Plan</b></p> <p><b>Item for WECA Committee</b></p> <p>To approve a regional Transport Infrastructure Delivery Plan, developed in light of existing transport aspirations and the impact of Covid-19.</p>	<p><b>4 December 2020</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>
<p><b>Strategic planning update</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To seek funding approval to take forward the next stages of regional strategic planning.</p>	<p><b>4 December 2020</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>
<p><b>Strategic Rail Investment</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To approve the latest proposals for strategic rail investment, including the 10 year rail plan.</p>	<p><b>4 December 2020</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>
<p><b>Bus network recovery</b></p> <p><b>Item for WECA Committee</b></p> <p>To consider further proposals as necessary to assist bus network recovery following the impact of Covid-19.</p>	<p><b>4 December 2020</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>
<p><b>Local Enterprise Partnership (LEP) &amp; Invest Bristol and Bath (IBB) revenue budget outturn - December 2020 report</b></p> <p><b>Item for Joint Committee</b></p>	<p><b>4 December 2020</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>

<p>To present the latest forecast revenue outturn budget monitoring information covering both the LEP and IBB revenue budgets.</p>			
<p><b>Local Enterprise Partnership One Front Door funding programme - December 2020 report</b></p> <p><b>Item for Joint Committee</b></p> <p>To consider any latest approvals required, or change requests, in connection with the programme (funded through the Local Growth Fund / Economic Development Fund).</p>	<p><b>4 December 2020</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Adult Education Budget - approach for the 2021/22 academic year and draft allocations</b></p> <p><b>Item for WECA Committee</b></p> <p>To agree the approach for the use of the Adult Education Budget for the 2021/22 academic year and draft allocations.</p>	<p><b>4 December 2020</b></p>	<p>Stephen Bashford, Director of Business &amp; Skills</p>	<p><a href="mailto:DirectorBusinessandSkills@westofengland-ca.gov.uk">DirectorBusinessandSkills@westofengland-ca.gov.uk</a></p>
<p><b>Appointment of Returning Officer for the 2021 Combined Authority Mayoral election</b></p> <p><b>Item for WECA Committee</b></p> <p>To appoint the Returning Officer for the 2021 Combined Authority Mayoral election.</p>	<p><b>4 December 2020</b></p>	<p>Shahzia Daya, Director of Legal</p>	<p><a href="mailto:DirectorLegal@westofengland-ca.gov.uk">DirectorLegal@westofengland-ca.gov.uk</a></p>
<p><b>Update on Covid-19 response and Climate Emergency Action Plan - January 2021 report</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p>	<p><b>29 January 2021</b></p>	<p>Jessica Lee, Head of Strategy and Policy</p>	<p><a href="mailto:strategy@westofengland-ca.gov.uk">strategy@westofengland-ca.gov.uk</a></p>

<p>To present an update on progress in relation to the authority's Covid-19 response and the Climate Emergency Action Plan for the region.</p>			
<p><b>WECA &amp; Mayoral budget outturn - January 2021 report</b> <b>Item for WECA Committee</b></p> <p>To present the latest revenue financial outturn budget monitoring report.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Mayoral budget setting report 2021-22</b> <b>Item for WECA Committee</b></p> <p>To approve a budget for the West of England Combined Authority Mayoral functions for 2021-22.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Combined Authority budget 2021-22</b> <b>Item for WECA Committee</b></p> <p>To approve the Combined Authority budget for 2021-22.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Capital Strategy report</b> <b>Item for WECA Committee</b></p> <p>To approve the authority's Capital Strategy, including the Treasury Management Strategy and Investment Strategy.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>

<p><b>Investment Fund - January 2021 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest Investment Fund report and seek the latest required approvals for feasibility, development or delivery funding, and for change requests for projects within the current approved programme.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Business Plan 2021-22</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To approve the 2021-22 Business Plan.</p>	<p><b>29 January 2021</b></p>	<p>Jessica Lee, Head of Strategy and Policy</p>	<p><a href="mailto:strategy@westofengland-ca.gov.uk">strategy@westofengland-ca.gov.uk</a></p>
<p><b>Local Enterprise Partnership (LEP) &amp; Invest Bristol and Bath (IBB) revenue budget outturn - January 2021 report</b></p> <p><b>Item for Joint Committee</b></p> <p>To present the latest forecast revenue outturn budget monitoring information covering both the LEP and IBB revenue budgets.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Revenue budget setting report 2021-22 - Local Enterprise Partnership (LEP) &amp; Invest Bristol and Bath (IBB)</b></p> <p><b>Item for Joint Committee</b></p> <p>To approve the budget in respect of the LEP and IBB for 2021-22.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Local Enterprise Partnership One Front Door funding programme - January 2021 report</b></p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>

<p><b>Item for Joint Committee</b></p> <p>To consider any latest approvals required, or change requests in connection with the programme (funded through the Local Growth Fund / Economic Development Fund).</p>			
<p><b>Local Transport Plan development</b></p> <p><b>Item for Joint Committee</b></p> <p>To approve proposals relating to the timescale and resources for Local Transport Plan development.</p>	<p><b>29 January 2021</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>