

# Forward plan



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

This update published 6 September 2021

Democratic Services

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## **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 a Tuesday on a six weekly cycle. Meetings start at 4pm and are currently held at City Hall, College Green Bristol, BS1 5TR. 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 <b>APR15 – General Exception</b> , 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

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**

- Mayor Marvin Rees – lead on Transport, Planning and City Design
- Councillor Craig Cheney – Deputy Mayor and Cabinet Member for Finance, Governance and Performance
- Councillor Asher Craig – Deputy Mayor and Cabinet Member for Communities, Equalities and Public Health
- Councillor Don Alexander – Cabinet Member for Transport
- Councillor Nicola Beech – Cabinet Member for Climate, Ecology, Waste and Energy
- Councillor Helen Holland - Cabinet Member with responsibility for Adult Social Care
- Councillor Tom Renhard – Cabinet Member for Housing Delivery and Homes

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
Gail Rogers, Head of Service - Children's Commissioning gail.rogers@bristol.gov.uk	<p><b>Youth Zone – funding request</b> Update Cabinet on progress and timeline for the delivery of the South Bristol Youth Zone project, including capital budget and site.</p> <p>Open</p>	Cabinet 14 Sep 2021	Cabinet Member with responsibility for Families, Education and Women (Lead Member for Children's Services)	People Scrutiny Commission
Gail Rogers, Head of Service - Children's Commissioning gail.rogers@bristol.gov.uk	<p><b>Children’s Independent Fostering Agency Framework – South Central</b> Approval for Bristol City Council to join the South Central Consortium to design and commission the new framework contract. Subsequently purchase Independent Fostering Agency (IFA) placements</p> <p>Open</p>	Cabinet 14 Sep 2021	Cabinet Member with responsibility for Families, Education and Women (Lead Member for Children's Services)	People Scrutiny Commission
Leonie Roberts, Public Health Consultant leonie.roberts@bristol.gov.uk	<p><b>Inpatient Detox and Stabilisation contract</b> Seek approval to procure and award a contract for Inpatient Detox and stabilisation services</p> <p>Open</p>	Cabinet 14 Sep 2021	Deputy Mayor with responsibility for Communities, Equalities and Public Health	People Scrutiny Commission
Guy Fishbourne guy.fishbourne@bristol.gov.uk	<p><b>Leisure Investment Strategy Consultation</b> To consider key findings and recommendations</p>	Cabinet 14 Sep	Mayor	Communities Scrutiny

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	<p>from Bristol's Sport &amp; Active Recreation Facility Strategy (2018 – 2023) and seek approval to undertake public consultation on different investment scenarios across the council's leisure centres and swimming pools.</p> <p>Part exempt 3</p>	2021		Commission
<p>Simon Oliver, Director - Digital Transformation simon.oliver@bristol.gov.uk</p>	<p><b>End User Compute and Deployment Services</b> This report seeks approval for funding for purchase of additional W10 devices.</p> <p>Open</p>	<p>Cabinet 14 Sep 2021</p>	<p>Deputy Mayor with responsibility for Finance, Governance and Performance</p>	<p>Resources Scrutiny Commission</p>
<p>Nancy Rollason, Head of Legal Service nancy.rollason@bristol.gov.uk</p>	<p><b>Procurement of new Case Management System for Legal Services</b> To seek Cabinet approval to procure a new Case Management System for the Legal Service</p> <p>Part exempt 3</p>	<p>Cabinet 14 Sep 2021</p>	<p>Deputy Mayor with responsibility for Finance, Governance and Performance</p>	<p>Resources Scrutiny Commission</p>
<p>Simon Oliver, Director - Digital Transformation simon.oliver@bristol.gov.uk</p>	<p><b>Microsoft Dynamics Agreement</b> seeks approval for a direct award of the 5 year contract through Microsoft Reseller Bytes</p>	<p>Cabinet 14 Sep 2021</p>	<p>Deputy Mayor with responsibility for Finance, Governance</p>	<p>Resources Scrutiny Commission</p>

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	<p>Software Services for Microsoft Dynamics</p> <p>Open</p>		and Performance	
<p>Simon Oliver, Director - Digital Transformation simon.oliver@bristol.gov.uk</p>	<p><b>Digital Transformation Programme</b> To seek Cabinet approval for the proposed Digital Transformation Programme approach, proposed spend from 2021/22 allocated budgets.</p> <p>Part exempt 3</p>	<p>Cabinet 14 Sep 2021</p>	<p>Deputy Mayor with responsibility for Finance, Governance and Performance</p>	<p>Resources Scrutiny Commission</p>
<p>Richard Fletcher, Parks Services Manager richard.fletcher@bristol.gov.uk</p>	<p><b>Parks Capital Maintenance Programme</b> Approve additions to the capital programme for the rebuild and restoration works in parks &amp; green spaces and cemeteries, and to procure necessary equipment.</p> <p>Open</p>	<p>Cabinet 14 Sep 2021</p>	<p>Deputy Mayor with responsibility for Communities, Equalities and Public Health</p>	<p>Communities Scrutiny Commission</p>
<p>Jacob Pryor, Senior Transport Planning Officer jacob.pryor@bristol.gov.uk</p>	<p><b>Active Travel Fund - Tranche 3</b> Update on the funding opportunity from the Department for Transport (DfT) for the Active Travel Fund (AFT) Tranche 3.</p>	<p>Cabinet 14 Sep 2021</p>	<p>Cabinet Member with responsibility for Transport</p>	<p>Growth and Regeneration Scrutiny Commission</p>

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	<p>The report seeks approval for schemes and Expressions of Interest included in Bristol's bid (to the DfT via WECA)</p> <p>Open</p>			
<p>Jonathan Martin, Trading Standards and Private Housing Manager jonathan.martin@bristol.gov.uk</p>	<p><b>Enforcement Policy in relation to Relevant Letting Agency Legislation</b> adoption of the refreshed &amp; updated Bristol City Council (BCC) &amp; Lead Enforcement Authority Penalty Notice Policy in respect of Lettings Legislation.</p> <p>Open</p>	<p>Cabinet 14 Sep 2021</p>	<p>Cabinet Member with responsibility for Climate, Ecology, Waste and Energy, Cabinet Member with responsibility for Families, Education and Women (Lead Member for Children's Services)</p>	<p>Communities Scrutiny Commission</p>
<p>Carol Slater, Health Equity Lead carol.slater@bristol.gov.uk</p>	<p><b>Domestic Abuse Contract Extension</b> To notify Cabinet of an Emergency Key Decision to the extend the Domestic Abuse and Sexual Violence service contracts. Non Key Open</p>	<p>Cabinet 14 Sep 2021</p>	<p>Deputy Mayor with responsibility for Communities, Equalities and Public Health</p>	<p>People Scrutiny Commission</p>
<p>Hugh Evans, Executive Director: People</p>	<p><b>Integrated Community Equipment Services (ICES) Contract Extension</b></p>	<p>Cabinet 14 Sep</p>	<p>Cabinet Member with responsibility for</p>	<p>People Scrutiny Commission</p>



Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	<p>To notify Cabinet of an Emergency Key Decision taken on 28 July 2021 to extend the existing Integrated Community Equipment Services (ICES) contract for 6 months until March 31st 2022, to accommodate a re-evaluation process in respect of the current tendering exercise.</p> <p>Non Key Part exempt 3</p>	2021	Adult Social Care	
<p>Michael Pilcher, Chief Accountant michael.pilcher@bristol.gov.uk</p>	<p><b>Q1 Corporate Risk Management Report 2021/22</b> Update on the Council's risk report for Q1 2021/22 Non Key Open</p>	Cabinet 14 Sep 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Overview and Scrutiny Management Board
<p>Abigail Stratford, Service Manager, Major Projects abigail.stratford@bristol.gov.uk</p>	<p><b>Temple Quarter Update</b> To seek approval to submit a bid, secure, draw down and spend project funding from WECA to progress priority project workstreams of the Temple Quarter Regeneration Programme, including strategic land acquisition.</p> <p>Cabinet to also receive an update on Mead Street character area, communication and engagement strategy and Temple Island enabling works.</p>	Cabinet 5 Oct 2021	Mayor	Growth and Regeneration Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
	Open			
Nick Gingell, Fleet Services Manager nick.gingell@bristol.gov.uk	<p><b>Transition to low carbon fuel</b> To update Cabinet on the transition to low emission fuels, and retender the supply of fuel for fleet services.</p> <p>Open</p>	Cabinet 5 Oct 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission
Rizwan Tariq rizwan.tariq@bristol.gov.uk	<p><b>Language Services corporate contract</b> To seek approval to implement a corporate contract for language services (including translation, interpreting and British Sign Language).</p> <p>Open</p>	Cabinet 5 Oct 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission
Tim Borrett, Director: Policy, Strategy and Partnerships tim.borrett@bristol.gov.uk	<p><b>Data, Insight and Information Strategy</b> To seek approval of the Data, Insight and Information strategy, and procurement of delivery partner.</p> <p>Open</p>	Cabinet 5 Oct 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Overview and Scrutiny Management Board

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Rachael Pryor, Head of Inclusive City Head.virtualhope@bristol.gov.uk	<b>Alternative Learning Provision Framework</b> To seek approval to recommission a new Alternative Learning Provision framework contract.  Open	Cabinet 5 Oct 2021	Mayor	People Scrutiny Commission
Kurt James, - Neighbourhood Co-ordinator kurt.james@bristol.gov.uk	<b>Covid Marshals extension</b> To seek approval to fund Covid marshals until March 2022.  Open	Cabinet 5 Oct 2021	Deputy Mayor with responsibility for Communities, Equalities and Public Health	Communities Scrutiny Commission
Gail Rogers, Head of Service - Children's Commissioning gail.rogers@bristol.gov.uk	<b>Short Breaks recommissioning</b> To seek Cabinet approval for the recommissioning of the Short Break offer and to extend current contracts while the recommissioning process is conducted.  Open	Cabinet 5 Oct 2021	Cabinet Member with responsibility for Adult Social Care, Mayor	People Scrutiny Commission
Paul Barker, Programme	<b>Heat Network Expansion - Bedminster &amp; Temple</b>	Cabinet	Cabinet Member with	Growth and

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Manager Paul.barker@bristol.gov.uk	<b>update</b> To update Cabinet on progress of the Heat Networks in Bedminster and Temple and seek approval to accept and spend grant awards from government.  Open	5 Oct 2021	responsibility for Climate, Ecology, Waste and Energy	Regeneration Scrutiny Commission
Pete Woodhouse, Group Manager Sustainable Transport peter.woodhouse@bristol.gov.uk	<b>Bus Deal - Strategic Corridors update</b> To seek Cabinet approval for the funding of the development, and submission to WECA, of Business cases for projects in strategic corridor programme.  Open	Cabinet 5 Oct 2021	Cabinet Member with responsibility for Transport	Growth and Regeneration Scrutiny Commission
Helen Pitches, Strategic Commissioner for Better Lives at Home helen.pitches@bristol.gov.uk	<b>Extension of the Home Improvement Agency Contract</b> To seek approval for the extension of the Home Improvement Agency contract.  Open	Cabinet 5 Oct 2021	Cabinet Member with responsibility for Adult Social Care	People Scrutiny Commission
Lucia Dorrington, Deputy	<b>Recommissioning of Care and Support Services</b>	Cabinet	Cabinet Member with	People Scrutiny

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Director Commissioning lucia.dorrington@bristol.gov.uk	<p><b>in Extra Care Housing</b> To seek approval to tender for Care and Support Services in Extra Care Housing schemes.</p> <p>Open</p>	5 Oct 2021	responsibility for Adult Social Care	Commission
Michael Pilcher, Chief Accountant michael.pilcher@bristol.gov.uk	<p><b>Budget Monitoring Report P5</b> To provide update to Cabinet for period 5.</p> <p>Open</p>	Cabinet 5 Oct 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission
Tim O'Gara, Director - Legal and Democratic Services tim.ogara@bristol.gov.uk	<p><b>Confidential legal report in relation to a litigation matter</b></p> <p>Fully exempt 3, 5</p>	Cabinet 5 Oct 2021	Cabinet Member with responsibility for Transport	Resources Scrutiny Commission
Clare Sims, Safer Communities Manager clare.sims@bristol.gov.uk	<p><b>Modern Slavery Transparency Statement</b> To seek Cabinet approval for the the Modern Slavery Transparency Statement.</p> <p>Non Key Open</p>	Cabinet 5 Oct 2021	Deputy Mayor with responsibility for Communities, Equalities and Public Health	Communities Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Clare Sims, Safer Communities Manager clare.sims@bristol.gov.uk	<b>Bristol Channel Panel - Annual Assurance Statement</b> To update Cabinet on compliance with the Channel Panel Assurance statement (following revised Home Office guidance). Non Key Open	Cabinet 5 Oct 2021	Deputy Mayor with responsibility for Communities, Equalities and Public Health	Communities Scrutiny Commission
Guy Collings, Head of Insight, Performance and Intelligence Guy.Collings@bristol.gov.uk	<b>Quarterly Performance Progress Report (Q1 - 2021/22)</b> To update cabinet on the progress made against Key Performance Indicators (KPIs). Non Key Open	Cabinet 5 Oct 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Overview and Scrutiny Management Board
Michael Pilcher, Chief Accountant michael.pilcher@bristol.gov.uk	<b>Medium Term Financial Plan/Capital Strategy</b> More information to follow Non Key Open	Cabinet 2 Nov 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission
Denise Murray, Director - Finance & Section 151 Officer denise.murray@bristol.gov.uk	<b>Council Tax Reduction Scheme</b> More information to follow Open	Cabinet 2 Nov 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Michael Pilcher, Chief Accountant michael.pilcher@bristol.gov.uk	<b>Budget Monitoring Outturn Report P6</b> More information to follow  Open	Cabinet 2 Nov 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission
Denise Murray, Director - Finance & Section 151 Officer denise.murray@bristol.gov.uk	<b>Council Tax Base</b> More information to follow.  Open	Cabinet 14 Dec 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission
Denise Murray, Director - Finance & Section 151 Officer denise.murray@bristol.gov.uk	<b>Collection Fund Surplus/Deficit Report</b> More information to follow.  Open	Cabinet 14 Dec 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission
Michael Pilcher, Chief Accountant michael.pilcher@bristol.gov.uk	<b>Budget Monitoring Outturn Report P7</b> More information to follow.  Open	Cabinet 14 Dec 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission

Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Michael Pilcher, Chief Accountant michael.pilcher@bristol.gov.uk	<b>Q2 Corporate Risk Management Report 2021/22</b> More information to follow Non Key Open	Cabinet 14 Dec 2021	Deputy Mayor with responsibility for Finance, Governance and Performance	Overview and Scrutiny Management Board
Denise Murray, Director - Finance & Section 151 Officer denise.murray@bristol.gov.uk	<b>Dedicated Schools Grant Budget Proposals</b> More information to follow  Open	Cabinet 18 Jan 2022	Cabinet Member with responsibility for Families, Education and Women (Lead Member for Children's Services)	People/Resources Scrutiny Commission
Denise Murray, Director - Finance & Section 151 Officer denise.murray@bristol.gov.uk	<b>2022/23 Budget Report and Treasury Management Strategy (Including Public Health)</b> More information to follow.  Open	Cabinet 18 Jan 2022	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission
Sarah Spicer, Business Innovation Manager sarah.spicer@bristol.gov.uk	<b>Housing Revenue Budget Proposals 2022-2023</b>  Open	Cabinet 18 Jan 2022	Cabinet Member with responsibility for Housing Delivery and Homes	Communities Scrutiny Commission
Michael Pilcher, Chief	<b>Budget Monitoring Outturn Report P8</b>	Cabinet	Deputy Mayor with	Resources



Lead Officer	Title and summary of Decision	Meeting date	Decision taker	Scrutiny Remit
Accountant michael.pilcher@bristol.gov.uk	More information to follow  Open	15 Feb 2022	responsibility for Finance, Governance and Performance	Scrutiny Commission
Michael Pilcher, Chief Accountant michael.pilcher@bristol.gov.uk	<b>Q3 Corporate Risk Management Report 2021/22</b> More information to follow. Non Key Open	Cabinet 15 Feb 2022	Deputy Mayor with responsibility for Finance, Governance and Performance	Overview Scrutiny and Management Board
Michael Pilcher, Chief Accountant michael.pilcher@bristol.gov.uk	<b>Budget Monitoring Outturn Report P9</b> More information to follow  Open	Cabinet 1 Mar 2022	Deputy Mayor with responsibility for Finance, Governance and Performance	Resources Scrutiny Commission