

# Forward plan



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

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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. 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 **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

|   |  |
|---|--|
| 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<br>(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; Or<br><br>(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
- Councillor Craig Cheney – Deputy Mayor and Cabinet Member for City Economy, Finance and Performance
- Councillor Asher Craig – Deputy Mayor and Cabinet Member for Children’s Services, Education and Equalities
- Councillor Don Alexander – Cabinet Member for Transport
- Councillor Nicola Beech – Cabinet Member for Strategic Planning, Resilience and Floods
- Councillor Helen Holland - Cabinet Member with responsibility for Adult Social Care and Integrated Care System
- Councillor Ellie King Cabinet Member with responsibility for Public Health and Communities
- Councillor Tom Renhard – Cabinet Member for Housing Delivery and Homes
- Councillor Kye Dudd – Cabinet Member for Climate, Ecology, Waste and Energy

**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                            |
|--|---|-----------------------|--|---|
| Shaun Taylor, Highways Manager<br>shaun.taylor@bristol.gov.uk            | <p><b>Asset Management Software Contract</b><br/>           To seek approval to procure and enter into a contract for an asset management software system via the government digital marketplace framework (G-Cloud).</p> <p>Open</p>   | Cabinet<br>3 Oct 2023 | Deputy Mayor with responsibility for Finance, Governance and Performance | Growth & Regeneration Scrutiny Commission |
| Adam Crowther, Head of City Transport<br>adam.crowther@bristol.gov.uk    | <p><b>Portway Park and Ride Bus Access Improvements Full Business Case (FBC)</b><br/>           To seek approval for the submission of a Full Business Case (FBC) to the West of England Combined Authority (WECA) for City Regional Sustainable Transport Settlement (CRSTS) funding and subject to approval, to accept and spend the funding to deliver the Portway Park and Ride Bus Access Improvements.</p> <p>Part exempt<br/>3</p> | Cabinet<br>3 Oct 2023 | Cabinet Member with responsibility for Transport                         | Growth & Regeneration Scrutiny Commission |
| Paul Sylvester, Head of Housing Options<br>paul.sylvester@bristol.gov.uk | <p><b>Rough Sleeping Accommodation Programme (RSAP) Revenue Grant Funding</b><br/>           To seek approval to accept and spend revenue grant funding awarded by the Department for</p>   | Cabinet<br>3 Oct 2023 | Cabinet Member with responsibility for Housing Delivery and Homes        | Communities Scrutiny Commission           |

| Lead Officer   | Title and summary of Decision   | Meeting date                  | Decision taker   | Scrutiny Remit                                       |
|--|---|-------------------------------|--|--|
|  | <p>Levelling Up, Housing and Communities (DLUHC) as part of the Rough Sleeping Accommodation Programme for 2024/25.</p> <p>Open</p>   |                               |  |  |
| <p>David Martin, Head of Corporate Landlord<br/>david1.martin@bristol.gov.uk</p>                   | <p><b>Estate Rationalisation and Disposals</b><br/>To seek approval for the disposal of Bristol City Council assets which have been identified by the Estates Strategy Board as being surplus to the Council's Requirements.</p> <p>Part exempt<br/>3</p> | <p>Cabinet<br/>3 Oct 2023</p> | <p>Deputy Mayor with responsibility for Finance, Governance and Performance</p>  | <p>Growth &amp; Regeneration Scrutiny Commission</p> |
| <p>Alex Minshull, Sustainable City and Climate Change Manager<br/>Alex.Minshull@bristol.gov.uk</p> | <p><b>Keep Bristol Cool Framework</b><br/>To seek approval of the Keep Bristol Cool Framework.</p> <p>Open</p>  | <p>Cabinet<br/>3 Oct 2023</p> | <p>Cabinet Member with responsibility for Climate, Ecology, Waste and Energy</p> | <p>Growth &amp; Regeneration Scrutiny Commission</p> |
| <p>Anesa Kritah, Economic Regeneration Manager<br/>Anesa.Kritah@bristol.gov.uk</p>                 | <p><b>City Centre &amp; High Streets Recovery and Renewal programme funding for High Streets</b><br/>To note the progress and benefits being delivered as part of the City Centre and High Streets</p>  | <p>Cabinet<br/>3 Oct 2023</p> | <p>Deputy Mayor with responsibility for Finance, Governance and Performance</p>  | <p>Growth &amp; Regeneration Scrutiny Commission</p> |

| Lead Officer   | Title and summary of Decision   | Meeting date                  | Decision taker   | Scrutiny Remit                         |
|--|---|-------------------------------|--|--|
|  | <p>Recovery and Renewal programme and to seek approval to allocate funding for High Streets.</p> <p>Open</p>  |                               |  |  |
| <p>Hannah French, Policy and Public Affairs Manager<br/>Hannah.French@bristol.gov.uk</p> | <p><b>Living Rent Commission</b><br/>To note the progress in relation to the Living Rent Commission Report findings and recommendations.</p> <p>Open</p>  | <p>Cabinet<br/>3 Oct 2023</p> | <p>Cabinet Member with responsibility for Housing Delivery and Homes</p> | <p>Communities Scrutiny Commission</p> |
| <p>Paul Sylvester, Head of Housing Options<br/>paul.sylvester@bristol.gov.uk</p>         | <p><b>Homelessness Prevention Grant Homes for Ukraine top-up 2023/24</b><br/>To seek approval to accept and spend the Bristol's Homelessness Prevention Grant Homes for Ukraine top-up from the Department for Levelling Up, Housing and Communities (DLUHC) for 2023-24.</p> <p>Open</p> | <p>Cabinet<br/>3 Oct 2023</p> | <p>Cabinet Member with responsibility for Housing Delivery and Homes</p> | <p>Communities Scrutiny Commission</p> |
| <p>Donald Graham, Interim Director Homes and Landlord</p>                                | <p><b>Overview of Hengrove Park Delivery Approach, and Approval to Draw Down WECA DIF Funding</b></p>   | <p>Cabinet<br/>3 Oct 2023</p> | <p>Deputy Mayor with responsibility for</p>                              | <p>Growth &amp; Regeneration</p>       |

| Lead Officer  | Title and summary of Decision  | Meeting date          | Decision taker   | Scrutiny Remit                  |
|---|--|-----------------------|--|---------------------------------|
| Services<br>Donald.Graham@bristol.gov.uk  | <p><b>Award for Enabling Infrastructure</b><br/>           To provide an update on the Hengrove Park Delivery approach and to seek approval to accept and spend the WECA DIF Funding award, on the delivery of enabling infrastructure work packages at Hengrove Park and repay the repayable grant element.</p> <p>Open</p> |                       | Finance, Governance and Performance                                  | Scrutiny Commission             |
| Joanna Copping, Consultant:<br>Sexual Health<br>joanna.copping@bristol.gov.uk                     | <p><b>Bristol Primary Care Sexual Health Services Contracts</b><br/>           To seek approval of the proposed procurement approach in relation to primary care sexual health services to general practices and community pharmacies contracts.</p> <p>Part exempt<br/>3</p>  | Cabinet<br>3 Oct 2023 | Cabinet Member with responsibility for Public Health and Communities | People Scrutiny Commission      |
| Guy Fishbourne, Sports and Physical Activity Development Manager<br>guy.fishbourne@bristol.gov.uk | <p><b>Hengrove Park Leisure Centre: Parkwood Community Leisure conversion to Lex Leisure Community Interest Company (CIC)</b><br/>           To seek approval to support Parkwood Leisure in the conclusion of the transfer from Parkwood</p>  | Cabinet<br>3 Oct 2023 | Cabinet Member with responsibility for Public Health and Communities | Communities Scrutiny Commission |



| Lead Officer  | Title and summary of Decision  | Meeting date                  | Decision taker  | Scrutiny Remit                       |
|---|--|-------------------------------|---|--------------------------------------|
|   | <p>Community Leisure to Lex Leisure subject to the satisfactory completion of financial and legal due diligence.</p> <p>Open</p>   |                               |   |                                      |
| <p>Sarah Chodkiewicz, Head of Financial Management &amp; Deputy S151 Officer<br/>Sarah.Chodkiewicz@bristol.gov.uk</p> | <p><b>Medium Term Financial Plan &amp; Capital Strategy</b><br/>To set out the council's strategic approach to the management of it's finances and provide financial context within which revenue budgets and the capital programme for the council will be developed and put forward as part of the budget setting process.</p> <p>Open</p> | <p>Cabinet<br/>3 Oct 2023</p> | <p>Deputy Mayor with responsibility for Finance, Governance and Performance</p> | <p>Resources Scrutiny Commission</p> |
| <p>Sarah Chodkiewicz, Head of Financial Management &amp; Deputy S151 Officer<br/>Sarah.Chodkiewicz@bristol.gov.uk</p> | <p><b>Finance Outturn Report (P5/Q2)</b><br/>To present Cabinet with the latest detailed financial outturn report and identify any additional financial approvals that are required.</p> <p>Open</p>   | <p>Cabinet<br/>3 Oct 2023</p> | <p>Deputy Mayor with responsibility for Finance, Governance and Performance</p> | <p>Resources Scrutiny Commission</p> |

| Lead Officer   | Title and summary of Decision  | Meeting date          | Decision taker   | Scrutiny Remit                            |
|--|--|-----------------------|--|---|
| Robin McDowall, Team Manager - Economy & Enterprise, Economic Development<br>robin.mcdowall@bristol.gov.uk | <p><b>Coach House Community Asset Transfer</b><br/>           To seek approval for the grant of an Agreement for a Lease to the Black South West Network (“BSWN”) charity for the management and operation of the Coach House buildings in St Paul’s.</p> <p>Part exempt<br/>3</p>   | Cabinet<br>7 Nov 2023 | Deputy Mayor with responsibility for Finance, Governance and Performance | Growth & Regeneration Scrutiny Commission |
| Paul Sylvester, Head of Housing Options<br>paul.sylvester@bristol.gov.uk                                   | <p><b>Framework contract for Temporary Accommodation</b><br/>           To seek approval to enter a 3 + 1-year contract with Click Travel.</p> <p>Open</p>   | Cabinet<br>7 Nov 2023 | Cabinet Member with responsibility for Housing Delivery and Homes        | Communities Scrutiny Commission           |
| Abigail Stratford, Head of Regeneration<br>abigail.stratford@bristol.gov.uk                                | <p><b>Temple Quarter Delivery Strategy</b><br/>           To seek approval and authority to finalise the arrangements for the Temple Quarter Delivery Vehicle and proceed with the land consolidation and required option arrangements to support the delivery of Temple Quarter.</p> <p>To approve the Temple Quarter Procurement</p> | Cabinet<br>7 Nov 2023 | Mayor  | Growth & Regeneration Scrutiny Commission |

| Lead Officer  | Title and summary of Decision   | Meeting date                  | Decision taker   | Scrutiny Remit                         |
|---|---|-------------------------------|--|--|
|   | <p>Strategy to secure a Developer Partner.</p> <p>To seek approval and authority for the delivery vehicle to develop the business and delivery plan for Phase 2.</p> <p>Part exempt<br/>3</p>   |                               |  |  |
| <p>Paul Sylvester, Head of Housing Options<br/>paul.sylvester@bristol.gov.uk</p>            | <p><b>Single Homelessness Accommodation Programme (SHAP) Funding Bid</b></p> <p>To seek approval to submit a bid including match funding from the HRA and, if successful, to accept and spend grant funding for the Single Homelessness Accommodation Programme (SHAP).</p> <p>Open</p> | <p>Cabinet<br/>7 Nov 2023</p> | <p>Cabinet Member with responsibility for Housing Delivery and Homes</p> | <p>Communities Scrutiny Commission</p> |
| <p>Miles Tilling, Planned Improvements Service Manager<br/>miles.tilling@bristol.gov.uk</p> | <p><b>Fire Safety Framework</b></p> <p>To seek approval to procure and award a contract for a new Fire Safety Framework from April 2024 for 3 + 1 years.</p> <p>Open</p>  | <p>Cabinet<br/>7 Nov 2023</p> | <p>Cabinet Member with responsibility for Housing Delivery and Homes</p> | <p>Communities Scrutiny Commission</p> |

| Lead Officer  | Title and summary of Decision   | Meeting date                  | Decision taker  | Scrutiny Remit                                       |
|---|---|-------------------------------|---|--|
| <p>Emma Howarth, Head of City Management and Response<br/>emma.howarth@bristol.gov.uk</p>     | <p><b>Fibre and CCTV Contract Amendment</b><br/>To seek approval for a variation to the value of the Fibre and CCTV contract and the assets that are supported within the contract.</p> <p>Open</p>   | <p>Cabinet<br/>7 Nov 2023</p> | <p>Deputy Mayor with responsibility for Finance, Governance and Performance</p>           | <p>Growth &amp; Regeneration Scrutiny Commission</p> |
| <p>Jane Taylor, Employment and Skills Manager<br/>jane.taylor@bristol.gov.uk</p>              | <p><b>WE Work for Everyone Phase 2</b><br/>To seek approval to hold detailed bid negotiations for Phase 2 of a UK Shared Prosperity Fund funded programme to enable the continuation of the WE Work for Everyone programme for people with learning difficulties.</p> <p>Open</p> | <p>Cabinet<br/>7 Nov 2023</p> | <p>Deputy Mayor with responsibility for Children’s Services, Education and Equalities</p> | <p>People Scrutiny Commission</p>                    |
| <p>Gail Rogers, Head of Service - Children's Commissioning<br/>gail.rogers@bristol.gov.uk</p> | <p><b>16+ Commissioning and Sufficiency Strategy for Children in Care and Care Leavers</b><br/>To seek approval of the 16+ Commissioning Strategy for Children in Care and Care Leavers 2023-2025, and workplan.</p> <p>Open</p>  | <p>Cabinet<br/>7 Nov 2023</p> | <p>Deputy Mayor with responsibility for Children’s Services, Education and Equalities</p> | <p>People Scrutiny Commission</p>                    |

| Lead Officer  | Title and summary of Decision  | Meeting date          | Decision taker   | Scrutiny Remit                            |
|---|--|-----------------------|--|---|
| Denise Murray, Director - Finance & Section 151 Officer<br>denise.murray@bristol.gov.uk                   | <p><b>Q2 Corporate Risk Report</b><br/>To provide an update of the current significant strategic risks to achieving the Council’s objectives as set in the Corporate Strategy and summarises progress in managing the risks/actions being taken for each quarter</p> <p>Non Key<br/>Open</p> | Cabinet<br>7 Nov 2023 | Deputy Mayor with responsibility for Finance, Governance and Performance | Resources Scrutiny Commission             |
| Sarah Chodkiewicz, Head of Financial Management & Deputy S151 Officer<br>Sarah.Chodkiewicz@bristol.gov.uk | <p><b>Fees and charges review</b><br/>To seek approval of an increase to charges above the 5% general approval in place for 2023/24 in a number of service areas.</p> <p>Open</p>  | Cabinet<br>7 Nov 2023 | Deputy Mayor with responsibility for Finance, Governance and Performance | Resources Scrutiny Commission             |
| David Martin, Head of Corporate Landlord<br>david1.martin@bristol.gov.uk                                  | <p><b>Corporate Catering Review Project</b><br/>To update cabinet on 6 June 2023 cabinet decision and the strategic plan for the review of Corporate Catering.</p> <p>Part exempt</p>  | Cabinet<br>7 Nov 2023 | Deputy Mayor with responsibility for Finance, Governance and Performance | Growth & Regeneration Scrutiny Commission |

| Lead Officer  | Title and summary of Decision   | Meeting date          | Decision taker   | Scrutiny Remit                |
|---|---|-----------------------|--|-------------------------------|
|   | 3   |                       |  |                               |
| Tim Borrett, Director: Policy, Strategy and Digital<br>tim.borrett@bristol.gov.uk                         | <b>Microsoft Azure Re-Procurement</b><br>To seek approval to procure and award a new contract for Microsoft Azure.<br><br>Open  | Cabinet<br>7 Nov 2023 | Deputy Mayor with responsibility for Finance, Governance and Performance | Resources Scrutiny Commission |
| Rizwan Tariq, Head of Citizen Services<br>rizwan.tariq@bristol.gov.uk                                     | <b>Microsoft Dynamics Reprocurement</b><br>To seek approval to procure and award a new contract for Microsoft Dynamics.<br><br>Open   | Cabinet<br>7 Nov 2023 | Deputy Mayor with responsibility for Finance, Governance and Performance | Resources Scrutiny Commission |
| Sarah Chodkiewicz, Head of Financial Management & Deputy S151 Officer<br>Sarah.Chodkiewicz@bristol.gov.uk | <b>Finance Exception Report (P6)</b><br>To present Cabinet with the latest detailed financial outturn report and identify any additional financial approvals that are required.<br><br>Open | Cabinet<br>7 Nov 2023 | Deputy Mayor with responsibility for Finance, Governance and Performance | Resources Scrutiny Commission |
| Patsy Mellor, Director, Management of Place   | <b>Cultural Investment Programme 2023 to 27</b><br>To seek approval of the recommendations for the  | Cabinet<br>5 Dec 2023 | Mayor  | Growth & Regeneration         |

| Lead Officer  | Title and summary of Decision   | Meeting date                    | Decision taker | Scrutiny Remit                  |
|---|---|---------------------------------|----------------|---------------------------------|
| patsy.mellor@bristol.gov.uk   | allocation of Imagination and Openness grant funding for the second round of the Cultural Investment Programme.<br><br>Open   |                                 |                | Scrutiny Commission             |
| Tom Gilchrist, Private Housing and Accessible Homes Manager<br>tom.gilchrist@bristol.gov.uk | <b>People Living in Vehicles in Bristol</b><br>To provide information about people living in vehicles acknowledging the growing challenges, our current responses and possible next steps.<br>Non Key<br>Open | Cabinet<br>Before 5<br>Mar 2024 | Mayor          | Communities Scrutiny Commission |