

# Member Committee Working Group

## Agenda Briefing 12 May 2023



**Report of:** Head of City Office

**Title:** City Office - Report for Members Committee Working Group

**Ward:** Citywide

**Member Presenting Report:** Head of City Office

### **Recommendation**

For the Members Committee Working Group to note the contents of this report and its appendices for their future work and decision making on partnership working under the Committee System model of governance.

### **Summary**

One City is a citywide partnership involving approx. 1000 partners and 150 Board Members across public, private and voluntary, community and social enterprise sectors in Bristol. The City Office helps to catalyse, enable and support the One City work. Bristol City Council is one of six co-funders and the host of the City Office. The Council currently actively supports One City and it underpins the council's Corporate Strategy 2022-2025.

The Committee System in the future may wish to consider Bristol City Council's role; funding and hosting of the City Office and engagement/support to the One City concept; with One City. It should be noted that the council is one of many partners. Partners could continue the model on without the local authority, noting however that this would likely reduce the partnership's capacity to break down sector silo's and collaborate to respond to key challenges facing the city.

This paper provides a summary of One City and the operations of the City Office and is designed to inform the Committee Working Group's approach to One City.



**Policy** – not applicable

**Consultation**

Internal – not applicable

External – not applicable

**Context**

This paper sets out a summary of the One City, the One City Partnership Structure and the City Office with the following appendices:

- A. Introduction to City Office – a short presentation used previously for Elected Member inductions and briefings.
- B. One City Board Members and City Partners Group Members and breakdown by sector.
- C. Timeline of the One City Initiative.

**The One City Initiative**

The One City initiative was first established in July 2016 with the formation of the City Office, designed to be a hub that brought together city partners to work together on city challenges. The rationale for the initiative was to:

- Provide a framework for city partners and city leaders from different sectors and organisations to come together regularly to share information and consider city challenges and opportunities in a holistic manner.
- To try and collate resource capacity to solve city challenges as a collective.

Feedback from city partners was that there was a desire to create a meeting framework that brought people together regularly and to create a shared vision through which strategies from different organisations and institutions could be aligned. This evolved into the One City Plan and the One City Governance Structure that were launched in January 2019.

One City sits in the wider framework of partnership working across the city council and the city and the details of that wider framework are scheduled for the Committee Working Group's July meeting.

**[City Partners Group](#)**

This group was established in December 2018 initially as an informal group of senior officers/chairs from the city's public sector institutions and representatives from key sectors such as the Chamber of Commerce, Transport Providers, the VCSE sector and Environment Sector. During the pandemic this group had a weekly call with the Director of Public Health to help share information across the city through their networks and to be able to support one another with the response to the crisis. In Sept 2021 this group agreed a Terms of Reference which can be found [here](#). The group continues to meet every two weeks at the invite of the Mayor. As set out in the Terms of Reference this is an informal group of volunteers that has decided to meet regularly, and the group has no formal decision-making authority.

**One City Plan**

First launched in January [2019](#) the One City Plan has been refreshed in [2020](#) and [2021](#). The plan sets out an overarching vision for the city by 2050 underpinned by six themes, each of which has a timeline of activity setting out goals every year up until 2050. The goals are an attempt to sequence activity recognising that issues such as carbon neutrality need to have activity occurring every year, by a wide

variety of organisations, in order to achieve the goal of a carbon neutral city by 2030. Every goal is underpinned by the UN Sustainable Development Goals.

The timelines are owned by the One City Boards who also lead on the refresh of their goals. Progress against the goals is set out in the [Annual Report](#) for the City Office. It is also recorded, where appropriate, in the council's Business Planning where goals align with council activity.

Following a workshop with academics, community groups and board membership to review the One City Plan refresh process the decision was taken to refresh the plan every two years. The 2023 refresh is scheduled to be launched on Wednesday 7 June. The refresh has been done with input from:

- The Youth Council
- Council service areas workshop
- VCSEs sector strategy group
- Bristol Women's Commission
- Bristol Disability Equalities Commission
- Bristol Commission on Race Equality
- Bristol Advisory Committee on Climate Change (BACCC)
- Community Development workers
- Bristol Older People's Forum
- All City Board Members

A briefing session and a workshop was also held for elected members and 25 councillors attending representing all 5 parties which has helped inform the plan.

### **City Gathering**

The City Gatherings are events that are held a minimum of twice a year. They bring together city stakeholders from across the city around specific themes and to showcase different work happening in the city. Designed to be fast-paced, they typically include a wide range of speakers from community groups, front-line services and city organisations, as well as national and international speakers. With the onset of the pandemic the Gatherings moved online and typically have had 300-400 attendees.

Recent Gatherings have focused on Recognising the loss through COVID, COVID recovery, Economic Recovery from COVID, Cost of Living Crisis, Climate and Ecological Emergencies. The most recent was held in person in March 2023, with 300+ attendees and focused on reconnecting the city. Each Gathering also contains a Many Neighbourhoods, One City community video that highlights work happening in different wards in the city (moved on rotation) related to the theme. An example can be found [here](#).

### **The One City Boards (full membership is available in Appendix B)**

There are seven One City Partnership Boards. Below sets out a summary of each board, how they are supported and chaired. Further information on the boards is available on the One City website [here](#). The title of each Board listed below also contains a hyperlink to the relevant page on the website. Barring the Health and Wellbeing board which has a statutory function, all Boards have undergone an expression of interest process to invite representatives from relevant organisations to join the Boards with a panel of equalities representatives and technical experts making recommendations to City Office on appointments. This was conducted in 2021.

- [Children and Young People’s Board](#) – re-launched in 2021 via an expression of interest process, meetings are open to the public with agenda and minutes available on the One City website - the Board has no delegated decision making authority. It makes recommendations on what challenges and ambitions should be included in the One City timelines, how goals should be delivered and how issues and opportunities can be addressed collaboratively. Has responsibility for the [One City Belonging Strategy](#).  
Chairs: Cllr Asher Craig and TBC (Youth Mayor). Clerk: City Office. Board Support Officer: currently City Office. BCC Directors: Reena Bhogal-Welsh (Education) and Abi Gbago (Executive Director Children).
- [Economy and Skills Board](#) – re-launched via an expression of interest process in 2022 with the first meeting held in April 2022, meetings are open to the public with agenda and minutes available on the One City website – the board has no delegated decision-making authority. It makes recommendations on what challenges and ambitions should be included in the One City timelines, how goals should be delivered and how issues and opportunities can be addressed collaboratively. Has responsibility for the [Economic Recovery and Renewal Strategy](#).  
Chairs: Cllr Craig Cheney and Victoria Matthews (Business West) and. Clerk: currently City Office. Board Support Officer: City Office currently. BCC Director: John Smith, delegated to Anesa Kritah, Economic Development Manager.
- [Environment Board](#) – formed via an expression of interest process in 2019 with the first meeting in July 2019, minutes available on the One City website - the Board has no delegated decision making authority. It makes recommendations on what challenges and ambitions should be included in the One City timelines, how goals should be delivered and how issues and opportunities can be addressed collaboratively. Has responsibility for the [Climate and Ecological Strategies](#).  
Chairs: Cllr Kye Dudd and Ann Cousins (Arup) . Clerk: Bristol Green Capital Partnership. Board Support Officer: Bristol Green Capital Partnership. BCC Directors: John Smith delegated to Alex Minshull, Sustainable City and Climate Change Service Manager.
- [Health and Wellbeing Board](#) – statutory committee formed under 2012 in line with legislation – run as a democratic committee of the council with public forum, agenda and minutes available on the council’s website. Membership by health partners is determined by legislation.  
Chairs: Cllr Helen Holland and ICP Partnership Representatives. Clerk: Democratic Services. Board Support Officer: Mark Allen (Public Health). BCC Directors: Christina Gray, Hugh Evans, and Stephen Beet.
- [Homes and Communities Board](#) – re-launched via an expression of interest process with the first meeting happening in March 2022, agendas and minutes available on the One City website – the Board has no delegated decision-making authority. It makes recommendations on what challenges and ambitions should be included in the One City timelines, how goals should be delivered and how issues and opportunities can be addressed collaboratively. Chairs: Cllr Tom Renhard and Oona Goldsworthy (Brunel Care). Clerk: City Office. Board Support Officer: City Office currently. Directors: Donald Graham and Penny Germon.
- [Transport Board](#) – re-launched via an expression of interest process in 2022 and held its first meeting in March 2022, agendas and minutes are available on the One City website – the Board has no delegated decision making authority. It makes recommendations on what challenges and ambitions should be included in the One City timelines, how goals should be delivered and how issues and opportunities can be addressed collaboratively. Chairs: Cllr Donald Alexander and

Melanie Watson (Transport Focus) . Clerk: City Office. Board Support Officer: Jacob Pryor (Transport Team). Directors: John Smith, delegated to Adam Crowther.

- [Culture and Creative Industries Board](#) - established in 2020, this Board does not have a timeline in the One City Plan but instead supports delivery across all the Boards and acts as an information hub for different culture organisations in the city. The Board refreshed its membership in Summer 2022 via an expression of interest process. It makes recommendations on what challenges and ambitions should be included in the One City timelines, how goals should be delivered and how issues and opportunities can be addressed collaboratively.  
Chairs: Marvin Rees and Lynn Barlow (UWE) . Clerk: City Office. Board Support Officer: currently City Office. Director: Patsy Mellor.

### **The City Office**

Established in 2016, the City Office acts as the catalysing and enabling hub for the One City Approach. The office leads and coordinates a wide variety of activity including but not limited to:

- Coordinating, supporting and clerking the seven One City Partnership Boards.<sup>1</sup>
- Coordinating and leading the work programme for the City Partners Group.
- Coordinating and providing technical expertise on Sustainable Development Goals including running the SDG Alliance and co-production of the Voluntary Local Reviews.
- Overseeing the One City Plan including refresh, monitoring and tracking and oversight of the five One City Strategies: Economic Recovery, Climate, Ecology, Belonging and Good Food 2030.
- Stakeholder Management of 1000+ partners.
- Leading key projects such as Bloomberg Harvard Collaboration Programme, UN Habitat Nesta Climate Smart Cities Challenge initiative and the Living Rent Commission, amongst others.
- Championing One City locally, nationally and internationally including all communications, website, dashboard, branding etc.
- Delivery of key events including City Gatherings, partnership events, city challenge sessions (e.g. Waste Summit, Violence Reduction Summit) etc.
- The outputs of the City Office, including the delivery against the One City Plan Goals, are documented in the following documents:
  - [Annual Report 2019](#)
  - [Annual Report 2020](#)

### **City Office Background and staffing**

- Prior to May 2019, the City Office operated on a secondment basis with individuals being seconded from different organisations across the city. The City Office had no budget at this time and any costs (for events, materials etc.) were met from the Mayor’s discretionary budget.
- In February 2019, Full Council approved a one-year budget of £190k for the City Office and a £95k budget for the following three years (2020-2023). This budget funded a small core team of three posts, appointed through the local authority’s recruitment processes, and a small operating budget for printing, design, a website and events.

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<sup>1</sup> It should be noted that the Health and Wellbeing Board and the Environment Board have distinct arrangements as the former is a statutory requirement of the local authority and the latter is managed by the Bristol Green Capital Partnership using part of their grant from Bristol City Council.

- In October 2019, the City Office were prize winners from the European Capital of Innovation and secured £85k which supported the Office’s funding in accordance with the terms of the prize.
- During the COVID pandemic the team was expanded, using COVID funding, to five posts plus one full-time placement in order to manage the increased workloads as the City Office pivoted to support the city’s COVID response and recovery.
- In 2021-22, funding agreements were confirmed on a three-year (until 2024) basis with University of Bristol, University of West of England, Avon and Somerset Constabulary (for one year only), University Bristol Hospital Trust, North Bristol Hospital Trust and City of Bristol College.
- The City Office core team currently includes the following posts:
  - 1 FTE - Head of City Office
  - 1x FTE and x 0.8 FTE– Operations and Stakeholder Managers
  - 1x FTE – Business Support Adviser (vacant since January 2023 due to the vacancy freeze)

Board Support Officers were introduced for every board in 2022; officers based within technical service areas within Bristol City Council who contributed approximately one day a week to supporting the One City Partnership Boards and running the 18 task and finish groups on the One City Plan goals. This was in recognition that the core team was at capacity and needed additional support to manage the growing remit. The City Office however still retains the administration functions (minutes, scheduling) and the cross-board work and attends all agenda setting and Board meetings. City Office will also perform the function of the Board Support Officer in the event there is a vacancy.

During the last four years the City Office has also hosted a number of student placements, interns and apprenticeships and regular work experience placements.

### City Office - current position

All four posts within the City Office core team will be vacant from June 2023. The current core team is funded from contributions from partners including Bristol City Council with any shortfall being met by income generation (e.g. our work on the SDG Voluntary Local review) or Bristol City Council (recharging for work on other projects e.g. the Council’s budget process) to date. The cost of the core team, as per current arrangements, is £263.9k staffing costs.

It has been agreed with all funders to continue to the current funding arrangements for 2023-24 and City Office will recruit to three core roles, a reduction to align with the current funding available: Head of City Office, Operations and Stakeholder Manager and Business Support Advisor. These will all be fixed term posts until 01 June 2024.

There is active engagement with key partner over potential secondments into the City Office to support particularly projects and Board Support functions (as a number of the Board Support Officer have left the local authority).

### Current funding arrangements.

Partner	Costs	Comment
Bristol City Council - General Fund	£77k	Confirmed for 2023-24. Budget for 2024 onwards will be determined via the new Committee System’s budget.
Dedicated Public Health Grant	£30k	Three years of funding 2021-22, 2022-23, 2023-24
University of Bristol	£25k	Three years of funding 2021-22, 2022-23, 2023-24
UWE	£25k	Three years of funding 2021-22, 2022-23, 2023-24

UHBW	£25k	Three years of funding 2021-22, 2022-23, 2023-24
NHBT	£25k	Three years of funding 2021-22, 2022-23, 2023-24
City of Bristol College	£10k	Three years of funding 2021-22, 2022-23, 2023-24
<b>Total</b>	<b>£217k</b>	

### Proposal

For the Members Committee Working Group to review this report for their Agenda Conference and provide a steer on any specifics (key information, steers etc.) they require for the Public Reports.

- **Other Options Considered** – not applicable
- **Risk Assessment** – not applicable
- **Summary of Equalities Impact of the Proposed Decision** – not applicable
- **Legal and Resource Implications**
  - **Legal** – not applicable
  - **Financial** – not applicable
  - **Land** – not applicable
  - **Personnel** – not applicable

### Appendices:

- A. Introduction to City Office – a short presentation used previously for Elected Member inductions and briefings.
- B. One City Board Members and City Partners Group Members includes definitions and breakdown of membership by sector.
- C. Timeline of One City

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

#### Background Papers:

N/A