

**Democratic Services**

Riverside, Temple Street, Keynsham, Bristol BS31 1LA  
Telephone: (01225) 477000 *main switchboard*  
Direct Lines - Tel: 01225 394452 Fax: 01225 394439  
Web-site - <http://www.bathnes.gov.uk>

**Your ref:**

**Our ref:**

**Date:** 9<sup>th</sup> November 2011

**E-mail:** [Democratic\\_Services@bathnes.gov.uk](mailto:Democratic_Services@bathnes.gov.uk)

**To: All Members of the Economic and Community Development Policy  
Development and Scrutiny Panel**

Councillor Robin Moss  
Councillor Ben Stevens  
Councillor Patrick Anketell-Jones  
Councillor Brian Simmons  
Councillor Michael Evans  
Councillor Lisa Brett  
Councillor Manda Rigby

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Economic and Community Development Policy Development and Scrutiny Panel:  
Thursday, 17th November, 2011**

You are invited to attend a meeting of the **Economic and Community Development Policy Development and Scrutiny Panel**, to be held on **Thursday, 17th November, 2011 at 1.00 pm** in the **Council Chamber - Guildhall, Bath**.

**Members of the Panel are reminded that the Equalities briefing will start at 12.30pm in the same room. This briefing is closed for the public.**

The agenda is set out overleaf.

Yours sincerely

Jack Latkovic  
for Chief Executive

**If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.**

*This Agenda and all accompanying reports are printed on recycled paper*

## NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Jack Latkovic who is available by telephoning Bath 01225 394452 or by calling at the Riverside Offices Keynsham (during normal office hours).
2. **Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Jack Latkovic as above.

3. **Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Jack Latkovic as above.

Appendices to reports are available for inspection as follows:-

**Public Access points** - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

**For Councillors and Officers** papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

4. **Attendance Register:** Members should sign the Register which will be circulated at the meeting.
5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.
6. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

**Economic and Community Development Policy Development and Scrutiny Panel -  
Thursday, 17th November, 2011**

**at 1.00 pm in the Council Chamber - Guildhall, Bath**

**A G E N D A**

**1. WELCOME AND INTRODUCTIONS**

**2. EMERGENCY EVACUATION PROCEDURE**

The Democratic Services Officer will draw attention to the emergency evacuation procedure as set out under Note 6.

**3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

**4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972**

Members who have an interest to declare are asked to:

- a) State the Item Number in which they have the interest
- b) The nature of the interest
- c) Whether the interest is personal, or personal and prejudicial

Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

**5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN**

**6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING**

At the time of publication no notifications had been received.

**7. MINUTES 05/10/2011 (Pages 7 - 12)**

To confirm the minutes of the above meeting as a correct record.

## 8. MEDIUM TERM SERVICE & RESOURCE PLANS APPROVAL PROCESS (5 MINUTES)

These reports set out the key influences affecting each Directorate in the next 3-5 years; the changes that the Council wants to make in order to be able to deliver its vision and priorities, and proposed actions to achieve financial balance in an increasingly challenging local and national context.

To avoid the potential overlap in presenting Medium Term Service & Resource Plans to more than one panel, the Policy Development and Scrutiny Chairs and Vice Chairs agreed that the most effective approach would be for the Economic and Community Development Policy Development and Scrutiny Panel Members to be invited to the relevant Panel meetings and asked to make their comments to the relevant parts of plans:

- Housing and Major Projects PDS Panel meeting on 15th November (starts at 5.30pm in the Chamber) – Economic Enterprise and Business Development
- Resources PDS Panel meeting on 21st November (starts at 5.30pm in Keynsham Town Hall) – Community Safety, Big Society/3rd Sector funding and development; and
- Planning, Transport and Environment PDS Panel meeting on 6th December (starts at 2pm in Council Chamber) – Tourism, Leisure and Culture and World Heritage Management.

At these meetings Members of the Panel will have the opportunity to:

- (1) Comment on the Medium Term Service & Resource Plan
- (2) Identify any issues requiring further consideration and highlighting as part of the service action plans and budget reports to be considered in January by the Panel
- (3) Identify any issues arising from the draft plan it wishes to refer to the relevant portfolio holder for further consideration.

## 9. COMMUNITY SAFETY PLAN: WATER SAFETY (30 MINUTES) (Pages 13 - 20)

In January 2011 Avon Fire and Rescue Service gave a report to the Panel on the work they do to raising awareness of Water Safety and reducing risk. This report invites the Panel to hear an update from Avon Fire & Rescue and Council representatives on the improving situation, and recommendations for the future which will generate an open question and answer session.

## 10. ANALYSIS OF FUNDING FOR THIRD SECTOR IN BATH AND NORTH EAST SOMERSET IN 2010-11: UPDATE AND PROGRESS REPORT (25 MINUTES) (Pages 21 - 26)

This report updates the Panel on progress made so far in drawing together and analysing funding for the “third sector” (comprising voluntary, community and not-for-profit organisations) in Bath and North East Somerset. It places this analysis (for the year 2010-11) in the context of the Council’s overall approach to support for this sector and also its current Medium Term Service and Resource Planning process.

11. FUNDING SEARCH AND EU FUNDING RESOURCES (20 MINUTES) (Pages 27 - 30)

This report invites the Panel to receive a presentation on resources available to the Council, third sector and community to identify sources of external funding. In addition, an update will be given on the EU as a source of funding and identify other emerging funding streams.

12. SCRUTINY INQUIRY DAY: THE BENEFIT OF JOINT WORKING TO RETAIN GRADUATES IN BATH & NORTH EAST SOMERSET (5 MINUTES) (Pages 31 - 40)

The Economic and Community Policy Development & Scrutiny Panel is asked to:-

- Note the Draft Terms of Reference and agree the proposal to have a joint Scrutiny Inquiry Day investigation
- Nominate 2 Councillors from the Panel to act as key contacts for the Co-ordination of the Single Inquiry day
- Make any initial suggestions for invitations to the Inquiry Day.

13. PRESENTATION ON SUSTAINABLE ECONOMIC GROWTH INCLUDING AN UPDATE ON LEP ENTERPRISE ZONES AND AREAS (45 MINUTES)

The Panel are asked to consider a presentation from the Economic Enterprise and Business Development Manager.

14. WORKPLAN (Pages 41 - 48)

This report presents the latest workplan for the Panel.

The Committee Administrator for this meeting is Jack Latkovic who can be contacted on 01225 394452.

This page is intentionally left blank

**BATH AND NORTH EAST SOMERSET**

**ECONOMIC AND COMMUNITY DEVELOPMENT POLICY DEVELOPMENT AND  
SCRUTINY PANEL**

Wednesday, 5th October, 2011

**Present:-** Councillors Robin Moss (Chair), Ben Stevens (Vice-Chair), Patrick Anketell-Jones, Brian Simmons, Michael Evans, Lisa Brett and Manda Rigby

**Also in attendance:**

**11 WELCOME AND INTRODUCTIONS**

The Chairman welcomed everyone to the meeting.

**12 EMERGENCY EVACUATION PROCEDURE**

The Democratic Services Officer drew attention to the emergency evacuation procedure.

**13 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**14 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972**

There were none.

**15 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN**

There was none. The Chairman reminded the Panel that the Community Safety seminar (for Panel Members only) will take place on Tuesday 1<sup>st</sup> November at 9.30am.

**16 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING**

There were none .

**17 MINUTES**

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

## **18 COMMUNITY SAFETY PLAN: EARLY INTERVENTION WORK WITH YOUNG PEOPLE (30 MINUTES)**

The Chairman invited Simon Selby (Youth Strategy Officer with Avon and Somerset Constabulary) to give a presentation named 'A brief overview of Youth Strategy within the Bath and North East Somerset area' (available at Democratic Services minute book).

Simon Selby highlighted the following points in his presentation:

- Some Myth Busting – The Kids Are Alright!
- A quote from the Avon and Somerset Constabulary's Children and Young People's Policy
- Introducing 'Under The Influence' educational package
- The scale of problem
- How can we be so sure it will work?
- Bath police Station's Work Experience Programme
- Work Experience Timetable for E District; and
- Volunteering

The Panel asked the following questions and made the following points:

Members of the Panel were impressed with Simon Selby's enthusiasm and commitment to the work with young people. The Panel was also informed that Simon Selby is the only officer for the Bath and North East Somerset area working on that project and that he was not only providing the education but also running a number of projects in terms of the early intervention with young people.

Simon Selby offered to Members to come and visit him in Radstock station where he will show them all the projects, strategies and initiatives on early intervention. His contact number is 07768598106.

The Panel asked if the Police had found the way to monitor Blackberry messaging in the same way they did with Twitter and Facebook.

Simon Selby replied that Blackberry messaging had been looked nationally at the moment and for that reason he would not be able to comment further on that subject.

The Panel said that it was interesting how the Police got young people to volunteer and participate in different programmes/initiatives. The Panel asked how young people from hard to reach groups got involved.

Simon Selby replied by saying that the question should be why there are hard to reach groups. It could be because of the perception on young people or because they, young people, were told that they cannot do things. Simon Selby said that with the right approach everyone could get engaged.

The Panel thanked Simon Selby for the attendance and for sharing his enthusiasm with Members.



It was **RESOLVED** to note the presentation.

**19 COMMUNITY SAFETY PLAN: TACKLING LOCAL CONCERNS THROUGH IDPARTNERS (30 MINUTES)**

The Chair invited Sue Tilley (Community Manager for Partnership Delivery) and Tim Harris (Anti-Social Behaviour Co-ordinator) to introduce the report.

Tim Harris gave a presentation called 'IDPARTNERS – Problem Solving Process' (available at Democratic Services minute book) where he highlighted the following:

- IDPARTNERS
- Why IDPARTNERS
- The Impact Scale
- IDPARTNERS Process
- IDPARTNERS Training
- IDPARTNERS Problem Solving Processes (PSP's)
- Weston Village IDPARTNERS
- Youth Programme in Weston

Tim Harris informed the Panel that further dates for the Problem Solving training will be available after, or around, Christmas time.

The Panel asked the following questions and made the following points:

Councillor Lisa Brett asked why representative/s from young people and victim support were not amongst Weston Village IDPARTNERS.

Tim Harris responded that parents represented young people for the first meeting and that young people and victim support representatives will be invited for future meetings.

It was **RESOLVED** to note the presentation and that the future dates of the Familiarisation/Problem Solving training be sent to all Ward Councillors, Town Councils and Parishes.

**20 PRESENTATION ABOUT THE TOURISM IN BATH AND NORTH EAST SOMERSET (30 MINUTES)**

The Chairman invited David Lawrence (Divisional Director for Tourism, Leisure and Culture) to give a presentation named 'Marketing of Bath and North East Somerset through a public/private sector partnership' (available at Democratic Services minute book).

Councillor Cherry Beath (Cabinet Member for Sustainable Development) informed the Panel that the presentation will be looking into the Tourism for the whole Bath

and North East Somerset area. The presentation will be mainly focused on Bath as tourism in Bath generates main income for the area. Councillor Beath also mentioned the progress with the Norton Radstock Regeneration project in terms of setting the economic forum with the Town Council, local people and businesses.

David Lawrence highlighted the following points in his presentation:

- Where is B&NES
- A City with World Heritage Status
- Value to the Council
- Gross Numbers
- Visitor profile
- Events and Festivals
- Driving more visitors
- Bath Area Tourism statistics
- Marketing the Destination by working in Partnership
- PR & Communication
- Conference Marketing
- Bath Tourism Information Centre (2<sup>nd</sup> busiest TIC in the UK)
- Council's Contribution; and
- What some celebrities said about Bath

The Panel asked the following questions and made the following points:

The Panel asked what will be done to mitigate the threat of having less tourists visiting Bath during the Olympic Games in London.

David Lawrence replied that Glastonbury festival will not be happening next year because of Olympics. There are plans for an event on Bath Racecourses and whole series of other events which will be announced next month.

The Panel asked if the list with attractions outside Bath is available in the Tourist Information Centre and what was hotel occupancy like at the moment.

David Lawrence replied that the list of attractions outside Bath is available for tourists. The current hotel occupancy is not that great (78%) although much better than Bristol (40%).

Councillor David Dixon (Cabinet Member for Neighbourhoods) and Councillor Beath suggested to Panel Members to look at the Visitors Accommodation Strategy in order to get the picture what visitors want and what their needs are for staying in Bath.

The Panel agree to have a report on hotel occupancy for the whole Bath and North East Somerset area at one of the future meetings.

David Lawrence said that Bath is currently going down on the league table in terms of the occupancy because of the current trend where big cities such as Liverpool and

Manchester are progressing on the league table due to their city centre regenerations.

The Panel asked about emerging economies/countries that are coming to Bath recently.

David Lawrence replied that there was an increase in American tourists. One of the interesting trends was the boom of the Chinese market. The city responded to that trend and Roman Baths were seen as the most Chinese friendly spot in the world. David Lawrence also said that there was a significant interest from Mumbai lately.

The Panel asked about the Anti-Social Behaviour impact on tourism in Bath.

David Lawrence responded that the Anti-Social Behaviour does have an impact on tourism in Bath. However, Bath has some measures in place to reduce Anti-Social Behaviour (taxi marshals, etc). Bath has won Purple Flag award for the management of the night time economy.

The Panel asked if the risk assessment had been done in terms of the currency rates considering that 1 in 3 visitors is from overseas.

David Lawrence replied that we do track fluctuation currency rates on weekly basis and that we do realise that it is a volatile business.

The Panel asked why Bath would be affected with the Olympics in London.

David Lawrence replied that Barcelona had been taken as an example. During the Olympic Games there was a significant drop in visits to other attractions and places in Spain.

It was **RESOLVED** to:

1. Note the presentation; and
2. Receive a report on the Hotel Occupancy in Bath and North East Somerset area at one of the future meetings.

## **21 COMMUNITY ASSETS (30 MINUTES)**

The Chair invited Andy Thomas (Group Manager for Partnership Delivery) and Malcolm Grainger (Group Manager – Asset Review) to introduce the report and take the Panel through the Community Right to Buy flowchart (available at Democratic Services minute book).

The officers informed the Panel that the Localism Bill is expected to receive Royal Assent by the end of this year and the commencement of the Bill/Act would be in April or September next year.

Members of the Panel and officers debated the possible scenarios for the Community Right to Buy assets and came to conclusion that the Panel should

receive a further report on the operation of the Community Right to Buy (including the guidance and criteria used) when the provisions in the Localism Bill are finalised.

It was **RESOLVED** to note the Community Right to Buy flowchart and to receive a further report on the operation of the Community Right to Buy (including the guidance and criteria used) when the provisions in the Localism Bill are finalised.

**22 WORKPLAN**

It was **RESOLVED** to note the workplan with the following additions to it:

- Hotel Occupancy in Bath and North East Somerset – date to be confirmed
- Community Right to Buy further update – date to be confirmed

The meeting ended at 3.55 pm

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

<b>Bath &amp; North East Somerset Council</b>			
MEETING:	Economic & Community Development Policy Development and Scrutiny Panel		
MEETING DATE:	17 <sup>th</sup> November 2011		
TITLE:	<b>Community Safety Plan: Water Safety</b>		
WARD:	ALL		
<b>AN OPEN PUBLIC ITEM</b>			
<b>List of attachments to this report:</b>			
Appendix One: Avon Fire and Rescue Water Safety briefing paper for Bath & North East Somerset			

## 1. THE ISSUE

1.1 In January 2011 Avon Fire and Rescue Service gave a report to the Panel on the work they do to raising awareness of Water Safety and reducing risk. This report invites the Panel to hear an update from Avon Fire & Rescue and Council representatives on the improving situation, and recommendations for the future which will generate an open question and answer session.

## 2. RECOMMENDATIONS

2.1 The Panel receives a presentation from Avon Fire and Rescue summarising the progress on water safety in Bath & North East Somerset and identifies where further support can be generated by the Council and other agencies.

2.2 The Panel receives a presentation outlining the work that is in progress by the Council, Avon and Somerset Police and RoSPA (Royal Society for the Prevention of Accidents) to risk assess the River Avon between Churchill Bridge and Windsor Bridge, Bath.

2.3 The Panel hear details of awareness and prevention activities and about the impact of those activities on the level of incidents since January 2011.

2.4 The Panel is asked to note the progress over the last 12 months from key partners and the widespread engagement in this issue.

2.5 The Panel is asked to identify examples of work across Bath and North East Somerset to reduce water safety risk.

## 3. FINANCIAL IMPLICATIONS

3.1 The recommendations suggested by RoSPA could have financial implications for the Council and other stakeholders. At present no Council funding has been allocated for this purpose. These recommendations are

currently being considered with our key partners and potential sources of funding identified.

#### **4. THE REPORT**

4.1 This report will allow the Panel to note Community Safety progress to date and identify potential improvements for the future based upon the reports of key partners about their joint working.

4.2 The presentation will review previous educational campaigns and also highlight new programmes that are scheduled for 2011/2, to make sure that any local concerns are addressed.

4.3 The presentation will look at the success of Community Safety awareness campaigns in reducing incident rates, and also illustrate safety improvements suggested by RoSPA that could significantly reduce the risk presented by the river infrastructure.

#### **5. RISK MANAGEMENT**

5.1 The presentation relates to the work of Avon Fire and Rescue and is subject to their risk assessment processes.

5.2 This presentation also covers the work of Bath & North East Somerset Council and is subject to the council's own risk assessment processes.

5.3 This presentation refers to the work of RoSPA and is subject to their risk assessment processes.

#### **6. EQUALITIES**

6.1 Promoting equality and opportunity for all groups and individuals across the six equality strands and promoting community cohesion is integral to this work. Specific consideration will be given to any equality impacts regarding water safety measures when these are finalised.

#### **7. CONSULTATION**

7.1 The Council's Monitoring Officer (Council Solicitor) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report, The Section 151 Officer has cleared it for publication.

7.2 This multi-agency report has followed the recommendation of the Panel in that Strategic Director (Service Delivery) and Divisional Director (Environmental Services) have had the opportunity to input to this report and the Strategic Director has cleared it for publication.

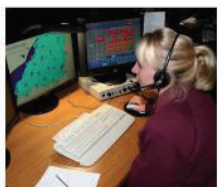
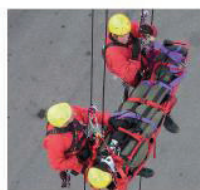
#### **8. ISSUES TO CONSIDER IN REACHING THE DECISION**

8.1; Health & Safety; Community Safety, Section 17 and 115 Crime and Disorder Act 1998; Total Place; Other Legal Considerations

<b>Contact person</b>	<b>Cathryn Humphries, Neighbourhood Environment Manager</b>  <b>01225 477645</b>  <b>Cath_Humphries@bathnes.gov.uk</b>
<b>Background papers</b>	Presentation at the meeting by Denis McCann, Sue Tilley and Cathryn Humphries  Briefing paper
<b>Please contact the report author if you need to access this report in an alternative format</b>	

This page is intentionally left blank





## Water Safety Update

## Introduction:

This report is provided by Avon Fire & Rescue Service to the Economic & Community Development Policy Development and Scrutiny Panel of Bath & North East Somerset Council.

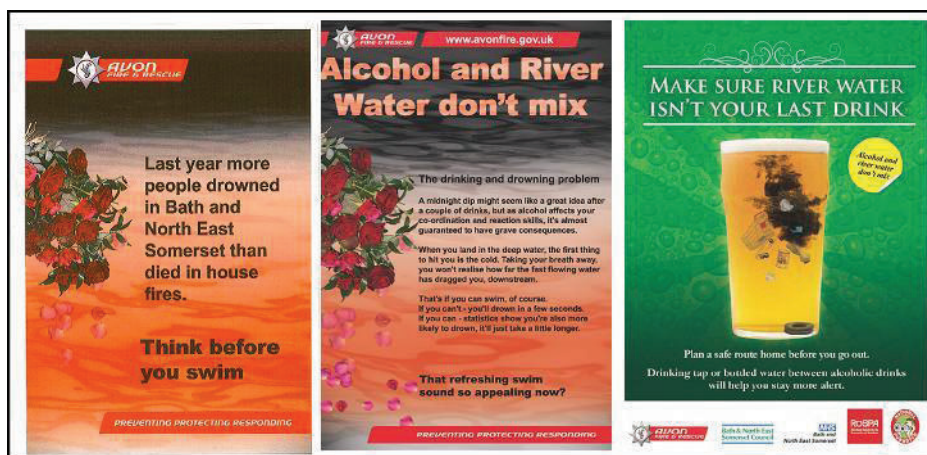
In January 2011 Avon Fire & Rescue Service attended the Safer and Stronger Communities Overview and Scrutiny Panel to present information on the work they were conducting to raise awareness of water safety in B&NES.

The panel heard how the Fire & Rescue Service were delivering water awareness training into schools and conducting public awareness initiatives. The panel are keen to have an update on progress and Avon Fire & Rescue Service has been invited to the November 2011 meeting of the Economic & Community Development Policy Development and Scrutiny Panel to give an update.

## Activities undertaken:

Over 1200 children in schools across B&NES have been provided with water awareness and basic life support first aid by the Fire & Rescue Service. This figure is scheduled to rise to 1500 by December 2011. The age ranges covered include 11-18 year olds. This activity was supported by B&NES Council Community Safety Team who have very kindly sponsored the essential training equipment for these training interventions.

A number of campaigns have run featuring publicity materials.



The themes chosen were based on risk – such as swimming during spring, and alcohol consumption during summer, – with work underway on a party theme to follow during the festive season.

Supportive media coverage during the local news programs has supplemented the message, and this has been further supplemented by exposure in local newspapers that have also been equally supportive and responsible in getting the message across.

### **Engagement:**

From the point at which the Fire & Rescue Service sat alone at the O&S in January, there has been a very positive reception for our work, and also the take up and progression of allied matters.

The Council and Police have jointly sponsored a risk based report into the safety of the river by The Royal Society for the Prevention of Accidents (RoSPA), a project the Fire & Rescue Service were happy to provide direct assistance with.

The Council's Community Safety team have not only sponsored the Fire & Rescue Service training equipment, but also have put interventions in place with both of Bath's universities so that the Council's excellent Taxi Marshal scheme can provide support and assistance to individuals at risk. The Council's Community Safety Team's 'Student Watch' group is working closely with the Students Union and the Fire Service to facilitate creation, ownership and dissemination of safety messages to the University campuses. Universities and Students Unions are planning new student year awareness campaigns supported by the Council and the Fire & Rescue Service.

Education have been proactive with schools engaging fully with the water awareness training, providing time for about 1500 students to receive the delivery during term time this year.

Commerce across the City have embraced the message and supported the display of publicity.

- Media – supportive reporting supportive messaging
- Commercial/Retail Sector
  - Every Clothing store in Southgate has taken publicity materials for public/staff areas
- Night Time Economy
  - Licensed Trade – Bath City Centre Pubs (Pubwatch) have taken and displayed publicity materials
  - Takeaways – taken and displayed publicity materials
- RoSPA – Provided Report Risk Assessment
  - Avon & Somerset Police and Council Environmental Services – Joint Sponsor of the RoSPA Report.
  - Avon Fire & Rescue assisted with the site visit, the assessment of risk and the incident statistics.

### **Outcomes:**

There have been positive outcomes to this initial approach and to all this subsequent activity. Clearly awareness of the issues has been raised in a responsible manner, and precipitated actions such as the commissioning of the RoSPA report and the other actions in this report which have also followed.

In practical and measurable outcomes, one notable impact has been that **calls to Avon Fire & Rescue Service for rescues or evacuations from water for the first nine months of 2011 have halved.** This is compared with Avon Fire & Rescue Service's data for the first nine months of last year (2010).

Our interactions with people, especially students and children show that people are aware of the Water Safety agenda, the issues and this awareness has been achieved in a mutually supportive and non alarmist way.

There is now a RoSPA report in place which will build on these interventions with proposals for other more definitive solutions for the ongoing management of River Safety.

Finally in their November edition of 'Staying Alive' Peter Cornall, Head of Leisure Safety for RoSPA recognised the lead being set in B&NES. He went on to suggest that "This is an approach which needs to be adopted elsewhere, attempts to break the chain in more than one place at the same time is likely to have more success than just trying a single isolated initiative."



Denis McCann  
Unitary Manager  
Bath & North East Somerset

<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Economic and Community Development Policy Development and Scrutiny Panel
MEETING DATE:	17 <sup>th</sup> November 2011
TITLE:	Analysis of funding for Third Sector in Bath and North East Somerset in 2010-11: Update and Progress Report
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<p><b>List of attachments to this report:</b></p> <p><b><u>Appendix:</u> Initial findings from Analysis of Third Sector Funding in Bath and North East Somerset: 2010-11</b></p>	

## 1 THE ISSUE

- 1.1 This report updates the Panel on progress made so far in drawing together and analysing funding for the “third sector” (comprising voluntary, community and not-for-profit organisations) in Bath and North East Somerset. It places this analysis (for the year 2010-11) in the context of the Council’s overall approach to support for this sector and also its current Medium Term Service and Resource Planning process.

## 2 RECOMMENDATION

The Economic and Community Development Policy Development and Scrutiny Panel is asked to agree that:

- 2.1 It receive an update report on progress in collating and analysing the data from 2010-11 and highlight any key issues arising from the work undertaken so far, including issues of scope and definition
- 2.2 It receive a presentation which highlights the main potential implications for voluntary, community and not-for-profit organisations identified so far through the Medium Term Financial Planning process
- 2.3 It request a report at the January meeting containing further detail and a summary of impacts on voluntary, community and not-for-profit organisations identified through the Council’s budget and service action planning processes, including opportunities identified for more effective ways of working

### **3 FINANCIAL IMPLICATIONS**

3.1 There are no direct financial implications of this report. However, clearly the opportunities and issues highlighted have an impact on the Council's medium-term service and resource planning. Through this, the Council is seeking to balance budgets and ensure value-for-money from its work with voluntary and community organisation, not making disproportionate reductions in funding. Achieving this may mean developing new approaches to "commissioning" and "enabling" services through the Council's work with the sector.

### **4 THE REPORT**

#### **Background**

4.1 The Panel at its meeting in July requested that research and analysis be undertaken into funding for voluntary, community and not-for-profit organisations in Bath and North East Somerset.

4.2 Through this work, the Panel is seeking to

- gain a greater understanding of the level and scope of the Council's investment into the "third sector"
- identify the degree of "leverage" from other partners and organisations that this brings
- use this information to identify potential new and increased funding sources

#### **Progress Update**

4.3 In order to create an initial "baseline", the Council's financial data for 2010-11 have been used. All spending identified as being with voluntary and community organisations has been pulled out and an initial analysis undertaken. This is set out, with required provisos, in the Appendix.

4.4 The picture is a complex one. The data comprise around 1500 transactions in 2010-11 involving 274 separate organisations, with a very wide range supported in a number of different ways, including grants, payments for service, commissions and concessionary rents. Further work is now required to:

- Check items against the criteria identified by the Panel- particularly, whether the funding is in the form of a grant, a service level agreement, commission or "in kind" support. The Council is increasingly moving to a "commissioning" approach which sets out clear objectives for voluntary and community sector delivery. However, there is also scope for smaller grants "pots" (such as the Ward Councillors' Initiative) which provide a quick and simple way for local community groups to improve their areas.
- Identify objectives for each project- again, the degree of detail tends to be proportionate to the amount of funding involved.
- Identify additional investment and support levered in as a consequence of the Council's support. This is often in the form of volunteer time and other support, not just financial investment.



- Identify which areas and communities within the area benefiting from funding support. In a number of cases, the target area will be the whole of Bath and North East Somerset.

4.5 As this work has been undertaken, a number of definitional issues have arisen. These include:

- the “scope” of the sector– for example, any funding for the new Community Interest Company delivering health and social care in Bath & North East Somerset could now be seen as falling into this category
- the fact that community projects are sometimes carried out by private sector providers. In addition, payments to statutory bodies such as town and parish councils are sometimes contributions to wider projects including voluntary and community organisations

4.6 The Panel also identified an opportunity to assess other sources of funding into the area for third sector organisations, as well as Council investment. The Appendix therefore also identifies funding into the area from Big Lottery and Quartet Community Foundation as a starting point for looking at this wider picture and seeking opportunities.

### **Medium Term Service and Resource Planning 2012-13 to 2014-15**

4.7 Since 2010-11, there have been a number of significant changes to the funding landscape, many driven by Government. The budget report to Council in February 2011 noted the “impact of significant cuts in government grant funding both in terms of general grant and specific grants supporting direct service areas. Reductions in specific grants have impacted on voluntary and community sector funding as these funds have often been delivered by working through such organisations. In many cases, services have worked with voluntary and community organisations to make savings through targeted recommissioning, negotiating efficiency savings and – in some cases- limited reductions in service.

4.8 Policy Development and Scrutiny Panels are receiving Medium Term Service and Resource Plans in the November cycle. These plans (which are for Resources, People and Community Services, Health and Social Care, Service Delivery and Development & Major Projects) set out the relevant service areas’ approach to resource planning and to savings required to balance budgets. In drawing up these proposals, services have been requested to be clear about the potential impacts of proposed changes. This includes identifying any impacts on the voluntary sector, including:

- the amounts of the saving that impact on the sector
- which organisations are affected
- what Service Level Agreement or grant is impacted by the saving
- the consultation processes required

4.9 The Council through its Change Programme is increasingly following a “Community-led commissioning” approach. The Council will seek to work closely with local community and voluntary organisations to improve outcomes and value for money. This may mean new ways of working - for example through shared “front office” customer service initiatives such as one-stop shops to ensure a more co-ordinated approach to providing of help and advice. Further opportunities to work more effectively in this way will be identified through the service and resource planning process.

4.10 In line with this approach, recent Government Best Value Statutory Guidance also states that authorities should “seek to avoid passing on disproportionate reductions - by not passing on larger reductions to the voluntary and community sector and small businesses as a whole, than they take on themselves”. The Guidance also identifies that the organisation, service users, and wider community can put forward options on how to reshape the service or project. In addition, the Localism Bill contains a provision for voluntary, community and social enterprise organisations to “challenge” local authorities in their provision of services.

## **5 RISK MANAGEMENT**

5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## **6 EQUALITIES**

6.1 As further work is undertaken on the information set out in this report, equalities impacts will be further considered. Equalities impacts are also being built into the Council's service and resource planning and this is subject to a separate briefing for this Panel. There will also be a focus on how the Council can use its investment in the third sector to assist with delivering its duties under the Equality Act 2011

## **7 CONSULTATION**

7.1 *Cabinet Member; Section 151 Finance Officer; Chief Executive; Monitoring Officer;*

## **8 ISSUES TO CONSIDER IN REACHING THE DECISION**

8.1 *Customer Focus; Sustainability; Corporate Other Legal Considerations*

## **9 ADVICE SOUGHT**

9.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Andy Thomas, 01225 394322</i>
<b>Background papers</b>	<u><a href="#">Best Value Statutory Guidance</a></u>



Please contact the report author if you need to access this report in an alternative format

**APPENDIX Initial findings from Analysis of Third Sector Funding in Bath and North East Somerset: 2010-11**

<b>Funding Source</b>	<b>Notes on Data Source</b>	<b>Amount 2010-11</b>	<b>Analysis</b>
<b><u>Bath &amp; North East Somerset Council</u></b>	The data has been analysed using the specific account codes established within the Council's financial systems capture this expenditure. The accuracy of the data depends upon consistent use of the correct expenditure codes when making any payments to the 3 <sup>rd</sup> sector	£5,098,587	<ul style="list-style-type: none"> <li>• Over £5m of funding</li> <li>• 274 organisations funded in 2010-11</li> <li>• Over 60% of organisations funded receive less than £5000</li> <li>• Almost wholly revenue funded</li> <li>• Only 4% of organisations funded receive over £100,000</li> </ul>
<b><u>Big Lottery Funding 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011</u></b>	Source: Big Lottery	£976,000	<ul style="list-style-type: none"> <li>• 21 grants were made to voluntary organisations within the B&amp;NES area. These were mainly a mixture of small Awards for All grants (£300-£10,000) and Reaching Communities grants (£10,000-£500,000). There were also 7 Heroes Return small grants which are not included in this total amounting to £9010.</li> </ul>
<b><u>Quartet Community Foundation</u></b>	Source: Quartet Community Foundation	£254,764	<ul style="list-style-type: none"> <li>• 115 grants were awarded.</li> </ul>

This page is intentionally left blank

<b>Bath &amp; North East Somerset Council</b>	
<b>MEETING:</b>	Economic and Community Development Policy Development and Scrutiny Panel
<b>MEETING DATE:</b>	17 <sup>th</sup> November 2011
<b>TITLE:</b>	Funding Search and EU Funding resources
<b>WARD:</b>	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	

## **1 THE ISSUE**

- 1.1 This report invites the Panel to receive a presentation on resources available to the Council, third sector and community to identify sources of external funding. In addition, an update will be given on the EU as a source of funding and identify other emerging funding streams.

## **2 RECOMMENDATION**

The Economic and Community Development Policy Development and Scrutiny Panel is asked to agree that:

- 2.1 It receive a presentation on

- (1) Tools available for identifying external funding
- (2) The EU as a potential source of funding
- (3) Emerging funding streams

### **3 FINANCIAL IMPLICATIONS**

- 3.1 There are no direct financial implications to this report. However, there are potential opportunities for the area to lever-in additional external funding deriving from work identified in the report.

### **4 THE REPORT**

- 4.1 The Panel at its meeting in July requested that research and analysis be undertaken into funding for voluntary, community and not-for-profit organisations in Bath and North East Somerset. It also identified the importance of ensuring that access to external funding opportunities are maximised.
- 4.2 An update on the analysis and research aspect of this work is reported elsewhere on this agenda. It is proposed that for this agenda item a presentation be made which will highlight:
- The “tools” available to identify external funding- including on-line systems and other support including from infrastructure groups such as Develop ECS
  - A summary of the types of external funding streams that exist, including emerging funding streams
  - The current status of EU funding in the area and opportunities for attracting this

### **5 RISK MANAGEMENT**

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

### **6 EQUALITIES**

- 6.1 An initial equalities impact analysis of the use of on-line tools for funding has highlighted that there is potential for adverse impact on groups who do not have access to the internet. There is therefore a need to ensure that face-to-face funding support is also kept and this is part of the Council's approach.

### **7 CONSULTATION**

- 7.1 *Section 151 Finance Officer; Monitoring Officer*

### **8 ISSUES TO CONSIDER IN REACHING THE DECISION**

- 8.1 *Social Inclusion; Customer Focus; Sustainability; Corporate; Health & Safety;*

### **9 ADVICE SOUGHT**

- 9.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Andy Thomas, 01225 394322
<b>Background papers</b>	
<b>Please contact the report author if you need to access this report in an alternative format</b>	

This page is intentionally left blank

<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Economic & Community Development Policy Development and Scrutiny Panel
MEETING DATE:	17 <sup>th</sup> November 2011
TITLE:	Scrutiny Inquiry Day: The benefit of Joint working to retain Graduates in Bath & North East Somerset
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<p><b>List of attachments to this report:</b></p> <ol style="list-style-type: none"> <li>1. Summary of a Single Day Inquiry</li> <li>2. Draft Terms of Reference for Scrutiny Inquiry Day</li> </ol>	

## 1. THE ISSUE

- 1.1 Graduate retention and graduate business retention has been highlighted as vital for the economy of Bath & North East Somerset in the **Economic Strategy for B&NES (2010-2026)**. A number of groups, including the Council, are working towards improving the current picture in B&NES; however, more often than not these groups fail to combine their efforts and experience.
- 1.2 It has been suggested by the Economic and Community Development Panel to undertake an investigation into the benefit of retaining graduates in Bath & North East Somerset. The outcomes of the day will be to analyse the current facts and figures on graduate retention and determine the overall benefits of retaining graduates and secondly to identify what our local businesses and organisations are doing now to retain graduates and what plans they have for the future. This would then identify whether a jointly developed and owned Action Plan is necessary and provide the opportunity to develop a more co-ordinated and achievable approach to retaining graduates within the Bath & North East Somerset area.
- 1.3 It has been proposed that the Panel may wish to undertake this in the form of a 'Single Inquiry Day'.
- 1.4 A Single Inquiry Day is one of the most effective mechanisms for the scrutiny of a single topic. This meeting would combine presentations about the current situation with informal discussion groups and finally producing recommendations at the end of the inquiry day for the relevant Cabinet Members.

## **2 RECOMMENDATION**

The Economic and Community Policy Development & Scrutiny Panel is asked to:-

- 2.1 Note the Draft Terms of Reference and agree the proposal to have a joint Scrutiny Inquiry Day investigation
- 2.2 Nominate 2 Councillors from the Panel to act as key contacts for the Co-ordination of the Single Inquiry day
- 2.3 To make any initial suggestions for invitations to the Inquiry Day

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The enquiry day will be conducted within the resources available to the Economic & Community Development Panel.

## **4 THE REPORT**

- 4.1 The draft Terms of Reference details the purpose and key objectives of undertaking a Scrutiny Inquiry Day investigation into the benefit of joint working to retain Graduates within Bath & North East Somerset.

## **5 RISK MANAGEMENT**

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## **6 EQUALITIES**

- 6.1 Equalities issues were considered by the Panel as part of their work in formulating the scope of this proposed investigation.

## **7 CONSULTATION**

- 7.1 *Policy Development & Scrutiny Panel; Cabinet Member; Other B&NES Services; Stakeholders/Partners; Section 151 Finance Officer; Monitoring Officer*
- 7.2 Consultation has happened with relevant Service Officers. More detailed consultation will take place with partner organisations and local businesses during the course of this investigation.

## **8 ISSUES TO CONSIDER IN REACHING THE DECISION**

- 8.1 *Customer Focus; Sustainability; Young People;*

## **9 ADVICE SOUGHT**

- 9.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.



<b>Contact person</b>	<i>Donna Vercoe – Policy Development &amp; Scrutiny Manager 01225 396053</i>
<b>Background papers</b>	<i>None</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

This page is intentionally left blank

## Briefing note

### Single Day Inquiries / Single Issue Inquiries

**What is a Scrutiny Inquiry Day:** These are a mechanism for single topic scrutiny, for use where an O&S Committee would not be appropriate, or to review progress in an area which has already been the subject of scrutiny work.

#### Systems and approaches

- Usually informal meeting with attendees invited from all relevant organisations.
- Good lead in time needed approx 3 months recommended
- Preparation pack circulated prior to meeting as a good basic knowledge is assumed prior to the meeting.
- Days usually include: Presentation by key speaker, questions and answer session, break out groups discussing specific topics (sometimes note takers and facilitators required) followed by a plenary session.
- Anyone invited to attend are able to make proposals and amendments.

#### Purpose

- By drawing people from different organisations to discuss a single topic it helps focus minds, showing differing organisational objectives and how these can join up.
- To review and make recommendations in one day.
- No long drawn out process
- Economical approach

#### Involvement of other organisations

- Helps the working relationship between organisations, helping to understand the impact of your decisions on other organisations.
- The members were able to spend a whole day hearing all the points of view and listen to as many experts or organisations.

#### Pros/cons

- No long drawn out process, all wrapped up in one day
- Members found it a rewarding experience as they benefited from hearing the debate between experts as well as from information given.
- They felt that they were fully informed and so were able to make recommendations confidently.
- Networking lunch break.

**Other**

My research was based on speaking with Bristol City Council and Cornwall County Council who are both users of the Single Day Inquiry approach. Both Councils stressed how well received this approach is by the Members. These days are gaining the reputation throughout the Council for being a very productive and worthwhile exercise.

## Economic and Community Development & Policy Development and Scrutiny Panel

### SCRUTINY INQUIRY DAY

# The benefit of joint working to retain Graduates in Bath & North East Somerset

---

<<<insert DATE/TIME>>>>

<<<<LOCATION>>>>

*This meeting is a “working” meeting and therefore not open to the public – outcomes will be presented to the public meetings of the Economic and Community Development on (dateTBC)*

#### Purpose

Graduate retention and graduate business retention has been highlighted as vital for the economy of Bath & North East Somerset. A number of groups, including the Council, are working towards improving the current picture in B&NES; however, more often than not these groups fail to combine their efforts and experience.

This meeting aims to firstly assess the current facts and figures on graduate retention to determine whether there is any benefit to our local economy and secondly, to facilitate discussions and joint action planning by a range of organisations and businesses that have an interest or stake in graduate retention in and across Bath and North East Somerset.

Organisations, businesses and the Council will be able to discuss their issues, needs and priorities for the retention of graduates within B&NES and provide the opportunity to share what work they are doing.

The outcomes of the day will be to determine the overall benefits of retaining graduates and identify whether a jointly developed and owned Action Plan is necessary. This would then provide the opportunity to develop a more co-ordinated and achievable approach to retaining graduates within the Bath & North East Somerset area.

#### Key Objectives

- To analyse and compare the facts/ figures about graduate retention
- To identify what local businesses and organisations are doing now to retain graduates and what plans they have for the future
- To Identify how best we can work together to ensure that Bath & North East Somerset is attractive to graduates and graduate employers
- To identify how the Council can support these efforts better by understanding what more needs to be done and what is achievable.

### Scope

The day will focus on identifying the current picture and whether there are any practical and achievable ways that the economy of Bath & North East Somerset can be improved through the retention of graduates. This will help the Council, and partner organisations / businesses, identify where best to focus their efforts, and prevent the duplication of effort.

### Approach

The ECD Panel will take the lead in co-ordinating the Scrutiny Inquiry Day, however it has been recognised that the subject area under investigation overlaps within other Panel remits, particularly the Housing & Major Projects Policy Development Panel and Early Years, Children and Youth Panel. The ECD Panel will therefore keep these Panels regularly informed of developments and will also be invited to attend the Scrutiny Inquiry Day.

### Exclusions:

- Student fees
- Graduate Business Incentives

### Outline of the Day (draft)

- Presentations/ Speakers and good practice/industry experts, with Q&A opportunity (confirm these)
- Background/ evidence reports on issue/ facts and figures
- Partner/ Business/ Student Experiences ( aim to identify what work is currently being done)
- Networking lunch
- Facilitated workshops to:-
  - A. identify how we can all work together to ensure graduate retention within B&NES
  - B. Identifying what needs to be done to achieve this. ( formulate joint objectives)
- Joint action plan/recommendations

### Attendees

Members of the ECD /HMP/ EYCY Panels

Cabinet Member, Cherry Beath (Sustainable Development), Nathan Hartley (Deputy Leader, Cabinet Member for the EYCY)

Service Officers from relevant departments within Council (TBC)

### *Relevant stakeholders include:-*

- Connexions,
- Next Step
- Local Universities & Colleges, (Bath Spa University / Bath University/ Bath College/ Sixth Forms/ Norton Radstock College)
- University Student Union
- Bath Ventures Innovation Centre ( Bath University)
- Training Providers
- Chamber of Commerce
- Small Business Focus
- Big Business (to be identified)

- Banks (Co-operate responsibility/ strategies for graduates)
- Local Strategic Partnership (Business West Initiative for B&NES)

### Background information

The Scrutiny Inquiry day will support the existing work being undertaken within the Council particularly including the **Economic Strategy for B&NES(2010 – 2026)** and the priority actions: *"To increase the number of Graduates working with local employers"***(Supporting Actions/ Skills)**

### Enquiries

For further information, contact:

Chair of ECD Panel-  
Vice Chair of ECD Panel  
Policy Development & Scrutiny  
Policy Development & Scrutiny

Councillor Robin Moss  
Councillor Ben Stevens  
Donna Vercoe      [Donna\\_Vercoe@bathnes.gov.uk](mailto:Donna_Vercoe@bathnes.gov.uk)  
Lauren Rushen      [Lauren\\_Rushen@bathnes.gov.uk](mailto:Lauren_Rushen@bathnes.gov.uk)

DRAFT

This page is intentionally left blank



Bath & North East Somerset Council	
MEETING:	<b>ECONOMIC AND COMMUNITY DEVELOPMENT PANEL</b>
MEETING DATE:	<b>17<sup>th</sup> November 2011</b>
TITLE:	<b>WORKPLAN FOR 2011/12</b>
WARD:	All
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
Appendix 1 – Panel Workplan	

## 1 THE ISSUE

- 1.1 This report presents the latest workplan for the Panel (Appendix 1).
- 1.2 The Panel is required to set out its thoughts/plans for their future workload, in order to feed into cross-Panel discussions between Chairs and Vice-chairs - to ensure there is no duplication, and to share resources appropriately where required.

## 2 RECOMMENDATION

- 2.1 The Panel is recommended to
  - (a) consider the range of items that could be part of their Workplan for 2011/12 and into 2012/13

## 3 FINANCIAL IMPLICATIONS

- 3.1 All workplan items, including issues identified for in-depth reviews and investigations, will be managed within the budget and resources available to the Panel (including the designated Policy Development and Scrutiny Team and Panel budgets, as well as resources provided by Cabinet Members/Directorates).

## 4 THE REPORT

4.1 The purpose of the workplan is to ensure that the Panel's work is properly focused on its agreed key areas, within the Panel's remit. It enables planning over the short-to-medium term (ie: 12 – 24 months) so there is appropriate and timely involvement of the Panel in:

- a) Holding the executive (Cabinet) to account
- b) Policy review
- c) Policy development
- d) External scrutiny.

4.2 The workplan helps the Panel

- a) prioritise the wide range of possible work activities they could engage in
- b) retain flexibility to respond to changing circumstances, and issues arising,
- c) ensure that Councillors and officers can plan for and access appropriate resources needed to carry out the work
- d) engage the public and interested organisations, helping them to find out about the Panel's activities, and encouraging their suggestions and involvement.

4.3 The Panel should take into account all suggestions for work plan items in its discussions, and assess these for inclusion into the workplan. Councillors may find it helpful to consider the following criteria to identify items for inclusion in the workplan, or for ruling out items, during their deliberations:-

- (1) public interest/involvement
- (2) time (deadlines and available Panel meeting time)
- (3) resources (Councillor, officer and financial)
- (4) regular items/"must do" requirements (eg: statutory, budget scrutiny, etc)?
- (5) connection to corporate priorities, or vision or values
- (6) has the work already been done/is underway elsewhere?
- (7) does it need to be considered at a formal Panel meeting, or by a different approach?

The key question for the Panel to ask itself is - can we "add value", or make a difference through our involvement?

- 4.4 There are a wide range of people and sources of potential work plan items that Panel members can use. The Panel can also use several different ways of working to deal with the items on the workplan. Some issues may be sufficiently substantial to require a more in-depth form of investigation.
- 4.5 Suggestions for more in-depth types of investigations, such as a project/review or a scrutiny inquiry day, may benefit from being presented to the Panel in more detail.
- 4.6 When considering the workplan on a meeting-by-meeting level, Councillors should also bear in mind the management of the meetings - the issues to be addressed will partially determine the timetabling and format of the meetings, and whether, for example, any contributors or additional information is required.

## **5 RISK MANAGEMENT**

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

## **6 EQUALITIES**

- 6.1 Equalities will be considered during the selection of items for the workplan, and in particular, when discussing individual agenda items at future meetings.

## **7 CONSULTATION**

- 7.1 The Workplan is reviewed and updated regularly in public at each Panel meeting. Any Councillor, or other local organisation or resident, can suggest items for the Panel to consider via the Chair (both during Panel meeting debates, or outside of Panel meetings).

## **8 ADVICE SOUGHT**

- 8.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Jack Latkovic, Senior Democratic Services Officer. Tel 01225 394452
<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	

This page is intentionally left blank

Last updated 08.11.11.

**Economic and Community Development Policy Development & Scrutiny Panel Workplan**

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>17<sup>th</sup> November 2011</b>						
	Medium Term Service & Resource Plans			Verbal		
	Community Safety – Water Safety		Dennis McCann and Cathryn Humphries			
	Analysis of funding for Third Sector in Bath and North East Somerset in 2010-11: Update and Progress Report		David Trethewey and Andy Thomas			
	Funding Search and EU Funding resources		David Trethewey and Andy Thomas			
	Scrutiny Inquiry Day: The benefit of Joint working to retain Graduates in Bath & North East Somerset		Donna Vercoe			
	Presentation on Sustainable Economic Growth including an update on LEP Enterprise Zones and Areas		John Wilkinson			
<b>19<sup>th</sup> January</b>						

Last updated 08.11.11.

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
<b>2012</b>						
	Bristol Credit Union		James Berry (CX)		Cllr R Moss	
	Service Action Plans		tbc			
	Community Safety – Police Commissioner					
	Business West Evaluation Report	JB	John Wilkinson			Transferred from HMP to this Panel
<b>22<sup>nd</sup> March 2012</b>						
	Community Safety -					
<b>24<sup>th</sup> May 2012</b>						
	Community Safety -					
<b>12<sup>th</sup> July 2012</b>						
	Community Safety -					
<b>Future items</b>						
	Graduates retention					Single day inquiry
	Community Right to Buy further update					
	Hotel Occupancy in Bath and North East Somerset					
	Parish Charter					
	Facilities used by the community that are owned by non-Council organisations					
	Economic Development - small local businesses role seminar.					



This page is intentionally left blank