

Democratic Services

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Date: 15th May 2013

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**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, 23rd May, 2013**

You are invited to attend a meeting of the **Economic and Community Development Policy
Development and Scrutiny Panel**, to be held on **Thursday, 23rd May, 2013 at 1.00 pm** in the
Council Chamber - Guildhall, Bath.

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, 23rd May, 2013**

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

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** or an **other interest**,
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

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

Pamela Galloway (Secretary Warm of the Water Inclusive Swimming & Exercise Network) and Susan Charles (Chair of the Access Bath Group) will address the Panel.

7. MINUTES OF THE MEETING ON 14TH MARCH 2013 (Pages 7 - 12)

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

8. YOUTH OFFENDING SERVICE (15 MINUTES) (Pages 13 - 16)

The Panel are asked to consider the report and presentation from Sally Churchyard (11-19 Outcomes Manager).

9. 'CONNECTING COMMUNITIES' UPDATE(30 MINUTES) (Pages 17 - 48)

This report provides an update on the Connecting Communities programme and highlights issues for consideration by the Panel.

10. APPRENTICESHIPS, WORK PLACEMENTS, WORK EXPERIENCE, INTERNSHIPS AND VOLUNTEERING (15 MINUTES) (Pages 49 - 76)

There is currently a significant amount of un-coordinated and ad hoc activity supporting apprenticeships, paid and unpaid placements, internships, work experience and volunteering within individual services and Directorates. This paper informs the Panel on proposals for a coordinated approach which should be followed by all Council services whereby any apprenticeship or work experience scheme will follow the same broad principles.

The Policy Development and Scrutiny Panel is asked to:-

- Comment on the proposed Policy Framework and Operational document for apprenticeships, paid and unpaid placements, work experience and volunteers within individual departments across the Council.
- Identify any issues that require further consideration.

11. POST-MIDNIGHT ECONOMY AND ITS CONTRIBUTION TO OVERALL ECONOMY (20 MINUTES) (Pages 77 - 88)

The Panel are asked to consider a presentation the Post-Midnight Economy and its contribution to overall economy.

12. RIVER CORRIDOR REPORT - CABINET MEMBER RESPONSE (15 MINUTES) (Pages 89 - 92)

The Panel are asked to consider Cabinet Member response on the River Corridor report.

13. WORKPLAN (Pages 93 - 100)

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.

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BATH AND NORTH EAST SOMERSET

ECONOMIC AND COMMUNITY DEVELOPMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

Thursday, 14th March, 2013

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

66 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

67 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

68 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillors Cherry Beath (Cabinet Member for Sustainable Development) and David Dixon (Cabinet Member for Neighbourhoods) sent their apologies.

69 DECLARATIONS OF INTEREST

Councillor Patrick Anketell-Jones declared an other interest in the agenda item 9 (Community Safety Plan: Anti-Social Behaviour Government review) as the property landlord.

70 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

The Chairman informed the meeting that this morning all Members of the Panel received an email from Councillor Lisa Brett (Member of this Panel and also a member of the Police and Crime Panel) asking them to read and comment on the final draft of the strategic priorities for crime reduction measures in B&NES 2013-2017.

Councillor Lisa Brett explained that the document arrived from the Police & Crime Commissioners office on Wednesday 13th March afternoon with an urgent mark. The Police and Crime Panel will meet at 10am Friday 15th March meet to approve the Commissioners Police & Crime Plans.

The Chairman thanked Councillor Brett for bringing this document to Panel's attention as soon as she was aware of it.

The Chairman felt that the Panel did not have enough time to digest this document and send their feedback.

The Chairman also said that the message from the Panel is that the Police and Crime Commissioner should engage this Panel much earlier in future consultations.

Nevertheless, it was **AGREED** that Members of the Panel will send their individual comments to Councillor Brett by 10am Friday 15th March.

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

The Chairman informed the meeting that David Redgewell will address the Panel under item 9 on the agenda.

72 MINUTES OF THE MEETING ON 24TH JANUARY 2013

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman with the following amendment:

- Page 3 of the minutes, para 6, should read: ‘...in terms of **reliability**...’

73 CABINET MEMBER FOR NEIGHBOURHOODS UPDATE

It was **RESOLVED** to note the report. Members of the Panel also **AGREED** to have ‘Connecting Communities’ item at one of the Panel’s future meetings.

74 COMMUNITY SAFETY PLAN: ANTI-SOCIAL BEHAVIOUR GOVERNMENT REVIEW (30 MINUTES)

The Chairman invited David Redgewell to address the Panel.

David Redgewell said that there is a vast amount of graffiti at Keynsham and Oldfield Park station which cost tax payers quite a lot of money. Also, these stations were the last stations not having the CCTV in Avon area. David Redgewell pointed out that the Council, together with the newly appointed Police and Crime Commissioner and British Transport Police, should look into providing the CCTV on those two stations. The Anti-Social Behaviour Bill will enable closer co-operation between Local Authorities and the Police forces.

The Chairman invited Sue Dicks (Community Manager for Partnership Delivery) to give the presentation.

Sue Dicks replied to points raised in David Redgewell’s statement by saying that the Council has already had the discussion with the British Transport Police on the areas to fit the CCTV and the outcomes are quite positive. Sue Dicks also informed the Panel that the Council are leading on this matter.

Sue Dicks then gave the presentation where she highlighted the following:

- Landscape of reform for Anti-Social Behaviour
- Why is reducing anti-social behaviour a government priority?
- Reasons behind Government's commitment
- What did the Government do so far?
- What did the White Paper say?
- Current ASB Tools and Powers
- ASB proposed bill
- Part one – Crime Prevention Injunction
- Part two – Criminal Behaviour Order
- Part three – Police Dispersal Power
- Part four – Community Protection Notice
- Community Protection Order (Public Space)
- Tackling Environmental ASB
- Part five – recovery of possession of dwelling houses: ASB Grounds
- Part six – Empowering communities 'Community Trigger' – A new right to victims and communities
- Empowering victims
- Next steps

A full copy of the presentation is available on the Minute Book in Democratic Services.

The Panel made the following points:

Some Members of the Panel found part 3 of the Bill (Police dispersal power) most useful and asked if the consultation would slow down the process.

Sue Dicks responded that no advance consultation would be required, so it wouldn't slow down the process.

The Panel asked if the part five of the Bill (Recovery of possession of dwelling-houses: ASB grounds) would speed up the process particularly in the areas with the high density of student accommodation/houses considering that currently it takes 6 months to ratify noise or other disturbance in those areas.

Sue Dicks replied that there is no reason why landlords could not sort these issues straight away now though part five of the Bill will make these cases easier to manage.

The Panel asked if the part six of the Bill (Community Trigger) could be used maliciously and should elected Members be involved more in the actual provision of the Act (once it gets Royal Assent in 2014).

Sue Dicks responded that part of the Local Government Association's concerns was part six of the Bill and the Police now will have a system identifying vulnerability of victims of anti-social behaviour and people who make regular complaints. The evidence from the community trigger pilots will be important in assessing the value

and reach of the community trigger proposal. Sue Dicks also said that it would be excellent 'best practice' if elected Members get involved in the provision of the Act.

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

75 POLICE AND CRIME COMMISSIONER: UPDATE (30 MINUTES)

The Chairman invited Sue Dicks to introduce the report.

Sue Dicks took the Panel through the report and added that the new Police and Crime Commissioner (PCC), Sue Mountstevens, will visit Midsomer Norton on 22nd March and talk to the Community Alcohol Partnership (CAP) and DPO. Sue Mountstevens will also visit Southside Project in Bath and meet with Curo staff and residents. More visits are planned for 14th May, in particular to Radstock and Keynsham (including 'Community@67' project).

Sue Dicks informed the Panel that the budget for the Community Safety in B&NES is £60k with the focus on reduction in domestic violence, Anti-Social behaviour and hate crime. Sue Dicks explained that £60k is for projects only and not for the staff salaries.

The Panel noted that bullet point 4.4 of the report listed the PCC's priorities. One of the priorities is 'To tackle violent crime, particularly against women and girls'. The Panel commented that this doesn't seem to include men and boys who could be also victims of the violent crime.

Sue Dicks responded that B&NES priorities do include men and boys in this category.

The Panel commented that B&NES seem to be managing well community protection with less funding and asked if there is a case that we should invest in this matter as business, to sell it to other authorities.

The Chairman said that he and Councillor Brett debated this issue on number of occasions and came across unwillingness of some parts of the Authority to look at the options to sell this to other authorities.

It was **RESOLVED** to note the report and instruct the Democratic Services Officer to send the future Panel dates to Sue Mountstevens (Police and Crime Commissioner).

76 WORKPLAN

It was **RESOLVED** to note the future workplan and to invite the new relevant Cabinet Members, subject to the May meeting of the Council, at the next meeting of the Panel.

The meeting ended at 2.30 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council	
MEETING:	Economic and Community Development PDS Panel
MEETING DATE:	23 May 2013
TITLE:	Youth Offending Service
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
None	

1 THE ISSUE

This report is for information, to accompany a short presentation.

2 RECOMMENDATION

The Economic and Community Development PDS Panel is asked to note the information contained within the report.

3 FINANCIAL IMPLICATIONS

The work of the Youth Offending Service is jointly funded by the Council, its statutory partners (Police, Probation and Health), the Youth Justice Board and the Police and Crime Commissioner. The budget for 2013-14 is £878,307, of which £422,457 (48%) is met by the Local Authority.

4 THE REPORT

4.1 Multi-agency Youth Offending Teams/Services were established in April 2000 under the Crime and Disorder Act 1998, to work with young people aged 10-17 years who had committed offences. They include staff from a wide range of backgrounds including Police, Health, Social Care, Education and Probation services. Youth Offending Services work in an integrated way alongside other specialists and have key statutory functions, including supervision of young people subject to Youth Conditional Cautions and Court Orders, giving victims a voice, enabling young people who have offended to re-pay the harm they have caused and strengthening parenting skills. In this area, the work of the two statutory teams is supplemented by a prevention team which works on a voluntary basis with children aged 8-17 years who are at high risk of offending and with their parents/carers.

Together, the three teams form a Youth Offending Service, which is also responsible for safeguarding young people and supporting them to make more positive lifestyle choices.

4.2 Bath and North East Somerset Council is the lead partner in the governance arrangements for the Youth Offending Service and has primary responsibility to the Secretary of State for ensuring that legislative requirements are met and services provided. The statutory partners (Social Services, Education, Police, Probation and Health – now the Clinical Commissioning Group) also have a duty to ensure sufficient resources to enable the partnership to fulfil its statutory duties. Strategic oversight is provided by the Youth Offending Service Management Board made up of the statutory partners and other relevant agencies. The Board is chaired by the local Police District Commander.

4.3 The Youth Offending Service is managed alongside preventative services within the Children’s Service section of the People and Communities Department. Its Service Manager has wider responsibilities for preventative services for vulnerable young people.

4.4 The Youth Offending Service has a statutory responsibility to prevent youth offending and, in addition to reviewing outcomes with individuals, it measures success using three key national outcomes; reduction in first time entrants to the youth justice system, reduction in the rate of custody and a reduction in the rate of re-offending. Reported crime and the number of young people coming into the youth justice system continue to fall in Bath and North East Somerset, as nationally. Much of this is attributable to the good performance of the Youth Offending Service and the wider partnership of services for young people and criminal justice services.

4.5 The latest data available for the three national outcomes is as follows:

Prevention: The latest data available shows a year-on-year reduction (improvement) in the rate, which is lower than the Avon and Somerset average rate, but higher than regional, national and unique family comparators

Date range	Rate of first time entrants per 100,000 10-17 year olds
October 2011 – September 2012	719 (113 young people)
October 2010 – September 2011	874 (142 young people)
October 2009 – September 2010	974 (158 young people)

Custody: the latest data available shows a year-on-year reduction (improvement) in the rate, which is better than all comparators

Date range	Rate of custody per 1000 10-17 year olds
January – December 2012	0.13 (2 custodial sentences)
January – December 2011	0.26 (4 custodial sentences)
January – December 2010	0.49 (8 custodial sentences)

Re-offending: the latest data available shows a reduction (improvement) in the proven rate of re-offending after 12 months, which is better than all comparators

Date range	Rate of re-offending per 1000 10-17 year olds
April 2010 – March 2011	0.65 (29.3% young people re-offended)
April 2010 – March 2011	0.94 (34% young people re-offended)
April 2010 – March 2011	0.92 (34.5% young people re-offended)

5 ADVICE SOUGHT

The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had an opportunity to comment on this report.

Contact person	Sally Churchyard, 11-19 Outcomes Manager (01225 396966)
Background papers	Youth Justice Plan 2012-13
Please contact the report author if you need to access this report in an alternative format	

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Bath & North East Somerset Council	
MEETING:	Economic and Community Development Policy Development and Scrutiny Panel
MEETING DATE:	23 rd May 2013
TITLE:	“Connecting Communities”: Update
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Report to Cabinet Connecting Communities: A Local Engagement Framework for Bath & North East Somerset	
Cabinet Report Appendix One: Connecting Communities: Our Framework for Change	
Cabinet Report Appendix Two: Connecting Communities Toolkit	
Cabinet Report Appendix Three: Connecting Communities Action Plan	

1 THE ISSUE

- 1.1 This report provides an update on the Connecting Communities programme and highlights issues for consideration by the Panel.

2 RECOMMENDATION

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

- 2.1 The Report received and decisions made by Cabinet on 8th May in respect of Connecting Communities be noted
- 2.2 It consider key issues relating to the implementation of Connecting Communities, including:
- (1) Information to be included in the proposed “Cluster Profiles”
 - (2) The proposed “Cluster” arrangements
 - (3) The timing and approach to implementation of the project at local level
 - (4) The content of the “Connecting Communities” Toolkit.
- 2.3 It request any additional information required on specific projects contained in the Connecting Communities Toolkit

- 2.4 It considers how the Panel can assist in the development of Connecting Communities

3 FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report. Financial implications relating to Connecting Communities are set out in the report to Cabinet. These noted that Cabinet in May 2012 agreed to allocate £105,000 from the Community Empowerment Fund specifically to improvements to local engagement. This will be used to deliver the programme and ensure maximum benefit from it for local communities.

4 THE REPORT

- 4.1 Cabinet considered a report at its meeting of 8th May which set out recommendations in relation the Connecting Communities programme. The project is an initiative of the Public Services Board (which comprises Council, Police, Curo, Clinical Commissioning Group and Fire and Rescue Service, with recruitment for a voluntary and community sector representative currently underway). It aims to improve engagement with local communities in our area. The report to Cabinet sets out the proposed overall approach, which is based on the following principles:

To LISTEN - *always being open to ideas* Our commitment is to understand what it is that communities are asking for, rather than making assumptions based on existing ways of working.

To PRIORITISE - *making sure local needs come first* Our commitment is to work with local communities to identify the different needs of each area, rather than adopting a “one size fits all” approach to deciding priorities. We will support communities to make decisions grounded in the best possible evidence.

To JOIN UP - *working in partnership with our local communities* Our commitment is to act as “one Council”, and increasingly as “one public service”, so that when communities talk to someone who works for a public service they can gain access to all public service resources without duplication of effort

To WORK WITH YOU - *helping communities find the best way to tackle local issues* Our commitment is to always be open to new ideas and to look for solutions rather than barriers

To SHARE IDEAS - *building on what works* Our commitment is to share information and best practice across our area and to encourage learning and innovation

- 4.2 This approach should be seen in the context of the commitment to deliver “one Council” and “one public service” in communities, building trusts and relationships and reducing duplication of consultation and engagement. This will have the following benefits:

- (1) Making better use of the strengths and capacity of our communities and build on what works well
- (2) A quicker response to local issues and concerns
- (3) An opportunity to see the “big picture” across all public services in an area
- (4) More support for local innovation - for example the Proud of Your Doorstep initiative in Whiteway

4.3 Appendices to the report then set out:

- (1) The Connecting Communities Framework (Appendix 1). The “Core Offer” includes our work with “communities of interest” across Bath and North East Somerset, including equalities groups, and the “Locality Offer” is based on working more closely with local communities building on local strengths. It is important to note that, although this Locality Offer contains proposed “Clusters”, these are primarily designed to form a starting point for public services to work together rather than as hard-and-fast engagement boundaries. As Connecting Communities is developed, the importance of natural communities and open engagement will be paramount.
- (2) A “Connecting Communities Toolkit” (Appendix 2) which sets out good practice and initiatives which can be used as appropriate in localities to get things done.
- (3) A draft timescale (Appendix 3) for implementing the scheme identifies a first phase for the implementation Local Offer in three Clusters. It is envisaged that these will initially be in areas where there is significant planned regeneration activity in order to maximise the benefits of this work and link with other engagement activities.

4.4 Cabinet discussed this report at its meeting on 8th May and agreed to

- (1) Adopt the “Connecting Communities Framework” set out in Appendix One, along with other public service partners working through the Public Services Board
- (2) Request officers to begin the implementation of the framework through widely publicising the “Core Offer” set out in the “Connecting Communities Toolkit” in Appendix Two
- (3) Delegates to the Divisional Director, Policy and Partnerships in consultation with the Council Leader the detailed plans for implementing the “Local Offer” set out in the “Connecting Communities Toolkit”
- (4) Request the Divisional Director, Policy and Partnerships to work with local groups and communities to keep updated the Connecting Communities Toolkit in order to share good practice in local communities
- (5) Notes the Draft Action Plan set out in Appendix Three and request a further report in 6 months updating on progress in implementing Connecting Communities

- 4.5 At the time of preparing this report the formal minutes relating to this Cabinet item is not available. However, the webcast of the discussion at Cabinet can be found here (Agenda Item 14)

http://www.bathnes.public-i.tv/core/portal/webcast_interactive/103908

- 4.6 Given this, there will continue to be discussion on implementation and development of Connecting Communities. Input from the Panel would be particularly valued on the approach taken to clustering and in particular the proposed template for a “Cluster Profile” containing information about local issues, concerns and assets.
- 4.7 The Connecting Communities Toolkit sets out a wide range of projects which together form a “menu” for localities. For example, the “Better Together” project builds on the Cabinet’s Community Organiser scheme to provide focused community engagement work in Radstock and Foxhill. Better Together was allocated £106, 806 by Cabinet in May 2012 for a project to 2015 to engage on a one-to-one basis with local residents whilst also helping build local capacity to establish local groups and social enterprises. Linked to Connecting Communities, the project will also provide training, development and other support to both residents and public service staff in order to make the most of local opportunities and ideas. The Panel is invited to request further information on aspects of the Toolkit.
- 4.8 As part of its “Core Offer”, the Council will continue to work closely with Parish Councils. The Parish Charter was approved in 2006 and reviewed in 2009 with only minor changes following this. Given the Localism Act 2011, Connecting Communities and other recent changes it may be considered appropriate to undertake a review of this document and a further report to the Panel will be made in due course.

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

An EqIA has not been completed for this report for the following reasons

- 6.1 An EqIA was undertaken as part of the report to Cabinet and key issues arising from this are set out in the report

7 CONSULTATION

- 7.1 Cabinet Member; Section 151 Finance Officer; Monitoring Officer
- 7.2 Views were sought on an initial draft of this report and feedback incorporated

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Social Inclusion; Customer Focus; Young People; Human Rights; 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.

Contact person	Andy Thomas, Policy and Partnerships, Bath & North East Somerset 01225 394322 andy_thomas@bathnes.gov.uk
Background papers	
Please contact the report author if you need to access this report in an alternative format	

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Bath & North East Somerset Council

MEETING:	Cabinet	
MEETING DATE:	8 May 2013	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2545
TITLE:	Connecting Communities: A Local Engagement Framework for Bath and North East Somerset	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1: Connecting Communities: Our Framework for Change</p> <p>Appendix 2: Connecting Communities: Toolkit</p> <p>Appendix 3: Connecting Communities: Draft Action Plan</p>		

1 THE ISSUE

1.1 This report sets out a new approach to working with local communities in Bath and North East Somerset called “Connecting Communities”. It identifies the Framework jointly adopted by local public services as well as a “Toolkit” of good practice which will be built on at locality level. The report also outlines the key changes and actions for delivery of Connecting Communities and the benefits expected from this new way of working.

2 RECOMMENDATION

The Cabinet agrees that:

- 2.1 It adopt the “Connecting Communities Framework” set out in Appendix One, along with other public service partners working through the Public Services Board
- 2.2 It request officers to begin the implementation of the framework through widely publicising the “Core Offer” set out in the “Connecting Communities Toolkit” in Appendix Two
- 2.3 It delegates to the Divisional Director, Policy and Partnerships in consultation with the Council Leader the detailed plans for implementing the “Local Offer” set out in the “Connecting Communities Toolkit”
- 2.4 It request the Divisional Director, Policy and Partnerships to work with local groups and communities to keep updated the Connecting Communities Toolkit in order to share good practice in local communities

2.5 It notes the Draft Action Plan set out in Appendix Three and request a further report in 6 months updating on progress in implementing Connecting Communities

3 FINANCIAL IMPLICATIONS

3.1 However, work in drawing up Connecting Communities has highlighted that the Council and its public service partners invest significantly in staff time and other resources in supporting a wide range of local community engagement and consultation mechanisms. There is therefore the opportunity to improve effectiveness by working with local communities to reduce duplication and streamline these approaches, releasing efficiency savings.

3.2 Cabinet in May 2012 agreed to allocate £105,000 from the Community Empowerment Fund specifically to improvements to local engagement. This will be used to deliver the programme and ensure maximum benefit from it for local communities.

4 CORPORATE OBJECTIVES

4.1 Connecting Communities is central to delivering the Council's aim of being "a listening Council with active citizens that reaches every community and culture". By working jointly with local communities on identifying issues and working together, innovative solutions can be identified to address the key Council priorities as below:

- *Promoting independence and positive lives for everyone-* by providing opportunities for local people to be involved in shaping their communities and to build local projects
- *Creating neighbourhoods where people are proud to live-* by celebrating the successes and strengths of community projects and facilities
- *Building a stronger economy-* by increasing local skills and establishing and growing successful social enterprises

5 THE REPORT

5.1 Bath & North East Somerset Council's refreshed Vision and Values identifies the ambition of being "A listening Council with active citizens that reaches every community and culture". Increasingly this will require the Council to develop its role as an "enabler", helping support and strengthen our communities so they are better able to tackle issues of local concern. As the Council seeks to move from good to excellent, it will increasingly be judged on how well it works with partners to help local people shape the areas they live and work in.

5.2 Bath and North East Somerset is fortunate in having a wide range of effective voluntary and community groups, parish and town councils and residents' associations. However, the mechanisms that have evolved over time for working with these groups and with local communities are complex and can lead to duplication and confusion. There is also the potential for key local issues to go unresolved through this fragmented approach.

5.3 In addition, our mechanisms for local engagement have generally been service-based, driven by the needs of a particular issue, organisational requirement or national initiative. This has in some cases militated against the longer-term

conversations and relationships needed to build trust and confidence to tackle local issues. This is made more challenging by the diversity of Bath and North East Somerset and particularly the fact that it has both parished and unparished areas.

5.4 Bath and North East Somerset's Public Services Board comprises Bath & North East Somerset Council, Avon and Somerset Police, Avon Fire and Rescue Service, Bath & North East Somerset Clinical Commissioning Group and Curo, with voluntary and community sector membership currently subject to an open recruitment process. The Board recognises that our communities do not think or work in either service or agency "silos" and increasingly expect "seamless" engagement. In addition, key drivers such as the Placemaking Plan, Connecting Families and Community Budgets require new ways of working to succeed. More details on these challenges are set out in Appendix One.

5.5 The Public Services Board has therefore taken the initiative to achieve better joint working with local communities in order to meet these challenges and to address public expectations for better, more streamlined services. Its aim is a "joined up" approach to tackle the concerns that local people raise with us and to work together on solutions to local concerns through "one conversation". Connecting Communities is about public services supporting and enabling local initiatives to thrive as communities increasingly take the lead in shaping their areas and in contributing to solutions.

5.6 The new approach, adopted by the Public Services Board on 24th April, is set out in the Framework document attached in Appendix One and can be summarised in the following way:

(1) Public Services are jointly signing up to a series of principles and commitments which set out how they will work. These are:

To LISTEN - *always being open to ideas* Our commitment is to understand what it is that communities are asking for, rather than making assumptions based on existing ways of working.

To PRIORITISE - *making sure local needs come first* Our commitment is to work with local communities to identify the different needs of each area, rather than adopting a "one size fits all" approach to deciding priorities. We will support communities to make decisions grounded in the best possible evidence.

To JOIN UP - *working in partnership with our local communities* Our commitment is to act as "one Council", and increasingly as "one public service", so that when communities talk to someone who works for a public service they can gain access to all public service resources without duplication of effort

To WORK WITH YOU - helping communities find the best way to tackle local issues Our commitment is to always be open to new ideas and to look for solutions rather than barriers

To SHARE IDEAS - building on what works Our commitment is to share information and best practice across our area and to encourage learning and innovation

- (2) To put these commitments into practice, Public Services will for the first time work through a single framework for local engagement with partners and residents. This will be based on “Clusters” and will be rolled out in both the unparished and parished areas of Bath and North East Somerset.
- (3) These clusters will be supported through a “toolkit” of approaches, information and opportunities for local projects and joint working, drawing on successful projects across our area and elsewhere. It is important to note that Connecting Communities can build on experience of successful community engagement across our area, in particular “on the ground” projects such as Community@67 in Keynsham, *Changes in Whiteway* and our programme of Community Asset Transfer (reported to Council in February).

5.7 Connecting Communities will be complemented by a Public Service “core offer” across the whole of Bath and North East Somerset which focuses on activities such as working through local elected members and the democratic process, formal consultation mechanisms and engagement with “communities of interest” including equalities groups. Key commitments from the Council to support Connecting Communities include:

- (1) A continuation of the Council’s programme of asset transfer so that communities increasingly take control of local facilities, with more local community hubs such as the new Paulton library. The Medium Term Service and Resources Plan identifies savings in 2014/15 and 2015/16 arising from better use of community assets.
- (2) Leading the creation of “virtual teams” across public services to support the development of these clusters
- (3) Use of wider Council resources, eg data, skills and other capacity to support and enable communities

5.8 Connecting Communities will be supported by the wider “family” of Public Service partners operating through groups such as the Health and Wellbeing Board and the Community Safety partnership, supported by the Public Services Board. Partners will work closely with the clusters to highlight key issues locally and work on solutions, linking closely with partner initiatives such as Connecting Families.

5.9 The benefits of this new approach are expected to be:

- Less duplication of effort and meetings and quicker responses to local issues
- An opportunity to see the “big picture” of public service budgets within an area
- A single point of contact for local residents and community groups who wish to work with the public services on local solutions
- An expansion of projects more quickly into other areas through better sharing of information about “what works”

- More support for local innovation - for example the Proud of Your Doorstep initiative in Whiteway

5.10 The presumption of Connecting Communities is “one conversation” between public services and communities, with the cluster as the place where this happens. As such our clear offer of support for Connecting Communities may also mean that Public Services will also no longer support mechanisms which do not contribute to tackling local solutions, which create duplication or which do not fully engage with local people.

5.11 The proposed Clustering arrangements are set out in Appendix One of the report. It is important to note however that these Clusters are designed to enable our process of locality working with communities rather than constrict them within strict boundaries. Our aim will therefore be to encourage natural communities to come together through this process in ways that work best for them. Further discussions will take place on the phasing of the introduction of the “local offer” through the Clusters. However, it is currently expected that in order to maximise the benefits of current regeneration and investment initiatives Phase One will include the Keynsham Area Cluster, the South East Bath Cluster and the Somer Valley Cluster.

6 RISK MANAGEMENT

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 An Equality Impact Assessment (EqIA) has been completed. The EqIA found that Connecting Communities offered a number of opportunities to meet equalities objectives by helping focus support on communities who need the most help in tackling local issues, as well as sharing and disseminating good practice. In addition to the locally-based engagement work, however, the “core offer” provides direct links with equalities groups and communities of interest across the Bath and North East Somerset area as a whole, particularly through the newly-formed joint Independent Equalities Advisory Group.

8 RATIONALE

8.1 The rationale for adopting Connecting Communities is that it is now timely, given the Council's refreshed Vision and Values, for a clear statement of the approach it will take to working with local communities. In addition, working with public services through the Public Service Board is also considered the most appropriate way of creating greater clarity and reducing duplication. Given the diverse nature of our local communities it is also considered appropriate that this be seen as a “Framework” which can be adopted in local circumstances.

9 OTHER OPTIONS CONSIDERED

9.1 To adopt a “Council-only” Local Engagement Framework without working with other public services

9.2 To continue with the status quo

10 CONSULTATION

10.1 Cabinet members; Other B&NES Services; Local Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer

10.2 Connecting Communities has been led by Cabinet members and has been worked up collaboratively with stakeholders including from other public services and from the Stronger Communities Partnership. A workshop took place on February 20th identifying the key strengths of the area that can be built on through Connecting Communities. The Public Service Board considered Connecting Communities on April 24th. It agreed the Framework, identified opportunities for improved outcomes through public services working together at local level, and agreed to receive future reports focusing on the needs of individual Clusters.

10.3 The adoption of the Connecting Communities framework set out in this report represents the start of a process of more effective engagement with local communities across our area and in localities.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Social Inclusion; Customer Focus; Sustainability; Property; Young People; Human Rights; Corporate;*

12 ADVICE SOUGHT

12.1 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.

Contact person	Andy Thomas, Group Manager Partnership Delivery, 01225 394322 Andy_thomas@bathnes.gov.uk
Sponsoring Cabinet Member	Councillor Paul Crossley
Background papers	
Please contact the report author if you need to access this report in an alternative format	

Connecting Communities: Our Framework for Change

Working Better with our Communities: the Challenge

Connecting Communities is an initiative taken by Bath & North East Somerset Council, Avon and Somerset Police, Avon Fire and Rescue Service, Bath & North East Somerset Clinical Commissioning Group, and Curo- working together through the Public Services Board- for better joint working with local communities. We are doing this in order to meet our shared challenges of declining resources, increasing public expectations and the need for a “joined up” approach to tackle the concerns that local people raise with us.

The Council, as with all public services, is changing. Our refreshed Vision and Values states that we wish to be:

“A listening Council with active citizens that reaches every community and culture”

The Council’s vision is of communities with the strength and resilience to help themselves and each other, with the Council providing support alongside our public service partners where we can make the most difference. As the Council seeks to move from good to excellent, it will increasingly be judged on how well it works with partners to help local people shape the areas they live and work in.

Our communities themselves are also changing. Many of our residents now communicate and engage with public services through digital channels, increasingly through mobile devices. They expect the Council to operate as “one Council” and, increasingly, for all public services to join-up and respond seamlessly. We also know that as well as using new technologies such as social media, people want us to keep (and, where possible, enhance) the “face-to-face” relationships with public service staff that they so value - for example, at our one-stop-shops, through beat surgeries and through resident engagement.

The national context is changing too. The Localism Act and new Community Rights reflect the government’s wider focus on shifting power to local neighbourhoods and encouraging citizens to take action, manage services, and lead on tackling issues that are of the most concern to them. The Equality Act reinforces the need for our engagement to be inclusive in order to be fully effective and the Social Value Act provides an opportunity for us to use procurement to generate benefits to local communities.

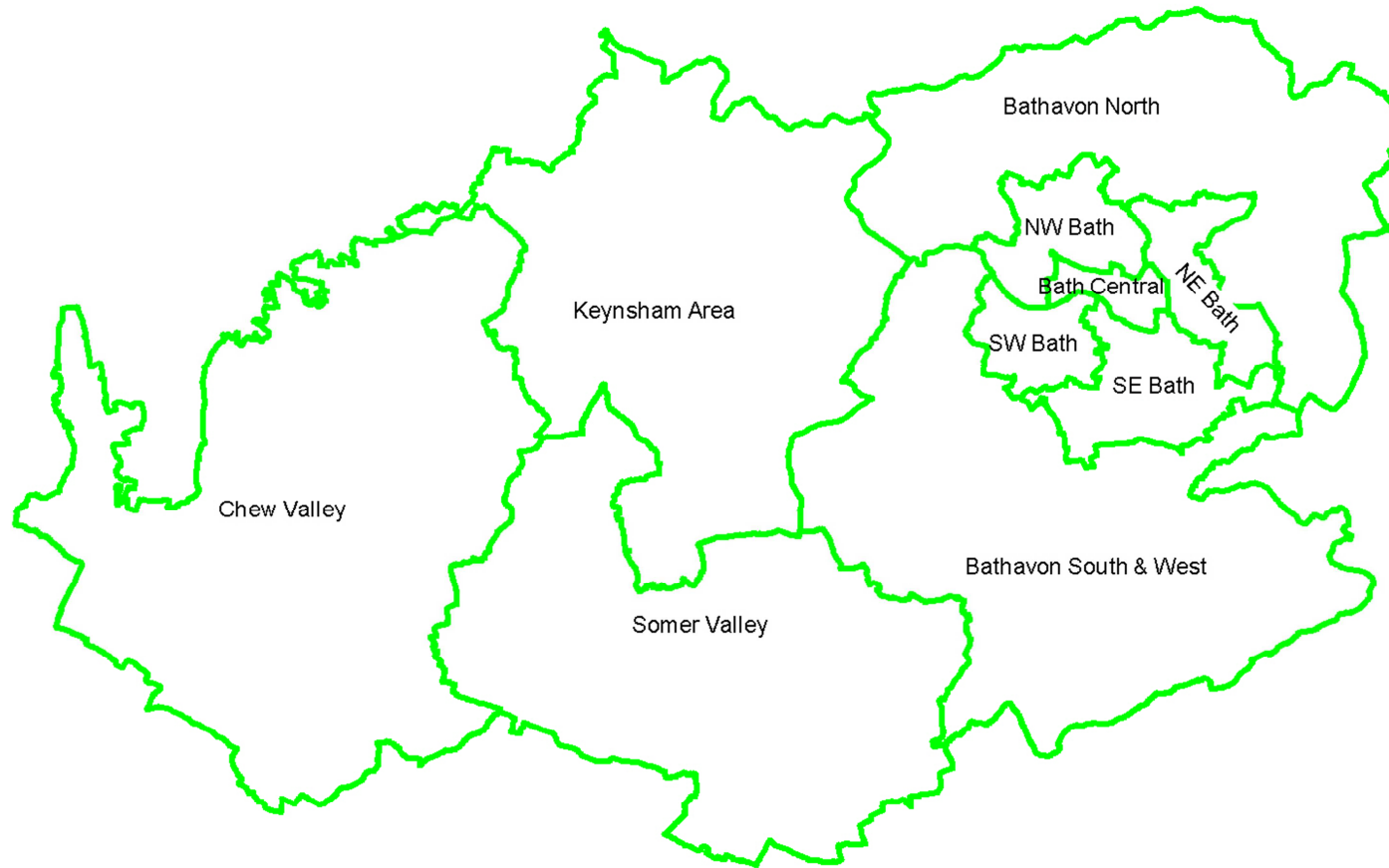
Communities themselves are taking the lead in shaping their areas and in contributing to solutions. Connecting Communities is about public services supporting and enabling local initiative to thrive

Our new approach: “Connecting Communities”

The challenges identified above require our public services to change, and to change together. Our new approach starts from the presumption that the voices and activities of local communities are central to public service design and delivery. This approach can be seen and has been tested through a number of projects supported by the Public Services

However, given the “patchwork” of engagement initiatives that currently exist in our area, there is an urgent need to make it easier for our local communities to collaborate with us and with each other. Connecting Communities therefore is built around a single framework for local engagement to be used by the Public Services Board as well as by other partners and residents. This will be built around “cluster” arrangements and will be rolled out in both the unparished and parished areas of Bath and North East Somerset. These cluster arrangements are set out overleaf.

CONNECTING COMMUNITIES: PROPOSED CLUSTER ARRANGEMENTS



CLUSTER PROFILE

Each cluster will be profiled to include a wide range of information about the area, including:

Policy considerations	Community assets	People	Local groups and partnerships
Including: - Police and Crime Plan - Placemaking Plan - Community Plans - Curo Neighbourhood Plans - Joint Strategic Needs Assessment	Including: - Community Centres - Youth Hubs - Village Halls - Community Libraries - Other community buildings	Including: - Ward Councillors - Local community activity - Town/Parish Councils - Neighbourhood Policing Teams - Curo Neighbourhood roles - Locality Teams	Including: - PACT meetings - Parish Cluster Groups - Residents' Associations - Community roles - VCSE organisations - Area Partnerships

Connecting Communities: Clusters

Each “Cluster Profile” will identify local needs, existing projects and future plans to act as a catalyst for discussions in each cluster. The Council will also

- Continue our programme of asset transfer so that communities increasingly take control of local facilities, with more local community hubs such as at Community@67 in Keynsham and the new Paulton library
- Create “virtual teams” to support clusters

This local activity will be supported by the wider family of Public Service partners operating through groups such as the Health and Wellbeing Board and the Community Safety Partnership, supported by the Public Services Board through the commitments set out below. Partners will work closely with the clusters to highlight key issues locally and work on solutions.

Key outcomes from this new approach are expected to include:

- Less duplication of effort and meetings and quicker responses to local issues
- An opportunity to see the “big picture” of public service budgets within an area
- A single point of contact for local residents and community groups who wish to work with the public services on local solutions
- An expansion of projects more quickly into other areas through better sharing of information about “what works”
- Better use of social networking and other online systems: we currently have around 9000 followers across our 9 Twitter feeds
- More support for local innovation - for example the Proud of Your Doorstep initiative in Whiteway
- An expansion of local community roles such as our Snow Warden schemes

By working through these clusters, we are fortunate in Bath and North East Somerset in being able to build on many assets and strengths including the work of residents’ associations, parish and town councils and voluntary and community groups. For example, the Community Alcohol Partnership in Midsomer Norton is a community-driven initiative which has led to new street wardens in the area. In addition, we already have 15 neighbourhoods taking part in our Snow Warden scheme.

“Connecting Communities” will nurture successful projects, connect them up and provide support where needed. The Connecting Communities Toolkit sets out some of the current examples of good practice locally that we will build on as we develop our approach as well as the range of options available to communities to help improve their areas.

Alongside the offer of support for the Connecting Communities initiative, public services will also stop supporting mechanisms which don’t contribute to tackling local solutions, which create duplication or which don’t fully engage with local

people. The presumption of Connecting Communities is “one conversation” between public services and communities, with the cluster as the place where this happens.

To deliver these ambitions, public services have made a series of commitments as to how they will approach future engagement activity and which can help to shape our work with the clusters. These are set out in the following section.

“Connecting Communities”: Our Commitments

The Public Services Board wishes to work closely with clusters to identify exactly what support is needed and what types of engagement would fit local needs. In doing this, Public Services make the following commitments:

To LISTEN - *always being open to ideas* Our commitment is to understand what it is that communities are asking for, rather than making assumptions based on existing ways of working.

To PRIORITISE - *making sure local needs come first* Our commitment is to work with local communities to identify the different needs of each area, rather than adopting a “one size fits all” approach to deciding priorities. We will support communities to make decisions grounded in the best possible evidence.

To JOIN UP - *working in partnership with our local communities* Our commitment is to act as “one Council”, and increasingly as “one public service”, so that when communities talk to someone who works for a public service they can gain access to all public service resources without duplication of effort

To WORK WITH YOU - *helping communities find the best way to tackle local issues* Our commitment is to always be open to new ideas and to look for solutions rather than obstacles.

To SHARE IDEAS - *building on what works* Our commitment is to share information and best practice across our area and to encourage learning and innovation

These commitments are summarized in the diagram below and set out in more detail in the Connecting Communities Draft Action Plan in Appendix 3.

CONNECTING COMMUNITIES: OUR FRAMEWORK



APPENDIX TWO

Connecting Communities: Toolkit

What Public Services are offering

To deliver our Connecting Communities commitments, the Public Services Board are setting out a clear offer to local communities, consisting of:

- A “Core Offer”: this is designed to support all areas and communities in Bath and North East Somerset
- A “Locality Based Offer”: this will for the first time provide a “menu” of projects and engagement mechanisms from which localities can choose those most appropriate to their needs. It is expected that the choices made will be different in different clusters.

The Core Offer

The following sets out what is contained in the proposed “core” framework for engagement across the whole of Bath and North East Somerset,

- Our joint work with groups who form “**communities of interest**” - such as with parish councils, voluntary and community groups, students, business and equalities groups. For example, our **Parishes Liaison** meeting provides a useful link with this tier of governance, and our **Independent Equalities Advisory Group** brings together the Council and local police with equalities groups
- The democratic leadership and governance provided by our **elected members** - this currently includes access to the **Ward Councillors Initiative** which provides investment in small local projects that make a difference in communities. The democratic role of **parish councils** is also a key part of the governance framework for our area
- Partnership Conferences, such as the **Bath City Conference**, and local events – bringing together public services, local organisations, business and residents to discuss issues of local importance
- The point of contact for local services provided by our **One Stop Shops and Council Connect** - increasingly bringing together public service partners and VCSE groups under one roof
- Curo’s **neighbourhood management** framework
- The Police’s commitment to ensuring there is a mechanism for community safety concerns to be raised with the relevant agencies – e.g. through the **PACT process** and **beat surgeries**

- **Local Healthwatch** - to provide feedback and views on health and care services locally
- The Council's **formal decision-making** process, which will continue to ensure **consultation** on specific issues, as well as the **Policy Development and Scrutiny** process
- The **Pupil Parliament** as a way of engaging with young people
- Support for **social media and online tools** - particularly to share good practice and keep people informed
- Access to **research data and analysis** about our area. We will work to make our information more available for communities to use and help them collect and use their own information more effectively

The Locality Offer

To embed the changes set out in this document, the Council and public services will increasingly be required to think about the needs of local communities “in the round” rather than through service “silos”.

Public services have many different ways of engaging at this local level but these are often driven by particular service or agency requirements. Our communities are sometimes not sure exactly which is the best route to get involved, and it is possible for important issues to be missed. Neither do these mechanisms always encourage the dialogue between services and communities which are central to Connecting Communities. There are clear opportunities to streamline these ways of working.

Understanding our area

Bath and North East Somerset has many diverse communities. There is no “one size fits all” way of engaging areas with so many different needs - towns, villages, rural areas, the City of Bath and many “communities of interest”.

Throughout our areas there are active PACT meetings, Curo neighbourhoods and residents’ groups as well as a wide range of local engagement projects including the “Better Together” project. Outside of the City of Bath, our parishes also provide a clear building block for local working as the first tier of governance and Parish Cluster Groups allow for parishes to discuss common concerns. Wider engagement is also carried out through our area-based partnerships including our Somer Valley Partnership and Chew Valley Area Partnership which comprise local representatives from the Council, local businesses, voluntary and community groups and local residents.

The City of Bath is not parished and the Bath City Conference and its sub-groups involve a wide range of local resident, community and business groups in the City.

This wide and set of engagement mechanisms can lead to both duplication of effort and to some issues “falling between the gaps”. Our local public services therefore wish to streamline the approach by working with local communities to help them choose the most appropriate “mix” of engagement mechanisms for the needs in their area. For example, there are often practical needs within rural areas concerning transport which affect how meetings are planned. Because our areas are different, there will also be differing requirements relating to regeneration needs, demographic change, service priorities and the types of concerns which local communities are raising.

A menu for localities

Connecting Communities will provide the means do this by offering a “menu” of projects and approaches which can be tailored to local requirements. Opportunities will be taken to adopt effective ideas from elsewhere and also to remove duplication and streamline existing engagement processes. The “menu” - a mix of what is currently happening in Bath and North East Somerset as well as other tools currently not used in our area - is there to support what works in each community based on the different requirements different areas will have. The menu will be kept up to date and made available online.

Connecting Communities will emphasise specific and practical approaches to involving people in their local areas, rather than structures and meetings. As well as using the “menu”, communities will also be supported and encouraged to devise their own approaches which are tailored to local needs and to support the conversations which local people want to have. It will be important also to ensure that local engagement processes and projects are sustainable, achievable and resourced and meet the overall aims of the Programme.

A “cluster” approach

For practical purposes, public services will develop and roll-out this offer through a “cluster” approach across the whole of Bath and North East Somerset. Given the importance of local elected leadership, we expect these clusters to be built around ward groupings. This will be supported by a “Cluster Profile” for each cluster which sets out key information about its assets, strengths and opportunities.

These clusters are being used as starting points to deliver the Connecting Communities programme and to encourage locality-based thinking amongst public services. Residents, businesses, parishes and other groups will therefore be encouraged to be involved with the cluster(s) that are of most concern to them rather than work within restrictive boundaries.

Draft “Menu” for localities across Bath and North East Somerset:

Tool	What this is and where it exists within Bath and North East Somerset	Guidance / support
<p>Active community roles (including Snow and Flood Wardens and Energy and Street Champions)</p>	<p>Our pilot snow warden scheme - through which neighbourhoods are involved in helping to spread salt and clear snow - has been a huge success. The Local Energy Champions Awards also supports local community activity which helps to save energy and reduces carbon emissions across our neighbourhoods.</p>	<p>B&NES Snow Warden Scheme</p> <p>B&NES Local Energy Champions</p>
<p>Area Based Partnerships</p>	<p>Within Bath and North East Somerset we have a number of area-based partnerships which bring together local people, organisations and community groups from the local area. Our Chew Valley Partnership has members from B&NES, Town and Parish Councils, local businesses, VCSE organisations and residents representing Keynsham and the surrounding area. The Partnership aims to act as a ‘champion’ on behalf of the local area, promote its economic development potential, attract inward investment and ensure appropriate linkages are made with our wider Partnership Framework.</p> <p>Our Somer Valley Partnership is another independent partnership body which brings together local organisations concerned with ensuring the long term economic and social wellbeing of the area.</p>	<p>Chew Valley Partnership</p> <p>Somer Valley Partnership</p>
<p>Area Needs Assessments</p>	<p>The Bath and North East Somerset Joint Strategic Needs Assessment (JSNA) aims to provide the “big picture” about current and future needs of the local population. It does this, not only through examining the local statistical data available, but through analysing the views and feedback provided by local groups and residents on what they feel are the</p>	<p>B&NES Council - Research and Intelligence Document Library</p>

	important issues that our area faces at the moment.	
Assets of Community Value	<p>This new Community Right (sometimes called the “Community Right to Buy” or “Community Right to Bid”) allows defined community groups, including Parish Councils, to ask the Council to list certain assets as being of “community value”. This is designed to give communities more opportunities to take control of the assets and facilities important to them. If an asset is listed and then comes up for sale, the new right could give communities that want it a total of 6 months to put together a bid to buy it (including a 6-week cut-off for an initial proposal to be put forward).</p> <p>We have already seen considerable interest in this new community right and the Pack Horse Inn, Southstoke and Bath City Farm have been successfully nominated and registered onto our list of assets of community value.</p>	<p>B&NES Council – Assets of Community Value</p> <p>Assets of Community Value (England) Regulations 2012</p> <p>Locality - Community Right to Bid</p>
Big Local	<p>Big Local is an opportunity for residents in the communities of Radstock and Westfield to use at least £1m to make a massive and lasting positive difference to the area. Big Local is only available on the areas which have been selected for this through the Big Lottery.</p>	<p>Big Local – My Radstock and My Westfield Local Trust</p>
B&NES Partnership Framework	<p>The Bath & North East Somerset Partnership Framework is a non-statutory and voluntary partnership. At the centre of the Partnership Framework sits the Public Services Board which brings together key public service partners and provides leadership and co-ordination of activities across the theme partnerships.</p>	<p>B&NES Council – Working in Partnership</p>
Business Volunteering	<p>Within Bath and North East Somerset there are many opportunities for volunteering and many of our communities are actively involved in offering their time to support local charities or improve the area they live in.</p> <p>B&NES Volunteer Centre is an independent charity offering free advice and assistance to</p>	<p>Volunteer Centre</p> <p>B&NES Council -</p>

	<p>volunteers and they have also recently launched a new involve Business Engagement Network supporting employees and local businesses to get involved in social action. The network will act as a single point of contact for hundreds of local organisations and provide a range of ways for business employers to volunteer in their local communities.</p>	Volunteering Advice
Community and Parish Plans	<p>A Community Plan is a way for communities such as neighbourhoods or parishes to influence the future development and have a say in how their local area and services are managed.</p> <p>Within B&NES we currently have sixteen plans which have been adopted by Parish and Town Councils with further plans under consideration or development.</p>	B&NES Council – Community and Parish Plans
Community Asset Transfer	<p>Community asset transfer is the passing of ownership or management of a building/land from a public sector body to a third sector organisation. It can help deliver a variety of benefits and support the development of a strong and vibrant civil society through improvements to an organisation’s sustainability.</p> <p>Within B&NES, a programme of transferring Council community based assets and services to voluntary groups and parish councils is being developed and a series of “quick wins” are currently being progressed. These are aimed at reflecting the diversity of community organisations delivering services in our area, both in terms of structure and in the types of outcomes being achieved. The Council is also looking to develop a wider programme for Community Asset Transfer.</p>	B&NES Cabinet Report (February 2012) – Community Asset Transfer Programme Locality – Community Asset Transfer
Community Budgeting	<p>Community budgets are a way of bringing different national and local funding strands together into a single local funding pot and, by doing so, enabling various different agencies covering the relevant subject to work together more effectively. They allow providers of different public services to share budgets with the aim of improving outcomes for local people and reducing duplication and waste.</p> <p>Several areas are in the process of piloting this initiative at a more localised level with areas such as Ilfracombe, North Devon, working towards co-commissioning neighbourhood services, libraries and highways.</p>	LGA Community Budgets

<p>Community First</p>	<p>Community First is a government-funded initiative which is designed to help communities come together to identify their strengths and local priorities in order to plan for their future and become more resilient.</p> <p>Community First has awarded Southdown £17,000 to help support local initiatives within the area. Southdown Community First will be considering how best to use the funding and is made up of a group of local volunteers who live in the area and understand the local needs.</p>	<p>Southdown Community First – News release</p> <p>Southdown Community First</p> <p>Community Development Foundation – Community First</p>
<p>Community Governance Review</p>	<p>A Community Governance Review is a legal process where a council can ask the public and other interested parties for their views on the most suitable way of representing local communities. They enable us to review and put in place, or make changes to, community governance systems and structures for example by creating, merging, abolishing or changing parish or town council arrangements in the review area.</p> <p>A review was conducted in 2010 within the Norton Radstock area and, as a result, separate town councils for Midsomer Norton and Radstock and a parish council for Westfield were established.</p>	<p>Guidance on Community Governance Reviews</p>
<p>Community Libraries</p>	<p>The Community Library Programme helps residents within B&NES to play a part in running their own local libraries and aims to develop alternative methods of delivering library services to communities which are beyond easy reach of the existing libraries. The Programme offers support through providing stock and shelving, management support, advice on design, and support in setting up reading and children’s groups.</p> <p>The first three Community Libraries are being set up in partnership with Bath & North East Somerset Council, Combe Hay, Chew Stoke and Larkhall and are in the process of opening during 2013.</p>	<p>B&NES Community Libraries</p>
<p>Community Organisers</p>	<p>Community Organisers challenge and support public and voluntary sector organisations and local people to come together to develop strategic plans and actions based on deep listening. They listen to the concerns of people in their area, build relationships and help support communities to take action on their own behalf to tackle issues which matter</p>	<p>Community Organisers</p>

	<p>most to them and find local solutions.</p> <p>Within Bath and North East Somerset, RE:generate Community Organisers are currently working in the Foxhill and Radstock areas as part of the “Better Together” project.</p>	<p>Re:generate</p>
Community Right to Challenge	<p>The Community Right to Challenge aims to give voluntary and community bodies and parish councils the right to express an interest in running a local authority service. The process does not give an automatic right to those organisations expressing an interest to deliver the service but it enables interested groups to challenge to take over services that they feel they could run differently and better.</p>	<p>B&NES Community Right to Challenge</p> <p>Community Right to Challenge – Statutory Guidance</p>
Community Share Offer	<p>Community Shares are a form of finance which allow numerous small investors to club together to buy community assets and carry out projects. They have been used in a variety of ways to buy pubs, shops and community buildings, as well as to fund green energy projects.</p> <p>Locally, Bath and West Community Energy raised £722,000 through a community share issue from more than 200 people, who each invested at least £500. Supporters of the Bell in Bath recently raised £778,000 through a community shares campaign which has put them in the position to be able to buy the pub.</p>	<p>Third Sector – The Rise and Rise of Community Shares</p> <p>BWCE website</p> <p>Bell website</p>
Cornwall “Shaped By Us”	<p>Shaped By Us is an online platform which has been created by partners within Cornwall where local organisations, groups and residents can raise questions and ideas, pool resources and collaborate to tackle the issues that matter most to them. It aims to encourage online collaboration with the objective of making positive local change. The initial pilot saw over 100 “challenges” submitted and 250 ideas on how to solve these challenges.</p>	<p>Cornwall Shaped By Us</p>
Friends of Groups	<p>A Friends of Group is a group of local people who have an interest in a community facility and have a collective desire to work to further improve it. Groups come in all shapes and sizes and cover a wide range of facilities, including parks, libraries and other buildings and services.</p> <p>Activities are varied depending on the need and objectives but are broadly focused on</p>	<p>B&NES Friends of Parks</p> <p>Friends of Salford Library</p>

	improving usage of the facility, developing strategies for improved maintenance, organising activities and events related to the facility, or practical tasks such as making it safer.	
Fundraising support	<p>There are numerous funding opportunities open to voluntary and community groups throughout Bath and North East Somerset, both through local funds and national schemes.</p> <p>As well as support from the Council in providing funding advice, our new project “Connecting Capacity” provides advice and support to local groups throughout B&NES in identifying potential funding opportunities and applying for funding.</p>	<p>Common Places – Connecting Capacity</p> <p>B&NES Council – Community Grants and Funding</p> <p>Funding Central</p>
Inter-Agency Forums	Inter-agency forums such as at Chew Valley and Keynsham and in Southdown in Bath the latter sponsored by the Southdown Partnership) are an opportunity for public services and VCSE organisations to come together to discuss local service delivery issues, highlight new projects and best practice and discuss any problem issues that may exist.	
Interagency newsletters / e-bulletins	Within B&NES, there exists a range of newsletters and e-bulletins which are circulated to interested residents and are developed by the Council and public service partners, VCSE groups and local organisations. This includes newsletters on funding, community events, issues relating to health and social care and much more.	
Local conferences and events	<p>Conferences such as the Bath City Conference bring together local people, organisations and businesses with the aim of acting as a community catalyst for sharing ideas, generating innovation and encouraging a greater sense of shared purpose and cohesion. They also help to drive improvements that will benefit the local area and people within it.</p> <p>The 2012 Bath City Conference encouraged those involved to share their own ideas on how we can work together to improve Bath as a place to live, work and visit. Common themes were then identified, and multi-agency working groups have now been formed with the aim of building on these ideas.</p>	Bath City Conference
Neighbourhood Planning	The Council has prepared a Neighbourhood Planning Protocol which outlines advice for residents, community groups and businesses on how to get involved in local planning	B&NES Neighbourhood Planning Protocol

	<p>issues.</p> <p>Freshford & Limpley Stoke Parish Councils are currently in the process of developing a joint Neighbourhood Plan and have been awarded £20,000 funding from the CLG Frontrunners Project in support of the project. Extensive consultation is in the process of being carried out with the aim of engaging interested residents in getting involved and expressing their views.</p>	Freshford and Limpley Stoke Neighbourhood Plan
PACT meetings	<p>PACT stands for Partnership and Communities Together. PACT meetings are public meetings - open to everyone living or spending time in a neighbourhood. They are designed to be regular meetings where members of the public raise local issues and vote on which issues should be priority. A panel of key partners and stakeholders will then be tasked to action these and report on progress to the next meeting.</p>	B&NES PACT website
Participatory Budgeting	<p>Participatory budgeting directly involves local people in making decisions on the spending of a defined public budget. It aims to increase transparency, accountability, understanding and social inclusion through engaging local residents and community groups in Council decisions.</p> <p>A “participatory budgeting” pilot in Keynsham was recently carried out and involved local people in deciding how funds were to be invested in community facilities. Local community groups were encouraged to submit ideas on providing or improving community facilities. A local participation day was then held where residents were invited to vote for their preferred projects and these views were fed into the final decision making process.</p>	Participatory Budgeting Unit
Placemaking Plan	<p>The Placemaking Plan will complement the Council’s Core Strategy and will set out key development aspirations and requirements for delivery. The Placemaking Plan is aimed at local residents, developers or interested stakeholders across the area to get involved in determining the specifics of the development proposed in the Core Strategy.</p> <p>The first stage in the production of the Placemaking Plan is the Launch Document which is scheduled to be released in Spring 2013 and is aimed to stimulate debate and discussion through a programme of community engagement.</p>	Placemaking Plan

Regeneration Initiatives	<p>Regeneration initiatives are undertaken with the aim of creating vibrant business and residential areas for local people, with the aim of having positive impacts on the lives of local people and on reducing inequalities across our area.</p> <p>Within Bath and North East Somerset, there are a number of regeneration initiatives including within Keynsham, Midsomer Norton Radstock and the London Road in Bath.</p>	<p>Midsomer Norton regeneration</p> <p>Action for Radstock's regeneration</p> <p>Regenerating the Keynsham Economy</p> <p>The B&NES London Road Regeneration Project</p>
Social Enterprises	<p>Social enterprises are businesses which are set up to tackle social problems and make improvements within their local communities and neighbourhoods. Surpluses made from trading are then reinvested back into the business or local community.</p>	<p>Social Enterprise UK</p> <p>Connecting Capacity</p>
Village Agents	<p>The Village Agents project aims to give support to and work with isolated and vulnerable people in rural areas. It also aims to provide a bridge between local residents and statutory and voluntary organisations (including health, transport, finance, police and fire services as well as social networks).</p> <p>The Chew Valley Village Agents Project has recently received funding through the Performance Reward Programme to connect potentially vulnerable and isolated older people to local services and information. It is also looking as part of this on the gaps that exist in rural transport and potential solutions.</p>	<p>West of England Rural Network – Village Agents</p>

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APPENDIX THREE

“Connecting Communities”: Draft Action Plan to March 2015

PHASE 1: September 2013- March 2014	PHASE 2: March 2014- September 2014	PHASE 3: September 2014- March 2015
Refine and publicise the Core Offer on behalf of Public Services in Bath & North East Somerset		
Begin the roll-out of Phase One of the Connecting Communities Local Offer in three Clusters (currently proposed to be Keynsham, South East Bath, Somer Valley)	Pilot “virtual” teams across public services to support the development of Connecting Communities Clusters	“Virtual” teams support the continuing development of Connecting Communities Clusters
	Roll out Phase 2 of Local Offer in three more Connecting Communities Clusters, drawing on learning from Phase 1	Roll out Phase 3 of Local Offer, drawing on previous learning
Link Connecting Communities Clusters with Placemaking Plan engagement activities	Consolidate and streamline engagement mechanisms within the Three Phase One clusters	Consolidate and streamline engagement mechanisms across Connecting Communities Clusters
Deliver Community Asset Transfer Programme “Quick wins”	Roll out wider Community Asset Transfer Offer to local communities	Support communities in the development and management of community assets
Establish wider Community Asset Transfer offer		
Play an active role in new DCLG Community Budgets network	Explore scope for playing an active role in next round of Community Budgets	Apply this learning across the Connecting Communities Cluster development
Publish the Connecting Communities Toolkit	Highlight and embed usage of the Connecting Communities Toolkit across Public Services in Bath & North East Somerset	Regular review of toolkit to highlight best practice and engagement routes across Connecting Communities Clusters

<p>Link Connecting Communities with wider initiatives including:</p> <ul style="list-style-type: none"> - Connecting Families - Community Budgets - Commissioning Framework - Connecting Capacity 	<p>Support public services to apply learning from Connecting Communities across wider initiatives and projects</p>	
<p>Set up shared web-based system for sharing good practice</p>	<p>Provide support for clusters to engage across their areas e.g. through exploring webcasting of meetings</p>	
<p>Refine organisational development and community support/training programme for Connecting communities</p>	<p>Establish new social enterprises</p>	

Bath & North East Somerset Council	
MEETING:	Economic and Community Development Policy Development and Scrutiny Panel
MEETING DATE:	23rd May 2013
TITLE:	Policy: Apprenticeships, Work Placements, Work Experience, Internships and Volunteering
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
<ul style="list-style-type: none"> 1. Policy Document 2. Equalities Impact Assessment 	

1 THE ISSUE

1.1 There is currently a significant amount of un-coordinated and ad hoc activity supporting apprenticeships, paid and unpaid placements, internships, work experience and volunteering within individual services and Directorates. This paper informs the Panel on proposals for a coordinated approach which should be followed by all Council services whereby any apprenticeship or work experience scheme will follow the same broad principles.

2 RECOMMENDATION

2.1 The Policy Development and Scrutiny Panel is asked to:-

2.1.1. Comment on the proposed Policy Framework and Operational document for apprenticeships, paid and unpaid placements, work experience and volunteers within individual departments across the Council.

2.1.2. Identify any issues that require further consideration.

3. FINANCIAL IMPLICATIONS

3.1 There are a number of financial implications arising from the report predominately the impact on individual managers in the time required to supervise and manage these opportunities. In addition, each service area will need to ensure sufficient funds are available to pay for additional expenses ie travel.

3.2 These impacts will be outlined in each Service Area's Delivery Plans.

3.3 As a result of an increase in opportunities offered by the Council, it may also be necessary to delegate a Lead Officer to support Managers in developing their

approach building upon the current pockets of best practice. This will be achieved through utilising existing staff.

- 3.4 The implementation of this co-ordinated approach could create potential savings through the reduction of temporary agency staff and the conversion of these to apprenticeships.

4 THE REPORT

- 4.1 Nationally, the government wishes to increase the number of apprenticeships on offer and to provide as many opportunities for unemployed people to gain skills and experience which will improve their employability.
- 4.2 In the current difficult economic climate, unemployment in certain groups is increasing. Local people need to have the skills to compete effectively in the labour market. The Council has an ageing workforce and needs to renew and develop its skills sets in order to respond to the challenges of reduced budgets and changes in the ways in which services are run. The workplace transformation programme lends itself to an examination of the role of apprentices, paid and unpaid placements and volunteering. As a procurer and commissioner of services, the Council has a supply chain which can be encouraged to invest in local people. Young people are particularly vulnerable to unemployment at the moment; the Council though its policies can provide opportunities for the most vulnerable to gain skills and experiences which will help them into the labour market. Locally there is concern about graduate retention; paid and unpaid placement opportunities can enable local undergraduates to gain experience of local government and contribute to a strategy for retaining talent locally.
- 4.3 National figures show that the South West has experienced a 60% increase in the number of apprenticeships started between 2009/10 and 2011/12. However this was the lowest % increase across England's nine regions and Bath and North East Somerset is ranked 15th out of the 15 Local Authority areas in the South West for apprenticeship starts in 2011 – 12. Furthermore when ranked by South West Parliamentary Constituency figures for the same time period show apprenticeship starts for Bath were ranked 55th out of 55 and North East Somerset were 47th.
- 4.4 Some Councils have set targets to reduce the number of 16 to 18 years olds who are not in employment, education or training (NEET) and to increase local skills. Apprenticeships, paid and unpaid work placements, work experience and volunteering can all improve the employability both for young people and adults. Apprenticeships, work placements (paid and unpaid), work experience and volunteering provide opportunities for people to improve their skills, qualifications and employability.
- 4.5 Such opportunities enable the local skills base to be improved and local people improve their employability. The Joint Strategic Needs Assessment (2012) highlighted the importance of creating opportunities to increase employability for that are not in education, training or employment. As one of the largest local employers, the Council is in a good position to provide such opportunities and by providing a range of paid and unpaid opportunities, including volunteering, the Council will:

- Demonstrate leadership in place shaping
- Improve employability
- Reduce unemployment
- Address issues of an ageing workforce
- Deliver benefits for the workforce both now and in the future
- Influence the practices of suppliers of goods and services
- Improve graduate retention
- Underpin the culture of continuing professional development within the Council's workforce
- Actively promote the inclusion of care leavers and those groups deemed at risk of long term unemployment in the recruitment process for apprenticeships, paid and unpaid work placements, work experience and volunteering

4.6 A full set of manager's guidelines to support the implementation of the policy have been developed and reviewed as part of the wider consultation process.

4.7 To resolve and intervene on these problems, the Regeneration, Employment and Skills Service have undertaken a programme of work to research and propose a new Council policy for apprenticeships, work placements, work experience, internships and volunteering.

4.8 Research undertaken with 34 managers (including 7 Directors, 1 Strategic Director and 3 Heads of Service) shows that the Council is already providing a range of apprenticeship, paid and unpaid work placements, work experience and volunteering opportunities, all of which make a significant contribution to improving the employability and skills of local people.

4.9 However there are no set targets, no monitoring of involvement by managers, no co-ordination of what should be being attempted, little sharing of good practice across Directorates and nothing specified in procurement and commissioning processes.

Two comments from managers illustrate the key issues:

"The ad hoc basis of existing arrangement for apprenticeships, paid and unpaid work placements, work experience and volunteering means that we do not know how good we are at it".

"We have had some successes and now is the time to step up a gear".

4.10 A review of Council Volunteers was undertaken by Human Resources and Policy and Partnerships in 2011 to look at the working in practices of volunteers. The review also highlighted the need for a co-ordinated approach as there were a number of inconsistent practices identified in different service areas. However the review also highlighted that volunteering roles continue to offer best value in terms impact on service delivery, adding value to existing service provision and also offer individuals in the community the opportunity to contribute to the delivery of local services, develop their own skills, and support for some to gain access to employment opportunities.

4.11 The Council however has begun to record the volunteering activity across individual service areas:- there are over 600 volunteers working across the Council in a variety of roles. Some of which are regular commitments for

instance heritage services (Roman Baths/Fashion Museum), youth service and libraries. Other roles offer more adhoc commitment for instance community litter pick teams.

- 4.12 The proposed policy is attached at appendix 1 and is scheduled for a Cabinet decision at the 12th June meeting, followed by a full council meeting on 12th September.

The key recommendations will be:

- 4.13 The Council should seek to maximise its social return on investment in the local community by creating apprenticeships, paid and unpaid work placements, work experience, internships and volunteering so enabling more people to gain access to employment opportunities
- 4.14 Through adopting this policy the Council will develop and launch a more standardised programme of opportunities across service units and will ensure more effective co-ordination of the Council's recruitment, induction, training and support for apprenticeships, paid and unpaid work placements, work experience and volunteering.

This will include:

- The provision of support, advice and help to managers
- Increasing the numbers participating in apprenticeships, work placements, work experience and volunteering through identifying suitable new roles which do not displace existing staff
- Making the sharing of good practice more effective
- Ensuring that the council continues to adopt a best practice approach to the recruitment and retention of apprentices
- The setting of a minimum standard which can be applied in order to ensure that all services know what is expected of them when recruiting and managing participants
- Ensuring that we build on the commitment that some managers have already shown to the creation of apprenticeships, work placements, work experience and volunteering through influencing and negotiation by adopting a standard approach across the Council.

- 4.15 The setting of a minimum standard which can be applied in order to ensure that all services know what is expected of them when recruiting and managing participants

The new policy framework will enable the Council to make a formal commitment to:

- The provision of support, advice and help to managers
- Increasing the numbers participating in apprenticeships, work placements, work experience and volunteering through identifying suitable new roles which do not displace existing staff
- Making the sharing of good practice more effective
- Ensuring that the council continues to adopt a best practice approach to the recruitment and retention of apprentices

- The setting of a minimum standard which can be applied in order to ensure that all services know what is expected of them when recruiting and managing participants
- Ensuring that we build on the commitment that some managers have already shown to the creation of apprenticeships, work placements, work experience and volunteering through influencing and negotiation by adopting a standard approach across the Council.

4.16 Council services will be asked to make a formal commitment:

- to identify opportunities for apprenticeships, paid and unpaid work placements, work experience and volunteering as part of the annual work force planning process
- to undertake an annual survey of activity, to collect data on opportunities offered
- to re-imburse travel expenses for people undertaking unpaid work placements and work experience through accessing internal support packages
- to report regularly to Directors Group on any issues, successes, concerns.

4.17 The approach will support future policy development for procurement and commissioning.

4.18 The Council will prioritise the marketing of opportunities, encourage applications from and provide advice on applying for apprenticeships, paid and unpaid work placements, work experience and volunteering opportunities to:

- Care leavers'
- Groups who are most at risk of long term unemployment
- Those who live in disadvantaged wards
- Those living in rural areas

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 Equality Impact Assessment (EqIA) has been completed. Adverse impacts were identified and have been justified/mitigated in the following ways:

Issues identified	Actions required	Progress milestones
Consultation with service users.	Regular consultation with those on apprenticeships, paid and unpaid work opportunities.	<ul style="list-style-type: none"> • Production of supporting materials for Line Managers and mentors • On-going consultation and monitoring.
Equalities awareness	Standard induction process for all apprentices and people on paid and	<ul style="list-style-type: none"> • Design and development of induction programme for apprentices and people on paid and unpaid work

	unpaid work opportunities to ensure awareness of equalities issues	opportunities.
Participation of those with protected characteristics / measurement of success	Development of a framework to measure the impact of the policy upon groups with protected characteristics. Inclusion of monitoring of participation in the target setting with Directorates/services.	<ul style="list-style-type: none"> • Development of measurement framework. • On-going monitoring of policy and process in conjunction with HR team.
Participation of those from rural communities.	Development of further policies/approaches to enabling participation from young people in rural areas on apprenticeships, paid and unpaid work opportunities.	<ul style="list-style-type: none"> • Exploration of encouraging participation from those people who live in rural areas through offering incentives such as a subsidised bicycle / moped scheme, driving lessons and public transport bursaries.
Equalities Refresher Training	Members of the Employment and Skills Team require further E&D training as last sessions took place before October 2010	<ul style="list-style-type: none"> • Completion of Equalities training.
Gaps in data	Regular review of EIA as policy is developed to ensure that there are no gaps on data.	<ul style="list-style-type: none"> • Data gaps plugged.

7 CONSULTATION

7.1 In addition to the initial research where 30 face to face meetings took place with managers, service directors and cabinet members, over 70 individuals were consulted with / invited to participate in the consultation process. This was carried out through a number of channels including:

- Formal Interview
- Group Presentations
- The Council's online consultation system.

7.2 Consultees included:

- Cabinet Members
- Trades Unions
- Staff
- Cross section of B&NES services
- Existing apprentices, work placements and Interns
- Head of HR
- Neighbouring Local Authorities
- Section 151 Finance Officer
- Monitoring Officer
- Legal
- Health and Safety
- HR

7.3 Discussions have taken place between the Unions, the authors of the policy and the Head of HR regarding the implementation of the policy. The Unions are in favour of the policy and have been reassured that no paid jobs will be displaced by apprenticeships, work placements or volunteers.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Social Inclusion; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations.

9 ADVICE SOUGHT

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

Contact person	Paul Gaunt, Employment and Skills Officer. Regeneration, Employment and Skills. 01225 477394
Background papers	Policy Document, Equalities Impact Assessment
Please contact the report author if you need to access this report in an alternative format	

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Apprenticeships, Work Placements, Work Experience, Internships and Volunteering – Policy

Version Number:	6.0 (draft)	Date Issued:	3rd May 2013	Review Date:	
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Name and title of originator/lead author:	Duncan Kerr/Paul Gaunt
Contact details of originator/lead author	
Name of lead director/manager:	John Wilkinson
Ratified by (include ratification date)	
Audience:	
Date of Equalities Impact Assessment:	August 2012, (revised April 2013)

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Apprenticeships, Work Placements, Work Experience, Internships and Volunteering Policy

1. Policy Statement

“The Council should seek to maximise its social return on investment in the local community by creating apprenticeships, paid and unpaid work placements, work experience, internships and volunteering so enabling more people to gain access to a broad range of employment opportunities”

2. Context

This policy statement supports the Council’s vision to “build a stronger economy” with a broad range of job and employment opportunities that recognises the different needs of rural, town and city communities.

This policy directly supports that vision by helping the Council to lead on:

- Reducing the number of JSA claimants in the region, overall, but with a specific target of the 18 – 24 age range
- Increasing the number of apprenticeships offered in B&NES and within the Council
- Assisting more people into employment

The Council has a lead role in the regeneration of the local economy and has a commitment to support an increase in new business start-ups and enterprise. It is also leading a number of development projects, for example a new Council HQ at Keynsham, development of the Somerdale site, Western Riverside and other key areas, and this will give the Council a lead role in creating and developing opportunities to increase the provision of apprentices, paid and unpaid placements and volunteering, through its role as a procurer and commissioner of services (the Council has a supply chain which can be encouraged to invest in local people).

It is acknowledged that there are members of the community who are particularly vulnerable to unemployment and the Council can take the lead in providing opportunities for them to gain skills and experiences which will help them into the labour market.

In addition, there is concern locally about graduate retention and by offering paid and unpaid placement opportunities the Council can enable local Higher Education & Further Education students to gain valuable work experience, so contributing to the retention of talent in the local economy.

3. Principles

Apprenticeships, work placements (paid and unpaid), work experience and volunteering provide opportunities for people to improve their skills, qualifications and employability.

Such opportunities enable the local skills base to be improved and local people improve their employability. The Joint Strategic Needs Assessment (2012) highlighted the importance of creating opportunities to increase employability for those not in education, training or employment.

As one of the largest local employers, the Council is in a good position to provide such opportunities and by providing a range of paid and unpaid opportunities, including volunteering, the Council will deliver a broad range of job and employment opportunities that recognises the different needs of rural, town and city communities, in particular:

- Work placements – paid and unpaid – for unemployed local people
- Internships and work experience for both post and under graduates at local universities and students at local colleges
- Apprenticeships across the full range of services, from those aligned to entry level and level 2 qualifications to advanced apprenticeships with professional level training (eg AAT) provided by local colleges
- Volunteering opportunities across a range of services, offering people in the community the chance to get involved in local service delivery within their communities, and to gain important employability skills.

4. Research undertaken in 2012

The research undertaken in 2012 built upon the original work undertaken by the Policy and Partnerships Division regarding volunteers in 2011. There are currently 26 apprentices working in the Council in 2013 three apprenticeships about to be filled and four proposed for next year. In addition a number of paid and unpaid placements are already offered by managers. When these are unpaid they tend to be focussed on project work, but also include people working towards professional qualifications such as social workers.

Project Search has been offering up to 10 supported work experience placements within the Council per year and has supported 26 young people with varying disabilities over the last three years. The Council also has a well-developed approach to offering volunteering opportunities. There has been a lack of a transparent, consistent approach to the recruitment and management of some of these volunteers and there is a requirement to share best practice and make opportunities more widely promoted and co-ordinated.

This research showed that managers believed there were some key business benefits in providing a range of employment opportunities (eg apprenticeships, work experience, internships and volunteering) including the opportunity for existing staff to gain experience in managing and mentoring people taking a first step into employment.

A review of Council Volunteers was undertaken by Human Resources and Policy and Partnerships in 2011 to look at the working in practices of volunteers. The review also highlighted the need for a co-ordinated approach as there were a number of inconsistent practices identified in different service areas. However the review also highlighted that volunteering roles continue to offer best value in terms impact on service delivery, adding value to existing service provision and also offer individuals in the community the opportunity to contribute to the delivery of local services, develop their own skills, and support for some to gain access to employment opportunities.

The Council however has begun to record the volunteering activity across individual service areas:- there are over 600 volunteers working across the Council in a variety of roles. Some of which are regular commitments for instance heritage services (Roman Baths/Fashion Museum), youth service and libraries. Other roles offer more adhoc commitment for instance community litter pick teams.

5. Scope

It is proposed that this approach should be followed by all Council services and that any apprenticeship or work experience scheme should follow the same broad principles.

There is a currently a significant amount of un-coordinated and ad hoc activity supporting apprenticeships, paid and unpaid placements, work experience and volunteering within individual services and Directorates. This policy and manager's guidance will help to develop more opportunities for people to gain valuable skills and experience (more apprentices, placements, volunteering) and higher quality outcomes (a transparent and consistent approach to recruitment, training, support, better sharing of good practice).

6. Policy Implementation

1. The Council will demonstrate its commitment to the delivery of its objectives of 'positive lives for everyone' and 'building a strong economy', through its own good practice in the provision of apprenticeships, work placements, internships, work experience and volunteering.
2. Through adopting this policy the Council will develop and launch a more standardised programme of opportunities across services and will ensure more effective co-ordination of the Council's recruitment, induction, training

and support for apprenticeships, paid and unpaid work placements, work experience, internships and volunteering.

3. This will include:
 - The provision of support, advice and help to managers
 - Increasing the numbers participating in apprenticeships, work placements, work experience, internships and volunteering through identifying suitable new roles which do not displace existing staff
 - Making the sharing of good practice more effective
 - Ensuring that the council continues to adopt a best practice approach to the recruitment and retention of apprentices
 - The setting of a minimum standard which can be applied in order to ensure that all services know what is expected of them when recruiting and managing participants
 - Ensuring that we build on the commitment that some managers have already shown to the creation of apprenticeships, work placements, work experience, internships and volunteering through influencing and negotiation by adopting a standard approach across the Council.
4. Council services will be asked to make a commitment:
 - to identify opportunities for apprenticeships, paid and unpaid work placements, work experience, internships and volunteering as part of the annual work force planning process
 - to undertake an annual survey of activity, to collect data on opportunities offered
 - to re-imburse travel expenses for people undertaking unpaid work placements and work experience
 - to report regularly to Directors' Group on any issues, successes, concerns.
5. The approach will support future policy development for procurement and commissioning.
6. The Council will prioritise the marketing of opportunities, encourage applications from and provide advice on applying for apprenticeships, paid and unpaid work placements, work experience, internships and volunteering opportunities to:
 - Care leavers'
 - Groups who are most at risk of long term unemployment
 - Those who live in disadvantaged wards
 - Those living in rural areas

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Equality Impact Assessment / Equality Analysis

Title of service or policy	Apprenticeships, Work Placements, Work Experience, Internships and Volunteering
Name of directorate and service	Employability and Skills
Name and role of officers completing the EIA	Duncan Kerr / Paul Gaunt
Date of assessment	30 th April 2013

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1.	Identify the aims of the policy or service and how it is implemented.	
	Key questions	Answers / Notes
1.1	<p>Briefly describe purpose of the service/policy including</p> <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<p>The Council is one of the largest employers in the area. This policy enables the cross-Council implementation of a programme of apprenticeships, paid and unpaid work opportunities for people to gain the skills and experience they need in a difficult economic environment, to increase their chances of employment. It places emphasis on, but is not exclusively focussed towards the young and unemployed. The policy will contribute to enabling the Council to fulfil its duty to allow everyone to reach their potential.</p> <p>Bath & North East Somerset Council employs apprentices in certain service delivery areas. Some Directorates and services are offering a range of paid and unpaid work opportunities. However there are no targets set for the offer of apprenticeships and the numbers on offer are low compared to other councils. Likewise the offer of other paid and unpaid work opportunities varies from service to service.</p> <p>Guidance on the employment of apprentices has been produced by HR, but responsibility for the implementation of targets arising from this policy, would be shared by all Directorates, as would policies on other paid and unpaid work opportunities.</p>
1.2	Provide brief details of the scope of the policy or service being reviewed, for	<p>This is a new policy and guidance has been produced by HR to support it.</p> <p>Nationally, the government wishes to increase the number of apprenticeships on offer and to</p>

	<p>example:</p> <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?. ● How much room for review is there? 	<p>provide as many opportunities for young unemployed people to gain skills and experience which will improve their employability.</p> <p>This policy will:</p> <ul style="list-style-type: none"> ● Create more opportunities within the Council for apprenticeships. ● Create further opportunities within the Council for paid work experience including internships and post graduate work placements. ● Create wider opportunities within the Council for unpaid work experience including those on Jobcentre Plus programmes, school and college work experience. ● Link into the Council's volunteering policy. ● Target recruitment efforts to wards and to groups where it will derive maximum socio economic benefit. ● Contribute to the reduction in NEET figures ● Produce a system whereby targets could be negotiated, agreed and monitored for the provision of apprenticeships and paid and unpaid work opportunities ● Provide a cross- Council approach and policy and deliver clear guidance to Service Directors and Managers regarding the approach to paid and unpaid work opportunities and apprenticeships.
1.3	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>This policy links to the Council's vision of an area 'where everyone fulfils their potential' and the objective of 'promoting independence and positive lives for everyone', through helping people improve their skills and experience in order to gain sustainable employment. It fits the values of 'an enabling Council that makes things happen', through actively delivering opportunities for young people and 'an organisation that encourages continuous learning and improvement', through the provision of training via apprenticeships and paid and unpaid work opportunities</p> <p>There is a potential conflict with the Council's Change Programme which delivers financial efficiencies to reduce budgets and staffing as part of the pressure on public sector finances. This can be mitigated by the need to produce a more age-balanced workforce, the requirement to reduce the level of NEETs, (not in employment, education or training), within the area and by the Council's duty to address worklessness.</p>

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	<p>The policy is a cross-Council initiative led by the Employability and Skills service within Regeneration, Employment and Skills with a project team overseeing the policy development drawn from a number of teams within the Council. This includes representation from Human Resources, Policy and Partnerships, Economic Development and an independent consultant.</p> <p>This project team comprises 13 members drawn from multiple services across the Council of which:</p> <ul style="list-style-type: none"> ● 5 are male and 7 are female ● 1 member is BME ● There are no members of the team with a disability
2.2	What equalities training has staff received?	The team developing the policy has direct support from the Council's Equality and Diversity Officer, providing equalities expertise.

		The Employability and Skills service, (policy lead), has undertaken a number of Corporate Equalities training days however refresher training needs to be scheduled in with the E&D team as this happened before October 2010.
2.3	What is the equalities profile of service users?	<p>The equalities profile of the local authority area is located on the 2011 Census Data website and can be found at http://tinyurl.com/clvfnl4</p> <p>The Joint Strategic Needs Assessment and Equalities mapping can be accessed using the following link:- http://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/research-library</p>
2.4	What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?	<p>In 2012 18 people started apprenticeships and 28 undertaking their studies. There were 4 paid student work placements, (interns) for the period and substantial work experience / placement programmes in Parks, Heritage and Property Services. It is not known how many other paid or unpaid work opportunities are being delivered in other services within the Council. Neighbouring councils have policies which set targets for apprenticeships. The introduction of a policy would enable B&NES to do the meet the requirements of the Social Value Act.</p> <p>In June 2012 an EIA was created for volunteering within the Council. "Council Volunteers - Policies and Practices – Review" can be found at... http://www.bathnes.gov.uk/sites/default/files/siteimages/council_volunteers_-_review.doc</p> <p>As the policy is developed, further gaps in data may be identified. In this case, actions (Section 4) will be created to incorporate the additional research into this EIA.</p>
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	<p>The unions are being consulted and are supportive of the Council providing meaningful opportunities for young people to improve their employability and to gain real jobs.</p> <p>Unison is also mindful of the age profile of the Council's work force and the need to promote work in local government to young people.</p>

		Further consultation with groups is planned as part of the policy development process, (see Actions).
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	<p>Consultation will take place with apprentices and those undertaking paid and unpaid work opportunities in order to improve their experience and to ensure that young people are equipped with the necessary skills to gain sustainable employment.</p> <p>Consultation will also take place with service managers to research policy, agree potential targets and the processes.</p> <p>Additional research will be undertaken with the School Exclusion Officers, Workers Challenge Group and the delivery staff of Project Search prior to the policy being submitted to Cabinet, (see Actions)</p>

3. Assessment of impact: 'Equality analysis'			
	Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy: <ul style="list-style-type: none"> • Meets any particular needs of equalities groups or helps promote equality in some way. • Could have a negative or adverse impact for any of the equalities groups 		
		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)	This is a new policy, there are currently no specific examples however all members of staff, (as well as those who are on work placement opportunities have undergone the full corporate induction programme and understand how to promote equality through the decisions they make.	Directorates will be asked to include gender in their targets for apprentices and work opportunities. This will be monitored as part of the target monitoring processes. Six out of the current 20 apprentices are female. Issues regarding pregnancy and maternity are addressed in the Council's mainstream HR policies.
3.2	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)	The service currently supports 'Project Search' which offers internships to those with learning difficulties/disabilities. Project SEARCH is a programme that aims to assist young people aged 16 – 24 with learning difficulties into work. We team employers up with college/special school and supported employment provider to run a year-long course that provides a mixture of work placements and classroom learning within the work place.	As part of the monitoring of the policy and its targets, Directorates will report on their recruitment and selection process for employing apprentices and those on paid and unpaid work opportunities. The participation of disabled people will be monitored and encouraged through a wide range of channels. We shall also work with Project Search to secure at least one" intern" work experience position within the Council on a rolling basis.

		Project SEARCH is dedicated to providing education and training to young adults with intellectual and developmental disabilities through an innovative workforce and career development model that benefits the individual, workplace and community. The primary goal is to secure competitive employment outcomes for each of the student graduates.	
3.3	Age – identify the impact/potential impact of the policy on different age groups	<p>We recognise the need to identify the impact of the policy upon different age groups and are consulting widely with representative groups. The service further recognises the needs of both young people and the over 50s and has developed specific strategies to meet these needs. The Economic Strategy can be located..</p> <p>http://www.bathnes.gov.uk/services/business/economic-enterprise-and-business-development/economic-intelligence</p> <p>The Community Strategy can be located ..</p> <p>http://www.bathnes.gov.uk/services/your-council-and-democracy/policies-and-plans/sustainable-community-strategy</p>	This policy will specifically target young people on the basis that they are some of the most vulnerable in the labour market. This is positive action by the Council. The research will consult with a wide variety of parties including representatives from Looked After Children, existing apprentices and the Youth Service.
3.4	Race – identify the impact/potential impact on different black and minority ethnic groups	This is a new policy, there are currently no specific examples however all members of staff, (as well as those who are on work placement opportunities have undergone the full corporate induction programme and understand how to promote equality through the decisions they make.	As part of the monitoring of the policy and its targets, Directorates will report on their recruitment and selection process for employing apprentices and those on paid and unpaid work opportunities. The participation of BME groups will be monitored and encouraged.

<p>3.6</p> <p>&</p> <p>3.7</p>	<p>Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people</p> <p>Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.</p> <p>Transgender – – identify the impact/potential impact of the policy on transgender people</p>	<p>As 3.1</p>	<p>All apprentices and those on paid and unpaid work opportunities will have an induction which will explain Council policies on equalities including the importance of recognising and knowing how to respond to potential bullying and harassment for those with protected characteristics.</p>
<p>3.8</p>	<p>Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances</p>	<p>as 3.1</p>	<p>This policy will target NEETs, (those not in employment, education or training), Care Leavers and young people in B&NES. It will provide access to a range of opportunities which will improve their educational attainment and employability skills. It will help them to improve their life chances through sustainable employment.</p> <p>Through working with a range of partners, (Jobcentre plus, Serona etc) we will be able to</p>

			target advertising of apprenticeship and work placement opportunities in those Council wards which are deemed to be socio – economically disadvantaged.
3.9	Rural communities – identify the impact / potential impact on people living in rural communities	The service has a range of strategies to support rural communities to improve access to employment opportunities. Hyperlinks to the range of strategies here?	Directorates will be asked to consider the provision of extended support to enable young people from rural areas to participate in the apprenticeships and paid and unpaid work opportunities on offer. This may include transport subsidies, lift share or a “Wheels to Work” programme. Additionally we shall work across the Council’s services to ensure that placements / apprenticeships are offered within rural communities.

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Consultation with service users.	Regular consultation with those on apprenticeships, paid and unpaid work opportunities.	<ul style="list-style-type: none"> • Production of supporting materials for Line Managers and mentors • On-going consultation and monitoring. 	PG	Jun 13
Equalities awareness	Standard induction process for all apprentices and people on	<ul style="list-style-type: none"> • Design and development of induction programme for 	JV	Aug 13

	paid and unpaid work opportunities to ensure awareness of equalities issues	apprentices and people on paid and unpaid work opportunities.		
Participation of those with protected characteristics measurement of success	Development of a framework to measure the impact of the policy upon groups with protected characteristics. Inclusion of monitoring of participation in the target setting with Directorates/services.	<ul style="list-style-type: none"> • Development of measurement framework. • On-going monitoring of policy and process in conjunction with HR team. 	PG	Sep 13
Participation of those from rural communities.	Development of further policies approaches to enabling participation from young people in rural areas on apprenticeships, paid and unpaid work opportunities.	<ul style="list-style-type: none"> • Exploration of encouraging participation from those people who live in rural areas through offering incentives such as a subsidised bicycle / moped scheme, driving lessons and public transport bursaries. 	PG	May 13
Equalities Refresher Training	Members of the Employment and Skills Team require further E&D training as last sessions took place before October 2010	<ul style="list-style-type: none"> • Completion of Equalities training. 	PG / SJ	Jun 13
Gaps in data	Regular review of EIA as policy is developed to ensure that there are no gaps on data.	<ul style="list-style-type: none"> • Data gaps plugged. 	PG	Jun 13
Further consultation with stakeholders.	Further consultation required with School Exclusion Officers, Workers Challenge Group, the Equalities Steering Group and	<ul style="list-style-type: none"> • Completed consultation. 	PG	March 13

	the delivery staff of Project Search prior to the policy being submitted to Cabinet			
Existing volumes participating in work placement and volunteering within the Council.	Ascertain the numbers currently participating in work placements and volunteering opportunities within the Council and their E&D breakdown	<ul style="list-style-type: none"> Produce profile of existing people on work placements and volunteering within the Council. 	SD	May 13

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by:

(Divisional Director or nominated senior officer)

Date:



ECD Scrutiny Panel 'Post-Midnight Economy
and its contribution to overall economy'
Thursday 23rd May 2013

Managing, Promoting & Saving for business in the centre of Bath

AGENDA



- 1: Summary of Nightwatch**
- 2: Financial Summary**
- 3: Successes and performance figures**
- 4: Observations and Issues**
- 5: Recommendations**
- 6: Questions**

Managing, Promoting & Saving for business in the centre of Bath



1: Summary of Nightwatch



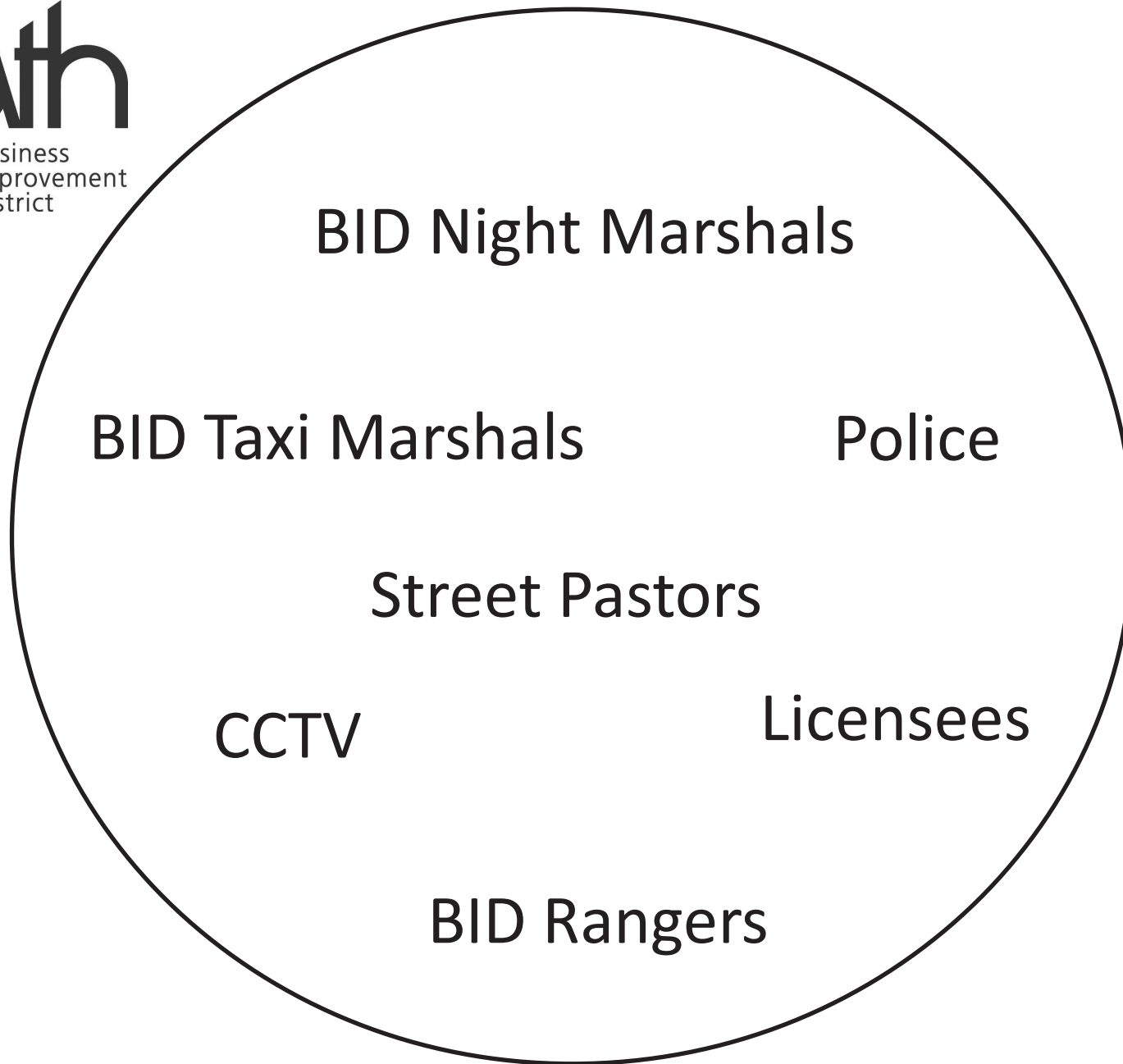
Bath

purple flag



Nightwatch

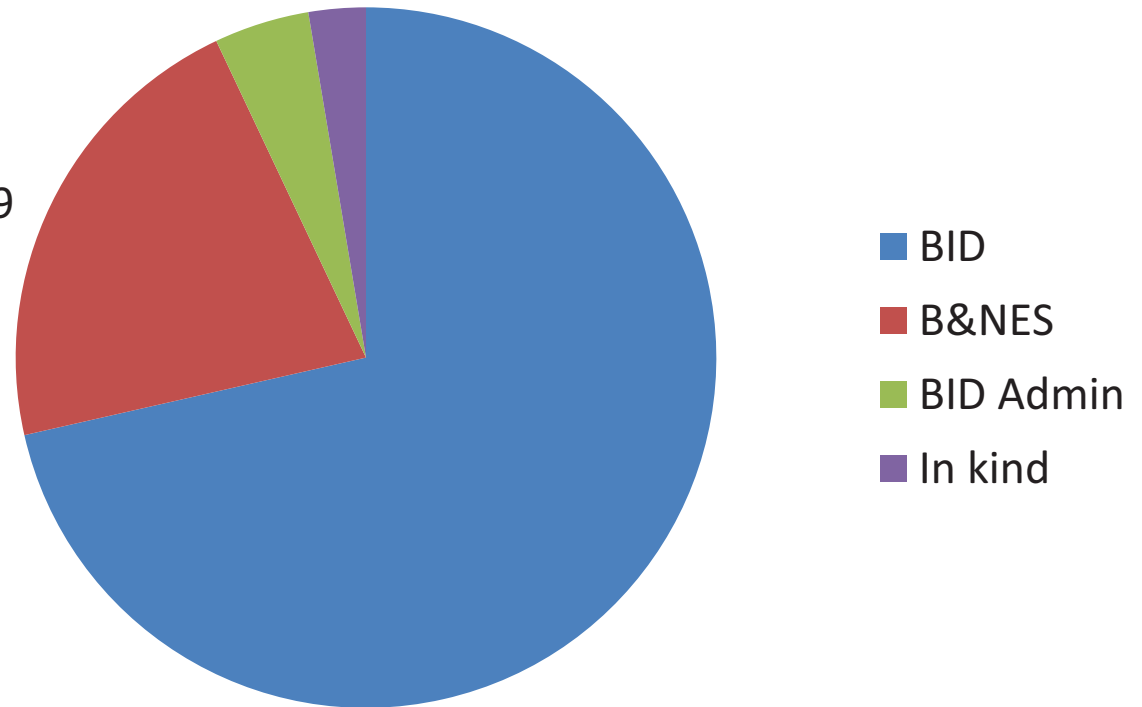




2: Financial Summary 2012/13

BID Funding	£40,659
B&NES Funding	£12,250
BID Management and Admin	£2,500
In kind	£1500
Total Project Cost	£56,909

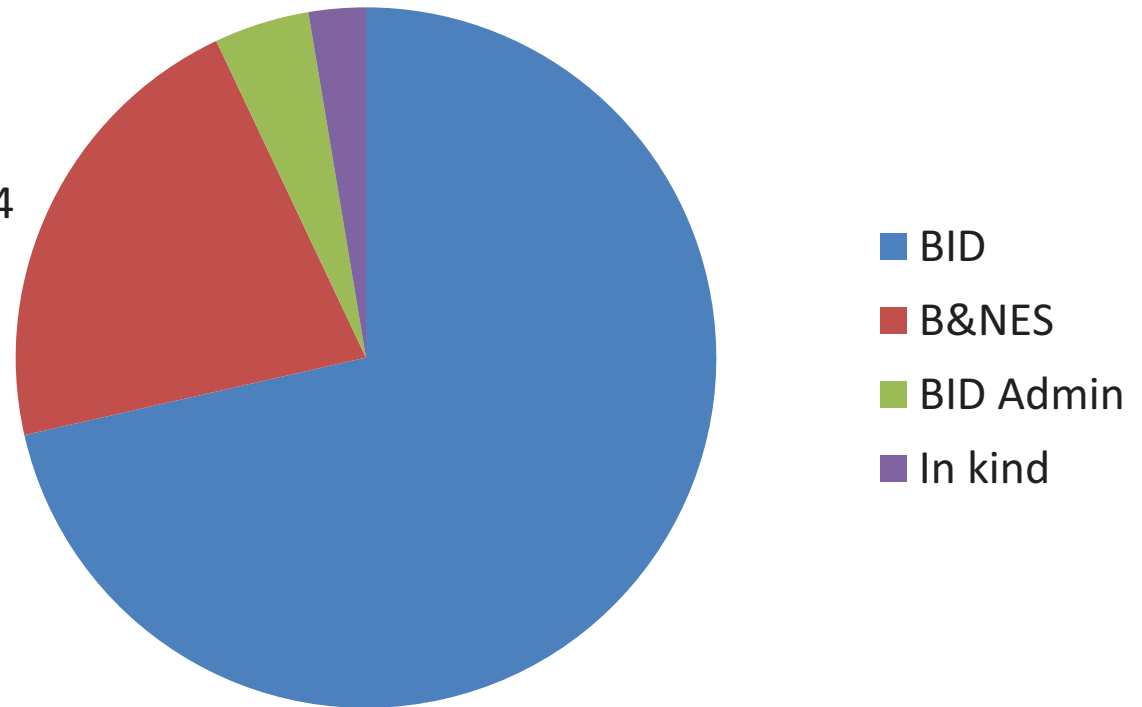
Nightwatch



2: Financial Summary 2013/14

BID Funding	£34,024
B&NES Funding	£21,000
BID Management and Admin	£2,500
In kind	£1500
Total Project Cost	£59,024

Nightwatch



3: Successes and performance

- **Over 50 licensees engaged**
- **Regular monthly meeting with licensees**
- **Consistent service Thursday, Friday and Saturday**
- **August 2012 - today**
 - **2841.5 BID Marshal hours**
 - **73,780 people managed through the taxi ranks**
 - **649 incidents prevented police call out**
 - **125 medical incidents – ambulance prevented**
- **Purple Flag Pilot City and successful renewal**
- **State of the art digital radio system**
- **There is now good cohesion between all those involved in the evening economy**

Managing, Promoting & Saving for business in the centre of Bath

4: Observations and issues

- **Late Night Levy**
 - This concept is not financially viable for Bath
 - If introduced it will anger businesses and undermine the existing good work
 - Funding does not necessarily get spent in Bath
- **Portable Toilet**
 - Removed by B&NES Council
- **Not all licensees are participating**
- **Current service stops at 3am (noise issues go on after this time)**
- **78% of this service in FY2012/13 was funded by the private sector – greater funding parity is required.**
- **The savings to public sector through prevention are greater than their contribution to the scheme.**
- **Hotels and others are adding onto the scheme to combat noise issues**
- **The taxi sector remains a beneficiary of the scheme and yet make no contribution.**

Managing, Promoting & Saving for business in the centre of Bath

5: Recommendations

- **DO NOT** introduce a Late Night Levy in Bath
- **Look at increasing the financial contribution of both the public and private sector to extend the scheme after 3am**
- **That B&NES should revisit the need for evening economy toilet provision**
- **The taxi sector should be encouraged to provide greater input as a key beneficiary of the scheme**
- **Joint licensing visits by the ‘authorities’ should encourage licensees to participate in the nightwatch scheme as a condition of their licence.**
- **Licensed premises that trade after midnight should have a mandatory condition to be part of the scheme**
- **Bath should continue to apply for Purple Flag accreditation for this good work**

Managing, Promoting & Saving for business in the centre of Bath



6: Questions



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[Twitter.com/BathBID](https://twitter.com/BathBID)

Review Title: **Bath and North East Somerset Council River Corridor Report (Scrutiny Inquiry Day)**

Policy Development & Scrutiny Panel: **Economic & Community Development Panel**

Panel Chair & Vice Chair: **Cllr Robin Moss & Cllr Ben Stevens**

Policy Development & Scrutiny Project Officer(s): **Donna Vercoe**

Supporting Service Officer(s): **David Langman / Melanie Birwie / Mark Minkley**

Process for Tracking PD&S Recommendations - Guidance note for Cabinet Members

The enclosed table lists all the recommendations arising from the above Policy Development & Scrutiny Review. Individual recommendations are referred to the relevant named Cabinet Members (or whole Cabinet in the case of a whole Cabinet referral) as listed in the '**Cabinet Member**' column of the table. In order to provide the PD&S Panel with a Cabinet response on each recommendation, the named Cabinet member (or whole Cabinet) is asked to complete the last 3 columns of the table as follows:

Decision Response

The Cabinet has the following options:

- **Accept** the Panel's recommendation
- **Reject** the Panel's recommendation
- **Defer** a decision on the recommendation because a response cannot be given at this time. This could be because the recommendation needs to be considered in light of a future Cabinet decision, imminent legislation, relevant strategy development or budget considerations, etc.

Implementation Date

- For 'Accept' decision responses, give the date that the recommendation will be implemented.
- For 'Defer' decision responses, give the date that the recommendation will be reconsidered.
- For 'Reject' decisions this is not applicable so write n/a

Rationale

Use this space to explain the rationale for your decision response and implementation date. For accepted recommendations, please give details of how they will be implemented.

Recommendations from SID Benefit of joint working to retain graduates in Bath & north East Somerset

Recommendation	Cabinet Member	Decision Response	Implementation Date	Rationale
<p>Recommendation 1:</p> <p>The Panel recommend that Cabinet should lead and implement a strategy which uses the river corridor groups report as an initial evidence base, and at the heart should be the Council with a wider key stakeholder buy-in.</p> <p>This should be supported by the evidence and questions raised from the Scrutiny Inquiry day and contained within the full report to Cabinet.</p> <p>Financial Assessment: There are no direct and specific financial implications, because the emphasis of the recommendations is to urge Cabinet to give consideration to strategic policy development with respect to the River over the long term which does not require particular special funding. Instead the above recommendation requires Cabinet to Co-ordinate existing relevant teams and functions so that they are aligned to ensure that economic, planning, development & regeneration, environmental, leisure, educational (etc,) uses of the river are maximised / taken account of and delivered in a planned and co-ordinated way over the long term through the on-going provision of services.</p> <p>Therefore consideration will need to be given to the amount of officer time from all departments,</p>	<p>Cllr Cherry Beath</p>	<p>Accept</p>		<p>Cabinet will consider forming a strategic policy development, lead from the Regeneration, Skills and Employment team, with respect to the River over the long term. The River Corridor Group report, and other sources, including the Scrutiny Inquiry Day report, will form evidence resources for this Policy development.</p> <p>This Administration is keen to ensure that any future developments near or related to the River will not “turn their back” on the river, but see the river as the excellent asset it is, and enhance the river frontage for public access.</p> <p>However any strategy and future development and regeneration with respect to the river will need to fit within available resources, and budget constraints. Any future funding would be subject to the normal annual service and resource planning processes, including bids for special projects, through the Council’s established annual budget setting processes.</p>

Recommendation	Cabinet Member	Decision Response	Implementation Date	Rationale
<p>functions and teams to achieve this.</p> <p>Any costs associated with specific delivery plans, projects or proposals that might arise would need to be considered on their merits at the appropriate time, either through the Councils normal annual service and resource planning processes or bids for specific project funding (capital or revenue) through the Council’s established budget setting and democratic processes.</p> <p>Within the proposed 13/14 budget that will go to Council this month, there is reference to specific funding streams for the river. <i>(Appendix 2, Page 51)</i> Budget proposal for a River Corridor Fund, (100K). This programme is proposed to consider schemes to Improve river and river bank safety, improving walkways and facilities for those using boats. The Council will consider advice from the River Corridor group before deciding on the schemes to be funded.</p> <p>Furthermore as part of progressing the Bath ‘City of Ideas’ Enterprise Area there is proposal for a combined total of over £27 million to regenerate key sites along the River Avon with employment space and places to live, including affordable homes. <i>(Appendix 1, Page 22)</i></p>				
<p>Recommendation 2:</p> <p>The Panel expects the Council to support the appropriate delivery mechanism in managing the river. The Cabinet should consider as part of</p>	<p>Cllr Cherry Beath</p>	<p>Reject</p>		<p>The Council will support those who would want to form a Trust. The Council will engage with Organisations, Trusts and special interest groups as part of the normal consultation processes involved in proposed developments and improvements.</p>

Economic and Community Development Panel: Cabinet Response Table

Recommendation	Cabinet Member	Decision Response	Implementation Date	Rationale
<p>developing a model, to develop a ‘trust’, or ‘similar model’, which will provide the vehicle to drive these ideas forward.</p> <p>Further questions will need to be explored before deciding on the best delivery mechanism for managing the river and these are examined within the full report to Cabinet.</p> <p><i>Financial Assessment:</i></p> <p>2. No direct financial implications. The reason a trust or similar model was proposed was so that they could bid for their own money and therefore the council will not be expected to need to spend money outside of existing resources.</p>				<p>The Council already has a robust mechanism for handling developments and regeneration, and will look to further develop that mechanism where regeneration affecting land adjacent to the River is concerned, taking into account the factors mentioned above, including public access to the river wherever possible, and an integral enhancement of the River as an asset to the area.</p>

Bath & North East Somerset Council	
MEETING: ECONOMIC AND COMMUNITY DEVELOPMENT PDS PANEL	
MEETING DATE:	23rd May 2013
TITLE:	WORKPLAN FOR 2013
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
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 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.

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

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ECONOMIC AND COMMUNITY DEVELOPMENT PDS FORWARD PLAN

This Forward Plan lists all the items coming to the Panel over the next few months.

Inevitably, some of the published information may change; Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The online Forward Plan is updated regularly and can be seen on the Council's website at:

<http://democracy.bathnes.gov.uk/mgPlansHome.aspx?bcr=1>

The Forward Plan demonstrates the Council's commitment to openness and participation in decision making. It assists the Panel in planning their input to policy formulation and development, and in reviewing the work of the Cabinet.

Should you wish to make representations, please contact the report author or Jack Latkovic, Democratic Services (01225 394452). A formal agenda will be issued 5 clear working days before the meeting.

Agenda papers can be inspected on the Council's website and at the Guildhall (Bath), Hollies (Midsomer Norton), Riverside (Keynsham) and at Bath Central, Keynsham and Midsomer Norton public libraries.

Economic and Community Development PDS Forward Plan

Bath & North East Somerset Council

Anticipated business at future Panel meetings

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
ECONOMIC AND COMMUNITY DEVELOPMENT POLICY DEVELOPMENT AND SCRUTINY PANEL: 23RD MAY 2013				
23 May 2013	ECD PDS	Community Safety - Youth Offending Service	Sally Churchyard Tel: 01225 395442	Ashley Ayre
23 May 2013	ECD PDS	Connecting Communities	Andy Thomas Tel: 01225 394322	Andrew Pate
23 May 2013	ECD PDS	Apprenticeships, Interns, Placements, Work Experience and Volunteering Policy	Paul Gaunt Tel: 01225 477394	Louise Fradd
23 May 2013	ECD PDS	Post-Midnight Economy and its contribution to overall economy	Andrew Cooper Tel: 01225 396 458	
23 May 2013	ECD PDS	River Corridor Report (Scrutiny Inquiry Day) - Cabinet Member response	Donna Vercoe Tel: 01225 396053	
ECONOMIC AND COMMUNITY DEVELOPMENT POLICY DEVELOPMENT AND SCRUTINY PANEL: 18TH JULY 2013				
18 Jul 2013	ECD PDS	Community Safety - Domestic Violence	Sue Dicks Tel: 01225 477415	Andrew Pate

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
18 Jul 2013	ECD PDS			
11 Sep 2013 E2508	Cabinet	Leisure Strategy - 2013 to 2038	Marc Higgins Tel: 01225 396423	Louise Fradd
18 Jul 2013	ECD PDS	Visit from the Police and Crime Commissioner Sue Mountstevens and John Smith	Mandy Bennett	
ECONOMIC AND COMMUNITY DEVELOPMENT POLICY DEVELOPMENT AND SCRUTINY PANEL: 28TH NOVEMBER 2013				
ECONOMIC AND COMMUNITY DEVELOPMENT POLICY DEVELOPMENT AND SCRUTINY PANEL: 23RD JANUARY 2014				
ECONOMIC AND COMMUNITY DEVELOPMENT POLICY DEVELOPMENT AND SCRUTINY PANEL: 13TH MARCH 2014				
FUTURE ITEMS				
	ECD PDS	Connecting Families update - Paula Bromley	Paula Bromley Tel: 01225 396984	
	ECD PDS	Bath Tourism Plus funding - update		
	ECD PDS	Tourism Levy		
	ECD PDS	Parish Charter		

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
The Forward Plan is administered by DEMOCRATIC SERVICES : Jack Latkovic 01225 394452 Democratic_Services@bathnes.gov.uk				