

Democratic Services

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Date: 8 July 2015

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To: All Members of the Council

Chief Executive and other appropriate officers
Press and Public

Dear Member

Council: Thursday, 16th July, 2015

You are invited to attend a meeting of the **Council** to be held on **Thursday, 16th July, 2015** at **6.45 pm** (or on the rise of the earlier meeting) in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Refreshments will be available for Councillors from 5pm in the Chairman's room on the Ground floor.

Yours sincerely

Jo Morrison
Democratic Services Manager
for Chief Executive

Please note the following arrangements for pre-group meetings:

| | |
|--|---|
| Conservative | Kingston room, Pump rooms |
| Liberal Democrat | Liberal Democrat Group room, Floor 2 |
| Labour | Labour Group Room, Floor 2 |
| Independent & Village Voice | Independent Group room, Floor 2 |
| Green | Meeting room 1, Floor 2 |

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 Jo Morrison who is available by telephoning Bath 01225 394358.
2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above. Papers are available for inspection as follows:

Public Access points:- Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

For Councillors and officers, papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Libraries.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet www.bathnes.gov.uk/webcast An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **Spokespersons:** The Political Group Spokespersons for the Council are the Group Leaders, who are Councillors Tim Warren (Conservative Group), Dine Romero (Liberal Democrat Group), Robin Moss (Labour Group), Sarah Bevan (Independent & Village Voice Group) and Jonathan Carr (Green Group)
5. **Attendance Register:** Members should sign the Register, which will be circulated at the meeting.
6. **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. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme can be obtained by contacting Jo Morrison as above.
7. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.

8. 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.

9. **Presentation of reports:** Officers of the Council will not normally introduce their reports unless requested by the meeting to do so. Officers may need to advise the meeting of new information arising since the agenda was sent out.

AGENDA

1. EMERGENCY EVACUATION PROCEDURE

The Chairman will draw attention to the emergency evacuation procedure as set out under Note 8.

2. APOLOGIES FOR ABSENCE

3. 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 complete the green interest forms circulated to groups in their pre-meetings (which will be announced at the Council Meeting) 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 or a member of his staff before the meeting to expedite dealing with the item during the meeting.

4. MINUTES - 21ST MAY 2015 (Pages 9 - 16)

To be confirmed as a correct record and signed by the Chair(man)

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

If there is any urgent business arising since the formal agenda was published, the Chairman will announce this and give reasons why he has agreed to consider it at this meeting. In making his decision, the Chairman will, where practicable, have consulted with the Leaders of the Political Groups. Any documentation on urgent business will be circulated at the meeting, if not made available previously.

6. ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE

These are matters of information for Members of the Council. No decisions will be required arising from the announcements.

7. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM THE PUBLIC

The Democratic Services Manager will announce any submissions received. The Council will be invited to decide what action it wishes to take, if any, on the matters raised in these submissions. As the questions received and the answers given will be

circulated in written form there is no requirement for them to be read out at the meeting. The questions and answers will be published with the draft minutes.

8. OPTIONS TO STRENGTHEN COMMUNITY REPRESENTATION AND CIVIC GOVERNANCE WITHIN BATH (Pages 17 - 26)

This report invites the Council to endorse the establishment of a new Bath City Forum to strengthen community representation and civic governance in Bath.

9. BATH & NORTH EAST SOMERSET JOINT HEALTH AND WELLBEING STRATEGY (Pages 27 - 58)

The first Bath and North East Somerset Joint Health and Wellbeing Strategy (JHWS) was published in November 2013.

The approval of the CCG 5 year strategic plan, publication of NHS England's 'The 5 Year Forward View', publication of the first Health and Wellbeing Board annual report and work on a new Council vision and corporate plan means a lot has changed since November 2013. The Strategy needed to be refreshed in order to reflect this change.

10. YOUTH JUSTICE PLAN (Pages 59 - 100)

The Local Authority has a statutory duty, in consultation with partner agencies, to produce an annual Youth Justice Plan. The Plan sets out how youth justice services are to be composed and funded, how they will operate and what functions they will carry out to prevent youth offending and re-offending across Bath and North East Somerset.

The Youth Justice Plan is being considered by Cabinet on 6 July 2015 and any amendments will be reported verbally to Council.

11. AVON PENSION FUND COMMITTEE ANNUAL REPORT (Pages 101 - 114)

The Avon Pension Fund Committee discharges the responsibilities of the Council in its role as the administering authority of the Avon Pension Fund in accordance with the Local Government Pension Scheme Regulations 2013 (as amended) and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended).

The Committee reports annually to Council on the work it has undertaken in the previous twelve months and reference is also made in the report to the future work programme. This report is for the 12 months to 31 March 2015.

As background to this report it may be worth reminding members that Bath & North East Somerset Council has a dual interest in the Avon Pension Fund, firstly as administering authority and secondly as one of the employing bodies. This report focuses entirely on the Council's role as administering authority.

12. TREASURY MANAGEMENT OUTTURN REPORT 2014/15 (Pages 115 - 130)

In February 2012, the Council adopted the 2011 edition of the CIPFA Treasury Management in the Public Services: Code of Practice, which requires the Council to approve a Treasury Management Strategy before the start of each financial year, review performance during the year, and approve an annual report after the end of each financial year.

This report gives details of performance against the Council's Treasury Management Strategy and Annual Investment Plan for 2014/15.

13. WEST OF ENGLAND STRATEGIC LEADERS BOARD (Pages 131 - 152)

This report informs the Council of the governance arrangements set up for the LEP, in particular the West of England Strategic Leaders Board and requests agreement to the required arrangements.

14. AMENDMENTS REQUIRED TO THE CONSTITUTION RELATING TO THE LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) (AMENDMENT) REGULATION 2015 AND THE RE-STRUCTURING IMPLEMENTATION COMMITTEE (Pages 153 - 156)

This report asks Council to agree the amendments to the Constitution required by the Regulations and to ensure the Re-structuring Implementation Committee reflects the structure of the Council.

15. MOTION FROM THE LABOUR GROUP - DEVOLUTION (Pages 157 - 158)

An officer briefing note will be circulated.

16. MOTION FROM THE LABOUR GROUP - SYRIAN REFUGEES (Pages 159 - 160)

An officer briefing note will be circulated.

17. MOTION FROM THE LIBERAL DEMOCRAT GROUP - HUMAN RIGHTS ACT (Pages 161 - 162)

An officer briefing note is being prepared.

18. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM COUNCILLORS

The Democratic Services Manager will announce any submissions received. The Council will be invited to decide what action it wishes to take, if any, on the matters raised in these submissions. As the questions received and the answers given will be circulated in written form there is no requirement for them to be read out at the meeting. The questions and answers will be published with the draft minutes.

The Committee Administrator for this meeting is Jo Morrison who can be contacted on 01225 394358.

Protocol for Decision-making

Guidance for Members when making decisions

When making decisions, the Cabinet/Committee must ensure it has regard only to relevant considerations and disregards those that are not material.

The Cabinet/Committee must ensure that it bears in mind the following legal duties when making its decisions:

- Equalities considerations
- Risk Management considerations
- Crime and Disorder considerations
- Sustainability considerations
- Natural Environment considerations
- Planning Act 2008 considerations
- Human Rights Act 1998 considerations
- Children Act 2004 considerations
- Public Health & Inequalities considerations

Whilst it is the responsibility of the report author and the Council's Monitoring Officer and Chief Financial Officer to assess the applicability of the legal requirements, decision makers should ensure they are satisfied that the information presented to them is consistent with and takes due regard of them.

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BATH AND NORTH EAST SOMERSET COUNCIL

MINUTES OF COUNCIL MEETING

Thursday, 21st May, 2015

Present:- **Councillors** Patrick Anketell-Jones, Rob Appleyard, Tim Ball, Colin Barrett, Cherry Beath, Sarah Bevan, Lisa Brett, John Bull, Neil Butters, Anthony Clarke, Paul Crossley, Sally Davis, Douglas Deacon, Michael Evans, Andrew Furse, Charles Gerrish, Ian Gilchrist, Francine Haeberling, Alan Hale, Liz Hardman, Steve Hedges, Eleanor Jackson, Les Kew, Marie Longstaff, Barry Macrae, Robin Moss, Paul Myers, Bryan Organ, Vic Pritchard, Liz Richardson, Caroline Roberts, Nigel Roberts, Dine Romero, Will Sandry, Brian Simmons, David Veale, Martin Veal, Geoff Ward, Tim Warren, Chris Watt, Jasper Becker, Colin Blackburn, Jonathan Carr, Matt Cochrane, Dando, Fiona Darey, Matthew Davies, Emma Dixon, Bob Goodman, Donal Hassett, Deirdre Horstmann, Steve Jeffries, Paul May, Shaun McGall, Michael Norton, Lisa O'Brien, Lin Patterson, Christopher Pearce, Joe Rayment, Mark Shelford, Peter Turner, Karen Walker, Karen Warrington and Alison Millar

Apologies for absence: **Councillors** June Player

1 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure as set out on the agenda.

2 ELECTION OF CHAIRMAN 2015/16

It was proposed by Councillor Dine Romero, seconded by Councillor Patrick Anketell-Jones, and supported by Councillors Robin Moss, Sarah Bevan and Jonathan Carr and

RESOLVED that Councillor Ian Gilchrist be elected Chairman of the Council for the Council year 2015/16.

Councillor Gilchrist made and signed his Declaration of Acceptance of Office, received the Chain of Office from Councillor Martin Veal and presented the Consort's badge to Mrs Gilchrist. Councillor Gilchrist then addressed the Council. During his speech, Councillor Gilchrist indicated that his preferred form of address was 'Mr Chairman'.

FROM THIS STAGE OF THE PROCEEDINGS, COUNCILLOR IAN GILCHRIST PRESIDED AT THE MEETING.

3 ELECTION OF VICE-CHAIRMAN 2015/16

It was proposed by Councillor Tim Warren, seconded by Councillor Tim Ball, and supported by Councillors Robin Moss, Sarah Bevan and Jonathan Carr and

RESOLVED that Councillor Alan Hale be elected Vice-Chairman of the Council for the Council year 2015/16.

Councillor Alan Hale made and signed his Declaration of Acceptance of Office, received the Chain of Office from Councillor Ian Gilchrist and thanked the Council for his appointment.

4 MINUTES - 17TH FEBRUARY 2015

On a motion from Councillor Tim Warren, seconded by Councillor Dine Romero, it was

RESOLVED that the minutes of 17th February 2015 be approved as a correct record and signed by the Chairman.

5 DECLARATIONS OF INTEREST

There were no declarations of interest made.

6 ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE

Councillor Ian Gilchrist presented Councillor Martin Veal with his past Chairman's badge.

It was proposed by Councillor Francine Haeberling, seconded by Councillor Dine Romero and supported by Councillors Robin Moss, Sarah Bevan and Jonathan Carr and

RESOLVED that this Council places on record its appreciation of the services performed by Councillor Martin Veal in the office of Chairman of the Council for 2014/15.

Councillor Veal then addressed the Council and, in so doing, thanked Members and officers for their support during his year in office. He outlined the diverse and rewarding range of duties and contacts that the year had presented to him. He concluded by thanking his family for their patience and support, and thanked the public for generously supporting his chosen charities.

The Chairman then;

1. Welcomed and congratulated all newly-elected Councillors and invited the Council to place on record its appreciation of the past service given by the Members who retired following the Election;
2. Invited Council to note the appointment of Cllr Dine Romero as Liberal Democrat Group Leader, Cllr Robin Moss as Labour group Leader, Cllr Sarah Bevan as Independent Group Spokesperson, Cllr Jonathan Carr as Green Group Leader and confirm that Cllr Tim Warren remains in office as Conservative Group Leader, and further note that political groups have been formed with membership of Conservative 37, Liberal Democrat 15, Labour 6, Independents & Village Voice 5 and Green 2;

3. Invited the Council to stand in silence as a mark of respect following the recent death of Parish Councillor and Chair of the Avon Local Councils' Association, Peter Duppa-Miller;
4. Asked everyone to turn off their mobile phone or switch to silent to avoid disrupting the meeting, and explained that some Councillors are accessing their meeting papers via iPads;
5. Announced that the meeting was being webcast and invited anyone who did not wish to be filmed to make themselves known to the camera operators; and
6. Congratulated the Property & Project Delivery team for winning two more awards for the Keynsham development, this time from the British Council for Offices. They won in the South West section for Innovation and for best Corporate Office. They have also been shortlisted for a RICS award for Regeneration.

7 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There were no items of urgent business.

8 REPORT OF URGENT DECISION BY THE CHIEF EXECUTIVE

The Council noted the following decisions that the Chief Executive had made concerning amendments to the Council Capital programme and borrowing limits since the last Council meeting;

- An increase in the capital budget for Odd Down Sports Ground of up to £290K to cover an additional scope of works, to be funded by a Revenue Contribution to Capital (RCCO) from the Outturn underspend for 2014/15.
- The capital project for a new Primary School in the Ensleigh Development to be fully approved with a total budget of £4m funded by Basic Needs Grant and available Developer's contributions from 2015/16 onwards.
- An increase in Council borrowing limits by £7 million from the 2015/16 allocation to fund additional capital expenditure and a consequent adjustment to the capital programme.

These decisions were deemed as urgent and were taken following consultation with Political Group Leaders, the Monitoring Officer and the Section 151 Officer.

9 NOTIFICATION OF MEMBERS ELECTED ON 7TH MAY 2015

Council noted this item.

10 APPOINTMENT OF LEADER

Councillor Tony Clarke, seconded by Councillor Liz Richardson, proposed Councillor Tim Warren as Leader of the Council and spoke in support of the nomination. Councillors Dine Romero and Robin Moss supported the nomination and added their

thanks to Councillor Paul Crossley for his 13 years as Leader of the Council. It was then

RESOLVED that Councillor Tim Warren be duly elected as Leader of Bath and North East Somerset Council for the period ending with the Annual Meeting in May 2019.

Note – the above resolution was passed with all Councillors voting in favour, except for the Labour group and Green group who abstained.]

11 APPOINTMENT OF COMMITTEES & PANELS, & OTHER ANNUAL BUSINESS

The Council considered a report on its non-executive and regulatory committee arrangements for the Council year May 2015 to May 2016.

Councillor Tim Warren moved the recommendations and, in so doing, outlined the Panels and Committees that were proposed, introduced the role of Member Advocate, explained the new Cabinet Assistant role and explained that he had decided to make appointments to his Cabinet, as follows;

- Councillor Charles Gerrish - Finance & Efficiency
- Councillor Martin Veal - Community Services
- Councillor Vic Pritchard - Adult Social Care & Health
- Councillor Tony Clarke - Transport
- Councillor Marie Longstaff - Homes & Planning
- Councillor Michael Evans - Children's Services
- Councillor Patrick Anketell-Jones - Economic Development

He outlined the ways in which they intended to deliver on their manifesto. The proposal was seconded by Councillor Charles Gerrish and then

RESOLVED

1. To approve a structure for non-executive and regulatory decision making, and the Scrutiny function as set out in the Constitution, and identified in its current form in this report at Appendix 2, with the following amendments;
 - a. the revised number of panels and remits as shown in the attached scrutiny remits document;
 - b. the change of name from Development Control to Development Management committee;
 - c. the revised political proportionality table and alterations to the number of seats as shown in the revised Appendix 1;
 - d. the removal of the Restructuring Implementation Committee from the bodies in Appendix 2 being established at this meeting;
2. To approve the terms of reference for Committees and Panels etc as set out in Appendix 2 to the report and constitute those bodies accordingly, with the necessary revisions arising from the decisions of this meeting;

3. To approve the appointment of Members to the Committees and Panels in accordance with the requirements of political proportionality and the nominations made by the political groups as shown in revised Appendix 1;
4. To appoint as Chairs of such bodies, those Councillors as may from time to time be nominated by the political group to whom the chairmanship of the body (as allocated in the revised Appendix 1);
5. To authorise the Monitoring Officer to fill any casual vacancies in membership of all the bodies constituted and vacancy in the office of Chair of such bodies in accordance with the wishes of the political groups and the allocation of chairing entitlements made at this meeting;
6. To agree that the bodies on which independent members are to have seats are as shown in the revised Appendix 1;
7. To authorise the Monitoring Officer, in consultation with the Chairs of the Policy Development & Scrutiny Panels, to constitute and support any required Panel joint working as out lined in paragraph 6.1 of the report;
8. To appoint members to Avon Fire Authority on a proportionality basis to be determined;
9. To approve the allocation of Political Assistants to qualifying groups in accordance with section 8 of the report;
10. To instruct the Chief Executive, in consultation with Group Leaders, to make provision for support to the three remaining groups;
11. To approve the attached Planning Code of Conduct for inclusion in the Council's Constitution as set out in paragraph 9 of the report;
12. To note, in light of the decision taken earlier on the agenda to appoint a Leader, that the Leader will publish in due course, a scheme of delegation of executive functions;
13. To note the position regarding the frequency of meetings (as set out in Section 10 of the report) as the basis for enabling the diary of meetings to be prepared, and to authorise the Monitoring Officer to project dates forward and prepare the diary on this basis;
14. To note that an Independent Panel to consider members' allowances is being convened and will report its recommendations in due course;
15. To instruct the Monitoring Officer, in consultation with Group Leaders, to make appointments on non-executive outside bodies and note that the Leader or Cabinet Members will do so for executive outside bodies;
16. To authorise the Monitoring Officer to make and publicise any amendment to the Council's Constitution required, or take any other necessary action, as a

result of decisions taken at this meeting on this and other reports within the agenda, or otherwise as required by law.

12 MONITORING OFFICER APPOINTMENT

The Council considered a report seeking approval for the designation of the new Head of Legal and Democratic Services, Maria Lucas, as the Council's Monitoring Officer from 1st June 2015.

In moving and seconding this motion, Members placed on record their thanks to Vernon Hitchman for his many years of service with Bath City Council and Bath & North East Somerset Council.

On a motion from Councillor Tim Warren, seconded by Councillor Dine Romero, it was

RESOLVED that the Council designate the post of Head of Legal and Democratic Services as the Council's Monitoring Officer, in accordance with section 5 of the Local Government and Housing Act 1989 (as amended by Schedule 5 paragraph 24 of the Local Government Act 2000) with effect from 1 June 2015.

13 QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM THE PUBLIC

David Redgewell made a statement (linked to these minutes online) calling for a modern bus fleet, promoting the MetroWest system and urging the Council to seriously consider the implications for Bath of the City Regions initiative and address it before a solution is imposed upon the area. In response to a question from Councillor Lin Patterson asking Mr Redgewell if he would favour a Park & Ride or investment in public transport, he responded that he felt they were mutually compatible. The Chairman thanked Mr Redgewell for his statement which was then referred to the Cabinet Member for Transport.

Rolf Stein presented two petitions regarding North Road, Bathwick and calling for traffic calming and enforcement measures to be included in the improvement programme for this year. The text of Mr Stein's presentation has been added to the online minutes. In response to a question from Councillor Patrick Anketell-Jones about whether Mr Stein had car usage numbers and average speed details for the road, he responded that the average was about 30mph, meaning some cars were clearly going faster than that. In response to a question from Councillor Dine Romero about whether Mr Stein was aware that the previous administration had agreed to implement a 20mph limit in sections of this road and had called on central Government for the same powers as London and Wales with regard to weight restrictions, Mr Stein responded that the 20mph section is supported as is the fuller proposal they are seeking. In response to a question from Councillor Sarah Bevan about the use of the road as a rat run and alternative routes, Mr Stein responded that it was a convenient point of access for the A36 in both directions. The Chairman thanked Mr Stein for his statement and referred it to the Cabinet Member for Transport.

14 PLEDGE TO CHILDREN IN CARE

The Council considered a report inviting it to affirm its commitment to the Pledge to Children in Care.

On a motion from Councillor Chris Watt, seconded by Councillor Dine Romero, it was

RESOLVED to approve the Bath and North East Somerset Council Pledge to Children and Young People in Care.

The meeting ended at 8.00 pm

Chairman

Date Confirmed and Signed

Prepared by Democratic Services

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| Bath & North East Somerset Council | | |
|---|--|--|
| MEETING/ DECISION MAKER: | Council | |
| MEETING/ DECISION DATE: | 16 July 2015 | |
| | | |
| TITLE: | Options to strengthen community representation and civic governance within Bath | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: | | |
| None | | |

1 THE ISSUE

- 1.1 This report invites the Council to endorse the establishment of a new Bath City Forum to strengthen community representation and civic governance in Bath.

2 RECOMMENDATION

- 2.1 To note the evidence base prepared by the Council's Working Group on options to strengthen community representation and civic governance within Bath
- 2.2 To endorse the establishment of a Bath City Forum, as set out in in Paragraph 5.10 of the report, as an advisory body only with no delegated powers
- 2.3 To agree the draft Terms of Reference of the Bath City Forum set out in Appendix 1
- 2.4 To authorise the Chief Executive, in consultation with Group Leaders, to make any minor amendments to the Terms of Reference, with any significant changes being reserved for Council
- 2.5 To thank the members of the working group for their deliberations
- 2.6 To thank local residents and parish councils for their contributions to the process

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The Bath City Forum will operate within existing budgets. No Council budgets will be delegated and support for the operation of the Forum itself will be met from existing staffing resources.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council established a member working group to examine a range of options, including use of specific powers such as those to undertake Community Governance Reviews and to establish Area Committees with delegated functions. In this instance, however, the recommendation to Council is that a Bath City Forum be established with no delegated powers and with a purely advisory function.

5 THE REPORT.

- 5.1 Council in May 2014 resolved that

A cross-party working group (with a membership proportionate to the make-up of the Council) be established to consider, with officer support, options to strengthen community representation and civic governance within Bath, and to report back on these options, including a preferred option (with proposed Terms of Reference) to the July Council meeting, or if this is not possible then no later than the September Council meeting, for consideration.

- 5.2 The working group met 7 times from May to July 2014, and published an Interim report for consultation which can be found here.

http://www.bathnes.gov.uk/sites/default/files/interim_report_july_2014_5.docx

- 5.3 This and the consultation findings along with recommendations were reported to September Council which resolved:

1. To note the interim report of the working group to strengthen community representation and civic governance within Bath and thank its members for their work so far;
2. To agree that the working group continue its work, based on the next steps set out in paragraph 5.8 of the report, to provide an evidence base for the newly-elected Council in May 2015 to determine this issue; and
3. To agree to extend the life of the working group, as currently comprised, to deliver the remit set out in 2 above.

- 5.4 Subsequent to this the working group has met a further 6 times. At its most recent meeting, held on 19th June, the reconvened working group received the full, collated, "Evidence Base" which had been brought together following the Group's work. The Evidence Base includes:

- A range of briefing notes concerning options under consideration, including Parishing of Bath and the creation of Area Forums
- Results of a consultation survey which had been undertaken on the interim report prepared in the Summer of 2014
- Information received from other Councils including a presentation on Weston Super Mare Town Council and the Winchester Town Forum

5.5 The working group also heard the results of a “Voicebox” survey which had been undertaken on this issue. This has now been added to the Evidence Base.

5.6 The Working Group then considered the issue in the light of all the evidence and the wide range of information issues and options generated by this process. The Group also heard that there would be a session on this topic at the Bath City Conference on 10th July 2015 and that the intention was to report to Council as swiftly as possible.

5.7 The working group heard consideration of two broad alternative approaches which had been identified through the process. These were:

- Bath could be “parished”, as with the area outside of Bath. This could be done through either one parish for the whole of the City of Bath, or a number of parishes covering smaller areas of the City. There would be separate elections for any new council and parish councils levy additional Council Tax for extra local services.
- Alternatively, there could be an “Area Forum” set up for Bath which would not need a separate council and councillors, but could draw from existing Bath councillors who sit on Bath & North East Somerset Council.

5.8 The group heard that each of the options has “pros” and “cons”. For example

- Parish councils can secure many local benefits but establishing them requires a “Community Governance Review” which would take several years. They also require an additional amount of Council Tax to be raised to run the parish council and deliver local services.
- An Area Forum can be set up immediately but does not establish a new body with separately-elected members and thus the ability to raise a Parish precept. It would not have the same powers as a Parish Council

5.9 In discussion, it was noted that the Connecting Communities Forums were now operating in North East Somerset and that there was an opportunity to draw from this experience to establish a Bath City Forum with a similar collaborative, advisory purpose but tailored to the needs of the City. For example, it was noted that there are 32 B&NES elected members in Bath and that a number of representatives may therefore need to be selected from these to serve on the Bath City Forum. As with the Connecting Communities Forums, the Bath City Forum would not be given a budget and therefore would not have spending powers. However, the Bath City Forum could have an effective advisory role, particularly if the knowledge and representation of elected members could be complemented by co-opted Forum members representing themes such as business, education, World Heritage, residents’ groups and city centre organisations.

5.10 In the light of these discussions, the Leader of Council indicated to the working group that he was minded to request officers to bring forward a proposal to Council at the earliest opportunity to establish a Bath City Forum. It is now therefore proposed to Council that this Bath City Forum be established, to operate within the Framework set out below:

- For the purposes of Council procedures, the Bath City Forum shall be considered the Bath City equivalent of a Connecting Communities Forum, providing a mechanism for collaboration between communities and public bodies in the City. A key objective will be to improve the engagement of Bath & North East Somerset Council and its partners with local communities to better address City issues and priorities.
- The Bath City Forum's membership shall comprise
 - 12 elected Bath & North East Somerset councillors, representing Bath City wards and not serving in the Council's Cabinet, in the following proportion:

Conservative Group- 5

Liberal Democrat Group- 4

Labour Group- 1

Green Group- 1

Independents & Village Voice Group- 1
 - One member of the Cabinet to ensure effective linkages between the Forum, with other cabinet members attending as observers also as appropriate
 - Up to 13 members who would not be councillors but would be drawn from residents, business, heritage and other groups within the City. Since the Forum will be advisory and consultative only, with no delegated decision-making powers, co-opted members may have voting rights on the Forum. The Forum itself may choose co-opted members but using a clear process with co-opted members demonstrating willingness to work together to support the aims of the Forum.
- The Bath City Forum shall be an advisory and consultative body only and shall not have delegated funding or decision-making powers. It will not be a Neighbourhood Forum for the purposes of Neighbourhood Planning. Rather, its role will be to assist and advise the Council on issues specific to the City. For example, it may advise the Council on how best to spend that portion of Community Infrastructure Levy receipts which are used to address local priorities.
- The Bath City Forum shall elect its own Chair and Vice Chair
- The Bath City Forum shall meet three times a year with the potential to arrange other events and to hold working groups as appropriate. This is to ensure that the agenda is used to progress key themes and issues. Bath City Forum meetings will be held in public.

- The Forum will be able to establish working groups to examine particular issues in more detail, working with the appropriate Cabinet member and officers and reporting back to the Forum and Cabinet as appropriate.

5.11 Draft Terms of Reference for the Bath City Forum are attached at Appendix One. Once Terms of Reference have been agreed, the Forum will begin its work, planning agendas, co-opting members, organising work plans and establishing any working groups required.

6 RATIONALE

6.1 The working group considered a wide range of options. The option of establishing a Bath City Forum has arisen from the balance of debate, due to its ease of delivery (without need of a Community Governance Review), no requirement for additional funding to be raised and flexibility for future development.

7 OTHER OPTIONS CONSIDERED

7.1 The Working Group considered a wide range of options which are set out in Appendix 5 of the July 2014 interim report of the working group

8 CONSULTATION

8.1 The Leader of Council, Chief Executive, Monitoring Officer, S151 Officer, Strategic Director Resources and Director of Strategy and Performance were consulted in the preparation of this report.

9 RISK MANAGEMENT

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

| | |
|--|--|
| Contact person | Andy Thomas, andy_thomas@bathnes.gov.uk , 01225 394322 |
| Background papers | Evidence Base |
| Please contact the report author if you need to access this report in an alternative format | |

APPENDIX ONE

Draft Terms of Reference- Bath City Forum

1. Background

- 1.1. The Bath City Forum has been established by Bath & North East Somerset Council as part of its commitment to improving engagement with partners and local communities. The Bath City Forum is part of our overall Connecting Communities framework which brings communities together to address local issues and priorities. This Framework is supported by a local Forum in each area that works to join up services and foster communication so local people receive better outcomes.

2. Name and Area of Benefit

- 2.1. The name of the Forum is the Bath City Forum. For the purposes of Council procedures this shall be considered the City of Bath's equivalent of a Connecting Communities Forum. The scope of representation and operation of the Forum shall be the following wards in the City of Bath ("the City"):

- Abbey
- Bathwick
- Combe Down
- Kingsmead
- Lambridge
- Lansdown
- Lyncombe
- Newbridge
- Odd Down
- Oldfield
- Southdown
- Twerton
- Walcot
- Westmoreland
- Weston
- Widcombe

3. Aims and Objectives

- 3.1. The aim of the Bath City Forum is to provide a mechanism for collaboration between communities and public bodies in the City to improve local engagement, join-up services and help local people receive better outcomes. It will do this by:
 - Acting as a "Champion" on behalf of the City

- Improving the engagement of Bath & North East Somerset Council and its partners with local communities to better address City issues and priorities.
 - Involving City and non-City residents and organisations, seeking their views and encouraging them to participate in projects which improve the City
 - Identifying and addressing common issues of concern across the City
 - Agreeing how organisations will work most effectively together to respond to the City's priorities and take action where appropriate
 - Influencing wider policy developments
 - Linking with relevant bodies , partnerships and projects in the City
- 3.2. The Bath City Forum shall be an advisory and consultative body and shall not have delegated funding or decision-making powers. It may assist and advise the Council on issues specific to the City such as how best to spend that portion of Community Infrastructure Levy receipts which are used to address local priorities.
- 3.3. The Bath City Forum shall not be a Neighbourhood Forum for the purposes of Neighbourhood Planning

4. Key principles

- 4.1 All members of the Bath City Forum agree to adopt the following key principles:-
- To **listen** - always being open to ideas.
 - To **prioritise** - making sure local needs come first.
 - To **join up** - working in partnership with our local communities.
 - To **work collaboratively** - helping communities find the best way to tackle local issues.
 - To **share ideas** - building on what works.

5. Membership

- 5.1 The Bath City Forum's membership shall comprise
- 12 elected Bath & North East Somerset councillors, representing Bath City wards and not serving in the Council's Cabinet, in the following proportion:
 - Conservative Group- 5
 - Liberal Democrat Group- 4

- Labour Group- 1
- Green Group- 1
- Independents & Village Voice Group- 1
- One member of the Cabinet to ensure effective linkages between the Forum,
- Up to 13 co-opted members who are not Bath & North East Somerset elected councillors but drawn from residents, business, heritage and other groups within the City.

6. Voting

- 6.1. The Bath City Forum will seek to operate by consensus wherever possible. Where there is a vote, this shall be by simple majority, subject to the quorum of the meeting being met.
- 6.2. Since the Forum will be advisory and consultative only, with no delegated decision-making powers, both Bath & North East Somerset Council elected members and co-opted members may have voting rights on the Forum

7. Recruitment of Co-Opted members

- 7.1. The Bath City Forum will adopt and use a clear process for recruitment of co-opted members. Co-opted members will be required to demonstrate their understanding of local needs and willingness to work together to support the aims of the Forum. This recruitment process will include:
 - A description of the co-optee role to be filled along with the relevant theme, outcome or priority which is being reflected in the role
 - The criteria for assessment of the role
 - An open process for publicising the role's availability
 - A process for review

8. Meetings

- 8.1. The Bath City Forum will meet three times a year, one of which meetings shall be the Annual General Meeting. A notice of each meeting will be placed on Bath and North East Somerset Council's web meeting diary. All members of the Bath City Forum will be requested to promote meetings to encourage wider engagement.
- 8.2. A quorum shall apply of one third of the extant membership

- 8.3. The Forum may arrange other events and establish working groups as appropriate

9. Chair and Vice Chair

- 9.1. The Bath City Forum will elect its own Chair and Vice Chair from its membership.
- 9.2. The Chair and Vice Chair will act independently and work on behalf of the Forum for the wider benefit
- 9.3. The Chair and Vice Chair will meet with the Bath & North East Somerset Council Sponsor to agree agendas, resolve issues and report on actions as appropriate.

10. Working Methods

- 10.1. Agendas and papers for meetings will be circulated a minimum of seven calendar days before a meeting. A record of each meeting will be taken and an Action Log kept.
- 10.2. Members of the Bath City Forum will be invited to submit agenda items to the Steering Group in advance of each meeting.
- 10.3. Every member of the Bath City Forum will be accorded the same degree of respect and consideration by all other members.

11. Agenda Planning

- 11.1. The Bath City Forum will adopt a core agenda for ordinary meetings as follows:-
- Standing Items
 - Consultation items
 - Community items
 - Area Profile and priorities

12. Area Profile

- 12.1. The Bath City Forum will establish and keep updated an Area Profile that aims to inform the priorities for the Forum.

13. Annual General Meetings

- 13.1. The Bath City Forum will hold an Annual General Meeting each year in the autumn cycle of meetings or within twelve months of the anniversary of the inaugural meeting.
- 13.2. The Bath City Forum will elect a Chair and Vice-Chair at its first inaugural meeting. Thereafter elections for these posts will take place at the subsequent Annual General Meeting.

13.3. At inaugural meeting and subsequent AGM meetings, the Bath City Forum will:-

- i. Elect the Chair and Vice Chair: If any post is unfilled, elections may take place at subsequent ordinary meetings.
- ii. Review and agree the process for co-opted membership
- iii. Agree an Agenda Plan and meetings schedule.
- iv. Agree any other working arrangements required
- v. Consider how to engage more widely, showcase initiatives and share good practice within its own area and with other areas across Bath & North East Somerset.

13.4. Voting for the Chair and Vice Chair will be available only to those existing members of the Forum, notification of which will be made in advance.

13.5. Any member may stand to be elected as Chair or Vice Chair. The existing Chair and Vice Chair may seek re-election. Nominations for Chair and Vice Chair may be received prior to and at the AGM. This includes self-nominations for both positions.

14. Working Parties

14.1. The Bath City Forum may establish from time to time working parties that will be responsible for undertaking specific topics as necessary.

14.2. Members of the working parties may co-opt individuals or organisations to join, in an advisory capacity, to support their objectives.

14.3. A record of working party meetings will be taken and reported back at the Bath City Forum meetings.

| Bath & North East Somerset Council | |
|--|---|
| MEETING: | Council |
| MEETING DATE: | 16 July 2015 |
| TITLE: | Bath and North East Somerset Joint Health and Wellbeing Strategy |
| WARD: | All |
| AN OPEN PUBLIC ITEM | |
| List of attachments to this report: | |
| Appendix One: Bath and North East Somerset Joint Health and Wellbeing Strategy | |

1 THE ISSUE

- 1.1 The first Bath and North East Somerset Joint Health and Wellbeing Strategy (JHWS) was published in November 2013.

The approval of the CCG 5 year strategic plan, publication of NHS England's 'The 5 Year Forward View', publication of the first Health and Wellbeing Board annual report and work on a new Council vision and corporate plan means a lot has changed since November 2013. The Strategy needed to be refreshed in order to reflect this change.

2 RECOMMENDATION

The Council:

- 2.1 To adopt the refreshed Bath and North East Somerset Joint Health and Wellbeing Strategy (which will form part of our policy and budget framework).

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 There are no direct financial implications arising from the publication of the Bath and North East Somerset Joint Health and Wellbeing Strategy. However, the priorities of the Strategy should form a key consideration in the commissioning and allocation of health, social care and wellbeing resources.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Health and Social Care Act 2012 requires that local authorities, through the Health and Wellbeing Board, develop a Joint Health and Wellbeing Strategy which meets the needs identified in the Joint Strategic Needs Assessment.

5 THE REPORT

Purpose

- 5.1 The Health and Social Care Act 2012 requires that local authorities, through the Health and Wellbeing Board, develop a Joint Health and Wellbeing Strategy which meets the needs identified in the Joint Strategic Needs Assessment. The first Bath and North East Somerset Joint Health and Wellbeing Strategy (JHWS) was published in November 2013.
- 5.2 The approval of the CCG 5 year strategic plan in 2014, publication of the NHS 'The 5 Year Forward View', publication of the first Health and Wellbeing Board annual report and work on a new Council vision and corporate plan meant that it was timely to refresh the Joint Health and Wellbeing Strategy.

Scope of the refresh

- 5.3 The 3 themes and 11 priorities of the Joint Health and Wellbeing Strategy were still considered to be relevant; the Health and Wellbeing Board remains confident that the 3 themes and 11 priorities are the right ones to reduce health inequality and improve health and wellbeing in Bath and North East Somerset. The 3 themes and 11 priorities are:

Theme one: Preventing ill health by helping people to stay healthy

Priority one: Helping children to be a healthy weight

Priority two: Improved support for families with complex needs

Priority three: Reduced rates of alcohol misuse

Priority four: Create health and sustainable places

Theme two: Improving the quality of people's lives

Priority five: Improved support for people with long term conditions

Priority six: Promoting mental wellbeing and supporting recovery

Priority seven: Enhanced quality of life for people with dementia

Priority eight: Improved services for older people

Theme three: Tackling health inequality by creating fairer life chances

Priority nine: Improved skills and employment

Priority ten: Reduce the health and wellbeing consequences of domestic abuse

Priority eleven: Take action on loneliness

- 5.4 The focus of the refresh therefore was:

- To be clearer on outcomes
- To set out our expectations for the health and wellbeing system in the future (including investing in prevention)
- To be clearer on how we are tackling health inequalities
- To strengthen the relationship between the Joint Health and Wellbeing Strategy and CCG 5 year plan 'Seizing Opportunities'
- To strengthen the relationship between the Joint Health and Wellbeing Strategy and Council vision / emerging corporate plan
- To update needs evidence

5.5 The refresh of the Joint Health and Wellbeing Strategy also considered recommendations made by the Local Government Associations Health and Wellbeing Board peer review which took place in January 2014. One of these recommendations was for the Health and Wellbeing Board to better articulate what the local health and wellbeing system should look like in 5 years' time. This recommendation has been addressed in the refreshed Strategy.

5.6 The refreshed Joint Health and Wellbeing Strategy adopts the Council's '*beautifully inventive*' vision:

'Bath and North East Somerset will be internationally renowned as a beautifully inventive and entrepreneurial 21st century place with a strong social purpose and a spirit of wellbeing, where everyone is invited to think big – a 'connected' area ready to create an extraordinary legacy for future generations'.

5.7 It states that '*the strategy will help us to work towards this vision; by reducing health inequality and improving health and wellbeing in Bath and North East Somerset.*' The Joint Health and Wellbeing Strategy is a key strategy in the Council's Policy and Budget framework.

5.8 As the priorities of the Joint Health and Wellbeing Strategy have not changed, it has been a simple review and refresh exercise, a full public consultation has not been carried out. Full public consultation on the original Joint Health and Wellbeing Strategy took place in the spring of 2013. Comments have been sought however from a wide range of internal stakeholders including officers from across the Council and CCG, the Public Services Board and the Joint Commissioning Committee.

5.9 The refreshed strategy was presented and agreed at the Health and Wellbeing Board on 25th March 2015.

6 RATIONALE

6.1 As set out above, a number of recent developments including the approval of the CCG 5 Year Plan, publication of NHS England's 5 Year Forward View and the LGA Health and Wellbeing Board peer review held in 2014 mean that it is timely to undertake a light touch refresh of the Joint Health and Wellbeing Strategy.

7 OTHER OPTIONS CONSIDERED

7.1 None

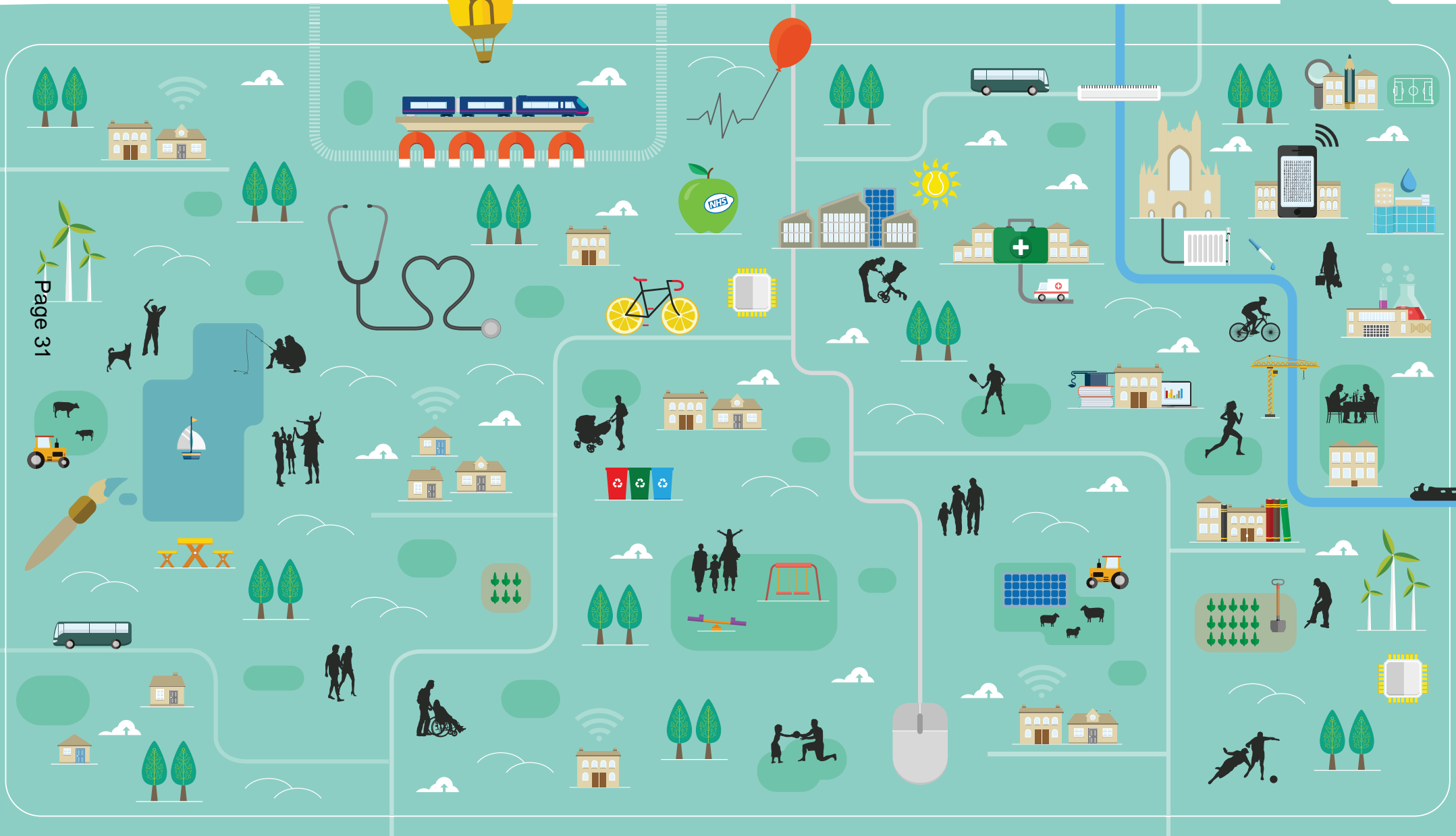
8 CONSULTATION

8.1 As part of the light touch refresh of the Joint Health and Wellbeing Strategy, internal consultation has been undertaken with the Council Senior Management Team, HWS priority leads as well as key Council and CCG officers. Consultation has also been undertaken with the Joint Commissioning Committee, B&NES Public Services Board and the Voluntary, Community and Social Enterprise Sector Reference Group.

9 RISK MANAGEMENT

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

| | |
|--|--|
| Contact person | Helen Edelstyn (01225 477951) |
| Background papers | <ul style="list-style-type: none"> • CCG 5 Year Plan ‘Seizing Opportunities’ - http://www.bathandnortheast Somersetccg.nhs.uk/assets/uploads/2015/06/BaNES-CCG-5-year-plan.pdf • NHS England 5 Year Forward View – http://www.england.nhs.uk/wp-content/uploads/2014/10/5yfv-web.pdf • Health and Wellbeing Board Joint Annual Account 2014 http://democracy.bathnes.gov.uk/documents/s30368/Appendix%201%20HWB%20Joint%20Annual%20Account.pdf |
| Please contact the report author if you need to access this report in an alternative format | |



Our vision for 2020

'Bath and North East Somerset will be internationally renowned as a beautifully inventive and entrepreneurial 21st century place with a strong social purpose and a spirit of wellbeing, where everyone is invited to think big – a 'connected' area ready to create an extraordinary legacy for future generations'.

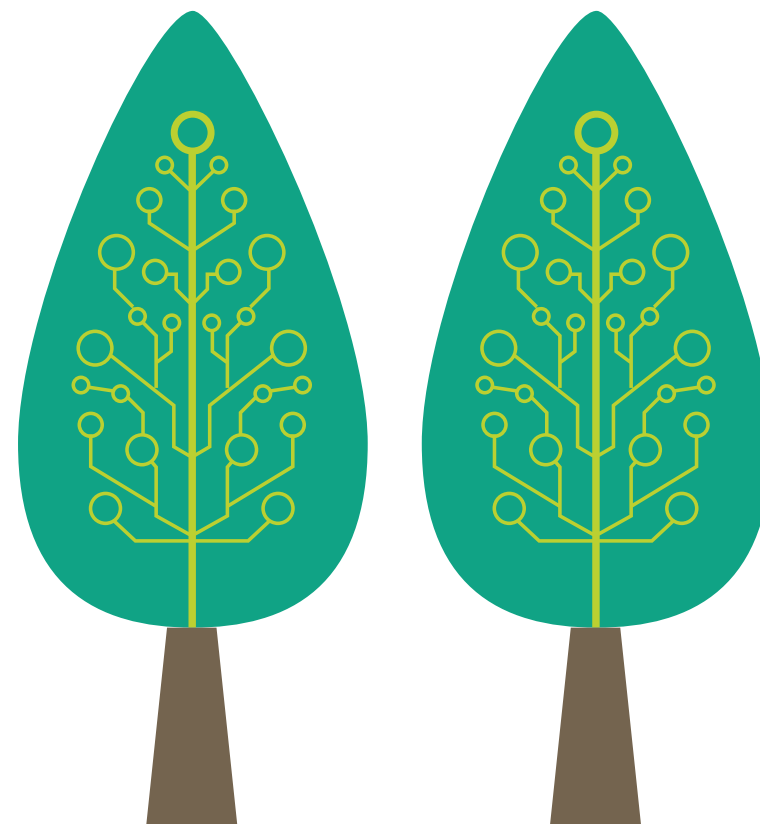
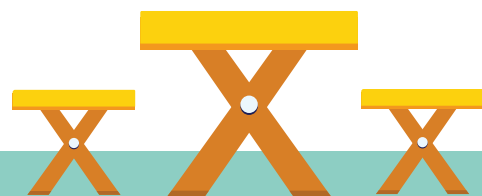
This vision was developed by the Bath and North East Somerset Public Service Board; a partnership made up of leading public, business and voluntary sector organisations in Bath and North East Somerset including the Council and the Clinical Commissioning Group.

This strategy will help the Health and Wellbeing Board work towards the delivery of this vision; by reducing health inequality and improving health and wellbeing in Bath and North East Somerset.

This builds on an extraordinary history of partnership between the Council and local NHS stretching back over 20 years.

"B&NES will be internationally renowned as a beautifully inventive and entrepreneurial 21st century place with a strong social purpose and a spirit of wellbeing."

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Three themes and eleven priorities set the framework for action:



Theme 1

Preventing ill health by helping people to stay healthy

Priority 1

Helping children to be a healthy weight

Priority 2

Improved support for families with complex needs

Priority 3

Reduced rates of alcohol misuse

Priority 4

Create healthy and sustainable places



Theme 2

Improving the quality of people's lives

Priority 5

Improved support for people with long term conditions

Priority 6

Promoting mental wellbeing and supporting recovery

Priority 7

Enhanced quality of life for people with dementia

Priority 8

Improved services for older people



Theme 3

Tackling health inequality by creating fairer life chances

Priority 9

Improved skills and employment

Priority 10

Reduce the health and wellbeing consequences of domestic abuse

Priority 11

Take action on loneliness

Foreword by Councillor Vic Pritchard

I have been a Councillor for Bath and North East Somerset for nearly 20 years. During this time I have met many local people and organisations and listened to the views and experiences of patients and carers. This experience has helped me to understand what works well and the importance of involving people in the decisions about the care that they receive.

The Bath and North East Somerset Health and Wellbeing Board has a significant role to play in developing a local health and wellbeing service that delivers high quality care for all and supports us to lead healthy, sustainable lives.

Page 34 To achieve this, our health and care services will need to adapt to meet new challenges; we live longer, nearly a quarter of people who live in Bath and North East Somerset drink too much and we are increasingly overweight or obese.

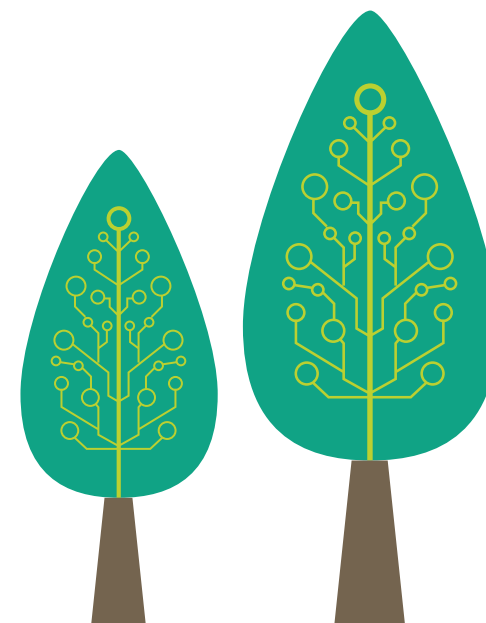
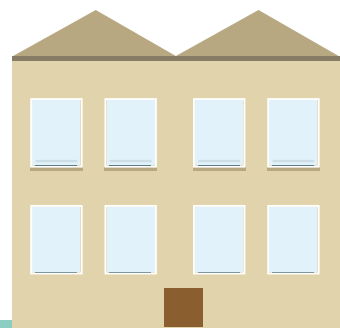
I am fully committed to building a sustainable local health service and to addressing the challenges we face. To do this we need to get serious about preventing avoidable disease which is putting pressure on our local health system and support people to take more responsibility for their health and care.

This is the second Health and Wellbeing Strategy. It sets out the Health and Wellbeing Boards aspirations for the future and how it will be better. This includes greater choice and independence for older people, ill health prevention, integrated health and social care services and care tailored to meet the needs of the individual.

As Co-Chair of the Health and Wellbeing Board I am determined to make a difference and deliver on these aspirations. This Health and Wellbeing Strategy will not only help people who are unwell but will work to create a sustainable and healthy future for the people of Bath and North East Somerset.

Councillor Vic Pritchard

Co-Chair, B&NES Health and Wellbeing Board



Foreword by Doctor Ian Orpen

NHS Bath and North East Somerset Clinical Commissioning Group is an equal partner in the Bath and North East Somerset Health and Wellbeing Board. We play a pivotal role in bringing front line clinical expertise to the Board and in helping to realise joined up health and social care services and person centred care.

Together with Bath & North East Somerset Council and through the Health and Wellbeing Board we provide leadership to make innovation and change happen locally. Our aspiration is to have an even higher performing local care system.

To do this we will need to implement new models of care that support people and organisations to innovate, set and adopt national best practice, recognise the potential of providers as an important source of innovation and create a culture that values learning.

The Health and Wellbeing Board plays a unique role at the heart of our local health system that can make this change happen. It offers us the opportunity to think differently about health and social care in the future. It also provides us a powerful voice to influence broader 'wellbeing' services such as leisure, housing and the economy, which are an important part of preventing poor health.

I am fully committed to the Health and Wellbeing Board, and to turning our aspirations into practice. Through this Joint Health and Wellbeing Strategy, and the Clinical Commissioning Group's five year Strategic Plan we will put in place services which improve the health of local people and communities.

Doctor Ian Orpen

Co-Chair, B&NES Health and Wellbeing Board

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Bath & North East Somerset Council and NHS Bath and North East Somerset Clinical Commissioning Group have a shared legal duty to have a Health and Wellbeing Board and to publish a Joint Health and Wellbeing Strategy (JHWS).

The Health and Wellbeing Board is the body responsible for improving the health and wellbeing of people in Bath and North East Somerset. It provides strong and shared leadership and is the centre point of our local health and social care system.

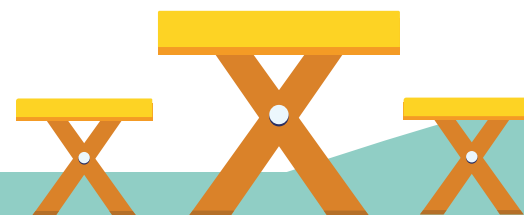
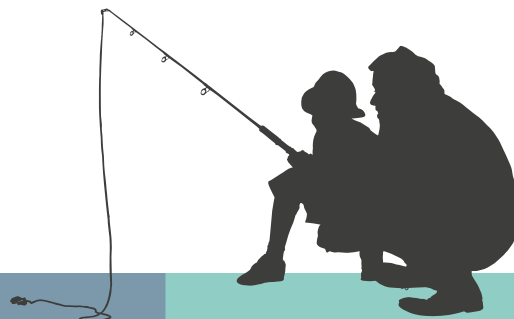
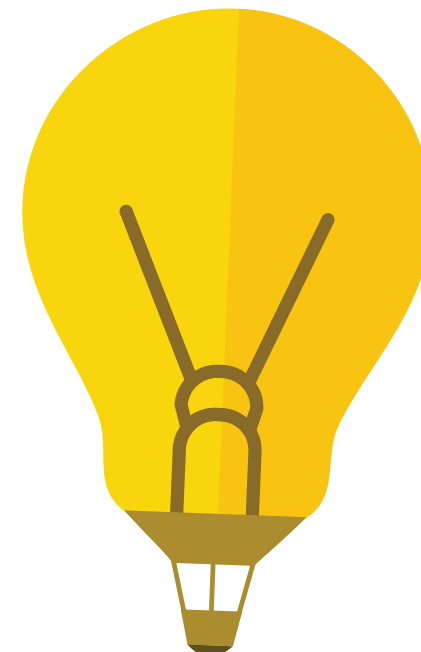
The Joint Health and Wellbeing Strategy sets out how the Health and Wellbeing Board will improve local health; by assessing the evidence, setting the strategic direction and deciding how to make the best use of collective resources. It also ensures that local commissioning plans are coordinated and coherent and that we work together with our communities to deliver outstanding care and health services to local people.

Three themes and 11 priorities set the framework for targeted action in the Strategy. They are not an exhaustive list of everything that the Council and NHS are doing; but rather a set of priorities for the Health and Wellbeing Board to really focus on and make a difference over the next few years.

The Joint Health and Wellbeing Strategy sits collaboratively alongside the NHS Bath and North East Somerset Clinical Commissioning Group's 5 Year Strategy 'Seizing Opportunities'.

Seizing Opportunities

"To lead our health system collaboratively through the commissioning of high quality, affordable, person centred care which harnesses the strength of the clinician led commissioning and empowers and encourages individuals to improve their health and wellbeing."
NHS Bath and North East Somerset Clinical Commissioning Group 5 Year Strategy: Seizing Opportunities.



Bath and North East Somerset Health and Wellbeing Board is already making a difference through:

- Strong leadership of the local health and social care system
- Supporting health and care organisations to invest in preventative services such as the new re-ablement and rehabilitation service reducing unplanned hospital admissions.
- Building relationships that are delivering innovative services such as the IRIS Project which is helping GPs identify and help victims of domestic abuse
- Influencing plans for transport, housing and business growth to ensure the environment around us helps us to live well. For the first time health and wellbeing is a cross cutting theme in the Bath and North East Somerset Economic Strategy and also the Core Strategy which guides the council's future housing development plans.

- Promoting the need to focus on groups with the worst health outcomes
- Giving health and care organisations the space to think differently about system change and new models of delivery
- Working to ensure our local care and health service is fit for the future through the Transformation Group (a group of health and social care providers).

There is already a great deal of work underway which is helping to change lives. We will build on this work, learn from others nationally and internationally and use the Joint Health and Wellbeing Strategy to drive forward improvements in our local health and social care system.



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A patient centred approach to heart failure care

Heart failure is the most common cause of readmission to the Royal United Hospital in Bath. In the past professionals treated specific aspects of care but often in isolation from each other. A heart failure group was set up to develop a patient owned 'Heart Failure Passport'. The passport includes all the key information about a patient's condition including their treatment plans, all medications and end of life planning where appropriate. So, if a patient sees a healthcare professional who isn't part of the heart failure team all their vital information is easily available.

In addition to this, an investment has been made in telehealth technology so that patients can monitor their weight and better monitor their heart condition. Community heart failure nurses have also been given greater access to a consultant cardiologist and other cardiology professionals. This has enabled the team to share valuable lessons which has enhanced the care experience and improved the outcome for patients.



Building on a strong partnership

There is a strong history of partnership between the Council and NHS which has led to the integration of many local health and social care services.

In October 2011 Sirona Care and Health was created to provide integrated health and social care; it was one of the first independent organisations in the country to include both health and social care professionals. It continues to provide a wide range of care and support services, including community care and community health services, mental health support and children's health care.

Over the next year the Health and Wellbeing Boards partnership with health and social care providers and Healthwatch will be further developed. The newly formed Transformation Group will be one way this is achieved. The Group will build on the energy and expertise of major health and social care providers, involving them in decisions about the future of health and social care services, and achieving local health and social care goals together.

The Health and Wellbeing Board is committed to extending and further developing integration arrangements - where these create better outcomes for local people - over time and through funding sources such as the Better Care Fund.



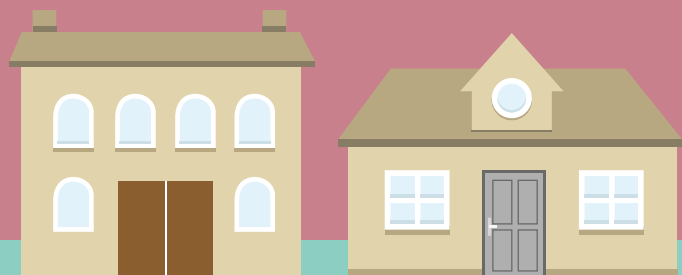
Improving GPs identification of domestic abuse

IRIS is a domestic abuse training and referral programme that provides support for patients in General Practices, who have lived with, or are still living with domestic abuse. The project provides domestic abuse awareness raising training to a range of practice staff, from GPs to receptionists and helps them to deal proactively with victims of domestic abuse. Research by Healthwatch Bath and North East Somerset suggested that improved support for victims of domestic abuse in General Practices would be welcomed locally.

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‘A complete revelation. By becoming more aware of the signs and symptoms that suggest abuse – long term anxiety and depression, repeat visits to the surgery for minor symptoms, unexplained gynaecological problems – I become much more aware of patients who were living with abuse and the negative impact that this was having on their health outcomes.’ (GP national IRIS programme).

(IRIS is commissioned in partnership between Bath and North East Somerset Clinical Commissioning Group and the Office of the Police and Crime Commissioner)



Reducing health inequalities

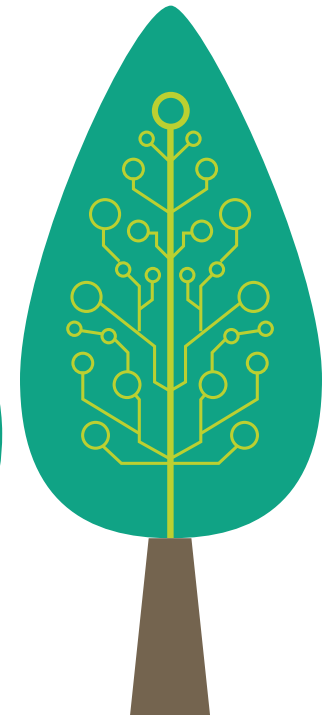
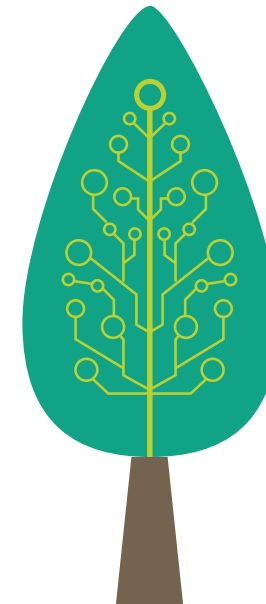
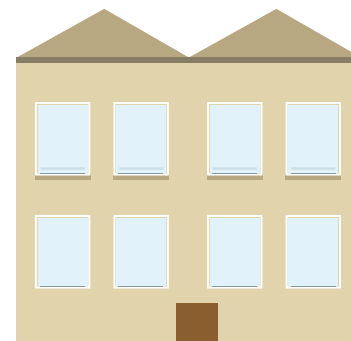
The World Health Organisation defines health as “a state of complete physical, mental and social wellbeing”. People with good health are able to have control of their lives, live life to the full and participate in their communities.

Unfortunately people and communities experience inequality in health. This can be due to differences in where they live, social group, gender and other biological factors. These differences have a huge impact, because they result in some people experiencing poorer health and shorter lives.

Health inequality exists in Bath and North East Somerset. The Joint Strategic Needs Assessment shows that good health is unequally shared and inequalities exist between different geographical areas, communities, social and economic groups in Bath and North East Somerset. For instance we know that, for men, life expectancy varies by up to 8 years along the stops of the number 20a/c bus route in Bath. People living in Twerton have a lower life expectancy than those who live just 5 bus stops away.

The Health and Wellbeing Board is committed, through this strategy, to tackling these health inequalities. In 2010 Sir Michael Marmot published ‘Fair Society Healthy Lives’ and set out an evidence based approach to reducing health inequalities in England. This Joint Health and Wellbeing Strategy is guided by the principles set out within the Marmot report.

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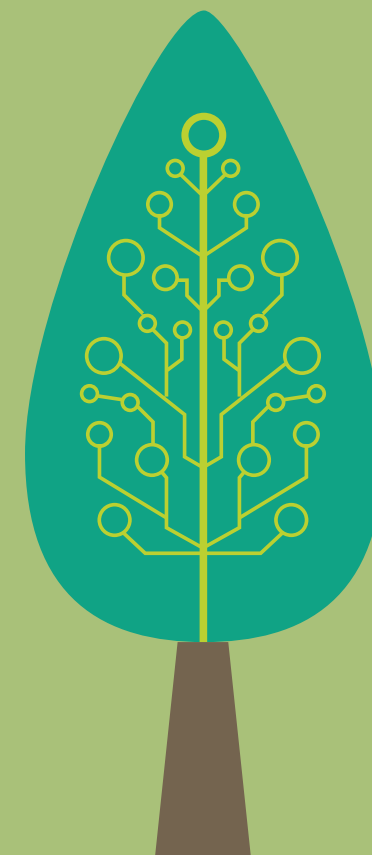
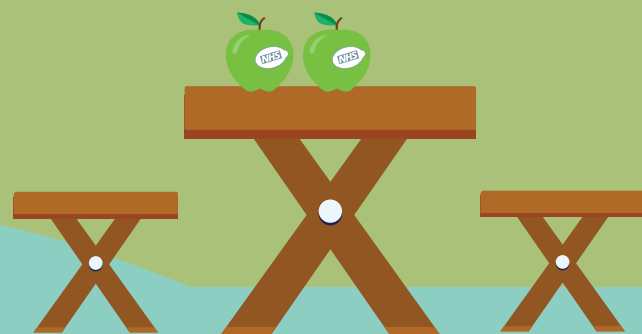
Helping families to eat healthily

'Cook It' is a free 6 week cooking skills course for parents and carers, with crèche facilities provided. M, a busy mum from Bath, joined the course because she wanted to cook healthy meals for her children but her lack of confidence in the kitchen meant she was frightened to try new recipes.

“Having the chance to have a practical lesson with all the ingredients and recipes ready for us to cook was great for me to see that if I get organised before I start cooking, then making a recipe can be a great experience.”

“I know so many mums complaining that they do not have time to cook because it takes a long time and it is too complicated and I totally understand them because I used to feel that way. Having the chance to have a practical lesson with all the ingredients and recipes ready for us to cook was great for me to see that if I get organised before I start cooking, then making a recipe can be a great experience. The best of all is that my family diet has changed a lot for the better. No doubt about this.”

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The failure to address increases in avoidable ill-health caused by obesity, alcohol misuse and smoking is putting a huge pressure on the future of our local health service.

The UK performs poorly on several important health problems compared to our European peers including coronary heart disease, stroke and lung cancer. We need to do more to tackle the underlying risk factors of these conditions and help people to be healthy by stopping smoking, being more active, drinking less alcohol and becoming a healthy weight.

‘If the nation fails to get serious about prevention then recent progress in healthy life expectancies will stall, health inequalities will widen, and our ability to fund beneficial new treatments will be crowded-out by the need to spend billions of pounds on wholly avoidable illness’ (NHS 5 Year Forward View, October 2014)

Through the Health and Wellbeing Board we will develop a more coherent approach to public health that recognises that we all have a part to play in preventing ill-health. We need to refocus policies and services across a wide range of stakeholders from local community groups to schools to produce a whole system approach that gives priority to securing health and reducing health inequality.

NHS Bath and North East Somerset Clinical Commissioning Group is leading the development of a ‘Prevention, including Self Care’ work programme that will compliment a broader approach to ill health prevention. The programme focuses on areas of higher deprivation and enables people to take greater responsibility for their health.

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Where we are now

For many years the focus has been caring for people when they are ill, not keeping them healthy.

Changes in our local population - people are living longer with more complex and sometimes avoidable conditions - means that this is no longer a financially sustainable strategy.

We are beginning to think differently about how health and social care works locally. This includes a shift away from care in hospitals towards a more preventative approach that helps people to help themselves. We are investing in new care models that support and encourage people to be more informed and involved in their own care such as the new diabetes care pathway, but we need to do more to make our local health service really sustainable in the future.

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Where we want to get to

A future that empowers people to take much more control over their own health and care.

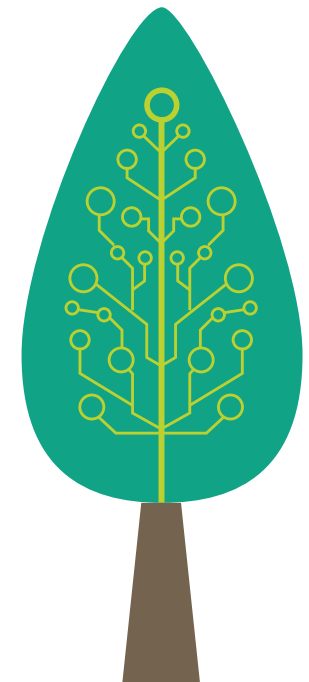
Numbers of coronary heart disease, stroke and lung cancers are down because we are helping people to be healthy through exercise, by eating healthy foods and drinking less alcohol. Our local public health system - from healthy eating programmes in schools to exercise clubs for the over 60's – supports health and wellbeing.

We are slowing disease progression and reducing demand for specialist services because more people are helped to get involved and take responsibility for their own care. This in turn reduces the demand on our urgent care system.

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The divide between GPs and hospitals, between physical and mental health, and between health and social care is dissolved. 'A future that no longer sees expertise locked in too often out-dated buildings, with services fragmented, having to visit multiple professionals for multiple appointments and endlessly repeating details' (NHS Five Year Forward View).

We have strengthened the long term financial sustainability of the health and wellbeing system through a shift in investment to prevention, which over time has reduced the demand on more costly ill health treatment services. We have created financial efficiencies which mean we can take advantage of the new opportunities science and technology offers patients, service users and carers.



Taking action on loneliness

JM is 66, his wife had just passed away, he was starting to feel a little lost, lonely and was beginning to drink more. He was at risk of depression, and an alcohol related condition. He was signed posted by a helpful neighbour to a local social group, which regularly invited care professionals to talk about health. Through the group and the information he received JM accessed a range of health and social care services. He also joined an over 60's exercise group and is got involved with a local community garden. These experiences have helped him to feel more positive. He is drinking less and his future is good.

Without investment in community programmes that intervene early and support people's wellbeing, JM would probably have needed a more costly health treatment for depression or alcohol related condition.

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Children and young people

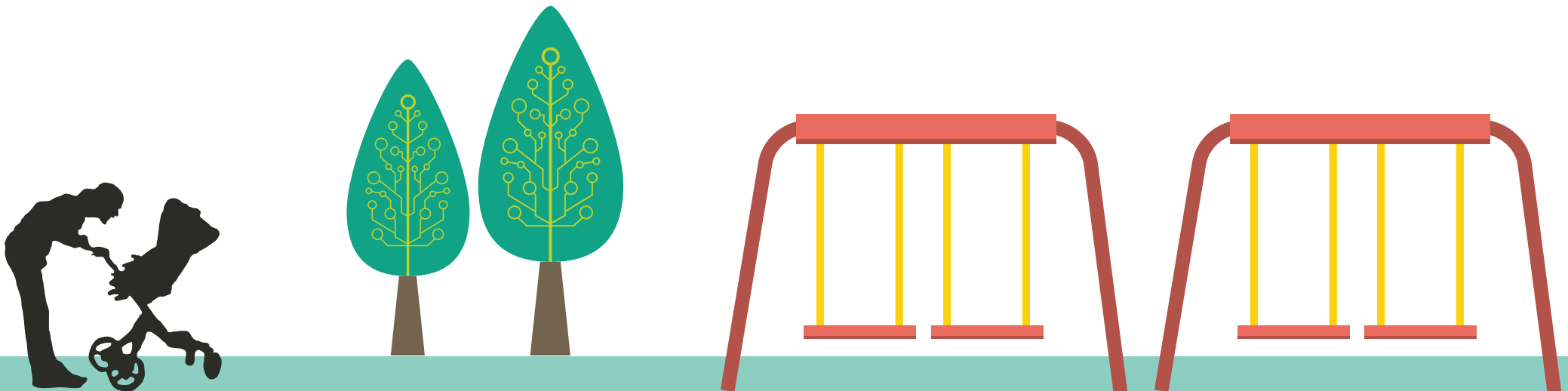
Children and young people are an important part of this Joint Health and Wellbeing Strategy and are included in each of the three themes and eleven priorities from the complex families programme to reducing alcohol misuse.

The Health and Wellbeing Board will continue to work in partnership with the Children's Trust Board and support the delivery of their plans for Children and Young People. The Children and Young People's Plan 2014-2017 is working to deliver 3 key outcomes:

- Children and young people are safe
- Children and young people are healthy
- Children and young people have equal life chances

These outcomes are aligned with the Health and Wellbeing Strategy and are reviewed on an annual basis by the Health and Wellbeing Board.

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Promoting children's emotional health

B&NES Children and Young People's Plan 2014-2017: 'All children and young people have good emotional wellbeing and resilience'

8 children from a Year One / Two class were chosen as having a particular emotional, behavioural or self-esteem issue. Bath & North East Somerset music service arranged for the pupils (with the rest of their class so there was no stigma of selection) to receive 15 weeks of high quality Djembe drumming tuition. Children were provided with a highly supportive environment to improve: creative exploration, confidence, concentration, self-esteem and teamwork.

The drumming lessons gave children a chance to work collectively to achieve something very special and memorable. The project has allowed some of the pupils with emotional issues to shine and raised the profile of music.

'It was amazing to see pupil X leading his class at Fun Day. A year ago this would be unthinkable'. Mr Stevens (Class Teacher).



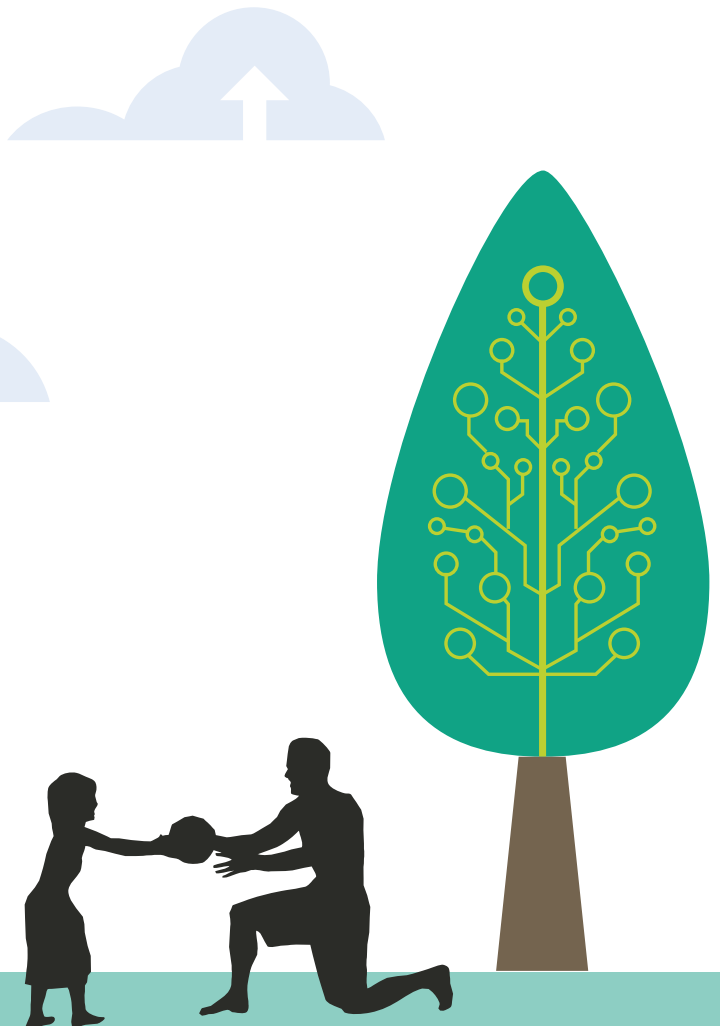
Delivering good quality care and keeping people safe is the business of the Health and Wellbeing Board. Protecting people's health, wellbeing and human rights and enabling them to live free from harm, abuse and neglect is vital.

The Health Wellbeing Board will work in partnership with the Local Safeguarding Adults Board and the Local Safeguarding Children Board to make sure that vulnerable children, young people and adults at risk of harm are protected and kept safe.

“We will make sure that vulnerable children, young people and adults at risk of harm are protected and kept safe.”

The Local Safeguarding Adults Board and the Local Safeguarding Children Board report their annual plans and performance reports to the Health and Wellbeing Board. There is also shared membership amongst the Boards which ensures a joint and seamless approach to delivering health and wellbeing and safeguarding priorities.

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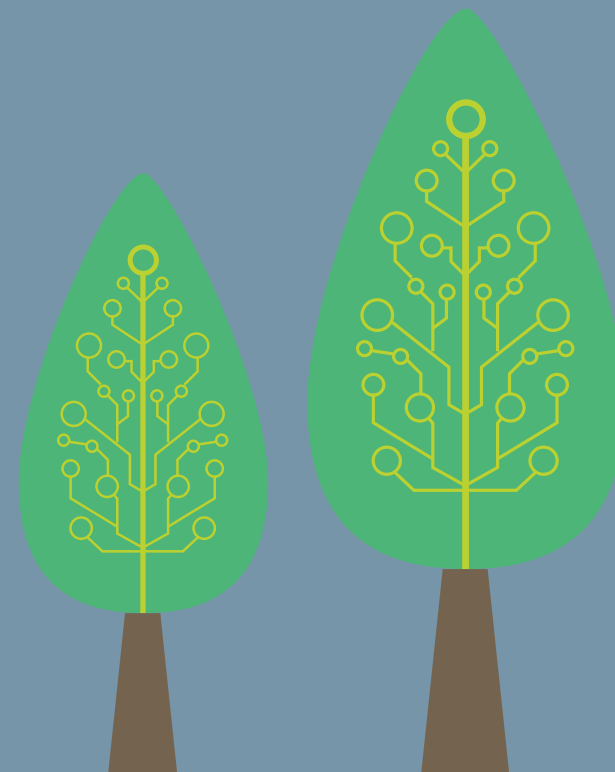
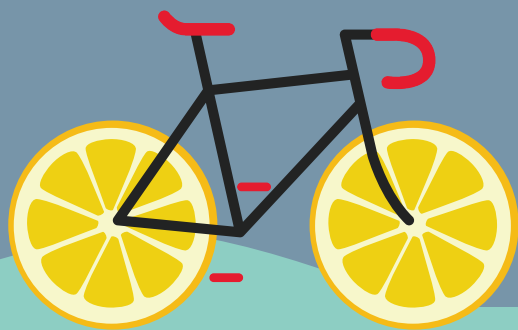
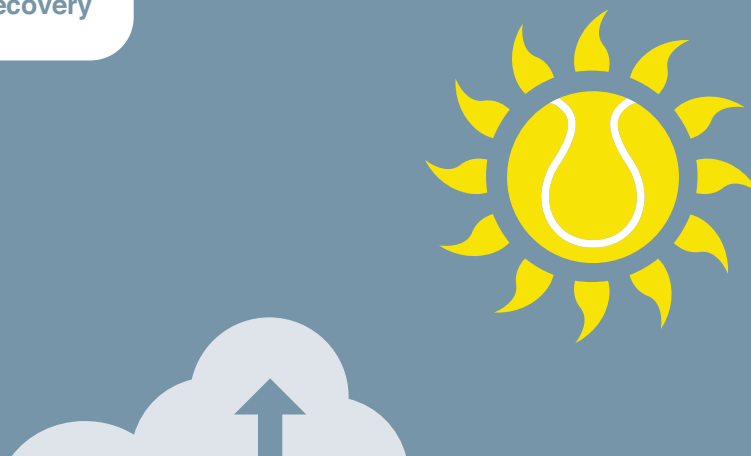
Getting active

NW is a local Mum who has had a lot on her plate in recent years including caring for her father in law, managing a part time job as well as a home and 3 children. Nw had started to feel low and didn't feel as though she was coping as well as she could, which in turn knocked her confidence and self-esteem. When N's doctor suggested referring her to the Lifestyle Service to help manage her weight and get more active she jumped at the chance.

N started the Passport to Health exercise programme in November 2012, using the gym 3 days a week with guidance and support.

Three months on and N's confidence and self-esteem have increased dramatically and her friends and family are glad to have the "old N" back. N has noticed she is less anxious and panicky and has stopped taking medication to help control her nerves.

"Passport to health was the best thing for me; I am pleased with the help that I have received from the team on controlling my weight and helping me with my fitness."



The local resident population is

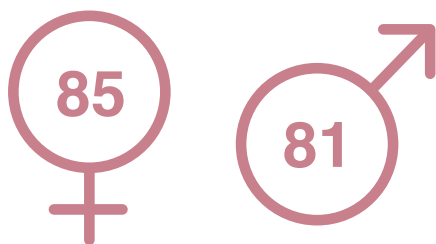
180,700

And there are **nearly 20,000 more registered patients** than residents.

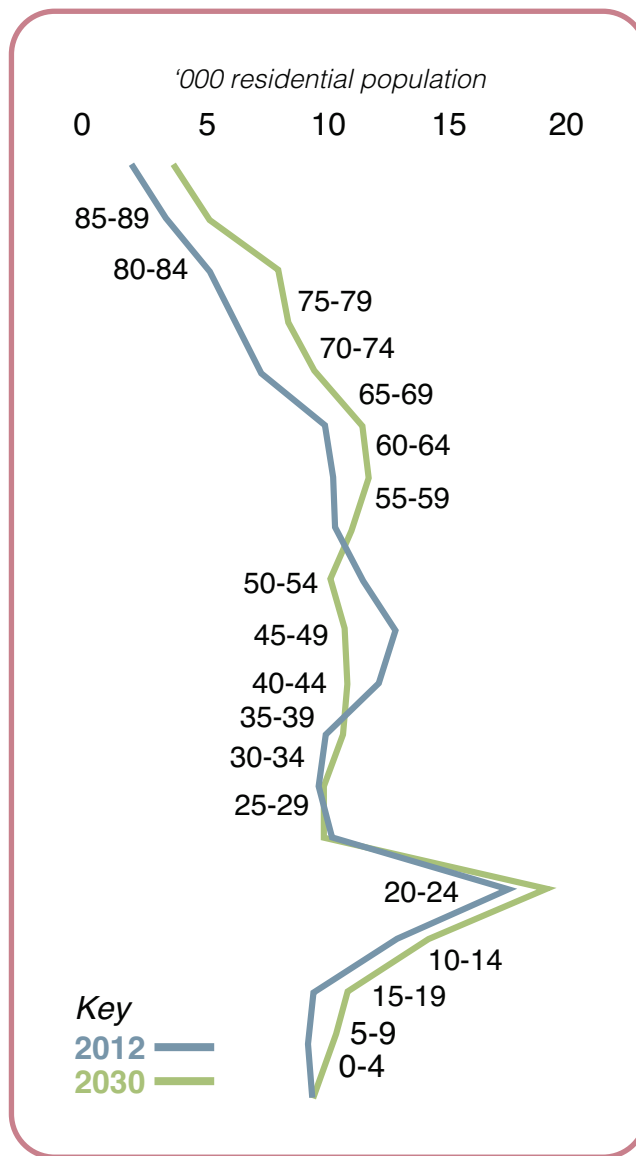
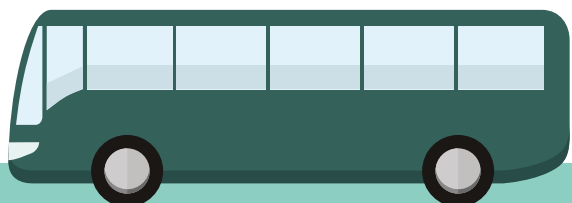
Life expectancy is high,

compared to national and regional rates.

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But there's life expectancy gaps of **over 8 years** (and increasing) exist for men living in different parts of B&NES. Just 5 stops on a local bus route.



B&NES has a **significant student population.**

And there will be **increases** in the number of children & young people.

There will be a **38% increase** in the 65+ population by 2030.



36% of our population live in rural areas without reasonable access to GP facilities by public transport



2014 estimates suggest there are:

19,000 people with a common mental health condition

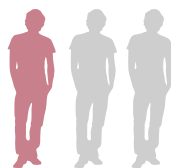
2,500 with a severe physical disability

2,500 people with a learning disability

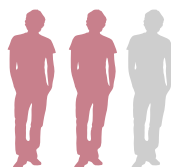
1,500 with autism spectrum disorder

There are **~2000** deaths per year in B&NES. Of these, **67%** want to die at home, and **56%** die at their usual place of residence (home or care-home).

The 2nd highest rate in the country.



In 2011/12 **1 in 3** young people from a low income family achieved 5 or more GCSEs at A*-C.



Compared to **2 in 3** for young people not on free school meals.



30% of people with a long term physical health condition have a mental health condition

and...



46% of people with a mental health condition have a long term health condition.

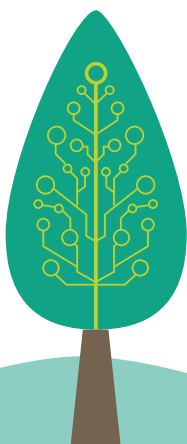
Suicide and undetermined deaths doubled between 2005-07 (26) and 2011-13 (54).

Self harm rates amongst males increased by 38% between 2010/11 and 2011/12.

By 2030 5,000 more people aged 65+ unable to manage at least one self-care activity on their own.

1 in 10 people aged over 18 define themselves as a carer.

155 young carers known to services.



The following pages set out the three themes and eleven priorities of the Joint Health and Wellbeing Strategy. They are not an exhaustive list of everything that the Council and NHS are doing; but rather a set of priorities for the Health and Wellbeing Board to really focus on and make a difference over the next few years.

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Theme 1

Preventing ill health by helping people to stay healthy

Priority 1

Helping children to be a healthy weight

Priority 2

Improved support for families with complex needs

Priority 3

Reduced rates of alcohol misuse

Priority 4

Create healthy and sustainable places



Theme 2

Improving the quality of people's lives

Priority 5

Improved support for people with long term conditions

Priority 6

Promoting mental wellbeing and supporting recovery

Priority 7

Enhanced quality of life for people with dementia

Priority 8

Improved services for older people



Theme 3

Tackling health inequality by creating fairer life chances

Priority 9

Improved skills and employment

Priority 10

Reduce the health and wellbeing consequences of domestic abuse

Priority 11

Take action on loneliness

| Priority | Outcome | Examples of current service delivery | Measures |
|---|--|---|--|
| Priority 1 Helping children to be a healthy weight | All pregnant women, children and young people are a healthy weight. | <ul style="list-style-type: none"> • Integrated weight management pathway for the whole population. • Control exposure to and demand for consumption of excessive quantities of high calorific food and drinks. • Increase opportunities for uptake of walking, cycling, play and other physical activity. • Establish lifelong habits and skills for positive behaviour change through mental health and early life interventions. • Increase responsibilities of organisations for the health and wellbeing of their employees. • Develop a workforce that is competent, confident and effective in promoting healthy weight. • Influence decision and policy making to create healthy environments. | <ul style="list-style-type: none"> • Excess weight in 10-11 year olds. • Level of exercise undertaken (school health survey). • Number of people who start breastfeeding and who continue at 6-8 weeks. • Excess weight of pregnant women at 1st antenatal appointment. |
| Priority 2 Improved support for families with complex needs | Families with complex needs are enabled to turn their lives around by making positive changes. | Work intensively with 700+ families, including: <ul style="list-style-type: none"> • A dedicated worker for families. • Practical hands on support. • Persistence backed up by sanctions. • An agreed outcome plan. • Working to address family issues using a whole family approach. | <ul style="list-style-type: none"> • Criminal and anti-social behaviour rates. • Domestic violence rates. • School attendance rates. • Number of family members are helped on a pathway back to work. • Reduce the requirement of a child protection or child in need plan, keeping children safe. • Number of positive health and wellbeing outcomes. |
| Priority 3 Reduced rates of alcohol misuse | Children grow up free from alcohol related harm. Communities are safe from alcohol related harm. People can enjoy alcohol in a way that minimises harm to themselves. People can access support that promotes and enables sustained recovery. | <ul style="list-style-type: none"> • Training programmes for frontline staff and screening introduced into the NHS Health Check Programme. • Holistic approach to promoting health and wellbeing across educational settings. • Resources developed for children and young people including an alcohol drama project for secondary schools. • Integrated commissioning model for Adult and children's treatment services. • Alcohol Liaison service at the Royal United Hospital. | <ul style="list-style-type: none"> • Number of alcohol specific hospital admissions of under 18 year olds. • Number of alcohol related hospital admissions 18+. • Rate of night-time economy related crime and disorder. • Number of people successfully leaving treatment with no return within 6 months. |
| Priority 4 Create healthy and sustainable places | A built and natural environment which supports and enables people in our communities to lead healthy and sustainable lives. | <ul style="list-style-type: none"> • Fit4Life – an active living strategy for B&NES which delivers on leisure, travel and active environments. • Maximise health improving opportunities in our most deprived areas through the refresh of the Open and Green Spaces strategy. • Expansion of the B&NES Energy@Home scheme. • Local food action plan to improve local food production, provision and access to good food, and healthy and sustainable food culture. | <ul style="list-style-type: none"> • Rates of cycling and walking. • Access to high quality open and green spaces. • Local food production rates. • Numbers of energy-efficient, safe and affordable homes. • Number of mitigation measures to reduce the impacts of climate change and environmental hazards. • Influence of the local planning system. |

| Priority | Outcome | Examples of current service delivery | Measures |
|--|---|---|--|
| Priority 5 Improved support for people with long term conditions | Improved coordination of holistic, multi-disciplinary long term condition management (initially focused on a redesigned diabetes care pathway). | <ul style="list-style-type: none"> • The Community Cluster Team model – a model of care which facilitates the proactive case management of 'at risk' patients through improved partnership working between primary care and community teams. • The community Bladder and Bowel Service - undertaking more preventative work and initiatives to raise awareness. • The expansion of the Parkinson's Disease multi-disciplinary team at the Clara Cross Rehab Unit and the Early Supported Discharge service for Stroke patients. | <ul style="list-style-type: none"> • Number of patients with diabetes receiving all care processes each year. • The amputation rate per 1000 people with diabetes does not increase over the next 5 years. • Number of patients with a diabetic foot care emergency referred to a multi-disciplinary team within 24 hrs. • Ongoing monitoring of national indicators from NHS Outcomes Framework to improve quality of life for people with long term conditions. |
| Priority 6 Promoting mental wellbeing and supporting recovery | Emotional health and wellbeing is promoted and people are supported to talk about and seek help for mental health problems. | <ul style="list-style-type: none"> • Emotional health and wellbeing is being promoted through the Director of Public Health Award for schools and the Wellbeing College for adults as well as the Children and Young People's Emotional Health and Wellbeing Strategy. • B&NES Health and Wellbeing Board have signed a pledge committing to end discrimination against people who experience mental health problems and have developed an action plan for delivering this. • Continued work to improve in-patient pathways of care . • Multi-agency action plan delivering the Emotional Health and Wellbeing Strategy for children and young people . • A range of actions to reduce the risk of self-harm or suicide. | <ul style="list-style-type: none"> • Parity of Esteem embedded for physical and mental health • Support for people in a mental health crisis is embedded across all sectors. • Accommodation options for adults with serious mental health problems in B&NES are improved. • Employment options for adults with serious mental health problems in B&NES are improved. • Stigma about mental health is reduced and wellbeing is promoted. |
| Priority 7 Enhanced quality of life for people with dementia | Increased dementia diagnosis rates and improved post-diagnostic support for people with dementia. | <ul style="list-style-type: none"> • A Dementia Support Worker service for people who are diagnosed with dementia. • Integrated hospital and community pathways for patients. • Dementia Friends sessions for CCG and Council staff and now offered to other organisations including Bath Sainsbury's store. • A Rural Independent Living Support Service to help people living in rural areas access services and a Home from Hospital service to support discharge from hospital. • Care Home Support and Liaison to help care homes better care for residents with dementia. | <ul style="list-style-type: none"> • Dementia diagnosis rate. • Performance indicators for the Dementia Support Worker service including being offered an appointment date within 4 weeks, being provided with information and guidance and a survey of service user experiences. |
| Priority 8 Improved services for older people | Integrated, safe and compassionate pathways for older people. | <ul style="list-style-type: none"> • Re-design of adult community services (with more emphasis on supporting people to maintain and regain skills and independence, short term services which promote people's recovery and less emphasis on longer term packages of care which may create dependency). • An integrated reablement and rehabilitation service. • Personalised care planning supported by the Think Local Act Personal and Making It Real initiatives. • End of life care planning and sharing of these wishes appropriately with all who care for the individual, recognising that this is an issue across the age range. | Monitoring of a range of national indicators including: <ul style="list-style-type: none"> • Quality of life. • Proportion of service users who have control over their daily life, receive self-directed support or payments and have as much social contact as they would like. • Permanent admissions of older people to residential and nursing care homes. • Delayed transfers of care from hospital. • Satisfaction of service users with their care and support and proportion who feel safe and secure. • Whether individuals are able to fulfil their wishes in terms of their location at end of life. |

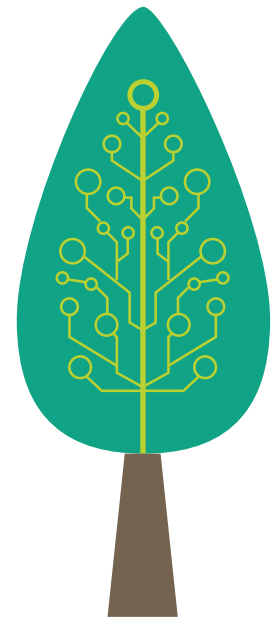
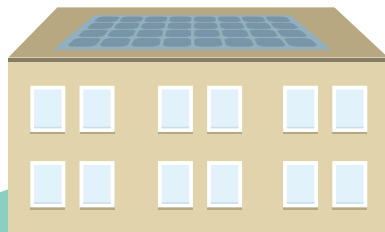
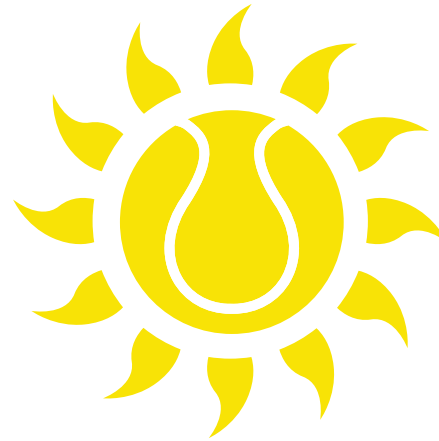
| Priority | Outcome | Examples of current service delivery | Measures |
|--|---|---|---|
| Priority 9 Improved skills and employment | All residents have access to training and employment. | <ul style="list-style-type: none"> • Apprenticeship schemes across the public sector. • A programme of work to support skills and employment in the core sectors including care, retail and hospitality. • Work experience placements in construction sites across Bath and North East Somerset. • A programme of work to support care leavers into employment training or education. | <ul style="list-style-type: none"> • JSA claimant count below 1% (including a reduction in long term claimants). • Reduction in Not in Education Employment or Training. |
| Priority 10 Reduce the health and wellbeing consequences of domestic abuse | People are free from domestic abuse. | <ul style="list-style-type: none"> • A multi-agency approach to assessing and responding to high risk cases. • IRIS (Identification and Referral to Improve Safety) GP referral scheme. • Successful local projects including IDVAs and perpetrator programmes. • Innovative, high-quality local training on domestic abuse. | <ul style="list-style-type: none"> • Development of local perpetrator programmes. • Extension of domestic abuse training to more front-line services, and inclusion in relevant commissioning. • More emphasis on preventative approaches, particularly for young people. • Improved and earlier reporting of domestic abuse. |
| Priority 11 Take action on loneliness | Everybody has a network. | <ul style="list-style-type: none"> • Independent Living services delivered in local communities. • A wide range of locally-based projects including the Village Agent Scheme (operating in 20 parishes) and “The Hub in a Pub” in Chew Stoke (a joint initiative providing services and support to older people living in the Chew Valley). | <ul style="list-style-type: none"> • More “on the ground” projects to tackle loneliness in local areas, building on local community links and networks. • Addressing loneliness through key strategies, plans and commissions. • Better targeting of projects and support in areas of identified need. |

Wellbeing refers to the wider social, physical, psychological, environmental and economic factors which affect our lives and our health.

You can find out more about the Bath and North East Somerset Joint Strategic Needs Assessment at www.bathnes.gov.uk/jsna

You can find out more the about the Bath and North East Somerset Children and Young People's Plan 2014-2017 at www.bathnes.gov.uk/cypp

This document can be made available upon request in a range of languages, large print, Braille, on tape, electronic and accessible formats from Strategy and Performance:
01225 396390 or HWB@bathnes.gov.uk



| Bath & North East Somerset Council | | |
|---|----------------------------|--|
| MEETING: | Council | |
| MEETING DATE: | 16 July 2015 | EXECUTIVE FORWARD PLAN REFERENCE: |
| | | E 2771 |
| TITLE: | Youth Justice Plan 2015-16 | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: | | |
| Youth Justice Plan 2015-16 | | |

1 THE ISSUE

- 1.1 The Local Authority has a statutory duty, in consultation with partner agencies, to produce an annual Youth Justice Plan. The Plan sets out how youth justice services are to be composed and funded, how they will operate and what functions they will carry out to prevent youth offending and re-offending across Bath and North East Somerset.
- 1.2 The Youth Justice Plan is being considered by Cabinet on 6 July 2015 and any amendments will be reported verbally to Council.

2 RECOMMENDATIONS

- 2.1 The Youth Justice Plan fulfils the requirements of the Crime and Disorder Act 1998 and can be submitted to the national Youth Justice Board for England and Wales.
- 2.2 The Youth Justice Plan is adopted as part of the Council's Policy and Budget Framework and can be accommodated within the Council budget.
- 2.3 The relevant Development and Scrutiny Panel oversees progress and performance.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The Council is the lead partner in the multi-agency arrangements to prevent youth offending, working closely with Police, Probation and Health Services. All partners have statutory responsibilities to participate in the resourcing of the Youth Offending Service. The Council makes a significant contribution in terms of staff, cash and additional support, including provision of office accommodation and financial and human resources support services. In 2015-16, the Council is contributing £384,877, which is 46.7% of the total budget of £823,964; most of this is in the form of staff.

3.2 Submission of a Youth Justice Plan is a condition for receipt of the second instalment of the Youth Justice Grant, due to be paid in December 2015. This year, funding from the Youth Justice Board totals £229,051.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 Preparation of an annual Youth Justice Plan is required under Section 40 of the Crime and Disorder Act 1998. The national Youth Justice Board for England and Wales has published guidelines for its completion and requires it to be submitted by 31 August 2015.

5 THE REPORT

5.1 The principal, statutory aim of the youth justice system is to prevent youth offending (by 10-17 year olds). The Youth Justice Plan reviews the positive progress made last year in work with young people at risk of offending and re-offending and with their parents/carers and victims and sets out how services are to be resourced and delivered in 2015-16.

5.2 Actions in the work plan will contribute to making Bath and North East Somerset a safer place and to helping young people work towards more positive, crime-free outcomes.

6 RATIONALE

6.1 The Council has a statutory obligation to publish a Youth Justice Plan

7 OTHER OPTIONS CONSIDERED

7.1 None

8 CONSULTATION

8.1 This Plan draws on self-assessment undertaken by the Youth Offending Service and its Management Board and feedback from service users. A copy has been sent to the Trade Unions.

8.2 This Plan has been drawn to the attention of the Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and the Section 151 Officer (Divisional Director – Finance)

9 RISK MANAGEMENT

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

| | |
|--|---------------------------------------|
| Contact person | <i>Sally Churchyard: 01225 396966</i> |
| Background papers | <i>Youth Justice Plan 2014-15</i> |
| Please contact the report author if you need to access this report in an alternative format | |

Bath and North East Somerset

Youth Justice Plan 2015 – 2016

Working in partnership to prevent youth offending

**Bath & North East
Somerset Council**



NHS
*Bath and North East Somerset
Clinical Commissioning Group*

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1. Introduction

Multi-agency Youth Offending Services were established in April 2000 under the Crime and Disorder Act 1998, to work with young people aged 10-17 years who have committed criminal offences. Their principal, statutory function under this legislation is to prevent youth offending. They include staff from a wide range of backgrounds including Police, Health, Social Care, Education and Probation. Youth Offending Services work in an integrated way alongside other specialists and have key statutory functions, including the supervision of young people on pre-Court disposals 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. The statutory work is supplemented by a prevention service, Compass, which works on a voluntary basis with children aged 8-17 years who are assessed as being at high risk of offending, and with their families. The Youth Offending Service is responsible for safeguarding young people and supporting them to make more positive lifestyle choices and achieve better outcomes.

The Youth Offending Service reviews its performance outcomes in relation to accommodation, education, training and employment and the following three key national outcomes;

1. Reduction in the rate of first time entrants
2. Reduction in the rate of re-offending
3. Reduction in the rate of custody

As part of the wider children's workforce, the Youth Offending Service is also committed to the three priority areas identified in the Children and Young People's Plan 2014-2017:

1. Children and young people are safe
2. Children and young people are healthy
3. Children and young people have equal life chances

This Youth Justice Plan is written in accordance with the Crime and Disorder Act 1998 and guidance from the Youth Justice Board. It summarises the achievements of the Youth Offending Service and its partners in 2014-2015 and, based on a review of feedback from service users, performance data and self-assessment undertaken within the Service and by the Management Board, sets out a work plan for 2015-2016. This includes actions the Service will take to ensure a high quality service to young people and their families and to victims of crime, thereby also contributing to public safety in this area. The Plan has been consulted with members of the Youth Offending Service, its Management Board and the two sub-groups, the Youth Crime Prevention Board and the Custody Review Panel.

2. Core areas of work for the Youth Offending Service

1. Prevention

This long-standing service has been designed to work with young people aged 8-17 who are assessed as being at high risk of offending, and with their parents/carers. The service aims to reduce the risk of individual young people offending and entering the youth justice system and supports them to improve their social and emotional well-being, to fully participate in education, training and employment and to strengthen parenting skills. Compass is now part of the local 'early help' offer, a wider range of support and services for children and young people to help them before the issues they face become more serious. The Local Authority also commissions an independent sector service, Mentoring Plus, to work with 12-21 years olds at risk of offending and a young person's substance misuse service. The Youth Offending Service is fully involved in the commissioning processes for both services.

2. Pre-Court Disposals

Under the Legal Aid, Sentencing and Punishment of Offenders Act 2012, young people who have admitted a minor offence can be dealt with outside of the Courts through a Youth Caution or a Youth Conditional Caution. The Youth Offending Service support this process by assessing young people, shared decision making at fortnightly 'Out of Court Disposals Panels' and delivery of interventions to young people and parents/carers to reduce the risk of re-offending.

3. Arrest and Court work

- a. **Appropriate Adult services** for young people to safeguard their interests when they are being formally interviewed by the Police. B&NES collaborates with Bristol and South Gloucestershire to provide this service.
- b. **Bail Support and Supervision** – The Youth Offending Service supports and supervises young people who are conditionally bailed by the Courts to maintain contact with the Youth Offending Service.
- c. **Remand to the Care of the Local Authority** - The Youth Offending Service supports young people who are remanded to the Care of the Local Authority as Looked After children. They also have an allocated Social Worker.
- d. **Report Writing** - preparation of written reports to inform key decision making about young people who have offended, such as supporting contract requirements for Referral Order Panels, and analysis of the offence and proposal of sentencing options to the Courts via Pre-Sentence Reports.
- e. **Court Duty** – providing information and advice to the fortnightly sitting of the local Youth Court and occasionally attending Bristol Crown Court and other Courts when young people from Bath and North East Somerset are being sentenced. The Service also supports young people to understand the sentences passed, makes assessments of those who have been remanded or sentenced to custody and makes follow-up arrangements for working with young people subject to Court Orders.

4. **Supervision of young people in the community**

This involves undertaking assessments of risk of re-offending, risk of serious harm and vulnerability and working with young people, parents/carers and other agencies to agree plans to address these concerns. The level of contact with the Youth Offending Service is determined by the level of risk assessed and interventions delivered include specific offence-focussed work, raising victim awareness, supporting positive activities and supporting engagement in education training or employment. The Youth Offending Service is responsible for managing young people subject to Intensive Supervision and Surveillance requirements made by the Court as a direct alternative to custody. Such an Order requires the young person to engage with a 25 hour per week programme of education, training and employment, supervision and activities and an electronically monitored curfew.

5. **Work with young people in custody**

This includes support for young people who are remanded or sentenced to custody, providing risk assessments to the Youth Justice Board to ensure the young person is safely placed in the most appropriate establishment and providing planned supervision of young people when they return to the community. The most common youth custodial sentence is the Detention and Training Order, lasting for up to two years. Longer sentences apply for more serious offences. Bath and North East Somerset is part of a sub-regional Resettlement Consortium which collaborates in areas of delivery and promotes sharing of best practice.

6. **Work with victims**

The Youth Offending Service contacts named victims of young people worked with and provides information about the outcome of their case and an opportunity to participate in a restorative intervention. This includes a range of approaches to resolving a situation where harm, often an offence, has been caused. It focuses on victim satisfaction, offering a range of services by which the victim can gain an understanding of the offence, have a chance to be fully heard, and agree to and, where they are willing, participate in any suitable reparation. These interventions consist of face to face meetings, 'shuttle' mediation (with the Youth Offending Service passing agreed information between the young person and the victim), direct and indirect reparation, and completing victim awareness work with young people leading them to write a letter of apology or explanation. Victims receive updates on the young person's progress on their Court Order.

7. **Work with parents/carers**

The Youth Offending Service undertakes assessment of a young person's family situation and parenting and offers a range of interventions designed to support family relations, improve parenting skills and confidence. Work with parents is usually on a voluntary basis but can sometimes be within a Parenting Order. The interventions include individual parenting skills sessions, family mediation and joint work with the parents/carers and the young person, for example, concerning a young person's aggression within the home.

8. **Work with whole families**

The Youth Offending Service is part of the Connecting Families' wider matrix team and sometimes takes on the role of 'lead professional' with families who meet the national Troubled Families criteria. This includes undertaking a Whole Family Assessment profile, organising regular Team Around the Family Meetings and co-ordinating a Whole Family Plan to provide support for all family members.

In all this, the Service draws on the expertise of professionals from the following statutory partners, who also provide a link back to their 'parent' organisation, including two-way information sharing:

1. Education

Poor engagement in education, training and employment is recognised as increasing the risk of a young person offending. The Education Worker provides a key link between education providers, the Youth Offending Service and young people and parents / carers. They work closely with the Local Authority's Children Missing Education Service, supporting young people to participate in education, training and employment and ensuring that the needs of the most vulnerable young people are understood by education providers.

2. Health

- a. A one-day per week seconded Speech, Language and Communication Therapist undertakes full assessment of young people who have been screened as having communication needs in order that these needs can be addressed.
- b. A two-day per week seconded Nurse ensures that young people's physical health needs are addressed, through liaison with GPs and direct work.
- c. The Service also has a named link with the Child and Adolescent Mental Health Service, to ensure the Service has access to consultation about young people with emotional and mental health needs.

3. Probation

A full-time seconded Probation Officer works as a case manager, directly supervising young people subject to Court Orders, and brings skills in assessing and managing risk and supporting the transition to adult criminal justice services for young people who continue to offend.

4. Social Workers

Two full-time Social Workers also work as case managers and bring particular skills in child development and safeguarding.

5. Police

Two four-day per week seconded Police Constables provide a link with the Integrated Offender Management Service concerning the young people at highest risk of re-offending, support the Out of court Disposals Panel and lead on work with victims.

6. Directly appointed (non-statutory) staff

Utilising the Youth Justice Grant and the pooled budget, the Youth Offending Service also employs a Youth Justice Worker, a Community Involvement Worker and a Parenting Worker, who support delivery of services to victims, parents and young people respectively. The work of the Service is underpinned by a Systems and Information Manager and a small team of administrators.

3. Review of 2014-2015

3.1 Work Plan

All the objectives in the work plan for 2014-2015 have been progressed and there is evidence of these having had a positive impact on the quality and effectiveness of services provided. The service has implemented a robust audit framework and has embedded in practice the Team Around the Child approach. It has also involved young people in the development of the service by supporting them to participate in staff recruitment, seeking regular feedback from young people and other service users and involving them in planning. Compliance with Court Orders has improved through the introduction of compliance meetings and the service has developed its practice with families by taking a whole family approach in some cases and training practitioners in family mediation. The most significant area of work in the 2014-2015 Plan that is progressing but requires more work is ensuring the service is always using person centred planning approaches. The work plan and achievements can be found in the appendices.

3.2 Substance misuse pilot

Since January 2015, in partnership with the Police and Developing Health and Independence's Project 28 (Young Person's Substance Misuse Service), the Service has been piloting an initiative for young people who are at risk of entering the criminal justice system for the first time, having admitted possession of cannabis or being drunk and disorderly. This enables the young person to receive screening, advice and information from substance misuse workers, where previously Police may have issued a Youth Caution without such input. The Police are then able to address the offence by means of a community resolution with intervention to address their substance use

3.3 Developing work within the community

The appointment to a new post of Community Involvement Worker has enabled a review and introduction of new reparation projects through consultation with community organisations in the Bath and North East Somerset area. These placements are continuing to be developed to allow young people to make amends whilst also addressing their needs and aspirations. They have included:

- Oldfield Park Baptist Church's Take a Break lunch club, which sees young people helping to set up and lay tables, taking orders from customers and serving their meals and drinks. This placement is particularly useful for young people who wish to progress to a career in catering and will help them to achieve a Level 2 qualification in Food Safety and Hygiene.
- Two young people designed and decorated the meeting rooms at the Youth Offending Service office. This work was in response to feedback from young people about the office environment. One of these young people subsequently obtained an apprenticeship as a painter and decorator.

3.4 Participation work with young people

Over the last year, the involvement of young people in the design and delivery of services has been strengthened. All staff recruitment now involves young people, either sitting on the selection panel or participating in a separate young people's panel. Young people have also been involved in development work within the Service, ranging from designing and painting meeting rooms to advising the Creative Resources Group on the purchase of new offending behaviour resources that are suitable for a variety of learning styles.

3.5 Performance

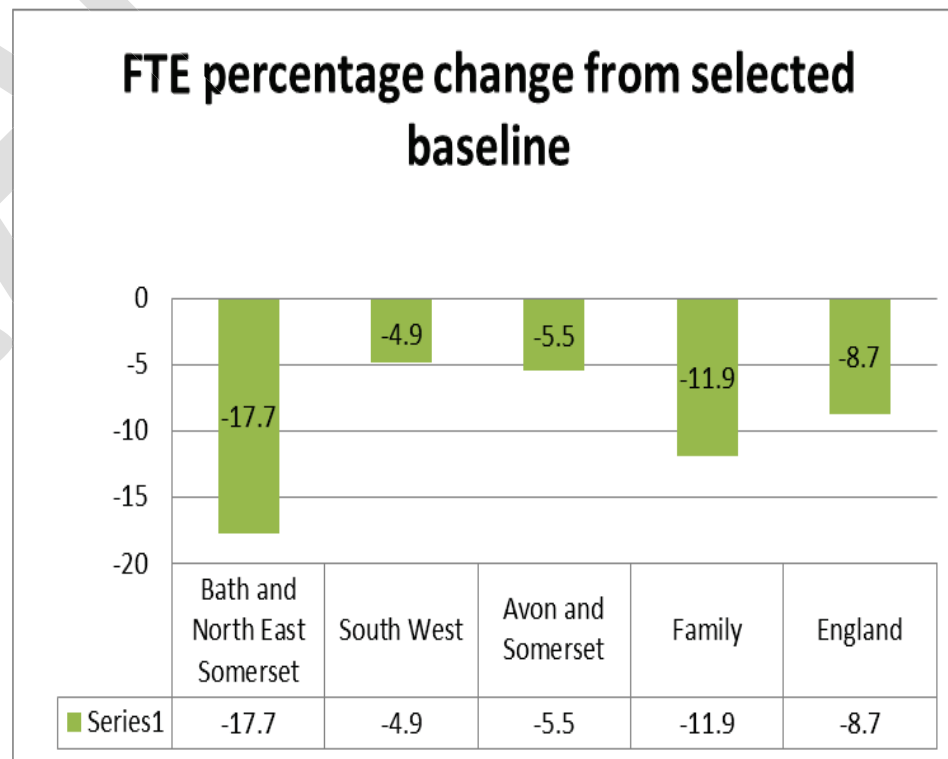
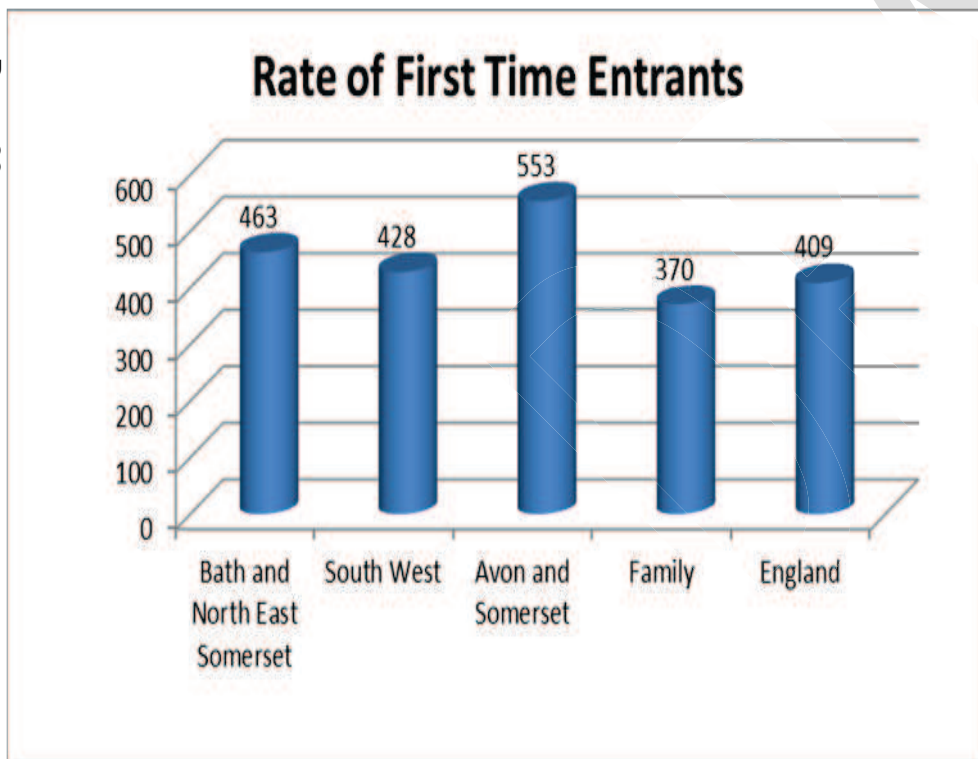
The three performance measures provide information about the effectiveness of the youth justice partnership's work in preventing youth offending, reducing re-offending and reducing the use of custodial sentences, compared with four comparator groups. The 'South West' is a regional group made up of the fourteen Local Authorities in the south west of England. 'Avon and Somerset' is made up of the five Local Authorities that together are co-terminus with Avon and Somerset Police Force area. The 'Family' is a unique group of Local Authorities across England and Wales that are most similar to Bath and North East Somerset - York, Reading, Wokingham, Oxfordshire, Bedfordshire, Swindon, North Somerset, Swansea and Warwickshire. However, the Youth Justice Board recommends caution in using this comparator group, as the original analysis used to determine the family groups was carried out ten years ago and demographics and socio-economic factors have changed since then. The final comparator group is the national average performance.

Information is also provided about suitability of the accommodation young people live in and their engagement with education, training and employment. These are both measured on the last day of their formal contact with the Youth Offending Service and are limited indicators of young people's experience in these areas that most closely related to their risk of re-offending. The Service intends to develop more sophisticated ways of identifying and addressing the issues for young people.

a. Reduce the rate of first time entrants to the youth justice system

This performance measure helps understanding of how effective the local area has been in supporting young people not to offend and enter the youth justice system for the first time. It is shown as a rate of young people per 100,000 in the general population of 10-17 year olds who received their first substantive outcome (a Youth Caution or Youth Conditional Caution following admission of an offence, or a conviction in Court), to enable comparisons to be made. Data is taken from the Police National Computer and is published in rolling full years for the twelve month periods ending March, July, September and December each year. Over time, as in other areas, the number of first time entrants locally has fallen from its highest recorded number in 2005-2006 (334) and is now at its lowest level recorded since 2000 when this data started to be collected (64 in 2014-2015, according to local data). This is a significant achievement for local crime prevention projects and for the wider partnership and directly contributes to improved outcomes for young people.

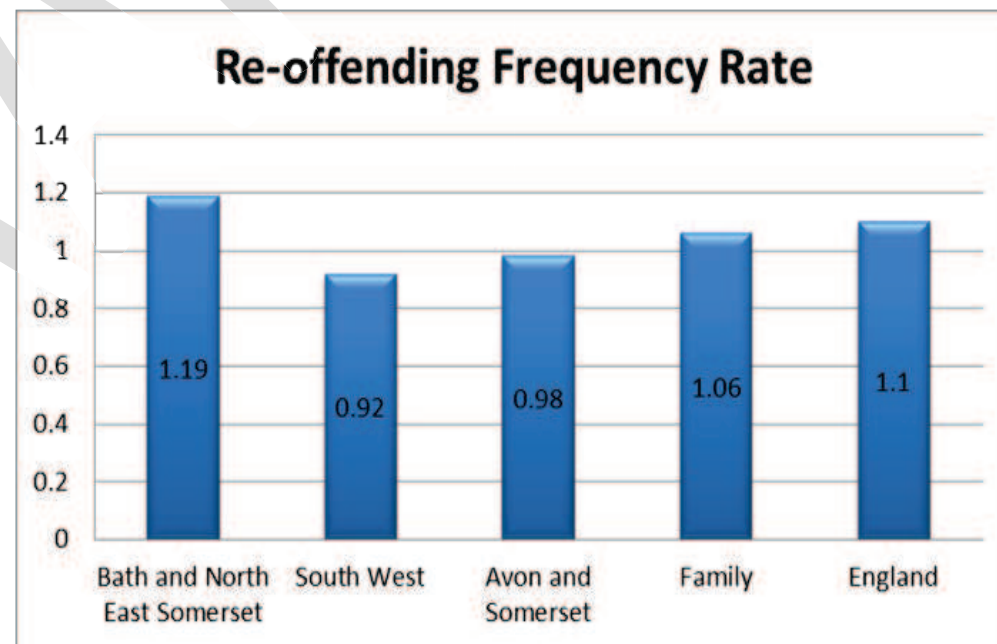
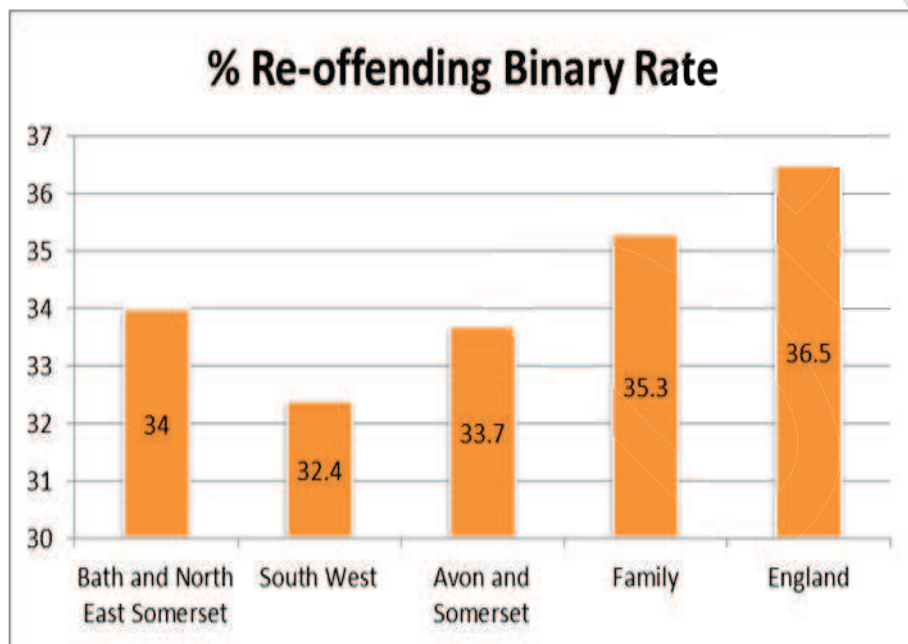
The latest data, shown in the tables below, is for January to December 2014 compared with a baseline period, January to December 2013. The rate of first time entrants has fallen from 505 to 463 between these dates, a reduction of 17.7%. Whilst the rate remains lower than the Avon and Somerset average, but higher than all other comparators, B&NES has made greater improvement than its comparator groups and the local target for a 10% reduction to a rate of 511 has been achieved.



b. Reduce the rate of re-offending

This performance measure helps understanding of the effectiveness of the youth justice system in supporting young people who have previously offended to avoid re-offending. It is a quarterly rolling measure of the rate of re-offending after twelve months of a cohort of young people who received a Caution or Conditional Caution or a sentence in Court or were released from custody. The data is taken from the Police National Computer and published as a frequency rate (the number of re-offences per 100 young people) and as binary information (a count of the number of young people who re-offended, expressed as a percentage of the cohort).

For a number of years, Bath and North East Somerset performed significantly better than all comparators in this measure but the latest data, for the cohort July 2012 to June 2013, compared with the cohort July 2011-June 2012, shows that 34% of young people re-offended, an increase of 6% on the previous reporting period due to the low baseline. This rate is still better than the Family and National averages but has fallen below the South West and Avon and Somerset performance. 171 further offences were committed by 49 young people in this cohort and the re-offending frequency rate is now higher than all comparators. Work is underway to understand and address the reasons for this increase and to monitor whether it is a sustaining pattern.

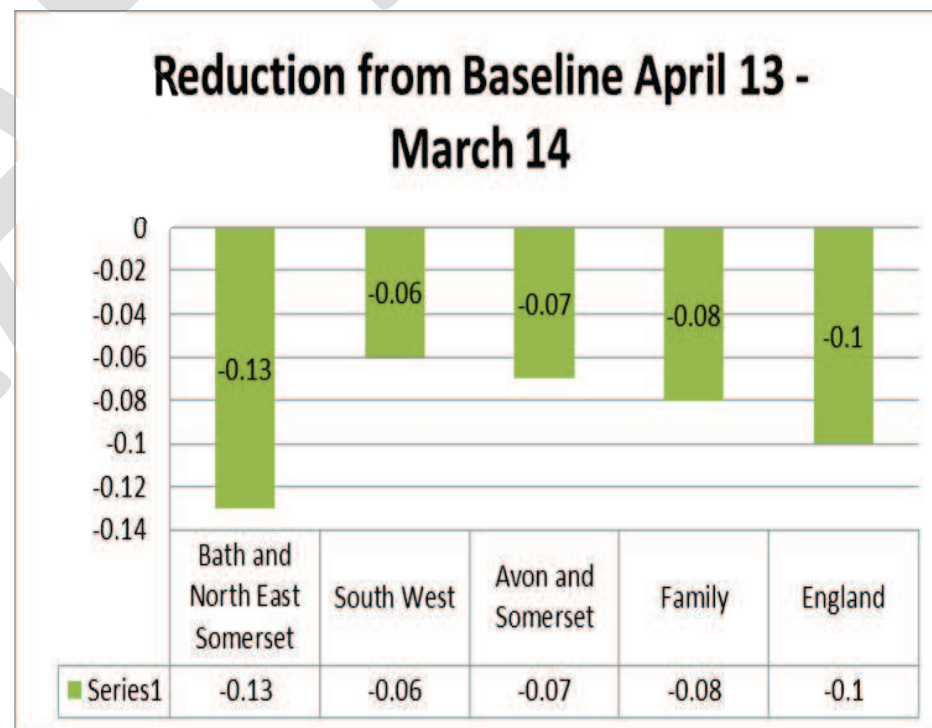
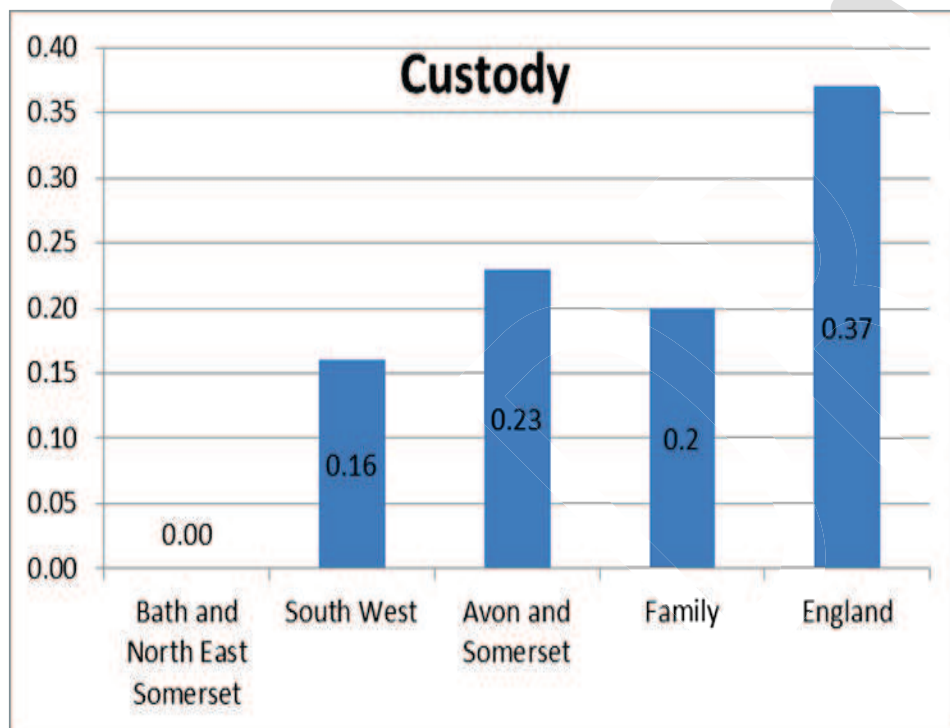


c. Reduce the rate of custodial sentences

The third national performance measure relates to the use made of custody as a sentencing option. The Youth Offending Service makes proposals to Courts to assist sentencing decisions; any sentence of custody for a serious offence is not taken lightly and is avoided wherever young people can be safely supported to remain within the community. The Custody Review Panel supports this work by examining the role of Police, Social Care and the Youth Offending Service, in making suitable provision for young people at key stages in the youth justice process from arrest to sentence.

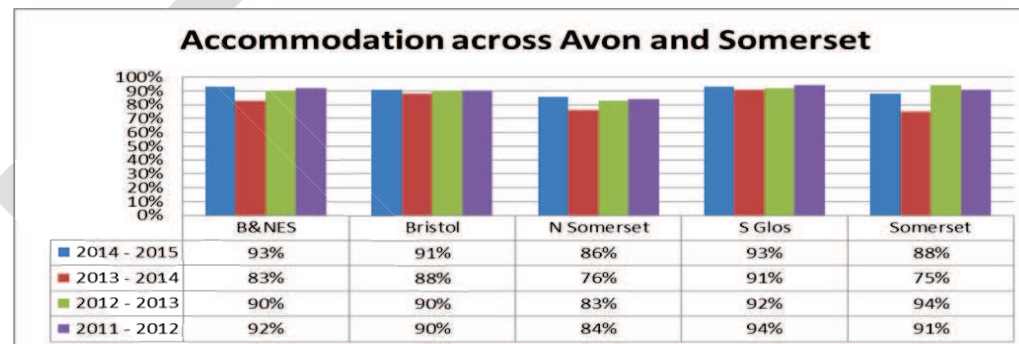
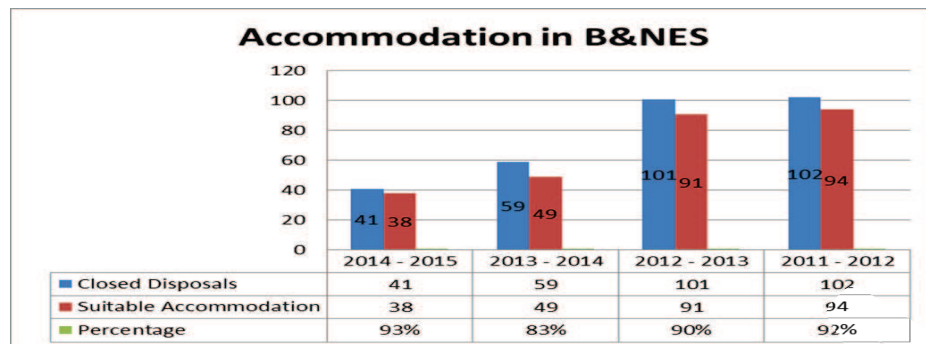
The first table below shows the rate of custodial sentences per 1,000 young people aged 10-17 in the general population. The latest data is for the period April 2014 – March 2015, compared with the baseline April 2013 – March 2014. The local rate remains at zero, a reduction of 0.13 from the baseline. No young people from B&NES have been sentenced to custody for 18 months and the rate of reduction is better than all other comparators. Bath and North East Somerset is one of only two Authorities nationally that have a zero custody rate.

The local target for reducing the rate of custody in 2014 - 2015 was for a reduction to 0.10, which has been achieved.



Accommodation

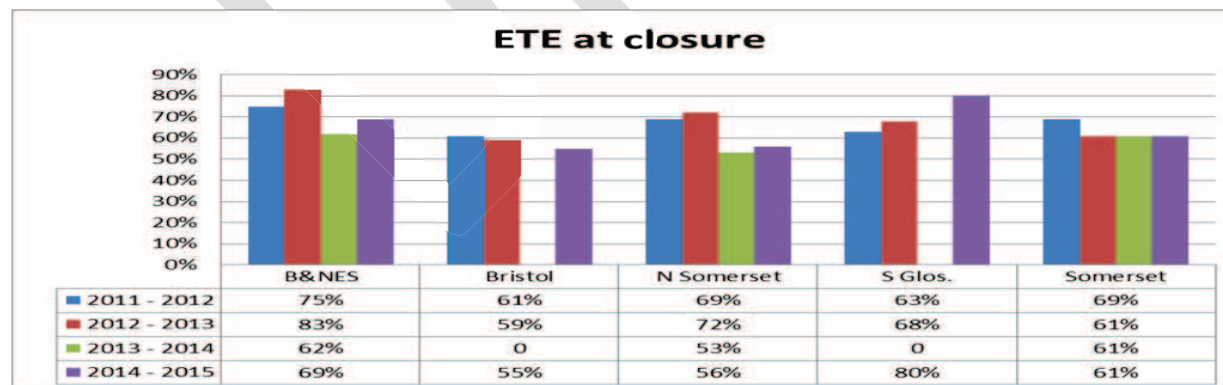
The tables below provide information about the suitability of young people's accommodation at the point when they complete their Court Order. This is the latest comparative data available from the Youth Justice Board for the period April 2014 - March 2015. Although numbers are low, there continue to be young people known to the Service who are living in unsuitable accommodation, including 'sofa surfing.'



Education, Training and employment

The tables below show whether young people were assessed as being in suitable education, training and employment (ETE) when they completed their Court Order. This is the latest data available from the Youth Justice Board for the period April 2014 - March 2015.

The percentage of young people in suitable ETE of all young people supervised at the point of closure remains generally higher in Bath and North East Somerset than in the rest of Avon and Somerset, although significantly lower than the data reported previously, when this was a required national indicator (always 90%+). Work is to be undertaken on the quality of the data but there are concerns about the suitability of provision.



4. Learning from Feedback

The Youth Offending Service is keen to ensure that the service provided to young people, parents and carers, victims, the Courts and other partner agencies is of the highest quality. It seeks regular feedback and endeavours to implement changes from the comments received.

4.1 Young people

In addition to inviting feedback from young people when their contact with the Service ends, the Service trialled 'telephone feedback' from those in current contact during 2014 - 2015. The anticipated benefits of this method over more traditional 'feedback forms' were that young people with written communication needs may be more able to share their feedback, that it would offer a personal touch and that it would be more objective as the Operational Manager would carry out the calls.

The positive comments included young people feeling well supported and listened to by staff, that young people were being helped to stay out of trouble by having something to do and learning about the consequences of their behaviour for victims.

Areas for improvement were for there to be more interesting reparation placements and for the Youth Offending Service meeting rooms to be young person friendly. The young people also wanted some of the one to one sessions to be more interesting and interactive. The feedback also indicated that the young people did not always know what was on their intervention plan, thus indicating a need for the Youth Offending Service to redouble efforts to ensure young people are fully part of the intervention planning process.

The Service also utilises the HMI Probation Feedback tool, Viewpoint, to gain written feedback online from young people and is expecting an annual report on this data shortly.

4.2 Parents and Carers

Feedback from parents/carers working with the Service's prevention team, Compass has been sought as part of a wider review of parenting support with Bath and North East Somerset. Interventions impacting on parental confidence include individual work with the Parenting Worker, joint parent/child interventions, positive activities and awareness of risks of offending.

Learning from this feedback has been that parents of children supported by Compass need:

- Consistent support that values the voice of the parent - *"you made us feel like we mattered at the meeting"*.
- Time to ensure they understand *"the help from the parenting worker," "to have some time to talk things through and make sense of everything"*; regular feedback from the keyworker; to have a say in the assessment process and have this read back to them; the range of activities available to their children (arts/crafts/role-play/positive activities) and how this has helped their child and the wider family to *"shout less"*.

The Service has also sought feedback from parents regarding the parenting support offered. This feedback has been very positive, with parents consulted finding the work of our parenting worker beneficial.

"It was very helpful; (the Parenting Worker) was very thorough on each topic, generous with her time and tailored the support according to my changing needs"

"Some of the most helpful things I learnt were about emotional flooding and the spring effect"

"(The Parenting Worker) came to our house late in the afternoon to fit my husband's work so yes they (time of appointments) were convenient"

Other feedback from parent/carers has made the Service aware of the need to review the layout of parenting support plans to ensure that these are more accessible.

4.3 Victims

Feedback from the victims of crime that the Service works with takes place through ending visits to victims by the victim support worker and/or feedback forms from victims. This feedback from victims is evaluated on a quarterly basis and this has found an extremely high level of satisfaction with the support offered from our victim support worker.

"I received a letter which was really well written, neat and tidy - It was good to get a letter as it shows they are taking it seriously and they are putting the effort in." (Victim feedback form)

Feedback from victims has informed practice. An example of this has been in informing the design of a restorative conference risk assessment form with regard to venues chosen to host those meetings. We have also introduced the use of a new feedback form in a prepaid postcard format that can be sealed, to make return of this feedback easier for victims are working with.

4.4 Courts and Magistrates

The Youth Offending Service seeks feedback from Magistrates in relation to Pre-Sentence Reports prepared. The feedback is positive in almost all cases and the congruence level between proposal and sentence being 100% in 2014-2015. The Youth Offending Service has quarterly meetings with the local Magistrates and Court Clerk. These meetings serve as opportunities to share service updates, provide case studies to Magistrates to enhance their confidence in sentencing and share feedback about the Court process.

4.5 Partner agencies

Work with other key service providers regionally and within the Bath and North East Somerset area is crucial to supporting the best possible outcomes for our service users. The Youth Offending Service is committed to effective partnerships, working in a coordinated manner. Feedback recently sought from partners has been very encouraging:

“YOS have never failed to engage with the development of restorative justice and have been enthusiastic and helpful with their contribution to the development locally and across Avon and Somerset.” Office of the Police & Crime Commissioner

“Attending consultations are helpful to think through cases, relationship with the services have developed in a helpful and appropriate way” Child and Adolescent Mental Health Service.

“I find the structure and support offered by YOS in regular multi agency meetings for joint cases really helpful. This working and organisation supports a cohesive and holistic approach to the care of young people.” Child and Adolescent Mental Health Service.

“Always (told relevant information in a timely manner), YOS attend all meetings that we share clients with and always backed up with a phone call...” DHI Project 28 (Bath and North East Somerset Young Person Substance Misuse Service)

“Whenever I have any issues with a young people the YOS team are always easy to get hold of.” Hitz Premiership Youth Programme

“I can always rely on YOS workers getting back to you quickly.” DHI Project 28 (Bath and North East Somerset Young Person Substance Misuse Service)

“Young People often say that YOS workers are really good at meeting them at Project 28 if they need to speak to them.” “YOS sorted me out a bus pass so I could get to college” DHI Project 28 (Bath and North East Somerset Young Person Substance Misuse Service)

“All my staff that have interacted with our local YOS team have received a positive service.” Lighthouse Victim & Witness Care

Feedback from partner agencies has been very positive, it has also in one case contained useful suggestions of how we can better communicate updates amongst partners involved team around the child/families work. This will be looked at within upcoming team development work.

5. Self-Assessment

5.1 Youth Offending Service Management Board

The Management Board holds an annual development event. This year, it completed the self-assessment tool published by the Youth Justice Board and reviewed its membership and priorities, agreeing an action plan that was reviewed after 6 months and led to new members joining the Board and commitments to make more regular use of published Inspection reports and Serious Case Reviews to inform oversight. It has also explored issues of accountability and challenge between partner agencies.

5.2 Youth Offending Service

Using the Youth Justice Board's self-assessment tools as guides, a number of areas for development over the coming year have been identified. Focussing on reducing re-offending is clearly a priority as is ensuring the team is taking a person centred approach to planning work and that the team is delivering appropriate interventions which are suited to the needs of individuals. The work will ensure that interventions meet identified needs, are suitable for different learning styles, ages and genders, are current and are linked to robust assessments. The work plan for the next year has been reviewed by staff within the Service and reflects their ideas and commitment.

5.3 Quality Assurance and Audit

Managers in the Youth Offending Service undertake regular case audits, using a template based on the HMIP Short Quality Screening guidelines. Audits in 2014-2015 showed some excellent assessments being undertaken including comprehensive analysis of risk of serious harm and vulnerability. In some cases there were also excellent plans to manage this risk and vulnerability. Other areas that were strong in some cases were good evidence of communication with other agencies, Team Around the Child processes were in place in all cases audited and there was good evidence of the Youth Offending Service using compliance meetings to enable young people to adhere to the conditions of their Court Order.

Areas that require improvement include involving young people more in assessment and planning and setting more appropriate objectives for intervention, and ensuring interventions are comprehensive, evidence based and meeting the learning needs of young people. Improvements needed in analysis and planning has been shared with staff to improve practice into the future.

5.4 Restorative Justice

All restorative conferences are risk assessed by the facilitators of those meetings. These forms are now quality assured by the Partnership and Intervention Manager. This year, a restorative conference participants' feedback form has been introduced and these will also be evaluated on a quarterly basis to gauge the quality of support to victims who take part in restorative meetings. We have also undertaken the Restorative Justice Council's self-assessment as part of work towards achieving the Restorative Services Quality Mark.

5.5 Preventative work

Work has been undertaken with the New Economics Foundation to strengthen evaluation of outcomes for young people and their parents. The project is also working on a Theory of Change to test and demonstrate that interventions continue to be evidence-based and that the Service is measuring outcomes in areas that impact on reducing offending. The Service is also working with commissioners to streamline referral into preventative services to ensure that young people are quickly able to access the service that best meets their needs.

5.6 Mentoring

The Service is now developing a project to further extend reparation opportunities as well as providing mentoring. Community Reparation and Mentor Volunteers will be recruited and trained to provide support to young people. This builds on the valuable contribution of volunteer Community Panel Members make in facilitating Referral Order Panel meetings.

The new pilot scheme will initially recruit six volunteers who will each be matched with a young person depending on their needs and interests. The volunteers will support the young person to complete their reparation and act as a mentor for a period of up to a year if the young person agreed this would be beneficial to them. This will strengthen the arrangements for continuing to support young people who may remain at some risk of re-offending after their statutory involvement with the Service ends.

6. The changing context for Youth Justice

6.1 Learning from Thematic Inspections

All relevant Inspection reports are reviewed and discussed at the Management Board, its sub-groups and/or in the youth Offending service. There have been four youth justice thematic Inspections published since the last Youth Justice Plan, three of which have been reviewed. The fourth, on resettlement of young people back into the community following a custodial sentence, is included in the forward plan.

1. An Inspection of the work of Probation Trusts and Youth Offending Teams to protect children and young people, August 2014 (Bath and North East Somerset participated in this Inspection in October 2013). A local improvement plan followed this and was reflected in last year's Youth Justice Plan. Improvements made were presented to the Youth Offending Service Management Board and the Local Safeguarding Children's Board.

2. Girls in the Criminal Justice System, December 2014

The report highlighted that girls make up about 20% of the caseloads of Youth Offending Services but that little use was made of data to track outcomes specifically for girls and therefore it was hard to measure the effectiveness of services. It found issues in the assessment of vulnerability and, in some areas, insufficient consideration of the high risks of child sexual exploitation, and inconsistent exit planning and support. The Youth Offending Service has undertaken a YJB 'health check' of its arrangements for working with girls and young women in the youth justice system and this also highlighted the lack of gender-specific data and provision.

3. The Contribution of Youth Offending Teams to the work of the Troubled Families Programme in England, January 2015

The Management Board supports the Youth Offending Service's active involvement in this work and has reviewed the recommendations.

6.2 Key legislative changes and other developments

a. Prevent Strategy

The Counter Terrorism and Security Act 2015 came into effect in February 2015. This places a duty on specific organisations from 1 July 2015 to "have due regard to the need to prevent people from being drawn into terrorism." Local authorities are among the key agencies vital to preventing young people being drawn into terrorism and the local Prevent Strategy sets out the partnership response. To comply with this duty, Youth Offending Services must understand the specific risks of radicalisation in their area, attend and utilise training to recognise vulnerability to being drawn into terrorism and be aware of the support services available and the course of action to be taken if an individual is suspected of being at risk. This includes ensuring effective information sharing arrangements.

b. SEND Reforms

The Children and Families Act 2014 introduced improved support for children and young people with special educational needs and disability (SEND). The reforms will have an impact on many young people involved in the youth justice system. In addition to the general provisions, Sections 70-75 of the Act and the Special Educational Needs and Disability (Detained Persons) Regulations 2015 set out specific statutory provision for young people with SEND in youth custody. The aim of the legislation and guidance is to ensure that special educational needs are met in youth custody for young people under 18 and that provision set out in an Education and Health Care Plan continues to be made in custody and that there is timely planning to meet needs on release. These specific provisions come into force from 1 April 2015 and a local protocol has been agreed to ensure compliance with the legislation.

c. Changes to Curfew Only Youth Rehabilitation Orders

From 1 June 2015, new arrangements come into effect which relate to the management of Youth Rehabilitation Orders (YROs) with just an electronically monitored curfew as a requirement. The new arrangements relate primarily to Court enforcement activity and requires Youth Offending Services to undertake some case management responsibilities in relation to the Order such as initial liaison with the Electronic Monitoring Service, consider the allocation of a case worker for voluntary support and intervention and present the case in Court and provide advice to the Court in instances of non-compliance.

d. Database update

The Service will be implementing an upgrade to ChildView V2.1 over the summer period. Training for all staff will take place on the Test System and the new system is expected to 'go live' shortly afterwards.

e. Roll out of Asset Plus

AssetPlus is a new assessment and planning interventions framework developed by the Youth Justice Board to replace Asset and its associated tools. AssetPlus has been designed to provide a holistic end-to-end assessment and intervention plan, allowing one record to follow a child or young person throughout their time in the youth justice system. AssetPlus focuses on professional judgment of practitioners and will enable better-focused intervention plans to improve outcomes for children and young people. AssetPlus is designed for YOT case management systems, eAsset, the YJB case management and sentence planning system for the secure estate and the YJB Placement Service. YJB National Standards require the use of AssetPlus.

Direct engagement is the period of business change activity which YOTs will undertake in the 6 – 7 months before technical deployment of AssetPlus in YOT case management systems. YOTs will be directly supported by the AssetPlus team throughout this period, and will be provided with a number of tools and documents to help plan and track their progress at a local level. Business change advisers from the project will be in touch with change leads prior to direct engagement to introduce themselves and the required materials. Each organisation will identify a local trainer who will deliver the training on AssetPlus in a train the trainer approach. They will attend a 5 day train the trainer course where they will be trained on the content of the courses 2, 3, 4 and 6 so they are in a position to train all relevant staff in the YOT. It is estimated that the implementation of AssetPlus will take between 25 and 33 days of staff training. Times given below are for cascade training to staff:

- a. **Foundation Training:** all practitioners involved in any aspect of case management to complete this which takes approximately 1 day.
- b. **Information Manager course:** this is a case management supplier run course which takes approximately 1 day.
- c. **Administrative Staff:** approximately 1 day

7. Plan for 2015-2016

7.1 Local policy context

1. Children and Young People's Plan 2014-2017

This Plan sets out the vision and priorities that Bath and North East Somerset has for children and young people. The vision is that “we want all children and young people to enjoy childhood and be well prepared for adult life.” The three priority key outcomes are:

- Children and young people are safe
- Children and young people are healthy
- Children and young people have equal life chances

The Plan commits Bath and North East Somerset to continue to offer support to young people who offend or who at risk of offending.

2. Police and Crime Plan 2013-2017

The Youth Offending service contributes to all priorities within this Plan, particularly reducing the impact of anti-social behaviour and ensuring victims are at the heart of the criminal justice system. The Police and Crime Commissioner provides direct funding towards the costs of Compass and the commissioning of Project 28, the young people's substance misuse service.

3. Local Safeguarding Children Board Work Programme 2015-2016

The Youth Offending Service has a statutory duty under Section 11 of the Children's Act to safeguard and promote the welfare of children. The Youth Offending Service is a member of the Local Safeguarding Children Board and sits on the Training, Professional Practice and Child Sexual Exploitation sub-groups. It is actively involved in work to address the needs of young people who are sexually exploited, including co-chairing the Child Sexual Exploitation Multi-Agency Risk Assessment Conferences and 'seconding' a member of staff on a part-time basis to Willow, to undertake direct work with young people to reduce their risk. It is also about to lead a fixed life group on children of prisoners, to promote awareness, improve identification and enhance support available.

7.2 Governance, Leadership and Partnership Arrangements

Bath and North East Somerset Council, as the relevant Local Authority, is the lead partner for youth justice. It has the primary responsibility to the Secretary of State for ensuring that the Youth Offending Service fulfils requirements and delivers services required under the Crime and Disorder Act 1998, and any subsequent criminal justice legislation and that it meets the requirements of all relevant legislation applicable to young people. The statutory partners (Social Care, Police, Probation, Education and Health) have a duty to ensure that statutory requirements are met, through the provision of resources and other support.

Governance of the Youth Offending Service rests with the Community Safety Partnership's Responsible Authorities Group, and immediate oversight and accountability is provided by the Youth Offending Service Management Board, with representation from the key statutory partners. The Board, chaired by the Head of Service at Oxford Health NHS Trust for a second year, has a Partnership Agreement in place, setting out its responsibilities for the strategic direction, resourcing and operational delivery of youth justice services. Membership of the Youth Offending Service Management Board has remained under review and Sirona Health and Care has now joined; at the same time, stronger links are now being made with Housing. A number of members of the Board also sit as members of the Local Safeguarding Children Board. The Management Board has two sub-groups – the Youth Crime Prevention Board that oversees work to reduce the rate of first time entrants and the Custody Review Panel that oversees work to reduce the rate of custody. Both groups are chaired by the 11-19 Prevention Service Manager and report annually to the Youth Offending Service Management Board. The Youth Offending Service is managed within the People and Communities Department of the Council. Strategic responsibility for the Youth Offending Service is allocated to the 11-19 Prevention Service Manager who is also responsible for the Youth Connect Service and is line managed by the Divisional Director. The Operational Manager has oversight of all services delivered and is supported by the Partnership and Intervention Manager and a part-time Senior Practitioner. The wider staff structure can be found summarised in an organisational chart in the appendices.

This Youth Justice Plan will be monitored by the Youth Offending Service Management Board which meets quarterly and there will continue to be a level of support and oversight from the Youth Justice Board. The Board receives quarterly financial and performance reports and annual assurance and National Standards reports. Progress on the work plan will also be reported to the relevant Development and Scrutiny Panel in the Council. The Youth Offending Service is very well established within the Authority and makes a substantial contribution to the work of a range of other partnerships and work streams. It regards these as opportunities to learn and share good practice and to influence other strategies to ensure they take account of the interests of young people at risk of offending and re-offending, their parents/carers and victims.



Membership of the Youth Offending Service Management Board

| Management Board Member | Role and Agency Represented |
|----------------------------|---|
| Michelle Maguire – Chair | Head of Service, Oxford Health NHS Foundation Trust |
| Mike Bowden – Deputy Chair | Deputy Director, Children and Young People’s Strategy and Commissioning, Bath and North East Somerset Council |
| Philip Jones | Detective Chief Inspector – Avon and Somerset Constabulary |
| Richard Baldwin | Divisional Director, Children and Young People’s Specialist and Targeted Services, Bath and North East Somerset Council |
| Elizabeth Spencer | Assistant chief Officer, National Probation Service, Avon and Somerset |
| Chrissie Hardman | Sirona Care and Health |
| Catherine Fisher | Youth Champion and Health and Wellbeing Officer, Avon and Somerset Police and Crime Commissioner’s Office |
| Pauline Kinton | South West Local Performance Adviser, Youth Justice Board for England and Wales |
| Sally Churchyard | 11-19 Prevention Service Manager, Bath and North East Somerset Council |

| What will be done | Lead | Timescale |
|---|--------------------------------------|----------------|
| Priority Area 1: Service Development | | |
| 1. Introduce a continuing professional development process to keep the team abreast of learning in risk management, safeguarding, effective practice and lessons from serious case reviews. | Operational Manager | September 2015 |
| 2. Implement a database upgrade to ChildView version 2, including training all staff. | Systems and Information Manager | September 2015 |
| 3. Introduce youth justice competencies into practitioner and manager Person Specifications and review how these are tested in staff recruitment and supported through Performance Reviews. | Service Manager | March 2016 |
| 4. Implement the new AssetPlus assessment tool, including co-ordinating training for all staff. | Operational Manager | March 2016 |
| Priority Area 2: Youth Crime Prevention Work | | |
| 1. Work with other preventative services to align referral processes and ensure young people have prompt access into the best service to meet their needs. | Senior Practitioner | December 2015 |
| 2. Use the forthcoming audit of National Standards to strengthen the quality of preventative provision. | Service Manager | December 2015 |
| 3. Complete and commission external evaluation of the Cannabis Diversion pilot and support partners in considering its wider roll out. | Partnership and Intervention Manager | March 2016 |
| 4. Lead a 'task and finish' group to raise awareness, improve identification and promote effective support to children of prisoners, including youth crime prevention services where appropriate. | Service Manager | March 2016 |
| 5. Promote referral of girls at risk of offending into youth crime prevention services. | Senior Practitioner | March 2016 |
| Priority Area 3: Work with young people including managing risk of harm and safeguarding | | |
| 1. Provide a member of staff from the Youth Offending Service to join the Willow Project, (Child Sexual Exploitation Virtual Team) and supervise their work as a member of a network of managers. | Operational Manager | June 2015 |
| 2. Ensure effective liaison and co-operation between the Youth Offending Service and other agencies working to safeguard young people at risk of sexual exploitation. | Service Manager | June 2015 |
| 3. Ensure that all assessments of likelihood of re-offending, risk of harm and vulnerability take into account the impact of gender. | Operational Manager | September 2015 |
| 4. Ensure the Youth Offending Service takes a person-centred approach to assessment and planning with all young people and monitor this through case audits and feedback. | Operational Manager | September 2015 |

| What will be done | Lead | Timescale |
|--|--------------------------------------|----------------|
| 5. Review current reparation placements and ensure future placements provide specific, relevant opportunities for young people to repair the harm caused by their offending to the community. | Partnership and Intervention Manager | September 2015 |
| 6. Ensure the processes for feedback and planning meetings with young people focus reparation placements as closely as possible to their offence(s), interesting and skills-based. | Partnership and Intervention Manager | September 2015 |
| 7. Embed delivery of effective resettlement practice amongst all Youth Offending Service staff by: <ul style="list-style-type: none"> • refreshing practitioners' understanding of their role when a young person is sent to custody • demonstrating that provision is based on lessons from research • addressing the emotional impact of custody on all concerned | Partnership and Intervention Manager | September 2015 |
| 8. Review arrangements for provision of Appropriate Adult services to young people being interviewed by Police. | Partnership and Intervention Manager | September 2015 |
| 9. Introduce regular review of data by gender to understand the trends of offending by girls and the needs they present. | Systems and Information Manager | September 2015 |
| 10. Review ASSET assessments to understand the specific needs of girls in the youth justice system and ensure that appropriate interventions are available and are offered to meet their needs. | Partnership and Intervention Manager | December 2015 |
| 11. Develop exit strategies to ensure that girls have access to appropriate ongoing support when their involvement with the Youth Offending Service ends. | Partnership and Intervention Manager | December 2015 |
| 12. Introduce Speech and Language Therapy communication cards for young people with these needs to support communication during meeting with Courts, Police, or other official agencies. | Partnership and Intervention Manager | December 2015 |
| 13. Work with the Community Involvement Worker to recruit and train a small cohort of new volunteer Community Panel Members. | Partnership and Intervention Manager | December 2016 |
| 14. Incorporate young people's feedback into the review of offending behaviour resources by membership of the monthly Creative Resources Group. | Partnership and Intervention Manager | March 2016 |
| 15. Pilot the recruitment of volunteers to work alongside and supervise young people on reparation activities and to continue their involvement with young people as mentors. | Partnership and Intervention Manager | March 2016 |
| 16. Participate in the working group to promote understanding of risk factors leading to young people becoming perpetrators of child sexual exploitation and the development of work to address this. | Operational Manager | March 2016 |
| 17. Analyse local data about young people's re-offending and use this to identify how the Service can support reductions in the level and frequency. | Service Manager | March 2016 |

| What will be done | Lead | Timescale |
|---|--------------------------------------|----------------|
| 18. Review processes and protocols to support the work of the Service in promoting the full engagement of young people in education, training and employment. | Partnership and Intervention Manager | March 2016 |
| 19. Work with partners in Social Care to learn from Laming's national review of offending by Looked after Children and identify how to apply the learning locally. | Operational Manager | March 2016 |
| Priority Area 3: Work with Victims | | |
| 1. Develop effective partnership working practice with new victim services - Lighthouse, the integrated victim care service, and the Young Victims' Service. | Partnership and Intervention Manager | December 2015 |
| 2. Achieve the Restorative Justice Council's Restorative Service Quality Mark and introduce service improvements identified through this work. | Partnership and Intervention Manager | March 2016 |
| Priority Area 4: Work with Parents/Carers and Families | | |
| 1. Re-design parent support plans in consultation with parents/carers to ensure that they give a clearer description of specific planned work. | Partnership and Intervention Manager | September 2015 |
| 2. Introduce regular case reviews to focus on young people and families achieving positive outcomes. | Operational Manager | December 2015 |
| 3. Ensure that quality assurance and management oversight arrangements support achieving both Connecting Families and Youth Offending Service outcomes. | Operational Manager | March 2016 |
| 4. Ensure that the Youth Offending Service provides lead practitioners to work with whole families within the Connecting Families programme and audit work undertaken. | Operational Manager | March 2016 |
| Priority Area 6: National Initiatives | | |
| 1. Ensure that the Youth to Adult transition process is supported by a clear local protocol and a positive interface with Working Links (the local Community Rehabilitation Company) to ensure smooth and safe transitions of young people when they become 18 years old. | Operational Manager | December 2015 |
| 2. Participate in the national review of self-assessment tools for Youth Offending Services. | Service Manager | December 2015 |
| 3. Nominate a champion for the Prevent / Channel initiative to prevent extremism, and ensure all staff participate in awareness training. | Operational Manager | March 2016 |
| 4. Participate fully in the YJB Reducing Re-offending initiative, including use of the live tracking tool. | Systems and Information Manager | March 2016 |

7.4 Budget Summary 2015 - 2016

| Source | Pooled budget | Staffing costs | Non-staffing costs | Comments | Total |
|---------------------------------------|---------------|----------------|--------------------|---|----------------|
| Police (staff costs based on 2013/14) | 26,442 | 82,472 | 0 | Seconded Police on-site access to Police National Computer is also provided but not costed | 108,914 |
| Probation (based on 2013/14 costs) | 0 | 43,378 | 0 | | 43,378 |
| Health | 14,885 | 31,109 | 0 | CAMHS consultation is delivered through a separate contract and not costed | 45,994 |
| Local Authority | 18,685 | 334,823 | 31,369 | Office base, Financial and Human Resources services are also provided but not costed | 384,877 |
| Police and Crime Commissioner | 0 | 11,750 | 0 | Additionally, £9,435 is paid and towards the commissioning of Project 28, a substance misuse service | 11,750 |
| Youth Justice Board | 0 | 169,382 | 59,669 | This funding is used to develop Good Practice and effectiveness, also Restorative Justice and Unpaid Work | 229,051 |
| Total | 60,012 | 672,914 | 91,038 | | 823,964 |

7.5 Partner Agency Commitment

| Partner Organisation | Name of Chief Officer | Signature | Date |
|--|---|------------------|-------------|
| Local Authority | Jo Farrar, Chief Executive, Bath and North East Somerset Council | | |
| Local Authority | Ashley Ayre, Strategic Director, People and Communities | | |
| People and Communities Department | Richard Baldwin, Divisional Director Children and Young People's Services | | |
| Health Service and Education | Mike Bowden, Deputy Director, Children and Young People's Strategy and Commissioning | | |
| Avon and Somerset Police Service | Caroline Peters, District Commander | | |
| National Probation Service | Elizabeth Spencer Assistant Chief Officer | | |
| Chair of the Youth Offending Service Management Board | Michelle Maguire, Head of Service, Oxford Health NHS Foundation Trust | | |

8. Appendices

Appendix A: Review of Work Plan 2014-2015

| Priority Area 1: Strategic Development | Progress |
|--|--|
| 1. Review the delivery model for youth justice work within the changing context for young people and the Service's statutory partners and set. | <p>Completed</p> <p>Visits have been made to North Somerset and Dorset Youth Offending Services to learn from their experience. The Management Board reviewed this on 24 June and again at its development day in November. There are currently no proposals to make any significant changes to the model.</p> |
| 2. In the light of new national guidance and findings from HMI Probation, consolidate the role of the Management Board in overseeing the effectiveness of youth justice services. | <p>Completed</p> <p>The Board has expanded its membership to include commissioners and the Cabinet member and has an independent chair. Stronger links are being made with the Housing Department and Sirona. All new members are offered an induction and champions have been identified for the main priorities in the Youth Justice Plan. The Youth Offending Service is presenting more detailed assurance information and case studies to meetings to improve understanding of youth justice work. The Board has assessed itself against qualities identified by the Youth Justice Board as indicators of effective oversight.</p> |
| 3. Participate in the development of a local Early Help Strategy, ensuring that it addresses principles and ambitions for working with young people at risk of offending. | <p>Ongoing</p> <p>The Service Manager was involved in the initial drafting of the Strategy and helped lead a workshop for all staff in the autumn. She is now leading on a refresh of the parenting strategy, due to be completed in June 2015.</p> |
| 4. In line with the Police Operating Model, agree a new role and job description for the seconded Youth Offending Service Police Officers. | <p>Completed</p> <p>The new job description has been completed and agreed. The Youth Offending Service retained its complement of seconded Police Constables following the Police review (1.6 fte).</p> |
| 5. Ensure the Youth Offending Service continues to involve the community in its work by recruiting a Community Involvement Worker to work with volunteers and reparation in the community. | <p>Completed</p> <p>This Youth Justice Board-funded post has now been filled and the focus of work is currently the reparation projects that many young people known to the Youth Offending Service are required to undertake,</p> |

| | |
|--|---|
| <p>6. Seek the establishment of a forum to bring together training providers and those services working with post 16 young people who are not in employment, education or training.</p> | <p>Progressing</p> <p>Two members of the Board agreed to raise the issue strategically. It has now been agreed that Bath and North East Somerset should have a single strategy incorporating 14-19, Not in Education, Training and Employment and Raising the Participation Age. The Service Manager is part of a '14-19 group' that is looking at how to take this agenda forward and also of a pan-Directorate group seeking to address accommodation and employment issues.</p> |
| <p>Priority Area 2: Assessment, Planning, Intervention and Supervision</p> | |
| <p>1. In preparation for Asset Plus and National Standards Audits, strengthen assessment skills of practitioners by reviewing the service's audit framework, and introducing joint assessments and live observations.</p> | <p>Progressing and Ongoing into 2015/16</p> <p>The audit framework has been reviewed and regular audits are being undertaken. Joint working and joint assessments are being undertaken in a number of cases to enhance skills. Observations in the form of attending meetings together and providing feedback have taken place. More formal observations of practice are being planned.</p> |
| <p>2. Support young people to participate in their supervision and own their assessment, by ensuring that, in every case, the young person's views are included in their assessment and that One Page Profiles are used as a tool with young people.</p> | <p>Progressing</p> <p>Staff have been trained in aspects of Person Centred Planning and a number of young people now have One Page Profiles.</p> |
| <p>3. Ensure that young people participate in the development of the service by reviewing the processes used to seek feedback from young people and parents/ carers, including introduction of the HMI Probation tool, Viewpoint.</p> | <p>Completed</p> <p>The feedback options have been reviewed and refined. We are participating in HMP Inspectorate of Probation's Viewpoint scheme for gathering feedback. We have also trialled telephone feedback with young people who are still in contact with the Youth Offending Service, with some positive feedback and early opportunities to address any issues arising.</p> |
| <p>4. Promote young people participate in the development of the service by inviting young people to be part of staff interviews, inductions and reviews of the service. This will include creating young person friendly formats of feedback, collating the feedback and using it to improve the work of the Youth Offending Service.</p> | <p>Completed</p> <p>It is now established practice for young people to be directly involved in the recruitment of practitioner and managerial staff. Recent examples have been a Social Worker, the Community Involvement Worker and Sessional Workers. Young people have been on interview panels and created their own interview questions.</p> |

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| <p>5. Ensure the interventions delivered by the Youth Offending Service meet the learning and communication needs of young people, by reviewing and updating all interventions materials in consultation with the Speech and Language Therapist and monitor this through completion of communication screens and learning style assessments.</p> | <p>Completed Communication screening is undertaken by practitioners, following training from the Speech and Language Therapist, and this directly informs the way we work with young people. New materials produced are routinely reviewed by the Speech and Language Therapist, who has also joined the SLT creative resources group which works to adapt resources so that they are suitable for an experiential/kinetic learning style. This area of work is featured in the Youth Justice Board's Effective Practice section of its website.</p> |
| <p>6. Increase the level of compliance with Court Orders by introducing Compliance Panels when a young person is at risk of going into breach to reduce the number of Breaches from 21 in 2013-2014.</p> | <p>Completed 7 Compliance Panels have been undertaken since April 2014 of which 5 have prevented Beach action. 1 Compliance Panel led to increased compliance for a period of 2 months before the young person missed further sessions and went into Breach. 1 young person went into Breach a week after the Compliance meeting. In the first three quarters of 2014-2015, there have been 10 Breaches in Court which is a marked decrease on 2013-2014. Compliance Panels are now part of regular practice in Bath and North East Somerset Youth Offending Service.</p> |
| <p>Priority Area 3: Work with Victims</p> | |
| <p>Page 9 1. Improve the Victim Liaison Service at the Youth Offending Service, review the way feedback is sought from victims and create a user friendly / postcard feedback form. This feedback will then be collated and reviewed on a quarterly basis to inform how we offer support to victims.</p> | <p>Completed Evaluation of victim feedback takes place on a quarterly basis, and dates for this have been set for 2015-2016. Evaluations done so far indicate a very high satisfaction rate reported by victims we are supporting. A postcard for feedback has been developed and is used to encourage more feedback through a more streamlined feedback process.</p> |
| <p>2. Ensure victims and young people are able to reflect upon and feedback about restorative justice meetings, by creating a debrief template for all young people and victims. This feedback will be reviewed on a quarterly basis to inform practice relating to restorative meetings.</p> | <p>Completed A feedback form has been designed and is in use for participants of restorative meetings facilitated by the Youth Offending Service. These will be reviewed at the same meetings as victim feedback reviews.</p> |

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| <p>3. Build upon the restorative justice skills within the team with team training in Family Mediation and use these skills where there is conflict in the young person's home environment.</p> | <p>Completed 10 team members have been trained in Family Mediation. The training is based on restorative justice principles and practitioners have gain skills to hold mediation sessions with families. These skills are particularly useful when working with young people who have offended at home and where there is a risk of family breakdown.</p> |
| <p>Priority Area 4: Work with Families</p> | |
| <p>1. Develop and implement the use of Assessment and Screening Tools for Case Managers to use with Parents and Families.</p> | <p>Completed During a team development morning we added to the YJB Self-Assessment tool for Parents and Carers. This is now used with new cases. The new tool has been passed to the YJB for their Effective Practice Website.</p> |
| <p>2. Select suitable families throughout 2014-2015 where the Youth Offending Service, including Compass, will work with the family as a whole as part of the Connecting Families Matrix Team.</p> | <p>Completed Three families have been identified and offered whole family work. The Youth Offending Service case manager in each case is co-ordinating work with the young person and their parent, taking into account the needs of siblings and other family members. A written protocol has been agreed between the two services to support this work.</p> |
| <p>3. Develop the role of the Youth Offending Service Parenting Worker to ensure that work with parents/carers is integrated into a Family Plan and that joint work with families is delivered where appropriate.</p> | <p>Completed Development work with team on whole family work has been undertaken. Joint work has been taking place with the Parenting Worker and case manager or Compass Keyworker, and also as part of wider Team Around the Family meetings.</p> |
| <p>4. Review the referral process to the Youth Offending Service Parenting Worker to ensure that referrals are appropriate, timely, focussed and integrated into the wider plan with the family.</p> | <p>Completed Referral form amended to link with the new YJB parenting self-assessment tool. This form was amended to include a parenting confidence scale to enable evaluation of distance travelled between start and completion of intervention.</p> |
| <p>5. Ensure practitioners are able to undertake the family work as part of the matrix team, create resources that can be used to support the work such as Consent Forms, Written Agreements, and templates for a Whole Family Plan.</p> | <p>Completed These resources have now been completed and are available to support family work.</p> |

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| <p>6. Ensure continued delivery of the Strengthening Families, Strengthening Communities parenting programme, by writing job description for SFSC sessional facilitators, consolidating the group of Local Authority employed facilitators and gaining approval for them to deliver the course, creating a rolling timetable for group work programmes and strengthening referral processes, participation and evaluation.</p> | <p>On hold</p> <p>The Job Description for sessional facilitators has been reviewed and the last group delivered received very positive feedback from the parents/carers involved. However, the co-ordinator did not wish to continue in the role beyond the end of the contract period and recruitment has been delayed pending the completion of work on the Parenting Strategy.</p> |
| <p>7. Ensure continued use of Team Around the Child and Team Around the Family approaches and audit this in supervision.</p> | <p>Completed</p> <p>This process has now become integrated into youth justice work. Team around the Child meetings are held within 28 days of a Court Order being made if there are a number of agencies involved with the young person. The use of this approach is monitored through the Case Audit Framework.</p> |
| <p>Priority Area 5: Preventative Work</p> | |
| <p>1. Increase referrals to Compass from the Police by using the Guardian database to identify young people at risk of re-offending and supporting Police Community Support Officers to make referrals.</p> | <p>Completed</p> <p>A more proactive approach is now taken, drawing on Police intelligence, and referrals from the Police have increased this year.</p> |
| <p>2. Target earlier support for children at risk of offending by screening all Youth Restorative Disposals on those aged 10-14 years and sending a Keyworker appointment when considered a high concern and information about the Compass Project when a lower concern.</p> | <p>Completed</p> <p>Youth Restorative Disposals notified to the Youth Offending Service are screened by the Senior Practitioner. This has resulted in those young people and families considered likely to benefit from Compass work being sent information, and where a professional is linked to the young person, they are also contacted.</p> |
| <p>3. Compass Keyworkers will include a measurable intervention to strengthen relationships between children and parent in plans when the family and relationships section in the ONSET assessment indicates an issue (2+).</p> | <p>Completed</p> <p>Onsets and support plans are quality assured by the senior practitioner to ensure this intervention is included where assessed as needed. Compass monitoring also measures increasing in parenting confidence which is measured using a parenting self-assessment tool at the start and completion of intervention.</p> |

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| <p>4. Improve parenting skills of all parents and carers of children working with Compass, by setting an expectation that parents complete the Strengthening Families, Strengthening Communities programme as part of their support plan, engage in work with the Parenting Worker or receive informal support and advice from their Keyworker.</p> | <p>Completed Joint work between the Compass key worker and the Parenting Worker is taking place in those cases that require this approach. The parenting programme has also been promoted to parents.</p> |
| <p>5. Work with Local Safeguarding Children Board partners to identify children of adult offenders who could be referred to Compass.</p> | <p>Progressing This action is still being pursued with Probation as a means of encouraging referrals from this service. The Youth Offending Service Management Board is planning a half-day conference to focus on this issue.</p> |
| <p>Priority Area 6: National Initiatives</p> | |
| <p>1. Use the YJB Learning Matrix as a pilot in PDRs for practitioners.</p> | <p>Completed This has been trialled with the Seconded Probation Officer and the Operational Manager and has proved very helpful in evaluating specific youth justice competencies. On the basis of this, it will now be used with all practitioner and managerial staff.</p> |
| <p>2. Introduce and manage the delivery of the Unpaid Work requirement in Court orders for 16 and 17 year olds.</p> | <p>Progressing The Community Involvement Worker, who took up post in January 2015, now leads on finding placements for the Unpaid Work Requirement, but it is anticipated that the Court will continue to make more requests for Reparation than for Unpaid Work. It has not been necessary for an Unpaid Work Requirement to be made in 2014-2015 to date.</p> |
| <p>3. As per the Offender Rehabilitation Act 2014, extend the supervision requirement for young people who will turn 18 during the custodial phase of their Detention and Training Order so that they all serve 12 months' supervision in the community.</p> | <p>Completed Staff have been briefed about the changes introduced and supervision will be extended where appropriate.</p> |

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Appendix B: Youth Offending Service Values and Behaviours Framework

The following represents our shared view and approach to our service users and each other:-

1. Respect young people for who they are and take their needs and wishes seriously
2. Listen to young people and take any action necessary to keep them safe
3. Recognise the damaging impact of crime on individuals and communities and uphold the importance of preventing it
4. View diversity positively
5. Believe in the possibility and desirability of change
6. Want the best for young people and their families
7. Work restoratively
8. Work in an integrated and multi-agency way
9. Have a drive for results and courage when things don't go to plan

Locally, everyone who works with and on behalf of children and young people, and their parents/carers will collectively and individually:-

1. Expect the best of our children and young people across Bath and North East Somerset
2. Shows respect for all
3. Uses help/services that are evidenced based
4. Ensures transparency in decision making
5. Has energy and purpose
6. Does not "assume" without thinking
7. Is positively disposed to deliver the best outcomes for each individual child
8. Recognises that young people's participation in cultural, sports, play and leisure opportunities is valuable and is to be encouraged.

To support these values, there is an agreed set of behaviours that everyone is expected to embrace:

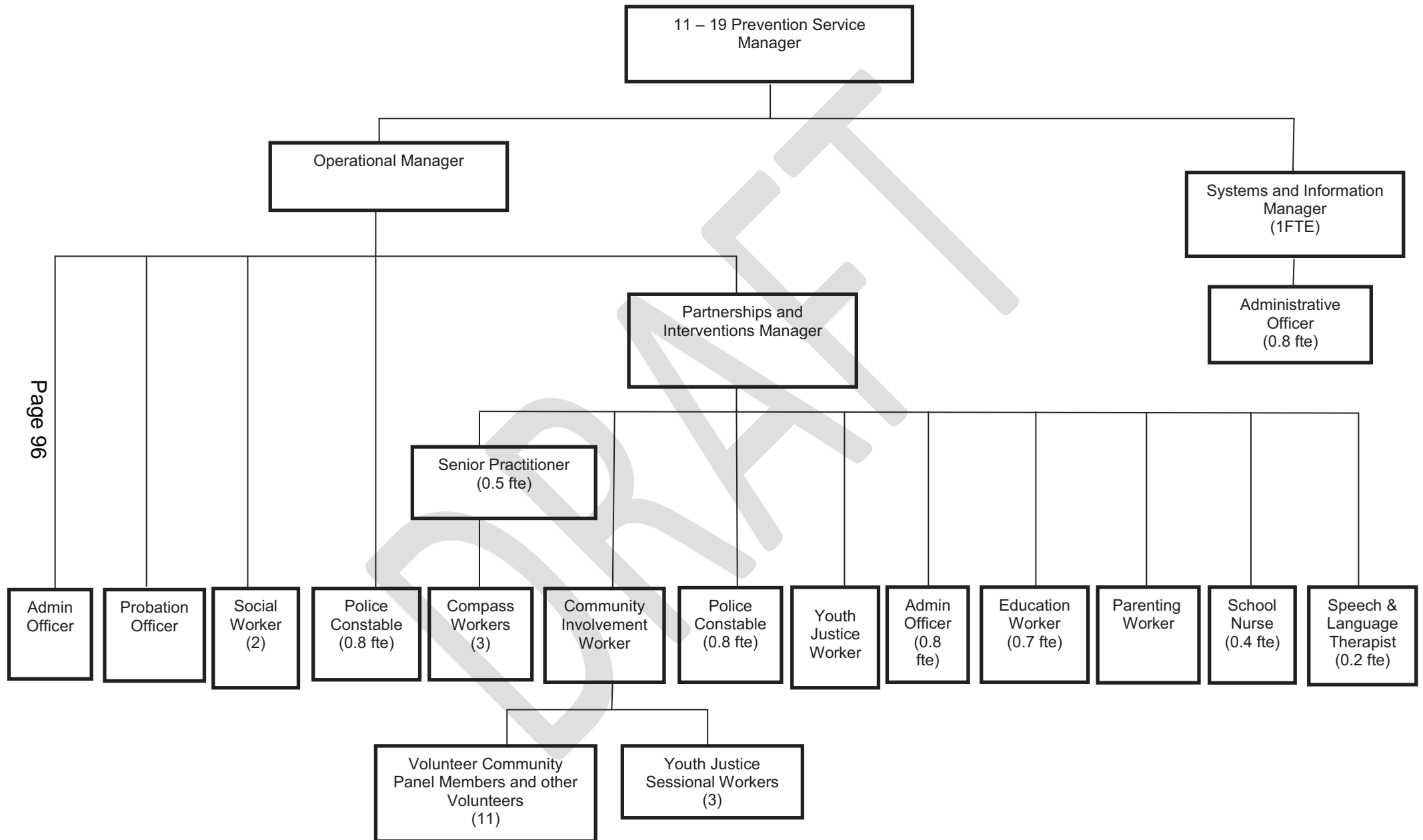
1. Young people are central to any discussions of their needs
2. Young people are involved in any meetings/discussions about their individual needs and plans
3. All staff front –line staff /Head Teachers /managers/volunteers across the workforce will take responsibility for looking at the young people's needs and assessments holistically- look at the big picture : will join up their work with that of other colleagues and or the family and develop one plan of support/intervention
4. The young person will know who is the lead person for their plan and how to contact them
5. Staff will be accountable to the young person in delivering the plan
6. Line managers will make it happen

Young people across Bath and North East Somerset have identified the following as important behaviours and therefore we will provide workers who are:

1. Honest
2. Responsible
3. Arrive on time
4. Non-judgemental
5. Show a caring attitude towards the young people
6. Start at the point the young person wants them to
7. Empower young people to take control of their lives
8. Involve young people in all decisions/ panels/ meetings
9. Do what they say they will do
10. Communicate clearly and keeps young people up to date
11. Committed to the principles of equity and diversity
12. Safeguard the welfare of young people

Parents/carers want the same from the workforce, together with an active consideration with the young person of the right level of support from the parent/carer in planning for the young person. Taken together, these values and behaviours support the development of a person centred approach to supporting young people's critical involvement in decisions about the design, delivery and effectiveness of services, and they are all adopted by the Youth Offending Service.

Appendix C: Youth Offending Service Organisational Chart (B&NES continues to comply with statutory minimum staffing requirements)



Appendix D: Youth Offending Service staff by gender and ethnicity

The work of the Youth Offending Service would not be possible without its volunteers. We thank them again for their time and commitment.

| Staff in the Youth Offending Team by gender and ethnicity based on census 2001 categories | | | | | | | | | | | | | | | | |
|---|-------------------|----------|--------------|----------|--------------|----------|---------------|----------|-----------|----------|----------|----------|------------|----------|----------|-----------|
| | Strategic Manager | | Team Manager | | Practitioner | | Administrator | | Sessional | | Student | | Volunteers | | Total | |
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| White British | | 1 | | 2 | 3 | 8 | | 5 | | 1 | | | 3 | 3 | 6 | 20 |
| White Irish | | | | | | | | | | | | | | 1 | | 1 |
| White Other | | | | | | | | | | | | | | | | |
| Black Caribbean | | | | | | | | | | | | | | | | |
| White and Black African | | | | | | | | | | | | | | | | |
| British Black Caribbean | | | | | | 1 | | | | | | | | | | 1 |
| White and Asian | | | | | | | | | | | | | | | | |
| Pakistani | | | | | | | | | | | | | | | | |
| Anglo Indian | | | | | | | | | | | | | | | | |
| Preferred not to say | | | | | 1 | | | | | 2 | | | 1 | 3 | 2 | 5 |
| Total | 0 | 1 | 0 | 2 | 4 | 9 | 0 | 5 | 0 | 3 | 0 | 0 | 4 | 7 | 8 | 27 |

Appendix E: Glossary of terms

| | |
|--|---|
| Appropriate Adults | Adults who safeguard a young person's interests under the Police and Criminal Evidence Act 1984 when they are being questioned by the Police and a parent/carer cannot attend. The service is now commissioned from Bristol Youth Offending Service. |
| ASSET and Asset Plus | A structured assessment tool used to consider how a range of factors, such as engagement with education or mental health issues contribute to a young person's risk of offending. AssetPlus is a new assessment and planning interventions framework developed by the Youth Justice Board (YJB) to replace Asset and its associated tools. AssetPlus provides a holistic end-to-end assessment and intervention plan, allowing one record to follow a young person throughout their time in the youth justice system. It will be implemented in B&NES between January and March 2016. |
| ChildView | This is a standard database used by the Youth Offending Service for case management, monitoring and reporting. B&NES is upgrading to ChildView version 2 in July 2015. |
| Community Panel Members | Volunteer representatives of the local community, selected and trained to chair panels which meet with young people and their victims to agree how young people can make amends and address their offending behaviour. |
| Connecting Families | A local initiative in response to the national Troubled Families agenda, to engage with and help improve outcomes for a small number of families with children who are involved in crime and/or anti-social behaviour, have children not engaged in education and have a history of adult worklessness. Typically, a large number of agencies may be working with these families and this initiative seeks to integrate the planning and support available so that families can make better use of it. |
| Early Help offer | The Local Authority's commitment to work with vulnerable young people 'early on' to reduce need for specialist services. |
| HMI Probation | Her Majesty's Inspectorate of Probation is an independent Inspectorate, funded by the Ministry of Justice, and reporting directly to the Secretary of State on the effectiveness of work with adults; children and young people who have offended aimed at reducing reoffending and protecting the public. |
| Local Safeguarding Children's Board | The Local Safeguarding Children Board (LSCB) brings together local agencies working with children and families. LSCB is responsible for policy, procedures and services to support children and families in need to prevent significant harm. |
| Multi-Agency Public Protection Arrangements (MAPPA) | The Youth Offending Service has a legal duty to co-operate with arrangements, led by Police, Probation and Prisons, to safeguard the public from the threat posed by sexual and violent offenders, whilst also attending to the needs of the victim. |

| | |
|--|--|
| Parenting Orders | Parents whose children offend or persistently truant from school can be made the subject of Court Orders, requiring them to attend parenting support, and sometimes, to exercise specific control over their child's behaviour. |
| Referral Order | These are mandatory sentences for all young people appearing in Court for a first offence and pleading guilty. They refer a young person to a Community Panel, led by trained members of the public and attended by their parents and the victim(s) of their offence(s). The Panel agrees a contract for the young person is to make amends for their behaviour. |
| Reparation | Making amends to someone harmed. This can be doing something of direct benefit to the victim of an offence or could be undertaking work that benefits the wider community, ideally suggested by the victim. |
| Responsible Authorities Group (RAG) | This Group oversees the delivery of the creating and maintaining safer communities. It is comprised of senior managers from the statutory agencies, an elected Council Member and other partners who together pool their combined knowledge to identify the key issues within the community and understand clearly how best to tackle them. |
| Restorative Justice | Restorative Justice describes a range of approaches to resolving a situation where harm, often an offence, has been caused. It focuses on victim satisfaction, offering a range of services by which the victim can gain an understanding of the offence, have a chance to be fully heard, and agree to and even participate in any suitable reparation. Where the victim does not wish to be involved in any way, then the Youth Offending Service will work with a young person to raise awareness of the likely impact of their offending on others and will plan for them to take on some indirect reparation. |
| Team Around the Child (TAC) | A multi-agency planning meeting with the child and parent/carer(s) present. The young person can help decide the agenda and should be enabled to fully participate in the meetings and the planning. |
| Unpaid Work Orders | Unpaid Work is a requirement available to the Court as part of a Youth Rehabilitation Order. Individuals aged 16 and over carry out work that will benefit the community in order to repay the harm caused by their offending. The responsibility for managing these Orders for 16-17 year olds has now passed to Youth Offending Services. |
| Victim Liaison Officer | Member of the Youth Offending Service who makes contact with the victims of crimes we are notified about. They discuss the impact of the crime with the victim and enable them to consider a restorative approach. |
| Youth Rehabilitation Order (YRO) | The Youth Rehabilitation Order is a generic community sentence for young offenders and can combine a number of requirements into one generic sentence. It is the standard community sentence used for the majority of children and young people who offend. It simplifies sentencing for young people, while improving the flexibility of interventions. |
| Youth Justice Board (YJB) | The Youth Justice Board for England and Wales is now linked to the Ministry of Justice and is responsible for overseeing the youth justice system, including performance monitoring, providing advice and disseminating good practice. |

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| Bath & North East Somerset Council | |
|---|--|
| MEETING | Council |
| MEETING DATE: | 16 July 2015 |
| TITLE: | Avon Pension Fund Annual report |
| WARD: | All |
| AN OPEN PUBLIC ITEM | |
| List of attachments to this report: | |
| Appendix 1 – The Annual Report to Council | |

1 THE ISSUE

- 1.1 The Avon Pension Fund Committee discharges the responsibilities of the Council in its role as the administering authority of the Avon Pension Fund in accordance with the Local Government Pension Scheme Regulations 2013 (as amended) and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended).
- 1.2 The Committee reports annually to Council on the work it has undertaken in the previous twelve months and reference is also made in the report to the future work programme. This report is for the 12 months to 31 March 2015.
- 1.3 As background to this report it may be worth reminding members that Bath & North East Somerset Council has a dual interest in the Avon Pension Fund, firstly as administering authority and secondly as one of the employing bodies. This report focuses entirely on the Council's role as administering authority.

2 RECOMMENDATION

- 2.1 The Council is asked to note this report.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

3.1 The costs of administering the Avon Pension Fund are recharged to the employing bodies through the employer contribution rates which are set by the actuary every three years as part of the valuation.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 The Council is required to put in place arrangements for the effective discharge of its business.

5 THE REPORT

5.1 The Annual Report is attached as Appendix 1 to this report. It relates to the financial year April 2014 to March 2015. The document is primarily for the Council's purposes. However, the report will be circulated to the employing bodies within the Fund to improve transparency about the Committee's activities and the decisions taken.

6 RATIONALE

6.1 This report is for information only

7 OTHER OPTIONS CONSIDERED

7.1 None

8 CONSULTATION

8.1 The draft report was considered by the Avon Pension Fund Committee at the committee meeting on 26 June 2015.

9 RISK MANAGEMENT

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

| | |
|--|--|
| Contact person | Tony Bartlett, Head of Business Finance & Pensions x 8302 |
| Background papers | Avon Pension Fund Committee/Investment Panel reports and minutes |
| Please contact the report author if you need to access this report in an alternative format | |

AVON PENSION FUND COMMITTEE ANNUAL REPORT TO COUNCIL (April 2014 - March 2015)

1 BACKGROUND TO THE AVON PENSION FUND

The Avon Pension Fund is a statutory scheme regulated by the Local Government Pension Scheme Regulations 2014 (as amended) and the Local Government Pension Scheme Regulations (Management and Investment of Funds) Regulations 2009 (as amended). Bath & North East Somerset Council (“the Council”) administers the Fund on behalf of more than 214 employing bodies including the four unitary authorities. The Fund has c. 96,000 members and the value of the Fund as at 31 March 2015 was £3.4 billion. In 2014/15 the Fund received £198 million in pension contributions and paid out £163 million in pension payments.

(a) GOVERNANCE

The Council has delegated responsibility for the Fund to the Avon Pension Fund Committee (the “Committee”) which is the formal decision-making body for the Fund. The Committee’s role is strategic in nature, setting policy framework and monitoring implementation and compliance within that framework. Due to the wide scope of the Committee’s remit it is supported by the Investment Panel (the “Panel”) which considers the investment strategy and investment performance in greater depth. The Committee has delegated authority to the Panel for specific investment decisions. The Terms of Reference, agreed by the Council, for the Committee and Panel are set out in Appendix A to this report.

Committee Membership

The Committee structure is as follows:

| | |
|------------------------|---|
| Voting members (12) | 5 elected members from B&NES (subject to the rules of political proportionality of the Council) 2 independent trustees 3 elected members nominated from the other West of England unitary councils 1 nominated from the education bodies 1 nominated by the trades unions |
| Non-voting members (4) | 1 nominated from the Parish Councils Up to 3 nominated from different Trades Unions |

The Committee meets quarterly. Attendance at these meetings was 81% for the voting members and 37% for the non-voting members. (Note: one of the non-voting members was on long term leave)

Ad hoc workshops are arranged as necessary reflecting the Committee’s meeting agendas. During the last twelve months one workshop was arranged to discuss the new governance arrangements for the LGPS including pension boards.

Investment Panel

The Panel consists of up to six voting members from the Committee and meets at least quarterly ahead of Committee meetings.

The Panel met formally five times during the year with attendance at 96%. Each meeting was followed by a workshop where selected investment managers present on their performance and outlook for their portfolio. In addition Panel members attended three selection panels held to appoint new managers for infrastructure, diversified growth fund and hedge funds.

2 TRAINING

The Fund provides training to committee members to ensure they possess an appropriate level of knowledge, skill and understanding to discharge their fiduciary duties. The administering authority must ensure:

- that decisions are taken by persons or organisations with the skills, knowledge advice and resources necessary to make them effectively and monitor implementation; and
- those persons or organisations have sufficient expertise to be able to evaluate and challenge the advice they receive, and manage conflicts of interest.

The Fund has in place a training framework which is based on CIPFA's (Chartered Institute of Public Finance and Accounting) Knowledge and Skills Framework for LGPS funds, which identifies six areas of knowledge as follows:

- i. Legal and governance context
- ii. Pensions Auditing and Accounting Standards
- iii. Procurement and Relationship Management
- iv. Investment Performance and Risk Management
- v. Financial Markets and Product Knowledge
- vi. Actuarial Methods, Standards and Practices

Committee training is delivered in a variety of formats, reflecting the strategic importance of the subject matter to the Committee's agenda and the differing level of knowledge and understanding across the Committee. Many of the areas identified by the framework are covered through detailed Committee and Panel reports and workshops where the topic is explored greater in detail.

Committee members will be required to complete the Pensions Regulator's Knowledge and Skills Toolkit within the first year of their appointment to the committee.

In addition, members are encouraged to attend seminars and conferences which broaden their understanding of investments and topics of relevance to the LGPS.

3 REVIEW OF THE YEAR

a) INVESTMENTS

- The Fund's assets increased from £3,325m at 31 March 2014 to £3,829m at 31 March 2015. The Fund generated an investment return of 13.5% during the year, with a return of 11.2% p.a. over the last three years.
- The 2014/15 investment return was driven primarily by the strong returns from equities, bonds and property. Overseas equities (25% of the Fund's assets) were the main driver, whereas UK equities (15% of Fund assets) lagged the overall return. Having delivered negative returns in 2013/14, bonds

rebounded strongly on expectations that bond yields will stay lower for longer. Property assets continue to appreciate as demand for income generating real assets continues to outstrip supply.

- The appointment of a manager to invest in infrastructure and the restructuring of the hedge fund portfolio completed the actions arising from the review investment strategy in March 2013. The Fund terminated one of the Diversified Growth Fund mandates following the loss of key investment personnel and appointed a new manager to manage the assets.

b) FUNDING LEVEL

- As at 31 March 2015 the Actuary has estimated that the funding level has fallen back to 78% from 84% declared a year earlier and the deficit has increased to c. £1,104m from £636m.
- The deterioration in the funding level was due to a fall in gilt yields (which are used to value the liabilities) from 3.5% to 2.3%. This was partially offset by a small fall in inflation but overall there was a fall in *real* gilt yields (which take inflation into account). As the value of the future pension liabilities is calculated using a discount rate based on UK gilt yields and the benefits are indexed to inflation, a decrease in real gilt yields will increase the value of the liabilities.
- During the year the value of the assets rose by more than expected. However, this was insufficient to offset the increase in the liabilities.

c) PENSIONS ADMINISTRATION

(i) Budget

- During the year to 31 March 2015, total administration costs (excluding governance and investment management costs) were £2.16 million a saving of £226,000 (9%) on the budget.
- Total costs including Investment Management, custody and governance costs, were £19 million, in line with the budget. Investment management fees were higher than expected due to the larger than anticipated increase in asset values since the setting of the budget. Governance costs were also slightly higher than expected due to the re-tendering of investment mandates.
- The investment management and custody fees of £16.2 million equates to 0.42% of the Fund's assets.

(ii) CIPFA Benchmarking (Benefits Administration)

- The Fund participates in the annual Pensions Administration CIPFA Benchmarking exercise where its performance and running costs are compared against its peers and against the "average fund".
- In 2013/2014 the Fund's overall costs at £18.27 p.a. per member were less than the average of £20.75. Staffing costs (excluding payroll) were significantly less at £6.97 per member against £8.87. Payroll costs per pensioner member of £1.74 compares favourably against the average of £1.97.

- The Fund invests heavily in communications with communication costs at £1.27 per member compared to the average of £0.87. Although significantly higher, the Committee has prioritised resources to this area as it strongly believes in the importance of providing members with timely, accurate information. This is delivered by specific newsletters to active and pensioner members, a high quality website, provision of member access to their “account” via the website and the facility for scheme employers to send information digitally via secure portal. Savings are being realised through the increased use of electronic delivery for employers ‘ESS’ & ‘i-Connect’ and through the introduction and promotion of the member self-service facility ‘MSS’.

(iii) Pensions Administration Strategy

- The Administration Strategy sets out how the administering authority and scheme employers will work together to provide an improving quality level of service to Fund members.
- Performance of both the Fund and employers is closely monitored by officers and the Committee. The Strategy provides a transparent and robust operating and performance framework which improves accountability and has successfully focussed attention on the need for both parties to invest in and make use of electronic data provision to improve efficiency.

4 COMMITTEE BUSINESS TO MARCH 2015

a) Investment Strategy

During the year a number of strategic decisions were implemented as follows:

- The final restructuring of the investment portfolio was completed during the year with the appointment of an infrastructure manager to manage 5% of the fund’s assets. The Investment Panel also reviewed the hedge fund portfolio and agreed to appoint a single manager to manage the assets on a bespoke basis for the fund. This will enable the fund to structure its investment exposure having considered its other investments and its cash flow requirements.
- The Fund has continued to support the Local Authority Pension Fund Forum (LAPFF) as part of its Responsible Investing Policy, with members and officers attending quarterly meetings. LAPFF act on behalf of local authority funds to promote best practice in governance in investee companies either on its own or in collaboration with other organisations with similar objectives.

b) Funding Strategy

- The next actuarial valuation is due in 2016. The Committee are updated quarterly on the funding position from the 2013 valuation as part of the financial monitoring process.

c) Approval of the 3-year Service Plan and Budget 2015/18

- The Service Plan sets out the Pension Fund’s objectives for the next three years (2015/18). The three year budget supports the objectives and actions arising from the plan.

- The main focus of this plan is to ensure the Fund complies with The Pension Regulator requirements; to develop and implement an IT strategy to achieve a digital step change in service delivery and to mitigate service demand growth; to develop a medium term funding strategy; to explore the options for more effective matching of liabilities; and to support the introduction of Pension Boards
- The later years will focus on consolidation, realising efficiencies and embedding partnership working with stakeholders.
- The budget approved for administration for 2015/16 was £2,378,600. This includes gross savings of £224,000 that have been made through changes in working arrangements and the greater adoption of digital technology. £71,400 of these savings will meet the costs of additional responsibilities, regulations and inflation. A further £147,600 of the savings will be invested in the IT Strategy to generate cost savings in the future.
- The Service Plan includes a three year cash flow forecast reflecting the maturing of the scheme, which is no longer cash flow positive on a monthly basis. Investment income is now required to meet pension payments so closer monitoring of the cash flow position is required for the investment strategy to be effectively managed.

d) Approval of draft revised Administration Strategy

The Fund revised its 2011 Administration strategy to include a more detailed ICT Strategy and also to ensure the Governance and administration requirements of the Pension Regulator are properly addressed.

e) Public Service Pensions Act 2013 and government reform

- The Public Sector Pensions Act 2013 (PSPA2013) has changed the governance structure of the local LGPS funds. There was a consultation as to how the Act could be applied to the local LGPS funds.
- PSPA2013 gives the Pensions Regulator a role in regulating the public service schemes including the LGPS. The Regulator will require greater disclosure of member training and require all pension board members to attain a satisfactory level of knowledge in order to discharge their duties.
- The Act also established local pension boards for each local LGPS fund. The remit of these boards is to secure the Fund's compliance with regulations and TPR's Codes of Practice as well as assisting the administering authority to ensure effective and efficient governance and administration of the scheme. The Committee reviewed the Terms of Reference for the new Pension Board prior to it being considered by the Council.
- The government consulted further on their proposals for restructuring the local LGPS funds to reduce investment management costs and increase the efficiency of the national scheme. This consultation included a cost-benefit analysis of the potential option the Government's preferred approach to reform which focussed on the use of collective investment vehicles managed by the scheme itself. The government was not supportive of fund mergers at this stage. The government has yet to respond to the consultation but it is expected to be revived following the elections.

- The Committee responded to these consultations and further consultations on the regulations for the new scheme.

f) Treasury Management Policy and Cash Management Policy

- The Committee approves the Fund's Treasury Management Policy annually. The policy sets out how the Fund's cash is invested to meet its day-to-day requirements. The cash managed under this policy at any time is c. £25 million, which represents less than 1% of the Fund's value.
- The management of this cash is delegated to the Council's Treasury Management Team. However, the Fund's cash is invested separately (via separate bank account) to the Council's and the Fund has a bespoke Treasury Management Policy.
- The policy has been further revised in line with the Council's policy due to the downgrading of the credit ratings of the UK banks, to ensure there is adequate flexibility for the efficient management and investment of the short term cash.

g) Responsible Investing Annual Report

- The Fund has a Responsible Investing (RI) Policy which supports its investment strategy. As transparency and disclosure are an important element of being a responsible investor the Fund publishes an annual report of its activities.
- The policy sets out how the Fund will incorporate and manage the risks arising from its investment activities that relate to Environmental, Social or Governance factors (ESG). The approach is to identify and manage these risks in a variety of ways: through considering how they can impact the overall risk and return of the Fund; by understanding how the investment managers evaluate the materiality of such risks within their investment decisions; by using its votes as a long term shareholder and to engage with company Boards to influence corporate behaviour
- The 2014 report highlighted the main activities as follows:
 - (i) Embedded ESG criteria into the evaluation and implementation of the new investment strategy for the new Diversified Growth Funds and infrastructure mandates and appointment decisions
 - (ii) Monitored whether our investment managers implemented RI policies or approach in line with their stated policy and the Fund sought to influence where appropriate
 - (iii) The Fund followed through with issues identified last year by asking the investment managers to promote board diversity for the 2014 proxy season and by reviewing managers policy towards resolutions on remuneration following the introduction of the binding vote structure on their voting policy and whether they support the public declaration of investment managers' opinions on how executive pay packages should be structured
 - (iv) Continued to support the Local Authority Pension Fund Forum (LAPFF) recognising that their collaboration and engagement activities are important tools to manage RI risks.

h) Administration

- In accordance with the Pensions Administration Strategy the Committee monitors the KPI for pensions administration and the scheme employers quarterly.
- Focus in 2014/15 was the continued rollout of electronic receipt and delivery of data with employers. Work with employers in this area has resulted in a significant move towards full electronic data transfer with 60% of scheme employers now submitting member data electronically, representing 81% of overall fund membership.

i) Advisory Contracts

- In line with Council policy, the actuarial and investment consultancy contracts were re-tendered at the expiry of each contract. The fund tendered through the South West LGPS Advisory Framework Contract, a collaborative initiative to reduce procurement costs. Mercer Investment Consulting replaced JLT as the Fund's investment consultant from 1 April 2015.

j) Workplans

- Separate workplans are prepared for the Committee and Panel detailing the forthcoming areas of work relating to the investment and funding strategies and to the administration of benefits to give the Committee and officers the opportunity to review the workload and accommodate issues that may arise.

5 FUTURE BUSINESS

The Committee and Panel's focus over the next twelve months will be as follows:

a) Investments

- Investment Strategy – explore options for more effective management of the liabilities through the investment portfolio, including how liability driven investing could assist in hedging the interest rate and inflation impact on the liabilities.
- Establish the framework for making investments that fall outside the strategic asset allocation. The fund can allocate up to 5% of its assets in “other bond” assets and up to 5% in “other growth” assets. A framework is required to set out the investment parameters and the decision making process.

b) Funding Strategy

- Explore options for insuring against ill-health retirements.
- Commission an interim valuation to prepare the Committee and employers for the potential outcome of the 2016 valuation.
- Review work undertaken to assess the financial covenants of scheme employers and how this analysis will be used in setting contribution rates in the 2016 valuation.

c) Benefits Administration

- Ensure compliance with stringent requirements of The Pensions Regulator (TPR).
- Review and approve the Funds data improvement plan in accordance with TPR Codes of Practice.
- Approve the Funds KPI Benchmarking reports and Fund/Employer performance reports following the implementation of the revised Pensions Administration Strategy.
- Review the AVC Strategy on the number and types of funds to be offered to members to assist them in saving towards retirement.

d) Governance of the LGPS

- Engage with and respond to government consultations expected during the year on the governance structure of funds at the local level. It is expected that the focus will be on proposals to change the arrangements for the investment of assets across the LGPS funds nationally to improve investment returns through lower investment costs.
- The PSPA2013 included the use of cost cap mechanisms to control employer costs in the future. The LGPS cost cap mechanism is being developed and should be agreed during the year for it to be implemented alongside the 2016 valuation.
- The Committee will respond to consultations issued by the government or the Scheme Advisory Board on these issues.
- The Committee will focus on the impact that the 2014 Budget freedoms for pension fund members has on the Fund to ensure there is a robust governance process in place to manage the potential risks arising from these changes.

Avon Pension Fund

June 2015

Terms of Reference for the Avon Pension Fund Committee and Investment Panel

1 Avon Pension Fund Committee

Bath and North East Somerset Council, in its role as administering authority, has executive responsibility for the Avon Pension Fund. The Council delegates its responsibility for administering the Fund to the Avon Pension Fund Committee which is the formal decision making body for the Fund.

Function and Duties

To discharge the responsibilities of Bath and North East Somerset Council in its role as lead authority for the administration of the Avon Pension Fund. These include determination of all Fund specific policies concerning the administration of the Fund, investing of Fund monies and the management of the Fund's solvency level. In addition, the Committee is responsible for all financial and regulatory aspects of the Fund. At all times, the Committee must discharge its responsibility in the best interest of the Avon Pension Fund.

The key duties in discharging this role are:

1. Determining the investment strategy and strategic asset allocation.
2. Determining the pensions administration strategy.
3. Making arrangements for management of the Fund's investments in line with the strategic policy.
4. Monitoring the performance of investments, investment managers, scheme administration, and external advisors.
5. Approving and monitoring compliance of statutory statements and policies required under the Local Government Pension Scheme Regulations.
6. Approving the Pension Fund's Statement of Accounts and annual report.
7. Approving the annual budget for the Pension Board subject to the approval of Pension Board's workplan.
8. Commissioning actuarial valuations in accordance with the provisions of the Local Government Pension Scheme Regulations.
9. Considering requests from organisations wishing to join the Fund as admitted bodies.
10. Making representations to government as appropriate concerning any proposed changes to the Local Government Pension Scheme.

Delegations

In discharging its role the Committee can delegate any of the above or implementation thereof to the Sub-Committee (referred to as the Investment Panel) or Officers. The current delegations are set out in Sections 2 & 3 below.

Membership of the Committee

| | |
|------------------------|---|
| Voting members (12) | 5 elected members from B&NES (subject to the rules of political proportionality of the Council) 2 independent trustees 3 elected members nominated from the other West of England unitary councils 1 nominated from the education bodies 1 nominated by the trades unions |
| Non-voting members (4) | 1 nominated from the Parish Councils Up to 3 nominated from different Trades Unions |

The Council will nominate the Chair of the Committee.

Meetings

Meetings will be held at least quarterly. Meetings will be held in public, though the public may be excluded from individual items of business in accordance with the usual exemption procedures.

Quorum

The quorum of the Committee shall be 5 voting members, who shall include at least one Member who is not a Bath & North East Somerset Councillor.

Substitution

Named substitutes to the Committee are allowed.

2 Investment Panel

The role of the Avon Pension Fund Committee Investment Panel shall be to consider, in detail matters relating to the investment of the assets within the strategic investment framework and performance of investment managers in achieving the Fund's investment objectives.

The Investment Panel will:

1. Review strategic and emerging opportunities outside the strategic asset allocation and make recommendations to the Committee.
2. Review the Statement of Investment Principles and submit to Committee for approval.
3. Report regularly to Committee on the performance of investments and matters of strategic importance

and have delegated authority to:

4. Approve and monitor tactical positions within strategic allocation ranges.
5. Approve investments in emerging opportunities within strategic allocations.
6. Implement investment management arrangements in line with strategic policy, including the setting of mandate parameters and the appointment of managers.
7. Approve amendments to investment mandates within existing return and risk parameters.

8. Monitor investment managers' investment performance and make decision to terminate mandates on performance grounds.
9. Delegate specific decisions to Officers as appropriate.

Panel Membership

The Panel shall comprise a maximum of 6 voting Members of the Avon Pension Fund Committee, of which 3 shall be Bath and North East Somerset Councillors. The membership shall include the Chairman of the Committee and /or the Vice- Chair and 4 other Members (or 5 if the Chair or Vice-Chairperson is not a member of the Panel).

Note: The appointment of Bath and North East Somerset Councillors to the Panel is subject to the rules of political proportionality of the Council.

Members shall be appointed to the Panel for a term of one year.

The Council will nominate the Chair of the Panel.

Panel Meetings

Though called a "Panel", it is an ordinary sub-committee of the Committee. Accordingly, meetings must be held in public, though the public may be excluded from individual items of business in accordance with the usual exemption procedures.

The Panel shall meet at least quarterly ahead of the Committee meeting on dates agreed by Members of the Panel.

Panel Quorum

The quorum of the Panel shall comprise 3 Members, who shall include at least one Member who is not a Bath & North East Somerset Councillor.

Panel Substitution

Substitutes for the Panel must be members of Committee or their named Committee substitute.

Panel Minutes

Minutes of Panel meetings (whether or not approved by the Panel) shall appear as an item on the next agenda of the meeting of the Committee that follows a meeting of the Panel.

3 Officer Delegations

Officers are responsible for:

1. Day to day implementation and monitoring of the investment, administration, funding strategies and related policies.
2. Appointment of specialist advisors to support the Committee in discharging it functions.
3. The Section 151 Officer has authority to dismiss investment managers, advisors and 3rd party providers if urgent action is required (does not refer to performance failures but to their inability to fulfil their contractual obligations or a material failing of the company).

4. The Section 151 Officer has authority to suspend policy (in consultation with the Chairs of Committee and Panel) in times of extreme market volatility where protection of capital is paramount
5. Under its wider delegated powers, the Section 151 Officer has delegated authority to effectively manage the liabilities of the Fund including the recovery of debt.
6. Exercising the discretions specified in the Local Government Pension Scheme Regulations in connection with deciding entitlement to pension benefits or the award or distribution thereof.

May 2015

| Bath & North East Somerset Council | | |
|---|---|---------------------|
| MEETING: | Council | |
| MEETING DATE: | 16th July 2015 | |
| TITLE: | Treasury Management Outturn Report 2014/15 | AGENDA ITEM NUMBER: |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| <p>List of attachments to this report:</p> <p>Appendix 1 – Performance Against Prudential Indicators Appendix 2 – The Council’s Investment Position at 31st March 2015 Appendix 3 – Average monthly rate of return for 2014/15 Appendix 4 – The Council’s External Borrowing Position at 31st March 2015 Appendix 5 – Counterparty Update Appendix 6 – Arlingclose’s Economic & Market Review of 2014/15 Appendix 7 – Interest & Capital Financing Budget Monitoring 2014/15 Appendix 8 – Summary Guide to Credit Ratings</p> | | |

1 THE ISSUE

- 1.1 In February 2012 the Council adopted the 2011 edition of the CIPFA Treasury Management in the Public Services: Code of Practice, which requires the Council to approve a Treasury Management Strategy before the start of each financial year, review performance during the year, and approve an annual report after the end of each financial year.
- 1.2 This report gives details of performance against the Council’s Treasury Management Strategy and Annual Investment Plan for 2014/15.

2 RECOMMENDATION

The Council agrees that:

- 2.1 the 2014/15 Treasury Management Report to 31st March 2015, prepared in accordance with the CIPFA Treasury Code of Practice, is noted.
- 2.2 the 2014/15 Treasury Management Indicators are noted.

3 RESOURCE IMPLICATIONS

- 3.1 The financial implications are contained within the body of the report.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 This report is for information only.

5 THE REPORT

Summary

5.1 The average rate of investment return for the 2014/15 financial year is 0.42%, which is 0.02% above the benchmark rate.

5.2 Performance against the Treasury Management & Prudential Indicators agreed as part of the annual Treasury Management Strategy is provided in Appendix 1. The outturn position and all treasury activity undertaken during the financial year is within the limits agreed by Council in February 2014 (as amended at its meeting on 13th November 2014), as shown in **Appendix 1**, as well as the CIPFA Code of Practice and the relevant legislative provisions.

Summary of Returns

5.3 The Council's investment position as at 31st March 2015 is given in **Appendix 2**. In line with the Annual Investment Strategy, investments were mainly temporary short term investments made with reference to the core balance and cash flow requirements.

5.4 The Council is the accountable body for the West of England Revolving Investment Fund (RIF) and received grant funding of £57 million at the end of the 2011/12 financial year. The Council acts as an agent and holds these funds on behalf of the West of England Local Enterprise Partnership until they are allocated in the form of repayable grants to the constituent Local Authorities to meet approved infrastructure costs. Since these funds are invested separately from the Council's cash balances and have been placed short term with the Debt Management Office and other Local Authorities, they are excluded from all figures given in this report. The value of the fund at the end of 2014/15 was £41.9 million.

5.5 Gross interest earned on investments for 2014/15 totalled £132k. Net interest, after deduction of amounts due to Schools, the West of England Growth Points, CHC and other internal balances, is £23k. **Appendix 3** details the investment performance, showing the average rate of interest earned over this period was 0.42%, which was 0.02% above the benchmark rate of average 7 day LIBID +0.05% (0.40%).

Summary of Borrowings

5.6 The Council's external borrowing as at 31st March 2015 is detailed in **Appendix 4**. £38.3 million of borrowing was arranged in 2014/15, with the Public Works Loan Board (PWLB) (£10.3m for periods of between 19.5 and 50 years) and five different Local Authorities, (£28m for periods of between one and five years). The majority of the borrowing was undertaken to maintain appropriate working cash balances with part related to funding a specific commercial estate investment opportunity. The Council's total borrowing was £108.3 million as at 31st March 2015.

5.7 The Council's Capital Financing Requirement (CFR) as at 31st March 2015 was £177 million. This represents the Council's underlying need to borrow to finance

capital expenditure, and demonstrates that the borrowing taken to date relates to funding historical capital spend.

- 5.8 The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective. In total £38.3m of new fixed rate loans with an average rate of 1.68% and an average life of ten years were raised. The PWLB was the Authority's preferred source of long term borrowing given the transparency and control that its facilities continue to provide. Short-dated loans borrowed from the markets, predominantly from other local authorities, have also remained affordable and attractive.
- 5.9 The premium charge for early repayment of PWLB debt remained relatively expensive for the loans in the Authority's portfolio and therefore unattractive for debt rescheduling activity. No rescheduling activity was undertaken as a consequence.
- 5.10 In January 2015 the Department of Communities and Local Government (DCLG) confirmed that HM Treasury (HMT) would be taking the necessary steps to abolish the PWLB. HMT has confirmed however that its lending function will continue unaffected and local authorities will retain access to borrowing rates which offer good value for money. The authority intends to use the PWLB's replacement as a potential source of borrowing if required.
- 5.11 Following Local Government Reorganisation in 1996, Avon County Council's residual debt is administered by Bristol City Council. All successor Unitary Authorities make an annual contribution to principal and interest repayment, for which there is a provision in the Council's revenue budget. The amount of residual debt outstanding as at 31st March 2015 apportioned to Bath & North East Somerset Council is £13.95m. Since this borrowing is managed by Bristol City Council and treated in the Council's Statement of Accounts as a deferred liability, it is not included in the borrowing figures referred to in paragraph 5.6.

Strategic & Tactical Decisions

- 5.12 **Appendix 5** provides further information on issues impacting on investment counterparties, including the implementation of bail-in provisions as highlighted in the mid-year treasury management monitoring report.
- 5.13 To increase diversification, throughout 2014/15 the Council invested in AAA rated Money Market funds, UK Banks and very highly rated Foreign Bank counterparties (AA-).
- 5.14 The Council continues to not hold any direct investments with banks in countries within the Eurozone reflecting both on the underlying debt issues in some Eurozone countries and the low levels of interest rates. The Council's investment counterparty list does not currently include any banks from Portugal, Ireland, Greece, Spain and Italy.
- 5.15 The Council's average investment return is running slightly above the budgeted level of 0.35%, although the impact is offset by the lower than budgeted investment balances held.

Future Strategic & Tactical Issues

- 5.16 Our treasury management advisors economic and market review for 2014/15 is included in **Appendix 6**.
- 5.17 The Bank of England base rate has remained constant at 0.50% since March 2009.
- 5.18 Following the February Inflation Report and latest economic data, the Council's treasury advisors, Arlingclose, moved their forecast of the possible path of the Bank Rate. Their central case is now for a rise in Bank Rate in Q2 2016, although the risks to this forecast remain weighted to the downside. They reiterate their view that the pace of interest rate rises will be gradual and the extent of rises limited, projecting gilt yields on a shallow upward path in the medium term.
- 5.19 The benefits of the Council's current policy of internal borrowing are monitored regularly against the likelihood that long term borrowing rates are forecast to rise in future years. The focus is now on the rate of increase and the medium-term peak and, in this respect, the current forecast is that rates will rise slowly and to a lower level than in the past.
- 5.20 The borrowing that has taken place in 2014/15 is therefore driven by a need to maintain an appropriate working cash balance rather than any immediate changes to interest rates.

Budget Implications

- 5.21 A breakdown of the revenue budget for interest and capital financing and the actual year end position based on the period April to December is included in **Appendix 7**. This shows an overall underspend of £138k in 2014/15, resulting from the debt charges relating to new borrowing being less than forecast, partly offset by lower investment interest received due to holding lower cash balances.
- 5.22 This position will be kept under review during the new financial year, taking into account the Council's cash-flow position and the timing of any new borrowing required.

Payment of LGF Grant

- 5.23 The Local Growth Fund (LGF) letter from Tom Walker (Director Cities & Local Growth Unit) DCLG in February 2015 stated that 'DCLG will release a LGF capital grant payment of £16.6m in a single instalment on 1st April 2015'.
- 5.24 The Council checked with the department on 1st April 2015 and payment was confirmed as being due to arrive that day. On this basis payments were released for corresponding investments on that date to the equivalent value of £16.6m.
- 5.25 However DCLG failed to make the payment as expected, and the actual payment was not received until 10th April 2015. The Council therefore had to meet the committed investments from its own cash-flow over this period.

5.26 This is brought to the attention of Council given the size of the transactions and the technical exposure that resulted to the Council, even though not directly falling within the timeframe of the report.

6 RATIONALE

6.1 The Prudential Code and CIPFA's Code of Practice on Treasury Management requires regular monitoring and reporting of Treasury Management activities.

7 OTHER OPTIONS CONSIDERED

7.1 None.

8 CONSULTATION

8.1 Consultation has been carried out with the Cabinet Member for Finance and Efficiency, Section 151 Finance Officer and Monitoring Officer.

9 RISK MANAGEMENT

9.1 The Council's lending & borrowing list is regularly reviewed during the financial year and credit ratings are monitored throughout the year. All lending/borrowing transactions are within approved limits and with approved institutions. Investment and borrowing advice is provided by our Treasury Management consultants Arlingclose.

9.2 The CIPFA Treasury Management in the Public Services: Code of Practice requires the Council nominate a committee to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies. The Corporate Audit Committee carries out this scrutiny.

9.3 In addition, the Council maintains a risk register for Treasury Management activities, which is regularly reviewed and updated where applicable during the year.

| | |
|--|---|
| Contact person | <i>Tim Richens - 01225 477468 ; Mark Angus - 01225 477180</i> Tim_Richens@bathnes.gov.uk Mark_Angus@bathnes.gov.uk |
| Background papers | <i>2014/15 Treasury Management & Investment Strategy</i> <i>1st & 3rd Quarter Treasury Performance Reports (Cabinet)</i> <i>Half yearly Treasury Performance Report (Cabinet & Council)</i> |
| Please contact the report author if you need to access this report in an alternative format | |

APPENDIX 1

Performance against Treasury Management Indicators agreed in Treasury Management Strategy Statement

1. Authorised limit for external debt

These limits include current commitments and proposals in the budget report for capital expenditure, plus additional headroom over & above the operational limit for unusual cash movements.

| | 2014/15 Prudential Indicator | 2014/15 Actual as at 31st Mar. 2015 |
|-----------------------------|-------------------------------------|---|
| | £'000 | £'000 |
| Borrowing | 215,000 | 108,300 |
| Other long term liabilities | 2,000 | 0 |
| Cumulative Total | 217,000 | 108,300 |

2. Operational limit for external debt

The operational boundary for external debt is based on the same estimates as the authorised limit but without the additional headroom for unusual cash movements.

| | 2014/15 Prudential Indicator | 2014/15 Actual as at 31st Mar. 2015 |
|-----------------------------|-------------------------------------|---|
| | £'000 | £'000 |
| Borrowing | 177,000 | 108,300 |
| Other long term liabilities | 2,000 | 0 |
| Cumulative Total | 179,000 | 108,300 |

3. Upper limit for fixed interest rate exposure

This is the maximum amount of total borrowing which can be at fixed interest rate, less any investments for a period greater than 12 months which has a fixed interest rate.

| | 2014/15 Prudential Indicator | 2014/15 Actual as at 31st Mar. 2015 |
|-------------------------------------|-------------------------------------|---|
| | £'000 | £'000 |
| Fixed interest rate exposure | 177,000 | 88,300 |

4. Upper limit for variable interest rate exposure

While fixed rate borrowing contributes significantly to reducing uncertainty surrounding interest rate changes, the pursuit of optimum performance levels may justify keeping flexibility through the use of variable interest rates. This is the maximum amount of total borrowing which can be at variable interest rates.

| | 2014/15 Prudential Indicator | 2014/15 Actual as at 31st Mar. 2015 |
|--|-------------------------------------|---|
| | £'000 | £'000 |
| Variable interest rate exposure | 127,000 | 20,000* |

* The £20m of LOBO's are quoted as variable rate in this analysis as the Lender has the option to change the rate at 6 monthly intervals (the Council has the option to repay the loan should the rate increase).

5. Upper limit for total principal sums invested for over 364 days

This is the maximum amount of total investments which can be over 364 days. The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments.

| | 2014/15 Prudential Indicator | 2014/15 Actual as at 31st Mar. 2015 |
|----------------------------------|-------------------------------------|---|
| | £'000 | £'000 |
| Investments over 364 days | 50,000 | 0 |

6. Maturity Structure of borrowing

This indicator is set to control the Council's exposure to refinancing risk.

| | Upper Limit | Lower Limit | 2014/15 Actual as at 31st Mar. 2015 |
|--------------------------------|--------------------|--------------------|---|
| | % | % | % |
| Under 12 months | 50 | Nil | 28* |
| 12 months and within 24 months | 50 | Nil | 7 |
| 24 months and within 5 years | 75 | Nil | 9 |
| 5 years and within 10 years | 100 | Nil | 0 |
| 10 years and above | 100 | Nil | 56 |

* The CIPFA Treasury management Code now requires the prudential indicator relating to Maturity of Fixed Rate Borrowing to reference the maturity of LOBO loans to the earliest date on which the lender can require payment, i.e. the next call date (which are at 6 monthly intervals for the £20m of LOBO's). However, the Council would only consider repaying these loans if the Lenders exercised their options to alter the interest rate.

7. Average Credit Rating

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the weighted average credit rating of its investment portfolio. A summary guide to credit ratings is set out at **Appendix 7**. The Council agreed a reduction to the minimum portfolio average credit rating from A to A- at its meeting on 13th November 2014 in order to be able to respond to any changes to UK banks credit ratings resulting from implementation of the bail-in provisions of the EU Bank Recovery and Resolution Directive.

| | 2014/15 Prudential Indicator | 2014/15 Actual as at 31st Mar. 2015 |
|--|-------------------------------------|---|
| | Rating | Rating |
| Minimum Portfolio Average Credit Rating | A- | A- |

8. Liquidity

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month period, without additional borrowing.

| | 2014/15 Prudential Indicator | 2014/15 Actual as at 31st Mar. 2015 |
|---|-------------------------------------|---|
| Total cash available within 3 months | £15m | £16m |

APPENDIX 2

The Council's Investment position at 31st March 2015

The term of investments, from the original date of the deal, are as follows:

| | Balance at 31st Mar. 2015 |
|-------------------------------|---|
| | £'000's |
| Notice (instant access funds) | 16,000 |
| Up to 1 month | 0 |
| 1 month to 3 months | 0 |
| Over 3 months | 0 |
| Total | 16,000 |

The investment figure of £16.0 million is made up as follows:

| | Balance at 31st Mar. 2015 |
|-------------------------------|---|
| | £'000's |
| B&NES Council | 1,320 |
| B&NES CHC | 7,347 |
| West Of England Growth Points | 688 |
| Schools | 6,645 |
| Total | 16,000 |

The Council had an average net positive balance of £31.8m (including Growth Points & B&NES CHC Funding) during the period April 2014 to March 2015.

No fixed term investments were undertaken during 2014/15 with a maturity date in the following financial year. The balance of £16.0m was held in call accounts as at 31st March 2015.

Chart 1: Council Investments (£16.0m) as at 31st Mar. 2015



Chart 2: Council Investments (£22.15m) as at 31st Dec. 2014

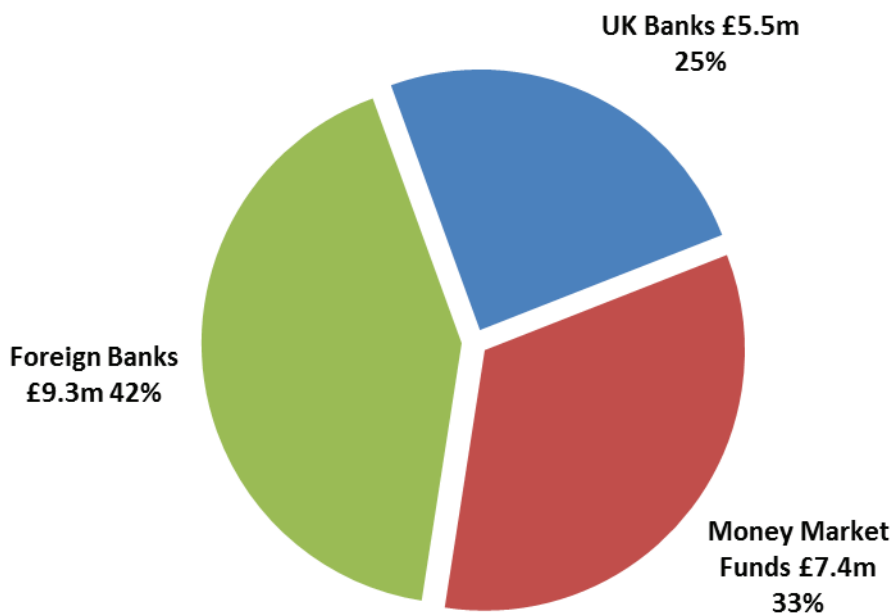
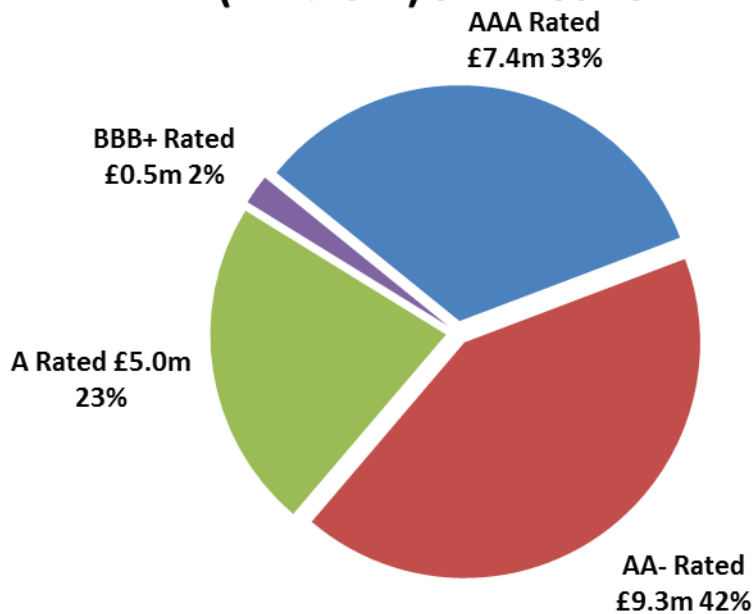


Chart 3: Council Investments per Lowest Equivalent Long-term Credit Ratings (£16.0m) 31st Mar. 2015



Chart 4: Council Investments per Lowest Equivalent Long-term Credit Ratings (£22.15m) 31st Dec 2014



APPENDIX 3

Average rate of return on investments for 2014/15

| | April | May | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Average for Period |
|---|-------|------|------|------|------|------|------|------|------|------|-------|-------|--------------------|
| | % | % | % | % | % | % | % | % | % | % | % | % | |
| Average rate of interest earned | 0.40 | 0.43 | 0.44 | 0.47 | 0.42 | 0.42 | 0.44 | 0.45 | 0.44 | 0.40 | 0.38 | 0.33 | 0.42% |
| Benchmark = Average 7 Day LIBID rate +0.05% (source: Arlingclose) | 0.39 | 0.39 | 0.40 | 0.39 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40% |
| Performance against Benchmark % | 0.01 | 0.04 | 0.04 | 0.08 | 0.02 | 0.02 | 0.04 | 0.05 | 0.04 | 0.00 | -0.02 | -0.07 | 0.02% |

APPENDIX 4

Councils External Borrowing at 31st March 2015

| LONG TERM | Amount | Start Date | Maturity Date | Interest Rate |
|-------------------------------------|--------------------|------------|---------------|---------------|
| PWLB | 10,000,000 | 15/10/04 | 15/10/35 | 4.75% |
| PWLB | 5,000,000 | 12/05/10 | 15/08/35 | 4.55% |
| PWLB | 5,000,000 | 12/05/10 | 15/08/60 | 4.53% |
| PWLB | 5,000,000 | 05/08/11 | 15/02/31 | 4.86% |
| PWLB | 10,000,000 | 05/08/11 | 15/08/29 | 4.80% |
| PWLB | 15,000,000 | 05/08/11 | 15/02/61 | 4.96% |
| KBC Bank N.V* | 5,000,000 | 08/10/04 | 08/10/54 | 4.50% |
| KBC Bank N.V* | 5,000,000 | 08/10/04 | 08/10/54 | 4.50% |
| Eurohypo Bank* | 10,000,000 | 27/04/05 | 27/04/55 | 4.50% |
| West Midland Police Authority | 5,000,000 | 08/10/14 | 10/10/16 | 1.10% |
| Portsmouth City Council | 3,000,000 | 15/10/14 | 17/10/16 | 1.08% |
| Wirral Metropolitan Borough Council | 5,000,000 | 07/11/14 | 06/11/15 | 0.65% |
| Gloucestershire County Council | 5,000,000 | 25/11/14 | 25/11/19 | 2.05% |
| Derbyshire County Council | 5,000,000 | 28/11/14 | 27/11/15 | 0.65% |
| Gloucestershire County Council | 5,000,000 | 19/12/14 | 19/12/19 | 2.05% |
| PWLB | 5,300,000 | 29/01/15 | 15/08/29 | 2.62% |
| PWLB | 5,000,000 | 29/01/15 | 15/02/61 | 2.92% |
| TOTAL | 108,300,000 | | | |
| TEMPORARY | Nil | | | |
| TOTAL | 108,300,000 | | | 3.64% |

*All LOBO's (Lender Option / Borrower Option) have reached the end of their fixed interest period and have reverted to the variable rate of 4.50%. The lender has the option to change the interest rate at 6 monthly intervals, however at this point the borrower also has the option to repay the loan without penalty.

APPENDIX 5

Counterparty Update

The European Parliament approved the EU Bank Recovery and Resolution Directive (BRRD) on April 15, 2014. Taking the view that potential extraordinary government support available to banks' senior unsecured bondholders will likely diminish, over 2014-15 Moody's revised the Outlook of several UK and EU banks from Stable to Negative (note, this is not the same as a rating review negative) and S&P placed the ratings of UK and German banks on Credit Watch with negative implications, following these countries' early adoption of the bail-in regime in the BRRD.

S&P also revised the Outlook for major Canadian banks to negative following the government's announcement of a potential bail-in policy framework.

The Bank of England published its approach to bank resolution which gave an indication of how the reduction of a failing bank's liabilities might work in practice. The Bank of England will act if, in its opinion, a bank is failing, or is likely to fail, and there is not likely to be a successful private sector solution such as a takeover or share issue; a bank does not need to be technically insolvent (with liabilities exceeding assets) before regulatory intervention such as a bail-in takes place.

The combined effect of the BRRD and the UK's Deposit Guarantee Scheme Directive (DGSD) is to promote deposits of individuals and SMEs above those of public authorities, large corporates and financial institutions. Other EU countries, and eventually all other developed countries, are expected to adopt similar approaches in due course.

In December the Bank's Prudential Regulation Authority (PRA) stress tested eight UK financial institutions to assess their resilience to a very severe housing market shock and to a sharp rise in interest rates and address the risks to the UK's financial stability. Institutions which 'passed' the tests but would be at risk in the event of a 'severe economic downturn' were Lloyds Banking Group and Royal Bank of Scotland. Lloyds Banking Group, is taking measures to augment capital and the PRA does not require the group to submit a revised capital plan. RBS has updated plans to issue additional Tier 1 capital. The Co-operative Bank failed the test.

The European Central Bank also published the results of the Asset Quality Review (AQR) and stress tests, based on December 2013 data. 25 European banks failed the test, falling short of the required threshold capital by approximately €25bn (£20bn) in total – none of the failed banks featured on the Authority's lending list.

APPENDIX 6

Annual Economic Review 2014/15 (provided by Arlingclose)

Growth and Inflation: The robust pace of GDP growth of 3% in 2014 was underpinned by a buoyant services sector, supplemented by positive contributions from the production and construction sectors. Resurgent house prices, improved consumer confidence and healthy retail sales added to the positive outlook for the UK economy given the important role of the consumer in economic activity.

Annual CPI inflation fell to zero for the year to March 2015, down from 1.6% a year earlier. The key driver was the fall in the oil price (which fell to \$44.35 a barrel a level not seen since March 2009) and a steep drop in wholesale energy prices with extra downward momentum coming from supermarket competition resulting in lower food prices. Bank of England Governor Mark Carney wrote an open letter to the Chancellor in February, explaining that the Bank expected CPI to temporarily turn negative but rebound around the end of 2015 as the lower prices dropped out of the annual rate calculation.

Labour Market: The UK labour market continued to improve and remains resilient across a broad base of measures including real rates of wage growth. January 2015 showed a headline employment rate of 73.3%, while the rate of unemployment fell to 5.7% from 7.2% a year earlier. Comparing the three months to January 2015 with a year earlier, employee pay increased by 1.8% including bonuses and by 1.6% excluding bonuses.

UK Monetary Policy: The Bank of England's MPC maintained interest rates at 0.5% and asset purchases (QE) at £375bn. Its members held a wide range of views on the response to zero CPI inflation, but just as the MPC was prepared to look past the temporary spikes in inflation to nearly 5% a few years ago, they felt it appropriate not to get panicked into response to the current low rate of inflation. The minutes of the MPC meetings reiterated the Committee's stance that the economic headwinds for the UK economy and the legacy of the financial crisis meant that increases in the Bank Rate would be gradual and limited, and below average historical levels.

Political uncertainty had a large bearing on market confidence this year. The possibility of Scottish independence was of concern to the financial markets, however this dissipated following the outcome of September's referendum. The risk of upheaval (the pledge to devolve extensive new powers to the Scottish parliament; English MPs in turn demanding separate laws for England) lingers on. The highly politicised March Budget heralded the start of a closely contested general election campaign and markets braced for yet another hung parliament.

On the continent, the European Central Bank lowered its official benchmark interest rate from 0.15% to 0.05% in September and the rate paid on commercial bank balances held with it was from -0.10% to -0.20%. The much-anticipated quantitative easing, which will expand the ECB's balance sheet by €1.1 trillion was finally announced by the central bank at its January meeting in an effort to steer the euro area away from deflation and invigorate its moribund economies. The size was at the high end of market expectations and it will involve buying €60bn of sovereign bonds, asset-backed securities and covered bonds a month commencing March 2015 through to September 2016. The possibility of a Greek exit from the Eurozone refused to subside given the clear frustrations that remained between its new government and its creditors.

The US economy rebounded strongly in 2014, employment growth was robust and there were early signs of wage pressures building, albeit from a low level. The Federal Reserve made no change to US policy rates. The central bank however continued with 'tapering', i.e. a reduction in asset purchases by \$10 billion per month, and ended them altogether in October 2014. With the US economy resilient enough to weather the weakness of key trading partners and a strong US dollar, in March 2015 the Fed removed the word "patient" from its statement accompanying its rates decisions, effectively leaving the door open for a rise in rates later in the year.

Market reaction: From July, gilt yields were driven lower by a combination of factors: geopolitical risks emanating from the Middle East and Ukraine, the slide towards deflation within the Eurozone and the big slide in the price of oil and its transmission through into lower prices globally. 5-, 10- and 20-year gilt yields fell to their lows in January (0.88%, 1.33% and 1.86% respectively) before ending the year higher at 1.19%, 1.57% and 2.14% respectively.

APPENDIX 7

Interest & Capital Financing Costs – Budget Monitoring 2014/15 (Outturn)

| April 2014 to March 2015 | YEAR END POSITION | | | ADV/FAV |
|---|----------------------------------|--------------------------------|------------------------------------|------------|
| | Budgeted Spend or (Income) £'000 | Actual Spend or (Income) £'000 | Actual over or (under) spend £'000 | |
| Interest & Capital Financing | | | | |
| - Debt Costs | 3,862 | 3,685 | (177) | FAV |
| - Internal Repayment of Loan Charges | (8,182) | (6,985) | 1,197 | ADV |
| - Ex Avon Debt Costs | 1,388 | 1,340 | (48) | FAV |
| - Minimum Revenue Provision (MRP) | 6,120 | 4,923 | (1,197) | FAV |
| - Interest on Balances | (110) | (23) | 87 | ADV |
| Sub Total - Capital Financing | 3,078 | 2,940 | (138) | FAV |

APPENDIX 8

Summary Guide to Credit Ratings

| Rating | Details |
|--------|---|
| AAA | Highest credit quality – lowest expectation of default, which is unlikely to be adversely affected by foreseeable events. |
| AA | Very high credit quality - expectation of very low default risk, which is not likely to be significantly vulnerable to foreseeable events. |
| A | High credit quality - expectations of low default risk which may be more vulnerable to adverse business or economic conditions than is the case for higher ratings. |
| BBB | Good credit quality - expectations of default risk are currently low but adverse business or economic conditions are more likely to impair this capacity. |
| BB | Speculative - indicates an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time. |
| B | Highly speculative - indicates that material default risk is present, but a limited margin of safety remains. Capacity for continued payment is vulnerable to deterioration in the business and economic environment. |
| CCC | Substantial credit risk - default is a real possibility. |
| CC | Very high levels of credit risk - default of some kind appears probable. |
| C | Exceptionally high levels of credit risk - default is imminent or inevitable. |

| | |
|----|---|
| RD | Restricted default - indicates an issuer that has experienced payment default on a bond, loan or other material financial obligation but which has not entered into bankruptcy filings, administration, receivership, liquidation or other formal winding-up procedure, and which has not otherwise ceased operating. |
| D | Default - indicate san issuer that has entered into bankruptcy filings, administration, receivership, liquidation or other formal winding-up procedure, or which has otherwise ceased business. |

| Bath & North East Somerset Council | |
|--|--|
| MEETING/ DECISION MAKER: | Council |
| MEETING/ DECISION DATE: | 16 July 2014 |
| TITLE: | West of England Strategic Leaders Board |
| WARD: | All |
| AN OPEN PUBLIC ITEM | |
| <p>List of attachments to this report:</p> <p>Appendix 1 - Constitution of the Strategic Leaders Board</p> <p>Appendix 2 - Terms of Reference for the West of England Joint Scrutiny Committee</p> <p>Appendix 3 - Terms of Reference – Strategic Leaders Board</p> | |

1 THE ISSUE

This report informs the Council of the governance arrangements set up for the LEP, in particular the West of England Strategic Leaders Board and requests agreement to the required arrangements.

2 RECOMMENDATION

Council is asked to:-

1. Note the constitution of the Strategic Leaders Board (SLB) (Appendix 1) and agree to delegate to the SLB the necessary powers to take any decisions required to deliver the Strategic Economic Plan (SEP).
2. Appoint the Leader to the SLB.
3. Agree that the Head of Legal and Democratic Services in consultation with the Leader and the Chief Executive be authorised to agree and settle the terms of any future Joint Working Agreement (s) for the SLB as and when required.
4. Adopt the revised Terms of Reference for the West of England Joint Scrutiny Committee (Appendix 2).

5. Delegate authority to the Chief Executive to participate in the Investment Awards Board.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 Financial implications: The costs of supporting the SLB will be shared equally between the participating local authorities
- 3.2 Property and people implications: None arising directly from this report

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The West of England Strategic Leaders Board (“the Board”) is established by the Executives of Bath and North East Somerset Council, Bristol City Council and North Somerset District Council, and by South Gloucestershire District Council. under s.101(5) of the Local Government Act 1972, as applied by s.20 of the Local Government Act 2000 and reg.11 of the Local Authorities (Arrangements for the Discharge of Functions)(England) Regulations 2012

5 THE REPORT

- 5.1 Local Enterprise Partnerships (LEPS) were established by the current Government following the abolition of Regional development Agencies. LEPs are informal Partnership bodies without any decision making powers. The Government now requires all LEPS to develop a Strategic Economic Plan (SEP). The SEP identifies how each LEP is going to stimulate growth in its area over the next six years to 2020. The SEP will form the basis of a “Growth Deal” with government to secure a share of the national Local Growth Fund. Through Growth Deals, LEPs can seek freedoms, flexibilities and influence over resources.
- 5.2 The Government have indicated that the negotiation will be a competitive process and the SEP will act as the bidding document for the £2bn a year Local Growth Fund. The SEP should identify how the LEP will stimulate growth and therefore needs to be very focussed on specific interventions and activities that create economic growth in the long term. The SEP should also include requests of Government for additional freedoms and flexibilities.

6 RATIONALE

- 6.1 Areas with strong deliverable SEPs, evidenced by strong partnership working, robust arrangements for accountability and effective collaboration will earn local accountability, providing autonomy over resources allowing

greater scope for local decision-making. They will also be able to negotiate wider powers and influence and they will earn a greater share of the £2bn per year Local Growth Fund.

- 6.2 The West of England LEP has well established and robust arrangements for joint governance, built around a LEP Board and a series of committees, boards and groups. The LEP Board comprises the four council leaders/mayors and business representatives and has been meeting as a partnership since April 2011. Notwithstanding this, the SEP guidance issued by the Government expects LEP areas to establish formal arrangements for decision making and accountability. This is, in part, to recognise increased delegation of funding and possible freedoms and flexibilities to LEP areas.
- 6.3 The arrangements proposed for recommendation of a SLB, whose remit would include oversight of the SEP and the allocation of funds and the delivery of projects. This will provide transparency and accountability for key strategic decisions, whilst allowing the LEP Board to continue to function effectively with the active participation of local authorities, business and higher education.
- 6.4 Strengthening the current joint authority Planning, Housing and Communities Board (PHCB) to become a formally constituted Committee, mirroring existing arrangements in place for transport.
- 6.5 Creating a single West of England Investment Board, accountable to the Leaders Board, including representatives from business and local authorities to oversee the Local Growth Fund/EU SIF and other related funding, such as the Economic Development Fund and Regional Growth Fund, and monitor and steer the implementation of the interventions.

7 OTHER OPTIONS CONSIDERED

None.

8 CONSULTATION

The West of England Strategic Economic Plan has been the subject of extensive public consultation, which included the governance arrangements set out in this report. The final SEP document reported to the Council in the LEP includes the proposed governance arrangements, specifically the establishment of a Strategic Leaders Board (joint committee).

9 RISK MANAGEMENT

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

| | |
|--|--|
| Contact person | <i>Maria Lucas maria.lucas@bathnes.gov.uk 01224 395171</i> |
| Background papers | <i>None.</i> |
| Please contact the report author if you need to access this report in an alternative format | |

The Bath and North East Somerset Council, Bristol City Council, North Somerset District Council and South Gloucestershire District Council

West of England Strategic Leaders Board

Constitution

This Constitution has been approved by Bath and North East Somerset Council, Bristol City Council, North Somerset District Council and South Gloucestershire District Council ("the Authorities") as the Constitution of the West of England Strategic Leaders Board.

1 Establishment of the West of England Strategic Leaders Board

- 1.1 The West of England Strategic Leaders Board ("the Board") is established under Section 101(5) of the Local Government Act 1972, as applied by Section 20 of the Local Government Act 2000 and Regulation 11 of the Local Authorities (Arrangements for the Discharge of Functions)(England) Regulations 2012 by the Executives of Bath and North East Somerset Council, Bristol City Council and North Somerset District Council, and by South Gloucestershire District Council.

2 Overall Objective of the West of England Strategic Leaders Board

- 2.1 The overall objective of the Board is to focus on strategic economic issues and to unlock barriers to growth in support of delivering the Strategic Economic Plan.
- 2.2 Reports to the Board report will be subject to full scrutiny by the West of England Joint Scrutiny Committee.

3 Terms of Reference - Strategic Leaders Board

- Provide strong collective leadership and strategic direction to realise the full economic potential of the West of England.
- Provide clear direction to support the development and delivery of key strategies to improve the economic conditions across the West of England area.
- Provide a means for the formulation and expression of joint views of the authorities to central government and other bodies and organisations in respect of legislation, proposed legislation and other matters of concern, interest or relevance to the West of England economy with a particular focus on removing barriers to growth and the delegation of additional powers and funding.
- Strengthen the co-ordination of joint local authority activity across the West of England, including the activities of the Local Enterprise

Partnership, West of England Strategic Leaders Board and the Planning, Housing and Communities Board.

- Identify and develop any new areas of joint working between the local authorities to further joint economic objectives.
- Work with other appropriate agencies and bodies beyond the West of England in order to achieve any shared economic objectives.
- Watch over, protect and promote the interest, rights, powers, functions and duties of the Authorities.
- Ensuring that any proposals, actions whether agreed or considered will be subject to an obligation upon the Leader of each of the Authorities to report it to their own authority.
- Take any decisions required to deliver the Strategic Economic Plan, including additional funding, freedoms and flexibilities, and delivery directly resulting from the Plan and the subsequent Growth Deal. This will not include issues covered by existing Joint Committee arrangements (JTEC or any new PHCB).
- Making decisions based on recommendations from the Local Enterprise Partnership (“LEP”) Board.
- Informing LEP policies and LEP applications for funding programmes.
- Provide a formal and accountable forum for decision making relating to all relevant LEP or West of England funding streams; recommendations will come from the Investment Awards Board via the LEP.

4 Powers delegated to the West of England Strategic Leaders Board

- 4.1 The Board shall have such powers as may from time to time be delegated to the Board by the Executives of the Authorities or by any of the Authorities

5 Membership and Appointment of the West of England Strategic Leaders Board

- 5.1 The members of the Board shall comprise the Leaders of the Bath and North East Somerset, North Somerset and South Gloucestershire District Councils and the Mayor of Bristol.
- 5.2 Each member of the Board shall be appointed for the term of his or her office, or the balance of the term of his or her office, as Leader or Mayor as the case may be.
- 5.3 Each Authority may appoint at any time an Alternate Member of the Board who may attend any meeting of the Board with all the powers of the Authority's Leader or Mayor in the event that he or she is unable to attend a particular meeting or if there shall be a vacancy in the office of an Authority's Leader or Mayor.

6 Chair and Vice-Chair of the West of England Strategic Leaders Board

- 6.1 At the first meeting of the Board after the annual meetings of each Authority in any relevant year, the Board shall elect a Chair and a Vice-Chair of the Board for the following two years from among the members of the Board. The two year term has been agreed to provide stability and continuity.
- 6.2 By convention, if the Chair of the Board in any two year period is a Leader or Mayor of one of the Authorities, the Chair of the Board for the next two years will normally be a Leader or Mayor of another of the Authorities.
- 6.3 The rotation order; which can be changed by a majority agreement of the Authorities is Bath and North East Somerset, South Gloucestershire, Bristol and North Somerset.
- 6.4 Where, at any meeting or part of a meeting of the Board, both the Chair and the Vice-Chair are either absent or unable to act as Chair or Vice-Chair, the Board shall elect one of the members of the Board present at the meeting to preside at that meeting, or for the balance or part of the meeting, as appropriate.

7 Secretary to the West of England Strategic Leaders Board

- 7.1 The Board shall be supported by the West of England Partnership office in its capacity as Secretary to the Board.
- 7.2 The functions of the Secretary of the Board shall be:
 - To maintain a record of membership of the Board
 - To notify the Proper Officer of each appointing Authority of any anticipated decisions to be taken by the Board over the year (whether or not key decisions) and updated on a monthly basis, to enable such decisions to be included in the Forward Plans of each appointing Authority
 - To carry out such notification to and consultation with members of the appointing Authorities as may be necessary to enable the Board to take urgent decisions which have not been included in the Forward Plans of appointing Authorities
 - To notify the Proper Officers of the Authorities of the dates, times and venues of meetings and to publish the dates times and venues
 - To summon meetings of the Board in accordance with clause 8 below
 - To prepare and send out the agenda for meetings of the Board in consultation with the Chair and the Vice-Chair of the Board and the Authority Lead Officers
 - To keep a record of the proceedings of the Board
 - To take such administrative action as may be necessary to give effect to decisions of the Board
 - To undertake such other functions as may be determined by the Board

- To ensure the Board receives copies of the Board's forward plan, agenda and minutes.

8 Convening of Meetings of the West of England Strategic Leaders Board

8.1 Meetings of the Board shall be held at such times, dates and places as may be notified to the members by the Secretary to the Board, being such time, place and location as -

8.1.1 the Board shall from time to time resolve

8.1.2 the Chair, or if he/she is unable to act, the Vice-Chair of the Board, shall notify to the Secretary of the Board, or

8.1.3 The Secretary of the Board, in consultation where practicable with the Chair and Vice Chair of the Board, shall determine in response to receipt of a request in writing addressed the Secretary of the Board:

- from and signed by two members of the Board, or
- from the Chief Executive of an appointing Authority

which request sets out an urgent item of business within the functions of the Board.

8.2 The Secretary of the Board shall settle the agenda for any meeting of the Board after consulting, where practicable the Chair of the Board and shall incorporate in the agenda any items of business and any reports submitted by -

- the Leader or Mayor as the case may be of any of the Authorities
- the Chief Executive of any of the Authorities
- the Chief Finance Officer to any of the Authorities
- the Monitoring Officer to any of the Authorities
- such other officers as the Board may determine for this purpose

9 Procedures at Meetings of the West of England Strategic Leaders Board

9.1 Meetings of the Board shall only be quorate and so able to conduct any business where all four members are present, unless in the case of a member being absent the Authority he represents has appointed in his place an Alternate Member who is present.

9.2 The Board shall seek to work on the principle of consensus, and its decisions shall require unanimity to be valid and effective.

10 Attendance at Meetings of the West of England Strategic Leaders Board

10.1 Notwithstanding that a meeting or part of a meeting of the Board may not be open to the press and public, the members and officers specified in clause

10.2 below of each Authority shall be entitled, in person or by another officer nominated by that officer, to attend all, and all parts, of such meetings, unless the particular member or officer has a conflict of interest as a result of a personal interest in the matter under consideration.

10.2 The following are the elected members and officers who shall have a right of attendance in accordance with clause 10.1 above:

- elected Members of the Authorities
- the Chief Executive of any of the Authorities
- the Chief Finance Officer to any of the Authorities
- the Monitoring Officer to any of the Authorities
- any person appointed by the Board to manage particular projects
- any officer of the Authorities at the request of any member of the Board

11. Rights of Attendance and Audience

11.1 Agendas of the Board and reports, except those marked "Not for Publication", will be available for inspection on request by the public at the offices of the each of the Authorities during normal office hours and shall be published on the West of England Local Enterprise Partnership website.

11.2 The presumption is that all meetings of the Board shall be open to the public.

11.2.1 Where the Secretary is of the opinion that it is likely that the press and public will be excluded from all or part of a meeting, he/she shall so indicate on the agenda and may withhold from the press and public any report or background paper which would disclose confidential or exempt information.

11.2.2 The Board must exclude press and public from any part of a meeting at which confidential information is likely to be disclosed

11.2.3 The Board may exclude the press and public from any part of a meeting at which:

A exempt information is likely to be disclosed; or

B officers will provide a briefing to members on a matter on which a decision is likely to be taken on the matter within the next 28 days;

11.3 All documents which are open to public inspection will normally be available at least five clear days before the relevant meeting. Where a report is not available when the agenda is published, the report shall be made available for public inspection when it is made available to elected members of the Authorities.

The rights of elected members of the Authorities shall be as set out in the

protocol at annex A

- 11.4 Public participation at meetings shall be in accordance with the protocol at Annex B

12. Urgent Decisions

- 12.1 The Secretary shall notify the Chair of the relevant Scrutiny Committee of each Authority, or in the case of an Authority which does not operate executive arrangements the Chair of the relevant committee, where the Board is intending to take an urgent decision. If the relevant Chair is not available, the Secretary must notify the appropriate Chair of Council or Vice Chair of Council. The Board shall not take an urgent decision unless agreement has been confirmed on behalf of each Authority that the decision is urgent.
- 12.2 The Secretary shall ensure that a report listing all urgent decisions is presented to the next convenient meeting of the Scrutiny Committee of each Authority, or in the case of an authority that does not operate executive arrangements, to the appropriate committee.
- 12.3 A decision is urgent if it has not been included in the Board's Forward Plan or is otherwise considered to be urgent.

13. Implementing decisions

- 13.1 Decisions shall not be implemented within 5 clear days from the publication of the statement of decision(s) of the meeting, except where the matter is urgent in accordance with clause 12.

14 Effect of Call In

- 14.1 Within 5 clear days of publication on the West of England Local Enterprise Partnership website, a decision of the Board can be called in by the West of England Joint Scrutiny Committee.
- 14.2 If a decision of the Board is called in, it shall not be implemented save where the decision on the call in
- is to support or take no further action or
 - where the initial call in does not take place within 20 working days, or
 - any referral following the initial call in does not take place within 40 working days of the initial call in
- 14.3 The Board will consider representations received as a result of a call in before taking a final decision on the matter concerned.

15 Council Constitution, Standing Orders for Contracts, Financial Regulations and Officer Employment Procedure Rules

The Board shall operate under the Standing Orders for Contracts, Financial

16 Amendment of this Constitution

This Constitution can only be amended by agreement of all the Authorities.

RIGHTS OF ELECTED MEMBERS OF AUTHORITIES

INSPECTION OF/ACCESS TO DOCUMENTS

All elected members of each of the Authorities have the right to access all documents which contain material relating to items considered at meetings of the Board.

They also have the right to inspect any other document or have access to any information which they need to properly perform their duties as an elected member of one of the Authorities. These rights are, however, subject to the following:

- An elected member is not entitled to inspect any document, or have access to any information, relating to a matter in which he/she has a prejudicial interest (where this specifically relates to a financial interest), or where the member is acting against the Council in a professional capacity. (This does not, however, remove the basic rights which that elected member would have as a member of the public.)
- In cases where information requested by an elected member should not, in the opinion of the Proper Officer, be disclosed, (e.g. it does not appear to be required to enable the member to properly perform their duties, or is of a highly sensitive or personal nature or otherwise exempt), the relevant Proper Officer may, with good reasons (which should be explained to the member), refuse access to a document or other information.
- If an elected member is not satisfied with this decision, he/she may refer it to the Monitoring Officer of his/her Authority. If a member remains dissatisfied with the ruling of the Monitoring Officer he/she may ask for the matter to be considered by the Board. The ruling of the Board is final.

The rules summarised above are complex and based on statutory provisions and case law. If there is any conflict between these rules and the legal provisions, the latter apply.

QUESTIONS

Elected members may address questions to the Chair of the Board. Written notice of the question shall be given 3 working days before the meeting:

The Chair in responding to the question may;

- Answer the question himself
- Ask an officer to answer the question
- Offer a written answer
- Decline to answer and give his/her reasons

The questioner may ask only one supplementary question, regardless of the number of original questions they asked. The supplementary question must be on the same subject as the original question.

PETITIONS

An elected member may present a petition at a Board meeting and speak to it for no more than 5 minutes.

The petition must relate to an item on the agenda or a matter relating to the responsibilities of the Board as defined in the terms of reference. Notice of the subject matter of the petition must be given no later than 12 noon on the last working day before the meeting.

RIGHT TO ATTEND AND PARTICIPATE IN MEETINGS

An elected member has the right to attend and speak at any Board meeting. Notice of the topic(s) concerned shall be given by 12 noon on the working day before the meeting if the member wishes to speak at any Board meeting.

The Chair will give elected members who have notified their wish to speak the opportunity to speak at the commencement of the meeting to contribute their views on any agenda item or other matter within the remit of the Board.

The right to attend remains available when the meeting is considering private (or exempt) business. This is provided that the elected member has a legitimate need to be in attendance, and that the attendance does not involve any conflict of interest, which may constitute a disclosable pecuniary interest as defined by the Code of Conduct. In such cases the member may not attend, speak or vote at the meeting.

The Chair will exercise discretion on the overall time allowed for elected members' participation. This will take into account the issues members wish to raise and the other business of the meeting.

In managing the meeting the Chair has discretion over the management of the participation arrangements.

The Chair of the Scrutiny Committee has the right to attend any Board meeting to provide feedback from relevant Scrutiny meetings.

PUBLIC PARTICIPATION

WHO CAN USE THE SCHEME?

The scheme is open to any resident, council taxpayer or business ratepayer of the Authorities, or any person affected by decisions to be taken by the Board.

The scheme is also open to a representative of a business or voluntary organisation or parish council operating in the four Authorities' areas.

WHAT ARE THE OPPORTUNITIES FOR PARTICIPATION AT MEETINGS?

The agenda for each meeting will provide an opportunity at the beginning of the meeting for items from the public to be heard. .

The opportunities for participation are:-

- TO PRESENT A PETITION on any matter on the meeting agenda or relating to the Board's responsibilities
- TO MAKE A STATEMENT expressing views about a matter on the meeting agenda or relating to the Board's responsibilities
- TO ASK A QUESTION on any matter relating to the Board's responsibilities. The questioner may ask only one supplementary question, regardless of the number of original questions they asked. The supplementary question must be on the same subject as the original question

By participating in this way, it is assumed that consent is given to the recording in the minutes of the meeting the name and details of any person making a submission.

A copy of any written submission will also be included with the agenda papers for the meeting which are placed in an official minute book (the public record) and will also be included on the West of England Partnership website with the other documents relating to the meeting.

An email petition will be considered by the Board when the lead petitioner can be identified. The petition must relate to an item on the Agenda or a matter relating to the responsibilities of the Board as defined in the terms of reference. An email petition must be received not later than 14 calendar days before the meeting to allow the lead petitioner to be identified and the petition verified. A petition must include a clear statement of what the petitioners wish the Board to consider.

Under normal circumstances, the Board will provide the lead petitioner with a response within 28 calendar days of the Board meeting at which the petition is considered.

PERIOD OF NOTICE

Written notice must be given by any person wishing to present a petition, make a statement by noon on the working day before the meeting (subject to the provisions for email petitions above). Written notice of any question to be asked must be given 3 working days before the meeting. This will enable any appropriate advice and assistance to be given and for officers to make any necessary arrangements in liaison with the chair of the meeting so that the fullest possible opportunity can be given for participation.

TIME LIMITS

No individual submission will normally be allowed more than 5 minutes time at a meeting, in the interest of fairness to all those who may wish to address the meeting.

The Chair of a meeting will exercise discretion on the overall time allowed for public participation either at the beginning of a meeting or in connection with any particular item. This will take into account the issues people wish to raise and the other business of the meeting.

BALANCE

The Chair will, if necessary, make a judgement at the meeting to try to ensure that those who are making submissions on opposite points of view on the same subject are treated equally

QUESTIONS ON SUBMISSIONS

It is necessary for members of the Board to have a complete understanding of the issues raised by the public. At the discretion of the Chair, members will be allowed to ask factual questions only of a person making a submission.

WRITTEN COPIES OF SUBMISSION

Also to assist understanding, those making statements to meetings may wish to provide a written text or summary of the points mentioned. This should be passed to the clerk to the meeting.

ACTION THE MEETING MAY TAKE

All submissions must be made at the beginning of the meeting.

The Chair has discretion over the order in which to take statements, petitions and questions.

If necessary and convenient to the other business, the Chair or the meeting itself may agree to advance an agenda item which is subject to submissions in the order of proceedings.

In relation to a matter not on the meeting agenda, it may be possible for an officer to give a brief response. Otherwise, the matter will either be noted or referred for consideration to the relevant officer.

The meeting will decide on the most appropriate course of action and will take

advice from Officers in doing this.

It is not normal practice to write to individuals afterwards. However, if someone making a submission requires a formal response, the officer named on the agenda page will (subject to being provided with contact details) provide a written response within 7 working days.

WHAT FALLS OUTSIDE THE SCHEME

There are some matters that need to fall outside the scope of this scheme. These are:

- an individual's circumstances where it would be inappropriate for details to be aired in public;
- contractual matters;
- allegations against individual elected members or officers (in such cases the Authorities' complaints or code of conduct procedures must be used)
- -no defamatory, frivolous or offensive submissions will be allowed.

West of England Joint Scrutiny Committee

Draft Terms of Reference

June 2014

1. The Committee shall be concerned with the aspects of the Local Enterprise Partnership that relate to public funding and resources. Within the LEP structure the Committee shall:
 - Scrutinise any relevant proposals from the Joint Transport Executive Committee, Planning Housing and Communities Board and the Strategic Leaders Board in relation to the activities outlined in their terms of reference
 - Scrutinise other relevant proposals related to public funding and resources made from the Local Enterprise Partnership Board and the Skills Sub-Group
 - Review actions taken and decisions made by these bodies related to public funding and resources
 - Make reports or recommendations to these bodies, as appropriate and/or the constituent authorities' respective Overview and Scrutiny Committees or equivalent
 - Scrutinise the activities of private sector companies, recognising that the private sector is not under the same obligation to appear in public or have regard to recommendations made by a Scrutiny committee in the same way that public service providers are required to do so.

Remit

2. As mentioned in the terms of reference the remit of the Committee covers scrutiny of relevant proposals related to public funding and resources made from the following bodies:

The Strategic Leaders Board

3. Membership of the Strategic Leaders Board comprises the Leaders of South Gloucestershire, Bath & North East Somerset, and North Somerset Councils and the Mayor of Bristol. Its remit is to:
 - a) Provide clear direction and collective leadership to support the development and delivery of key strategies to improve the economic conditions across the West of England area;
 - b) Strengthen the co-ordination of joint local authority activity across the West of England, including the activities of the Local Enterprise Partnership, Joint Transport Executive Committee and the Planning, Housing and Communities Board
 - c) Make decisions on recommendations from the Local Enterprise Partnership Board
 - d) Watch over, protect and promote the interest, rights, powers, functions and duties of the four West of England local authorities.

The Local Enterprise Partnership Board

4. The LEP Board strategically directs all LEP activities and is supported by a structure of strategic and operational bodies comprising LEP governed sector groups and crosscutting 'thematic' groups. These, in turn, are linked to the Unitary Authority maintained Joint Transport Executive Committee and Planning, Housing & Communities Board (see below). The LEP Board is chaired by business, with membership comprising four business representatives (nominated by the LEP Business Nominations Committee), the four political Leaders of each West of England Unitary Authority, and a representative from Higher Education.

Skills Sub-Group

5. The Skills Group draws heavily on the further education colleges, which are a major contributor to vocational skills training, but also a formal partner with the LEP in delivering the skills and employability required by the LEP jobs growth ambitions. It will determine future skills needs for the LEP area, and identify current skills needs and gaps; seek to improve the employability of local people, especially young people; better match local skills provision to all of the above. The Group's membership includes the representatives from the UAs, employers, FE and HE and other key related organisations.

Joint Transport Board

6. The Joint Transport Board combines the meetings of the Transport Executive Committee and Local Transport Body Board (LTBB).
 - a) JTEC membership comprises the nominated Members for Transport from each of the four UAs. The Committee's objective is to develop and implement a strategy to alleviate traffic congestion, cope with anticipated population and traffic growth, to meet local transport and development needs and to promote the economic, social and environmental improvement of the West of England. The Joint Transportation Executive Committee shall have such powers as may from time to time be delegated to the Committee by the Unitary Authorities.
 - b) The LTBB comprises the four nominated Members as above, and two business representatives appointed by the LEP. Its primary function is to identify the prioritised list of investments within the available devolved major schemes budget, and to oversee the development and delivery of those schemes.

Planning, Housing & Communities Board

7. Membership of the Planning, Housing & Communities Board (PH&CB) comprises the nominated Members for Planning and Housing from each of the four UAs. It advises and makes recommendations to the LEP Board and to Council Cabinets, working with the Joint Scrutiny Committee, Joint Transport Executive Committee and the Infrastructure and Place Group. In accordance with Section 110 of the Localism Act 2011 (the Duty to Cooperate), the PH&CB will oversee and collaborate on sub-regional planning and development issues.

Approach

8. In order to carry out its role the Committee needs to have timely access to the work programmes and forward schedules of the bodies listed above. It will be the job of the scrutiny support officer to co-ordinate this and ensure that members are made aware in good time of any potential areas of interest to the Committee.

Public Involvement

9. Members of the public can participate via the public forum at the beginning of each meeting. Detailed guidance is appended to this report (appendix A). The meeting dates, agendas and minutes will be published on the West of England LEP Local Enterprise Partnership website (www.westofenglandlep.co.uk).

Meetings

10. The schedule of meetings and work programme for the Committee will need to be aligned with the individual work programmes of the bodies, which it has been charged with scrutinising.

Guide to Public Forum

West of England Public Forum

There will be an opportunity for a Public Forum of up to 30 minutes in total (or more at the discretion of the Chair) at the following meetings:

- Joint Scrutiny Committee
- Joint Transport Executive Committee
- Planning, Housing and Communities Board.

Members of the public can speak for up to 5 minutes per person (less if more than 6 people wish to speak).

Who can speak

Public Forums are open to:

- Councillors from each of the four local authorities
- Residents of the West of England area
- Someone paying council tax or business rates to one of the four councils in the West of England area
- Representatives of businesses or voluntary sector organisations operating in the West of England area.

The West of England area covers the areas of the following four councils:

- Bath and North East Somerset Council
- Bristol City Council
- North Somerset Council
- South Gloucestershire Council.

How the Public Forum can be used

The public can use this time to:

- Present a petition
- Make a statement
- Ask a question of members of the Board/Committee or of West of England Office officers.

The petition, statement or question must relate to the business of the Partnership and particularly to the responsibilities of the relevant committee.

Notice

The public are required to give:

- Notice by noon on the working day before the meeting for petitions or statements
- 3 full working days' notice for questions.

Notice should be given to the person named as clerk on the front sheet of the agenda for the meeting. This notice should include the name, address, (where appropriate) organisation represented and any question to be asked. It is helpful, but not necessary, if a copy of the submission can be provided before the meeting.

The prospect of speaking at a formal meeting can be daunting. Advice and support is available; please ask the clerk if you have any questions or would welcome advice. It would be helpful if members of the public needing help to access and speak at the meeting could inform the clerk of their particular needs.

Response

If the matter raised concerns about an item on the agenda, the representation will be considered when that item is discussed. If not, any response will be at the discretion of the chair.

Officers will do their best to get an answer to a question but questioners should be aware that co-ordinating a response from across the West of England might take more than 3 days.

Questioners may ask only one supplementary question, however many questions they have asked originally. The supplementary question must be on the same subject as the original question.

Recording

It is assumed that, through participating, participants agree to their name and details being recorded. A copy of any written submission will be included in the official minute book and on the West of England Local Enterprise Partnership website.

Matters which fall outside this process

This process will not apply to:

- Matters outside the remit of the above committees
- Matters which concern an individual's circumstances where it would be inappropriate for details to be aired in public
- Contractual matters
- Allegations against individual councillors or officers (in these cases the Council's complaints or code of conduct procedures should be used) any defamatory, frivolous or offensive submissions

Terms of Reference – Strategic Leaders Board

- Provide strong collective leadership and strategic direction to realise the full economic potential of the West of England
- Provide clear direction to support the development and delivery of key strategies to improve the economic conditions across the West of England area
- Provide a means for the formulation and expression of joint views of the authorities to central government and other bodies and organisations in respect of legislation, proposed legislation and other matters of concern, interest or relevance to the West of England economy with a particular focus on removing barriers to growth and the delegation of additional powers and funding.
- Strengthen the co-ordination of joint local authority activity across the West of England, including the activities of the Local Enterprise Partnership, Joint Transport Executive Committee and the Planning, Housing and Communications Board.
- Identify and develop any new areas of joint working between the local authorities to further joint economic objectives.
- Work with other appropriate agencies and bodies beyond the West of England in order to achieve any shared economic objectives.
- Watch over, protect and promote the interest, rights, powers, functions and duties of the authorities.
- Ensuring that any proposals, actions whether agreed or considered will be subject to an obligation upon the Leader of each of the authorities to report it to their own authority.
- Take any decisions, required to deliver the Strategic Economic Plan, including additional funding, freedoms and flexibilities, and delivery directly resulting from the Plan and the subsequent Growth Deal. This will not include issues covered by existing Joint Committee arrangements (JTEC or any new PHCB).
- Making decisions based on recommendations from the LEP Board.
- Informing LEP policies and LEP applications for funding programmes.
- Provide a formal and accountable forum for decision making relating to all relevant LEP or West of England funding streams; recommendations will come from the Investment Awards Board via the LEP.

| Bath & North East Somerset Council | | |
|---|---|--------------------------------------|
| MEETING/ DECISION MAKER: | Council | |
| MEETING/ DECISION DATE: | 16 July 2015 | EXECUTIVE FORWARD PLAN REFERENCE: |
| | | |
| TITLE: | AMENDMENTS REQUIRED TO THE CONSTITUTION RELATING TO THE LOCAL AUTHORITIES (STANDING ORDERS)(ENGLAND) (AMENDMENT) REGULATION 2015 AND THE RE-STRUCTURING IMPLEMENTATION COMMITTEE | |
| WARD: | All | |
| AN OPEN PUBLIC ITEM | | |
| List of attachments to this report: | | |
| Appendix 1 | | |

1 THE ISSUE

- 1.1 This report asks Council to agree the amendments to the Constitution required by the Regulations and to ensure the Re-structuring Implementation Committee reflects the structure of the Council.

2 RECOMMENDATION

- 2.1 That Council agrees the required changes set out in Appendix 1 to the Constitution.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 There are no financial, property or people implications directly arising from this report.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (the Regulations) require that “no later than the first ordinary meeting of the authority falling after 11th May 2015” the Council must incorporate the provisions set out in Schedule 3 into its Constitution.

5 THE REPORT

- 5.1 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (the Regulations) amend the Local Authorities (Standing Orders) (England) Regulations 2001 which require that no disciplinary action in respect of a protected officer can take place other than in accordance with a recommendation in a report made by a Designated Independent Person (DIP). The new process set out in Schedule 3 to the Regulations removes the statutory requirement for a DIP in order to take disciplinary action and introduces new rules in respect of dismissal. The implications and practical implementation of these Regulations are currently under discussion between the LGA and the DCLG. It is therefore recommended at this time that the Constitution is simply changed to state that the Council will operate in accordance with the Regulations. This will allow time for the broader procedural changes to be implemented once the discussions with DCLG have concluded
- 5.2 The composition of the membership of the Re-structuring Implementation Committee needs to be amended as there is now an additional political party represented at Council.

6 RATIONALE

- 6.1 The Council is required by the Regulations to amend the Constitution so that it states it will operate in accordance with the Schedule 3 of the Regulations.
- 6.2 The membership of the Re-structuring Implementation Committee was intended to reflect the political make-up of the Council and so this requires amendment.

7 OTHER OPTIONS CONSIDERED

- 7.1 None.

8 CONSULTATION

- 8.1 No consultation has taken place in relation to the amendments required by the Regulations as these have to be made. The Group Leaders have been consulted about the membership of the Re-structuring Implementation Committee.

9 RISK MANAGEMENT

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

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|--|--|
| Contact person | <i>Maria Lucas</i> maria.lucas@bathnes.gov.uk 01224 395171 |
| Background papers | <i>The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015</i> |
| Please contact the report author if you need to access this report in an alternative format | |

Changes required to the Constitution *(in italics)*

Part 4K – Employment Procedure Rules

RULE 9 – DISCIPLINARY ACTION

(a) Suspension. The Head of Paid Service, Monitoring Officer and Chief Financial Officer may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.

(b) Independent person. No other disciplinary action may be taken in respect of any of those officers except in accordance with ~~a recommendation in a report made by a designated independent person.~~ *Schedule 3 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.*

(c) Involvement of Councillors. Councillors will not be involved in the disciplinary action against any officer below Director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.

Part 5 – Terms of Reference

RE-STRUCTURING IMPLEMENTATION COMMITTEE

Membership

The Committee shall comprise 5 Members in the political proportion 1 Conservative Member, 1 Liberal Democrat Member, 1 Labour Member, 1 Independent Member ~~and 1 Green Member.~~

Council 16 July, 2015

Devolution in the West of England

Labour Group to move:

This Council recognises that the West of England is a local economic area with over 90% of its residents working within its area. It is the only City Region outside London to be a net contributor to national resources and its four local authorities must not miss out compared to other parts of the England in terms of the devolution of power and resources.

The partnership between our four local authorities is our key external relationship. We are proud of the heritage and distinct identity of our own district and respect those of the other three West of England authorities.

Council commits to looking favourably on any proposals for devolution that pass the tests of democracy, accountability and scrutiny. True devolution should be about all local services and how to give local people and their elected representatives a greater say on how they are run.

Council believes that the West of England local authorities have demonstrated that they can work constructively within existing structures. We want to see an approach to devolution that is focussed on building upon this co-operation rather than imposing new governance arrangements.

Council believes that devolution and co-operation should extend beyond the current range of local services. We want to see decision-making powers over skills and local bus and rail services delegated to a more local level, better co-ordination and partnership across the range of public services, including health and policing and a more strategic overview and assessment of housing and especially affordable housing. We also want to see greater powers of scrutiny over the Local Economic Partnership and other decision-making bodies spending public money.

Council resolves to adopt these principles in any discussions on the shape of devolution for the West of England. Council further resolves to communicate this vision to Central Government and to ask our local MPs to share this vision and communicate it to Ministers.

Council resolves to urge Central Government to offer far greater control of local finances to local authorities, including the further localising of business rates.

Council confirms its opposition to a 'Metro Mayor' for the West of England and calls on Central Government to offer our sub region a full model of devolution at least equal to that offered to other parts of England that does not impose this unwanted structure on the West of England.

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Council 16 July, 2015

Resettling of Syrian Refugees

Labour Group to move:

- 1 Council notes that over 6 million people have been displaced in Syria and over 3 million people have fled to nearby countries.
- 2 Council notes that, as of March 2015, 187 Syrian people had been resettled in the UK through the government's "vulnerable persons relocation scheme", while Germany and Sweden have resettled nearly 100,000 Syrian people between them.
- 3 Council notes that the organisation Citizens UK is providing assistance to Councils in the UK to help resettle Syrian refugees, with no costs falling on the Councils and no requirement to provide social housing.
- 4 Council notes that there are eight Councils that have publicly committed to resettling refugees including Kingston, Birmingham, Islington and Glasgow.
- 5 Council notes that thousands of displaced Syrian people have attempted to cross the Mediterranean to seek asylum and have died in the process.
- 6 Council believes that the UK should be resettling more Syrian refugees than it currently is, and that it is our moral responsibility to do all we can as a Council and as a country to help to alleviate this humanitarian crisis.
- 7 Council believes that without all countries resettling their fair share of Syrian refugees, we cannot hope to stem the tide of illegal migration that has resulted in children and vulnerable people being detained in costly and illegal detention centres in the UK.
- 8 Council resolves to write to Citizens UK to express our willingness to explore settling 50 Syrian refugees in our area.

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Motion to Council – Human Rights Act

Lisa Brett on behalf of the Liberal Democrat Group

Council notes that:

1. The Human Rights Act 1998 came into force in the United Kingdom in October 2000.
2. The Act ensures that the protections included in the European Convention on Human Rights (a treaty which British lawyers helped to draft in the aftermath of World War 2) are enshrined in UK law.
3. All public authorities and bodies carrying out public functions are responsible for complying with the Act. This includes B&NES Council.
4. The Human Rights Act provides guidance for public authorities in ensuring their policies are developed in line with human rights standards.
5. The Act ensures that all residents have direct access to the fundamental rights and freedoms included in the ECHR and can pursue human rights cases in the domestic courts rather than only the European Court of Human Rights.
6. These fundamental rights and freedoms are a key part of our fair, free and democratic society. Everyone in the UK is entitled to have these rights protected, even when we disagree with their beliefs or actions.

Council resolves:

1. To oppose government proposals to repeal the Human Rights Act and replace it with a bill of rights.
2. To write to the Home Secretary and the Justice Secretary to express this Council's opposition to the repeal of the Human Rights Act.
3. To write to the MPs for Bath and for North East Somerset to call on them to oppose the repeal of the Human Rights Act.

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