

Democratic Services

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

Your ref:

Our ref:

Date: Date Not Specified

E-mail: Democratic_Services@bathnes.gov.uk

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

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

Chief Executive and other appropriate officers
Press and Public

Dear Member

**Economic and Community Development Policy Development and Scrutiny: Thursday,
21st July, 2011**

You are invited to attend a meeting of the **Economic and Community Development Policy
Development and Scrutiny**, to be held on **Thursday, 21st July, 2011 at 1.00 pm** in the
Kaposvar Room - Guildhall, Bath.

The agenda is set out overleaf.

Yours sincerely

Jack Latkovic
for Chief Executive

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

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

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

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

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

Appendices to reports are available for inspection as follows:-

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

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

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

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

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

**Economic and Community Development Policy Development and Scrutiny - Thursday,
21st July, 2011**

at 1.00 pm in the Kaposvar Room - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

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

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

Members who have an interest to declare are asked to:

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

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

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

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

David Redgewell wishes to address the Panel about the Community Safety on public transport.

7. PROPOSED ANALYSIS OF BATH & NORTH EAST SOMERSET COUNCIL'S FUNDING OF THE THIRD SECTOR (Pages 7 - 12)

This report requests the Panel to agree that an analysis of Bath & North East Somerset Council's funding for the "third sector" (broadly comprising voluntary, community and not-for-profit organisations) be undertaken. This will aim to establish the current level of the Council's investment, any additional funding levered into the area as a result, and highlight potential opportunities for additional inward investment.

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

- The proposed Brief attached as an Appendix be commented on and used as the basis for this work; and
- That a report containing the data and analysis be brought to the Panel's meeting in November 2011.

8. FIRE AND RESCUE HOME SAFETY (Pages 13 - 16)

This report invites the Panel to hear about Home Fire Safety and how Bath and North East Somerset Fire and Rescue services manage community risk. This will highlight the work they do in providing safety in the home, which will generate an open question and answer session.

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

- The presentation be commented on and used as the basis to identify the progress of this work with the local communities and key partners involved.
- The Panel to consider a phased approach to interventions, joint working and mutually supportive agendas.
- To identify a range of examples that illustrates the interrelationship and interdependencies of many seemingly unrelated community issues.

9. ECONOMIC DEVELOPMENT - OVERVIEW (Pages 17 - 24)

This report provides the Panel with an overview of current Economic, Development activities being carried out by the Economic Enterprise & Business Development Service, within the Development & Major Projects Directorate.

The Panel is asked to:

- Review the attached update report;
- Receive a verbal update from service officers who will be in attendance at the meeting to discuss any matters arising; and

- Consider what form of update report the Panel would like to receive at future meetings.

10. PANEL WORKPLAN (Pages 25 - 38)

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

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

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING:	Economic & Community Development Policy Development and Scrutiny Panel
MEETING DATE:	21st July 2011
TITLE:	Proposed Analysis of Bath & North East Somerset Council's funding of the Third Sector
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix: Brief for Analysis of Bath & North East Somerset Council's funding of the Third Sector	

1 THE ISSUE

1.1 This report requests the Panel to agree that an analysis of Bath & North East Somerset Council's funding for the "third sector" (broadly comprising voluntary, community and not-for-profit organisations) be undertaken. This will aim to establish the current level of the Council's investment, any additional funding levered into the area as a result, and highlight potential opportunities for additional inward investment.

2 RECOMMENDATION

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

- 2.1 The proposed Brief attached as an Appendix be commented on and used as the basis for this work
- 2.2 That a report containing the data and analysis be brought to the Panel's meeting in November 2011

3 FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications to undertaking the work identified in the report. Some analytical and research resources will be required for this work and this will be undertaken by the Policy and Partnerships Team working with relevant service commissioning leads.

4 THE REPORT

- 4.1 The current financial constraints on public services have a clear impact on local government and – either directly or through reduction in grant to Councils- to voluntary and community sector organisations. At the same time, the move towards empowering communities to come together to address local issues places a greater focus on the capacity of “third sector” organisations both to deliver services and to broker solutions. Recent draft Best Value Statutory Guidance published by the Government states that authorities should be sensitive to the benefits and needs of voluntary and community sector organisations, and in particular should “seek to avoid passing on disproportionate cuts”.
- 4.2 Despite the loss of Government specific grants (including in-year cuts of £3.6m in 2010-11) as well as overall grant reductions amounting to £13.9 million per year by 2013, Bath & North East Somerset Council has sought to avoid disproportionate reductions in funding for the third sector, in line with draft statutory guidance. In adopting this approach to its budget- achieved primarily through efficiency savings- the Council is also developing its own role as a “commissioner” and “enabler” of the third sector rather than simply as “grant giver”. The Council recognises that the third sector can play a key role in delivering vital service outcomes- for example in working through shared “front office” customer service initiatives. This emphasis on a co-ordinated approach to the provision of help and advice, particularly to the most vulnerable, will be increasingly required as changes to the benefit system have an impact and as “Community Budgets” are rolled out nationally.
- 4.3 It is therefore considered timely that an analysis be undertaken to establish a clear baseline for the current level of investment into the third sector by Bath & North East Somerset council. The aim is to provide re-usable information that demonstrates the degree and range of this investment and also provides opportunities for improved ways of working. This would also provide the basis for further analytical work, for example on the impact of funding within particular areas and communities.
- 4.4 The work would also potentially assist with identifying the extent to which this funding attracts additional resources, and also the potential to attract more such investment. In the current economic climate, maximising external funding is vital. Increasingly, philanthropic organisations, trusts and businesses provide opportunities for new forms of delivery and investment. New funding initiatives such as the Big Society Bank could make a real difference to local communities.

5 RISK MANAGEMENT

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

6 EQUALITIES

6.1 The decision to undertake this piece of work as set out in the report will not in itself have an equalities impact. However, the Brief highlights that as part of the analysis equalities impacts will be considered, highlighted and addressed.

7 CONSULTATION

7.1 *Cabinet Member; Overview & Scrutiny Panel; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

7.2 Consultation at this stage has been through circulation of the draft report

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 *Social Inclusion; Customer Focus; Sustainability; Property; Young People; Human Rights; Corporate; Impact on Staff; Other Legal Considerations*

9 ADVICE SOUGHT

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

Contact person	David Trethewey, Divisional Director, Policy and Partnerships
Background papers	Best Value: new draft statutory guidance Report to Council, 15th February 2011- Medium Term Service & Resource Planning, 2011/12 – 2013/14, & Budget and Council Tax 2011/12
Please contact the report author if you need to access this report in an alternative format	

APPENDIX

Brief: Analysis of Bath & North East Somerset Council's funding of the Third Sector

Objectives

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

Scope

The research scope will include

- funding from Bath & North East Somerset Council and the partnership working it undertakes with health
- funding to voluntary, community and not-for-profit organisations

Deliverables

For each funding stream, the following information will be identified

- The amount of funding in 2010-11
- Whether the funding is capital or revenue
- Whether the funding is "one-off" or continuing
- Whether the funding is in the form of a grant, a service level agreement, commissioned service or some other form of support (such as "in kind" support)

Where possible, the Research will also identify

- What additional investment and support is levered in as a consequence of the Council's support
- Which areas and communities within the Council's area are designed to be impacted by the funding support

The data will be held in an open format database or similar which will allow for re-use.

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING:	Economic & Community Development Policy Development and Scrutiny Panel
MEETING DATE:	21 July 2011
TITLE:	Fire and Rescue Home Safety
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report: None	

1 THE ISSUE

- 1.1 This report invites the Panel to hear about Home Fire Safety and how Bath and North East Somerset Fire and Rescue services manage community risk. This will highlight the work they do in providing safety in the home, which will generate an open question and answer session.

2 RECOMMENDATION

- 2.1 The Economic and Community Development Policy Development and Scrutiny Panel is asked to agree that:
- 2.2 The presentation be commented on and used as the basis to identify the progress of this work with the local communities and key partners involved.
- 2.3 The Panel to consider a phased approach to interventions, joint working and mutually supportive agendas.
- 2.4 To identify a range of examples that illustrates the interrelationship and interdependencies of many seemingly unrelated community issues.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications to this report.

4 THE REPORT

- 4.1 Avon Fire & Rescue Service is actively involve in many aspects of community safety, and their work alone and with partners shows how interdependent and inter related issues can be managed on a risk based program.
- 4.2 Their Home Safety interventions are a key example of how this community safety matter can be managed and the risk of home fires reduced whilst working in partnership and in support of other agencies agendas.
- 4.3 The presentation will look back at previous work and also highlight how this intelligence is used to understand complex needs and behaviours common to the causes of fires in the home.
- 4.4 By working together with agencies such as the council, police, charities and community groups enable us to tackle complex problems. A broader range of perspectives, knowledge, information, strengths and skills do provide new and better ways of delivering community safety services.
- 4.5 This report will highlight that partnerships and local communities help us create more for less - pooling resources can help us achieve results in a more cost effective way and access extra resources. Working with our local communities, schools and voluntary groups allows us to reach all areas of our community with vital safety information and advice.

5 RISK MANAGEMENT

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

6 EQUALITIES

- 6.1 The decision to undertake this piece of work as set out in the report will not in itself have an equalities impact. However, the Brief highlights that as part of the analysis equalities impacts will be considered, highlighted and addressed.

7 CONSULTATION

- 7.1 *Cabinet Member; Overview & Scrutiny Panel; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

8 ISSUES TO CONSIDER IN REACHING THE DECISION

- 8.1 Health & Safety; Community Safety, Section 17 and 115 Crime and Disorder Act 1998; Safeguarding, Human Rights, Other Legal Considerations

9 ADVICE SOUGHT

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

Contact person	Sue Tilley, Community Safety Manager , Policy and Partnerships 01225 477415 Sue_tilley@bathnes.gov.uk
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING:	Community & Economic Development Policy Development & Scrutiny Panel
MEETING DATE:	21 July 2011
TITLE:	Economic Development - Overview
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 : Economic Enterprise & Business Development - Overview (July 2011)	

1 THE ISSUE

1.1 This report provides the Panel with an overview of current Economic, Development activities being carried out by the Economic Enterprise & Business Development Service, within the Development & Major Projects Directorate.

2 RECOMMENDATION

The Panel is asked to:

2.1 Review the attached update report – Appendix 1

2.2 Receive a verbal update from service officers who will be in attendance at the meeting to discuss any matters arising.

2.3 Consider what form of update report the Panel would like to receive at future meetings.

3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report, which is for update and information.

4 THE REPORT

4.1 See Appendix 1: Economic Development – Overview (July 2011).

5 RISK MANAGEMENT

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

6 EQUALITIES

6.1 The Service undertakes Equality Impact Assessments, using the Corporate template and guidelines, on individual workstreams and projects as required.

7 ISSUES TO CONSIDER IN REACHING THE DECISION

7.1 Social Inclusion; Customer Focus; Sustainability; Property; Young People;

Contact person	John Wilkinson, Economic Enterprise & Business Development Manager, Tel: 01225 396593
Background papers	
Please contact the report author if you need to access this report in an alternative format	

Economic Enterprise & Business Development– Overview

The Economy, Enterprise and Business Development responds to the Council's priority to deliver sustainable economic growth across Bath & North East Somerset. We do this by promoting employment sites, supporting business need, enabling businesses to start and grow and promoting B&NES as a place to do business. The work of the team falls into three broad categories.

1. Economic Enterprise and Business Development

1.1 Sector Support

- **Creative Bath:** The Council is funding Creative Bath this year to deliver a set of networking, training and support events to creative firms. The network has over 1,000 individuals receiving its bulletins. The network recently launched its membership scheme. There are now over 100 paid-up members.
- **Low Carbon South West:** LCSW have signed a 12 month agreement to deliver a range of services to B&NES including a monthly business breakfast covering low carbon services, delivering a business support function for LCSW local members and SME's, facilitating two low carbon conferences and promoting B&NES and its development sites to Low Carbon inward investors.
- **Visitor Accommodation :** There is currently significant interest in the development of additional hotels in Bath. The Visitor Accommodation Study set out a strategic approach to managing the expansion of hotel accommodation in the city and a report has been prepared for Cabinet, proposing consultation on the Study, prior to its potential adoption as Council policy. To compliment this, work has been commissioned to identify the priorities for developing a proactive approach to engaging with hotel operators, developers and site owners.
- **Business Liaison:** The economic development team meets and maintains contact with key growth sector businesses as well as local business networks.

Recent business visits to introduce the Council's work and to gain intelligence include Engineering / Defence; IT / Technology; Creative; Green tech / retrofitting.

Issues discussed at meetings include premises and growth issues, support required, skills issues, and so on. Requests for assistance are taken forward by economic development in consultation with other Council teams (e.g. property; children's services). Recent key

meetings / events attended: BathSpark (technology network), Creative Bath summer event, Small Business Focus networking event, Bath and Bristol Enterprise Network Advisory Group. Assistance given on formation of Keynsham Industrial Alliance (businesses on Broadmead Lane).

1.2 Business Support

- **Business Matters Website:** A new website is being developed to promote the area as a vibrant business destination; promote local businesses, organisations and partnerships and attract new business opportunities to the area. The website is expected to go live in the Autumn.
- **Property Enquiries:** For the first quarter of 2011, the Council received 24 enquiries for available property in the B&NES area – of the 24, three were identified as local 'growth sector' businesses all looking to expand, and three potential social enterprises.
- **GWE Business West:** As a result of the closure of Trimbridge House, staff from Business West have now moved into Palace Yard Mews. This has proved a positive development and improved working arrangements. The 2011/12 SLA has been agreed and Business West is now delivering a series of business start up workshops for people interested in starting their own business in Bath and North East Somerset. In addition they are operating a programme of coaching for high growth businesses, including a focus on getting investment for growth. We are continuing to work with Business West on the implications of the closure of the regional Business Link offices in November 2011.
- **Business Improvement District (BID):** The Bath BID has been in operation since April 2011. The Council has been collecting the levy on behalf of Future Bath Plus and collection rates have been extremely high. The business-led BID Board has been formed and subgroups dealing with work programmes (for example, marketing and promotion) have also been established with a view to delivering bespoke projects to benefit the business community in the City centre. BIDs may be appropriate in other areas of the District if business support for the concept is demonstrated and the business case for using BID legislation stacks up.

1.3 Connectivity

- **Broadband – BDUK:** the Council is exploring with other West of England Authorities the potential to bid into government funding (Broadband Delivery UK) for funding to improve connectivity in the rural areas. BT continues to roll out a programme of next generation fibre-

to-cabinet speeds in areas of Bath, having completed their programme in Midsomer Norton / Radstock. The Council is exploring with BT and other providers their plans for rollout in other areas of the District.

1.4 Specific Initiatives

- **Creative / Tech Hub:** the Council held a workshop with key contacts in the creative and technology community who have been lobbying for a “hub” workspace to be launched in Bath to support the growth of this part of the economy. The Council intends to assess the opportunities locally for such a facility and its potential involvement. A hub might also offer facilities for public use (such as bar / café, meeting rooms, exhibition space).
- **Casino :**The Council has commenced the competition for the award of the small Casino licence. Stage one of the competition has been completed and four applications cleared to proceed to stage two where each will be assessed to determine which proposal offers the “greatest local benefit” to the B&NES area. The applications are for the Cattlemarket (2), Manvers Street and Sawclose sites in Bath. Stage two of the competition is scheduled to commence in July with the intention of reporting to the Council’s Licensing Committee in February 2011.

1.5 Economic intelligence

- **Local Economic Assessment (LEA):** This document provides an annual overall assessment of the health of the economy in Bath and North East Somerset. The 2010/11 document has recently been updated. The West of England Partnership has also produced a summary of the Local Economic Assessments of the 4 Unitary Authorities. These assessments provide an evidence base for the development of the Council’s economic policy and interventions.
- **Promoting Smart Growth:** Commissioned in conjunction with Planning Services the Smart Growth Report sets out the options and opportunities for achieving higher levels of sustainable economic growth in B&NES. The report has informed the Economic Strategy for B&NES, the “City of Ideas” growth agenda and the economic growth levels put forward in the Council’s Core Strategy. The report’s recommendations are also helping to shape the sector and business support work being undertaken.

1.6 Redundancy Support

- **MOD :**The MOD has confirmed that it is to vacate all three of its sites in Bath and move 2600 jobs to the Abbey Wood complex in South

Gloucestershire. The Council has expressed concerns over the economic and environmental impacts of these relocations and is seeking to address these and the future use of the three sites with the MOD through a Bath Sites Working Group.

1.8 Engagement

- **B&NES Economic Partnership (Theme group for Local Strategic Partnership):** This group consists of key businesses, business networks and HE and FE along with the Council and supports the delivery of the Bath and North East Somerset Economic Strategy. This strategy was launched in 2010 and provides an overall vision and action plan for the economy. The Economic Partnership is in the process of being re-structured to ensure it can feed local intelligence into the West of England LEP and following the departure of a number of public bodies (e.g. The Regional Development Agency and Government Office South West) to broaden representation. Recent issues it has focussed on include broadband delivery, graduate retention and high growth support.
- **B&NES Initiative:** The Initiative, a joint initiative between the Council and the Chamber of Commerce, provides a forum for large employers in the area to meet together to support the Council in delivering its economic agenda. It provides a strong and supportive voice for Bath and North East Somerset into Government and at the West of England. The Council continues to support the Initiative in particular to consult with them on economic policy and delivery.

2. Sustainable Development (Regeneration Delivery)

2.1 Bath Regeneration

- **Grant Applications - Regional Growth Fund:** In 2010 the Government launched the Regional Growth Fund. This is a £1.4 billion fund over three years to create private sector jobs, particularly in areas with a high reliance on public sector employment. Private business or public/private sector partnerships are eligible to apply, but not public sector only organisations (e.g. Local Authorities). Nationally approximately £250 million was available for round 1 and bids worth £2.78 billion were received. There were 8 applications to round 1 from the West of England, but none from Bath and North East Somerset. 2 bids were successful, both focussed on manufacturing industries. Bath and North East Somerset has strongly supported a bid to round 2, worth £4 million from the University of Bath to develop a Tech Hub for Bath, building on the areas existing strengths in digital and media sectors.

- **Enterprise Area:** The West of England Local Enterprise Partnership (LEP) has determined that Bristol Temple Quarter will be given a new designation as an Enterprise Zone. This means Bristol City Council will need to produce a Local Development Order outlining how they will encourage business to locate there through relaxing planning rules. The Government will also offer a business rate holiday for new businesses starting in the zone and allow the LEP to retain business rates from new businesses. As part of this agreement 4 Enterprise Areas within the West of England have also been agreed. One of these is Bath City Riverside. This designation means that these areas will be the first to benefit from some of the financial gains from business rate retention accrued from the Bristol Temple Quarter Enterprise Zone.

2.2 Keynsham Regeneration

- **Business Association:** B&NES EEB officer attending Keynsham Business Association monthly meetings to provide access to support partners and advocacy with the local authority in terms of local business needs and issues.

2.3 Radstock regeneration

- **Radstock Economic Action Plan:** This project aims to understand the key strengths and weaknesses of the local economy in Radstock and Westfield, and develop a series of locally owned actions designed to support businesses to start and grow and broader job creation in Radstock and Westfield. It will include a desk-top mapping exercise of economic data to develop a baseline position, (including: 1. Workplace and economic performance, 2. Business Stock, 3. Labour market supply and demand, 4. Employment land and premises offer, 5. Business support and FE provision) and a workshop bringing together key local organisations to present the findings of the economic research and identify interventions and develop an action plan.

2.5 Neighbourhood Regeneration

- **London Road:** For some years, the London Road area has been in relative decline, and its traditional role as a local centre has been eroded, with retail units becoming empty and changing use. The area also suffers from higher unemployment rates than other areas of Bath.

A wide approach to Community Regeneration is being developed. The Council owns the freehold of three buildings in the area – numbers 2, 3, and 4 Long Acre, which have the potential to contribute towards the wider regeneration of the vicinity. The Council is currently in discussions with Places for People about their wish to extend their lease in 2 Long Acre (Caroline House).

Any decision on the future of the buildings by the Council will take fully into account the potential of these sites to contribute to the overall regeneration of the London Road, the role of the area as a gateway into the city, and the needs of the local community.

3. Local Enterprise Partnership

3.1 Local Enterprise Partnership (LEP): Following an invitation from Government in June 2010, the West of England Partnership submitted a proposal to Government to form a LEP covering the West of England area on 6th September 2010. On 28th October 2010 it was announced that the West of England was successful and should proceed with establishing its Board.

The purpose of the LEP is to support the delivery of sustainable economic growth and private sector jobs in the West of England. The role of the LEP Board is to:

- Co-ordinate the approach to economic growth by the private and public sector
- Identify opportunities and linkages across sectors for innovation, to maximise value from limited funding
- Facilitate opportunities for business and private sector organisations
- Influence government programmes and initiatives
- Engage in dialogue and lobby Government

The Board has agreed its priorities in three main areas: establishing a business focussed and joint working approach; removing barriers to business growth; and maximising the West of England's assets. The priorities will form the basis of a LEP business plan.

The Council is actively engaged in the LEP through:

- Board membership by our Leader
- Leadership of the business theme of the LEP on behalf of the 4 Unitary Authorities by Development and Major Projects
- Active engagement with a series of sector sub groups (e.g. creative industries, low carbon, tourism etc)
- Membership of the main project team supporting the board
- Membership of the small business group

Bath & North East Somerset Council	
MEETING: ECONOMIC & COMMUNITY DEVELOPMENT POLICY DEVELOPMENT AND SCRUTINY PANEL	
MEETING DATE:	21st July 2011
TITLE:	WORKPLAN FOR 2011/12
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 – Panel Workplan	
Appendix 2 – Information to help to identify Workplan Items	
Appendix 2 – Workplan suggestion form	

1 THE ISSUE

- 1.1 This report presents the latest workplan for the Panel (Appendix 1) as well as information to help Panel members identify any additional items for the workplan (plus a suggestion form for workplan items).
- 1.2 The Panel is required to set out its initial thoughts/plans for their future workload, in order to feed into cross-Panel discussions between Chairs and Vice-chairs - to ensure there is no duplication, and to share resources appropriately where required.

2 RECOMMENDATION

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

3 FINANCIAL IMPLICATIONS

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

4 THE REPORT

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

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

4.2 The workplan helps the Panel

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

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

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

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

4.4 There are a wide range of people and sources of potential work plan items that Panel members can use. The Panel can also use several different ways of working to deal with the items on the workplan. Some issues may be sufficiently substantial to require a more in-depth form of investigation. Further details about sources, ways of working and investigations are given in Appendix 2.

4.5 Suggestions for more in-depth types of investigations, such as a project/review or a scrutiny inquiry day, may benefit from being presented to the Panel in more detail using the form at Appendix 3.

4.6 When considering the workplan on a meeting-by-meeting level, Councillors should also bear in mind the management of the meetings - the issues to be addressed will partially determine the timetabling and format of the meetings, and whether, for example, any contributors or additional information is required.

5 RISK MANAGEMENT

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

6 EQUALITIES

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

7 CONSULTATION

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

8 ADVICE SOUGHT

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

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

This page is intentionally left blank

Last updated 11.07.11.

Economic and Community Development Policy Development & Scrutiny Panel Workplan

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
21st July 11						
	Briefing paper on 3rd/voluntary sector audit (working title)		David Trethewey			
	Community Safety - Fire Safety		Dennis McCann (Avon Fire & Rescue Service)			
	Briefing paper/update from the Economic Development team		John Wilkinson			
Wednesday 5th October 11						
17th November 11						
19th January 12						
22nd March 12						

Last updated 11.07.11.

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
24th May 12						
12th July 12						
Future items						
	Graduates retention					
	Parish Charter					

Workplan sources and ways of working (adapted from “How to be an Effective Scrutiny Member” training 2011)

Sources of Panel activities/work plan suggestions

» **People**

- Whole Panel
- Cabinet member suggestions,
- SDG/officer suggestions,
- members of public
- community/voluntary groups
- Non-panel Councillors

They don't all have to be sat in the room, but seek their views and input

» **Wide range of issues and subjects**

Seek suggestions/ideas from

- The Cabinet's Forward Plan,
- corporate plan/priorities,
- range of corporate and service policies, strategies and plans – when are they due to be reviewed/refreshed?
- sustainable community strategy (if something is to be achieved in 20years – ask how? where could OS be involved?)
- new ways of working (eg: multi-organisation projects) – have they worked, are they successful? What can be learned?
- Service plans and performance information
- New government legislation, consultation or guidance
- Suggestions from public, media issues, neighbourhood, voluntary and community sector organisations
- Issues from audit or inspection reports

Ways of Working

» Types of Workplan/Agenda items

- » Formal report
- » Presentation
- » Verbal briefing/update
- » Q&A session/interview
- » In-depth investigation

» By who?

- Cabinet members,
- Member champions,
- Council officers,
- “partner” organisations, such as NHS, Police, and local organisations,
- residents/community groups ,
- young people (DAFBY, Youth Parliament)
- and others?

Planning

» **Medium to longer term**

- Medium to longer term: 12 – 24 months
- later stages can be more about “sketching in” regular items, outcomes of planned reviews/following up items etc

» **Flexibility – room for planned and reactive work**

- Planning = good; don't forget to add the regular work, such as budget/service plans
- but also leave space and flexibility for issues arising

Setting Boundaries

» **Self discipline: time, energy, capacity**

Be self-disciplined – don't say yes to everything suggested !!

- As a Panel, do you have the time, energy, capacity? This is where planning over a longer timescale can help
- Not all Panel members can be at all meetings, involved in reviews, sitting on a policy development group – need to share and schedule who's involved and when
- Identify the timescale (even if roughly) for when something is to be examined/ reviewed - Members can identify in advance where and when they can best be individually involved
- Check: is officer support available? For example: an investigation that needs lots of financial info during March may not be easy to support.

» **Challenge yourselves**

Be a “critical friend” to your own plans.....

- Is this the best use of our time?
- What could we influence or change? Is it the right time to do it?
- Could we be duplicating work already underway (eg: through the audit or change programme)?

» **Avoid “for information” or “to note” as much as possible**

Could this be done another way -

- E-mailed document or link to the intranet (CIS) (save paper and server capacity?)
- A separate dedicated briefing from officers?
- Could 1 or 2 Councillors be commissioned to look into something report back to the Panel at the next work planning session?

» **Key question: does OS “add value”? Can it make a difference?**

- Are you going to influence change/improvement?
- Can you have a tangible effect via your observations, comments, recommendations.....and subsequent changes?

Making a difference can also be through holding public discussions -

- clarifying reasons – the what, why and how,
- enabling community views to be heard,
- bringing together a range of involved organisations that may not have met before in the right forum,
- exploding myths and misunderstandings?

In-depth Investigations

Methods:

Review/projects

- structured projects that take place over several months, with a sub-section of the Panel forming a Steering Group;
- use a range of processes and tools to gather evidence about the subject
- produce a final report about the project culminating in the strongly evidenced conclusions and recommendations
- Cabinet response to agree/defer/reject recommendations then brought to Panel

Scrutiny Inquiry Days

- Recent development in B&NES, although used in other Councils.
- A participative, consultative way of working
- Range of organisations interested in a certain issue (eg: Trade Waste collections) invited to meet informally with the Panel
- main part is a type of “workshop” or facilitated sessions
- develop shared “Action Plan” that all organisations sign up to
- report of day taken to formal Panel meeting, to agree any recommendations that are to be made to Cabinet.

These types of investigation are supported by high standard established project management processes provided by the Policy Development & Scrutiny Team

Service-led policy review & development

This is a potential new way of working, based on the Councillor involvement model recently used in work on the Local Development Framework. Details are still to be discussed and finalised, but based on previous practice, this could involve ;

- A sub-group of Panel members meet and work with service officers on a review or development of policy
- Members provide comments and suggestions at regular intervals during the process
- Different to a project/review (as above) as its an on-going overview of the development of the policy, rather than a more objective Panel-led and directed investigation,
- Needs to be included in workplan to ensure Panel capacity
- It has not yet been identified how the Members report back to Panel on how they've "added value" by their involvement in the policy development process.

This page is intentionally left blank

**BATH AND NORTH EAST SOMERSET COUNCIL
POLICY DEVELOPMENT & SCRUTINY PANEL:
WORK PLAN SUGGESTION FORM**

Your name: _____

Suggested Workplan item: _____

Which Panel: _____

Topic Outline: Please include a brief outline about the topic you are suggesting and any reasons for it to be prioritised.

You may want to consider including information about whether your topic

- impacts on more than one section of society, or multiple wards in B&NES,
- is an issue of public concern,
- has any particular timescales to be carried out or completed by
- is a poor performing/overspending service area, and
- what you think can be achieved from scrutiny involvement.

Type of Topic: Do you think your item should be

- A) Agenda item at a future panel meeting (When? _____)
- or
- B) An In-depth investigation
 - a. Project/review
 - b. Single Inquiry Day
 - c. Service-led policy review & development

Please return completed forms to scrutiny@bathnes.gov.uk

This page is intentionally left blank