

**Democratic Services**

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Date: 8 March 2013

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

Councillor John Bull  
Councillor Manda Rigby  
Councillor Colin Barrett  
Councillor Paul Myers  
Councillor Charles Gerrish  
Councillor Barry Macrae  
Councillor Nigel Roberts

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Resources Policy Development and Scrutiny Panel: Monday, 18th March, 2013**

You are invited to attend a meeting of the **Resources Policy Development and Scrutiny Panel**, to be held on **Monday, 18th March, 2013** at **5.30 pm** in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Yours sincerely



Michaela Gay  
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 Michaela Gay who is available by telephoning Bath 01225 394411 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 Michaela Gay 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 Michaela Gay 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.

## Resources Policy Development and Scrutiny Panel - Monday, 18th March, 2013

at 5.30 pm in the Council Chamber - 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

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

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

(b) The nature of their interest.

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

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

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

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

At the time of publication no notifications had been received.

7. MINUTES OF THE PREVIOUS MEETING - 11TH FEBRUARY 2013 (Pages 7 - 14)

To be confirmed as a correct record and signed by the Chairman.

8. COUNCIL WEBSITE UPDATE

There will be a presentation on this item, there is no report attached.

9. MEMBER TRAINING (Pages 15 - 52)

Report on Member Training attached.

10. CARBON MANAGEMENT UPDATE (Pages 53 - 62)

Carbon Management Update report attached.

11. COMMUNITY ASSETS REPORT (Pages 63 - 78)

Community Assets Report Attached.

12. CABINET MEMBER UPDATE

There will be a verbal update by the Cabinet Member for Community Resources – Councillor David Bellotti. There is no report attached.

13. PANEL WORKPLAN (Pages 79 - 80)

To discuss and review the Panel's future workplan which is attached.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on 01225 394411.

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**BATH AND NORTH EAST SOMERSET**

**RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL**

Monday, 11th February, 2013

**Present:-** Councillors John Bull (Chair), Manda Rigby (Vice-Chair), Colin Barrett, Paul Myers, Charles Gerrish, Barry Macrae and Nigel Roberts

**49 WELCOME AND INTRODUCTIONS**

The Chairman welcomed everyone to the meeting.

**50 EMERGENCY EVACUATION PROCEDURE**

The Chairman drew attention to the emergency evacuation procedure.

**51 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**52 DECLARATIONS OF INTEREST**

There were none.

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

There was none.

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

Councillor Jackson read a statement to the Panel from a member of the public, George Bailey on the subject of the Frome/Radstock railway. *A full copy of the statement can be found on the Panel's Minute Book.*

Sue Pendle – Chair of Trustees of First Steps (Bath) made a statement regarding the proposed 40% reduction contained within the Council's budget proposal in Early Years and Children's Centres. She asked that this proposal be reconsidered as it would affect the Council's front line service regarding young children and their families. She asked that this service be protected and that universal service be preserved. *A full copy of the statement can be found on the Panel's Minute Book.*

Councillors Jackson and Hardman also made statements but chose to defer their statements until item 8 'Council Budget 2013/14 and Medium Term Plans' on the agenda.

## **55 MINUTES - 12TH NOVEMBER 2012**

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

## **56 COUNCIL BUDGET 2013/14 AND MEDIUM TERM PLANS**

The Chairman invited Councillor Liz Hardman to make a statement regarding 'Children's Centres'. Councillor Hardman referred to the proposed budgetary cuts to Early Years and Children's Centres, she explained the work done in these centres and urged that a brake be put on these cuts. *A full copy of this statement can be found on the minute book.*

The Chairman invited Councillor Eleanor Jackson to make a statement. Councillor Jackson supported the points made by Councillor Hardman and explained that her residents were concerned with the proposed cuts to Children's Centres and Early Years. She urged that universal access to these services should be maintained. *A full copy of this statement can be found on the minute book.*

The Chairman thanked the Councillors for their statements and explained that the Panel would debate the Early Years budget proposals first.

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

### Early Years and Children's Centres

Following a questions from Councillor Gerrish about how concrete the plans are for 2014/15, Andrew Pate – Strategic Director Resources explained that it is the job of the Council to agree a budget for 2013/14 but that there was also a three year plan to go with the budget. He explained that there is an opportunity to look in depth at certain issues and set a clear direction for following years. Councillor Bull stated that the Labour Group would be looking to do this on the issue of Early Years and Children's Centres. Councillor Gerrish stated that he was also concerned with the proposal to target those in need and move away from universal access. He stated that there were problems with the process of targeting services in areas of deprivation as this was not always an accurate indicator of where problems are. He stated that children's services must have universal access.

Councillor Bellotti, Cabinet Member for Community Resources addressed the points raised above. He explained that the bulk of the savings are programmed for 2015/16 and that the budget for year three is an indicative budget. He explained that the Education Department offered these savings after serious consideration of the issues. He explained that there is no proposed reduction in spending on Youth Services and that the careers funding would go to schools. He explained that the Cabinet have taken the view that where the Government have given funding elsewhere for a service, the Council will not continue to provide that service so that



there is no double funding. He explained the Government view that health visitors are the first important point of contact for families and young children and that the Government are employing more health visitors. He explained that by November of this year the Cabinet will have a plan to go forward and will ask the PDS Panel to help look at the issue in detail. Councillor Bull thanked the Cabinet Member for the reassurance.

### Property

Tom McBain, Divisional Director and Chief Property Officer made a presentation to the Panel following the Panel's request for feedback at their last meeting. The following issues were covered (A full copy of the presentation is on the minute book):

- The Property Portfolio
- Current Budget
- 3 Year Savings Targets
- What services will remain unaffected?
- What will be delivered differently?
- Commissioner/Provider
- Corporate Landlord Role
- A Centralised Property Function
- Delivering Property Services
- Acquisition of income generating opportunities
- Application of the Asset Management Plan – Condition Surveys

### The Panel raised the following points and asked the following questions:

Councillor Myers asked about the value of £1million for the community infrastructure. He asked if this was accurate. The officer explained that it was very difficult to estimate what the exact value would be on the open market. Councillor Myers stated that he was disappointed by the lack of reference to community in the presentation. The officer explained that the presentation had been deliberately focused on the commercial estate following a request from the Panel.

Councillor Macrae stated that he was pleased to see the concerns of the Panel addressed. He stated that he had some concerns on the policy development and that the Panel could work with the officers in the change from provider to commissioner and asked for regular briefings on this. It was agreed that a regular item would be added to the workplan. Councillor Rigby asked that the trade-off between capital receipts and revenue form part of the update.

Councillor Bellotti, Cabinet Member for Community Resources agreed that it was useful to have a regular update report. He pointed to Appendix 2, Annex 2 'Community Assets', and explained that this list would be added to every year with the help of the scrutiny panel.

Councillor Nigel Roberts explained that services should understand that the property they work in has a value. He noted that there was a move to less office space.

Councillor Barrett asked about repairs and maintenance and if the Council's property would be kept up to the level that it should be. The officer explained that the proposed cut in this area was possible due to the fact that there was less office space to maintain now. Councillor Bellotti asked that any figures on this be given in a square metres basis as well.

### Democratic Services

Vernon Hitchman, Division Director Legal and Democratic Services explained that the proposed savings in this area had been reduced from £107K to £35K. He explained that the saving would be made through changes and efficiencies so there should be minimal impact on support for meetings. Councillor Macrae and Bull stated that this was welcome.

### Budget Report Appendix 1 – Aims and Ambitions (p13)

Councillor Gerrish stated that the sentence '...the Council is also experiencing significant population growth...' should read '...some population growth'. (p13)  
Councillor Bellotti agreed.

Councillor Gerrish stated that the revamp of Keynsham figure is quoted differently in three places. Councillor Bellotti commented that he would get the consistency sorted out and that the figure had been cut back.

### Appendix 2 (p17-33)

Councillor Gerrish stated that he was concerned with the level of investment in highways maintenance and the increased deterioration of the road network. He explained that the Council had topped up the funding in previous years but that this had not happened this year and the condition of the highways had been made worse by the recent bad weather. Councillor Bellotti stated that he would consider the point but he did not think it was the Cabinet's highest priority but that money had been put in the budget for 20mph schemes and cycle lanes.

Councillor Gerrish asked about schools funding (p29) and pointed to the statement that it was difficult to assess how many schools would become academies in the following year, he disagreed saying that the schools could have been asked. Councillor Bellotti replied that 10 secondary schools are academies. He explained that primary schools had indicated that they would not seek academy status in the next year. He reported an on-going good relationship with schools and the school forum.

Councillor Macrae spoke about the report itself and how he was disappointed to receive it only three days before the meeting and that the report was regrettably duplicative. The Director explained that the report was published on the website on the same day as it was for the Cabinet. He explained the layout of the report. Councillor Bull explained that the Government settlement was late this year. Councillor Roberts stated that he disagreed with Councillor Macrae in that, to write a budget there has to be a level of detail in order to make the decisions. It has to be legal. He explained that Panel members could request a presentation on the budget if that would be clearer. Councillor Bellotti further explained that the size of the

document is relative to certain legal requirements and that a lot of the information contained in the report had been available at an earlier stage. He stated that he did not accept that the information had been late. Councillor Gerrish explained that he picked up his papers on the day they were published and that this was always an option. He commended the very thorough document and agreed that it is easier to read the information when it is all in one document.

Councillor Macrae stated that the comments shown from the PDS Panels did not show any proper scrutiny. Councillor Bellotti stated that it was up to each PDS Panel to decide whether to send comments. He further explained that some changes had been made as a result of these comments. Councillor Gerrish added that it was worth reminding PDS panels that there is a three year plan that they can look at.

#### Appendix 2 – Capital Budget

Councillor Gerrish asked about the Bath Transport Package (p41) being shown as fully approved, he stated that there was an outstanding planning application. Councillor Bellotti explained that 'fully approved' was a statement of budget only.

Councillor Gerrish asked about Oddown Playing Field (p43) and if there was full approval or provisional. Councillor Bellotti explained that it should not say 'provisional'.

Councillor Gerrish asked about Riverside, Keynsham (p50) and the plans for the Leisure Centre. Councillor Bellotti explained that if the Council took over the plot of land, it would be provided.

#### Section 4 (p55)

Councillor Gerrish pointed to the revenue budget contingency and stated that if the same is spent this year as last year, there will not be enough. Councillor Bellotti explained that on the page after the revenue budget contingency, all other reserves are listed and that he felt they were adequate.

Councillor Macrae asked about the New Homes Bonus Grant (p63), he stated that he hoped that this would not be a target that would encourage large housing developments. Councillor Bellotti stated that it was not a target but an honest assessment.

Councillor Gerrish asked about the impact on service delivery regarding highways (p96) which stated '... some equalities issues as traffic management supports minority groups, including people with disabilities...'. He asked for an explanation and reassurance. Councillor Bellotti stated that he would get the answer in time for the Cabinet meeting (13<sup>th</sup> February 2013).

Councillor Gerrish asked about the 'Community Asset Transfer' information (p117) and asked why it was in the budget papers if there were no figures. Councillor Bellotti explained that it had been deliberate to not include figures as organisations may not want this information in the public domain.

Councillor Gerrish referred to climate change (p24) and queried why only carbon consumption was referred to and not flooding. Councillor Macrae stated that building homes near jobs restricted commuting and was beneficial in terms of climate change. Councillor Bellotti took on board the point on flooding and stated that the core strategy mentioned the need for local jobs.

#### Equality Issues (p25)

Councillor Bull stated that Equality Impact Assessments are important. Councillor Barrett asked about the equalities impact regarding the potential closure of public conveniences. Councillor Bellotti explained that there was no legal obligation to provide public conveniences. The Equalities officer, Samantha Jones was asked to send this information to Councillor Barrett.

#### Eric Pickles "50 Sensible Savings Ideas"

The Panel noted B&NES reasoned response to each point.

The Chairman thanked everyone for their contributions and the officers for the report. He explained that he would be taking the Panel's views to the Cabinet meeting on Wednesday 13<sup>th</sup> February 2013.

It was **RESOLVED** that:

1. The Panel expressed concerns about the movement away from universal access with regard to Children's Centres. The Panel request that this issue be considered by the Cabinet on 13<sup>th</sup> February 2013 as well as being scrutinised by the Early Years, Children and Youth PDS Panel; and
2. The Panel noted the conclusions and resolutions from the other PDS Panels and refer them on to the Cabinet on 13<sup>th</sup> February 2013 for consideration. The Panel noted in particular:
  - That the Housing and Major Projects PDS Panel ask the Cabinet to consider whether investment in the Public Realm and Affordable Housing should be shown within the Medium Term Service and Resource Plan for future years, following 2013/14; and
  - That the Economic and Community Development PDS Panel asked that the Council have due regard to the need to eliminate discrimination and that the latest statement from the Prime Minister be circulated. Also that the ECD Panel asked for a report on how a Tourism Levy will work in practice; and
  - That the Planning, Transport and Environment PDS Panel had raised the issue of car parking charges and noted that this had been resolved; and
  - The resolutions of the Wellbeing PDS Panel. On their request for the budget being presented earlier, the Panel noted that in the three year plan approach to the budget, Panels could raise issues and add them to their workplan where there are concerns (there was no need to wait

until the Medium Term Service and Resource Plans were updated in Autumn 2014);

- That the concerns raised by this (Resources PDS) Panel in the November 2012 meeting had been addressed in that the Democratic Services savings had been greatly reduced and that, following a presentation on the effect of the proposed savings in Property, the savings would not jeopardize income.

**57 CABINET MEMBER UPDATE**

This was contained within the debate on item 8 on the agenda.

**58 PANEL FUTURE WORKPLAN**

The Panel noted the future work plan with the following additions:

- Property Update Report
- Staff Resources Report (Q4)

It was also noted that the meeting scheduled for 20<sup>th</sup> May 2013 would be moved to 10<sup>th</sup> June 2013.

The meeting ended at 8.30 pm

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

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<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Resources Policy Development and Scrutiny Panel
MEETING DATE:	18 March 2013
TITLE:	Members' Training
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
Appendix 1 – Induction Programme Training Schedule	

## **1 THE ISSUE**

1.1 This report presents the schedule of training relating to Members' Induction and invites the Panel's comments on on-going future development/training needs.

## **2 RECOMMENDATION**

The panel is asked to:

2.1 Note the schedule of training undertaken to date.

2.2 Advise of any comments to be taken into consideration when developing the next Member Induction Programme (2015) and

2.3 Offer comment on current and future development needs and availability.

## **3 FINANCIAL IMPLICATIONS**

3.1 Member Induction training is managed within the members' training budget which is normally enhanced in the year of local elections.

## **4 THE REPORT**

4.1 The purpose of the report is to seek guidance and advice in preparation for the next induction programme in order to improve the last programme and also to assess current needs and methods of provision.

4.2 An update will be presented prior to the meeting on the range of training provision available to members in the medium term.

## **5 RISK MANAGEMENT**

5.1 No risk assessment has been undertaken as it is not applicable.

## **6 EQUALITIES**

6.1 An EqlA has not been completed as the report relates to past events. Equalities and Diversity training is a key module of the programme.

## **7 CONSULTATION**

7.1 None, as the report is a statement of facts.

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

8.1 Self-evident from the report.

## **9 ADVICE SOUGHT**

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

<b>Contact person</b>	Vernon Hitchman, Divisional Director of Legal and Democratic Services. Tel: 01225 395171
<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	



**COUNCILLOR LEARNING & DEVELOPMENT PROGRAMME: 2011~15:**

**Re Induction Programme**

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Training</b>	<b>May 2011</b>						
<b>Signing of Declaration &amp; ID Photo Session</b>	Friday 6, 9 & 10 May (3 Sessions)	Guildhall Bath	All Councillors	Declaration of office is a legal requirement. The induction pack contained leaflets with information on support for Councillors; allowances and pension; the structure of the Council; and partnership working with key stakeholders.	Internal: Tom Dunne, Democratic Services Manager (Council & Member Services)~ Lola Thomas Member Services	65	
<b>Planning Training: The DC Committee and Local Development Framework;</b>	18 May 12-1pm	Guildhall, Bath	Arranged for Wednesday prior to the first DC Committee meeting after the election to brief any newly-elected councillors who are taking part.	Probity In Planning, the current Plan Led System, the Core Strategy and the Role of Members on the Dev Con Committee	Internal: Maggie Horrill	2	Very Good

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
'Welcome to the Council Chamber'	19 May	Guildhall Bath	All New Councillors	The background to Full Council Meetings, procedures and practical arrangements.	Internal: Tom Dunne, Democratic Services Manager (Council & Member Services)	8	
Licensing 'The Casino Application Process'	24 May 2-4pm	Guildhall, Bath	Licensing Cttee Members			5	Very Good
Core Induction Sessions	25 & 27 May (2 sessions)	Bath & Keynsham	Newly Elected Cllrs	An introduction for newly elected Councillors by the Chief Executive and Strategic Directors to the Council and the area of B&NES highlighting – key challenges and priorities; the work of the Council; the Council's management structure and statutory officer roles and responsibilities and the main provisions of the Localism Bill.	Internal: CX & Strategic Directors	25	
Training	June 2011						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Corporate Parenting Responsibilities of Elected Members</b>	6 June 5.30pm – 7.00pm	Guildhall, Bath	Newly Elected Cllrs	An understanding of the Councillor's role in fulfilling the Council's responsibilities as the Corporate Parent for children and young people in the care of the local authority.	Internal: Charlie Moat	11	
<b>Volunteering Week</b>	6 to 10 June	Various	All Councillors	Invitation to volunteer to work alongside Council staff volunteers on community projects in various parts of the area.		3	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>The Frontline Councillor:- Session 1</b>	7 June 6.00pm – 8.30pm	Kaposvar Room	New Members	<p>The Planning Process and how Decisions are Made – How Ward Councillors Raise Issues, Objections etc with Officers and the DC Committee</p> <p>Local Development Framework Key Issues</p> <p>Transport, Highways &amp; Waste issues for Ward Councillors</p> <p>The Licensing Framework and how Decisions are Made – Impact for all Councillors of Imminent Changes to Licensing Legislation</p> <p>The Role of Council Connect in Tracking Complaints and Monitoring Performance</p> <p>Designed to give newly-elected councillors the basic information they need to deal with frontline enquiries from local residents and businesses in their Wards and to enable them to influence and contribute to the policy and decision-making process on these issues.</p>	Internal: D Trigwell /M Smith/I Savigar	12	Very Good

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Development Control Planning Training – Probity in Planning</b>	8 June 12-1pm	Guildhall Bath	Newly Elected Cllrs	The current Plan led system, the Core Strategy and the Role of Members on the DCC.	Internal: Mike Muston	14	Very Good
<b>Information Governance, Data Protection &amp; IT Systems Security</b>	8 June	Guildhall Bath	All Members	Briefing on IT kit available, handover of kit and security procedures.	Internal: Angela Parratt, Jonathan Mercer	18	
<b>The Frontline Councillor:- Session 2</b>	16 June (Repeated on 28/10/11)	Brunswick Room	New Members	An understanding of how the Council works in partnership with local communities and with organisations such as the Police; Parish and Town Councils, voluntary and community groups and the Local Strategic Partnership. The session will also provide information about the Ward Councillor Initiative.	Internal: Andy Thomas, etc	9	Very Good
<b>Planning and Highways Project Tour</b>	17 June 9.00am – 3.30pm	Lewis House start	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: David Trigwell, Lisa Bartlett, Geoff Webber, Joy Jeffreys, Richard Stott, Steve Frogatt, Mark Reynolds, Adrian Clarke & Janet Lo	8	Very Good

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Regulatory Access Training</b>	20 June 10-12 noon	Keynsham	Reg' Access Cttee Members	Introduction to Public Rights of Way and training on: <ul style="list-style-type: none"> <li>• Definitive Map Modification Orders</li> <li>• Town and Village Greens</li> <li>• Public Path Orders</li> </ul>		4	
<b>How to be an Effective Scrutiny Member</b>	27 June 10 - 12 Noon  (repeated on 28.6.11 6-8pm)	Guildhall	New Members	An understanding of how to operate the scrutiny process effectively for Council services and for external providers where the Council has a scrutiny role.	Internal: Alix Boswell	19	Very Good
<b>Handling Local Media &amp; Social Networking Profiles</b>	30 June 6 9pm	Guildhall	New Members	Handling local press and PR issues and the social networking media  Local and community radio & TV	Internal: Jonathan Mercer	13	Very Good
<b>Training</b>	<b>July 2011</b>						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Development Control Planning Training</b>	6 July	Guildhall	New Members	Planning Policy: The current Plan led system, the Core Strategy and the Role of Members on the DCC	Internal: Mike Muston (Simon de Beer/Richard Daone	14	Very Good
<b>Equalities and Diversity Awareness Training</b>	18 July (repeated on 27.7.11)	Guildhall	New Members	An understanding of the Equality Framework for Local Government including legal obligations; and local issues and priorities relating to equality in the B&NES area.	Internal: Samantha Jones, Louise Murphy & Cordelia Johnney	11	Very Good
<b>Licensing Hearings for All Parties</b>	20 July	Bath	Licensing Members	The role of all parties and good practices at licensing hearings	External: Simon Walsh & Eliot Gould, Barristers from 5 Essex Court	10	Very Good
<b>Councillors Ethical Standards &amp; Conduct including Declarations of Interest</b>	25 July	Guildhall	New Members	An understanding of the ethical framework regulating their conduct as councillors, including the rules on declaration of interests, and the procedures and protocols supporting councillors in their working relationships with council officers and the public.	Internal: Vernon Hitchman, Amanda Brookes	6	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Major Development Projects Tour	28 July	Start at PYMS	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: John Betty, Rhodri Samuel, Simon Martin, Emily Price, Derek Quilter,	13	
<b>Training</b>	<b>August 2011</b>						
Development Control Planning Training	31 August	Guildhall	New Members	World Heritage, Heritage and Sustainability issue	Internal: Tony Crouch/Ian Lund/Funda Willetts/Cleo Newcombe-Jones	15	Very Good
<b>Training</b>	<b>September 2011</b>						
Performance Management Assessment & Reporting of Council Services	8 September	Guildhall	New Members	An understanding of the ways in which the performance of Council services are monitored and how opportunities for services to improve are identified.	Internal:David Trigwell, Steve Harman	7	Very Good



COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Introduction to Scrutiny for Elected Members – South Glos Council	13 September	South Glos'	Scrutiny Members	<p>Introductory Session to Scrutiny to:-</p> <p>Enable members to develop their overall awareness of the roles and responsibilities of scrutiny and the rights and powers that it has to carry out its work</p> <p>Increase members understanding of what makes an effective scrutiny work programme and how to deliver results that make a difference to people's lives</p> <p>Develop members questioning skills by exploring the range of different question available to acquire information and when and how best to use them.</p>	External: Tim Young, an experienced scrutiny and policy adviser.	3	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Environmental Sustainability and Climate Change</b>	14 September (Repeated on 16/11/11)	Guildhall	All Members	An understanding of the Council's approach to meeting the challenges of Climate Change. This will include how the Council is acting to reduce the Council's own carbon emissions and how, increasingly, the Council is playing a strong role in the community to help residents, schools and businesses to reduce their carbon & energy costs.	Internal: Jane Wildblood	6	Very Good
<b>Developing The People and Communities Department and Health and Adult Care Social Enterprise</b>	19 & 20 September	Guildhall	All Members	To provide background on creating the new Peoples & Communities Department, the new Health & Adult Care Social Enterprise and discuss the wider changes in the National Health Service and Local Authorities.	Internal & External: Janet Rowse, Ashley Ayre; Drs Orpen & Grabham (Chair and Vice Chair of the B&NES Clinical Commissioning Group) & Jo Gray	12	
<b>The Council's Finances and the Budget Process</b>	19 September	Guildhall	New Members	Covers essential information on strategic financial challenges and the practical steps of Budget and Financial Plan preparation.	Internal: Andrew Pate, Tim Richens	14	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	28 September	Guildhall	All Members	Enforcement	Internal: Olwen Dutton	11	Very Good
<b>Training</b>	<b>October 2011</b>						
Culture and Leisure Facilities Tour	7 October	Roman Baths etc	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: David Lawrence	7	Very Good
Introduction to Work of Somer CHT	14 October	Guildhall	New Members	The work of the Somer Community Housing Trust; key contacts; how to raise housing and related issues with Somer etc	Internal: Jane Shayler	9	Good
Health & Safety Responsibilities of Councillors	20 October	Guildhall	New Members	An understanding of their personal safety issues to consider when working alone or outside Council buildings and their role in leadership within the Council and the community on a responsible approach to health and safety.	Internal: Angie Price, Kevin Bridges	9	Very Good

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	26 October	Guildhall	All Members	Urban Design & Design Considerations	Internal: Funda Willets & Vaughan Thompson	13	Very Good
The Frontline Councillor:- Session 2	28 October (Repeat of the 16 June Session)	Keynsham	New Members	An understanding of how the Council works in partnership with local communities and with organisations such as the Police; Parish and Town Councils, voluntary and community groups and the Local Strategic Partnership. The session will also provide information about the Ward Councillor Initiative.	Internal: David Trethewey, Andy Thomas & Susan Bowen Bowen	2	Very Good
<b>Training</b>	<b>November 2011</b>						
IT Skills Ipad Training Workshop	7 November	Guildhall	All Members	Training on use of i-Pads.	External: Lindsey Huchrak	22	Problematic and other planned sessions discontinued.

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Presentation on Clinical Commissioning	10 November	Guildhall	All Members	Clinical commissioning developments and how they will benefit patients, service users and clients of integrated health and social care services locally.	External: Drs Orpen & Grabham (Chair and Vice Chair of the B&NES Clinical Commissioning Group). Tracey Cox & Dr S Douglass	25	
<b>Environmental Sustainability and Climate Change</b>	16 November (Repeat of 14.9.11)	Guildhall	All Members	An understanding of the Council's approach to meeting the challenges of Climate Change. This will include how the Council is acting to reduce the Council's own carbon emissions and how, increasingly, the Council is playing a strong role in the community to help residents, schools and businesses to reduce their carbon & energy costs.	Internal Jane Wildblood	6	Very Good
<b>Development Control Planning Training</b>	23 November	Guildhall	All Members	The ability of Members to overturn officer recommendation and the implication of cost at appeal	Internal: Mike Muston	18	Very Good
<b>Training</b>	<b>December 2011</b>						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	14 December	Guildhall	All Members	Ecology and Habitats Regulations	Internal: Karen Renshaw & Roger Martindale	9	Good
Media Training for the Cabinet	14 & 15 December	Keynsham	Cabinet Members	<ul style="list-style-type: none"> <li>• To equip Councillors with skills that will enable Cllrs to deal confidently and effectively with the print and broadcast media</li> <li>• To provide you with experience and expertise in a range of likely interview situations</li> <li>• To enable Cllrs to understand the needs and requirements of the media</li> <li>• To enable Cllrs to recognise and exploit good media opportunities.</li> </ul>	External: Chris Loosemore, Red Box Training	7	Good

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Specific Skills Training: Speed Reading</b>	15 December (repeated 13.1.12)	Bristol and Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> <li>• How to browse quickly and effectively</li> <li>• techniques for gaining a brief overview of what you are reading</li> <li>• skills which will improve reading speed</li> <li>• exercises for improving eyesight and avoiding eyestrain</li> <li>• techniques for helping to remember what you read</li> <li>• A process for studying more effectively.</li> </ul>	External: Jane Smith, Word Smiths	4	Very Good Excellent
<b>Training</b>	<b>January 2012</b>						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Briefing on the Localism Act	9 January (repeated 30.1.12)	Guildhall	All Members	<p>To provide clear information about the Act's provisions, including:</p> <ul style="list-style-type: none"> <li>• Changes to the Standards regime</li> <li>• Neighbourhood Planning</li> <li>• The Community Right to Buy</li> <li>• The Community Right to Challenge.</li> </ul>	Internal: Andy Thomas	32	Good



COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Specific Skills Training: Public Speaking	16 January	Bristol or Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> <li>Learn how to develop powerful, persuasive messages and communicate them with confidence and enthusiasm</li> <li>Inspire your audience to sit up and take note</li> <li>Make sure voice richer and more influential</li> <li>Improved body language so that it becomes more authoritative</li> </ul>	External: Helen Sewell, Simply Speaking	4	Very Good
Key Member consultation event around the Council's "Vision and Objectives"	18 January		All Members	Organised for Councillors to have an opportunity to hear about the review of the long term goals for the Council and what we want to make possible for our community.	Internal: Dave Thompson and various officers from the Improvement & Performance Team	30	
Training	February 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training – Green Belt Policy	15 February	Guildhall	All Members	Green Belt Policy Training	Internal: Mike Muston	13	Very Good
Specific Skills Training: Dealing with Challenging Behaviour and Conflict Management	27 February	Bristol	All Members	<ul style="list-style-type: none"> <li>• Demonstrate methods to defuse conflict and aggression</li> <li>• Demonstrate assertive behaviours to manage group conflict and achieve constructive outcomes</li> <li>• List common triggers and inhibitors to conflict and aggression</li> <li>• Describe a simple method to conduct a 'dynamic' risk assessment.</li> </ul>	External: CMS Training	1	Good
Training	March 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Specific Skills Training: Making the Most of Your Memory</b>	5 or 28 March	Bristol or Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> <li>• Practise learning and recalling large quantities of information in a short time and Identify the reasons why your memory fails you</li> <li>• achieve a better understanding of how your memory works</li> <li>• appreciate how you can make the most of your natural ability</li> <li>• use Mind Mapping for organisation and recall</li> <li>• techniques for remembering facts and figures</li> <li>• how to recall names and faces.</li> </ul>	External: Jane Smith, Word Smiths	4	Good

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Evening Invitation to Bath Mosque	15 March	Bath	Members	A tour of the Mosque and an opportunity to hear from Imam Rashad about our local Muslim community and the community cohesion activities undertaken by the Bath Islamic Society.	External: Imam Rashad et al		
<b>Training</b>	<b>April 2012</b>						
Development Control Planning Training - Climate Change	11 April	Guildhall	All Members	Core Strategy policy areas: Flooding; Retrofitting; Sustainable Construction; District Heating; Renewable Energy. New SPD.	Internal: Cleo Newcombe-Jones/Kaoru Jacques/Funda Willetts - B&NES Planning Officers	16	Good
Understanding the Travelling Communities	24 April	Brunswick Room	All Members	The Council will be consulting on preferred sites for Gypsy, Traveller and Travelling Showpeople sites this Summer; this session will therefore assist the Cllrs to know more in advance of the consultation.	External: Friends, Families and Travellers (FFT),  Guest speaker Maggie Smith-Bendell, a Romany Gypsy from Somerset	15	Good
<b>Training</b>	<b>May 2012</b>						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training – Landscape including AONB	9 May	Guildhall	All Members	Landscape including AONB	Internal: Andrew Sharland/Sue Murtagh	11	Good
<b>Training</b>	<b>June 2012</b>						
Development Control Planning Training - Section 106 Contributions (Planning Obligations) and CIL (Community Infrastructure Levy)	6 June	Guildhall	All Members	Introducing the principles of s106 and summary data for B&NES; The current system and the SPD; Update on proposals for new CIL.	Internal: Kaoru Jacques	13	Good
Small Casino Premises License – Refresher Course	19 June	Bath	Licensing Members	The process so far The legal test The evaluation framework Preparation for Committee Evaluating Bids Production of reasons From resolution to grant From grant to build Pitfalls and challenges	External: Philip Kolvin QC	6	Good
<b>Training</b>	<b>July 2012</b>						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	4 July	Guildhall	All Members	Ecology and Habitats Regulations – Part 2 Training	Internal: Lucy Korner, Karen Renshaw & Roger Martindale	10	Good
Future Joint Working Arrangements with the NHS beyond April 2013.	19 July	Guildhall	All Members	An opportunity to hear what is being proposed for April 2013 (post NHS Reforms), meet the GPs who will be leading the new Clinical Commissioning Group, and to ask questions at an early stage of setting up the Joint Working Framework.	Ashley Ayre, Dr Ian Orpen (Chair of the CCG & other Senior CCG officers including, Dr Simon Douglass & Tracey Cox	19	
Small Casino Premises Licence Process	25 July	Guildhall	Licensing Sub Committee Members	Background on the process and the process so far The legal test The evaluation framework Preparation for the Committee Evaluating the bids Production of reasons From resolution to grant From grant to build.	Internal; Amanda Brookes, Andrew Jones, Francesca Smith	3	Very Good
Training	August 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Media Training: How to manage Radio interviews</b>	9 August	Somer Valley FM Radio station, Midsomer Norton	All Members	<ul style="list-style-type: none"> <li>• Understanding what makes a good radio interview</li> <li>• Developing your message and getting it across</li> <li>• Increasing your confidence in front of the microphone</li> <li>• Improving your radio interview technique</li> <li>• Controlling your nerves</li> <li>• Speaking clearly and at the right speed</li> <li>• Using appropriate language</li> <li>• Anticipating and handling tough questions without evasion</li> <li>• Remaining calm and self-assured in challenging situations</li> <li>• Communicating specialist information to generalist audiences</li> <li>• Mastering telephone interviews</li> </ul>	External - Clarity Media Training	13	Very Good

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Training</b>	<b>September 2012</b>						
<b>Members' Briefing re Clinical Commissioning Group</b>	13 September	Guildhall	All Members	To brief Members on the proposals for public engagement on the redesign of urgent healthcare services in B&NES & to answers Members' questions on these proposals.	External: Dr Simon Douglass	13	Good
<b>Development Control Committee Annual Tour 2012</b>	28 September		Development Control Members	To view examples of good and bad practise of planning applications approved.	Internal: Planning Department Officers	6	Good
<b>IDeA (Improvement and Development Agency) Leadership Academy Courses</b>	<b>2011 to 2015</b>				External: IDeA Leadership Academy tutors		



COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Young Councillors Weekender Event	26 & 27 November 2011	Warwick University		Fastrack contains the same modules as the Leadership Academy, but in a style geared to the needs and interests of young councillors. Participants develop their learning in the three core areas of leadership: personal understanding and behaviour; the complex political and organisational demands on civic leaders; and diverse community concerns, cohesion and leadership.	External IDeA Leadership Academy tutors	4	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Main Leadership Academy Programme 124 (Weekend)</b>	14/15 Jan, 18/19 Feb & 17/18 March 2012	Warwick University	The course is designed for Councillors in leadership positions, including leaders of councils, leaders of political groups, portfolio holders, scrutiny chairs, area committee chairs and opposition spokespeople	<ul style="list-style-type: none"> <li>•Module 1 covers personal development</li> <li>•Module 2 covers Political and organisational leadership</li> <li>•Module 3 covers community leadership and community cohesion.</li> </ul> <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Ageing Well	11- 12 February 2012	Warwick University	This programme is aimed at leaders, deputy leaders, group leaders and portfolio holders for ageing society.	<ul style="list-style-type: none"> <li>• develop and strengthen local political leadership</li> <li>• enable elected members to deliver their agenda for local communities</li> <li>• meet the needs of an ageing society.</li> </ul>	IDeA Leadership Academy tutors	1	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>LG Leadership Academy - Localism &amp; Neighbourhood Planning: Programme 3</b>	11-12 Feb 2012	Warwick University	Ward Councillors	Focus on the new process of neighbourhood planning and on other recent changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of the localism agenda and planning for ward councillors and their neighbourhoods. There will be presentations and exercises from leading thinkers in planning and opportunities to discuss issues and share thoughts with speakers and fellow councillors.	IDeA Leadership Academy tutors	1	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Strategic Planning & Delivery	16-17 February 2012	Warwick University	Leaders & Portfolio holders	Focus on the changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of strategic planning in delivering the needs of the community.	IDeA Leadership Academy tutors	1	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>LG Leadership Academy - Localism &amp; Neighbourhood Planning : Programme 4</b>	7-8 March 2012	Warwick University	Ward Councillors	Focus on the new process of neighbourhood planning and on other recent changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of the localism agenda and planning for ward councillors and their neighbourhoods. There will be presentations and exercises from leading thinkers in planning and opportunities to discuss issues and share thoughts with speakers and fellow councillors.	IDeA Leadership Academy tutors	1	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>LG Leadership Academy Master Class 'Getting Your Message Across'</b>	24/25 March 2012	Warwick University	Lead Members	<p>Focus on helping councillors to get a better understanding of new approaches, strategies and techniques for achieving more effective communication with both internal and external audiences.</p> <ul style="list-style-type: none"> <li>• Adapting communication styles to convey messages more persuasively to people who have a different style</li> <li>• Be more effective when managing bad news</li> <li>• Develop a more authoritative communication style</li> <li>• Build and promote own personal brand</li> <li>• Target the right message at the right audience.</li> </ul>	IDeA Leadership Academy tutors	1	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Main Leadership Academy Programme 126</b>	14/15 July, 15/16 Sept & 13/14 Oct 2012	Warwick University	The course is designed for Councillors in leadership positions, including leaders of councils, leaders of political groups, portfolio holders, scrutiny chairs, area committee chairs and opposition spokespeople	<ul style="list-style-type: none"> <li>•Module 1 covers personal development</li> <li>•Module 2 covers Political and organisational leadership</li> <li>•Module 3 covers community leadership and community cohesion.</li> </ul> <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	



COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy - Transforming the delivery of sport in local communities	10/11 November 2012	Warwick University	Portfolio Holders	<ul style="list-style-type: none"> <li>•understand the extent of transformation that is required in planning, delivery and development of sport and leisure services within councils</li> <li>•make good choices for their communities and lead change during challenging times</li> <li>•gain insight into the work of National Governing Bodies and how they can work with local authorities</li> <li>•explore the role commissioning &amp; personalisation play in improving service outcomes.</li> </ul>	IDeA Leadership Academy tutors	1	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>LG Leadership Academy: Children's Services Programme 2</b>	24/25 November 2012	Warwick University	Portfolio Holders	This development event is funded by the Children's Improvement Board as part of the sector led improvement programme and aims to support Lead Members with the key challenges they face in the changing policy landscape and to develop leadership capacity, share learning and provide a valuable networking opportunity	IDeA Leadership Academy tutors	1	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
<b>Main LG Leadership Academy Programme 132</b>	8/9 Dec 2012, 12/13 Jan 2013 & 9/10 Feb 2013	Warwick University	Lead Members	<ul style="list-style-type: none"> <li>•Module :personal development</li> <li>•Module 2:Political and organisational leadership</li> <li>•Module 3:community leadership and community cohesion.</li> </ul> <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	
<b>Local Government Pension Scheme (LGPS) Training -</b>	<b>From April 2011/March 2012</b>		<b>For Members of Avon Pension Fund Committee</b>				
<b>Fundamentals course</b>	June 2011		As Above		External: \ Arranged by Avon Pension Fund	No records kept.	
<b>New members training 1</b>	June 2011		As Above			As above	
<b>New members training - investments</b>	June 2011		As Above			As above	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
SRI workshop	5 December 2011		As Above			As above	
Actuarial workshop	9 December 2011		As Above			As above	
Employers Conference	February 2012		As Above			As above	

<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Resources Policy, Development and Scrutiny Panel
MEETING DATE:	18 March 2013
TITLE:	Bath and North East Somerset Carbon Reduction – progress report
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	

**1. INTRODUCTION TO SCOPE AND ISSUES**

1. This report provides an update on carbon reduction work taking place under the auspices of the the B&NES Environmental Sustainability Partnership (ESP), including work by our partners in the community and operational carbon reduction activity.
2. The Council and its partners in the ESP have a commitment to “lead Bath and North East Somerset to an environmentally sustainable, low carbon and climate resilient future” and to help to achieve the carbon reduction target of 45% by 2026, agreed in the Sustainable Community Strategy 2011 – 2026. (This target is in line with the national carbon budget targets.)
3. Carbon reduction, and the consequent reduction of energy use and costs, is important locally in terms of fuel poverty, energy resilience and future economic prosperity.
4. The ESP’s [Environmental Sustainability & Climate Change Strategy 2012-15](#) was recently adopted by Cabinet in 2012. The Partnership now oversees active work streams in nine areas, with tackling climate change and carbon reduction the priority for all work streams. The ESP collaborates with the Health & Well Being Board on its strategy development in order to maximise the health benefits of carbon reduction work and vice versa.
5. Please refer to Appendix 1 for details on area-wide carbon emissions, Council carbon emissions and other relevant data.
6. Please see Appendix 2 for further detail on activities and successes in community facing work, service delivery and operational carbon management.
7. Highlights to note include:
  - a. Community carbon emissions, reported to us annually, with an 18 month time- lag, by the Department of Energy & Climate Change (DECC), show a slight increase (emissions from the domestic sector is the largest sector in B&NES – See Appendix 1);

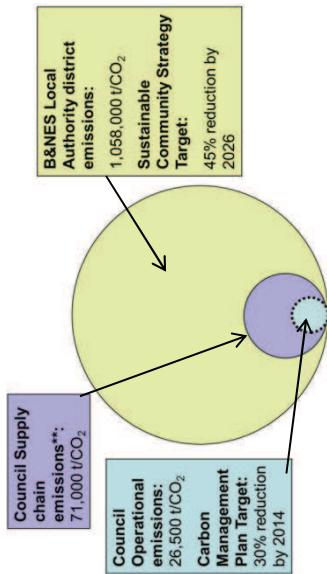
- b. Research into home energy efficiency retrofitting and the Green Deal has completed and has led to the formation of the new B&NES 'Home Energy Community Partnership' (*name not yet finalised*) and an emerging Retrofitting Strategy, designed to increase the installation of energy efficiency measures across all house types, income bands and tenures, but particularly targeting the vulnerable and those in fuel poverty and ensuring that the new business generated benefits the local SMEs and the local economy;
- c. High quality and user-friendly guidance for the public on how to make homes energy efficient and low carbon, in the form of the Sustainable Construction and Retrofitting Supplementary Planning Document, was adopted in February 2012;
- d. Partnership work on promoting energy efficiency in the home will receive a big push in March and April, culminating in a Green Living Fair on 24 March and the second Bath Green Homes Open Homes Weekend, on 13 & 14 April;
- e. Council carbon emissions have reduced for the latest reported year (2011-12), an improvement on the previous year;
- f. Schools' energy use produces the largest part of the Council's carbon footprint and dedicated staffing and a concerted effort over the last nine months has resulted in a project that will provide detailed data on each school later this year, which will inform a comprehensive action plan and enable more cost-effective, coordinated energy efficiency projects.
- g. There has been progress in carbon reduction activity across several areas including: street-lighting, Workplaces and corporate travel.

## 2. RECOMMENDATIONS

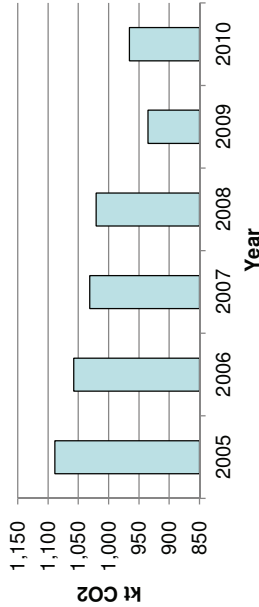
For the panel to note the progress in carbon reduction activity and to support upcoming activities targeting domestic energy efficiency and carbon emissions, such as the emerging B&NES Home Energy Community Partnership (7 (b)) and Bath Green Homes events (7 (d)).

<b>Contact person</b>	<p><b>Jane Wildblood, Corporate Sustainability Manager 01225 477685 or</b></p> <p><b>Micaela Basford, Corporate Sustainability Officer 01225 396402</b></p>
<b>Background papers</b>	
<p><b>Please contact the report author if you need to access this report in an alternative format</b></p>	

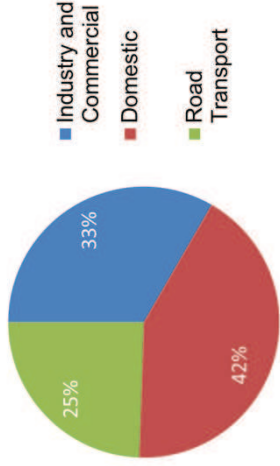
### Council carbon emissions and targets



### Total district CO2 emissions for Bath and North East Somerset, by year (DECC data)

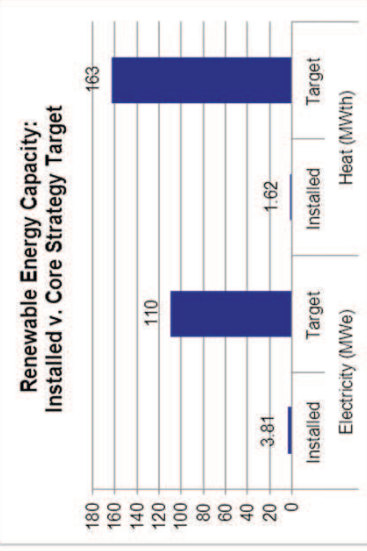


### Breakdown of district CO2 emissions by sector

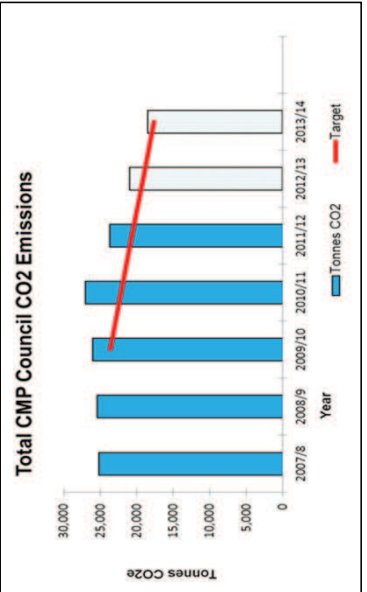


### Key Update

ESP Workstream	Summary of aim	Key Update
Home Energy	Reduce domestic CO <sub>2</sub> emissions and tackle fuel poverty	Fixed-term Retrofitting & Green Deal officer in post. Pilot projects are now underway. Partnership in development.
Clean Energy	Meet draft Core Strategy renewable energy targets (see chart of targets and actuals)	Partners Bath & West Community Energy awarded £108,000 through the Performance Reward Programme (PRP). BWCE has a robust project pipeline. Energy Strategy - end 2103
Transport	Reduce transport CO <sub>2</sub> emissions	Transport Workstream group set up to input into transport policy. Chaired by Cllr Symonds.
Low Carbon Economy	Cut business emissions and build a low carbon economy	City of Bath & Norton Radstock Colleges launched <a href="#">Green Skills Academy</a> with PRP funds.
Carbon Management	Reduce CO <sub>2</sub> emissions across the public sector	Best practice on sustainable new build construction is now being shared.
Waste	Reduce, reuse, recycle and recover value from waste	See charts on "How household waste is being treated"
Food	Increase local, sustainable healthy food	Recruitment underway for a Food Policy officer to develop a strategic approach
Natural Environment	Maintain and enhance our natural environment	<a href="#">West of England Local Nature Partnership</a> is now being developed
Adaptation	Adapt to unavoidable climate change	Service impacts of recent flooding captured in report to SMT on 11/12/12

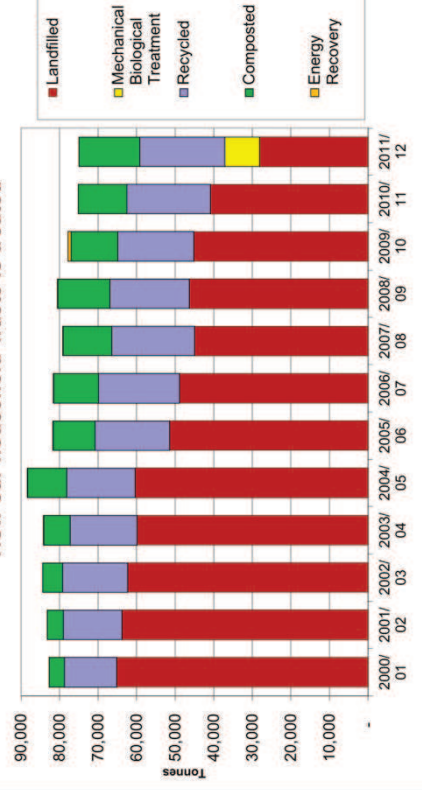


The Council's operational annual carbon footprint is part of the Carbon Management Plan (CMP), 2008-2014 measures emissions from street lighting, non-school buildings, non-vehicles, business transport, leisure estate.



The waste the district creates and how it is handled and recovered has significant environmental impacts. N.B. The unit of measurement is tonnes of waste, not CO<sub>2</sub>.

### How our household waste is treated







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## Appendix 2

*Resources Policy, Development & Scrutiny Panel, 18 March 2013*

### **Bath & North East Somerset Carbon Reduction Activity and Successes 2012-13**

#### **Community Projects & Service Delivery**

1. **Environmental Sustainability Partnership:** The Environmental Sustainability Partnership (ESP) is part of the new Public Services Board partnership seeking to ensure a joined up approach across the public sector in Bath and North East Somerset.
  - The ESP's [Environmental Sustainability & Climate Change Strategy 2012-15](#) was adopted by Cabinet in 2012. The Partnership now oversees active work streams across nine areas: local sustainable energy; home energy efficiency; transport; low carbon economy; carbon management; waste; food; natural environment and climate adaptation.
  - The ESP collaborates with the Health & Well Being Board's strategy development to maximise health and environmental co-benefits.
  - The ESP Network – the online community – now has almost 400 members, 14 active topic groups and becoming a focal point for community information sharing, events and ideas.
  
2. **B&NES Home Energy Community Partnership:** The Council has been developing its approach to home energy efficiency retrofitting (including mechanisms such as the Green Deal), with key partners such as Curo and Bath Preservation Trust.
  - A Council-backed 'community partnership' approach has been approved and will be developed to ensure key objectives are met: to reduce fuel poverty (currently 17% of B&NES households) and protect against energy price rises (30-50% increase expected by 2020); to maximise local economic benefit (this market could be worth £10-20 million/year, including £4 million/year grant funding) and reduce carbon emissions.
  - New advice for local householders has been created on the Council's website and local pilot projects are underway, with a view to creating a range of local schemes, including the Green Deal, from autumn 2013.
  - A stakeholder forum is being set up during 2103 to draw in a wide range of local people and organisations, with an interest in or a role to play in home energy efficiency retrofitting.
  
3. **Bath Green Homes:** This is a partnership project between the Council, Bath Preservation Trust and Transition Bath. After the success of the first 'open homes' weekend in 2012 (over 600 visits made to 12 open homes), Open Homes event 13<sup>th</sup> - 14<sup>th</sup> April 2013 will showcase low cost to high tech energy

saving measures in a variety of homes, from heritage to new build. Nineteen homes will be opening over the weekend. There will be eight weeks of events during March and April on home energy efficiency including the Green Living Fair on 24<sup>th</sup> March in Green Park Station.

4. **Local Energy Champions Scheme:** Offers support to not-for-profit groups who want to run activities in their community that will help to reduce carbon emissions. Groups can apply for the quarterly LEC Award of £400. The first successful round has been awarded to Energy Efficient Widcombe to convert the lighting in St Mark's Community Centre to energy efficient LEDs.
5. **Core Strategy & Retrofitting SPD:** Tackling climate change and pursuing a low carbon future is a key objective of the B&NES draft Core Strategy.
  - The Core Strategy contains Core Policies on: Retrofitting in existing buildings; Sustainable Construction; Renewable Energy; District Heating.
  - The recently approved Sustainable Construction and Retrofitting SPD provides residents with information about what energy efficiency measures are suitable for their house type, what permissions are required, and advice on renewable energy, new builds and extensions. Later this year further guidance will be published on energy efficiency in listed buildings.
6. **West of England Low Carbon Economy:** The Council has led a Total Place funded research project on behalf of the West of England authorities on how to achieve a successful transition to a low carbon economy to protect the area's prosperity and enable businesses, residents, public sector and community organisations to become low carbon and sustainable. This work has been taken up by the LEP Low Carbon Sector Group who have gained funding from the LEP Board to develop a West of England Low Carbon Strategy and Action Plan. Discussions are now underway on what governance structures are needed to support both the LEP and the City Deal Programme on low carbon.
7. **Waste Services:** Government figures released in November 2012 confirmed that Bath and North East Somerset jumped from 100<sup>th</sup> to 50<sup>th</sup> out of 351 local authorities in the country. This coincides with residents recycling or composting more than they send to landfill for the first time ever. The amount of waste recycled, composted or reused was 52%, with the amount going to landfill nearly 40% and the average amount of waste per household disposed of during 2011/12 being 467kg. In February 2013, small electrical items were added to the green box collections, increasing the range of waste that residents can recycle on their doorstep.

## Operational Carbon Management

8. **Schools programme:** A dedicated School Energy Efficiency officer is in post and a School Carbon Reduction Strategy and action plan is being developed in collaboration with Children's Services and Property Services. In depth energy surveys are being undertaken in all schools to inform project development including: building fabric improvements; energy management; staff and pupil behaviour and curriculum integration. Financing options are in place for 2013-14; £500K for loans and £290K for grants.
9. **Street lighting:** By the end of March 2013, 4000 lights on the main highways will have been replaced with energy efficient LEDs and smart controls. The £2million capital investment is predicted to deliver 783 tonnes of CO2 saving annually – representing a 2.9% reduction on the Council's total carbon emissions and a £135k annual saving in energy costs (based on existing energy unit prices). The footprint report for 2012/13 will show the impact of this project. There is potential to extend this project to change a further 12,000 side road lights to efficient LEDs (subject to funding being made available). This could save an additional 3-4% of the Council's total carbon emissions.
10. **Workplaces Programme:** The first offices' carbon reduction impact from the Workplaces Programme is expected in the 2012/13 carbon footprint report. The next major impact should be visible beyond the end of this Carbon Management Plan, in 2014/15, when Riverside is vacated and the new low carbon office in Keynsham is occupied.
11. **Travel Plan:** The Corporate Travel Plan is underway, with incentives and alternatives for sustainable travel being promoted, including pool bikes (electric & pedal) and cars (electric and low emission) and supported by monthly LSTF Travel Road shows. In April 2013 business mileage rates are being brought in-line with HMRC rates and Essential Car Users allowance to be removed, saving the authority around £500K. The system of allocating staff car park permits will be reviewed to ensure alignment with changes resulting from the Workplaces Programme and the Keynsham office redevelopment. Outsourced transport contracts now require SAFED training, which reduces fuel consumption and carbon emissions.
12. **Aquaterra:** Aquaterra has achieved ISO14001 - a recognised standard for the environmental management of businesses. Carbon emissions have not reduced yet, however achieving ISO 14001 means that systems are in place that should lead to a reduction in the future.
13. **Biomass Feasibility:** Work is underway to develop a biomass strategy for the Council and it is hoped that the first projects will be implemented over the next two years. The main work streams being examined are: 1) installing biomass boilers in Council sites and potentially offering a heat supply contract to schools, 2) developing a local supply chain, including using the Council's own wood waste arisings.

March 2013

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<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Resources Policy Development and Scrutiny Panel
MEETING DATE:	18 <sup>th</sup> March 2013
TITLE:	Community Assets Task and Finish Group Review
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b>	
Appendix 1 Community Assets Report	

## 1 THE ISSUE

The Localism Act 2011 introduced two new duties for local authorities, known as the 'Community Right to Bid' and the 'Community Right to Challenge' which came into force in September 2012<sup>1</sup>. This is also linked to a wider challenge facing local government to deliver efficiency savings and demographic changes with an increasing older population.

Prior to coming into force, the Resources Policy Development and Scrutiny Panel received a presentation about the 'Community Asset Transfer' from the Divisional Director of Policy and Partnerships at their meeting on the 16<sup>th</sup> July 2012<sup>2</sup>.

We were keen to assist in developing the Council's approach to the community asset transfer so appointed a task and finish group at the meeting who would work with service officers to undertake case study visits. The task and finish group would enable us to identify good practice and undertake a policy development role to assist the Cabinet with implementing the requirements of the Localism Act.

Attached is the report of these findings to be delivered to Cabinet

## 2 RECOMMENDATION

The Resources Policy Development & Scrutiny Panel is asked to:-

- 2.1 Review and discuss the Community Asset review report and recommendations and provide any additional comments and amendments ahead of the report being passed to Cabinet for their response

## 3 FINANCIAL IMPLICATIONS

<sup>1</sup> More information about 'Community Right to Bid' and 'Community Right to Challenge': <http://locality.org.uk/movement/policy/community-rights/community-bid/>

<sup>2</sup> Link to presentation received on 16<sup>th</sup> July 2012: <http://democracy.bathnes.gov.uk/documents/s21939/Community%20Assets.pdf>

3.1 The Panel is being asked to advise Cabinet whether any specific recommendations fit within the objectives of the Council and should be taken forward. A recommendation from the Panel to act upon recommendation's made, does not cause a financial commitment for the Council to include objectives within a Service Delivery Plan. Any decision to include recommendations will be taken by Cabinet and will follow the appropriate democratic process.

#### **4 THE REPORT**

Full details of the outcomes of visits is contained within the final report attached

This report should be read in conjunction with the community assets appendix to the budget report considered by Council in February 2013, and the budget savings target also referred to in the 3 year financial plan<sup>3</sup>.

#### **5 RISK MANAGEMENT**

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

#### **6 EQUALITIES**

An EqIA has been completed. No adverse or other significant issues were found.

#### **7 CONSULTATION**

7.1 Select from: *Ward Councillor; Cabinet Member; Parish Council; Town Council; Trades Unions; Policy Development and Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Youth Council; Stakeholders/Partners; Other Public Sector Bodies; Charter Trustees of Bath; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

7.2 See Pages 6 and 7 of final report

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

8.1 Select from: *Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations*

#### **9 ADVICE SOUGHT**

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

<b>Contact person</b>	Donna Vercoe
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<sup>3</sup> <http://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=272&MId=3217&Ver=4>



<b>Background papers</b>	Resources Panel meeting 16 <sup>th</sup> July 2012- Community Asset Transfer Presentation  11 <sup>th</sup> February Resources Panel Community Asset Presentation – Cllr Paul Myers
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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**Bath and North East Somerset Council  
Community Asset Review**

**A review by the Resources Policy Development and  
Scrutiny Panel**

**Task and Finish Group Review  
March 2013**

# **Review Panel Members**

**Councillor John Bull (Chair)**

**Councillor Manda Rigby (Vice Chair)**

**Councillor Paul Myers (Report Author)**

**Councillor Colin Barrett**

## **Supporting Officers**

**Andy Thomas (Policy and Partnerships)**

**Lauren Rushen (Policy Development and Scrutiny)**

**Catherine Perry (Policy Development and Scrutiny)**

**For further information about the report, please contact the Scrutiny Team on 01225 394456 or e-mail [scrutiny@bathnes.gov.uk](mailto:scrutiny@bathnes.gov.uk)**

## Foreword

In the light of growing national interest in transferring property assets from Council ownership to Community ownership the Resources PDS Panel felt it was appropriate to investigate the advantages of this process and some of the pitfalls, making recommendations on how it could be best achieved to the benefit of local communities. An important coincidence of timing was the plan to transfer six BANES-owned properties as part of the Budget proposals agreed on 19<sup>th</sup> February, 2013.

We visited four other projects as comparative case studies and would like to thank the members and staff of Wiltshire Council for the opportunity to discuss their Community Hubs, the staff at Bath City Farm for allowing us to visit their project, the volunteers at the Shop@ 67 in Keynsham likewise, and Peasedown Parish Council for their useful comments and advice on the transfer of the Beacon Hall. We would also like to thank Andy Thomas for arranging the visits and for sharing his fund of knowledge on partnerships with the community and Lauren Rushen for writing the first draft of our report.

John Bull  
(Chair, Resources Policy and Development Panel).

## **Contents**

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<b>Findings</b>	<b>Page 8</b>
<b>Conclusion</b>	<b>Page 11</b>
<b>Next Steps</b>	<b>Page 11</b>

## Recommendations

**Recommendation 1:** Develop a Community Building Value Index which brings together the following three elements:

- Financial return on an asset
- Community benefit
- Measure of organisational sustainability

**Recommendation 2:** Encourage the use of flexible leases for community asset transfer projects rather than just long term leases for 25 years and over, these could be small leases of 3-6 months initially and once a project becomes established longer term leases of 6-10 years could be made available.

**Recommendation 3:** We suggest developing a committee/ working group which brings together key representatives e.g. Property Services, Policy and Partnerships, Health and Safety, Business Continuity, Parish/Town/Council Members to assess the feasibility of community asset proposals, similar to the way the existing Safety Advisory Group operates for events.

**Recommendation 4:** The existing Resources Policy Development and Scrutiny Panel could have a standing item on their agenda to consider:

- Requests for asset transfer policy and individual cases (this would not be a decision making forum but provide the opportunity to offer advice/support to interested groups)
- Provide a reference point for all those buildings happily ticking over who either suddenly face a crisis or who want to initiate a development project and need advice.

**Recommendation 5:** Facilitate community asset projects with the creation of a self-help group. This would allow 'successful' community asset projects and newly established projects to share information and develop best practice. This could perhaps be done via the Run A Club (<http://www.runaclub.com>) website or similar

The Council should work with existing community groups to develop an 'offer' for community asset groups by working with them to identify what support groups would most benefit from e.g. flexible leases, access to legal/health and safety advice or the opportunity to seek support from other groups. A suggested self-help system of regulation and support should include:

- Empowering volunteers and allowing them to share information and best practice (see recommendation 2)
- Allowing the Council a light touch to ultimately ensure the proper use of public assets, efficiency savings for the Council, presenting advice and bringing in specialities
- Avoiding large amounts of office time and money being required to micro manage such a diverse estate
- Possibly instituting a voluntary quality standard based on self-inspection akin to the old Hallmark system

## Introduction

The Localism Act 2011 introduced two new duties for local authorities, known as the 'Community Right to Bid' and the 'Community Right to Challenge' which came into force in September 2012<sup>1</sup>. This is also linked to a wider challenge facing local government to deliver efficiency savings and demographic changes with an increasing older population.

Prior to coming into force, the Resources Policy Development and Scrutiny Panel received a presentation about the 'Community Asset Transfer' from the Divisional Director of Policy and Partnerships at their meeting on the 16<sup>th</sup> July 2012<sup>2</sup>. We learnt that:

- Under the Localism Act, from September 2012, the local authority must hold a register of assets nominated by the community.
- An 'asset of community value' could be either a physical asset such as a village hall or land; individuals with specialist skills or knowledge or organisations such as social groups, private businesses or services, schools or GP surgeries
- Community Right to Challenge: Community groups, social enterprises, charities or Parish Councils the ability to express an interest in running a service. If this is accepted by the local authority, a full procurement exercise must be undertaken by the authority
- Community Right to Build: is part of the new Neighbourhood Planning approach which can allow certain developments such as community facilities or affordable housing schemes to be progressed when there is local support.

We were keen to assist in developing the Council's approach to the community asset transfer so appointed a task and finish group at the meeting who would work with service officers to undertake case study visits. The task and finish group would enable us to identify good practice and undertake a policy development role to assist the Cabinet with implementing the requirements of the Localism Act.

## Purpose and Objectives

The main purpose of this review is to undertake a policy development approach to assist with the implementation of the community asset transfer policies within Bath & North East Somerset.

In order to achieve this we will:

- Receive a briefing from Offices working in Policy and Partnerships about community assets
- Identify what work is already being undertaken both within B&NES and the surrounding local area
- Visit other local authorities and existing community projects to find out the following:
  1. What makes a community asset different from all other Council buildings/estates?
  2. How does Bath & North East Somerset Council currently deal with community buildings?

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<sup>1</sup> More information about 'Community Right to Bid' and 'Community Right to Challenge': <http://locality.org.uk/movement/policy/community-rights/community-bid/>

<sup>2</sup> Link to presentation received on 16<sup>th</sup> July 2012: <http://democracy.bathnes.gov.uk/documents/s21939/Community%20Assets.pdf>



### 3. Why and how could we better support Community Buildings in the future?

## Methodology

After receiving the presentation about the community asset transfer, we worked with officers in Policy and Partnerships to arrange visits to four case study visits.

These visits gave us the chance to understand what existing good practice exists within the Bath & North East Somerset area and to explore how other local authorities are taking the community asset transfer forward. The four projects that we visited were:

- **Wiltshire Council** -an example of a Council which has a distinctive approach to community assets through “community campuses” in local areas.

This also gave a broad perspective on a neighbouring Council’s approach to dealing with community assets. Adopting a bold strategy Wiltshire are taking very much a radical hands approach to rationalise buildings within the community

- **Bath City Farm** – an organisation which had benefited recently from attracting external funding linked to greater community control of its assets.

At Bath City Farm we heard about the experience of a relatively established community project negotiating and signing an asset lease with B&NES. It was illuminating to hear the good points and the not so good points of the existing process. Feedback was also gained on the practicalities of running a community project which is continually evolving.

- **Community@67** - a local community organisation which has found imaginative community uses for a former post office in Keynsham. This is also an example of joint working with Curo.

Visiting this project gave us insights into the process that a new community group goes through in forming and gaining a lease from a zero base. It was interesting to see how ordinary residents grappled with the concepts of leases and liabilities in pursuit of their ultimate community building goals.

- **Beacon Hall at Peasedown St John** - a community hall with the lease recently successfully transferred to the local parish council.

Beacon Hall provided us with the opportunity to hear about the process of a community asset transfer from the perspective of a Parish Council taking on the mantle of a community association founded in the 1970s. It was also interesting to see the differences in sustainability between the two models- volunteers versus Parish Council.

## Findings

### What makes a community asset different from all other Council buildings/estates?

What we saw on our tour were a range of community projects which in effect deliver services primarily harnessing the power of volunteers. This is in sharp contrast to those buildings the Council uses to a) deliver services by the Council and b) let out for pure commercial use as in the city of Bath.

We identified a number of common issues associated with community buildings including:

i) **Rental rates** –these cannot simply be judged in purely monetary terms – whilst the Council have increasingly felt an obligation to consider maximising the return from an asset, we need to find a way for Community Buildings to complement commercial value models with a community value index - such as the contribution of a project to the overall community and try to quantify the input in voluntary time being invested by the local community.

ii) **Liabilities are being taken on by individuals** – community buildings invariably rely on volunteers to set them up as organisations in the first place, manage them and ultimately serve the community over time. As a result volunteers can find themselves being asked to take on quite significant liabilities without understanding what is involved – e.g. signing a 25 year property lease and thinking you can simply resign next week and walk away.

iii) **Volunteers will probably not have the necessary skills or the funds to access them** - we cannot rely on our community building volunteers always having the necessary mix of experience and skills – such as signing leases, understanding fire safety regulations, premises licences etc. and therefore need support. Whilst a commercial organisation leasing a shop would buy in the necessary expertise, there community groups are unlikely to have the funding to do this in either cash time or officer time. Volunteers need to be able to draw on a ‘community buildings self-help network to’ if they are to find their way through issues from people who have ‘been there’.

iv) **Volunteers organisations have life cycles** – which have important implications for sustainability. Overtime volunteer based organisations tend to go through a ‘life cycle’ – launch, growth, maturity and decline – with the successful ones regenerating as they go. There are no hard and fast rules but this cycle is possibly more challenging where people give their time – as compared to commercial focused organisations. However, one particular challenge is that individual volunteers can pass their ‘sell by date’ so that when they do finally go, they leave a massive hole and an organisation investment backlog.

### How does Bath & North East Somerset Council currently deal with community buildings?

Currently Community Buildings are included within the portfolio managed by Property Services i.e. along with the commercial estate predominantly in the centre of Bath. Probably the greatest challenge for officers is judging the rental value of a community building and dealing with voluntary organisations.

### **How was it done in the past?**

A generation ago no one would have dreamt of charging a community association running a community building owned by B&NES anything much above a peppercorn rent.

### **The concept of 'full market rents'**

As pressure increased on council costs through the 1990s there was no way of judging whether a community building was being used to maximum benefit. On the face of it the answer seemed to be to impose a scheme of rents across the board and in recent years there has been much talk of full market rents being applied.

In reality few community groups can afford a commercial rent because this model fails to take account of the thousands of pounds of volunteer time which don't enter the equation. This is why renting a village hall costs on average £9 per hour whereas a venue paying staff, such as a hotel, has rates starting at £30 per hour.

As a result of the call for commercial rents for community buildings, lease negotiations renewing the terms from the 1980s have stalled. Property Services have to act as a 'neutral vendor' when dealing with Council owned properties and community sales which can make the concept of a 'community asset transfer' additionally complex.

### **Community Buildings decision making process unclear**

In practice, limbo also results when a community building is in crisis or wishes to move forward with redevelopment as there is no formal over-arching process to bring the different stakeholders together and to come up with a decision.

### *Why and how could we better support Community Buildings in the future?*

As we enter the brave new world of localism as a Council there is a general aspiration to harness volunteer effort and encourage community engagement. In going forward, we must ensure that as a local authority we work as 'one Council' with clear levels of communication between departments and with our communities. This will ensure that the Council is able to deliver a financial return whilst making sure that that community asset transfers benefit the community as a whole.

Based on our case study visits and the information above, we have developed the following recommendations for the Cabinet to consider:

**Recommendation 1:** Develop a Community Building Value Index which brings together the following three elements:

- Financial return on an asset
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**Recommendation 2:** Encourage the use of flexible leases for community asset transfer projects rather than just long term leases for 25 years and over, these could be small leases of 3-6 months initially and once a project becomes established longer term leases of 6-10 years could be made available.

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## **Conclusion**

The visits we made showed a range of different solutions to the challenge of the community owning property assets. They also highlighted some possible pitfalls in the areas of trusteeship, sustainability and responsiveness to local needs. Our recommendations are aimed at making it easier for an asset to be transferred to a local community group without compromising the long term sustainability of the asset and/or its benefit to the community.

## **Next Steps**

The Council on the 19th February noted the approach to Community Assets as set out in the budget papers. This approach highlighted that greater community involvement in community assets had the potential to deliver better community outcomes and greater support for the voluntary and community sector.

To deliver these benefits, the Council's "asset transfer" programme has been designed around progressing a series of local "quick wins" to benefit local communities and organisations, whilst also developing a framework and criteria for the programme's further development.

Following Council's decision, the "quick wins" are now being progressed and work is being undertaken on a "wider offer" to voluntary and community groups and Parish councils in relation to community assets. A report will be brought to Cabinet recommending the process and criteria for this."

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Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
18 <sup>th</sup> March 2013	Council Website Update	AP	J.Mercer	Presentation		
	Member Training	VH	V Hitchman			
	Carbon Management Update	AP	J Wildblood			
	Community Assets Report	AP	A Thomas			
	Cabinet Member Update			Verbal		
	Panel Workplan					
10 <sup>th</sup> June 2013	Procurement	AP	Jeff Wring			
	City Deal	AP	J.Wilkinson			Invite ECD members
	Update on Guildhall – future plans	AP	T.McBain			
	Cabinet Member Update			Verbal		
	Panel Workplan					
15 <sup>th</sup> July 2013	Review of Delivery of Budget Savings and Income	AP	T.Richens			
	Business Rates – Collection and Management	AP	I.Savigar			
	Cabinet Member Update					
	Panel Workplan					

**Resources Policy Development & Scrutiny Panel Workplan**

**last updated – 7<sup>th</sup> March 2013**

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
16 <sup>th</sup> Sept 2013	Corporate Complaints Policy and Procedures	AP	I.Savigar			
	Council Staff (including staff wellbeing and budget impact)	AP	W.Harding			
	Cabinet Member Update					
	Panel Workplan			Verbal		
11 <sup>th</sup> Nov 2013						
	<b>Items to be scheduled:</b>					
	Bookings and Events Policy					