

Democratic Services

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Date: 4 September 2013

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To: All Members of the Council

Chief Executive and other appropriate officers
Press and Public

Dear Member

Council: Thursday, 12th September, 2013

You are invited to attend a meeting of the **Council** to be held on **Thursday, 12th September, 2013** at **6.30 pm** in the **Banqueting room - Guildhall, Bath**.

The agenda is set out overleaf.

Refreshments will be available for Councillors from 5pm in the Aix-en-Provence Room (next to the Banqueting Room) on Floor 1.

Yours sincerely



Jo Morrison
Democratic Services Manager
for Chief Executive

Please note the following arrangements for pre-group meetings:

Conservative	Brunswick Room, Ground Floor
Liberal Democrat	Kaposvar Room, Floor 1
Labour	Small Meeting Room, Floor 1
Independent	Independent Group room

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

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Jo Morrison who is available by telephoning Bath 01225 394358.
2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above. Papers are available for inspection as follows:

Public Access points – Guildhall – Bath, Riverside – Keynsham, 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' Libraries.
3. **Spokespersons:** The Political Group Spokespersons for the Council are the Group Leaders, who are Councillors Paul Crossley (Liberal Democrat Group), Tim Warren (Conservative Group), John Bull (Labour Group) and Bryan Chalker (Independent Group).
4. **Attendance Register:** Members should sign the Register, which will be circulated at the meeting.
5. **Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme can be obtained by contacting Jo Morrison as above.
6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.
7. **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.
8. **Presentation of reports:** Officers of the Council will not normally introduce their reports unless requested by the meeting to do so. Officers may need to advise the meeting of new information arising since the agenda was sent out.

Council - Thursday, 12th September, 2013 at 6.30 pm in the Banqueting room - Guildhall, Bath

AGENDA

1. EMERGENCY EVACUATION PROCEDURE

The Chairman will draw attention to the emergency evacuation procedure as set out under Note 7.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to complete the green interest forms circulated to groups in their pre-meetings (which will be announced at the Council Meeting) to indicate:

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

(b) The nature of their interest.

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

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

4. MINUTES - 11TH JULY 2013 (Pages 7 - 12)

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

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

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

6. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

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

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

The Democratic Services Manager will announce any submissions received under the arrangements set out in note 5 above. The Council will be invited to decide what action

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

8. SAVE BATH'S PUBLIC TOILETS - PETITION FOR DEBATE (Pages 13 - 18)

An electronic petition has been received – “Save Bath’s Public Toilets” - containing 2298 signatures. According to the Council’s petition scheme, if a petition with over 1000 signatures of people who live, work and study in Bath & North East Somerset is received, it triggers a debate at Council.

9. ANNUAL REPORT OF THE AUDIT COMMITTEE (Pages 19 - 26)

The Corporate Audit Committee has specific delegated powers given to it from Full Council and as such is required to report back annually to Council under its Terms of Reference. This is the Annual Report of the Committee which details its work over the last year.

10. APPRENTICESHIPS, WORK PLACEMENTS, WORK EXPERIENCE, INTERNSHIPS AND VOLUNTEERING POLICY (Pages 27 - 54)

This report proposes that a coordinated approach should be followed by all Council services to ensure that any schemes apply the same broad principles, deliver the Government agenda and assist the Council to deliver an “excellent” programme of apprenticeships, work placements, work experience, internships and volunteering.

11. ARRANGEMENTS FOR APPROVAL OF UNANTICIPATED CAPITAL EXPENDITURE OUTSIDE APPROVED BUDGET (Pages 55 - 58)

This paper puts in place arrangements to enable decisions to be taken that are not within an existing approved capital budget or relevant contingency reserve for the approval of expenditure necessary to deal with unanticipated issues that arise in an expeditious manner.

12. MOTION FROM LIBERAL DEMOCRAT GROUP - TOBACCO CONTROL (Pages 59 - 60)

To be moved by Councillor Simon Allen on behalf of the Liberal Democrat Group.

13. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM COUNCILLORS

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

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

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BATH AND NORTH EAST SOMERSET COUNCIL

MINUTES OF COUNCIL MEETING

Thursday, 11th July, 2013

Present:- **Councillors** Simon Allen, Patrick Anketell-Jones, Sharon Ball, Tim Ball, Colin Barrett, Cherry Beath, David Bellotti, Sarah Bevan, Mathew Blankley, John Bull, Neil Butters, Bryan Chalker, Nicholas Coombes, Paul Crossley, Gerry Curran, Sally Davis, Douglas Deacon, David Dixon, Peter Edwards, Michael Evans, Paul Fox, Charles Gerrish, Ian Gilchrist, Francine Haerberling, Alan Hale, Katie Hall, Liz Hardman, Nathan Hartley, Steve Hedges, Eleanor Jackson, Les Kew, Dave Laming, Malcolm Lees, Barry Macrae, David Martin, Loraine Morgan-Brinkhurst MBE, Robin Moss, Paul Myers, Douglas Nicol, Bryan Organ, June Player, Vic Pritchard, Liz Richardson, Manda Rigby, Caroline Roberts, Nigel Roberts, Dine Romero, Brian Simmons, Kate Simmons, Jeremy Sparks, Ben Stevens, Roger Symonds, David Veale, Geoff Ward, Tim Warren, Chris Watt and Brian Webber

Apologies for absence: **Councillors** Rob Appleyard, Gabriel Batt, Lisa Brett, Anthony Clarke, Andrew Furse, Marie Longstaff, Will Sandry and Martin Veal

13 ELECTION OF VICE-CHAIR

The Council passed its best wishes to Councillor Martin Veal for a speedy recovery. On a motion from Councillor Paul Crossley, seconded by Councillor Les Kew, it was

RESOLVED that Councillor Peter Edwards, as the most recent former Chairman present, be appointed as Vice Chairman for this meeting only.

14 EMERGENCY EVACUATION PROCEDURE

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

15 DECLARATIONS OF INTEREST

There were no declarations of interest made.

16 MINUTES - 16TH MAY 2013

On a motion from Councillor Paul Crossley, seconded by Councillor Tim Warren, it was

RESOLVED that the minutes of the 16th May 2013 Council be confirmed as a correct record and signed by the Chairman.

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

The Chairman informed the Council of the recent death of former Wansdyke and B&NES Councillor Doug Miles and asked the Council to stand in silence as a mark of respect.

The Chairman made the customary announcements regarding mobile phones and a comfort break.

18 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There were no items of urgent business.

19 QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM THE PUBLIC

Statements were made by the following people;

- Lyndon Hughes, Save our Larkhall toilets. Mr Hughes presented a petition which had been handed to him by Twerton Residents regarding the closure of their toilets. Speaking in support of the Larkhall toilets, Mr Hughes ran through the potential problems that could be caused by their closure including hygiene issues, social consequences, economic impact etc. In response to a question from Councillor Geoff Ward regarding cost savings, Mr Hughes responded that there was an anomaly as some paid rates, others didn't and closure could bring about its own costs from vandalism, cleaning up etc. In response to a question from Councillor Eleanor Jackson regarding recouping costs from business sponsorship or other community measures which had been raised at the Scrutiny Panel, Mr Hughes responded that he didn't have details of this but initial indications were that local businesses were not particularly interested. The statement was referred to the Cabinet Member for Neighbourhoods.
- David Redgewell, South West Transport Network. Mr Redgewell spoke about the Greater Bristol Metro and electrification issues and the crucial role of the City Deal in this. He stressed the need for the West of England Transport Board to push ahead with getting this into Phase one. He outlined a number of other issues which are contained within the statement attached to the Minute book. In response to a question from Councillor Eleanor Jackson regarding real time bus times, Mr Redgewell responded that there were teething problems across the whole of the Bristol/Bath region and the Partnership had been asked to sort these out. In response to a question from Councillor Dave Laming regarding Network Rail's view of a station adjacent to the A4 in Saltford, Mr Redgewell responded that he believed it was not considered realistic in Phase 5. In response to a further question from Councillor Laming regarding railway tunnels, Mr Redgewell replied that he was aware that all Brunel tunnels had been listed by English Heritage last July which did not prevent development but ensured they were protected into the future. The statement was referred to the Cabinet Member for Transport.

20 WEST OF ENGLAND CITY REGION DEAL GROWTH INCENTIVE PROPOSALS

The Council considered a report seeking approval to the formal adoption of the Growth Incentive proposals and the subsequent pooling of business rates across the West of England Enterprise Areas and Enterprise Zone.

On a motion from Councillor Paul Crossley, seconded by Councillor Patrick Anketell-Jones, it was

RESOLVED

1. To approve the pooling of business rates across the 4 West of England Authorities for the designated fiscal boundaries of the Enterprise Areas (together with the Enterprise Zone) for 25 years, as set out in the report on the basis of the Growth Incentive proposals;
2. To approve the operation of the business rates pool and funding arrangements on the basis of the Tier 1, 2 and 3 parameters as set out in the report;
3. To delegate to the Chief Executive, in consultation with the Group Leaders, authority to finalise the detail of the proposals, following central government due-diligence; and
4. To delegate to the Divisional Director of Finance (S151), in consultation with the Monitoring Officer and Resource lead Members, authority to finalise the detailed elements and operation of the pooling arrangements and associated elements of the Growth Incentive proposal including the necessary legal documentation.

[Note; The above resolution was carried with all Councillors voting in favour except for one abstention.]

21 YOUTH JUSTICE PLAN 2013-14

The Council considered a report introducing the Youth Justice Plan 2013-14 which the Local Authority has a statutory responsibility to produce annually. The Plan sets out work to be undertaken to prevent youth offending and re-offending across Bath & North East Somerset.

On a motion from Councillor Dine Romero, seconded by Councillor Michael Evans, it was

RESOLVED

1. To agree that the Youth Justice Plan can be accommodated within the Council budget approved in February 2013 and can be approved as part of the Council's Policy & Budget framework; and
2. To agree that the Youth Justice Plan can be approved as fulfilling the requirements of the Crime and Disorder Act 1998 and can be submitted to the Youth Justice Board.

22 ANNUAL REPORT OF THE AVON PENSION FUND

The Council considered the Avon Pension Fund annual report which describes the work the Committee has undertaken in the previous twelve months and makes reference to the future work programme.

On a motion from Councillor Paul Fox, seconded by Councillor Charles Gerrish, it was

RESOLVED to note the report.

23 TREASURY MANAGEMENT OUTTURN 2012-13

The Council considered a report giving details of performance against the Council's Treasury Management Strategy and Annual Investment Plan for 2012/13.

On a motion from Councillor David Bellotti, seconded by Councillor Paul Crossley, it was

RESOLVED

1. To note the 2012/13 Treasury Management Annual Report to 31st March 2013, prepared in accordance with the CIPFA Treasury Code of Practice;
2. To note the 2012/13 actual Treasury Management Indicators; and
3. To note the Debt rescheduling actions highlighted at paragraphs 5.13 – 5.15 of the report.

[Note: The above resolution was carried with all Councillors voting in favour except for one abstention.]

24 AGENDA MOTION FROM THE CONSERVATIVE GROUP - FRACKING

The Council considered an updated motion which had been circulated.

On a motion from Councillor Tim Warren, seconded by Councillor David Martin, it was

RESOLVED

1. To note the work already undertaken by the Council in relation to Fracking within Bath and North East Somerset and neighbouring areas, including the Council's response to Somerset's Minerals Preferred Planning Options, agreed by Cabinet in April 2013, and the Council commissioned report by the British Geological Survey;
2. That this Council understands that the use of shale gas and coal bed methane has the potential to make a significant contribution to the UK's energy needs in the coming decades during the period of transition from use of fossil fuels to

renewable energy sources, and could enable Britain to become more energy independent.

3. That this Council recognises the responsibility that the Council has to protect the unique hot springs and the World Heritage Site for future generations, as set out in the County of Avon Act 1982 and the Royal Charter of 1591;
4. That this Council welcomes the additional safeguards as set out by the Secretary of State in December 2012.
(Ref: <https://www.gov.uk/government/speeches/written-ministerial-statement-by-edward-davey-exploration-for-shale-gas>)
5. That this Council, therefore, has serious concerns about the potential impact of unconventional gas exploration and extraction, as well as geothermal exploitation, within Bath and North East Somerset, in particular relating to:
 - a. the vulnerability of the hot springs which supply Bath's spa water and the potential risk to the supply of hot spring water;
 - b. its potential impact in an area significantly covered by Green Belt, Areas of Outstanding Natural Beauty and a World Heritage Site;
 - c. the importance of protecting the reservoir water supply in the Chew Valley.
6. To note the dangers such as those outlined in the British Geological Survey report, including the serious risk that deep well Shale Gas exploration and inappropriate geothermal energy exploitation poses to the hot springs;
7. That this Council believes that it should seek to adopt whatever measures available to control, and if appropriate prevent, the use of potentially damaging unconventional gas exploration and extraction, as well as inappropriate geothermal energy exploitation, within Bath and North East Somerset.
8. To request that the Leader of Council and Chief Executive formally register the concerns of Council with the Department for Energy & Climate Change relating to unconventional gas exploration and extraction and geothermal exploitation within Bath and North East Somerset and neighbouring areas regarding their impacts on the Bath Hot Springs, the environment, the reservoirs of North East Somerset and other water supplies throughout the wider area;
9. To request that Cabinet ask Officers to continue to work on this issue within the Placemaking plan and to produce a report, in advance of the completion of the Placemaking plan, on the study/ies that informed the development of the planning policy framework for dealing with the potential impact of unconventional on the potential impact and risks of unconventional gas exploration and extraction, as well as geothermal exploitation within Bath and North East Somerset in the context of the National Planning Policy Framework, and report back to full Council. This will include a summary explanation of the potential impact and risks of unconventional gas exploitation and geothermal energy exploitation within Bath and North East

Somerset, taking account of the report produced for B&NES by the British Geological Survey in October 2012;

10. As part of the report referred to in (9), to request that Cabinet report back to Full Council on measures available to the Council to control, and if appropriate prevent, the use of unconventional gas exploration and extraction and geothermal exploitation within Bath and North East Somerset;
11. To continue to work with Somerset County Council and other neighbouring authorities, and national Government, to examine the technical and environmental issues involved in unconventional gas exploration and extraction and geothermal exploitation;
12. To continue to support the appropriate development of renewable energy systems and improved energy efficiency in Bath and North East Somerset as set out in the draft Core Strategy in order to help achieve the transition from fossil fuels to sustainable sources of energy; and
13. To request that the Members of Parliament for Bath and North East Somerset convey Council's concerns to the appropriate Government Ministers.

[Note; The above resolution was approved with all Councillors voting in support except for one abstention.]

25 QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM COUNCILLORS

Councillor Paul Crossley made a statement updating the Council on a series of commitments and actions the Council is undertaking that demonstrate its commitment to sustainability. A copy of the full statement is available online and on the Council's Minute book.

In response to a question from Councillor Dave Laming about why the Council appeared to be against secondary double glazing, Councillor Crossley responded that he and Tim Ball had been working with English Heritage, Bath Preservation Trust and the Planning department to bring forward a policy for this that works with listed buildings. It has been done in Scotland and accepted by Scottish Heritage and they were working towards finding a solution that was acceptable to English Heritage.

The meeting ended at 8.15 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council	
MEETING	Council
MEETING DATE	12th September 2013
TITLE:	Save Bath's Public Toilets – petition for debate
WARD:	All Bath wards
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Factual briefing note	

1 THE ISSUE

- 1.1 An electronic petition has been received – “Save Bath’s Public Toilets” - containing 2298 signatures. According to the Council’s petition scheme, if a petition with over 1000 signatures of people who live, work and study in Bath & North East Somerset is received, it triggers a debate at Council.

2 RECOMMENDATION

- 2.1 That a debate takes place.

3 THE REPORT

- 3.1 The text of the petition reads as follows; Save Bath’s Public Toilets.
- 3.2 A summary of the timeline and major decisions made regarding Bath’s public toilets is attached for information.
- 3.3 Council, if it wishes, can make recommendations to Cabinet but cannot amend executive policy.
- 3.4 The lead petitioner will address Council at the start of the item.

4 FINANCIAL IMPLICATIONS

- 4.1 There are none.

Contact person	<i>Jo Morrison, Democratic Services Manager (ext 4358)</i>
Background papers	
Please contact the report author if you need to access this report in an alternative format	

Public Conveniences – summary for Council debate on “Save Bath’s public toilets” petition

Council meeting: 12th September 2013

Introduction:

In response to financial pressures, the Council plans to reduce the number of public conveniences provided and invest in improving standards, hygiene, and cleanliness at the remaining facilities.

The facilities to be kept open are those which serve parks, play areas and open spaces where there is no viable alternative and known high use toilets at large transport hubs and a key city centre 24 hour location.

Process to date:

The Council's 3 year budget plan (the MTSRP, as agreed at the February 2013 Council meeting) includes £120k savings target from 2014/15 on the public toilets budget.

From November 2012 onwards, the Budget Plan (MTSRP) and Service Impact Statements were subject to public consultation process which included Policy Development & Scrutiny panels, public budget fairs and the “Have Your Say” public consultation and response mechanisms. There was local media coverage of the specific plans for the Public Conveniences in November 2012.

The Service Impact Statement regarding this item drew from an Equalities Impact Assessment which had been carried out and was made available on the public website in February. An additional summary document was also published with some options outlined for alternative provision at the locations for retention.

Background:

There is no statutory duty to provide public toilets. The Council has a Provision Strategy for Public Conveniences (December 2011). A key element of this recognised that providing toilet facilities in separate buildings (and mainly by local councils), has been the model for many decades but is no longer appropriate in every situation. It established a long-term framework for future provision in a range of ways and by a range of providers, seeking to reduce funding from and dependency on the Council.

Work in progress to achieve the target savings:

1) External contract (13 retained locations):

The external contract (15 years plus 5 year extension) provides for investment by the contractor to improve and modernise facilities, such as automatic doors, anti-abuse mechanisms and equipment, easy-clean surfaces, water and electricity minimisation. Entry charges will generate income to off-set running costs, which include full management, cleansing, coin collection/handling, utility charges, responsive and planned repairs and

maintenance. We have progressed to a period of due diligence with the preferred bidder, with formal award of the contract to follow with a start date to be confirmed in November.

The 13 retained facilities are made up of 12 toilets in parks/play areas/open spaces and linked to transport hubs and Monmouth Street, Bath.

- Alexandra Park;
- Sydney Gardens;
- Henrietta Park;
- Alice Park;
- Parade Gardens;
- Royal Victoria Park Play Area;
- Monksdale Road;
- Memorial Park – Keynsham;
- The Shallows – Saltford;
- Charlotte Street Car Park;
- Riverside Coach Park;
- (see note below on Monmouth Street/Seven Dials)
- Odd Down Park & Ride;

Monmouth Street (Seven Dials): We are also improving this facility as it is currently a key 24/7 facility. This also relates to the future of Riverside Coach Park and the regeneration plans for the river areas (the Bath Innovation Quay part of the Enterprise Area).

2) Proposals and actions for the remaining 14:

- Ashton Way – Keynsham - proposed to keep open until new facilities are in place as part of the town centre regeneration from Autumn 2014;
- Gullock Tynning, Midsomer Norton - a cross-authority group of officers are working on how to deliver facilities here as part of a 'community campus' to link with the skate park, adventure play area, Somer Centre possibly through concession/lease with the incoming Leisure contract in 2015; interim arrangements will need to be made and funded.
- The three existing Automatic Public Conveniences (APCs) - The Island Midsomer Norton; Shaftesbury Road, Oldfield Park; Charlotte Street (car park entrance); we will be having detailed discussions with the current contractor about moving these to other prioritised locations and working through options for alternative provision.
- High Street, Paulton - under offer to the Parish Council to takeover completely, formal notice on current agreement given (for July 2014).
- London Road, Batheaston - under offer to the Parish Council to takeover completely, formal notice on current agreement given (for July 2014). Planning Policy officers leading on discussions with the Parish Chair on their Vision Plan.
- Weston High Street – to remain open until replacement provision has been found; officers are working on options with Ward Councillors.
- Larkhall Square – to remain open until 1 April 2014 whilst Ward Councillors and officers work through options for alternative provision.

- Greenlands Road, Peasedown St. John – we are working through options for alternative provision
- Bradford Road, Combe Down - we are working through options for alternative provision
- Dominion Road, Twerton - we are working through options for alternative provision
- Royal Victoria Park Pavilion - there will be improved provision at the facility in the middle of Charlotte St car park, and we are working through options for alternative provision.
- Approach Golf Course – transferred to Aquaterra from 1st July

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Bath & North East Somerset Council		
MEETING:	Council	
MEETING DATE:	12 th September 2013	AGENDA ITEM NUMBER
TITLE:	Annual Report – Corporate Audit Committee	
WARD:	ALL	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 – Annual Report		

1 THE ISSUE

- 1.1 The Corporate Audit Committee has specific delegated powers given to it from Full Council and as such is required to report back annually to Council under its Terms of Reference.
- 1.2 This is the Annual Report of the Committee which details its work over the last year.

2 RECOMMENDATION

Council is asked to agree that:

- 2.1 The Annual Report of the Corporate Audit Committee is noted

3 FINANCIAL IMPLICATIONS

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

4 CORPORATE PRIORITIES

- 4.1 Completion of the Corporate Audit Committee's work assists the organisation in efficiently and effectively contributing to the Council's priorities.

5 THE REPORT

- 5.1 Appendix 1 details the eighth annual report of the Corporate Audit Committee since it was established by the Council on 12 May 2005. It reviews the work done by the Committee over the past 12 months, its future workplan, membership and support of the Committee.
- 5.2 The Committee's work has continued to develop as detailed at Appendix 1 and as part of its responsibilities it has reviewed its terms of reference and the key areas of responsibility are still considered appropriate and meet current best practice.
- 5.3 Final proposals to replace the Audit Commission and fundamentally change the external audit regime were published during the last twelve months following several periods of consultation. As a result of these changes Grant Thornton commenced a new five year contract as the Council's new External Auditor and will be formally reporting on its first audit of the Council's Accounts at the end of September.
- 5.4 The Audit Committee will continue to monitor the implications of the changes to the public audit regime and the performance of the new external auditor.

6 RISK MANAGEMENT

- 6.1 A proportionate risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.
- 6.2 The Corporate Audit Committee has specific responsibility for ensuring the Council's Risk Management and Financial Governance framework is robust and effective.

7 EQUALITIES

- 7.1 A proportionate equalities impact assessment has been carried out using corporate guidelines and no significant issues have been identified.

8 CONSULTATION

- 8.1 The report was distributed to the Chief Executive, Council's Monitoring Officer, S151 Officer and Chair of the Audit Committee for consultation.

9 ISSUES TO CONSIDER IN REACHING THE DECISION

- 9.1 No specific issues to consider.

10 ADVICE SOUGHT

10.1 The Council's Chief Executive, Monitoring Officer (Council Solicitor) and Section 151 Officer have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Jeff Wring (01225 477323)</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	

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Appendix 1

CORPORATE AUDIT COMMITTEE

ANNUAL REPORT TO COUNCIL 2012/13

1. INTRODUCTION

This is the eighth annual report of the Committee since it was established by the Council on 12 May 2005. It covers the work done during the year September 2012 to June 2013.

2. REVIEW OF WORK DONE IN 2012/13

a. Financial Governance – Annual Accounts

- i. The Committee approved on behalf of the Council an unqualified set of accounts for the year ended 31 March 2012 within the statutory deadline. This included the accounts for the Pension Fund.
- ii. The Committee then considered the formal governance reports from the external auditor (Audit Commission) for the Council and Pension Fund submitted by the external auditors on their audit of the accounts.
- iii. The Council report highlighted some presentational and technical changes to the accounts, but no changes to the General Fund Balances and Reserves. The auditors also noted that the accounts were presented promptly and that they were supported by good quality working papers.
- iv. The report on the Pension Fund Accounts highlighted accounts produced to a good standard, supported by good quality working papers and there were no material adjustments to the accounts.
- v. Both Governance reports were therefore noted and the audit of the accounts formally completed.

b. Financial Governance – Treasury Management

- i. The Committee considered the Treasury Management Outturn for 2011/12 which concluded that all prudential indicators were in line with projections and that the average rate of investment return was 0.56% above the benchmark rate.
- ii. In addition the committee received an update report six months into the 2012/13 year which showed an average rate of investment return 0.53% above the benchmark rate and all actions on target in line with the strategy.
- iii. Finally the Committee reviewed the Treasury Management and Annual Investment Strategy for 2013/14. This set out the treasury limits in force, treasury management indicators, current position, borrowing requirement, prospects for interest rates and the borrowing and investment strategies.

Appendix 1

- iv. The committee agreed that current performance is good despite this being a very difficult and challenging arena due to the uncertainties within the global financial economy and therefore scrutiny will continue to be important to ensure Council resources are invested wisely

c. External Audit -

- i. During the year the External Auditor changed from the outgoing Audit Commission - who completed the audit of the 2011/12 accounts - to Grant Thornton, who had been successful in winning a new five year contract as a result of the governments changes to the public audit regime.
- ii. The draft local Audit Bill was scrutinised before parliament during the year and as it provides for a differing approach to the future appointment and monitoring of external auditors its implications will remain an area of high priority for the Audit Committee.
- iii. Alongside the audit of the accounts for 2011/12 the final elements of work carried out by the Audit Commission included a satisfactory VFM opinion for the Council following assessments of our financial resilience and economy, efficiency and effectiveness and a satisfactory review of our four main grant returns.
- iv. The new external auditor – Grant Thornton – presented their new audit fees for the Council and Pension Fund as well as their audit plans for 2012/13. No significant variances were proposed from the previous audit approach and update reports on their work continued to be presented to the Committee alongside references to key national reports and reviews which could impact on the governance framework.

d. Corporate Governance –

- i. The Accounts and Audit Regulations require the Council to carry out an annual review of its governance arrangements, and to produce an annual statement detailing the results of that review. In addition there was a review of progress against actions identified in the 2011/12.
- ii. In relation to the 2012/13 review, two reports were received to both introduce the Committee to their role and also debate a long list of potentially significant issues in relation to the 2012/13 statement.
- iii. All of these views were fed back to senior management and the statement was signed by the Leader of Council and Chief Executive prior to the statutory deadline.
- iv. During the year the Committee also received a report on proposed governance changes to SOMER/CURO as a result of a referral from the Housing & Major Projects Policy Development and Scrutiny Panel.

Appendix 1

- v. The Committee discussed these changes in some detail, noting the reasons for such changes and received representations from the Chief Executive of CURO. In broad terms the Committee did not feel there were significant corporate risks to the Council as a result of these changes and was supportive of the strengthening of the Council's relationship with all its registered social landlords as well as the planned developments to improving the Council's strategic relationship with CURO.

e. Internal Audit –

- i. The Committee considered the Service's work plan and monitored its progress during the year. The Committee was satisfied with the balance of the plan between planned projects, unplanned commissions and follow-up of previous reports.
- ii. Whilst benchmarking results were broadly solid with costs below average and quality assurance indicators high, the Committee did express concern that that only 80% of the plan had been completed - a drop from 84% in the year before – the number of audits completed on time was only at 65% and the level of recommendations implemented had fallen.
- iii. Improvements were accepted as necessary especially in the light of reduced resources from previous years. The committee noted the annual opinion on the internal control framework and that with increased pressure on budgets, choices on the degree of internal control had to be made and there was therefore an imperceptible rise in the level of the risk being accepted.
- iv. The Committee had previously received a report which recommended internal audit should prepare for a potential shared service and in light of current performance and the challenges ahead in terms of skills, resilience and resources this was again discussed and recommended.
- v. Finally new public sector internal audit standards came into force from April 2013 following joint work between CIPFA (Chartered Institute of Public Finance Accountants) and the IIA (Chartered Institute of Internal Auditors). These raise the bar in terms of quality and expectation on the audit function and a desktop review against the standards was reported to Committee which assessed broad compliance at an acceptable level and identified areas for potential review and improvement.

f. Review of Terms of Reference

- i. As part of good practice the Committee reviewed itself against CIPFA's best practice model for Audit Committees. Areas previously highlighted included independent support and training and development.
- ii. In relation to independent support the committee has already tackled this through the adoption of a co-opted independent member and the level of independence to the committee will be kept under review.

Appendix 1

- iii. Updates and briefings were presented to committee where appropriate and have been received on the following areas –
 - External Audit
 - Treasury Management
 - Performance Management
 - Risk Management
 - Financial Regulations
- iv. This approach continues to be welcomed and has resulted in constructive and valuable debate of individual topic areas. The approach will therefore continue to be developed for the following year.

3. WORK PLAN FOR 2013/14

- i. Whilst the Committee's work in 2012/13 will be broadly similar to the year recently ended it will keep under close review a number of key issues –
 - a) The future development of the Internal Audit service as it moves to potentially implementing a shared service with other Local Authorities and the impact of these new partnership arrangements;
 - b) The performance of the new external auditor and on-going development of the new public audit regime;
 - c) Financial resilience of the organisation through its Accounting and Treasury Management arrangements.

4. MEMBERSHIP AND SUPPORT

- i. The Committee's membership and chairmanship changed during the year. For three of the five meetings carried out, the committee comprised 3 Liberal Democrats (including the previous Chairman Councillor Andrew Furse), 4 Conservatives and 1 independent co-opted member.
- ii. This was altered following Council in May 2013 and a new chairman appointed - Councillor Will Sandry - as well as a reduction in numbers to 3 Liberal Democrats, 3 Conservatives, 1 independent member and 1 independent co-opted member.
- iii. Five meetings were held during 2012/13 of which three required at least one substitute.
- iv. The Committee's lead officer has been the Divisional Director for Risk and Assurance. Other officers attend, notably the Strategic Director for Resources, Divisional Director (Finance) who leads on financial issues through his S151 role and Group Manager for Audit & Risk.
- v. The external auditors are currently represented by an Engagement Lead and Audit Manager from Grant Thornton (previously it was the District Auditor and Audit Manager from the Audit Commission).

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	12th September 2013
TITLE:	Policy: Apprenticeships, Work Placements, Work Experience, Internships and Volunteering
WARD:	All
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Policy Document. Appendix A Equalities Impact Assessment. Appendix B Cabinet Decision Registry Entry. Appendix C</p>	

1 THE ISSUE

Bath & North East Somerset Council is working extremely hard alongside companies in the private sector and also education establishments, to give people the support they need in order to make the best of the opportunities in the local jobs market.

Encouragingly, the number of people claiming Jobseekers Allowance in Bath and North East Somerset remains below 2% for July 2013.

Within Bath & North East Somerset Council we are actively supporting apprenticeships, paid and unpaid placements, work experience, internships and volunteering within individual services and Directorates. In certain areas there is award winning best practice that can influence other services. However, this activity is ad hoc and un-coordinated.

This report therefore proposes that a coordinated approach should be followed by all Council services to ensure that any schemes apply the same broad principles, deliver the Government agenda and assist the Council to deliver an “excellent” programme of apprenticeships, work placements, work experience, internships and volunteering.

2 RECOMMENDATION

Council is asked to endorse the Cabinet decision of 12th June to adopt this policy and note the recommendations below.

2.1 The Council should seek to maximise its social return on investment in the local community by creating, where possible, apprenticeships, paid and unpaid work placements, work experience, internships and volunteering thus enabling more people to gain access to potential employment opportunities in the private sector and wider labour market.

2.2 The Council will develop and launch a consistent programme of opportunities across service units and will ensure more effective co-ordination of the Council's recruitment, induction, training and support for apprenticeships, paid and unpaid work placements, work experience internships and volunteering.

2.3 The policy approach set out in Appendix A is endorsed including:

- the provision of support, advice and help to managers;
- increasing the number of participants in such schemes;
- sharing of good practice;
- the provision of consistent, high quality recruitment, induction, training and support processes; and
- minimum standards which can be applied to ensure that all services know what is expected of them when recruiting and managing participants

2.4 Council services be asked to make a commitment to:

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

2.5 The Council's Procurement Strategy 2013-17 'Think Local' approved by Cabinet in April 2013 has committed the Council to prioritise Social Value. The Council now follows this policy which must recognise the local economic, environmental and social improvements that can come from each procurement, such as new jobs and apprenticeships.

2.6 The Joint Strategic Needs Assessment (2012) highlighted the importance of creating opportunities to increase employability. The Council will prioritise the marketing of opportunities, encourage applications from and provide advice on applying for such schemes to:

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

3 FINANCIAL IMPLICATIONS

- 3.1 There are a number of financial implications arising from the report predominately the impact on individual managers in the time required to supervise and manage these opportunities. In addition, each service area will need to ensure sufficient funds are available to pay for additional expenses ie travel.
- 3.2 These impacts will be outlined in each Service Area's Delivery Plans. All costs will be absorbed within existing budgets. Teams will not be forced to participate in programmes, but will be supported with a suite of best practice guidelines.
- 3.3 As a result of an increase in opportunities offered by the Council, it may also be necessary to delegate a Lead Officer to support Managers in developing their approach building upon the current pockets of best practice. This will be achieved through utilising existing staff.
- 3.4 The implementation of this co-ordinated approach could create potential savings through the reduction of temporary agency staff and the conversion of these to apprenticeships.

4 CORPORATE OBJECTIVES

- 4.1 The proposals will have a particular impact on the achievement of the following Council objectives:
 - *Promoting independence and positive lives for everyone*
 - *Building a stronger economy.*
- 4.2 Helping people to renew and/or develop their skills through the provision of high quality apprenticeships, work placements, work experience and volunteering will enable individuals to gain experience which will help them into the labour market. The Council will be investing in its citizens and supporting their ability to become independent and lead positive working lives. A strong local economy needs a skilled workforce and the provision of training opportunities will develop skills which can support economic development within the private sector.

5 THE REPORT

- 5.1 Nationally, the government has increased the number of apprenticeships on offer and to provide as many opportunities for unemployed people to gain skills and experience which will improve their employability. The Council is also committed to this agenda because of the benefits associated with such schemes. Since 2010 there have been one million new private sector jobs and there have been over one million new apprenticeship starts. Youth unemployment is reducing as a result of the half a million young people being given opportunities through the Government's £1billion Youth Contract.
- 5.2 In the current difficult economic climate, unemployment amongst certain groups is increasing. Local people need to have the skills to compete effectively in the labour market. The Council has an ageing workforce and needs to renew and develop its skills sets in order to respond to the challenges of reduced budgets

and changes in the ways in which services are run. The workplace transformation programme lends itself to an examination of the role of apprentices, paid and unpaid placements and volunteering. As a procurer and commissioner of services, the Council has a supply chain which already invests in local people. Young people are particularly vulnerable to unemployment at the moment, (especially 18 to 24 year olds); the Council through its policies can provide opportunities for the most vulnerable to gain skills and experiences which will help them into the labour market. Locally there is concern about graduate retention; paid and unpaid placement opportunities can enable local undergraduates to gain experience of local government.

Current Council Initiatives.

5.3 Within the Council, two Engagement Officers have been recruited to work with the Worklessness Programme Manager to develop a programme of effective engagement with the target client groups. Working with the Government's Work Programme providers and other agencies, the Worklessness Team has developed a flexible "Whole Journey Pathway Management" Programme to provide individual clients with flexible solutions tailored to their needs and requirements.

5.4 Through local delivery of the Government's agenda, the Council has been successful in securing a range of targeted employment & training (TET) outcomes on the Crest Nicholson Bath Western Riverside development. To date 10 apprentices, 10 unemployed skilled trades and a total of 125 up-skilling outcomes have been achieved.

Furthermore, in procuring the City Casino operators licence the Council has negotiated contractually the employment of 70% of the workforce to be B&NES residents and that at least 30% of the workforce will be engaged, trained and employed through a Job Centre Plus pre-employment programme, plus the provision of three apprentices. There are also conditions in the construction phase to ensure that 95% of net new jobs will be B&NES residents and that there will be 10 apprenticeships and 10 employment opportunities for Job Centre Plus clients.

5.5 In delivering the Keynsham Town Hall Regeneration scheme a range of outcomes including 3 x apprenticeships, 4 x Children Leaving Care work experience placements and 7 x JSA client employment opportunities have been achieved. Keynsham remains a particular area of concern and we shall be seeking to target it further when implementing this new policy.

5.6 Through the Council's new value based procurement strategy the Divisional Director for Resources is leading the strategy for the whole Council. The Council will shortly be launching the strategy amongst the private sector where new jobs and apprenticeships are most needed. The key strategy pointers are:

- (1) Economic, Environmental and Social Wellbeing
- (2) Collaboration and Consolidation
- (3) Cost reduction and control
- (4) Knowledge and Skills
- (5) Transparency and Accountability.

The Commissioning and Procurement Framework is the standard process followed by all officers when commissioning goods, works and services for the Council.

- 5.7 The Council supports and provides funding for the B&NES Learning Partnership which brings together education providers and key labour market agencies operating in B&NES. The team also work closely with the skills team in the WoE Local Enterprise Partnership. The focus of this work is to make sure the needs of B&NES residents are met by education and job agency providers as well as being articulated through LEP economic and skills initiatives.
- 5.8 The EEB Team has a Business Engagement Programme through which the opportunities for work placements/apprenticeships/graduate internships can be promoted to local companies.
- 5.9 Project SEARCH is a partnership between the Council, Norton Radstock College and Sirona with community organisations such as Remploy, BOSS Employment and Connexions in supporting roles. The partnership provides internship opportunities for students with developmental disabilities with the hope of them becoming more employable in order to get real paid jobs after completion of the programme.
- 5.10 The Council has begun to record the volunteering activity across individual service areas. There are over 600 volunteers working across the Council in a variety of roles. Some of which are regular commitments for instance heritage services (Roman Baths/Fashion Museum), youth service and libraries. Other roles offer more ad hoc commitment, for instance community litter-pick teams.

Defining the Policy

- 5.11 This policy supports the Council's vision to "build a stronger economy" with a broad range of job and employment opportunities that recognises the different needs of rural, town and city communities.

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

- reducing the number of JSA claimants in the region, overall, but with a specific target of the 18 – 24 age range;
- increasing the number of private sector apprenticeships offered in B&NES and within the Council; and
- assisting more people into employment

5.12 The Regeneration, Employment and Skills Service undertook a programme of work to research and propose a new Council policy for apprenticeships, work placements, work experience, internships and volunteering.

Research undertaken with 34 managers (including 7 Directors, 1 Strategic Director and 3 Heads of Service) shows that the Council is already providing a range of such schemes all of which make a significant contribution to improving the employability and skills of local people.

There remains scope for the monitoring of involvement by managers, wider coordination, sharing of good practice across Directorates.

5.13 Two comments from managers illustrate the key issues:

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

“We have had some successes and now is the time to step up a gear”

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

5.15 The Council undertakes partnership working with a variety of agencies and bodies. It regularly liaises with private sector organisations and companies. Through publicising our activities to these organisations we can help extend the range of opportunities available to B&NES residents.

6 RISK MANAGEMENT

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

7 EQUALITIES

7.1 An Equality Impact Assessment (EqIA) has been completed. Adverse impacts were identified and have been justified/mitigated – see appendix B for details.

8 CONSULTATION

- 8.1 Cabinet members; Trades Unions; Policy Development and Scrutiny Panel; Staff; Other B&NES Services; Service Users were all consulted.
- 8.2 In addition to the initial research where 30 face to face meetings took place with managers, service directors and cabinet members, over 70 individuals were consulted with / invited to participate in the consultation process. This was carried out through a number of channels including:
- Formal Interview
 - Group Presentations
 - The Council's online consultation system.
- 8.3 Consultees included:
- Cabinet Members
 - Trades Unions
 - Policy Development and Scrutiny Panel
 - Staff
 - Cross section of B&NES services
 - Existing apprentices, work placements and Interns
 - Neighbouring Local Authorities
 - Section 151 Finance Officer
 - Monitoring Officer
 - Legal
 - Health and Safety
 - Head of HR
 - HR Team
- 8.4 Discussions have taken place between the Unions, the authors of the policy and the Head of HR regarding the implementation of the policy. The Unions are in favour of the policy and have been re assured that no paid jobs will be displaced by apprenticeships, work placements, internships or volunteers.
- 8.5 Consultation has taken place with the Council's Legal Department and recommendation 2.6 regarding targeting the marketing of opportunities to priority groups is compliant with the 1972 Local Government Act.

9 ISSUES TO CONSIDER IN REACHING THE DECISION

- 9.1 Social Inclusion; Sustainability; Human Resources; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations were all considered.

10 ADVICE SOUGHT

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

Contact person	Paul Gaunt. Employment and Skills Officer. 01225 477394
Sponsoring Cabinet Member	Councillor Stevens
Background papers	Policy Document Appendix A Equalities Impact Assessment Appendix B Cabinet Decision Registry Entry. Appendix C
Please contact the report author if you need to access this report in an alternative format	

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

Version Number:	8.0	Date Issued:	29th May 2013	Review Date:	
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Name and title of originator/lead author:	Paul Gaunt / Duncan Kerr
Contact details of originator/lead author	01225 477394
Name of lead director/manager:	John Wilkinson
Ratified by (include ratification date)	
Audience:	
Date of Equalities Impact Assessment:	August 2012, (revised April 2013)

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

1. Policy Statement

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

2. Context

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

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

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

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

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

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

The Council undertakes partnership working with a variety of agencies and bodies. It regularly liaises with private sector organisations and companies. Through publicising our activities to these organisations we can help extend the range of opportunities available to B&NES residents.

3. Principles

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

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

As one of the largest local employers, the Council is in a good position to provide a range of paid and unpaid opportunities, including volunteering. These will assist local people to gain qualifications and experience to enable them to access the wider labour market including jobs in the private, public voluntary and community sectors. These will include:

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

4. Research undertaken in 2012

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

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

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

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

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

5. Scope

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

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

6. Policy Implementation

1. The Council will demonstrate its commitment to the delivery of its objectives of 'positive lives for everyone' and 'building a strong economy', through its own good practice in the provision of apprenticeships, work placements, internships, work experience and volunteering.

- 2 The Council will develop and launch a consistent programme of opportunities across service units and will ensure more effective co-ordination of the Council's recruitment, induction, training and support for apprenticeships, paid and unpaid work placements, work experience internships and volunteering.
- 3 This will include:
 - the provision of support, advice and help to managers;
 - increasing the number of participants in such schemes;
 - sharing of good practice;
 - the provision of consistent, high quality recruitment, induction, training and support processes; and
 - minimum standards which can be applied to ensure that all services know what is expected of them when recruiting and managing participants
- 4 Council services will be asked to make a formal commitment to:
 - identify opportunities for apprenticeships, paid and unpaid work placements, work experience, internships and volunteering as part of the annual work force planning process;
 - undertake an annual survey of activity, to collect data on opportunities offered;
 - re-imburse travel expenses for people undertaking unpaid work placements and work experience through accessing internal support packages; and
 - report regularly to DDG on any issues, successes, concerns.
- 5 The Council's Procurement Strategy 2013-17 'Think Local' approved by Cabinet in April 2013 has committed the Council to prioritise Social Value. The council now follows this policy which must recognise the local economic, environmental and social improvements that can come from each procurement, such as new jobs and apprenticeships.
- 6 The Council will prioritise the marketing of opportunities, encourage applications from and provide advice on applying for such schemes to:
 - Care leavers
 - Groups who are most at risk of long term unemployment
 - Those who live in disadvantaged wards
 - Those living in rural areas

Equality Impact Assessment / Equality Analysis

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

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

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

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

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

2. Consideration of available data, research and information

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Sign off and publishing

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

Signed off by:

(Divisional Director or nominated senior officer)

Date:

Cabinet Meeting Resolution

**Executive
Forward Plan
Reference**

E2570

**Apprenticeships, Interns, Placements, Work Experience
and Volunteering Policy**

Date of Meeting	12-Jun-13
The Issue	<p><i>The Council actively supports apprenticeships, paid and unpaid placements, work experience, internships and volunteering within individual services and Directorates. In certain areas there is award winning best practice but this is un-coordinated. This report recommends a coordinated approach to ensure that any schemes apply the same broad principles, deliver the Government agenda and assist the Council to deliver an “excellent” programme.</i></p>
The decision	<p>(1) To SEEK to maximise its social return on investment in the local community by creating, where possible, apprenticeships, paid and unpaid work placements, work experience, internships and volunteering thus enabling more people to gain access to potential employment opportunities in the private sector and wider labour market;</p> <p>(2) To ASK the Divisional Director (Policy and Partnerships) develop and launch a consistent programme of opportunities across service units and will ensure more effective co-ordination of the Council’s recruitment, induction, training and support for apprenticeships, paid and unpaid work placements, work experience internships and volunteering;</p> <p>(3) To ENDORSE the policy approach set out in the report including:</p> <ul style="list-style-type: none"> • the provision of support, advice and help to managers; • increasing the number of participants in such schemes; • sharing of good practice; • the provision of consistent, high quality recruitment, induction, training and support processes; • minimum standards which can be applied to ensure that all services know what is expected of them when recruiting and managing participants <p>(4) To ASK Council services to make a commitment to:</p> <ul style="list-style-type: none"> • identify opportunities for apprenticeships, paid and unpaid work placements, work experience, internships and volunteering as part of the annual work force planning process; • undertake an annual survey of activity, to collect data on opportunities offered; • re-imburse travel expenses for people undertaking unpaid work placements and work experience through accessing internal support packages; and • report regularly to DDG on any issues, successes, concerns. <p>(5) To NOTE that the Council’s Procurement Strategy 2013-17 ‘Think Local’ approved by Cabinet in April 2013 committed the Council to prioritise Social Value. The Council now follows this policy which must</p>

Cabinet Meeting Resolution

**Executive
Forward Plan
Reference**

E2570

	<p>recognise the local economic, environmental and social improvements that can come from each procurement, such as new jobs and apprenticeships; and</p> <p>(6) To AGREE that the Council will prioritise the marketing of opportunities, encourage applications from and provide advice on applying for such schemes to:</p> <ul style="list-style-type: none"> • Care leavers • Groups who are most at risk of long term unemployment • Those who live in disadvantaged wards • Those living in rural areas
<p>Rationale for decision</p>	<p>The Joint Strategic Needs Assessment (2012) highlighted the importance of creating opportunities to increase employability. Through extensive consultation with service managers, there was overwhelming support for the Council taking a leadership role in the provision of high quality apprenticeships, placements, work experience, internships and volunteering opportunities. There was a clear recognition that a co-ordinated approach would deliver a better and more effective recruitment, selection, deployment and training service for such roles. In addition numbers could be increased through the sharing of processes and good practice.</p>
<p>Other options considered</p>	<p>None</p>
<p>Declarations of Interest</p>	<p>None</p>

The Decision is subject to Call-In within 5 working days of publication of the decision

Bath & North East Somerset Council	
MEETING/ DECISION MAKER:	Council
MEETING/ DECISION DATE:	12th September 2013
TITLE:	Arrangements for approval of unanticipated capital expenditure outside approved budget
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report: None	

1 THE ISSUE

Council is asked to

- 1.1 Enable decisions to be taken that are not within an existing approved capital budget or relevant contingency reserve it is necessary to put in plan arrangement for the approval of expenditure necessary to deal with unanticipated issues that arise in an expeditious manner.

2 RECOMMENDATION

- 2.1 Agree that decisions on the approval of unbudgeted items of capital expenditure may be taken by the Director of Business Support as S151 officer in consultation with the Cabinet member for Community Resources and the Chief Executive and
- 2.2 Note that decisions on matters the responsibility of Cabinet will be taken in accordance with arrangements made by the Leader (which may include the delegation of such decision to officers, following consultation with such member(s) as may be specified).

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 Council has in place an approved revenue and capital budget for the year 2013-14 which include a number of reserves and contingencies.
- 3.2 There are currently no mechanisms to enable unforeseen capital expenditure outside the projects approved as part of the Capital Programme, without a decision of full Council.

3.3 The proposal will provide a mechanism to enable unforeseen items of capital expenditure that can be accommodated within the overall approved revenue and capital expenditure limits, reserves and contingencies, to be agreed without the need to refer every item to the Full Council. The proposed delegation is consistent with the existing delegation approved by the Council for revenue expenditure and reserves.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 The Council has a variety of powers and duties in relation to matters such as property acquisitions and responding to claims made to the Council under various Acts of Parliament.

4.2 The Local Government Act 2000 (amended) creates a clear distinction between Council and Cabinet functions which are reflected in the Constitution. Council sets the budget; Cabinet implements policy within the approved budget.

5 THE REPORT

5.1 As outlined in 3.2 above, there is currently no mechanism in place to deal with issues that have financial consequences outside approved capital budget without recourse to a meeting of Full Council.

5.2 It is considered that this is not an effective mechanism and inhibits the ability of Cabinet to deal with issues that arise in a way that best protects the Council's interests.

5.3 The proposed delegation at 2.1 is designed to enable matters to be dealt with in an expeditious manner.

6 RATIONALE

6.1 This is self-evident from the report.

7 OTHER OPTIONS CONSIDERED

7.1 For the reason set out as paragraph 5.1 it is considered that existing arrangements should be modified.

8 CONSULTATION

8.1 This report has been prepared in conjunction with the Director of Business Support (as S151 Officer) and the Chief Executive.

9 RISK MANAGEMENT

9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance. There are potential financial and reputational risks if the Council cannot take decisive and swift action.

Contact person	<i>Vernon Hitchman Monitoring Officer – (01225) 395171</i>
Background papers	<i>Copies of the Council Resolutions of February 2013, the Council's budget management scheme and its Constitution are available on the website.</i>
Please contact the report author if you need to access this report in an alternative format	

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We acknowledge that:

- Smoking is the single greatest cause of premature death and disease in our communities;
- Reducing smoking in our communities significantly increases household incomes and benefits the local economy;
- Reducing smoking amongst the most disadvantaged in our communities is the single most important means of reducing health inequalities;
- Smoking is an addiction largely taken up by children and young people, two thirds of smokers start before the age of 18;
- Smoking is an epidemic created and sustained by the tobacco industry, which promotes uptake of smoking to replace the 80,000 people its products kill in England every year; and
- The illicit trade in tobacco funds the activities of organised criminal gangs and gives children access to cheap tobacco.

As local leaders in public health we welcome the:

- Opportunity for local government to lead local action to tackle smoking and secure the health, welfare, social, economic and environmental benefits that come from reducing smoking prevalence;
- Commitment by the government to live up to its obligations as a party to the World Health Organization's framework convention on Tobacco control (FCTC) and in particular to protect the development of public health policy from the vested interests of the tobacco industry; and

- Endorsement of this declaration by Department of Health, Public Health England and professional bodies.

We commit our Council from 12th September 2013 to:

- Act at a local level to reduce smoking prevalence and health inequalities and to raise the profile of the harm caused by smoking to our communities;
- Develop plans with our partners and local communities to address the causes and impacts of tobacco use;
- Participate in local and regional networks for support;
- Support the government in taking action at national level to help local authorities reduce smoking prevalence and health inequalities in our communities;
- Protect our tobacco control work from the commercial and vested interests of the tobacco industry by not accepting any partnerships, payments, gifts and services, monetary or in kind or research funding offered by the tobacco industry to officials or employees;
- Monitor the progress of our plans against our commitments and publish the results; and
- Publicly declare our commitment to reducing smoking in our communities by joining the Smokefree Action Coalition, the alliance of organisations working to reducing the harm caused by tobacco.