

Corporate Policy Development and Scrutiny Panel

Date: Monday, 1st February, 2021

Time: 4.00 pm

Venue: <https://www.youtube.com/bathnescouncil>

Councillors: Paul Myers, Winston Duguid, Mark Elliott, Andrew Furse, Hal MacFie, Alastair Singleton, Shaun Hughes, Karen Warrington and Lucy Hodge

Panel pre-meet at 3.30pm



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.

3. Recording at Meetings:-

The Council will broadcast the images and sounds live via the internet

<https://www.youtube.com/bathnescouncil>

The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. Public Speaking at Meetings

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group.

Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.

Further details of the scheme can be found at:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. Supplementary information for meetings

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Corporate Policy Development and Scrutiny Panel - Monday, 1st February, 2021

at 4.00 pm in the

A G E N D A

1. WELCOME AND INTRODUCTIONS
2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS
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 indicate:

- (a) The agenda item number in which they have an interest to declare.
- (b) The nature of their interest.
- (c) Whether their interest is **a disclosable pecuniary interest or an other interest**,
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

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

4. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN
5. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

6. MINUTES (Pages 5 - 12)
7. CABINET MEMBER UPDATE

The Cabinet Member will update the Panel on any relevant issues. Panel members may ask questions on the update provided.

8. DRAFT BUDGET & COUNCIL TAX 2021/22 AND FINANCIAL OUTLOOK (Pages 13 - 40)

This report presents the draft revenue and capital budgets together with proposals for Council Tax and Adult Social Care Precept for 2021/22. Annex 1 is marked 'to follow' and will be circulated separately.

9. A BRIEFING ON THE GOVERNANCE STRUCTURE FOR LOCAL AUTHORITY COMPANIES

There will be a briefing on the governance structure for Local Authority companies. There will be a presentation at the meeting. Panel Members may ask questions and also consider the next steps for any scrutiny of such companies.

10. **PANEL WORKPLAN (Pages 41 - 44)**

This report presents the latest workplan for the Panel. Any suggestions for further items or amendments to the current programme will be logged and scheduled in consultation with the Panel's Chair and supporting officers.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on michaela_gay@bathnes.gov.uk, 01225 394411.

BATH AND NORTH EAST SOMERSET

**MINUTES OF CORPORATE POLICY DEVELOPMENT AND SCRUTINY PANEL
MEETING**

Monday, 11th January, 2021

Present:- **Councillors** Paul Myers, Winston Duguid, Mark Elliott, Andrew Furse, Hal MacFie, Alastair Singleton, Shaun Hughes, Karen Warrington and Lucy Hodge

44 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

45 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none

46 DECLARATIONS OF INTEREST

Councillor Singleton declared a non-pecuniary (other) interest in Item 10 (as a Director of Keynsham Community Energy which has dealings with ADL)

47 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

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

There were none.

49 MINUTES

The Panel confirmed the minutes of the previous meeting as a true record.

50 CABINET MEMBER UPDATE

Councillor Richard Samuel, Cabinet Member for Resources, updated the Panel on the following:

Budget Update – The Council has been advised of most of it's grant funding from Government. We are still waiting for the figure regarding a further Covid grant. The Assumptions have not changed much. The third lockdown does have potential implications such as the Roman Baths being closed and income lost. The expectation is that the budget will still balance.

Property Update – The work on reviews is continuing. The external report is due later this month. We will share this work with the Panel when it is available.

51 PEOPLE STRATEGY

Cherry Bennet, Director of Human Resources and Organisational Development Manager and Amanda George, HR and OD, gave a presentation to the Panel which covered the following:

- Background
- Key challenges and risks
- Attraction, retention and workforce planning
- Talent and Development
- Staff engagement and performance
- Preparing for the Future Programme
- Health, Safety and Wellbeing

Panel members asked the following questions and raised the following points:
(Officer responses are shown in *italics*)

Councillor Furse asked the following questions:

- How do we embed the new apprentices into the Corporate Environment when they are working from home. *The officer explained that some apprentices are working on the front line so they are in workplaces. There has been less request for apprenticeships for roles that are totally based on home working. If they are based at home, we create planned opportunities for chats and structured time with colleagues from the team. We can manage new starters, our managers are very supportive.*
- Regarding the new blended working and working from home – what is the situation with more outward facing roles such as licensing officers, the public realm and planning teams. *During the Covid period, officers have been doing a mix of homeworking, working from Lewis House and the Guildhall. They can still have a base in Bath but are encouraged to mainly work at home. The Licensing team have been needed in the centre for enforcement, so they are using Floor 4 of Lewis House. In the future Keynsham Civic Centre will be used for team meetings and collaboration sessions. There will be desks available to book in the Guildhall and other venues.*

Councillor Warrington asked the following questions:

- Have you looked at succession planning, especially as we have lost some senior staff. *We will pick this up when the worst of the Covid situation is over.*
- Surveys – are there summaries? Yes *they are available, I will send these out and they are also available on the intranet for members.*
- What are the tactics considered for the recruitment challenge around social care? *This is very pertinent, We need help to cope with the situation as there are staff isolating and off sick and our services are under significant pressure at present. We will be undertaking some local campaigns and considering our*

position in the market. We are working with BANES/Swindon/Wiltshire CCG and local authorities jointly to explore some of the challenges together.

- There is a perception that there is a lack of staff in the Council, can we do a gap analysis? *We will pick this up in the summer when the worst of the Covid situation is hopefully over. There is no significant restructuring or redundancy planned for this or next year. Amanda George added that there is a meeting every Monday to discuss Business Continuity and Capacity Planning. Discussions have been around reallocating staff from services that are closed such as the Roman Baths to other services such as helping with the Business Grants service. We are very much reactive at the present time.*

Councillor Hodge asked the following questions:

- What proportion, on average, of a working week will Council officers be expected to work from home. *The officer explained that this will be different for every individual situation. Our last staff survey showed that 85% wanted to continue working from home. Only 6% said they did not. There is a real desire for choice in where we work, at the moment there is no choice. In general, in the future if you want to meet with your team you will be able to do that in Keynsham. There will also be the facility to work from hot desks elsewhere. I think on average staff may work 2/3 days a week from an office venue.*
- Has experience of the last year prompted anyone to look again at that strategy? *We have taken the experience into account. It very much depends on job roles. It is about managing by outcomes rather than presenteeism.*
- Has anyone costed the added wellbeing support? *This has not been costed but these are all things we wanted to do anyway.*
- What are the implications of more staff travelling to Keynsham? *We will do a piece of work on travel arrangements. I believe the result will show a lower carbon footprint. The £150k travel staff travel savings in the budget will be met.*
- Will CCG staff also be able to work from Keynsham Civic Centre? (staff were working together at St Martin's). *I have had many conversations with the CCG, they will be able to use Keynsham.*

Councillor Singleton asked the following questions:

- Are we finding that recruitment (outside of social care) is easier? *The officer explained that yes, there are more applicants, for example a part time job in Human Resources got 64 applications which is unusually high.*
- What are the details of the staff recognition and thankyou scheme? *We note your comments, we want to keep the scheme quite simple. We are thinking of a monthly recognition scheme.*

Councillor Elliot asked the following questions:

- Regarding the nine MBA apprentices – will we get value out of that. *There are 3 cohorts at Bath Spa University and 2 individuals studying at UWE. Their final projects are employer sponsored. We are also in the process of ensuring that their module research and assignment work is presented back to relevant leaders and managers across the council.*

- Regarding flexible/blended learning – it sometimes difficult to manage a mix/hybrid meetings. *We are working with IT regarding hybrid meetings, there is a lot going on in this area at the moment.*

Councillor Duguid asked the following questions:

- 85% of staff wanting to work from home is great but some people cannot for various reasons. This means some will struggle. *The officer responded that it will be for managers to work with their staff on this as they will know their specific circumstances and needs. We will be creating a number of working opportunities in the centre of Bath.*

Councillor Hughes asked the following questions:

- We seem to be making a lot of changes, we are yet to make Keynsham Civic Centre fit for purpose and maybe closing Lewis House was premature. We do not want personal circumstances to be career limiting. Can you confirm that people can have a permanent office position if they want one. *The officer responded that there will be a variety of scenarios, we do understand that some people cannot work from home and there will be options (for example – the Guildhall, Libraries and Keynsham Civic Centre) – there will be some flexibility required.*

Panel discussion and recommendation:

Councillor Warrington stated that she is pleased that this is being looked at holistically and that there are opportunities here.

Councillor Hughes stated that he would like to see timescales with particular regard to IT and Keynsham Civic Centre. Keynsham seems to be key to future plans but there is not a lot of adaption yet.

Councillor Hodge stated that there needs to be more discussion on the costs of refurbishment in Keynsham Civic Centre. Also some concerns on the 85% figure regarding staff being happy to work at home. The language seems to be ‘if you absolutely cannot work from home then we will find something for you’ – I have concerns about younger people or other groups who want to return to the office. Working from home may mean lower prospects of advancements.

Councillor Duguid stated that he was pleased that officers are looking at all aspects. Concern about the Council working in silos which might increase, staff may now start to work in personal silos. Working from home puts a premium on excellent management. We should be careful of the line ‘work is what you do, not where you go’ – work is a lot more than what we do, it is a social and psychological experience.

The Panel **RESOLVED** to note the report and ask the officers to consider the 4 factors set out below in their work and that the item be brought back to the Panel for review in 6 months.

- Details and timescales
- Costs

- Working from home – the impact on some areas of society
- Dangers of silo working

52 OUTSOURCING OUR SERVICES

Mandy Bishop, Chief Operating Officer introduced the report.

Panel members asked the following questions and raised the following points:
(Officer responses shown in italics)

Councillor Hughes how we are supporting company's that we have outsourced to during this pandemic. *The officer explained that it depends on the type of company – some do not need much support such as highways and transport providers. Leisure providers need more support. We have talked to various Leisure providers about accessing support, we have not been able to offer direct Council support to all as they are not direct providers to the council.*

53 COUNCIL COMPANY ACCOUNTS

Councillor Richard Samuel, Cabinet Member for Resources reminded Panel members that the report looks at the closure of accounts 2019/2020 and that the situation is different now. Andy Rothery, Director of Finance (S151 Officer), introduced the report and stated that it was encouraging to see the improvement in performance.

Tim Richens (ADL Director) reminded the Panel that ADL is a BANES company that looks after rental properties and ACL is a BANES company that looks after housing development.

Panel members asked the following questions and raised the following points:
Officer responses are shown in italics.

Councillor Duguid asked the following questions:

- What is the role of PDS as opposed to the Audit Committee? *The officer explained that the Audit Committee is concerned with the quality of the accounts and PDS looks at the business side of things.*
- If ADL is 100% owned by the council, why don't we use the council auditors (Grant Thornton) to audit ADL rather than Monahan's?.
Tim Richens explained that different auditors are needed.
- Do we need 6 Directors? *Tim Richens explained that there are only 2 executive directors.*
- Bonuses have been paid this year – this is not usual practice in the Council.
Tim Richens explained that bonuses are paid in line with the scheme approved by the Council.
- There is little investment compared to 2018/19. *Tim Richens agreed that there was more flow in 2018/19 but pointed out that there were 4 properties after the deadline for 2019/20.*

Councillor Hodge asked about staffing costs in relation to the accounts. *Tim Richens explained that things will look less confusing in the coming year, staff are employed by ADL.*

Councillor MacFie asked if there was any collaboration with WECA regarding the flow of new properties. *Tim Richens explained that the Government fund has certain conditions and that there must be a degree of separation.*

In response to a query from Councillor Myers, the officer explained that salaries had been through an independent process.

Councillor Myers asked if the accounts meet the objectives for the period they relate to, are they on track and are bonuses justified? *The officer explained that yes, the accounts show a positive achievement of sales and are on target in that year.*

Councillor Singleton asked about pension benefits? *Tim Richens explained that TUPE staff would be in the Avon Pension Fund and new staff the NEST scheme.*

Councillor Hughes asked the following questions:

- What are the targets of the Company and can we see the business plan. *Tim Richens explained that the shareholders set the objectives. There is a 3-year rolling business plan which is approved by the shareholders. The officer explained that another item for the Panel can be arranged when the business plan has been agreed. We can provide the prior year's business plan.*

Councillor Myers asked what the role of the Panel is today. *The officer responded that this is a relatively new role to check that things are looking like they are going in the right direction.*

Panel discussion and recommendation

Councillor Hughes stated that the relationship of ADL and ACL to Property Services and also the remit of the organisations is not clear. Also not clear on the role/relationship and remit of scrutiny.

Councillor Myers concluded that, from the outside, the governance is not easy to understand.

Councillor MacFie stated that it makes sense to have a Company rather than external developers, but it would help to see the objectives set for the Company so that we can make sure they are being achieved.

Councillor Samuel, Cabinet Member for Resources, explained that there two issues - firstly, the technical/final accounts and secondly, the objectives set by the company which is a Cabinet matter that can be shared with the Panel. The Governance procedures are set by Council. I would be willing to be part of a discussion to simplify this area so that it is more transparent.

The Panel **RESOLVED** to note the report and asked for a future agenda item setting out the following:

- A simple explanation of the governance/structure of ADL and ACL in relation to the Council.
- Sight of the appropriate Business Plan/Objectives to aid the Panel in scrutinizing Company Accounts in the future.

54 PANEL WORKPLAN

Councillor Myers explained that the potential future items below will be discussed at the agenda setting meetings with the Chair and Vice Chair of the Panel.

- Contacting the Council (also to include IT strategy)
- Parental Leave
- Property Services
- Policy and Corporate Strategy
- People's Strategy *to come back for review – summer 2021*
- ADL/ACL – *Governance arrangements*
- 'Invest in Bath'
- Items from Councillor Duguid to be advised at the agenda planning meeting.

The meeting ended at 6.15 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council	
MEETING:	Corporate Policy Development & Scrutiny Panel
MEETING DATE:	1st February 2021
TITLE:	Draft Budget and Council Tax 2021/22 and Financial Outlook
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report Annex 1: 2021/22 to 2023/24 Budget Savings Proposals - TO FOLLOW Annex 2: Budget Growth & Additional Pressures Annex 3: Emerging Capital Schemes 2021/22 Annex 4: Equalities Impact Assessment of 2021/22 to 2023/24 Savings Proposals	

1. THE ISSUE

This report presents the revenue and capital budgets together with proposals for Council Tax and Adult Social Care Precept for 2021/22.

2. RECOMMENDATIONS

2.1 The Panel is asked to report comments to Cabinet on –

- a) The 2021/22 budget including the savings plans outlined in Annex 1, budget growth and pressures Annex 2 and new corporately funded capital projects Annex 3, in conjunction with the Equalities Impact Assessment Report in Annex 4.

3. RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

The resource implications are contained within the body of the report

4. STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSALS

A local authority has a statutory duty to set an annual budget and Council Tax.

Members must have regard to the impact on specific groups in their decision making. The Equalities Team has reviewed savings plans to ensure that any impact the saving will have on diversity and equality has been assessed and to ensure that any issues are highlighted to members before a decision is made. The analysis is attached at Annex 4.

5. THE REPORT

5.1 The 2020/21 Budget Summary

The Medium-Term Financial Strategy (MTFS) was approved in October 2020 and outlined how the budget would be delivered over the medium to long-term. This incorporates the short to medium term impact of the Covid pandemic on Council finances. The MTFS for B&NES spans two years with a further three added to show the likely longer-term picture.

The Council needs to deliver a balanced budget over the term of the plan. A balanced budget means that balances or reserves are not used to meet on-going expenditure commitments. The updated Plan shows a balanced budget for 2021/22 and a projected budget gap for 2021/22 and beyond. The figures include all estimates for pay awards, pension costs, Council Tax, business rates, Government grant, and inflation. The revenue budget contingency has been increased by £0.65m and one off Covid risk reserve of £5m has been added as a budget for 2020/21.

The budget has been developed considering how to manage the financial impact of the Covid pandemic whilst delivering the Corporate Strategy to meet our key principles and commitments. To deliver a balanced budget in 2021/22 there is a savings requirement of £8.48m alongside one-off use of reserves of £11.31m, this highlights the impact the Covid pandemic has had on the Council's budgets which has created a budget pressure of c£20m.

The budget includes a recommendation that general Council Tax is increased by 1.99% in 2021/22 (an increase of £28.99 per Band D). The proposed Band D Council Tax for Bath and North East Somerset Council next year including the Adult Social Care Precept increase of 3.00% is £1,529.57 (£1,456.88 in 2020/21) an overall increase of 4.99% and £72.69 per Band D (£1.40 per week).

The proposed net revenue budget for Bath and North East Somerset for 2021/22 is £130.07m.

5.1.1 Corporate Strategy and the Councils' Priorities

The budget focusses on delivery of the Corporate Strategy which is set within the following framework:

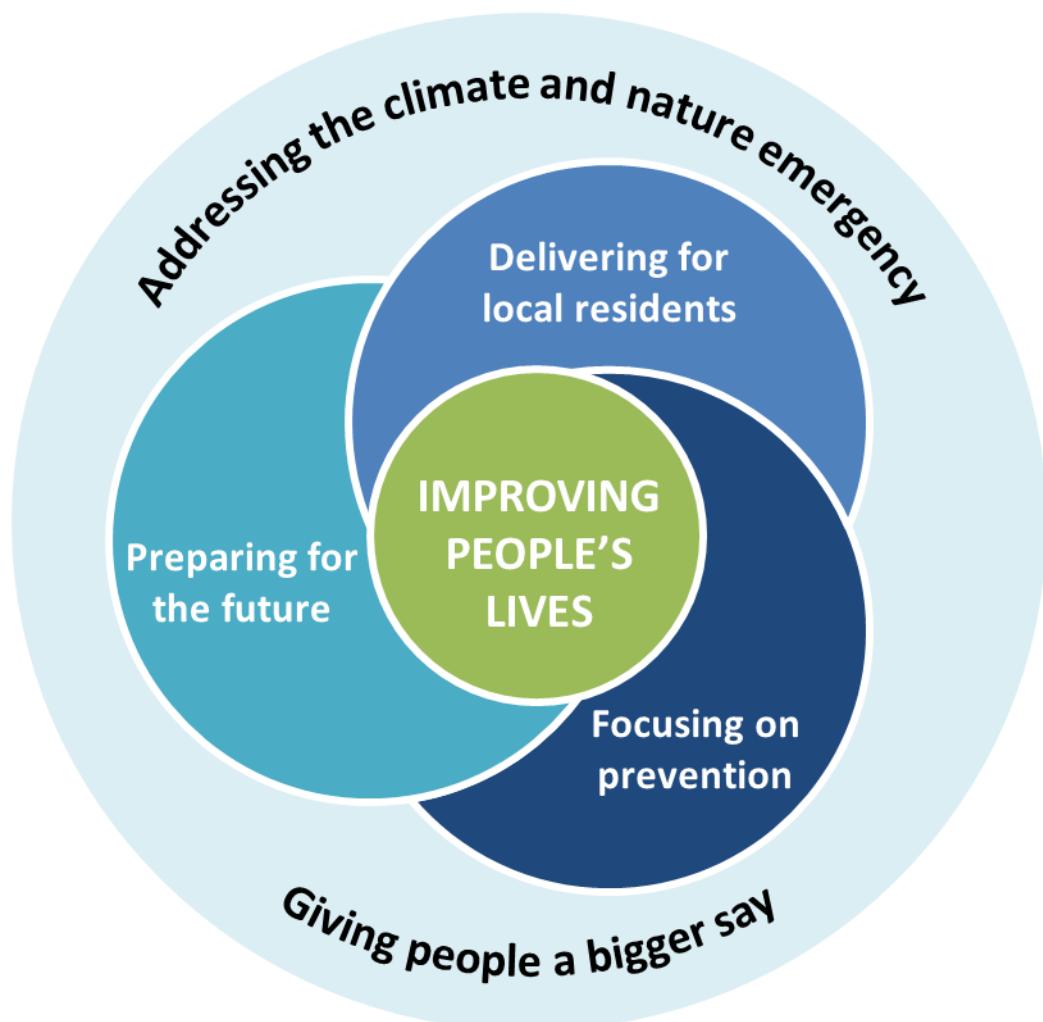
ONE: We have **one** overriding purpose – to improve people's lives.

This might sound simple but it brings together everything we do, from cleaning the streets to caring for our older people. It is the foundation for our strategy and we will ensure that it drives our commitments, spending and service delivery.

TWO: We have **two** core policies – **tackling the climate and ecological emergency** and **giving people a bigger say**. These will shape **everything** we do.

THREE: To translate our purpose into commitments, we have identified **three** principles. We want to **prepare for the future, deliver for local residents and focus on prevention**.

This is all set out clearly in the diagram below:



This is the “golden thread” which drives what we do ensuring that setting budgets and managing our people - our most valuable resource - are guided by the council’s priorities. It also means that our commitments are realistic and achievable.

Areas of strategic priority and focus over the next two years will include:

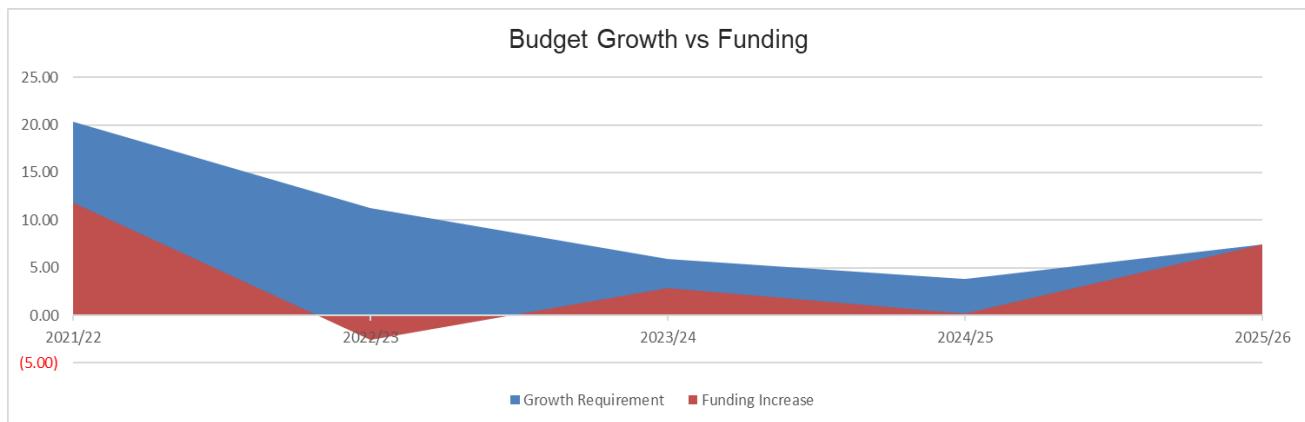
- Ongoing investment to deliver more effective transport schemes across the council area, with a particular focus on creating low traffic neighbourhoods and more opportunity to prioritise walking and cycling and the introduction of financial incentives to reduce inward commuting through the extension of resident parking zones.
- Continued investment to support the most vulnerable people in our communities.
- Continued commitment to secure action to address the climate and ecological emergency.
- Focus on supporting the local economy to recover from the impact of the pandemic with a particular priority to work with partners to rebalance the economy to reduce the dependence on retail, hospitality and tourism.
- Support the “Preparing for the Future” programme to modernise the council with a focus on improved asset management and flexible working.

5.2 The Revenue Budget 2021/22

5.2.1 The Budget and Medium-Term Financial Outlook

The budget summary is set out below showing the demand and funding changes over the next five years:

Budget Planning	Future years assumptions					Total
	2021/22	2022/23	2023/24	2024/25	2025/26	
Growth Requirement	20.30	11.26	5.90	3.84	7.44	48.74
Funding Increase	11.82	(2.58)	2.89	0.20	7.44	19.77
Annual Funding gap	8.48	13.84	3.02	3.63	0.00	28.97
Savings Proposals	8.48	1.31				9.79
Remaining Funding Gap	0.00	12.53	3.02	3.63	0.00	19.18



This illustrates the significant budget rebasing that is required in 2021/22 and 2022/23 to manage the impact of the Covid pandemic on the Council's commercial income budgets.

The tables below show how the budget has changed in 2021/22 taking account of the current financial challenge, this sets out the available revenue funding and 2021/22 budget pressures and savings at a portfolio level.

Funding of Budget Requirement		£'m
Council Tax		101.96
Business rates retention		20.87
Reserve transfers (To) / From		7.24
Funding of Budget Requirement Total		130.07

Portfolio	2021/22 Opening budget £'m	Budget growth / rebasing £'m	Proposed savings £'m	Budget requirement £'m
Leader	(0.63)	0.00	(0.29)	(0.92)
Resources and Deputy Leader*	12.20	6.22	(3.29)	15.13
Adult Services	63.53	2.88	(3.43)	62.98
Children's Services	27.65	2.43	(0.27)	29.81
Climate Emergency & Neighbourhood Services	16.54	0.19	(0.19)	16.53
Transport Services	(0.09)	4.23	(0.45)	3.70
Housing, Planning & Economic Development	3.47	0.03	(0.31)	3.18
Community Services	(4.42)	4.33	(0.26)	(0.35)
Total	118.25	20.30	(8.48)	130.07

*Resources and Deputy Leader contains technical budget adjustments of (£1.84m) from settlement grant funding with £22.14m Growth and Budget Pressures across Portfolios.

This table for illustration purposes and is subject to change following the final allocation of budget to Council cashlimits.

The budget detail, assumptions, and the future forecast is shown in the table below:

Budget Planning	Future years assumptions £m				
	2021/22	2022/23	2023/24	2024/25	2025/26
Budget Requirement (Previous Year)	118.25	130.07	127.49	130.38	130.58
Budget Adjustments	0.11	0.31	0.00	0.00	0.00
Pay & Pension	1.05	1.52	2.07	2.09	2.12
Demographic Growth	3.85	1.78	1.79	1.79	1.79
Contract Inflation	2.01	2.02	2.09	2.16	2.21
New Homes Bonus Pressure	2.62	0.68	0.96	0.00	0.00
Capital Financing	2.01	1.00	1.00	1.00	1.00
Settlement grant funding	(6.59)	5.55	0.00	0.00	0.00
Budget pressure / rebasing	15.25	(1.61)	(2.01)	(3.20)	0.31
Draft Budget Before Savings	138.55	141.33	133.40	134.22	138.02
Agreed Savings Plans	0.00	(1.31)	(0.09)	0.00	0.00
Estimated Savings Required	(8.48)	(12.53)	(2.93)	(3.63)	(0.00)
Budget Requirement	130.07	127.49	130.38	130.58	138.02
Funding of Budget Requirement					
Council Tax	101.96	105.57	110.91	117.05	122.94
Business rates retention	20.87	18.50	19.05	20.53	21.08
Business rates retail relief deficit (20/21) - s31 grant funded	(39.15)	0.00	0.00	0.00	0.00
Reserve transfer from Business Rates retail relief reserve	39.15	0.00	0.00	0.00	0.00
Reserve transfers (To) / From	7.24	3.43	0.43	(7.00)	(6.00)
Funding of Budget Requirement Total	130.07	127.49	130.38	130.58	138.02

The forecast includes the following cost pressures and assumptions:

- **Pay Inflation** – Estimated at 0% for staff salaries over £24k in 2021/22 subject to the National Joint Council pay award agreement, and 2% per annum for future years. Pay contingency held at 1% of pay bill subject to finalisation of national Local Government pay award negotiation.
- **Council tax** – Assumed at 1.99% excluding Social Care precept in 2021/22.
- **Social Care precept** – Assumed at 3% for 2021/22
- **Council tax collection fund 2020/21 deficit** – Forecast at £1.2m recovered over the next 3 years.
- **Pension Costs** – Have been revised in line with the recent revaluation for the next two years followed by a 1% increase per annum from 2023/24;

- **Demographic Growth & Increase in Service Volumes** – Additional demand from new placement and market pressures in Adult & Children Social Care;
- **Interest Rates** - Continued very low rates of interest of around 0.05% per annum for short term treasury management cash investments. The Council will maintain a minimum cash policy;
- **Inflation** – CPI projections held at existing planning levels of 2%, this will be refreshed for the detailed budget proposal based on ONS data.
- **Budget Pressures / Rebasing** – 2021/22 budget rebasing of income budgets taking account of Covid pressures, with improvement in future years.
- **Capital Spending** – an allowance has been made to fund a minimal number of new schemes given current financial constraints;
- **Borrowing** – longer term borrowing costs have been factored into the MTFS however the authority will continue to optimise the use of cash balances subject to market conditions and the overriding need to meet cash outflows;
- **Budget risk / priorities** – Increase of £0.5m to the existing £1m corporate contingency budget to manage budget risk and meet new priorities that require additional funding.

5.2.2 The Government Settlement

The Provisional Settlement was received on the 17th December 2020 but has not yet been finalised. The provisional figures have been incorporated into the budget proposal this report and will be included in more detail in the final report. The final settlement details will be reflected within the report to Council if they are published before the report deadline.

5.2.3 Savings and Income Generation

Savings plans total £9.79m over the next two years with plans to deliver £8.48m in 2021/22 and a balanced budget, with a further £1.31m planned for 2021/22 leaving a gap of £12.53m. This will be reviewed early in the 2021/22 financial year to ensure that the savings can be delivered.

The proposals for savings are outlined in Annex 1.

5.2.4 Budget Growth & Additional Pressures

Budget growth and additional pressures across portfolios of £22.14m have been added to ensure that the budget remains robust and to add additional budgets to areas that require rebasing. This does not mean that savings cannot be found from these areas in future once savings opportunities are identified, but this ensures that spend and budget are aligned especially in high demand areas. Growth and pressures are outlined in Annex 2.

A significant sum £15.24m has been applied to the 2021/22 budget to take account of the pressures that the Covid pandemic on Council services, specifically its income budgets which have been rebased in line with recovery business plan projections. This pressure is broken down below:

- Commercial Estate £5m
- Parking £4m
- Heritage Services £4.24m
- Other pressures £2m

The other pressures are a rebasing of prior years' efficiency savings that have been thoroughly reviewed and assessed as not deliverable in 2020/21 or 2021/22. These are primarily cross Council efficiency programmes requiring staffing savings, the deliverability of these savings have been impacted by the Covid pandemic and the new demands on the organisation.

5.2.5 2020/21 Current Budget position

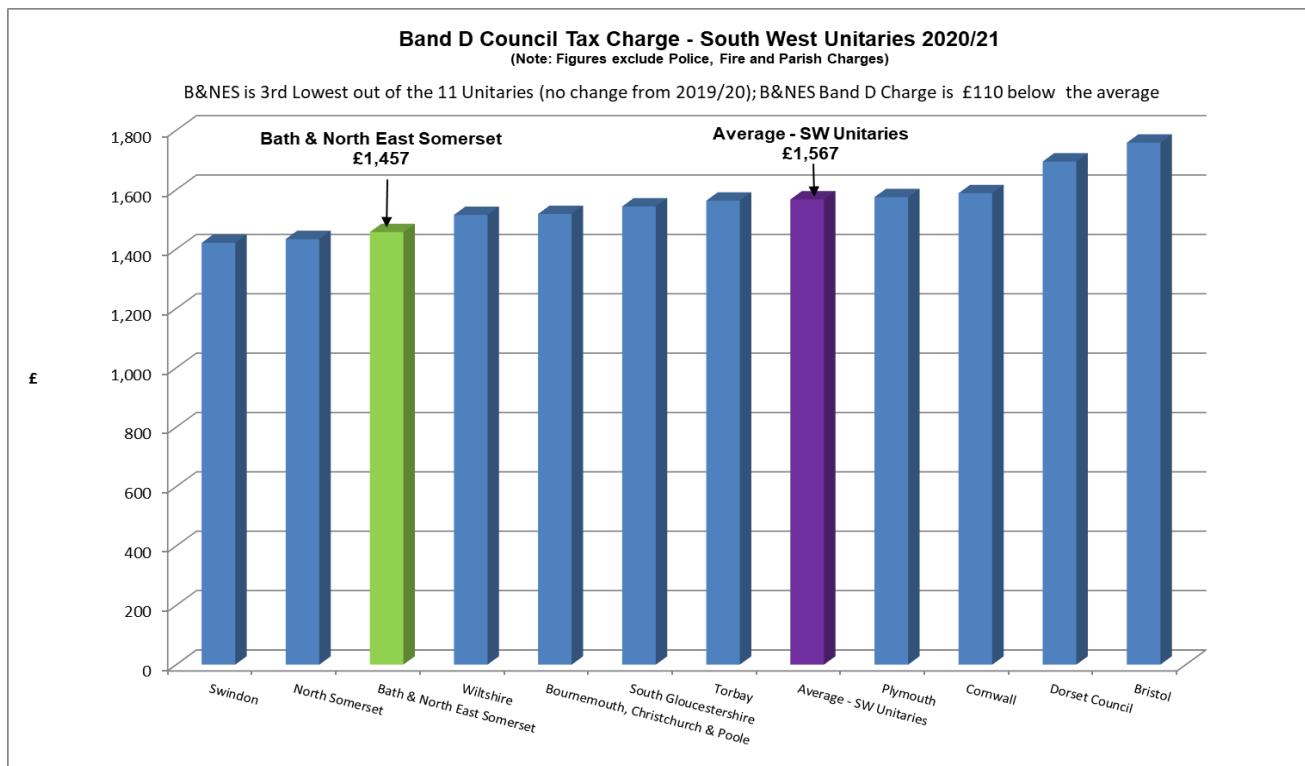
Due to the Council's financial recovery plans and government Covid grant the Council is forecasting an on-budget position. However, the impact of income commercial income loss is significant with up to £18m being supported from the government Sales Fees and Charges compensation scheme. The additional pressures above rebase income budgets in recognition of this ongoing risk.

5.3 Council Tax

5.3.1 Band D Equivalent Council Tax

The MTFS included an assumption that general Council Tax (excluding the Adult Social Care Precept) would increase by 3% per annum over the period of the plan. The Provisional Settlement has stated a referendum cap of 2%. The proposal within this report is to increase general Council Tax by 1.99% in 2021/22. This will increase a Band D by £28.99 for 2021/22 to £1,357.15. The overall proposed Band D Council Tax for Bath and North East Somerset Council next year including the Adult Social Care Precept increase of 3.00% is £1,529.57 (£1,456.88 in 2020/21) an increase of 4.99% and £72.69 per Band D (£1.40 per week). The tax base for 2021/22 is 66,711.85, a decrease of 168.05 (-0.25%) from 2020/21, the decrease reflects an increase in the number of Local Council Tax Support Scheme claimants.

The diagram below shows that B&NES had the third lowest Council Tax of the South West Unitary Authorities in 2020/21-



As billing authority, B&NES calculates a basic level of tax based on its own spending plans, to which is added the precepts from, Adult Social Care, Avon Fire Authority, Avon and Somerset Police Authority, and any town/parish Council. The actual total of Council Tax for Bath and North East Somerset residents will be calculated once all precepting authorities have notified B&NES of their proposals to be approved at Full Council on 23rd February 2021.

5.3.2 Welfare and Hardship Support

In recognition of the hardship challenges our most vulnerable residents may be facing from the economic impact of Covid and Council tax increases the budget includes a one-off uplift of £0.4m to be managed through the Welfare Support service. Whilst the full detail of this fund will need to be developed, the general principle if that support would be for hardship in paying council tax bills and meeting general living costs.

This is in addition to rebasing the 2021/22 Local Council Tax Support Scheme to take into account forecast demand levels.

5.5 Community Contribution fund

Following the Full Council meeting on the 12th November that agreed a trial period of one year for the Community Contribution fund.

In summary, the objective of the fund is:

To reduce inequalities in the area by investing in local projects that improve people's lives, focusing on those who are most disadvantaged. Inequalities relates to all protected characteristics as well as those people who are disadvantaged by financial circumstances, locality, health and wellbeing.

The fund will not be used to supplement Council tax and/or supplement Council services, every penny donated will be used to fund local projects. Local residents will be able to make a voluntary financial contribution, businesses and visitors can also contribute to the fund.

Any charity, voluntary or community organisation that supports residents of Bath and North East Somerset will be able to apply for funds. Following officer assessment of applications recommendations will be presented to a panel of 10 elected members who will decide on the use of the funds.

5.71 Capital Programme 2020/21

The new and emerging Capital schemes can be found in Annex 3, these include new schemes funded from Corporate Supported borrowing funded from a £0.3m revenue budget for capital financing in the 2021/22 budget. The schemes are presented by Corporate Strategy Theme and Portfolio, items marked (*) will be subject to businesses cases demonstrating income / efficiencies to fund the cost of capital.

All capital items have been considered and supported by the Capital Strategy Group in consultation with Portfolio holders.

7 CLIMATE CHANGE

Addressing Climate Change is one of the two core policies within the new Corporate Strategy. The budget has recognised this priority through providing ongoing revenue funding for the Climate Emergency team and also introduced new capital items to explore and implement renewable energy schemes.

8 OTHER OPTIONS CONSIDERED

The report and annexes also contain the other options that can be considered in making any recommendations.

9 CONSULTATION

Planned public consultation took place through webinars in December 2020.

Contact person	Andy Rothery, Director of Finance (S151 Officer) (01225) 477103
Background papers	<i>2021/22 Medium Term Financial Strategy</i> https://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=122&MId=5501

Please contact the report author if you need to access this report in an alternative format

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Annex 2: Portfolio Growth Summary

2021/22 - 2024/25 Budget Growth items

Portfolio	Resources					
Portfolio	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	5 YR TOTAL
Pay Inflation	997	354	322	328	0	2,001
Pensions Increase	24	(8)	600	600	600	1,816
Demography	0	0	0	0	0	0
Contractual Inflation	104	159	162	164	166	755
Budget Pressures / Rebasing	6,936	0	0	0	0	6,936
TOTAL	8,061	505	1,084	1,092	766	11,508

Portfolio	Adults					
Portfolio	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	5 YR TOTAL
Pay Inflation	0	261	265	269	0	795
Pensions Increase	9	0	0	0	0	9
Demography	1,651	999	999	999	999	5,647
Contractual Inflation	1,216	1,241	1,266	1,291	1,317	6,331
Budget Pressures / Rebasing	0	0	0	0	0	0
TOTAL	2,876	2,501	2,530	2,559	2,316	12,781

Portfolio	Children's Services					
Portfolio	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	5 YR TOTAL
Pay Inflation	0	250	250	250	0	750
Pensions Increase	5	5	5	5	5	24
Demography	2,173	758	761	763	763	5,218
Contractual Inflation	252	247	291	323	345	1,458
Budget Pressures / Rebasing	0	400	0	0	0	400
TOTAL	2,430	1,660	1,307	1,341	1,113	7,850

Portfolio	Climate Emergency & Neighbourhood Services					
Portfolio	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	5 YR TOTAL
Pay Inflation	0	203	200	204	0	607
Pensions Increase	1	0	0	0	0	1
Demography	18	18	18	18	18	90
Contractual Inflation	178	180	183	186	186	913
Budget Pressures / Rebasing	(10)	(94)	0	0	0	(104)
TOTAL	187	307	401	408	204	1,507

Annex 2: Portfolio Growth Summary

Portfolio	Transport					
Portfolio	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	5 YR TOTAL
Pay Inflation	0	180	183	186	0	549
Pensions Increase	3	0	0	0	0	3
Demography	9	9	9	9	9	45
Contractual Inflation	210	169	170	172	175	896
Budget Pressures / Rebasing	4,010	(1,510)	0	0	0	2,500
TOTAL	4,232	(1,152)	362	367	184	3,993

Portfolio	Housing, Planning & Economic Development					
Portfolio	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	5 YR TOTAL
Pay Inflation	0	120	115	118	0	353
Pensions Increase	4	0	0	0	0	4
Demography	0	0	0	0	0	0
Contractual Inflation	24	0	0	0	0	24
Budget Pressures / Rebasing	0	0	0	0	0	0
TOTAL	28	120	115	118	0	381

Portfolio	Community					
Portfolio	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	5 YR TOTAL
Pay Inflation	0	155	133	134	0	422
Pensions Increase	4	0	0	0	0	4
Demography	0	0	0	0	0	0
Contractual Inflation	24	23	23	23	23	116
Budget Pressures / Rebasing	4,300	(95)	(2,008)	(3,204)	(886)	(1,893)
TOTAL	4,328	83	(1,852)	(3,047)	(863)	(1,351)

Portfolio	All					
Portfolio	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	5 YR TOTAL
Pay Inflation	997	1,522	1,468	1,489	0	5,477
Pensions Increase	49	(3)	605	605	605	1,860
Demography	3,851	1,784	1,787	1,789	1,789	11,000
Contractual Inflation	2,008	2,019	2,094	2,159	2,212	10,492
Budget Pressures / Rebasing	15,236	(1,299)	(2,008)	(3,204)	(886)	7,839
TOTAL	22,142	4,023	3,946	2,837	3,719	36,668

Annex 3a - New Capital Recommendations from Additional Borrowing

Overview by Corporate Strategy Theme		21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	Total £'000	
Climate Emergency		900	750	500	0	0	2,150	
Delivery for Residents		1,469	2,605	2,000	2,000	2,055	10,129	
Preparing for the Future		3,898	4,260	3,500	3,500	3,800	18,958	
Total		6,267	7,615	6,000	5,500	5,855	31,237	
Portfolio		Climate Emergency Schemes	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	Total £'000
CE&NS	Renewable energy in B&NES	150	250	0	0	0	400	
CE&NS	Renewable Energy Development Fund	(*)	500	500	500	0	1,500	
Community	Energy Capture Scheme (Roman Baths Heritage)	(*)	250	0	0	0	250	
	Sub-Total	900	750	500	0	0	2,150	
Portfolio		Delivery for Residents Schemes	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	Total £'000
Community Transport	Odd Down Sports Ground and Other Leisure Feasibility Highway Maintenance Programme - local enhancement over WECA grant .	60	600	0	0	0	660	
Transport	P&R Security (Alligator Teeth)	(**)	500	2,000	2,000	2,000	2,000	
Transport	Parking Body Worn Video Cameras for Civil Enforcement Officers	5	0	0	0	0	5	
Transport	Parking Enforcement Hand Held Computer Terminals	0	5	0	0	5	10	
Resources	Replenish Contingency - Connecting Devon & Somerset	116	0	0	0	0	116	
Resources	Saw Close RIF Repayment	788	0	0	0	0	788	
	Sub-Total	1,469	2,605	2,000	2,000	2,055	10,129	
Portfolio		Preparing for the Future Schemes	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	25/26 £'000	Total £'000
Community	Cleveland Pools Boundary Wall Replacement	95	0	0	0	0	95	
Transport	Bus Lane Enforcement	0	300	0	0	300	600	
Resources	IT Replacement & Increased Digitalisation	25	500	500	500	500	2,025	
Resources	Office Reconfiguration Costs	1,195	460	0	0	0	1,655	
Resources	Corporate Estate Planned Maintenance	1,600	3,000	3,000	3,000	3,000	13,600	
Resources	Commercial Estate Refurbishment	800	0	0	0	0	800	
Resources	Replenish Contingency - Welfare Pods	183	0	0	0	0	183	
	Sub-Total	3,898	4,260	3,500	3,500	3,800	18,958	
	Total	6,267	7,615	6,000	5,500	5,855	31,237	

(*)
(**)

This capital to be subject to business case for cost savings to repay borrowing / or new grants
The funding could be replaced by further grant announcements and deferred to future years

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Annex 4: Equality impacts of 2021/22 to 2023/24 Savings Proposals

1. Introduction and legal background

This report outlines how the impacts of the Council's budget proposals are being considered from an equality perspective. The Equality Act 2010 makes it unlawful to discriminate against an individual because of certain personal characteristics ('protected characteristics'). The law also requires that equality issues are considered by public bodies as part of decision making, especially where services are reduced or redesigned.

Failure to undertake proportionate Equality Analysis/Equality Impact Assessment could present risks of legal challenge to the Council for failing to pay due regard to its public sector equality duty.

2. Actions so far

Each budget proposal has been set out in a Medium-Term Financial Plan (MTFP) Proposal template, with the high-level intentions outlined. The proposals describe what service redesign is being proposed and identify if there will be impacts upon residents and/or service users.

As part of the Council's equality analysis process, Directors (and their officers with delegated responsibilities) have been tasked to consider their proposals from an equality perspective. This initial 'screening' process aimed to highlight if any of the proposals have the potential to have significant impacts upon service users, and if so, what actions, if any, could be taken to mitigate any unexpected or unintentional impacts.

All savings proposals, new or recurrent recovery plans, were presented by lead portfolio members, supported by their directors to a panel comprising the Leader of the Council, Deputy Leader, CEO and S151 Officer. Impacts of the proposals, including those of equality, were discussed and considered as part of these meetings. Proposals were either approved, amended or rejected at through this meeting framework.

It should be noted that some decisions on financial management related to Covid-19 Recovery have already been taken in the summer of 2020, as part of # financial recovery planning processes.

3. Policy Development and Scrutiny Panels - equality scrutiny process

The budget proposals relevant to their respective remits were presented to the Corporate Policy Development and Scrutiny Panel on 1st February 2021.

The PDS panel members have received a brief to enable them to scrutinise the proposals from an equality perspective (see *Appendix 1*).

4. Savings proposals for 2021-22

Across the Council, every attempt has been made to achieve efficiencies through service redesign, with minimum reduction in frontline services or disproportionate increases in charges.

Regarding impacts on staff, the council's Human Resources policies and procedures ensure there is full consultation and consideration of staffing matters and that employment-related equality issues are fully considered.

5 Detailed equality analysis

The finer detail of how the final proposals will be implemented will follow in due course, and it is recommended that comprehensive and detailed equality analysis is carried out on some of the proposals as they are taken forward. This will help to ensure that opportunities to enhance equality are utilised, and any possible negative impacts or barriers for particular groups are taken account of, and if possible, mitigated.

As above, regarding impacts on staff, the Council's Human Resources policies and procedures ensure there is full consultation and consideration of staffing matters and that employment-related equality issues are fully considered. Therefore, the focus here is largely on impacts upon service delivery and service users. Each item is accompanied by an appropriate recommendation based on information available at time of drafting.

The screening process has highlighted a number of proposals where there is a possibility of negative impact upon certain groups of people with protected characteristics and/or opportunities to enhance equality. Each item is accompanied by an appropriate recommendation based on information available at time of drafting.

5.1 Portfolio: Resources & Deputy Leader

Of the 16 budget proposals within this portfolio, 13 items were considered as part of the Finance Recovery Proposals 2020 Equalities Impact Assessment in June 2020 and are therefore not included in this report.

The remaining items for consideration are:

Travel budgets:

Increased use of technology, fewer face to face meetings along with new ways of working raises an opportunity to realise additional savings in staff travel.

Recommendation: Proportionate equality analysis should be carried where social isolation and potential impact on professional development should be noted.

Organisation Restructure:

To review senior management structure, ensuring it is fit for purpose and effectively delivers the Corporate Plan. We expect this to lead to some savings and may affect up to 8 full time equivalent posts.

Recommendation:

To follow the usual Human Resources policies and process which have equality considerations built into departmental and corporate restructuring.

Digital processes and new ways of working:

Taking the digital learning and accelerated changes to user needs, habits and demand resulting from the Covid Pandemic, we will maximise both digital, operating and building efficiencies to focus on targeting service offering to those who most need our mediated support. More flexibility to resource service delivery appropriately for the community where it is needed.

Recommendation:

To ensure full analysis is carried out on differing aspects of the digital programme on a case by case basis as efficiencies are driven out. To complete a cumulative equality analysis including (but not exclusively) capital and other programmes affecting pedestrians and transport within and around Bath city centre.

5.2 Portfolio: Adults Services

Of the 11 budget proposals within this portfolio, 6 items were considered as part of the Finance Recovery Proposals 2020 Equalities Impact Assessment in June 2020 and are therefore not included in this report.

The remaining items for consideration are:

Specialist & Complex - procurement review:

Strategically commission and procure a range of care and support services sufficient to meet identified needs and address gaps in B&NES and provide better value for money for people with complex and specialist needs

Recommendation:

A full equality analysis is required prior to final decision. Equality needs to be included throughout robust monitoring of any effects of this proposal on service users.

Community - Contract Management Framework

Review of contract management for services, improved contract management arrangements to be put in place by 2022 to achieve this.

Recommendation:

To ensure equality issues are included in the commissioning and procurement process as required by statute.

Reablement Review

Review and redesign service model. This will ensure delivery of flexible and proactive reablement, improving independence and quality of life alongside reductions in individual care and support needs. This will ensure individuals are supported to stay at home for longer and helped to avoid long term adult social care support.

Change to service delivery model and contractual arrangements; the effectiveness of the new reablement (model) service

Recommendation:

A full equality analysis is required prior to final decision. Equality needs to be included throughout robust monitoring of any effects, both positive and negative of this proposal on service users.

Learning Disability Commissioning

Remodel adult advocacy services

Recommendation:

A high-level screening of equality issues would be advised. Ensure equality issues are included in the commissioning and procurement process as required by statute. Best practice would include the voice of the user in this review.

Community - Review of Care Package Delivery

Commissioners and providers and social workers to review packages and placement costs ensuring eligible adult social care needs are met.

Recommendation:

A full equality analysis is required prior to final decision. Equality needs to be at the forefront of this proposal and should be included throughout robust monitoring of any effects, both positive and negative of this proposal on service users and carers.

5.3 Portfolio: Children's Services

Of the 8 budget proposals within this portfolio, 7 items were considered as part of the Finance Recovery Proposals 2020 Equalities Impact Assessment in June 2020 and are therefore not included in this report.

The remaining item for consideration is:

Early Years SEND

The deletion of a vacant post will not change current provision.

Recommendation:

No further action unless current level of provision and/or outcomes deteriorate. This should be identified by regular monitoring and service user feedback.

5.4 Portfolio: Climate Emergency and Neighbourhood Services

Of the 5 budget proposals within this portfolio, 3 items were considered as part of the Finance Recovery Proposals 2020 Equalities Impact Assessment (EIA) in June or the 2020/21 Budget Report EIA in February 2020 and are therefore not included in this report.

The remaining items for consideration are:

Household Waste Recycling Centres

Introduce charging for specific materials (rubble, plasterboard and tyres) at the recycling centres (common practice in other areas).

Recommendation:

No further action required.

Reduction in Environmental enforcement

Stop proactively issuing FPN's for littering, reduce enforcement team size by 1. The saving stated is after the lost FPN income has been mitigated.

Recommendation:

No further action required.

5.5 Portfolio: Leader

A single item included in this budget for consideration is:

Visit Bath

Create new model to deliver tourism management to the District at lower annual cost.

Recommendation:

To ensure equality issues are included in the commissioning and procurement process as required by statute.

5.6 Portfolio: Housing, Planning & Economic Development

Of the 7 budget proposals within this portfolio, 3 items were considered as part of the Finance Recovery Proposals 2020 Equalities Impact Assessment (EIA) in June or the 2020/21 Budget Report EIA in February 2020 and are therefore not included in this report.

The remaining items for consideration are:

Arts budget

Release the residual Arts budget as we have no annual commitments against this budget.

Recommendation:

No further action.

Planning Restructure

Mini restructure and vacancy management with minimal service impact, providing demand does not increase and this will be closely monitored.

Recommendation:

No further action

Housing Support Commissions

Do not renew an existing energy advice contract and instead provide in-house within existing resources. Fund a separate and existing housing support contract using the DFG element of the Better Care Fund.

There is little immediate and direct impact upon service delivery. However, it should be noted that this will further reduce the available headroom within the DFG budget which could directly impact residents if demand for DFGs increases.

Recommendation:

A full equality analysis is required prior to final decision. Equality needs to be included via robust monitoring of any effects already felt from previous cost savings in recent years. The voices of Disabled people requiring Disabled Facilities Grants to make their homes accessible need to be heard in this equality analysis. This proposal may impact on the efficacy of proposal titled: 'Reablement Review' in Adult Services portfolio.

5.7 Portfolio: Community Services

Of the 8 budget proposals within this portfolio, 5 items were considered as part of the Finance Recovery Proposals 2020 Equalities Impact Assessment (EIA) in June or the 2020/21 Budget Report EIA in February 2020 and are therefore not included in this report.

The remaining items for consideration are:

Parks & Bereavement Services

A combination of upskilling and staff reduction, and a reduction on spend for fuel, operational equipment & maintenance through the whole service.

Recommendation:

Proportionate equality analysis should be carried out to ensure staff (particularly those on lower paid grades) are not financially disadvantaged. Any adverse impact on professional development should be noted. Human Resources policies and process will be followed which have equality considerations built into departmental restructuring thus providing assurance.

Leisure

Capitalise part of Leisure Project Manager post

Recommendation:

No further action.

Human Resources policies and process to be followed which have equality considerations built into departmental restructuring.

Odd down sports ground

Investment to enhance income generating activities

Recommendation:

Proportionate equality analysis should be carried out in order to inform any consultation processes.

5.8 Portfolio: Transport Services

Of the 13 budget proposals within this portfolio, 2 items were considered as part of the Finance Recovery Proposals 2020 Equalities Impact Assessment (EIA) in June or the 2020/21 Budget Report EIA in February 2020 and are therefore not included in this report.

The remaining items for consideration are:

Maintenance of highways assets

Highways are currently reviewing the asset and have undertaken limited maintenance. Returning to the original arrangement would result in the existing ongoing complaints continuing.

Recommendation:

No further action

CCTV Service Redesign

Opportunity to further align out of hours response to in-hours customer service arrangements

Recommendation:

Proportionate equality analysis should be carried out in order to inform any consultation processes particularly in regard to community safety issues affecting vulnerable users.

Traffic Management

Stop the use of portable Vehicle activated speed signs

Recommendation:

No further action

Reduction of Pay and Display (P&D) machines

Customer complaints could rise. Loss of trade to competitors. Almost 2/3 of machines are mains powered and will require one off capital to terminate supply and make safe.

Recommendation:

Proportionate equality analysis should be carried out in order to inform any consultation processes particularly in regard to issues affecting users without access to electronic banking and/or mobile devices.

Removal of P&D based credit card payments for parking

Remove credit or debit card payments in car parks (all transactions through MiPermit).

Recommendation:

Proportionate equality analysis should be carried out in order to inform any consultation processes particularly in regard to issues affecting users without access to mobile devices.

Reduce maintenance contracts on P&D machines

Reduced maintenance of remaining P&D machines.

Recommendation:

No further action

Review coach parking contract at Weston Island

Xmas market impact - increased use of on street locations for coach lay over including unpopular locations such as Lower Bristol Road, Wellsway and Royal Avenue.

Recommendation:

Proportionate equality analysis should be carried out in order to identify any negative impact on Blue badge users and those using dropped kerbs.

Review security contracts on car parks

Increased risk of anti-social behaviour in car parks.

Recommendation:

Proportionate equality analysis should be carried out in order to inform any consultation processes particularly in regard to community safety issues affecting vulnerable user who may become victims of crime.

Cancel security contracts on Park & Ride sites

Cancel security contracts on Park & Ride sites, install a height barrier at Lansdown Park & Ride.

Recommendation:

Proportionate equality analysis should be carried out in order to inform any consultation processes particularly in regard to community safety issues affecting vulnerable user who may become victims of crime.

Review security contract on Terrace Walk

Cancel provision of security staff at Terrace Walk

Recommendation:

No further action.

Remove Compliance Officer post

Role can be split and undertaken by other staff at a reduced level.

Recommendation:

No further action.

Human Resources policies and process to be followed which have equality considerations built into departmental restructuring.

6. Cumulative impacts

Budget proposals have the potential to impact on people across the full range of protected characteristics. In addition, whilst considerations of socio-economic status are not a requirement of the Equality Act public sector duty, the “narrowing the gap” agenda is an important focus for the Council and its partners.

The Council’s over-riding purpose of *improving people’s lives*, along with its Corporate Strategy core policies of addressing the climate and ecological emergency, delivering for residents, focusing on prevention and giving people a bigger say, will continue to influence the way that each proposal is carried out and implemented. It will be important to ensure that all the equality impacts are considered alongside each other as further details are developed (and within any consultation), in order to identify the cumulative impacts. These impacts will be assessed and managed through the Council’s relevant programme and project management and other governance processes.

7. Recommendations for Budget implementation phase

For each proposal that is taken forward, the following recommendations should be considered (as appropriate), to ensure that equality issues continue to be considered during the implementation stages.

- a. **Full or proportionate Equality Impact Assessments/equality analysis** should be carried out on all proposals where initial reviews have revealed likely impacts upon particular groups of people due to their protected characteristics (see 4.1 above). This enables the Council to demonstrate it has taken due regard to equality issues and has thoroughly considered how to uphold the requirements of the Public Sector Equality Duty. The Council's Equality Impact Assessment template can be found on the Council's [EIA web pages](#), and support is available from the Equality Team in carrying out the assessments. Completed EIAs should be published on this web page.
- b. **Inclusive consultation.** Where consultation is arranged as part of taking any of these proposals forward, it is vital that a diverse range of people are encouraged to take part. This will help highlight any additional equality impacts that may need to be addressed and mitigated where possible. A variety of methods should be used to access consultees. The Equality Team can advise on this and on how to access participants from groups representing different equality strands. The [Independent Equality Advisory Group](#) can also be used as a consultative body, and will provide further guidance on likely impacts, and ways of mitigating these.
- c. **Clear and transparent communication.** Wherever it is planned to introduce changes, it is important to ensure that the communication and publicity strategies are accessible to disabled people (for example, people with visual impairment or learning disability) and those for whom English is an additional language. The Council has commissioned Oncall Interpreting services to assist with [Interpreting and Translation](#) where necessary.
- d. **Incorporating equality issues within commissioning specifications.** Where proposals include commissioning or recommissioning external providers, detailed equality requirements should be built into contract specifications. This will ensure that best practice relating to equality in delivery of services is continued and improved upon when delivered by external partners.
- e. **Workforce training and development.** A number of the budget proposals are dependent upon the ability of officers to recognise opportunities to advance equality (for example, within commissioning, or by targeting services towards those who are most vulnerable). It is also important that officers are aware of, and sensitive to, the particular needs of different groups of people. Equality training is available as part of the Corporate Training programme, and bespoke training can be arranged by the Council's Equality Team.
- f. **Ongoing monitoring.** Where services are subject to redesign, equality monitoring should be carried out to help identify if the service is operating as

intended, if it is reaching and meeting the needs of our most vulnerable communities; and if there are any unforeseen impacts that need to be addressed. See the Council's sample [equality monitoring template](#) for the data categories that should be used.

Appendix 1.

Briefing note for panel members on equality in financial decision making Background

The Equality Act 2010 makes it unlawful to discriminate against an individual because of certain personal characteristics ('protected characteristics').

The law also requires that equality issues are considered by public bodies as part of decision making, especially where services are reduced or redesigned.

The Public Sector Equality Duty (PSED) requires us to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people.

The questions below are intended to assist PDS panels to scrutinise the proposals (within their remit) from an equalities perspective.

A). For each new draft proposal to be put before Cabinet in February 2021:

- Are panel members clear that this proposal has been considered from an equality perspective?
- Do we know what the impact will be on the most vulnerable people?
- Are there any potential unintended impacts or "knock-on" effects consequences - e.g. on partners, residents or other services?
- Have we consulted people and listened to what they have told us about this?
- During the implementation of the proposal – how will we continue to check for unintended effects on particular groups of people?
- Will there be room for discretion if during the implementation we discover that the change of service disproportionately disadvantages some people?
- Considering all the proposals together, what will the cumulative impact be, and will adverse impacts fall disproportionately on specific groups?

B). For any budget items agreed by Council in February 2020

- What have we learnt about equality impacts following the implementation of last years' proposals?

CORPORATE POLICY DEVELOPMENT AND SCRUTINY PANEL

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

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

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

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

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

Agenda papers can be inspected on the Council's website.

Ref Date	Decision Maker/s	Title	Report Author Contact	Director Lead
1ST FEBRUARY 2021				
1 Feb 2021 11 Feb 2021 23 Feb 2021 E3256	Corporate Policy Development and Scrutiny Panel Cabinet Council	Budget & Council Tax 2021/22 and Financial Outlook	Andy Rothery Gary Adams Tel: 01225 477103 Tel: 01225 477107	Director Finance - Section 151 Officer
1 Feb 2021	Corporate Policy Development and Scrutiny Panel	A briefing on the governance structure for Local Authority companies	Michael Hewitt Tel: 01225 395125	Director Legal & Democratic
29TH MARCH 2021				
24TH MAY 2021				
5TH JULY 2021				
27TH SEPTEMBER 2021				
29TH NOVEMBER 2021				
FUTURE ITEMS				
	Corporate Policy Development and Scrutiny Panel	Contacting the Council (Background Briefing:- reporting an issue to the Council)	Tracey Long	Director Partnership & Corporate Services

Ref Date	Decision Maker/s	Title	Report Author Contact	Director Lead
	Corporate Policy Development and Scrutiny Panel	Parental Leave Policy		
The Forward Plan is administered by DEMOCRATIC SERVICES: Democratic_Services@bathnes.gov.uk				

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