

Council

Date: Thursday 16th March 2023

Time: 6.30 pm

Venue: Council Chamber - Guildhall, Bath

To: All Members of the Council

Dear Member

You are invited to attend a meeting of the **Council** on **Thursday 16th March 2023** in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Yours sincerely



Jo Morrison
Democratic Services Manager
for Chief Executive

Please note the following arrangements for pre-group meetings:

Conservative
Liberal Democrat
Labour
Independent

Counting House room, floor 1
Banqueting room, floor 1
Labour Group room, floor 2
Independent Group room, floor 2

Jo Morrison

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NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

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 Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control. Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet www.bathnes.gov.uk/webcast. 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.

The Council now has a maximum time limit for this, so any requests to speak cannot be guaranteed if the list is full.

Further details of the scheme can be found at:

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

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

6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

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

Council - Thursday 16th March 2023

at 6.30 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 5.

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 4.4 Appendix B of the Code of Conduct and Rules for Registration of Interests)

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

4. MINUTES - 21ST FEBRUARY 2023 (Pages 7 - 14)

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

5. ANNOUNCEMENTS FROM THE CHAIR 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 CHAIR

If there is any urgent business arising since the formal agenda was published, the Chair will announce this and give reasons why it has been agreed for consideration at this meeting. In making this decision, the Chair 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 AND PETITIONS FROM THE PUBLIC

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

8. CLIMATE ANNUAL REPORT & ECOLOGICAL EMERGENCY ACTION PLAN (Pages 15 - 112)

This report presents the progress on the climate and ecological emergencies work over the past year and sets out future work plans.

9. JOINT COMMUNITY SAFETY PLAN (Pages 113 - 138)

The report sets out the current position on the Council's draft Joint Community Safety Plan for consideration and feedback.

10. LOCAL GOVERNMENT ELECTIONS 2023: ELECTION FEES (Pages 139 - 144)

This report sets out the proposed fees paid to the Returning Officer and the staff he employs to undertake various duties in connection with the local government elections on 4 May 2023.

11. CONSTITUTION REFRESH - PART 2 (Pages 145 - 220)

When Council adopted a revised Constitution in July, it was agreed that the Working Group would continue to meet to consider the further rationalisation work to be done on the Financial Regulations, Contract Standing orders and pick up any glitches identified since the new Constitution was adopted. They met on 24th February and recommend these proposals to Council.

12. 'FRIENDSHIP AGREEMENT' WITH THE CITY OF OLEKSANDRIYA, UKRAINE (Pages 221 - 226)

This report sets out plans to further develop the relationship with the city of Oleksandriya, by pursuing and formalising a friendship agreement between B&NES Council and the city.

13. MOTION FROM LIBERAL DEMOCRAT GROUP - VOTER ID (Pages 227 - 228)

14. MOTION FROM COUNCILLOR WRIGHT - HGV TRAFFIC (Pages 229 - 230)

15. QUESTIONS, STATEMENTS AND PETITIONS 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. As the questions and answers 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.

BATH AND NORTH EAST SOMERSET COUNCIL

MINUTES OF COUNCIL MEETING

Tuesday 21st February 2023

Present:- **Councillors** Rob Appleyard, Colin Blackburn, Alison Born, Shelley Bromley, Neil Butters, Sue Craig, Paul Crossley, Chris Dando, Jess David, Tom Davies, Sally Davis, Winston Duguid, Mark Elliott, Michael Evans, Andrew Furse, Kevin Guy, Alan Hale, Liz Hardman, Joel Hirst, Lucy Hodge, Duncan Hounsell, Shaun Hughes, Dr Eleanor Jackson, Grant Johnson, Dr Kumar, Hal MacFie, Ruth Malloy, Paul May, Sarah Moore, Robin Moss, Michelle O'Doherty, Lisa O'Brien, Bharat Pankhania, June Player, Vic Pritchard, Manda Rigby, Dine Romero, Mark Roper, Richard Samuel, Bruce Shearn, Brian Simmons, Alastair Singleton, Shaun Stephenson-McGall, Karen Walker, Sarah Warren, Karen Warrington, Andy Wait, Chris Watt, Ryan Wills, David Wood and Joanna Wright

Apologies for absence: **Councillors** Tim Ball, Sarah Bevan, Vic Clarke, Gerry Curran, Douglas Deacon, Steve Hedges, Matt McCabe and Paul Myers.

72 EMERGENCY EVACUATION PROCEDURE

The Chair asked the Democratic Services Manager to read out the emergency evacuation procedure.

73 DECLARATIONS OF INTEREST

The Monitoring Officer issued a general dispensation for all Councillors who pay Council Tax or were School Governors and therefore had an interest in these items, to enable them to take part in the debate and vote on agenda item 8 - Budget & Council Tax 2023/24.

In addition, specific dispensations were granted for the following Councillors;

- Councillor O'Brien – a family member in receipt of adult social care services.
- Councillor Craig – a family member in receipt of a social care package from B&NES.
- Councillor Warren – a family member in receipt of an EHCP.

The following declarations of interest were also made;

- Councillor Simmons – Chairman of Keynsham & District Dial a Ride – non-pecuniary.
- Councillor Davies – spouse is Treasurer/a Trustee of Cleveland Pools Trust – non-pecuniary.

- Councillor Jackson – member of Church Council of Trinity Methodist church, Radstock & Westfield – non-pecuniary.
- Councillor Hodge – Chair of the charity The Friends of B&NES Society of Young Musicians – non-pecuniary.

74 MINUTES - 17TH NOVEMBER 2022 & 19TH JANUARY 2023

On a motion from Councillor Karen Walker, seconded by Councillor Kevin Guy, it was unanimously

RESOLVED that the minutes of 17th November 2022 and 19th January 2023 be confirmed as a correct record and signed by the Chair.

75 ANNOUNCEMENTS FROM THE CHAIR OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE

The Chair made various housekeeping announcements, followed by the following statement;

I am delighted to inform council that B&NES Building Control Team was announced 'team of the year' at the national local authority building control building excellence awards. The awards celebrate best practice and quality in construction and are attended by more than 850 leading construction industry figures.

The awarding panel stated that our building control customer service is exemplary with a full programme of engagement including regular email communications, technical seminars, and focused updates. The team works with over 40 partner companies, one of whom said, "B&NES Building Control are generous in providing clear, sensible and pragmatic advice and support during the design process and are keen to help find solutions when problems arise."

Many congratulations to Phil Mansfield and the team; it is fantastic to see their proactive approach to working with local businesses and the quality of their work validated by national private and public sector partners. Well done to all!

The Chair further informed Council that it had been a great honour to welcome the Queen Consort for a visit to the Royal Osteoporosis Society to launch their new buildings in Bath: a charity for which she has been a great ambassador and patron for a number of years.

76 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There were no items of urgent business.

77 QUESTIONS, STATEMENTS AND PETITIONS FROM THE PUBLIC

Statements were made by the following members of the public;

Martin Thomas made a statement about Residents' parking zones (RPZs). He commented that the views from the consultation had not been taken properly into

consideration, and partial support had been taken to mean full support. He expressed the view that the RPZs appeared to be a means of increasing revenue regardless of them being very unpopular in the community and suggested there were other ways to limit traffic that would have less of a negative effect on local families and businesses. Councillor Vic Pritchard referred to Mr Thomas having proposed 3 hour parking zones as an alternative and enquired if this had the support of other residents. Mr Thomas replied that quite a few comments he had received had expressed a wish for something along those lines.

David Redgewell made a statement about bus services, in particular those serving the rural communities, acknowledging they are the responsibility of WECA but noting that WECA do not have precepting powers. He called for longer term planning to be in place so passengers could rely upon these services and investment could be made. He concluded by saying that the transport infrastructure needed to be handed to WECA. Councillor Guy asked if Mr Redgewell was aware of WECA's proposal for the 522 service through Paulton and other villages, to which he replied that he was. Councillor Pritchard referred to the mention of the 672 service from Blagdon through Chew Valley to Bristol and that subsidy would be required from the 3 unitary authorities and asked if Mr Redgewell was aware if there had been any negotiation yet on this. He replied that he understood the Mayor had been trying to achieve this, but as Bristol City Council were cutting their bus budget, this was a serious problem. Councillor Moss asked if Mr Redgewell was aware if an equalities impact assessment had been carried out by B&NES regarding the cuts in rural buses, and Mr Redgewell replied that he was concerned as this had not taken place by any of the councils, despite him trying to push for this and it needed to be revisited. A full copy of the statement has been added to the Minute book.

Rosemary Naish made a statement expressing her concern about the future of rural bus services. Councillor Guy asked Ms Naish if she agreed that the £50 million Dan Norris has to spend should be used to supply bus routes in North East Somerset, to which Ms Naish replied that she did not know about that. Councillor Pritchard asked Ms Naish to clarify her comment that all rural transport had been removed, to which she replied that it was all rural subsidised transport. Councillor Hardman asked if Ms Naish agreed that Demand Responsive Transport (DRT) was not a substitute for a regular service; to which she responded that she did agree. A full copy of the statement has been added to the Minute book.

Bob Goodman made a statement touching on a number of aspects about Bath, including remembrance events funding, gull prevention measures, the commercial estate, city centre security measures, Residents' Parking Zones and Low Traffic Neighbourhoods. Councillor Guy asked Mr Goodman if he was aware that the Royal British Legion and the military will get exactly the service they asked for with no difference in cost, to which Mr Goodman replied that it was only from Bath paying for it. Councillor Pritchard asked if Mr Goodman would agree that Bath residents feel they're living in a completely different city than they did 4 years ago, to which Mr Goodman replied that he wholeheartedly agreed. Councillor Blackburn asked if all the positive gains against the plight of the gulls will be undone by the cutting of the prevention measures, to which Mr Goodman replied that he had no doubt that was the case. Councillor Moss asked if Mr Goodman was aware that residents in North East Somerset pay for remembrance events through the additional parish precepts and would be unhappy to subsidise Bath as well as their own, Mr Goodman replied

that they were already subsidising Bath. A full copy of the statement has been added to the Minute book.

Graham Pristo made a statement stating that low traffic neighbourhoods were pitting neighbourhoods and businesses against each other at a time when the city needed a chance to recover. He also commented on the commitment from Councillor Guy to build 100 new affordable homes, in the context of 6000 households on the waiting list for such accommodation, but having looked for where these were, had not yet been able to identify this, as those he was aware of were earmarked for specific groups. Councillor Guy referred to Mr Pristo's comment that he had never seen the city so diverse and asked if he considered this a problem, to which Mr Pristo replied that was not his intention and he had probably used the wrong term. Councillor Pritchard asked, with reference to the Councillor Guy interview that Mr Pristo had mentioned, whether he now found the interview to be misleading and giving a false sense of security, to which Mr Pristo replied that he did. Councillor Blackburn asked if a BBC listener should expect to hear factual information from broadcast interviews and, if that had not taken place, whether an apology should be issued by the Leader. Mr Pristo agreed that it should.

A statement from Ann Perry who was unable to attend the meeting at short notice was read out by Graham Pristo. Ms Perry's statement set out her concerns regarding the RPZ programme. A full copy of the statement has been added to the Minute book.

Louisa McFarland addressed the Council about the former land site at Entry Hill, raising concerns about its safety. Councillor Pritchard asked what sort of assurances Ms McFarland would expect from the Council, to which she replied that she would like the Council to test the water in Lyn Brook for certain pesticides plus an assurance that all mitigating measures would be carried out before any development on the site. A full copy of the statement has been added to the Minute book.

David Pye, a business owner in Moorland road and Chair of the Moorland Road Association, explained his view that the RPZ proposal for the Oldfield Park area was a disaster for the High Street and asked for it to be reconsidered. He reported survey results that demonstrated local residents and businesses were opposed. A Monday – Friday enforcement would be better. He stressed there was still time to make changes before July and hoped that local businesses could expect the support of their local Council. Councillor Rigby asked if Mr Pye would be prepared to meet him to which he replied that he would. Councillor Pritchard referred to Mr Pye's comment in his statement that their requests to meet Councillors had not been successful and asked if he knew why that might be the case, to which Mr Pye responded that he assumed it was because decision makers did not want to discuss it. Councillor Blackburn asked Mr Pye if he agreed that the community engagement had been a waste of time if the outcomes appeared predetermined, to which he replied that he did.

The statements were referred to the relevant Cabinet Members.

78 BUDGET AND COUNCIL TAX 2023/24 & FINANCIAL OUTLOOK

The Council considered a report which presented the revenue and capital budgets together with proposals for increases in Council Tax and the Adult Social Care Precept for 2023/24.

On a motion from Councillor Richard Samuel, seconded by Councillor Kevin Guy, it was

RESOLVED

1. To approve

- a) The General Fund net revenue budget for 2023/24 of £131.03m and the individual service cash limits for 2023/24 as outlined in Annex 1;
- b) The savings and income plans outlined in Annex 2(i), funding requirements 2(ii), in conjunction with the Equalities Impact Assessment Report in Annex 3.
- c) An increase in Council Tax of 2.99% in 2023/24 (an increase of £47.10 per Band D property or 91p per week).
- d) An increase of 2% to Council Tax for the Adult Social Care Precept in recognition of the current demands and financial pressures on this service. This is equivalent to an increase of £31.50 on a Band D property (61p per week).
- e) The movement in reserves outlined in section 5.6 and the adequacy of Un-earmarked Reserves at £12.58m within a risk assessed range requirement of £11.6m - £12.8m.
- f) To note the Children's Services management plan set out in section 5.2.7 of the report.
- g) The Efficiency Strategy attached at Annex 4.
- h) The Capital Programme for 2023/24 of £87.89m including new and emerging capital bids outlined in Annex 5(i), planned sources of funding in 5.8.2, and notes the programme for 2024/25 to 2027/28 and that any wholly funded projects coming forward during the year will be added to the Capital Programme in line with the Budget Management Scheme.
- i) The delegation of implementation, subject to consultation where appropriate, of the capital programmes set out in Annex 5(i) to Annex 5(iv) to the relevant Director in consultation with the appropriate Portfolio Holder.
- j) The Community Infrastructure Levy (CIL) allocations and amendments outlined in Annex 5(v).
- k) The Capital & Investment Strategy attached at Annex 6.
- l) The MRP Policy attached at Annex 7.

- m) The Capital Prudential Indicators outlined in 5.8.6.
 - n) The Annual Pay Policy Statement at Annex 8.
 - o) The Community Contribution Fund pilot 12-month extension outlined section 5.5.
 - p) The Council Tax Support Scheme for 2023/24 shown in the following link and referred to in 5.3.5:
<https://beta.bathnes.gov.uk/sites/default/files/2023-01/Proposed%20Council%20Tax%20reduction%20scheme%20April%201%202023%20-%20March%2031%202024.pdf>
 - q) To approve the Fees and Charges schedule for 2023/24 at Annex 11 and support its publication following approval of the budget.
2. That the Council approves the technical resolutions that are derived from the budget report, and all the figures in that report, including the precepts for towns, parishes and other precepting bodies as set out in Annex 12.
 3. That the Council note the S151 Officer's report on the robustness of the proposed budget and the adequacy of the Council's reserves outlined in 5.7.
 4. That Council note the budget consultation responses in Annex 10.

[Notes;

1. *An amendment was moved by Councillor Joanna Wright, and seconded by Councillor Robin Moss, to request a budget spend of £200,000 for a one-off school street in B&NES. This was lost on a named vote;*

Councillors in favour (10): - Councillors Colin Blackburn, Chris Dando, Liz Hardman, Shaun Hughes, Eleanor Jackson, Grant Johnson, Robin Moss, June Player, Karen Walker and Joanna Wright.

Councillors against (32) - Councillors Rob Appleyard, Alison Born, Shelley Bromley, Neil Butters, Sue Craig, Paul Crossley, Jess David, Tom Davies, Winston Duguid, Mark Elliott, Andy Furse, Kevin Guy, Joel Hirst, Lucy Hodge, Duncan Hounsell, Hal McFie, Ruth Malloy, Paul May, Sarah Moore, Michelle O'Doherty, Bharat Pankhania, Manda Rigby, Dine Romero, Mark Roper, Richard Samuel, Bruce Shearn, Alastair Singleton, Shaun Stephenson-McGall, Andy Wait, Sarah Warren, Ryan Wills and David Wood.

Councillors abstaining (9) – Councillors Sally Davis, Michael Evans, Alan Hale, Yukteshwar Kumar, Lisa O'Brien, Vic Pritchard, Brian Simmons, Karen Warrington and Chris Watt.

2. *The above successful resolution was carried on a named vote;*

Councillors in favour (32): - Councillors Rob Appleyard, Alison Born, Shelley Bromley, Neil Butters, Sue Craig, Paul Crossley, Jess David, Tom Davies, Winston Duguid, Mark Elliott, Andy Furse, Kevin Guy, Joel Hirst, Lucy Hodge, Duncan Hounsell, Hal McFie, Ruth Malloy, Paul May, Sarah Moore, Michelle O'Doherty, Bharat Pankhania, Manda Rigby, Dine Romero, Mark Roper, Richard Samuel, Bruce Shearn, Alastair Singleton, Shaun Stephenson-McGall, Andy Wait, Sarah Warren, Ryan Wills and David Wood.

Councillors against (19); - Councillors Colin Blackburn, Chris Dando, Sally Davis, Michael Evans, Alan Hale, Liz Hardman, Shaun Hughes, Eleanor Jackson, Grant Johnson, Yukteshwar Kumar, Robin Moss, Lisa O'Brien, June Player, Vic Pritchard, Brian Simmons, Karen Walker, Karen Warrington, Chris Watt and Joanna Wright.]

79 TREASURY MANAGEMENT STRATEGY STATEMENT 2023/24

The Council considered a report which fulfilled the Authority's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code to approve a treasury management strategy before the start of each financial year. This report was scrutinised by the Corporate Audit Committee at the 7th February 2023 meeting, and reported to Cabinet on 9th February 2023.

On a motion from Councillor Richard Samuel, seconded by Councillor Mark Elliott, it was unanimously

RESOLVED to agree to;

1. Approve the actions proposed within the Treasury Management Strategy Statement (Appendix 1);
2. Note the Treasury Management Indicators detailed in Appendix 1, and
3. Approve the adoption of the Treasury Management Clauses (Appendix 3).

80 AGREEMENT OF COUNCIL AGM DATE

The Council was asked to formally confirm it's annual meeting date.

On a motion from Councillor Kevin Guy, seconded by Councillor Karen Walker, it was unanimously

RESOLVED to agree that the Council's Annual General meeting take place on 25th May 2023.

81 QUESTIONS, STATEMENTS AND PETITIONS FROM COUNCILLORS

Councillor Kumar made a statement entitled 'Honesty is the best policy', in which he picked up on various aspects of the Administration's policies and highlighted his concerns about these.

Councillor Guy took this opportunity to apologise for an earlier remark made by him following the statements from the public, and also stated that he would apologise personally to the individual concerned.

82 EXCLUSION OF THE PUBLIC

On a motion from Councillor Karen Walker, seconded by Councillor Grant Johnson, it was

RESOLVED

that having been satisfied that the public interest would be better served by not disclosing relevant information, in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business and the reporting of the meeting be prevented under Section 100A(5A) because of the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, as amended.

83 WAIVER OF 6 MONTH COUNCILLOR ATTENDANCE RULE

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a period of six consecutive months, in order to avoid being disqualified as a Councillor. This requirement can be waived and the time limit extended, if any failure to attend was due to a reason approved by the Authority, in advance of the six month period expiring. The Council considered such a request.

On a motion from Councillor Karen Walker, seconded by Councillor Alan Hale, it was unanimously

RESOLVED

1. To note and approve the reason for the failure of Councillor Doug Deacon to attend meetings of the Council since 4th May 2021;
2. To approve a further period from this meeting until Monday 8th May (being the fourth day after the day of election on 4th May 2023, when a Councillor not elected ceases to be a Councillor), for the non-attendance at meetings of Council and its Committees by Councillor Doug Deacon, due to ill-health.

The meeting ended at 9.23 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council			
MEETING:	Council		
MEETING DATE:	16 March 2023		
TITLE:	Climate Annual Report & Ecological Emergency Action Plan		
WARD:	All		
AN OPEN PUBLIC ITEM			
<p>List of attachments to this report:</p> <p>Annex 1: Climate Progress Report (Climate Annual Report, part 1)</p> <p>Annex 2: Climate Action Plan & Route Map to 2030 (Climate Annual Report, part 2)</p> <p>Annex 3: Climate Strategy (Climate Annual Report, part 3)</p> <p>Annex 4: Ecological Emergency Action Plan</p>			

1 THE ISSUE

- 1.1 On both the climate and ecological emergencies real progress has been made over the past year and greater ambition is driving action planning. Additional resources for climate, transport strategy and sustainability within the corporate estate are enabling us to make faster progress than in previous years. Action to increase renewable energy on the Council's estate and within the district is a particular highlight.
- 1.2 However – in common with all other local authorities - we cannot yet claim to be on track to deliver net zero commitments by 2030, or to reverse the decline in wildlife by the same date. In part, this is down to issues beyond our direct control, where regional or national action is needed. These are explained in the Report section below. A key issue, for example, is national-level electricity grid constraints. The recent Net Zero Review: Mission Zero made a wide range of recommendations to government on policy, powers and the funding needed to enable local government to act effectively for local citizens on this agenda.
- 1.3 However, there is more to be done locally and next year will see further progress, particularly through our own renewable energy programme, capital strategy,

commercial strategy, corporate landlord project and, regionally, through our participation in the development of the West of England Combined Authority (WECA) Retrofit Accelerator project.

2 RECOMMENDATION

Council is asked to:

- 2.1 Note the positive progress and achievements over the last year on implementation of the council's Climate Strategy. This is summarised in the **Climate Progress Report, at Annex 1**, which includes a range of climate and nature case studies and the annual carbon performance dashboard for the whole area.
- 2.2 Note the particular progress made in understanding renewable energy in Bath and North East Somerset and in the development of the delivery pipeline shown in the **renewables section of the Climate Progress Report, at Annex 1**.
- 2.3 Note the **Climate Action Plan and Route-map to 2030, at Annex 2**.
- 2.4 Note the updated **Climate Strategy, at Annex 3**
- 2.5 Note the development of the **Ecological Emergency Action Plan, at Annex 4**
- 2.6 Note that the ambition on nature recovery contained in the Ecological Emergency Action Plan will only be fully realised with external investment and through working in partnership.
- 2.7 Approve the Climate Annual Report and the new Ecological Emergency Action Plan.

3 THE REPORT

- 3.1 The Climate Annual Report is based on the three priorities for action defined for Bath and North East Somerset in the 2019 strategy: Increase in Local Renewable Energy Generation; Decarbonising Buildings; and Decarbonisation of Transport. The following sections outline action and issues against the three climate priorities.

3.2 Increase in Local Renewable Energy Generation

Targets for 2030 – a minimum of 300MW renewable energy generating capacity in district (baseline 29.04 MW in 2022), with interim targets of 50MW by 2023 and 150MW by 2025; 12MW renewable generating capacity installed on Council estate to meet Council energy consumption

Area installed renewable capacity is currently approx. 29.04 MW, made up of ground-mounted solar farms at Chelwood and Wilmington Farm and roof-mounted solar installations across the district, with a pipeline of approved or in progress projects of a further 25.7MW; 6.4MW of known potential sites and an expectation of much larger sites coming forward to pre-app stage over the next year. The rate of domestic and business rooftop solar installation has doubled since we declared a Climate Emergency in 2019. On the Council's estate, a potential pipeline of 10MW has been identified, increasing confidence that the 12MW needed to cover the Council's own emissions can be delivered.

- (1) To become net zero in the Council's own operations, we have a target to install 12MW of renewable energy generating capacity. Our current BANES Renewable Energy Development Fund (REDF) totals £1.5 m over three years, focused on delivering renewables on our own estate. Significant progress has been made in this area over the past six months, following the appointment of our Renewable Energy Programme Manager. We have already identified a potential pipeline of projects that will deliver 10MW and are confident the remaining 2MW will be delivered by 2030, subject to agreement of capital funding.
- (2) Our wider target is to facilitate delivery of 300MW of renewable capacity at district level. While there has been a sharp increase in private roof mounted solar since 2019, data collection and analysis is challenging.
- (3) The rate at which domestic and business solar PV is being installed has doubled since we declared a Climate Emergency in 2019, facilitated in part by the Council's promotion over the last year of the WECA's Solar Together programme. We expect this trend to continue, and for domestic solar to play a stronger role than previously envisaged in meeting our 2030 target. Regen's report of 2018¹ identified the potential for 76.6MW from rooftop solar and this is expected to increase as technology improves. The Local Plan Partial Update, adopted in January, contains significant updates to both renewable energy and new build policy that will further enable this development.
- (4) The principal risk identified to delivery of renewables is from national-level grid constraints, which are impacting on the potential to connect new supply. To resolve this will require action at national level (by National Grid, the regulator, Ofgem, and/or the Department for Business, Energy & Industrial Strategy), and we are lobbying with WECA, as well as considering options for local action to balance new supply/demand. Next year, we will begin investigation of options for energy storage, which is an important component of a flexible energy network addressing issues around intermittency in renewable energy generation.

3.3 Decarbonising Buildings

Targets for 2030 – 65,000 domestic properties in need of retrofit; target of net zero on operation of the corporate and commercial estate.

Data and metrics for non-council buildings are challenging, as there is no requirement to measure energy efficiency of domestic properties except at the point of sale, and no mechanism for capturing independent action by property owners. Data on the Council's own estate is not yet comprehensive and further work is needed before we can baseline performance and quantify cost of delivering targets.

Legal Minimum Energy Efficiency Standards for residential / commercial lettings will increase progressively between now and 2030, driving energy efficiency in the commercial estate and through the private rental sector.

¹ https://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/LP20162036/bnes_renewable_energy_resource_update_report_2018_publication_version.pdf

- (1) To achieve net zero across the district, we have established that 65,000 domestic properties will need some degree of retrofitting work to increase energy efficiency. Without significant council housing stock as a primary focus, our priority is to influence the private retrofit market (both supply and demand side) and its finance, both of which have been adversely affected by inconsistent central government funding policy over recent years.
- (2) To date, we have focused our efforts on co-developing and supporting the new WECA Retrofit Accelerator project, which will target support to the 'self-funding' retrofit market from mid-2023. In addition, we provide some limited grants and loans to eligible homeowners to undertake energy saving measures, but this is not yet at a scale that will impact on targets.
- (3) The WECA Accelerator will provide a one-stop-shop advice service and brokerage for homeowners, as well as work to develop the supply chain of retrofit contractors. WECA's delivery targets to 2025 anticipate completion of 5000 surveys across the West of England (WoE) (with approx.150 actual homes planned for retrofit in BANES by 2025). Whilst this initiative alone will make only limited impact on our 2030 targets, the Accelerator is intended to prime the market ahead of future government funding, allowing us to scale up quickly when central resources are switched on, or when other market interventions arise.
- (4) We have a new Energy Strategy and Projects Manager in posts and will be developing our strategic approach to retrofit across all tenures (owner occupiers (66%), social renters (14%) and private landlords (20%). This will focus on Accelerator promotion, support for community-based approaches, working with Planning and Conservation on a more streamlined approach for listed buildings and conservation areas, further to the recent development of the Retrofit Supplementary Planning Document; a new Bath Green Homes project to showcase completed retrofit projects to other home owners; and identification of financing mechanisms for owner-occupiers.
- (5) Whilst we are at an early stage in work to decarbonise our own corporate and commercial estate, progress has been made, highlighted by the delivery of excellent retrofitting examples such as Grosvenor House (listed building) and Charlton House, both of which include solar roofs and with further work in progress now on retrofitting two more care homes; and on new buildings at the new Keynsham Recycling Hub, Pixash Lane recycling centre and Two Rivers Primary School, both of which are being built to extremely high environmental standards. For further details of these examples and more, see Annex 1 Climate Progress Report. The Council has appointed a new Head of Corporate Estate and a new Corporate Asset Management Strategy will be produced by autumn 2023, identifying both short and longer-term opportunities to decarbonise the corporate estate. A new Commercial Estate Strategy is also in development with the aim to increase energy efficiency in line with the Council's 2030 Net Zero target.

3.4 Decarbonising Transport

<i>Targets for 2030 – 25% reduction in car and van mileage per person per year. Council fleet to be net zero.</i>
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The WoE Decarbonisation Study shows that infrastructure alone is not sufficient to achieve the shift required to get to carbon zero and that significant behaviour change and demand management is needed to reduce car dependency.

- (1) At national level, transport is the largest contributor to the UK's domestic greenhouse gas (GHG) emissions. In B&NES, it is a close third, at 29%, not far behind energy use in non-domestic buildings.
- (2) In January 2022, Cabinet approved the BANES elements of the Combined Authority's City Region Sustainable Transport Settlement (CRSTS) for submission to Department for Transport (DfT). In April 2022, the DfT confirmed the Combined Authority's five-year Settlement (£540m between 2022/23 and 2026/27.)
- (3) Of the 25 CRSTS schemes identified across the Combined Authority area, six are within BANES, creating a programme of spend in the region of £138m, including around £120m of grant funding. (Bath City Centre is one of the schemes - which will see substantial changes and improvements to bus access and improve the interchange between different modes).
- (4) The CRSTS programme is a significant uplift in capital funding relative to current levels and presents an unprecedented opportunity to help tackle the Climate Emergency. The delivery of the CRSTS infrastructure is, however, not sufficient on its own to deliver carbon neutrality by 2030. We also need significant additional investment in bus and rail services to provide decent alternatives to car use.
- (5) Considerable progress has been made locally to create safer walking and cycling routes and more liveable neighbourhoods – for full details, please see actions over the last year highlighted in Annex 1: Climate Progress Report.
- (6) Fleet decarbonisation within Council's own operations constitutes a small proportion of the Council's carbon footprint. Conversion to electric vehicles is underway, starting with 30 electric vans, street cleansing machines and sweepers, with options being pursued to switch the rest of the fleet to electric where technically feasible.

3.5 Further Council Action, Community Leadership and Partnership Working

- (1) Action on buildings, fleet and renewables will go a long way to address our Scope 1 and 2 emissions. Further work is needed to understand and drive down our wider carbon footprint, or Scope 3 emissions². The development of the Corporate Procurement Strategy has action on net zero embedded carbon, and staff are being trained in how to use their commissioning opportunities to reduce carbon emissions from goods and services. Specialist work is also in train to analyse the Council's Scope 3 emissions, which will inform the ongoing development of this work.

² The Greenhouse Gas Protocol defines Scopes 1 and 2 as emissions that are owned or controlled by an organisation ie the gas, electricity, fuel used. Scope 3 emissions are from activities of the organisation but not from sources owned or controlled by it, such as bought goods and services via contracts.

- (2) The Council is driving further action across the district through the new Future Ambition Partnership and the development of a new Climate & Nature group that brings together public, business and community sectors to create new joint actions. Support for community action continues and has grown over the last year, enabling more parishes to develop action plans and more support for the Community Forums, including providing a two week showcase for community action and experience sharing during September's Climate & Nature Festival.

3.6 Ecological Emergency Action Plan

- 3.7 This is the first Ecological Emergency Action Plan to be developed in response to the Ecological Emergency Declaration made in 2020. Work to develop this plan was delayed by a combination of Covid and staff shortages, but staff are now in post and demonstrating their worth. It should be noted that this new plan builds on a considerable body of natural environment work by the Council and partners over a number of years.

Our vision is to 'increase the extent of land and waterways managed positively for nature'. This is aligned to the national target to have 30% of land protected for nature by 2030 – in Bath and North East Somerset this would equate to c10,500ha of land across the district.

A priority action is to produce a 'State of Nature' framework for Bath and North East Somerset, including an ecological baseline and wildlife index to measure progress against, and targets for nature recovery.

This will build on regional ambitions for nature recovery (as outlined in the West of England Nature Partnership (WENP) Strategy). For example, we know that declines in wildlife populations continue: an estimated 97% fewer cuckoos and 96% fewer swifts in the West of England (Avon) than 25 years ago. In the UK we have seen long-term declines in insect species such as butterflies (46% since 1970) and moths; a 64% decline in the abundance of UK Priority Species; and a 54% decline in farmland birds since 1970.

Our priority 'to increase the abundance and distribution of key species across B&NES' is consistent with the national target to reverse the decline in wildlife by 2030.

- 3.8 The plan builds on our experience in securing external funding for green infrastructure projects and recognises our pivotal role in delivering nature recovery at the regional level. In the Plan we set out three broad strategic priorities to guide action for BANES to deliver the transformation required to become 'Nature Positive by 2030':

- increase the extent of land and waterways managed positively for nature across B&NES
- increase the abundance and distribution of key species across B&NES
- enable more people to access and engage with nature

- 3.9 The plan presents a series of strategic outcomes needed for the Council to achieve a step change by 2030, along with the immediate actions that we will take to progress these. These actions will help us to:

- mainstream nature recovery in decision-making, ensuring that we are having a positive impact on nature across all service areas;

- commit to manage our own landholdings, across a range of services, in a way that actively supports nature recovery;
- deliver more for nature from existing projects i.e. Bathscape, Waterscape, Bath Riverline, Chew Valley Reconnected and Somer Valley Rediscovered;
- pursue more external investment, and establish a prospectus for investment;
- improve communities' access to and engagement with nature; and
- Improve our evidence base and monitoring of the state of nature in B&NES.

3.10 In the Ecological Emergency Action Plan Executive Summary (Annex 4), we have included a table of 10 priority actions, which have been chosen due to their potential to make a particularly significant contribution to nature recovery.

4 STATUTORY CONSIDERATIONS

4.1 The Council's climate action plans are in keeping with the role identified for local government in the Climate Change Act 2008 and the regular reports of the UK's climate advisory body, the UK Climate Change Committee.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 The Climate Progress Report and Action Plan outlines next steps that are covered by planned 2023-24 budgets, although it is noted that further business case development will be undertaken, particularly with regard to development of the energy programme; and that opportunities to extend external funding will be sought.

5.2 The full extent of the ambition contained in the Ecological Emergency Action Plan can only be realised through additional external investment.

6 RISK MANAGEMENT

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

6.2 A key risk that has been entered into the Corporate Risk Register is that of the nationwide problem of electricity grid capacity constraints standing in the way of the installation of new local renewable energy. We are working at both regional and national level, along with many other local authorities, seeking action by national government to solve this problem.

7 EQUALITIES

7.1 No adverse impacts have been identified in relation to equalities groups or protected characteristics under Equalities legislation. Actions in relation to promoting home energy efficiency / domestic retrofit will have a positive impact on cost of living challenges. Access to nature has been identified as a key priority for our work responding to the ecological emergency, with an emphasis in increasing social justice in access to natural greenspace. Actions linked to green social prescribing will have positive impacts for people experiencing limiting health conditions

8 CLIMATE CHANGE

- 8.1 This package of work directly takes forward the Council's commitments in relation to the Climate Emergency declared in 2019 and delivers our commitment to report annually on progress in doing so. It presents the combined actions of services across the Council.
- 8.2 The package also includes the first Ecological Emergency Action Plan since the Ecological Emergency declaration in 2020.

9 OTHER OPTIONS CONSIDERED

- 9.1 The development of both the Climate and Ecological Emergency plans has involved working across many Council services to identify and consider options for action on our net zero and nature positive 2030 goals. We will continue to explore options for further action and build these into future plans.

10 CONSULTATION

- 10.1 The Climate Annual Report 2022 progress report provides details of extensive community engagement work undertaken as part of the Council's climate response.
- 10.2 A workshop was held with the Climate & Nature Theme Group of the FAB Partnership in November, focusing on the Energy challenge (renewables and retrofit).
- 10.3 We are currently funding CSE to deliver a pilot project involving selected communities in exploring options for renewable energy generation (sites, technologies, scales – preferences and constraints).
- 10.4 The Ecological Emergency Action Plan has been developed with input from local environmental groups and residents, including a stakeholder workshop and a webinar held in September as part of the Council's annual Climate and Nature Festival.
- 10.5 Our approach to Renewable Energy and the Ecological Emergency Action Plan have both been subject to early engagement with the PDS panel in October 2022 and the Climate Annual Report Package and Ecological Emergency Action Plan were subject to scrutiny by the CES PDS panel in January 2023.
- 10.6 Over half of BANES parishes were actively engaged through dedicated workshops on renewables, transport and local nature action planning as part of November's Parish Liaison meeting.
- 10.7 We use regular questions in the Voicebox survey to track community views on climate and nature action.
- 10.8 All reports in the package have been reviewed by Corporate Management Team and have sign off from the Chief Executive, the S151 Officer and the Monitoring Officer.

Contact person	<p>Jackie Clayton & Louise Morris</p> <p>JackieLouise_jobshare@bathnes.gov.uk</p>
Background papers	<p>Annex 1: Climate Progress Report (Climate Annual Report Part 1)</p> <p>Annex 2: Climate Action Plan & Route-map to 2030 (Climate Annual Report Part 2)</p> <p>Annex 3: Climate Strategy (Climate Annual Report Part 3)</p> <p>Annex 4: Ecological Emergency Action Plan</p>
<p>Please contact the report author if you need to access this report in an alternative format</p>	

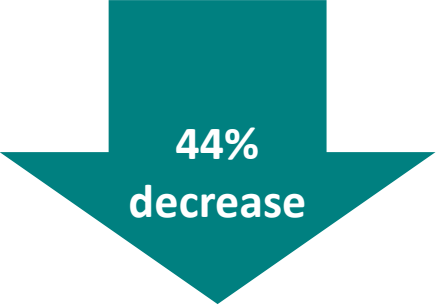
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Climate Progress Report 2023

Bath & North East
Somerset Council

Improving People's Lives

Page 23



44%
decrease

Bath and North East Somerset area-wide emissions (Transport, businesses and homes)

Baseline: 2005 = 1063.3 ktCO₂
2019 = 671 ktCO₂
2020 = 599.6kt CO₂*

*2021 data will be issued by
BEIS in June 2023



68%
decrease

Council Emissions

Baseline: 2010/11 = 8,330 tCO₂
2020/21 = 2,821 tCO₂
2021/22 = 2,644 tCO₂

Average per person emissions
in Bath and North East
Somerset are **3.1 tCO₂** (2020),
which is 20% lower than the UK
average of 3.8 tCO₂.



8MW
increase

Renewable energy capacity in Bath and North Somerset

Baseline: 2019 = 21 MW
2021 = 22.5MW
2022 = 29 MW

Climate & Ecological Emergency Progress Report 2022-23: A focus on achievements

This report outlines the key achievements in 2022-23.

Action to reduce carbon emissions, restore nature and create new and improved green infrastructure provides a host of opportunities and benefits. Achieving the district-wide zero carbon target, nature recovery and green infrastructure ambitions by 2030 will also create improved health, social equality, and economic and community resilience.

Co-benefits

In 2019, the Council was invited by Ashden to join a working group to develop the Ashden Toolkit for Councils. Alongside a directory of action, four co-benefits associated with action to cut carbon emissions were identified:

Health, Economy, Equity, and Resilience



Energy: Renewables and Sustainable Buildings

A closer look at some of the key work accomplished over the past year, from improving the energy efficiency of our own buildings to supporting community focused discussions about local renewable energy generation. Each case study below demonstrates our commitment to enabling Bath and North East Somerset to reach net zero by 2030.

Council adopts ground-breaking planning framework

Bath and North East Somerset has become the first council in England to successfully adopt an energy-based net zero housing policy as part of its commitment to tackling the climate emergency. The new housing development policy will ensure the energy use of any proposed development is measured and meets a specified target — setting a limit on the total energy use and demand for space heating. It will also require sufficient on-site renewable energy generation to match the total energy consumption of the buildings — ensuring the development is 100% self-sufficient. The council will also impose net zero operational carbon standards for new major non-residential developments. Shortlisted for the Regen Green Energy Awards.

Co-benefits: Economy and Resilience



Pictured: The Guildhall on a sunny day in Bath

Community Energy Conversations



Pictured: Left, community members talking to a member of the CSE team.

The Centre for Sustainable Energy (CSE) have piloted a project facilitating conversations with local people about the types and scales of renewable energy which are acceptable to them. The project has been run where there is high potential for renewable energy generation based on evidence from the council's research; Hinton Blewett and Temple Cloud, Stowey-Sutton and East and West Harptree, and Peasedown and Wellow.

Through workshops and an online survey, CSE have explored generating renewable energy in these areas with residents through hypothetical discussion. The workshops were well attended and response rates for the surveys have reflected this, demonstrating that local people are invested in the future of the places they live and work.

Co-benefits: Economy, Equity, and Resilience

Decarbonising care homes



Pictured: Alison Born member for Adult Services, Kevin Guy leader of the council and a member of council staff, picture stood next to a air source heat pump.

Solar PV panels have been installed on the roof of Charlton House and an Air Source Heat Pump is being installed to heat the building and provide hot water. The care home has also switched to using energy efficient long-life LED lights. The energy saving measures are expected to cut carbon emissions from Charlton House by 57.51 tonnes and save £14,287 in energy costs each year.

Two further care homes are set to benefit from similar energy saving measures this year.

Co-benefits: Economy and Resilience

Two Rivers C of E Primary School



Pictured: Left, Cllr Sarah Warren, deputy leader and cabinet member for climate and sustainable travel, Cllr Kevin Guy, leader of the council meet with the headteacher of Two Rivers CofE Primary School, Claire Graham.

Keynsham's new Two Rivers C of E Primary School has been built to high sustainable standards thanks to additional funding from Bath & North East Somerset Council. To ensure the buildings are of the highest environmental standards to achieve Passivhaus accreditation, the council contributed an additional £835k of S106 funding from developers to the project. The building produces its own energy from photovoltaic panels on the roof generating 102,269 kWh annually. The building also benefits from excellent insulation, triple glazing, two electric air source heat pumps and a mechanical ventilation system incorporating heat recovery.

Co-benefits: Economy and Resilience

Construction begins on Keynsham Recycling Hub



Pictured: An illustration of what the Keynsham Recycling Hub will look likewhen complete.

The first phase of construction has begun for the new Keynsham Recycling Hub Reuse and Recycling Centre (RRC) and is due to be opened in late autumn. When complete the hub will have on-site renewable energy generation via a 3800m² ,783-kilowatt peak solar panel array, providing much of the power needed for operations. Office and welfare buildings have also been designed to be energy efficient using fabric-first construction methods alongside a host of other sustainability measures such as rainwater harvesting, sustainable drainage and wildlife corridors.

Co-benefits: Economy and Resilience

Roman Baths



Pictured: The Kings Bath drained of water to install heat exchange pipes.

An innovative emissions-reduction scheme means that spa water from the Roman Baths is being used to decrease the council's carbon footprint. Installation of high-grade stainless steel energy blades in the King's Spring have allowed for a new 100 kilowatt heat system (the equivalent of heating 20 or 30 average domestic homes) to provide carbon neutral heat to the Baths Complex and next door Clore Learning Centre.

It is the second council heat pump project in Bath taking advantage of the thermal spring water, the other being Bath Abbey next door, and will achieve a financial saving over its more than 20-year lifespan due to reduced heating expenses.

Watch a video explaining the new Roman Bath's heating system.

Co-benefits: Economy and Resilience

Solar Together



Pictured: A contractor installing a solar panel on a roof.

The West of England Combined Authority with the council's support ran a pilot scheme in partnership with an independent group-buying organisation called iChoosr. By clubbing together, everyone who has registered for the Solar Together West of England scheme had the opportunity to be offered cheaper deals to install solar panels and set up a battery storage system at home, helping make the transition to clean energy for residents and businesses as cost-effective and hassle-free as possible.

In the Bath and North East Somerset area more than 300 homeowners have invested in solar panels and 20 battery storage systems.

Co-benefits: Economy and Resilience

Affordable Warmth



Pictured: A contractor installing loft insulation.

The affordable warmth grant uses money from several funding pots including; Council affordable warmth scheme, Government Green Homes Grant - Local Authority Delivery scheme (LAD) and Government Sustainable Warmth scheme – Home upgrade Grant (HUG), and has enabled community members with most need to access home energy efficiency improvements.

Applicants must meet the following criteria:

- Household income must be below £30,000 per year
- An EPC rating of D, E, F or G
- Owner-occupiers only

Co-benefits: Equity and Resilience



Pictured: A contractor installing a heat pump in a garden.

Feedback has been positive so far:

"After his old coal-powered heating system failed in 2020, WeCare helped my elderly father acquire funding for a brand- new functional heating system AND an Affordable Warmth Grant to improve the property's energy performance. In the end, the EPC rating was significantly improved, and my father's home is now warm, well-insulated, and using renewable energy." - Peasedown St John

"I've had my loft insulated, a heat pump installed and double- glazing put into 2 bedrooms and the back door. My home has been seriously upgraded and I'm very happy with the results".

- Midsomer Norton

Transport: New Schemes and Tech

A closer look at some of the key work accomplished over the past year, from consulting on new community focused schemes to investing in new technology to repair roads. Each case study below demonstrates our commitment to enabling Bath and North East Somerset to reach net zero by 2030.

Liveable Neighbourhoods



Pictured: The Liveable Neighbourhoods illustrated logo, depicting people running, using a wheelchair and cycling.

Extensive public engagement has taken place on the introduction of 'Liveable Neighbourhoods'. Encouraging residents to re-think how street space can be used to prioritise people, reduce our reliance on cars, and encourage more active travel.

Working collaboratively with the council, residents have put forward a range of measures to be considered, including safer crossings, wider pavements, improved seating and public space, and a range of traffic-calming measures. Three pilot road closures are in place, and five residents' parking zones have been implemented. Detailed designs for 15 neighbourhoods are almost ready for publication.

Co-benefits: Health, Equity, and Resilience

E-scooter rollout



Pictured: Councillor Sarah Warren, deputy leader and cabinet member for climate and sustainable travel and Ian Blenkarn, director of education and student services at the University of Bath riding e-scooters.

The West of England's e-scooter trial has extended to cover the University of Bath's Claverton Down campus. The third phase of the e-scooter trial in Bath, which was introduced in

2020, now extends to over eight square miles to enable more people to easily commute or take short journeys around the city, including up Widcombe Hill to reach the University of

Bath. The e-scooters have replaced approximately 90,000 car journeys since being introduced across the UK.

Co-benefits: Health and Economy

Low Emission Thermal Road Tech



Pictured: Photo of new thermal road repair system a yellow truck with the Bath and North East Somerset logo on the side.

A new carbon-saving alternative to traditional methods of repairing roads is being used. The new thermal road repair system helps to significantly reduce emissions as it improves and maintains roads while producing zero waste.

The process reuses existing road surface material and there is no excavation of material that then needs disposing, making the process zero waste. By eliminating the need for power tools road repairs can be made faster, noise levels are reduced, and carbon emissions are significantly lower.

The system and the fully self-contained vehicle it travels in are also fitted with solar panels further reducing its carbon impact.

Co-benefits: Economy and Resilience

Expansion of electric vehicle charging points



Pictured: Left, Cllr Sarah Warren, deputy leader and cabinet member for climate and sustainable travel and right, Cllr Kevin Guy, leader of the council stand in front of an electric car plugged into a charging point.

30 new electric charging points have been made available following the expansion of the Revive vehicle charging network to help reduce transport emissions. The charging points are being installed at eight locations across the district including 16 rapid (50kW) and 14 fast (22kW) public charging bays.

The new charge points bring the total number of charging bays provided by the council across Bath & North East Somerset to 50.

Co-benefits: Economy and Resilience

Better cycling and pedestrian paths



Pictured: A cycle lane being used by two cyclists.

The A36 Beckford Road and the A4 Upper Bristol Road improvement schemes have created new separated cycle lanes and easier crossing points for pedestrians across junctions. There will also be better access for cycling and wheeling by relocating the existing bus stops. The two schemes have been funded by £500,000 from the Government's Active Travel Fund to enable more people to walk or cycle for local trips.

The schemes include new cycle lanes, which will be separated from motor traffic by cycle lane separators, improved side road junctions and relocating existing bus stops and reconfiguring space to improve access for cyclists. Three trial cycle hangars are now in place.

Co-benefits: Health and Economy

Chew Valley trail



Pictured: Left to right, Cllr Sarah Warren, Metro Mayor Dan Norris, resident Bill Blyth, Bristol Water Chief Operating Officer Richard Price and local residents including two children.

A new 2.7km all-weather path allowing more people to take in the beautiful sights of Chew Valley Lake and enjoy the benefits of being outside opened in spring 2022. The £1.6m walking and cycling path on the northern section of the lake has made the Chew Valley Trail accessible for pedestrians and cyclists to enjoy. The 840m off-road pedestrian and cycle shared use path trail allows people of all ages to access the section between Woodford Lodge and Walley Court Road traffic free.

The project was funded by £1.1m from the West of England Combined Authority, a £507,000 grant from the European Agricultural Fund for Rural Development and contributions from Bath & North East Somerset Council and Bristol Water, who own the reservoir.

Co-benefits: Health and Economy

Community: Engagement and partnerships

A closer look at some of the key work accomplished over the past year, from the Climate Festival's second year to the establishment of new partnerships like the Journey to Net Zero transport stakeholder forum. Engaging with the community as individuals, community groups, businesses or through Parish and Town Councils, is essential if the Council wants to be successful in achieving its goal of net zero by 2030.

Climate and Biodiversity Festival



Pictured: Community day event with Bath Abbey in the background, in the foreground there are people walking and browsing several gazebos.

In September 2022 the council ran its second Climate and Biodiversity festival which saw over 500 people take part in 50+ events relating to climate and nature over the Great Big Green Week. Most events were community led and supported already active climate groups in promoting local projects including a 'community day' event which ran outside Bath Abbey. Stalls were set up in the square next to the Abbey where visitors to the city of Bath could take part in climate themed activities and discussions with stall holders.

Co-benefits: Equity and Resilience

Great Avon Litter Pick



Pictured: Nine Bath Sea Cadets at the Great Avon River Pick on a floating barge with their hands raised in the air.

More than 120 bags of litter were collected from the banks of the River Avon in Bath and North East Somerset by volunteers and local organisations as part of the Great British Spring Clean 2022. One hundred and seventy people of all ages came together to clear the litter using equipment provided by Bath & North East Somerset Council including 70 litter pickers, 30 children's pickers, sacks, gloves and high vis jackets.

Co-benefits: Health and Resilience

Chew Valley Reconnected



Pictured: Northern section of the Chew Valley Lake Recreational Trail

The northern section of the Chew Valley Lake Recreational Trail opened in May 2022. The project was part funded and led by B&NES working with Bristol Water and West of England Rural Network. B&NES have since secured WECA funding to develop the business case for the southern section and have recruited a Project Manager to lead on this and develop the wider Chew Valley Reconnected project.

The aim of the project is to strengthen the Nature Recovery Network through connecting existing habitats and filling identified 'gaps' in the network, which will drive nature's recovery and deliver wider societal benefits.

Co-benefits: Health, Equity, and Resilience

Bathscape



Pictured: A Bathscape volunteer runs an engagement session with two children

The council-led Bathscape Landscape Partnership Scheme has continued to deliver nature, heritage, equal access, health and education outcomes. Three new areas of wildflower meadow have been sown, habitat management practical volunteer days run weekly, and a programme of outdoor wildlife, walking and training events have attracted over 2000 local residents. In addition, the sixth Bathscape Walking Festival took place in September, with over 1400 people joining one or more of the 60+ walks, supported by more than 30 volunteers giving over 350 hours of their time.

Co-benefits: Health, Equity, and Resilience

WaterSpace



Pictured: People using paddleboards on the river in Saltford.

The WaterSpace programme aims to revitalise the waterways through B&NES. In Bath, the team have secured funding to deliver the first phase of the Bath River Line, a 10km greenway through the heart of the city. We have also joined up with South Gloucestershire Council and Bristol City Council to extend the project across the region, through the WaterSpace Connected project.

In November, a workshop was held with key stakeholders to identify the priorities for the next 5 years, including delivering improvements for wildlife, water quality, recreation, and access.

Co-benefits: Health, Equity, and Resilience

Biodiversity Net Gain



Pictured: A birds eye view of Somer Valley.

The Environment Act will require all developments to deliver a minimum 10% 'net gain in biodiversity' from November 2023, which means that development must leave nature in a better state than before.

We will formally adopt a requirement for developments in B&NES to deliver biodiversity net gain in early 2023, but this policy has been influencing planning applications from 1 November 2022. We have done this ahead of national requirements to ensure we are accelerating action to recover nature.

Co-benefits: Health, Economy, and Resilience

The Future Ambition Board: Green Group



Pictured: Wide shot of the city of Bath

The Future Ambition Board was established in 2021 to lead on action planning for a fairer, greener, more creative, and connected Bath City Region. The Climate and Nature sub group of the partnership is led by a business representative and includes 15 reps from public, private and community sectors in B&NES, across a range of subject areas.

The sub group has met three times, focusing on:

- Understanding the experience and expertise each person can bring to the partnership
- What is already happening in the climate action space in B&NES
- Identifying opportunities to unlock more action.

Co-benefits: Health, Economy, Equity, and Resilience

Haycombe Cemetery



Pictured: The top Chapel at Haycombe Cemetery.

Managed by the council, Haycombe Cemetery has made efforts to support biodiversity and nature on site. Following a surprise inspection, they received a 95% score for environmental awareness (22% above industry average). The score reflects the cemetery's commitment to sustainability demonstrated across the site.

Finally, to manage the grounds electric machinery and vehicles are used while memorial benches are created from recycled materials and overlook areas managed for nature including wildflower meadows.

Co-benefits: Resilience

Somer Valley Social Prescribing



Pictured: A family of four ride bicycles past a background of green trees.

Bath & North East Somerset Council has been awarded £1.6 million from Active Travel England to deliver an innovative new Active Travel Social Prescribing Hub in the Somer Valley.

The new hub will promote social prescribing through health professionals and self-referrals into a range of active travel interventions, such as walking and cycling, as an alternative or in addition to prescribing medication. Social prescribing aims to support people's mental health and physical wellbeing in a holistic way.

There are also additional benefits to encouraging behavioural change away from using cars, including reduced carbon emissions, traffic congestion and improved air quality.

Co-benefits: Health, Equity, and Resilience



Pictured: A family of three walk their backs to the viewer in a large park.

The hub is being based within the Somer Valley, as it has lower levels of active travel and higher rates of car ownership and use. The main hub will be at the Healthy Living Centre in Radstock with regular pop-up hubs in high street locations in Midsomer Norton, Paulton and Westfield.

It will be delivered in conjunction with other council initiatives in the Somer Valley, including green social prescribing, which together will deliver greater benefits to health, wellbeing and the climate.



Community Engagement Summary

Council communication channels:

- Dedicated Climate & Ecological Emergency channel in the Council's newsroom. News on action being taken is regularly posted here. The Council also has a You Tube playlist for Climate & Ecological content.
- Monthly 'Bathscape Footprints' podcasts exploring the natural and historic heritage of the Bathscape area attracted over 1400 listeners.

Social media:

- Campaigns run on Council and Green BathNES channels: A-Z of Sustainability, Energy Saving Advice, and social media was a key tool used for engagement and promotion during the Climate & Biodiversity Festival 2022.

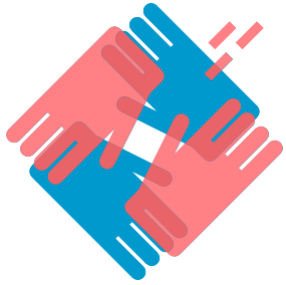
Website:

- Ecological emergency pages are being added alongside the Climate Emergency content.
- The Energy Efficiency, Retrofitting and Sustainable Construction Supplementary Planning Document has been published online, including illustrations. The document is also available in PDF format.
- The Bathscape website was updated this year with the addition of primary school outdoor learning resources, walking trail guides and an upgraded map of the area and its heritage interest.
- The [WaterSpace team have produced a short promotional film](#) showcasing all the River Avon has to offer, from the stunning wildlife, exciting recreational opportunities and beautiful landscapes, there is so much to discover along the river.



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Community Engagement Summary

Engagement events:

- Second Climate & Biodiversity Festival held 24th September to -2nd Oct 2022. 56 events, with 34 organisations involved
- Three parish areas took part in the Renewable Energy Conversations project Parish and Town Council partnership working
- Support provided to Climate & Nature Working Groups in two Forum areas. Parish Liaison Climate & Nature Emergency Workshop held in November.
- A bioblitz was held on the weekend of City Nature Challenge UK at Bath City Farm with around 100 people joining the Bathscape-led activities, while as part of the summer Bristol and Bath Festival of Nature three Bathscape wildlife walks and an outdoor exhibition of artwork on beetles, pollinators and the value of 'weeds' were arranged.

Partnership working:

- Working with the West of England combined Authority to support action in Bath and North East Somerset with a focus on transport, home and business energy efficiency.
- A new Climate & Nature Partnership (Business-led), a theme group of the Future Ambition Board, has been set up.
- After a hiatus due to Covid pressure on public services, the Climate Emergency Public Services Working Group (B&NES Council-led), reformed to improve joint working.
- B&NES actively engage with local and regional partnerships and working groups including West of England Environment Partnership, Bristol Avon Catchment Partnership, Natural History Consortium and West of England Green Infrastructure Working Group.



BANES Council Climate Action Plan & Route Map

This document is an overview of priority actions which the Council is taking to tackle the climate emergency.

The route map is a high-level visualisation of key actions planned from now until 2030. The table that follows contains key actions categorised by strategic priority, noting progress and next steps. It is organised by the three priority areas for action:

1. **Decarbonising Buildings – making energy efficiency improvement** of the majority of existing buildings (domestic and non-domestic) and zero-carbon new builds
2. **Decarbonising Transport:** a major shift to mass transport, walking and cycling to reduce transport emissions
3. A rapid and large-scale increase in **Local Renewable Energy Generation**
4. **Net Zero Council – the Council's own operations and where it has influence**

The final table lists the Council's strategies and policies that are supporting delivery of the strategic priorities.

This document is updated annually.



Each action tile includes a progress bar:
1= action/strategy still in formation
2= action/strategy in place, but with no current outputs
3= action/strategy well underway with current outputs
4= action/strategy mature, with plans for redevelopment or additions
5= Bespoke action/strategy now complete and considered finished

Strategic Priority for action:

1. Decarbonising Buildings

1.1 Development of strategic approach to home energy efficiency retrofit (private sector)

PROGRESS UPDATE

Strategy and Projects Manager recruited to the Climate and Environmental Sustainability team to assess the role the council is best placed to play, and which stakeholders we need to engage with, to enable rapid development of the private sector retrofit market in Bath and North East Somerset, including maximising the benefits to the area from the WECA Retrofit Accelerator Hub project.

NEXT STEPS

Junior energy policy and projects officer to be in post April 2023. In conjunction with the Energy Strategy, 3.3 strategic approach to retrofit will be assessed and recommendations made on the favoured approach.



1.2 Energy profiling of the housing stock in BANES and analyse cost effective interventions

PROGRESS UPDATE

Training in use of the Parity Projects Pathway Analysis tool has been delivered to selected staff and an initial report profiling the housing stock in BANES has been produced which analyses the measures and costs that would be required to meet two Net Zero investment scenario targets: achieving net zero with and without 'disruptive' measures.

NEXT STEPS

Use tool to analyse and cost potential interventions in communities with high proportion of people living in energy poverty, housing stock with shortest payback periods for retrofit interventions. Analysis of most impactful retrofit interventions to inform supply-side training provided by retrofit hub, etc.



1.3 Roll out grant funding schemes for low income households

PROGRESS UPDATE

In partnership with BCC and NSC, BANES are rolling out Bright Green Homes; an affordable warmth grant for low income, low energy-efficient households which don't have gas heating, with mechanisms to encourage take-up from owner-occupier and private rented properties.

NEXT STEPS

Continue to bid for further Government funding for affordable warmth grants as they become available. The Council is currently working with BCC and NSC again to secure further funding to continue the Bright Green Homes Scheme for 2 years to March 2025. The proposed scheme will offer insulation, low carbon heating and solar PV to 500 low income households across the consortium.



Strategic Priority for action:

1. Decarbonising Buildings

1.4

Develop communication strategies to drive public interest and access to information about retrofit work.

PROGRESS UPDATE

- Updated Energy at Home website to provide basic retrofitting and low-carbon heating information to households.
- Successful completion of a Climate and Biodiversity Festival in 2021 and 2022, including a platform for talking about energy efficiency advice in the context of a cost of living crisis.

NEXT STEPS

Review scope for uploading bespoke estimated retrofit costings for individual households to the Energy at Home website to allow access to more detailed and nuanced information.



1.5

Develop planning policies and guidance to enable energy efficiency improvement of buildings

PROGRESS UPDATE

Energy Efficiency, Retrofitting & Sustainable Construction SPD published. The Local Plan Partial Update adopted which updates parts of Core Strategy and Placemaking Plan to ensure planning decisions better address the climate emergency. The first in the country to have this type of net zero new build policy. Finalist in Regen Green Energy Awards 2023, Public Sector Local Leadership category for this work.

NEXT STEPS

Develop updates to the full Strategy and Placemaking Plan for the period 2024-34 which further improve the sustainable construction policies to continue reducing energy demand and use, whilst also integrating adaptation elements robustly into building design requirements.



1.6

Maximise benefits to B&NES residents from WECA Retrofit Accelerator Hub

PROGRESS UPDATE

Helped shape the WECA Retrofit Accelerator Hub: a three year programme that will encourage, support and guide homeowners from initial thoughts about retrofit, through surveying, advice on measures to signposting to capable installers to carry out works. The Hub will fund consortium members to increase capacity and provision of retrofit services across the region. Region wide marketing and awareness raising campaign in 2023. CSE appointed as consortium lead in October 2022.

NEXT STEPS

WECA and CSE developing first phase of the Hub for first outputs in 2023. Council will ensure maximum benefit for B&NES residents.



Strategic Priority for Action: 2. Decarbonising Transport

2.1

Development of a suite of capital programmes to reduce car use by 25% in B&NES

PROGRESS UPDATE

Developed the Journey to Net Zero strategy, which sets out how the council will deliver sustainable transport for the next eight years through a suite of approved capital programmes and potential future programmes, including: building public transport options; providing for travel on bike and foot; creating improved places to live and work; cleaner, greener school travel; supporting future mobility and improved rural connectivity.

NEXT STEPS

Delivery of transport improvements identified in the Journey to Net Zero through £540m of City Region Sustainable Transport Settlement, and liveable neighbourhood programme. Funding awarded from DfT in combination with the Bus Service Improvement Programme funding of £105m.



2.2

Increasing ability to estimate whole-life carbon emissions of transport impact from development projects

PROGRESS UPDATE

Developing a new West of England Regional Transport Model which allows us to model the impact of transport schemes and provides a framework for estimating the impact of projects on transport emissions to allow for better cost-benefit analysis and mapping of emissions reductions against carbon targets.

NEXT STEPS

Complete and gain approval of the West of England Regional Transport Model during Spring 2023.



2.3

Work to increase grid capacity in BANES to allow for faster rollout of EV fast chargers

PROGRESS UPDATE

The council is consulting with the National Grid to set aside significant funds to upgrade the grid in next funding period, beginning in 2023, to ensure grid capacity to allow for faster rollout of fast/rapid charge points for electric vehicles in the area.

NEXT STEPS

Continue quarterly operational engagement meetings with WPD and attend Draft Ofgem Determination workshops in anticipation of final determination expected by early 2023.

NB Overlap with Renewable Energy section on the grid constraint issue



Strategic Priority for Action:

3. Increasing Local Renewable Energy Generation

3.1

Develop an evidence base to inform new Local Plan and future workstreams regarding potential deployment of renewable energy in BANES

PROGRESS UPDATE

Completing a bottom-up assessment of potential renewable, low and zero carbon energy technologies, at different scales and locations across Bath and North East Somerset. Enabling decisions to be taken based on policies supporting and facilitating deployment these energy systems and to aid officers and developers when assessing applications for new development sites or for larger-scale new generation schemes.

NEXT STEPS

Initiate work to develop renewable energy policy approach and evidence base for the new Local Plan. The primary goal will be to further enable renewable energy generation schemes, with a holistic focus on community benefit and biodiversity integration.



3.2

Develop communication strategies to drive public interest and access to information and expertise about renewable energy

PROGRESS UPDATE

Promoted innovative new group-buying programme led by WECA called Solar Together. Scheme gave participants reassurance that they were buying high-quality solar photovoltaic (PV) panels and battery storage, access to competitive prices, and guidance and information at every stage through the process.

NEXT STEPS

Review Solar Together with WECA and investigate running another round following high demand of initial offer. Develop a district-wide energy strategy. Continue work with CSE on the community Renewable Energy Conversations project.



3.3

Development of Energy Strategy to provide strategic framework and outline of short- and longer-term actions

PROGRESS UPDATE

Progress Update: Review underway and strategic framework and recommendations for actions emerging. Senior officer and member engagement to take place during December 2022 – Feb 2023, with view to approval of an Energy Strategy by the end of 2023. Will encompass both retrofit and renewables, direct delivery, influencing and partnership work.

NEXT STEPS: Research options that will facilitate more rapid increase in renewable generation across the district. Exploring opportunities for innovation of the council's energy supply.



Strategic Priority for Action:

4. Net Zero Council

4.1
Develop council knowledge and capacity for increasing renewable generation on council properties

PROGRESS UPDATE

Renewable Action Group formed to coordinate development of a pipeline of council renewable projects and spending of the renewable energy development fund. Ensure that all the council is positioned to apply for all relevant national public sector grants. The P&R sites have been removed from the Green Belt through the Local Plan Partial Update. C. 400kW of solar PV installed capacity on council estate; 1.3mW in pipeline; 8.3mW in potential pipeline.

NEXT STEPS

Completion of sites in pipeline and feasibility work of potential pipeline sites including solar canopies on P&R car parks and 4MW ground mounted site. Energy strategy work following on from Aecom Strategy Options report and AECOM RERAS.

See 3.3



4.2
Put in place the framework and policies for measuring and reducing the council's Scope 3 emissions

PROGRESS UPDATE

A new Procurement strategy has been published which formalises the council's need to: consider the carbon footprint and environmental impact of products and services bought. A study has been commissioned from Spherics data company produce a first comprehensive estimate of council scope 3 procurement emissions.

NEXT STEPS

Development of method for integrating sustainable procurement strategy into procurement bid and scoring documents. Dialogue with the largest emitters in the council's suppliers to review strategy for reducing supply chain emissions.



4.3
Waste Services action to reduce operational carbon emissions

PROGRESS UPDATE

Waste Services redevelopment of Keynsham Recycling Hub at the Pixash Lane site has been designed to bring the operational carbon emissions from the main waste management and recycling depot in Keynsham close to zero. The redevelopment is now well underway and includes a solar array of 783 kWp, energy efficiency building fabric, EV charging, waste-water recycling for vehicle washing and at least 10% bio-diversity net gain.

NEXT STEPS

The development is expected to be top-performing in relation to sustainable build features and future-proofed with capacity to increase recycling.



Strategic Priority for Action:

4. Net Zero Council

4.4 Property Services projects to reduce carbon emissions from the Council's corporate estate

PROGRESS UPDATE

Work completed on Charlton House Care Home in Keynsham including solar roof, energy efficiency improvement, LED lighting and a heat pump. Work underway to do the same for two more care homes: Combe Lea and Cleeve Court, due for completion end of 2022 for solar and LED lighting.

NEXT STEPS

A new funding bid had been submitted to Public Sector Decarbonisation Fund to pay for heat pumps in the care homes above which if successful will be completed by 2024. A pipeline of projects in the Corporate estate to decarbonise buildings and increase renewables.



4.5 Decarbonising Council fleet programme

PROGRESS UPDATE

Converting our fleet from petrol and diesel to electric when alternative models are available, that are feasible and affordable. 30 electric vehicles currently in fleet; small vans and street cleansing pedestrian machines and sweepers. We trialled an electric waste collection truck.

NEXT STEPS

6 more vehicles due for replacement this year. We are in the process when replacement is due to convert to alternatives for hand-held/small powered pieces of kit – strimmers, leaf-blowers, hedge-trimmers, chain-saws and are prioritising use of these in the CAZ and other noise and emissions sensitive areas/uses.



4.6 Aligning council policies and plans

PROGRESS UPDATE

The council's Corporate Strategy to 2024, adopted in 2019, has tackling the climate and ecological emergency as a core policy and sets out a series of specific actions to help deliver our net zero commitments. Updates on projects that deliver the core policy are reported in the council's [newsroom](#)

NEXT STEPS

Work is underway on planning for the council's corporate planning frameworks following the current Corporate Strategy period. One of the options being considered for this is to adopt the "doughnut" model which places the environmental ceiling alongside social outcomes as the key decision-making framework.



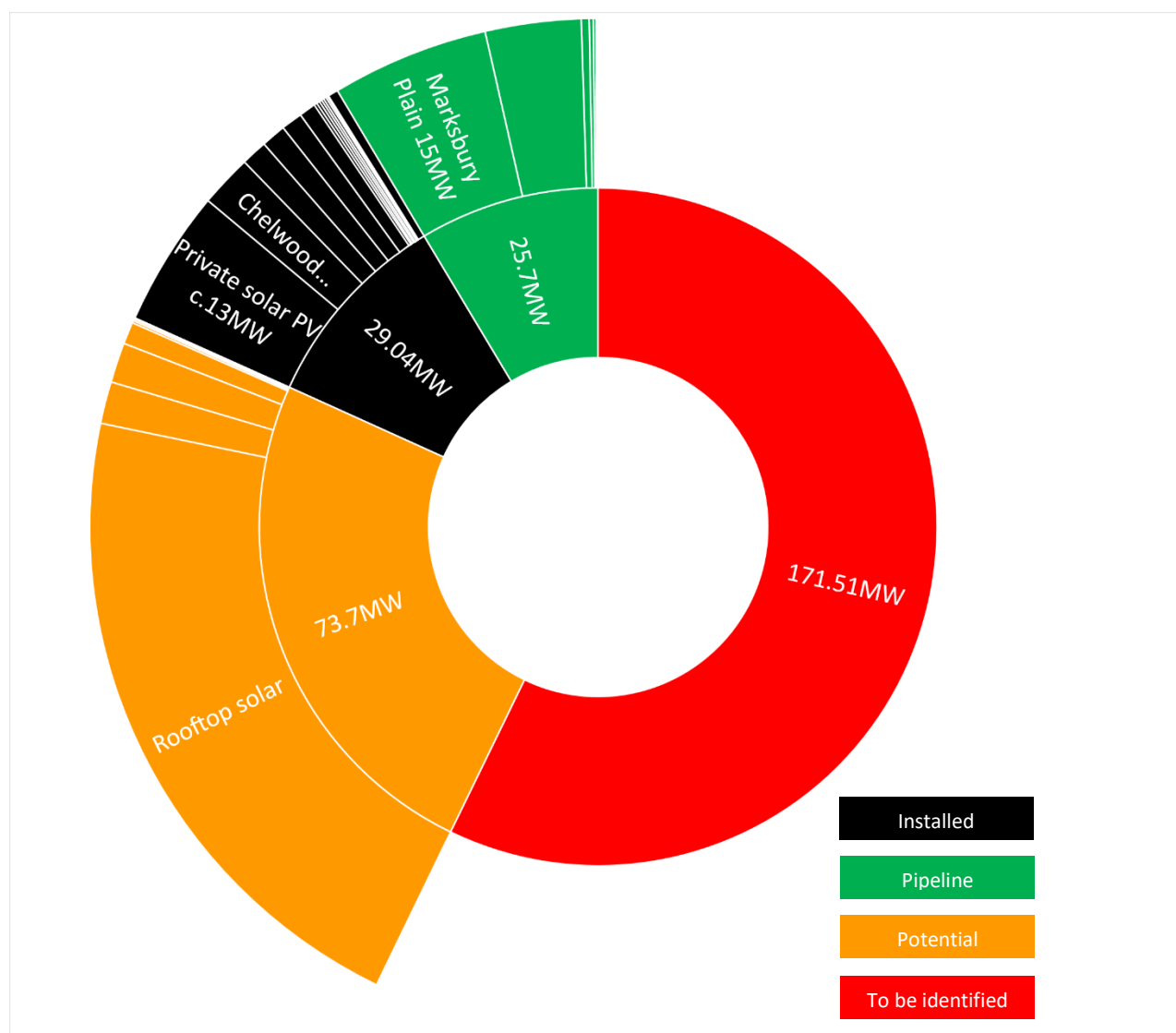
Strategic priority	Strategies and plans enabling delivery
Transport	West of England Local Cycling and Walking Infrastructure Plan West of England Joint Local Transport Journey to Net Zero Local Cycling and Walking Implementation Plan Bus Service Improvement Plan City Region Sustainable Transport Settlement Low Traffic Neighbourhood Strategy On-street Electric Vehicle Charging Strategy
Energy Efficiency and Renewable Energy	Local Planning Policies Energy Efficiency, Retrofitting and Sustainable Construction Supplementary Planning Document
Council	Waste Strategy (<i>available early 2023</i>) Corporate Estate Management Strategy (<i>available end of 2023</i>)

Increasing Local Renewable Energy Generation Update 2022

There has been significant progress in the development of the pipeline of renewable energy installations in 2022.

The chart below shows the installed capacity across Bath and North East Somerset (black); pipeline (green); potential pipeline (orange) and capacity yet to be identified (red) of a total of 300MW energy capacity level that includes both heating and electricity.

The 300MW is an indication of the scale needed across the district to help meet the target for Bath and North East Somerset to become net zero by 2030, based on a Scatter stretch pathway illustrated in the Climate Emergency Study 'Synthesis of Evidence'¹.



Installed capacity (black)

The installed capacity is illustrated in black and in the chart is shown as 29.04MW. This total is made up of existing ground mounted solar farms at Chelwood, Wilmington Farm as well as a number of roof mounted solar PV installations across the Council's corporate and commercial estate and community energy roof mounted solar PV across a number of academized schools. The figure includes anaerobic digestion (2.5MW); biomass (2.03MW); sewage gas (0.63); landfill (1.6MW) and incineration (0.06MW). It should be considered therefore that >2.5MW of capacity is from combustion renewables as opposed to clean renewables at the point of generation.

A significant proportion of the installed capacity (13MW) is estimated to be on domestic solar rooftops, however there is a significant degree of uncertainty associated with this figure and it is therefore considered provisional. The Department for Business, Energy and Industrial Strategy have acknowledged the problem in the document in this link: <https://www.gov.uk/government/publications/renewable-energy-statistics-data-sources-and-methodologies>: *'For many technologies, especially electricity, no single data source can provide complete coverage, therefore, several data sources are used. However, between the data sources, there is duplication of data for some sites.'* The Microgeneration Certification Scheme data, for example, provides an indication of the number and size of installations of rooftop solar but is reliant on installers inputting the correct figures. It's also known that not all solar installations are required to be registered with the Microgeneration Certification Scheme and as such the actual level of installed capacity may be higher. A higher estimate of installed rooftop solar capacity from a file provided by MCS suggested approximately 40MW. However, this is thought to be unrealistically high at this stage and due to errors with data entry. All data sources are going through a process of validation and reconciliation with the other District Network Operator (Distribution Future Energy Scenarios) and the Department of Business, Energy and Industrial Strategy data in order that we get to interoperability of sources; remove duplication and predict the higher estimate based on survey data.

It should be noted that the West of England Combined Authority Solar Together scheme that B&NES were a partner in resulted in 1MW of domestic rooftop solar installation across approximately 280 properties.

Pipeline (green)

The pipeline value is 25.7MW. There is a much higher level of certainty associated with this figure as it is made up large ground mounted solar sites (Marksbury Plain and Howgrove Farm) that have this year acquired planning consent; and a number of rooftop solar sites on the academised schools and corporate estate including care homes; sports centres and a waste recycling facility at Pixash Lane in Keynsham.

Revised Dec 2022

new

Potential Pipeline (orange)

The potential pipeline value is estimated at 73.7MW. This includes a community ground mounted solar farm at Fairy Hill near Compton Dando; as well as leased leisure facilities and car park solar canopies at the Council's park and ride sites for which feasibility work is currently underway. Most of this figure is made up of the identified rooftop solar PV potential identified by Camco in

[https://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-](https://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/LP20162036/bnes_renewable_energy_resource_update_report_2018_publication_version.pdf)

[Policy/LP20162036/bnes renewable energy resource update report 2018 publication version.pdf](https://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/LP20162036/bnes_renewable_energy_resource_update_report_2018_publication_version.pdf) as totalling 76.6MW. Approximately 13.3MW is thought to have been

installed and therefore 63.3MW rooftop potential remains. The latest MCS data indicates that annual installation of rooftop solar capacity may now be as high as 2MW or more. This is thought to be as a result of increased demand relating to the energy and cost of living crisis.

Yet to be identified (red)

It is expected that this figure of 171.51MW is likely to reduce as more larger generation schemes acquire planning consent, for example it is possible that a number of wind turbine proposals may emerge as a result of changes to the planning framework through the Local Plan Partial Update currently in process. No figures have been included in the chart above for potential wind generation as the current planning framework largely prevent wind development. The Anthesis report (https://www.bathnes.gov.uk/sites/default/files/sitedocuments/Environment/anthesis_bnes_climate_emergency_discussion_pack_final.pdf) identifies a potential of 70MW by 2030, although no sites or proposals have yet come forward.

A 2018 Regen report² estimated that '3% of homes having PV totalling 8MW of domestic capacity and around 81 roof-mounted commercial and industrial projects totalling 2.5MW of capacity' existed in the authority area. It is expected that there will be a substantial growth in this area of energy generation, giving the relatively low proportion of homes with solar PV and current context of high electricity costs.

The potential hydro power resource is very low at 0.4MWe as the waterways in B&NES have insufficient 'head' i.e. power, to make hydro-power viable. However, Bath and West Community Energy are enabling a rapid increase in rooftop solar across the district, particularly on public sector and commercial rooftops.

The MCS data suggests that the rate of domestic and business solar PV installed capacity has approximately doubled since we declared a Climate Emergency in 2019.

The proportion of installed capacity that is provided by community energy is very high at 40% when compared to other areas across the country. This allied with enabling planning policy work and engagement with the DNO suggest that there is likely to be an increasing rate of growth in renewable energy installations up to and beyond 2030.

There is still no national methodology to report on installed renewable energy capacity across the full range of technologies. Therefore, these figures are subject to change in the future as the methodology and data sources improve.

Route Map: Projected Milestones*

2022

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March 2019 - B&NES Council declares a Climate Emergency



Partnership working through 'One Shared Vision' to deliver climate action



30 additional new public EV charge points installed by the council



Local Plan Partial Update adopted

Gov Targets
Future Homes :
No fossil fuel heating in new builds
2025

Gov Targets
Ofgem to invest 300m in grid and 3500 EV charge points
2023

Gov Targets
Environmental bill to come into force
2023

Gov Targets
All HMOs will have EPC C, MEES require EPC D
2023



Low carbon Keynsham recycling centre construction



Partnership actively accelerating impact across all priority areas



First Liveable Neighbourhood areas implemented



'Towards Zero Waste 2030' Strategy adopted

Gov Targets
Aim for 1GW hydrogen production capacity
2025

Gov Targets
Expected decision on long term decarbonisation of heat
2025

Gov Targets
Up to 3k jobs created through increased public transport
2025



£1.5m B&NES capital invested in yield generating renewable energy



Full update of Local Plan planning policy



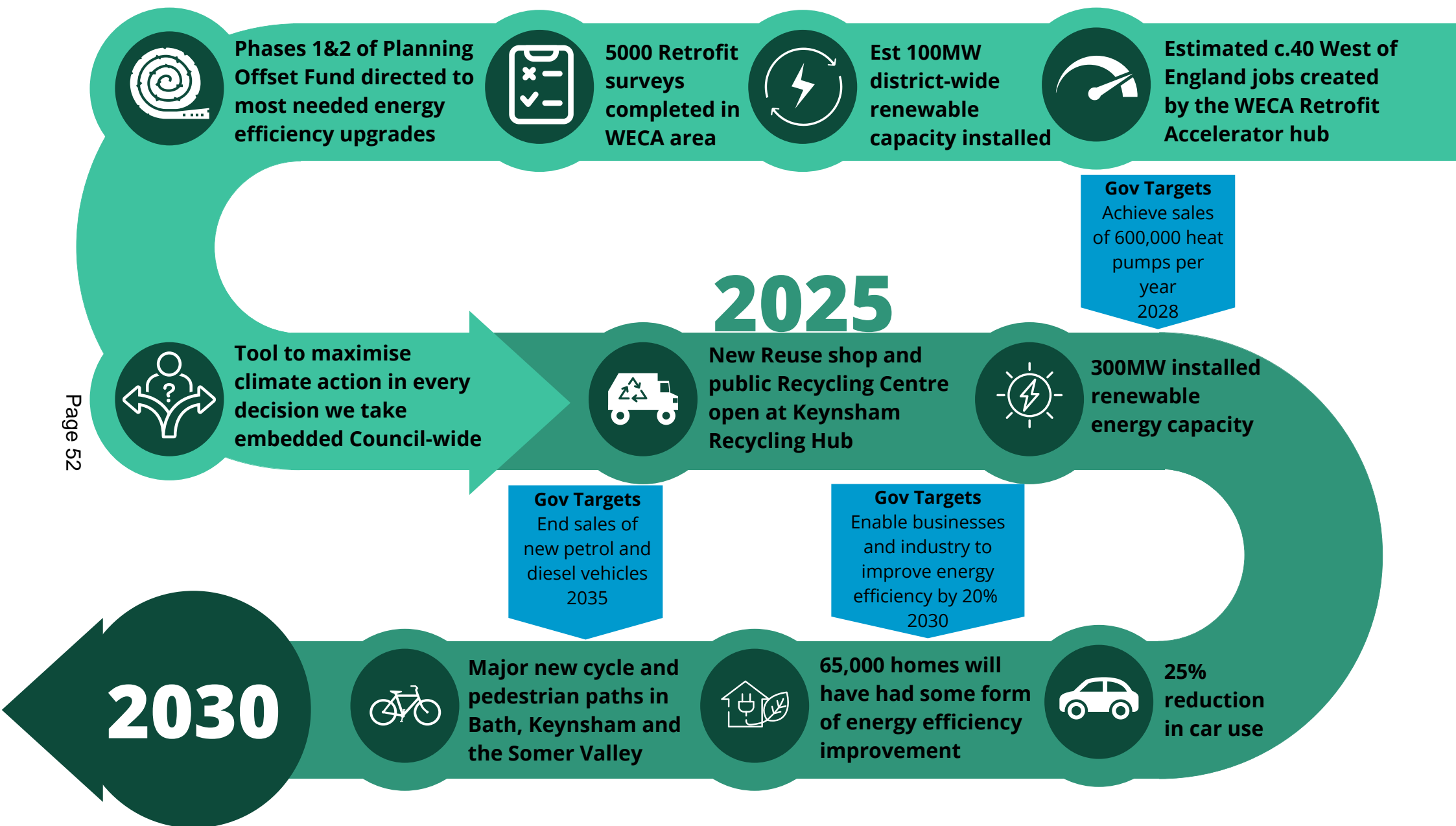
6-10MW installed on corporate estate



Projected 19K B&NES residents targeted by retrofit accelerator

*Milestones are all based on expected outcomes from ongoing workstreams, they are subject to change and will be reviewed annually.

Version 6





Bath & North East Somerset Climate Emergency Strategy

2019-2030

Version: March 2023



TACKLING THE CLIMATE
AND ECOLOGICAL
EMERGENCY

Bath & North East
Somerset Council

Improving People's Lives

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Foreword

Climate change is affecting all of us now and its consequences are projected to worsen in the future. We're experiencing rising temperatures; seven of the last ten summers have reached 34 degrees and six of the ten wettest years on record have been since 1998. The more extreme and unpredictable weather that we're seeing has impacts on homes, health, food production and supply as well as damaging impacts on the natural environment and wildlife. The Met Office currently predicts a terrifying temperature rise by 2050 of 2.7 degrees compared to pre-industrial levels, if we continue on our current trajectory.

I remain hopeful though, as we have the technology to reduce that figure substantially. We now need every level of government to come together with individuals, businesses and communities in a huge communal effort to do just that.

In 2019 we were one of the first councils to make a declaration to tackle the climate emergency. We committed to provide the leadership to enable the Bath and North East Somerset area to become carbon neutral by 2030 as well as doing the same for our own operations.

This strategy is to highlight the key areas we need to focus on to drive down carbon emissions and achieve our net zero ambition. We know that this is an ambitious target, and it will mean making changes to the way we live our lives both through technology and our mindset and I know that not all of these will be easy. The council is committed to provide the support to enable these changes and we don't want to leave anyone behind. This is why we're committed to making the transition to carbon neutrality a just one, that helps to reduce inequalities, improve health and supports the local economy.

We can't do this alone and we know that there is already lots of activity to cut carbon emissions underway across our community. Achieving our net zero ambition is a huge challenge so we invite everyone to join us.

Councillor Sarah Warren, Deputy Council Leader and Cabinet Member for Climate and Sustainable Travel



..... Introduction

The council will provide leadership to enable carbon neutrality in the district by 2030.

In 2019 the council declared a Climate Emergency^{1,2}. Tackling the Climate Emergency means creating a different vision for all parts of Bath and North East Somerset, including the World Heritage Site of Bath itself.

The council is committed to providing the leadership to enable this scale of ambition to be realised and recognises that this requires a significant and fundamental shift within all sectors of the community. We hope that residents, communities, organisations, and businesses join us in working towards this ambition.

The Climate Emergency Strategy sets out our priorities and approach to deliver on the commitments made in the March 2019 Climate Emergency Declaration^{1,2}. It outlines the strategic priorities for action, which inform more detailed policies and delivery plans across the council, as well as influencing partners who we work alongside to deliver services.



Citizens asking for the council to declare a Climate Emergency.

Climate Strategy

Due for review in 2025

Action Plan

Updated annually

Progress Report

Annual highlight report

Understanding the challenge

To develop a plan of action, we first had to understand where the carbon emissions were coming from across the district. We commissioned Anthesis in 2019 to research and identify the action needed to achieve district-wide carbon neutrality by 2030³.

Emissions breakdown

Figure 1: Bath & North East Somerset District Carbon footprint - Scope 1 & 2

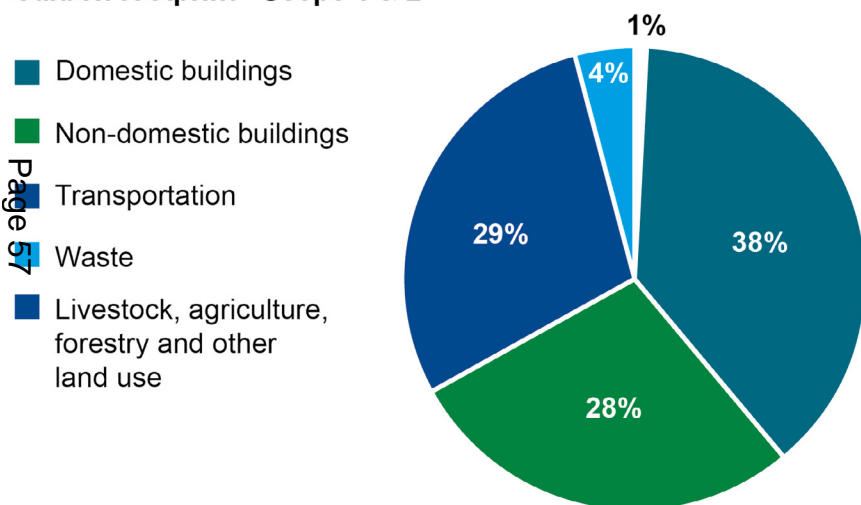


Figure 1: Bath and North East Somerset **district-wide direct emissions** (i.e. from gas, oil, petrol, diesel) and indirect emissions (i.e. electricity), also known as Scope 1 & 2, are: 766,876 tCO₂e (tonnes of carbon equivalent) per year. The direct and indirect emissions (Scope 1 & 2) break down as follows: Energy use in buildings: 66%, (of which homes produce 38% and industry, commerce and institutions 28%); Transport: 29%; and Other 5%, of which waste is 4% and agriculture, forestry and other land use is 1%. The per capita emissions in Bath and North East Somerset: 3.9 (tCO₂e)

The data in Figure 1 does not provide the full story as it only covers emissions produced within the UK. Across the area we consume imported goods and services, which have their own carbon footprint that is not accounted for here, these emissions are notoriously difficult to unravel and are known as Scope 3 emissions.

It is estimated that the carbon footprint of imported goods and services bought by local people in the Bath and North East Somerset area is: 1,271,578 tCO₂e (tonnes of carbon equivalent) per year based on anthesis analysis³ (Figure 2). These emissions are significantly higher than the direct/indirect emissions according to these estimates, but due to the calculation method there will be some overlap in the figures for all emissions. Consumers and businesses have some control over the products they choose, but action is needed nationally and internationally to fully understand and tackle consumption emissions.

Figure 2: Comparison of in-district and consumption emissions tCO₂e/yr 2016

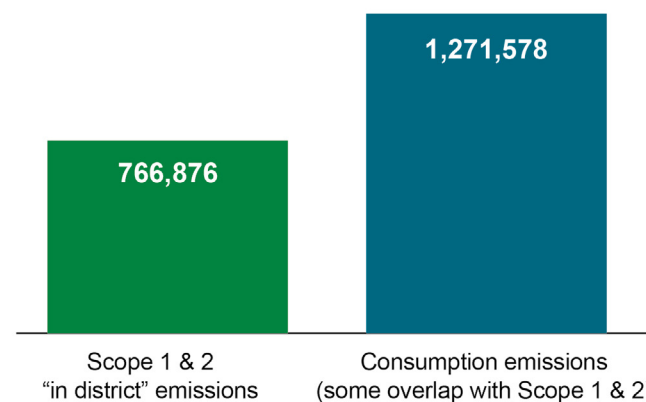


Figure 2: A bar chart comparing "in district" emissions which account for direct and indirect carbon emissions vs consumption emissions which estimate the carbon footprint of imported goods bought by businesses and residents.

Understanding the challenge

Pathways to 2030

Using national data scaled to the district, the SCATTER tool enables local authorities to sketch pathways for reducing emissions produced by the local energy system. It presents a range of measures, e.g. home insulation, and allows users to select from four levels of ambition for each, with Level 1 being “Business as Usual” and Level 4, the “Stretch” pathway, deemed the maximum achievable based on present day technology and evidence³ (Figure 3). The “Business As Usual (BAU)” pathway broadly equates to reductions in line with Government policy introduced to meet the original Climate Change Act target of an 80% reduction CO₂ by 2050, prior to the adoption of the national net zero carbon (carbon neutral) 2050 target in June 2019³.

These pathways and figures are not set in concrete, they are based on a range of assumptions about technology and market readiness that will change over time. Therefore, based on current knowledge it isn't possible to quantify all measures needed to achieve net zero 2030³. However, we have sufficient information to understand the nature and scale of action needed, meaning that we can plan and deliver action aimed resolutely at that target.

In the future more work will focus on how we can increase the amount of carbon sequestration: carbon absorbed locally by the natural environment (soil, trees, grassland), which will also play a role in achieving carbon neutrality.

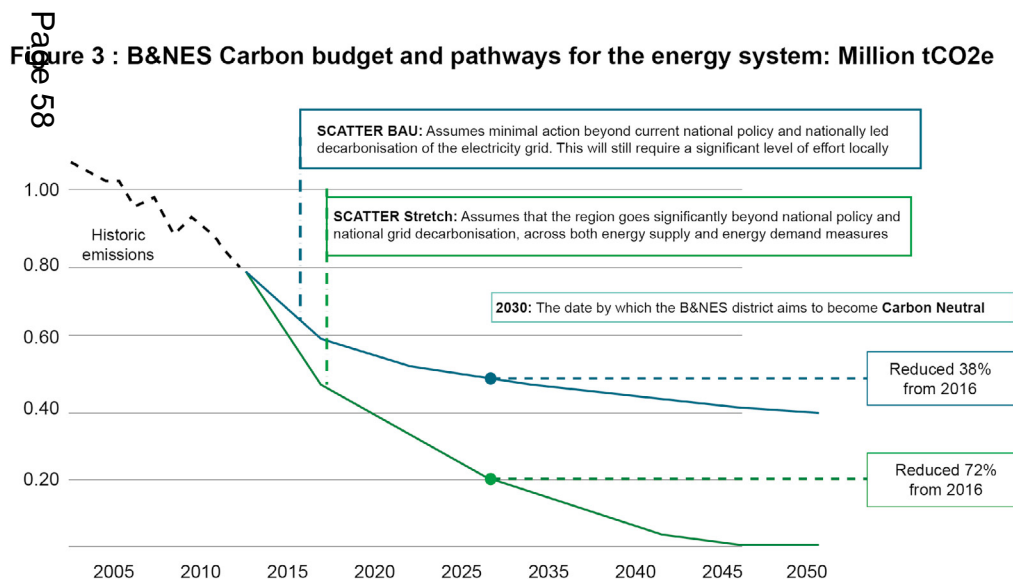


Figure 3: Line graph showing two carbon budget pathways for the energy system. Business as usual pathway is shown in blue while the more ambitious stretch pathway is shown in green³.

The BAU pathway would achieve a 38% reduction in emissions by 2030 (Figure 3), but it would not achieve the national target of net zero carbon by 2050. The “Stretch” pathway is Level 4 of the SCATTER tool, the highest level of ambition and it achieves a reduction of 72% by 2030 and zero carbon by 2050 (Figure 3). There is still a gap between this projection and the council aim of net zero carbon by 2030 as the Stretch pathway is based on present day evidence and current national policy. It is expected that this gap will narrow as technologies develop, market conditions change, and national policies are adopted³.

Understanding the challenge

Taking Action and Influencing

The UK Climate Change Committee estimates that local authorities can influence one third of carbon emissions in their area⁴.

The ambition to become a carbon neutral area is challenging and complex as the powers to act on different sections of the district carbon footprint does not sit with one organisation⁵. For example, we have direct control of managing the energy use of council buildings, but only indirect control of emissions created from the goods and services we buy.

The council is prioritising action where we can lead and influence carbon emission reduction with the biggest impact, such as through planning policy-making that sets high energy efficiency standards for new buildings and makes it easier to install renewable energy.

As demonstrated in Figure 4 the most impactful roles councils can perform are often the most complicated. Local partnership working, regional collaboration are essential to tackling the two thirds of emissions we have little direct control of. Alongside lobbying of national government to provide greater power and resources for local action alongside accelerating the national transition.

By prioritising these areas of influence the council is maximising its overall impact to drive down areawide carbon emissions.

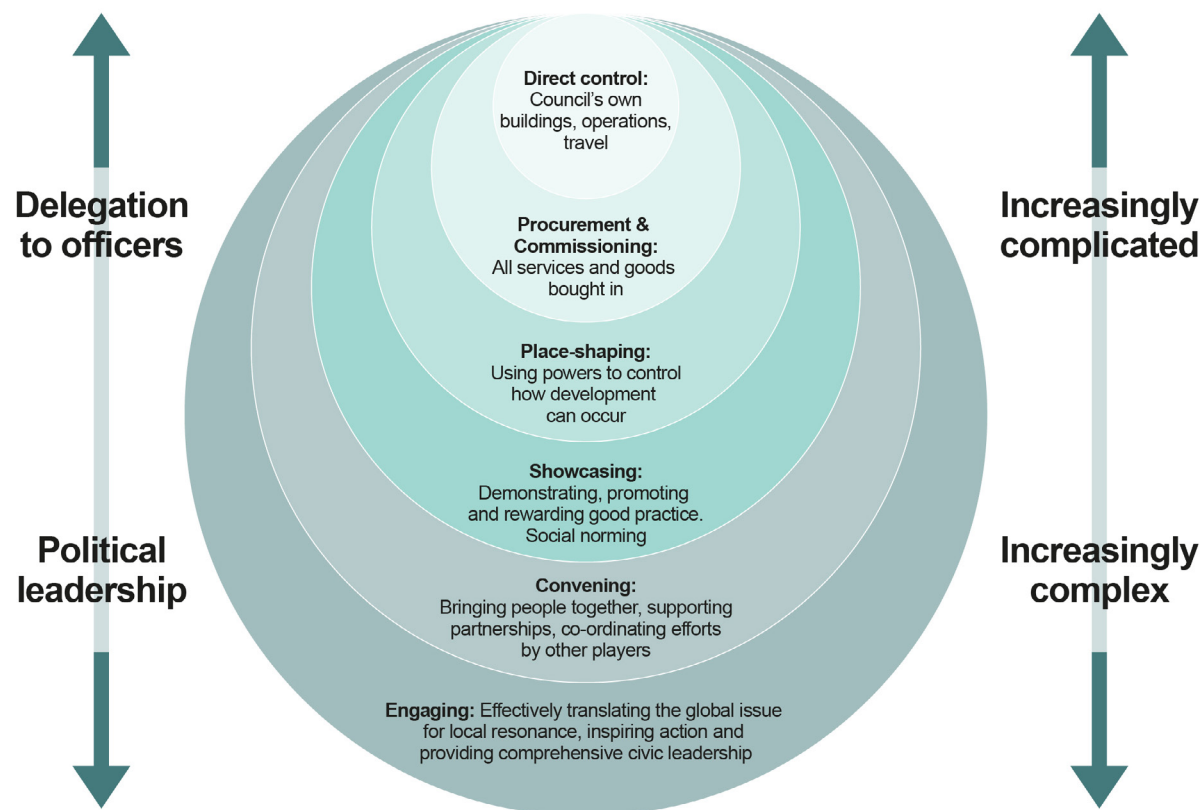


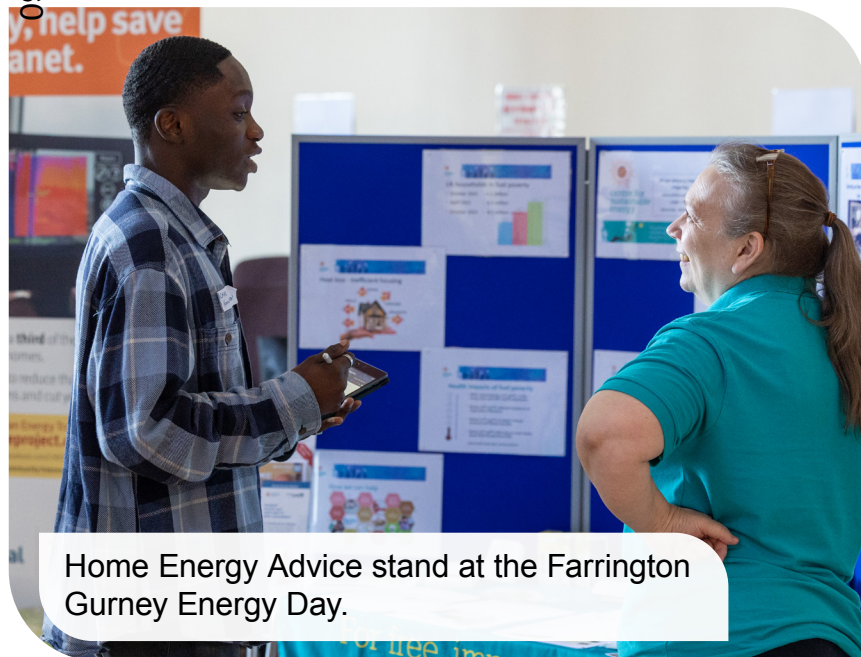
Figure 4: This diagram shows the different roles the council can play to reduce areawide carbon emissions through direct action, enabling and influencing. Bigger circles indicate a larger impact but less control, while smaller circles imply a greater level of control over the action outcomes. Image credit: Centre for Sustainable Energy (CSE).

Understanding the challenge

A Just Transition

The council is committed to ensuring that the transition to a zero-carbon future is a just and fair one. We analysed household carbon footprints against income deciles, looking at: home energy use; transport (cars) and air travel⁵ (Figure 5). This helps to understand where responsibility for action lies and how we can support the vulnerable or those on a low income.

There is a clear trend that those who earn more, tend to emit more, with car and aviation use rising sharply with income (Figure 5). As we develop communication campaigns, seek funding to create financial support and initiatives, and encourage residents to convert to lower carbon energy systems, this evidence will inform and target the work.



Home Energy Advice stand at the Farrington Gurney Energy Day.

Figure 5: Household CO2 emissions by income (2011)

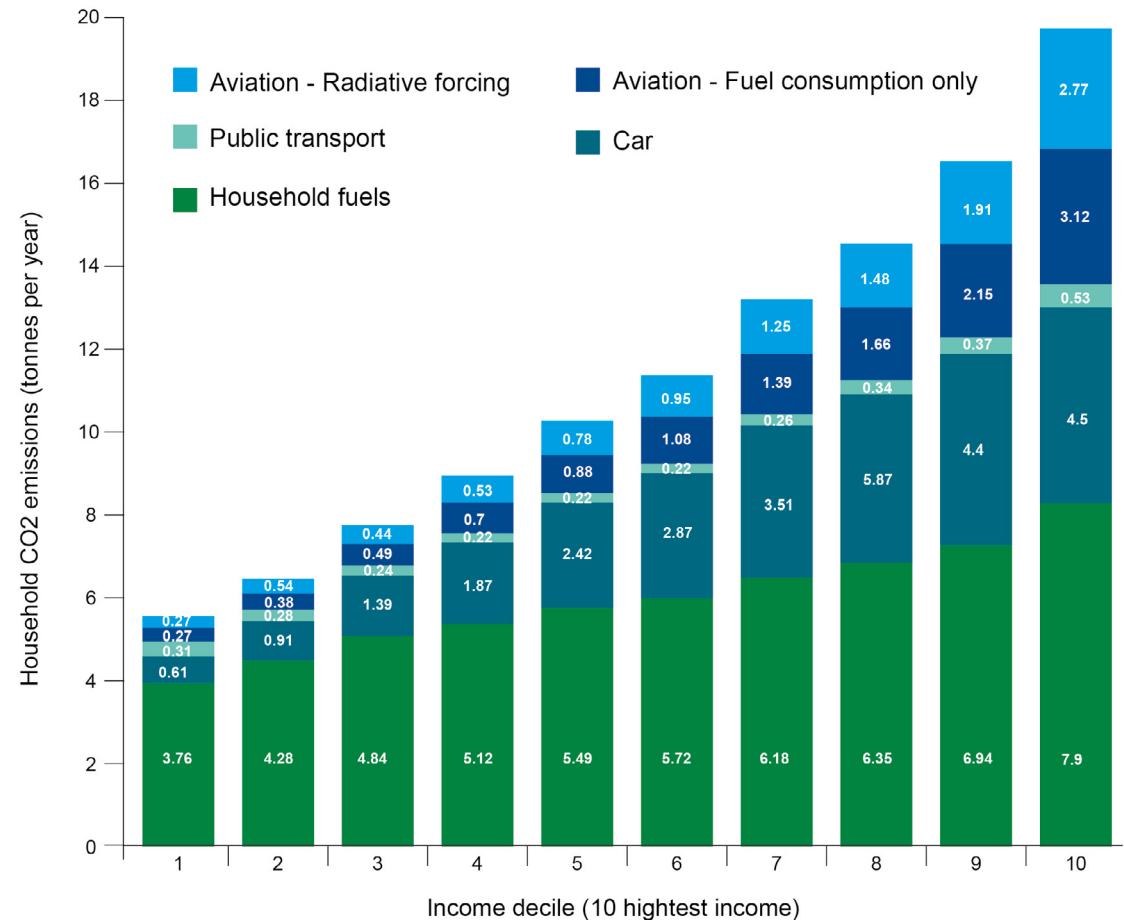


Figure 5: Stacked bar chart comparing household CO2 emissions across ten income deciles with one being the lowest income and ten being the highest. The graph indicates that households with higher incomes emit more CO2.

..... Approach to action planning in Bath & North East Somerset

Strategic Approach

Our approach to delivery is based on these principles:

Providing Leadership

Working in Partnership

Enabling community action

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Local residents receiving advice about how to improve the energy efficiency of their home, Bath.

Co-benefits

When tackling the climate emergency to lower carbon emissions in the most environmentally sustainable way, we often realise multiple benefits which contribute to improving people's lives⁶. The energy crisis highlights this, making homes more energy efficient cuts carbon emissions and crucially, lowers energy costs making those homes warmer and healthier.

Other co-benefits of climate action include: improved public health, social equality, thriving economies, community resilience, nature protection and recovery. Recognising these co-benefits can help create support and momentum for wider changes that are needed. Below we outline co-benefits against each of the strategic priorities for action⁶.

The council was invited by Ashden - a leading organisation supporting proven climate action - to sit on a national working group that developed the 'Co-Benefits Toolkit for Local Authorities'⁶.

The strategic priorities for action

Three clear priorities emerged from the research and modelling data for cutting carbon emissions across Bath and North East Somerset.

These key priorities are:



Decarbonising buildings



Decarbonising transport



Increasing renewable energy generation

A fourth priority is also identified in the commitment the council made to:



Cut council operational carbon emissions to net zero by 2030

The pathways modelled by Anthesis identify the nature, scale and speed of actions needed to achieve the ambition of net zero by 2030³. These pathways provide the strategic framework that informs action planning by the council, our partners, and communities. They show that action needs to be taken across the three priorities in parallel to deliver the scale of carbon reduction needed.

The Anthesis modelling was based on available technology and assumptions about the policy climate and market conditions at the time the research was completed³.

We know that technology, policy, regulation, and market developments will take place, and already are, meaning the assumptions made during the initial modelling will change. For example, as renewable energy technologies develop, cost tipping points will be reached, or changes to national policy and regulation may cause rapid market shifts in either demand management or zero carbon energy supply. Therefore, while the overall framework defined by the strategic priorities for action is unlikely to change, the nature of the actions will, as the context changes and new opportunities arise.

In 2025 the strategic priorities for action will be reviewed, when the carbon footprint and pathway modelling are revisited, while the action plan, including the high-level route-map to 2030, will be updated annually.

..... The strategic priorities for action

Priority 1. Decarbonising Buildings

Energy use in buildings constitutes 66% of the Bath and North East Somerset in-area carbon footprint, therefore we must look at our buildings, both existing and future, to reduce our carbon footprint³.

New buildings need to be net zero carbon or better and Planning Policy will continue to be updated to facilitate this. Often called retrofitting, all existing buildings will need to be upgraded to improve energy efficiency and reduce their carbon footprint. Homes are a particular challenge, and we are working with partners to develop a regional approach that will address all aspects of home retrofit including jobs and skills, the supply chain, and customer experience.

Upgrades to improve energy efficiency in heritage buildings and in conservation areas must be done sensitively. Our approach to retrofit for all buildings needs to ensure they can cope with the impacts of climate change, including wetter winters and hotter summers.



Insulation being fitted to a home.

Example actions:



There are 87,500 homes in the Bath and North East Somerset area, research suggests that approx. 65,000 of these homes need some form of energy saving measures by 2030. Measures may include loft, walls, and underfloor insulation, draught-proofing, improved window glazing and more. This estimate includes all types of homes; owner occupied, social housing and privately rented.



Decarbonise heat by switching from gas to electric heating e.g. 40% of homes switched from gas by 2030, and switching 76% of gas cookers to electric.



New homes and developments need to be zero carbon or net carbon positive.

Co-benefits:

- Improved health for vulnerable residents in homes most susceptible to cold or extreme heat.
- Fuel poverty becomes a thing of the past for those on low incomes.
- Energy consumption decreases through reduction in wasted heat via inefficient buildings.
- More comfortable buildings in cold or hot weather.
- Opportunities for nature via building technologies which also provide insulation effect.
- Economic benefits including new skills and jobs.

..... The strategic priorities for action

Priority 2. Decarbonising Transport

Emissions from transport make up 29% of Bath and North East Somerset's carbon footprint, which depending on income and other factors, is a large component of the household footprint³.

Action on transport can be influenced by local initiatives and can help deliver on other council priorities. We will work with the West of England Combined Authority and transport operators to decarbonise transport. To achieve this, we will provide transport infrastructure and environments that will encourage the use of sustainable modes of transport making them a genuine alternative to the car. It is also essential we maintain access for those whose needs cannot easily be met by more sustainable modes of transport.

Travel emissions will be reduced further through a range of actions. These actions include updates to planning policy to ensure that new developments allow for sustainable travel, improving efficiency of existing services reducing the need to travel, or co-locating services with partners. We will enable businesses and communities to consider actions that they can implement or influence locally to improve sustainable transport options and reduce the need to travel. Local initiatives could include things such as local delivery services, working hubs and community-led services like community libraries.



Example actions:



A major shift to mass transport, walking and cycling to reduce emissions.



25% cut in car and van mileage per person per year by 2030.



76% switch to electric cars* and 14% to petrol/EV hybrid, leaving 10% petrol/diesel on the road by 2030.

*It should be noted that electric vehicles are not going to solve the problem on their own as they still contribute to congestion, poor air quality and pollution from tyres and brakes. Additionally, the essential elements needed to make them are not available in sufficient quantity.



Full electrification of passenger rail by 2030.

Co-benefits:

- Better health through improved air quality.
- Enhanced health and wellbeing through increase in physical activity and contact with nature.
- More equitable transport options for those outside of the urban centres.
- In urban areas, more space for nature through infrastructure changes.

..... The strategic priorities for action

Priority 3. Increasing Local Renewable Energy Generation

Local renewable energy generation needs to be developed rapidly and at scale to contribute to the decarbonisation of electricity, heat, and transport.

The Anthesis 2019 report suggested that we need a minimum additional 300MW of locally generated renewable energy in Bath and North East Somerset. The research analysed the full range of renewable technologies available, most of which will need to be developed to some degree over time. Of those technologies that are ready to deploy now, the research indicated the scale of deployment needed by 2030, which is shown in the example actions below. We will keep emerging technologies such as the smart grid, demand shifting, and energy storage under review, as these are an essential part of the solution in combination with renewable energy generation.



Generating renewable energy via rooftop solar panels on a house in Bath.

In Bath and North East Somerset we have a strong track record on local community energy, with the community enterprise Bath & West Community Energy a leader in the field. Community energy will have a key role to play in helping to deliver this target through engagement with local neighbourhoods and enabling projects, with all the benefits that community ownership brings.

Example actions:



Domestic solar PV installed on 50% of existing homes by 2030.



Solar PV on commercial roof space and ground mounted sites equivalent to around 116 football pitches' worth.



Wind Turbines, around 28 large (2.5 MW) wind turbines.

Co-benefits:

- Energy is more affordable and fuel poverty becomes a thing of the past.
- A more resilient and affordable energy system for all, that is not subject to price shocks.
- Benefits to the local economy from community-owned projects that keep surplus profit within the area through local investment and community grant schemes.
- Nature protection and habitat protection through sensitively managed generation sites.

..... The strategic priorities for action

Priority 4. Net Zero Council

To ensure that net zero is achieved across the district, the council has committed to cut carbon emissions from its own buildings and operations where it has direct control. We will also influence emission reductions from outsourced and contracted council services.

Figure 6: The Council's own emissions
5,833 (tCO₂e) Scopes 1&2

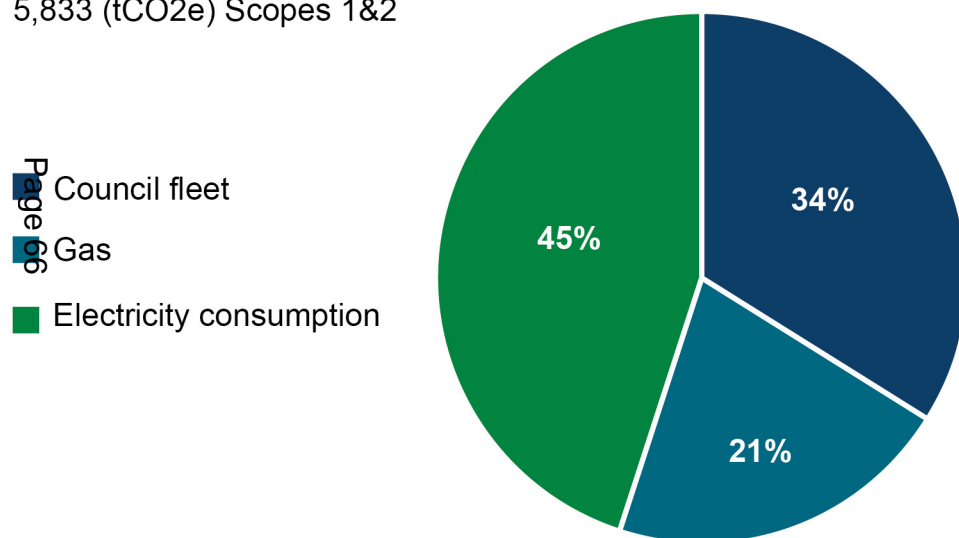


Figure 6: Pie chart displaying council operational emissions as a percentage of the council's carbon footprint in electricity, gas and vehicle fuel (scopes 1 & 2).

The council has committed to the following:

- **To review and align key strategies with climate commitments, starting with:**
 - Procurement and Commissioning Strategy
 - Housing strategy to enable delivery of large-scale and rapid home energy efficiency across all in conjunction with key partners,
 - Corporate Estate Review
 - Partial update of the Local Plan to demonstrate that Bath and North East Somerset is open for business in terms of retrofitting, zero carbon new build, sustainable transport and renewable energy in particular, prior to a full Local Plan update commencing in 2022.
 - Corporate Strategy 2020-2024 makes Tackling the Climate and Ecological Emergencies one of two core priorities and reflects this in its Budget.
- Since April 2021 the **council's energy contracts** are 100% renewable energy.
- **Invest in retrofitting the council's own buildings**, including securing funding through future rounds of the government Public Sector Decarbonisation Fund.
- Budget allocation for the **development of renewable energy projects** within the estate and beyond.
- Run a **climate literacy training programme** to ensure that staff have a baseline awareness of; the causes, issues, and impacts of climate change; council commitments and action; and ways that staff can influence activity within their roles. Climate Literacy is part of the induction programme for all new staff with a short e-learning course and a face-to-face workshop style course available. Senior managers and Ward Councillors received a day-long climate leadership course in 2020.

..... The strategic priorities for action

Priority 4. Net Zero Council cont.

- **Citizen engagement programme**, develop a public communications campaign, including community events.
- Develop a **citizen jury** or juries on key issues related to the priorities.
- The council will lead the establishment of a **new district-wide partnership**. It will encompass work from relevant existing local and West of England partnerships, strategies, and projects.
- **Understand and address Scope 3 emissions.**

There has been some initial work looking at the council's Scope 3 emissions including schools, which are no longer in the council's control and the commercial property estate occupied by tenants. Scope 3 also includes all building and transport related emissions from a range of health and social care services run by contractors procured by the Council.

The combined Scope 3 emissions are much larger than Scope 1 and 2 (ref Figure 3 pg 6). More work needs to be done to analyse this further, but in the meantime the council has recognised how important tackling the Scope 3 emissions is and has developed a Climate Emergency Commissioning and Procurement Strategy⁷. The strategy will ensure that all future contracts must deliver against the Climate Emergency Declaration. Simultaneously current contractors and service providers are being urged to commit to the 2030 target and undertake their own action planning to achieve rapid carbon reduction.

Carbon reduction work before 2019

Prior to the Climate Emergency resolution, a range of carbon reduction work has already been undertaken by the council, under the leadership of the B&NES Environmental Sustainability Partnership (2009 – 2019). Including:

- The first local authority to roll-out LED street-lighting to main roads.
- Ground-breaking work to enable the development of one of the UK's leading community energy enterprises, Bath & West Community Energy.
- An award-winning exemplar low carbon office building – the Keynsham Civic Centre – including the largest solar PV array in any new UK public sector building, at the time of installation.
- The Energy at Home retrofitting scheme that dispersed c £800k in grants to local people to improve the energy efficiency of their homes.
- Piloted an innovative procurement of the school meal service using a Dynamic Purchasing System (DPS), enabling more small, independent and local food producers to be suppliers.
- Partnership working with multiple local community organisations to unlock data leading to the formation of the Energy Sparks charity. Using the school's own real-time energy consumption data in the classroom for learning and in facilities management.

Partnerships and collaborative working

The scale and speed of change necessary to achieve our ambition to become zero carbon by 2030 requires strong leadership across all priorities. This includes action across the public, private and community sectors in Bath and North East Somerset, working together to find solutions and overcome barriers.

Through membership of influential national groups such as UK100, LGA (Local Government Association), ADEPT (Association of Development, Environment, Planning and Transport directors), and APSE (Association of Public Service Excellence) we can shape and inform central government of the changes needed to enable us to achieve our goals, while doing our best to find ways to deliver action in Bath and North East Somerset now. For example, we know changes in government policy and regulation can lead to rapid change in the renewable energy or retrofitting markets, but we cannot wait for that to happen. Therefore, we have helped form or attend several partnership groups including:



Climate and Nature Partnership Group, one of four themed partnerships of the Future Ambition Board. This business-led includes representatives from public, private and community sectors in Bath and North East Somerset. The group formed in May 2022 and is identifying opportunities to work together to unlock more action at scale across the district.

Background: The Economic Renewal and Recovery Board (ERRB), now known as The Future Ambition Board, was established during the COVID pandemic in 2020 and sponsored the development of One Shared Vision for Bath and North East Somerset. The board was driven by the need to tackle weaknesses in the local economy that the pandemic highlighted and build on the positive changes that took place, such as the shift to home working and reduction in commuting. It is clear we need to create a stronger, more diverse and greener local economy that encompasses the 2030 net zero goal and our climate and nature emergency commitments.



Student Community Partnership (SCP) - Green Group. Members of this group include key officers from the SCP, the two universities, students' unions and sabbatical officers, further education colleges and the council.



West of England Combined Authority - Bath & North East Somerset Council is a constituent part of this regional authority, where we work together to accelerate action on climate, particularly on transport, energy and building energy efficiency.



Community Energy – The council has cooperation agreements with community energy organisations to support and enable new renewable energy in the area and community action. Through investing, there is re-investment back into the local community and local economy.

Partnerships and collaborative working

Enabling others

We recognise and value the contribution that local community action makes towards successfully meeting the area's climate and ecological ambitions. Grassroots action is uniquely placed to build thriving communities with social and economic co-benefits. The council has committed to working with the local community and to play an enabling and supportive role. Our experience shows that joining up and working with community members delivers great results: more voices are heard, we benefit from a wide range of local knowledge, and see effective amplification of communications about carbon reduction initiatives.



Community Forest School event in Bath's Sydney Gardens.

We do this through:



Area-based Community Forums – We provide updates on policies, plans and actions to the six forum areas and act on feedback or input returned. We support Climate and Nature Working Groups that have formed within the Community Forum areas.



Parish and Town Councils - Of the 51 parishes within Bath and North East Somerset over half have either declared climate emergencies or have already acted to benefit the climate and natural environment. The council has provided action planning training alongside a Parish Council Toolkit to provide support and signposting to relevant opportunities.



Community Groups – There is a varied and active network of eco community groups across Bath and North East Somerset that run projects on community engagement, energy, home energy retrofit, sharing and repairing, food production, wildlife, tree nurseries, litter reduction, and school climate education.



Engagement with other community networks and organisations: Interagency Forum and Funding Bulletin, 3SG, Volunteer Service, Student Community Partnership, Fair Food Alliance, Journey to Net Zero Forum, Bath and West Community Energy.

Governance and reporting

The council has the following governance framework in place.

Elected members:

- Council
- Cabinet Member for Climate and Sustainable Travel (new position created in 2019)
- Climate Emergency and Sustainability Policy Development and Scrutiny Panel (established in 2019)

Officers:

- Senior Leadership Team
- Responsible Officer: Director of Sustainable Communities
- Green Transformation Senior Officer Group

Council performance is monitored through indicators embedded in the Integrated Reporting Framework. The Council's Strategic Evidence Base also includes data on delivery of the climate and ecological emergencies. Finally, an annual report is also submitted to the Carbon Disclosure Project (CDP) a global disclosure system for investors, companies, cities, states, and regions to manage their environmental impact.

The council receives an Annual Report on the Climate Emergency commitments and progress against the priority actions. The Action Plan is updated annually to show the development of the pipeline of actions. This Strategy and the Action Plan are published on the council website, along with the supporting evidence, research reports and Annual Reports to council⁸.

Tackling the Climate and Ecological Emergencies is embedded in the Council's Corporate Strategy (2020-2024) as one of two Core Priorities, the other being Giving People a Bigger Say. There is also a Climate Emergency and Sustainability Policy Development Scrutiny Panel's whose role is to monitor and review the activity of the Cabinet and assist them in developing policy.

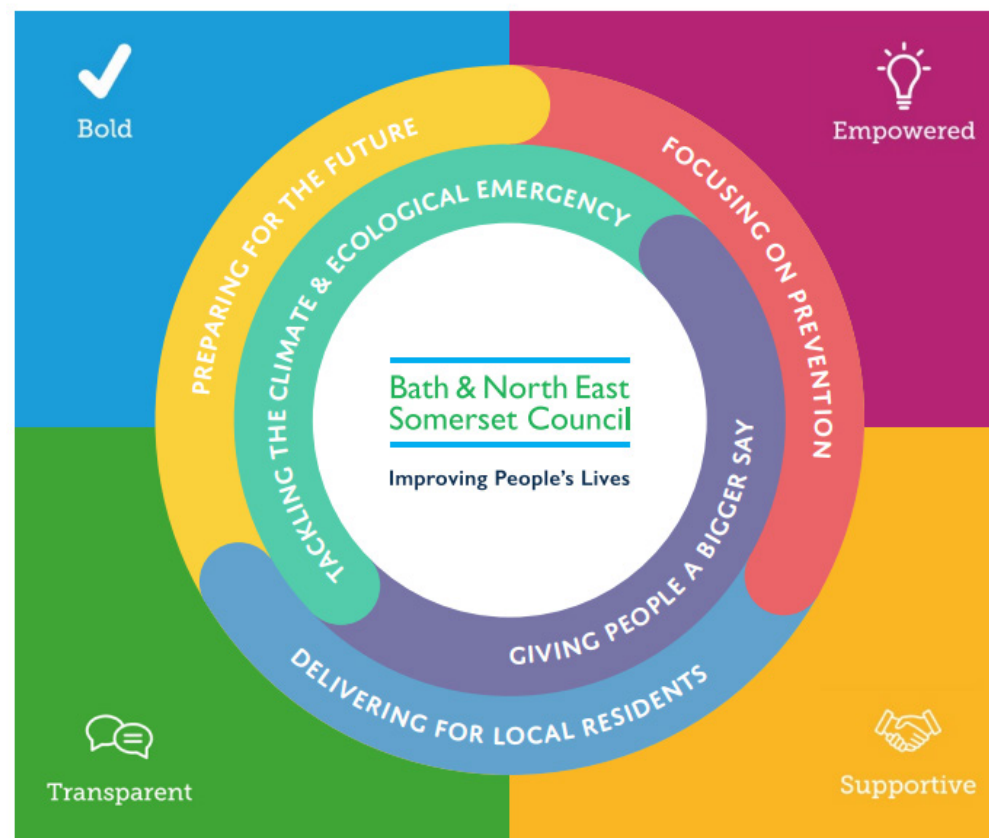


Diagram: Council Corporate Strategy framework

Finance

Council services are embedding climate action into their service delivery, and budget allocations are agreed through the council's short and medium-term budget setting process. The council seeks funding wherever possible to support and enhance delivery as well as enabling businesses and community organisations to take action. These efforts include bidding for government grants and other external funding as and when it becomes available.

Examples of external funding that we access:

- Public Sector Decarbonisation Fund
- Government affordable warmth funds – Green Homes Grant LAD, HUGS.
- Government transport grants
- West of England funding streams for business and skills, transport, planning and green recovery.
- The council is also developing the Planning Developer Carbon Off-Set Fund.

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Blooming Whiteway at Barrow Mead Community Tree Nursery on Rush Hill, managed by More Trees BANES.

..... International, national, and regional context supporting our strategy ...

The [Climate Change Act 2008](#) is the basis for the UK's approach to tackling and responding to climate change⁹. It requires that emissions of carbon dioxide and other greenhouse gases are reduced and that climate change risks are planned for. The Act supports the UK's commitment to urgent international action to tackle climate change.

Through the Climate Change Act, the UK government has set a target to significantly reduce UK greenhouse gas emissions by 2050 from the baseline of 1990 emissions.

The [Climate Change Committee \(CCC\)](#) is an independent, statutory body established under the Climate Change Act 2008 to advise the government on setting and meeting emissions targets and preparing for climate change. The Sixth Carbon Budget Report, (December 2020) provided specific scenarios and recommendations for transition to net zero for each sector¹⁰.

UK Government strategy and plans that set out their approach include: [Resources and waste strategy \(2018\)](#), [10 Point plan for a green industrial revolution \(2020\)](#), [Heat and buildings strategy \(2021\)](#), [Net Zero Strategy: Build Back Greener \(2021\)](#), [Industrial decarbonisation strategy \(2021\)](#) and the [Transport decarbonisation strategy \(2021\)](#). Finally, the [Environment Act \(2021\)](#) is the government's framework of environmental protection legislation covering nature, water quality, clean air and other environmental protections.

The [Intergovernmental Panel on Climate Change](#) (IPCC) is a scientific body established by the United Nations Environment Programme and the World Meteorological Organization. It reviews and assesses the most recent scientific, technical, and socio-economic work relevant to climate change, but does not carry out its own research. In 2007 the IPCC was honoured with the Nobel Peace Prize.

[The Paris Agreements](#) (2015) central aim is to strengthen the global response to the threat of climate change. 193 countries have signed, agreeing to keep the global temperature rise this century well below 2 degrees Celsius above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5 degrees Celsius.

UN Climate Change Conference of the Parties – The UK will host COP26 in Glasgow, November 2021. It is suggested that the Glasgow Climate Pact resulting from the COP26 conference to reduce fossil fuel use and subsidies, eliminate deforestation, and cut methane emissions is likely to lead to 2.4°C warming if all countries follow through on their commitments.

[The West of England Climate and Ecological Strategy and action plan](#) also sets out five priorities and associated actions that can deliver tangible progress to tackle the climate emergency across the wider West of England region (which includes working with member local authorities).

Next Steps

As we work towards our ambitious district-wide goal of net zero by 2030 we will continue to monitor progress on the council's emissions and across the whole area.

Ultimately our success will be measured through a reduction in emissions both for the council itself and across the entire district.

We will track progress on our strategic priorities and report these to council and on our website. Planned activity will be set out in our action plan and updated in our annual report. Our approaches will develop and be refined over time as the national, and local context changes and technology evolves. This overarching strategy will be reviewed in 2025.

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The council's award winning low carbon office and library redevelopment in Keynsham.



Cllrs Kevin Guy and Sarah Warren with one of the council's fleet of electric vehicles.

References

1. Read our [Climate Action Plan which was created in 2019.](#)
2. Read the minutes from [the council meeting where a climate emergency was declared.](#)
3. Read the [Anthesis research report 2019.](#)
4. Read the [Local Authorities and the Sixth Carbon Budget, Climate Change Committee report 2020.](#)
5. Read the [Carbon emissions from households and citizens, Centre for Sustainable Energy report 2019.](#)
6. Read the [Ashden Co-benefits Toolkit.](#)
7. Read the [Climate Emergency Commissioning and Procurement Strategy.](#)
8. Read the [council webpage with list of published documents.](#)
9. Read [The Climate Change Act 2008.](#)
10. Read [The Sixth Carbon Budget Report 2020.](#)

Glossary of terms

Adaptation	Climate change adaptation is the process of adjusting to current or expected effects of climate change.
B&NES	Bath and North East Somerset.
Biodiversity	The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.
Carbon	Carbon is not harmful in itself, but is used as shorthand for carbon dioxide (CO ₂).
Carbon baseline	The year against which target decreases in emissions are measured.
Climate Change	A pattern of change affecting global or regional climate, for example average temperature and rainfall, or an alteration in frequency of extreme weather conditions. This variation may be caused by both natural processes and human activity. Global warming is one aspect of climate change.
Carbon dioxide (CO₂)	Carbon dioxide is a gas in the Earth's atmosphere. It occurs naturally and is also a by-product of human activities such as burning fossil fuels. It is the principal greenhouse gas produced by human activity.
Carbon dioxide equivalent (CO₂e)	Seven greenhouse gases are limited by the Kyoto Protocol and each has a different global warming potential. The overall warming effect of this cocktail of gases is often expressed in terms of carbon dioxide equivalent -the amount of CO ₂ that would cause the same amount of warming.
Carbon footprint	The amount of carbon emitted by an individual, organisation, geographical area or during the manufacture of a product in a given period of time.
Carbon neutral	Carbon neutrality is a state of net-zero carbon dioxide emissions. This can be achieved by balancing emissions of carbon dioxide with its removal (often through carbon offsetting).
Carbon offsetting	A way of compensating for emissions of CO ₂ by participating in, or funding, efforts to take CO ₂ out of the atmosphere. Offsetting often involves paying another party, somewhere else, to save emissions equivalent to those produced by your activity.
Carbon sequestration	The process of storing carbon dioxide. This can happen naturally, as growing trees and plants turn CO ₂ into biomass (wood, leaves, and so on). It can also refer to the capture and storage of CO ₂ produced by industry.

Glossary of terms

Climate Emergency	A situation in which urgent action is required to reduce or halt climate change and avoid potentially irreversible environmental damage resulting from it.
Decarbonise	To reduce the amount of CO2 released.
Fossil fuels	Natural resources, such as coal, oil and natural gas, containing hydrocarbons. These fuels are formed in the Earth over millions of years and produce carbon dioxide when burnt (often in power stations to generate electricity).
Greenhouse gases (GHGs)	A greenhouse gas (GHG) is a gas that absorbs and emits radiant energy within the thermal infrared range, causing the greenhouse effect.
Just transition	A 'just transition' means moving to a carbon-neutral society that's fair to everyone, leaving no one behind. Developing an environmentally sustainable economy that supports good quality jobs and decent livelihoods.
Land Use, Land-Use Change, and Forestry (LULUCF)	Land use, land-use change, and forestry (LULUCF), also referred to as Forestry and other land use (FOLU), is defined by the United Nations Climate Change Secretariat as a "greenhouse gas inventory sector that covers emissions and removals of greenhouse gases resulting from direct human-induced land use such as settlements and commercial uses, land-use change, and forestry activities."
Net zero	The term net zero means achieving a balance between the greenhouse gases emitted into the atmosphere, and the carbon removed from it. Unlike carbon neutrality, this cannot be achieved using offsetting.
Per-capita emissions	The total amount of greenhouse gas emitted by a country per unit of population.
Scope 1, 2 & 3 emissions	From the Greenhouse Gas Protocol , which is the world's most widely-used greenhouse gas accounting standard. Scopes 1 & 2 refer to the emissions that are owned or controlled by an organisation. Scope 3 emissions are from the activities of the company but occur from sources not owned or controlled by the organisation. Sometimes called outsourced emissions. One organisations' Scope 3 emissions will be another's Scopes 1&2.

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Bath & North East Somerset Ecological Emergency Action Plan

2023-2030

16 March 2023



TACKLING THE CLIMATE
AND ECOLOGICAL
EMERGENCY

Bath & North East
Somerset Council

Improving People's Lives

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Our Vision and Priorities

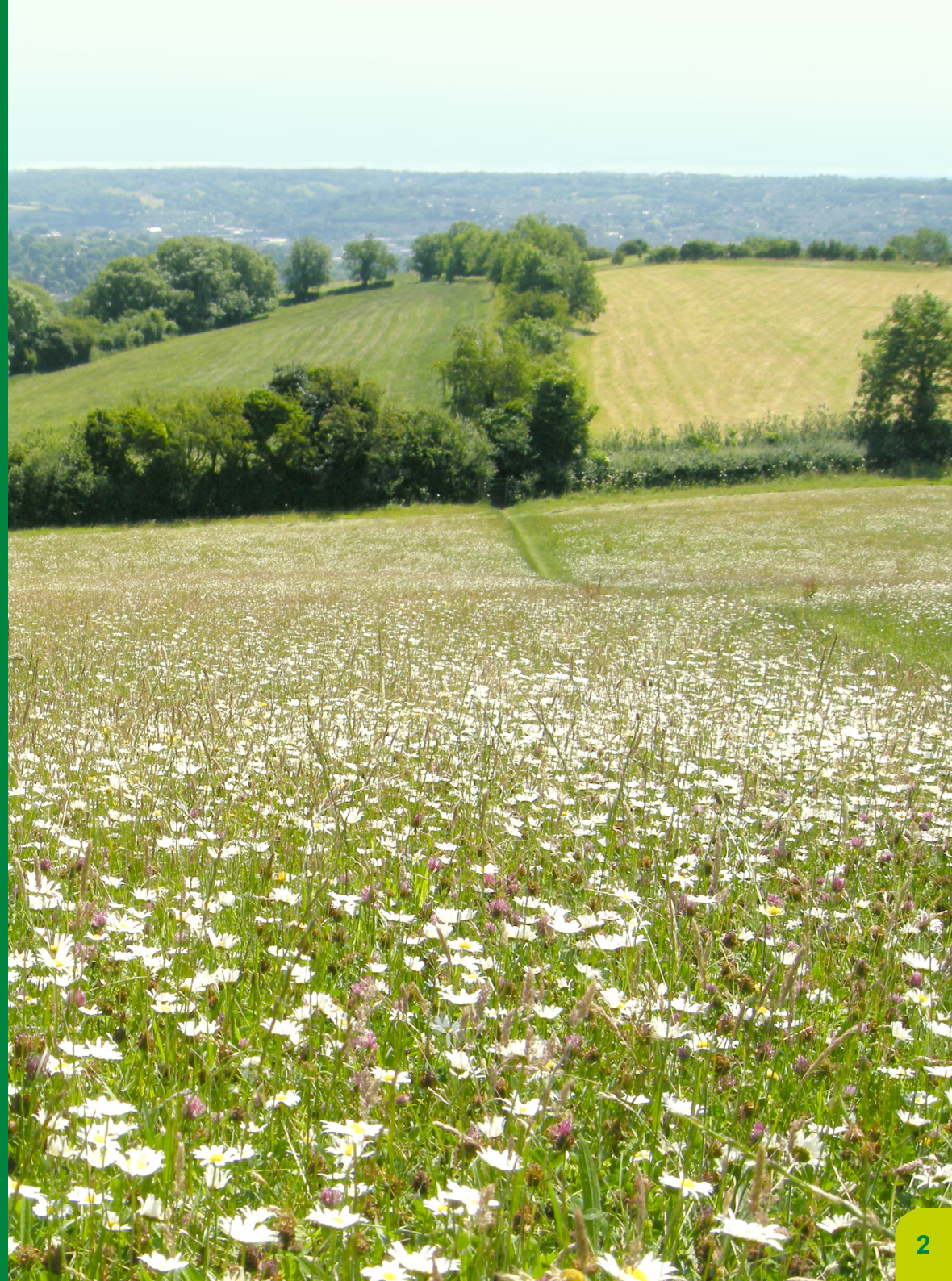
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B&NES Council's Ecological Emergency Action Plan

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Executive Summary

The Ecological Emergency

Globally, nationally and locally, nature is collapsing at an alarming rate. The world has lost 60% of its wild vertebrates, 83% of freshwater species and up to 76% of insects since 1970. In our region, populations of once common birds such as swifts and cuckoos have plummeted in the past 25 years alone.

This matters to all of us because of the vital role that wildlife and nature play in supporting our wellbeing, society and economy. Nature provides the air we breathe, the food we eat, the water we drink, and many of the resources we need to survive and maintain our quality of life. In total, more than half of the world's economy is moderately or highly dependent on nature.

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Our work so far

Since declaring an Ecological Emergency, we have been working hard to reverse the decline in nature. We have created a Green Transformation Service to provide the capacity needed to tackle the Ecological Emergency, and we have introduced new planning policy to ensure developments make positive contributions to biodiversity, ahead of national requirements.

We have also been taking action on the ground via several initiatives and projects, including:

- Through the Bathscape Scheme, caring for **80 hectares of woodland and 100 grassland sites**, as well as creating **12 new flower-rich meadows**, by 2024.
- Securing funding to create **nature-rich areas across 34 hectares of green space** through 'Somer Valley Rediscovered'.
- Changing our management practices across **42 hectares of our parks and green spaces** to benefit pollinators, through the Let's Get Buzzing campaign.
- Planting **100,000 trees** across B&NES between 2019 and 2023.
- **Stopping the use of pesticides** to manage street weeds.

This is just the start of the action needed to help restore nature across Bath and North East Somerset.

Our Vision

Our Vision is to be Nature Positive by 2030

This will mean that Bath & North East Somerset Council will be making a positive contribution to nature recovery, across all our service areas and through all our decision making.

It will also mean that we are taking a regional and national lead in responding to the Ecological Emergency, working in step with communities and partners across the district to restore nature.

An Ecological Emergency Action Plan

This Action Plan sets out how we intend to build on our work so far to address the Ecological Emergency and become nature positive by 2030.

The Action Plan focuses on 45 actions that we believe will deliver the biggest impact for nature recovery. Of these, we have identified the following 10 as our top priorities due to their potential to make a particularly significant contribution to nature recovery:

Action no.	Description
1.2	Roll-out and embed a council-wide decision support tool to ensure potential impacts on nature inform all major decisions and projects across the council, mitigating impacts where necessary.
1.5	Ensure policies and guidance in the new Local Plan address the Ecological Emergency and improve access to nature, and consider adopting Building with Nature standards.
2.1	Identify and deliver opportunities for nature recovery and biodiversity net gain on the following sites: Entry Hill, Odd Down Sports Ground, The Approach Golf Course and Lansdown.
2.2	Package together and fund already-identified opportunities for improving the management of our parks and green spaces for nature.
3.3	Work with Bristol Avon Rivers Trust to restore the River Chew. This will involve identifying, costing and evaluating options for removal or retrofitting of weirs and other barriers to fish passage within the Chew Catchment, and accessing funding for priority projects.

Our Vision

Action no.	Description
4.1	Seek funding for a dedicated post (or posts) for the Neighbourhood Nature Areas scheme, supporting communities in active management of their local green and blue spaces for nature.
5.1	Produce a 'State of Nature' framework for B&NES, including an 'ecological baseline' and wildlife index for B&NES to measure progress against, and targets for nature recovery.
5.4	Survey the condition of Sites of Nature Conservation Interest (SNCIs) within B&NES to identify those that lack management plans or are in unfavourable condition, and use this evidence to prioritise improvements in management.
6.6	Enable and support partners in engaging farmers and landholders on managing land for nature in strategic locations and directing them to funding to do so, focusing initially on the Somer Valley and the River Avon corridor.
6.7	Support farmers in creating farmer clusters within B&NES, enabling us to engage with farmers and landholders at a landscape scale; and work with the Duchy of Cornwall, FWAG SW and other partners to spread good practice from exemplar farms.

Reversing the decline in nature will take time, and we are still at the start of our journey. This Action Plan will be a live document that is updated as progress is made, further evidence comes to light, and new opportunities arise.

Introduction

What is the Ecological Emergency?

Looking up from the centre of Bath at the surrounding historic and beautiful landscape, standing at the edge of Chew Valley Lake, or taking a walk through St Catherine Valley, you would rightly be thankful that Bath and North East Somerset has such a rich and varied landscape. However, this outward appearance belies the troubling state of our natural environment.

Over the past couple of centuries, humanity's use of land and resources has placed unsustainable pressure on nature, threatening the stability of ecosystems both globally and locally. The Global Footprint Network¹ and WWF estimate² that the average person in the UK lives at about 2.5 times the world's ecological limit; in other words, if every person on Earth consumed as much as the average UK citizen, we would need 2.5 earths to support the world's population. This is not sustainable or equitable.

One of the consequences is that nature has been collapsing at an alarming rate:

- Globally, we have lost 60% of wild vertebrates, 83% of freshwater species³ and up to 76% of insects⁴ since 1970.
- In the UK, we have seen long-term declines in insect species such as butterflies and moths (25% since 1970 for the latter), a 64% decline in the abundance of UK Priority Species, and a 54% decline in breeding farmland birds. 43% of bird species and 26% of terrestrial mammal species in the country are now threatened with extinction⁵.
- And in the West of England region, figures from the BTO suggest that numbers of once common birds such as swifts and cuckoos have dropped by more than 95% in the past 25 years alone.

While evidence before 1970 is patchy, we do know that wildlife in the UK and locally had already been significantly depleted by this point⁵.

In July 2020, B&NES Council declared an Ecological Emergency, recognising the severity of the degradation of the natural environment and loss of wildlife, and the urgency of action to restore nature.

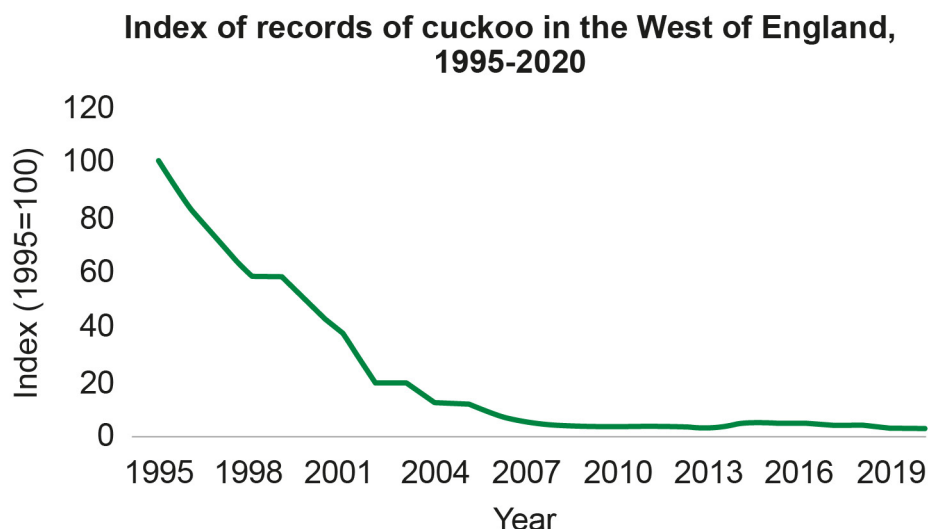


Figure 1: Figures from BTO suggest that the population of cuckoo in the West of England has crashed in the period between 1995 to 2021. For every 100 cuckoos in the region in 1995, there may now only be four.

¹ Go to [Footprint Network: Compare Countries](#).

² WWF (2021), Thriving Within Planetary Means.

³ World Wildlife Fund (2018), 2018 Living Planet report.

⁴ Hallann et al. (2017), More than 75 percent decline over 27 years in total flying insect biomass in protected areas.

⁵ State of Nature Report (2019).

Introduction

What are the causes behind this?

A range of interacting factors are behind the decline in nature, including changes in land use and land management, the use of pesticides and other pollutants, the modification of our waterways, the presence of invasive non-native species, climate change, and a failure to factor in the costs of these impacts within our economic systems.

The biggest factor in the decline in wildlife in the UK and locally is the loss and degradation of habitats. Since the Second World War in particular, intensification and expansion of farming, alongside urban development has meant we have lost much of the space that nature needs to thrive. One of the most startling figures is that the UK lost 97% of its lowland meadows between the 1930s and 1980s. In addition, the removal of scrub and hedges, overgrazing, and the lack of good woodland management and protection have all contributed to nature's decline.

While the use of pesticides has helped to increase farming yields significantly over the past 75 years, they have also had a profound impact on wildlife. In the 1960s and 1970s, the widespread use of now-banned pesticides contributed to startling declines in birds of prey and songbirds. Newer generations of pesticides (such as neonicotinoids) are toxic to insects and other invertebrates on land and in water⁶, with potential impacts on the populations of animals and plants that are dependent on insects for food and pollination.

The effects of climate change on wildlife are already being felt, with some species being pushed northward due to warming temperatures and others struggling with changes in the timing of the availability of their food sources. Additionally, invasive species, such as Rhododendron Ponticum and Himalayan Balsam, are altering our ecosystems and continue to spread⁷, while introduced diseases such as Ash Dieback threaten the survival of our native plants and animals.

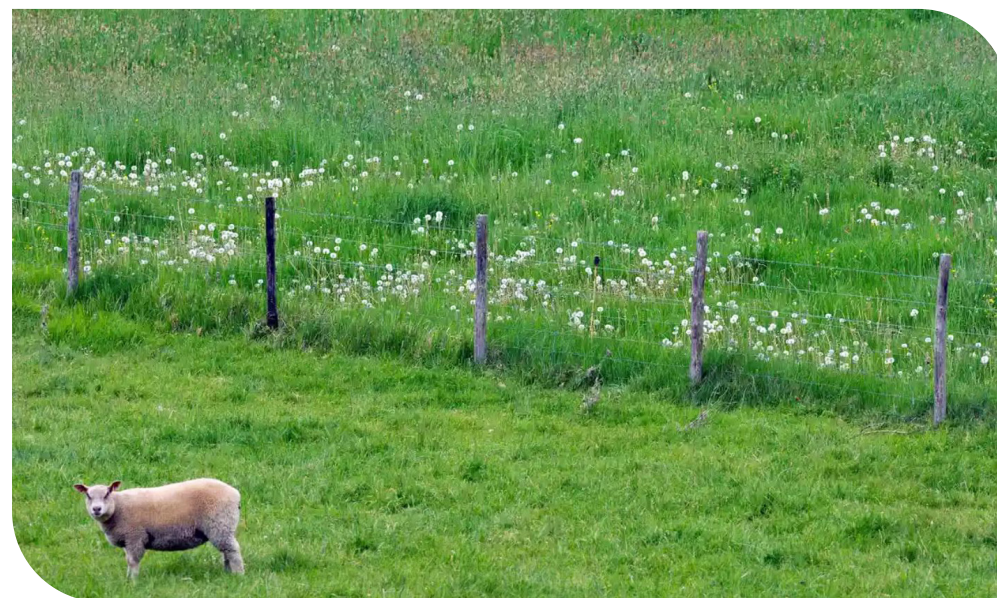


Figure 2: Although extensive grazing is often beneficial in maintaining species-rich grasslands and other ecosystems, overgrazing and grassland 'improvements' to improve yields reduce biodiversity. The area that is fenced off from sheep in this photo shows a much greater diversity of wildflowers and habitat structure than the area where sheep are present.

⁶ Pisa, L.W., Amaral-Rogers, V., Belzunces, L.P. et al. Effects of neonicotinoids and fipronil on non-target invertebrates. *Environ Sci Pollut Res* 22, 68–102 (2015).

⁷ On average, 10–12 new non-native species become established in the UK each year, with 10–20% of these causing serious adverse impacts. *State of Nature Report*, 2019.

Introduction

Rivers, streams and lakes face unique challenges

Our freshwater environment (including rivers, streams, lakes and wetlands) has been impacted by a unique combination of pressures in addition to those outlined above:

- Well-publicised pollution issues, such as run off from farms and urban areas, and sewage being discharged into rivers, harm river ecosystems and can kill freshwater wildlife;
- Modifications to waterways, such as the straightening of river channels and the installation of weirs, change the river ecosystem and can create barriers to fish completing their migration and reaching spawning sites (99% of British rivers have artificial barriers obstructing migrating fish);
- Pharmaceuticals and microplastics are present in increasing concentrations, and we do not fully understand the impacts this is having on wildlife;
- And both drought and water abstraction can lead to streams drying up and oxygen levels falling, in turn depleting or killing fish populations;

Due to these pressures, only two of the 18 waterbodies in B&NES are in 'good' ecological status.

Why does this matter?

The Ecological Emergency matters to all of us because of the vital role that wildlife and nature play in supporting our wellbeing, society and economy. Nature provides the air we breathe, the food we eat, the water we drink, and many of the resources we need to survive and maintain our quality of life.

For example, approximately three-quarters of all crop types grown by humans require pollination by insects; put simply, we would struggle to feed ourselves without insects providing pollination.



Figure 3: Pollinators, such as this tawny mining bee, play a crucial role in the growing of much of the food we eat: approximately three-quarters of all crop types grown by humans require pollination by insects. Image from the Woodland Trust.

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And deteriorating soil health is one of the biggest challenges facing farming and food security today, with large areas of soil in the UK considered to be degraded. Insects, worms and soil microbes break down organic matter, such as leaves, manure and other waste, returning it to the soil and providing the nutrients that plants and, therefore, our food need to grow. Without a healthy and biodiverse soil, this complex processes that underpin the natural world and our food are put at risk.

There is also much that remains to be understood on how ecosystems function; nature is not simple, and we simply do not know the consequences of further deterioration of the natural environment. There have been and will continue to be ecological 'tipping points' that lead to abrupt changes in the ability of nature to function and provide what we need to survive.

Nature and the economy

In total, over half of the world's GDP is moderately or highly dependent on nature⁸. But many of the services provided to us by nature are not priced into conventional economic decision-making: for example, no explicit cost is usually placed on the degradation of soil or of habitat loss incurred to produce a crop, or on the impact of worsening air quality from traffic generated by a new housing development⁹.

B&NES Council is developing a decision support tool with people and nature at its heart, which will better integrate the impacts of decisions the council makes on these environmental 'externalities', such as biodiversity and pollution. This aims to help reduce our demands on nature and enable it to recover, ensuring everyone is able to enjoy a good quality of life and helping to ensure our collective wellbeing into the future.

Aside from these vital services, the world is a much poorer place without nature. Numerous studies show the importance of interacting with nature for our health and wellbeing, reducing the risk of physical ailments, such as cardiovascular diseases, and poor mental health.

What about the Climate Emergency?

B&NES has also declared a Climate Emergency, with an ambitious goal to be carbon neutral by 2030. While the climate and ecological emergencies are not the same, they are linked:

- They share some of the same causes, such as over-consumption of resources and changes in land use;
- Many of the solutions to tackling the Ecological Emergency, such as reducing consumption of meat and dairy or restoring habitats, will also help us to mitigate climate change;
- Nature-based solutions, such as well-placed woodland and wetland creation, can be important tools in adapting to the effects of climate change while contributing to nature's recovery and sequestering carbon; and
- Tackling climate change will also help reduce the pressure on nature.

⁸ World Economic Forum (2020), *Nature Risk Rising: Why the Crisis Engulfing Nature Matters for Business and the Economy*.

⁹ For further information and a more detailed explanation of how and why this is the case, [see 'The Economics of Biodiversity: The Dasgupta Review'](#).

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The table below demonstrates some of the actions that will be important in tackling both the ecological and climate emergencies, and some that are primarily focused on one of the Emergencies.

Actions that largely focus on net zero	Actions that deliver net zero and nature recovery	Actions that largely focus on nature recovery
<ul style="list-style-type: none"> • Retrofitting of homes to reduce heating costs • Delivering more electric vehicle charging points • Increasing renewable energy generation, including solar and wind • Reducing embedded carbon in construction 	<ul style="list-style-type: none"> • Encouraging environmentally-friendly diets and food choices • Habitat restoration and creation, including woodlands • Development of an environmental decision-making tool • Reducing consumption and encouraging a circular economy • Reducing car use in favour of public transport 	<ul style="list-style-type: none"> • Reducing pesticide use • Improved management of grassland sites and verges, and hedgerows • Removing river barriers and restoring natural flows • Reducing agricultural, industrial and domestic pollutant run-off • Integrating wildlife-friendly spaces into developments

Introduction

An Ecological Emergency Action Plan

We know what we need to do to tackle the ecological emergency in Bath and North East Somerset: protect and sustain our existing nature-rich sites; create bigger, better and better-connected habitats at scale; and manage all our land and water sympathetically for wildlife.

As well as benefitting nature, taking this approach across the district presents a huge opportunity to enrich our society, wellbeing and economy:

- Expanding and creating habitats, such as woodlands and wetlands, will sequester carbon and help us to tackle the Climate Emergency, provide natural flood management, and improve our water quality.
- More and better-managed grasslands and scrubland will increase insect and pollinator populations, boosting our food and soil security.
- More nature-rich green and blue spaces where people live and work will lead to happier and healthier communities, reducing the burden on our health and care system.
- A thriving natural environment underpins a sustainable economy, can produce a flourishing green tourism industry, and creates skilled jobs in ecology and land management.

Meeting the challenge of the Ecological Emergency requires action from organisations, businesses, communities and individuals across the region. B&NES Council recognises it has an important role to play in tackling the Ecological Emergency, both through its own delivery and through supporting others to take action (see Figure 4).

We held a series of internal and external discussions and workshops (2021-2022) to better understand what the council's most impactful actions for nature could be. Building on these, this Action Plan details what we will do to tackle the Ecological Emergency and become Nature Positive by 2030.



Figure 4: As a local authority, B&NES Council has different spheres of influence, and in each of these its role is different. The diagram above shows how the role of the council in tackling the Ecological Emergency changes as its direct influence decreases from 'direct control' to 'engaging and communicating'.

Our Vision and Priorities

Our Vision is to be Nature Positive by 2030

Our vision is to be nature positive as an organisation by 2030. This means that B&NES Council will be making a positive contribution to nature recovery, with all parts of the council integrating the response to the Ecological Emergency into their decision-making. It will also mean that we are taking a regional and national lead in responding to the Ecological Emergency, working in step with communities and partners across the district to restore nature.

We have set out three guiding Priorities to inform the actions in this document, so that each action in our Action Plan contributes to one or more of these Priorities.

For an explanation of why we have chosen these three priorities and how we will monitor success in delivering against these, please see Appendix 1.



Increase the extent of land and waterways managed positively for nature across B&NES



Increase the abundance and distribution of key species across B&NES



Enable more people to access and engage with nature

Some of our work to date

B&NES Council formally declared an Ecological Emergency in July 2020, recognising the need for an urgent and decisive response to restore nature.

Since then, we have expanded our Green Transformation team to provide the capacity needed to tackle the Ecological Emergency and to deliver Strategic Green Infrastructure¹⁰ (GI) Projects that will benefit both nature and people. And we have taken forward new planning policy for securing Biodiversity Net Gain¹¹, ahead of the Environment Act requirements, and has strengthened other planning policies to help protect and restore nature.

We have also been taking action on the ground via several initiatives and projects:

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Bathscape (Strategic GI Project)

The Bathscape is the beautiful natural landscape surrounding the World Heritage city of Bath, with its undulating grasslands and woodlands offering a haven for residents, visitors and nature.

The Bathscape scheme was launched in 2018 with the aim of improving the management and use of the landscape for people and nature. So far, working in partnership with eleven organisations, we have sown eight new areas of flower-rich meadows, provided advice to better manage 47 hectares of woodland and over 40 grassland sites, created eighteen new walking trails, and much more.

Next steps: We will continue working towards our objectives of caring for 80 hectares of woodland and 100 grassland sites across the Bathscape, as well as creating 12 new flower-rich meadows by 2024, with a view to extending the Scheme beyond 2024.

¹⁰ 'Green infrastructure' is a term used to describe the network of natural green and blue spaces in an area, including woodlands, grasslands, rivers and lakes, hedges, parks, gardens, allotments and amenity space.

¹¹ Biodiversity Net Gain is the requirement that all development must have a net positive impact on biodiversity of at least 10%.

[For more information.](#)

Some of our work to date

Somer Valley Rediscovered (Strategic GI Project) and the Limestone Link

The Somer Valley Rediscovered project aims to improve biodiversity and people's access to and connection with nature in the Somer Valley, which covers Radstock, Midsomer Norton and Westfield, the large villages of Paulton and Peasedown St John, and the surrounding countryside and smaller villages.

A successful £1.1 million bid to the West of England Green Recovery Fund is providing the funding needed to create nature-rich areas across 34 hectares of green space in the Midsomer Norton and Radstock area, which will include tree planting, grassland restoration, and hedgerow expansion. We have also appointed a project manager for Somer Valley Rediscovered, who has been working with local communities and town and parish councils to shape this work.

Next steps: As well as delivering improvements across 34 hectares of green space, we will continue engaging local communities to identify further opportunities for restoring nature and improving the wellbeing of local communities.

Additionally, we are working in partnership on a wider vision for the Limestone Link, a corridor for nature and people connecting the protected landscapes of the Cotswolds and Mendip Hills.

WaterSpace (Strategic GI Project)

Through Waterspace, we are working in partnership with the Environment Agency, the Canal & River Trust, Wessex Water, South Gloucestershire Council and Bristol City Council to take a holistic and integrated approach to improving the River Avon corridor, from Dundas Aqueduct through to Bristol.

This includes Bath River Line, a new, riverside linear park in Bath that will connect green spaces and enable people to better enjoy the river environment, as well as proposals to improve biodiversity and access to nature along the River Avon between Bristol and Bath (WaterSpace Connected).

Next steps: We are submitting a funding case for the western section of the River Line (between Newbridge and Green Park). A second phase will consider the eastern section (from Pulteney Weir to Batheaston); this section of the route will be defined following further consultation.



Some of our work to date

Biodiversity Net Gain

The Environment Act will require all developments to deliver a minimum 10% 'net gain in biodiversity' from November 2023, which means that development must leave nature in a better state than before.

We have adopted a requirement for developments in B&NES to deliver biodiversity net gain in early 2023, ahead of the national requirements, to ensure we are accelerating action to recover nature.

Next steps: Our biodiversity net gain policy will be formally adopted in the spring of 2023 and has been influencing planning applications from 1 November 2022.

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Let's get Buzzing

The Council's Let's Get Buzzing campaign has seen B&NES Council take the lead in changing our management practices across 42 hectares of grassland across our parks, open spaces and verges to create wildflower meadows, benefit biodiversity, and increase communities' access to nature-rich areas.

The scheme is popular and much of this work has been achieved with help from volunteers. We have now launched a Neighbourhood Nature Area scheme to support volunteers in adopting the management of areas of open grass to benefit wildlife.

Next steps: We want to manage more of our council-owned parks and green space for wildlife, and creating more wildflower-rich grasslands will be a vital part of this. We will continue to work with local communities to ensure we are creating nature-rich habitat in the right places and in the right way.



Some of our work to date

Trees and woodland

One of the key actions in tackling the Ecological Emergency, as well as the Climate Emergency, is increasing tree cover across the district. In 2019 we announced an aim to plant 100,000 trees across B&NES by 2023, which we are on track to deliver through planting trees on council land, planting street trees, tree giveaways and more.

We have also mapped the best opportunities for increasing tree and woodland cover across B&NES, helping us to target planting and woodland creation in the most appropriate areas for nature and people, and we have secured funding for a Tree Officer post to boost our efforts to get trees in the ground.

Next steps: We will continue efforts to plant trees on council-owned land and to support local groups in their efforts to get trees in the ground. During the second half of the 2022/2023 planting period, we will prepare for a new phase of action beyond 2023.

We are also continuing our work in partnership across the West of England to deliver the Forest of Avon Plan, with the ultimate ambition of doubling tree and woodland cover by 2050.

Reducing pesticide use

Following the council's declaration of an Ecological Emergency, and the concerns shared by many residents about the use of weedkiller, in 2021 we took the decision to stop the use of pesticides containing glyphosate on our streets and pavements. The annual spray has been replaced with manual removal of weeds and mechanically sweeping, until other viable treatment solutions can be identified.

Glyphosate is now only used in very restricted circumstances, focussed on invasive weeds, such as Japanese Knotweed or Giant Hogweed, and treatment of tree stumps using injection where necessary.

Next steps: We are exploring more efficient alternatives to digging out and sweeping weeds, such as the use of biodegradable foam or heat-based treatments, which will need to be assessed for their carbon footprint and cost.

B&NES Council's Ecological Emergency Action Plan

The Action Plan

The Action Plan below sets out how we intend to address the Ecological Emergency up to 2030. As resources are limited, we have focused on actions that we believe will make the biggest impact, while being realistic and achievable. And to keep the Plan as focussed and concise as possible, we have not included actions that are already embedded in our operations (such as our policy to restrict the use of pesticides to very restricted circumstances, and existing planning policies related to the natural environment).

Although the Plan focuses on what we can do as a council, many of the actions will involve working in partnership with communities, organisations and businesses across B&NES and beyond. We will continue to support and engage with the West of England Nature Partnership (WENP), the Bristol Avon Catchment Partnership (BACP) and Natural History Consortium, in particular, to ensure we are maximising opportunities for collaboration and partnership working. Appendix 3 provides more detail on our partnership working on the natural environment.

This is a live Action Plan that will be updated as progress is made, further evidence comes to light, and new opportunities arise. We recognise the importance of reporting progress against the Action Plan, which we will do on an annual basis.

The actions in the table below are organised under the following themes:

1. Mainstreaming nature recovery in leadership and decision-making
2. Increasing the extent of land and water managed positively or nature
3. Increasing investment into nature-based solutions and wildlife-friendly interventions
4. Enabling more people to access and engage with nature
5. Improving our evidence base and monitoring
6. Working in partnership

Each action has one or more Service Areas named against it, demonstrating which Service Area(s) within the council will be principally involved in its delivery. For every action, the Green Infrastructure and Nature Recovery team will support the identified Service Area in its delivery.

..... B&NES Council's Ecological Emergency Action Plan

A note on our Strategic Green Infrastructure (GI) Projects

The Strategic Green Infrastructure (GI) Projects being led by B&NES Council (Bathscape, Chew Valley Reconnected, Somer Valley Rediscovered and WaterSpace) each have their own programme of activities. Delivery of these Projects is a crucial part of our efforts to address the Ecological Emergency but, to avoid duplication, we have only included the most significant and new actions for nature's recovery related to these Projects in this Action Plan

For further information on the Strategic GI Projects, please go to the following links where websites exist:

- [Bathscape](#)
- [Somer Valley Rediscovered](#)
- [WaterSpace](#), including [Bath River Line](#)



B&NES Council's Ecological Emergency Action Plan



Theme: Mainstreaming nature recovery in leadership and decision-making

Outcome	Action no.	Action	Service Area(s) involved	Timeline
The strategic approach and decision-making across the council are based on sustainable principles that contribute towards nature recovery	1.1	Integrate the Nature Positive vision & priorities into the strategic framework that will be set out in the next Corporate Strategy (2024-).	Strategy	2023
	1.2	Roll-out and embed a council-wide decision support tool to ensure potential impacts on nature inform all major decisions and projects across the council, and conduct an analysis of our biodiversity footprint to support this.	Climate & Environmental Sustainability	2023-24
	1.3	Produce and deliver an Ecological Emergency literacy training programme for council employees and members.	Business Change	2023-24
Council employees have a good understanding of the Ecological Emergency and the action they can take to address it in their work	1.4	Produce and deliver an Ecological Emergency literacy training programme for council employees and members.	Green Infrastructure (GI) & Nature Recovery	2023

B&NES Council's Ecological Emergency Action Plan



Theme: Mainstreaming nature recovery in leadership and decision-making

Outcome	Action no.	Action	Service Area(s) involved	Timeline
Our planning system is making a positive contribution to nature recovery and improves people's access to nature on their doorstep.	1.5	Produce a guidance note for renewable energy projects, including solar and wind developments, to embed management for nature into their schemes.	Climate & Environmental Sustainability	2023-24
	1.6	Ensure policies and guidance in the new Local Plan address the Ecological Emergency and improve access to nature, and consider adopting Building with Nature standards.	Planning	2023-25
	1.7	Evaluate the feasibility of setting a higher requirement for biodiversity net gain, above the mandatory figure of 10%.	Planning GI & Nature Recovery	2023
We are minimising the impact of our procurement and purchasing on nature.	1.8	Review and update the council's approach to food to integrate opportunities to reduce the impact of food production on nature.	GI & Nature Recovery	2023-24
	1.9	Incorporate standards related to nature recovery in the council's minimum standards for procurement.	GI & Nature Recovery	2023

B&NES Council's Ecological Emergency Action Plan



Theme: Increasing the extent of land and water managed positively for nature

Outcome	Action no.	Action	Service Area(s)	Timeline
<p>The management of council-owned land maximises opportunities for nature recovery, while considering other uses and the needs of residents.</p>	2.1	Identify and deliver opportunities for nature recovery and biodiversity net gain on the following sites as a priority: Entry Hill, Odd Down Sports Ground, The Approach Golf Course and Lansdown, and then on B&NES Council's wider estate.	Commercial Estate Leisure GI & Nature Recovery	2023-24
	2.2	Package together and fund already-identified opportunities for improving the management of our parks and green spaces for nature.	Parks and Green Spaces Bereavement Services	2023-24
	2.3	Design, fund and deliver a training programme for operational staff on how to better manage parks and green spaces for nature.	Parks and Green Spaces	2023-25
	2.4	Adjust cutting regimes of highways verges where there is scope for improved management for nature.	Highways Parks and Green Spaces	2023-24

B&NES Council's Ecological Emergency Action Plan



Theme: Increasing the extent of land and water managed positively for nature

Outcome	Action no.	Action	Service Area(s) involved	Timeline
We are continuing to increase tree and woodland cover on our estate, and we are managing our existing trees and woodland to improve their condition for nature.	2.5	Produce a B&NES Tree and Woodland Strategy for 2023-30, including plans for increasing tree and woodland cover, and improving woodland management on our own estate.	Parks and Green Spaces GI & Nature Recovery	2023
Page 100 Our Strategic Green Infrastructure Projects are delivering large-scale interventions for nature recovery across B&NES.	2.6	Create an improved 45-hectare nature park at Somerdale, Keynsham as part of WaterSpace Connected.	GI & Nature Recovery	2023-24
	2.7	Extend the Bathscape Partnership Scheme to 2025 and develop the project through to 2030.	GI & Nature Recovery	2023-25
	2.8	Deliver 34 hectares of improved, nature-rich green space in and around Midsomer Norton, Westfield and Radstock as part of Somer Valley Rediscovered.	GI & Nature Recovery	2023-25
	2.9	Establish the Chew Valley Reconnected Partnership (CVRP) to coordinate activity among stakeholders and communities to enhance the natural environment of the Chew Valley	GI & Nature Recovery	2023-24

B&NES Council's Ecological Emergency Action Plan



Theme: Increasing investment into nature-based solutions and wildlife-friendly interventions

Outcome	Action no.	Action	Service Area(s)	Timeline
Nature-based solutions are being used to reduce pollution from roads and urban areas.	3.1	Identify priority areas for nature-based solutions to localised flooding and runoff of pollutants from the road network and developments; and facilitate partners, including Bristol Avon Rivers Trust and FWAG SW, delivering targeted solutions with landowners.	Highways Maintenance GI & Nature Recovery	2023-24
	3.2	As part of the development of the Local Plan 2025, require developments to deliver Sustainable Urban Drainage Systems (SuDS) that meet adoptable standards and benefit wildlife.	Highways Maintenance Planning	2023-25
The number of artificial barriers to fish passage has been reduced and rivers are in a more natural state.	3.3	Work with Bristol Avon Rivers Trust to restore the River Chew. This will involve identifying, costing and evaluating options for removal or retrofitting of weirs and other barriers to fish passage within the Chew catchment, river habitat restoration, and accessing funding for priority projects.	GI & Nature Recovery	2023-30

B&NES Council's Ecological Emergency Action Plan



Theme: Increasing investment into nature-based solutions and wildlife-friendly interventions

Outcome	Action no.	Action	Service Area(s)	Timeline
Development and infrastructure projects are integrating positive interventions for wildlife as a matter of course, including bats and nesting birds, and are minimising any negative impacts on wildlife.	3.4	Pilot bat-friendly lighting to reduce the impact on light pollution on wildlife along the Avon River corridor (as part of WaterSpace) and use this to inform our approach to street lighting.	GI & Nature Recovery Highways Maintenance	2023-24
	3.5	Produce a toolkit of ecological interventions for highways, infrastructure and regeneration projects that are easy to deliver at low cost and that can contribute to delivery of biodiversity net gain.	GI & Nature Recovery Regeneration and Housing	2023-24
There is greater investment into nature-based solutions across the district, enabling us to accelerate nature recovery while tackling climate change and meeting other societal challenges.	3.6	Scope out opportunities for the use of nature-based solutions for climate change mitigation (carbon sequestration) and adaptation across the district, and options for funding/financing these.	Climate & Environmental Sustainability GI & Nature Recovery	2023-24
	3.7	Use the Invest in B&NES website, as well as other established channels of communication, to better communicate the opportunities to invest in nature for businesses.	Business and Skills	2023

B&NES Council's Ecological Emergency Action Plan



Theme: Enabling more people to access and engage with nature

Outcome	Action no.	Action	Service Area(s)	Timeline
Communities are supported in managing their local green and blue spaces for nature through the Neighbourhood Nature Areas scheme.	4.1	Seek funding for a dedicated post (or posts) for the Neighbourhood Nature Areas scheme, supporting communities in active management of their local green and blue spaces for nature.	Parks and Green Spaces Bereavement Services	2023-24
Individuals and communities are aware of the actions that they can take to tackle the Ecological Emergency and of the benefits that this could provide to them.	4.2	Create a dedicated council webpage on the Ecological Emergency, and use this as a hub to communicate the work we are doing to address the Ecological Emergency and how residents can contribute towards nature recovery.	GI & Nature Recovery	2023
	4.3	Embed tackling the Ecological Emergency within the Bath World Heritage Site Management Plan, explore opportunities for celebrating our natural environment as heritage, and better integrate the Ecological Emergency within communications related to heritage.	Heritage GI & Nature Recovery	2023-24
We are maximising opportunities to improve people's health and wellbeing through access to and engagement with nature.	4.4	Work with partners to establish a social prescribing network within B&NES and make available grants for providers of nature-based activities to build their capacity.	Public Health	2023-24

B&NES Council's Ecological Emergency Action Plan



Theme: Enabling more people to access and engage with nature

Outcome	Action no.	Action	Service Area(s)	Timeline
	4.5	Incorporate actions to improve people's access to nature within the developing Joint Health and Wellbeing Strategy for Bath and North East Somerset.	Public Health	2023
Page 104 There are more and better opportunities for people to enter a career in the natural environment.	4.6	Create apprenticeships, work placements and/or other opportunities for work within the GI & Nature Recovery team, land management and/or ecologists within B&NES.	Business and Skills GI & Nature Recovery	2023-25

B&NES Council's Ecological Emergency Action Plan



Theme: Improving our evidence base and monitoring

Outcome	Action no.	Action	Service Area(s)	Timeline
<p> We have a framework in place that enables us to monitor changes in the natural environment and evaluate the success of our actions for nature recovery. </p>	5.1	Produce a 'State of Nature' framework for B&NES, including an 'ecological baseline' and wildlife index for B&NES to measure progress against, and targets for nature recovery.	GI & Nature Recovery	2023
	5.2	Trial repeatable techniques for monitoring wildlife populations (such as insect traps or standardised bird counts) on sites owned or managed by B&NES Council, to help evaluate the effectiveness of interventions for nature.	GI & Nature Recovery	2024-26
	5.3	Continue to monitor change in tree canopy cover across B&NES, updating the figure at least every three years based on a baseline of 16.5% in 2020.	GI & Nature Recovery	2023

B&NES Council's Ecological Emergency Action Plan



Theme: Improving our evidence base and monitoring

Outcome	Action no.	Action	Service Area(s)	Timeline
Evidence on the natural environment is used to target action to recover nature and improve people's access to nature.	5.4	Survey the condition of Sites of Nature Conservation Interest (SNCIs) within B&NES to identify those that lack management plans or are in unfavourable condition and use this evidence to prioritise improvements in management, with an initial focus on SNCIs under B&NES Council ownership.	GI & Nature Recovery	2023-26
	5.5	Combine access to green space mapping with data on multiple deprivation to identify priority areas for improving access to good-quality green space.	Public Health GI & Nature Recovery	2023
We are better and more regularly monitoring people's engagement with nature.	5.6	Include questions in the council's Voicebox survey from 2023 onwards that monitor people's interest in and engagement with nature.	GI & Nature Recovery	2023-30
We are efficiently reporting our progress on tackling the Ecological Emergency within the council and externally as required.	5.7	Develop and implement a single corporate reporting approach that aligns reporting to government on the implementation of the enhanced NERC duty on Local Authorities with internal reporting on delivery of the Ecological Emergency Action Plan.	Gi & Nature Recovery	2023

B&NES Council's Ecological Emergency Action Plan



Theme: Working in partnership

Outcome	Action no.	Action	Service Area(s)	Timeline
Communities are supported in leading on nature recovery in their locality.	6.1	Produce guidance and a template to support parish and town councils in producing Local Nature Action Plans, and ensure these are linked with Avon Wildlife Trust's Wildlife Champion Network	GI & Nature Recovery	2023
We are continuing to work closely with partner organisations to deliver strategic opportunities for nature recovery.	6.2	Support the Forest of Avon Trust and Avon Needs Trees in delivering the 'Great Avon Wood' within B&NES, providing a new woodland for nature and people, and in their work to establish more trees and woodlands across B&NES.	GI & Nature Recovery	2023-25
	6.3	Engage with the Beaver Management Group to identify opportunities for restoring biodiversity, re-naturalising waterways and delivering nature-based solutions to flooding, as well as potential challenges, related to the beaver population in B&NES	GI & Nature Recovery	2023-25
	6.4	Work with National Trust and local residents to establish a nature-rich, accessible wildlife corridor from Bath to Bathampton Meadows.	GI & Nature Recovery	2023-30

B&NES Council's Ecological Emergency Action Plan



Theme: Working in partnership

Outcome	Action no.	Action	Service Area(s)	Timeline
	6.5	With partners, ascertain the need and capacity for a sustainable strategy for long-term restoration and management of key grassland sites across B&NES or the wider West of England region.	GI & Nature Recovery	2023
Page 108 We are working in partnership with farmers, landholders and other partners to improve the management of land for nature across B&NES.	6.6	Enable and support partners in engaging farmers and landholders on managing land for nature in strategic locations and directing them to funding to do so, focusing initially on the Somer Valley and the River Avon corridor.	GI & Nature Recovery	2023-30
	6.7	Support farmers in creating farmer clusters within B&NES, enabling us to engage with farmers and landholders at a landscape scale; and work with the Duchy of Cornwall, FWAG SW and other partners to spread good practice from exemplar farms.	GI & Nature Recovery	2023-25

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Bath & North East Somerset Council		
MEETING:	Council	
MEETING DATE:	16 th March 2023	
TITLE:	Joint Community Safety Plan	
WARD:	All	
List of attachments to this report:		
Appendix 1 Public consultation responses		
Appendix 2 The Joint Community Safety Plan		

1 THE ISSUE

- 1.1 This report sets out the current position on the Council's draft Joint Community Safety Plan to the Panel for consideration and feedback.

2 RECOMMENDATION

- 2.1 The Council is asked to agree the Joint Plan.

3 THE REPORT

Background and engagement to date

- 3.1 Community Safety Partnerships (CSPs) are statutory bodies required under the Crime and Disorder Act 1998 (and subsequent amendments). The Crime and Disorder Act 1998 sets out a duty for the 'responsible authorities' to work together to develop crime and disorder audits and implement reduction strategies.) The 'responsible authorities' that form the CSPs are the local Authority, Police, Health, Probation and the Fire and Rescue Service. In B&NES we have a unique approach to the governance and delivery of community safety priorities. Our community safety and safeguarding governance arrangements to look holistically at how the needs of children, adults at risk, families and the wider community could be met sits within the remit of the B&NES Community Safety & Safeguarding Partnership (BCSSP).
- 3.2 The Joint Community Safety Plan sets out how all partners will work together to protect vulnerable people, prevent crime and build strong, resilient communities. It focuses on collective priorities with a shared vision, and actions. The Joint

Community Safety Plan serves as both the Community Safety Plan and the local Police & Crime Plan for Bath & North East Somerset.

3.1 It sets out the PCC and Council's community safety objectives and planned activities for the next three years, identifying the key issues upon which we will focus to tackle crime, disorder and anti-social behaviour in Bath & North East Somerset. The plan utilises the data we hold on crime in Bath and North East Somerset and reflects priorities and concerns raised by local people.

3.1 Avon & Somerset Police provide regular policing updates to the 'Connecting Communities' Area Forums and this allows for local concerns to be raised and projects identified. An analysis of the Connecting Communities Forum reports and feedback has identified a number of differences in concerns raised across B&NES. Most recently the Forums have highlighted issues of river safety, rural crime particularly related to agricultural buildings, vehicles, sheds and garages and antisocial behaviour.

4 STATUTORY CONSIDERATIONS

4.1 The Joint Community Safety Plan is the overarching strategic plan which outlines the key priorities of the Responsible Authorities over the next 3 years for reducing crime and disorder and improving community safety.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 No additional resource implications have been identified.

6 RISK MANAGEMENT

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

7 EQUALITIES

7.1 The Equality Impact Assessment noted that the plan sets out how all partners will work together to protect vulnerable people, prevent crime, and build strong, resilient communities, focusing on collective priorities with a shared vision, and actions.

7.2 The Joint Community Safety Plan has been presented to the Independent Equality Advisory Group.

8 CLIMATE CHANGE

8.1 This report contains information on the council's draft Joint Community Safety Plan. No climate issues have been identified in the production of this report.

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 The draft Joint Community Safety Plan was subject to an online consultation designed to collect comments from residents and interested stakeholders. Results are below see appendix 1

10.2 Chief Executive, Legal, Finance, Policy Development and Scrutiny Panel and Cabinet have been consulted.

Appendix 1: Public consultation responses

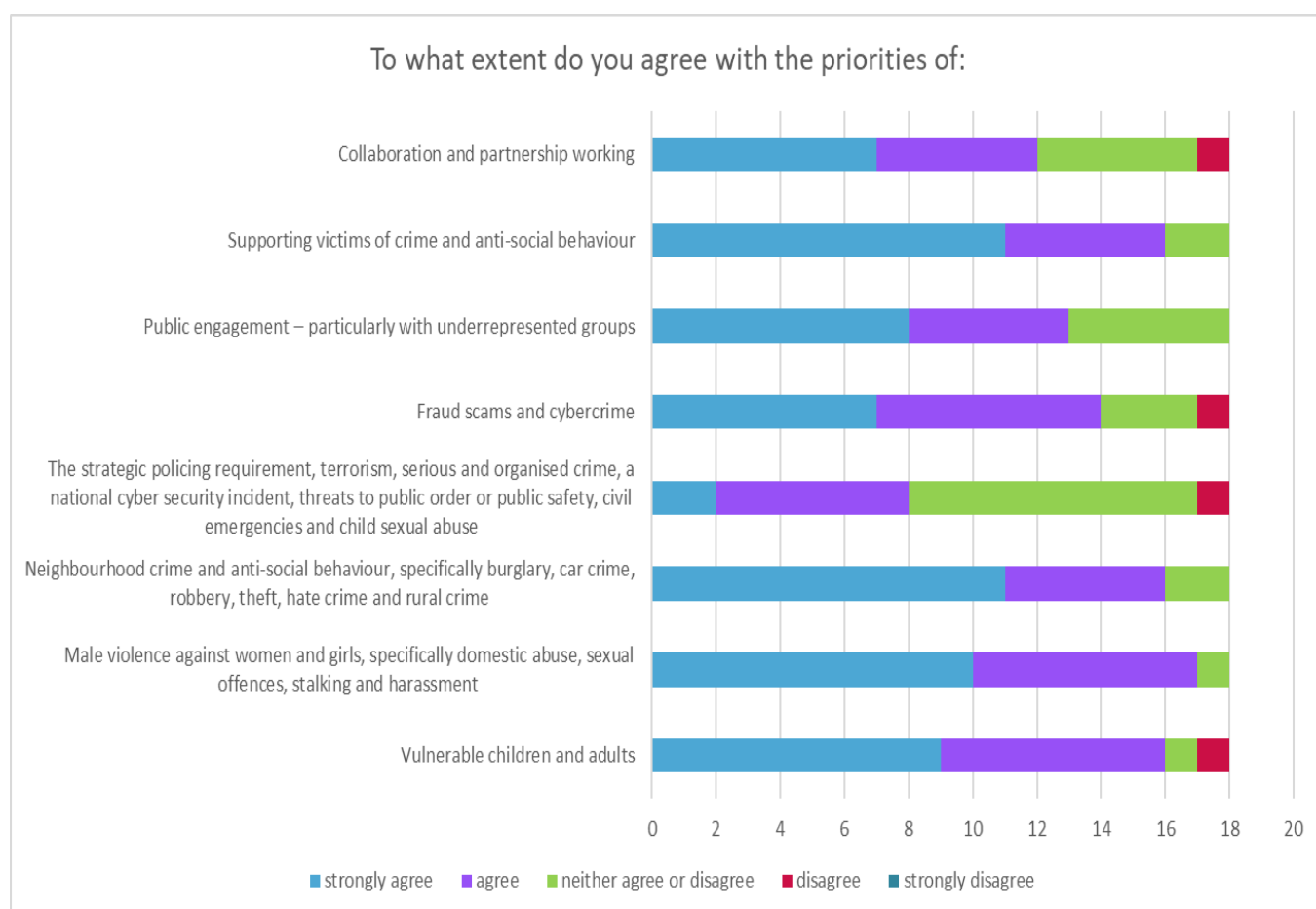
A variety of topics were raised as concerns by respondents and only two respondents raised the same concern, calling for action now.

Police and Policing

- The positive impact on crime resulting from police being on the street
- Police over street marshals having greater impact on crime affecting city centre businesses.
- Need for custody cells in Bath
- Caution against targeting young people
- The priority '*Protecting the most Vulnerable from Harm*' includes child sex abuse and terrorism, one person interpreted this as a strategy for facilitating physical road closures in Bath

Road Safety

- Greater enforcement on speeding and antisocial driving supported by a wider range of technological solutions



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



Joint Community Safety Plan

Bath & North East Somerset Council

and

**Avon and Somerset Office of the Police and Crime
Commissioner**

2022 – 2025

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Introduction

The Police & Crime Commissioner (PCC) and Bath & North East Somerset Council have a clear shared aim, to take every opportunity to protect the public and promote safer communities. Its success and that of all partner agencies depends on dedicated teams of staff working together across agencies to keep communities safe.

Our joint working includes tackling domestic abuse, addressing local anti-social behaviour, preventing people from being drawn into terrorism, and working in partnership to combat serious organised crime and to reduce serious violent crime.

In Bath & North East Somerset, we have redefined our community safety and safeguarding governance arrangements to look holistically at how the needs of children, adults at risk, families and the wider community could be met. A unique Community Safety & Safeguarding Partnership (BCSSP) was established in 2019. The BCSSP governance arrangements were developed in partnership with the existing members of the Local Safeguarding Children Board, Safeguarding Adult Board and the Responsible Authorities Group (the former Community Safety Partnership) to meet the statutory requirements of the three Boards which it replaced.

This plan sets out how all partners will work together to protect vulnerable people, prevent crime and build strong, resilient communities. It focuses on collective priorities with a shared vision, and actions that we, collectively, will take to achieve the best outcomes for individuals, families and communities. It sets out the PCC and council community safety objectives and planned activities for the next three years, identifying the key issues upon which we will focus to tackle crime, disorder and anti-social behaviour in Bath & North East Somerset. The council, Avon & Somerset Police and the Office of the Police & Crime Commissioner (OPCC) have worked closely together to prepare this document. This plan reflects our shared priorities and serves as both the Community Safety Plan and the local Police & Crime Plan for Bath & North East Somerset.

The plan utilises the data we hold on crime in Bath and North East Somerset and reflects priorities and concerns raised by local people.

Through this plan we ask for your support, because only together can we keep our communities in Bath and North East Somerset safe and, importantly, feeling safe.

Bath and North East Somerset – An Overview

Bath and North East Somerset is a diverse area which includes the World Heritage Site City of Bath as well as vibrant towns, villages and rural communities. The latest population [2021 United Kingdom Census](#) shows there is an estimated 193,400 residents in B&NES an increase of 9.9% since 2011.

Bath & North East Somerset Council covers approximately 135 square miles. Bath is the largest urban settlement in the area, acting as the commercial and recreational centre of the district. It is home to just over 50% of the B&NES population and is a UNESCO World Heritage Site.

Keynsham lies to the west of Bath and is a traditional market town comprising just over 9% of the total B&NES population.

Midsomer Norton and Radstock are in the south of the district with approximately 12% of the total population split between them. They both have a strong heritage of mining and industry stemming from the North Somerset coalfield.

The rest of the district comprises 69 diverse rural communities of varying sizes and characteristics, including a line of villages along the foothills of the Mendips, the Chew Valley and the Cotswolds villages around Bath.

Ethnicity data from the 2021 census is not yet available. According to the 2011 Census 94.6 % is from white groups and 5.4% of the population is from Black and Minority Ethnic (BME) groups. The largest BME groups are:

- Chinese (1912 people) 1.1%
- Other Asian (1160 people) 0.7%
- Asian (Indian): (1116 people) 0.6%
- Mixed white and Asian (954 people) 0.5%,
- Mixed white and Caribbean (951 people) 0.5%
- Black Caribbean (672 people) 0.4%

The 9.9% increase in the size of the population (from an estimated 176,016) to an estimated 193,400 is higher than the overall increase for England (6.6%) and the South West (7.8%). This growth has come from a combination of increasing student numbers at the two Universities and an increasing number of new housing developments.

- As of 2021, B&NES is the 11th most densely populated LA in the South West
- Since 2011, there has been a 17.5% increase in people aged 65 years and over in B&NES, lower than the national increase of 20.1%.
- We have also seen an increase of 8.2% in people aged 15-64 years and
- an increase of 7.6% in children under 15 years.

Despite being an area with generally good health and low crime, there is significant variation within the area. Compared with the most affluent communities in the area, the most deprived communities experience a range of inequalities and poorer life outcomes.

Partnership Working in Bath and North East Somerset

Community Safety Partnerships (CSPs) aim to reduce crime and the fear of crime, address risk, threat and harm to victims and local communities. They aim to empower and strengthen communities through the delivery of local initiatives. CSPs are statutory bodies required under the Crime and Disorder Act 1998 (and subsequent amendments). The 'responsible authorities' that form the CSPs are the local Authority, Police, Health, Probation and the Fire and Rescue Service.

Their function is to:

- Act as a legal body for CSP work, ensuring compliance with statutory duties and addressing community safety issues,
- Ensure systems and processes are in place amongst partners to deliver their duties and address arising issues,
- Set priorities, determine policy and strategic direction.

The CSP is committed to:

- Strengthening the voice of children, adults, families, and communities
- Strengthening and improving the work on 'Think Family and Community'
- Improving strategic decision making and leadership by having one cohesive conversation
- Focusing on shared strategic objectives to achieve the greatest impact and improve outcomes for children, adults, families, and the community
- Reducing duplication and therefore helping us to use our resources more effectively across the area

The Avon & Somerset PCC sets out a Crime Plan and the current 2021-25 crime plan has four overarching priorities:

1. Preventing and fighting crime
2. Engaging, supporting and working with communities, victims and partner organisations
3. Leading the police to be efficient and effective
4. Increasing the legitimacy of, and public confidence in, the police and criminal justice system

This community safety plan sets out how we aim to support delivery of the Avon & Somerset Crime Plan in the local Bath and North East Somerset area. For the council, this covers wide ranging responsibilities, including delivery of those services that help to create healthier communities and address the underlying causes of crime, but also respond to those concerns and broader issues that contribute to making people feel unsafe in their communities - for example antisocial behaviour, environmental crime, fly tipping and rogue trading. We can only do all this effectively by working in partnership.

Policing and Crime in a Local Context

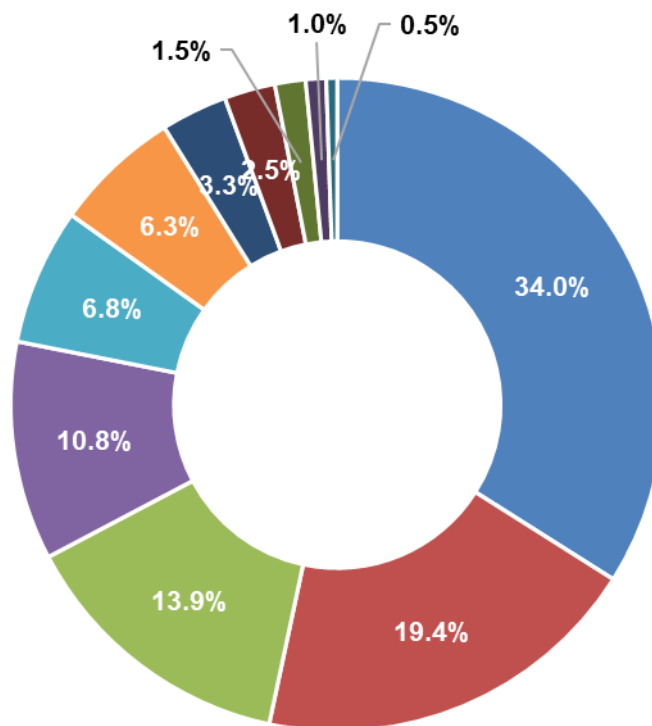
Overall, the Bath and North East Somerset area remains a safe place, but in the context of all public agencies facing immense challenges in maintaining this; with rising crime trends and changing crime patterns, this puts a pressure on local resources. We are required to prioritise our work according to our strategic assessment of crime and disorder in our area which is built on a range of data including recorded crime and feedback from local agencies and communities. This is set out below.

The number of people identified as vulnerable in Avon & Somerset is significant and placing increasing demand upon public sector services. Neighbourhood policing teams have an important role to play in supporting and protecting vulnerable people, through reassurance, monitoring and, where necessary, intervention, either in partnership with other agencies or as the lead agency. All statutory partners work closely with local communities through their local forums to inform our priorities.

In Bath and North East Somerset, in the last year, there were just under 12,000 recorded crimes. This is a 15% increase on the previous year and heading back towards pre-pandemic levels. Reports of anti-social behaviour reduced by -11.6% (380 fewer reports).

The Covid-19 pandemic impacted on crime and the demand for policing services during 2021. Levels of crime and demand for police services are returning to pre-pandemic levels.

B&NES Crime by type Apr-19 to Mar-22



- Violence Against The Person
- Theft
- Public Order Offences
- Arson and Criminal Damage
- Vehicle Offences
- Burglary
- Sexual Offences
- Drug Offences
- Miscellaneous Crimes Against Society
- Robbery
- Possession of Weapons

Feedback from Local Communities

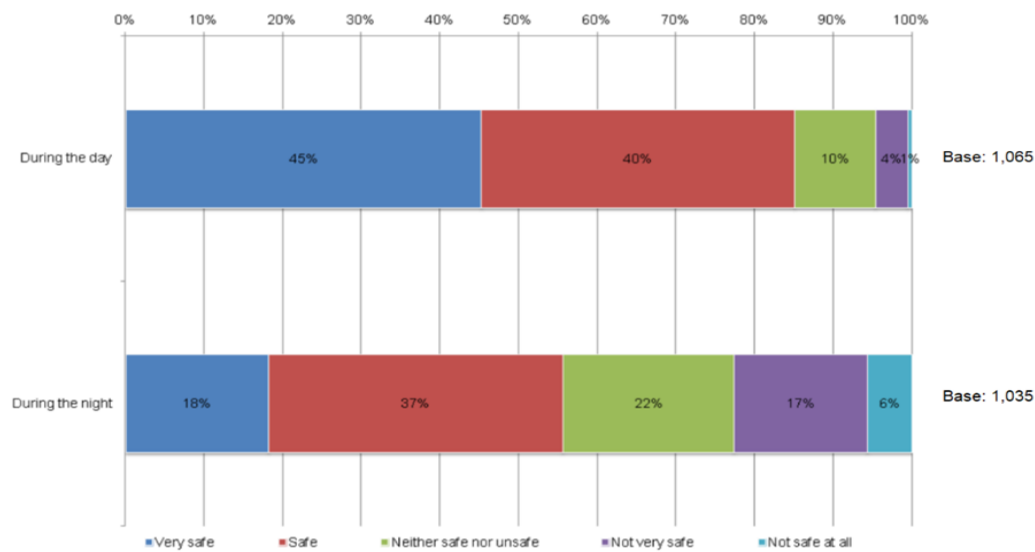
Avon & Somerset Police provide regular policing updates to the 'Connecting Communities' Area Forums and this allows for local concerns to be raised and projects identified. An analysis of the Connecting Communities Forum reports and feedback has identified a number of differences in concerns raised across B&NES, and these are set out below.

Most recently the Forums have highlighted issues of river safety, rural crime particularly related to agricultural buildings, vehicles, sheds and garages and antisocial behaviour.

Bath & North East Somerset Council undertakes a "Voicebox" survey of local residents. In the latest survey a number of questions were asked about people's concerns relating to violent crime

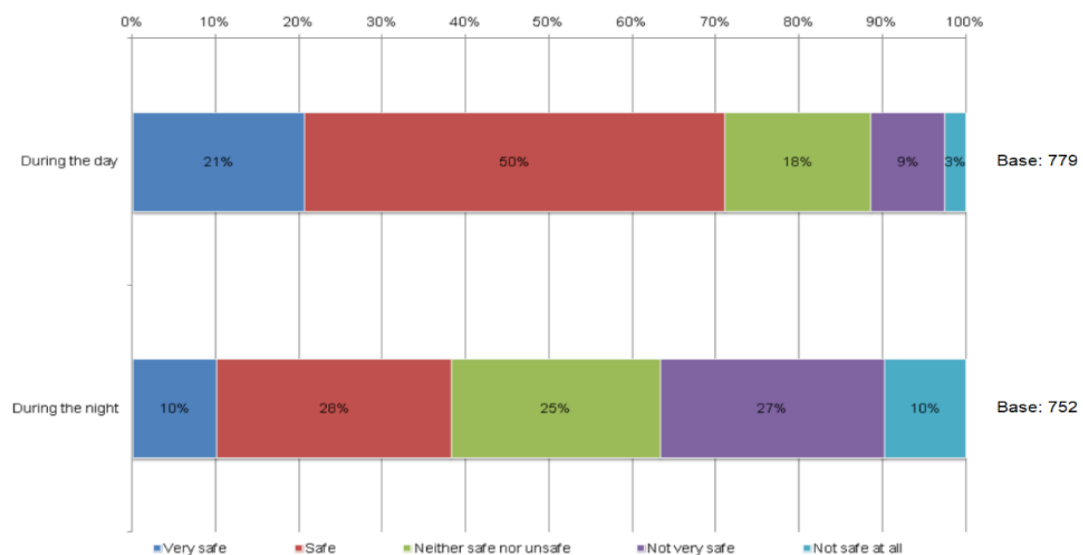
- 85% said they felt very safe or safe from violence outside the home in B&NES during the day, 5% outlined they felt not very safe or not safe at all.
- 56% said they felt very safe or safe from violence outside the home in B&NES during the night, nearly a quarter (23%) outlined they felt not very safe or not safe at all.

Chart 1: How safe do you feel from violence outside the home in Bath & North East Somerset (B&NES)? (Q29)



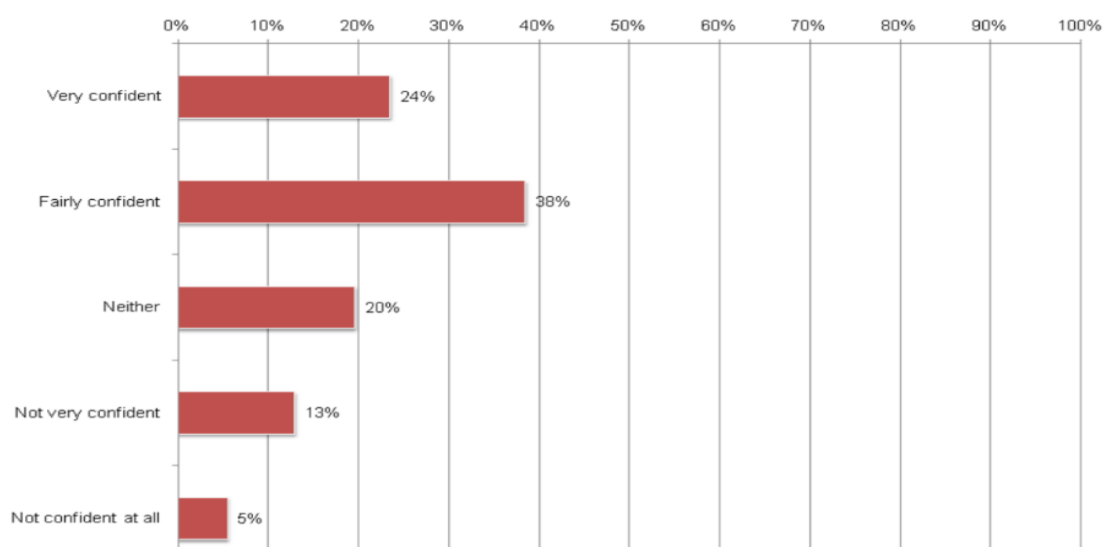
- 71% said they felt children are very safe or safe from violence outside the home in B&NES during the day
- 11% said they felt children are not very safe or not safe at all
- 38% said they felt children are very safe or safe from violence outside the home in B&NES during the night
- 37% said they felt children are not very safe or not safe at all.

Chart 2: How safe do you feel children are from violence outside the home in Bath & North East Somerset (B&NES)? (Q30)



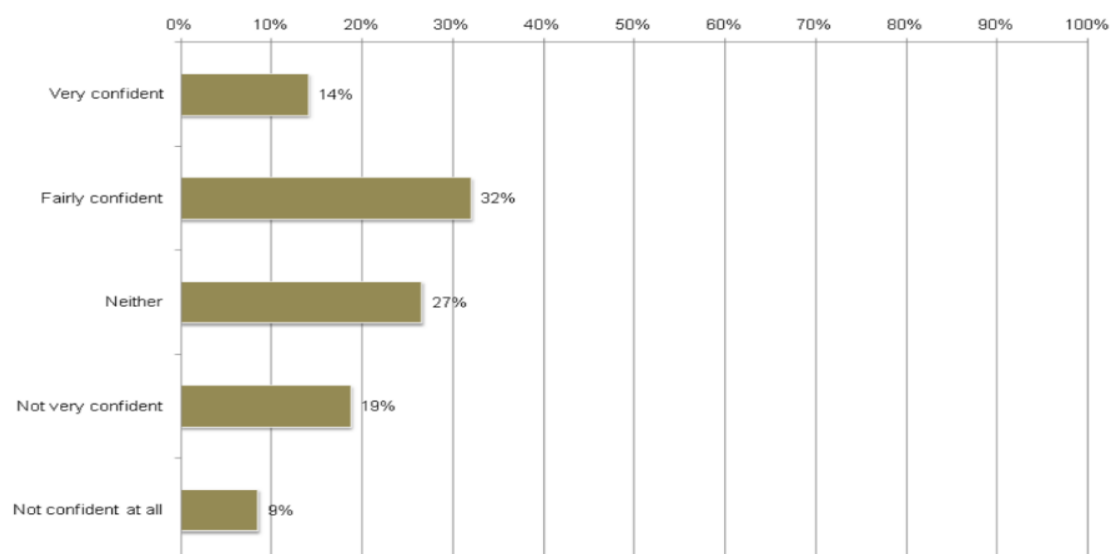
- 62% said they would be very or fairly confident about reporting concern about violence in their local area
- 18% said they would be not very confident or not confident at all

Chart 3: As a B&NES resident, how confident do you feel about reporting concern about violence in your local area? (Q31)



- 46% said they would be very or fairly confident about recognising the signs of child exploitation e.g., county lines, online grooming
- 27% said they would be not very confident or not confident at all

Chart 4: How confident are you about recognising the signs of child exploitation e.g. county lines, online grooming? (Q32)



Strategic and Emerging Issues in B&NES

A range of community safety issues are raised at the BCSSP's Vulnerable Communities sub-group, where the agenda reflects changing crime patterns and addresses local concerns. It takes a strategic overview of the emerging priorities raised by local partners, particularly those where there may be gaps or where demands are increasing due to external pressures and legislative changes. Partnership resources are coordinated to address new and emerging concerns.

The B&NES Violence Reduction Unit (VRU) covers the whole local authority area, paying particular attention to central Bath, which was identified by Police as a location where levels of serious violence are high, relative to the rest of the B&NES area.

The VRU is seeking to better understand the relationship between anti-social behaviour and serious violence; it will also focus on the urban areas of Keynsham and Midsomer Norton. It identifies other hotspot areas already recognised through regular multi-agency mapping to keep abreast of the changing picture of violence and exploitation.

A needs assessment was carried out in 2020 and is refreshed annually. In 2021- 2022, the group focused on the following key issues:

- Domestic abuse
- Youth violence and exploitation
- Protecting vulnerable adults, the street population in Bath
- Demand for drugs
- The impact of COVID-19 on vulnerability and violence

Due to a significant shutdown of the night-time economy during the COVID-19 lockdown periods, there has been a decrease in night-time economy violence, but it has been reported that 'gang' and organised violence have become more prevalent. These incidents can occur during the daytime and involve weapons.

What we can Deliver Together

Historically, significant central government funding was available to support the work of Community Safety Partnerships. However, external funding for community safety has declined significantly in recent years and the only dedicated funding of this type is now allocated by the OPCC. The OPCC awards a grant to support activities to address local priorities; the current grant has been awarded from 2022 for a three-year period. This grant goes towards funding the Independent Domestic Violence Advocate (IDVA) domestic abuse service, the youth crime prevention service and the young people's substance misuse service.

Local partner organisations agree the level of resources they commit to the work of the BCSSP, against a backdrop of financial challenges for all partners. In some cases, the level of support can be quantified, for example, investment by the Council in the CCTV control room operations, and in other cases support is “mainstreamed” through the day-to-work of services such as:

- a) The multi-agency Youth Offending Service brings together staff from a range of backgrounds including Police, Health, Social Care, Youth Services, Education and the National Probation Service.
- b) The Council's Trading Standards team, which takes firm action against illegal businesses and those selling illegal products.
- c) The Council's Public Protection team working alongside police on tackling serious organised crime, county lines, modern slavery and rural exploitation.
- d) Licensing and enforcement, which deal with a wide range of local concerns including fly-tipping and noise.
- e) Extensive network of public space CCTV cameras.

External partners such as Registered Social Landlords provide significant resources to address anti-social behaviour through specialist tenancy support. In many cases, partners also provide significant ‘in kind’ support and partner resources, for example in sharing data which we use to ensure that people are offered the support they need.

Public sector agencies are operating under significant financial challenges, increasing resource pressure on partners to address the assessed needs set out above means that we need to:

- Prioritise our resources based on helping those who most need our help, particularly targeting our work on helping and protecting the most vulnerable people.
- Involve communities more in what we do and support them in addressing local concerns.
- Work better together to share resources and identify new ways of working.

Priorities

Local Priority 1: <i>Protecting the most Vulnerable from Harm</i>	
Links to Avon & Somerset Police and Crime Plan Priority 1: <i>Preventing and Fighting Crime</i>	
Focus on:	
<ul style="list-style-type: none"> • Vulnerable children and adults • Male violence against women and girls, specifically domestic abuse, sexual offences, stalking and harassment • Neighbourhood crime and anti-social behaviour, specifically burglary, car crime, robbery, theft, hate crime and rural crime • The strategic policing requirement, terrorism, serious and organised crime, a national cyber security incident, threats to public order or public safety, civil emergencies and child sexual abuse • Fraud, scams and cybercrime 	
Key Objectives:	
1.	<p>Implement, monitor, and evaluate our partnership investment in reduction of Violence Against Women and Girls.</p> <ul style="list-style-type: none"> • Continue to respond to and manage Domestic Homicide Reviews (DHR), learning from the outcomes of DHRs and implement changes to working practices where necessary. • Continue to identify opportunities for longer-term funding to reduce domestic abuse and improve outcomes for survivors. • Continue to address the MARAC self-assessment 2022 regarding capacity to consider case for review by implementing the new online system. • Implement the Government's Safer Streets funded programme, delivering targets and to budget. • Support the Police VAWG plan through the joint 'Night Time Economy Operations' and BCSSP sub-group activities.
2.	<p>Strengthen the role and effectiveness of the Bath & North East Somerset Hate Crime and Community Cohesion Partnership.</p> <ul style="list-style-type: none"> • Ensure that the B&NES Hate Crime and Community Cohesion Partnership's (BHCCCP) remit provides an integrated, proactive approach to monitoring patterns and trends and using data to challenge, influence and champion change needed in services to tackle hate crime and incidents effectively. • Seek assurance about the effective work of the Hate Crime Case Review Panel.
3.	<p>Continue to seek assurance about and actively work across the Avon & Somerset partnerships on Child Sexual Exploitation, Anti-Slavery Partnership and Modern Slavery / human trafficking</p> <ul style="list-style-type: none"> • Support and enable the reporting of, discovery of, and response to, incidents of modern slavery and exploitation.

	<ul style="list-style-type: none"> Actively participate in the Avon & Somerset Anti-Slavery Partnership and develop proportionate local initiatives across partner organisations and with services to identify and respond to incidents.
4.	<p>Seek assurance about multi-agency practice and effectiveness in areas of community safety, children/adult safeguarding cross over</p> <ul style="list-style-type: none"> Organised crime, specifically around cuckooing¹. County lines Sexual exploitation of children, young people and vulnerable adults
5.	<p>Seek assurance about compliance with legislative changes regarding responsibility for 'Prevent'</p> <ul style="list-style-type: none"> Meet our Prevent duties and help other partners to do so, including raising awareness of reporting method for online extremist material working with community groups to raise awareness of radicalisation and in particular the role of social media.
6.	<p>Seek assurance regarding responses to fraud, scams and cybercrime</p> <ul style="list-style-type: none"> Raise awareness of the types and prevalence of scams fraud and cybercrime, in particular building fraud, doorstep crime and cold calling and scams involving older people. Publicise the nation advice on staying safe from scams, fraud and cybercrime and investigate where there is a local origin.

Why this is a local priority?

- Complex crimes with high levels of associated risk, such as Child Abuse, Child Sexual Exploitation (CSE), modern slavery and human trafficking, are increasing and this rise is expected to continue
- It is widely acknowledged that children and young people experiencing Adverse Childhood Experiences (ACES) are more likely to develop complex trio behaviours / dependencies in adulthood.
- Early intervention (particularly in 'complex trio' work focussing on substance and alcohol misuse, mental ill health and domestic abuse / violence) is a key factor in reducing service dependency in later life.
- Hate crime reports in B&NES increased by 6.3% in 2021.
- It is believed that only 5% of mass marketing fraud is reported. It is recognised that there is significant under reporting in relation to mass marketing fraud – and that vulnerable people due to age or capacity are more likely to be targeted.
- The nature of crime is changing. We need to be open to new ways of working which deliver outcomes in a smarter way, including greater working across boundaries.
- Child Sexual Exploitation continues to rise, with reports increasing over the last year. The PCC has brought together contributions from across the force area to provide specialist support to address Child Sexual Exploitation. The BCSSP draws professionals together focussing on this as well as topics such as modern slavery and

¹ Cuckooing is a practice where people take over a person's home and use the property to facilitate exploitation. It takes the name from cuckoos who take over the nests of other birds. There are different types of cuckooing: Using the property to deal, store or take drugs.

human trafficking which also require significant regional co-ordination and specialist training and support including actively participating in the regional Anti-Slavery Partnership.

- County lines is becoming more prevalent in Avon and Somerset. Police teams have developed a system where persons vulnerable to being 'cuckooed' are identified through intelligence/information sharing and local Beat Managers visit these individuals on a regular basis to offer support and advice. The Homeless Prevention Worker assists in identifying those vulnerable to 'cuckooing', particularly those living on the streets but who have tenancies.
- The Counter Terrorism Strategy 2018 places a duty to "have due regard to the need to prevent people from, being drawn into terrorism". It applies to a range of public bodies including colleges, universities, councils, health, probation and police. Again, local activity depends on access to regional and other intelligence. Avon and Somerset Counter Terrorism Local Profile informs partners of threats, vulnerabilities and risks. Prevent is part of the Contest strategy which aims to reduce the risk to the UK from terrorism. Prevent's aim is to stop people becoming radicalised. "Lone Actors" present the highest threat to Avon and Somerset. We work closely to protect "crowded places" with work ongoing on designing and securing protective measures.

Local Priority 2: <i>Strengthen and improve local communities to improve outcomes for local people.</i>	
Links to Avon & Somerset Police and Crime Plan Priority 2: <i>Engaging, supporting and working with communities, victims and partner organisations</i>	
Focus on:	
<ul style="list-style-type: none"> • Public engagement – particularly with underrepresented groups • Supporting victims of crime and anti-social behaviour • Collaboration and partnership working 	
Key Objectives:	
1.	Reduce the impact that anti-social behaviour has in our communities <ul style="list-style-type: none"> • Ensure the Police and other partners agencies work closely with Area Forums on key community safety issues
2.	Continue the commitment to support neighbourhood policing <ul style="list-style-type: none"> • Seek assurance about the support and promotion of collaboration between public and private sector organisations working within the night-time economy sector to reduce impacts on local residents; and that there is continued multi-agency enforcement visits to licensed premises to ensure they are safe and do not create nuisance. • Seek assurance about continued commitment to active participation in local community fora.
3.	Strengthen the resilience of local communities by seeking assurance about: <ul style="list-style-type: none"> • Continued focus on river safety campaigns with partners and students • Work with the Student Community Partnership and with educational establishments individually as appropriate on a range of projects to promote safety, e.g., awareness of drink spiking. • Work alongside partners to promote safety on our streets particularly in response to national campaigns regarding women's safety in public areas. • Work alongside community groups to facilitate closer partnership working to problem solve local issues. • Work on hate crime through the Hate Crime Partnership and encourage families and friends to report concerns.

Why this is a local priority?

- A high proportion of people report feeling safe in their local area (88%). However, local residents say they require more 'reassurance' through visible policing.
- Work with our Community Forums and our experiences in Midsomer Norton and Keynsham shows the benefits of local communities coming together to address local concerns.
- Safer streets and drinks spiking campaigns, along with the Bath and Bristol Rugby Clubs #Mates Matter campaign on river safety shows the benefits of tapping into local networks for community outreach and engagement.

- Fraud is increasingly being carried out online, by phone and text messaging. This is usually not locally based, the preparators are unknown and are therefore difficult to identify. The Government's 'Beating Crime Plan' published in 2021 states that fraud now accounts for "approximately 42% of all crime against individuals and costs society at least £4.7 billion a year. Fraud can include: fraud by false representation, fraud by failure to disclose information and fraud by abuse of position.

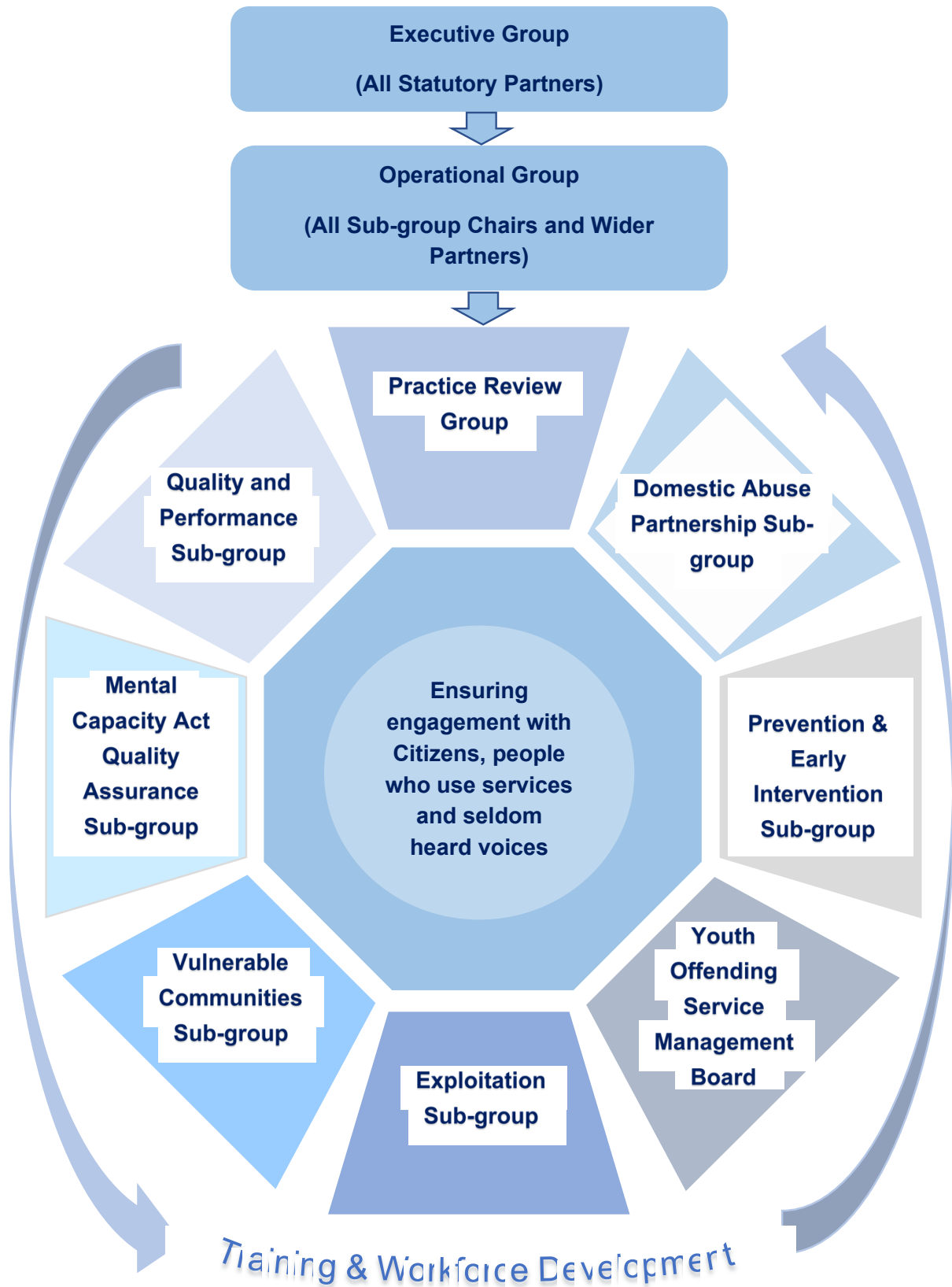
Key performance Indicators

Key performance indicators:	
1.	Police recorded total crime for the B&NES area
2.	Police recorded serious cases involving young people as victims of abuse, CSE, Modern Slavery and VAWG
3.	The number of people referred to the IDVA service who take up the offer of support
4.	Police recorded hate crime
5.	Police recorded fraud with vulnerable victims
6.	The number of domestic abuse incidents reported to the Police and domestic abuse prosecutions
7.	Police recorded Anti-Social Behaviour
8.	Establishment and success of joint working initiatives between police and housing services around 'cuckooing'
9.	NTE incidents recorded by Police from licensed premises
10.	Victim satisfaction

Acronyms

ACES	Adverse Childhood Experiences
B&NES	Bath and North East Somerset
BCSSP	Bath & North East Somerset Community Safety & Safeguarding Partnership
CCG	Clinical Commissioning Group
CCTV	Closed Circuit Television
CSE	Child Sexual Exploitation
CSP	Community Safety Partnership
DVA	Domestic Abuse and Violence
IDVA	Independent Domestic Abuse Advisor
LSAB	Local Safeguarding Adults Board
LSCB	Local Safeguarding Children's Board
MARAC	Multi-Agency Risk Assessment Conference
NTE	Night Time Economy
OPCC	Office of the Police and Crime Commissioner
PCC	Police and Crime Commissioner
RAG	Responsible Authorities Group
RUH	Royal United Hospital
VAWG	Violence Against Women and Girls
VRU	Violence Reduction Unit

Appendix 1 – BCSSP Structure



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Bath & North East Somerset Council		
MEETING:	Council	
MEETING DATE:	16 March 2023	
TITLE:	Local Government Elections 2023: Election Fees	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1		

1 THE ISSUE

- 1.1 On Thursday 4 May 2023 there are local government elections in Bath and North East Somerset, including the election of 59 ward councillors for Bath & North East Somerset Council and the election of 444 parish and town councillors for the parish and town councils within the Council area.
- 1.2 This report sets out the proposed fees paid to the Returning Officer and the staff he employs to undertake various duties in connection with these elections.

2 RECOMMENDATION

The Council is asked to:

- 2.1 Agree the scale of fees payable to the Returning Officer and his staff as set out in Appendix 1 to this report.

3 THE REPORT

- 3.1 The Returning Officer has overall responsibility for the conduct of elections held within Bath and North East Somerset.
- 3.2 The Returning Officer is responsible for:
 - the publication of all election notices
 - the nomination process for candidates and political parties
 - the issue, receipt and counting of postal votes
 - the provision of polling stations and other election venues

- the appointment of presiding officers, poll clerks and polling station inspectors
- the administration and security of polling stations
- the verification, count and declaration of results

3.3 In order to fulfil his legal duties the Returning Officer needs to employ and pay over 600 additional staff with different levels of responsibility. It is important that this is done fairly and transparently.

4 STATUTORY CONSIDERATIONS

4.1 Under section 35(1) of the Representation of the People Act (RPA) 1983, 'every district council shall appoint an officer of the council to be the returning officer for the elections of councillors of the district and an officer of the council to be the returning officer for elections of councillors of parishes within the district.' Other types of elections are covered by similar provisions within the RPA 1983.

4.2 Returning Officers are statutorily independent of the local authority and are ultimately responsible for the efficient and effective running of elections. They are also responsible for accounting for the expenses incurred for the conduct of elections in their area. If the Returning Officer directly incurs costs for an election, they can make a claim for reimbursement from the local authority.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 A separate budget is maintained for electoral expenditure, which is built up over time towards the local government elections in an election reserve. The Council has set aside a budget of £300,000 to reimburse the Returning Officer for all expenses incurred for the conduct of the local government elections on Thursday 4 May 2023.

6 RISK MANAGEMENT

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

7 EQUALITIES

7.1 The setting of a scale of fees does not in itself involve equality and inclusion implications. However, the level of expenses included in the scheme have been formulated to ensure that robust arrangements are in place to secure participation by candidates, staff and the general public.

8 CLIMATE CHANGE

8.1 No impact arising directly from this report.

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 The Monitoring Officer has been consulted.

Contact person	Aurora Loi Telephone: 01225 477431
Background papers	Representation of the People Act 1983
Please contact the report author if you need to access this report in an alternative format	

APPENDIX 1

Postal vote issuing and opening staff	
Role	Hourly rate
Postal vote preparation and issue assistant	£13.50
Postal vote preparation and issue supervisor	£16.00
Postal vote opening and checking assistant	£13.50
Postal vote opening and checking supervisor	£16.00
Postal vote opening and checking – IT signature verification	£13.50
Postal vote opening session manager	£26.00

Polling station staff	
Role	Hourly rate
Polling station equipment issue assistant	£13.50
Polling station equipment issue supervisor	£16.00
Presiding officer	£17.50
Poll clerk	£13.50
Polling station marshal	£13.50
Polling station inspector	£17.50

Verification and count staff	
Role	Hourly rate
Ballot box receipt assistant	£13.50
Ballot box receipt supervisor	£17.50
Verification and count assistant	£13.50
Verification and count supervisor	£17.50
Verification and count top table assistant / data officer	£17.50
Verification and count manager	£26.00
Media handling / comms	£17.50

Other duties	
Role	Hourly rate
Casual administrative support	£13.50
Nomination checking assistant	£13.50
Nomination checking supervisor	£17.50

Returning Officer fee	£6,700
The Returning Officer fee is based on the fee payable to the Returning Officer at the Police and Crime Commissioner election in May 2021, which is the last whole authority area election.	

Night rates

The night period, i.e. the time during which the night rate will be paid, lasts between 10pm and 8am. For overnight counts, all count roles will be paid at the night rate of 1.5x the day rate.

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Bath & North East Somerset Council		
MEETING	Council	
MEETING DATE:	16 March 2023	
TITLE:	Constitution Refresh – part 2	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1 Draft new section 3.7 – Policy & Budget Framework rules</p> <p>Appendix 2 Contract Standing Orders (CSOs) (showing tracked changes)</p> <p>Appendix 3 CSOs – Summary of amendments</p> <p>Appendix 4 – Proposed addition to Proper Officer table</p>		
<p>Link to the Constitution; https://democracy.bathnes.gov.uk/documents/s75537/Constitution.pdf</p>		

1 THE ISSUE

- 1.1 In July 2022, the Council adopted a revised Constitution and agreed that the Working Group would continue to meet to consider the further rationalisation work to be done on the Financial Regulations, Contract Standing orders and pick up any glitches identified since the new Constitution was adopted.
- 1.2 The Constitution Working group met on 24th February and recommended these proposals to Council.

2 RECOMMENDATION

The Council is asked to;

- 2.1 Agree to move the whole of Section 3.9 - Financial Regulations and Budget Management Scheme - to the Library and amend section 3.7 as set out in Appendix 1, and described in paragraphs 3.1 – 3.5.
- 2.2 Agree with the small amendment to the Code of Conduct to reinstate the link to the Councillor role descriptions, in line with Council's earlier wishes, as set out in paragraph 3.6;
- 2.3 Agree the wording in paragraph 3.7 be added to the public speaking rules within the Constitution (and the guidance) to clarify deadlines when a meeting is adjourned after the agenda has been published;
- 2.4 Agree the necessary constitutional and scheme of delegations changes for approval regarding the statutory officers disciplinary process, as set out in paragraphs 3.9 – 3.11 and that the Director of People & Policy be given delegated authority to take all steps necessary to implement these;
- 2.5 Agree the revised Contract Standing Orders, as explained in paragraph 3.12 and appendices 2 and 3;
- 2.6 Note that the full review of the Contract Standing Orders will be brought back to Council once the legislation is in place;
- 2.7 Agree the delegations to the Chief Executive as Electoral Registration Officer and Returning officer for those powers described in paragraphs 3.15 - 3.17 of this report; and
- 2.8 Agree that these changes take effect from 1st April 2023.

3 THE REPORT

Revised Policy & Budget Framework section

- 3.1 Further work proposed for stage 2 of the review has looked at the Budget and Policy Framework Procedure Rules and the Financial Procedure in preparation for a full review of the Financial regulations and Budget Management Scheme later in 2023 or 2024 with the aim to propose that these sections could be substantially reduced to only contain those sections statutorily required to be included.
- 3.2 A new section has been added at 3.7.3 to cover the process to follow in the event that a motion to Council involves increased expenditure or reduced income not provided for in the Budget/MTFP.
- 3.3 Section 3.7.8 has been expanded to include details in respect of the annual budget setting process and the process for considering alternative budget proposals at the budget setting meeting. It also sets out the purpose of the Budget Management Scheme.
- 3.4 New sections 3.7.9 & 3.7.10 sets out the high-level details on the management and monitoring of the approved budget and MTFP.
- 3.5 Section 3.7.11 provides a high-level purpose statement on the Financial Regulations.

Other minor Constitutional amendments

- 3.6 The Standards Committee in March 2019 agreed to amend the Code of Conduct to include a paragraph requiring Members to have regard to the Role Descriptions that had been adopted, and that any Councillor complaints considered by the Standards Committee would use these as a guide. However, when the new Code was adopted in July 2021, this reference was not included so needs to be added back in. As the Code of Conduct is part of the Constitution, Council needs to agree this small amendment to reinstate the reference.
- 3.7 The recent need to postpone a meeting for which the agenda had already been issued (due to the period of national mourning) highlighted some clarification needed to the public speaking deadlines in this circumstance. It is proposed to add the following words to the public speaking rules within the Constitution (and the guidance);

'If a meeting is postponed, or adjourned, once an agenda has been published, all deadlines for public engagement associated with the original meeting still apply'.

This clarifies the situation so that the opportunity for the public to register a statement or question remains within the usual time window and is consistent with the wider public speaking scheme.

Statutory Officers Disciplinary process

- 3.8 Following the introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and the independent investigator process, the Joint Negotiating Committee (JNC) recently took stock and reviewed how the process had been working in practice. They recommended a model procedure and new Chief Executive's handbook.
- 3.9 The Restructuring Implementation Committee met on 7th February 2023 and agreed the above procedure and recommended to Council the necessary constitutional and scheme of delegations changes for approval and that the Director of People & Policy be given delegated authority to take all steps necessary to implement it.
- 3.10 It is proposed to amend the Terms of Reference of the Restructuring Implementation Committee (3rd paragraph of section 2.27.2, to add the sections in bold and italics below;

*To recommend to the Council the appointment or dismissal of the Head of Paid Service, the Monitoring Officer and the Chief Financial Officer, **in accordance with the Statutory Officers Disciplinary process including the power to suspend a statutory officer and appoint external advisors as appropriate.***

To take any disciplinary action short of dismissal in respect of a Statutory Officer in accordance with the Statutory Officers disciplinary process.

- 3.11 It is proposed to add the following section to the delegations for the Director of People & Policy (section 2.35.3, page 79 of the Constitution);

'To suspend a Statutory Officer and if necessary to suspend a Statutory Officer immediately in accordance with the Statutory Officers disciplinary process (insert Link to Library). The exercise of the power of suspension to be subject to consultation with the Chair of Council.'

- 3.12 The Government are currently consulting upon the Public Procurement Bill 2022, and once the new legislation is in force, the Contract Standing Orders will be fully revised and brought back to the Constitution working group later in 2023 or 2024.
- 3.13 In the meantime though, officers have felt for a while that the current CSOs lack clarity, and the team have been through them with the aim of reducing some inconsistencies, out of date requirements, and updating thresholds. They have also included an Appendix on Think Local Guidance.
- 3.14 The revised CSO's are attached. For ease of reference, a spreadsheet setting out these proposed changes is also attached.

Deputy for Electoral Registration Officer/Returning Officer (ERO/RO)

- 3.15 When Council appointed the Chief Executive as the ERO/RO on 5th September 2019, a nominated deputy was not appointed. It is considered prudent to arrange this in the event the postholder were to become incapacitated prior to the elections and therefore unable to act in those capacities.
- 3.16 The intention is to add the power to the scheme of delegation to enable the Chief Executive as ERO/RO to nominate a deputy(s) so this is in place for the elections in May 2023.
- 3.17 Council are also requested to delegate a further power to be exercised by the Chief Executive as the RO, relating to the Polling Scheme. All polling stations previously used by B&NES were inside the relevant polling district but where these are no longer available then an alternative within the Polling District can be approved by the RO. However, where no suitable venue is within the polling district then only Council can approve the alternatives proposed. The proposal is to delegate this power so that any arrangements are not held up. This will be covered by an addition to the Proper Officer table (Section 2.36 in the Constitution and as set out in the attached table at Appendix 4).

4 STATUTORY CONSIDERATIONS

- 4.1 A local authority is under a duty to prepare and keep up to date its Constitution under s.9P Local Government Act 2000 as amended (Localism Act 2011).
- 4.2 The Constitution must contain:
- the standing orders/procedure rules;
 - the members' code of conduct;
 - such information as the Secretary of State may direct;
 - such other information (if any) as the authority considers appropriate.
- 4.3 A Constitution Direction was issued by the Secretary of State in December 2000 that required around 80 matters to be included within constitutions, covering members' allowances schemes, details of procedures for meetings, details of joint arrangements with other local authorities and a description of the rights of

inhabitants of the area, amongst other things. The Direction is archived but remains applicable by virtue of S.17 (2) (b) of the Interpretation Act 1978.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1 The Constitution refresh has only incurred staff & CWG members' time and is therefore cost neutral.

6 RISK MANAGEMENT

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

7 EQUALITIES

- 7.1 None.

8 CLIMATE CHANGE

- 8.1 None.

9 OTHER OPTIONS CONSIDERED

- 9.1 None.

10 CONSULTATION

- 10.1 Constitution Working Group, Restructuring Implementation Committee, Political Assistants, Monitoring Officer & S.151 officer have been consulted in the drafting of this report.

Contact person	Michael Hewitt, Monitoring Officer tel: 01225 395125
Background papers	Report to Council 21 July 2022
Please contact the report author if you need to access this report in an alternative format	

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3.7 POLICY AND BUDGET FRAMEWORK PROCEDURE RULES

3.7.1 THE FRAMEWORK FOR EXECUTIVE DECISIONS

The Council will be responsible for the adoption of its Policy and Budget Framework. Once the Policy and Budget Framework is in place, it will be the responsibility of the Cabinet and/or officers to implement it and, subject to the provisions below, to act in accordance with it.

3.7.2 PROCESS FOR DEVELOPING THE POLICY AND BUDGET FRAMEWORK AND THE DEFINITION OF THE FRAMEWORK

The Cabinet will publicise, by including in the forward plan and by other methods, a timetable for making proposals to the Council for the adoption of any plan, strategy or budget that forms part of the Policy and Budget Framework and its arrangements for consultation after publication of those initial proposals. The plans and strategies which form the Policy and Budget Framework are:

- Development Plan Documents (including the Local Plan/and any neighbourhood plans); and all plans and alterations which together comprise the Development plan
- Children and Young Peoples' Plan
- Youth Justice Plan
- Local Transport Plan
- Licensing Authority Policy Statement
- Crime & Disorder Reduction Strategy

For each of the plans and strategies that form the Policy and Budget framework, the Council shall be given an opportunity informally to discuss the emerging plan/strategy and related issues in advance of the Cabinet considering its formal recommendations to the Council.

The consultation process on any of the above plans and strategies will include an invitation to the relevant Overview and Scrutiny Panel to comment. It shall be open to the relevant Overview and Scrutiny Panel to comment as part of the Council's informal consideration of the emerging plan or during the formal consultation period. At the end of the consultation period, the Cabinet will draw up firm proposals having regard to the responses to that consultation. Failure of an Overview and Scrutiny Panel to respond or offer views shall not of itself cause any delay in the programming of a particular decision on such matters through the Cabinet and the Council.

The report of the Cabinet to the Council will identify any views given through

consultation and the response of the Cabinet to the points raised in such views. Once the Cabinet has devised firm proposals, the Chief Executive will refer them at the earliest opportunity to the Council for decision. The Council must then consider whether it has any objection to the Cabinet's proposals. Objections will take the form of suggestions to amend the proposals by the substitution of different proposals, the deletion of proposals or the insertion of new proposals.

The majority of those present and voting may pass a resolution objecting to the Cabinet's proposals. Such resolution will indicate the nature of the objections and will constitute an instruction to the Leader of the Council requiring the Cabinet to re-consider their proposals in the light of those objections.

On receipt of details of the objections, the Council Leader may, on behalf of the Cabinet:

- a) revise the proposals and notify the Council of the reasons for the revision; or
- b) inform the Council that the Cabinet disagrees with the Council's objections and explain the reasons for the disagreement.

Once a period of at least 5 clear working days has elapsed following the notification to the Leader of the Council of the objections (in effect starting with the working day after the first Council meeting) the Council will reconvene to consider the Cabinet's response to the objections. When making its final decision on the proposal (which will be by a simple majority) Council will take into account any amendments the Cabinet has made to the proposals and the reasons for such amendments, together with the reasons for any disagreement the Cabinet has with the other objections notified to it.

The Council will then proceed to decide on the proposal in the normal way. The Council will be free to amend the proposals put forward only insofar as the substance of its objections to them has been notified to the Cabinet in accordance with the preceding paragraphs.

It will be a matter for the Council to decide whether or not any changes that are to be proposed to the recommendations put forward by the Cabinet are of such significance as to amount to "objections" to the Cabinet's proposals. The Chief Executive, following consultation with the Monitoring Officer, will offer advice to the meeting in this respect.

3.7.3 MOTION IN COUNCIL INVOLVING INCREASED EXPENDITURE

When a motion or amendment is proposed at a Council meeting, other than as a result of a recommendation or report from the Cabinet, and the motion or amendment would either involve expenditure not provided for in the budget/MTFP, or a reduction in income anticipated by the budget/MTFP,

and the motion does not identify from where the required additional funding or equivalent amount of income can be provided, then the motion, or amendment, if carried, must be referred to the Cabinet and Section 151 Officer for consideration, prior to its reconsideration by Council.

3.7.4 DECISIONS OUTSIDE THE POLICY AND BUDGET FRAMEWORK

The Cabinet, a Committee of the Cabinet, Cabinet Members and any Officers, Area Committees or joint arrangements discharging executive functions (defined under Part 2 of the Constitution) may only take decisions which are in line with the Policy and Budget Framework. If any of these bodies or persons wishes to make a decision which is contrary to the Policy and Budget Framework, or contrary to or not wholly in accordance with the budget approved by the Council, then that decision may only be taken by the Council, subject to Rule 3.7.5 below.

The Monitoring Officer or the Chief Financial Officer shall give advice to the meeting or person making the decision about any proposal that is likely to be contrary to the Policy and Budget Framework. If the advice of either of those officers is that the decision would not be in line with the existing Policy and Budget Framework then the matter must be referred by that body or person to the Council for decision. This shall not apply if the decision is required as a matter of urgency, in which case the provisions within Rule 3.7.5 (Urgent decisions outside the Policy and Budget Framework) shall apply.

3.7.5 URGENT DECISIONS OUTSIDE THE POLICY AND BUDGET FRAMEWORK

The Cabinet, a Committee of the Cabinet, Cabinet Members, Officers, Area Committees or joint arrangements discharging executive functions may take a decision which is contrary to the Policy and Budget Framework if the decision is a matter of urgency. However, the decision may only be taken:

- i. if it is not practical to convene a meeting of the full Council; and
- ii. if the Chair of the relevant Overview and Scrutiny Panel (or their Vice-Chair) agrees that the decision is a matter of urgency.

The reasons why it is not practical to convene a meeting of full Council must be recorded, along with the decision of the Chair of the Overview and Scrutiny Panel. Before such a decision is taken the advice of the Chief Executive, the Monitoring Officer and, where relevant, the Chief Financial Officer shall be sought and taken into account. Following the decision, a full report will be made to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

3.7.6 REVIEW OF DECISIONS AND PLANNED DECISIONS OUTSIDE THE POLICY AND BUDGET FRAMEWORK

Where an Overview and Scrutiny Panel believes that an executive decision is, (or if not yet made would be), contrary to the Policy and Budget Framework then it shall seek the advice of the Monitoring Officer and/or the Chief Financial Officer. In respect of functions which are the responsibility of the Cabinet, the Monitoring Officer and/or Chief Financial Officer shall submit a report to the Cabinet with a copy to every Member of the Council. Regardless of whether the decision is delegated or not, the Cabinet must meet to decide what action to take in respect of the Monitoring Officer's/Chief Financial Officer's report.

The Cabinet must submit a report on its proposed action:

to Council in the event that the Monitoring Officer or the Chief Financial Officer concludes that the decision was contrary to the Policy and Budget Framework, and

to the appropriate Overview and Scrutiny Panel if the Monitoring Officer or the Chief Financial Officer concludes that the decision was not contrary to the Policy and Budget Framework.

If the decision has yet to be made, or has been made but not yet implemented, and the advice from the Monitoring Officer and/or the Chief Financial Officer is that the decision is or would be contrary to the Policy and Budget Framework, the Overview and Scrutiny Panel will refer the matter to the next ordinary meeting of Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter.

The Council meeting will receive a report of the decision or proposals and the advice of the Monitoring Officer and/or the Chief Financial Officer. The report shall also contain the Cabinet's proposals for resolving the relevant Policy and Budget Framework issues. Any such proposals of the Cabinet shall be dealt with in accordance with the procedures described in Policy and Budget Framework Rule 3.7.2 above.

3.7.7 IN –YEAR CHANGES TO THE POLICY AND BUDGET FRAMEWORK

There are 3 ways in which a Policy and Budget Framework item can be changed in year, namely:

- on a recommendation of the Cabinet;
- arising from a report of an Overview and Scrutiny Panel
- by a Member tabling an agenda motion for a Council meeting which is then carried on a vote.

Decisions by the Cabinet, and individual Cabinet Member, an Officer, a

Committee of the Cabinet, or a Joint Arrangement in discharging an executive function must be in line with the Policy and Budget Framework.

Those bodies and individuals may not make any changes to any plan or strategy that makes up the Policy and Budget Framework except those changes:

- a. which will result in the closure or discontinuance of a service or part of service to meet a budgetary constraint;
- b. necessary to ensure compliance with the law, ministerial direction or Government guidance;
- c. in respect of a policy which would normally be agreed annually by the Council following consultation, but where the existing policy document is silent on the matter under consideration;
- d. which relate to policy in relation to schools, where the majority of school governing bodies agree with the proposed change;
- e. which are allowed by Financial Regulations or by the Budget Management Scheme.

In respect of changes to the Policy and Budget Framework made under these provisions, such changes will be reported to the next meeting of the Council.

For those changes to the Policy and Budget Framework which are submitted for approval by the Council, the procedure at Policy and Budget Framework Procedure Rule 3.7.2 shall apply.

3.7.8 SPECIAL PROCEDURE RULES RELATING TO THE BUDGET AND MEDIUM TERM FINANCIAL PLAN (MTFP) ELEMENT OF THE POLICY AND BUDGET FRAMEWORK

The Cabinet has the responsibility to prepare and propose a draft Budget and MTFP to Council for its approval.

Cabinet will recommend to Council a budget that includes the allocation of resources to different services and projects, setting the council tax, and decisions relating to the control of its capital expenditure and borrowing requirement.

Section 31A of the Local Government Finance Act 1992 requires budget calculations to be made before 11th March, but they are not invalid merely because they are made on or after 11th March.

The Council has two options available to it at the budget setting meeting. It can object to specific parts of the proposals and if it does so, must require the Leader on behalf of Cabinet to reconsider its proposals. The Council is required to give the Cabinet reason(s) why it considers those proposal(s) should be changed and it is then for the Cabinet to consider those proposed changes and the reasons put forward. Alternatively, it is open to the Council to accept the budget in its proposed form at the meeting, in which case no further action is necessary.

Council may then determine the budget on the basis of the Cabinet's recommendations, plus any insignificant changes adopted as amendments at the Council meeting.

Alternative Budget Proposals

If alternative proposals to those contained in the budget report are moved at the budget setting meeting, the Chief Finance Officer will need to consider if the estimates or proposed financial reserves contained in the report are affected and whether a further report on the robustness of the budget (which may be oral) is required under section 25 of the Local Government Act 2003.

If the Chief Finance Officer is unable to report on the estimates or the reserves because of the lateness of the alternative proposals, then they will **not** be able to comply with the statutory requirement.

The Council itself (on advice from the Chief Executive) will decide whether any amendment to the budget proposals is of such significance as to amount to an "objection" to the budget to require reconsideration by the Cabinet.

If a significant proposal is accepted on a vote at Council (from those proposals notified at the Cabinet meeting), this stands as a formal objection and will be referred to the Leader to secure consideration by the Cabinet and report back to the reserve Council budget meeting.

Once Cabinet has considered the objections, it is required to put its proposals (which may or may not be revised) back to the reserve Council budget Meeting. If the Cabinet does not agree with Council's views on a proposed change, it is required to state why and the Council can then take those reasons into account, along with its original thoughts as to why the change was desirable. At the meeting, it is open to Council to take such decision as it sees fit on any variation from the budget as originally proposed that has been the subject of consideration under the process outlined above.

The Council's Budget and MTFP forms part of the Council's Policy and Budget Framework. However, good financial management requires that some flexibility for in-year changes is permitted. The Budget Management

Scheme provides the parameters for such changes and should be read in conjunction with these Procedural Rules for adopting and amending the Policy and Budget Framework.

The purpose of the Budget Management Scheme is:

- a) To ensure that income and expenditure is in line with the agreed Council budgets and operational plans (consistency of purpose), and,
- b) To maintain overall Financial control of Council income and expenditure

In-year changes to the Budget and MTFP may be made by the Council in response to:

- a) a report and recommendation of the Cabinet
- b) Overview and Scrutiny business
- c) a successful agenda motion from a Councillor (where necessary, following consideration of Officer advice)

In addition, the Budget Management Scheme applies to the approved Budget and future years MTFP. This is to ensure that Council determines any changes in budgets that are contrary to the Policy and Budget Framework, and that specific items allocated by Council in the MTFP and Budget are not used for purposes other than those originally intended whilst allowing fortuitous or unplanned savings to be retained under certain conditions.

In these Budget Management Rules, all references to "Heads of Service" refer also to all senior managers reporting directly to Directors. In addition, they also refer to Directors where they have specific responsibility for a budget, e.g. a corporate project.

3.7.9 MANAGEMENT OF APPROVED BUDGET / MTFP

The Cabinet and, where authority is delegated to them to do so, Officers may authorise expenditure included within the approved budget/MTFP. Approval levels and officer delegation is set out in the Council's Financial Regulations.

Financial management of the Capital Programme will be undertaken in accordance with the approved Budget Management Scheme for Capital Budgets.

Council approval will be required for all new capital schemes or acquisitions or developments which require the use of prudential borrowing that is outside the budget.

3.7.10 MONITORING OF BUDGET AND MTFP

Cabinet will monitor the budget/MTFP and ensure its delivery and shall make recommendations to Council where amendments are deemed appropriate or necessary.

3.7.11 FINANCIAL REGULATIONS

The Financial Regulations define the boundaries within which we operate to effectively manage risk. They clarify roles and responsibilities and provide a framework for decision making to ensure a robust control framework and scheme of delegation for financial decision making.

**Bath & North East
Somerset Council**

Improving People's Lives

Contract Standing Orders

Amended January 2023~~18 November 2021~~

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[21. Think Local](#)

A Statement of Principles

1. **Mandatory Compliance**

1. Council Officers **MUST** comply with these Contract Standing Orders in all instances when buying goods, services and works on behalf of the Council and failure to comply may result in disciplinary procedures.

2. **General Principles**

- 2.1 These Contract Standing Orders (“CSOs”) provide the framework that governs the Council's commissioning and procurement of Contracts for works, services and goods / supplies. Following these CSOs helps the Council to demonstrate:
 - 2.1.1 good internal governance;
 - 2.1.2 stewardship and the proper spending of public monies;
 - 2.1.3 Value for Money in the Council's Contracts;
 - 2.1.4 compliance with relevant law.
- 2.2 The purpose of all contracting activity is to:
 - 2.2.1 seek continuous improvement of the Council's functions having regard to the optimum combination of economy, efficiency and effectiveness in keeping with the Council's duty to seek Best Value (and Value for Money);
 - 2.2.2 achieve Value for Money for the Council and the Residents, with reference to the economic, social and environmental value of each Contract;
 - 2.2.3 promote the well-being of the Council's Residents and Area through the effective functioning of the Council, the efficient use of the Council's resources, and a universal concentration on the Social Value that can be achieved.
- 2.3 Every Contract and official order made by the Council (or any part of it) shall be for the purpose of achieving fulfilment of the Council's statutory functions or the furtherance of the Council's strategic or policy goals.
- 2.4 The Appendices to these CSOs provide further detail and form part of these CSOs as if they were drafted as one document. The Director of Legal and Democratic Services has the delegated authority to alter these CSOs accordingly. Any questions about the application of these CSOs should be

directed to the Director of Legal and Democratic Services and/or the Head of Strategic Procurement & Commissioning.

2.5 All figures in these CSOs are **exclusive** of VAT unless stated otherwise.

2.6 Directors will:

- 2.6.1 ensure that the appropriate member, Cabinet or full Council (as appropriate given the Scheme of Delegations) is consulted on any procurement activity prior to its publication in the Council's Forward Plan;
- 2.6.2 ensure that audit trails are in place for all procurement activity in accordance with these CSOs.

3. What these CSOs Cover

3.1 These CSOs apply:

- 3.1.1 whenever the Council intends to spend money (or provide other payments in kind) under Contracts for goods (supplies), works or services;
- 3.1.2 to expenditure from either capital or revenue sources;
- 3.1.3 to concessions (for further info, speak to Procurement);
- 3.1.4 to grants ~~(for further info, speak to Procurement);~~
- 3.1.5 to goods for re-sale;
- 3.1.6 to both Officers and Members;
- 3.1.7 to all bodies where the Council acts as the Lead Authority including the Avon Pension Fund.

3.2 These CSOs **do not** apply:

- 3.2.1 to contracts of employment;
- 3.2.2 to acquisitions and disposals of land or buildings (these are covered by the **Financial Regulations**) – unless related to a Contract for works, services or goods;
- 3.2.3 to the seeking of offers in relation to financial services in connection with the issue, purchase, sale or transfer of securities or other financial instruments, in particular transactions by the Council to raise money or capital;
- 3.2.4 to internal ~~"contracts"~~ Service Level Agreements between departments within the Council.

- 3.2.5 In the case of civil contingencies
- 3.2.6 In the case of individual investments which are not deemed as -the purchase of goods or services for the purposes of the Council's CSO's
- 3.3 The following entities have their own rules and are not bound by these CSOs, except where they participate in joint purchasing with the Council:
 - 3.3.1 maintained schools within the Area;
 - 3.3.2 companies in which the Council has an interest **except for** Local Housing Development Vehicles and situations where there is a Local Authority Controlled Company;
- 3.4 In exceptional circumstances only, certain exemptions can be approved by following the process set out at **Appendix 2 (CSO Exemptions)**. The persons who are authorised to approve the exemptions are set out in **Appendix 12 (Scheme of Delegations)**. Seeking an exemption of these CSOs **does not** exempt the Council from complying with the General Principles or with general law.
- 3.5 These CSOs can only be amended by the Director of Legal and Democratic Services in consultation with the Head of Strategic Procurement.

4. Other Key Documents

- 4.1 These CSOs should be read alongside the following:
 - 4.1.1 the Council's Procurement Strategy (<https://intranet.bathnes.gov.uk/procurement-commissioning-strategy-2021-2024-think-climate-think-local-think-innovationavailable-from-Procurement>);
 - 4.1.2 the Council's Financial Regulations;
 - 4.1.3 the Council's Social Value Policy;
 - 4.1.4 the Transparency Code;
 - 4.1.5 Any other guidance provided by the Strategic Procurement & Commissioning Team, [see including](#) Business Ethics (Appendix 3), Confidentiality, Intellectual Property, Data Protection, Transparency & Redaction (Appendix 4).
- 4.2 Anyone undertaking purchasing activity on behalf of the Council (but especially in the context of purchasing value above the Thresholds) **MUST** refer to the following documents, where appropriate:

- 4.2.1 the Public Procurement (EU Exit) Regulations 2020;
- 4.2.2 the Public Contract Regulations 2015 (as amended by the above Regulations);
- 4.2.3 Concession Contracts Regulations 2016;
- 4.2.4 the Public Services (Social Value) Act 2012;
- 4.2.5 the Bribery Act 2010;
- 4.2.6 the Small Business, Employment and Enterprise Act 2015;
- 4.2.7 the Equalities Act 2012;
- 4.2.8 the Modern Slavery Act 2015;
- 4.2.9 the Finance Act 2020 (in respect of employment status IR35)
- 4.2.10 National Procurement Policy Statement 2021 (PPN 05/21)
- 4.2.11 any other relevant legislation.

5. Contracts Pipeline Commissioning Intentions

- 5.1 All revenue procurements over £50k in value **MUST** be entered on the ~~Commissioning Intentions list~~Contracts Pipeline –which can be found on the public website. This enables the Council to keep track of budgets and plan for future expenditure and it allows suppliers and the local community awareness of upcoming projects.
- 5.2 Applications to make an entry on the Contracts Pipeline Commissioning Intentions list **MUST** be made via the ~~Contracts Panel~~Strategic Procurement Team.

B Developing the Commissioning Plan

6. General

6.1 What is the Commissioning Plan?

Prior to entering into any procurement, you **MUST** develop your business case by researching the procurement and speaking to all relevant parties, obtaining all relevant information. The Commissioning Plan falls out of this research and forms the business case that is approved prior to commencing the procurement.

6.2 The requirement for goods and/or services **MUST** start with an identifiable need which reflects the Council's overall objectives identified within Directorate, Service and Team Plans. You **MUST** understand the business requirements and how it impacts all levels of the organisation and local community. Consider the relevance of Council policies and procedures and how they have a bearing on the requirement.

7. Budget

7.1 Before starting the procurement, you **MUST** have budgetary approval. You **MUST** establish the aggregated monetary value of your requirement early, as this identifies the process that you follow, influences the amount of work you do and indicates the level of interest that will be generated.

8. Key stakeholders

8.1 You **MUST** identify the key stakeholders for the project including anyone impacted by the requirement. You should consider doing a Communications Plan for larger projects. You **MUST** be mindful of any Conflict of Interest and take necessary precautions to ensure that if there is a conflict, it is mitigated and/or managed. ~~You **MUST** get Legal, Procurement and Financial advice prior to commencing any procurement.~~

9. Proportionality

9.1 You **MUST** conduct a process that is proportionate to the value and risks of the requirement. ~~provide the suppliers the information they need to~~

~~understand the requirement but not overload them with unnecessary information.~~

2.10. Market Analysis

10.1 Consider talking to suppliers before starting the procurement, trialling products, visiting supplier premises or the premises of a supplier's customer. The Regulations explicitly permit preliminary market consultation. This type of pre-procurement engagement or consultation could focus on:

- What is being purchased?
- Is the specification realistic? Is it too ambitious? Not ambitious enough?
- What will the process look like?
- Do potential bidders have any concerns about timescales, for example?
- Is there a supply market for the requirement?

You **MUST** keep adequate records of market research carried out.

11. Bidders' conflicts of interest

11.1 If a potential candidate has advised the Council or been involved in the preparation of the procurement procedure, the Council is expected to take "appropriate measures" to ensure the resulting competition is not distorted by that candidate's pre-procurement involvement. This might include, for example, communicating relevant information to other candidates / tenderers. The Council cannot exclude a candidate from a procurement unless there is genuinely no other way to ensure that there is equal treatment of tenderers in the procurement process.

C Developing the Procurement Plan

12. Procurement Plan

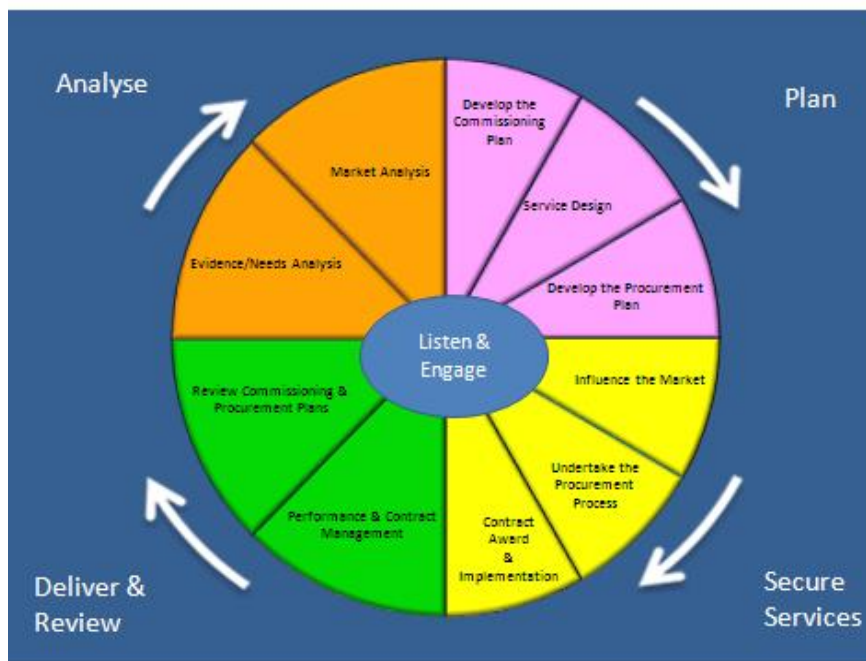
DO YOU REALLY NEED IT? IF YOU WANT TO SAVE, DON'T SPEND!
Allow plenty of time to draft the specification and the detail it will need
How can Think Local apply to what you are buying? (Appendix X21)
Does the scope include Social Value for Residents or the Area? see Appendix 6 (Social Value)
Does the Council already have in place any Contract or Framework in scope which you should be using? Check the Contract Register see Appendix 7 (Contract Register)
Is there an external Framework or Contract that you should be using? see Appendix 8 (Framework Agreements)
How will you decide on the procurement route? – see Appendix 9 (Procurement Options)
Should we be leasing rather than buying? See Appendix 10 (Asset Leasing)
If buying, what form of Contract are you going to use? see Appendix 11 (Contract Forms and Terms & Conditions)
Who has the delegated authority to agree the purchase/approve the procurement method and process/approve the Contract award? – see Appendix 12 (Scheme of Delegations)
How will you decide who will win the Contract? – see Appendix 13 (Evaluation Criteria & Debriefing)

12.1 ~~Consultancy requirements of any value MUST be approved in advance.~~ You **MUST** refer to the latest published guidance on the intranet for Consultancy and ensure the required approvals are in place.

D Undertake the Procurement Process

13. Procurement Process

13.1 The [Procurement Cycle flowchart](#) below illustrates the procurement and commissioning process from planning, through contracting with the supplier, performance monitoring and reviews and finally analysis of the outcomes and the market for future needs.



13.2 Summary Financial Thresholds

See the table below to understand the procurement process dependent on the Contract value (See **Appendix 15 (Minimum Requirements)** for further details).

You should carefully estimate the value of the contract. If you issue tenders for a below threshold contract and the tender responses indicate that the value of the successful tender will go above the threshold, you **MUST** stop the process and re-tender. To avoid this, it is better to consider tendering for an above threshold contract in the first instance.

1. UP TO £5,000	
1.1	<i>Have you followed “Developing the Procurement Plan”?</i>
1.2	Consider use of a purchasing card below £500.
1.3	Apply Think Local (Preference will be given to local suppliers, where they exist, provided they offer Value for Money)
1.4	Demonstrate Value for Money by testing the market by getting at least three written quotes
2. £5,001 – £50,000	
2.1	<i>Have you followed “Developing the Procurement Plan”?</i>
2.2	Apply Think Local (Preference will be given to local suppliers, where they exist, provided they offer Value for Money)
2.3	Consider the Social Value Policy
2.4	Obtain at least 3 written Quotes via the Council's e-tendering system ProContract-if below £50k. You MUST Publish an Award Notice in Contracts Finder if the contract is above £2530K (inc VAT) Obtain at least 3 written Quotes via ProActis if below £25k or advertise in Contracts Finder if contract is above £25K (see Appendix 20 Below Threshold Contracts) 2.4(a) Complete a Contract Spend Request

<u>2.5 Complete a Contract Spend Request</u>
<u>(a) Complete a Contract Spend Request</u>
<u>2.42.6</u> DO NOT use a Selection Questionnaire. Consider what suitability questions to ask instead (see Appendix 14 (Capability and Financial Checks))
<u>2.52.7</u> Award the Contract based on your chosen criteria (price or price and quality).
<u>2.62.8</u> You MUST record the new Contract on Contract Register
<u>2.72.9</u> <u>Publish Advertise</u> the Contract award <u>on via</u> Contracts Finder <u>if the contract is above £3025K (inc VAT)</u>
3. £50,001 – £100,000
3.1 <i>Have you followed “Developing the Procurement Plan”?</i>
3.2 You MUST add to <u>Commissioning Intentions List</u> <u>Contracts Pipeline</u>
3.3 Apply Think Local <u>(Preference will be given to local suppliers, where they exist, provided they offer Value for Money)</u>
3.4 MUST apply the Social Value Policy
3.5 Complete the <u>Business Case and get approval from Contract Panel</u> <u>Contract Spend Request</u>
3.6 Consider whether to call off from an existing Framework Agreement
3.7 Advertise in Contracts Finder (see Appendix 20 Below Threshold Contracts)
3.8 DO NOT use a Selection Questionnaire. Consider what suitability questions to ask instead (see Appendix 14 (Capability and Financial Checks))
3.9 You MUST <u>take up references for the preferred bidder before award (a Reference Questionnaire is available from Procurement)</u> <u>conduct relevant Due Diligence for the preferred bidder before award.</u>
3.10 Award the Contract based on your chosen criteria (price and quality) and

complete the Procurement Evaluation Report.
3.11 You MUST record the new Contract on Contract Register
3.12 Advertise-Publish the Contract award via-on Contracts Finder
4. £100,001 – Threshold (see Appendix 16 for thresholds)
4.1 <i>Have you followed “Developing the Procurement Plan”?</i>
4.2 You MUST add to Commissioning Intentions List Contracts Pipeline
4.3 You MUST apply the Social Value Policy
4.4 Advertise in Contracts Finder (see Appendix 20 Below Threshold Contracts)
4.5 Complete the Business Case and get approval from Contract Panel Contract Spend Request
4.6 Consider whether to call off from an existing Framework Agreement
4.7 DO NOT use a Selection Questionnaire. Consider what suitability questions to ask instead (see Appendix 14 (Capability and Financial Checks))
4.8 You MUST take-up references conduct relevant Due Diligence for the preferred bidder before award. (a Reference Questionnaire is available from Procurement)
4.9 Award the Contract based on your chosen criteria (price and quality) and complete the Procurement Evaluation Report.
4.10 You MUST record the new Contract on Contract Register
4.11 You may get the Contract sealed if appropriate. The contract MUST be signed using DocuSign.
4.12 Advertise-Publish the Contract award via-on Contracts Finder

5. Works contracts between goods and services threshold value and works Threshold (see Appendix 16 for thresholds)
5.1 <i>Have you followed “Developing the Procurement Plan”?</i>
5.2 You MUST add to Commissioning Intentions List the Contracts Pipeline
5.3 You MUST apply the Social Value Policy
5.4 Complete the Contract Spend Request Business Case and get approval from Contract Panel
5.5 Consider whether to call off from an existing Framework Agreement
5.6 If not using an existing framework, advertise the Contract and invite tenders through the Council's e-tendering system ProActis.
5.7 You MUST evaluate the financial standing of the tenderers (See Appendix 14 (Capability and Financial Checks)). You CAN use a Works Selection Questionnaire
5.8 You MUST take up references for the preferred bidder before award (a Reference Questionnaire is available from Procurement)
5.9 You MUST complete the Procurement Evaluation Report
5.10 Award the Contract based on your chosen criteria (price and quality)
5.11 If above £500k you MUST get the Contract sealed, if below then only if appropriate. The contract MUST be signed on DocuSign.
5.12 You MUST record the new Contract on Contract Register
6. Above Threshold (see Appendix 16 for thresholds)
6.1 <i>Have you followed “Developing the Procurement Plan”?</i>
6.2 You MUST add to Commissioning Intentions List
6.3 You MUST apply the Social Value Policy

6.4	Complete the <u>Contract Spend Request Business Case and get approval from Contract Panel</u>
6.5	Consider whether to call off from an existing Framework Agreement
6.6	If not using an existing framework, follow a compliant procedure – see Appendix 19 (<i>Procurement Options</i>) – through <u>the Council's e-tendering system</u> PreContractActis .
6.7	You MUST evaluate the financial standing of the tenderers (Appendix 14 (Capability and Financial Checks)). If using a Selection Questionnaire, you MUST use the Cabinet Office Standard SQ
6.8	You MUST take up references for the preferred bidder before award (a Reference Questionnaire is available from Procurement)
6.9	You MUST complete the Procurement Evaluation Report
6.10	Award the Contract based on your chosen criteria (price and quality)
6.11	If above £500k you MUST get the Contract sealed, if below then only if appropriate. The Contract MUST be signed on DocuSign.
6.12	You MUST record the new Contract on Contract Register

E Contract Award & Implementation

14. General

- 14.1 ~~Prior to contract award you **MUST** ensure all that all of the objectives stated in the specification are met by the outcome of the Procurement. It is critical that the Contract award and implementation are carried out effectively. Prior to contract award you **MUST** ensure that your objectives are fully addressed and that all approvals to award issues are covered.~~

15. Approval to Award

- 15.1 The Procurement Evaluation and Approval Report **MUST** be completed in line with the Public Procurement Regulations. The report **MUST** explain how you have come to the decision to award ~~for all procurements above £50k.~~

15.2 The report **MUST** be signed-off by the appropriate delegated officer prior to notifying the supplier(s). See **Appendix 12 Scheme of Delegations** for details.

16. Notifying Suppliers

16.1 There are strict rules for above threshold procurements on how to debrief suppliers including a **Mandatory** 10-day Standstill Period prior to confirming Contract award. **Appendix 14 Contract Award & Debriefing** gives more information.

16.2 If the supplier requests a face-to-face verbal debrief, ~~it is normal and courteous to do this where the Contract is complex, of high value and/or has taken a long time to complete, so long as you do so in a transparent and non-discriminatory way~~ discuss this with Procurement.

17. Publications

17.1 For Contracts above the Thresholds, you **MUST** submit a Contract Award Notice in 'Find A Tender' unless the contract has been awarded under a framework.

17.2 All Contracts awards above £~~3025~~**3025**K (inc VAT) in value **MUST** be published on Contracts Finder. **See Appendix 20 (Below Threshold Contracts caught by Part 4 of the Regulations)**.

17.3 You **MUST** update the Contract Register (see **Appendix 7 (The Council's Contract Register)**)

17.4 You **MUST** file documents in the Contract Register in line with document retention policies (see **Appendix 17 Document Retention**).

F Post Contract Award

18. General

18.1 Following Contract award you **MUST** put into place the agreed contract management controls and measures. You **MUST** review it regularly to ensure the Contract achieves its objectives and future benefits.

19. Contract Management

- 19.1 You **MUST** establish processes for recording the receipt of goods and progress of work, reviewing performance reports etc.
- 19.2 You **MUST** put in place both formal and informal communications to manage the relationship, as appropriate.
- 19.3 You should capture the views of the service users/interested stakeholders including feedback to them on the service performance.

20. Reviews

- 20.1 You **MUST** review the commissioning plan (against any changes in priorities/ objectives)
- 20.2 You **MUST** review the risk assessments and make any amendments to resource assumptions
- 20.3 You **MUST** review procurement plans to identify any changes or improvements to methodology for next time
- 20.4 All answers to above **MUST** be used to inform future commissions

21. Continuous Improvement

- 21.1 You should review your success against your original plans, i.e. did you achieve the outcomes you set out to achieve and do you understand what contributed to or prevented success?
- 21.2 You should share your learning with colleagues, service users and stakeholders to ensure you are continuously improving your processes and skills.
- 21.3 Reflect on the views of service users/stakeholders when reviewing whether the Commissioning and Procurement Plans were successful.

22. Contract Extensions

- 22.1 Extending a Contract can only happen in particular circumstances **(see Appendix 18 Contract Variations & Extensions for details).**

APPENDIX 1 - Glossary

Appendices	The appendices to these CSOs
Area	The administrative area of B&NES
Best Value	The Council's duty to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness in accordance with section 3(1) of the Local Government Act 1999 and associated statutory guidance
Business Case	A document that must be presented form part of a to the Contract Panel as a Contract Spend Request for approval, prior to procuring revenue spend above £205,000.
Commissioning Intentions Contracts Pipeline	The Council's published list of future procurement and commissioning activities above £5025,000 found on the B&NES website. The intention is to highlight to potential suppliers the forthcoming opportunities for tendering. This is a statutory requirement under Localism Act.
Compliant Process	A procurement exercise that has been carried out in accordance with the Public Procurement (EU Exit) Regulations 20. See Appendix 20 Procurement Processes for a list of the main types of procurement procedures
Conflict of Interests	A set of circumstances that creates a risk that an individual's ability to apply judgement or act in one role is or could be, impaired or influenced by a secondary interest.
Contract	An agreement to supply Goods/Services/Works formed when there is an offer by one party and an acceptance of that offer by a second party. A Contract can be written or verbal.
Contract Award Notice	An advertisement entered by a buyer in 'Find a Tender' to advise interested parties that a Contract has been awarded by the buyer to a named supplier.
Contract Notice	An advertisement entered by a buyer in 'Find A Tender' to advise interested parties of the intention of the buyer to go to market to buy goods/services/works. It gives details of the requirements of the buyer.

Contract Panel	A group of senior managers and directors who meet fortnightly to approve revenue spend above £20,000.
Contract Register	The Council's repository for all its current Contracts and Framework Agreements, located on ProActis the Council's e-tendering systemProContract .
Contracts Finder	The UK Government's website on which all opportunities that are advertised for Contracts and Framework Agreements (and call-offs from Framework Agreements) for goods services and works above £3025,000 (inc VAT) MUST be published. You advertise on Contracts Finder via ProActis the Council's e-tendering systemProContract .
Council Executive	The body of local Councillors elected by the community to decide on how the Council will carry out its various activities.
Council Members	The elected councillors who sit on the Council Executive
CSOs	These Contract Standing Orders (including the Appendices)
Docusign	The electronic signature system used to sign contracts.
EIR 2004	Environmental Information Regulations 2004
Financial Regulations	The Council's Financial Regulations, found on the intranet.
Find A Tender	From 2021, the site where Contracts are advertised in the UK. Replaces the need to publish in Europe.
FOIA	The Freedom of Information Act 2000 and the Environmental Information Regulations 2004
Forward Plan	A list of council decisions for forthcoming months which can be found on the public website.
Framework Agreement	An 'umbrella' agreement that sets out the prices, service levels, and terms and conditions for subsequent call-off orders.
General Principles	The General Principles set out at A – Statement of Principles
Grant	An arrangement will be a grant when the Council gives a donation to an organisation without receiving a benefit in return. The organisation is not obliged to provide the service. It can decide not to provide the service but would then have to repay the donation.

Invitation to Tender or ITT	The invitation to tender is sent at the stage of the procurement process when you invite selected bidders to present their tenders in response to the stated requirements and evaluation criteria.
Light Touch Regime	The Light-Touch Regime is a specific set of rules for Contracts for certain services that tend to be of lower interest to cross-border providers. It includes certain social, health and education services. The list of services to which LTR applies is covered in Appendix 10 .
Local	Within the Area
Local Authority Controlled Company	<p>Where a contracting authority sets up a separate legal entity and then awards contracts to that legal entity. A two-part test must be satisfied, relating to control and activity:</p> <ul style="list-style-type: none"> • Control: the controlling authority exercises sufficient control over the controlled body; and • Activity: the controlled body carries out the essential part of its activities for its owner authority. <p>In addition, there must be no private sector participation in the body which satisfies the two-part test.</p>
Most Economically Advantageous Tender or MEAT	Awarding a Contract for works, goods or services based on a combination of overall cost AND service elements, not just cost alone.
Officer	Employee of the Council
Prudential Code	<u>The Prudential Code for Capital Finance in Local Authorities</u>
Selection Questionnaire	A questionnaire used in certain procurement procedures which allow procurers to shortlist the number of companies to be invited to Tender. Above Threshold this <i>MUST</i> reflect the Cabinet Office standard SQ and associated guidance: A SQ is NOT permitted for procurements valued between £25k and the Goods and Services threshold (Appendix 20 Procurement Processes refers).
ProActis	The Council's e-tendering system for carrying out tender exercises (formerly named ProContract), available through the www.supplyingthesouthwest.org.uk portal.
Quote/Quotation	A request for pricing and/or quality bid from a potential supplier for goods/services/works below £50,000. Similar to

Commented [CH1]: Needs further definition – link to new Appendix re Think Local

	a Tender but with less detail required from bidders.
Regulations	The Public Procurement (EU Exit) Regulations 2020 and Public Contracts Regulations 2015
Residents	Means Residents of the Area
Scheme of Delegations	The Scheme of Delegations set out at Appendix 12 (Scheme of Delegations)
<u>Selection Questionnaire</u>	<u>A questionnaire used in certain procurement procedures which allow procurers to shortlist the number of companies to be invited to Tender. Above Threshold this MUST reflect the Cabinet Office standard SQ and associated guidance: A SQ is NOT permitted for procurements valued between £30k (inc VAT) and the Goods and Services threshold (Appendix 20 Procurement Processes refers).</u>
Social Value	Described in the <u>Public Services (Social Value) Act 2012</u> as improvements to the economic, social and/or environmental well-being of the Area. The benefits sought could be in the form of social benefits (for example reducing anti-social behaviour), economic benefits (for example increasing local employment), or environmental benefits (for example reducing local congestion).
Social Value Act	The Public Services (Social Value) Act 2012, which requires the Council to consider, pre-procurement, how what it procures might improve the economic, social and environmental well-being of the Area, and how best to use the procurement process to secure that improvement. There is also a duty to consider whether to undertake any consultation in making its decisions.
Standstill Period	A Mandatory 10-day period (which MUST be applied above Threshold between the notification to suppliers of the decision to award the Contract and the date of signing/entering into the Contract. The period is intended to give unsuccessful tenderers the opportunity to challenge the award if they wish. The period is longer if notifications are not sent electronically.
Tender	Request for pricing and/or quality bid from a potential supplier for goods/services/works above £50,000. Similar to

	a Quote but Tenders require more detailed proposals.
Think Local	The Council's policy on local purchasing
Thresholds	The financial thresholds above which a Contract published via Find A Tender will normally be required, as set out at Appendix 15 (Minimum Requirements and Thresholds)
Threshold Level	The financial contract value at which you MUST advertise your contract in Find A Tender. See Appendix 16 for details.
TUPE	The Transfer of Undertakings (Protection of Employment) Regulations 2006. Legislation which protects employment rights of those whose job will be transferred to a new employer upon change of contractor by award of a Contract.
Value for Money (VfM)	The optimum combination of whole-of-life costs and quality (or fitness for purpose) of the goods, works or Services to meet the Council's requirement
VAT	Value Added Tax

Appendix 2 CSO Exemptions

1. Contracts below the Thresholds

Specific Officers may approve exemptions to these CSOs (to the extent that it is lawfully able to do so) in genuinely urgent situations and/or where there is a sound legal, financial or Value for Money reason (See **Appendix 12 Scheme of Delegations**). They **MUST**:

- give reasons for doing so on the Exemption Form (and record these in the minutes of the relevant meeting);
- The completed and signed exemption form (available [via the from Procurement Intranet pages](#)) **MUST** be entered in the Contract Register (see **Appendix 7 Contract Register**)

The following are considered acceptable reasons for seeking an exemption:

- quantifiable and significant cost and efficiency savings can be achieved through seeking an alternative route;
- reasons of extreme urgency mean that normal time limits cannot be met, including as a result of unforeseen emergency or disruption to Council services;
- the Council would otherwise be exposed to immediate and significant financial, legal or reputational risk that has been identified in the relevant risk register;
- only one Contractor is objectively able to provide the works, services or supplies in question, for example where the supplier has exclusive Intellectual Property, artistic or other rights, is a monopoly or where the goods bought are for re-sale (in which case the exemption **MUST** be to the number of Quotes / Tenders that are sought);
- additional or new services, supplies or works are required which, through unforeseen circumstances, were not included in an existing Council Contract and are necessary for the completion of the Contract and/or cannot be carried out separately.
- new works or services/supplies are required which are a repetition of works, services/supplies carried out under the original Contract, provided they are required within 1 year of the original Contract.
- goods are required as a partial replacement for or addition to existing goods or installations and obtaining them from another source would result in incompatibility or disproportional technical difficulties in operation or maintenance.

- the Council has the benefit of a Local Authority Controlled Company under Regulation 12, and exercises over the company concerned a control which is similar to that which it exercises over its own departments and, at the same time, that company carries out the essential part of its activities with the Council's control.

You are reminded that an exemption will **not** be granted where this means the Council would not be complying with the General Principles or general law.

2. Contracts above the Thresholds

It is illegal to sign-off an exemption when the value of the Contract is above the threshold. You may need to consider other procurement routes, for example, using a Framework Agreement. See **Appendix 19 (Procurement above the Thresholds)** for details. If you are having difficulty you **MUST** consult with Strategic Procurement for more information.

Appendix 3 Business Ethics

1. General

Business ethics focuses on what constitutes right or wrong behaviour in the world of business. The following will help you to address ethical dilemmas during your procurement process.

2. Code of Conduct

All procurement exercises **MUST** be carried out with openness and transparency and with integrity and fairness to all suppliers.

Officers of the Council **MUST** conduct themselves in line with the Council's HR Code of Conduct including with regards to the receiving of hospitality and gifts and the giving and receiving of sponsorship.

3. Separation of Roles during Tendering

Council Members and employees involved in the tendering process and dealing with contractors **MUST** be clear on the separation of client and contractor roles within the Council. Senior employees who have both a client and contractor responsibility **MUST** be aware of the need for accountability and openness.

Council Member and employees who are privy to confidential information on Tenders or costs for either internal or external contractors **MUST** not disclose that information to any unauthorised party or organisation. For further information, see the Members' Code of Practice guidance document ([LINK](#)).

4. Conflicts of Interest

There **MUST** be no conflict of interest with any suppliers or contractors. Where a conflict is identified, the member of staff concerned **MUST** not take any further part in the tendering process, to preserve the integrity of the process. For further advice, contact the Legal Department or the Procurement team.

5. Corruption

Council Members and employees **MUST** be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made, it is for the individual to demonstrate that any such rewards have not been corruptly obtained. For further guidance, see the B&NES Gifts and Hospitality policy on the intranet.

6. Use of Financial Resources

Council Members and Officers **MUST** ensure that they use public funds entrusted to them in a responsible and lawful manner and in accordance with the Council's Financial Regulations. They should strive to ensure Value for Money to the Area and to avoid legal challenge to the Council.

7. Lobbying

It is recognised that lobbying is a normal and perfectly legitimate element of the process of local governance however it is important that Members protect their impartiality and integrity when dealing with external contractors and suppliers.

Members **MUST NOT** breach the Bath & North East Somerset Code of Conduct by listening to or receiving viewpoints from contractors and suppliers or other interested parties ~~unless they make it clear that they are keeping an open mind during a procurement exercise~~. Indicating a bias toward a particular product, supplier or contractor would prejudice impartiality and could lead to a legal challenge against the Council.

8. Former Council Employees

Council Members and employees should endeavour to ensure that where they contract with a supplier to provide services or works to the Council, that the supplier does not employ a former Council employee when producing and submitting the response to the tender. This will ensure that all suppliers in the tendering process are treated fairly and that no one supplier is given a tendering advantage and respects Council confidentiality.

Appendix 4 Confidentiality, Intellectual Property, Data Protection, Transparency and Redaction

1. Confidentiality

- 1.1 The Council has a responsibility to ensure that information provided to suppliers and provided by suppliers is treated confidentially. This is not only good practice but also gives the suppliers confidence that they are being treated fairly and without discrimination. Information provided by the Council is given to suppliers in confidence and only to those whom they need to consult for the purpose of preparing the Tender, such as professional advisors or joint bidders.
- 1.2 If a Conflict of Interest arises or if at any time during the procurement it is discovered that the tenderer has not acted confidentially, the Council has the right to eliminate them from the procurement exercise.
- 1.3 Tenderers have the right to state what elements of their Tender response they want to remain confidential however under the Freedom of Information Act the Council **MUST** provide information requested with some exceptions such as commercially confidential items (pricing, intellectual property etc.) which can be redacted from the version published in the public domain. Contractors' cooperation may be needed to ensure the Council complies with requests for information.

2. Intellectual Property

- 2.1 "Intellectual Property Rights" includes patents, inventions, trademarks, service marks, logos, design rights, copyright, database rights, domain names, trade or business names, moral rights and other similar rights or obligations.
- 2.2 Generally speaking, all intellectual property rights in all works or supplies provided under a Contract which are written or produced on a bespoke or customized basis would be owned by the Council and the contractor should be required to ensure that it allows such ownership.
- 2.3 However, where the supplier provides existing intellectual property right protected material to the Council under a Contract, it has to warrant it has the right to do so and it fully indemnifies the Council against all loss or liability arising from any third party intellectual property rights claims

arising both from such existing material and in relation to any such bespoke work.

3. Data Protection Act & GDPR

- 3.1 The Data Protection Act 2018 defines UK law on the processing of data on identifiable living people and are the legislation that govern the protection of personal data in the UK. All Council Officers are legally obliged to comply.
- 3.2 The Council's Terms and Conditions of Contract contain clauses which state how contractors process and store personal data provided to them under a Contract.
- 3.3 In certain Contracts, where a supplier is required to process personal data or hold personal information for the purpose of executing the Contract, then Officers **MUST** include an Information Governance questionnaire in the corresponding Invitation to Tender. Further guidance can be obtained from the Information Governance Manager.

4. Transparency

- 4.1 Under the Local Government Transparency Code the following items **MUST** be published.
 - all individual items of expenditure above £500;
 - every transaction made using a Government Procurement Card;
 - a list of all Invitations to Tender for goods and services exceeding £5000;
 - a list of all contracts, Framework Agreements, purchase orders and commissioned activity in excess of £5000.

5. Redaction of Data

- 5.1 It is the responsibility of the service department to ensure that the information provided for publication under the transparency code has been cleansed and any personal or sensitive information has been redacted prior to publication.

Appendix 5 Specifications

For a compliant procurement process, the Council **MUST** draft the technical specifications for a Contract upfront, before starting the procurement process. This is good practice even if the contract is below the threshold.

What the technical specifications look like will vary widely depending on the nature of the Contract. If you are having difficulty drafting a specification for the Contract, guidance is available on the Procurement intranet page.

In addition, information can be found on the following:-

- Health & Safety
- Transfer of Undertakings in Employment (TUPE)
- Insurance

However, you may need to obtain specific advice from the Health, Safety & Wellbeing Manager, Human Resources or the Team Leader, Insurance, Banking & Control.

Appendix 6 Social Value

The Social Value Act requires the procurer to consider securing economic, social, or environmental benefits when buying services above the Thresholds through what is being bought, and how it is procured.

This duty relates to:

- **all** service Contracts to which the Regulations apply (including those under the Light Touch Regime;
- services Contracts with a works / supplies element that is so incidental that the Contract would ordinarily be considered a services Contract under the Regulations; and
- Frameworks Agreements for such Contracts.

The Council **MUST** also think about whether **consultation** on Social Value matters is needed.

The Council's Social Value Policy applies to:

- **all** works Contracts (including Contracts for a mixture of works and services or supplies) where the value of the Contract is expected to exceed **£500,000**;
- **all** services Contracts and supplies Contracts (including Contracts for a mixture of works and supplies or services, and regardless of whether a full procurement regime applies) where the value of the Contract is expected to exceed **£100,000**;
- **all** Framework Agreements where the anticipated spend in any financial year is expected to exceed £500,000 for works and £100,000 for goods and services;
- **all** joint Contracts with other purchasers where the value of the Council expenditure is expected to exceed £500,000 for works and £100,000 for goods and services.

The Social Value Policy focuses on achieving targeted recruitment and training through Contracts as the Council's priority, but where other aspects of Social Value are relevant to a Contract they should of course be considered.

Appendix 7 The Council's Contract Register

The Council's Contract Register is available through the [the Council's e-tendering system](#)~~ProActis e-tendering system~~ and records and stores information on the Council's Contracts. It provides:

- key information to Council Members and Officers on existing current and expired Contracts;
- limited information to the general public (including start and end dates, Contract value, and key contact details);
- information on Contracts to allow Officers to retender in good time.

When should I put something on the Contract Register?

Recording of Contracts on Contract Register is **Mandatory** for all Contracts valued above **£5,000**. However, it is recommended for Contracts of any value.

Any agreed exemptions **MUST** be placed on Contract Register.

You **MUST** also keep the information on Contract Register up to date, for example if:

- a Contract is extended;
- the key contact for a Contract changes (e.g. if an Officer leaves).

Before you Purchase Anything

You **MUST** check the Contract Register before you start any procurement activity, in case there is an existing Council Contract which covers your need. Saving time and expense by using an existing Contract will almost always represent Value for Money.

Appendix 8 Framework Agreements and Dynamic Purchasing Systems

Framework Agreements

A Framework Agreement is an 'umbrella' agreement negotiated with suppliers whereby at the start of the agreement the exact quantity of goods or services required over the period of the agreement cannot be determined.

1. For example, when you put together an agreement with a supplier to buy stationery, you won't know exactly how many pens, pencils, rulers etc. you will need over the period of the agreement, or when you will place the orders.
2. The intention behind a framework is to streamline the competitive process by enabling one tender process to set up the protocol by which multiple Contracts can be called off. They can be created so that one, or many, purchasers are able to benefit from the arrangements. Equally they can be created with one provider, or a number (in which case often a "mini-competition" is used to decide which provider is used each time there is a call-off.
3. Frameworks are therefore useful when you anticipate that you are likely to need the same – or similar- provision on several occasions over time. They are normally limited to four years in length.
4. There is no obligation to buy anything from a Framework Agreement and you are not committing the Council to any spend. However, every time you place an order from a Framework Agreement, you are entering into a legally binding Contract.

For more information on Framework Agreements, the Procurement team has a guidance document available on the intranet.

Dynamic Purchasing Systems

A DPS is similar to a framework agreement however whereas a framework is set once the award has been made and no new suppliers can be added to it, a DPS will allow new suppliers to be added, PROVIDED that they meet the objective selection criteria laid out in the original contract notice or advertisement.

Appendix 9 Procurement Options

1. Below the Thresholds

Below the Thresholds, the procurement process is more flexible. See the main body of the CSOs, and **Appendix 15 (Minimum Requirements)** for details of the requirements for different values of spend.

You **MUST** consider if there is an existing Contract or Framework you could use, either one established by the Council, or one procured by a central purchasing body.

Use of the ~~the Council's e-tendering system~~**ProActis e-tendering system** is **Mandatory** for Contracts above £5000, allowing you to:

- Advertise the Contract
- Complete A Tender
- Award the Contract.

~~In the absence of an existing Framework Agreement, all opportunities for Contracts and Framework Agreements above £25,000 that are advertised MUST be advertised on Contracts Finder and an Award Notice published within 30 days of the Contract award date. See Appendix 20 for further details.~~

Where a Contract above £~~3025~~,000 (inc VAT) is advertised publicly the opportunity must be advertised on Contracts Finder through publication of a Contract Notice. Note: a Contract Notice is not required where the process is an invited process in accordance with the CSOs or where it is a call-off from an existing Framework Agreement, however the requirement in relation to an Award Notice is applicable.

Where the Contract is above £~~3025~~,000 (inc VAT) an Award Notice must be published on Contracts Finder within 30 days of the Contract award date. See Appendix 20 for further details.

2. Above the Thresholds

Please see **Appendix 19 (Procurement above the Thresholds)**.

3. ~~Health and “Social” Services~~ – (The Light Touch Regime)

This section applies to Contracts for the following Services:

- Health, social and related Services
- Administrative, social, education, healthcare and cultural Services
- Compulsory Social Security Services
- Benefit Services
- School Meals and Catering Services
- Other community, social and personal Services including Services furnished by trade unions, political organisations, youth associations and other membership organisation Services
- Religious Services
- Hotel and Restaurant Services
- Legal Services
- Other administrative and government Services
- Provision of Services to the community
- Prison related Services, public security and rescue Services to the extent not excluded pursuant to point (h) of Article 10
- Investigation and security Services
- International Services
- Postal Services
- Miscellaneous Services

When you are buying these services, the “Light Touch Regime” will apply if the Contract is valued above the Threshold. The Threshold is higher than for other Goods and Services. See Appendix 16 Thresholds.

Under the Light Touch Regime, you MUST:

- issue a Contract Notice or Prior Information Notice in Find A Tender
- follow a transparent and fair procedure which treats potential service providers equally; and
- issue a Contract Award Notice.

The Regulations require the Council to:

- give information in the Contract Notice about:
 - any conditions for participating in the competition (e.g. “selection” criteria);
 - any time limits for contacting the Council;
 - the award procedure that the Council will apply.
- ensure that any time limits imposed on interested providers are reasonable and proportionate.

The Council can choose to apply a procedure that looks similar to one of the procurement procedures (see **Appendix 19 (Procurement above the EU Thresholds)**) but does not have to.

The Council **MUST** apply the Guidance of the new Light Touch Regime for Health, Social Education and certain other Service Contracts published by Crown Commercial Service.

Appendix 10 Asset Leasing

1. General

- 1.1 The implementation of the Prudential Code introduced new freedoms for local authorities to pursue various capital and revenue options for the funding of asset acquisitions. It is therefore important to ensure the most cost-effective form of funding is sourced for each acquisition.

1.2 Objectives of controlling

Asset leases are to ensure:-

- (a) compliance with the Prudential Code
- (b) terms and conditions of leases are appropriate.
- (c) the lease is correctly recorded in the Council's accounts.
- (d) compliance with the Regulations.

1.3 Implications if the above objectives are not achieved:

- (a) non-compliance with the Prudential Code Value for Money requirements.
- (b) the cost of leasing the asset is greater than alternative finance options.
- (c) the Council's accounts are incorrectly stated.
- (d) legal challenge as a result of a breach of the Regulations.

1.4 Key Responsibilities for Members and Officers:

- (a) every Director **MUST** refer all proposed leasing arrangements, within their Services, to the Director of Finance and S151 Officer and;
- (b) approval **MUST** be obtained from the Director of Finance and S151 Officer for all asset leases.

- 1.5 More information on the Prudential Code can be obtained from www.cipfa.org

- 1.6 Asset leases are treated as supplies Contracts for the purpose of the Regulations and so the Regulations will apply in the normal way.

Appendix 11 Contract Forms and Terms & Conditions

1. General

The Regulations require the Council to make its procurement documents available electronically from the published date of the Contract Notice (Regulation 53). Procurement documents include the proposed Terms and Conditions of Contract (T&Cs) as well as SQs and ITTs. This means that the SQ, ITT and T&Cs, for any procurement process **MUST** be drafted **before the Contract Notice is issued**.

The Council considers it good practice to apply this rule to all Contracts, whether or not the Regulations are ~~followed~~[applicable](#). It is therefore the expectation that the Contract form will have been decided on before the procurement / tendering process starts.

2. Contracts below the Thresholds

For the majority of Contracts under the Thresholds it will normally be appropriate to use the Council's standard small value Terms and Conditions which are available on the Procurement intranet page.

3. Contracts above the Thresholds

For Contracts above the Thresholds you should use the Council's standard Terms and Conditions which are available on the Procurement intranet page.

It may be more appropriate to use an industry standard form of Contract, or a bespoke Contract drafted for the particular Contract in question.

When considering which type of Contract to use, you should consider the points in the guidance document attached, and if appropriate discuss with the Procurement team.

Appendix 12 Scheme of Delegations

The following people / positions / committees have delegated authority to agree or approve expenditure:

Contract Value	Authority to Agree Procurement Process	Place on Commissioning Intentions (Y/N)	Approval Docs Required	Authority to Award Contract	Authority to Sign an Exemption	Authority for Signing & Sealing ¹
Up to £5000	Cost Centre Manager	N	Bid Evaluation	Cost Centre Manager	Cost Centre Manager	Cost Centre Manager (signing)
£5,001 to £50,000	Cost Centre Manager	N	Bid Evaluation	Cost Centre Manager	Director	Cost Centre Manager (Signing)
£50,001 to £100,000	Service Area Manager	Y	Tender Evaluation Document	Service Area Manager	Director	Director (Signing) unless sealing is agreed to be appropriate.
£100,001 to Threshold	Director	Y	Tender	Director	Chief	Director

¹ ~~Contracts must be signed by the relevant individual and issued to the successful supplier using the DocuSign electronic document signature system. Contracts which need sealing must be signed in DocuSign and sealed manually.~~

¹ Not required for Capital Expenditure if on Council's Capital Programme

			Evaluation Document	(Recorded Officer Decision)	Operating Officer	(Signing) unless sealing is agreed to be appropriate Above £500,000 Head of Legal (Sealing)
Above Threshold & Emergency Purchases	Director	Y (but not emergency purchases)	Tender Evaluation Document & Regulation 84 report	Chief Operating Officer (Recorded Officer Decision) with Cabinet Member approval (within budget)	NOT ALLOWED above threshold	Director (Signing) unless sealing is agreed to be appropriate Above £500,000 Head of Legal (Sealing)

Appendix 13 Evaluation Criteria & Debriefing

1. General

The Council **MUST** make its “procurement documents” available electronically from the date of the Contract Notice. The evaluation criteria and the weightings **MUST** be included in either the Contract Notice itself, or in the procurement documents. This means that you **MUST** have agreed the evaluation criteria for the Tender before the Contract Notice is issued.

2. Most Economically Advantageous Tender

Evaluation criteria **MUST** be based on the “Most Economically Advantageous Tender”. This can be identified by:

- price or cost (using life-cycle costing)
- the best price-quality ratio (considering qualitative, environmental and/or social aspects linked to the subject matter of the Contract), including:
 - quality: technical merit, aesthetic and functional characteristics, accessibility, design for all users, social, environmental and innovative characteristics and trading and its conditions;
 - organisation, qualification and experience of staff assigned to performing the Contract (where this can have a significant impact on the level of the performance of the Contract);
 - after-sales service and technical assistance, delivery conditions such as delivery date, process and period, or period of completion.

If a Contract is for a fixed price, you can use just quality criteria.

The Procurement Team can advise on what to use for scoring matrices and evaluation criteria.

3. Debriefing

For further information on how to debrief suppliers, please contact the Procurement Team. There is a strict legal process for above threshold debriefs which must be done correctly.

Appendix 14 Capability & Financial Checks

1. General

You **MUST** ensure that any supplier interested in doing business with the Council has both the technical capability and the financial capacity to be able to perform the Contract.

2. Below Thresholds

Below the threshold you **MUST** NOT use a Selection Questionnaire to shortlist tenderers. You can ask "suitability assessment questions" that are relevant to the subject matter of the contract and are proportionate. These can relate to minimum standards of suitability and capability.

3. Above Thresholds

Procurements above the Thresholds using one of the procedures described in **Appendix 19 Procurements above the Threshold – Options and Procedures**. This includes procedures which use a Selection Questionnaire to shortlist candidates before inviting Tenders.

When using a SQ, you **MUST** use the Cabinet Office standard SQ. This includes the government standard questions on financial standing.

4. Framework Agreements and Lots

There are specific rules that **MUST** be applied for Framework Agreements and lots. Please see the Guide to Framework Agreements on the Procurement intranet page.

Appendix 15 Minimum Requirements

1. Contracts Minimum Requirements

VALUE OF CONTRACT	MINIMUM PURCHASING REQUIREMENTS	MINIMUM CONTRACT REQUIREMENTS	ENTER ON COMMISSIONING INTENTIONS	USE OF PROACTIS	ENTER ON CONTRACT REGISTER
Up to £5000	<ul style="list-style-type: none"> - Use purchasing card if accepted by supplier - Demonstrate VfM by testing the market - Think Local 	Ensure written record of purchase and Purchase Card Spend Management System updated if relevant.	No	Recommended	n/a
£5,001 - £50,000	<ul style="list-style-type: none"> - Think Local - 3 written Quotes via the Council's e-tendering system ProActis if <£3025k (inc VAT) - Advertise on Contracts Finder >£3025K (inc VAT) (or 3 quotes if using local market) - Do NOT use a SQ but can ask suitability questions - State award criteria - Publish the Contract Award Contract on Contracts Finder if >£3025K (inc VAT) 	Council's Standard Contract Terms (unless agreed with the Legal or Procurement departments)	No	Mandatory – (to comply with Local Government transparency requirements – See Appendix 4)	Yes

£50,001 - £100,000	<ul style="list-style-type: none"> - Think Local - Advertise on Contracts Finder - Consider Social Value Policy - Do NOT use SQ but can ask suitability questions - State award criteria - Publish the Contract Award on Contracts Finder 	Council's Standard Contract Terms (unless agreed with the Legal or Procurement departments)	Yes	Mandatory – (to comply with Local Government transparency requirements – See Appendix 4)	Yes
£100,001 – PPR Threshold see table below for thresholds	<ul style="list-style-type: none"> - Advertise on Contracts Finder - Apply Social Value Policy - Can use SQ for Works but NOT for Goods and Services below threshold - State award criteria - Publish the Contract Award Contract on Contracts Finder - Contracts over £550k -must be sealed 	Follow guidance at Appendix 11 (Contract Forms and Terms & Conditions)	Yes	Mandatory – (to comply with Local Government transparency requirements – See Appendix 4)	Yes
Above PPR Threshold see table below for thresholds	<ul style="list-style-type: none"> - Follow a compliant procedure (see Appendix 9 (Procurement Options), Appendix 5 (Drafting Specifications) and Appendix 13 (Evaluation Criteria) and Appendix 20 (Procurement above the PPR Thresholds - Options)) 	Follow guidance at Appendix 11 (Contract Forms and Terms & Conditions)	Yes	Mandatory – (to comply with Local Government transparency requirements – See Appendix 4)	Yes

	<ul style="list-style-type: none"> - Apply Social Value Policy - Advertise on Contracts Finder and in Find A Tender - Contract MUST be sealed - <u>Publish the Contract Award Contract</u> in Find A Tender 				
Light Touch Regime – Below threshold	<ul style="list-style-type: none"> - Think Local - Advertise on Contracts Finder if >£3025k (inc VAT) or 3 written tenders if using local market - Apply the Social Value Policy - State award criteria 	Council's Standard Contract Terms (unless agreed by the Legal or Procurement Departments)	Yes (above £50K)	Mandatory – (to comply with Local Government transparency requirements – See Appendix 4)	Yes
Light Touch Regime – above threshold	<ul style="list-style-type: none"> - Follow LTR compliant procedure (see Appendix 7 Procurement Options) - Apply Social Value Policy - Advertise on Contracts Finder - Award Contract in Find A Tender - Contract MUST be sealed 	Follow guidance at Appendix 11 (Contract Forms and Terms & Conditions)	Yes	Mandatory – (to comply with Local Government transparency requirements – See Appendix 4)	Yes

Appendix 16 Procurement Thresholds & Timescales

TYPE OF CONTRACT	THRESHOLD (£) (TO 31/12/21) NET OF VAT	NEW THRESHOLD (£) (FROM 1/1/2022 – 31/12/2023) INCLUSIVE OF VAT	NEW THRESHOLD (£) (FROM 1/1/2022 – 31/12/2023) BEFORE VAT
Works Contracts and Concession Contracts	£4,733,252	5,336,937	4,269,550
Supplies and/or (most) Services (for Local Government)	£189,330	213,477	170,782
Social and other specific Services (Light Touch Regime applies)	£663,540	663,540 (if inclusive of VAT)	530,832 (if without VAT)

Please note that the new thresholds are inclusive of VAT (due to the UK's obligations under the WTO).

	SELECTION STAGE	TENDER STAGE	IF ELECTRONIC TENDER ACCEPTED	TENDER FOLLOWING PIN	TENDER BY AGREEMENT	URGENCY
Open Procedure	n/a	35 days	30 days	15 days	n/a	15 days
Restricted Procedure	30 days	30 days	25 days	10 days	At least 10 days	15/10 days

Competitive Procedure with Negotiation	30 days	30 days	25 days	10 days	At least 10 days	15/10 days
Competitive Dialogue	30 days	n/a	n/a	n/a	n/a	n/a

The timeframes above are MINIMUM number of days from date the notice is sent. It is recommended you allow 3 extra days to allow for notice publication.

Appendix 17 Document Retention

Retention Classification	Retention Period
Contracts under seal (above Threshold)	12 years from Contract end This includes all Contract documents (specifications, drawings, certificates, Contract instructions and all relevant correspondence
Contracts not under seal	6 years from Contract end This includes all Contract documents (specifications, drawings, certificates, Contract instructions and all relevant correspondence
Unsuccessful Tenders and Quotes	4 years from the award of Contract
Abandoned Tenders and Quotes	4 years from the date of abandonment
Purchase files	MUST be kept up to date at all times within the Council's e-tendering system and Contract Register
Hard copies of Contracts	Store locally for 6 years after date of purchase then archive 12 years after purchase, review for possible destruction/recycling

The sealing of tenders is carried out by the Legal Department. For more information about the sealing process see the Guide on the Procurement Intranet page.

Appendix 18 Tender & Contract Variations, Extensions & Termination

1. Tender Variations/Variant Bids

Tenderers can submit variant bids linked to the subject matter of the bid, however the Contract Notice or ITT must state the minimum requirements to be met by the variants and specific requirements for their presentation, in particular whether variants may be submitted only where a Tender which is not a variant has also been submitted.

You **MUST** ensure that the award criteria can be applied to variants meeting those minimum requirements as well as to conforming “core” Tenders which are not variants. Only variants meeting the minimum requirements laid down by the Council shall be taken into consideration.

2. Contract Extensions

When you award a Contract/Framework, you **MUST** state the start and end dates and whether there is an option to extend beyond the ‘initial term’. If an extension clause has been included in the Contract, then it is permissible to extend but this should only be done if it represents value for money to extend and if the performance of the supplier warrants it.

Procurement have an extension letter template which can be used. Approval **MUST be obtained prior to extending any contract. For contracts above £20k, this must be obtained from the Contracts Panel.**

3. Contract Variation

Contract variations are risky and can trigger the need for a new procurement exercise. The Regulations set out the changes that can be made to a Contract or Framework Agreement. You **MUST** read the guidance and seek advice from the Procurement Department before making any Contract variation that could fall foul of the Regulations.

4. Contract Termination

Early termination **MUST** be approved by the Head of Strategic Procurement. Contracts may be terminated early by agreement prior to the expiry date of the Contract and in accordance with the termination provisions set out in the Contract.

Appendix 19 Procurement above the Thresholds

Options & Procedures

This Appendix lists the main choices of procurement procedure and the other routes available. You **MUST** seek the support of Procurement and Legal when you undertake any procurement that is above threshold.

Main Choices of Procedure

- Open Procedure
- Restricted Procedure

Other Routes

- Competitive Procedure with Negotiation
- Competitive Dialogue
- Concession Contracts
- Dynamic purchasing systems
- Electronic auction

Lots - if you do not divide the Contract up into lots, you **MUST** explain why in the Contract Notice or procurement documents.

Appendix 20 Below Threshold Contracts.²

(caught by Part 4 of the Regulations)

1. Using Contracts Finder to Advertise Contracts

- 1.1 **If** you advertise an opportunity, then you **MUST** place an advert on Contracts Finder via the ~~the Council's e-tendering system~~ ProActis e-tendering system.
- 1.2 This does **not** include where you call off from a Framework Agreement or another select/approved list or where the opportunity is an invited quote in accordance with the CSOs.
- 1.3 This **does** include when you issue a Prior Information Notice (PIN) or similar – you **MUST** advertise “*regardless of how specific the opportunity is*”.
- 1.4 Adverts on Contract Finder **MUST** include the following information:
 - (a) the date and time by which an interested supplier **MUST** respond if it wishes to be considered (the time period allowed for responses but be sufficient but proportionate);
 - (b) how a supplier **MUST** respond to the advert, and to whom; and
 - (c) any other requirements for participating in the procurement.
- 1.5 In reality, Contracts Finder requires more information than this, including an (estimated) Contract value.
- 1.6 When you advertise on Contracts Finder, you **MUST** offer unrestricted and full direct internet access free of charge to any relevant Contract and procurement documents and specify in the notice the internet address where those documents can be accessed.

2. Selection Questionnaire

- 2.1 You **MUST not** shortlist using an ~~use a~~ SQ for Contracts below the threshold unless it is for a Works contract.
- 2.2 Instead, you **can** ask “suitability assessment” questions that are relevant to the subject matter of the procurement and are proportionate. These questions should relate to information / evidence you need that the candidate meet requirements / minimum standards for:

² In this case, this threshold applies to works contracts as well as services and supplies.

- (a) suitability;
- (b) legal status;
- (c) financial standing.

3. Contract Award Notices on Contracts Finder

- 3.1 The following requirements apply when you award a public Contract – **whether or not** it was advertised on Contracts Finder. This includes when you call off from a Framework Agreement and when you run an invited quote in accordance with the CSOs.
- 3.2 You **MUST**, within a reasonable time90 days of contract award, publish the following information on Contracts Finder:
- (a) the name of the contractor awarded the Contract;
 - (b) the date on which the Contract was entered into;
 - (c) the value of the Contract;
 - (d) whether the contractor is an “SME” or “VCSE”.
- 3.3 “VCSE” means a non-governmental organisation that is value-driven, and which principally reinvests its surpluses to further social, environmental or cultural objectives”.
- 3.4 You can withhold any of this information where its release:
- (a) would impede law enforcement or would otherwise be contrary to the public interest;
 - (b) would prejudice the legitimate commercial interests of a particular economic operator (whether public or private); or
 - (c) might prejudice fair competition between suppliers.
- 3.5 This is most likely to apply to the value of the Contract awarded.

APPENDIX 21 – THINK LOCAL GUIDANCE

3.5—

What is Think Local?

Think Local is the opening up of opportunities for local organisations, primarily SMEs and VCSEs, to supply the council with goods, works and services.

When to use Think Local

Think Local should be the default approach for contracts up to £100K and should be considered for contracts over that threshold. Think Local does not exempt you from following the procurement processes as outlined in the Contract Standing Orders and is not a reason to direct award to a certain supplier.

When ‘Thinking Local’ at any threshold:

- ✓ Research the local market
- ✓ Notify suitable local organisations of the potential opportunity
- ✓ Make sure your tender/quote does not exclude local SMEs

Where the CSOs permit a three quote process you are permitted to specifically invite the identified local organisations to quote. However, if it is a publicly advertised process (above £50k) you would alert the local organisations to the opportunity, but will not be able to restrict the opportunity to local organisations

How to ‘Think Local’

- 1 Are there suitable organisations in the B&NES area that could deliver the contract?
If yes, invite them to quote or alert them to the tender opportunity (depending on spend and CSO requirements).
- 2 If there are no suitable organisations in the B&NES area, open up your search to the West of England. If suitable organisations exist in this area, invite them to quote or alert them to the tender opportunity (depending on spend and CSO requirements).
- 3 If no suitable organisations exist in B&NES/West of England, consider opening out your search to the South West. If suitable organisations exist in this area, invite them to quote or alert them to the tender opportunity (depending on spend and CSO requirements).
- 4 If no suitable organisations exist in the B&NES/West of England/South West, consider looking for organisations in the Western Gateway region. If suitable organisations exist in this area, invite them to quote or alert them to the tender opportunity (depending on spend and CSO requirements).

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<u>Region</u>	<u>B&NES</u>	<u>West of England</u>	<u>South West</u>	<u>Western Gateway</u>
<u>Extent of coverage (some coverage overlaps)</u>	Bath & North East Somerset	B&NES Bristol North Somerset South Gloucestershire	Gloucestershire to Cornwall and across to Wiltshire and Dorset	From Wiltshire to Glamorgan (South Wales)

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Section	CSO Section	Sub Section	Current wording	Amended Wording
3	What these CSOs Cover	3.1.4	3.1.4 to grants (for further info, speak to Procurement);	Delete
		3.2.4	to internal “ contracts ” between departments within the Council	Service Level Agreements
4	Other Key Documents	4.1.1	...available from Procurement	Delete wording and add in intranet link
		4.1.5	... see Business Ethics	Delete ' see ' and add including
5	Commissioning Intentions		Commissioning Intentions	Contracts Pipeline
		5.1	All revenue procurements over £50k in value MUST be entered on the Commissioning Intentions list which can be found on the public website	All revenue procurements over £50k in value MUST be entered on the Contracts Pipeline which is published on the public website
		5.2	Applications to make an entry on the Commissioning Intentions list MUST be made via the Contracts Panel	Applications to make an entry on the Contracts Pipeline list MUST be made via the Strategic Procurement Team
8	Key Stakeholders	8.1	You MUST get Legal, Procurement and Financial advice prior to commencing any procurement	Delete
9	Proportionality	9.1	You MUST provide the suppliers the information they need to understand the requirement but not overload them with unnecessary information .	You MUST conduct a process that is proportionate to the value and risks of the requirement.
10	Market Analysis	10.1		Insert: Is there a supply market for the requirement?
12	Procurement Plan		[in heading] Do you really...	Delete
			How can Think Local apply to what you are buying?	How can Think Local apply to what you are buying? (Appendix 21)
		12.1	Consultancy requirements of any value MUST be approved in advance	Amend to: You MUST refer to the latest publish guidance on the intranet for Consultancy and ensure the required approvals are in place.

13	Undertake the Procurement Process		The flowchart below illustrates the procurement and commissioning process from planning, through contracting with the supplier, performance monitoring and reviews and finally analysis of the outcomes and the market for future needs.	The Procurement Cycle below illustrates the procurement and commissioning process from planning, through contracting with the supplier, performance monitoring and reviews and finally analysis of the outcomes and the market for future needs.
	Think LOCAL	1.3	Apply Think Local (Preference will be given to local suppliers, where they exist, provided they offer Value for Money)	Apply Think Local (delete rest of statement)
		2.2	Apply Think Local (Preference will be given to local suppliers, where they exist, provided they offer Value for Money)	Apply Think Local (delete rest of statement)
		2.4	Obtain at least 3 written Quotes via ProActis if below £25k or advertise in Contracts Finder if contract is above £25K (see Appendix 20 Below Threshold Contracts)	Obtain at least 3 written Quotes via the Council's e-tendering system if below £50k . You MUST Publish an Award Notice in Contracts Finder if the contract is above £30K
		2.4(a)		Complete a Contract Spend Request
		2.9	Advertise the Contract award via Contracts Finder	Publish the Contract award on Contracts Finder if Contract is over £30K (inc VAT)
		3.2	You MUST add to Commissioning Intentions List	You MUST add to the Contracts Pipeline
		3.5	Complete the Business Case and get approval from Contract Panel	Complete a Contract Spend Request
		3.9	You MUST take up references for the preferred bidder before award (a Reference Questionnaire is available from Procurement)	Delete and replace with You MUST conduct relevant Due Diligence for the preferred bidder before award.
		3.12	Advertise the Contract award via Contracts Finder	Publish the Contract award on Contracts Finder
		4.2	You MUST add to Commissioning Intentions List	You MUST add to the Contracts Pipeline
		4.5	Complete the Business Case and get approval from Contract Panel	Complete a Contract Spend Request

		4.8	You MUST take up references for the preferred bidder before award (a Reference Questionnaire is available from Procurement)	Delete and replace with You MUST conduct relevant Due Diligence for the preferred bidder before award.
		4.11	The contract MUST be signed using DocuSign	Delete
		4.12	Advertise the Contract award via Contracts Finder	Publish the Contract award on Contracts Finder
		5.2	You MUST add to Commissioning Intentions List	You MUST add to the Contracts Pipeline
		5.4	Complete the Business Case and get approval from Contract Panel	Delete and insert Complete the Contract Spend Request
		5.6	ProActis	Delete and add the Council's e-tendering system✓
		5.11	The contract MUST be signed using DocuSign	Delete
		6.4, 6.6, 6.11	As per sections 5.4, 5.6, 5.11	As per sections 5.4, 5.6, 5.11
E	Contract Award & Implementation			
		14.1	It is critical that the Contract award and implementation are carried out effectively. Prior to contract award you MUST ensure that your objectives are fully addressed and that all approvals to award issues are covered	Prior to contract award you MUST ensure all that all of the objectives stated in the specification are met by the outcome of the Procurement.
		15.1	The Procurement Evaluation and Approval Report MUST be completed in line with the Public Procurement Regulations. The report MUST explain how you have come to the decision to award for all procurements above £50k.	The Procurement Evaluation and Approval Report MUST be completed in line with the Public Procurement Regulations. The report MUST explain how you have come to the decision to award. (delete rest of statement)

		16.2	If the supplier requests a face to face debrief, it is normal and courteous to do this where the Contract is complex, of high value and/or has taken a long time to complete, so long as you do so in a transparent and non-discriminatory way.	If the supplier requests a verbal debrief, discuss this with Procurement.
		17.1	17.1 For Contracts above the Thresholds, you MUST submit a Contract Award Notice in 'Find A Tender'.	17.1 For Contracts above the Thresholds, you MUST submit a Contract Award Notice in 'Find A Tender'. Add in: Unless the contract has been awarded under a framework.
		17.2	All Contracts above £25K in value MUST be published on Contracts Finder. See Appendix 20 (Below Threshold Contracts caught by Part 4 of the Regulations).	All Contract awards above £30K in (inc VAT) in value MUST be published on Contracts Finder. See Appendix 20 (Below Threshold Contracts caught by Part 4 of the Regulations).
APPDX	1		Business Case: A document that must be presented to the Contract Panel for approval prior to procuring revenue spend above £20,000	Replace with: A document that must form part of a Contract Spend Request for approval, prior to procuring revenue spend above £25,000
			Commissioning Intentions £50,000	Delete and replace with Contract Pipeline change value to £25,000
			Contract Panel	Remove
			Contracts Register: ProActis/ProContract	Delete and replace with the Council's e-tendering system
			Docusign	Delete
			FOIA: The Freedom of Information Act 2000 and the Environmental Information Regulations 2004	Delete and the Environmental Information Regulations 2004 and insert separate definition
				Insert Prudential Code - The Prudential Code for Capital Finance in Local Authorities
			Selection Questionnaire	Delete and move to fall into alphabetical sequence
			ProActis	Delete

			Residents	Delete Means
			Social Value: Described in the Social Value Act	Delete and replace with Public Services (Social Value) Act 2012
	2	1	The completed and signed exemption form (available from Procurement	...(available via the Procurement intranet pages)
	3	7	Members MUST NOT breach the Bath & North East Somerset Code of Conduct by listening to or receiving viewpoints from contractors and suppliers or other interested parties unless they make it clear that they are keeping an open mind	Members MUST NOT breach the Bath & North East Somerset Code of Conduct by listening to or receiving viewpoints from contractors and suppliers or other interested parties during a procurement exercise
	7		The Council's Contract Register is available through the ProActis e-tendering system	The Council's Contract Register is available through the Council's e-tendering system
	9	1	the ProActis e-tendering system	the Council's e-tendering system
			In the absence of[to] for further details	Delete and replace with Where a Contract above £3025,000 (inc VAT) is advertised publicly the opportunity must be advertised on Contracts Finder through publication of a Contract Notice. Note: a Contract Notice is not required where the process is an invited process in accordance with the CSOs or where it is a call-off from an existing Framework Agreement, however the requirement in relation to an Award Notice is applicable. Where the Contract is above £30,000 (inc VAT) an Award Notice must be published on Contracts Finder within 30 days of the Contract award date. See Appendix 20 for
		3	Health and "Social" Services	Delete and include The
	11	1	followed	Delete and replace with applicable
	15	1	3 written Quotes via ProActis if <£25k	3 written Quotes via the Council's e-tendering system if <£30k (inc VAT)

			Advertise on Contracts Finder >£25K (or 3 quotes if using local market)	Advertise on Contracts Finder >£30K (inc VAT)
			Award on Contracts Finder >£25K	Publish the Contract Award on Contracts Finder if >£30K (inc VAT)
				Publish the Contract Award
			Contract	Publish the Contract Award on Contracts Finder
	16		The timeframes above...	Delete
	20	1.1	...an advert on Contracts Finder via the ProActis e-tendering system	...an advert on Contracts Finder via the Council's e-tendering system
		1.2		Insert: or where the opportunity is an invited quote in accordance with the CSOs.
		2.1	You MUST not use a ...	Delete and replace with shortlist using an
		3.1		Insert: and when you run an invited quote in accordance with the CSOs.
		3.2	Delete a reasonable time	Replace with: 90 days of contract award
	21			New Think Local Guidance

ELECTIONS

	Act as Electoral Registration Officer and Returning Officer (ERO/RO) for the constituencies of Bath and North East Somerset, undertaking all the duties associated with the role.	Chief Executive
	Power to designate a polling place in an area outside the polling district where no suitable venue is available within the polling district.	Chief Executive
	Power to nominate a deputy and delegate the above duties	Chief Executive

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Bath & North East Somerset Council		
MEETING:	Council	
MEETING DATE:	16 March 2023	
TITLE:	'Friendship Agreement' with the city of Oleksandriya, Ukraine	
WARD:	All	
AN OPEN PUBLIC ITEM/		
List of attachments to this report:		
None		

1 THE ISSUE

- 1.1 B&NES Council has consistently stood in solidarity with Ukraine following the Russian invasion on 24 February 2022. Part of this response involved dialogue between the council, the Mayor of Oleksandriya City Council – a city in central Ukraine, similar in population to Bath – and the Ambassador of Ukraine to the United Kingdom. This relationship has led to the formation of a new local group, the **Friends of Oleksandriya**.
- 1.2 To further develop the relationship with the city of Oleksandriya, Council is requested to pursue and formalise a friendship agreement between B&NES Council and the city of Oleksandriya.

2 RECOMMENDATION

Council is asked to;

- 2.1 **Pursue and agree a friendship agreement between B&NES Council and the city of Oleksandriya**
- 2.2 **Agree to establish a working group to work with the Friends of Oleksandriya and Oleksandriya City Council to draft a friendship agreement**

- 2.3 **Delegate authority to the Chief Executive and Leader of the Council to negotiate, agree and sign the finalised friendship agreement on behalf of B&NES Council.**

3 THE REPORT

- 3.1 Since the start of the Russian invasion on 24 February 2022, B&NES Council has stood in solidarity with Ukraine. Bath and North East Somerset's communities have welcomed more than three hundred and fifty refugees under the government's Homes for Ukraine scheme.
- 3.2 The council has played a key role in helping Ukrainian guests integrate into local communities. For example, establishing the B&NES Ukrainian Support Fund. This made available two rounds of £10,000 for local charities and voluntary groups to provide a range of services that promote integration, organise local events and signpost to advice and support.
- 3.3 A public statement was made to the May 2022 Council meeting by the local group '**Bath Stands with Ukraine**'. It proposed a link between B&NES Council and a Ukrainian city similar in population to Bath.
- 3.4 This subsequently led to dialogue opening between the Council, the Mayor of the Oleksandriya City Council, and the Ambassador of Ukraine to the United Kingdom. Oleksandriya is a central Ukraine city with a population of approximately eighty thousand, located in Kirovohradska Oblast, within the Kirovohrad region, 350km from Kyiv (see location maps in appendix 1).
- 3.5 The creation of a local group the **Friends of Oleksandriya** emerged from these developing relationships.
- 3.6 There is now a desire to further deepen these connections through the development of a friendship agreement. Although not legally binding it would form a commitment from both parties to:
- deepen relationships by strengthening and formalising bilateral relationships and promoting cooperation and support.
 - provide a framework to establish and strengthen cultural and other community ties, fostering co-operation based on respect, equality, and mutual benefit.
 - promote awareness between the two communities and identify environmental, social, cultural, educational, health and wellbeing and other opportunities for joint working.
- 3.6 To develop a friendship agreement it is proposed to establish a council working group to work with the B&NES based **Friends of Oleksandriya** and the city council of Oleksandriya.

4 STATUTORY CONSIDERATIONS

- 4.1 The friendship agreement is not a legally binding document. The intention is to enter into this agreement for the purposes of establishing friendship, recognising bilateral relations, and promoting co-operation between the two Parties.

- 4.2 The council has experience of developing/formalising a friendship agreement. In 2009 signing an agreement with China's Jianxi Province (and city of Jingdezhen). Council agreed to terminate this agreement at its meeting on 17 November 2022.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1 The council will provide the officer support to develop and finalise the friendship agreement. It is anticipated that this can be managed through existing resources. Any further additional costs, such as translation requirements, would require the identification of appropriate funding.

6 RISK MANAGEMENT

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

7 EQUALITIES

- 7.1 A full EIA will be undertaken as part of the development of the agreement.

8 CLIMATE CHANGE

- 8.1 The friendship agreement will promote awareness between the two communities and offer opportunities for joint working in relation to the climate and ecological emergency.

9 OTHER OPTIONS CONSIDERED

- 9.1 The Council at its May 2022 meeting was asked by local group **Bath Stands with Ukraine** to consider pursuing a link with a comparable Ukrainian city. The statement suggested pursuing a less formal arrangement than a twinning agreement, as would be led by the Charter Trustees of the City of Bath. Due to the urgency of the request, the desire to demonstrate a council wide commitment, and the council's previous experience it is felt a friendship agreement best meets this request.

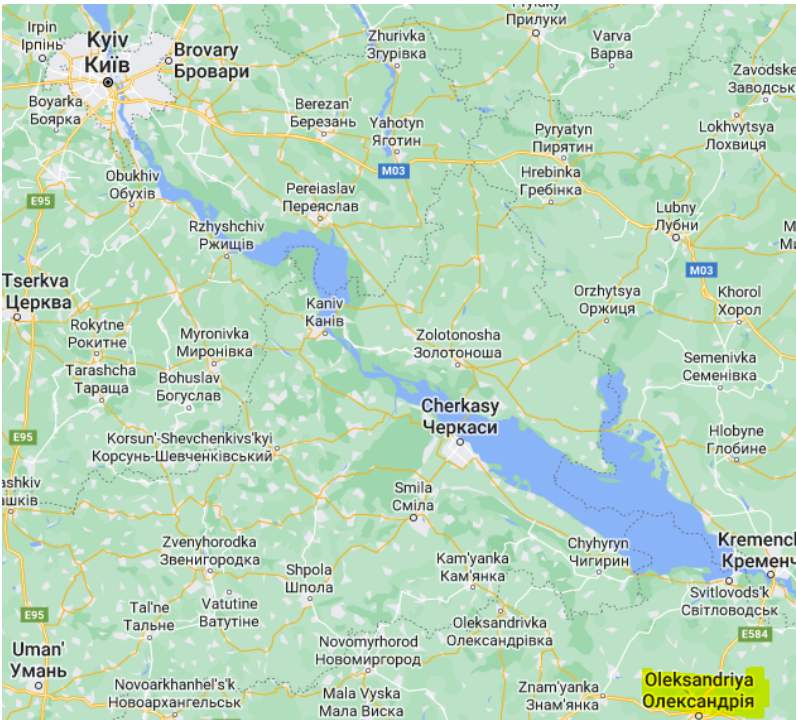
10 CONSULTATION

- 10.1 The Council's Monitoring Officer has had the opportunity to input into the report.
- 10.2 The Leader of the Council has written to the Mayor of Oleksandriya to confirm the intention to pursue a friendship agreement as a continued commitment to forge relationships between the council and Oleksandriya.

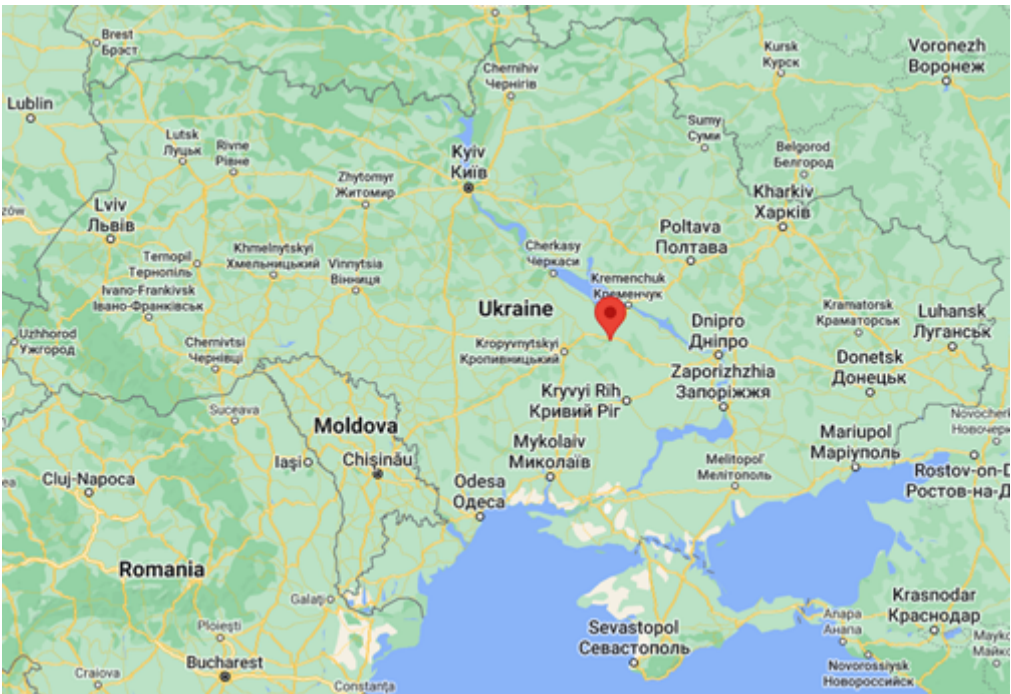
Contact persons	<p><i>Cherry Bennett</i></p> <p><i>Director of People and Policy</i></p> <p><i>(01225 477203)</i></p> <p><i>Cherry_bennett@Bathnes.gov.uk</i></p> <p><i>& Ceri Williams</i></p> <p><i>Policy and Development Officer</i></p> <p><i>(01225 396053)</i></p> <p><i>Ceri_Williams@Bathnes.gov.uk</i></p>
Background papers	
<p>Please contact the report author if you need to access this report in an alternative format</p>	

APPENDIX 1

Map 1 - Oleksandriya's location relative to Kyiv



Map 2 - Oleksandriya's location in the centre of Ukraine



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Bath and North East Somerset Council

Full Council meeting 16 March 2023

Liberal Democrat Group Motion on Voter ID

To be proposed by Cllr Matt McCabe

Council:

1. Notes that new Voter ID requirements, introduced by the Elections Act 2022, involve voters having to show photo ID before being issued with a ballot paper at all elections from May 2023 onwards.
2. Notes with concern that this new requirement creates a new barrier to residents exercising their democratic right to vote and may lead to some Bath and North East Somerset residents being disenfranchised.
3. Notes that a list of 'accepted' forms of photo ID has been published and that this includes fewer forms of ID held by younger and marginalised people.
4. Notes that voters can obtain a 'Voter Authority Certificate' from the Council if they do not have an 'accepted' form of photo ID.
5. Notes with concern the additional costs and administrative burden this will place on Electoral Services, and the risk of abuse towards poll workers from anyone denied a vote due to lack of ID.
6. Believes that this legislation is unnecessary, undemocratic and an egregious example of attempted voter suppression.

Council therefore:

7. Calls on Cabinet members and Council services to make every effort to communicate these new requirements, to avoid any resident being disenfranchised.
8. Calls on the government to urgently expand the list of 'accepted' forms of photo ID and to fully fund the costs to Councils of implementing this policy.
9. Requests that the Leader communicate Council's views to government and to our local MPs.

- *Unless where specifically set out in the statute, motions approved at Council do not bind the Executive (Cabinet) but may influence their future decisions.*
- *Councillors are reminded of their public sector equality duty which requires the Council to consider or think about how their policies or decisions may affect people who are protected under the Equality Act.*

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Bath and North East Somerset Council

Full Council meeting 16th March 2023

**Motion on reducing HGV traffic on narrow, unsuitable roads from
Councillor Joanna Wright**

To be seconded by: Councillor Robin Moss

Council notes:

1. Government figures show that HGV traffic nationally is increasing. The most recent figures (September 2021) show that whilst car traffic had decreased, there was an 8.9% increase in HGV traffic in just one year.
2. The growth of HGV traffic on many of our local roads generates noise and air pollution and undermines residential safety. It can have a real impact on the quality of life of residents living on affected streets, including sleepless nights and mental health problems. It affects cyclists and pedestrians, especially older or vulnerable people and families with small children.
3. One significant cause of HGV traffic along unsuitable roads is the use by lorry drivers of Google Maps and/or sat navs that are only intended for car use. In extreme cases, HGVs are routed up narrow, unsuitable routes and become stuck (one example is Brooklyn Road, Lambridge).
4. Locally, a large volume of HGV traffic is caused by new development. Residents frequently report frustration that the appropriate routing of construction traffic is not given sufficient care and attention as part of the planning process, and may feel like an afterthought, when from their perspective it should be front and centre.
5. Bath and North East Somerset Council does not require a 'Construction Traffic Management Plan' to be submitted at the same time as a planning application for major development.

Council resolves to:

6. Ask the Cabinet Member for Transport to write to Government Transport Minister Mark Harper asking for his view on the Local Government's
- *Unless where specifically set out in the statute, motions approved at Council do not bind the Executive (Cabinet) but may influence their future decisions.*
 - *Councillors are reminded of their public sector equality duty which requires the Council to consider or think about how their policies or decisions may affect people who are protected under the Equality Act.*

Association's call for HGVs to be required to use commercial satnavs; and expressing this Council's support for such a measure.

7. Ask officers to review the 'National and Local Information Requirements – Planning Applications (including Outline, Reserved Matters and Variation of Condition)' document and to report to Council on making the submission of a 'Construction Traffic Management Plan' a mandatory validation requirement for planning applications for major developments. This will allow our officers, councillors and the public to have access to more information when determining the suitability of planning applications.
8. Subject to the funding being identified, produce a 'Construction Traffic Management Plan' guidance document for developers that highlights the importance of routing construction traffic away from narrow, unsuitable and residential roads in order to ensure that this is an integral feature of any planning applications and is actively considered at the earliest possible stage in the planning process.

- *Unless where specifically set out in the statute, motions approved at Council do not bind the Executive (Cabinet) but may influence their future decisions.*
- *Councillors are reminded of their public sector equality duty which requires the Council to consider or think about how their policies or decisions may affect people who are protected under the Equality Act.*