

# Minutes

of the Meeting of

## The Executive

**Wednesday, 8 February 2023**

New Council Chamber - Town Hall

Meeting Commenced: 2.33 pm

Meeting Concluded: 3.43 pm

### Councillors:

Steve Bridger (Chairperson)  
Mike Bell (Vice-Chairperson)

Mark Canniford  
Ashley Cartman  
Catherine Gibbons  
Steve Hogg  
Bridget Petty  
Mike Solomon

**Also in attendance:** Councillors Karin Haverson

**Officers in attendance:** Jo Walker (Chief Executive), Amy Webb (Director of Corporate Services), Nicholas Brain (Assistant Director Legal & Governance and Monitoring Officer) Gemma Dando (Assistant Director, Neighbourhoods and Transport, Bella Fortune (Head of Transport Planning), James Padgham (Infrastructure Delivery Manager for Bus Service Improvement Plan), Mike Riggall (Information and ICT Security Manager).

### Partaking via Microsoft Teams:

Councillors: Nigel Ashton, Mike Bird

Officers: Hayley Verrico (Director of Adult Social Services), Matt Lenny (Director of Public Health), Mel Watts (Finance Manager), Rachel Lewis (Heritage and Design Manager, Place Directorate), Carl Nicholson (Integrated Transport Unit Manager), Ewan Hale (Historic Environment Assistant), Vanessa Andrews (Head of Communications) and Philippa Penney (Head of Democratic and Electoral Services)

### EXE Chairperson's Welcome

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The Chairperson welcomed everyone to this face-to-face meeting of the Executive in the New Council Chamber.

Some councillors and officers would be joining the meeting remotely via Microsoft Teams but whilst able to partake they would not be "in attendance formally".

The meeting was being streamed live on the internet and a recorded version

would be available to view within 48 hours on the North Somerset Council website.

**EXE  
63**     **Addresses by Members of the Public (ESO 6) (Agenda item 1)**

None received.

**EXE  
64**     **Declaration of Disclosable Pecuniary Interest (Standing Order 37) (Agenda item 3)**

None declared.

**EXE  
65**     **Minutes (Agenda item 4)**

**Resolved:** that the minutes be approved as a correct record.

**EXE  
66**     **Non-Executive Councillors' Addresses (Agenda item 5)**

At the invitation of the Chairperson, Councillor Haverson addressed the Executive on the issue of Ash Dieback and tree management. She asked that the council request more detailed guidance from the Forestry Commission on the management of trees with Ash Dieback so as to preserve ancient woodlands.

The Chairperson thanked Councillor Haverson for her address and referred the matter to Councillor Solomon who agreed with the point made but added that the responsibility lay with the Forestry Commission in the management of felling due to Ash Dieback.

**EXE  
67**     **Matters referred to the Executive and not dealt with elsewhere on this agenda (Agenda item 6)**

None.

**EXE  
68**     **West of England Sub-Region: items not dealt with elsewhere on this agenda (Agenda item 7)**

None.

**EXE  
69**     **Forward Plan dated 31 January 2023 (Agenda item 8)**

**Resolved:** that the Forward Plan be noted.

**EXE  
70**     **Bus Service Improvement Plan - Update (Agenda item 9)**

With the agreement of the Chairperson, Councillor Hogg presented the following two reports en bloc: Bus Service Improvement Plan – Update and Commissioning and Procurement Plan for the Bus Service Improvement Plan (BSIP) Bus Priority Scheme – Supply, installation and maintenance of ANPR cameras.

He noted that the first report was good news as the Bus Service Improvement Plan (BSIP) had been secured and plans were well underway. He explained that the report asked for several delegations and approvals due the need to mobilise BSIP within the pre-election period. Many decisions would therefore need to be

made at pace.

He added that many of the details of BSIP had been discussed previously both informally and formally at Council and Executive meetings. The delayed letter from the Department for Transport had now been received confirming the full award of the revenue and capital amounts and which would allow significant and transformational changes to bus services in the district.

He informed members that the report set out the key benefits and broad spending objectives as well as the broad targets for the improvement plan and explained that the Enhanced Partnership must be “made” before the funds could be drawn down. The process and timescale were in the report.

Despite the delay to the letter, there had been no change in the delivery horizon, so the delivery needed to be short and effective requiring delegations to officers. Councillor Hogg noted the ongoing driver recruitment issues and that there was a continued risk for driver capacity and availability but also noted an encouraging improvement in commercial services.

The bus prioritisation scheme to improve the flow of traffic was highlighted together with early anticipated improvements including Demand Responsive Travel which would connect areas where there was currently no bus services or a failing service into the existing commercial services.

Members asked questions around the improvements to services within rural areas; the impact on roads of the bus prioritisation schemes; the plans for Home to School Transport where this was failing and the next steps to be taken to ensure sustainability of the proposed changes.

Councillor Hogg also presented his report on the Commissioning Plan the Bus Priority Schemes as part of the Bus Service Improvement Plan including the procurement of ANPR enforcement cameras. He noted that the plan would ensure that BSIP would remain deliverable and sustainable over the long term. He explained that the bus priority schemes would be concentrated on the main bus corridors with the first seven ready to be commissioned.

He referred members to a condition of the BSIP funding that an enforcement system was implemented via ANPR technology to ensure the free-flowing movement of buses, reduced journey times, safer highways and improved reliability. Schemes were also being installed in the wider WECA area and the installation of the cameras was national policy.

Officers from the BSIP team were congratulated and thanked for their work.

**Resolved:** that the Executive

1. Approved a three-year extension of the Public Transport Dynamic Purchasing System (DPS) to enable public bus contracts to be procured beyond the September 2023 expiry.
2. Approved the initial deployment zones for Demand Responsive Transport (DRT) as shown in appendix 5 to the report, noting that these

may be amended across the life of the contract as the introduction of DRT was a trial.

3. Endorsed the signing of the Memorandum of Understanding (MOU) (appendix 3 to the report) in February 2023 for BSIP and public transport to be signed by the Directors of the West of England Combined Authority (WECA) and NSC, incorporating joint governance arrangements for BSIP and Public Transport between the WECA and North Somerset Council Transport Authorities.

4. Approved that the Contract Award for the BSIP Design and Build be delegated to the Director of Place, advised by the Section 151 Officer and Head of Strategic Procurement, due to the decision-making timescale required being within the pre-election period. The delegation was sought only for any decision required to be made during the pre-election period.

5. Endorsed the current iteration of the draft Enhanced Partnership Plan (EPP) and Enhanced Partnership Scheme (EPS) as consulted during December 22/January 23 and attached in appendix 2 of the report and delegated to the Executive Member for Highways and Transport in consultation with the Place Panel the authority to approve the final Enhanced Partnership Plan and Scheme on behalf of North Somerset Council.

6. Noted the current BSIP as updated in December 2022 (appendix 1 to the report) and delegated to the Executive Member for Highways and Transport the authority to approve the December 2022 iteration of the document on behalf of North Somerset Council following engagement with Place Scrutiny on the 20/01/2023.

7. Noted that the following amendments to the Council's revenue budget would be approved:

- Increase to the revenue budget for 2022/23 of £1.2m to be funded by BSIP revenue grant would be approved by the Director of Corporate Services / S151 Officers as per the delegation approved in the June Executive report.
- Increase to the revenue budget for 2023/24 of £6.7m and 2024/25 of £5m to be funded by BSIP revenue grant would be approved as part of the Medium-Term Financial Plan in February 2023.
- Any future amendments to the profile of the revenue budget would follow the financial regulation thresholds.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above.

**EXE 71 Commissioning and Procurement Plan for Bus Service Improvement Plan (BSIP) Bus Priority Scheme - Supply, Installation and Maintenance of ANPR cameras (Agenda item 10)**

Councillor Hogg presented the report on the Commissioning and Procurement Plan for Bus Service Improvement Plan (BSIP) Bus Priority Scheme- supply, installation and maintenance of ANPR cameras which detailed the council's approach in the implementation of ANPR cameras required as a condition of drawing down the BSIP funding.

Both BSIP reports were discussed together (see minute no. EXE70 above for details of the presentation and debate relating to these reports).

**Resolved:** that the Executive approved the commissioning and procurement plan

**Reasons for the decision:**

As set out in the report and discussed in minute EXE70.

**Alternative options considered and rejected:**

As set out in the report and discussed in minute EXE70.

**EXE 72 Commissioning and Procurement Plan for Capital Works at Hutton Moor Leisure Centre (Agenda item 11)**

At the invitation of the Chairperson, Councillor Cartman presented his report noting that both the roof and the lift at Hutton Moor Leisure Centre were being refurbished as part of the works. Additionally, the roof works would enable solar panels to be fitted. It was noted that the lift works would facilitate access by those with disabilities.

**Resolved:** that the Executive approved the combined Commissioning and Procurement Plan.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report.

**EXE 73 Commissioning Plan for North Somerset Pathways to Adulthood Service (Agenda item 12)**

At the invitation of the Chairperson, Councillor Gibbons presented the report. She explained that the service offered short respite breaks to young adults between 14 and 25 years old with complex needs and was much valued. It was currently delivered by the Brandon Trust and the current contract would end in March 2024.

She added that both the Adult and Children's Policy and Scrutiny Panels had been consulted together with current users and other stakeholders. Additionally, members had received a briefing on the subject.

Councillor Gibbons noted that a detailed procurement plan would come to the

relevant Executive Members for a decision by the 30 April 2023 and would consider climate change mitigations in depth.

**Resolved:** that the Executive approved the Commissioning Plan to proceed to tender for the Pathways to Adulthood Service.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report.

**EXE 74 Request for Delegation of the Combined Commissioning and Procurement Plan and Contract Award for the Supply of Energy (Agenda item 13)**

At the invitation of the Chairperson, Councillor Cartman presented the report. He advised the council's energy costs had tripled over a two-year period and that it was facing volatile pricing in the energy market. The report delegated authority to the council's s151 officer to strike the best deal for the council for "ultra-green" energy to support the council's climate change promises within the parameters of the budget. He noted that the Energy Reduction plan mentioned in the report did not actually form part of the report before members but the council did have one.

Members noted their concerns over continued uncertainty on energy pricing and government support for the same and the impact this was having on local government finances. A request for consideration to be given to community energy was expressed.

**Resolved:** that the Executive

1. Approved the delegation of the combined Commissioning and Procurement Plan for the Supply of Energy from the Executive to the Executive Member for Corporate Services.
2. Delegated the authority for signing of the contract award paper for the energy supply contracts from 1st October 2023 from the Executive to the Director of Corporate Services (Section 151 Officer).

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above.

**EXE 75 Medium Term Financial Plan 2023 2027 & Revenue Budget for 2023 - 2024**

With the agreement of the Chairperson, Councillor Cartman presented the following four finance reports en bloc, that is; Medium Term Financial Plan (MTFP) 2023-27 and Revenue Budget 2023-24; Treasury Management Strategy 2023-24; Capital Strategy 2023-28 and Capital Budget for 2023-24 and Fees and Charges 2023-24.

Councillor Cartman proposed a change to one of the recommendations in the Capital Strategy 2023-28 and Capital Budget for 2023-24 report.

**Revised recommendation for 'e'**

“Delegate authority to the S151 Officer in consultation with the appropriate Executive Member, for the period 30 March 2023 – 31 May 2023, to approve Commissioning and Procurement Plans up to £8m for the Strategic Placemaking and Development Programme Schemes outlined in Section 4.3 to ensure delivery of the programme can meet funding timescales.”

Councillor Cartman reiterated how difficult the process had been to balance the budget for the 2023-24 financial year with £35m of budget pressures. He noted that a balanced budget had been achieved through efficiencies, good planning and prudent financial management.

He advised members that services had been protected and some changes had been made after extensive consultation with community groups, individuals and members. This had resulted in a change of mind on some items as community wishes had been listened to via this rigorous process of consultation.

Members asked for clarification on difference in values within the MTFP report and what was meant by rephrasing against some items.

Thanks were extended to officers for their work in presenting a balanced budget and to all those who provided feedback during the process including those within the Voluntary, Community and Social Enterprise sector.

**Resolved:** that the Executive

- (1) Noted the updated revenue and capital budget forecasts in respect of the 2022/23 financial year as detailed within section 3.1 of the report.
- (2) Noted the updated changes included within the medium-term financial plan as detailed within sections 3.2 and 3.13 of the report.
- (3) Noted the Equality Impact Assessment (EIA) report attached at Appendix 3 of the report and had familiarised themselves with the published EIA's that underpin the 2023/24 budget savings plans.
- (4) Noted the statement of the Chief Finance Officer on the adequacy of reserves and the robustness of the recommended budget as detailed in section 3.8 of the report and attached at Appendix 6.

It was further:

**Recommended to Council**

- (1) that a revenue budget for 2023/24 as shown at Appendix 1 of the report be approved

(2) that a council tax increase of 2.99% for 2023/24 to support the recommended budget be approved.

(3) that an adult social care precept of 2% on the council tax for 2023/24 to support the recommended budget be approved.

(4) that uplifts to the basic care home fees rates for 2022/23 and 2023/24 as detailed in section 3.12.1 of the report be approved.

(5) that an increase of £0.770m to the gross expenditure and income budgets of the Adult Social Services directorate for the 2022/23 financial year, in respect of the council's direct share of the Adult Social Care Discharge Fund, as detailed within section 3.12.2 of the report be approved.

(6) that an increase of up to £2.411m to the gross expenditure and income budgets of the Adult Social Services directorate for the 2022/23 financial year, in respect of the council's share of the Adult Social Care Discharge Fund allocation awarded to the Bristol, North Somerset and South Gloucestershire (BNSSG) Integrated Care Board (ICB) as detailed within section 3.12.2 of the report be approved; and delegated approval to the Director of Adult Social Services to use these funds to increase the North Somerset Better Care Fund.

(7) that Council note that the MTFP had been aligned with a series of other reports that were also on the agenda for the meeting, with the main ones being; Capital Strategy, Treasury Management Strategy, Fees and Charges Report, Bus Service Improvement Plan report.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above

**EXE 76 Treasury Management Strategy 2023/24 (Agenda item 15)**

Councillor Cartman presented the Council's Treasury Management Strategy for the 2023-24 financial year, detailing how the council's planned to manage its cash-flows and resources in the year ahead to ensure effective treasury management; the proposed Prudential and Treasury Indicators for 2023-24 and the proposed policy for making Minimum Revenue Provision in respect of the repayment of the council's external debt within the revenue budget.

All the finance reports were discussed en bloc (see minute no. EXE75 above for details of the presentation and debate relating to these reports).

**Recommended to Council:**

(1) that the Treasury Management Strategy for 2023/24, as described throughout the report and shown in Appendix 1 of the report be approved



(2) that the Prudential Indicators for 2023/24, as shown in Appendix 2 of the report be approved

(3) that the Minimum Revenue Provision Statement for 2023/24, as shown in Section 3.5. of the report be approved

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above.

**EXE 77 Capital Strategy 2023 2028 and Capital Budget for 2023/24 (Agenda item 16)**

Councillor Cartman presented the Capital Strategy 2023-28 and Capital Budget 2023-24 outlining the council's approach to capital investment over the short, medium and longer term and providing a high-level overview of how capital expenditure activity contributed to the provision of local public services within the area. These resources would be used to support children and young people, tackle the climate emergency and invest in communities and infrastructure, whilst aiming to strengthen the delivery of basic services

All the finance reports were discussed en bloc (see minute no. EXE75 above for details of the presentation and debate relating to these reports).

**Recommended to Council:**

(1) that the capital strategy 2023/24 to 2027/28 as outlined in the Executive Summary and detailed in Appendix 5 of the report be approved.

(2) that an increase to the capital programme of **£137.554m** for a range of new investments proposals as detailed in Section 4.2, and Appendix 3 of the report, subject to confirmation of grant funding allocations be approved.

(3) that the Commissioning Plan detailed in Appendix 4 of the report for the procurement of the programme delivery plans associated with the Strategic Placemaking Projects (Levelling Up and Cultural Development Fund) outlined in Section 4.2 of the report be approved.

(4) that the Council delegate authority to the S151 Officer for the approval and increase to the capital programme of up to **£9.614m** for the Strategic Placemaking & Development Programme schemes outlined in Section 4.3 of the report, subject to confirmation of grant funding,

(5) that the Council delegate authority to the S151 Officer in consultation with the appropriate Executive Member, for the period 30 March 2023 – 31 May 2023, to approve Commissioning and Procurement Plans up to **£8m** for the Strategic Placemaking and Development Programme Schemes outlined in Section 4.3 of the report to ensure delivery of the programme will meet funding timescales,

(6) that the Council delegate authority to the S151 Officer for the approval of the Commissioning and Procurement Plan for Clevedon school grant funded scheme,

It was further resolved that the Executive:

(1) Noted the revised borrowing impact within the capital programme of £60.120m for the period 2023/24 to 2027/28 as detailed in Section 4.3 of the report, which will increase the council's overall borrowing requirement to £160.992m over the period,

(2) Delegated the approval for the detailed highways programme to the Assistant Director for Neighbourhoods and Transport in consultation with the Executive Member for Transport and Highways,

(3) Approved the amendments to the capital budget for 2022/23 as detailed in Appendix 2 of the report.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above.

**EXE 2023/24 Fees and Charges (Agenda item 17)**  
**78**

Councillor Cartman presented the report detailing the proposed fees and charges for the 2023-24 financial year and in accordance with the Council's Constitution, approval was sought for any proposed increases to fees and charges in excess of 10% or estimated to generate additional revenue income of more than £300,000.

All the finance reports were discussed en bloc (see minute no. EXE75 above for details of the presentation and debate relating to these reports).

**Resolved:** that the Executive approved the changes to fees and charges and detailed in Appendix 1 of the report.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above.

**EXE Q2 Performance Update (Agenda item 18)**  
**79**

At the invitation of the Chairperson, the Director of Corporate Services presented the report noting that the council's Business Planning Framework was designed to monitor progress against the council's Corporate Plan priorities and the vision for an open, fairer, greener North Somerset. She added that a dashboard which was updated on a quarterly basis was available on the council's website. This also contained the council's Key Performance Indicators.

**Resolved:** that the Executive noted the report.

**EXE 80 Adoption of assets to North Somerset/s Local Heritage List (Agenda item 19)**

At the invitation of the Chairperson, Councillor Canniford presented the report and advised members that whilst most of the assets listed in the report were in Weston-s-Mare, he was aware that other local councils were working with the authority to list assets in their areas.

He thanked the Heritage Champion, Councillor Crockford-Hawley and all those involved in assessing the assets.

**Resolved:** that the Executive

1. Recognised the invaluable input of the Heritage Champion and the Scrutiny panel and adopted the heritage asset being put forward in the report to the North Somerset Local Heritage List and
2. Delegated the necessary accounting treatment within the asset register and the balance sheet to the S151 Officer when closing the 2022/23 accounts.

**Reason for the decision:**

As set out in the report and discussed above.

**Alternative options considered:**

As set out in the report.

**EXE 81 Pre-consultation sign-off of the draft Local Flood Risk Management Strategy - in preparation for public consultation (February-March 2023) (Agenda item 20)**

At the invitation of the Chairperson, Councillor Solomon presented the report noting that the strategy was a legal requirement and covered a 10-year period. The consultation period would commence in February 2023 for 8 weeks. The strategy would be brought back to the Executive later in the year.

The Chairperson noted the report highlighted how residents could report local flooding issues to the council.

**Resolved:** that the Executive approved the draft local food risk management strategy document for public consultations.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above.

**EXE 82 Commissioning and procurement plan for the treatment of food waste (Agenda item 21)**

With the agreement of the Chairperson, Councillor Solomon presented the

following reports together: Commissioning and Procurement Plan for the treatment of food waste and Commissioning and Contract for the operation of the waste transfer station and optional outward haulage.

In presenting the reports, Councillor Solomon noted the current contract expired in early 2024 with no possibility of extension. A procurement process needed to be undertaken to place a contract for the future and given the legal requirement to collect food waste weekly, the council needed to act quickly to obtain the best contract price.

In presenting the Commissioning and Contract for the operation of the waste transfer station and optional outward haulage report, he advised members that delegation to the relevant Executive Member was being sought to award the contract for the operation of the waste transfer station and outward haulage to the council's own arm's length waste management company, NSEC. The current contract expired early in 2024 with no extensions possible. NSEC was putting together a business case and the contract would only be awarded to NSEC if the business case was robust. If this proved not to be the case, a Commissioning and Procurement plan would be drawn up for approval by the relevant Executive Member so that the council could go out to market for the services.

**Resolved:** that the Executive approved the Commissioning and Procurement Plan for the treatment of food waste.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above.

**EXE 83 Commissioning and Contract for operation of the waste transfer station and optional outward haulage (included EXEMPT Appendix) (Agenda item 22)**

Councillor Solomon presented the report on the Commissioning and Contract for the operation of the waste transfer station and optional outward haulage which explained the council's statutory duty to collect and arrange for the receipt and disposal of household waste and other waste arising within North Somerset.

The waste disposal reports were discussed together (see minute no. EXE82 above for details of the presentation and debate relating to these reports).

**Resolved:** that the Executive

1. Delegated to the Executive Member for Neighbourhoods and Communities, the authority to award the waste transfer station and haulage contract to NSEC (North Somerset Council's wholly owned arm's length company) via the Teckal exemption, providing their business case provides a best service delivery option for the council and was costed within the budget envelope listed in exempt item section 5 "Financial" in its entirety.
2. Should the NSEC business case not provide the best service delivery

option for the council and/or fell outside of the budget envelope listed in exempt item – section 5 “Financial” in its entirety, power was delegated to the Executive Member for Neighbourhoods and Community Services to approve the commissioning and procurement plan for this contract.

**Reasons for the decision:**

As set out in the report and discussed above.

**Alternative options considered and rejected:**

As set out in the report and discussed above.

**EXE 84 Oral reports of Executive Councillors (Agenda item 23)**

The Chairperson said that the Executive Members’ and council’s thoughts were with those caught up in the earthquake disaster in Turkey and Syria. He extended those thoughts to residents in North Somerset who had family or friends in the region. He advised that the Disaster Emergency Committee website would have details of appeals to support the relief in the disaster area.

**EXE 85 Urgent business permitted by the Local Government Act 1972 (if any) (Agenda item 24)**

None.

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Chairperson

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