

Public Document Pack

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Date: Monday, 11 September 2023

To all Members of the Council

Note to councillors:

The full agenda papers for the Annual Council Meeting are available to view on the Modern Gov app on members' council device and on the council's website via the link below:

[Link to papers Council Meeting 19 September 2023](#)

Dear Sir or Madam

**Summons to attend the Council Meeting – Tuesday, 19 September 2023 at 6.00 pm
New Council Chamber - Town Hall**

You are requested to attend the Meeting of the Council to be held at 6.00 pm on Tuesday, 19 September 2023.

Please Note that any member of the press and public may listen in to proceedings at this meeting via the weblink below –

<https://youtube.com/live/oSgZHAc-nao>

The agenda is set out below.

Yours faithfully

Assistant Director Legal & Governance and Monitoring Officer

This document and associated papers may be made available in a different format on request.

Agenda

1. **Public Participation, petitions, and deputations (Standing Orders 2 (vi) and 17)**

The Council will hear any person who wishes to address it in accordance with the Standing Orders. The Chairperson will select the order of the matters to be heard.

Each person will be limited to a period of five minutes for public participation and deputations and three minutes for petitions. This section of the meeting must not exceed 30 minutes and discussion must not refer to a current planning application.

The Council will also receive questions from the public and provide answers thereto, subject to the Chairperson being satisfied that the questions are relevant to the business of the meeting.

Requests must be submitted in writing to the Assistant Director Legal & Governance and Monitoring Officer, or to the officer mentioned at the top of this agenda letter, by noon on the day before the meeting and the request must detail the subject matter of the address.

2. **Apologies for absence**

3. **Declaration of Disclosable Pecuniary Interest (Standing Order 37)**

A Member must declare any disclosable pecuniary interest where it relates to any matter being considered at the meeting. A declaration of a disclosable pecuniary interest should indicate the interest and the agenda item to which it relates. A Member is not permitted to participate in this agenda item by law and should immediately leave the meeting before the start of any debate.

If the Member leaves the meeting in respect of a declaration, he or she should ensure that the Chairperson is aware of this before he or she leaves to enable their exit from the meeting to be recorded in the minutes in accordance with Standing Order 37.

4. **Minutes (Pages 7 - 20)**

11 July 2023, to approve as a correct record (attached)

5. **Support Services 2025 Commissioning Intentions (Pages 21 - 60)**

Report of Councillor Bell (attached)

6. **Climate Emergency Strategy and Action Plan update and progress report (Pages 61 - 80)**

Report of Councillor Waite (attached)

- 7. Portishead Neighbourhood Plan (Pages 81 - 84)**
Report of Councillor Canniford (attached)
- 8. Corporate Parenting Report**
(Pages 85 - 128)
Report of Councillor Gibbons (attached)
- 9. Proposed changes to quorum for Policy and Scrutiny Panels**
(Pages 129 - 130)
Report of Assistant Director, Legal and Governance and Monitoring Officer (attached)
- 10. Petitions to be presented by Members (Standing Order No. 16)**
These have to be received by the Assistant Director Legal & Governance and Monitoring Officer by 12.00 noon on the day of the meeting.
- 11. Motions by Members (Standing Order No. 14) (Pages 131 - 132)**
(1) Motion for the Ocean (and Rivers) – Councillor Tristram
- 12. Question Time (Standing Order No.18)**
Questions must relate to issues relevant to the work of the Executive. Question Time will normally last for 20 minutes.

Members are requested to supply the Democratic Services Officer with a note of each question at, or just after, the meeting. A summary note of each question will be included in an appendix to the minutes.
- 13. Matters referred from previous meeting**
None.
- 14. Chairperson's announcements**
- 15. Leader's announcements**
- 16. Chief Executive's announcements**
- 17. Forward Plan dated 31 August 2023 (Pages 133 - 148)**
(attached)
- 18. Policy and Scrutiny Panel Report**
None.

19. Reports and matters referred from the Executive - dated 06 September 2023

None.

20. Reports and matters referred from the Policy/Overview and Scrutiny Panels other than those dealt with elsewhere on this agenda

None.

21. Reports and matters referred from the other Committees other than those dealt with elsewhere on this agenda

None.

22. Reports on joint arrangements and external organisations and questions relating thereto

(1) Avon Fire Authority

None – no meeting since previous Council meeting

(2) Avon and Somerset Police and Crime Panel

None - no meeting since previous Council meeting

(3) West of England Joint Scrutiny Committee

23. Urgent business permitted by the Local Government Act 1972 (if any)

For a matter to be considered as an urgent item, the following question must be addressed: "What harm to the public interest would flow from leaving it until the next meeting?" If harm can be demonstrated, then it is open to the Chairman to rule that it be considered as urgent. Otherwise the matter cannot be considered urgent within the statutory provisions.

Exempt Items

Should the Council wish to consider a matter as an Exempt Item, the following resolution should be passed -

"(1) That the press, public, and officers not required by the Members, the Chief Executive or the Director, to remain during the exempt session, be excluded from the meeting during consideration of the following item of business on the ground that its consideration will involve the disclosure of exempt information as defined in Section 100I of the Local Government Act 1972."

Mobile phones and other mobile devices

All persons attending the meeting are requested to ensure that these devices are switched to silent mode. The chairperson may approve an exception to this request in special circumstances.

Filming and recording of meetings

The proceedings of this meeting may be recorded for broadcasting purposes.

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairperson. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting, focusing only on those actively participating in the meeting and having regard to the wishes of any members of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairperson or the Assistant Director Legal & Governance and Monitoring Officer's representative before the start of the meeting so that all those present may be made aware that it is happening.

Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting.

Emergency Evacuation Procedure

On hearing the alarm – (a continuous two tone siren)

Leave the room by the nearest exit door. Ensure that windows are closed.

Last person out to close the door.

Do not stop to collect personal belongings.

Do not use the lifts.

Follow the green and white exit signs and make your way to the assembly point.

Do not re-enter the building until authorised to do so by the Fire Authority.

Go to Assembly Point C – Outside the offices formerly occupied by Stephen & Co

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Minutes

of the Meeting of

The Council

Tuesday, 11 July 2023

New Council Chamber - Town Hall

Meeting Commenced: 6.00 pm

Meeting Concluded: 7.29 pm

Councillors:

Wendy Griggs (Chairperson)
Peter Crew (Vice-Chairperson)

Marc Aplin
Nigel Ashton
Mike Bell
Christopher Blades
Steve Bridger
Peter Bryant
Peter Burden
Ashley Cartman
Annabelle Chard
James Clayton
Andy Cole
Jemma Coles
Ciaran Cronnelly
Stuart Davies
Oliver Ellis
Catherine Gibbons
Jenna Ho Marris
Nicola Holland
Clare Hunt
Patrick Keating
Sue Mason
Hugh Malyan
Stuart McQuillan
Robert Payne
Marcia Pepperall
Bridget Petty
Lisa Pilgrim
Terry Porter
Michael Pryke
Luke Smith
Timothy Snaden
Mike Solomon
Dan Thomas

Helen Thornton
Joe Tristram
Richard Tucker
Annemieke Waite
Roger Whitfield
Martin Williams
Hannah Young

Apologies: Councillors: Mike Bird, Mark Canniford, Caritas Charles, John Crockford-Hawley, Steve Hogg, Tom Nicholson and Ian Parker.

Absent: Councillor: David Shopland.

Officers in attendance: Jo Walker (Chief Executive), Nicholas Brain (Assistant Director Legal & Governance and Monitoring Officer), Amy Webb (Director of Corporate Services), Sheila Smith (Director of Children's Services) and Hayley Verrico (Director of Adult Social Services).

Partaking via Microsoft Teams:

Officers: Matt Lenny (Director of Public Health), Mel Watts (Finance Manager), Hazel Brinton (Committee Services Manager), David McFarlane (external – Chairperson of Members' Allowances Remuneration Panel)

COU Chairperson's Welcome
35

The Chairperson welcomed everyone to the face-to-face meeting and noted that those councillors attending via Teams would not be in attendance formally or able to vote.

COU Public Participation: Steve Voller, local resident - Banwell Bypass
36

Steve Voller addressed members on the need for the Banwell Bypass due to traffic noise, pollution and danger to pedestrians from narrow footpaths. He urged members to support the motion on the agenda to allocate additional capital funds to allow the much needed and locally supported bypass to be built. He noted that the scheme was being debated again not because the need for it had changed but due to inflationary budget pressures requiring additional capital investment.

COU Public Participation: Pauline Trapp, local resident - Banwell Bypass
37

Pauline Trapp addressed members on the need to build the Banwell Bypass due to the increased levels of traffic resulting in frustration for residents and motorists and gridlock on the road. She noted the impact of the traffic issues on health and safety on residents and local school children and the inherent access disadvantages suffered by seaside towns. She highlighted the advantages to the wider local area of building non-motorised networks including cycleways and footways.

COU Public Participation: Roz Willis, local resident - No. 50 bus service
38

Roz Willis addressed members on the No 50 bus service and the issues faced by

older carers who no longer run a personal vehicle. She noted the requirement as a result, for a local bus service and highlighted the problems being faced by residents on Milton Hillside when the No.50 bus service changed adding that some older residents are not able to access electronic devices to use the WestLink service and the landline phone number was not being answered.

COU Declaration of Disclosable Pecuniary Interest (Standing Order 37)

39

None declared.

COU Minutes

40

Resolved: that the minutes of the meeting of 23 May 2023 be approved as a correct record.

COU Banwell Bypass - allocation of capital funds to support delivery

41

Councillor Bell presented the report to members. He explained that Stage 1 of the project was on track and within budget, but construction and design costs had increased because of inflationary pressures due to external events which could not have been predicted. Significant inflationary pressures outside of the council's control had meant that some elements were experiencing 35-50% increases. The project team had been considering mitigations for the cost pressures and he was optimistic that other mitigations would be found. He added that for the project to proceed, the budget shortfall needed to be covered and positive conversations with Homes England had already been taking place. He was asking the Council to support its share of the additional capital funding required (£11.9m). The report identified the sources of the additional capital requirement and Councillor Bell reaffirmed the council's commitment to delivering the elements of the infrastructure put forward as part of the planning application process.

In discussing the report, members asked whether the price could be fixed if the additional funding was agreed by the Council and whether the funding was protected for the wider counter measures that needed to be in place before the bypass opening. The s151 officer replied that the budget could not be fully fixed as contract prices had not been received for every element of the scheme. There was still some risk exposure however a contingency was held in the latest forecast. The council had a fixed price in terms of the construction programme but there were still design elements to finalise. Councillor Bell reaffirmed the council's commitment to the wider mitigations of the scheme.

Motion: Moved by Councillor Bell and seconded by Councillor Keating and

Resolved: that the Council

1. Supported progression of the Banwell Bypass scheme and necessary increase in Council funding
2. Approved in principle the allocation of £11.9m of funding to contribute towards the cost of Banwell bypass scheme
3. Approved in principle the increase in the Capital Programme by £11.9m, subject to the scheme being fully funded and progressed as planned.

COU 42 Petitions to be presented by Members (Standing Order No. 16)

42

None received.

COU 43 Question Time (Standing Order No.18)

43

Oral questions were directed to members concerned and the summary notes and topics involved are contained in Appendix 1.

COU 44 Chairperson's announcements

44

The Chairperson informed members that she had visited Blagdon Primary School as the pupils and staff celebrated their School of Sanctuary Award which was given in recognition of the welcome extended to refugees. She congratulated the staff at Yatton Infant School who worked with partners from other schools to put in place a plan to enable their pupils to continue to be educated after the recent fire. She had also started a Walking Football Tournament in the Clevedon Hand Stadium and encouraged members to participate in local events to show support to residents.

COU 45 Leader's announcements

45

None.

COU 46 Chief Executive's announcements

46

The Chief Executive informed members of the retirement of the Director of Children's Services. She invited Sheila Smith to accept flowers on behalf of the council. Sheila thanked members and officers for their support during the challenges faced by Children's Services and wished them well for the future.

COU 47 Forward Plan dated 3 July 2023

47

The Leader presented the forward plan.

Resolved: that the Forward Plan be noted

COU 48 Policy and Scrutiny Panel Report

48

None.

COU 49 Reports and matters referred from the Executive - dated 21 June 2023

49

None.

COU 50 Reports and matters referred from the Policy/Overview and Scrutiny Panels other than those dealt with elsewhere on this agenda

50

None.

COU 51 Reports and matters referred from the other Committees other than those dealt with elsewhere on this agenda

(1) Report of the Independent Remuneration Panel on Members' Allowances

The Chairperson introduced the Panel's Chairperson, David McFarlane who was attending to answer any queries from members. She thanked him for his work over many years and wished him well for his retirement from the panel.

The solicitor introduced the report and outlined the options open to members. He noted that the recommendation for the Basic Allowance would be putting the amount up to a point at which it would have been if the recommendations from previous panels had been accepted at the time.

Councillor Bell echoed the comments and thanks regarding Mr McFarlane's work over the years and extended his thanks to other panel members. He noted that the issue was politically and personally sensitive, but it had been 7 years since the panel's recommendations had been implemented by the council. The issues now needed to be addressed and the purpose of the independent panel was to dispassionately consider the evidence, the roles and responsibilities members undertake and trends around the country for similar authorities and make recommendations. Councillor Bell supported the recommendations in the report save that the increase in the Basic Allowance take place over two years.

In discussing the report, members asked whether any increase going forwards could be tied to the uplift in staff pay to avoid having to accept or reject the panel's recommendations which could result in a large increase at times. Councillor Bell responded that the increases since 2016 had been linked to the staff pay award and this would continue to be the case going forwards. The panel's recommendations sought to address the issue of allowances being out of kilter as a result of previous panels' recommendations not being accepted. The link to the staff pay award in future would allow the allowance to be rebased.

Members also noted that the Special Responsibility Allowance for the Chairperson of the Licensing Committee was based on them chairing all the Licensing sub-committees and this too was supported. Members also noted that the staff pay award last year was a flat amount and not a percentage award. Councillor Bell agreed that whilst the award to staff last year was a flat amount, a percentage increase had been applied to the Basic Allowance for members. This approximated to 4% which he felt was a pragmatic response to the issue of a flat amount being awarded to staff and anticipated this approach would be applied should this happen again in future years.

Motion: Moved by Councillor Bell and seconded by Councillor Gibbons and

Resolved: that the Council

- a) Received the report of the Independent Remuneration Panel and thanked the members of the Panel for their work in producing the report
- b) Approved the Panel's recommendations, subject to the increase in the Basic Allowance being applied over a two-year period and instructed officers to implement the new allowance scheme as amended

COU 52 North Somerset Environment Company Shareholder Update

Councillor Cartman introduced the report. He informed members that it was an update report following the council's decision to bring waste services within a council controlled company. The report was from the shareholder perspective as the council owned the company. He added that the report was about how to develop a long-term sustainable business rather than about missed collections. The goal was to meld the ethos of the public sector with the entrepreneurship of the private sector. As the shareholder representative of the council, he attended quarterly meetings. He noted the challenges as well as the wins including high recycling rates, a lower rate of missed collections and an improved relationship with the company's employees. He added that there were challenges including the set-up costs, the inflationary environment and driver shortages which had led to a deficit, but the board was focussed on the recovery plan.

In discussing the report, members highlighted areas which the council could do to support NSEC including the issue of parked cars and overgrown foliage leading to missed collections.

Resolved: that the Council noted the report.

COU 53 Corporate Parenting Report

Councillor Gibbons presented the report and thanked Sheila Smith, retiring Director of Children's Services for her support over the years. She reiterated the role of a Corporate Parent to members as they were all one by virtue of their councillor role.

She encouraged members to attend meetings of the Corporate Parenting Panel for which all members had been sent the papers for the upcoming July meeting.

In discussing the report, members asked that places reserved for councillors at the Weston Carnival be given to children and their foster families instead and offered to speak to the Youth Parliament on the issue of climate change.

COU 54 Reports on joint arrangements and external organisations and questions relating thereto

(1) Avon Fire Authority

Resolved: that Council noted the report given by Councillor Payne

(2) Avon and Somerset Police and Crime Panel

Councillor Crew reported on the points of discussion at the recent meeting including the outcome of the Chief Constable's comment regarding her opinion that the Avon and Somerset Police was institutionally racist. The Police and Crime Commissioner and Chief Constable are setting up an independent review panel. Other topics discussed were Operation Bluestone around action being taken in respect of violence against women and girls and Operation Scorpion involving 11 thousand drug related operations. At the meeting Councillor Crew

raised the issue that the two neighbourhood teams in North Somerset should now be fully staffed given the agreed increase in the precept for 2023/24 from the authority was to address this matter.

COU 55 Urgent business permitted by the Local Government Act 1972 (if any)

Chairperson

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**North Somerset Council
Council Meeting 11 July 2023
Question Time (Agenda Item 8)**

Question 1

From Councillor Keating

**To Executive Member for Children’s Services, Families and Life-Long Learning
– Councillor Gibbons**

**Update on the status of the Department for Education’s application to build an
SMEH School in Churchill**

Councillor Keating asked the Executive Member for an update on the status of the Department for Education’s application for a special school in Churchill.

Councillor Gibbons thanked Councillor Keating for his question and responded that she believed the DfE was submitting the planning application in September.

Question 2

From Councillor Thornton

To Executive Member for Culture and Leisure – Councillor Solomon

Weston Odeon Cinema

Councillor Thornton asked the Executive Member for an update on the Weston Odeon cinema.

Councillor Solomon asked the Leader to respond. Councillor Bell responded that he had written to the cinema owners as soon as the closure was announced. He had had a positive meeting with the cinema owners who had advised that they were selling the site and were currently negotiating a sale to another cinema operator. He was optimistic that it would be reopen soon as a cinema.

Question 3

From Councillor Ellis

To Executive Member for Highways and Transport – Councillor Hannah Young

Bus lane A370 Long Ashton bypass

Councillor Ellis asked the following question of the Executive Member:

“Many people on the doorstep raised the issue that they haven’t seen any buses or only one or two buses using the bus lane whilst cars are queuing now it is down to one lane. This doesn’t sound like it is helping with reducing climate change but adding to the problem. Will this be looked at for example, it being a time limited bus lane rather than 24/7?”

Councillor Young thanked Councillor Ellis for his question and noted that the reason for the bus lane was so that a reliable bus service could be put in place on that route. She had received a number of queries of this nature and the team had explored the possibility of the lane not being 24/7 but the Minister for Transport had fed back to a local MP that the government's national bus strategy, Bus Back Better, recommended that bus lanes should be full time and as continuous as possible. She added that the recommendation was that they should be part of a whole corridor approach including other physical measures. She would continue to keep a close eye on the project with the team to understand the impact although it was early days.

Question 4

From Councillor Cronnelly

To Executive Member for Highways and Transport – Councillor Hannah Young

Closure of face-to-face rail ticket offices

Councillor Cronnelly asked the Executive Member what the council could do with the news that face-to-face rail ticket offices were being closed.

Councillor Young thanked Councillor Cronnelly for his question and noted that the plan was under active consultation currently. She was liaising with the West of England Combined Authority leads for the area. A response to the consultation would be given based on feedback received as ticket offices were critical for a range of users who would be disadvantaged if they were closed. There were concerns over the lack of informal surveillance. She would be happy to request a meeting with GWR or the Rail Delivery Group which was running the consultation to put forward the council's concerns. She would be happy to feed through concerns if people contacted her direct.

Question 5

From Councillor Payne

To The Leader – Councillor Bell

Management of waste bins on Weston seafront

Councillor Payne asked the following question of the Leader:

“We had some great weather throughout June, and it was lovely to see such large numbers of visitors come to enjoy Weston seafront.

But unfortunately, we still don't seem to have got to grips with the management of waste on the beach and on the prom whenever we have a large influx of visitors. The overflowing bins and waste just abandoned where people have been sitting, is regularly left overnight to be scattered by animals and ending up in the sea.

I appreciate of course that it's a very difficult problem to solve. Ideally, we want to reduce the amount of waste that is produced in the first place and for people to deal with it responsibly, but do you agree with me it's essential that we manage effectively all the waste that is produced, and will you commit the council to getting to grips with this ongoing problem once and for all?”

Councillor Bell thanked Councillor Payne for his question and responded that he agreed with him and that it had been an issue for many years. He did not believe the problem would ever be solved as it was down to human behaviour, respect for the environment and respect for each other. In conjunction with Councillors Solomon and Waite, he would work with officers to address the challenges including extra resource for the summer including later collections and weekend cover. This would be for Clevedon and Portishead seafronts also. Additional measures around enforcement, signage and behaviour change would also be looked at. Work would involve local ward members and consideration of the budget to support measures.

Question 6

From Councillor Williams

To Executive Member for Safety in the Community – Councillor Clayton

Antisocial behaviour in Worlebury Woods

Councillor Williams asked the Executive Member what work was being done to address the issue of antisocial behaviour including the setting of fires in Worlebury Woods. Would Councillor Clayton work with resident and him to look at Public Space Protection Orders and other measures to counteract the antisocial behaviour?

Councillor Clayton thanked Councillor Williams for his question and replied that he was willing to work with Councillor Williams and residents. He had informed officer of the antisocial behaviour in the woods. He was looking for patrols in the area by the council's Community Response Officers and would encourage residents and the ward member to report the issues on StreetSafe. This would direct the council's officer and the police in where the issues were occurring.

Question 7

From Councillor Pilgrim

To Executive Member for Culture and Leisure – Councillor Solomon

Access to services via the library teams

Councillor Pilgrim asked the Executive Member whether the promotion of access to services via the library could be improved as some residents were still unaware that they can go into libraries to get advice and assistance. She asked that the scheme be promoted in other ways than online

Councillor Solomon thanked Councillor Pilgrim for her question and agreed to bring the matter up with the library team so that residents were made aware that the scheme existed. He could not promise extra resources due to the council having to make cuts, but he would talk with the library team. He would also take up the matter of awareness of the scheme amongst library staff.

Question 8

From Councillor Petty

To Executive Member for Highways and Transport – Councillor Hannah Young

A38 Major Road Network scheme

Councillor Petty noted that the A38 MRN scheme had been on the agenda for a number of years and that an aspect of the decision had been postponed. She asked for clarification on which Executive Member was responsible for the scheme and who would be the point of contact going forward.

Councillor Young confirmed that the scheme fell into her portfolio but that a final funding decision had not yet been received. She had raised the issue at the Weston Gateway Strategic Transport Board at which there was a representative from the Department for Transport. They could not clarify when the decision regarding funding would be made but it was likely to be in September. She would keep a watching brief on the relevant Forward Plan items and keep relevant ward members informed.

Question 9

From Councillor Pryke

To Executive Member for Highways and Transport – Councillor Hannah Young

Parklets in Hill Road, Clevedon

Councillor Pryke asked the Executive Member whether residents and businesses had been consulted on the two recently installed parklets before they were built. Councillor Pryke also asked a follow up question around the promotion of the consultation on the Clevedon seafront scheme as he and other residents had only found out via Facebook.

Councillor Young confirmed that there had been consultation as part of the initial consultation on the public realm scheme and that the parklets are licensed to businesses so businesses can approach the council if they wish to take advantage of the parklet licensing scheme. There had also been a more recent session with the traders on Hill Road, Bellevue Road, and Alexander Road. Most traders had said they welcomed parklets; three businesses had requested licenses and two were currently being installed. Consideration had been given to holding back on the installation given the review being carried out, but businesses had asked that they be installed as they had built their financial models over the summer based on the opportunity to license the parklets. To compensate for parking spaces lost to the parklets, additional spaces had been made available in the Herbert Road/Hill Road area. Councillor Young apologised personally for the lack of communication around the planning of the public meeting. She said that ward members were noted on the communications plan for the meeting and apologised if there had been an error in timing but would personally ensure that ward members would receive advance notice going forward.

Question 10

From Councillor Smith

To Executive Member for Highways and Transport – Councillor Hannah Young

Clevedon Seafront

Councillor Smith asked the Executive Member whether there would be a postal survey of all Clevedon residents on the future of the parking scheme considering the issues highlighted during the June update.

Councillor Young replied that there was a public meeting as requested by Clevedon residents on 20 July at 7pm. The purpose of the meeting was to inform residents and other stakeholders of next steps including how the council would engage with them over the summer. The council was intending to appoint independent consultants to carry this out, The consultants would determine the mix of engagement methods and the council had put together a specification around the consultation. Councillor Young has asked via the specification that specific groups have a genuine opportunity via mixed methods to contribute to the review and that she wanted the widest possible involvement of the people of Clevedon. A conclusion would be reached based on the evidence gathered and she was awaiting the results of the independent review, the Active Travel England visit, the safety audit, and the independent audit. She accepted there were lessons to be learned and possible changes to be made. The scope of the review had not been limited to avoid any options. If there was a case for reversing the scheme, that was in the specification and would be shared. A page was being put together on the North Somerset Council website to include information on the review, the project brief, and the specification to give the public assurance that the matter was being considered seriously.

Question 11

From Councillor Pepperall

To Executive member for Culture and Leisure – Councillor Mike Solomon

Fly tipping in Worle

Councillor Pepperall asked the Executive Member what the council could do about fly tipping at the BT telephone exchange behind St Marks Church as it had recently cost the company £5000 to clear the site.

Councillor Solomon replied that the land was private and therefore the responsibility lay with BT to police and clear fly tipping on their land. The council had limited officer availability in any event.

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North Somerset Council

Report to the Council

Date of Meeting: 19 September 2023

Subject of Report: Support Services 2025 Commissioning Intentions

Town or Parish: All

Officer/Member Presenting: Cllr Mike Bell, Leader of the Council

Key Decision: N/A

Reason:

Not an Executive decision

Recommendations

That Council approves the commissioning intentions for Support Services as follows:

1. To move toward a multi-provider model.
2. To stagger contract end dates so that existing services are re-procured incrementally.
3. To procure the revenues and benefits service using a government framework.
4. To develop an options appraisal for ICT provision to compare a shared service within the public sector vs. a commercial supplier offer.

1. Summary of Report

This report sets out the commissioning intentions for the procurement of services currently provided under an outsourced contract with Agilisys Ltd (“The Contract”). The Contract delivers core council services, including management of revenues, benefits, exchequer, public-facing call centres and internal corporate functions (ICT provision, business support and transformation, payroll, and facilities management). The Contract has been in place since 2010 and reaches the end of its term in September 2025.

The Contract’s structure is a “Lead Provider” (Agilisys Ltd), sub-contracting significant contract parts to a revenues and benefits solution and support services provider (Liberata Ltd) and further contract parts to additional specialist providers.

The purpose of this report is to seek approval for restructuring the services provided by The Contract, towards multiple provider contracts and supplier relationships, to be incrementally implemented during 2023-25. The first contract part intended to be separated and procured is the revenues and benefits solution with exchequer services and parking administration. Simultaneously the formation of a relationship with a public-sector wholly owned ICT provider as compared with a commercial supplier will be explored in detail to bring back options for future commissioning plans.

This Commissioning Intentions report is separated into 3 sections and documented in ‘section 11. Options Considered’ to articulate the reasons behind each recommendation.

2. Policy

This project forms part of the Corporate Plan:

- Aim: Open and Enabling
- Priority: Manage Our Resources and Invest wisely

3. Details

The Contract delivers essential public services on behalf of the Council to the populace of North Somerset by administering £650million per annum through a range of services including the collection of revenue income from domestic properties and business rates, processing of invoices, collection of sundry debt and payroll.

The cost of The Contract is ~£17-19m per year. The Contract was awarded in 2010 to Agilisys Ltd using a Competitive Dialogue process and has been extended through its full term to 2025. No further extensions to the contract are available therefore steps must be taken now to re-provision the services provided by The Contract through alternative means.

The Contract delivers the services below through a mix of Lead Provider (Agilisys) and sub-contractor (Liberata) (Figure 1).



Further information on The Contract can be found in Appendix 1. Agilisys Contract Introduction

4. Consultation

Consultation with internal stakeholders (officers) was conducted using engagement sessions July – October 2022. When asked to consider what future options could be considered the consensus identified 4 areas for improvement:

- Move towards multiple contracts with stronger alignment with service needs.
- Ensure increased levels of service lead engagement and contract management.
- Have more granular and user-focused performance metrics applied to individual contracts to enable supplier delivery.
- Enhance clarity on costs and resourcing.

Further engagement is planned to shape requirements with colleagues across the organisation via business service leads and will form part of the agenda for forthcoming union liaison meetings.

To assist with transparency the project is also a standing item for Executive member briefings and informal Executive meetings bi-monthly.

5. Financial Implications

The annual cost of The Contract currently stands at ~£17-19m per year. The recommendations within this paper include the procurement plan for the Revenues and Benefits service and associated exchequer related services at £5.4m per year with a recommended contract duration of 7-10 years.

The procurement will target savings against this existing expenditure profile whilst ensuring that a quality service is delivered to residents. The prime contractor margin will also cease under the new arrangements.

Costs

The total cost of the revenues and benefits contract element is expected to be between £38-54m depending on contract duration.

The cost of using the national procurement framework is 1% of the total contract cost and this will be offset by savings made from changing the prime/sub contract relationship.

There will also be a range of one-off costs associated with the procurement process, although internal costs for running the process and facilitating the programme of works are to be met from within existing staffing budgets. External costs will include legal resources to create and modify the framework's standard legal agreements, at an estimated cost of £30k and it is also likely that additional support will be required for the options assessment and procurement of ICT contracts, at an estimated cost of £50-80k.

Funding

Funding for the delivery of the services included within The Contract is included within the revenue base budgets of the council and it is anticipated that an overall budget reduction can be made from this base sum.

The one-off costs associated with the re-procurement will be funded from existing corporate services reserves and their use will be subject to the council's existing governance processes.

6. Legal Powers and Implications

The Council has a statutory obligation to provide the following services delivered by The Contract:

- Revenues and Benefits services
- Exchequer services

All other parts of The Contract are essential corporate functions required for the effective operation of the local authority.

The Contract has exhausted its initial term and all available extensions. The Public Contracts Regulations 2015 restrict the Council's ability to formally extend The Contract outside the term specified in the original procurement, therefore no legal mechanisms exist that allow for the existing Contract to continue in its current form.

7. Climate Change and Environmental Implications

Climate impact and detailed environmental implications will be fully assessed as each part of the services contained within The Contract are procured. These environmental considerations will form a core part of any corporate social responsibility requirements of a tender evaluation.

8. Risk Management

There is a full risk register and monitoring process in place for the Support Services 2025 programme. Following a risk assessment, the highest scoring inherent risks are:

Risk	Inherent risk score	Residual Likelihood	Residual Impact	Residual Risk Score	Mitigations
Lack of internal resources to relet and transition such a large contract whilst maintaining service quality	HIGH	3	3	MED	Move towards a multi-provider model. Stagger contract transition arrangements/end dates. Ensure available support is focussed on the 2025 end date.
Significant specialist resources to advise and ensure the procurement opportunities are maximised	HIGH	3	2	LOW	Quantify the levels of external support required. Use of standard procurement frameworks to ensure best practice and accelerated approaches are followed.
Impact on the council's ability to deliver council priorities by not addressing the challenges defined in the Medium-Term Financial Plan	HIGH	2	4	MED	Conduct regular and detailed commercial assessments. Seek to modify requirements to reduce cost. Savings target developed and assessed alongside transformation plan. Benefits realisation will be subject to formal review by the project board.
Ineffective transition or planning leading to service failure and impact on residents and internal customers	HIGH	2	5	MED	Adopt a structured project management approach. Decision to disaggregate services to avoid concurrent contract transitions/end dates.

9. Equality Implications

Have you undertaken an Equality Impact Assessment? No

As each part of the services is procured or re-provisioned a full equality impact assessment will be undertaken.

10. Corporate Implications

Failure to fully re-procure the services delivered by The Contract will result in the Council being unable to deliver its statutory and essential corporate functions.

11. Options Considered

Section 1: To move toward a multi-provider model & to stagger contract end dates so that existing services are re-procured incrementally.

To move toward a multi-provider model

The Contract provides a large range of services which can be delivered by adopting one of three broad models:

1. Insourced service provision contracting specialist software.
2. Outsourced service provision contracting with multiple providers.
3. Outsourced service provision with one Lead Provider and multiple sub-contractors.

The Contract takes the form of model 3. The recommended model for future delivery is **model 2**, based on an assessment of the market, feedback from Officers and the performance of the Contract.

This approach will:

- Seek agile contracts aligned with the delivery of defined strategic objectives.
- Employ specialists and select the best delivery models on a service-by-service basis.
- Align with business needs from best suppliers.
- Improve business engagement and understanding.
- Increase direct communication between services and suppliers.

To stagger contract end dates so that existing services are re-procured incrementally.

To manage the risk of disruption and deliver continuous service it is recommended that, where possible, the Council should seek to implement an incremental transition from the current form of Contract to the future provision of services to mitigate the resource-related risks associated with the project.

This approach will

- Maximise the use of limited, internal resources to ensure the focus and attention are given to the critical groups of services.
- Deliver new financial savings before the end of the existing term.
- Create multiple points of transition from old to new services.

Section 2: To procure the revenues and benefits service using a government framework.

Revenues and Benefits and Exchequer services are the core statutory services delivered by the Contract. Those services are provided by a very limited number of market operators in the UK, limiting the benefits to be gained from open competition. It is recommended that

NSC make use of government commissioned framework agreements to streamline our route to market and mitigate the resource-related risks associated with the project.

This approach will:

- Represent a stable delivery model with established route to market.
- A limited supplier marketplace reduces the benefits of a wider open competition.
- Avoid protracted contract development because procurement framework provides an established and accelerated route with pre-agreed terms and conditions.

Section 3: To develop an options appraisal for ICT provision to compare a shared service within the public sector vs. a commercial supplier offer.

NSC commissioned an assessment report by an independent consultancy (SOCITM) of the ICT services provided, which acknowledged the strength of the current offer when compared to cost. However, it also recommended developing a service roadmap for existing solutions to better understand our technology estate and designing a future IT architecture blueprint with roadmaps for delivery. Coinciding with the recommendations being actioned, it is proposed that a full assessment will be undertaken to assess the benefits and disadvantages of a public sector shared ICT service in comparison with a fully outsourced commercial model.

Justification of the approach:

- Inform a future decision point.
- Establish the opportunities for a step change in service delivery.
- To ensure we create visibility of costs, assets and resources.
- Understand the requirements for a competitive process.

Detailed SWOT Analysis for each Section can be found in Appendix 2

Authors:

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Stuart Anstead, Head of Support Services stuart.anstead@n-somerset.gov.uk

Appendices:

Appendix 1 - Agilisys Contract Introduction May 2023

Appendix 2 – Support Services Partnership 2025 SWOT

Background Papers:

None

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Support Services Contract



Leader & Exec Members Briefing
July 2019



Agenda



Introductions



The Agilisys / Liberata Contract



Operational Services



Governance Structures



The Future



What's Next



Agilisys / Liberata Contract

Scope and scale



The Partnership overview

Partnership Overview

- Awarded to Agilisys 2010
- 10 + 5 year services contract
- £267,062,044 contract value
- Sharp initial transition & transformation
- 400 staff transfer
- 30% contracted savings
- £5.1m rental income to NSC
- 250 job creation target
- 100 apprenticeships
- 250 days p.a. Corporate Social Responsibility

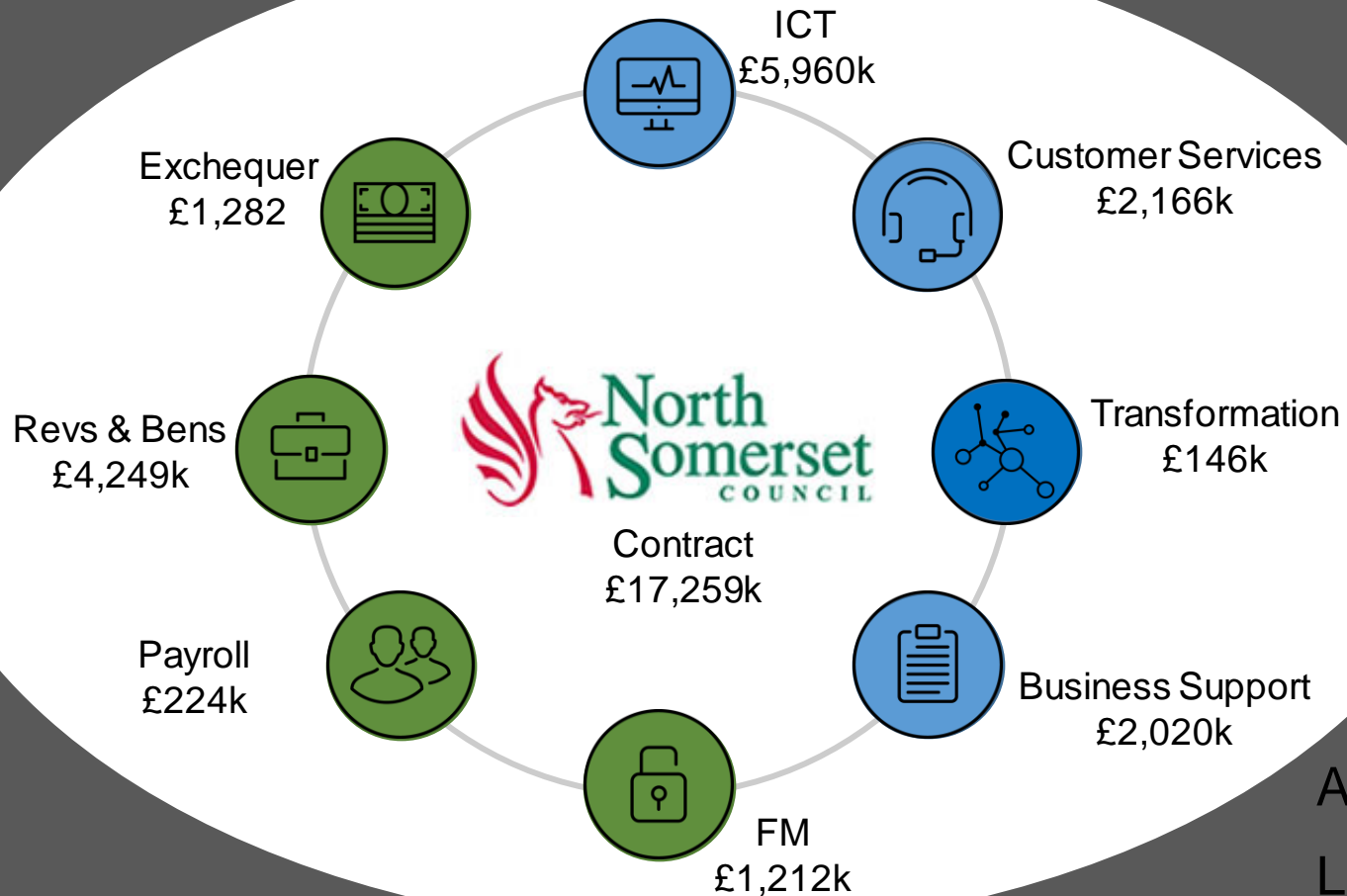


NSC Budget Challenge

- £15m savings made to date in core service provision
- Significant pressures continue
- A further £14m of savings made through transformation
- Additional capability & ideas

Partnership Services

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Agilisys 
Liberata 

Partnership Services

Support Services Contract £17,259k



Exchequer
£1,282



ICT
£5,960k



Revs & Bens
£4,249k



Customer Services
£2,166k



Payroll
£224k



Transformation
£146k



FM
£1,212k

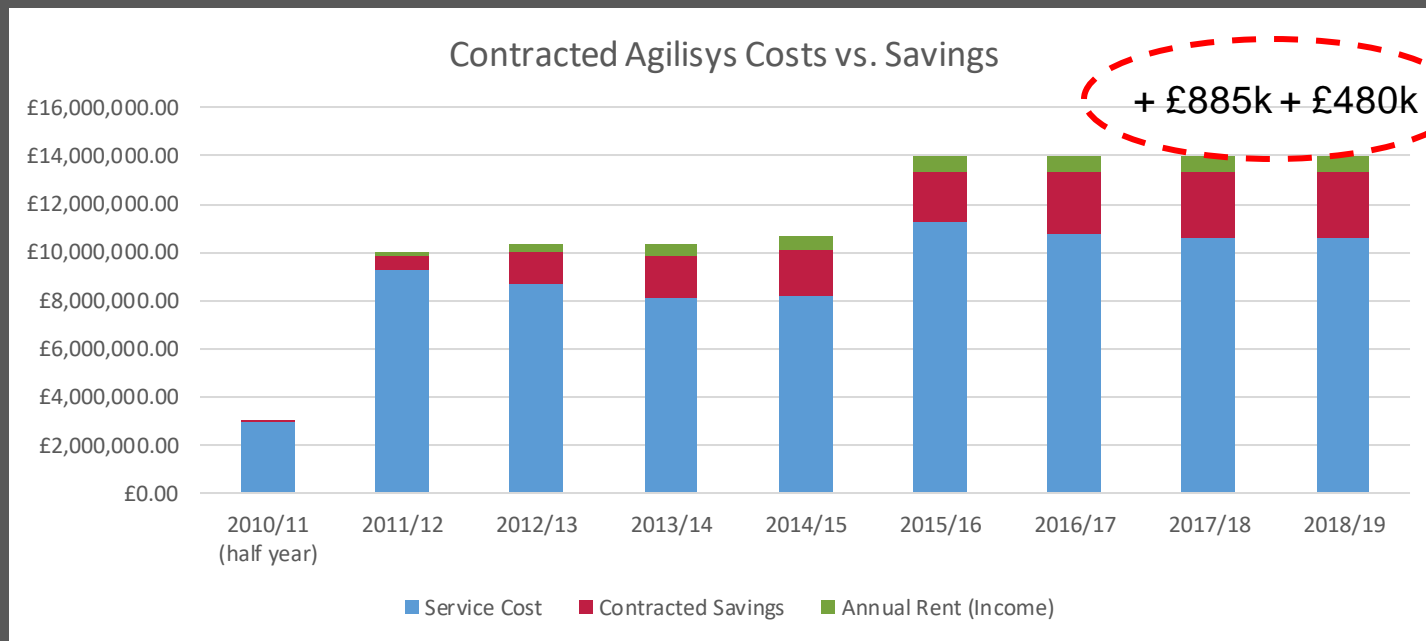


Business Support
£2,020k

History of contracted cost vs. savings



Page 35



- 24.19% reduction against baseline
- Rental income £5m over ten years linked to new jobs in the area



Operational Services

Customer Services & Business Support



Telephone Contact Centres for Council Connect and Care Connect), Gateways & Business Support Services

- Total value £4,264k
- 150 staff employed across 7 sites
- 550,000 contacts a year across all contact centre channels (100,000 R&B)
- 200,000 visitors a year to TH and CW
- c.2700 CareLink customers
- 1000+ Business Support services
- 97% customer satisfaction during 2017
- Income Police £145.1k
- Council Connect 09.00-17.00 Mon-Fri
- Care Connect 08.00-18.00 Mon-Fri
- CareLink 08.00-22.00 Mon-Sun
- TH Gateway 08.30-17.00 Mon-Fri,
09.00-14.30 Sat,
Closed Sun

Page 07

CS Service Components	Value 18/19
Contact Centres (Telephone)	£1,018,750
CareLink	£491,806
Gateways	£449,068
Business Support (Liberata)	£555,688
Business Support (Agilisys)	£1,748,559

Revenues & Benefits administration



Housing Benefit, Council Tax Support, Discretionary Housing Scheme, Welfare Provision Scheme, #First Steps, Business Rates, Council Tax

- Total value £3,605k
- c. 100 Staff employed (across multiple sites)
- Volumes – HB Caseload: 9872, CTS: 12439, Combined: 14177, DHP Applicants: 1309, WPS Applicants: 808, Council Tax properties: 96,357, Business Properties: 6,412
- Complaints: 163 complaints received of which 38 were upheld.
- Opening hours:
 - 09:00 to 17:00 Mon to Thurs
 - 09:00 to 16:30 Friday

Item	Scale
HB Subsidy Claim	£56,330,859
DHP	£480,744
WPS	£70,000
Council Tax Net Collectable Debt	£130,600,000
Business Rates Net Collectable Debt	£65,500,000
Cost of CTS	£10,146,867

ICT Service



Print Unit, Scanning, and Business Systems Administration

Service Components	Value 18/19
Office & MS 365	£761,685
Storage and Compute	£509,000
Apps Support Team	£498,000
Field Engineering Team	£176,736
Service Desk Team	£132,433
Telephone & Networks Team	£233,975
Patches Team	£126,000
Wide Area Network	£245,370
ICT Software	£1,653,385
Management Fee	£211,767
Scanning Team	£86,199

- Value £4,661k
- Staff employed – 33 (which includes 24 staff working on ICT BAU delivery / 9 on Projects)
- Services Breakdown - Infrastructure, VDI, Email/Office365, Desktop, Field, Networks, Applications, Systems administration, Database, Web, Telephony, mobile phones, Print Unit, Scanning, Projects, Development, security, Libraries, Gateway, 15 business critical applications, over 200 other applications
- Volumes – 1866 Staff, 2714 devices (thick desktop/laptop, thin laptop/desktop, iPads, iPhones)
- Income Health c. £87k
- Calls - closed 37228 calls. 3 formally logged complaints
- Service desk - Phone calls Received: 25754 – all other calls logged via self-service (31%)
- Opening hours
- 8am to 6pm – Mon to Fri

Exchequer



Exchequer services including schools finance and Adult Care Financial transactions

Page 40

- Total value £664k
- 25 Staff Employed over 2 sites
- Services include; Accounts Payable, Accounts Receivable, Schools Finance & Adult Social Care
- £50 million received in income
- £7.6 million sundry debt
- £230 million paid invoices
- 131,591 invoices processed
- £1.2 million recovered in Social Care over payments.

Exch Service Components	Value 18/19
Accounts receivable and Accounts payable	£499,353
Schools Financial Support & travelling Bursars	£164,918

Business Improvement



Project and Programme Management, PMO and Business Analysis

Page 41

Project Expenditure 2017/18	Invoice Value
Council Wide	£ 356,061
CSU	£ 266,373
D&E	£ 164,041
P&C	£ 1,153,727

- Value £118k
- 13 Staff employed
- Current 105 active projects categorised as:
 - 9 Major
 - 40 Significant
 - 56 Minor
- The contract includes an annual allocation 320 Feasibility and 718 ICT Development days.
- Recent noteworthy projects: AIS Replacement, Intranet Replacement, Uniform Implementation

Facilities Management



Soft Facilities Management
including security and
cleaning

- Total value £1,053k
- 10 Staff employed
- Postage costs (Whistl & Royal Mail) £126k
- Cleaning c. £480k
- Scope of service includes:
 - Cleaning, security, vending, mail rooms (TH & CW sites) dealing with in / out bound, internal and external, helpdesk, stationery provision & site access controls
- Annual Helpdesk volumes - 30,000 contacts

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Service Components	Value 18/19
Castlewood (Inc. cleaning)	£377,266
Town Hall (Inc. cleaning)	£236,577
Sundries	£92,994
Outbound mail	£126,000
Cleaning other buildings	£219,668

HR Payroll



Transactional Human Resources and Payroll

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HRP Service	Value 18/19
HR Payroll - Corp	£249,194
HR Payroll – Schools *	£223,869

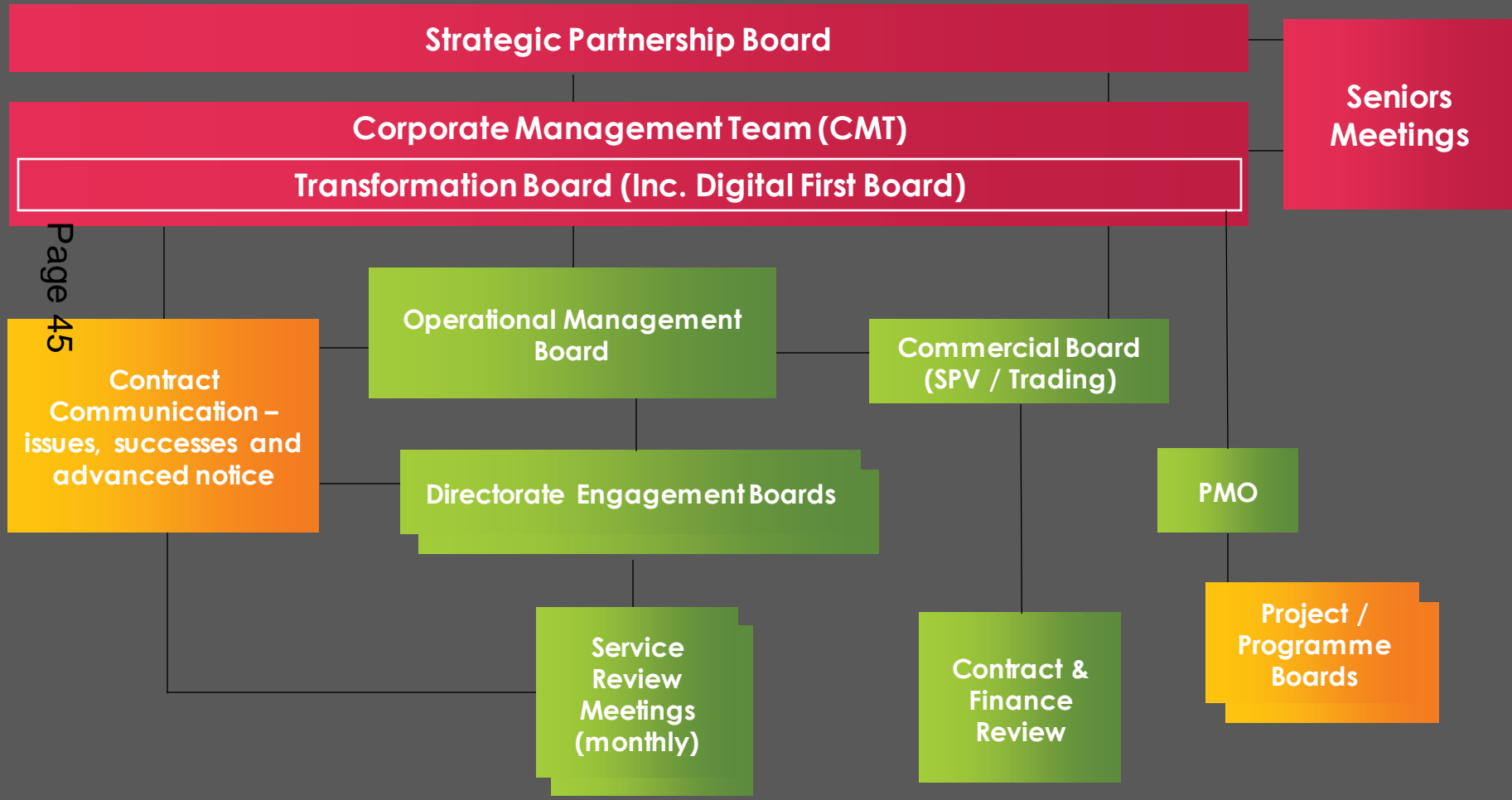
* 18/19 subject to £116k credit as number schools reduced

- Value £473k
- 17 Staff employed
- Scope of service includes:
 - Corporate payroll service, schools payroll service (traded), HR transactions – recruitment, contract provision, absence
- Shared system with B&NES generating income for NSC (delivered via NSC infrastructure)
- Volumes 41,739 payslips issued (21,613 corp)
- Value £62.84 million paid
- Paying 34 Schools (income)



Governance Structures

Governance Structure



Management Structure

Interim Head of Support Services
Stuart Anstead



ICT Director
Paul Stickley



Business Support & Cust Services Director
Rob Liddell

Agilisys Client Director
Steve Mawn



Liberata Partnership Director
Mark Price



Finance - Senior Operations Manager
Stephen Wilton



R&B Service Delivery Manager
Vacant



Facilities Delivery Manager
Nicky Amos



Contract & Commercial Manager
(Vacant)



Customer & Digital Services Manager
Simone Davey



Information Management & ICT Security
Mike Riggall

Contract KPIs

35 Monthly Indicators	Service Credit	Incentive Allow'ce	Service Credit	Incentive Allow'ce	Service Credit	Incentive Allow'ce	Annual Management Fee			£
30 KPIs	£0	£29,351	£0	£44,725	£0	£50,316				
5 Strategic Pis (no incentive or credit)										
KPI	Oct-18		Nov-18		Dec-18		MPS 2018	TPS 2018	EPS 2018	Service Credits/Incentive Allowance
Customer Service External										
1 Channel Shift	-2.1%	£0	-3.9%	£0	-5.3%	£0		-5%		n/a
2 Customer Satisfaction Face to Face	89.20%	£4,193	86.00%	£4,193	85.56%	£4,193	<75%	80%	>85%	£4,193
3 Contact Centre Customer Satisfaction	99.40%	£4,193	99.00%	£4,193	99.46%	£4,193	<90%	93%	>96%	£4,193
4 The % of recorded calls meeting the defined quality standard	92.77%	£0	100.00%	£2,795	96.20%	£2,795	<85%	90%	>95%	£2,795
5 Call abandonment rate (Unmet Demand)	3.30%	£0	3.58%	£0	3.40%	£0	<7%	5%	<3%	£2,795
5a Care Connect Balance Score Card	5.00	£0	5.00	£0	6.00	£0	3.00	4.00	5.00	n/a
5b Gov Metric Website Customer Satisfaction	-0.59	£0	-0.42	£0	-0.46	£0	>-0.3	-0.20	<-0.1	n/a
Service Centre										
6 Satisfaction Rating	97.30%	£0	100.00%	£2,795	100.00%	£2,795	<92%	95%	>98%	£2,795
8 Internal Call abandonment rate	3.09%	£0	3.57%	£0	3.05%	£0	>6%	4%	<2%	£1,398
9 Business Support Applications	8	£2,795	8	£2,795	8	£2,795	6>	7	8>	£2,795
Revenues										
	67.33%		76.76%		85.89%					
11 Council Tax In Year collection (BVPI9)	67.72%	£0	77.07%	£0	86.30%	£0	96.8%	97.80%		£4,193
Target	16.13%		18.83%		18.54%					
12 Council Tax arrears collection	10.29%	£0	under review	£0	16.70%	£0	<18.5%	22.50%		£2,795
Target	66.40%		74.82%		83.97%					
13 NNDR In Year collection	66.12%	£0	74.79%	£0	84.35%	£0	97.2%	98.2%		£4,193
Target	16.98%		19.60%		20.81%					
14 NNDR Arrears Collection	17.36%	£0	18.49%	£0	19.28%	£0		25%		£2,795
15 Overall % rate of in-year sundry debt collection	83.07%	£0	93.75%	£4,193	91.53%	£4,193	<70%	80%	<90%	£4,193
Benefits										
16 Benefit Processing Speed - New Claims	15.74	£2,795	11.92	£2,795	13.19	£2,795	>20 Days	18 Days	<16 Days	£2,795
17 Benefit Processing Speed - Change in Circumstances	5.17	£0	4.40	£0	3.66	£0	> 7 Days	5 Days	< 3 Days	£2,795
18 Quality of Decisions	96.44%	£2,795	96.02%	£2,795	96.40%	£2,795	<85%	90%	>95%	£2,795
19 Housing Benefit overpayments collection rate	£583,627	£0	£666,938	£0	£750,299	£4,193	£616,000	£690,000	£764,000	£4,193
Threshold	£143,781		£161,122		£178,118					
20 Total amount of Local Authority Error overpayments	£130,178	£0	£146,671	£0	£152,664	£0	Above lower threshold	Below lower threshold		£4,193

Contract KPI (2)

	Oct-18	Nov-18	Dec-18	MPS 2018	TPS 2018	EPS 2018	Service Credits/Incentive Allowance			
ICT										
21 Resolution of ICT Incidents within agreed SLA	98.21%	£4,193	98.70%	£4,193	97.24%	£4,193	<92%	94%	>96%	£4,193
22 % Incident Calls that have to be re-opened by the ICT Service Desk	1.46%	£0	1.12%	£0	0.94%	£1,398	>2.8%	1.8%	<1%	£1,398
23 Resolution of Service Requests within agreed SLA	97.98%	£4,193	98.16%	£4,193	97.52%	£4,193	<91%	94%	>97%	£4,193
24 % Service Request Calls that have to be re-opened by the ICT Service Desk	0.86%	£0	0.71%	£1,398	0.50%	£1,398	>2.8%	1.8%	<1%	£1,398
25 Overall Desktop performance	4	£0	3.8	£0	4.1	£0	<3.8	4.0	4.2	£4,193
ICT Projects										
26 Project Performance	71.00%	£0	75.00%	£2,795	82.00%	£2,795	<65%	70.0%	>75%	£2,795
HR/Payroll										
27 Payroll accuracy / Error rate, overpayments	99.70%	£0	99.92%	£0	99.92%	£0	<99.3%	99.7%	100%	£2,795
28 % of contracts issued within 30 days of full information received	100%	£1,398	100%	£1,398	100%	£1,398	<85%	90%	>95%	£1,398
29 Statutory returns submitted on time	100%	£0	100%	£0	100%	£0	<95%	100%		£2,795
30 Response time of correspondence via whitemail/ telephone/ email within council customerservice standards	95.16%	£0	95.56%	£0	96.39%	£0	<92%	95%	>98%	£1,398
Creditors										
31 Payments Processed within two days	99.83%	£1,398	99.44%	£1,398	99.69%	£1,398	<93%	96%	>99%	£1,398
Cash & Bank Reconciliation										
35 % of planned cash collections made on schedule	98.65%	£1,398	99.62%	£1,398	98.59%	£1,398	<92%	96%	>98%	£1,398
Facilities										
36 FM Services delivered within SLA	99.74%	£0	99.64%	£1,398	99.74%	£1,398	<98.5%	99%	>99.5%	£1,398
CPE										
37 CPE Administration	75.70%	£0	78.80%	£0	70%	£0	<63%	70%	>77%	n/a for 12 months
38 Trading KPI (£50k achieved)	n/a	£0	£18,000	£0	£18,000	£0	<	£50,000.00	>	n/a



The Future



New behaviours & values change programme

Extra
Step



Customer
Centred

“Prevent
Complaints”

“End-to-end
Actions”

“Recognition &
motivation”

“Cross-skilling”

“Look forward”

“Facts lead to
Possibilities”

Page 50
Passionate Work
Force

Modern
Workforce

“Collaboration &
comms tools”

“How do I...”

“Print Reduction”

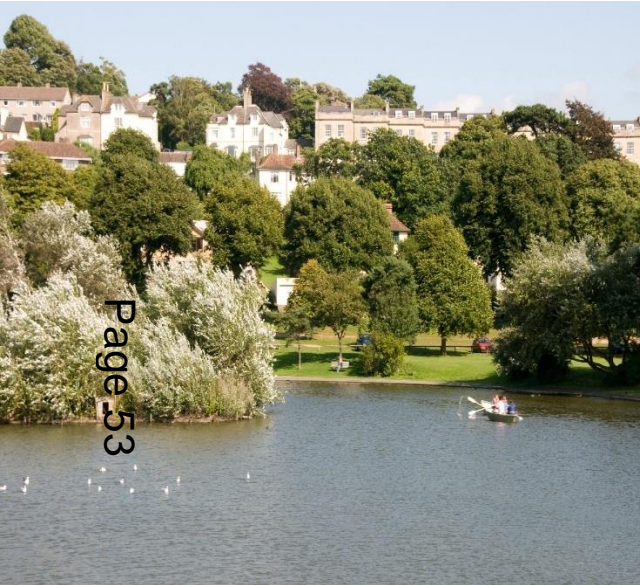




- Wholly LA owned venture
 - Utilising peer to peer trading & our partnership skills
 - Partnership contains appropriate headroom
 - Focusing around Transformation, ICT, Information Governance & service delivery consultancy
 - Provides governance mechanism for sharing services
 - Component in 'Cultural Shift'
- Current trading opportunities:
- WECA, Bristol, Barnsley, Welsh Water, etc

What's next...

- Future look – Transformation Pipeline with key themes:
 - smarter working, shared services & platforms, asset maximisation, income maximisation, customer satisfaction, mobile and flexible working
- Enhance technical knowledge for Staff via Microsoft Office 365 tools (Smarter Working Programme)
- Adult Social Care reform processes and performance management
- Digital Team – Improvements in online delivery tools
- Delivery of 2019/20 savings
- Robotics in Business Support and Adult social care pilot / chatbot technology in contact centre
- Consider MS Dynamics – next generation of customer platform supported by local services
- External trading - WECA



Backup Slides

NSC Client Team

Head of Support Services
Stuart Anstead



Contract & Commercial Manager
(Vacant)



Information Management & ICT Security
Mike Riggall



Customer & Digital Services Manager
Simone Davey



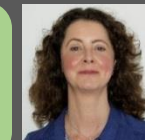
Financial Monitoring Officer
Vino Srikanth



Information Governance Officer
Lynsey Wilson



Customer Services and Business Support
Kieran Warren



Financial Apprentice
Sam McLaugh



Information Governance Assistant
Katherine Webb



Customer Services Officer
Sarah Black



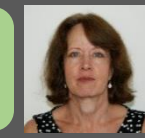
Monitoring Officer
Emma Weatherley



Info Govern Apprentice
Vacant



Customer Services Officer
Joanna White



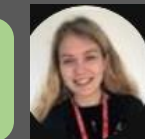
Monitoring Officer
Sarah Thorne



ICT Support Officer
Jane Horner



Customer Services Apprentice
Courtney Bevan





Five year Transformation – Future Look



Future look progress



The Partnership committed to look at potential savings areas on 4th Sept.



We have defined three themes based on current learning across our client base.



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- **Demand management**
- **Customer & Digital**
- **Growth and Reduction**



Through consultation across the partnership and business we have Identified 7 initial ideas per theme.



A workshop is booked for the 19th of Nov with SME's to expand on ideas and define if business case required.



Growth and Reduction

Customer & Digital

Demand Management

SPV – Growth
 - Hillingdon – 100 Jobs
 - WECA – ICT provision

High

Policy / Incentives
 - Tiered Service – Paper Premium
 - Channel Verification i.e. using the correct channels

High

Waste / Digital Nudge
 - Further Increases recycling
 - 3rd sector organisations
 - Digital Team

Medium

Shared partnership Services Review
 - Carelink
 - Contact Centres
 - Procurement culture

Medium

Advice and Guidance portal (NSOD)
 - Artificial Intelligence
 - Chat bots

High

Adults Social Care change programme
 - AIS system replacement
 - Performance Management
 - Adult Social care procurement
 - Proactive Carelink

High

Contract Extension & pre-payments
 - Reduction in total charge via early payment methods

High

Digital marketing
 - Fostering
 - Income streams

Low

Children's Change programme
 - System utilisation check
 - Performance management
 - Interfaces

High

Storage and Compute
 - Reduction in storage and compute spend by moving to free storage.
 - Product to replace with stub data

Low

KPI business led review.
 - Leads into organisational culture piece

Low

Revs & Benefits Review
 - Universal Credit
 - Policy Claim Assessment Process

High

Additional services
 Licencing, Car Parking,
 Financial Assessment,
 GIS / Land charges, Graphics

Medium

Cheque & Cashless Council
 - Kiosks
 - Car parking
 - Other

High

Robotic Process Automation
 - Adult Social Care
 - Blue Badge
 - Concessionary fares

Medium

Office Rationalisation
 - Workstyles
 - Rental income
 - Common Office

Low

Paperless Council
 - MFD reduction
 - Digital interaction TXT platform

Low

Digital Prediction Intervention
 - Homeless
 - Adult Social Care – Carelink

Medium

Third party contracts review Approx. 20% of contract
 - Virgin WAN
 - Suppliers

High

Enhanced Digital Platform
 - CXM – Enhanced digital platform delivery

Medium

Digital Only
 - Reduced reliance on telephony and F2F

High

Completed and active transformation projects

Page 58

- Financial Management System replacement
- Office Amalgamation
- HR & Payroll system upgrade
- SourceDocs (EDRMS)
- Agilisys Digital (enquiry handling)
- Planning, Building Control & Land Charges system replacement
- **Digital Team (customer journeys)**
- New public web site
- Payment Solutions (payfirst)
- **Adults Social Care replacement & Children's**
- Mobile working
- Intranet replacement (O365)

North Somerset Council

Support Services Project 2025

Strengths – Weaknesses – Opportunities – Threats Analysis (SWOT)

SWOT analysis of adopting a multi-provider model:

Strengths	Weaknesses
<p>Shorter supply chain and potentially lower costs.</p> <p>Reduced likelihood of multiple supplier margins.</p> <p>Increased supply chain visibility.</p> <p>Greater ability to exert influence over direct relationships.</p> <p>Increased ability to align contracts with council services.</p>	<p>Increased Council contract management requirement and ownership of risks.</p> <p>Increased burden of service integration.</p> <p>Increased points of accountability.</p> <p>Potential duplication of requirements.</p>
Opportunities	Threats
<p>Smaller, shorter contracts provide greater market agility.</p> <p>Increased opportunity to grow Social Value and Climate initiatives.</p> <p>Increased access to a wider market of specialist suppliers for individual services.</p>	<p>Council would be without a single, large partner for resilience/help. A culture of partnership will need to be established across multiple suppliers</p> <p>Potential demotivation of the existing lead supplier.</p>



SWOT analysis of transitioning services incrementally:

Strengths	Weaknesses
Removes a single, high-risk changeover. Allows for smaller projects and greater operational agility.	Increased duration of ongoing transition creates an extended period of change. Risk of project scope creep. Risk time planning may be poor.
Opportunities	Threats
Future modifications and changes in approach to service delivery will be simpler.	Market availability of suppliers to support parts of the required services may not be adequate.

SWOT analysis of procuring revenues and benefits service using a framework:

Strengths	Weaknesses
Pre-tendered terms and conditions of the contract. Market leaders are available as suppliers. Simpler, faster route to market. Use of frameworks recommended by independent consultants.	Limits the ability to create a bespoke contractual relationship. Minor cost margin (1%) applied to the contract by the framework provider.
Opportunities	Threats
The simpler, accelerated route to the market allows more internal officer capacity to focus on the wider project.	Minor risk of missing engagement with potential suppliers not on the framework.

North Somerset Council

Report to Council

Date of Meeting: 19 September 2023

Subject of Report: Climate Emergency Strategy and Action Plan update and progress report

Town or Parish: All

Officer/Member Presenting: Annemieke Waite, Executive Member for Climate, Waste and Sustainability

Key Decision: N/A

Recommendations

1. To formally reconfirm the commitment of North Somerset Council to achieving Net Zero across North Somerset by 2030, and to the delivery of the Climate Emergency Strategy and Action Plan, in recognition of the criticality of the Climate Emergency.
2. To note the progress, actions and proposals recorded in this report (including improved governance) and to recognise the need for an acceleration in delivery.
3. To endorse the proposed creation of a Net Zero Pathway for North Somerset Council, to be reported to a future meeting of North Somerset Council.
4. To approve the delegation of authority to the Section 151 Officer, in consultation with the Executive Member for Climate, Waste and Sustainability, to submit funding bids of up to £10m (including match-funding of up to £5m) to support the decarbonisation of assets owned by North Somerset Council.

1. Summary of report

The report provides an update on North Somerset's Climate Emergency Strategy and Action Plan¹, starting with the most recent data on the emissions of North Somerset Council and the wider North Somerset area and considering how we are performing in relation to our Net Zero target. It requests that the Council reconfirm its commitment to delivery of the Net Zero target and the strategies and plans in place to deliver this.

The report provides updates on actions identified in the Climate Emergency Action Plan and makes proposals on accelerating progress and improving governance. This includes information about the development of a Climate Adaptation Strategy, which will support the area in adapting to the effects of climate change.

The report outlines work that is underway to decarbonise assets owned by North Somerset

¹ [North Somerset Council Climate Emergency Action Plan \(n-somerset.gov.uk\)](https://www.n-somerset.gov.uk)

Council and requests authority to be delegated to the Section 151 Officer, in consultation with the Executive Member for Climate, Waste and Sustainability, to submit funding bids in support of this work to the value of £10m including match -funding of up to £5m where a clear business case has been established.

2. Policy

In 2019 NSC declared a climate emergency and the ambition of becoming a Net Zero council and area by 2030. In November 2022, Full Council adopted a refreshed Climate Emergency Action Plan (CEAP) that identifies priority areas aimed at decarbonisation:

- Become a net zero carbon council
- Decarbonise transport
- Decarbonise the built environment
- Low carbon business and skills
- Renewable energy generation
- Resources and waste
- Adaptation and resilience
- Replenish our carbon stores.

3. Details

3.1. North Somerset Council commitment to achieving Net Zero

As above, in Feb 2019, North Somerset Council (NSC) declared a Climate Emergency and a commitment to reaching Net Zero across the area. This is because internationally it is recognised that global greenhouse gas emissions need to reach net zero by 2050 in order to prevent the worst impacts of climate change².

NSC is aspiring to be a leader in this field and therefore had set a target of reaching Net Zero by 2030, 20 years ahead of the national 2050 target. This is in line with many others: of the 301 local authorities that have declared a Climate Emergency, 181 have selected 2030 as a target date.

In 2020 the Committee on Climate Change (CCC) published the sixth Carbon Budget report³. The recent Progress Report to UK parliament by the CCC (2023)⁴ in relation to the Carbon Budget report underlines that more leadership and action is needed to meet the set targets.

In light of the above, and in recognition that we have a new Council administration, members are asked to collectively reaffirm North Somerset Council's commitment to achieving Net Zero across North Somerset by 2030, and to delivery of the Climate Emergency Strategy and Action Plan.

3.2. North Somerset Council's emissions

How the council's emissions are measured

² <https://www.ipcc.ch/sr15/>

³ [Sixth Carbon Budget - Climate Change Committee \(theccc.org.uk\)](https://www.theccc.org.uk/2020/06/23/sixth-carbon-budget/)

⁴ [2023 Progress Report to Parliament - Climate Change Committee \(theccc.org.uk\)](https://www.theccc.org.uk/2023/06/23/2023-progress-report-to-parliament/)

The 2018/19 financial year acts as a baseline against which to monitor emissions.

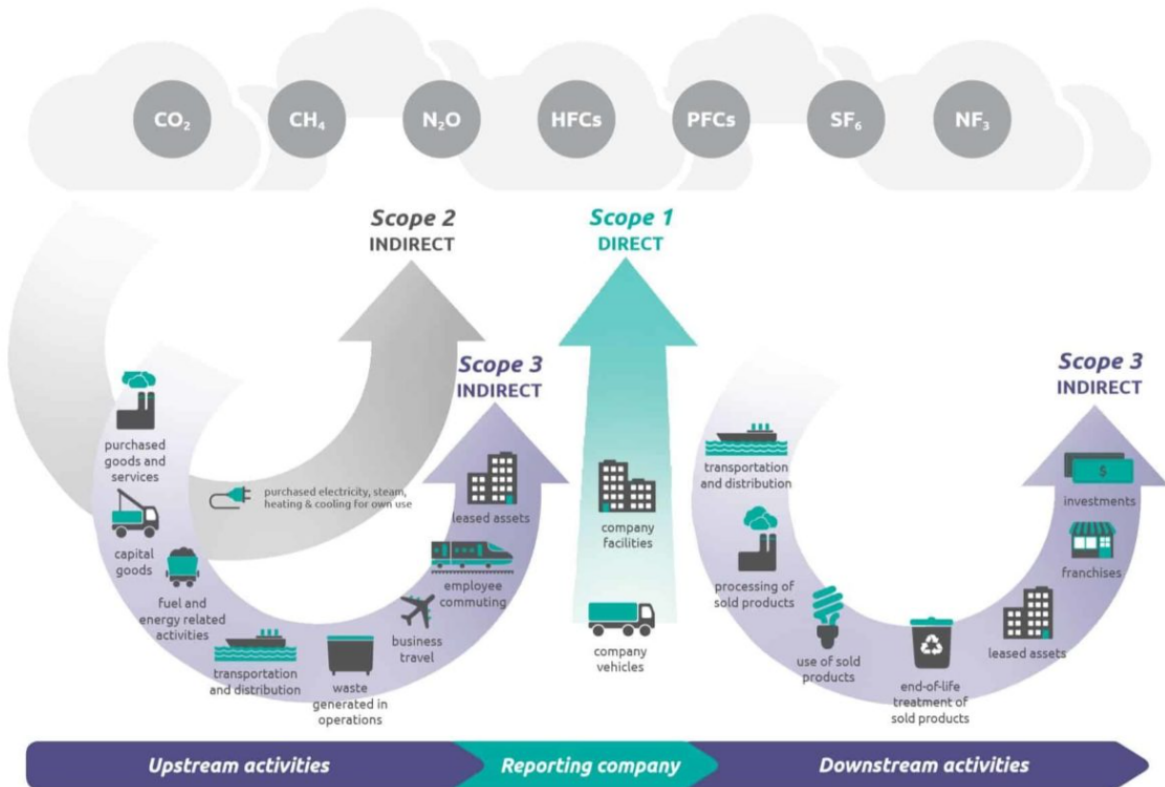
Emissions are categorised within the following groupings as per Greenhouse Gas protocol⁵ and Department for Environment, Food and Rural Affairs guidance ⁶ (further illustrated in the diagram below):

Scope 1: Direct emissions from company's facilities (gas) and vehicles.

Scope 2: Indirect emissions from purchased electricity.

Scope 3: indirect emissions from business activities including business travel, supply chain, purchased goods etc.

Figure 1. Definition of Emissions Scopes. Source: Greenhouse Gas Protocol.



The data across the three scopes is collected manually from several sources across organisation and external partners. Climate Emergency officers have no ability to check the reliability of data, therefore, the data collected might not be entirely accurate. For more information on the methodology used to report the council's emissions, please see the baselining report available on our website at [North Somerset Council Climate Emergency - Report on Baseline Emissions \(n-somerset.gov.uk\)](https://www.n-somerset.gov.uk/reports-and-publications/n-somerset-council-climate-emergency-report-on-baseline-emissions). Each year we aim to improve the completeness of our inventory by including more information.

Please note that the emissions detailed have been updated since the latest Transport, Climate and Community Policy Scrutiny Panel (2023)⁷. This is due to the late receipt of the data from external providers.

⁵ [ghg-protocol-revised.pdf \(ghgprotocol.org\)](https://www.ghgprotocol.org/)

⁶ [Guidance on how to measure and report your greenhouse gas emissions \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/how-to-measure-and-report-your-greenhouse-gas-emissions)

⁷ [Committee Report NSC \(moderngov.co.uk\)](https://www.moderngov.co.uk/committees/committees-reports/committees-reports)

Summary of data on council emissions

The Council aspires to reach net zero for at least Scopes 1 and 2 at an earlier date than 2030 if possible. Good progress has been made over the years since 2018/2019, however the data from 2022/23 financial year has seen an increase in the council's emissions.

Table 1. Emissions associated with Council's activities.

	2018/19	2019/20	2020/21	2021/22	2022/23	Change since base year
Scope 1						
Scope 1						
Own buildings	1,181	1,067	1,208	1,232	914	-23%
Own transport	2,018	2,083	1,958	1,974	1,673	-17%
Leased buildings	1,408	1,164	710	1,188	1,147	-19%
Total Scope 1	4,607	4,314	3,877	4,394	3,733	-19%
Scope 2 (Purchased Electricity)						
Scope 2						
Own buildings	1,451	1,334	1,041	1,067	1,390	-4%
Leased buildings	758	705	265	422	562	-26%
Streetlights, traffic control, other buildings, miscellaneous	2,001	1,791	1,064	733	890	-55%
Owned electric vehicles	22	22	14	20	20	-8%
Total Scope 2	4,231	3,851	2,384	2,242	2,863	-32%
Total Scope 1 and 2	8,838	8,165	6,261	6,636	6,596	-25%
Scope 3						
Scope 3						
Buildings	4,214	4,283	3,802	3,835	3,114	-26%
Transmission & distribution	288	260	176	155	194	-33%
Business travel	138	162	150	225	217	57%
Outsourced activities	770	768	673	770	769	0%
Employee commuting	733	699	174	421	556	-24%
Water	57	53	34	15	13	-78%
Total Scope 3	6,200	6,226	5,009	5,421	4,863	-22%
Total Gross Emissions	15,038	14,391	11,270	12,057	11,459	-24%

The table above demonstrates the following changes:

- Overall emissions decreased from the baseline year by 24%, however, there is only a very slight decrease from 2021/2022.
- Decrease in Scope 1 (gas usage) is associated with:
 - Installation of air source heat pumps in Clevedon Library
 - Closure and refurbishment of the Carlton Centre
 - Heating issues in Castlewood.

- Increase in Scope 2 (purchased electricity) for own buildings, street lighting and leisure centres is associated with the increased usage of council facilities post-Covid.
- Four of the council's maintained schools have become academies (Burrington, Churchill, Golden Valley, Wrington). The emissions from the four schools have been moved to Scope 3. The baseline year was adjusted accordingly to monitor the change in line with the Greenhouse Gas Emissions protocol.
- Purchased materials data from the Milestone contract was removed due to insufficient information provided. The baseline year was adjusted accordingly to monitor the change in line with the Greenhouse Gas Emissions protocol.

The charts below show the council's emissions across the three scopes and the overall trend from the baseline year.

Figure 2. North Somerset Council's scope 1-3 emissions.

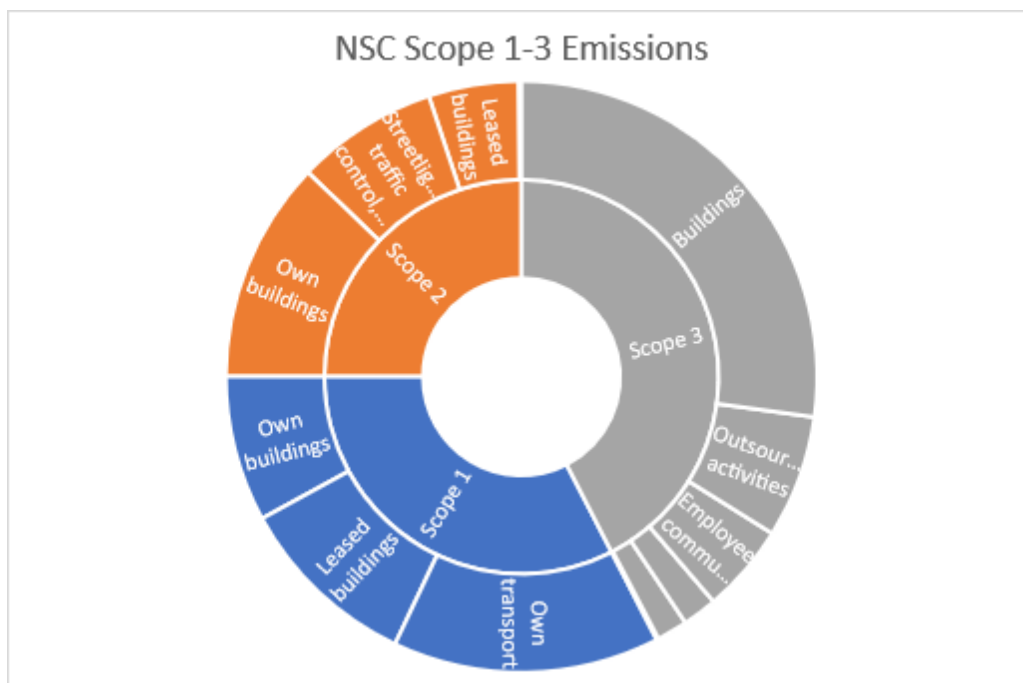
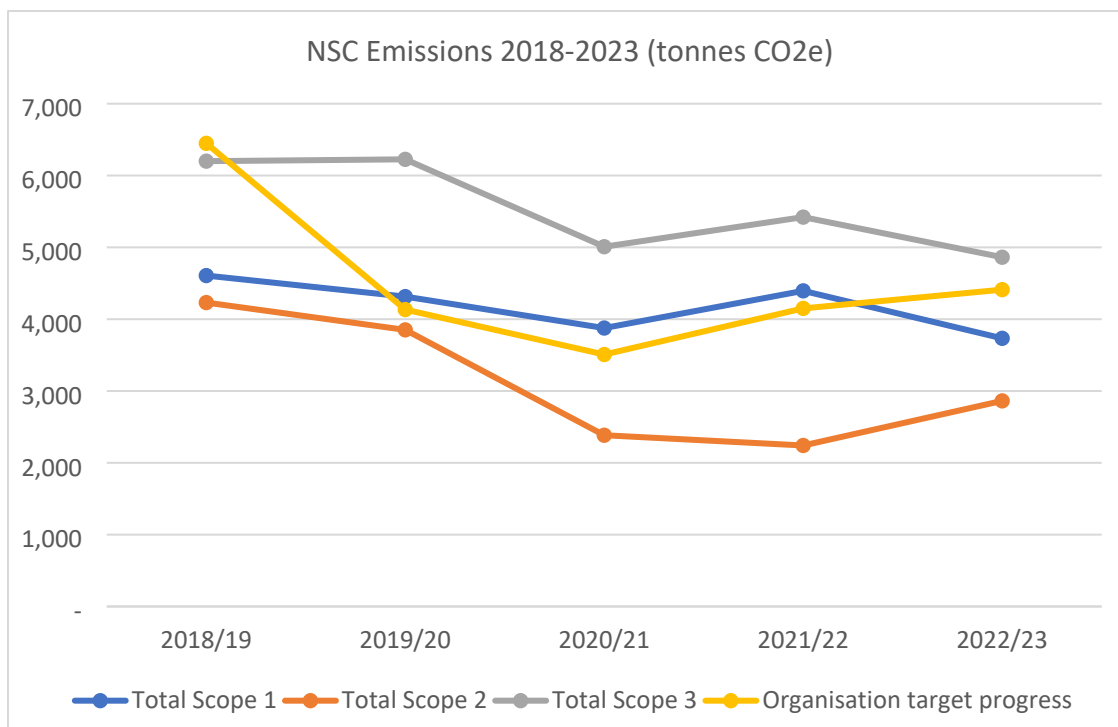


Figure 3. North Somerset Council's emissions 2018-2023.



Progress against targets

The table below shows that given our current carbon emissions we would need to reverse the recent trend of increased emissions, and instead accelerate the reduction in emissions to an average of 551 tonnes every year to hit our net zero target of 2030.

Table 2. North Somerset Council's organisational target.

Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Financial year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Scope 1 and 2 (tonnes CO2)	6,448	4,134	3,508	4,150	4,411	3,860	3,308	2,757	2,206	1,654	1,103	551	0
Reduction required (tonnes CO2)		-2314	-626	642	261	-551	-551	-551	-551	-551	-551	-551	-551
Percentage			-15%	18%	6%	-13%	-14%	-17%	-20%	-25%	-33%	-50%	-100%

Based on the data available to us through the scope 1,2, and 3, it is evident that North Somerset Council is significantly off target to reach its net zero target for 2030.

Based on the GHG protocol and recommendations provided by CCC in the progress report to UK Parliament, officers are pursuing a series of actions to help put in place the right leadership and actions to accelerate delivery.

Central to this is developing a “Net Zero Pathway”, which will seek to quantify and address the most significant sources of the council’s emissions and to prioritise the most effective actions and resources within the CEAP to address them. Each workstream and action will be assessed as to their level of impact on the reduction in emissions. The pathway will allow a more robust monitoring of progress and provide opportunities for the Council to take action and prioritise decisions.

Emissions from council buildings

Emissions from council buildings can be seen from the table above to make a significant contribution to the council's overall outputs, representing over a third of Scope 1 and 2 emissions. Progress in reducing the emissions has been mixed and not fast enough to help us meet targets. Recent re-structuring of the Place Directorate has enabled the creation of a Property and Projects Team to lead on this work, however, to fully address the issue will require a long-term capital programme supported by significant capacity and investment.

Current external (government/private) funding availability is very fragmented, with pockets of highly competitive funding streams available through central government including the Salix Finance Public Sector Decarbonisation Scheme (PSDS).

PSDS funding is available to public sector organisations including local authorities on a "first come first serve" basis. The exact date on which the window for bids opens is not confirmed until a few days in advance, and once the window is opened, it re-closes again as soon as enough bids have been submitted to claim the available funding (typically this is after around 20 minutes).

To prepare for the next PSDS funding round, expected in Autumn 2023, officers are working to identify potential buildings eligible for the scheme. However, at this stage we do not know the specific amount for which we will bid, in part because the criteria of the funding rounds sometimes change.

Given the extremely tight timescales that apply to this funding stream, and in general to support the decarbonisation of NSC's estate, authority is requested to be delegated to the Section 151 Officer, in consultation with the Executive Member for Climate, Waste, and Sustainability to in future authorise bids to the PSDS (or other funding streams enabling decarbonisation of public sector assets), to a value of up to £10m with match-funding not exceeding £5m.

3.3. North Somerset Area Emissions

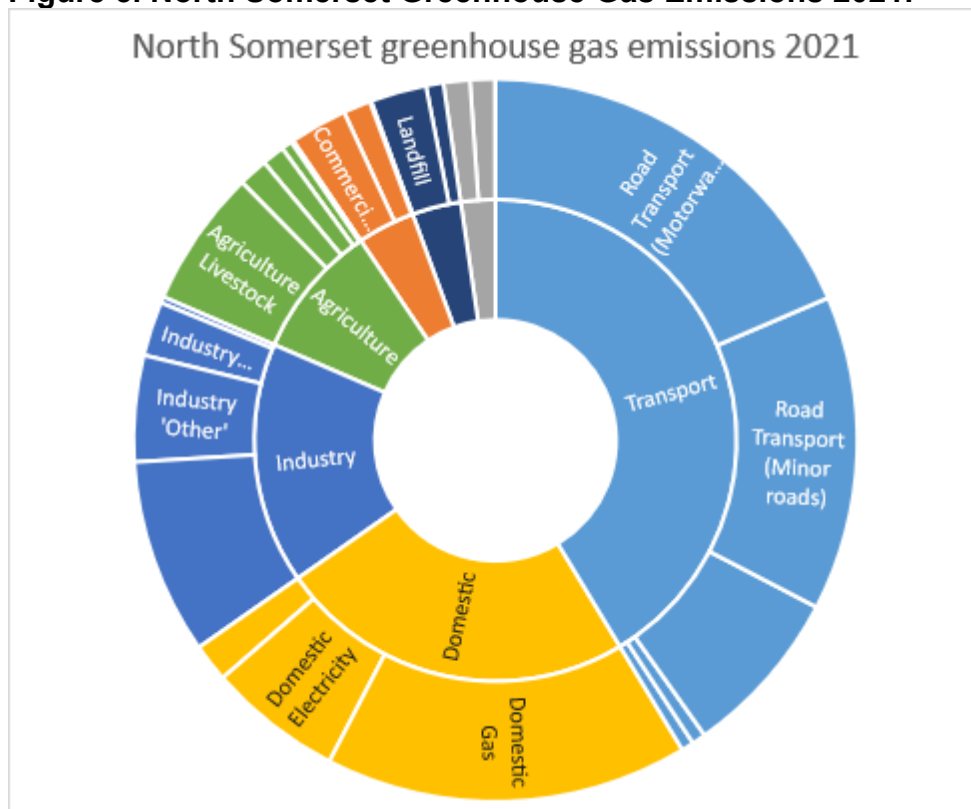
Each year an assessment is produced for the area of North Somerset using publicly available data sources on energy consumption, waste disposal, land use and agricultural statistics. It builds a picture of emissions resulting directly from activity within our district, as well as those associated with the production of the energy we use – grid supplied electricity and extraction and distribution of fuels – which happen outside the area. Detail on the methodology used to estimate emissions for North Somerset can be found on our website⁸. The latest data available for local authorities is for 2021 and was released by Department for Energy Security and Net Zero (DESNZ) in June 2023.⁹

Total emissions for North Somerset area in 2021 equals to 1212 kt CO₂e. The emissions have decreased by 473 kt CO₂e since 2005, however, they have increased by 80 kt CO₂e since the last reported year (2020). The drop in emissions in 2020 was caused primarily by the Covid-19 pandemic and the effects of the lockdowns. The increase in emissions for 2021 is linked to economic recovery. The current change in emissions reductions is not fast enough to meet our climate ambitions. Reaching Net Zero is not a simple task. It requires transformative change across the whole country and the whole economy.

⁸ https://www.n-somerset.gov.uk/sites/default/files/2020-11/Climate%20Emergency%20Baseline%20Report%20-%20July2020_0.pdf

⁹ [Final UK greenhouse gas emissions national statistics: 1990 to 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/final-uk-greenhouse-gas-emissions-national-statistics-1990-to-2021)

Figure 5. North Somerset Greenhouse Gas Emissions 2021.



As a summary of this inventory, by far the largest single sector for North Somerset remains to be Transport, with approximately 42% of our emissions. Road transport makes up 99% of North Somerset’s transport emissions and have increased since 2020 coming closer to pre-pandemic levels.

The emissions in domestic and non-domestic buildings have steadily decreased since 2005, however, no significant change has been made between 2018 and 2021. Building retrofit is a key action for the whole of the UK and currently funding focuses mainly on lower income families in the domestic sector. While this will reduce household bills and improve health, it tends to be higher earners who use more fuel to heat their homes and have a greater impact on domestic emissions. Much more is required in terms of funding, advice and skills to enable retrofit.

Further support for industry decarbonisation is required to support emissions reduction in non-domestic premises.

Full breakdown of emissions since 2005 can be seen in [Appendix 1](#).

3.4. Carbon budget

The Tyndall Centre for Climate Change has produced a tool to set carbon budgets for each local authority across the UK¹⁰.

For North Somerset, the outline recommendations are:

1. Stay within a carbon budget of 6.9 MtCO₂ between 2020 to 2100;

¹⁰ [Local and Regional Implications of the United Nations Paris Agreement on Climate Change \(manchester.ac.uk\)](#)

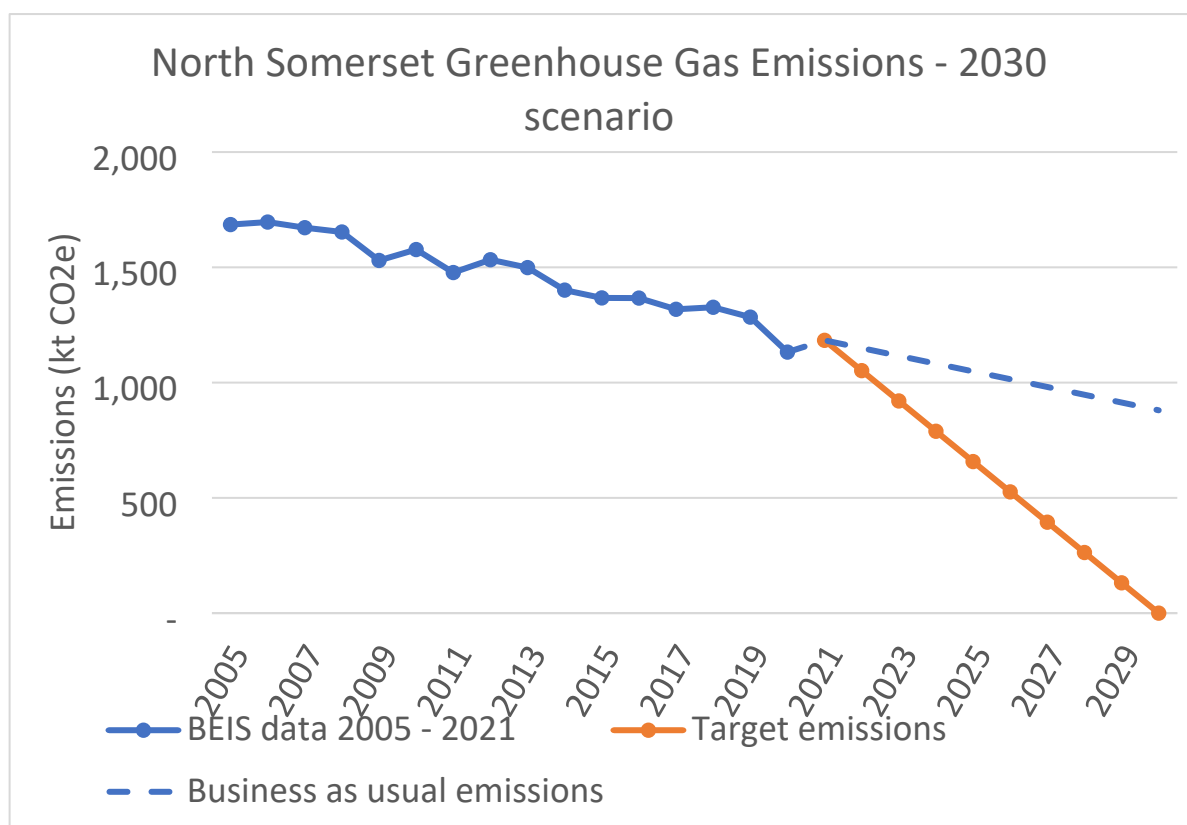
2. Initiate an immediate carbon mitigation programme to deliver carbon emissions reductions of -13.9% per year; and
3. Reach zero or near zero carbon no later than 2040.

At current levels, this entire budget will be used by 2026.

At the current rate of reduction of 17 thousand tonnes of CO₂e each year, it would take a further 85 years to reach net zero. Even in 2020, with significantly reduced travel and activity, emissions at a national level only reduced by ~9%, with a reduction in transport emissions of 20%.

The graph below shows steady decline in North Somerset's emissions of approximately 31 thousand tonnes CO₂e per year from 1,685 thousand tonnes in 2005 to 1,284 thousand tonnes in 2019. There is a sharp drop of 152 thousand tonnes between 2019 and 2020 and provisional data shows a rise of 75 thousand tonnes in 2021 and then projected business as usual emissions decreasing by approximately 34 thousand tonnes per year until 2030. For 2030, these business-as-usual emissions would be approximately 880 thousand tonnes CO₂e.

Figure 6. North Somerset Greenhouse Gas Emissions 2030 scenario.



North Somerset Council can influence around 30% of the territorial emissions, however, we will not be able to reach net zero across the area without businesses and residents also taking significant action to support this goal.

The Committee on Climate Change (CCC) ¹¹ estimates that nearly 60% of the changes needed rely on societal and behavioural changes. Engaging with our businesses and communities will be crucial in achieving this.

The latest CCC's Progress Update to UK Parliament¹² underlines the importance of cross-cutting enablers and sets out a range of recommendations including:

- Increased public engagement and green choices conversation;
- Strengthened net zero plans and actions for businesses;
- Improved private sector investment and finance;
- Increased innovation;
- Investment in skills.

This means that improved resident engagement and stronger links between wider council's strategies are required to maximise the opportunities for carbon reduction.

Robust central government action is required to support UK society with transition to Net Zero. Scarce funding opportunities available to local authorities are not sufficient enough to accelerate the progress against targets. This has been identified as highest risk in council's risk register of CEAP delivery.

3.5. Climate change adaptation

Why we need adaptation

Despite our efforts to reduce carbon emissions, climate change has and will have significant impacts on North Somerset, and it is important that we prepare for these.

Adaptation is a key part of the NSC's Climate Emergency Action Plan which identifies that North Somerset can expect to experience more regular flooding, higher temperatures, and more regular instances of extreme weather over the coming years. Climate change is also likely to increase water insecurity and worsen air quality in North Somerset. We need to ensure that our climate emergency response is not just about reducing emissions but also about preparing our businesses and communities to be more resilient to a changing climate.

We need adaptation to first and foremost protect our residents but also ensure that as a council we can continue to deliver our services and ensure the area continues to thrive. Therefore, the Climate Change Adaptation Plan will aim to be a source of information for residents, businesses, and the council. It will contain a comprehensive overview of how different aspects of North Somerset are at risk and what adaptation actions are already in place and what is being done by North Somerset Council. The Adaptation Plan will draw on strategies and policies that are already in place too such as the recently passed Flood Risk Management Strategy. The identified actions will then need to be internally monitored on a regular basis.

What we already have (internal and external consultation and coproduction)

We have used the UK's Climate Change Risk Register which has identified the key risks which are specific and unique to North Somerset's physical, social, and economic environment.

¹¹ [Local Authorities and the Sixth Carbon Budget - Climate Change Committee \(theccc.org.uk\)](https://theccc.org.uk)

¹² [2023 Progress Report to Parliament - Climate Change Committee \(theccc.org.uk\)](https://theccc.org.uk)

We have carried out internal workshops with key service areas including workshops on health and wellbeing, local economy, heritage and buildings, infrastructure, natural environment and emergency management and flooding. These workshops used the Risk Register identified risk areas and involved officers suggesting adaptation actions.

There are national tools which have helped inform this work including the Local Climate Adaptation Tool (LCAT) which is due to be released later in 2023 and will offer effective monitoring guidance for adaptation strategies. This tool will look to create a consistent and comparable framework for council's creating their climate adaptation strategy.

The National Climate Scorecards have provided criteria which Local Authority adaptation has been assessed against. Currently our score stands at 6 out of 18 for adaptation and mitigation.

What are the key focus points for North Somerset Council's Climate Change adaptation?

Key areas which have been focused on through the workshops:

- Buildings and Heritage
- Local Economy
- Natural Environment
- Infrastructure
- Health and Wellbeing
- Emergency Management and Flooding

They represent key service areas and areas of the council which face complex climate change risks and need adaptation actions. Splitting the adaptation actions down through these themes allows for the existing policies and work to be identified. By breaking the adaptation response into these themes, it is also easier to identify gaps in our adaptation measures within our existing work.

Next steps

We are anticipating that the imminent release of the Local Council Adaptation Tool will be of great use to the development of the adaptation strategy. It will likely shape the format of this piece of work and so when it has been released, we will be able to apply our current information and work to their suggested format.

3.6. Climate emergency action plan project updates

This section highlights progress on projects identified within the Climate Emergency Action Plan, grouped according to priority themes. Full updates on the plan can be found by visiting our electronic dashboard at [Microsoft Power BI](#).

The dashboard details progress across all actions identified within CEAP and provides a risk register, which details risks to achievements of the key principles.

Detailed description of key successes can be found in [Appendix 2](#), that includes:

- Carbon literacy silver accreditation;
- PSDS capital funding award to help decarbonise the Campus building;
- Levelling up capital funding award for placemaking and regeneration activities in Weston-super-Mare (which includes sustainability and energy efficiency improvements for a number of buildings);

- Arts Council capital funding award for Clevedon library (including energy efficiency measures);
- Bus Service Improvement Plan award;
- Launch of schemes for residents, such as thermal imaging cameras, Bright Green Homes, Solar Together;
- Net Zero Business Support Grants Scheme.

3.7 Climate Governance

In addition to the above actions, officers have been reviewing NSC climate governance and engagement (including member engagement) to ensure strong leadership, good cross-council / cross-party cooperation, and accurate monitoring and oversight. A more mainstream approach to the consideration of climate change will help ensure that actions are fully embedded within the council's decision-making and provide improved leadership and urgency for change.

A three-part structure is proposed:

1. Joint Corporate Leadership Team and Executive Leadership Board, comprising all members of CLT and the Executive to proactively champion climate action across the organisation. Reports will be at least quarterly.
2. Climate Emergency Management Team: comprising all members of the Place Directorate's Leadership Team, plus senior managers from other relevant directorates including Public Health.
3. A Climate Emergency Officers Group, which will be made up of officers from across the council whose work has a relevance to climate action. The main purpose of the group is to exchange information, progress and ideas, and to champion climate action within services.

The first two groups will oversee climate action and monitoring and receive regular in-depth updates on progress.

In addition to the above, six-monthly progress reports will be taken to Full Council and Scrutiny. The Transport, Climate and Communities Policy and Scrutiny Panel (TCCPSP) has also expressed an interest in carrying out more in-depth reviews of specific topics with a view to informing future council strategies and actions. The TCCPSP will play an essential role in scrutinising council's decision-making to make sure the net zero agenda is considered across multidisciplinary workstreams. Regular reports will be prepared for the TCCPSP by officers to update on the progress and highlight risks and opportunities.

The Executive Member for Climate, Waste and Sustainability will remain the overall portfolio holder for council's net zero agenda and will play a proactive role to champion the agenda across all political parties.

The above mechanisms are to enhance climate leadership and engagement, but do not replace the existing formal governance required by the Council's Standing Orders in relation to decision-making.

4. Consultation

The report was developed in consultation with the Climate Emergency Project Officer group.

5. Financial implications

To deliver net zero carbon and to transition to a low emissions area, significant additional funding will be required. Where this requires funding from council budgets, proposals will be subject to normal financial governance and decision-making, including the preparation of costed business cases. The business cases will also need to consider the potential costs of inactivity on climate change, including lost revenue and impact to life.

This report requests authority to be delegated to the Section 151 Officer, in consultation with the Executive Member for Climate, Waste and Sustainability, to submit funding bids of up to £10m (including up to £5m match-funding requirements) to the PSDS or other similar funding pots to support the decarbonisation of assets owned by North Somerset Council. In doing so, the Section 151 Officer will have regard to the financial implications and value for money of any submission. Any match-funding will be sourced from the existing Capital Programme and further decision-making will be required if there is a need to increase the amounts.

Specifically in relation to the expected round of PSDS in autumn 2023, it is expected that NSC will need to provide 30% match-funding. The current capital programme for decarbonisation of NSC assets has an allocation of £1,000,000 from which this match-funding would be sourced (cost centre KFA 125).

6. Legal powers and implications

The recommendations of this report do not in themselves have legal implications. As initiatives within the Action Plan are further developed, there may be legal implications for the council. These will be considered through formal governance arrangements and decisions as required by the council's constitution.

7. Climate Change and environmental implications

The aim of this report is to address the Climate Emergency and deliver a net zero council and area by 2030.

8. Risk Management

The Climate Emergency is recognised as a key corporate risk which the Strategy and Action Plan will help to address. There are risks associated with the Climate Emergency in terms of extreme weather and sea level rise as well as risks which reduce the Council's ability to meet the net zero target by 2030 target. These include:

Risk	Inherent risk score	Residual likelihood	Residual impact	Residual Risk score	Comments
Inability to secure PSDS funding and achieve the NSC's	HIGH	4	4	HIGH	The progress against targets to achieve the net zero target for NSC's estate by 2030 is off track. The progress relies on the capital funding available to process heat decarbonisation of own estate. In the instance of failing to secure PSDS funding, further opportunities for capital funding will need to be explored.

net zero target					
Inability to meet the NSC's area Net Zero Target	HIGH	5	5	HIGH	The progress against targets to achieve the net zero target for NSC's area by 2030 is off track. The re-confirmation of target and further acceleration of delivery is required. The progress relies on position of central government and funding availability.

9. Equality implications

No specific Equality Impact Assessment has been completed for this progress update, however a number of national- and international studies (IPCC¹³) point to the impacts of climate change falling most heavily on the most disadvantaged members of society.

Individual projects will be subject to EIAs as required.

10. Corporate implications

The climate emergency is a cross-cutting issue and a corporate priority; all services will be required to assist in delivery of the Strategy and Action Plan.

Directorate Action Plans for the Climate Emergency are in place across all services.

11. Options Considered

Not to apply for PSDS – rejected as there is limited funding available in council's capital programme to support estate decarbonisation.

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Appendices:

Appendix 1. Emissions for all years for North Somerset.

Appendix 2. Details of successful projects supporting the delivery of the Climate Emergency Action Plan.

Background Papers:

Climate Emergency Action Plan [n-somerset.gov.uk/sites/default/files/2023-03/31208 Climate Emergency Action Plan ACC.pdf](https://n-somerset.gov.uk/sites/default/files/2023-03/31208_Climat_Emergency_Action_Plan_ACC.pdf)

¹³ [Climate Change 2022: Impacts, Adaptation and Vulnerability | Climate Change 2022: Impacts, Adaptation and Vulnerability \(ipcc.ch\)](https://www.ipcc.ch/report/2022/)

Appendix 1. Emissions for all years for North Somerset.

Sector2	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Industry	Industry Electricity	59	64	62	61	51	53	51	55	50	42	36	30	27	26	24	20	30
	Industry Gas	103	101	94	92	81	90	80	86	88	76	79	88	83	95	88	85	107
	Large Industrial Installations	5	5	5	5	5	5	5	5	5	4	5	4	4	3	3	3	3
	Industry 'Other'	57	55	54	51	47	51	45	47	47	51	49	50	49	49	44	43	58
Industry	Total	224	225	215	209	184	200	181	193	190	174	169	171	163	173	159	151	198
Commercial	Commercial Electricity	135	147	142	139	116	123	117	126	114	97	82	65	60	55	46	35	31
	Commercial Gas	25	25	23	23	20	22	20	21	22	19	19	23	22	25	20	20	15
	Commercial 'Other'	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Commercial	Total	162	173	166	163	137	146	137	148	136	117	102	88	83	80	67	56	47
Public Sector	Public Sector Electricity	37	40	39	38	32	33	32	34	31	26	22	18	15	14	13	10	13
	Public Sector Gas	13	13	12	12	10	11	10	11	11	10	10	12	12	13	10	13	14
	Public Sector 'Other'	4	3	2	3	3	3	3	3	3	3	1	1	1	1	1	1	0
Public Sector	Total	54	56	53	52	45	48	45	48	45	39	33	30	28	28	24	23	28
Domestic	Domestic Electricity	216	226	224	215	196	201	191	202	184	156	132	108	93	84	75	72	73
	Domestic Gas	244	238	224	232	211	232	190	212	218	181	193	203	194	194	196	192	198
	Domestic 'Other'	25	26	24	25	23	26	21	22	22	21	21	21	21	22	21	22	21
Domestic	Total	486	490	472	471	429	458	402	436	424	358	347	332	308	300	292	286	292
Transport	Road Transport (A roads)	127	123	118	116	115	111	110	102	100	105	109	108	107	104	96	77	92
	Road Transport (Minor roads)	210	215	222	219	213	209	204	198	197	203	205	209	213	214	214	174	172
	Road Transport (Motorways)	225	215	228	227	215	214	207	217	216	217	214	238	226	238	238	180	226
	Diesel Railways	9	9	9	9	9	10	9	9	9	9	9	9	9	9	9	7	8

	Transport 'Other'	14	14	14	14	13	13	13	13	14	14	15	15	16	16	17	16	7
Transport	Total	585	576	592	585	565	556	544	539	536	547	552	580	571	581	574	453	505
Agriculture	Agriculture Electricity	11	12	12	12	10	10	10	10	9	8	7	6	5	5	4	4	6
	Agriculture Gas	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Agriculture Livestock	73	73	73	73	73	73	73	73	73	73	73	73	73	73	73	72	75
	Agriculture 'Other'	13	13	12	12	12	12	12	12	12	12	13	14	14	14	14	14	16
	Agriculture Soils	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	14	12
Agriculture	Total	114	114	113	113	110	111	111	112	110	109	108	108	107	107	107	104	111
Waste Management	Landfill	27	27	27	27	27	27	27	27	27	27	27	27	27	27	30	28	31
	Waste Management 'Other'	8	9	9	9	9	8	8	8	8	9	8	8	9	8	9	9	9
Waste Management	Total	35	35	36	35	35	35	35	35	35	35	35	35	35	35	39	36	40
LULUCF	Net Emissions: Cropland	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	6
	Net Emissions: Forest land	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Emissions: Grassland	16	16	16	16	17	17	17	17	17	17	17	17	17	17	17	17	29
	Net Emissions: Harvested Wood Products	16	16	15	15	15	15	15	15	15	15	14	15	15	15	15	15	8
	Net Emissions: Indirect N2O	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Net Emissions: Settlements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Net Emissions: Wetlands	14	13	13	13	12	12	12	12	11	11	11	11	11	11	11	11	7
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LULUCF	Total	27	26	25	24	24	23	23	23	22	22	21	22	22	22	22	22	8
BEIS data 2005 – 2021		1,685	1,696	1,672	1,653	1,530	1,577	1,477	1,533	1,499	1,401	1,367	1,367	1,318	1,327	1,284	1,132	1,212

Appendix 2. Details of successful projects supporting the delivery of Climate Emergency Action Plan.

Become a net zero carbon council

Carbon Literacy

The Climate Emergency Action Plan states that the council needs to take a leadership role across the area to encourage, support and enable others to reduce carbon emissions. Carbon literacy training is an effective tool to raise the awareness of risks and opportunities related to climate change across organisation. In July 2022 North Somerset Council was awarded a Carbon Literacy Silver award. To date we have trained 337 members of staff which equals 24% of our workforce.

To achieve a Gold Award, the council is required to train 50% of all employees. To achieve this target the Council has agreed to participate in the global Carbon Literacy Action Day on 4th of December, with an ambitious plan to train 350 people in one day. The training day will be funded through UK Shared Prosperity Fund and will be offered to all council staff, members and key individuals within the community.

NSC estate

The council has appointed new staff within its Property and Projects Team who are working on developing a Net Zero Estate Plan. The purpose of the plan is to assess, developer and deliver investments across the range of council-owned assets to enable achievement of net zero, aligning this with other planned capital maintenance where possible. The plan will allow NSC to identify opportunities for solar panels installations and energy efficiency measures.

In addition, other successes include:

- In January 2023 NSC has been awarded £886,000 from the Public Sector Decarbonisation Scheme (PSDS) to proceed with decarbonisation works at the Campus building. The project work started in April 2023 and is due to be completed in October 2024. The project is forecast to deliver 120 tonnes of annual CO₂ savings.
- In March 2022 North Somerset Library Service has been awarded a grant of £215,900 by the Department for Digital, Culture, Media and Sports, delivered by Arts Council England. The grant allowed the council to perform capital works that contributed to libraries carbon footprint reduction.
- In December 2022 the council has been awarded the £20m through the Levelling up Fund for a range of regeneration and placemaking initiatives across Weston. Where appropriate these will include energy efficiency and decarbonisation improvements.

NSC fleet

Council is delivering the Accommodation Strategy that supports flexible working for staff and contributes to emissions reduction. A Travel and Parking workstream is identified as part of strategy development and is looking into changing staff behaviours for more sustainable and active travel. For more details see [Committee Report NSC \(modern.gov.co.uk\)](#).

Decarbonising transport

Bus Service Improvement Plan

The Bus Service Improvement Plan (BSIP) outlines a major investment programme by North Somerset Council in partnership with the West of England Combined Authority. The ambition is to improve the quality and provision of bus services to a level that creates an attractive alternative to the use of private vehicles. It will also accelerate the decarbonisation of transport which is a key priority for the council as part of its commitment to tackle the climate emergency.

To achieve this ambitious programme, council identified a significant number of opportunities to introduce bus priority measures on key areas. Council plans to redesign over 18 junctions and routes which are known to cause delays to services.

The first package of schemes are set for construction beginning in 2023. There are seven currently planned:

- A38 at Barrow Gurney
- A370 Long Ashton bypass
- A370 at Brockley Combe
- A370 at Wood Hill
- A370 at Congresbury Smallway junction
- A369 at Beggar Bush Lane
- A369 Martcombe Road

For more information visit [Bus service improvement plan | North Somerset Council \(n-somerset.gov.uk\)](https://www.n-somerset.gov.uk).

Decarbonising the built environment

Thermal images cameras

North Somerset Council is funding the Thermal Images Camera Loan scheme to assist people in identifying areas of their homes where heat is being lost. The thermal imaging camera service is designed to allow homeowners to do a basic heat loss survey on their homes to identify if and where heat loss is occurring, and then will be provided with signposting and supplementary information to make these changes. North Somerset residents will have an idea of what changes they can make to save energy, carbon emissions and money. The scheme will go live in Autumn 2023. The scheme will also include a series of energy training sessions which will be open to library and housing staff, as well as community leaders and volunteers.

Bright Green Homes

For the Bright Green Homes project, North Somerset Council has partnered with Bath and North East Somerset Council and Bristol City Council to provide grants to help low income households install technologies which reduce carbon emissions and lower energy costs. To qualify for the funding, applicants must live in North Somerset and:

- be the owner, landlord or private rented tenant of the property.
- have a combined annual income of £31,000 or lower.
- do not have gas central heating.

Together with the other councils, we successfully bid for £11m of funding from the government's Department for Energy Security and Net Zero (DESNZ). The eligibility criteria were set by DESNZ.

To date 34 North Somerset based homeowners were successful for the scheme.

Social Housing Decarbonisation grant

£1.1m was awarded to Alliance Homes to upgrade homes and off-grid households with energy efficiency measures through Social Housing Decarbonisation Fund and Home Upgrade Grant. The money will go towards improvements to vulnerable households and off-gas grid homes with an EPC rating of D or below and could save tenants between £220 and £400 a year on energy bills. These schemes could also support around 20,000 jobs in the construction and home retrofit sectors, helping to deliver on our promise to grow the economy and create better paid jobs, whilst supporting families across the country.

Low carbon business and skills

Net Zero Business support grants programme

North Somerset Council launched the Net Zero Business support grants programme funded through UK Shared Prosperity Fund. The programme aims to support Small and Medium Size Business in the region by providing access to capital grants aimed at decarbonisation of the business premises. The total value of the scheme is £255,000 spread across 2 financial years.

Round 1 – April 2023 - March 2024 - has an allocation of £105,000. The applications received from 11 business and are being assessed. The proposed projects through round 1 can save approximately 50 tonnes CO2 per annum.

Round 2 – April 2024 - March 2025 will go live in winter 2023. In preparation of the grants application businesses will be able to apply for the free carbon survey through appointed contractor. Details to follow in August 2023.

Renewable energy generation

Solar Together Round 2

The West of England Combined Authority has an agreement in place (August 2021- August 2025) with iChoosr administers of the Solar Together scheme. A turn-key collective buying scheme for owner/occupiers wishing to invest in a solar panel system on their home, with the option of adding a battery. 'Solar Together - West of England' Round 1, delivered in 2021 and achieved 842 solar PV installations and 105 batteries equating an estimated carbon reduction of 18,000 tonnes over 25 years.

The Regional Low Carbon Delivery team propose working with iChoosr to run a second round of Solar Together - West of England by joining Cohort 4 along with seven other authorities across England. This proposal is being discussed with the Local Authorities on 23 June at the Climate Working Group. North Somerset Council is considering participation in the scheme following the success of the Round 1.

Resources and waste

We are the best performing authority in the South West and second highest unitary authority in England. We continue to work with our NSC waste and recycling team and local community groups and organisations to maintain our high recycling rate of 60.4%, which placed us 7th out of 341 English local authorities in the overall recycling performance league table.

Adaptation and resilience

North Somerset Flood Risk Management Strategy

In June 2023 North Somerset Council adopted the Flood Risk Management Strategy that focuses on managing the risk of flooding to people and property due to surface runoff, ordinary watercourses and groundwater, in line with our responsibilities. The Strategy identifies communities in North Somerset which are considered to be most

vulnerable to flooding from surface runoff, ordinary watercourses and groundwater. It identifies the measures we propose to take in these communities to reduce flood risk, subject to sufficient funding and resource availability. More information can be found here [20.8 Local Flood Risk Strategy Summary - Local Flood Risk Management Strategy for North Somerset.pdf \(modern.gov.co.uk\)](#).

North Somerset Council

Report to the Council

Date of Meeting: 19 September 2023

Subject of Report: Portishead Neighbourhood Plan

Town or Parish: Portishead

Officer/Member Presenting: Cllr Mark Canniford Executive member for Spatial Planning, Placemaking and Economy

Key Decision: N/A

Recommendations

Council resolve to “make” the Portishead Neighbourhood Plan.

1. Summary of Report

1.1 Following the Portishead Neighbourhood Plan examination, the decision was made by Executive member for Spatial Planning, Placemaking and Economy on 26 April 2023 that the Plan met the necessary criteria to go forward to a referendum. A referendum was subsequently held within the Neighbourhood Plan area (the four wards of Portishead) on Thursday 20 July 2023. 87.55% of the votes cast were in favour of the Plan which is in excess of the required 51% and therefore under the Town and Country Planning Act 2004 s38 (4) (6) North Somerset Council must formally “make” the plan.

2. Policy

2.1 A Neighbourhood Plan is prepared by the local community (with help and advice from North Somerset Council and other bodies as necessary). Securing a majority “yes” vote at referendum means that the plan must also be formally approved by the Council. Once it has passed the referendum the Plan becomes part of North Somerset Councils development plan. The policies have the same status as those in the North Somerset Core Strategy, Development Management Plan and Site Allocations Plan. Policies in the Portishead Neighbourhood Plan will be used alongside existing adopted policies in these plans and having regard to national planning policy in the National Planning Policy Framework and National Planning Practice Guidance in making planning decisions. The time period of the Plan is to 2026 to align with the Council’s Core Strategy.

3. Details

3.1 The decision was made by the Executive member for Spatial Planning, Placemaking and Economy on 26 April 2023 that the Portishead Neighbourhood Plan with the examiners proposed modifications would meet the necessary basic conditions, was compatible with the Convention Rights and complies with the definition of a neighbourhood development plan and could therefore proceed to referendum.

- 3.2 A referendum was subsequently held within the neighbourhood plan area (the combined wards of Portishead) on Thursday 20 July 2023. 87.55% of the votes cast were in favour of the Plan which is in excess of the required 51% and therefore under the Town and Country Planning Act 2004 s38 (4) (6) North Somerset Council must formally “make” the plan.
- 3.3 The Plan contains 40 policies covering the natural environment, built environment, renewable energy, community facilities and infrastructure, housing (no allocations for housing sites), the economy, transport, and the town centre.
- 3.4 The Plan will be used as a basis for making planning decisions within the area covered by the Plan. Policies in the plan will be supplemented by existing adopted policies in the North Somerset Core Strategy, Development Management Plan and Site Allocations Plan. This is because the Neighbourhood Plan is not comprehensive and does not cover all planning issues but provides a local context for proposals within Portishead. Where the neighbourhood plan is silent on a particular issue or for example where more detailed guidance is needed then other adopted policies will be used, along with national guidance issued in the National Planning Policy framework and National Planning Practice Guidance.

4. Consultation

- 4.1 Consultation has been carried out in the preparation of the Plan in accordance with regulatory requirements.

5. Financial Implications

- 5.1 There are no ongoing financial implications. The Portishead Neighbourhood Plan does not commit council resources in order to implement the Plan’s provisions.
- 5.2 Upon the “making” of the Portishead Neighbourhood Plan the Town Council will be eligible for 25% of any CIL receipts from developments within the Neighbourhood Plan area, instead of 15% otherwise attributable to parish Councils.

Costs

- 5.3 Other than officer time, the main costs in relation to the preparation of the Plan are related to the examiners fees for carrying out the examination and for the costs of organising the referendum. See Funding section below.

Funding

- 5.4 A sum of £20k can be claimed by North Somerset Council under the Neighbourhood Planning Grant arrangements. Government provides this lump sum to Local Planning Authorities (LPAs) to meet their legislative duties in relation to neighbourhood planning. Specifically, it covers the neighbourhood planning duties introduced by the Localism Act 2011 which are to provide advice or assistance; to hold an examination; and to make arrangements for a referendum. As such £20k can be claimed in retrospect once a Local Planning Authority have made the decision to hold a referendum on the Neighbourhood Plan. This is done through the governments DELTA claims system. This will be done when the next claims window opens later this year.

6. Legal Powers and Implications

- 6.1** There is a duty on the Council to assist the Neighbourhood Plan making process and to formally act in approving the document at various stages. This is set out in Schedule B of the 1990 Town and Country Planning Act (as amended) and Neighbourhood Planning (General) Regulations 2012 and the Town and Country Planning Development Management Procedure (Amendment) Regulations 2016. This includes formally “making” the Plan following a majority yes vote at referendum. It is not considered that there is any regulatory reason why the Plan should not be “made”.

7. Climate Change and Environmental Implications

- 7.1** The Neighbourhood Plan contains policies which recognise the importance of addressing climate change by supporting and protecting the environment.

8. Risk Management

- 8.1** It is not considered that there are any risk management implications associated with “making” the Plan.

9. Equality Implications

- 9.1** An equalities impact assessment has not been carried out. It is a requirement under the Neighbourhood Planning Regulations that the Plan must be compatible with human rights requirements and with EU obligations. The independent examiner has made his assessment and concluded that it meets the requirements in this respect. It is not considered that there are and equality impact issues arising from the Neighbourhood Plan.

10. Corporate Implications

There are no direct corporate implications

11. Options Considered

- 11.1** As the Plan has passed the referendum then under the provisions of the Town and Country Planning Act 2004 s28A (4) (6) it falls to North Somerset Council to formally “make” the Portishead Neighbourhood Plan.

Author:

Celia Dring Principal Planning Policy Officer 01934 426244

Appendices:

None

Background Papers:

[Portishead Neighbourhood Plan](#)

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North Somerset Council

Report to Full Council

Date of Meeting: 19th September 2023

Subject of Report: Corporate Parenting responsibilities

Town or Parish: All

Officer/Member Presenting: Cllr Catherine Gibbons

Key Decision: N/A

Reason: The report draws members' attention to their corporate parenting responsibilities

Recommendations

Members are asked to:

Recognise their corporate parenting responsibilities
Commit to gaining a better understanding of their role as corporate parents
Consider ways in which they can support our young people.

1. Summary of Report

The report provides background information on the role of corporate parents. It is intended that there will continue to be a report at all future Council meetings so that members are kept informed of the progress of our children and young people. This will provide members with the opportunity to consider how they are meeting their role as an effective corporate parent alongside colleagues.

2. Policy

While the concept of members viewing themselves as the parents of all children who are looked after came from the Quality Protects initiative launched in 1998 by Frank Dobson, the then Secretary of State for Health, the Children and Social Work Act 2017 defined for the first time in law the responsibility of corporate parents to ensure, as faster as possible, secure, nurturing and positive experiences for 'our' children. This means that they should:

- act in their best interests, and promote their physical and mental health and wellbeing;
- encourage them to express their views, wishes and feelings, and take them into account, while promoting high aspirations and trying to secure the best outcomes for them;
- make sure they have access to services;
- make sure that they are safe, with stable home lives, relationships and education or work;
- prepare them for adulthood and independent living.

3. Details

, The Children and Social Work Act 2017 confirms that members are responsible for:

- being aware of the corporate parenting role and the shared responsibility for ensuring that the needs of children looked after and care leavers are met;
- having some knowledge of the profile and needs of the children and how they might be changing;
- understanding the impact on children looked after of all council decisions;
- receiving information about the quality of care and the quality of services that children are experiencing;
- considering whether this would be good enough for their own child;
- ensuring that action is being taken to address any shortcomings opinion the service and to constantly improve the outcomes for children and young people who are looked after.

It is suggested that members would find it helpful to increase their knowledge of this important role through:

- Attendance at the Corporate Parenting Panel (which is attended by care experienced young people, Children's Services staff and colleagues from other agencies)
- Reading of the regular Full Council report
- Reading the reports that CYPS Policy and Scrutiny Panel receive
- Considering the information within the Local Government Association's (LGA) resource pack (link at the bottom of this report)

This report will be accompanied by a verbal update from Cllr Gibbons which will include reference to our pledge – now called 'Our Promise' (please see link in background papers)

As well as an update regarding the following:

- **Overview of positive action from Councillors as Corporate Parents:** Including: donations, courses and activities, mentoring and Christmas gift fund.
- **Feedback from Corporate Parenting Panel** – including themed sessions focussed on the views of care experienced young people.
- **Next Steps Fund** – update regarding number of young people supported in the past year and outcomes.

Additional background papers are below, including our Corporate Parenting Strategy and Care Leaver offer.

4. Consultation

None

5. Financial Implications

None

Costs

N/A

Funding

N/A

6. Legal Powers and Implications

Children and Social Work Act 2017

7. Climate Change and Environmental Implications

This report outlines the opportunity for members to elicit the views of North Somerset's children and young people in regard to future strategies and plans: climate change and environmental issues are issues about which young people feel strongly and many of them have shown that they are keen to influence local as well as national decisions.

8. Risk Management

None

9. Equality Implications

No

10. Corporate Implications

None

11. Options Considered

None

Author:

Carolyn Fair

Director of Children's Services

Appendices:

None

Background Papers:

08.1 Corporate Parenting Strategy

08.2 North Somerset Council's Promise

08.3 North Somerset's Offer for our Care Leavers

[Corporate parenting resource pack | Local Government Association](#)

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North Somerset Council

Corporate Parenting Strategy

Children's Services

March 2023 for review in March 2026



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Foreword

Dear Colleagues

Our experiences in early childhood and through to our teenage years are critical in shaping our future happiness and set the foundations for what we can achieve throughout our adult lives. Good parenting is vital. The role of a Corporate Parent is one of the most important responsibilities of the local authority. We have a legal duty to support children in our care and those leaving our care in the way that any good parent would unconditionally support their own children. This is a role that we take very seriously. The early circumstances and experiences of cared for children and young people mean that they are often disadvantaged in life. Narrowing the gap between the achievements of children in care and all children requires us to provide higher standards of parenting, care and nurture to our vulnerable children and young people.

Individuals and individual teams cannot do this in isolation. It is essential that every department within the Council and our partner organisations share the responsibilities of the Corporate Parent. As a Corporate Parent, we are committed to do the very best to improve outcomes for our children and young people. To this end, we have made a promise to our children and young people.

Our challenge is to deliver on this promise, putting these children and young people at the heart of all that we do so that they have the opportunities they need to fulfil their potential.



Councillor Catherine
Gibbons
Executive Member
of Children's
Services



Sheila Smith
Director of Children's
Services



Bethany Swann
Young Director

Introduction

Welcome to North Somerset Council's Corporate Parenting Strategy 2023 – 2026.

In February 2018, the Department for Education published [Statutory Guidance](#) for Local Authorities applying Corporate Parenting Principles for children in their care and care leavers. As corporate parents elected members and council officers have a statutory responsibility for the wellbeing of children in care and care experienced young people.

'A strong corporate parenting ethos means that everyone from the Chief Executive down to front line staff, as well as elected council members, are concerned about those children and care leavers as if they were their own. This is evidenced by an embedded culture where council officers do all that is reasonably possible to ensure the council is the best 'parent' it can be to the child or young person.'

(Applying corporate parenting principles to looked-after children and care leavers Statutory guidance for local authorities February 2018)

Our strategy demonstrates North Somerset Council's and its partners (including Health, Police, and voluntary organisations) commitment to ensuring that the life chances of every child and young person in our care are improved to match their peers. This requires us all to be strong advocates to ensure our children and young people's needs are met in the best way possible.

It is our responsibility to make sure that our children and young people for whom we are responsible feel safe and secure, have stability in their lives, and that they are supported to achieve their full potential and fulfil their ambitions and aspirations.

When providing a service for our children and young people in care we should always challenge ourselves by asking, **'would this be good enough for my child?'**

We are accountable for the delivery of this Corporate Parenting Strategy to:

- Care Leavers Forum
- Children in Care Council
- North Somerset Corporate Parenting Board
- North Somerset Children and Young People's Partnership Board
- North Somerset Children and Young People's Scrutiny Panel
- North Somerset Full Council

This strategy sits alongside a range of other documents that detail our shared aim to improve provision for children in care and care experienced young people including:

- Mental Health Strategy for children in care and care experienced young people
- Our Promise to children in care and care experienced young people
- Local Offer to our care experienced young people
- Financial entitlements for our care experienced young people
- Children's Support and Safeguarding Service Plan
- Fostering Sufficiency Strategy

- Joint housing protocol
- Education Strategy
- Corporate Plan
- Participation Strategy

Our preferred terminology is care-experienced child or young person as this is what young people have told us they prefer and encompasses children and young people at every stage of their journey.

What is Corporate Parenting, and who is a Corporate Parent?

When a child or young person cannot live with their birth family and comes into our care, we take on responsibility; this is referred to as 'Corporate Parenting' and is the term used to describe the responsibility of local authorities towards children in care and care experienced young people who have experienced our care.

Corporate Parenting emphasises the collective responsibility of the local authority and its partners to be 'good parents' for all children in care and young people who have experienced our care.

Corporate Parenting is not the sole responsibility of the children's social work services. It is the responsibility of the whole council including every department including elected members, and other agencies who work with children in care and care experienced young people. This could include teachers, GP's, police, health, etc.

Elected members have a responsibility to be champions for our children in care and care experienced young people and ensure that they have the services they need whilst holding officers and partners to account.

Corporate Parenting Principles

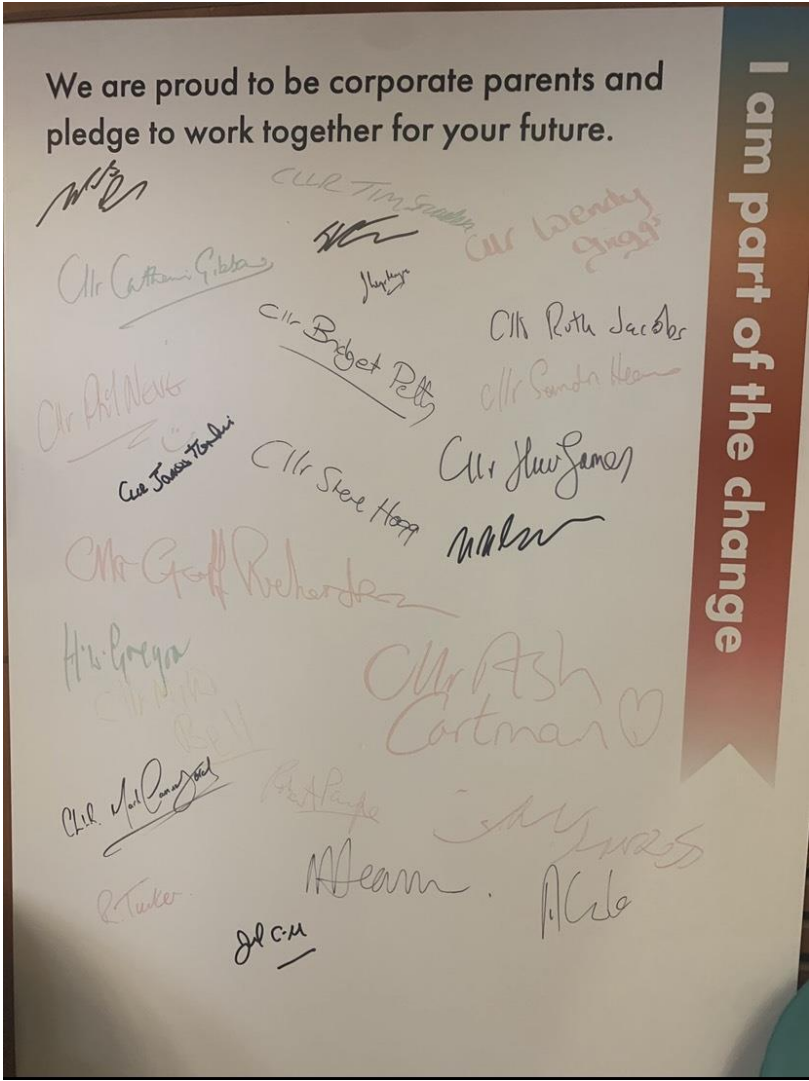
To thrive, children in care and care experienced young people have certain key needs that good parents generally meet. When applying corporate parenting principles to children in care and care experienced young people the statutory guidance sets out seven principles that local authorities must have regard to when exercising their functions in relation to children in care and care experienced young people.

The seven principles are as follows:

- to act in the best interests, and promote the physical and mental health and wellbeing, of those children and young people
- to encourage those children in care and care experienced young people to express their views, wishes and feelings
- to consider the views, wishes and feelings of those children in care and care experienced young people

- to help those children in care and care experienced young people gain access to, and make the best use of, services provided by the local authority and its relevant partners
- to promote high aspirations, and seek to secure the best outcomes, for those children in care and care experienced young people
- for those children in care and care experienced young people to be safe, and for stability in their home lives, relationships and education or work; and
- to prepare those children and young people for adulthood and independent living

North Somerset Council's Pledge



Our Promise

We have made a promise based on what children in our care have told us is important to them through the Your Life Your Care survey. We ask our children to complete this survey each year.



North Somerset Council's Promise

To all children and young people looked after by North Somerset Council, we promise to:

- find homes for you, where you feel safe and settled
- find carers who you can trust, who support you with your worries and celebrate your successes
- help you to understand why you are not living with your parent(s)
- help you to spend time with your parents, brothers, and sisters if that's what you want
- make sure you know who your social worker is and how you can contact them
- make sure you have opportunities to have fun, spend time on your hobbies and explore the outdoors
- support your education and help you with your homework and learning, college, and career options
- ensure you have an adult in school or college, who you can trust, who looks out for you and celebrates your progress
- always ask your views when there are decisions to be made, putting your wishes and feelings first whenever we can
- help you with relationships with your friends and support you, especially when you are feeling worried, anxious, or sad
- support you to develop skills you will need as an adult, like cooking healthy food, managing your money and washing your clothes

Please tell us if these promises are not being kept, or if someone who cares for you or supports you has done an amazing job keeping these promises.
Sheila Smith, Director People and Communities, 01934 888 891.



<p>Sheila Smith</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p><small>Sheila Smith Director of Children's Services</small></p>	<p>Steve Bridger</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p><small>Cllr Steve Bridger Leader of the Council</small></p>	<p>Jo Walker</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p><small>Jo Walker Chief Executive North Somerset Council</small></p>	<p>Catherine Gibbons</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p><small>Cllr Catherine Gibbons Executive Member and Chair of Corporate Parenting Panel</small></p>
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Our Priorities for improving outcomes for children in care and care experienced young people are set out below

To ensure that everyone is focused on the same goals and making the best of the resources we have, we are going to concentrate on five key areas:

Area 1 - Listening and responding to our children in care and care leavers

Area 2 - Making sure that children in care and care experienced young people have good, safe places to live with secure support

Area 3 - Working to help our children in care and care experienced young people achieve the best they can in all educational opportunities

Area 4 - Making sure children in care and care experienced young people are happy, healthy, and supported with their physical and emotional wellbeing

Area 5 – Provide support to children in care and care experienced young people into independence

Area 1 – Listening and responding to our children in care and care experienced young people

Vision

We will work in partnership with children, young people, and care experienced young people to ensure they have a voice and influence over the review, design, delivery and of the services that are provided to them.

Children in care and care experienced young people will be supported to express their views, wishes and feelings and their views, wishes and feelings are considered when decisions are made that affect their lives.

Children and Young People have told us through the *Your Life, Your Care* survey:

- “Being listened to more”
- “Felt I could have been helped to prepare better – helped managing my money etc”
- “Let the foster carer make some decisions so it feels more natural, like a proper family”
- “Nothing I am happy with the way things are”
- “I like being in care”
- “In the past I didn’t feel included in decision making but I do now”

Our goal:

- To develop a range of approaches that enable children, young people, and care experienced young people to work in partnership with senior leaders and services to influence priorities, policy, and practice
- To support staff to improve their skills and confidence in finding ways to help children in care and care experienced young people express their views, wishes and feelings, and have an influence in decisions which affect their lives

We will:

- Find trusted carers to support any concerns and celebrate all successes
- Ensure children and young people spend time with their families
- Promote positive relationships between children and young people and their social workers
- Always seek the child's voice when decisions are made, putting their wishes and feelings first at every possible step
- Make sure children and young people are trusted with opportunities at home, in school, and in their reviews, and are offered support if things go wrong
- Offer an advocate to help speak on behalf of children and young people who return from being missing
- Ensure young people are represented at our corporate parenting panel and are supported to attend
- Continue developing children in care council and care experienced young people's forum meetings, giving young people the opportunity to share their experiences and inspire changes in our service
- Offer a drop-in service for care experienced young people, where they can attend and discuss anything they wish to or get support for a specific issue
- Use the Mind Of My Own communication tool to make it easier to share, read, reply, and respond to the views of children and young people
- Make sure children and young people have access to written information and advice which helps them understand our roles and responsibilities
- Use the Your Life Your Care and Your Life Beyond Care Bright Spots surveys every year to gather views about how children and young people feel about their care, life, home, education, and wellbeing
- Ensure that care experienced young people are involved in the recruitment of senior social care staff
- Invest in and support a Young Directors post to champion the voice and rights of children in care and care experienced young people
- Be compassionate in how we talk about and record meaningful information about children, young people, and their families using language that cares

What will we see if our plans are working?

- A regular well attended children in care council and care experienced young people's forum
- A high level of positive feedback within the annual Your Life, Your Care surveys
- Regular, high-quality meetings between children in care and professionals that support them including social workers, teachers, and health professionals
- Young people's voice is clear and considered within reviews and personal education planning (PEP) meetings
- An increase in the use of advocacy
- Children in care and care experienced young people attending corporate parenting panels

- Corporate parents seeking children in care and care experienced young people's views on topics within their agendas
- A highly advertised drop-in service, leading to a high attendance and uptake in the service
- Every child in care and care experienced young person having a mind of my own profile, linked with their relevant professionals.

Area 2 – Making sure that children in care and care experienced young people have good, safe places to live with secure support

Vision:

All children in care and care experienced young people have homes, where they feel safe, settled, and have everything they need.

We will continue to develop and grow our Mockingbird model of care. We are proud to be part of this innovative, extended family model that provides respite care, peer support, regular joint planning and training, and social activities.

Wherever possible, children and young people will remain local to North Somerset.

Children and Young People have told us through the *Your Life, Your Care* survey:

- "I feel happy and safe"
- "It's a nice area with nice people"
- "For the time being I'm OK to live where I do"
- "It's quiet so it's not too bad"
- "Supported house, I know I can always talk to someone who can help"
- "It's alright it's a house close to university, private landlord, all right housemates"
- "It's only temporary and I don't know where I'm going next"

Our Goal:

- To increase the number of local foster carers
- Increase the number of children and young people who have permanence at the earliest stage possible
- Continue to develop housing options for all care experienced young people

We will:

- Find caring homes for children and young people where they feel a sense of belonging and have everything they need, including their own space
- Have an up-to-date Permanence Strategy to ensure that every child in care has a clear plan for permanence by the second child in care review and there is evidence that all permanence options are considered
- Have a clear plan to ensure we have homes that will meet needs in North Somerset including recruiting foster carers across all North Somerset, helping us match children and young people with the best carers for their needs

- Explore all options to make sure that children and young people are placed with the best carer for their specific needs and wishes. This can include special guardianship orders, kinship carers, and foster carers
- Explore housing options for all care experienced young people, to ensure they can have a home that can meet their needs
- Try our hardest to help children and young people remain in the North Somerset area
- Recruit more supporting lodgings carers, and increase our 'staying put' offer providing support for young people nearly ready to live independently
- Provide support for unaccompanied asylum-seeking children including a home that meets their needs and information explaining their rights as a child in care and care leaver
- Support children and young people and their carers to help ensure their home remains stable

What will we see if our plans are working?

- An increased number of foster carers, spread out to cover the whole of North Somerset, including rural areas and villages
- An increased recruitment uptake for supported lodgings hosts and staying put provision.
- A clear housing pathway with care experienced young people's input.
- Opportunities for care experienced young people to rent privately if there is a lack of local social housing.
- A reduction in our young people living outside the borders of North Somerset.
- Positive feedback within the "your life, your care" survey, "your life beyond care" survey and communication apps.
- Positive feedback from unaccompanied asylum-seeking children and care experienced young people to confirm that they feel safe and listened to and understand their rights.

Area 3 – Working to help our children in care and care experienced young people achieve the best they can in all educational opportunities

Vision:

Championing a culture of high aspirations for all our children in care and previously looked after children, raising the educational attainment, and reducing any existing progress learning gaps.

Children and Young People have told us through the *Your Life, Your Care* survey:

- 93% of children liked school
- 93% of children aged 8-11 and 100% of young people aged 11-18 recorded that the adults they lived with showed an interest in their education all, most of the time or sometimes
- "Different schools – smaller and more support"
- "I'm not working and its hard to get a job"
- "Feel proud with Uni grades and how much I've achieved – my own business"

- “I really like all the toys I have at my carer’s house”

Our Goal:

- To raise educational attainment across the broad curriculum; and in doing so to reduce any existing progress gaps between our children in care and previously children in care and their peers

We Will:

- Ensure social workers work closely with carers and the virtual school to support education and help with homework, learning, college, university, and career options with regular Personal Education Plans to help keep track of progress and any support needed
- Ensure there is a trusted adult at school, college, who offers support and encouragement
- Ensure the voice of young people is clear and evident in personal education plans so they experience a sense of agency and investment in their learning journey
- Allocate a worker to provide young people with support getting into education, employment, or training if they are not already attending
- Offer work experience, traineeships, and apprenticeships within North Somerset Council for children in care or care experienced young people
- Offer improved support and guidance for young people wishing to attend university
- Offer support to young people wishing to pursue career goals e.g. through the Next Steps Panel
- Enable young people to transition to care leaver status, adulthood, and independence with secure Employment, Education and Training outcomes and pathways that reflect their potential
- Ensure that children with SEND receive additional support to reach their potential
- Ensure that the number of young people who are engaged in Education, Employment, and Training increases each year

What will we see if our plans are working?

- The designated teacher at your school will be up to date with all relevant training
- High quality and consistent personal education plans (PEPs)
- A sufficient level of support for young people not in education, employment or training, and those clear pathways are in place
- Positive feedback within the ‘your life’, ‘your care survey’, ‘your life beyond care’ survey and communication apps like Mind of My own
- Multiple successful apprenticeship placements within North Somerset Council for our care experienced young people and children in care
- Up to date Higher Education (HE) Policy for care experienced young people, with new financial packages for those progressing to Master’s courses
- Successful offer of a mentor for all care experienced young people in higher education

- Improved educational outcomes and a narrowing the attainment gap for all children in care and care experienced young people
- Increased numbers of care experienced young people attending higher education
- Increased numbers of children in care and care experienced young people in education, employment, and training

Area 4 – Making sure children in care and care experienced young people are happy, healthy, and supported with their physical and emotional wellbeing

Vision:

We want our children to be happy and healthy both physically and emotionally, to be safe and protected from harm and exploitation. We want them to be supported to become successful independent adults who can thrive, manage their own health needs, seek support when needed and be able to achieve their potential in life.

We will ensure that all children in care and care experienced young people are supported to improve their health and wellbeing and are able to access health services of a high standard to support their needs including their physical, mental, and sexual health.

Children and Young People have told us through the *Your Life, Your Care* survey:

- “Feel comfortable about the way I look, added some weight on, feel confident in certain outfits”
- “I used to love skiing when in foster care, but I can’t afford it now”
- “Lockdown - Other than that I enjoy swimming, any sports, gaming. I can honestly be interested in anything as long as people to do it with”
- “COVID-19 stops everything. I wish there were things still around that could help with social anxiety. Meeting people similar to me would help”
- “Daughter is walking now – want to take her to the park and to other places – Pepper Pig world”
- “Seeing mum, dad, brothers, and sisters more”

Our Goal:

- All staff working with our children in care and care experienced young people understand the impact of trauma and work with children and young people to promote healing and support our children and young people to be able to cope with the pressures life brings
- Ensure that social workers help young people understand why they are not living with their parents
- Make sure that they have opportunities to have fun, spend time on their hobbies and explore the outdoors
- Help young people with relationships, especially if they are worried, anxious, or sad
- Provide cultural identity and awareness training to professionals

- Support young people with their mental health, and help them overcome past traumas or experiences
- Develop a joint strategy with local Child and Adult Mental Health Service partners to improve mental health provisions for children in care and care experienced young people
- Ensuring that all children in care and care experienced young people have a health assessment, and ensure all immunisations and dental checks are up to date

We Will:

- Maintain effective communication using our communication apps
- Implement a clear process to access funding for children in care and care experienced young people to continue their hobbies
- Ensure young people feel their culture is understood and respected
- Provide robust provisions for mental health support, with easy access for all children in care and care experienced young people that require it
- Make sure there are opportunities to have fun, spend time on hobbies and explore the outdoors
- Monitor emotional wellbeing through regular completion of a strengths and difficulties questionnaire (SDQ) and provide support where needed
- Ensure care experienced young people have access to services that meet their needs, including mental and emotional health, sexual health, pre and postnatal health care services, etc.
- Ensure all care experienced young people have access to a gym membership
- Have clear pathways of support available for children in care and care experienced young people moving to adult services

What will we see if our plans are working?

- All children in care and care experienced young people have a completed health assessment and are fully immunised (where appropriate)
- All children in care and care experienced young people receive a completed health passport when they turn 18
- All children in care and care experienced young people fully understand their care plans and life story
- High uptake of children and young people using MOMO
- Positive feedback from young people in the *Your Life, Your Care* survey and *Your Life Beyond Care* survey
- 100% Strengths and Difficulties questionnaire (SDQ) completion
- Sufficiently available, high-quality mental health support, with easy access for all children in care and care experienced young people that require it

Area 5 - Supporting children in care and care experienced young people into adult lives

Vision

Young people will be successfully supported from care to independence with a high standard of care from a range of partners. Corporate parenting responsibilities will be understood by

all North Somerset Council partners and the Care Leaver Offer will clearly lay out what support or service care experienced young people are entitled to.

The government report 'Keep on Caring 2016' identifies 5 key outcomes for young people leaving care as:

- All young people leaving care should be better prepared and supported to live independently
- Improved access to education, employment, and training
- Care experienced young people should experience stability in their lives and feel safe and secure
- Improved access to health support
- Care experienced young people should achieve financial stability

Children and Young People have told us through the *Your Life, Your Care* survey:

- "He's really good, always checks up on me, he's good at his job, I'm happy I have him as my care worker"
- "He's amazing"
- "She's awesome, very supportive"
- "Without her support I wouldn't be where I am now. She knows how I interpret things, often the wrong way, and has always been there to help by explaining in a way I understand"

Our Goal:

- A robust transitions process which supports young people from Children's Services to Adult's and ensures young people are involved at every stage
- Young people are supported through education and employment so all can access college, university, apprenticeships, and jobs
- Young people feel they understand their rights and are confident their voice will be heard when key decisions are made
- Support for independent living, learning new skills, socialising, developing hobbies, and making decision
- Maintaining the health and wellbeing our children in care and care experienced young people

We will:

- Support with skills to transition into adulthood, like cooking healthy food, managing money, organising transport, etc.
- Help with independent living skills
- Train foster carers to support children and young people with independent living skills
- Link young people to a leaving care Personal Adviser (PA) at age 16, who will work alongside them and their social worker to help explore options when they are ready to leave care

- Ensure that all children in care and care experienced young people have a bank account, provisional driving licence, valid passport, Application Registration Card (ARC)
- Support asylum seeking children in care and care experienced young people to access legal help and ensure they understand their rights.

What will we see if our plans are working?

- All foster carers that care for teenagers will have support and training to help promote independence.
- All 16-year-old children in care have links with a leaving care personal adviser
- All children and young people to have a bank account, provisional driving licence, valid passport, and Application Registration Card (ARC)
- Every child in care aged 15+ to have a clear plan regarding leaving care.
- Every pathway plan is written with the young person using language that cares
- Unaccompanied asylum-seeking children have support to access legal help and know their rights

Governance Arrangements

The Corporate Parenting Board provides the strategic partnership to oversee our arrangements for ensuring that children who are looked after by North Somerset Council, and those adults previously looked after, achieve the best possible outcomes. The Board is made up of elected members, key service leaders and service providers including council officers and representatives from wider public services.

The Corporate Parenting Board provides a leadership role by championing the specific needs of children and young people who are, or have been, looked after by the local authority. It does this through working with all elected members, officers within the Council, with colleagues from partner agencies and with children and young people. This is done by overseeing the work undertaken in specific services to ensure a corporate approach is being taken from a range of Council departments and agencies and ensure that the services support children that are or have been looked after to have the full benefit of the widest possible resources to support successful outcomes.

Democratic Involvement and Accountability

The Corporate Parenting Board can refer matters for, and provide information to, the Children and Young People's Services Scrutiny Panel. Key reports will also be shared with the Children and Young People's Partnership Board. Each Full Council meeting includes a report on Corporate Parenting.

Participation of Children and Young People

The voice of children and young people will be a consistent and influential feature of the Corporate Parenting Board. Participation will be steered through the Care Leavers Forum and the Children in Care Council. The Young Director and representatives from the Care

Leavers Forum have an open invitation to the Board as board members. We hold three themed corporate parenting sessions per year all of which are an open invitation for any care experienced young person with the agenda being set by the young people.

The Head of Service will meet at least three times a year with both the Care Leavers Forum and Children in Care Council to share progress and discuss priorities.

North Somerset Council's Promise



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- find homes for you, where you feel safe and settled
- find carers who you can trust, who support you with your worries and celebrate your successes
- help you to understand why you are not living with your parent(s)
- help you to spend time with your parents, brothers, and sisters if that's what you want
- make sure you know who your social worker is and how you can contact them
- make sure you have opportunities to have fun, spend time on your hobbies and explore the outdoors
- support your education and help you with your homework and learning, college, and career options
- ensure you have an adult in school or college, who you can trust, who looks out for you and celebrates your progress
- always ask your views when there are decisions to be made, putting your wishes and feelings first whenever we can
- help you with relationships with your friends and support you, especially when you are feeling worried, anxious, or sad
- support you to develop skills you will need as an adult, like cooking healthy food, managing your money and washing your clothes

Please tell us if these promises are not being kept, or if someone who cares for you or supports you has done an amazing job keeping these promises.

Sheila Smith, Director People and Communities, 01934 888 891.



Sheila Smith

Sheila Smith
Director of Children's
Services

Steve Bridger

Cllr Steve Bridger
Leader of the Council

Jo Walker

Jo Walker
Chief Executive
North Somerset Council

Catherine Gibbons

Cllr Catherine Gibbons
Executive Member and Chair of
Corporate Parenting Panel

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NORTH SOMERSET'S OFFER FOR OUR CARE LEAVERS

FOREWORD

Welcome you to our care leavers local offer.

Corporate parenting means acting how any parent would do for their child: giving their child the support, guidance and care to allow them to fulfil their dreams. It is important to me that our offer supports young people in all aspects of their lives. It is driven by the voice of the young people who have experiences of what it is like to be in care and then leave care as they know best the support that they need both now and in the future.

We are really proud of what our young people have achieved in making this booklet and we hope it will help you in making the very most of all the support that is available to you.

Best wishes,

A handwritten signature in black ink that reads "Sheila Smith". The signature is written in a cursive, flowing style.

Sheila Smith (One of your corporate parents)



Councillor Gibbons

Executive Member for
Children's Services



Sheila Smith

Director of Children's
Services



Bethany Swan

Young Director

Personally, I think it's worth reading this leaflet because it tells you exactly what you're entitled to and explains who is there to help you get those entitlements.

When I moved out of my foster home, I had no idea the kind of help I would get, I truly thought I had to fend for myself and then one day I was shown this document which wrote about all the support I could get. Help with getting onto more college courses, a savings account ready for me, and my leaving care grant meaning I could get nice flooring, a fridge and a bed amongst many other things. If I could pass on any kind of wisdom for anyone leaving care, it would be: You're going to be given a lot of documents and leaflets and every single one of them will contain at least one thing that can help you and you'll only find that if you look through them.

Bethany Swann

Bethany Swann, Young Director

INTRODUCTION

This is our local offer for care experienced young people in North Somerset.

Here is information about the support we can offer to you in our role as your corporate parents. This booklet will let you know what you are entitled to and how we will support, guide, and help you towards a successful life as an adult.

We understand that leaving care can be a difficult time for many young people. It can be scary and feel like you are suddenly on your own. We want you to know that you are not lone and that you are important to us.

CORPORATE PARENTING PRINCIPLES

We are your corporate parents. This may seem like a strange term.

It means that care experienced young people should expect the same level of care and support that other young people would expect from a good parent.

We take our responsibilities as corporate parents seriously and are committed to the following principles which have been set out in law:

- to act in the best interests and promote the physical, mental health and wellbeing of our children and young people
- to encourage our young people to express their views, wishes and feelings
- take into account the views, wishes and feelings of our children and young people
- to help our children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners
- to promote high aspirations, and seek to secure the best outcomes for our children and young people
- to help our children and young people to be safe, and to have stability in their home lives, relationships and education or work
- to prepare our children and young people for adulthood and independent living

YOUR RIGHTS AND OUR RESPONSIBILITIES

YOUR RIGHTS

- you have a right to be involved in all decisions regarding when you leave care and your plans for leaving care
- you have a right to tell us how you feel about the services you are receiving and expect an answer
- you have a right to see all information about you including all the files North Somerset Council kept when you were in care
- we will support you to apply for the financial support you are entitled to

MENTORING AND ADVOCACY

- You can ask for a volunteer mentor to meet you regularly to offer ongoing help, support, and advice
- You have the right to have an independent advocate who can offer confidential advice and help you understand your rights. You can ask your Personal Adviser for a referral so you can self-refer to

Junction 21 Mentoring and Advocacy

- Steve Coggins 01275 888 360
- Junction21@n-somerset.gov.uk

PATHWAY PLAN

The Pathway Plan is a continuation of your Care Plan.

With you, your social worker or personal adviser will prepare a Pathway Plan that sets out how we will help you to achieve the things you want to. We will start to do this while you are still in care, around your 16th birthday. We will review it with you at least every six months until you are 21. It is designed to help you make the most of life and develop useful skills that could help you in the future.

It will include things like:

- where you will live
- any education or training
- jobs, money, financial manager, such as opening a bank account
- applying for a National Insurance number
- your health and lifestyle
- support with developing your individual identity including understanding your life story
- offer you an assessment for support if you become a parent
- group activities to reduce the risk of feeling isolated and increase your well being
- provide specific support to unaccompanied asylum-seeking young people who cannot access benefits
- an opportunity to join the Care Leavers' Council

ADVICE AND SUPPORT FROM A LEAVING CARE PERSONAL ADVISER (LCPA)

Personal Advisers are part of the Leaving Care Team.

Your Personal Adviser will support you until you are 21 and you can request ongoing support up to the age of 25. Your personal adviser will be in contact with you at least every two months or more often if you need this.

Personal Advisers are responsible for ensuring that your Pathway Plan is written in consultation with you and important people in your life. It will be reviewed regularly until you reach age 21. Your Pathway Plan sets out your needs, views, future goals, and identifies exactly what support you will receive.

Your Personal Adviser can help you with independent living and a wide range of advice and support.

We will try to make sure you keep the same personal adviser, although this is not always possible. The amount of support that you receive from your personal adviser will depend on your circumstances.

ACCOMMODATION

We will ensure you have secure housing where you feel safe and settled. Your personal adviser will help you to look at housing options and choose the most suitable home for you. We will:

- support you to stay in your foster placement until you are 21 if that's best for you and your foster carers
- support you to access your setting up home grant that can be used to furnish your first home
- support you in securing and maintaining your own tenancy through our Rent Guarantor Scheme
- advocate for you if you need help or support with your housing
- act as a guarantor if you need this
- pay your Council Tax until you are 25
- offer advice and training about how to manage your money
- help you to enrol on the Electoral Register so you can vote in Elections
- work with our Housing Advice Officer to find suitable housing where you feel safe including supported accommodation if you are not ready or don't want to have your own tenancy
- provide you with advice about maintaining a tenancy, and support you if you get into trouble, such as debt, paying bills etc
- if you are at risk of homelessness, we have two specialist workers who will support you back into stable housing

You can access our Housing Protocol to learn more.

FINANCES & ID

Becoming an adult and living independently can be complicated and expensive. As a Care Leaver you are entitled to financial support.

FINANCIAL ENTITLEMENTS/SUPPORT

Your Personal Adviser can support you to budget your money or they can signpost you to more specialist advice if that is what you need and help you to claim all you are entitled to. Please look at our Entitlement Guide for more detailed information on what financial assistance is available to you.

Some examples of financial entitlements are included below:

- support towards paying your Council Tax
- support for driving lessons
- contribution to WIFI costs
- emergency payments if you are in financial crisis
- financial support for higher education
- free gym pass
- leaving care grant to help you buy essential items to set up home (e.g. bed, cooker)
- money on your birthday
- support to access your Junior ISA if you have one

IMPORTANT DOCUMENTS

As an adult you will need ID to prove who you are

We will help you to obtain the following:

- Birth certificate
- National Insurance number
- Bank account
- Passport
- Citizens Cards
- Provisional Driving Licence
- Application Registration Card (ARC)

EDUCATION, EMPLOYMENT AND TRAINING

We have a range of support available to help support you with education, employment, and training.

We run:

- a weekly drop-in on a Wednesday for support and advice on education, employment and training options
- a next steps panel - this offers funding for specialist training or equipment to help care leavers access employment
- an Education, Employment and Training panel, with links to colleges, apprenticeships, and employment opportunities to help you to meet your career aspirations

- A specialist job coach who can support you with careers advice and help supporting you into education, employment and training

We can also help you with:

- opportunities for further education such as college or A Levels
- apprenticeships
- financial support package if you go into higher education to study for a Bachelors or master's degree, including accessing additional information and pastoral support from the University

- a generous financial support package if you go into higher education courses such as university, including a master's Bursary
- employment
- financial support with travel and clothes for interviews and employment
- first month subsidy if in employment
- support to buy equipment, essential clothing, and books
- a celebration of your individual achievements in a personal way, for example by taking you out for a meal when you complete significant qualifications

HEALTH & WELL-BEING

HEALTH

We want to help as much as we can to ensure you look after your health and get the support you need to stay healthy. We will provide you with a health passport at the age of 18 which includes a summary of your health history while you were in care.

We also offer you:

- a free gym pass
- access to counselling
- an assessment by a health trainer
- support to access specialist services
- information on clubs and groups you may wish to join. Help with the cost of leisure activities.
- advice about healthy living
- support with registering with a GP, dentist and optician
- support to complete the form if you are exempt from prescription charges
- support to maintain good sexual health and advice about contraception.
- support to help you access Adult Social Care or Adult Mental Health services if you need these
- transport costs when you are attending hospital or doctors' appointments.

BECOMING A PARENT

There may be additional support we can identify for you if you are expecting a child such as:

- SureStart Maternity Grant to help towards the cost of having a child
- Support to attend parenting groups at your local Children's Centre

MAKING A COMPLAINT/ SHARING A COMPLIMENT

We want to know what you think about the service you are receiving from us.

If you are not happy with the service you receive you can:

- talk to your Personal Adviser
- contact the Care leavers Service Team Manager (Liza Zakheim – liz.zakheim@n-somerset.gov.uk) or the Head of Corporate Parenting (Carrie Yeates – carrie.yeates@n-somerset.gov.uk)
- email North Somerset Social Care Complaints department complaints.manager@n-somerset.gov.uk
- access to North Somerset's Council Complaints Portal

If you need help making a complaint, you can ask your Personal Adviser to refer you to the Junction 21 mentoring and advocacy service. Alternatively, you can refer yourself to the Junction 21 mentoring and advocacy service.

For further information please speak to your Leaving Care PA or the Young Person's Director (please see the useful contacts page at the back of this leaflet).

HEARING YOUR VOICE/ GETTING INVOLVED

THE CARE LEAVERS FORUM

The Care Leavers Forum is a group of care-experienced young people who come together to use their experiences to inspire change in the Leaving Care Service. You get to socialise and make friends with young people who have also been in care. The purpose of this forum is to have your voice heard and help make improvements to our services.

This forum is facilitated by our Young Director and our Participation Worker. The views of this group are shared with decision makers within North Somerset Council including the Corporate Parenting Panel which you can also attend.

If you are interested in finding out more about the Care Leaver's Forum or would like to attend a meeting please contact our Participation Worker, Ella Bunting at ella.bunting@n-somerset.gov.uk or our young Director, Bethany Swann at bethany.swann@n-somerset.gov.uk.

You can also share your views with us in other ways. We are always very interested to hear from you and understand how you think we can improve our services

and offer for care leavers:

- fill in the 'Make Yourself Heard' Compliments/Comments/Complaints leaflet available in the Resource Room or download it here [North Somerset's Council Complaints Portal](#)
- speak to, or ask to speak to, the Participation Worker, Young Director or any member of the care leaving team to give your verbal comments
- complete the Annual 'Your Life Beyond Care' survey. The questions in this survey have been designed by Care Leavers to emphasise the areas of their life that affect wellbeing
- attend the Care Leavers Forum
- Be a part of interview panels for new roles in the council.
- Help with skills to foster, sharing your experiences to help new foster carers.
- Join themed Corporate Parenting Panel Meetings.

USEFUL CONTACTS

LEAVING CARE PERSONAL ADVISERS

01934 421 900

CARE LEAVER'S HOMELESSNESS PREVENTION OFFICER

Claire.ward@n-somerset.gov.uk

01934 426 189

JUNCTION 21 MENTORING AND ADVOCACY SERVICE

Junction21@n-somerset.gov.uk

01275 888 360

THE CARE LEAVERS FORUM

Ella.bunting@n-somerset.gov.uk

Bethany.swann@n-somerset.gov.uk

01275 888 841

EDUCATION, EMPLOYMENT AND TRAINING OFFICER

TBA

KOOTH

Online mental health support

CHILDREN'S COMMISSIONER

Learn about your rights as a care leaver.

CORAM VOICE

Make your voice heard.

SHELTER

Find housing as a care leaver.

REES CARE LEAVERS FOUNDATION

Learn about the Rees Care Leavers Foundation and their services.

EMERGENCY DUTY TEAM

01454 615165

HEALTH & WELLBEING SAMARITANS

116123 (FREE)

CHILDLINE

0800 1111

NHS ENGLAND

Learn how the NHS can help you.

111 CRISIS TEAM (MENTAL HEALTH)

Learn about the services offered by the 111 Crisis team.

POLICE NON-EMERGENCY

101

NEXT LINK - DRUG AND ALCOHOL SERVICE

Learn about the Next Link Drug and Alcohol Service.

0800 4700 280

NATIONAL INSURANCE NUMBER HELPLINE

0300 200 3500

SHELTER

0808 800 4444 / 0808 1644 660 (Emergency)

OTHER SUPPORT

BUTTLE

Get in touch with Buttle.

020 7828 7311

NATIONAL YOUTH ADVOCACY SERVICE

Contact the National Youth Advocacy Service.

0808 808 1001

THE CARE LEAVERS' FOUNDATION

01678 540598

BECOME

advice@becomecharity.org.uk

Check out the Become Charity website.

0800 023 2033

PROPEL

Check out the work Propel does on their website.



THANK YOU...

We would like to say a big **THANK YOU** to the following care leavers who gave up their time to discuss, create and design this booklet:

- Caroline
- Danni
- Demi
- Ryan

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North Somerset Council

Report to the Council

Date of Meeting: 19 September 2023

Subject of Report: Proposed change to quorum for Policy & Scrutiny Panels

Town or Parish: None

Officer/Member Presenting: Assistant Director, Legal and Governance and Monitoring Officer

Key Decision: N/A

Reason:

Not an Executive Decision.

Recommendation

(1) that the quorum of Policy and Scrutiny Panels be amended to one quarter and the Constitution be amended accordingly.

1. Summary of Report

The report recommends a change in the quorum for Policy and Scrutiny Panels from one third to one quarter.

2. Policy

None

3. Details

3.1 The quorum for Policy and Scrutiny Panels is currently set at one third, whilst for Council and committees it is one quarter unless a specific number is set such as for Audit Committee.

3.2 Legislation provides for the quorum for Council to be set at one quarter, but councils are able to determine the quorum for Policy and Scrutiny Panels and practice varies between councils. To align with Council and committees it is recommended that the Policy and Scrutiny Panels quorum requirement is amended to one quarter.

4. Consultation

Group Leaders and Audit Committee members have been advised of the recommendation in this report and the responses received have been supportive.

5. Financial Implications

None

6. Legal Powers and Implications

Local Government Act 1972 sets the quorum for Council. Councils are able to determine quorum requirements for Policy and Scrutiny Panels.

7. Climate Change and Environmental Implications

None.

8. Risk Management

None.

9. Equality Implications

Have you undertaken an Equality Impact Assessment? No

10. Corporate Implications

Amending the quorum for Policy and Scrutiny Panels will align the requirement across Council, committees and panels.

11. Options Considered

No change has been considered but the recommendation is to make the amendment.

Author:

Nicholas Brain

Assistant Director Legal & Governance and Monitoring Officer

Appendices:

None

Background Papers:

Council Constitution

Motion for the Ocean- North Somerset draft – Councillor Tristram

North Somerset is a coastal district that is also one of the most low-lying and flood prone areas in England. We depend on the sea for our livelihood through tourism, and on the land threatened by sea-level rise and river flooding for our farming and places to live and work. We recognise the importance of the marine and river ecosystems and our role as a stakeholder for them. We undertake to bring a report forward to Council within 12 months of this motion containing appropriate recommendations to ensure we play our part in ensuring realising clean, healthy and productive rivers and oceans alongside our existing commitment to tackle the climate emergency.

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Forward Plan

for the four-month period commencing on

1st October 2023

published on 31 August 2023



This Forward Plan gives details of decision items to be presented during the forthcoming four months.

Councillors are invited to review the items and to consider whether any of them should be referred for scrutiny or discussed with the appropriate Executive Member.

Executive (9)

Leader of the Council - Councillor Mike Bell: External liaison including strategic partnerships, Local Enterprise Partnership, North Somerset Partnership, Joint Executive Committee (WECA and North Somerset Council), • Strategic policy/corporate plan development, forward programme and strategic review • Strategic communications • Community engagement and consultation • Finance- Revenue budget including revenues and benefits - capital programme including major projects (Banwell Bypass & MetroWest/Portishead Rail) - Income generation • Corporate services

Deputy Leader of the Council and executive member for children's services, families and life-long learning – Councillor Catherine Gibbons: Children and young people's services - Early help and family hubs - Family support - Safeguarding - Children in care - Adoption and fostering services - Care experienced young people - Corporate parenting - Youth offending service • Displaced Foreign Nationals • Cost of living crisis response • Education - Early years settings - Special educational needs and disabilities (education) - School place planning and admissions - Links with local HE and FE institutions - Links with schools and multi academy trusts - Elective home education - Children's licences and permits • Skills - Skills strategy - Careers advice - Community learning

Executive Member for climate, waste and sustainability – Councillor Annemieke Waite: • Delivery of Strategic Asset Management Plan including: - Decarbonisation of North Somerset Council assets - Accommodation strategy project delivery - Corporate estate operational management - Strategic asset planning • Climate emergency • Ecological emergency • Marine environment conservation • Flood risk management • Green infrastructure strategy • Environmental services - Recycling and waste minimisation - Waste and street cleansing contracts

Executive Member for homes and health – Councillor Jenna Ho Marris: • Green homes • Housing development programme delivery • Affordable housing delivery • Homelessness and rough sleeper support • Housing solutions • Private sector housing • Alliance Homes liaison •

Equalities and diversity • Public health - Health and Wellbeing Board and Strategy - Integrated Care System and Locality Partnerships - Health improvement - Health protection - Health and care services

Executive Member for highways and transport – Councillor Hannah Young: • Highways operations - Highway network management - Highway maintenance contracts - Streetlighting • Highway technical services and delivery - Liveable neighbourhood schemes - Active travel schemes - Highway structures • Strategic transport - Transport policy - Transport decarbonisation including BSIP delivery - Public transport - Home to school transport - Bus and rail strategy • Parking strategy including parking operational management

Executive Member for adult services and stronger communities – Councillor Roger Whitfield: • Reablement and technology enabled care • Care reforms • Early intervention and prevention • Integrated commissioning • Domiciliary, residential and nursing care • Social work and occupational therapy • Customer services • Town and parish liaison • North Somerset Together • Voluntary sector liaison

Executive Member for safety in the community – Councillor James Clayton: • Regulatory services - Trading standards - Food and commercial health and safety - Environmental protection - Licensing • Emergency management • CCTV • Community safety - Night-time economy - Safety of women and girls - PSPOs • Liaison with police and fire services • Resilience Forum • Unauthorised encampments strategy

Executive Member for spatial planning, placemaking and economy – Councillor Mark Canniford: • Placemaking delivery • Levelling Up Fund programme • Visitor economy development • Development and commercial programme • Planning policy • Heritage and design • Spatial planning • Building control • Resilient economy - Employment - Local economy • High street and town centre renewal

Executive Member for culture and leisure – Cllr Mike Solomon: • Culture strategy • Heritage Action Zones • Libraries • Community venues • Enabling events • Sports and leisure strategy • Seafronts, parks and lakes operational management • Concessions • Crematoria and cemeteries • Enforcement strategy

The items and the final decision taker are indicative. Decision making is subject to the Constitution.

Copies of documents listed can be obtained by contacting the officer named in the attached schedules. Other relevant documents may be submitted to the decision maker and can be requested from the named officer as they become available or may be available on the Council's website www.n-somerset.gov.uk

October 2023

1. Council and Executive Items
(No Council meeting)

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
18/10	Contract award for BSIP Bus Priority Schemes Design and Build contractor (replacement for entry in September and moved from decision in September)	<p>Committee report 6th July 2022 for Commissioning Plan for the Bus Service Improvement Plan: https://n-somerset.moderngov.co.uk/documents/s3579/09%20Bus%20Service%20Improvement%20Plan%20Enhanced%20Partnership%20adoption%20Executive.pdf</p> <p>Procurement Plan for BSIP Bus Priority Schemes Design and Build: https://www.n-somerset.gov.uk/sites/default/files/2022-12/DP311%20BSIP%20Design%20and%20Build%20and%20Build%20Only%20Procurement%20Plan.pdf</p>	Executive	No	An engagement session has been held with the Transport, Climate and Communities Policy and Scrutiny Panel on 26 July 2023.	Rob Thomson Rob.Thomson@n-somerset.gov.uk
18/10	Approval of Reg 19 Local Plan for consultation and subsequent submission for examination	Preferred Options Local Plan 2022 . Other evidence papers will be made available.	Executive	No.	PEP Scrutiny Panel 31 July 2023. Will arrange further engagement in Autumn in run up to Executive Committee.	Michael Reep 01934 426775.

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
18/10	Update on Medium Term Financial Plan (MTFP) 2024-2028	MTFP report 6/9/2023	Executive	No	Scrutiny and engagement arrangements to be discussed at TCC Panel 30/11/2023	Contact: Melanie Watts (01934 634618)
18/10	Capital Strategy 2024-2029 (new entry)	Capital Strategy report 8/2/2023 https://n-somerset.moderngov.co.uk/documents/s4266/16%20Capital%20Strategy%202023%202028%20and%20capital%20budget%20for%20202324.pdf	Executive	No	Policy aspects to be discussed at TCC Panel 20/7/2023	Contact: Amy Webb (07385 430493)
18/10	For noting only Safeguarding Adults Board Annual Plan	Safeguarding Adults Board 2022/23	Executive	No	Annual Plan shared with Safeguarding Adults Board September 2023. Prior engagement with Chairperson of ASH P&S Panel.	Contact: Hayley Verrico 07769163936
18/10	BSIP Programme Update and associated decisions – Engagement Plan, Branding, Etc.	Committee report 6 th July 2022 for Commissioning Plan for the Bus Service Improvement Plan: https://n-somerset.moderngov.co.uk/documents/s3579/09%20Bus%20Service%20Improvement%20Plan%20Enhanced%20Partnership%20adoption%20Executive.pdf	Executive	No	An engagement session has been held with the Transport, Climate and Communities Policy and Scrutiny Panel on 26 July 2023.	Bella Fortune Bella.fortune@n-somerset.gov.uk

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/10	Submission of funding bid to Arts Council Capital Investment Fund Delegation of authority to Section 151 officer to accept offer of funding if bid is successful (new entry)	An Expression of Interest for the bid is available from officers on request – please contact Julia.stuckey@n-somerset.gov.uk	Executive Member	No	This bid is in support of an agreed programme of placemaking activities which are reported regularly to the Placemaking, Economy and Planning Panel. The next report is due to be taken to the next meeting in November and will include information about this bid.	Julia Stuckey Julia.stuckey@n-somerset.gov.uk
01/10	Relevant Area for Consultation on admission arrangements 2024-26	School Admissions Code 2021 - School admissions code 2021 (publishing.service.gov.uk) School Standards and Framework Act 1998 (https://www.legislation.gov.uk/ukpga/1998/31/contents)	Executive Member for Children, Young People, Lifelong learning and skills (Cllr Gibbons)	No	Meeting of the CYPS Panel School Organisation Steering Group meeting – 8 September 2023	Contact: Georgia Humphrey 07500 882436
01/10	Award of BSIP Bus Shelters and Bus Stop Infrastructure Framework (previously listed in September) moved to November	BSIP Bus Shelters and Bus Stop Infrastructure Framework procurement plan	Director of Place	No	An engagement session will be held with the Transport, Climate and Communities Policy and Scrutiny Panel in July 2023.	Carl Nicholson carl.nicholson@n-somerset.gov.uk

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/10	Contract award for BSIP Transport Hubs Design Consultant (previously listed for May, July and September)	Procurement Plans for BSIP Transport Hubs Design Consultant	Director of Place	No	An engagement session will be held with the Transport, Climate and Communities Policy and Scrutiny Panel in July 2023.	Jackie Lower (Jackie.Lower@n-somerset.gov.uk)
01/10	Support to Live at Home One Weston Second Tier Flexible Framework Agreement - Contract Award Decision	Commissioning Plan sign off, Report 86 Full Council Minutes 10/01/23. https://n-somerset.moderngov.co.uk/documents/s4159/06%20Commissioning%20Plan%20Committee%20Report.pdf https://n-somerset.moderngov.co.uk/ie/ListDocuments.aspx?CId=169&MId=989&Ver=4	Director of Adult Social Services advised by the s.151 officer and Head of Strategic Procurement	No	Discussed with scrutiny panel 26/09/22 for the commissioning plan sign off at Full Council 10/01/23	Contact: Gerald Hunt 01934 634803
01/10	Bathing Adaptations Framework – Extension of current contract for 12 months (with option for additional 12 months) (new entry)	Previous Contract Award https://www.n-somerset.gov.uk/sites/default/files/2020-05/19-20%20PC%20100%20signed.pdf	Director of Adult Social Services	No	Written briefing sent to Chair/Vice Chair of the ASH Panel on 21/8/23. Will follow their steer with regard to further engagement with the Panel	Andrew Cross (Andrew.cross@n-somerset.gov.uk)

November 2023

1. Council and Executive Items
(No Executive meeting)

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
14/11	Contract award for stage 2 (detailed design and build) of Banwell bypass (new entry)	20/21 DP329 Stage 1 contract award report (March 2021)	Council	Part	18/09 HIF update to the Transport, Climate and Communities Policy Panel	Katie Park 07771947034

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/11	Award of BSIP Bus Shelters and Bus Stop Infrastructure Framework (previously listed in September and October)	BSIP Bus Shelters and Bus Stop Infrastructure Framework procurement plan	Director of Place	No	An engagement session will be held with the Transport, Climate and Communities Policy and Scrutiny Panel in July 2023.	Carl Nicholson (carl.nicholson@n-somerset.gov.uk)

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/ Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/11	A38 MRN Scheme Contract 1 works package A - Contract Award of D&B Stage 1 (re-listing and previously listed for September, October 2022, January, March April, May, August, September 2023 – previously one contract)	<p>Director Decision: 19/20 DE295 https://www.n-somerset.gov.uk/sites/default/files/2020-05/19-20%20DE%20295.pdf</p> <p>OBC Commissioning and Procurement Plan</p> <p>- Exec Member Decision DP270 Decision (n-somerset.gov.uk)</p> <p>A38 Major Road Network Scheme Outline Business Case Submission and Local Contribution Funding</p> <p>- Full Council/Exec Member: COU82 Agenda for Council on Tuesday, 9th November, 2021, 6.00 pm North Somerset Council (moderngov.co.uk)</p> <p>DP 22/23 95 signed (n-somerset.gov.uk)</p> <p>DP 22/23 DP 108 MRN professional services procurement plan (n-somerset.gov.uk)</p> <p>Commissioning & Procurement Plans for the Design & Build Contract of the A38 Major Road Network (MRN) Scheme and associated Professional Services</p> <p>Exec member decision DP423 22/23 Approval of additional local contributions as a consequence of inflationary cost increases.</p> <p>DP423 (n-somerset.gov.uk)</p>	Director of Place	No	<p>The Place P&SP were consulted at the OBC Submission Decision and Commissioning Plan stage during September/October 2021.</p> <p>An interim written briefing was provided to Place P&SP on 31st May 2022 and a further written briefing was provided on 8th December 2022. A briefing will then be offered Transport, Climate and Communities P&S Panel following OBC approval from DfT.</p>	Jason Reading, Senior Project Manager, Place Directorate Jason.reading@n-somerset.gov.uk

01/11	A38 MRN Scheme Contract 2 works package B - Contract Award of D&B Stage 1 (re-listing and previously listed for September, October 2022, January, March April, May, August and September 2023 – previously one contract)	Director Decision: 19/20 DE295 https://www.n-somerset.gov.uk/sites/default/files/2020-05/19-20%20DE%20295.pdf OBC Commissioning and Procurement Plan - Exec Member Decision DP270 Decision (n-somerset.gov.uk) A38 Major Road Network Scheme Outline Business Case Submission and Local Contribution Funding - Full Council/Exec Member: COU82 Agenda for Council on Tuesday, 9th November, 2021, 6.00 pm North Somerset Council (moderngov.co.uk) DP 22/23 95 signed (n-somerset.gov.uk) DP 22/23 DP 108 MRN professional services procurement plan (n-somerset.gov.uk) Commissioning & Procurement Plans for the Design & Build Contract of the A38 Major Road Network (MRN) Scheme and associated Professional Services Exec member decision DP423 22/23 Approval of additional local contributions as a consequence of inflationary cost increases. DP423 (n-somerset.gov.uk)	Director of Place	No	The Place P&SP were consulted at the OBC Submission Decision and Commissioning Plan stage during September/October 2021. An interim written briefing was provided to Place P&SP on 31st May 2022 and a further written briefing was provided on 8 th December 2022. A briefing will then be offered to Transport, Climate and Communities P&SP following OBC approval from DfT.	Jason Reading, Senior Project Manager, Place Directorate Jason.reading@n-somerset.gov.uk
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Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/ Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/11	A38 MRN Scheme Award of Professional Services Contract (previously listed for September, October 2022, January, March, April, May, August and September 2023)	<p>Director Decision: 19/20 DE295 https://www.n-somerset.gov.uk/sites/default/files/2020-05/19-20%20DE%20295.pdf</p> <p>OBC Commissioning and Procurement Plan</p> <p>- Exec Member Decision DP270 Decision (n-somerset.gov.uk)</p> <p>A38 Major Road Network Scheme Outline Business Case Submission and Local Contribution Funding</p> <p>- Full Council/Exec Member: COU82 Agenda for Council on Tuesday, 9th November, 2021, 6.00 pm North Somerset Council (moderngov.co.uk)</p> <p>DP 22/23 95 signed (n-somerset.gov.uk)</p> <p>DP 22/23 DP 108 MRN professional services procurement plan (n-somerset.gov.uk)</p> <p>Commissioning & Procurement Plans for the Design & Build Contract of the A38 Major Road Network (MRN) Scheme and associated Professional Services</p> <p>Exec member decision DP423 22/23 Approval of additional local contributions as a consequence of inflationary cost increases. DP423 (n-somerset.gov.uk)</p>	Director of Place	No	<p>The Place P&SP were consulted at the OBC Submission Decision and Commissioning Plan stage during September/October 2021.</p> <p>An interim written briefing was provided to Place P&SP on 31st May 2022 and a further written briefing was provided on 8th December 2022. A briefing will then be offered to Transport, Climate and Communities P&SP following OBC approval from DfT.</p>	Jason Reading, Senior Project Manager, Place Directorate Jason.reading@n-somerset.gov.uk

December 2023

**1. Council and Executive Items
(No Council meeting)**

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
06/12	Update on Medium Term Financial Plan (MTFP) 2024-2028 and Draft Revenue Budget for 2024/25	MTFP report 18/10/2023	Executive	No	All member scrutiny session to be held in December 2023	Contact: Melanie Watts (01934 634618)
06/12	Budget monitor 2023/24 – Month 6 Update (new entry)	Budget monitor report 6/9/2023	Executive	No	Through the TCC Panel and informal working group and also through the individual P&SP that support each directorate	Contact: Melanie Watts (01934 634618)
06/12	Contract award for highways surfacing works (new entry)	<u>DP545 Procurement report for Highway surfacing</u>	Executive	No	To confirm with new scrutiny charge when confirmed by Council; proposed engagement to take place no later than w/c 10 October	Tash Hardy Project Manager, Business Development Unit Natasha.Hardy@n-somerset.gov.uk
06/12	Contract award for the highways dynamic purchasing system for civils, structures and resurfacing (new entry)	<u>DP546 Procurement report for highway DPS</u>	Executive	No	To confirm with new scrutiny charge when confirmed by Council; proposed engagement to take place no later than w/c 10 October	Tash Hardy Project Manager, Business Development Unit Natasha.Hardy@n-somerset.gov.uk

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/12	Contract Award for the delivery of an expansion to the buildings at Clevedon School to meet local place needs (previously listed for June and September)	<p>Report to the Children & Young People's Services Policy and Scrutiny Panel Date of Meeting: 20 October 2022 Subject of Report: Children & Young People's Services – School's Capital Programme - Committee Report NSC (modern.gov.co.uk)</p> <p>Commissioning and Procurement Plan – to follow</p>	<p>Director of Place</p> <p>Moved from 21/06 Executive to Director Decision</p>	No	<p>Report to the Children & Young People's Services Policy and Scrutiny Panel Date of Meeting: 20 October 2022 Subject of Report: Children & Young People's Services – School's Capital Programme - Committee Report NSC (modern.gov.co.uk)</p> <p>Reports to CYPS School Organisation Steering Group Being being planned for June 2023</p>	<p>Sally Varley (she/her) Head of Strategic Place Planning, Capital Programmes and School Organisation/Admissions Service sally.varley@n-somerset.gov.uk</p> <p>Jonathan Hughes Senior Project Manager Jonathan.hughes@n-somerset.gov.uk</p> <p>David Peacock Senior Project Manager David.peacock@n-somerset.gov.uk</p>
01/12	Contract award for garden waste treatment (new entry)-no longer a key decision. C&P plan already agreed at Executive.	Link to supporting CP/PP from September Executive	Director of Place	No	To confirm with new scrutiny charge when confirmed by Council; proposed engagement to take place no later than w/c 20 November	Tash Hardy Project Manager, Business Development Unit Natasha.Hardy@n-somerset.gov.uk

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/12	Contract award for residual waste treatment (new entry) no longer a key decision. C&P plan already agreed at Executive.	Link to supporting CP/PP from September Executive	Director of Place	No	To confirm with new scrutiny charge when confirmed by Council; proposed engagement to take place no later than w/c 20 November	Tash Hardy Project Manager, Business Development Unit Natasha.Hardy@n-somerset.gov.uk
01/12	Contract award for highways surface dressing works (new entry) no longer a key decision. C&P plan already agreed at Executive.	<u>DP544 Procurement report for highway surface dressing</u>	Director of Place	No	To confirm with new scrutiny charge when confirmed by Council; proposed engagement to take place no later than w/c 10 October	Tash Hardy Project Manager, Business Development Unit Natasha.Hardy@n-somerset.gov.uk
01/12	Approval of acquisition of all land and rights required for Banwell bypass (including service of a general vesting declaration, notice to treat or notice of entry) (new entry)	COU37 (July 2022) Approval of making the CPO for Banwell bypass	Director of Place in consultation with the Assistant Director, Legal and Governance and Monitoring Officer	No	18/09 HIF update to the Transport, Climate and Communities Policy Panel	Katie Park 07771947034
01/12	Council Tax Base for 2024/25 (new entry)	Tax Base decision for 2023/24 https://n-somerset.gov.uk/sites/default/files/2022-12/CSD083%20Decision%20Notice%20-%20Tax%20Base%202023_24_0.pdf	Leader of the Council, Executive Member for Finance	No	Aligned with the MTFP reporting framework	Contact: Mark Anderson (01934 634616)

January 2024

1. Council Items

(No Executive meeting)

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
09/01	Update on Medium Term Financial Plan (MTFP) 2024-2028 (new entry)	MTFP report 6/12/2023	Council	No	Aligned with the MTFP reporting framework	Contact: Melanie Watts (01934 634618)
09/01	Decision on the letting a new contract for the provision of Revenues, Welfare and Financial Transactions (new entry)	Full Council Decision from 19 Sept 2023 supported by report. Procurement evaluation results captured in a Council Report for 9 Jan 2024	Council	No	Briefing to be given to TCC Policy and Scrutiny Panel.	Stuart Anstead Stuart.anstead@n-somerset.gov.uk

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/1						