

Public Document Pack

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Date: Tuesday, 16 April 2024

Dear Sir or Madam

The Executive – Wednesday, 24 April 2024, 6.00 pm – New Council Chamber

A meeting of the Executive will take place as indicated above.

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/02HwzDP4SGs>

The agenda is set out overleaf.

Yours faithfully

Assistant Director Legal & Governance and Monitoring Officer

To: Members of the Executive

Councillors:

Mike Bell (Chairperson), Catherine Gibbons (Vice-Chairperson), Mark Canniford, James Clayton, Jenna Ho Marris, Mike Solomon, Annemieke Waite, Roger Whitfield and Hannah Young.

All other Members of the Council (for information)

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

Agenda

1. **Addresses by Members of the Public (ESO 6)**

The Executive, at the discretion of the Chairperson, will hear up to four people, each of whom must be a resident or a business ratepayer or an elector, who wish to address it in accordance with the Executive Standing Orders, on matters that affect the area or its residents and over which the Executive has powers and duties. The Chairperson will select the order of the matters to be heard. Each person will be limited to a period of three minutes and this part of the meeting must not exceed fifteen minutes.

Requests to speak must be submitted in writing to the Monitoring Officer, or 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 27 March 2024** (Pages 7 - 10)

27 March 2024, to approve as a correct record

5. **Non-Executive Councillors' Addresses**

Non-Executive Councillors wishing to address the Executive are required to notify the contact officer mentioned at the top of this summons letter by noon on the day before the meeting. A total of fifteen minutes will be allocated to hear all addresses.

6. **Matters referred to the Executive and not dealt with elsewhere on this agenda**

None.

7. **Budget Monitor 2023/24 Month 11 Update** (Pages 11 - 68)

Report of Councillor Bell (attached)

8. **Delegation of authority to the Executive Member for Major Projects to award**

the Winterstoke Road Bridge detailed design and construction contract
(Pages 69 - 80)

Report of Councillor Bell (attached)

9. Children's Social Services Commissioning Intentions 2024/2025 (Pages 81 - 90)

Report of Councillor Gibbons (attached)

10. Commissioning Plan for the Construction Contract for the Delivery of SEND Safety Valve Programme Updates at the Voyage Learning Campus site in Milton, Weston super Mare (Pages 91 - 104)

Report of Councillors Gibbons and Waite (attached)

11. Bus Service Improvement Plan Refresh 2024 (Pages 105 - 110)

Report of Councillor Young (attached)

12. Proposed Amendments to the Contract Standing Orders (Pages 111 - 168)

Report of Councillor Bell (attached)

13. Q3 performance and risk update (Pages 169 - 200)

Report of Director of Corporate Services (attached)

14. Forward Plan dated 2 April 2024 (Pages 201 - 218)

(attached)

15. West of England Sub-Region: items not dealt with elsewhere on this agenda

None.

16. Oral reports of Executive Councillors

Executive Councillors might report orally on matters in progress. Such reports will be for information only and no material decisions can be made arising from them.

17. 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 Chairperson to rule that it be considered as urgent. Otherwise the matter cannot be considered urgent within the statutory provisions.

Exempt Items

Should the Executive 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.”

Also, if appropriate, the following resolution should be passed –

“(2) That members of the Council who are not members of the Executive be invited to remain.”

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 Executive

Wednesday, 27 March 2024

New Council Chamber - Town Hall

Meeting Commenced: 2.30 pm

Meeting Concluded: 3.18 pm

Councillors:

Mike Bell (Chairperson)

Catherine Gibbons (Vice-Chairperson)

Mark Canniford

James Clayton

Jenna Ho Marris

Mike Solomon

Annemieke Waite

Roger Whitfield

Hannah Young

Also in attendance: Councillors Steve Bridger, Peter Burden, Thomas Daw and Luke Smith.

Officers in attendance: Jo Walker (Chief Executive), Amy Webb (Director of Corporate Services), Nicholas Brain (Assistant Director Legal & Governance and Monitoring Officer), Lucy Shomali (Director of Place), Matt Lenny (Director of Public Health), Philippa Penney (Head of Democratic and Electoral Services), Vanessa Andrews (Marketing and Communications Manager) and Mike Riggall (Information and ICT Security Manager).

Partaking via Microsoft Teams:

Councillors: Mike Bird, Andy Cole, Clare Hunt, Michael Pryke

EXE 97 Addresses by Members of the Public (ESO 6) - Malcolm Simmonds, local business rate payer and resident

Malcolm Simmonds addressed the Executive regarding Clevedon seafront. Whilst he had felt that there had been nothing wrong with the seafront before the changes were made, he acknowledged that we now needed to look to the future. He referred to a number of issues arising from the changes to the seafront such as vehicles driving in the wrong direction, misuse of loading bays and blocked access to driveways, and hoped that this new scheme would address those issues. Mr Simmonds felt that the focus should now be on quality rather than a minimal approach. He thanked the Executive Member and other councillors for listening and understanding the way that the scheme had affected their businesses, health,

and private lives.

The Chairperson thanked Mr Simmonds for his heart felt comments and recognised the time and patience this had taken.

EXE 98 **Addresses by Members of the Public (ESO 6) - Cathy Hawkins, resident**

Cathy Hawkins addressed the Executive and thanked them for the opportunity to speak. She welcomed the review and referred to the passion and emotion the scheme had caused for the people of Clevedon. Whilst it was a positive move to see the return to front facing parking, a number of other reservations remained, particularly the cycle lane coming down the hill into oncoming traffic. A safer solution could be for the pavement to be a shared space for pedestrians and cyclists.

The Chairperson thanked Ms Hawkins and said that he felt sure colleagues would have listened carefully to her comments.

EXE 99 **Declaration of Disclosable Pecuniary Interest (Standing Order 37)**

None declared.

EXE 100 **Minutes - 7 February 2024**

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

EXE 101 **Non-Executive Councillors' Addresses**

None.

EXE 102 **Clevedon Seafront Review**

Councillor Hannah Young presented the report, thanking those who had spoken today and also those who had engaged enthusiastically in the consultation and review.

The Executive had committed to commissioning an independent review, and the fact that thousands of people had taken part in it demonstrated how important this had been as an issue for Clevedon. There had been a great deal of work since the AECOM review was discussed in December last year amounting in the basic design being presented today which would take the work forwards. There would be further stages ahead arising from the road safety audit. Active Travel England had indicated that they would not be looking to recoup their funds so far. The most difficult process had been finding a way forwards given the problematic financial position the council found itself in. A range of council finance sources had been pulled together including use of reserves, some Local Transport Plan funding and other small funding areas. This would provide a sufficient level of funding for the high-level priority areas and those lower-level areas that did not require additional funding.

Approval of the recommendations today would enable the scoping of an implementation plan and timescale although this wouldn't be in time for the

summer and would not be taken forward during the busy summer period.

Members discussed support and help across a range of issues including economic impact and parking enforcement, particularly regarding loading bays. There was recognition of the lessons to be learned from the project and the difficult position that councillors now found themselves in.

Concern was also raised that the scheme had not been given sufficient time to embed and that the proposed revisions favoured car use and did not fully address all aspects of safety. There were also concerns about the amount of money now being spent when the focus should be on making the current scheme safe.

Suggestions were made at the meeting by members of the public around improvements to current signage and potential shared use of the Promenade by cyclists as an alternative to a contraflow cycle lane. Councillor Young noted that the Scrutiny process had been robust and well managed.

Councillor Young rebutted the assumption that this was a reversal of the original scheme. The original scheme had been much wider, much of which was to remain, and the beach itself was only part of that scheme. Safety remained a priority in the difficult balance of the needs of multiple users of the seafront. She was grateful for the support received and thanked the officers for all their hard work.

The Leader emphasised that this partnership administration believed in being open and transparent and in working with the community, which was particularly important given challenges that were faced.

Resolved: that the Executive:

1. Noted the update provided by the Director of Place in respect of developing options for funding and implementation of proposed changes to the current scheme on The Beach as described in section 3 of the report, and
2. Approved the recommended works to be included as a new project within the council's capital programme as detailed in section 5 of the report, and updated programme for associated spending and funding changes

EXE 103 Matters referred to the Executive and not dealt with elsewhere on this agenda

None.

EXE 104 Oral reports of Executive Councillors

None.

EXE 105 Urgent business permitted by the Local Government Act 1972 (if any)

None.

Chairperson

North Somerset Council

Report to the Executive

Date of Meeting: 24 April 2024

Subject of Report: Budget Monitor 2023/24 – Month 11 Update

Town or Parish: All

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

Key Decision: Yes

Reason: Financial values in respect of budget changes are greater than £500,000

Recommendations

The Executive is asked to;

- i. Note the revenue and capital budget forecasts within the report for the current financial year including the key issues, risks and assumptions that underpin the forecasts,
- ii. Approve the changes to the 2023/24 revenue and capital budgets as detailed in Appendix 1A and Appendix 5,
- iii. Accept the offer of funding from Salix for Public Sector Decarbonisation (PSDS) at Hutton Moor Sports Centre of £2,344,518,
- iv. Approve the proposed changes to the fees and charges as detailed in section 3.10,
- v. Approve a change to the 2024/25 revenue budget to reflect the recent Household Support Fund award of £1,307,848 and an equivalent increase in the expenditure budget to cover associated spending plans as detailed in section 3.11.

1. Summary of Report

This is the latest report on the council's budget for the 2023/24 financial year and provides an update on both revenue and capital spending after the first **eleven** months, focusing on those areas which are forecast to have a significant impact on the council's overall financial position.

The council has updated its forecast to understand how much we will spend on delivering services and compared this to our budget and the report shows that there is likely to be a **balanced budget** by the end of the financial year.

Whilst this is a significant achievement compared to previous updates, this report will provide details to show that the council continues to face significant financial pressures within several parts of the budget and so efforts remain focused on understanding and managing these challenges and ensuring that the council can provide sustainable solutions to address them.

The council is aware that it has a statutory duty to balance its budget at the end of the year and so the report also provides an overview of the measures that have been taken to date over recent months to help achieve this.

2. Policy

The council's budget monitoring is an integral feature of its overall financial and assurance framework, ensuring that resources are planned, aligned and managed effectively to achieve successful delivery of its aims and objectives, notably the provision of quality services to those within our communities.

3. Details

3.1. Revenue budget summary – key headlines

| Revenue Budget Monitoring Summary 2023/24 | | | | | | |
|---|-------------------------------------|-----------------------------------|---|-----------------------------|--------------|------------------------------|
| | Original Net Revenue Budget £000 | Month 11 Forecast - February 2024 | | | | Change from Month 10 £000 |
| | | Revised Revenue Budget £000 | Forecast Spend to 31 March 2024 £000 | Projected Out-turn Variance | | |
| | | | | £000 | % | |
| Service Expenditure Budgets | | | | | | |
| Adult Social Services | 84,334 | 86,064 | 84,788 | (1,277) | -1.48% | (99) |
| Children's Services | 30,011 | 31,348 | 39,745 | 8,397 | 26.79% | 443 |
| Corporate Services | 31,241 | 30,103 | 29,588 | (515) | -1.71% | (73) |
| Place | 38,393 | 39,001 | 40,446 | 1,445 | 3.71% | (349) |
| Public Health & Reg Services | 1,374 | 1,470 | 1,405 | (65) | -4.40% | (29) |
| Sub total - Service Budgets | 185,354 | 187,986 | 195,972 | 7,986 | 4.25% | (106) |
| Other Council-wide Budgets | | | | | | |
| Capital Financing & Interest | 10,320 | 10,296 | 4,949 | (5,347) | -51.93% | 0 |
| Precepts & Levies | 7,237 | 7,237 | 7,237 | 0 | 0.00% | 0 |
| Other Non Service Budgets | 3,530 | 3,500 | 2,893 | (607) | -17.33% | 0 |
| Contingency Budget | 1,432 | 1,428 | 50 | (1,378) | -96.50% | 0 |
| Provision for MTFP Risks | 375 | 375 | 0 | (375) | -100.00% | 0 |
| Provision for Additional Pay Costs & O | 1,450 | 282 | 0 | (282) | -100.00% | 0 |
| Sub total - Non Service Budgets | 24,345 | 23,118 | 15,130 | (7,989) | -34.56% | 0 |
| Total Net Revenue Budget | 209,699 | 211,104 | 211,102 | (2) | 0.00% | (106) |
| General Fund Financing Budgets | (209,699) | (211,104) | (211,104) | 0 | 0.00% | |
| NET REVENUE BUDGET TOTALS | (0) | 0 | (2) | (2) | 0.00% | |

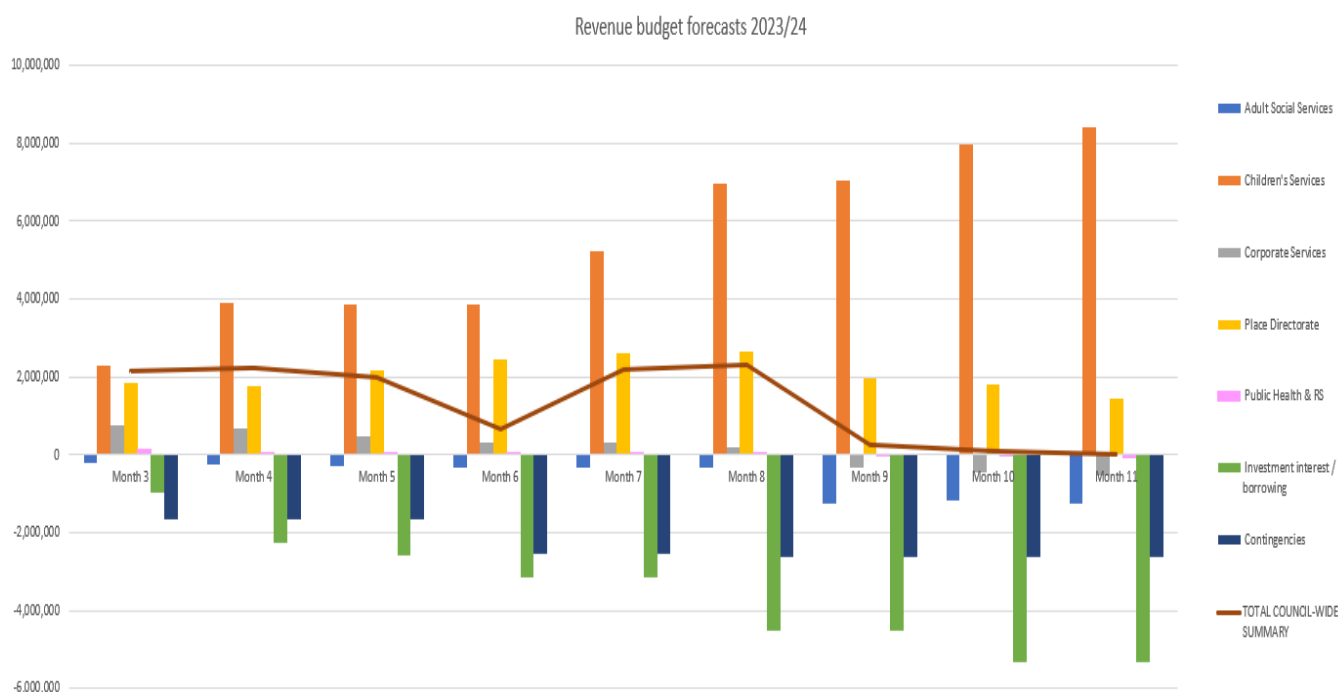
The table is displayed in the council's standard financial monitoring template and depicts the reported position for each of the 'directorates' in turn, as well as an aggregated picture of all council services.

Key messages and headlines that can be taken from the table are;

- The council's original net revenue budget for the year totals £209.699m (white shaded column)
- The council's revised net revenue budget for the year totals £211.104m (blue shaded column)
- It is forecast that the council will spend £211.102m by the end of the year (green shaded column), which is £0.002m, or £2,000 **less** than the council has available to spend.

The latest summarised position continues to be an improvement on the previous reports and shows that the council has made good progress to implement measures that will enable it to deliver a balanced budget by the year-end.

However, the table above and also the chart below, both show that North Somerset continues to face significant pressures in delivering core services to the public, largely as a result of increased demand for services that support both adults and children. Further information on the material challenges and movements within the budget this year is included in **Section 3.2**, together with an update on how these issues have been integrated into the Medium Term Financial Plan (MTFP) and revenue budget preparations for 2024/25.



3.2. Significant budget pressures within the forecast

Detailed reports are considered by each Director and their leadership teams to review the latest projections being made by budget managers and identify mitigations.

An extract of the latest financial information from each Director is included within this report and can be found in **Appendix 2**. These financial summaries fulfil the requirements of the constitution as they provide a detailed breakdown of material financial variances when compared to the budget, that are forecast to occur within each service area.

These summaries do show that the council is likely to see many changes compared to the budget that was agreed in February 2023 although the narrative report provides focus on the **main factors** that are driving the overspend so that the core issues can be better understood and contextualised.

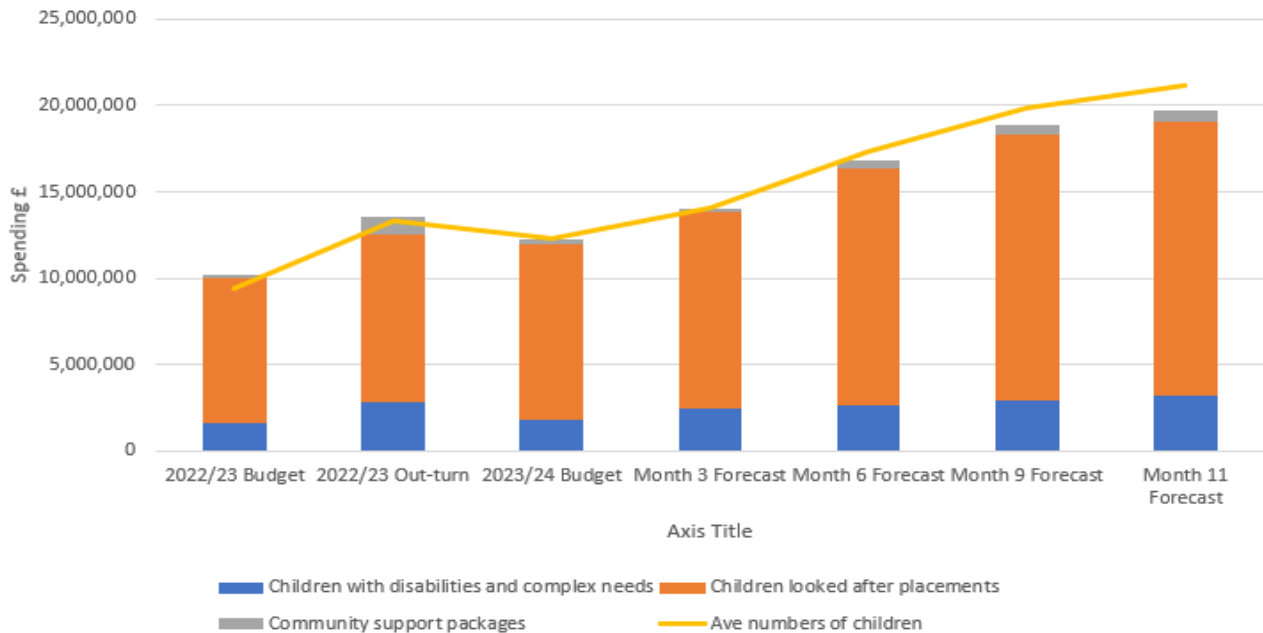
| Issue | £000 | |
|---|-------------|-----------|
| Significant budget pressures within services | | |
| Children's services – placement (residential and support) costs, including disabled children's packages and community support | 7,235 | Increased |
| Adults – care in the community support costs | 2,360 | Increased |
| Home to School Transport costs | 1,539 | Increased |
| Waste disposal costs | 1,176 | Reduced |
| Material mitigations | | |
| Release of the council's contingency budget | (1,429) | Increased |
| Release of corporate provisions for pay and budget savings | (657) | Increased |
| Net increase in interest received on investments | (5,934) | Increased |
| Hold / defer potential future spending within Adults | (600) | Increased |
| Reduction in the council's past service pension contribution | (605) | No change |
| Council-wide actions | | |
| Release of earmarked reserves | (2,027) | New |
| Vacancy management savings | (701) | New |
| Spending controls | (410) | New |
| | | |
| All other variations within the budget (net) | 51 | balancing |
| Forecast underspend at Month 11 | (2) | |

3.2.1. Material service-related pressures

Children's services

Previous reports have recognised that in-year spending supporting children within North Somerset is much higher than the approved budget. Spend is linked to the numbers of children requiring support, the complexity of their need and also the provision available at that time which can accommodate their needs. Many of these factors are outside of the council's control.

Childrens social care spending - February 2024



Given that the council is providing a statutory service to those children and young people most in need, spending controls in themselves are not a helpful way to manage the finances in this area and so external support has been used this year to help the council to assess and develop service strategies which will provide clear pathways to deliver valued care services that not only meet the needs of each child, but which will cost less in the future.

Whilst every effort is being made to ensure that improvements from this workstream are successfully delivered through increasing staff capacity, implementing new processes and also reviewing opportunities to change the local provision, e.g. through extending and enhancing our foster care provision, the council does recognise that it will take some time to embed and deliver change in this area.

Regular meetings and panels have been established which focus on the needs of the children that are both in, and also on the edge of care, as well as the financial impacts associated with their support as managers at all levels understand that this is the council's largest area of pressure and so needs close monitoring.

As noted above, additional funding has been included within this area of the budget for next year which was based on the underlying levels of demand for services experienced at the end of December.

Adult social care

Forecasts provided throughout the year have shown that at an overall level spending on adult social care has been slightly below budgeted levels however, the more detailed analysis and commentary provided by the Director has shown that spending on individual care packages has been increasing month by month and has once again reached pre-Covid levels of demand, which means that there are pressures of c.£2m within the approved budget.

These pressures have largely been offset by other activity and decisions within the service although clearly remain a concern for future years. The commentary provided at Appendix

2 includes information relating to the numbers of service users who are being currently supported across each of the various care types, together with the financial impact of this provision.

3.2.2. Material mitigations – investment interest

The council has reviewed and updated the amount of interest that it will earn on surplus cash balances during the year as the higher interest rates are continuing to have a positive impact on the investment strategy. The month 11 forecast, which assumes that the council will generate c.£6m more interest than the approved budget for the year, has been updated to take into account the latest forecast of capital spending.

3.2.3. Impact of council-wide actions to balance the budget in 2023/24

Whilst the council has often experienced challenges within its revenue budget over the course of the year, an assessment of the council's finances in December showed that not only were pressures continuing to grow, but that all of the in-year contingencies and mitigation measures had been released into the budget forecasts which meant that further action was required to ensure that the council could deliver a balanced budget by the end of the financial year.

An urgent report was considered by Council at the meeting in January 2024 where emergency budget actions were approved with immediate effect. These included a review to support the release of earmarked reserves as well as the implementation of vacancy management and spending controls. The latest forecast shows that these measures have been successful as they have helped to mitigate some of the previous overspending although it is anticipated that these measures will remain in place beyond the end of the year and until such time that assurance can be provided in respect of the robustness and sustainability of the 2024/25 revenue budget.

3.2.4. Alignment with the medium term and financial plan and revenue budget for 2024/25

The information presented throughout this report is based on a detailed and more granular analysis of all of the council's income and expenditure budgets and this detail allows us to better understand each of the financial pressures so that we can assess which of these issues are likely to be one-off in nature or are likely to continue into the future.

Areas of significant ongoing pressure have been included within the council's medium-term financial planning considerations because the council recognises that services need to have realistic and sustainable baseline budgets that are linked to planned levels of activity to enable them to be accountable and responsible going forwards.

As a result additional resources have been added into the following service budgets for 2024/25 where demand and cost is expected to be at much higher levels than the current budget provision;

- £5.4m - Demand pressures in children's placements
- £3.1m - Demand and inflationary pressures in home to school transport
- £1.2m - Increased cost of waste disposal and collection contracts

3.3. Delivery of in-year savings plans

Included in the table below is a summary of the savings proposals that were incorporated within the 2023/24 revenue budget. Each month managers assess the status and progress for each of the plans and provide an indication of the likely values that are likely to be achieved by the end of the financial year.

| SUMMARY - savings plans included within the revenue budget | Budget Change in 2023/24 £000 | Monitoring Assessment - February 2024 | | | |
|--|-------------------------------|---------------------------------------|--------------------------|--------------------------|----------------------------|
| | | Forecast of Deliverable £000 | Mitigation measures £000 | Revised Deliverable £000 | Under/(Over) Achieved £000 |
| | | Adult Social Services | -4,227 | -4,212 | 0 |
| Children's Services | -764 | -504 | 0 | -504 | 260 |
| Corporate Services | -2,363 | -2,359 | -126 | -2,485 | -122 |
| Place Directorate | -2,808 | -1,936 | -562 | -2,498 | 310 |
| Public Health & Regulatory Services | -258 | -258 | 0 | -258 | 0 |
| Totals | -10,420 | -9,269 | -688 | -9,957 | 463 |
| | | 89% | | 96% | |

The summary indicates that there is a current short-fall of £463k against the £10.420m of savings included within the budget, although the revenue budget does include a risk provision to cover or fund £375k of this sum. Where there are specific challenges which may mean that it is difficult to deliver against the original proposal, leadership teams will actively look for mitigations or alternatives to cover any short-falls. A detailed list of all proposals is included at **Appendix 3**.

3.4. Balancing the revenue budget

The latest financial update reflects the release of all of the central provisions and contingencies that were included within the approved base budget as part of the council's wider risk management strategies to support the delivery of a balanced budget should any unplanned pressures or events materialise.

As noted above, the council's corporate leadership team have also implemented a series of other council-wide mechanisms over recent months which have helped to close the gap this year and avoid the need to draw down on the general revenue reserve balance.

The balance on this reserve at the start of the year was £10.162m, which equates to 5% of the net revenue budget for the current financial year (excluding town and parish precepts), and is currently within the parameters of the council's reserves strategy approved as part of the budget setting. Without further in-year actions the council may have been required to call on this reserve which would have meant that the balance may not have been sufficient to support financial risks in future years.

3.5. Collection fund – key headlines

Approximately £184m, or 87% of the council's funding is linked to council tax or business rates that are generated locally and this money helps to pay for the council's services.

In the same way that budgets are calculated for services, the council estimates how much income could be generated from these areas by using a range of assumptions such as, how many houses or businesses there are, the size and scale of these and also the value of any discounts and exemptions that people are entitled to.

The latest monitoring shows that the council will receive £114k less council tax income this year compared to the budget, which is linked to higher number of people claiming discounts and fewer new homes being built than planned.

The position for business rates is more complex because after the budget was set in February, changes to the amount of business rates payable by companies were made by the Valuation Office as part of the national revaluation programme. Although our monitoring shows that the council will receive £1.178m less in income this year, the council will be compensated by way of a grant from the government in future years.

Both of these forecasts remain broadly similar to previous reports and the impacts have been reflected within the medium term financial plan because due to the accounting arrangements, they will be reflected within the budget in subsequent years.

3.6. Dedicated schools grant – key headlines

The council, in consultation with the Strategic Schools' Forum (SSF), is responsible for managing the Dedicated Schools Grant (DSG) and distributing funding to schools and early years providers. The total DSG for 2023/24 is £199.9m, although this is before any deductions and recoupment, i.e. funding that is made directly available from central government to academies. The value of DSG received by the council for the year equates to £50.4m.

The latest forecast for this area shows that the council continues to experience significant pressure within the High Needs block, which is the budget that provides additional provision for those children with Special Educational Needs and Disabilities. The largest budget variances this year are linked to Top Up funding to schools so that they can support children within a local setting, Out of Authority placements and also bespoke education packages.

The council does have a Safety Valve agreement with the Department for Education which is a mechanism whereby both organisations work together to identify and fund an improvement plan so that after a range of projects are implemented, costs will be reduced to more sustainable levels in the future. The agreement does also provide for funding to be provided to the council to cover deficit balances from previous years.

3.7. Capital budget summary – key headlines

The capital programme covers the period up to 2028/29, with particular focus and attention given for the 3-year period 2023-2026. The programme covers all aspects of the councils' services and has been built up in several phases following different stages of approval.

Appendix 4 provides details of all schemes currently included within the latest programme – the summary shows that the overall programme totals **£458.603m**, with **£108.224m** of investments across north somerset expected to be delivered during the current financial year.

The capital programme is fully funded which means that the council has identified resources to cover all of the planned spend that will be incurred over the next few years. At this time the council expects to receive £330.081m of grants and contributions from external

stakeholders to fund specific schemes, which is the largest component of the programme, although the council will need to borrow £112.021m in order to be able to deliver all aspects of the programme.

The annual costs associated with this borrowing need to be fully reflected within the council's revenue budget and medium term financial plans to ensure that it is affordable within the scope of resources that the council has available to spend. Previous reports show that this sum has been reduced over recent months following a review to reduce the scope and scale of future investment because of the pressures within the revenue budget, both in this and future years.

3.8. Changes to the capital programme

Appendix 5 lists out all of the changes which have been reflected within the programme during the current financial year, which require retrospective approval from the Executive.

Some of these changes have been through separate governance processes due to their scale or as a result of procurement and commissioning plans, whilst others of a smaller scale have been through the director or Section 151 governance decision making process in accordance with financial regulations.

The largest change to highlight in this report relates to the investment planned for the Hutton Moor Leisure Centre following the successful award of grant funding from the Department for Energy Security and Net Zero in respect of their Public Sector Decarbonisation Scheme, which provides funding to public sector bodies to fund heat decarbonisation and energy efficiency measures.

The council has been allocated a grant of £2.345m which will be supplemented by £0.402m from the council's own Energy Efficiency capital budget allocation meaning that total investment of £2.747m will be made in the site. The monies will be used to instal new Air and Water source heat pumps as well as additional insulation to the building fabric. The current heating systems use fossil fuels which means that the council will be able to significantly reduce its carbon footprint by reducing emissions from the building – current emissions are 481 tonnes of CO₂ and it is estimated that these will reduce by approx 70%, or by 339 tonnes of CO₂.

3.9. Commentary on specific projects

The monitor shows the budgets currently allocated to each project, how much has been spent in-year and how the project will be financed when it has been delivered. The table also includes an assessment for each project which is aligned to the council's risk management framework and further information on those items which have been allocated a Red status are noted below. Projects without an assessment at this stage are either yet to be started or are awaiting their assessment to be validated by the Capital Programme, Planning and Delivery Board (CPPDB) and will be included within future reports.

Notes are provided below to indicate the reasons that a capital project may have been given a Red status at this time;

- Metrowest – This is the council's largest infrastructure project which has been progressed over several years with the support of several key stakeholders and

given the scale and the complexities of the project, it is under continual review until such time as it reaches cost certainty and the full delivery stage.

- Banwell bypass – this project has been escalated to a Red status after the recent announcement by contractor Alun Griffiths advising that they will no longer deliver the bypass. The news came less than a month after the Secretary of State approved the compulsory purchase orders needed for the scheme and was a surprise however, the council remains committed to the bypass and are working closely with Homes England to understand and agree the next steps and solutions. Some of the early enabling works to clear sites have continued to reduce the risk of delays later in the process.
- SEND / Safety Valve schemes – the council has approved a programme of modifications and improvements at individual locations within North Somerset to increase the capacity and support for children with Special Educational Needs and Disabilities. One of the proposed schemes was intended to deliver a nurture group space and classroom within a wider extension programme however the initial cost forecasts were higher than the allocated budget and so further discussions are being held to re-scope and re-design the scheme so that it falls within the approved funding.

3.10. Changes to fees and charges

Fees and charges represent an important source of income, providing funding to assist in achieving the Council’s objectives. Some of our fees and charges are effectively set by legislation, but many are locally determined.

The Council’s constitution requires that any proposed increase to fees and charges that are in excess of 10% or are estimated to generate additional annual revenue of more than £300,000 are to be determined by the Executive.

A report was presented to the Executive in February 2024 which recommended a number of increases/changes to existing fees and charges, a further review of fees and charges has highlighted some additional changes required in order to ensure we are covering the cost of delivering the services.

Details of the proposed changes which are requested to be approved as part of this report are shown in the table below.

| Fees & charges service | Heading | Description | 2023/24 existing | 2024/25 proposed | Change | | Basis for change | Additional information |
|------------------------|----------------|-----------------------|------------------|------------------|---------|--------|---------------------------|---|
| | | | | | % | £ | | |
| Highways Licences | Road Markings | Disabled parking bays | £155.00 | £195.00 | 25.81% | £40.00 | Inflation / Cost Recovery | To cover increased contractor rates and increased administration time |
| Highways Licences | Road Markings | H bar markings | £95.00 | £193.00 | 103.16% | £98.00 | Inflation / Cost Recovery | To cover increased contractor rates and increased administration time |
| Waste Services | Public Toilets | Public Toilet Charge | £0.20 | £0.30 | 50.00% | £0.10 | Inflation / Cost Recovery | To ensure cost recovery |

3.11. Household Support Fund 2024/25

A new Household Support Fund was announced by the Government in the Budget on 6th March 2024 which is generally expected to be a continuation of the funding arrangements that have been in place since 2021. The new grant will cover the period from April to September 2024 and the council’s share will be **£1,307,848**.

The objective of the Fund is to provide financial support to vulnerable households in most need with the cost of essentials, such as food, water bills, energy costs and other living expenses. Councils can also use the funding to support households with housing costs where existing housing support does not meet this need, and to supplement support with signposting and advice. Whilst immediate needs should be prioritised, councils will be encouraged to use the Fund to provide support that has a long-term sustainable impact, for example household items which would reduce bills in the long-term.

The council is currently reviewing the detailed guidance issued by the Department for Work and Pensions so that it can design a local scheme to support the residents of North Somerset.

The grant is additional to the approved budget for 2024/25 which needs to be increased by way of a budget virement. Expenditure and income budgets will both be increased by £1.308m.

4. Consultation

The report has been developed through consultation with the council's corporate leadership team, and also with each of the departmental leadership teams. Discussions and briefings on financial matters are an established part of the relationships with directors and Executive Members.

5. Financial Implications

Financial implications have been included throughout the report.

The detailed values included throughout the report include all of the council's forecast expenditure, income receipts as well and any proposed transfers to or from reserves as this enables a more transparent representation of the council's finances to be shared should any funding decisions or further action required.

The values therefore, exclude any technical accounting adjustments such as impairment or depreciation - these transactions will be included within the council's statutory accounts which will be prepared and published in accordance with legislative timescales, for 2023/24 this will be by 31 May 2024.

6. Legal Powers and Implications

The Local Government Act 1972 lays down the fundamental principle by providing that every local authority shall make arrangements for the proper administration of their financial affairs including balancing their budgets each year from within their own resource allocations, although further details and requirements are contained within related legislation.

The setting of the council's budget for the forthcoming year (which is being considered elsewhere on the agenda for this meeting), and **the ongoing arrangements for monitoring** all aspects of this to ensure that the councils spending is within the approved limits, is an integral part of the financial administration process.

Further requirements are contained within the Local Government Act 1988, Section 114 (3) which provide for instances whereby the chief finance officer of an authority makes a judgement that the expenditure of the authority in a financial year is likely to exceed the resources available.

7. Climate Change and Environmental Implications

Several investments within the approved capital programme have been designed to deliver specific climate change and environmental implications and section 3.8 provides details of the latest project, which will reduce carbon emissions at Hutton Moor Leisure Centre by over 70%.

8. Risk Management

The council's Strategic Risk Register includes three risks associated with the financial planning:

| Risk | Inherent risk score | Residual Likelihood | Residual Impact | Residual Risk Score | Comments |
|--|---------------------|---------------------|-----------------|---------------------|--|
| Risk that we do not manage budgets effectively in-year, including by not implementing and delivering the savings or transformational projects required to meet the financial challenge | HIGH | 4 | 4 | HIGH | This reflects the council-wide position which incorporates many risks with a potential financial impact at the highest level within the matrix. |
| Risk that we are unable to deliver the priorities of the council by not planning to meet the Medium-Term Financial challenge | HIGH | 4 | 4 | HIGH | This reflects the current position at this time, as although the council has balanced its budget for 2024/25, we continue to reflect a £13m budget gap for the 3 years from 2025/26 onwards. |
| The council is unable to deliver capital projects within the approved resource envelope either due to unmanageable cost increases and/or lack of governance | HIGH | 3 | 4 | HIGH | This reflects the current position regarding inflation on schemes and potential changes to scope since budgets were set. |

The council's corporate leadership team routinely review the budget monitoring forecasts as well as significant risks which may emerge from within directorate risk registers or operational activities, which may also have a financial consequence.

9. Equality Implications

There are no specific equality implications with regard to the recommendations contained within this report although it should be noted that the council has utilised additional Government funding (Household Support Fund) in the current financial year to support vulnerable residents where appropriate working in partnership with community groups and is intending to extend this support into 2024/25.

Individual savings proposals incorporated into the revenue budget for the current financial year are supported by an Equality Impact Assessment.

10. Corporate Implications

The Corporate Plan and MTFP, along with the supporting financial monitoring processes and performance management framework are vital tools to help align effort across the organisation and ensure that services are all focused on delivery to agreed community and organisational priorities.

With continuing financial pressures and demands for services, it is essential that the councils' limited resources continue to be prioritised and allocated in line with the identified priorities.

11. Options Considered

None – the council is legally required to set a balanced budget and to implement a robust financial framework to ensure that spending is aligned to available resources and all available options to achieve this are considered within the details above.

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Appendices:

- Appendix 1 Revenue budget details for 2023/24 and summary of virements
- Appendix 2 Financial commentaries from each director
- Appendix 3 Monitoring of the MTFP savings plans
- Appendix 4 Monitoring of the capital programme
- Appendix 5 Changes to the capital programme

Background Papers:

Council report: February 2023, Council Tax Setting 2023/24

Exec reports:

- Medium Term Financial Plan and Revenue Budget for 2023/24, February 2023
- MTFP and Revenue Budget updates in September, October and December 2023,
- Budget Monitoring Reports 2023/24 (Months 3, 4 and 6), in September, October and December 2023
- MTFP and revenue budget monitoring, February 2024

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**NORTH SOMERSET COUNCIL - 2023/24 REVENUE BUDGET MONITORING
FINANCIAL SUMMARY - AS AT 29 FEBRUARY 2024**

| | REVISED BUDGET 2023/24 | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|---------------------------------------|------------------------|----------------------|---------------------|----------------------|--------------------------------|----------------------|---------------------|----------------------|-----------------------------|---------------------|--------------------|--------------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Service Expenditure Budgets; | | | | | | | | | | | | |
| Adult Social Services | 128,996,624 | (42,296,643) | (635,840) | 86,064,141 | 135,760,122 | (46,689,462) | (4,283,027) | 84,787,633 | 6,763,498 | (4,392,819) | (3,647,187) | (1,276,508) |
| Children's Services | 46,591,579 | (13,688,829) | (1,554,805) | 31,347,944 | 56,129,065 | (14,210,147) | (2,173,724) | 39,745,195 | 9,537,486 | (521,317) | (618,919) | 8,397,250 |
| Schools & DSG Budgets | 52,288,316 | (52,288,316) | (0) | 0 | 59,667,267 | (55,075,830) | (4,591,437) | (0) | 7,378,951 | (2,787,514) | (4,591,437) | (0) |
| Children's Services | 98,879,895 | (65,977,145) | (1,554,805) | 31,347,945 | 115,796,332 | (69,285,977) | (6,765,161) | 39,745,195 | 16,916,437 | (3,308,832) | (5,210,356) | 8,397,250 |
| Corporate Services | 88,378,934 | (57,610,275) | (665,713) | 30,102,946 | 90,730,263 | (59,201,844) | (1,940,372) | 29,588,048 | 2,351,329 | (1,591,569) | (1,274,659) | (514,898) |
| Place Directorate | 77,536,093 | (36,353,805) | (2,181,648) | 39,000,640 | 82,822,599 | (39,153,072) | (3,223,774) | 40,445,753 | 5,286,506 | (2,799,266) | (1,042,126) | 1,445,113 |
| Public Health & Regulatory Services | 17,663,276 | (12,960,943) | (3,232,403) | 1,469,930 | 17,632,808 | (13,979,983) | (2,247,542) | 1,405,282 | (30,468) | (1,019,040) | 984,861 | (64,648) |
| Capital Financing | 15,289,590 | (4,993,590) | 0 | 10,296,000 | 14,920,113 | (11,676,241) | 1,705,000 | 4,948,872 | (369,477) | (6,682,651) | 1,705,000 | (5,347,128) |
| Precepts & Levies | 7,237,433 | 0 | 0 | 7,237,433 | 7,237,433 | 0 | 0 | 7,237,433 | 0 | 0 | 0 | 0 |
| Non Service Budgets | 7,352,567 | (1,767,580) | (0) | 5,584,987 | 4,787,713 | (1,679,160) | (165,071) | 2,943,482 | (2,602,602) | 88,420 | (127,324) | (2,641,505) |
| Total Net Revenue Budget | 441,334,413 | (221,959,981) | (8,270,410) | 211,104,022 | 469,687,382 | (241,665,738) | (16,919,946) | 211,101,698 | 28,315,222 | (19,705,757) | (8,611,789) | (2,324) |
| General Fund Resources Budgets | 835,463 | (207,484,799) | (4,454,686) | (211,104,022) | 0 | (210,730,133) | (373,882) | (211,104,015) | (835,463) | (3,245,334) | 4,080,804 | 7 |
| Total Revenue Budget Resources | 835,463 | (207,484,799) | (4,454,686) | (211,104,022) | 0 | (210,730,133) | (373,882) | (211,104,015) | (835,463) | (3,245,334) | 4,080,804 | 7 |
| NET REVENUE BUDGET TOTALS | 442,169,876 | (429,444,780) | (12,725,096) | (0) | 469,687,382 | (452,395,871) | (17,293,828) | (2,317) | 27,479,759 | (22,951,091) | (4,530,985) | (2,317) |

| ADULT SOCIAL SERVICES | REVISED BUDGET | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|---|--------------------|---------------------|------------------|--------------------|--------------------------------|---------------------|--------------------|--------------------|-----------------------------|--------------------|--------------------|--------------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Residential | 35,732,166 | (10,652,150) | 0 | 25,080,016 | 39,146,477 | (11,184,297) | 0 | 27,962,180 | 3,414,311 | (532,147) | 0 | 2,882,164 |
| Nursing | 17,494,713 | (4,988,399) | 0 | 12,506,314 | 19,165,403 | (6,615,284) | 0 | 12,550,120 | 1,670,690 | (1,626,885) | 0 | 43,806 |
| Supported Accommodation | 1,911,000 | (229,438) | 0 | 1,681,562 | 1,973,962 | (220,663) | 0 | 1,753,299 | 62,962 | 8,775 | 0 | 71,737 |
| Community: Supported Living | 16,994,984 | (2,257,075) | 0 | 14,737,909 | 19,179,994 | (2,886,272) | 0 | 16,293,722 | 2,185,010 | (629,197) | 0 | 1,555,813 |
| Community: Homecare | 11,269,320 | (2,781,265) | 0 | 8,488,055 | 13,046,429 | (3,048,546) | 0 | 9,997,883 | 1,777,109 | (267,281) | 0 | 1,509,828 |
| Community: Direct Payments | 9,358,458 | (1,063,577) | 0 | 8,294,881 | 8,537,294 | (1,144,186) | 0 | 7,393,109 | (821,164) | (80,609) | 0 | (901,772) |
| Community: Other Long Term Care | 3,420,929 | (1,758,794) | (448,000) | 1,214,135 | 2,880,837 | (1,844,128) | (448,000) | 588,709 | (540,093) | (85,334) | 0 | (625,426) |
| Maximise Independence | 2,290,566 | 0 | 0 | 2,290,566 | 1,547,215 | 0 | 0 | 1,547,215 | (743,351) | 0 | 0 | (743,351) |
| Other Short Term | 5,520,134 | (1,052,574) | 0 | 4,467,560 | 4,303,245 | (1,268,302) | 0 | 3,034,943 | (1,216,889) | (215,728) | 0 | (1,432,617) |
| Individual Care and Support Packages | 103,992,270 | (24,783,272) | (448,000) | 78,760,998 | 109,780,856 | (28,211,676) | (448,000) | 81,121,180 | 5,788,586 | (3,428,404) | 0 | 2,360,182 |
| Social Care Activities | 14,451,730 | (2,216,489) | (128,590) | 12,106,651 | 13,261,918 | (2,447,888) | (206,394) | 10,607,637 | (1,189,812) | (231,399) | (77,804) | (1,499,014) |
| Information & Early Intervention | 1,621,756 | (672,180) | 0 | 949,576 | 1,434,170 | (778,120) | 0 | 656,050 | (187,586) | (105,940) | 0 | (293,526) |
| Assistive Equipment & Technology | 744,721 | (339,892) | 0 | 404,829 | 1,162,809 | (345,052) | (495,592) | 322,165 | 418,088 | (5,160) | (495,592) | (82,664) |
| Other Social Care | 16,818,207 | (3,228,561) | (128,590) | 13,461,056 | 15,858,897 | (3,571,060) | (701,986) | 11,585,852 | (959,310) | (342,499) | (573,396) | (1,875,204) |
| Commissioning & Service Strategy | 5,985,601 | (12,663,521) | (59,250) | (6,737,171) | 7,574,324 | (12,803,125) | (3,133,041) | (8,361,842) | 1,588,723 | (139,604) | (3,073,791) | (1,624,671) |
| Integrated Care s256 Agreements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Covid Related Support | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Commissioning & Service Strategy | 5,985,601 | (12,663,521) | (59,250) | (6,737,171) | 7,574,324 | (12,803,125) | (3,133,041) | (8,361,842) | 1,588,723 | (139,604) | (3,073,791) | (1,624,671) |
| Housing Services | 2,200,547 | (1,621,289) | 0 | 579,258 | 2,546,045 | (2,103,601) | 0 | 442,444 | 345,498 | (482,312) | 0 | (136,814) |
| Housing Services | 2,200,547 | (1,621,289) | 0 | 579,258 | 2,546,045 | (2,103,601) | 0 | 442,444 | 345,498 | (482,312) | 0 | (136,814) |
| ADULT SOCIAL SERVICES TOTAL | 128,996,624 | (42,296,643) | (635,840) | 86,064,141 | 135,760,122 | (46,689,462) | (4,283,027) | 84,787,633 | 6,763,498 | (4,392,819) | (3,647,187) | (1,276,508) |

| CHILDRENS - CHILDREN'S SERVICES | REVISED BUDGET | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|--|-------------------|---------------------|--------------------|-------------------|--------------------------------|---------------------|--------------------|-------------------|-----------------------------|------------------|------------------|------------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Coporate Parenting | 14,296,644 | (963,760) | (122,034) | 13,210,850 | 22,299,304 | (2,649,149) | (96,417) | 19,553,739 | 8,002,661 | (1,685,389) | 25,617 | 6,342,889 |
| Front Door | 714,322 | (20,800) | (110,264) | 583,258 | 691,528 | (20,800) | (73,510) | 597,218 | (22,794) | 0 | 36,754 | 13,960 |
| Family Wellbeing | 7,795,611 | (5,127,146) | (64,525) | 2,603,941 | 6,176,253 | (3,850,923) | (194,726) | 2,130,604 | (1,619,358) | 1,276,222 | (130,201) | (473,337) |
| Children With Disabilities | 2,946,614 | (746,668) | 0 | 2,199,946 | 4,496,585 | (867,557) | 0 | 3,629,028 | 1,549,972 | (120,889) | 0 | 1,429,082 |
| Children With Disabilities Occupational Therapy | 229,689 | 0 | 0 | 229,689 | 173,418 | 0 | 0 | 173,418 | (56,271) | 0 | 0 | (56,271) |
| Family Support and Safeguarding | 3,537,821 | (6,010) | (50,000) | 3,481,811 | 4,661,645 | (51,375) | (13,474) | 4,596,796 | 1,123,824 | (45,365) | 36,526 | 1,114,985 |
| Quality Assurance and Safeguarding | 511,537 | (24,002) | 0 | 487,535 | 901,619 | (107,331) | (118,753) | 675,535 | 390,083 | (83,329) | (118,753) | 188,001 |
| Adoption | 603,268 | (27,000) | 0 | 576,268 | 550,937 | (76,000) | 0 | 474,937 | (52,331) | (49,000) | 0 | (101,331) |
| Social Work Development | 337,033 | (177,953) | 0 | 159,080 | 172,225 | (103,608) | 0 | 68,617 | (164,808) | 74,345 | 0 | (90,463) |
| Contracts and Commissioning | 634,804 | (20,371) | 0 | 614,433 | 759,357 | (139,130) | 0 | 620,227 | 124,553 | (118,760) | 0 | 5,793 |
| Youth Justice Service | 2,311,681 | (1,764,514) | (247,806) | 299,362 | 2,096,982 | (1,631,212) | (122,856) | 342,914 | (214,699) | 133,301 | 124,950 | 43,552 |
| Children's Support and Safeguarding Assistant | 33,919,023 | (8,878,222) | (594,629) | 24,446,172 | 42,979,855 | (9,497,086) | (619,736) | 32,863,033 | 9,060,831 | (618,863) | (25,107) | 8,416,861 |
| Inclusion Service | 665,130 | (193,878) | (22,511) | 448,741 | 698,632 | (214,429) | (21,576) | 462,627 | 33,501 | (20,551) | 935 | 13,885 |
| SEND | 2,281,571 | (563,895) | (175,915) | 1,541,761 | 2,814,415 | (665,410) | (293,395) | 1,855,610 | 532,844 | (101,515) | (117,480) | 313,849 |
| Virtual School | 83,997 | 0 | 0 | 83,997 | 82,955 | 0 | 0 | 82,955 | (1,042) | 0 | 0 | (1,042) |
| Music Service and Education Hub | 1,113,148 | (1,112,096) | 0 | 1,051 | 981,573 | (766,658) | (213,864) | 1,051 | (131,574) | 345,438 | (213,864) | 0 |
| Learning and Achievement | 3,176,983 | (1,848,799) | 0 | 1,328,184 | 3,063,653 | (1,604,129) | 0 | 1,459,524 | (113,330) | 244,670 | 0 | 131,340 |
| Strategic Planning and Governance | 501,092 | (299,368) | 0 | 201,725 | 627,758 | (438,896) | (53,757) | 135,106 | 126,666 | (139,528) | (53,757) | (66,619) |
| Education Funding | 2,111,167 | (612,886) | (166,050) | 1,332,231 | 2,136,011 | (643,344) | (166,050) | 1,326,617 | 24,844 | (30,457) | 0 | (5,614) |
| Education Partnerships Assistant Director | 9,933,088 | (4,630,922) | (364,476) | 4,937,690 | 10,404,998 | (4,332,866) | (748,642) | 5,323,490 | 471,909 | 298,056 | (384,166) | 385,800 |
| Children's Services Directorate | 1,697,891 | 0 | (595,700) | 1,102,191 | 1,946,587 | (200,000) | (763,386) | 983,201 | 248,696 | (200,000) | (167,686) | (118,990) |
| CYPS Support Services | 1,041,576 | (179,685) | 0 | 861,891 | 797,626 | (180,195) | (41,960) | 575,471 | (243,950) | (510) | (41,960) | (286,420) |
| Children's Services Directorate | 2,739,467 | (179,685) | (595,700) | 1,964,082 | 2,744,213 | (380,195) | (805,346) | 1,558,672 | 4,746 | (200,510) | (209,646) | (405,410) |
| Tech Accounting Adjustments - Children's | 0 | 0 | (0) | 0 | 0 | 0 | 0 | 0 | (0) | 0 | 0 | 0 |
| CHILDRENS - CHILDREN SERVICES TOTAL | 46,591,579 | (13,688,829) | (1,554,805) | 31,347,944 | 56,129,065 | (14,210,147) | (2,173,724) | 39,745,195 | 9,537,486 | (521,317) | (618,919) | 8,397,250 |

| CHILDRENS - SCHOOLS & DSG BUDGETS | REVISED BUDGET | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|---|-------------------|---------------------|---------------|---------------------|--------------------------------|---------------------|--------------------|---------------------|-----------------------------|--------------------|--------------------|--------------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Delegated Funding | 2,342,307 | 0 | 0 | 2,342,307 | 2,342,307 | 0 | 0 | 2,342,307 | 0 | 0 | 0 | 0 |
| De-delegations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contingencies and Growth Funding | 578,815 | 0 | 0 | 578,815 | 282,124 | 0 | 0 | 282,124 | (296,691) | 0 | 0 | (296,691) |
| Schools Block | 2,921,122 | 0 | 0 | 2,921,122 | 2,624,431 | 0 | 0 | 2,624,431 | (296,691) | 0 | 0 | (296,691) |
| Education Inclusion Service | 621,398 | 0 | 0 | 621,398 | 605,680 | 0 | 0 | 605,680 | (15,718) | 0 | 0 | (15,718) |
| Delegated Place Funding | 5,186,500 | 0 | 0 | 5,186,500 | 5,202,483 | 0 | 0 | 5,202,483 | 15,983 | 0 | 0 | 15,983 |
| Out of Authority Placements | 7,246,506 | 0 | 0 | 7,246,506 | 8,830,460 | 0 | 0 | 8,830,460 | 1,583,954 | 0 | 0 | 1,583,954 |
| Top-up Funding | 16,732,686 | 0 | 0 | 16,732,686 | 21,022,197 | 0 | 0 | 21,022,197 | 4,289,511 | 0 | 0 | 4,289,511 |
| SEN equipment & Other costs | 633,878 | 0 | 0 | 633,878 | 633,878 | 0 | 0 | 633,878 | 0 | 0 | 0 | 0 |
| Children Missing Education (Bespoke Packages) | 1,044,798 | 0 | 0 | 1,044,798 | 2,365,171 | 0 | 0 | 2,365,171 | 1,320,373 | 0 | 0 | 1,320,373 |
| Other Intensive Support for Vulnerable Learners | 2,002,927 | (1,000) | 0 | 2,001,927 | 1,908,896 | (10,198) | 0 | 1,898,698 | (94,031) | (9,198) | 0 | (103,229) |
| High Needs Block | 33,468,694 | (1,000) | 0 | 33,467,694 | 40,568,764 | (10,198) | 0 | 40,558,566 | 7,100,071 | (9,198) | 0 | 7,090,873 |
| Provision for 2, 3 and 4 year olds | 11,449,400 | 0 | 0 | 11,449,400 | 12,137,452 | (850,231) | 0 | 11,287,221 | 688,052 | (850,231) | 0 | (162,179) |
| Top-up Funding | 457,176 | 0 | 0 | 457,176 | 637,029 | 0 | 0 | 637,029 | 179,853 | 0 | 0 | 179,853 |
| Other Early Years Services | 397,685 | 0 | 0 | 397,685 | 380,011 | 0 | 0 | 380,011 | (17,674) | 0 | 0 | (17,674) |
| Early Years Block | 12,304,261 | 0 | 0 | 12,304,261 | 13,154,492 | (850,231) | 0 | 12,304,261 | 850,231 | (850,231) | 0 | 0 |
| Strategic Management & Centrally Administered | 846,785 | 0 | 0 | 846,785 | 846,785 | 0 | 0 | 846,785 | 0 | 0 | 0 | 0 |
| Prudent Borrowing | 632,704 | 0 | 0 | 632,704 | 632,704 | 0 | 0 | 632,704 | 0 | 0 | 0 | 0 |
| Retained Services | 224,749 | 0 | 0 | 224,749 | 224,749 | 0 | 0 | 224,749 | 0 | 0 | 0 | 0 |
| Central Schools Services Block | 1,704,238 | 0 | 0 | 1,704,238 | 1,704,238 | 0 | 0 | 1,704,238 | 0 | 0 | 0 | 0 |
| Dedicated Schools Grant | 0 | (50,397,314) | 0 | (50,397,314) | 0 | (49,790,060) | 0 | (49,790,060) | 0 | 607,254 | 0 | 607,254 |
| Dedicated Schools Grant Safety Valve | 0 | 0 | 0 | 0 | 0 | (2,810,000) | 0 | (2,810,000) | 0 | (2,810,000) | 0 | (2,810,000) |
| Dedicated Schools Grant Reserve | 0 | 0 | 0 | 0 | 0 | 0 | (4,591,437) | (4,591,437) | 0 | 0 | (4,591,437) | (4,591,437) |
| Other Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DSG Funding | 0 | (50,397,314) | 0 | (50,397,314) | 0 | (52,600,060) | (4,591,437) | (57,191,497) | 0 | (2,202,746) | (4,591,437) | (6,794,183) |
| Other Grants Non DSG | 1,890,002 | (1,890,002) | 0 | (0) | 1,615,341 | (1,615,341) | 0 | 0 | (274,660) | 274,661 | 0 | 0 |
| Other School Funds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| School Balances | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Schools - Non DSG | 1,890,002 | (1,890,002) | 0 | (0) | 1,615,341 | (1,615,341) | 0 | 0 | (274,660) | 274,661 | 0 | 0 |
| CHILDRENS - SCHOOLS & DSG TOTAL | 52,288,316 | (52,288,316) | (0) | 0 | 59,667,267 | (55,075,830) | (4,591,437) | (0) | 7,378,951 | (2,787,514) | (4,591,437) | (0) |

| PLACE DIRECTORATE | REVISED BUDGET | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|---|-------------------|---------------------|--------------------|-------------------|--------------------------------|---------------------|--------------------|-------------------|-----------------------------|--------------------|--------------------|------------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Environment and Safer Communities | 21,985,650 | (7,190,587) | 0 | 14,795,063 | 24,022,152 | (6,839,294) | (1,092,579) | 16,090,279 | 2,036,502 | 351,293 | (1,092,579) | 1,295,216 |
| Highway & Parking Operations | 10,706,947 | (5,809,617) | (81,003) | 4,816,327 | 11,797,557 | (7,202,144) | (259,161) | 4,336,252 | 1,090,610 | (1,392,526) | (178,158) | (480,075) |
| Highway Technical Services | 2,214,010 | (2,040,189) | (80,220) | 93,602 | 1,759,529 | (1,743,192) | (80,220) | (63,884) | (454,482) | 296,996 | (1) | (157,486) |
| Libraries & Community | 4,115,445 | (1,602,993) | 0 | 2,512,452 | 4,165,934 | (1,524,970) | (108,816) | 2,532,148 | 50,489 | 78,023 | (108,816) | 19,696 |
| Open Space, Natural Environment & Leisure | 7,061,284 | (1,776,778) | (926,057) | 4,358,449 | 7,728,171 | (2,158,709) | (1,074,068) | 4,495,395 | 666,888 | (381,930) | (148,011) | 136,946 |
| Regulatory Services | 25,140 | (626,700) | 0 | (601,560) | 18,223 | (699,496) | 0 | (681,273) | (6,917) | (72,796) | 0 | (79,713) |
| Transport Planning | 20,495,268 | (10,247,486) | (88,174) | 10,159,608 | 22,439,604 | (11,205,748) | 87,077 | 11,320,933 | 1,944,336 | (958,262) | 175,252 | 1,161,326 |
| Neighbourhoods & Transport | 66,603,744 | (29,294,350) | (1,175,453) | 36,133,941 | 71,931,170 | (31,373,551) | (2,527,767) | 38,029,851 | 5,327,426 | (2,079,202) | (1,352,314) | 1,895,911 |
| Property Asset & Projects | 1,856,062 | (1,099,190) | (267,701) | 489,170 | 1,615,286 | (980,182) | (30,471) | 604,633 | (240,775) | 119,008 | 237,230 | 115,463 |
| Economy | 1,857,757 | (1,277,423) | (177,966) | 402,367 | 2,100,708 | (1,419,255) | (356,020) | 325,433 | 242,952 | (141,832) | (178,054) | (76,934) |
| Major Projects | 1,376,580 | (1,567,062) | 0 | (190,482) | 1,172,496 | (1,336,961) | 0 | (164,464) | (204,084) | 230,101 | 0 | 26,017 |
| Placemaking & Development | 1,520,234 | (410,099) | (489,906) | 620,229 | 1,887,470 | (982,010) | (326,821) | 578,639 | 367,235 | (571,911) | 163,085 | (41,590) |
| Planning Service | 3,001,619 | (2,517,913) | (62,469) | 421,237 | 2,894,742 | (2,944,283) | 300,133 | 250,592 | (106,877) | (426,371) | 362,602 | (170,645) |
| Place-making & Growth | 9,612,252 | (6,871,687) | (998,042) | 1,742,522 | 9,670,703 | (7,662,691) | (413,179) | 1,594,833 | 58,451 | (791,004) | 584,863 | (147,690) |
| Place Directorate Management | 876,728 | (79,808) | (8,153) | 788,767 | 755,351 | (8,869) | (282,828) | 463,654 | (121,376) | 70,939 | (274,675) | (325,112) |
| Place Central Recharges | 266,000 | 0 | 0 | 266,000 | 288,005 | 0 | 0 | 288,005 | 22,005 | 0 | 0 | 22,005 |
| Directorate Overheads | 1,142,728 | (79,808) | (8,153) | 1,054,767 | 1,043,356 | (8,869) | (282,828) | 751,659 | (99,371) | 70,939 | (274,675) | (303,107) |
| Clevedon Special Expenses | 36,190 | 0 | 0 | 36,190 | 36,190 | 0 | 0 | 36,190 | 0 | 0 | 0 | 0 |
| Nailsea Special Expenses | 29,900 | (29,900) | 0 | 0 | 29,900 | (29,900) | 0 | 0 | 0 | 0 | 0 | 0 |
| Portishead Special Expenses | 33,220 | 0 | 0 | 33,220 | 33,220 | 0 | 0 | 33,220 | 0 | 0 | 0 | 0 |
| Weston Special Expenses | 78,060 | (78,060) | 0 | 0 | 78,060 | (78,060) | 0 | 0 | 0 | 0 | 0 | 0 |
| Special Expenses | 177,370 | (107,960) | 0 | 69,410 | 177,370 | (107,960) | 0 | 69,410 | 0 | 0 | 0 | 0 |
| PLACE DIRECTORATE TOTAL | 77,536,093 | (36,353,805) | (2,181,648) | 39,000,640 | 82,822,599 | (39,153,072) | (3,223,774) | 40,445,753 | 5,286,506 | (2,799,266) | (1,042,126) | 1,445,113 |

| CORPORATE SERVICES | REVISED BUDGET | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|--|-------------------|---------------------|------------------|-------------------|--------------------------------|---------------------|--------------------|-------------------|-----------------------------|--------------------|--------------------|------------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Director of Corporate Services & CEO | 415,890 | (10,000) | 0 | 405,890 | 435,285 | (11,700) | 0 | 423,585 | 19,395 | (1,700) | 0 | 17,695 |
| Internal Audit & Archiving Contracts | 410,690 | (21,000) | 0 | 389,690 | 429,764 | (21,000) | 0 | 408,764 | 19,074 | 0 | 0 | 19,074 |
| Director of Corporate Services | 826,580 | (31,000) | 0 | 795,580 | 865,049 | (32,700) | 0 | 832,349 | 38,469 | (1,700) | 0 | 36,769 |
| Members | 891,200 | 0 | 0 | 891,200 | 869,495 | (4,450) | (7,300) | 857,745 | (21,705) | (4,450) | (7,300) | (33,455) |
| Senior Leadership Support Service | 333,253 | (38,030) | 0 | 295,223 | 350,171 | (38,030) | 0 | 312,141 | 16,918 | 0 | 0 | 16,918 |
| Electoral & Registration Services | 335,461 | (107,360) | 50,829 | 278,930 | 858,792 | (314,691) | (252,757) | 291,344 | 523,331 | (207,331) | (303,586) | 12,414 |
| Democratic, Scrutiny & School Appeal Services | 360,451 | (51,620) | 0 | 308,831 | 313,912 | (60,581) | 0 | 253,331 | (46,539) | (8,961) | 0 | (55,500) |
| Legal Services | 1,392,078 | (1,517,060) | 0 | (124,982) | 1,474,769 | (1,528,220) | (10,000) | (63,451) | 82,691 | (11,160) | (10,000) | 61,531 |
| Assistant Director (Governance) | 3,312,443 | (1,714,070) | 50,829 | 1,649,202 | 3,867,140 | (1,945,973) | (270,057) | 1,651,111 | 554,697 | (231,903) | (320,886) | 1,909 |
| North Somerset Life | 68,000 | (42,920) | 0 | 25,080 | 86,940 | (2,100) | 0 | 84,840 | 18,940 | 40,820 | 0 | 59,760 |
| Marketing, Communications & Graphics | 971,091 | (717,886) | (25,000) | 228,205 | 943,144 | (751,134) | (48,326) | 143,685 | (27,947) | (33,248) | (23,326) | (84,520) |
| Head of Marketing & Communications | 1,039,091 | (760,806) | (25,000) | 253,285 | 1,030,084 | (753,234) | (48,326) | 228,525 | (9,007) | 7,572 | (23,326) | (24,760) |
| Business Intelligence | 1,306,838 | (271,164) | (189,450) | 846,224 | 1,313,706 | (352,777) | (147,988) | 812,941 | 6,868 | (81,613) | 41,462 | (33,283) |
| Policy & Partnerships | 307,105 | (20,000) | (37,948) | 249,157 | 377,802 | (24,220) | (156,223) | 197,359 | 70,697 | (4,220) | (118,275) | (51,798) |
| Transformation & PMO | 438,664 | 0 | (372,010) | 66,654 | 359,550 | (105,181) | (204,760) | 49,609 | (79,114) | (105,181) | 167,250 | (17,045) |
| Head of Business Insight, Policy & Partnerships | 2,052,607 | (291,164) | (599,408) | 1,162,035 | 2,051,058 | (482,178) | (508,971) | 1,059,909 | (1,549) | (191,014) | 90,437 | (102,126) |
| Human Resources | 1,083,858 | (276,479) | (199,895) | 607,484 | 1,111,512 | (327,357) | (204,088) | 580,067 | 27,654 | (50,878) | (4,193) | (27,417) |
| Health & Safety | 224,600 | (106,797) | 0 | 117,803 | 215,653 | (76,205) | (15,040) | 124,408 | (8,947) | 30,592 | (15,040) | 6,605 |
| Inclusion & Corporate Development | 286,818 | (3,200) | (104,429) | 179,189 | 312,666 | (11,505) | (113,320) | 187,841 | 25,848 | (8,305) | (8,891) | 8,652 |
| Head of Peoples Services | 1,595,276 | (386,476) | (304,324) | 904,476 | 1,639,831 | (415,067) | (332,448) | 892,316 | 44,555 | (28,591) | (28,124) | (12,160) |
| Housing & Council Tax Benefits | 42,655,106 | (44,007,396) | 0 | (1,352,290) | 43,990,799 | (44,859,053) | (188,743) | (1,056,997) | 1,335,693 | (851,657) | (188,743) | 295,293 |
| Support Services - Contract Costs | 17,180,876 | (457,067) | 105,553 | 16,829,362 | 17,476,590 | (438,355) | (28,693) | 17,009,542 | 295,714 | 18,712 | (134,246) | 180,180 |
| Support Services - Trading | 2,719,804 | (2,747,984) | 0 | (28,180) | 2,751,637 | (2,795,806) | 0 | (44,169) | 31,833 | (47,822) | 0 | (15,989) |
| Support Services - Rechargeable Activity | 160,370 | (12,528) | 0 | 147,842 | 177,408 | (79,241) | 0 | 98,167 | 17,038 | (66,713) | 0 | (49,675) |
| Support Services - Team Costs | 1,162,044 | (90,230) | (68,123) | 1,003,691 | 1,108,951 | (71,039) | 0 | 1,037,912 | (53,093) | 19,191 | 68,123 | 34,221 |
| Carelink Service | 7,390 | (506,208) | 0 | (498,818) | 18,000 | (465,144) | 0 | (447,144) | 10,610 | 41,064 | 0 | 51,674 |
| Head of Support Services | 63,885,590 | (47,821,413) | 37,430 | 16,101,607 | 65,523,385 | (48,708,638) | (217,436) | 16,597,311 | 1,637,795 | (887,225) | (254,866) | 495,704 |
| Strategic Procurement Service | 501,005 | (81,291) | (49,885) | 369,829 | 476,683 | (67,090) | (43,185) | 366,408 | (24,322) | 14,201 | 6,700 | (3,421) |
| Procurement Savings | (70,000) | 0 | 0 | (70,000) | 0 | 0 | (70,000) | (70,000) | 70,000 | 0 | (70,000) | 0 |
| Head of Procurement | 431,005 | (81,291) | (49,885) | 299,829 | 476,683 | (67,090) | (113,185) | 296,408 | 45,678 | 14,201 | (63,300) | (3,421) |
| Commercial Investments | 5,044,110 | (5,340,691) | 300,000 | 3,419 | 5,279,658 | (5,341,830) | 25,500 | (36,672) | 235,548 | (1,139) | (274,500) | (40,091) |
| Office Accommodation Costs | 3,928,999 | (786,400) | 0 | 3,142,599 | 3,989,864 | (921,684) | (155,000) | 2,913,180 | 60,865 | (135,284) | (155,000) | (229,419) |
| Insurance Contracts & Costs | 1,185,340 | (252,810) | 0 | 932,530 | 1,131,260 | (229,591) | (5,750) | 895,919 | (54,080) | 23,219 | (5,750) | (36,611) |
| Central Expenses | 505,040 | (79,020) | 0 | 426,020 | 563,084 | (192,159) | 0 | 370,925 | 58,044 | (113,139) | 0 | (55,095) |
| Miscellaneous Financial Items | 2,163,063 | (10,690) | 0 | 2,152,373 | 1,860,494 | (27,235) | (197,727) | 1,635,532 | (302,569) | (16,545) | (197,727) | (516,841) |
| Finance Service | 2,409,790 | (54,444) | (75,355) | 2,279,991 | 2,446,053 | (77,845) | (116,972) | 2,251,236 | 36,263 | (23,401) | (41,617) | (28,755) |
| Property Related Costs | 0 | 0 | 0 | 0 | 6,620 | (6,620) | 0 | 0 | 6,620 | (6,620) | 0 | 0 |
| Head of Finance | 15,236,342 | (6,524,055) | 224,645 | 8,936,932 | 15,277,033 | (6,796,964) | (449,949) | 8,030,120 | 40,691 | (272,909) | (674,594) | (906,812) |
| CORPORATE SERVICES TOTAL | 88,378,934 | (57,610,275) | (665,713) | 30,102,946 | 90,730,263 | (59,201,844) | (1,940,372) | 29,588,048 | 2,351,329 | (1,591,569) | (1,274,659) | (514,898) |

| PUBLIC HEALTH & REGULATORY SERVICES | REVISED BUDGET | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|---|-------------------|---------------------|--------------------|------------------|--------------------------------|---------------------|--------------------|------------------|-----------------------------|--------------------|-----------------|-----------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| PHS Childrens Health | 4,165,447 | (74,140) | 0 | 4,091,307 | 4,110,029 | (2,500) | 0 | 4,107,529 | (55,418) | 71,640 | 0 | 16,222 |
| PHS Management & Overheads | 2,584,986 | (163,752) | (1,449,731) | 971,503 | 2,457,155 | (290,636) | (988,178) | 1,178,341 | (127,831) | (126,884) | 461,553 | 206,838 |
| PHS Public Health Grant | 0 | (10,125,072) | 0 | (10,125,072) | 0 | (10,249,715) | 0 | (10,249,715) | 0 | (124,643) | 0 | (124,643) |
| PHS Obesity & Activity | 321,734 | (133,775) | 0 | 187,959 | 310,627 | (83,113) | (40,584) | 186,930 | (11,107) | 50,663 | (40,584) | (1,029) |
| PHS Other Public Health Services | 626,129 | 0 | (20,000) | 606,129 | 665,051 | (36,995) | (22,204) | 605,852 | 38,922 | (36,995) | (2,204) | (277) |
| PHS Public Health | 488,418 | (41,000) | 0 | 447,418 | 553,551 | (95,978) | 0 | 457,572 | 65,133 | (54,978) | 0 | 10,154 |
| PHS Sexual Health | 1,545,919 | 0 | 0 | 1,545,919 | 1,566,678 | (30,804) | 0 | 1,535,874 | 20,759 | (30,804) | 0 | (10,045) |
| PHS Substance Abuse & Smoking | 3,668,260 | (858,423) | (535,000) | 2,274,837 | 3,637,382 | (1,337,766) | (122,000) | 2,177,616 | (30,878) | (479,343) | 413,000 | (97,221) |
| Public Health Ring-Fenced Services | 13,400,893 | (11,396,162) | (2,004,731) | 0 | 13,300,472 | (12,127,507) | (1,172,966) | (0) | (100,421) | (731,345) | 831,765 | (0) |
| Reg Services - Consumer Protection | 1,001,703 | (268,337) | (40,500) | 692,866 | 1,051,908 | (371,664) | 7,160 | 687,404 | 50,205 | (103,327) | 47,660 | (5,462) |
| Reg Services - Emergency Planning | 193,462 | (60,000) | (21,773) | 111,689 | 163,089 | (64,226) | 0 | 98,863 | (30,373) | (4,226) | 21,773 | (12,826) |
| Reg Services - Environment Protection | 1,210,302 | (594,620) | (315,808) | 299,874 | 1,066,119 | (629,023) | (176,051) | 261,046 | (144,183) | (34,403) | 139,757 | (38,828) |
| Reg Services - Licensing of Private Sector Landlor | 977,916 | (641,824) | 29,409 | 365,501 | 1,035,924 | (728,920) | 50,966 | 357,969 | 58,008 | (87,096) | 21,557 | (7,532) |
| Regulatory Services | 3,383,383 | (1,564,781) | (348,672) | 1,469,930 | 3,317,040 | (1,793,833) | (117,925) | 1,405,282 | (66,343) | (229,052) | 230,747 | (64,648) |
| Covid - Local Outbreak Management Plan | 119,000 | 0 | (119,000) | 0 | 187,501 | 0 | (187,501) | (0) | 68,501 | 0 | (68,501) | (0) |
| Covid - Containment Outbreak Management Fund | 680,400 | 0 | (702,000) | (21,600) | 723,908 | (644) | (723,264) | 0 | 43,508 | (644) | (21,264) | 21,600 |
| Covid - Clinically Extremely Vulnerable Individuals | 58,000 | 0 | (58,000) | 0 | 58,000 | (58,000) | 0 | 0 | 0 | (58,000) | 58,000 | 0 |
| Covid - North Somerset Test & Trace | 21,600 | 0 | 0 | 21,600 | 45,886 | 0 | (45,886) | (0) | 24,286 | 0 | (45,886) | (21,600) |
| Covid - Community Testing Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Covid - Compliance and Enforcement Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Covid - Community Resilience | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Covid - OMF Agreed Place Activity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Covid Related Grants & Services | 879,000 | 0 | (879,000) | 0 | 1,015,295 | (58,644) | (956,651) | (0) | 136,295 | (58,644) | (77,651) | (0) |
| PUBLIC HEALTH & REG SERVICES TOTAL | 17,663,276 | (12,960,943) | (3,232,403) | 1,469,930 | 17,632,808 | (13,979,983) | (2,247,542) | 1,405,282 | (30,468) | (1,019,040) | 984,861 | (64,648) |

| CORPORATE, NON SERVICE & CAPITAL FINANCING | REVISED BUDGET | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|--|-------------------|--------------------|---------------|-------------------|--------------------------------|---------------------|------------------|-------------------|-----------------------------|--------------------|------------------|--------------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Capital Financing & Interest | 15,289,590 | (4,993,590) | 0 | 10,296,000 | 14,920,113 | (11,676,241) | 1,705,000 | 4,948,872 | (369,477) | (6,682,651) | 1,705,000 | (5,347,128) |
| Parish Precepts & Levies | 7,237,433 | 0 | 0 | 7,237,433 | 7,237,433 | 0 | 0 | 7,237,433 | 0 | 0 | 0 | 0 |
| Non Service Budgets | 7,352,567 | (1,767,580) | (0) | 5,584,987 | 4,787,713 | (1,679,160) | (165,071) | 2,943,482 | (2,602,602) | 88,420 | (127,324) | (2,641,505) |
| CAPITAL FINANCING & NON SERVICE TOTAL | 29,879,590 | (6,761,170) | (0) | 23,118,420 | 26,945,259 | (13,355,401) | 1,539,929 | 15,129,787 | (2,972,078) | (6,594,231) | 1,577,676 | (7,988,633) |

| GENERAL FUND RESOURCES | REVISED BUDGET | | | | FORECAST OF PROJECTED OUT-TURN | | | | PROJECTED OUT-TURN VARIANCE | | | |
|---------------------------------|------------------|----------------------|--------------------|----------------------|--------------------------------|----------------------|------------------|----------------------|-----------------------------|--------------------|------------------|----------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Council Tax Income | 0 | (137,562,838) | 0 | (137,562,838) | 0 | (138,827,403) | 1,264,565 | (137,562,838) | 0 | (1,264,565) | 1,264,565 | 0 |
| Business Rate Income & Grants | 835,463 | (47,725,323) | 0 | (46,889,860) | 0 | (49,655,274) | 2,753,564 | (46,901,711) | (835,463) | (1,929,951) | 2,753,564 | (11,851) |
| Government Grants | 0 | (22,196,638) | 0 | (22,196,638) | 0 | (22,247,456) | 50,825 | (22,196,631) | 0 | (50,818) | 50,825 | 7 |
| Reserves | 0 | 0 | (4,454,686) | (4,454,686) | 0 | 0 | (4,442,835) | (4,442,835) | 0 | 0 | 11,851 | 11,851 |
| GEN FUND RESOURCES TOTAL | 835,463 | (207,484,799) | (4,454,686) | (211,104,022) | 0 | (210,730,133) | (373,882) | (211,104,015) | (835,463) | (3,245,334) | 4,080,804 | 7 |

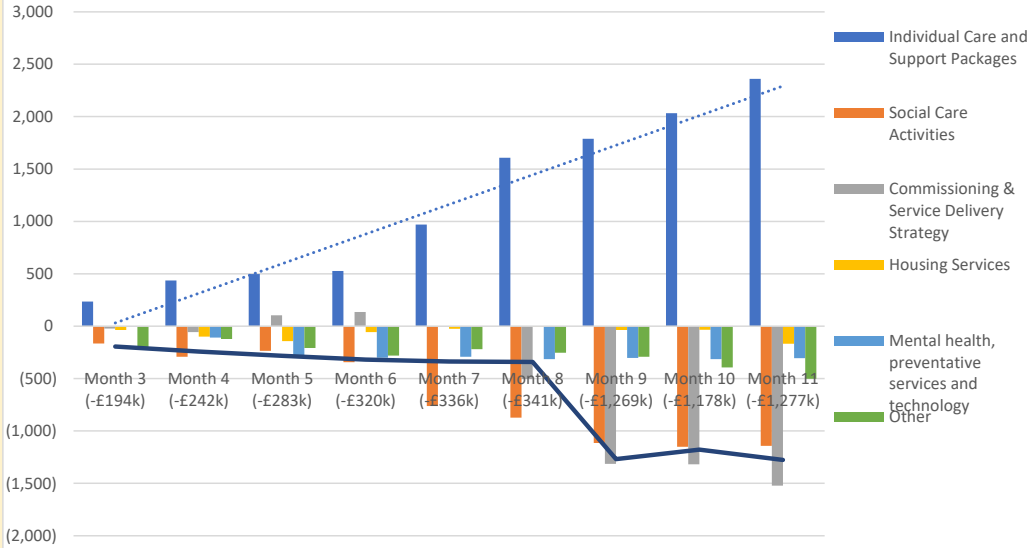
**NORTH SOMERSET COUNCIL - 2023/24 REVENUE BUDGET MONITORING
FINANCIAL SUMMARY - AS AT 29 FEBRUARY 2024**

| | ORIGINAL BUDGET | | | | VIREMENTS | | | | REVISED BUDGET 2022/23 | | | |
|---------------------------------------|--------------------|----------------------|--------------------|----------------------|-------------------|---------------------|--------------------|--------------------|------------------------|----------------------|---------------------|----------------------|
| | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ | Expenditure £ | Income £ | Reserves £ | Net £ |
| Service Expenditure Budgets; | | | | | | | | | | | | |
| Adult Social Services | 125,373,780 | (40,659,007) | (380,717) | 84,334,056 | 3,622,844 | (1,637,636) | (255,123) | 1,730,085 | 128,996,624 | (42,296,643) | (635,840) | 86,064,141 |
| Children's Services | 43,627,456 | (13,067,560) | (548,524) | 30,011,372 | 2,964,123 | (621,269) | (1,006,281) | 1,336,572 | 46,591,579 | (13,688,829) | (1,554,805) | 31,347,944 |
| Schools & DSG Budgets | 51,973,232 | (51,973,232) | (0) | (0) | 315,085 | (315,084) | 0 | 1 | 52,288,316 | (52,288,316) | (0) | 1 |
| Children's Services | 95,600,688 | (65,040,792) | (548,524) | 30,011,372 | 3,279,207 | (936,353) | (1,006,281) | 1,336,573 | 98,879,895 | (65,977,145) | (1,554,805) | 31,347,945 |
| Corporate Services | 84,473,351 | (52,866,408) | (365,891) | 31,241,052 | 3,905,583 | (4,743,867) | (299,822) | (1,138,106) | 88,378,934 | (57,610,275) | (665,713) | 30,102,946 |
| Place Directorate | 73,975,011 | (34,385,418) | (1,196,276) | 38,393,317 | 3,561,082 | (1,968,387) | (985,372) | 607,323 | 77,536,093 | (36,353,805) | (2,181,648) | 39,000,640 |
| Public Health & Regulatory Services | 15,232,603 | (12,397,508) | (1,460,935) | 1,374,160 | 2,430,673 | (563,435) | (1,771,468) | 95,770 | 17,663,276 | (12,960,943) | (3,232,403) | 1,469,930 |
| Capital Financing | 15,313,590 | (4,993,590) | 0 | 10,320,000 | (24,000) | 0 | 0 | (24,000) | 15,289,590 | (4,993,590) | 0 | 10,296,000 |
| Precepts & Levies | 7,237,433 | 0 | 0 | 7,237,433 | 0 | 0 | 0 | 0 | 7,237,433 | 0 | 0 | 7,237,433 |
| Non Service Budgets | 8,555,045 | (1,767,580) | (1) | 6,787,464 | (1,202,478) | 0 | 1 | (1,202,477) | 7,352,567 | (1,767,580) | (0) | 5,584,987 |
| Total Net Revenue Budget | 425,761,501 | (212,110,303) | (3,952,344) | 209,698,855 | 15,572,912 | (9,849,679) | (4,318,066) | 1,405,168 | 441,334,413 | (221,959,981) | (8,270,410) | 211,104,022 |
| General Fund Resources Budgets | 835,463 | (206,079,632) | (4,454,686) | (209,698,855) | 0 | (1,405,167) | 0 | (1,405,167) | 835,463 | (207,484,799) | (4,454,686) | (211,104,022) |
| Total Revenue Budget Resources | 835,463 | (206,079,632) | (4,454,686) | (209,698,855) | 0 | (1,405,167) | 0 | (1,405,167) | 835,463 | (207,484,799) | (4,454,686) | (211,104,022) |
| NET REVENUE BUDGET TOTALS | 426,596,964 | (418,189,935) | (8,407,030) | (0) | 15,572,912 | (11,254,846) | (4,318,066) | 1 | 442,169,876 | (429,444,780) | (12,725,096) | 0 |

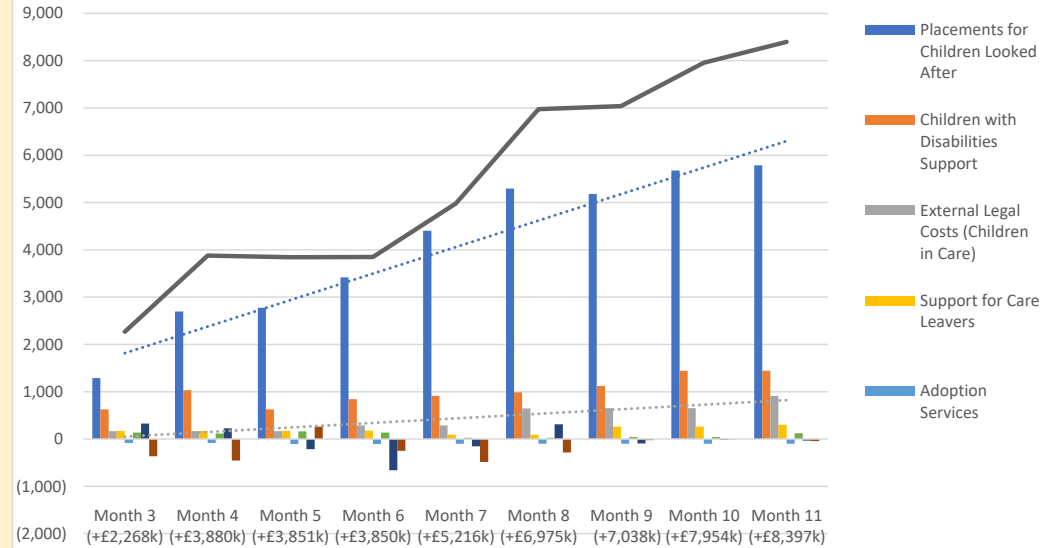
Notable or significant budget virements between service areas during the year include;

- Transfer of funding - £255k to all directorates to re-base budgets to reflect changes made to the Pay Structure in March 2023
- Transfer of funding - £852k to all directorates to re-base budgets to reflect settlement of the NJC pay award for 2023/24
- Transfer of budgets & funding across directorates to realign spending on Public Health as per Exec report, February 2023
- Transfer of budgets - £1.3m to cover internal legal costs this is a traded service
- **Increase gross budget** to reflect new Market Sustainability Workforce Fund grant for spending in Adult Social Care - **£1.405m** of new money

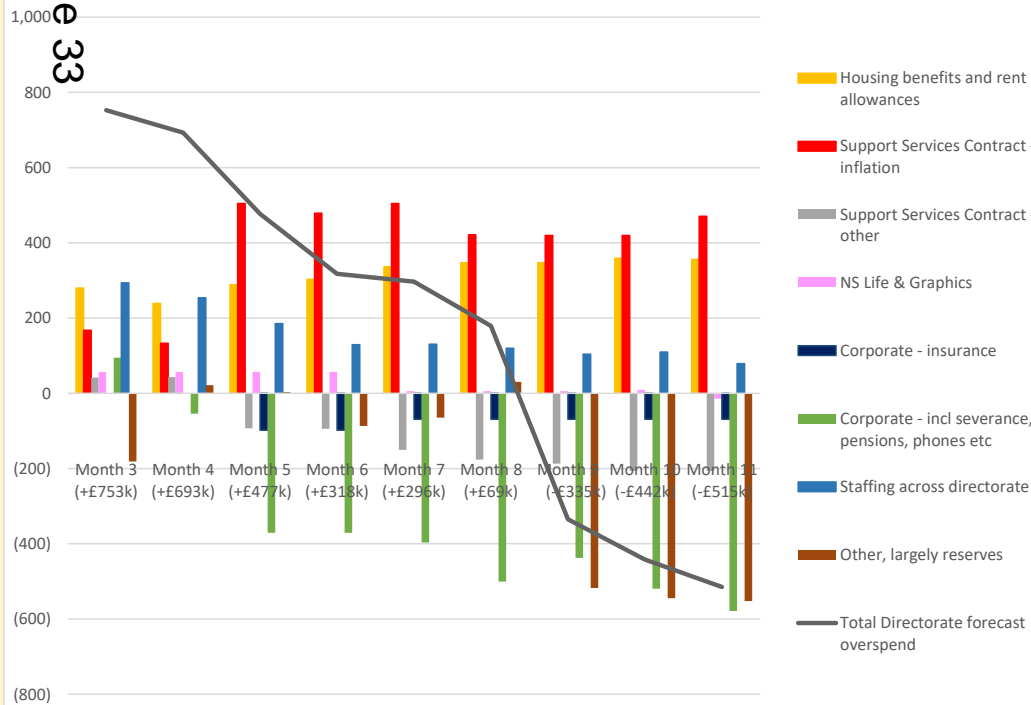
Adult Social Care budget forecasts 2023/24



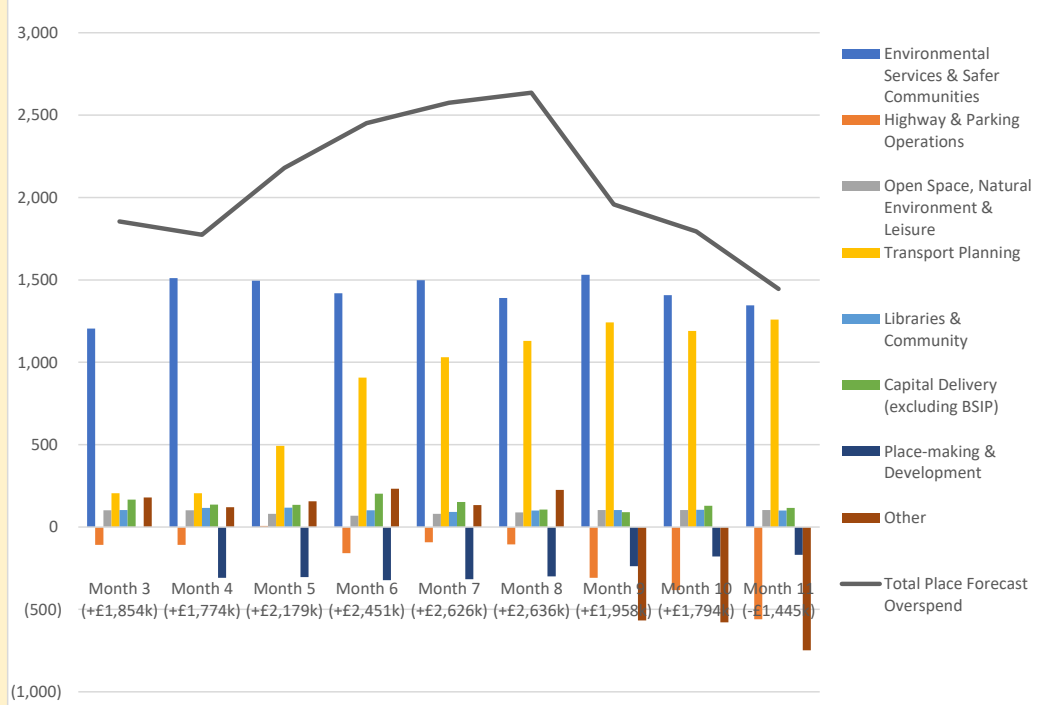
Childrens Services budget forecasts 2023/24



Corporate services budget forecasts 2023/24



Place directorate budget forecasts 2023/24



**FINANCIAL OVERVIEW OF THE ADULTS SOCIAL SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024**

| Directorate Summary | | | | | |
|---|---|---------------------------|--|---|--|
| | Original Budget 2023/24 £000 | Virements £000 | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| - Gross Expenditure | 125,374 | 3,623 | 128,997 | 135,760 | 6,763 |
| - Income | (40,659) | (1,638) | (42,297) | (46,689) | (4,393) |
| - Transfers to / from Reserves | (381) | (255) | (636) | (4,283) | (3,647) |
| = Directorate Totals | 84,334 | 1,730 | 86,064 | 84,788 | (1,277) |
| Forecast Out-turn Variance | | | | | -1.48% |
| - Individual Care and Support Packages | 75,817 | 2,944 | 78,761 | 81,121 | 2,360 |
| - Social Care Activities | 13,699 | (1,592) | 12,107 | 10,608 | (1,499) |
| - Information & Early Intervention | 978 | (28) | 950 | 656 | (294) |
| - Assistive Equipment & Technology | 339 | 66 | 405 | 322 | (83) |
| - Commissioning & Service Delivery Strategy | (7,122) | 384 | (6,737) | (8,362) | (1,625) |
| - Housing Services | 624 | (44) | 579 | 442 | (137) |
| = Directorate Totals | 84,334 | 1,730 | 86,064 | 84,788 | (1,277) |
| Forecast Out-turn Variance | | | | | -1.48% |

The forecast out-turn position of the 2023/24 financial year for the Adult Social Services directorate is a **net underspend of £1.277m** when compared to the revised budget of **£86.064m** that was set for the year. The table below provides additional information on where spending or income plans are different to the budget that was approved at the start of the year.

| Extract showing material variances compared to the revised budget | | | |
|---|--|---|--|
| Service area and provisional budget variance | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| Individual Care and Support Packages | | | |
| Expenditure - Long Term Care Packages (residential & nursing) | 53,227 | 58,312 | 5,085 |
| Client Income - Long Term Care Packages (residential & nursing) | (12,593) | (14,620) | (2,026) |
| Expenditure - Long Term Care Packages (non-residential) | 41,147 | 43,903 | 2,756 |
| Client Income - Long Term Care Packages (non-residential) | (4,358) | (4,693) | (335) |
| Expenditure - Short Term Care Packages | 7,811 | 5,794 | (2,017) |
| Client Income - Short Term Care Packages | (333) | (548) | (215) |
| Other income (including CCG contributions) | (6,779) | (7,630) | (851) |
| Other | 640 | 604 | (36) |
| Social Care Activities | | | |
| Community Meals - increased cost of meals, transport costs & shortfall in income | 84 | 243 | 159 |
| Salary savings from staffing vacancies across the teams | 10,627 | 9,927 | (700) |
| Hold unallocated growth funding to cover Community Meals and other overspends | 2,969 | 2,369 | (600) |
| Increased spending - funded from Market Sustainability Workforce Fund | 1,405 | 1,405 | 0 |
| Information & Early Intervention | | | |
| Savings on recommissioning and allocation of Public Health income to correct projects | 247 | 23 | (224) |
| Assistive Equipment & Technology | | | |
| Procurement related savings on Aids and Adaptions equipment and TEC Hub | 396 | 260 | (136) |
| Delay on achieving MTFP savings related to closing the Technical Centre | 5 | 59 | 54 |
| Commissioning & Service Delivery Strategy | | | |
| Court of Protection - additional income from increased clients | 125 | 120 | (5) |
| Supporting People Commissioning | 1,393 | 1,124 | (269) |
| Salary savings from staffing vacancies across the teams | 2,226 | 2,076 | (150) |
| Additional inflation on the Better Care Fund income | (10,723) | (11,142) | (419) |
| Release of reserves to support council-wide position | 0 | (678) | (678) |
| Housing Services | | | |
| Salary savings from staffing vacancies | 481 | 393 | (88) |
| Savings on Prevention related initiatives | 48 | (123) | (171) |
| Housing Solutions - Emergency Accommodation, additional demand for B&B | 15 | 107 | 92 |
| Sub total - material budget variances | | | (775) |
| Other minor variations to the budget | | | (502) |
| = Directorate Total | | | (1,277) |

**FINANCIAL OVERVIEW OF THE ADULTS SOCIAL SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024**

Areas of financial risk or opportunities within the directorate budget

| Service area and potential financial risk | Range / Scale of Risk Low - £0-£250k Medium - £250k-£500k High >£500k | Likelihood of Risk Occurring |
|--|--|------------------------------|
| Non delivery of planned MTFP savings relating to care packages | Medium | Low |
| Care in Community - potential increase in Demand for placements | High | High |
| Provider Cost Inflation calculated when CPI was lower than now, which could increase service costs | Medium | Low |
| Non collection of debt / rising debt balances / increase in write-offs | Low | Medium |
| Opportunity: further staffing savings from vacancies that materialise in-year | Medium | Low |

Additional information integrating volumes / demand for services

Service area

Shows that demand levels are higher than a year ago

COST & VOLUME SUMMARY - PACKAGES OF CARE TREND MONTHLY BY VOLUME

| Provision Type | CLT01 | CLT02 | CLT05 | CLT06 | CLT10 | CLT20 | CLT25 | CLT30 | CLT40 | VAA01 | Trend | | | | | | | | YTD Ave. 23/24 | Trend Line (1Y) | Current | 1Y Change | Change | Change | |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------------------------|------------------------|------------------------|-----------------------|------------------|------------------|------------------|------------------|----------------|-----------------|---------|-----------|--------|--------|------------------|
| | | | | | | | | | | | 4 years ago Ave. 19/20 | 3 years ago Ave. 20/21 | 2 years ago Ave. 21/22 | 1 year ago Ave. 22/23 | 6 month @ Jul 23 | 3 month @ Oct 23 | 2 month @ Nov 23 | 1 month @ Dec 23 | | | | | | | current @ Jan 24 |
| Long Term Care | | | | | | | | | | | | 369 | 373 | 80 | 697 | 326 | 54 | 744 | 127 | 156 | 332 | 301 | 3126 | 133 | 4% |
| Short term Care | | | | | | | | | | | | 2 | 9 | 10 | 34 | 47 | 3 | 95 | 3 | 5 | 5 | 95 | 2 | 131 | 4% |
| TOTAL | | | | | | | | | | | | 3,421 | 3,304 | 3,201 | 3,090 | 3,189 | 3,253 | 3,306 | 3,299 | 3,316 | 3,222 | 131 | 4% | | |

Shows that the cost of care has risen, although aligned to the MTFP and additional funding

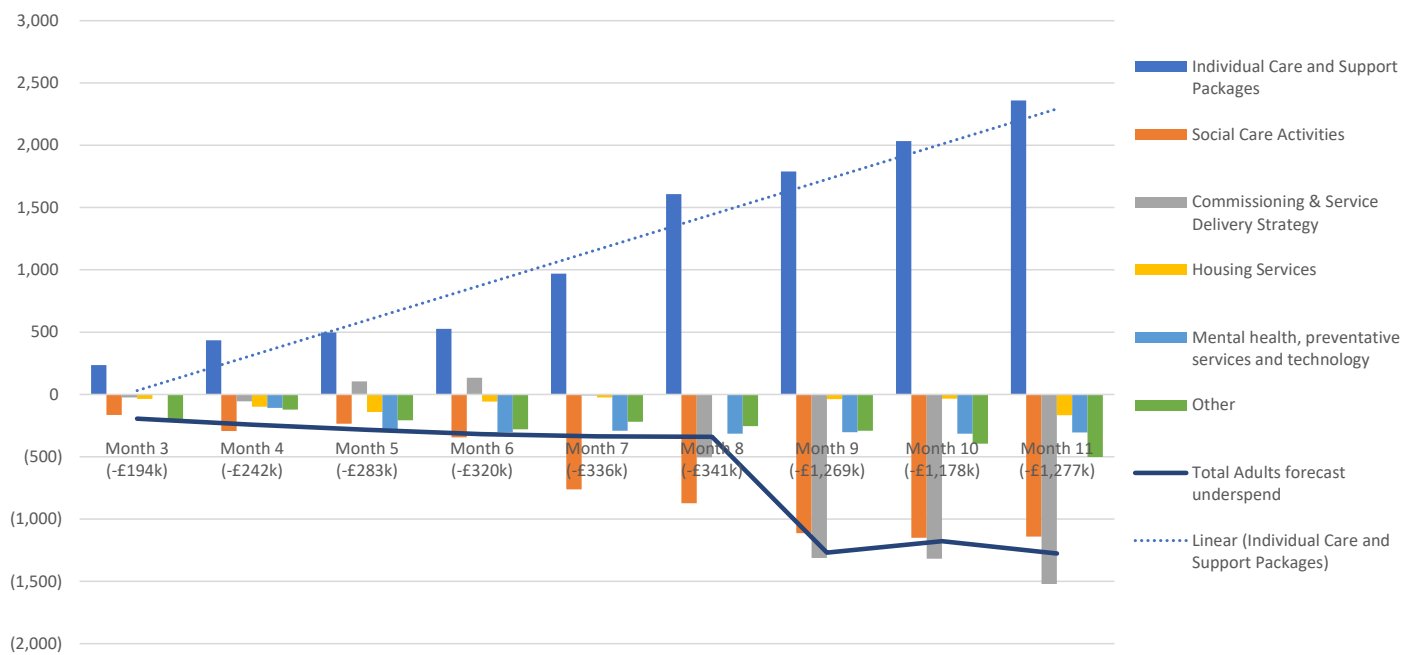
COST & VOLUME SUMMARY - PACKAGES OF CARE TREND BY UNIT COST

| Provision Type | CLT01 | CLT02 | CLT05 | CLT06 | CLT10 | CLT20 | CLT25 | CLT30 | CLT40 | VAA01 | Trend | | | | | | | | YTD Ave. 23/24 | Trend Line (1Y) | Current | 1Y Change | Change | Change | | |
|---------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------------------------|------------------------|------------------------|-----------------------|------------------|------------------|------------------|------------------|----------------|-----------------|----------|-----------|----------|----------|------------------|-------|
| | | | | | | | | | | | 4 years ago Ave. 19/20 | 3 years ago Ave. 20/21 | 2 years ago Ave. 21/22 | 1 year ago Ave. 22/23 | 6 month @ Jul 23 | 3 month @ Oct 23 | 2 month @ Nov 23 | 1 month @ Dec 23 | | | | | | | current @ Jan 24 | |
| Long Term Care | | | | | | | | | | | | £ 603.75 | £ 640.31 | £ 663.41 | £ 720.94 | £ 801.65 | £ 798.35 | £ 801.78 | £ 803.60 | £ 803.24 | £ 480.32 | £ 800.32 | £ 803.24 | £ 800.32 | £ 79.38 | 11.0% |
| Short term Care | | | | | | | | | | | | £ 588.96 | £ 588.96 | £ 666.24 | £ 700.62 | £ 756.82 | £ - | £ 748.90 | £ 751.94 | £ 751.94 | £ 678.17 | £ 752 | £ 751.94 | £ 22.45 | -3.2% | |
| OVERALL WEIGHTED AVERAGE | | | | | | | | | | | | £ 423.86 | £ 452.33 | £ 485.67 | £ 536.52 | £ 588.18 | £ 586.72 | £ 594.55 | £ 595.92 | £ 595.18 | £ 589.81 | £ 44.88 | 8.4% | | | |

FINANCIAL OVERVIEW OF THE ADULTS SOCIAL SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024

Financial forecast over the year

Adult Social Care budget forecasts 2023/24



**FINANCIAL OVERVIEW OF THE CHILDREN'S SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024**

| Directorate Summary | | | | | |
|---------------------------------------|---|---------------------------|--|---|--|
| | Original Budget 2023/24 £000 | Virements £000 | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| - Gross Expenditure | 43,627 | 2,964 | 46,592 | 56,129 | 9,537 |
| - Income | (13,068) | (621) | (13,689) | (14,210) | (521) |
| - Transfers to / from Reserves | (549) | (1,006) | (1,555) | (2,174) | (619) |
| = Directorate Totals | 30,011 | 1,337 | 31,348 | 39,745 | 8,397 |
| Forecast Out-turn Variance | | | | | 26.79% |
| - Children's Support and Safeguarding | 24,317 | 129 | 24,446 | 32,863 | 8,417 |
| - Education Partnerships | 4,701 | 237 | 4,938 | 5,323 | 386 |
| - Children's Services Directorate | 994 | 970 | 1,964 | 1,559 | (405) |
| = Directorate Totals | 30,011 | 1,337 | 31,348 | 39,745 | 8,397 |
| Forecast Out-turn Variance | | | | | 26.79% |

The forecast out-turn position of the 2023/24 financial year for the Children's Services directorate is a net overspend of **£8.397m** when compared to the budget of £31.348m that was set for the year. The table below provides additional information on where spending or income plans are different to the budget that was approved at the start of the year.

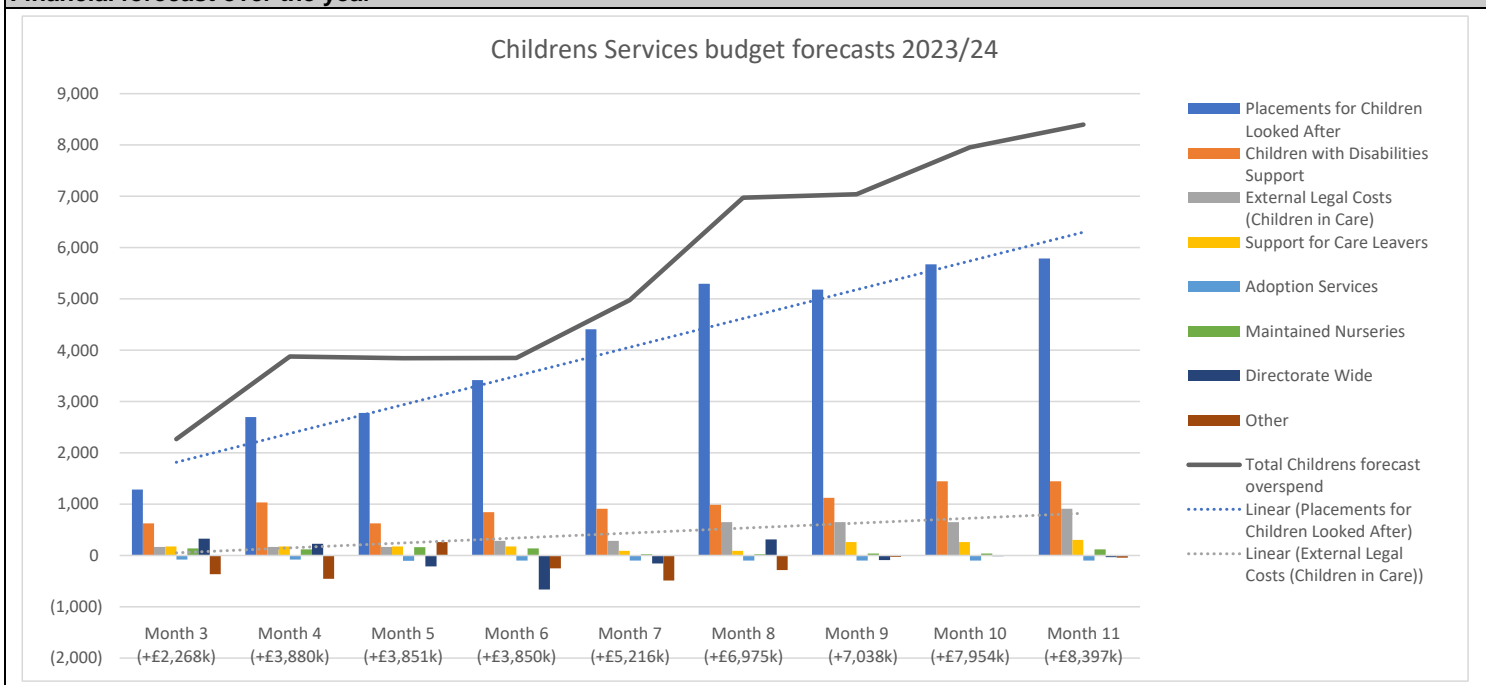
| Extract showing material variances compared to the revised budget | | | | | |
|---|--|---|--|---|---|
| Service area and provisional budget variance | Revised Budget 2022/23 £000 | Out-turn Variance 2022/23 £000 | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out- turn Variance £000 |
| Corporate Parenting - Placements for Children Looked After: | | | | | |
| Expenditure - Placements | 8,563 | 1,328 | 10,809 | 16,331 | 5,522 |
| Income (Education and CCG contributions) - Placements | (312) | 147 | (312) | (396) | (84) |
| Expenditure - Placements community support | 162 | 164 | 298 | 649 | 351 |
| Corporate Parenting - Legal Costs (Children in Care) | | | | | |
| Expenditure | 367 | 227 | 367 | 1,279 | 912 |
| Corporate Parenting - Support for Care Leavers | | | | | |
| Expenditure | 356 | 183 | 775 | 1,388 | 613 |
| Income - government grant and housing benefit | (119) | (12) | (80) | (389) | (309) |
| Family Support and Safeguarding - Children with Disabilities Support | | | | | |
| Expenditure | 1,785 | 1,135 | 1,968 | 3,452 | 1,484 |
| Income (Education and CCG contributions) | (210) | 113 | (210) | (248) | (38) |
| Family Support and Safeguarding - Adoption (Regional) | | | | | |
| Adoption services expenditure | 551 | (86) | 603 | 551 | (52) |
| Income recovered through Agency fees | 0 | 0 | (27) | (76) | (49) |
| Family Wellbeing - Maintained Nurseries | | | | | |
| Expenditure - salaries underspend due to vacancies | 0 | 0 | 1,427 | 1,229 | (198) |
| Income - shortfall on private fees due to reduced capacity | 0 | 0 | (1,092) | (774) | 318 |
| Family Wellbeing - Programmes, including resettlement schemes | | | | | |
| Expenditure - salaries underspend due to vacancies | 6,992 | (3,899) | 4,016 | 2,775 | (1,241) |
| Income - government grants and funding from partners | (6,681) | 3,425 | (3,940) | (2,717) | 1,223 |
| Transfer into / (from) reserves | (299) | 500 | (37) | (173) | (136) |
| Education Services | | | | | |
| Pupil Places and Planning | 7 | 0 | 64 | 78 | 14 |
| SEND Tribunal costs | 0 | 0 | 1,037 | 1,185 | 148 |
| SEND Travel costs | 0 | 0 | 0 | 155 | 155 |
| Directorate Wide | | | | | |
| Movements on employee budgets (excl nurseries above) | 16,583 | (916) | 18,997 | 19,086 | 89 |
| Funding for interim senior management arrangements | 0 | 0 | 0 | (200) | (200) |
| Release of reserves to support council-wide position | 0 | 0 | 0 | (237) | (237) |
| Sub total - material budget variances | | | | | 8,285 |
| Other minor variations to the budget | | | | | 112 |
| = Directorate Total | | | | | 8,397 |

**FINANCIAL OVERVIEW OF THE CHILDREN'S SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024**

Areas of financial risk within the directorate budget

| Service area and potential financial risk | Range / Scale of Risk Low - £0-£250k Medium - £250k-£500k High >£500k | Likelihood of Risk Occurring |
|--|--|--|
| OFSTED action plan and the need for additional staffing resources Increase in legal costs for SEND placements and court cases Non delivery of planned MTFP savings Increase in staff costs due to extended agency spend Risk of higher than budgeted inflation requests from care providers for existing packages and sourcing new care provision Increase in demand for care packages, both numbers and complexity of care | Medium Medium Medium Medium High Medium | Medium High Medium High Medium High |

Financial forecast over the year



Additional information integrating volumes / demand for services

Shown on next page

| SUMMARY | Budget for 2022/23 | Actual Out-turn | Out-turn Variance |
|--|--------------------|-------------------|-------------------|
| Children with disabilities and complex needs | 1,590,608 | 2,823,048 | 1,232,440 |
| Children looked after placements | 8,404,520 | 9,666,412 | 1,261,892 |
| Community support packages CCL060 | 161,812 | 1,063,884 | 902,072 |
| | 10,156,940 | 13,553,344 | 3,396,404 |

| Growth | Savings | Budget for 2023/24 | Forecast Spend @ P2 | Forecast Spend @ P3 | Forecast Spend @ P4 | Forecast Spend @ P5 |
|------------------|----------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| 233,000 | -50,000 | 1,773,608 | 2,867,500 | 2,399,467 | 2,796,007 | 2,575,247 |
| 1,815,011 | 0 | 10,219,531 | 10,294,980 | 11,402,432 | 12,827,466 | 13,888,239 |
| 0 | 0 | 297,812 | 297,812 | 194,000 | 556,349 | 215,074 |
| 2,048,011 | -50,000 | 12,290,951 | 13,460,292 | 13,995,899 | 16,179,822 | 16,678,560 |
| | | 21% | 1,169,341 | 535,607 | 2,183,923 | 498,738 |

| Children with disabilities and complex needs | Cost Centre | Budget for 2022/23 | Actual Out-turn | Out-turn Variance |
|--|-------------|--------------------|------------------|-------------------|
| Direct Payments | CIC410 | 575,735 | 733,108 | 157,373 |
| Complex packages | CKR406 | 773,544 | 1,906,602 | 1,133,058 |
| Disabled Children Support (Respite) | CKC526 | 225,796 | 175,831 | -49,965 |
| Playscheme/Daycare | CKC529 | 15,533 | 7,507 | -8,027 |
| Total | | 1,590,608 | 2,823,048 | 1,232,439 |

| Growth | Savings | Budget for 2023/24 | Forecast Spend @ P2 | Forecast Spend @ P3 | Forecast Spend @ P4 | Forecast Spend @ P5 |
|----------------|----------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| 33,000 | -50,000 | 558,735 | 750,000 | 753,275 | 904,571 | 726,313 |
| 200,000 | 0 | 973,544 | 1,900,000 | 1,426,747 | 1,689,573 | 1,653,865 |
| 0 | 0 | 225,796 | 209,500 | 203,912 | 199,193 | 191,524 |
| 0 | 0 | 15,533 | 8,000 | 15,533 | 2,670 | 3,545 |
| 233,000 | -50,000 | 1,773,608 | 2,867,500 | 2,399,467 | 2,796,007 | 2,575,247 |
| | | 12% | 1,093,892 | -468,033 | 396,540 | -220,760 |

| Children looked after | Cost Centre | Budget for 2022/23 | Actual Out-turn | Out-turn Variance |
|-------------------------------------|-------------|--------------------|------------------|-------------------|
| In-house fostering | CIC560 | 1,316,044 | 1,183,953 | -132,091 |
| Independent fostering | CIC200 | 1,900,473 | 1,859,225 | -41,248 |
| Residential placements | CKC562 | 2,056,355 | 2,890,169 | 833,814 |
| Unregistered placements | | 0 | 0 | 0 |
| Semi Independent Living (In County) | CKC600 | 646,513 | 1,051,126 | 404,613 |
| Secure accommodation | CKC202 | 348,024 | 0 | -348,024 |
| Semi Independent Living (OOC) | CKC700 | 370,535 | 865,451 | 494,916 |
| Parent and child | CKD404 | 83,246 | 160,043 | 76,797 |
| Remand payments | CIC318 | 0 | 0 | 0 |
| Special guardianship | CIC204 | 975,266 | 873,832 | -101,434 |
| Kinship | CIC206 | 359,948 | 505,219 | 145,271 |
| Child arrangement orders | CIC205 | 155,786 | 114,375 | -41,411 |
| Adoption allowances | CIC203 | 192,330 | 163,019 | -29,311 |
| Total | | 8,404,520 | 9,666,412 | 1,261,892 |

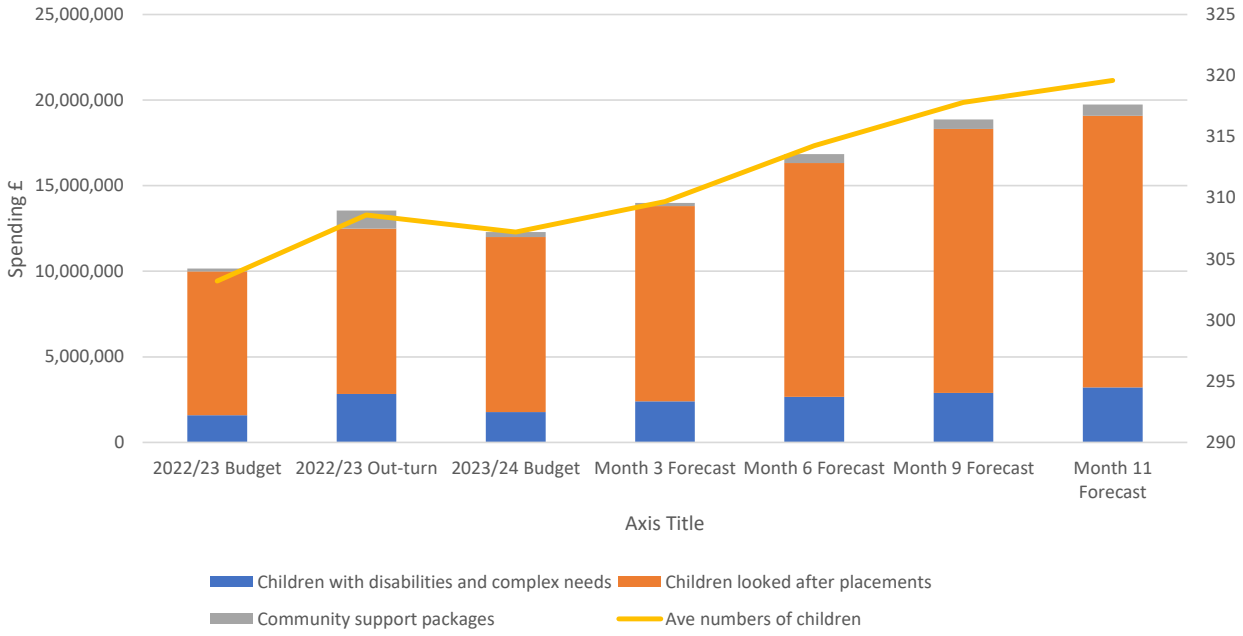
| Growth | Savings | Budget for 2023/24 | Forecast Spend @ P2 | Forecast Spend @ P3 | Forecast Spend @ P4 | Forecast Spend @ P5 |
|------------------|----------|--------------------|---------------------|---------------------|---------------------|---------------------|
| 96,369 | 0 | 1,412,413 | 1,412,413 | 1,500,674 | 1,404,155 | 1,348,221 |
| -41,038 | 0 | 1,859,435 | 2,000,000 | 2,354,773 | 2,654,222 | 2,475,432 |
| 764,026 | 0 | 2,820,381 | 3,000,000 | 4,199,858 | 5,475,656 | 6,764,338 |
| | | 0 | 0 | 0 | 0 | 0 |
| 259,842 | 0 | 906,355 | 906,355 | 716,225 | 707,469 | 368,422 |
| 0 | 0 | 348,024 | 0 | 0 | 0 | 0 |
| 364,395 | 0 | 734,930 | 1,002,000 | 663,765 | 674,789 | 547,657 |
| 103,314 | 0 | 186,560 | 186,560 | 204,629 | 166,707 | 577,290 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 66,157 | 0 | 1,041,423 | 976,632 | 1,020,206 | 1,046,907 | 1,070,475 |
| 193,337 | 0 | 553,285 | 523,353 | 453,777 | 409,038 | 447,878 |
| -17,444 | 0 | 138,342 | 106,081 | 106,081 | 106,081 | 106,082 |
| 26,053 | 0 | 218,383 | 181,586 | 182,444 | 182,444 | 182,444 |
| 1,815,011 | 0 | 10,219,531 | 10,294,980 | 11,402,432 | 12,827,466 | 13,888,239 |
| | | 22% | 75,449 | 1,107,452 | 1,425,034 | 1,060,773 |

| Cost based information | | | | | | |
|------------------------|---------------------|---------------------|---------------------|----------------------|----------------------|--------------------|
| Forecast Spend @ P6 | Forecast Spend @ P7 | Forecast Spend @ P8 | Forecast Spend @ P9 | Forecast Spend @ P10 | Forecast Spend @ P11 | Potential Variance |
| 2,654,258 | 2,736,389 | 2,846,606 | 2,884,847 | 3,208,140 | 3,208,140 | 1,434,532 |
| 13,667,858 | 14,720,157 | 15,336,435 | 15,434,440 | 15,892,463 | 15,879,520 | 5,659,989 |
| 526,191 | 543,386 | 690,645 | 541,627 | 578,209 | 647,978 | 350,166 |
| 16,848,307 | 17,999,932 | 18,873,686 | 18,860,914 | 19,678,812 | 19,735,638 | 7,444,687 |
| 169,747 | 1,151,625 | 873,754 | -12,772 | 817,898 | 56,826 | 61% |

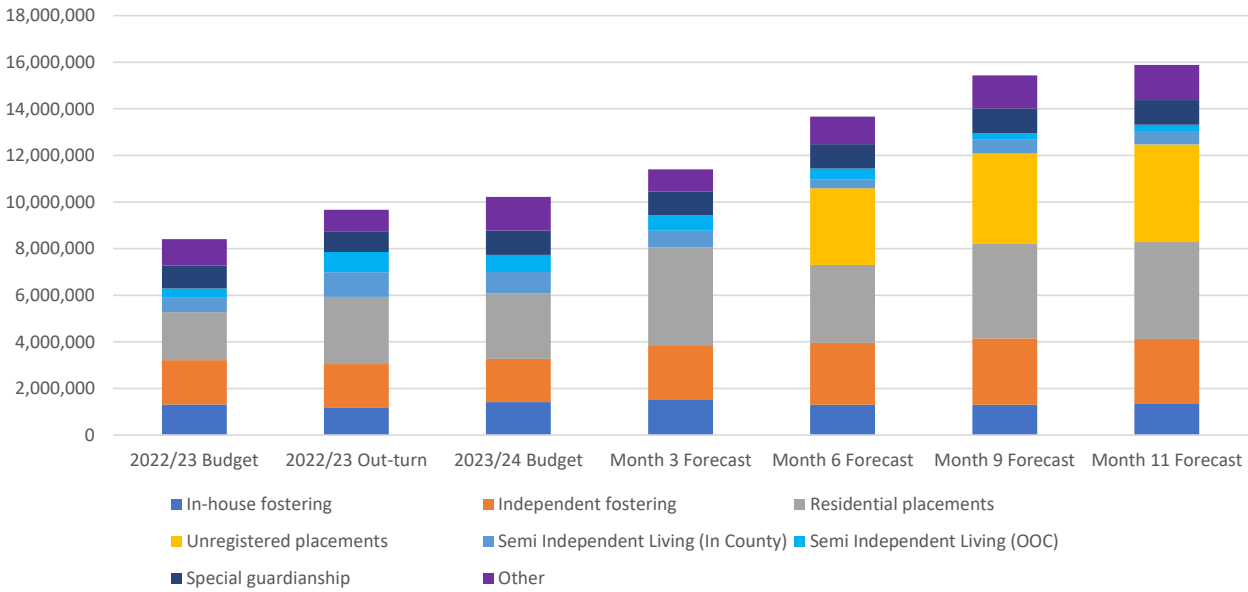
| Cost based information | | | | | | |
|------------------------|---------------------|---------------------|---------------------|----------------------|----------------------|--------------------|
| Forecast Spend @ P6 | Forecast Spend @ P7 | Forecast Spend @ P8 | Forecast Spend @ P9 | Forecast Spend @ P10 | Forecast Spend @ P11 | Potential Variance |
| 801,350 | 812,975 | 849,257 | 867,699 | 978,275 | 978,275 | 419,540 |
| 1,686,674 | 1,757,181 | 1,831,116 | 1,850,915 | 2,030,820 | 2,030,820 | 1,057,276 |
| 162,688 | 162,688 | 162,688 | 162,688 | 195,500 | 195,500 | -30,296 |
| 3,545 | 3,545 | 3,545 | 3,545 | 3,545 | 3,545 | -11,988 |
| 2,654,258 | 2,736,389 | 2,846,606 | 2,884,847 | 3,208,140 | 3,208,140 | 1,434,532 |
| 79,011 | 82,131 | 110,217 | 38,241 | 323,293 | 0 | 81% |

| Forecast Spend @ P6 | Forecast Spend @ P7 | Forecast Spend @ P8 | Forecast Spend @ P9 | Forecast Spend @ P10 | Forecast Spend @ P11 | Potential Variance |
|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|--------------------|
| 1,302,279 | 1,313,036 | 1,314,017 | 1,297,600 | 1,315,670 | 1,333,395 | -79,018 |
| 2,660,713 | 2,762,443 | 2,875,383 | 2,852,828 | 2,894,055 | 2,799,495 | 940,060 |
| 3,335,771 | 3,403,236 | 4,003,253 | 4,079,678 | 4,273,362 | 4,154,337 | 1,333,956 |
| 3,296,769 | 4,051,703 | 3,781,187 | 3,861,228 | 3,995,245 | 4,190,798 | 4,190,798 |
| 375,501 | 418,320 | 579,982 | 585,429 | 631,257 | 539,052 | -367,303 |
| 0 | 0 | 0 | 0 | 0 | 0 | -348,024 |
| 464,724 | 389,229 | 292,546 | 280,746 | 277,421 | 301,988 | -432,942 |
| 425,015 | 493,022 | 593,582 | 593,582 | 601,682 | 601,682 | 415,122 |
| 0 | 0 | 0 | 0 | 0 | 56,856 | 56,856 |
| 1,044,301 | 1,056,062 | 1,060,452 | 1,054,993 | 1,056,440 | 1,054,484 | 13,061 |
| 456,692 | 505,167 | 507,894 | 500,217 | 522,666 | 522,666 | -30,619 |
| 122,647 | 122,647 | 122,647 | 122,647 | 125,339 | 125,339 | -13,003 |
| 183,444 | 205,291 | 205,491 | 205,491 | 199,326 | 199,428 | -18,955 |
| 13,667,858 | 14,720,157 | 15,336,435 | 15,434,440 | 15,892,463 | 15,879,520 | 5,659,989 |
| -220,381 | 1,052,299 | 616,278 | 98,005 | 458,023 | -12,943 | 55% |

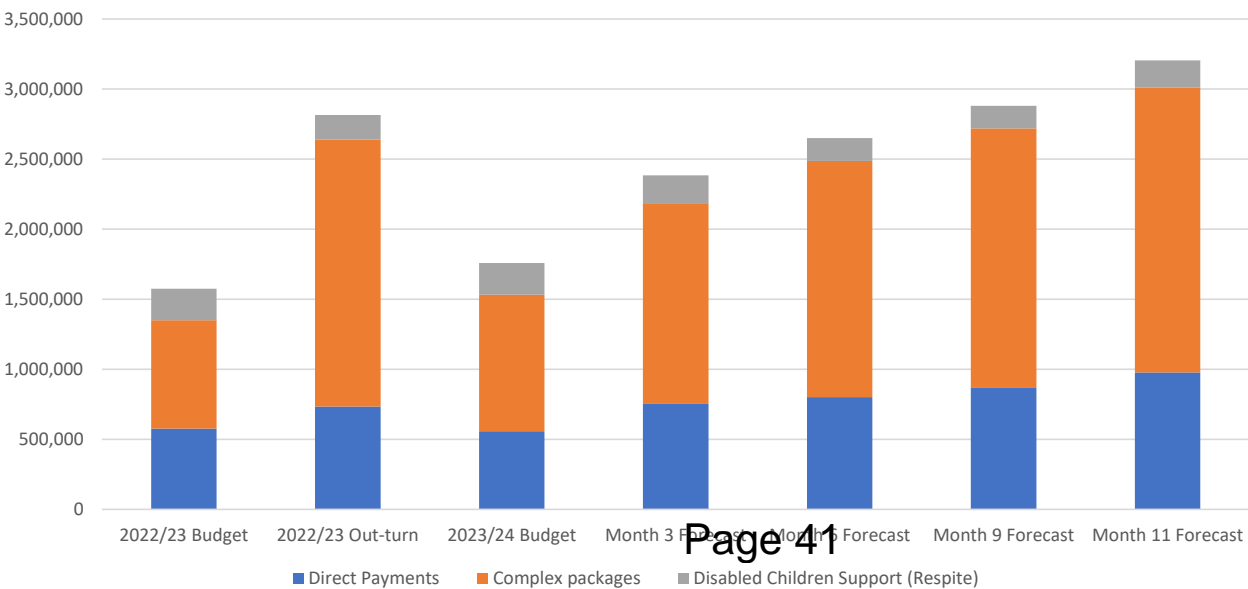
Childrens social care spending - February 2024



Childrens Placements by care type



Children with disabilities and complex needs by care type



**FINANCIAL OVERVIEW OF THE DEDICATED SCHOOLS BUDGET, CHILDREN'S SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024**

| Directorate Summary | | | | | |
|--|---|---------------------------|--|---|--|
| | Original Budget 2023/24 £000 | Virements £000 | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| - Gross Expenditure | 51,973 | 315 | 52,288 | 59,667 | 7,379 |
| - Income | (51,973) | (315) | (52,288) | (55,076) | (2,788) |
| - Transfers to / from Reserves | (0) | 0 | (0) | (4,591) | (4,591) |
| = Directorate Totals | (0) | 0 | 0 | (0) | (0) |
| Forecast Out-turn Variance | | | | | 14.16% |
| - Schools Block | 2,642 | 279 | 2,921 | 2,624 | (297) |
| - High Needs Block | 33,431 | 36 | 33,468 | 40,559 | 7,091 |
| = Sub total High Needs & Schools Block | 36,074 | 315 | 36,389 | 43,183 | 6,794 |
| - Early Years Block | 12,304 | (0) | 12,304 | 12,304 | 0 |
| - Central Schools Services Block | 1,704 | (0) | 1,704 | 1,704 | 0 |
| - Schools & Non Dedicated School Grant | 0 | (0) | (0) | 0 | 0 |
| - Dedicated School Grant Funding | (50,082) | (315) | (50,397) | (49,790) | 607 |
| - Dept for Education Safety Valve Income | 0 | 0 | 0 | (2,810) | (2,810) |
| - Transfer into DSG Deficit Reserve | 0 | 0 | 0 | (4,591) | (4,591) |
| = Directorate Totals | 0 | 0 | 0 | (0) | (0) |
| Forecast Out-turn Variance | | | | | 14.16% |

The total Dedicated Schools Budget of £52.288m, is made up from several elements and the table below provides additional information on where spending or income plans are different to the budget that was approved at the start of the year. Any over or underspending on the DSG budget must be transferred to the accumulated balance held in DSG Deficit Reserve in accordance with the accounting regulations.

At an overall level the forecast out-turn position of the 2023/24 financial year shows that the DSG will need to transfer the **net deficit of £4.591m** into the DSG Deficit Reserve at the year-end. This is made up from overspending on the High Needs block of £6.794m as well as changes in the amount of DSG income that will be received. The Department for Education has confirmed that it will re-profile the Safety Valve funding allocation for the year, increasing it by £0.700m to £2.810m, although it should be noted that this is not additional grant; the council's allocation will be £0.700m lower in 2024/25 than originally planned.

| Extract showing material variances compared to the revised budget | | | |
|--|--|---|--|
| Service area and provisional budget variance | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| High Needs & Schools Block | | | |
| Out of Authority Placements | 7,247 | 8,830 | 1,583 |
| Top-up Funding | 16,733 | 21,022 | 4,289 |
| SEN equipment & Other costs | 634 | 634 | (0) |
| Bespoke Education Packages | 1,044 | 2,365 | 1,321 |
| Other Intensive Support for Vulnerable Learners | 2,002 | 1,899 | (103) |
| Education Inclusion Service | 622 | 606 | (16) |
| Delegated Place Funding | 5,186 | 5,202 | 16 |
| Schools Block | 2,922 | 2,624 | (298) |
| Early Years Block | | | |
| Provision for 2, 3 & 4 Year Olds | 11,449 | 11,287 | (162) |
| Top-up Funding | 457 | 637 | 180 |
| Other Early Years Services | 398 | 380 | (18) |
| Central Services Block | | | |
| Retained Services | 225 | 225 | 0 |
| Strategic Management & Centrally Administered | 847 | 847 | 0 |
| Prudential Borrowing | 633 | 633 | 0 |
| Dedicated Schools Grant Funding | | | |
| Dedicated Schools Grant | (50,397) | (49,790) | 607 |
| Dedicated Schools Grant (Safety Valve) | 0 | (2,810) | (2,810) |
| Transfer year-end Deficit to the Dedicated Schools Grant Reserve | 0 | (4,591) | (4,591) |
| Sub total - material budget variances | | | (2) |
| Other minor variations to the budget | | | 2 |
| = Directorate Total | | | (0) |

**FINANCIAL OVERVIEW OF THE CORPORATE SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024**

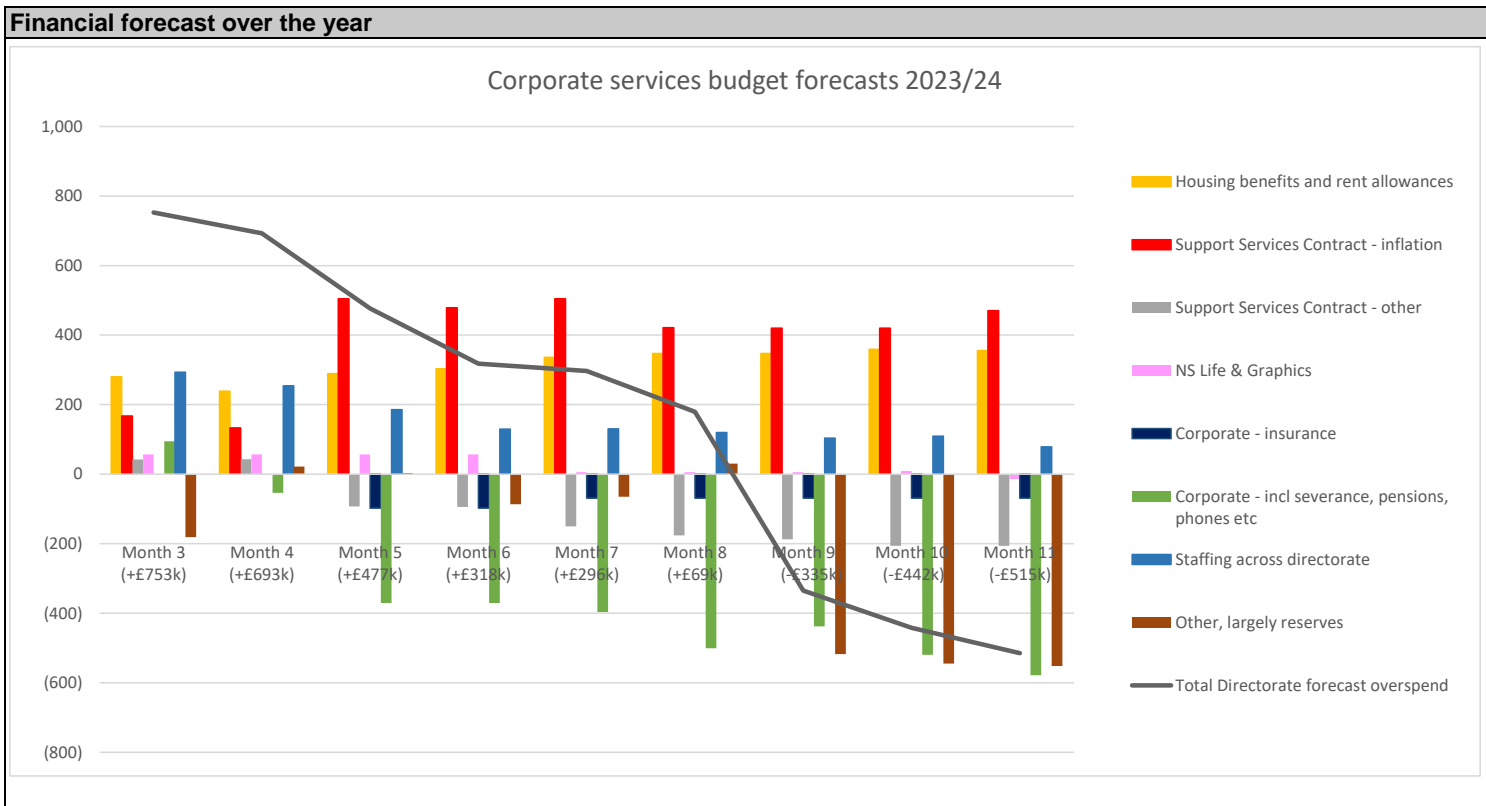
| Directorate Summary | | | | | |
|---|--------------------------------|------------------|-------------------------------|----------------------------------|-----------------------------------|
| | Original Budget 2023/24 | Virements | Revised Budget 2023/24 | Forecast Out-turn 2023/24 | Forecast Out-turn Variance |
| | £000 | £000 | £000 | £000 | £000 |
| - Gross Expenditure | 84,473 | 3,906 | 88,379 | 90,730 | 2,351 |
| - Income | (52,866) | (4,744) | (57,610) | (59,202) | (1,592) |
| - Transfers to / from Reserves | (366) | (300) | (666) | (1,940) | (1,275) |
| = Directorate Totals | 31,241 | (1,138) | 30,103 | 29,588 | (515) |
| Forecast Out-turn Variance | | | | | -1.71% |
| Services within the Directorate | | | | | |
| - Director of Corporate Services | 798 | (3) | 796 | 832 | 37 |
| - Assistant Director of Corporate Services (Governance) | 2,955 | (1,306) | 1,649 | 1,651 | 2 |
| - Head of Marketing & Communications | 252 | 1 | 253 | 229 | (25) |
| - Head of Business Intelligence, Policy & Partnerships | 1,166 | (4) | 1,162 | 1,060 | (102) |
| - Head of People Services | 894 | 10 | 904 | 892 | (12) |
| - Head of Support Services | 16,095 | 7 | 16,102 | 16,597 | 496 |
| - Head of Strategic Procurement | 292 | 8 | 300 | 296 | (3) |
| - Head of Finance | 8,789 | 148 | 8,937 | 8,030 | (907) |
| = Directorate Totals | 31,241 | (1,138) | 30,103 | 29,588 | (515) |
| Forecast Out-turn Variance | | | | | -1.71% |

The forecast out-turn position for Corporate Services is a **net underspend of £0.515m** compared to the revised budget for the year. The tables below provide additional information on where spending or income plans are materially different to the budget that was approved at the start of the year as well as some of the key risks being monitored. Given the amount of changes that can be experienced, not all budget movements are listed.

| Extract showing material variances compared to the revised budget | | | | | |
|--|--------------------------------|------------------|-------------------------------|----------------------------------|-----------------------------------|
| Service area and provisional budget variance | Original Budget 2023/24 | Virements | Revised Budget 2023/24 | Forecast Out-turn 2023/24 | Forecast Out-turn Variance |
| | £000 | £000 | £000 | £000 | £000 |
| Director of Corporate Services | | | | | |
| Director of Corporate Services & CEO - turnover factor | 409 | (3) | 406 | 424 | 18 |
| Internal Audit & Archiving Contracts | 390 | 0 | 390 | 409 | 19 |
| Release of reserves to support council-wide position | 0 | 0 | 0 | (484) | (484) |
| Assistant Director of Corporate Services (Governance) | | | | | |
| Legal Services - variance relates to turnover factor | 1,211 | (1,336) | (125) | (63) | 62 |
| Head of Marketing & Communications | | | | | |
| North Somerset Life - short-fall income and higher costs | 25 | 0 | 25 | 85 | 60 |
| Graphics - increase in income levels | (569) | 0 | (569) | (643) | (74) |
| Head of Business Intelligence, Policy & Partnerships | | | | | |
| BI team costs - turnover and staffing | 851 | (4) | 846 | 819 | (27) |
| Transformation team vacancies | 66 | 1 | 67 | 50 | (17) |
| Head of People Services - turnover factor on staffing | | | | | |
| Annual leave Buy-Back scheme | (40) | 0 | (40) | (96) | (56) |
| Head of Support Services | | | | | |
| Rent allowances - net payments and subsidy lower | 1,229 | 0 | 1,229 | 954 | (275) |
| Rent allowances - short-fall in recovery of overpayments | (1,493) | 0 | (1,493) | (941) | 552 |
| Housing Benefits - short-fall in summons costs | (536) | 0 | (536) | (457) | 79 |
| Support Services - RPiX inflation on contract costs | 13,333 | (3) | 13,329 | 13,565 | 236 |
| Support Services - pay inflation on contract costs | 3,500 | 0 | 3,500 | 3,735 | 235 |
| Support Services - savings from cash collection | 68 | 0 | 68 | 0 | (68) |
| Support Services - other new savings | 0 | 0 | 0 | (129) | (129) |
| Support Services - use of reserves to fund one-off costs | (217) | 117 | (100) | (175) | (75) |
| Support Services - team costs - turnover factor | 994 | 10 | 1,004 | 1,031 | 27 |
| Support Services - physical document storage costs | 46 | 0 | 46 | 60 | 14 |
| Carelink Service - shortfall in income / fewer customers | (499) | 0 | (499) | (447) | 52 |
| Head of Finance | | | | | |
| Miscellaneous Financial Items incl Severance costs | 2,577 | 95 | 2,672 | 2,178 | (494) |
| Finance Service - turnover factor on staffing budgets | 2,218 | 62 | 2,280 | 2,251 | (29) |
| Insurance Costs | 938 | 0 | 938 | 869 | (69) |
| Premises related budgets and costs | 3,067 | 75 | 3,143 | 3,058 | (85) |
| Sub total - material budget variances | | | | | (484) |
| Other minor variations to the budget | | | | | (31) |
| = Directorate Total | | | | | (515) |

**FINANCIAL OVERVIEW OF THE CORPORATE SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024**

| Areas of financial risk within the directorate budget | | | |
|---|---------------|--|------------------------------|
| Service area and potential financial risk | Range Value | Range / Scale of Risk Low - £0-£250k Medium - £250k-£500k High >£500k | Likelihood of Risk Occurring |
| Income forecasts for Benefits Recoveries and Summons Costs Change to Rent Allowance Subsidy income | £20k - £250k | Medium | Medium |
| | £250k - £400k | Medium | Medium |
| Opportunity: increased staffing savings from vacancies that materialise in-year | | Medium | Low |



**FINANCIAL OVERVIEW OF THE PLACE DIRECTORATE
AS AT 29 FEBRUARY 2024**

| Directorate Summary | | | | | |
|--------------------------------|---|---------------------------|--|---|--|
| | Original Budget 2023/24 £000 | Virements £000 | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| - Gross Expenditure | 73,975 | 3,561 | 77,536 | 82,823 | 5,287 |
| - Income | (34,385) | (1,968) | (36,354) | (39,153) | (2,799) |
| - Transfers to / from Reserves | (1,196) | (985) | (2,182) | (3,224) | (1,042) |
| = Directorate Totals | 38,393 | 607 | 39,001 | 40,446 | 1,445 |
| Forecast Out-turn Variance | | | | | 3.71% |
| - Neighbourhoods & Transport | 35,763 | 371 | 36,134 | 38,030 | 1,896 |
| - Placemaking & Growth | 1,711 | 32 | 1,743 | 1,595 | (148) |
| - Directorate Overheads | 850 | 205 | 1,055 | 752 | (303) |
| - Special Expenses | 69 | 0 | 69 | 69 | 0 |
| = Directorate Totals | 38,393 | 607 | 39,001 | 40,446 | 1,445 |
| Forecast Out-turn Variance | | | | | 3.71% |

The forecast out-turn position of the 2023/24 financial year for the Place directorate is a net **overspend of £1.445m** when compared to the budget of £39.001m that was set for the year, which is **lower** than the overspend reported at the end of the previous month. The tables below provide additional information on where spending or income plans are **materially different** to the budget that was approved at the start of the year as well as some of the key risks being monitored. Given the amount of changes that can be experienced, not all budget movements are listed.

| Areas of financial risk within the directorate budget | | |
|---|---|-------------------------------------|
| Service area and potential financial risk | Range / Scale of Risk Low - £0-£250k Medium - £250k-£500k High >£500k | Likelihood of Risk Occurring |
| Home to School Transport - Demand & Market conditions may cause further increased costs | Medium | Medium |
| Waste - Disposal costs may increase as a result of overall volume increase or waste type ie residual v recycled | Low | Medium |
| Property Compliance - increased costs following Mears contract exit | Low | High |
| Delivery of MTFP savings (See APP3) | Medium | Medium |
| Street Works Permit Scheme income - potential income loss due to down turn on | Low | Medium |
| Telecoms income (Fibre installation works) | Low | Medium |
| Potential income loss for the rent of land / buildings at Dolphin Square site | Low | High |

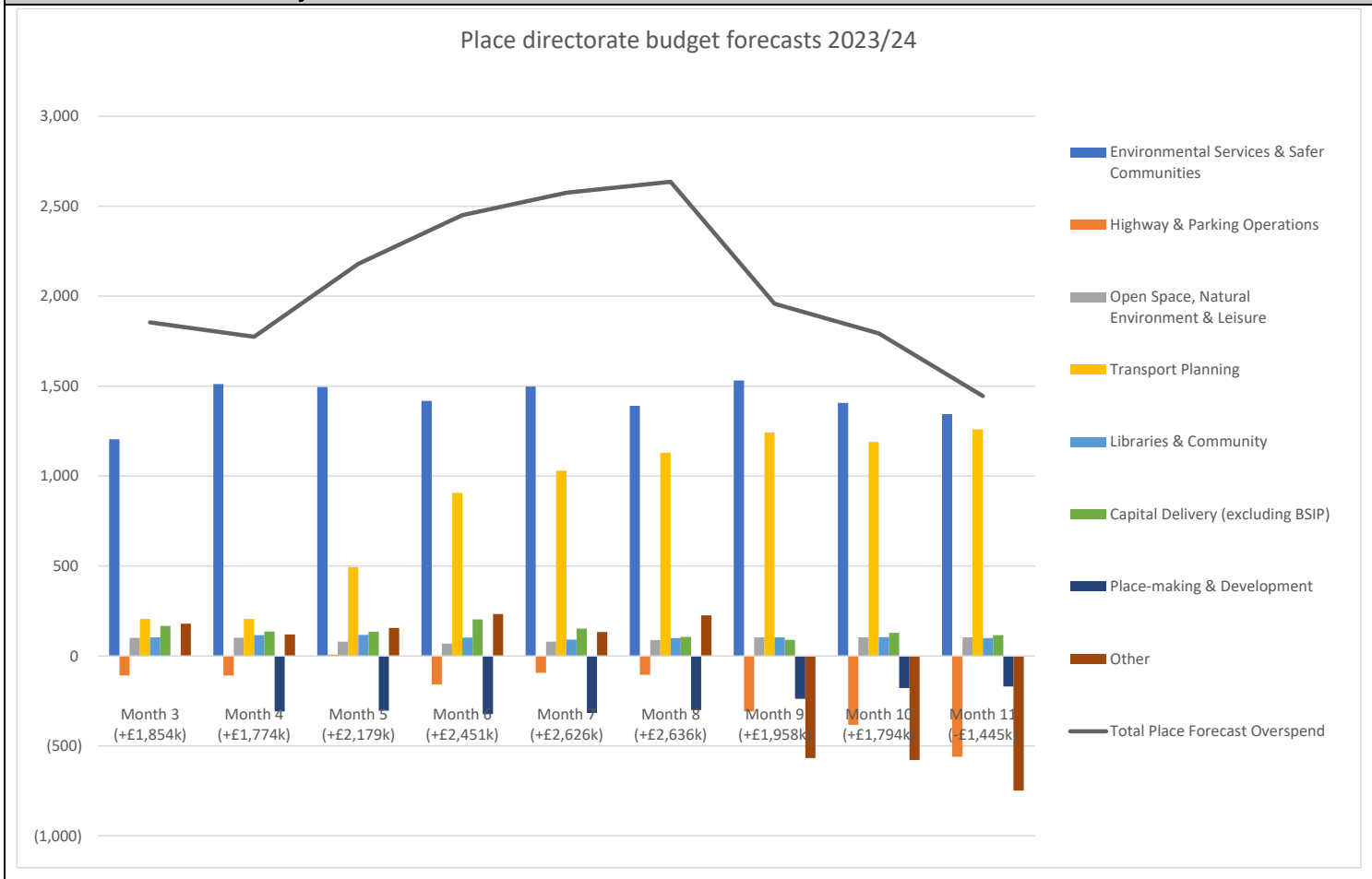
**FINANCIAL OVERVIEW OF THE PLACE DIRECTORATE
AS AT 29 FEBRUARY 2024**

Extract showing material variances compared to the revised budget

| Service area and provisional budget variance | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out- turn Variance £000 |
|---|--------------------------------------|---|--|
| Environmental Services & Safer Communities | | | |
| Waste Disposal Contract (net) - infl increases, legislation changes, housing growth | 6,240 | 7,416 | 1,176 |
| Commercial Waste (net) - surplus income expected based on 2022/23 | (91) | (189) | (98) |
| NSEC - Main contract (expenditure) - Inflationary increase | 11,284 | 11,375 | 91 |
| NSEC - Main contract (expenditure) - Inflationary increase over 4% budgeted | 0 | 180 | 180 |
| NSEC - Clinical waste collection costs 21/22, 22/23, 23/24 | 0 | 235 | 235 |
| NSEC - Capital purchases - RCCO will be funded by use of Waste reserve | 0 | 55 | 55 |
| NSEC - Waste receptacles (bins) - for household, commercial and garden waste | 164 | 259 | 95 |
| NSEC - Use of Waste reserve ZXB410 | 0 | (237) | (237) |
| NSEC - Shortfall on recycling materials income due to reduced sale prices / demand | (2,519) | (1,950) | 569 |
| NSEC - Reduction in recycling materials disposal costs | 666 | 615 | (51) |
| NSEC - Use of recycling materials smoothing reserve ZXB397 | 0 | (400) | (400) |
| Garden Waste Charging scheme - reduction in operational costs | 137 | 93 | (44) |
| Garden Waste Charging scheme - registration fees | (2,382) | (2,455) | (73) |
| Garden Waste Charging scheme - reduction in composting scheme costs | 235 | 38 | (197) |
| Safer Community Services - CCTV | 280 | 330 | 50 |
| One off use of CCTV reserve ZXB351 to mitigate pressures | 0 | (50) | (50) |
| ASB Enforcement income shortfall | (50) | (5) | 45 |
| Highway & Parking Operations | | | |
| Highway Network & Traffic Management - Streetworks - more road closures income | (140) | (385) | (245) |
| Highway Network & Traffic Management - Streetworks - other fee income - FPNs / inspect | (185) | (209) | (24) |
| Street Works Permit Scheme - staff recharges & overhead as eligible scheme spend | (100) | (153) | (53) |
| Highways & Highways Electricals Operations - staff, maintenance & winter service | 6,114 | 5,835 | (279) |
| Parking services expenditure budgets - includes £55k Mipermit 10p transaction fee | 2,443 | 2,614 | 171 |
| Parking services income budgets | (3,898) | (4,028) | (130) |
| Open Space, Natural Environment & Leisure | | | |
| Loss of income - Profit share on Leisure Contracts | (438) | (387) | 52 |
| Mitigation: Planned use of reserves ZXB388/400 Leisure Support Reserves | 0 | (100) | (100) |
| Churchill sports centre - site costs expected until transfer | 65 | 139 | 74 |
| Concessions - shortfall in income mainly due to site disposal | (285) | (208) | 77 |
| Transport Planning | | | |
| <u>Home to Schools Transport (HTST):</u> | | | |
| Home to School Transport - Baseline position re increased demand and costs | 7,700 | 9,239 | 1,539 |
| Disputed historical charges | 0 | 168 | 168 |
| Extended Rights to Free Travel Grant | (210) | (212) | (2) |
| <u>Public Transport:</u> | | | |
| Concessionary fares scheme - increased patronage levels now being forecast | 1,760 | 1,494 | (266) |
| Bus Lane enforcement PCN income used to fund public transport | (251) | (431) | (180) |
| Libraries & Community | | | |
| Campus expenditure budgets | 621 | 646 | 25 |
| Shortfall in Campus income | (360) | (291) | 69 |
| Somerset Hall expenditure budgets | 33 | 124 | 91 |
| Shortfall in Somerset Hall income | 0 | (85) | (85) |
| Place-making & Development | | | |
| Building control income - assuming downturn due to delayed building works due to interest | (476) | (286) | 190 |
| Planning income - expecting some high application fees from large developments in the A | (1,596) | (1,547) | 49 |
| Reduction in prior year planning provision | 0 | (305) | (305) |
| Mitigation: hold planned contribution into the Strategic Projects Reserve | 103 | 0 | (103) |
| Capital Delivery (excluding BSIP) | | | |
| Shortfall on salary recharges to capital / reserves (partially mitigated by vacancies) | (3,731) | (2,670) | 1,061 |
| Capital projects delivery team (underspend relating to vacant posts) | 3,674 | 2,729 | (945) |
| Release of reserves to support council-wide position | 0 | (590) | (590) |
| Sub total - material budget variances | | | 1,604 |
| Other minor variations to the budget | | | (159) |
| = Directorate Total | | | 1,445 |

FINANCIAL OVERVIEW OF THE PLACE DIRECTORATE
AS AT 29 FEBRUARY 2024

Financial forecast over the year



**FINANCIAL OVERVIEW OF THE PUBLIC HEALTH & REGULATORY SERVICES DIRECTORATE
AS AT 29 FEBRUARY 2024**

| Directorate Summary | | | | | |
|------------------------------------|--------------------------------|------------------|-------------------------------|----------------------------------|-----------------------------------|
| | Original Budget 2023/24 | Virements | Revised Budget 2023/24 | Forecast Out-turn 2023/24 | Forecast Out-turn Variance |
| | £000 | £000 | £000 | £000 | £000 |
| - Gross Expenditure | 15,233 | 2,431 | 17,663 | 17,633 | (30) |
| - Income | (12,398) | (563) | (12,961) | (13,980) | (1,019) |
| - Transfers to / from Reserves | (1,461) | (1,771) | (3,232) | (2,248) | 985 |
| = Directorate Totals | 1,374 | 96 | 1,470 | 1,405 | (65) |
| Forecast Out-turn Variance | | | | | -4.40% |
| - PHS Childrens Health | 4,045 | 47 | 4,091 | 4,108 | 16 |
| - PHS Management & Overheads | 1,037 | (66) | 972 | 1,178 | 207 |
| - PHS PH Grant | (10,076) | (49) | (10,125) | (10,250) | (125) |
| - PHS Obesity & Activity | 212 | (25) | 188 | 187 | (1) |
| - PHS Other Public Health Services | 593 | 14 | 606 | 606 | (0) |
| - PHS Public Health | 408 | 39 | 447 | 458 | 10 |
| - PHS Sexual Health | 1,511 | 35 | 1,546 | 1,536 | (10) |
| - PHS Substance Abuse & Smoking | 2,270 | 5 | 2,275 | 2,178 | (97) |
| - Regulatory Services | 1,374 | 96 | 1,470 | 1,405 | (65) |
| = Directorate Totals | 1,374 | 96 | 1,470 | 1,405 | (65) |
| Forecast Out-turn Variance | | | | | -4.40% |

The forecast out-turn position of the 2023/24 financial year for the Public Health & Regulatory Services directorate is a **net under spend** of **£65k** when compared to the revised budget of £1.470m that was set for the year. The table below provides additional information on where spending or income plans are different to the budget that was approved at the start of the year.

| Extract showing material variances compared to the revised budget | | | | | |
|---|--------------------------------|------------------|-------------------------------|----------------------------------|-----------------------------------|
| Service area and provisional budget variance | Original Budget 2023/24 | Virements | Revised Budget 2023/24 | Forecast Out-turn 2023/24 | Forecast Out-turn Variance |
| | £000 | £000 | £000 | £000 | £000 |
| PHS Childrens Health - contract price | 4,045 | 47 | 4,092 | 4,108 | 16 |
| PHS Management & Overheads | | | | | |
| PHS Mgmt - Management & Supervision - turnover facto | 929 | 13 | 942 | 912 | (30) |
| PHS Mgmt - Health & Wellbeing Strategy | 200 | (200) | 0 | 0 | 0 |
| PHS Mgmt - Contingency Budget | (689) | 129 | (560) | (333) | 227 |
| PHS Mgmt - Grant Income | (10,076) | (49) | (10,125) | (10,250) | (125) |
| PHS Sexual Health - contraception services | 1,511 | 45 | 1,556 | 1,534 | (22) |
| PHS Substance Abuse & Smoking | | | | | |
| Smoking cessation and pharmacotherapy costs | 356 | 1 | 357 | 334 | (23) |
| In year staffing and other substance mis-use savings | | | 1,917 | 1,850 | (67) |
| Additional grant income for Treatment & Recovery activities and Impatien | | 0 | (465) | (855) | (390) |
| Additional services and grants procured from providers, incl Broadway Lo | | 0 | 465 | 791 | 326 |
| Increase in core We Are With You contract costs | | 0 | 1,450 | 1,514 | 64 |
| Project costs associated with Tobacco Control Project | | 543 | 543 | 1,060 | 517 |
| Income to be received from ICB towards Tobacco Project | | 0 | 0 | (503) | (503) |
| Use of funding held in reserves for Wider Tobacco Control Project (joint) | | (543) | (543) | (557) | (14) |
| Regulatory Services - Consumer Protection | | | | | |
| Turnover factor on staffing costs | | | 892 | 876 | (16) |
| Use of agency staff to deliver food safety inspections | | | 0 | 39 | 39 |
| Recovery of Legal costs | | | 0 | (30) | (30) |
| Regulatory Services - Housing Services | | | | | |
| Warm Homes Healthy Programme | | | 3 | 51 | 48 |
| Use of Health & Well Being Strategy reserves to fund project costs | | | 0 | (48) | (48) |
| Housing Renewals and Private Sector Renewal schemes | | | 183 | 179 | (4) |
| Contain Outbreak Management Fund (COMF) | | | | | |
| Increase in planned spending to sport core pressures | | | 560 | 685 | 125 |
| Use of COMF reserve to fund planned spending | | | (560) | (685) | (125) |
| Release of reserves to support council-wide position | | | 0 | (38) | (38) |
| Sub total - material budget variances | | | | | (79) |
| Other minor variations to the budget | | | | | 15 |
| = Directorate Total | | | | | (65) |

**FINANCIAL OVERVIEW OF THE NON SERVICE BUDGETS
AS AT 29 FEBRUARY 2024**

| Directorate Summary | | | | | |
|---|---|---------------------------|--|---|--|
| | Original Budget 2023/24 £000 | Virements £000 | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| - Gross Expenditure | 31,106 | (1,226) | 29,880 | 26,945 | (2,934) |
| - Income | (6,761) | 0 | (6,761) | (13,355) | (6,594) |
| - Transfers to / from Reserves | (0) | 0 | (0) | 1,540 | 1,540 |
| = Directorate Totals | 24,345 | (1,226) | 23,118 | 15,130 | (7,989) |
| Forecast Out-turn Variance | | | | | -34.56% |
| - Capital Financing & Interest Budgets | 10,320 | (24) | 10,296 | 4,949 | (5,347) |
| - Parish Precepts & Environment Levy | 7,237 | 0 | 7,237 | 7,237 | 0 |
| - Contingency Budget | 1,432 | (4) | 1,428 | (78) | (1,506) |
| - Provision for Pay Inflation | 1,450 | (1,168) | 282 | 0 | (282) |
| - Provision for MTFP savings short-falls | 375 | 0 | 375 | 0 | (375) |
| - Other Non Service Budgets (Magistrates, coroners etc) | 3,530 | (30) | 3,500 | 3,021 | (479) |
| = Directorate Totals | 24,345 | (1,226) | 23,118 | 15,130 | (7,989) |
| Forecast Out-turn Variance | | | | | -34.56% |

The forecast out-turn position of the 2023/24 financial year for the council's capital financing and non service budgets is a net **under spend of £7.989m** when compared to the budget of £23.118m that was set for the year. The table below provides additional information on where spending or income plans are materially different to the budget that was approved at the start of the year.

| Extract showing material variances compared to the revised budget | | | | | |
|---|---|---------------------------|--|---|--|
| Service area and provisional budget variance | Original Budget 2023/24 £000 | Virements £000 | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| Capital financing and interest | | | | | |
| Income - increase in investment interest on balances, net of impairment forecast (£1.39m) | | | (2,738) | (8,672) | (5,934) |
| Repayment of RIF debt as S106 not received within expected timeframes | | | 0 | 85 | 85 |
| Net reduction in capital financing costs (principal and interest, based on opening bals) | | | 13,035 | 13,182 | 147 |
| Non Service budgets | | | | | |
| Release of the council's contingency budget | | | 1,428 | (0) | (1,429) |
| Refund from Avon Pension Fund re past service deficit academy transfers | | | 0 | (70) | (70) |
| Impact on pay budgets of NJC pay offer | 1,450 | (255) | 282 | 0 | (282) |
| Release of the council's MTFP savings provision | | | 375 | 0 | (375) |
| Reduction in the past deficit pension contribution for the current financial year | | | 0 | (490) | (490) |
| Sub total - material budget variances | | | | | (8,347) |
| Other minor variations to the budget | | | | | 359 |
| = Directorate Total | | | | | (7,989) |

| Areas of financial risk within the directorate budget | | |
|--|---|-------------------------------------|
| Service area and potential financial risk | Range / Scale of Risk Low - £0-£250k Medium - £250k-£500k High >£500k | Likelihood of Risk Occurring |
| Impairment of financial instruments following changes in share price Further calls on the council's contingency budget now released | High Medium | Medium Low |

FINANCIAL OVERVIEW OF THE COUNCIL'S RESOURCES
AS AT 29 FEBRUARY 2024

| Directorate Summary | | | | | |
|---|---|---------------------------|--|---|--|
| | Original Budget 2023/24 £000 | Virements £000 | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| - Gross Expenditure | 835 | 0 | 835 | 0 | (835) |
| - Income | (206,080) | (1,405) | (207,485) | (210,730) | (3,245) |
| - Transfers to / from Reserves | (4,455) | 0 | (4,455) | (374) | 4,081 |
| = Directorate Totals | (209,699) | (1,405) | (211,104) | (211,104) | 0 |
| Forecast Out-turn Variance | | | | | 0.00% |
| Approved Collection Fund precepts to support the 2023/24 Budget | | | | | |
| - Precept on the Collection Fund - Council Tax | | | (131,842) | (131,842) | 0 |
| - Precept on the Collection Fund - Parish Precepts | | | (6,933) | (6,933) | 0 |
| - Precept on the Collection Fund - Business Rates | | | (32,524) | (32,524) | 0 |
| - Other Business Rate Income, Disregarded - Renewables & Enterprise Area (EA) | | | (1,293) | (1,293) | 0 |
| - Other Business Rate Income, Central Govt share retained - Port Cumulo | | | (770) | (770) | 0 |
| Collection Fund Forecasts relating to Current Year Budgets | | | | | |
| - Council Tax Year-End Forecast (Surplus) / Deficit re Current Year | | | 0 | 114 | 114 |
| - Business Rates Year-End Forecast (Surplus) / Deficit re Current Year Own Share | | | 0 | 1,178 | 1,178 |
| - Other Business Rate Income, Disregarded - Renewables & EA (Surplus)/Deficit re Current Year | | | 0 | 172 | 172 |
| - Other Business Rate Income, Central Govt share retained - Port Cumulo - (Surplus)/Deficit re Current Year | | | 0 | (112) | (112) |
| Collection Fund Impacts arising from Prior Years Budgets | | | | | |
| - Council Tax (Surplus) / Deficit Tax re Prior Years (2020-2022) | | | 1,212 | 1,212 | 0 |
| - Council Tax Year-End Movement re 2022/23 | | | 0 | (167) | (167) |
| - Business Rates (Surplus) / Deficit Own Share re Prior Years (2020-2022) | | | (908) | (908) | 0 |
| - Business Rates Year-End Movement re Own Share Prior Years | | | 0 | 50 | 50 |
| - Other Business Rate Income, Disregarded - Renewables & EA | | | 0 | (9) | (9) |
| - Other Business Rate Income, Central Govt share retained - Port Cumulo | | | 0 | (3) | (3) |
| Government Grants | | | | | |
| - Revenue Support Grant | | | (2,713) | (2,712) | 0 |
| - New Homes Bonus Grant | | | (1,386) | (1,386) | 0 |
| - Services Grant | | | (1,235) | (1,285) | (51) |
| - Adult Social Care Support Grant | | | (13,295) | (13,295) | 0 |
| - Market Sustainability and Fair Cost of Care Grant | (2,164) | (1,405) | (3,569) | (3,569) | 0 |
| - Business Rate Tariff Payment | | | 720 | (1,178) | (1,898) |
| - Business Rate Levy | | | 115 | (267) | (382) |
| - Small Business Rate Relief Grant | | | (2,419) | (2,793) | (373) |
| - Business Rate Adjustment Grant (2% cap) | | | (5,769) | (5,888) | (119) |
| - Other S31 Grant | | | (26) | (750) | (724) |
| - S31 Grant - Additional Retail and Nursery Discount Reliefs | | | (4,015) | (3,913) | 103 |
| - S31 Grant - Covid Additional Relief Fund | | | 0 | 23 | 23 |
| Reserves | | | | | |
| - Use of Collection Fund Smoothing Reserve | | | (2,687) | (2,687) | 0 |
| - Use of Collection Fund Smoothing Reserve re Covid Losses | | | (246) | (246) | 0 |
| - Use of Financial Risk Reserve to fund Energy costs | | | (1,522) | (1,522) | 0 |
| - Contbn into the Collection Fund Smoothing Reserve re PY Disregarded Surp/Def | | | 0 | 12 | 12 |
| - Contbn into the Collection Fund Smoothing Reserve re Business Rate Reliefs | | | 0 | 1,472 | 1,472 |
| - Contbn into the Collection Fund Smoothing Reserve re Current Year variances | | | 0 | 1,949 | 1,949 |
| - Tech Adj through the Movement in Reserves Statement | | | 0 | (1,235) | (1,235) |
| = Totals | | | (211,104) | (211,104) | 0 |
| Forecast Out-turn Variance | | | | | 0.00% |

**FINANCIAL OVERVIEW OF THE COUNCIL'S RESOURCES
AS AT 29 FEBRUARY 2024**

| Extract showing material variances compared to the revised budget | | | |
|---|--|---|--|
| Service area and projected budget variance | Revised Budget 2023/24 £000 | Forecast Out-turn 2023/24 £000 | Forecast Out-turn Variance £000 |
| Council Tax Income | | | |
| Precepts and known prior year deficit | (137,563) | (137,730) | (167) |
| Current year forecast deficit | 0 | 114 | 114 |
| Business Rates Income | | | |
| Precepts, Top-Up grant and known prior year deficit | (35,496) | (35,446) | 50 |
| Top-Up grant and Levy payments | 835 | (1,444) | (2,280) |
| Current year forecast deficit | 0 | 1,238 | 1,238 |
| S31 grant funding for BR reliefs | (12,229) | (13,320) | (1,091) |
| Government Grants | | | |
| Government grant income (RSG, NHB, ASC grants, Services grant) | (22,197) | (22,247) | (51) |
| Reserves | | | |
| Collection Fund Smoothing Reserve | (2,933) | 489 | 3,421 |
| Financial Risk Reserve to fund Energy Costs within the budget | (1,522) | (1,522) | 0 |
| Statutory Collection Fund technical adjustments (through the CFAA / MIRS) | 0 | (1,235) | (1,235) |
| Sub total - material budget variances | | | 0 |
| Other minor variations to the budget | | | (0) |
| = Directorate Total | | | 0 |

| MTFP Impact of Collection Fund (Surplus) / Deficit | | | |
|--|-------------------------|-------------------------|-------------------------|
| Nature and Originating Year of (Surplus) / Deficit | 2023/24 £000 | 2024/25 £000 | 2025/26 £000 |
| Council Tax | | | |
| 2020/21 Estimated deficit (Covid- spread over three years) | 1,006 | 0 | 0 |
| 2021/22 Estimated to Actual deficit, January to March movement | 537 | 0 | 0 |
| 2022/23 Estimated surplus | (331) | 0 | 0 |
| 2022/23 Estimated to Actual surplus, January to March movement | 0 | (167) | 0 |
| 2023/24 Estimated deficit | 0 | 172 | (58) |
| | 1,212 | 5 | (58) |
| Business Rates | | | |
| 2020/21 Estimated deficit (Covid - spread over three years) | 142 | 0 | 0 |
| 2021/22 Estimated to Actual deficit, January to March movement | (1,592) | 0 | 0 |
| 2022/23 Estimated surplus | (1,554) | 0 | 0 |
| 2022/23 Estimated to Actual deficit, January to March movement | 0 | 50 | 0 |
| 2023/24 Estimated deficit | 0 | 1,154 | 24 |
| | (3,004) | 1,204 | 24 |

| SUMMARY - savings plans included within the revenue budget | Budget Change in 2023/24 £000 | Monitoring Assessment - February 2024 | | | | | |
|--|-------------------------------|---------------------------------------|----------|------------------------------|--------------------------|--------------------------|----------------------------|
| | | RAG | Comments | Forecast of Deliverable £000 | Mitigation measures £000 | Revised Deliverable £000 | Under/(Over) Achieved £000 |
| Adult Social Services | -4,227 | | | -4,212 | 0 | -4,212 | 15 |
| Children's Services | -764 | | | -504 | 0 | -504 | 260 |
| Corporate Services | -2,363 | | | -2,359 | -126 | -2,485 | -122 |
| Place Directorate | -2,808 | | | -1,936 | -562 | -2,498 | 310 |
| Public Health & Regulatory Services | -258 | | | -258 | 0 | -258 | 0 |
| Totals | -10,420 | | | -9,269 | -688 | -9,957 | 463 |
| | | | | 89% | | 96% | |

MONITORING OF 2023/24 MTFP SAVINGS INCLUDED WITHIN THE BUDGET

APPENDIX 3

| Ref | Savings plans included within the revenue budget | Budget Change in 2023/24 £000 | Monitoring Assessment - February 2024 | | | | | |
|--|--|-------------------------------|---------------------------------------|---|------------------------------|--------------------------|--------------------------|----------------------------|
| | | | RAG | Comments | Forecast of Deliverable £000 | Mitigation measures £000 | Revised Deliverable £000 | Under/(Over) Achieved £000 |
| ASS01 | Better Care Fund - Inflation on adult protection element - contribution to increased costs | -300 | G | Achieved in Budget Setting | -300 | 0 | -300 | 0 |
| ASS02 | Extra Care Housing - reduced unit costs of care element following re-tender | -25 | G | Achieved following re-tender | -25 | 0 | -25 | 0 |
| ASS03 | Reducing the number / size of new care packages through reablement, Technology Enabled Care (TEC) and other early intervention services | -400 | A | Cost & Volume indicates a static/slow growth in the number of new packages although increases are appearing in the past couple of months. Slower growth linked to TEC initiatives, i.e cost avoidance | -400 | 0 | -400 | 0 |
| ASS04 | Meeting the needs of people through strengths-based assessment and governance approach that ensures equity and consistency | -200 | A | Cost & Volume indicates a static or slow growth in the number of new packages | -200 | 0 | -200 | 0 |
| ASS05 | Reviews of existing care packages to ensure that all appropriate Continuing Health Care (CHC) or joint funding is received | -500 | G | £711k savings in year already identified by end of November | -500 | 0 | -500 | 0 |
| ASS06 | Reviews of existing care packages to ensure still appropriate, strengths-based assessment and use of TEC | -500 | A | £218k savings in year identified by end of November | -500 | 0 | -500 | 0 |
| ASS07 | Review the services received within Mental Health / Learning Disabilities considering TEC, Shared lives and Housing with support to maximise independence. | -325 | G | £299k savings in year identified by end of November | -325 | 0 | -325 | 0 |
| ASS08 | Identify new Supported Living schemes as a more cost effective and independence maximising alternative to residential placements | -100 | G | Cost & Volume indicates static for residential placements whilst supported living packages are increasing | -100 | 0 | -100 | 0 |
| ASS09 | Original: Equipment demonstration delivery moved to alternative venues, end use of MOTEX demonstration centre Substitution: Adults demand management, through transformation programme | -60 | G | Original saving not possible given challenges with the lease so substituted with new demand management activity, linked to transformation | -60 | 0 | -60 | 0 |
| ASS10 | Review of arrangements for shared office accommodation with Avon and Wiltshire Mental Health Partnership | -75 | A | Negotiations ongoing, previous overpayments will mitigate saving in 2023/24. | -60 | 0 | -60 | 15 |
| ASS11 | Review staffing arrangements in the Learning Disabilities and mental Health Teams | -120 | G | Achieved in Budget Setting | -120 | 0 | -120 | 0 |
| ASS12 | Increase vacancy management target in adult social care by 1% | -125 | G | Achieved in Budget Setting | -125 | 0 | -125 | 0 |
| ASS13 | Increased client contributions to reflect increases in benefits and pensions | -940 | G | Forecast income recovery indicates saving will be achieved | -940 | 0 | -940 | 0 |
| ASS14 | Review Voluntary and Community Sector Grants and Commissioned Services | -32 | G | Achieved in Budget Setting | -32 | 0 | -32 | 0 |
| ASS15 | Review of staffing and deletion of non-statutory Bristol Autism Services seconded Social Worker role | -59 | G | Achieved in Budget Setting | -59 | 0 | -59 | 0 |
| ASS16 | Freeze TEC Coordinator post until external funding becomes available | -49 | G | Achieved in Budget Setting | -49 | 0 | -49 | 0 |
| ASS17 | Review of funding arrangements for staff in the Housing Team | -162 | G | Achieved in Budget Setting | -162 | 0 | -162 | 0 |
| ASS18 | Annual uplift to fees and charges to cover inflationary cost of services - Adults | -255 | G | Forecast income recovery indicates saving will be achieved | -255 | 0 | -255 | 0 |
| Totals re Adult Social Care budgets | | -4,227 | | | -4,212 | 0 | -4,212 | 15 |
| | | | | | 100% | | 100% | |

MONITORING OF 2023/24 MTFP SAVINGS INCLUDED WITHIN THE BUDGET

APPENDIX 3

| Ref | Savings plans included within the revenue budget | Budget Change in 2023/24 £000 | Monitoring Assessment - February 2024 | | | | | |
|--|--|-------------------------------|---------------------------------------|---|------------------------------|--------------------------|--------------------------|----------------------------|
| | | | RAG | Comments | Forecast of Deliverable £000 | Mitigation measures £000 | Revised Deliverable £000 | Under/(Over) Achieved £000 |
| CH01 | Efficiency savings or reductions in budgets in line with projected or historic spend or demand | -85 | G | Achieved in Budget Setting | -85 | 0 | -85 | 0 |
| CH03 | Deletion of vacant post in Education Funding, Fostering Training, Strategy & Policy and Training Teams | -121 | G | Achieved in Budget Setting | -121 | 0 | -121 | 0 |
| CH12 | Uplift to fees and charges | -13 | G | Achieved in Budget Setting | -13 | 0 | -13 | 0 |
| CH05 | Increase in vacancy management target | -100 | G | Achieved in Budget Setting | -100 | 0 | -100 | 0 |
| CH02 | Relocate FSS Team to alternative office accommodation | -20 | A | HoS to confirm part saving achieved | -12 | 0 | -12 | 8 |
| CH10 | Review funding arrangements for staff costs in Youth Justice Service | -29 | A | On track to achieve for 23/24 | -29 | 0 | -29 | 0 |
| CH04 | Family Time Team | -60 | R | Opportunities to be monitored by HoS | 0 | 0 | 0 | 60 |
| CH06 | Review of costs for children with complex care needs | -50 | G | Forecast to be achieved | -50 | 0 | -50 | 0 |
| CH08 | Family Group Conferencing | -56 | A | Opportunities to be monitored by HoS | -14 | 0 | -14 | 42 |
| CH09 | 0-2s discretionary funding | -80 | G | HoS to confirm achieved | -80 | 0 | -80 | 0 |
| CH11 | Children's Centres and creation of family hubs | -150 | R | Project group set up - delivery delayed and project brief and scope reset | 0 | 0 | 0 | 150 |
| Totals re Children's Services budgets | | -764 | | | -504 | 0 | -504 | 260 |
| | | | | | 66% | | 66% | |

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| Ref | Savings plans included within the revenue budget | Budget Change in 2023/24 £000 | Monitoring Assessment - February 2024 | | | | | |
|--|--|-------------------------------|---------------------------------------|--|------------------------------|--------------------------|--------------------------|----------------------------|
| | | | RAG | Comments | Forecast of Deliverable £000 | Mitigation measures £000 | Revised Deliverable £000 | Under/(Over) Achieved £000 |
| PH1-3 | Budget savings within Regulatory Services, covering Housing, Consumer Protection and Environment Protection related services. Will include opportunity to increase income, and reduce expenditure. | -80 | G | On target, given vacancy position | -80 | 0 | -80 | 0 |
| PH4 | Annual uplift to fees and charges to cover inflationary cost of services - PH&RS | -10 | G | On target | -10 | 0 | -10 | 0 |
| PH5 | Remodel team structure and limit recruitment against restructure plans agreed earlier in 2022. New reporting lines and allocation of functions to share increased workload. Will deliver savings to also support | -118 | G | On target | -118 | 0 | -118 | 0 |
| PH6 | Reduce allocation of budget to GP delivery of health checks and target provision in areas of higher deprivation or high risk workplace settings. | -30 | G | On target | -30 | 0 | -30 | 0 |
| PH7 | Seek economies of scale in delivery of settings programmes and reduce funding to support some interventions e.g. mental health training. | -20 | G | Team to finalise forecasts within budgets to confirm achievement | -20 | 0 | -20 | 0 |
| Totals re Public Health & Regulatory Services budgets | | -258 | | | -258 | 0 | -258 | 0 |
| | | | | | 100% | | 100% | |

MONITORING OF 2023/24 MTFP SAVINGS INCLUDED WITHIN THE BUDGET
APPENDIX 3

| Ref | Savings plans included within the revenue budget | Budget Change in 2023/24 £000 | Monitoring Assessment - February 2024 | | | | | |
|-------|---|-------------------------------|---------------------------------------|--|------------------------------|--------------------------|--------------------------|----------------------------|
| | | | RAG | Comments | Forecast of Deliverable £000 | Mitigation measures £000 | Revised Deliverable £000 | Under/(Over) Achieved £000 |
| CSD1 | Reduce senior management within the directorate, along with external resources previously used to support transformation | -159 | G | Achieved | -159 | 0 | -159 | 0 |
| CSD2 | Review the scope and scale of support provided to the council through external contractual arrangement in respect of Internal Audit & Archiving services | -10 | G | Saving achieved within Archiving, records management contract with Bristol CC | -10 | 0 | -10 | 0 |
| CSD3 | Review the scope and scale of the Business Intelligence team, the Policy & Partnerships team and the delivery of consultation and research activity | -80 | A | Savings in supplies and services | -60 | -20 | -80 | 0 |
| CSD5 | Review and reduce resources required to deliver Procurement services, reflecting reduced demand as a result of lower overall external spend. | -54 | G | In-year salary savings - need to review baseline position for 2024/25 | -33 | -21 | -54 | 0 |
| CSD6 | Review of the Comms team and release capacity from vacant post | -35 | G | Achieved | -35 | 0 | -35 | 0 |
| CSD7 | Reduce number of editions of North Somerset Life from 3 to 2 per year. Also look to increase income opportunities | -39 | G | Likely to be achieved on paper issues but digital costs have increased considerably | -20 | 0 | -20 | 19 |
| CSD8 | Realign occupational health budget and annual leave buy back budgets to current levels | -13 | G | Potential for annual leave to be higher | -96 | 0 | -96 | -83 |
| CSD9 | Review the resources required to deliver a range of internal support services including the senior leadership support team, legal, democratic and scrutiny services as well as electoral and registration services and look to reduce costs and / or increase income. | -21 | G | Achieved | -21 | 0 | -21 | 0 |
| CSD10 | Review and reduce the resources required to deliver a range of internal support services such as ICT support and project management and external contract costs for bought in services. Seek further income from trading opportunities and project management activity. | -120 | A | Needs to be kept under close review. Mitigations identified for 2023/24 only. | -95 | -21 | -116 | 4 |
| CSD11 | Reduce printing costs and equipment leases, reduce physical document storage costs | -10 | G | | -10 | 0 | -10 | 0 |
| CSD13 | Increase income from Carelink users - aligned to inflation | -10 | A | Price increase has been applied and has delivered the £10k saving in-year, however since then customer demand has decreased result in an under-recovery of income for the service of c£41k. Analysis of other budgets within the SSP shows that the budget can be realigned by making a reduction elsewhere to offset the short-fall in both in 23/24 and also in 24/25. | -10 | 0 | -10 | 0 |
| CSD14 | Implement a range of changes and cuts to the Support Services Contract through reductions to the scope and scale of services and capacity available to the council. Areas of change include; Facilities, Digital Support, Cash Collection, Revenues and Benefits, Accounts Payable, Carelink and ICT. | -133 | A | Other savings identified; Cashless model being developed | -131 | -64 | -195 | -62 |
| CSD17 | Undertake a review of the Finance Service to evaluate core areas of responsibility, reduce the scope and scale of services currently provided and efficiencies. | -103 | G | Achieved - redundancy | -103 | 0 | -103 | 0 |
| CSD19 | Align income budget from tenants to current levels at Castlewood and reduce premises related costs within office accommodation sites by | -235 | G | Tenant has given notice to depart although later than planned; therefore able to achieve full saving in year | -235 | 0 | -235 | 0 |
| CSD20 | Reduce budgets associated with the Sovereign Centre including the removal of resources set-aside to fund the capital financing costs of potential future investment and contract management costs. | -290 | G | Likely to be achieved | -290 | 0 | -290 | 0 |

MONITORING OF 2023/24 MTFP SAVINGS INCLUDED WITHIN THE BUDGET
APPENDIX 3

| | | | | | | | | |
|---|--|---------------|---|---|---------------|-------------|---------------|-------------|
| CSD23 | Reduction in former employee pension costs | -30 | G | Likely to be achieved | -30 | 0 | -30 | 0 |
| CSD24 | Annual uplift to fees and charges to cover inflationary cost of services | -36 | G | Likely to be achieved | -36 | 0 | -36 | 0 |
| CSD25 | Increase the vacancy management target within Corporate Services staffing budgets | -75 | G | Likely to be achieved | -75 | 0 | -75 | 0 |
| CSD21 | Corporate - Increase income from external investment activity largely as a result of higher interest rates | -850 | G | Forecast is higher - separately shown within the narrative report to avoid distorting the underlying position | -850 | 0 | -850 | 0 |
| CSD22 | Corporate - Reduction in debt costs and charges | -60 | G | | -60 | 0 | -60 | 0 |
| Totals re Corporate Services & Corporate budgets | | -2,363 | | | -2,359 | -126 | -2,485 | -122 |
| | | | | | 100% | | 105% | |

| Ref | Savings plans included within the revenue budget | Budget Change in 2023/24 £000 | Monitoring Assessment - February 2024 | | | | | |
|------|--|-------------------------------|---------------------------------------|--|------------------------------|--------------------------|--------------------------|----------------------------|
| | | | RAG | Comments | Forecast of Deliverable £000 | Mitigation measures £000 | Revised Deliverable £000 | Under/(Over) Achieved £000 |
| PD1 | Increase recycling materials income budget | -900 | A | Expected to underachieve income by £420k, will be mitigated by £400k smoothing reserve | -480 | -400 | -880 | 20 |
| PD3 | Garden waste inflation charge | -150 | G | Prices increased - have achieved income budget | -150 | 0 | -150 | 0 |
| PD21 | Bus lane enforcement income | -100 | G | Will achieve | -100 | 0 | -100 | 0 |
| PD28 | Filming income | -10 | G | Expected to achieve | -10 | 0 | -10 | 0 |
| PD28 | S106 recharge | -6 | G | Will achieve | -6 | 0 | -6 | 0 |
| PD24 | Increase income target from affordable housing | -28 | G | Will achieve, if not can look to reserve | -28 | 0 | -28 | 0 |
| PD22 | Reduction in revenue structures repairs | -25 | G | Expected to achieve combined with recoveries from third party insurance claims | -25 | 0 | -25 | 0 |
| PD15 | Reduce budget for curatorial service | -5 | G | Increase in charge from SCC, reporting a £14k pressure | -5 | 0 | -5 | 0 |
| PD11 | Reduce the budget of free access to leisure centres for forces personnel in line with cut spending levels | -15 | G | Budget reflects demand, should be achieved | -15 | 0 | -15 | 0 |
| PD25 | Delete Development Officer post | -37 | G | Post deleted | -37 | 0 | -37 | 0 |
| PD36 | Reduce consultancy support | -3 | G | budget removed as no spend expected | -3 | 0 | -3 | 0 |
| PD26 | Levelling Up & Regeneration Bill suggests an increase to planning application fees nationally | -16 | G | Awaiting fee legislation changes - however expected to deliver | -16 | 0 | -16 | 0 |
| PD27 | Delete Access Officer post | -19 | G | Post deleted | -19 | 0 | -19 | 0 |
| PD13 | Increase crematorium income generation to current levels (previously Seafront Restructure) | -40 | G | Expected to exceed, profit share for 2022-23 £50k+ | -40 | 0 | -40 | 0 |
| PD37 | Increase scope of LED rollout programme to include Port Marine lanterns and Non-LED zebra floodlights to reduce energy consumption | -70 | G | Previous LED roll out has resulted in significant energy savings | -70 | 0 | -70 | 0 |
| PD38 | Realign income budget for Land Charges & Street Numbering to reflect an increase in fees to offset the cost of providing the service | -19 | A | Market conditions have slowed down Housing development. | -19 | 0 | -19 | 0 |
| PD39 | Increase the vacancy management target within Place staffing budgets | -70 | G | Expect to achieve through turn over, however impacts service delivery, un-achieved 'direct' income | -70 | 0 | -70 | 0 |
| PD7 | Campaigns to increase recycling and reduce disposal costs | -50 | A | Project delayed due to Quatro trial | -50 | 0 | -50 | 0 |
| PD4 | Garden waste optimisation of rounds | -50 | A | No delivery plan yet | -50 | 0 | -50 | 0 |
| PD5 | Waste efficiencies within waste collection contract - could include residents sort recycling containers correctly | -150 | G | Reflected in contract value | -150 | 0 | -150 | 0 |

MONITORING OF 2023/24 MTFP SAVINGS INCLUDED WITHIN THE BUDGET
APPENDIX 3

| | | | | | | | | |
|--|---|---------------|---|--|---------------|-------------|---------------|------------|
| PD6 | Implement charges for replacement/additional bins/containers | -50 | R | Exploring options | 0 | 0 | 0 | 50 |
| PD9 | Income from public surveillance cameras and private CCTV monitoring | -10 | G | The team have achieved additional income through TC receipts from widened surveillance areas | -10 | 0 | -10 | 0 |
| PD10 | Fixed penalty notices revenue for anti social behaviour | -30 | R | In progress | -10 | 0 | -10 | 20 |
| PD10 | CCTV involved in issuing of FPN for highways and public space protection order breaches | -20 | A | In progress | -10 | 0 | -10 | 10 |
| PD20 | Moving traffic violations | -100 | G | This has been substituted with Bus Lane PCN, a virement has been actioned. | -100 | 0 | -100 | 0 |
| PD14 | Transfer Somerset Hall to community ownership | -38 | A | Exploring opportunities, aiming to self fund however currently £15k gap | 0 | -23 | -23 | 15 |
| PD12 | Transfer Churchill Sports Centre | -117 | A | Transfer initially expected October, part year saving delivered | -71 | 0 | -71 | 46 |
| PD14 | Transfer Playhouse Theatre | -25 | A | Exploring options - aiming to keep costs to a minimum | 0 | -13 | -13 | 12 |
| PD14 | Transfer Tropicana | -57 | A | Saving will be delayed due to LUF programme. Aiming to keep costs to a minimum during the transition period. | 0 | 0 | 0 | 57 |
| PD14 | Transfer Bay cafe | -126 | A | Saving will be delayed due to LUF programme. Aiming to keep costs to a minimum during the transition period. | 0 | -126 | -126 | 0 |
| PD23 | Consultant fee diversion | -200 | A | £80k to be identified | -120 | 0 | -120 | 80 |
| PD17 | Improved commissioning with a council-wide transport function. | -50 | A | Service expected to achieve efficiencies | -50 | 0 | -50 | 0 |
| PD18 | Revisit safe home to schools transport routes | -100 | R | Delays due to capacity to deliver | -100 | 0 | -100 | 0 |
| PD36 | Annual inflationary uplift to fees and charge budgets | -122 | G | Expected to achieve | -122 | 0 | -122 | 0 |
| Totals re Place Directorate budgets | | -2,808 | | | -1,936 | -562 | -2,498 | 310 |
| | | | | | 69% | | 89% | |

MONITORING OF 2023/24 CAPITAL PROGRAMME

| CAPITAL PROGRAMME | RAG rating | APPROVED BUDGET | | | | | |
|-------------------------------------|------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|
| | | 2023/24 Profiled Spend £ | 2024/25 Profiled Spend £ | 2025/26 Profiled Spend £ | 2026/27 Profiled Spend £ | 2027/28 Profiled Spend £ | TOTAL APPROVED BUDGET £ |
| Tropicana, Magistrates and Wayf | A | 0 | 0 | 2,432,321 | 0 | 0 | 2,432,321 |
| Completed / Deferred Schemes | | | | | | | |
| Summer Lane Flood Relief Schem | C | 354,173 | 0 | 0 | 0 | 0 | 354,173 |
| Wrighton Flood Relief Scheme | C | 81,618 | 0 | 0 | 0 | 0 | 81,618 |
| A371 Safer Roads | C | 13,000 | 0 | 0 | 0 | 0 | 13,000 |
| The Foodworks SW - Contract Re | C | 481,813 | 0 | 0 | 0 | 0 | 481,813 |
| Clevedon Library | C | 16,726 | 0 | 0 | 0 | 0 | 16,726 |
| Weston General Stores | C | 102,765 | 0 | 0 | 0 | 0 | 102,765 |
| Heritage Action Zone | C | 69,202 | 0 | 0 | 0 | 0 | 69,202 |
| Nailsea Library Relocation | C | 223,105 | 0 | 0 | 0 | 0 | 223,105 |
| Yatton Library | C | 17,285 | 0 | 0 | 0 | 0 | 17,285 |
| Avonmouth Bridge Wayfinding | C | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 76,438,279 | 135,433,366 | 124,055,082 | 43,116,858 | 225,143 | 379,268,727 |

APPENDIX 4

| MONITORING TO 29 FEBRUARY 2024 | | | APPROVED FUNDING | | | | |
|--------------------------------|------------------|-------------------|-------------------|-----------------------------|-------------------------|-----------------------|-----------------------------|
| Actual Spend £ | Orders £ | TOTAL COSTS £ | Borrowing £ | Grants & Contributions £ | Reserves & Revenue £ | Capital Receipts £ | TOTAL APPROVED FUNDING £ |
| 0 | 0 | 0 | 2,432,321 | 0 | 0 | 0 | 2,432,321 |
| 27,776 | 15,812 | 43,588 | 0 | 324,855 | 0 | 29,317 | 354,172 |
| 0 | 0 | 0 | 0 | 76,998 | 4,620 | 0 | 81,618 |
| 1,629 | 0 | 1,630 | 0 | 13,000 | 0 | 0 | 13,000 |
| 3,220 | 201 | 3,421 | 0 | 481,813 | 0 | 0 | 481,813 |
| 0 | -42,820 | -42,820 | 16,727 | 0 | 0 | 0 | 16,727 |
| 41,404 | 33,029 | 74,433 | 0 | 0 | 102,765 | 0 | 102,765 |
| 18,467 | 15,082 | 33,548 | 0 | 50,241 | 18,961 | 0 | 69,202 |
| 131,059 | 28,232 | 159,291 | 223,105 | 0 | 0 | 0 | 223,105 |
| 21,073 | 0 | 21,073 | 0 | 17,285 | 0 | 0 | 17,285 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24,710,115 | 8,601,315 | 33,311,430 | 93,045,296 | 277,959,047 | 3,316,547 | 4,947,830 | 379,268,727 |

ANALYSIS OF CHANGES TO THE 2023/24 CAPITAL PROGRAMME
APPENDIX 5

| CHANGES MADE TO THE CAPITAL BUDGETS DURING 2023/24 | 2023/24 Capital Programme Budget £000 | 2024/25 Capital Prog Budget £000 | 2025/26 Capital Prog Budget £000 | 2026/27 Capital Prog Budget £000 | 2027/28 Capital Prog Budget £000 | Total Capital Prog Budget £000 |
|--|---|--|--|--|--|--|
| TOTAL ORIGINAL CAPITAL BUDGETS FOR 2023/24 | 223,049 | 134,965 | 64,316 | 43,658 | 3,600 | 469,588 |
| Changes made to the capital budgets during 2023/24; | | | | | | |
| Additions < £1m - per scheme | 7,964 | 1,231 | 0 | 0 | 0 | 9,195 |
| Additions > £1m - per scheme - Winterstoke Road Bridge | 5,156 | 0 | 0 | 0 | 0 | 5,156 |
| Additions > £1m - per scheme - Banwell Bypass | 0 | 0 | 21,905 | 0 | 0 | 21,905 |
| Additions > £1m - per scheme - Winterstoke Hundred Sch | 1,411 | 0 | 0 | 0 | 0 | 1,411 |
| Additions > £1m - per scheme - A38 Road Network | 0 | 0 | 7,193 | 0 | 0 | 7,193 |
| Additions > £1m - per scheme - Hutton Moor Decarb | 2,345 | 0 | 0 | 0 | 0 | 2,345 |
| Rephasing of the spend profile | (106,595) | 50,755 | 44,940 | 10,675 | 225 | 0 |
| Realignments / reductions | (25,106) | (17,844) | (5,590) | (7,650) | (2,000) | (58,190) |
| REVISED 2023/24 CAPITAL PROGRAMME | 108,224 | 169,107 | 132,764 | 46,683 | 1,825 | 458,603 |

| CHANGES MADE TO THE CAPITAL BUDGETS DURING 2023/24 | 2023/24 Capital Programme Budget £000 | 2024/25 Capital Prog Budget £000 | 2025/26 Capital Prog Budget £000 | 2026/27 Capital Prog Budget £000 | 2027/28 Capital Prog Budget £000 | Total Capital Prog Budget £000 |
|---|---|--|--|--|--|--|
| APPROVED CAPITAL BUDGETS, FEBRUARY 2023 | 112,753 | 81,468 | 50,394 | 35,376 | 0 | 279,991 |
| Adjustments made in Feb & March 2023 | 1,337 | 0 | 0 | 0 | 0 | 1,337 |
| Planned Additions to the capital Programme - Exec, Feb 20 | 67,867 | 53,496 | 13,922 | 8,282 | 3,600 | 147,168 |
| Slippage of approved budgets from 2022/23 | 41,092 | 0 | 0 | 0 | 0 | 41,092 |
| TOTAL ORIGINAL CAPITAL BUDGETS FOR 2023/24 | 223,049 | 134,965 | 64,316 | 43,658 | 3,600 | 469,588 |
| AMENDMENTS TO THE PROGRAMME IN-YEAR; Months 1-5 | | | | | | |
| Addition - Winterstoke Road Bridge | 5,156 | 0 | 0 | 0 | 0 | 5,156 |
| Addition - Insulation of Park Homes | 480 | 0 | 0 | 0 | 0 | 480 |
| Addition - Rural England Prosperity Fund - DP566 | 177 | 266 | 0 | 0 | 0 | 443 |
| Addition - Public Conveniences - DP561 | 60 | 0 | 0 | 0 | 0 | 60 |
| Addition - 4 x 4 vehicles - DP529 | 50 | 0 | 0 | 0 | 0 | 50 |
| Addition - Chuchill Sports Centre - S106 use DP37 | 131 | 0 | 0 | 0 | 0 | 131 |
| Addition - Chuchill Sports Centre - DP36 | 470 | 0 | 0 | 0 | 0 | 470 |
| Addition - supplementary Pot Hole grant funding - DP91 | 891 | 0 | 0 | 0 | 0 | 891 |
| Addition - Yatton Library Furniture and Shelving - DP477 | 17 | 0 | 0 | 0 | 0 | 17 |
| Rephase - MetroWest | 301 | (301) | 0 | 0 | 0 | 0 |
| Rephase - LUF - Match funding | (2,032) | (400) | 2,432 | 0 | 0 | 0 |
| Rephase - Banwell Bypass | (13,854) | 484 | 13,370 | 0 | 0 | 0 |
| Rephase - BSIP | (9,113) | 9,113 | 0 | 0 | 0 | 0 |
| Rephase - Breach Classes | (2,500) | 2,500 | 0 | 0 | 0 | 0 |
| Realignment - Disabled Facilities Grant | (2,081) | 0 | 0 | 0 | 0 | (2,081) |
| Realignment - Sovereign Centre investment from Program | (5,000) | 0 | 0 | (5,000) | 0 | (10,000) |
| Realignment - Breach Classes / Clevedon | (5,365) | 0 | 0 | 0 | 0 | (5,365) |
| Realignment - SEND Interventions / Safety Valve | (1,005) | 0 | 0 | 0 | 0 | (1,005) |
| Realignment - Shop Front Enhancement | (51) | 0 | 0 | 0 | 0 | (51) |
| Realignment - Heritage Action Zone | (116) | 0 | 0 | 0 | 0 | (116) |
| Realignment - CDF unsuccessful bid | (178) | (2,385) | (1,251) | 0 | 0 | (3,814) |
| Realignment - Clevedon School (Executive 21 June) | 0 | (872) | 0 | 0 | 0 | (872) |
| Virement - Disabled Facilities Grant / Private Sector Renew | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Ravenswood Roof - DP486 | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Tutshill (Pier to Pier Way - DP 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - SEND Golden Valley - CY008 | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Technical Adjustment ICT | 0 | 0 | 0 | 0 | 0 | 0 |
| Addition - Increase for SEND / Safety Valve projects | 146 | 0 | 0 | 0 | 0 | 146 |
| Addition - Automatic Traffic Counters - DP109 | 50 | 0 | 0 | 0 | 0 | 50 |
| Addition - HiF Bypass as per Council Report - Funded by N | 0 | 0 | 9,901 | 0 | 0 | 9,901 |

ANALYSIS OF CHANGES TO THE 2023/24 CAPITAL PROGRAMME

APPENDIX 5

| CHANGES MADE TO THE CAPITAL BUDGETS DURING 2023/24 | 2023/24 Capital Programme Budget £000 | 2024/25 Capital Prog Budget £000 | 2025/26 Capital Prog Budget £000 | 2026/27 Capital Prog Budget £000 | 2027/28 Capital Prog Budget £000 | Total Capital Prog Budget £000 |
|--|---|--|--|--|--|--|
| Addition - HiF Bypass as per Council Report - Funded by H | 0 | 0 | 12,004 | 0 | 0 | 12,004 |
| Virement - HiF Bypass as per Council Report (£2m) | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Movements within SEND / Safety Valve program | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - LTP Maintenance and virement for Birkett Road | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - LTP ITS allocation of grant funds to projects - D | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - LTP Maintenance allocation of grant funds to pr | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Hutton Moor - DP363 | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - SEND Safety Valve to projects - CY33 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rephase - SEND Safety Valve to projects - CY33 | (4,562) | 4,562 | 0 | 0 | 0 | 0 |
| Realignment - ICT Projects | (110) | 210 | 0 | (100) | 0 | 0 |
| Realignment - CPP&DB - Land for Yatton Secondary | 0 | (3,000) | 0 | 0 | 0 | (3,000) |
| Realignment - CPP&DB - Replacement VLC | (900) | (4,081) | (2,000) | 0 | 0 | (6,981) |
| Realignment - CPP&DB - Clevedon School | (2,365) | (628) | 2,993 | 0 | 0 | 0 |
| Realignment - CPP&DB - Asset Management Plans | (5,283) | 500 | 1,000 | 1,500 | 0 | (2,283) |
| Realignment - CPP&DB - Development Strategy | 0 | (3,000) | 0 | 0 | 0 | (3,000) |
| Realignment - CPP&DB - Strategic Projects in Developmen | 0 | 0 | (4,000) | (4,000) | (2,000) | (10,000) |
| Realignment - CPP&DB - Play Areas Replacement & Upgr | 0 | (50) | (150) | (50) | 0 | (250) |
| Realignment - CPP&DB - Public Rights of Way program | 0 | 0 | (100) | (100) | 0 | (200) |
| Realignment - CPP&DB - Sea Defences | (262) | 150 | 50 | 100 | 0 | 38 |
| Realignment - CPP&DB - Waste Depot | (1,705) | (4,688) | (2,132) | 0 | 0 | (8,525) |
| Month 6 | | | | | | |
| Addition - Decarbonisation Scheme - Campus | 886 | 0 | 0 | 0 | 0 | 886 |
| Addition - Council chamber sound system | 7 | 0 | 0 | 0 | 0 | 7 |
| Rephase - Remove Fleet for completed schemes KDS303 | 46 | (46) | 0 | 0 | 0 | (0) |
| Rephase - SEND projects | (1,099) | 1,099 | 0 | 0 | 0 | 0 |
| Rephase - Winterstoke Road Bridge KDH407 | (16,181) | 8,010 | 8,171 | 0 | 0 | (0) |
| Rephase - MetroWest Rail - remove Network Rail DfT gra | (10,303) | 10,303 | 0 | 0 | 0 | 0 |
| Rephase - A38/MRN Infrastructure project KDT204 | (21,775) | 1,613 | 19,614 | 547 | 0 | 0 |
| Realignment - Remove Fleet for completed schemes KDS | (137) | 0 | 0 | 0 | 0 | (137) |
| Realignment - Leisure Asset Management KFA121 | (48) | 0 | 0 | 0 | 0 | (48) |
| Virement - Decarbonisation Scheme - Campus match fundi | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Weston to Clevedon Cycle Scheme (DP239) KD | 0 | 0 | 0 | 0 | 0 | 0 |
| Month 7 | | | | | | |
| Addition - Highways Network vehicles - DP235 | 71 | 0 | 0 | 0 | 0 | 71 |
| Addition - Additional Contribution Play Areas - Local Match | 20 | 0 | 0 | 0 | 0 | 20 |
| Rephase - SEND missed from Sept Executive decision CY | 49 | (49) | 0 | 0 | 0 | 0 |
| Rephase - BSIP | 7,032 | (7,032) | 0 | 0 | 0 | 0 |
| Rephase - ICT devices | 0 | (700) | 700 | 0 | 0 | 0 |
| Rephase - Corporate Asset Management Plan | 0 | 1,505 | (505) | (1,000) | 0 | 0 |
| Virement - SEND missed from Sept Executive decision CY | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Campus to CAMP | 0 | 0 | 0 | 0 | 0 | 0 |
| Month 8 | | | | | | |
| Addition - CCTV Southward (DP311) | 27 | 0 | 0 | 0 | 0 | 27 |
| Addition - Lovers Walk footbridge (DP307) | 58 | 0 | 0 | 0 | 0 | 58 |
| Addition - Accommodation Strategy | 35 | 0 | 0 | 0 | 0 | 35 |
| Addition - Birnbeck Pier additional grant HE(DP299) | 440 | 0 | 0 | 0 | 0 | 440 |
| Addition - NSEC Mobile Plant (DP285) | 491 | 0 | 0 | 0 | 0 | 491 |
| Addition - Highways Contract Vehicles and Plant (DP283) | 272 | 0 | 0 | 0 | 0 | 272 |
| Addition - Hutton Moor S106 works (DP246) | 235 | 0 | 0 | 0 | 0 | 235 |
| Addition - UKSPF Year 3 Funding (Exec 06/09/2023) | 0 | 333 | 0 | 0 | 0 | 333 |
| Addition - SEND Funding from S106 (Exec 06/09/2023) | 74 | 0 | 0 | 0 | 0 | 74 |
| Addition - Birnbeck Pier - initial purchase | 490 | 0 | 0 | 0 | 0 | 490 |
| Addition - Winterstoke Academy | 1,411 | 0 | 0 | 0 | 0 | 1,411 |
| Addition - Network North Road Resurfacing Fund DfT | 632 | 632 | 0 | 0 | 0 | 1,264 |
| Addition - Corporate Asset Management - Campus and Cle | 13 | 0 | 0 | 0 | 0 | 13 |
| Addition - DEFRA Grant - Transitional costs weekly food w | 54 | 0 | 0 | 0 | 0 | 54 |
| Virement - Lovers Walk footbridge (DP307) | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Integrated Transport (DP309) | 0 | 0 | 0 | 0 | 0 | 0 |

ANALYSIS OF CHANGES TO THE 2023/24 CAPITAL PROGRAMME

APPENDIX 5

| CHANGES MADE TO THE CAPITAL BUDGETS DURING 2023/24 | 2023/24 Capital Programme Budget £000 | 2024/25 Capital Prog Budget £000 | 2025/26 Capital Prog Budget £000 | 2026/27 Capital Prog Budget £000 | 2027/28 Capital Prog Budget £000 | Total Capital Prog Budget £000 |
|---|---|--|--|--|--|--|
| Virement - Highways Maintenance (DP303) | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Carlton Centre from CC Maintenance (CY083) | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Nurture Groups to SEND (CY093) | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - ICT Devices/Member Device Refresh | 0 | 0 | 0 | 0 | 0 | 0 |
| Rephase - Highways Maintenance (DP303) | (373) | 373 | 0 | 0 | 0 | 0 |
| Rephase - Corporate Asset Management | 144 | (157) | 0 | 0 | 0 | (13) |
| Rephase - Banwell Bypass | (10,538) | 843 | (2,205) | 11,675 | 225 | 0 |
| Rephase - Major Road Network /A38 MRN realign project p | 1,993 | (1,993) | 0 | 0 | 0 | 0 |
| Rephase - Breach Classes | (2,083) | 2,083 | 0 | 0 | 0 | 0 |
| Rephase - Clevedon Secondary | (400) | 400 | 0 | 0 | 0 | 0 |
| Rephase - Central Secondary Yatton | (558) | 558 | 0 | 0 | 0 | 0 |
| Rephase - Statutory Compliance | (1,000) | 1,000 | 0 | 0 | 0 | 0 |
| Rephase - Disabled Facility Grants | (1,500) | 0 | 1,500 | 0 | 0 | 0 |
| Rephase - Social Housing Grants | (693) | 693 | 0 | 0 | 0 | 0 |
| Rephase - Local Authority Housing Fund (Refugees) | (1,414) | 1,414 | 0 | 0 | 0 | 0 |
| Rephase - Insulation of park homes | (380) | 380 | 0 | 0 | 0 | 0 |
| Rephase - Technology Enabled Care | (750) | 750 | 0 | 0 | 0 | 0 |
| Rephase - ICT - Networks & Infrastructure | (400) | 400 | 0 | 0 | 0 | 0 |
| Rephase - ICT - COntroCC - Provider Portal module | (100) | 100 | 0 | 0 | 0 | 0 |
| Rephase - ICT - Customer Services | (100) | 100 | 0 | 0 | 0 | 0 |
| Rephase - ICT - Digital documentation of Decisions taken | (80) | 80 | 0 | 0 | 0 | 0 |
| Rephase - ICT - GIS / Mapping system projects | (180) | 180 | 0 | 0 | 0 | 0 |
| Rephase - ICT - Highways Systems | (200) | 200 | 0 | 0 | 0 | 0 |
| Rephase - ICT - Information Programme | (150) | 150 | 0 | 0 | 0 | 0 |
| Rephase - Phones - Replacement Programme (Android) | (100) | 100 | 0 | 0 | 0 | 0 |
| Rephase - Leisure Asset Management Plan | (400) | 400 | 0 | 0 | 0 | 0 |
| Rephase - Accommodation Strategy | (1,250) | 1,250 | 0 | 0 | 0 | 0 |
| Rephase - Decarbonisation of Heat Boilers | (1,800) | 1,800 | 0 | 0 | 0 | 0 |
| Rephase - Energy Efficiency in Buildings | (500) | 500 | 0 | 0 | 0 | 0 |
| Rephase - Rooftop solar pilot | (100) | 100 | 0 | 0 | 0 | 0 |
| Rephase - Hutton Moor | (250) | 250 | 0 | 0 | 0 | 0 |
| Rephase - Decarbonisation Scheme Campus (PSDS Phas | (1,111) | 1,111 | 0 | 0 | 0 | 0 |
| Rephase - Churchill Sports Centre | (500) | 500 | 0 | 0 | 0 | 0 |
| Rephase - Waste & Recycling Vehicles | (2,000) | 2,000 | 0 | 0 | 0 | 0 |
| Rephase - J21 Northbound Slip | (2,687) | 2,687 | 0 | 0 | 0 | 0 |
| Rephase - Birkett Road Railings | (225) | 225 | 0 | 0 | 0 | 0 |
| Rephase - Joint place-making initiatives - Birnbeck Pier | (940) | 940 | 0 | 0 | 0 | 0 |
| Rephase - Safe Routes to School | (150) | 150 | 0 | 0 | 0 | 0 |
| Rephase - Flood Management | (730) | 730 | 0 | 0 | 0 | 0 |
| Rephase - Principal Roads | (330) | 330 | 0 | 0 | 0 | 0 |
| Realignment - CDS - Connecting Devon & Somerset | (200) | 0 | 0 | 0 | 0 | (200) |
| Realignment - ICT - Changes to ContrOCC - AdultS system | (250) | 0 | 0 | 0 | 0 | (250) |
| Realignment - Heritage Action Zone | (43) | 0 | 0 | 0 | 0 | (43) |
| Realignment - HiF funding Bypass / WHAE School | 0 | 0 | 0 | 0 | 0 | 0 |
| Month 10 | | | | | | |
| Virement - South Road Retaining Wall (DP416) | 0 | 0 | 0 | 0 | 0 | 0 |
| Virement - Hutton Moor from Leisure Asset Mgmt (DP402) | 0 | 0 | 0 | 0 | 0 | 0 |
| Rephase - A38/MRN (DP436) | (783) | (532) | 1,862 | (547) | 0 | 0 |
| Addition - Hutton Moor (DP402) | 105 | 0 | 0 | 0 | 0 | 105 |
| Addition - A38/MRN (DP436) | 0 | 0 | 7,193 | 0 | 0 | 7,193 |
| Month 11 | | | | | | |
| Addition - S106 funding for Early Years (CY112) | 469 | 0 | 0 | 0 | 0 | 469 |
| Addition - Swimming Pool Support Fund (DP490) | 270 | 0 | 0 | 0 | 0 | 270 |
| Addition - Local Electric Vehicle Infrastructure (LEVI) fundi | 851 | 0 | 0 | 0 | 0 | 851 |
| Addition - Grant Funding Public Sector Decarbonisation Sc | 2,345 | 0 | 0 | 0 | 0 | 2,345 |
| Virement - PSDS match funding from Energy Efficiency | 0 | 0 | 0 | 0 | 0 | 0 |
| SUB TOTAL - CHANGES IN 2023/24 | Page 66 | 34,143 | 68,448 | 3,025 | (1,775) | (10,984) |

ANALYSIS OF CHANGES TO THE 2023/24 CAPITAL PROGRAMME**APPENDIX 5**

| CHANGES MADE TO THE CAPITAL BUDGETS DURING 2023/24 | 2023/24 Capital Programme Budget £000 | 2024/25 Capital Prog Budget £000 | 2025/26 Capital Prog Budget £000 | 2026/27 Capital Prog Budget £000 | 2027/28 Capital Prog Budget £000 | Total Capital Prog Budget £000 |
|---|---|--|--|--|--|--|
| REVISED 2023/24 CAPITAL PROGRAMME | 108,224 | 169,108 | 132,764 | 46,683 | 1,825 | 458,603 |

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North Somerset Council

Report to the Executive

Date of Meeting: 24 April 2024

Subject of Report: Delegation of authority to the Executive Member for Major Projects to award the Winterstoke Road Bridge detailed design and construction contract

Town or Parish: WsM South Ward and WsM Winterstoke

Officer/Member Presenting: Councillor Mike Bell, Executive Member for Major Projects

Key Decision: Yes

Reason:

The value of the contract is above £500k and the construction will be significant in terms of its effects on communities living and working in two wards.

Recommendations

For the Executive to approve the delegation of authority to the Executive Member for Major Projects (the Leader) to award the contract for detailed design and construction services for Winterstoke Road Bridge

1. Summary of Report

Winterstoke Road Bridge (WRB) was built in Weston-super-Mare in 1943 to service an aeroplane factory during the Second World War and is currently the responsibility of the Ministry of Defence (MoD). The bridge is life expired and it is no longer economic to repair the bridge with replacement being the necessary course of action if the route is to be maintained. The bridge provides vital access and is in an industrial and urban area where many heavy goods vehicles as well as communities rely on the route to access their premises and homes.

Without replacement of the bridge, further weight restrictions and full closure will be a likely outcome within the next 10 years.

As highway authority, the council is better placed than the MoD to manage the reconstruction of the bridge and its long-term management in the interest of highway users, and therefore has been leading on the delivery of the replacement bridge. The project is being funded solely by the MoD and a Memorandum of Understanding (MoU) has been established to outline the relationship between the two parties, providing a framework for funding and decision making. Following completion of the project, the council will adopt the new bridge and be responsible for future maintenance. A commuted sum paid by the MoD to cover 120 years of ongoing inspection and maintenance has been secured.

In January 2022 the council secured additional funding from the MoD. A value engineering exercise as well as the preliminary design has since been completed. This design has been approved by North Somerset Council's Technical Approval Authority as well as receiving a letter of no objection from Network Rail.

A procurement strategy was carried out late 2023 / early 2024 which identified the best route to market and procurement approach. A range of routes to market (i.e. open tender or framework) and a variety of different procurement phasing for different packages of work (i.e. traditional procurement or Design and Build) were considered. It concluded that a Design and Build contract directly awarded through the Pagabo Civil Engineering and Infrastructure framework offered best value for money given the project constraints and requirements, primarily around engagement with key stakeholders such as Network Rail and increased cost certainty upfront. The contract will be an NEC4 Option C.

The procurement for the detailed design and construction services is to be carried out from April to May 2024, and is subject to its own approval process outside of this delegation of authority decision.

The award of contract for the detailed design and construction services is forecast to be in the region of £15m and was initially programmed for Executive approval in June 2024. The Executive meeting is now proposed to be moved from June to the 17 July. The delivery of the bridge replacement is subject to extensive Network Rail approval processes and restricted possessions dates that require to be booked 12 to 18 months in advance. Delaying the contract approval until this revised Executive meeting date would put significant risk on achieving the programme. There are only a handful of opportunities to book daytime possessions within a 12-month period. If the agreed possession dates are consequently not met there is potential that the scheme will become unaffordable due to delays.

Therefore, it is requested that the Executive approve delegated authority to the Executive Member for Major Projects to award the contract in order to achieve the original programme date of June 2024.

2. Policy

The existing provision for pedestrian and cycling is significantly constrained and below current standards. There is only pedestrian access over the bridge on the west side of the road, which is the opposite side of the road to Haywood Village. Cyclists are restricted to a mix of no or narrow on-carriageway cycle lanes.

There is currently a weight limit on the bridge of 7.5 tonnes, restricting access to HGV's. It therefore is no longer the division route for the motorway.

The project will create wider pedestrian paths on both sides of the road, an off-carriageway cycle lane and remove the weight restriction.

It will also improve the slope geometry of the approach ramps.

Through these changes, the project outputs strongly link to the priorities in the Corporate Plan in particular "a thriving and sustainable place" as well as "a council which empowers

and cares about people". The project supports policies outlined in the Core Strategy such as;

- CS10 Transportation and movement
 - Improved access to pedestrians
 - Improved access to cyclists
 - Mitigate traffic congestion
 - Improve connectivity between south and north of the railway
- CS15 Mixed and balanced communities
 - Improved access to those with reduced mobility
- CS20 Supporting a successful economy
 - Re-introduction of HGV's over the bridge improving access to the industrial areas of Winterstoke, removing them from going through residential areas / town centre.

3. Details

Background

Winterstoke Road Bridge carries Winterstoke Road over the railway mainline. Winterstoke Road is adopted highway and a significant local route within Weston-super-Mare managed by the council. The bridge is built on land owned by Network Rail and Network Rail is also the operator of the railway infrastructure beneath the bridge. The MoD own the bridge and is responsible for its maintenance and repair. Network Rail acts as agent of the MoD to maintain the bridge in a good state of repair and when necessary, repair the structure of the bridge, at the cost of the MoD.

The bridge has been the subject of regular inspection and assessment by Network Rail on behalf of the MoD and has been found to have significant structural problems. Because of these assessments and the Highway Authority's duty of care the bridge had a weight restriction of 7.5 tonnes implemented in 2018.

The bridge is coming towards the end of its life and without replacement, further weight restrictions and full closure will be a likely outcome in the next 10 years. Winterstoke Road is a vital route within Weston-super-Mare with many local businesses and communities relying on the routes to access their premises and homes, as well as previously being the emergency diversion route for the M5.

Following disposal of local estate assets, the MoD has proposed to transfer ownership and maintenance liability of the structure to the local highway authority North Somerset Council, who are currently responsible for maintenance of the carriageway surfacing. This will ensure a transfer of the asset to an authority better placed to manage and maintain the overall asset in the interest of the highway user and local community. Network Rail are clear that as the bridge does not support their asset, they are not in position to adopt the structure upon completion of the bridge replacement.

Due to the council's statutory function as highway authority, its capacity and capability in delivering, managing and maintaining complex civil highway projects and a wide highway asset base together with its corporate priorities on localism, environment, and carbon management, the council has accepted liability of the new bridge once built to adoptable standards, in return for receiving a commuted sum to maintain the bridge for the next 120 years.

The council has been asked to adopt the replacement bridge but only following its construction to an adoptable standard, which in the case of Winterstoke Road bridge would

mean full replacement. The council's management of this project would ensure the bridge meets the council's legal and statutory requirements.

The MoD transferred £10.8m (excl. VAT) to the council in 2018/19 and further funds of £9.46m (excl. VAT) transferred to the council in January 2022, which is held in a specific project account, within NSC's core bank account. Project spend is funded from this account.

Benefits of replacing Winterstoke Road Bridge

The maintenance of the bridge and highways is critical to allow the route to remain open as a key piece of infrastructure to facilitate current and future residential and commercial access and development in the surrounding locality. The scheme will also provide a far safer, high quality, consistent pedestrian route along the length of Winterstoke Road by providing off road facilities to replace the existing substandard on road facilities. These will link with existing facilities in the town to provide an enhanced sustainable travel network.

The major benefits of implementing the proposal as detailed:

- The new bridge and highways will be fit for purpose and safe for all road users.
- Cost effective, strategic solution to several existing maintenance and network resilience issues
- Greater accessibility and economic activity for local communities and businesses.
- Application of Whole Life Costing and Asset Management principles.
- Improved sustainable links.
- Enhanced access for tourists helping to drive tourism economy and further increase attractiveness of Weston-super-Mare as a key tourist destination in the area.

These benefits will impact not only the immediate locality of the proposed scheme, but also the entire town of Weston-super-Mare as the scheme will deliver a new structure and highways that are fit for purpose and safe for all road users. It will also provide the foundation for preventative long-term asset management for the highways and minimise costly short-term reactive repairs.

Procurement

An assessment of different types of procurement were assessed which included open tender and the use of frameworks. It was concluded that frameworks provided benefits that outweighed the use of an open tender. A variety of frameworks were assessed with Pagabo the preferred option, one reason being the specific rail specialism option with the Pagabo Civil Engineering and Infrastructure Framework

The Direct Award procurement route has many benefits.

1. Fully collaborative approach – delivery can be discussed / agreed with contractor.
2. Ability to take full advantage of liaising and discussing construction approach with Network Rail during the pricing stage and incorporate costs within the Target Cost in advance of signing the contract.
3. Ability to take full advantage of liaising and discussing construction approach with the Statutory Utilities and better understanding their requirements and co-ordination during the pricing stage and incorporate costs within the Target Cost in advance of signing the contract.
4. Value for Money demonstrated on an Open- Book, package by package basis.
5. Pre-tendered Overhead and Profit fee competitively market tested and set during the procurement of the framework

Given the projects need for collaboration with key stakeholders that will influence the programme and methodology of the scheme, and the need for greater cost certainty before the award of contract, a direct award benefits align with these needs of the project. The requirements of the stakeholders can be considered and reflected in the Target Cost exercise prior to signing the contract.

There are opportunities to have open dialogue with the contractor to discuss and negotiate risk allocation which can drive value for money, which would not be feasible in an open tender.

There are various aspects to a contractor's proposal that would need to be evaluated and tested to ensure that value for money is achieved, which would normally be substantiated through a multi-supplier tender. The 4 key elements include;

1. Fee / Overhead and profits
2. Construction & materials
3. Prelims / resource allocation
4. Programme

To demonstrate value for money, each element of the contractor's proposal will be scrutinised and compared to market data.

1. Evaluation criteria for contractors to win the contract and be a named supplier on the Pagabo Framework included the OHP fee cap. Therefore, this element has already been market tested to ensure competitive rates.
2. Construction and materials will be market tested by obtaining 3 quotes through an open book process for subcontract packages. By obtaining 3 quotes, it can be demonstrated that the contractor is delivering the works at market rates and value for money. Further comparison can be undertaken by reviewing previously received quotes (adjusted for inflation) as appropriate.
3. The contractors proposed prelim costs and resource allocation will be reviewed against previously received submissions for these works, as well as AECOM's market database of rates, specifically targeting geographically local projects of a similar value to maximise a like for like comparison. The result of this analysis empowers the council to challenge costs to ensure that the contractor robustly substantiates or reduces the costs / allocation.
4. The programme will be reviewed and compared against previous programmes received by the project team. Stakeholders will feed into the programme during the tender stage including Network Rail and utility companies to ensure that constraints and opportunities are captured and reflected in the final programme for acceptance as part of the contractors Target Cost submission.

In December 2023 an Expression of Interest with Lot 3 was launched on NSC's behalf by Pagabo to understand which contractors would be interested in tendering. 4 suppliers expressed an initial interest. A presentation with the 4 interested suppliers was held in January 2024 to provide more detail about the scheme and offer the opportunity for a question and answer session. Following this exercise 3 of the 4 suppliers withdrew their interest. Key concerns were around allocation of risk, the ground conditions, programme constraints and the desire for an ECI stage. Following an assessment of the market feedback, concessions were made and the suppliers were re-engaged with 1 supplier declaring an interest (Octavius).

Given the expertise of the contractor on the Pagabo railway specialism lot, as well as being on the Network Rail CP7 framework, Octavius were the preferred contractor and invited to price the works, which they accepted.

Programme requirements and the need for delegated approval

The programme for delivery is challenging, with a possession date for the bridge demolition in October 2025. The project is subject to 3rd party approval timescales and has limited control over these aspects. Network Rail are heavily regulated and the detailed design for both the new and temporary bridge, as well as all of the different construction works packages that are happening on or close to the railway, will need to be formally approved. Given the duration the temporary bridge will be in place, Network Rail will consider this as a permanent structure and therefore will be subject to more detailed submissions and greater scrutiny.

The temporary bridge will need to be designed, approved by Network Rail as well as North Somerset Council's Technical Approval Authority, manufactured and installed so the 5 utilities can be diverted off the main bridge. These Utility companies have lead in times to notify their customers before starting the diversions, as well as require co-ordination given the limited working space. The costs for booking a daytime possession are in the region of £200k a day and opportunities to access the railway during the day are highly restricted during the year. It is vital that this possession date is met to support delivery of an affordable scheme, as well maintaining reputational integrity. Given the significant impacts on the scheme if the possession date is missed, it is important that delay is not caused by the rescheduling of the Executive meeting to an already challenging programme.

4. Consultation

The Project Board (of which the MoD has a seat) have been advised of the procurement approach and the importance of meeting the contract award programme in February 2024. Since then, the Project Board has been kept informed and additional ad hoc meetings with the MoD have been held to ensure they are kept up to date with the cost profile and budget pressures.

There have been briefings to the Executive Member for Major Projects and the Executive Member for Highways and Transport re the Winterstoke Road Bridge scheme. These are programmed to continue on a monthly basis.

The Transport, Climate and Communities Policy and Scrutiny Panel chair was briefed in March 2024 re the need for delegated authority to mitigate the risk around programme delivery.

A community drop-in session is planned for the detailed design stage where we will be able to showcase the scheme to local residents and businesses and answer any questions they may have.

It is well understood that the closure of the bridge will have significant impact on the highway network. A working group has been set up to co-ordinate with key internal stakeholders including the events team, highway maintenance and Major Projects happening in the local area at similar times to that of Winterstoke Road Bridge. Although these projects will have their own programmes and funding conditions to meet which will limit the possibility of staggering out the works mitigation measures will be taken forward. Traffic modelling will be carried out to understand the impact of the closure. Mitigation measures can then be proposed to target hotspots / bottlenecks and a public engagement

strategy will be implemented to ensure that the public are clear and understand the need for deliver and the potential impact it will have. The impact on traffic will be continuously monitored throughout the construction period and mitigation measures reviewed to ensure that changes can be quickly put into action to reduce disruption.

5. Financial Implications

Costs

The estimated value for this contract, which includes detailed design and construction, is £15m. Costs will be charged to cost code KDH407 Winterstoke Road Bridge Replacement.

The Target Cost for the contract will be fully scrutinised and assessed throughout and on completion of the costing exercise, by the Projects Employers Agent ensuring the offer is value for money. The Target Cost will also be scrutinised by the Project Board / the MoD.

Through the MOU, the MoD are liable fully for the costs of replacement.

Funding

A total of £17.8m of capital funding (exc VAT) has been secured from the MoD for the bridge replacement and added to the capital programme. A contribution of £450k from NSC has also been secured towards enhanced pedestrian and cycling provision.

Currently a total of £2.5m has been identified to be funded by the MoD for maintenance of the new bridge. This is revenue funding and not subject to VAT. The actual level of funding for ongoing maintenance will be assessed once detail design is completed in line with national and industry standards. If the revised calculation following detailed design is different to the £2.5m currently estimated, then the MoD will be liable to fund the increase. The sum is to fund maintenance for the next 120 years.

| MoD Funding | Capital | Revenue |
|------------------------|--------------------|------------|
| Sum | £17,793,333 | £2,500,000 |
| VAT | £3,558,667 | £0 |
| Sum + VAT | £21,352,000 | £2,500,000 |
| Total incl. VAT | £23,852,000 | |
| Total excl. VAT | £20,293,333 | |

Table 1: MoD funding

| Funding excl. VAT | Value |
|-------------------|--------------------|
| MOD | £20,293,333 |
| NSC | £450,000 |
| Total | £20,743,333 |

Table 1: Total funding

6. Legal Powers and Implications

Governance

The Executive is able to delegate approval to the Executive Member for Major Projects.

Responsibility and funds

The MoD is responsible for the repair and maintenance of Winterstoke Road Bridge. The highway crossing the bridge, however, is the responsibility of the Highway Authority. The

council needs to ensure the highway is safe for highway users and could if necessary, serve notice on the MoD to improve their asset. Once the bridge is replaced to an adoptable standard and through a commuted sum it will form part of the public highway maintained at the public expense and be part of the council's highway asset.

The Memorandum of Understanding states that if the total cost of the works is greater than the current money provided, the MoD will contribute further amounts required to complete the works and pay all sums under the works.

Procurement

The Pagabo Framework was set up in full compliance with the Public Contract Regulations. In 2021 the Pagabo Civils and Infrastructure Framework was advertised on the Government Find a Tender Service and in 2022 an award notice published. As a public body NSC were referenced in the organisations that can use the Framework. The contracting authority is Queen Elizabeth Hospital, Gateshead.

Under the Civils and Infrastructure Framework user agreement, schedule 5 states that a Client Organisations can directly appoint a Contractor through the Framework Agreement from all framework positions including reserves.

The contract form will be the NEC4 ECC contract, which has been used by NSC on previous projects and will include bespoke clauses to ensure that NSC is sufficiently protected.

7. Climate Change and Environmental Implications

NSC declared a Climate Emergency in February 2019 and an Ecological Emergency in November 2020, pledging to provide the leadership to enable North Somerset to become carbon neutral by 2030. The resulting Climate Emergency Strategy identifies seven key principles to be considered by the work of the Council going forward to support the achievement of this commitment.

This project will impact upon these principles through choices made in the design stage, construction and maintenance of the bridge. Through the tender mechanism the contractor will state how they will approach carbon managements and innovation to demonstrate key understanding, commitment and tangible deliverables to reduce and offset carbon both during construction and to help deliver carbon reduction targets during operation. Once in contract, the contractor will report on the progress of their carbon commitments alongside all other KPIs.

As a general approach, the project will look to deliver a minimum of 10% Biodiversity Net Gain as well as aiming to reduce carbon through its delivery across the supply chain, following the principles of the PAS 2080 framework. The project will also deliver the scope in line with the principles of a bespoke assessment similar to CEEQUAL, proportionate to project cost / time constraints, ensuring that the project is delivered sustainably across all areas and aspects, not just carbon mitigation.

8. Risk Management

The following key procurement risk have been identified and mitigating actions proposed, as summarised below:

| Risk | Inherent risk score | Residual likelihood | Residual impact | Residual risk score | Comments |
|--|---------------------|---------------------|-----------------|---------------------|---|
| Network Rail requirements and constraints – There is a risk that the scheme programme does not align with the fixed possession dates specified by Network Rail. If not brought back into alignment then there will be significant delay and increase to costs. | HIGH | 3 | 5 | HIGH | Early engagement and continuing relationship with Network Rail. Ensure that agreed NSC governance timescales are met. |
| Overall project costs exceed budget – There is a risk that final costs exceed budget and additional funds are required, delaying project. | HIGH | 3 | 1 | Low | Key risk items include possession availability, piling works package and temporary bridge specification. Mitigation measures include carrying out a value engineering exercise and return to market to achieve a competitive price. Carry out collaborative pricing exercise to achieve greater confidence in the target cost. The financial impact to North Somerset Council is low as the funds are from the MoD. |
| Statutory Utility requirements and constraints – There is a risk that the individual diversions for each of the 5 authorities don't align with programme due to conflict with site space. The consequence of this is a missed possession date | HIGH | 3 | 5 | HIGH | Mitigation measures include early engagement and co-ordination with stat companies and integrate requirements into detailed design and construction contract to ensure that the risk liability sits with the contractor, who are best placed to implement mitigation measures. |

| | | | | |
|----------------------------------|--|--|--|--|
| causing delays to the project | | | | |
|----------------------------------|--|--|--|--|

9. Equality Implications

Have you undertaken an Equality Impact Assessment? Yes

An initial EIA was undertaken in May 2022. An assessment has been undertaken as part of scheme development however a full EIA for the project will be undertaken as part of the project detailed design and development phase. The scheme proposed enhanced pedestrian and cycle facilities and linkages across and adjacent to the new bridge.

10. Corporate Implications

The provision of key enabling infrastructure and the improvement of the transport network widely support the Corporate Plan priorities in all areas of a thriving and sustainable place, by improving opportunities for sustainable and active travel whilst replacing a key piece of locally strategic infrastructure.

11. Options Considered

By not approving this decision note, it would prevent the use of additional MoD funding by the council and an opportunity to progress the bridge replacement would be lost for a considerable time as there is no other funding opportunity currently available.

The MoD would be left to consider its approach to this ongoing bridge risk which will take time to develop and may include further restrictions and / or closure of the highway and could involve impact on the council's relationship with the MOD which are currently collaborating on the bridge work, as well as reputation damage.

Author:

Jason Reading, Senior Project Manager

Appendices:

None

Background Papers:

Wider Project Documents:

[Initial Equality Impact Assessment](#)

[22/23 DP 525 MoD Memorandum of Understanding](#)

[20/21 DE 117 Basic Asset Protection Agreement](#)

Previous Procurement Process:

Commissioning Plan & acceptance of MOD funding: COU 104 dated 12 November 2019

[19/20 DE 257 - Procurement Plan: D&B of WRB and adjacent highway in WsM](#)

[20/21 DP 257 - Procurement Plan 19/20 DE 257: D&B of WRB and adjacent highway in WsM - AMENDMENT](#)

[20/21 DP 262 - Contract Award for Stage 1 of the D&B services of WRB and adjacent highway in WsM](#)

[21/22 DP 371 - Contract Value increase approval for Stage 1 of the D&B services of WRB in WsM](#)

[22/23 DP 83 - Contract Value increase approval for Stage 1 of the D&B services of WRB in WsM](#)

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North Somerset Council

Report to the Executive

Date of Meeting: 24th of April 2024

Subject of Report: Children's Social Services Commissioning Intentions 2024/2025

Town or Parish: All

Member Presenting: Councillor Catherine Gibbons Executive Member for Children's Services, Lifelong Learning & Skills

Key Decision: Yes

Reason:

Executive approval is required to begin a commissioning process under the Council's Contract Standing Order Rules where a contract will exceed a value of £1m over the term of the contract/framework.

This Commissioning Intentions have been developed to set out the priorities for procurement and commissioning in Children's Services for 2024/25 by the executive and to seek approval for contract extension and commencement of new procurement activities.

Recommendations

The Executive is asked to:

- a) Support the Children's Services commissioning intentions for the year 2024-2025.
- b) Approve the participation of North Somerset Council Children's Services in the following activities, delegating to the Director of Children's Services approval to determine the relevant procurement route, and the award of any contract, in consultation with the relevant Executive Member(s):
 - a Extension of the residential children's home dynamic purchasing system for a further 2 years
 - b Extension of the Independent Non-maintained Special Schools Sub-Regional Flexible Framework
 - c Creation of a sub-regional Dynamic Purchasing System for the provision of accommodation and support for care leavers aged 16 plus years
 - d Creation of a sub-regional framework for the provision of Complex Care services

1. Summary of Report

The purpose of this report is to set out the Children's Services commissioning intentions for the coming year (2024/25) and to seek approval to undertake specific procurement activities that are provided in Appendix A.

The report sets out the policy framework underpinning the work of the directorate and the strategic priorities driving these commissioning intentions and sets out the approach to commissioning and procurement.

2. Policy

Local authorities are required under the Children Act (1989) to ensure that there are enough suitable homes for children in care and care leavers. This includes having a range of different types of homes including residential children's homes, foster care, independent or semi-independent supported accommodation. Additionally, there are a range of duties that provide a range and level of services to children in need and their families in a local area that are appropriate to their needs. This includes children with disabilities.

Local authorities have a duty under the Children and Families Act (2014) to secure special educational provision for children in accordance with their Education, Health and Care Plan. Whilst this is most likely to be provided in a mainstream school or in a local special school, there are times when this will be secured through an independent or non-maintained special school. The Act also places a duty on the local authority to develop joint commissioning arrangements with local partners to provide services for children and young people with Special Educational Needs and Disabilities.

In addition to supporting the council to meet the legal duties described above, these commissioning intentions support the following Corporate Plan Ambitions:

- Our children and young people are cared for, safe, supported and are given equality of opportunity to thrive.
- Our communities are caring, health and safe, where people help each other to live well.
- Our council delivers consistently good services and value for money to support our community.

They are also intended to support the delivery of the local area [Special Educational Needs and Disability Strategy](#) (SEND). The Joint SEND Commissioning Strategy is currently being consulted on, and any future work resulting from this wider consultation will be brought back to Executive later in the year.

3. Details

The key strategic drivers for the commissioning intentions are described in Appendix A are:

- Delivery of statutory responsibilities outlined in the Children Act (1989); the Education Act (1996) and the Children and Families Act (2014)
- The Corporate Plan 2024-28
- The Local Area SEND Strategy and SEND Co-production strategy
- North Somerset Health and Wellbeing Strategy 2021 – 24
- North Somerset Budget Strategy and Medium-Term Financial Plan

- Children's Services Annual Directorate Plan and associated service delivery plans

The commissioning intentions are intended to improve the coordination of our approach to meeting the needs of children, young people and their families and to support the best use of resources in recognition of the growth in the numbers and complexity of children in our care, the numbers of care experienced young people and numbers of children with education, health and care plans.

Where appropriate participation in sub-regional commissioning arrangements is recommended in order to seek to improve economies of scale and strengthen our position with the market. The commissioning intentions plan also recommends, where appropriate, the participation in framework contracts and dynamic purchasing systems. This is intended to provide greater security and control over individual packages of support and to promote more effective management of quality and price than can be achieved through individual spot purchasing arrangements through partnership working and the development of more strategic relationships with providers.

Any commissioning undertaken is supported by the Procurement Team. The Children's Services Strategic Commissioning team is focused on developing an approach that is evidenced based, child centred, needs led, strength-based and outcome focused. There is a desire to maximise the level of co-production and the child's voice that can be incorporated in the commissioning process to ensure that the services commissioned optimise outcomes for the children and young people receiving the support, the Council, partners, and the providers of those services. Commissioning is informed through evidence (both locally and nationally), best practice initiatives and local need, and undertaken in line with the Institute of Public Care commissioning cycle.

An update on progress against plans will be provided to the Children's Executive Member every 6 months, including where any conflict for resourcing of activity during the year has resulted in revised plans.

Each approval includes delegation of further decisions in the process to the Director. Further decisions include the authority to agree the outcome of the commissioning activity to determine the detail of the services to be procured, the procurement route and the award of any contract. Decisions to award contracts will be taken in consultation with the relevant Executive Member(s).

4. Consultation

Ensuring effective ongoing consultation and engagement is fundamental to the commissioning process and is embedded into each commissioning priority and re-procurement process.

The Commissioning Priorities for 2024/25 have been developed in consultation with Children Services Director, Assistant Director, Head of Strategic Commissioning, and relevant Heads of Services, as well as the Procurement Team.

Where appropriate, wider consultation will and has occurred across the wider Bristol, North Somerset and South Gloucestershire (BNSSG) system to include all partners and stakeholders.

In addition, wider consultation and co-production of services is beginning to be developed with children and young people and their carers/families to ensure that services that are being commissioned, are outcome focused and of the quality and standard we would expect.

5. Financial Implications

The children's placements budgets have been increased by £5.4m in 2024/25 to reflect the growth in numbers and increasing complexity of needs. A further inflationary uplift of £0.72m has also been applied, giving total growth of £6.12m.

However, given the growth in numbers of children being supported by the council, it is imperative that further measures are taken if the overall costs are to be contained within the budget in the new financial year. To that end, it is anticipated that the commissioning intentions described will result in financial benefits for the Council. This includes:

- Lower/mitigated cost growth through economies of scale
- Reduction in the use of expensive out of area or "spot" placements due to the development of capacity within the market.
Reduced inflationary/cost uplifts through the development of strategic relationships with providers.

Costs

NA

Funding

N/A

6. Legal Powers and Implications

The services considered in this Commissioning Intentions and Priorities report meet our statutory requirements in line with the Children Act (1989); Children's and Families Act (2014), Equality Act (2010), Children and Young Person Act (2008), Adoption and Children Act (2002), Children (Leaving Care) Act (2000).

In addition, the Corporate Procurement Policy is adhered to, alongside the Contract Standing Order Rules.

7. Climate Change and Environmental Implications

Responding to the Climate Emergency is a council-wide commitment.

The environmental implications of the commissioning of these services will be considered as part of the procurement process in accordance with the Council's Procurement Strategy 2021-2025 and Social Value procurement guidance. In February 2019 the council declared a Climate Emergency and an Ecological Emergency in November 2020 and pledged to provide the leadership to enable North Somerset to become carbon neutral by 2030. All opportunities to inform and

work with service providers to tackle the climate emergency, reduce carbon emissions, build adaptation and resilience to the local impacts of a changing climate and to restore nature should be taken. The provision of locally accessible services is essential to supporting the take up of low carbon active travel such as walking and cycling.

A thorough risk assessment will have been completed by the lead authority in any procurement activity and any procurement led by NSC will also undergo a risk assessment as part of the process.

8. Risk Management

An overall risk rating of LOW has been determined, applying the principles of the corporate risk scoring matrix.

This has been achieved by considering that the impact of any delays in delivering the commissioning intentions could be considered medium / high due to the impact of our statutory duties in respect of our duty of care and risks to vulnerable residents.

However, the perceived likelihood of significant delays in these commissioning intentions would be considered rare.

This is mitigated by bringing together all the identified commissioning priorities into a single place which creates an opportunity to ensure that we maximise our efficiency as commissioners and look for opportunities to align priorities across the department and reducing duplication.

Further mitigation is supported as a thorough risk assessment will also be completed by the Procurement and the Children's Services Commissioning Team, against each individual activity, the results of which will be detailed in any Procurement Plan and will be monitored and mitigated throughout the procurement process and subsequent contract monitoring.

9. Equality Implications

Have you undertaken an Equality Impact Assessment? Yes

For each commissioning priority an EIA has or will be undertaken at the stage of planning & procuring / developing services. Equality implications then continue to be considered within the monitoring and review of services.

To ensure that equalities issues and implications have been fully considered as part of each of the commissioning activities, the equalities impact assessments are reviewed by the Head of Service, and where required, guidance and support is sought from the council's equalities officer before procurement commences.

10. Corporate Implications

There are no known corporate implications, however, where a commissioning activity is likely to cross over into another Directorate, appropriate consultation will be undertaken.

11. Options Considered

The nature of most of our activity is statutory and therefore an options appraisal will be undertaken as part of any commissioning activity to inform best practice and most appropriate provision to achieve the desired service outcome.

Author:

Alison Stone
Head of Strategic Commissioning

Owner:

Jane Anstis
Assistant Director
Children's Support and Safeguarding

Appendices:

Children's Services Commissioning Intensions Plan

Background Papers:

N/A

Table 1: New activity

| Project/Contract | Description | Current Contract Expiry Date | Estimated Contract Value | Commissioning Route | Commissioning Manager | Executive approval to approve the activity required? |
|--|---|------------------------------|--------------------------|---|--|--|
| Residential Children’s Home Dynamic Purchasing System (DPS) (2020-2024) +2 | <p>Decision requested: approval to extend the Residential Children’s Home Dynamic Purchasing System (DPS) contract for a further 2 years.</p> <p>This dynamic purchasing system enables us to commission residential children’s homes for children in our care and has been in operation for the past 4 years. There is an option to block contract multiple places from providers on the DPS framework subject to business case approval.</p> | 31/03/2024 | £8, 046,788.00 | <p>Permitted contract extension</p> <p>If approved the DPS will operate from 1st April 2024 to 31st March 2026.</p> | Alison Stone Head of Service Strategic Commissioning | Yes |
| 16+ Leaving Care Dynamic Purchasing System (DPS) Led by South Gloucestershire Council | <p>Decision requested: approval to participate in a sub-regional contract for 4 years, with an option to extend for a further 2 years.</p> <p>This DPS will offer accommodation and support to care leavers aged over 16 years and responds to the changes in requirements for providers of this type of provision to be registered with Ofsted.</p> | 01/05/2024 | £3,625,420.00 | <p>Tender</p> <p>If approved the contract will operate for 4 years until 2028 when it will be reviewed to decide if the option of extension will be taken up.</p> | Helen Mannion Commissioning Service Manager | Yes |
| Complex Care framework | <p>Decision requested: approval to participate in a sub-regional</p> | 01/05/2024 | £4,000,000. | Tender | Alison Stone | Yes |

| Project/Contract | Description | Current Contract Expiry Date | Estimated Contract Value | Commissioning Route | Commissioning Manager | Executive approval to approve the activity required? |
|---|--|------------------------------|--------------------------|--|---|--|
| Led by Bristol City Council | <p>framework for 4 years, with an option to extend for a further 2 years.</p> <p>This framework will offer the opportunity to flexibly purchase specialist community provider packages from Care Quality Commission (CQC) registered providers of care, support and nursing. These are most frequently used for children with disabilities.</p> | | | If approved the contract will operate for 4 years until 2028 when it will be reviewed to decide if the option of extension will be taken up. | Head of Service Strategic Commissioning | |
| Independent Fostering Agency Dynamic Purchasing System (DPS)- Block booking | A business case is currently being developed exploring the opportunity to block book foster carer placements which is permissible under the current contract terms. Market engagement has commenced with providers. The intention would be to ensure that there are a greater number of local foster carer homes available to North Somerset children. | 01/05/2024 | £100,000.00 | Expression of interest within the existing framework contract and a Direct award subject to approval of business case. | Alison Stone Head of Service Strategic Commissioning | No Director’s decision |
| Residential Children’s Home – Dynamic Purchasing System (DPS) Block booking | A business case is currently being developed exploring the opportunity to block book residential care placements which is permissible under the current contract terms. The intention | | | Expression of interest within the existing framework contract and a Direct award | | No Director’s decision |

Children’s Commissioning Plan 2024/25

| Project/Contract | Description | Current Contract Expiry Date | Estimated Contract Value | Commissioning Route | Commissioning Manager | Executive approval to approve the activity required? |
|------------------|--|------------------------------|--------------------------|---------------------------------------|-----------------------|--|
| | would be to secure a greater number of residential children’s homes places and at a predetermined price. | | | subject to approval of business case. | | |

Table 2: Existing or previously agreed activity

| Project/Contract | Description | Current Contract Expiry Date | Estimated Contract Value | Commissioning Route | Commissioning Manager | Executive approval to approve the activity required? |
|--|---|------------------------------|--------------------------|---|--|--|
| <p>Page 89</p> <p>A further 12-month Contract of a Guaranteed Minimum Hours Contract (11,000 hrs pa) to Network Health for the provision of community packages</p> | <p>This is the second year of a short-term contract award for a period of two years to Network Health, who provide community support and short breaks to children and young people with complex needs and learning disabilities living at home with their parents and carers. This service offers a consistent well managed and trained staff team, to meet the needs of some of our most vulnerable children and young people. This contract arrangement ensures we can effectively meet need, manage quality, and provides value for money.</p> | 31/03/2024 | £333,000.00 | Direct award procured through an expression of interest within the existing Community Care and Support framework Contract | Alison Stone Head of Service Strategic Commissioning | N/A Directors decision agreed in March 2023 |

Children’s Commissioning Plan 2024/25

| | | | | | | |
|--|---|-------------------|-------------------|----------------------------|---|---|
| <p>Pathways to Adulthood / Pizey Avenue Scheme</p> | <p>Joint commissioned provision between Children’s Services and Adult’s Social care to provide short-term respite breaks, and support to prepare young people on their pathway to adulthood</p> | <p>31/03/2024</p> | <p>£1,249,226</p> | <p>2 year Direct Award</p> | <p>Teresa Stanley (Adults) Alison Stone (Childrens) Heads of Strategy and Commissioning</p> | <p>N/A Directors decision agreed by Adults and Children Directors Jan 31st</p> |
|--|---|-------------------|-------------------|----------------------------|---|---|

North Somerset Council

Report to the Executive

Date of Meeting: 24th April 2024

Subject of Report: Commissioning Plan for the Construction Contract for the Delivery of SEND Safety Valve Programme Updates at the Voyage Learning Campus site in Milton, Weston super Mare

Town or Parish: Weston-super-Mare

Officer/Members Presenting: Cllr Catherine Gibbons, Deputy Leader & Executive Member for Children's Services, Families & Lifelong Learning and Cllr Annemieke Waite, Executive Member for Climate, Waste and Sustainability

Key Decision: YES

Reason:

This contract will incur expenditure over £500,000.

Recommendations

To approve the Construction Contract Commissioning Plan for the Refurbishment and Enhanced Provision scheme at the Voyage Learning Campus site in Milton, Weston super Mare to the value of £1,098,000 as part of approved actions within the Safety Value programme agreed with the Department for Education.

1. Summary of Report

The Voyage Learning Campus (VLC) is located across two distinct sites in Weston-super-Mare. The VLC Milton site is located at Baytree Road in Milton, Weston-super-Mare and provides a Phase 1 Pupil Referral Unit to Year 7 and Phase 3 Medical Tuition Service. The VLC Oldmixon site is located at Oldmixon Crescent in Weston-super-Mare and provides a Phase 2 Pupil Referral Unit for Years 8-11. This report outlines the background and intended outputs and outcomes of the delivery of a refurbishment and enhanced provision scheme at VLC Milton as outlined in the SEND Safety Valve Programme.

The project aims to deliver enhancements to enable the school to accommodate additional pupils at their site, as well as having clearly defined areas within the site for primary-aged pupil referral children, for children and young people with medical and anxiety needs and for wider outreach.

The project now has a sufficiently progressed design proposal to allow for a contractor to be commissioned to deliver the construction of the project. This report is seeking approval of a commissioning plan to proceed with a procurement exercise to award a construction contract to deliver the works.

2. Policy

The provision of the building improvements proposed by this project will support the Council's corporate plan objectives to improve Prosperity and Opportunity, Health and Wellbeing and Quality Place.

The project also supports the corporate plan aim of North Somerset being a council which empowers and cares about people, committed to protect the vulnerable within our communities, tackling inequalities and improving outcomes.

3. Details

In March 2022, the Department for Education announced the High Needs Provision Capital Allocations (HNPCA) for the 2022/23 and 2023/24 financial years. HNPCA is paid to Local Authorities (LAs) to support the provision of places for children and young people (CYP) with special educational needs and disabilities (SEND) and those pupils requiring alternative provision (AP).

In October 2022 the DfE invited North Somerset, as part of its High Needs revenue deficit reduction plan, to submit a bid to secure additional capital to deliver building solutions to help support an increase in the availability of local SEND places so that capital investment might contribute to controlling and reducing the revenue deficit - the Safety Valve (SV) bid. The bid was successful and NSC were granted funding to deliver interventions at 20 schools that included enhancements at the VLC's site in Milton, Weston super Mare.

A Commissioning Plan for the delivery of transformational investment at schools across North Somerset to create and improve places for CYP with SEND or those requiring AP was subsequently approved (22/23 CY102).

A refurbishment of the VLC Milton school site, one of the sites of North Somerset's Pupil Referral Unit, forms part of the SV programme. Work has been ongoing with the school to develop a design to provide enhancements to enable them to accommodate additional pupils at their site on Baytree Road in Milton, Weston-super-Mare as well as having clearly defined areas within the site for primary-aged pupil referral children, for children and young people with medical and anxiety needs and for wider outreach. The refurbishment will incorporate a mix of two new build areas as well as heavy and light refurbishment of the existing site. The school's current lobby will be reconfigured and separate entrances for Phase 1 and Phase 3 students provided, as well as construction of an additional classroom and reconfiguration of the current classroom layout to better suit the school's requirements. The look and feel of each area will be carefully considered during the refurbishment to create the right environment for the needs of the students it will accommodate. The project now has a sufficiently progressed design proposal to allow for a contractor to be commissioned to deliver construction of the project.

The DfE state that HNPCA funding should be used primarily to meet the capital costs associated with providing new places and improving existing provision for:

- Children and young people with complex needs, who have Education, Health and Care plans (EHCPs), and where appropriate other children and young people with SEND who do not have an EHCP; and
- Pupils who require Alternative Provision (AP) (including children in AP settings without an EHCP).

This scheme is focused on these categories of children and young people.

Contract Structure

It is intended that this construction contract will run for 20 weeks, with a 12-month defect period post-completion of construction work.

Anticipated construction contract value will be £1,098,000.

Outline Timeline

The Procurement Plan will provide comprehensive detail of the intended procurement process, the bid assessment criteria and contract option proposed. The current estimated project programme shows the following headline procurement timings:

| Item | Estimated Programme |
|---------------------------|---------------------------|
| Procurement Plan Sign Off | May – June 2024 |
| Tender Period | June – July 2024 |
| Bidder Site Visits | Late June 2024 |
| Tender Submission | July 2024 |
| Contract Award | August – September 2024 |
| Works carried out | Autumn 2024 – Spring 2025 |

4. Consultation

On a programme level, the HNPCA consultation was made available on North Somerset's e-consult website and sent to the following groups: All schools and governing bodies across North Somerset, MAT CEOs and Trust Boards, trade unions; the local MPs; Town and Parish Councils; the Diocese of Bath & Wells; Diocese of Clifton; Weston College, Early Years Stakeholders; SEND Stakeholder groups, neighbouring LAs.

Targeted updates were also sent to the SEND Partnership Board, the Education Excellence Partnership Board, the Strategic School; s Forum and it was also highlighted in Noticeboard (our local schools' newsletter) and our SEND partnership colleagues. This scheme has been developed as a result of the consultations held.

On a project level, engagement on this project has taken place with NSC colleagues, including NSC's Procurement Team and Head of Strategic Place Planning, Capital Programmes and School Organisation/Admissions Service. Regular meetings are also held with the senior leadership team of VLC Milton school and will continue to be held throughout the project.

5. Financial Implications

Costs

Estimated project costs at RIBA Stage 1 are outlined in the table below:

| Item | Cost |
|---|-------------------|
| Surveys & Investigations | £15,000 |
| Construction | £1,098,000 |
| Other Fees: Planning, Building Regulations etc. | £16,695 |
| Professional Fees | £100,118 |
| Internal Fees | £40,068 |
| FF&E & IT | £30,000 |
| Design Development/Risk Contingency | £100,119 |
| TOTAL: | £1,400,000 |

The anticipated value of the construction contract is £1,098,000. In procuring and awarding this contract, NSC's Contract Standing Orders and Financial Regulations will be adhered to.

Funding

The cost code for the project is KCE312. Funding will come from the following capital sources:

| Source | Cost |
|--------------------|-------------------|
| HNPCA | £1,249,750 |
| Safety Valve Grant | £150,250 |
| TOTAL: | £1,400,000 |

Asset Register

Any capital spend at the end of the year will be assessed and any relevant spend will be added to the asset register A3466-01 VLC Milton School (Site).

6. Legal Powers and Implications

The High Needs Provision Capital Allocations (HNPCA) are being provided as an un-ringfenced grant under section 31 of the Local Government Act 2003, subject to conditions detailed in an associated Grant Determination Letter.

Whilst it is ultimately up to LAs to determine how to best prioritise this funding to address local priorities, the DfE want to work alongside LAs to reform the current system and achieve a shared endeavour to tackle cost inflation and secure a financially sustainable high needs system. Whilst the SEND Review proposals will help to achieve these changes longer term, the DfE expects LAs to make use of the increased capital investment being made available to improve the suitability and sufficiency of high needs provision in their areas over the next three years. Funding beyond 2025 is contingent on the outcomes of future Spending Reviews and additional capital funding beyond this period cannot be guaranteed. It is therefore critical that prudent decisions are taken now to ensure the sustainability of the system for the longer term.

7. Climate Change and Environmental Implications

The DfE is committed to supporting the Government's targets on climate change, including achieving net zero carbon emissions by 2050 target, as set out in the Climate Change Act 2008. To help LAs achieve the sustainability and design standards required to achieve net zero, HNPCA funding for 2022-24 includes an uplift to support LAs with the additional costs associated with net zero construction.

Having more local SEND places within the community assists NSC in reducing our reliance on home to school transport for pupils with SEND or AP needs, which assists with efficient journey planning and contributes towards the reduction of carbon emissions.

Designs will be developed with reference to the Council's policies on climate change and with consideration of their environmental implications.

8. Risk Management

The top risks associated with this procurement exercise are outlined below:

| Risk | Impact | Rating | Mitigation |
|---|--|--------|---|
| The procurement timeframes outlined above | Jeopardise the ability to meet grant funding requirements, including | High | <ul style="list-style-type: none">Specialist consultant advice on designing the process to ensure |

| | | | |
|--|--|------------|---|
| are delayed or unachievable. | construction start and end dates. | | <p>compliance with timescales.</p> <ul style="list-style-type: none"> • Close monitoring of progress via NSC standard project tools and procedures. Any potential for delay will need to be communicated to client and funders at earliest possible stage. |
| Insufficient interest from contractors | Inability to deliver project to desired programme or difficulty in ensuring value for money from the resulting contract due to lack of market competitiveness. | Medium | <ul style="list-style-type: none"> • Soft market testing has been carried out during Phases 1-3 of the SEND programme with current level of market interest believed to be strong, expression of interest stage to be carried out to assess/stimulate demand, engaging with potential suppliers to increase interest |
| Construction costs are higher than anticipated | Project will not be delivered on budget and within funding constraints. | Medium | <ul style="list-style-type: none"> • Use of consultant market intelligence to verify costs ahead of market launch. • Design reviews to be carried out to ensure proposed scheme continues to fit within budget. • Proposed design is scalable which will allow for control of scope i.e. potential for delivery of Phase 1 student area ahead of Phase 3 student area. |
| Staff resource is inadequate to support procurement process. | Process will be delayed and not run as efficiently as possible. | Low-Medium | <ul style="list-style-type: none"> • Professional services to be procured to support staff and project during procurement stage. • Monitoring/management of staff time and priorities. |

9. Equality Implications

Have you undertaken an Equality Impact Assessment? Yes

An EIA was submitted as part of the Safety Valve bid. The Principles behind our SEND Capital Strategy are to ensure that:

- a) where possible, children and young people are educated locally.

- b) where needs can be met, pupils remain supported on mainstream school sites.
- c) pupils unable to attend mainstream schools temporarily are supported back to mainstream provision as soon as possible through the work of our Pupil Referral Unit (PRU), the Voyage Learning Campus.

This project hopes to:

- a) enhance or make reasonable adjustments to current sites to meet individual pupils SEND needs; and
- b) create new SEND provisions.

There are some pupils who are unable to attend mainstream schools because:

- they have a health diagnosis that prevents their attendance, or their anxiety is such that they are unable to cope with being in school. We are looking to create extra placements for these young people who require a different short-term intervention whilst they undergo medical treatment or anxiety or trauma-based support before returning to their mainstream school.
- they have been permanently excluded from primary or secondary school settings and require specialist support to manage their behavioural challenges that are often a result of trauma or social and emotional concerns before returning to their mainstream school (both schemes as yet unfunded).

Creating the right spaces with the right support has a positive impact for these children and young people.

10. Corporate Implications

The Head of Strategic Place Planning, Capital Programmes and School Organisation/ Admissions Service is acting sponsor and client for this scheme, working with a client project manager in the Children's Services Directorate and a capital project manager from the Projects & Property Team in the Place Directorate who will oversee project delivery. Assistance from NSC internal teams may be required on an ad hoc basis to progress the project e.g. Planning & Technical.

11. Options Considered

1. Use term contract resource: NSC does not currently have term contractor resource available to carry out works of this nature. This option is not recommended.
2. Do not commission the construction contract: This contract is essential to delivering the outcomes as agreed with DfE on award of the Safety Valve and HNPCA funding grants. Not delivering this work would damage NSC's relationship with DfE and NSC would not be able to work towards better controlling and reducing the revenue deficit if this capital expenditure is not undertaken. This option is not recommended.
3. Seek approval to commission construction contract via tender process: This option will allow NSC to deliver on the outcomes agreed with DfE and will help NSC to increase their local SEND provision and reduce revenue their deficit. This option has been pursued.

Author:

Rebecca Kinnersley

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07385 963931

Sally Varley
Head of Strategic Place Planning, Capital Programmes and School Organisation/ Admissions Service

Appendices:

Safety Valve Programme - Equality Impact Assessment:

North Somerset Council
Initial Equality Impact Assessment



1. The Proposal

Directorate: Children's Services
Service area: School's Capital Programme
Lead Officer: Sally Varley, Head of Strategic Place Planning, Capital Programmes and School Organisation/Admissions Service

Links to a budget reduction proposal: Yes – the Safety Value Programme
Date of assessment: 4 January 2023

Description of the proposal:

What is changing?

The Council has been offered the opportunity by the DfE to bid for new capital to meet any funding gap in the building plans that support our strategies to reduce the overspend on the High Needs element of the Dedicated Schools Grant. This offer has been instigated as part of our Safety Value work.

The bid requires us to provide an overview of all capital proposals to improve the local provision offer over the short to medium term, showing how these plans will meet identified gaps in local provision. To date we had sought the support of schools to our plans through a public consultation that finished at the end of September 2022.

This EIA reviews the impact on the proposed schemes detailed below.

Summary of changes:

The Principles behind our SEND Capital Strategy are to ensure that:

- a. where possible, children and young people are educated locally
- b. where needs can be met, pupils remain supported on mainstream school sites
- c. where appropriate, pupils unable to attend mainstream schools temporarily are supported back to mainstream provision as soon as possible through the work of our Pupil Referral Unit (PRU), the Voyage Learning Campus

Our bid looks at two areas of additional provision that includes:

- a) enhancing or making reasonable adjustments to current sites, and
- b) creating new provisions

We are seeking support to condense a 4-year programme into a 2-year delivery plan that includes :

- o the creation of 8 new Nurture Groups within existing schools' buildings (reasonable adjustments)

| | 2022/23 FY to open in September 2023 | 2023/24 FY to open in September 2024 | 2024/25 YF to open in September 2025 | 2025/26 YF to open in September 2026 | Totals |
|--|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------|
| | Funded | Funded | Not Funded | Not Funded | |
| Numbers to be provided without additional funds | 3 | 2 | 2 | 1 | 8 |
| Numbers to be provided with additional funds | 3 | 4 | 1 | | 8 |

- o the opening of 5 new Resource Bases on school sites, 3 within existing buildings and 2 within new accommodation (new provisions)

| | 2022/23 FY to open in September 2023 | 2023/24 FY to open in September 2024 | 2024/25 YF to open in September 2025 | 2025/26 YF to open in September 2026 | Totals |
|--|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------|
| | Funded | Funded | Not Funded | Not Funded | |
| Numbers to be provided without additional funds | 1 | 1 | 1 | 2 | 5 |
| Numbers to be provided with additional funds | 2 | 3 | | | 5 |

- o Reasonable adjustments to the site facilities at Churchill CE Primary School to meet the need of 2 pupils with EHCPs with unmet site-specific needs
- o Enhancements to the Voyage Learning Campus (VLC) - North Somerset's PRU – to enable them to accommodate additional pupils with anxiety and medical needs at their Baytree Road site in Weston super Mare) (site expansion)
- o Still in assessment – the creation of two new sites for primary and secondary - aged PRU pupils to meet behavioural needs
- o Still in assessment - support for new early years placements

The Primary-age Nurture Groups are to be located at:

- o Portishead Primary
- o St Andrew's CE Primary, Congresbury
- o Crockerne CE Primary, Pill
- o Christchurch CE Primary, WsM
- o Mead Vale Primary, WsM

The Secondary-age Nurture Groups are to be located at:

- o Hans Price Academy, WsM
- o Broadoak Academy, WsM
- o Gordano School Portishead

The Primary-age Resource Bases are to be located at:

- o Milton Park Primary, WsM ~ ASD with MLD
- o Hannah More Infant and Grove Junior Schools, Nailsea ~ Speech and Language
- o Locking Primary, WsM ~ MLD with developmental needs

The Secondary-age Resource Bases are to be located at:

- o Hans Price Academy, WsM ~ ASD with speech, language and communication needs
- o Worle School, Weston super Mare ~ ASD with Anxiety

Ultimately, we aim for all schools to work to Nurture Group principles and for spaces to be made available across all school settings where practicable. The sites chosen to date reflect need and locations that, whilst for own school pupils, could be accessible to a wider demographic if needed.

Resource Base locations have been chosen based on data location needs and site availability. Over time we aim to have a Resource Base in every school cluster, increasing access to a more local offer.

Churchill CE Primary, Churchill has two pupils on roll whose EHCP needs can be met within mainstream provision provided there are physical spaces available for them to dysregulate before re-integration back into their class setting. The school has no spaces for composure away from the library that is adjacent to the main entrance to the site and is in constant use. Funding has been allocated to create a small calming

room, utilising the design of the site to minimise external walls and internal facilities. The room, adjacent to the junior aged corridor where all aged pupils can access it without fear of returning to a younger-aged setting, will have spaces for calming and equipment and resources to assist the children to learn self-management of their behaviours.

We are reviewing the VLCs sites to redevelop and enhance the spaces to meet a wider range of demand for those needing health, behavioural and ACE/Trauma Informed support and guidance. This includes:

- o enhancing the facilities at the VLC's Baytree Road site with a scheme to increase the capacity of placements for those with health needs who require short-term interventions whilst they undergo medical treatment and to support those who are unable to attend school due to anxiety or trauma-based needs
- o securing a separate primary-aged site (as yet unfunded)
- o moving away from the leased Ashcroft House Industrial Unit (costing £95k pa) with limited overlooked external space that is serving secondary-aged pupils who have been excluded from school into a purpose-built secondary aged PRU with school-designed rooms and outdoor spaces (as yet unfunded)

2. Customer equality impact summary

Will the proposal have a disproportionate impact on any of these groups?

Insert X into one box per row, for impact level and type.

H = High, M = Medium, L = Low, N = None

+ = Positive, = = Neutral, - = Negative

| Impact Level | Impact type | | | | | | |
|---|-------------|---|---|---|---|---|---|
| | H | M | L | N | + | = | - |
| Disabled people | | X | | | X | | |
| People from different ethnic groups | | | X | | X | | |
| Men or women (including those who are pregnant or on maternity leave) | | | | | | | |
| Lesbian, gay or bisexual people | | | X | | X | | |
| People on a low income | | | X | | X | | |
| People in particular age groups | | X | | | X | | |
| People in particular faith groups | | | | | | | |

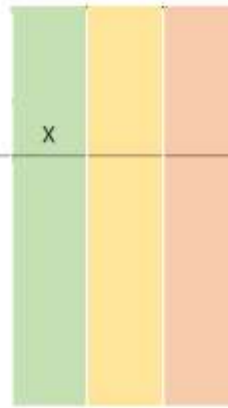
People who are married or in a civil partnership

Transgender people

X

Other specific impacts, for example: carers, parents, impact on health and wellbeing, Armed Forces Community etc.

Please specify:



3. Explanation of customer impact

1. The focus of the Nurture Units is to provide short-term intervention for children and young people with particular social, emotional and behavioural difficulties which is creating a barrier to learning within a mainstream class. This may be, for example, due to trauma within their family or home life, an experience that has created anxiety, pressures brought about due to financial or emotional poverty or due to sexual or identity orientation. These pupils will often not have an Education, Health and Care Plan but they need early support from staff trained in the theory and practice of Nurture. The integration of these principles across schools should remove some of these barriers and aid successful integration, good behaviour and appropriate age-related attainment. North Somerset Nurture Groups are available to the pupils at the school they are located at and offer support to 10-pupils at a time over around a 3-term basis. Having the right provision in place will provide a positive impact.

2. Resource Bases have a specialist delivery designation and provide dedicated and specialist separate provision on a mainstream school site for up to 12 pupils with an Education, Health and Care Plan (EHCP). Pupils can only be allocated a place at a Resource Base via a named plan. Some pupils require strategies and specialist support outside of a mainstream classroom that may not meet the criteria for the allocation of a special school place but requires the support of a local specialist setting with smaller classes and a more bespoke curriculum and educational offer. Over time the pupil will integrate into some mainstream classes and activities, and this can develop to a stage where the strategies and support provided means that a bespoke offer is no longer required. The pupil can then fully integrate into a mainstream place either at the school where the base is located or their local school.

Resource Bases provide recognised specialist support across a range of diagnosis including those with seen and unseen disabilities and those with behavioural, social or emotional needs and this will positively impact on those within their care.

3. Some pupils can attend mainstream placements but, due to particular social, emotional and behavioural difficulties, may require a physical space at their school

where they can dysregulate before re-joining their mainstream class. The designs of many schools do not allow for such spaces that have to be delivered retrospectively. Without such rooms some pupils can become disruptive in class, and this can lead to fixed-term and permanent exclusions. Having the right spaces and the support of school staff can teach these children and young people to self-manage their outbursts and enable their attendance and learning at school to match that of their peers.

The creation of new rooms will positively impact on those who require break-out spaces that meet their anxiety, behaviour and emotional needs that can, at times, be different from those of their peers.

4. There are some pupils who are unable to attend mainstream schools because:
 - o they have a health diagnosis that prevents their attendance, or their anxiety is such that they are unable to cope with being in school. We are looking to create extra placements for these young people who require a different short-term intervention whilst they undergo medical treatment or anxiety or trauma-based support before returning to their mainstream school
 - o they have been permanently excluded from primary or secondary school settings and require specialist support to manage their behavioural challenges that are often a result of trauma or social and emotional concerns before returning to their mainstream school (both schemes as yet unfunded)

Creating the right spaces with the right support has a positive impact for these children and young people.

4. Staff equality impact summary

Are there any staffing implications for this proposal? Yes No

Explanation of staff impact

If yes, please describe the nature of the impact, including how many posts could be affected, please state whether they are vacant, or filled permanently or temporarily.

5. Consolidation savings

Please complete for medium or high impact areas

Does this budget saving include many service areas/savings/projects?

If so, please identify the areas included in this proposal that could potentially have a medium or high impact for equality groups.

As at January 2023, using the estimated capital delivery costs, the Dedicated Schools Grant (DSG) savings over a 5 year period, calculated as part of the submission to the DfE are estimated to generate the below savings. These have been categorised in alignment to the type of provision being delivered.

| Service area | Value of saving |
|-------------------------------------|------------------------|
| Nurture Groups | £ 3,542,500 |
| Resource Bases | £10,142,542 |
| Reasonable Adjustments | £ 24,630 |
| Expansion of VLC, Baytree Road site | £ 1,985,200 |
| Total | £15,694,872 |

NB. The savings associated to Early Years intervention and the VLC Primary and Secondary provision have not been included in these savings as these are being assessed as noted on page 3 above.

6. Review and Sign

The EIA has been reviewed by the SEND Pupil Places Delivery Group.

Service Manager Review -

Is a further detailed equality impact assessment needed? **Yes** **No**

If 'yes', when will the further assessment be completed?

Once the schemes are completed and have been in operation for at least one school year.

Service Manager:



Head of Strategic Place Planning, Capital Programmes & School Organisation,
Children's Services Directorate:

Date: 15/8/2023

Background Papers:

22/23 CY102 – Commissioning Plan for the delivery of transformational investment in schools across North Somerset for CYP with SEND or those requiring AP

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North Somerset Council

Report to the Executive

Date of Meeting: 24/04/2024

Subject of Report: Bus Service Improvement Plan Refresh 2024

Town or Parish:

Officer/Member Presenting: Hannah Young, Executive Member for Highways and Transport

Key Decision : Yes

Reason:

To be significant in terms of its effects on communities living or working in an area compromising two or more wards in the area of the Local Authority.

Recommendations

1. To approve the arrangements for refresh of the adopted North Somerset Council / West of England Combined Authority joint Bus Service Improvement Plan in accordance with the DfT guidance
2. To bring the final draft to a special meeting of the Executive Committee on 19 June 2024 to seek approval, rather than request delegation of this decision to the Executive Member for Highways and Transport, noting that we have agreed an extension to the submission timetable with the Department for Transport to enable this.

1. Summary of Report

- 1.1 The National Bus Strategy (NBS) was published March 2021. It sets out an ambitious vision and a comprehensive strategy to make bus services more attractive, convenient, good value and popular for all to use. It required all local transport authorities (LTAs) to adopt and publish a Bus Service Improvement Plan (BSIP) by 31 October 2021, setting out the vision, objectives and delivery plans of LTAs and their local partners to meet the National Bus Strategy. Guidance on the structure and content of BSIPs was published in May 2021. BSIPs were to be refreshed annually, with progress towards targets reported and published every six months. LTAs were required to set up enhanced partnerships or franchising schemes in their areas.
- 1.2 The BSIP formed part of a bid to Government for funding. North Somerset Council opted to submit a joint BSIP with the West of England Combined Authority (WECA), creating a unique arrangement under which a local transport authority partnered a mayoral combined authority.
- 1.3 The BSIP was successful in attracting £105m, of which £48m was capital funding directly awarded to NSC, effectively levelling up NSC with the City Region Sustainable Transport Scheme (CRSTS) award to the West of England Combined Authority, to

enable substantial improvements to be made to bus priorities across the whole sub-region.

- 1.4 The DfT have mandated that in order to release the BSIP revenue and capital funding awarded for 2024-25, Bus Service Improvement Plans must be refreshed and submitted to the DfT by the 12th June 2024 in accordance with the new guidance issued in January 2024 (See background papers). The timescales of the BSIP Refresh mean we will need either a special meeting of the Executive or delegation to the Executive Member for Transport to approve the final document which is being produced at pace with our partners in WECA.
- 1.5 In order to enable formal approvals via both the WECA Committee on 14th June and the NSC Executive Committee on 19th June an extension has been agreed with the Department for Transport. The draft report is to be submitted on 12th June to DfT, with the final approved report incorporating any changes or updates required by the Committees to be submitted by 21st June to Department for Transport.

2. Policy

- 2.1 The BSIP is a key local policy setting out the shared vision of NSC and WECA for the future bus network, linking in with other key strategic policies including the Joint Local Transport Plan, West of England Bus Strategy, Local Plan, and the NSC Climate Emergency Action Plan 2022. Having an adopted BSIP is mandatory for any authority wishing to bid for DfT funding for future transport projects. Delivery of the BSIP must either be through a franchising scheme (as is being implemented in Greater Manchester) or an enhanced partnership (EP) that contains legally binding commitments from the LTA and bus operators. The thrust of the National Bus Strategy is to move away from a completely deregulated bus market to one that has much more influence by LTAs and their residents.

3. Details

- 3.1 The refreshed document will not be a bid for new funding but will help Government and policymakers understand the level of funding needed to bring the bus network up to the standard laid out in the National Bus Strategy at a local and national level. It will form a resource to assist local negotiations with developers and other potential funders.
- 3.2 The refreshed BSIP must be comprehensive and authoritative but also concise and accessible to the public. Detailed supporting evidence can be put in an appendix.
- 3.3 The timescales of the Refresh do not fully correspond with the regular NSC democratic schedule for review and submission of the final document, hence the requirement to extend the final submission to the Department for Transport to 21st June (beyond the national 12th June deadline). The final draft will be circulated to the Executive for consideration and regular presentations will be provided as the document evolves prior to submission. This report includes an initial working draft 'Appendix 1' of the work to date, the format of the review is limited to 6 key sections.
- 3.4 The BSIP refresh needs to align with the Joint Local Plan and West of England's adopted Joint Bus Strategy (2020). It will also reflect the status of the adopted Enhanced Partnership in our area.

4. Consultation

- 4.1 Despite the short timescales, the council is reaching out to all key partners and stakeholders to provide input to the future bus network. The outline engagement plan includes.
- Town and Parish council engagement meeting
 - Cllr Engagement session
 - Executive engagement meetings
 - Snap surveys to bus champions and councillors
 - Engagement with key local businesses
 - Meetings with local bus operators
- 4.2 Engagement meetings have already commenced due to the short timescale to develop this document. From this engagement a long-list of aspirations is emerging. All inputs will be reviewed and considered in the development of the final document. A brief summary of engagement inputs to date includes:
- Extension of £2 national fare & low, simple fares
 - Tap On Tap Off ticketing on all registered bus services with multi operator acceptance.
 - Additional bus fleet decarbonisation packages
 - Integrated network - rural links, town circulars, corridors
 - Missing network links: J21 bus bypass, Airfield Bridge Link
 - Multi modal ticketing
 - Bus shelter and stop improvements (NSC & Town and Parish Councils)
 - Expanded accurate Real Time Information (RTI)
 - Sustainable Demand Responsive Transport (DRT) service for rural communities
 - Leveraging the opportunities of the Banwell Bypass & A38 MRN delivery
 - Focus on housing growth areas (Local Plan)
 - More bus frequency (peaks), spread (evenings/nights) and reliability improvements
 - Minor improvements to the road network to improve bus journey times – parking restrictions, traffic signals
 - Weston interchange driver welfare and passenger information facilities
 - Improved pedestrian access to bus stops and healthy streets
 - Programme pace of delivery needs to be less challenging
- 4.3 Concepts will be given an outline cost estimate where relevant. Any concepts included in the BSIP Refresh will require formal permission from the council for inclusion in any bid to the DfT at the appropriate time.

5. Financial Implications

- 5.1 Failure to produce a BSIP refresh within the deadline, will result in a delay of the 2024/25 BSIP funding grant draw down. There are no financial implications for future BSIP proposals as this refresh is not a bidding document. We are being asked to identify a range of outline costed improvement for a future round of BSIP funding beyond March 2025/2026.

6. Costs

- 6.1 The estimated costs for the refresh across the West of England is £70,000, consisting of staff time and some external resources to support the short-term project.

7. Funding

- 7.1 The funding for the BSIP Refresh is allocated from the current BSIP grant. Completion of the BSIP Refresh is mandatory to release the current BSIP programme funding for 2024/2025. Failure to update the BSIP as per the guidelines has the potential to delay grant funding for 2024/25.

8. Legal Powers and Implications

- 8.1 The BSIP is a policy document, it is reflected in the Enhanced Partnership as the legally binding delivery mechanism for the BSIP and local bus strategy. Future BSIP bids and successful award of funding will be reflected as new EP schemes. The Enhanced Partnership Plan Review will follow process set out in legislation, the next update will incorporate any changes or updates required as a result of the BSIP Refresh.

9. Climate Change and Environmental Implications

- 9.1 The bus network is essential to the council and region in meeting its transport decarbonisation programme and helps our goal of becoming net zero by 2030. The BSIP program is successfully leveraging early investment from the local bus companies and the DfT in fleet decarbonisation by 2025.

10. Risk Management

- 10.1 The risk of not completing the refresh as per the DfT guidance is the withholding of the current BSIP programme grant. Failure to engage stakeholders and outline future ambitions and potential improvements at this stage will damage our future bus network, as it is directly linked to the scoping of future bus funding by HMG treasury. The Current BSIP programme has been advantageous to NSC by helping to quickly recover the local bus network from the effects of the pandemic, preserving and growing our commercial bus network, mitigating the future need to identify revenue funding to support socially necessary services in competition for other essential services. The network was at an existential risk of collapse without this funding.
- 10.2 North Somerset and the CA have a joint project management team including risk management monitoring. Additional resource has been deployed to ensure the project remains on track.

11. Equality Implications

- 11.1 Continued availability of accessible public transport options is critical to the independence of some disabled people and those on lower incomes who cannot afford a private vehicle. The BSIP refresh has no direct impact on services or residents at this stage, future improvements and aspirations will require EI assessments as they are developed at future bidding stages.

12. Corporate Implications

12.1 The update of the BSIP policy has no immediate corporate implications on the existing BSIP programme, it does however provide critical pathway to identify the needs of a sustainable bus service in North Somerset, and the opportunity to obtain resources through future bids for funding. The BSIP is integral to Decarbonisation workstream, external investment from bus companies, and the sustainable development of North Somerset through the JLTP 5, and local plan amongst other key policies.

13. Options Considered

13.1 The alternative would be to create a standalone NSC BSIP, however this is distinctly discouraged under the BSIP refresh guidance, as its principal aims are to create a future pipeline of improvements. The current BSIP programme and associated Enhanced Partnership plan and schemes are also explicitly tied to the current geography.

Author: Carl Nicholson, Passenger Transport Service Manager

Appendices :

Appendix 1 'BSIP Refresh 2024 Draft V1'

Background Papers:

<https://assets.publishing.service.gov.uk/media/65a6becf96a5ec00d731aa9/bus-service-improvement-plans-guidance-to-local-authorities-and-bus-operators-2024.pdf>

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North Somerset Council

Report to the Executive

Date of Meeting: 24 April 2024

Subject of Report: Proposed Amendments to the Contract Standing Orders

Town or Parish: N/A

Officer/Member Presenting: Mike Bell, Executive Member for Corporate Services

Key Decision: N/A

Reason:

These changes to the Contract Standing Orders do not have budgetary implications or affect any Wards.

Recommendations

That the Contract Standing Orders (CSOs) set out in Appendix 1 of the report be recommended to Council for adoption.

1. Summary of Report

The report seeks approval of amendments to the Contract Standing Orders to ensure that they are legally compliant and up to date. The amendments to the Contract Standing Orders are reflective of wider government legislation, are benchmarked against neighbouring authorities and are intended to allow North Somerset Council greater flexibility and access to local supplier markets.

2. Policy

The Council has approved a Constitution which sets out how the Council operates, how decisions are made and the procedures to be followed to ensure that the Council is efficient, transparent, and accountable to the local populace. Some of the processes set out in the Constitution are required by law, while others are a matter for the Council to decide upon and approve.

The Constitution is divided into 16 Articles containing the basic rules governing the Council's business. Part A of the document includes the Contract Standing Orders.

3. Details

The existing Contract Standing Orders were approved in July 2017. The key areas of proposed change are:

- Updates to reflect the UK leaving the EU, removing references to European legislation the Council is no longer subject to.
- Addition of Primary Care contracts (Pharmacies, GP Surgeries) to the list of areas where the CSOs **do not** apply.
- Introduction of a section clarifying the use of Grant funding.
- Threshold changes relating to contract value, approval, and decision-making.
- Introduction of requirements for an annual Commissioning Plan and amendments to the use of combined Commissioning and Procurement Plans.
- Updated reference to a new Social Value policy and guidance.
- Further clarification for the use of framework agreements and framework contracts.
- Clarification on contract award processes.
- Addition of advice regarding Health & Social Care Contracts including reference to the Provider Selection Regime (January 2024).

The proposed revised Contract Standing Orders are included in Appendix 1.

The Procurement Team have developed new guidance, templates, flow charts, processes, and training to support the proposed changes which will be available on approval of the revised Contract Standing Orders.

4. Consultation

Consultation on the revised Contract Standing Orders has been undertaken with the Executive, Corporate Leadership Team, Directorate Leadership Teams, the S151 Officer, the Monitoring Officer, and the Head of Finance.

5. Financial Implications

There are no direct financial implications relevant to this report.

6. Legal Powers and Implications

N/A

7. Climate Change and Environmental Implications

N/A

8. Risk Management

| Risk | Inherent Risk Score | Residual Likelihood | Residual Impact | Residual Risk | Comments: |
|--|----------------------------|----------------------------|------------------------|----------------------|--|
| Reduced oversight of Procurement Team due to increased thresholds. | Medium | 3 | 2 | Low/Medium | Approval levels for Key Decisions and Director approval. Clear responsibilities set out for adherence to the Standing Orders. Training and provision of standard templates and guidance. |

| | | | | | |
|--|--------|---|---|------------|---|
| Increased opportunity for legally required contract notices not to be published. | Medium | 3 | 2 | Low/Medium | Procurement developing mandatory MS forms to facilitate officers registering their contracts and posting award notices. |
| Reduced compliance with the Local Authorities (Data Transparency) Code 2015 | Medium | 3 | 2 | Low/Medium | Procurement developing mandatory MS forms to facilitate officers registering their contracts and posting award notices. |
| Low value contracts may feature a less accessible audit trail for review. | Medium | 3 | 2 | Low/Medium | Training and provision of standard templates and guidance. |

9. Equality Implications

The proposed changes should not have any material impact on equality or diversity groups.

10. Corporate Implications

The Constitution is a single point of reference containing the principal operating structures and procedures of the authority. The Constitution sets out corporate governance and establishes how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent, and accountable to the local populace.

11. Options Considered

The proposed amendments to the Contract Standing Orders have taken place in consideration of UK law and the position of the Council. The recommendations contained in this report have been developed using the professional judgement of Council officers in consultation with corporate leadership and are designed to provide an appropriate balance of risk, resourcing, accountability, responsibility, consistency, and flexibility.

Author:

Geoff Chamberlain, Head of Procurement

Appendices:

Appendix 1 Proposed Contract Standing Orders

Background Papers:

[North Somerset Council Constitution - December 2023 \(n-somerset.gov.uk\)](http://n-somerset.gov.uk)

Contract Standing Orders 2024

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PART A – CONTRACTS FOR GOODS, SERVICES and WORKS

1. Introduction

- 1.1 Contract Standing Orders (CSOs) are the rules that must be used when purchasing Works, Services and/or Goods (supplies).
- 1.2 Council officers and members must comply with these CSOs in all instances when buying Works, Services and Goods (supplies) on behalf of the Council and failure to comply may result in disciplinary action being taken against the officer concerned. Officers have a duty to report any breaches of these CSOs to the director responsible for the procurement.
- 1.3 These CSOs form part of the Council's Constitution and provide the framework that governs the Council's procurement of Contracts for Works, Services and Goods. Following these CSOs helps the Council to demonstrate:
 - 1.3.1 good internal governance;
 - 1.3.2 propriety and the proper spending of public money;
 - 1.3.3 value for money and effective use of resources is being achieved;
 - 1.3.4 the delivery of high quality Works, Services, Goods;
 - 1.3.5 compliance with relevant laws;
 - 1.3.6 controls to deter fraud, bribery and corruption.
- 1.4 Every Contract for Works, Services and Goods made by the Council must conform to all relevant legislation. UK public procurement legislation and policy require that Contracts are awarded fairly, in an open and transparent manner and without discrimination on grounds of nationality and that all potential bidders are treated equally. A Bidder or supplier harmed, or who may suffer harm, as a result of the Council failing to comply with the public procurement regulations will have a right to take action against the Council in the High Court. Remedies available include:
 - 1.4.1 The award of damages;
 - 1.4.2 A financial penalty imposed on the Council;
 - 1.4.3 An order to set aside a decision of the Council to award the Contract;
 - 1.4.4 Suspension of the Tender process;
 - 1.4.5 The inability of the Council to enforce the Contract obligations still to be performed against the Contractor.
- 1.5 Detailed information and guidance on the procurement process and Contract management is available from the Procurement Service and should be used in conjunction with these CSOs.
- 1.6 All figures in these CSOs are **exclusive** of VAT unless stated otherwise.
- 1.7 The Council recognises the value and role of small and medium sized enterprises (SMEs), locally based suppliers and the voluntary, community and social enterprise (VCSE) sector, and will strive to ensure that procurement procedures are accessible, fair and proportionate to the size and complexity of the Works, Services and Goods being procured.

2. **Scope**

2.15 These CSOs apply:

- 2.15.1 whenever the Council intends to spend money (or provide other payments in kind) under Contracts for Works, Services or Goods;
- 2.15.2 to expenditure from either capital or revenue sources;
- 2.15.3 to Works and Services concession Contracts;
- 2.15.4 to Goods for re-sale;
- 2.15.5 to both officers and members;
- 2.15.6 where the Council acts as the lead partner in a multi-authority procurement;
- 2.15.7 Where any third party, for example another local authority, is authorised to procure Works, Services and/or Goods on behalf of the Council.

2.16 These CSOs **do not** apply:

- 2.16.1 to Contracts of employment;
- 2.16.2 to acquisitions and disposals of land or buildings unless related to a Contract for Works, Services or Goods;
- 2.16.3 to financial Services in connection with the issue, purchase, sale or transfer of securities or other financial instruments, in particular transactions by the Council to raise money or capital;
- 2.16.4 to service level agreements made between departments within the Council;
- 2.16.5 in the case of civil contingencies;
- 2.16.6 in the case of individual investments which are not deemed as the purchase of Goods or Services for the purposes of these CSOs;
- 2.16.7 where the Council is acting as an agent on behalf of other commissioning authorities, for example the NHS, and is only procuring Contracts on their behalf;
- 2.16.8 where the Council instructs counsel or any external legal advisors to represent or act on its behalf;
- 2.16.9 to out of county social care placements;
- 2.16.10 to resources deployed for unforeseen emergency care packages or accommodation costs aimed at supporting appropriate action to protect individuals from abuse, neglect or homelessness;
- 2.16.11 to social care packages that are, or are considered to be at the time of placement, funded by the ICB as part of continuing health care;
- 2.16.12 primary Care Contracts, including those awarded to pharmacies, GP Surgeries.
- 2.16.13 Contracts to engage artists, shows, attractions, events or other entertainment media to provide entertainment or facilities;
- 2.16.14 Grant Payments: however, you must refer to Part E for further guidance on the definition and use of Grant funding.

2.17 However, in all instances listed in 2.16, all relevant legislation, rules, and guidance must still be complied with together with other relevant parts of the Council's Constitution.

- 2.18 The following entities have their own rules and are not bound by these CSOs except when they participate in joint purchasing with the Council:
- 2.18.1 all schools within the district of North Somerset;
 - 2.18.2 companies in which the Council has an interest **except for** Local Housing Development Vehicles and Local Authority Controlled Companies.
- 2.19 These CSOs do apply to the award of concession Contracts and utility Contracts. If you are seeking to Tender a concession Contract or if the Council, as a “utility”, wishes to procure Works, Services and/or Goods for the purpose of carrying out its “utility activities” of any value you must contact the Procurement Service for advice.
- 2.20 The guidance on the procurement process gives more information on the tendering of Works, Services and Goods by the Council and the procedures to be followed.
- 2.21 Specific guidance on how the CSOs are applied to Contracts relating to Health and Social Care (including Public Health) can be found in Part D.

3. Responsibilities

- 3.1 Overall responsibility for these CSOs rests with the Section 151 Officer. Further information and advice on these CSOs can be obtained from the Procurement Service.
- 3.2 Anyone undertaking purchasing activity on behalf of the Council (but especially in the context of purchasing Works, Services or Goods above prescribed values, (known as FTS (Find a Tender Service) financial thresholds) must comply with all relevant laws and regulations.
- 3.3 The FTS financial thresholds are reviewed every two years in order to comply with the UKs obligations. The most up to date list of thresholds can be found at the following link.

[Guide to Find a Tender Service \(FTS\) and Contracts Finder Thresholds.docx](#)

- 3.4 Directors are responsible for ensuring that:
 - 3.4.1 officers follow these CSOs;
 - 3.4.2 any agent, consultant or Contractual partner acting on behalf of the Council to purchase Works, Services or Goods, or any of them involved in the management of Contracts for the Council, comply with these CSOs;
 - 3.4.3 the central Contracts Register, held by the Procurement Service, is updated on each occasion a Contract is let by the Council which has a total Contract value of £5,000 excluding VAT and above, or is for a duration of three years or longer;
 - 3.4.4 original Contract documents, including the Tender documents of the successful Bidder, are safely kept by the Projects and Property Team in the central deeds store.

4. Definitions of terms used in these CSOs

- 4.1 **Award Criteria:** the evaluation criteria and methodology used to weight, select and award a Contract to a successful Bidder.
- 4.2 **Award Letter:** written confirmation of the award of a Contract by the Council to a successful Bidder, using the standard template.
- 4.3 **Bid:** an offer made by each Bidder to provide Works, Services or Goods to the Council for a particular amount of money on specified terms, normally in the form of a Tender or quotation.
- 4.4 **Bidder:** a person, business, company or other organisation who responds to the Council's invitation to bid as part of the Tender / procurement process.
- 4.5 **Buying:** purchasing Works, Services or Goods from an external supplier or Contractor.
- 4.6 **Call-off Contract:** the Contract made under a Framework Agreement to a framework supplier following the holding of a mini-competition or the placing of an order. Although the Framework Agreement sets out the overarching terms and conditions, each individual "call-off" Contract or order constitutes its own separate Contract under the Framework Agreement.
- 4.7 **Code of Conduct:** the Council's codes regulating the conduct of officers and members.
- 4.8 **Combined Commissioning and Procurement Plan:** all of the requirements of a separate Commissioning Plan and Procurement Plan in one combined document, see 4.10 and 4.46 for clarity on content. When a Combined Commissioning and Procurement Plan is required is set out in 11.3.
- 4.9 **Commissioning:** the process used to plan, procure, evaluate, deliver and monitor the provision of Works, Services and Goods to allow the Council to meet its requirements in the most economical, effective and efficient way.
- 4.10 **Commissioning Plan:** a document which sets out, before the procurement process commences, the Works, Services or Goods to be purchased together with the expected outcomes, using the standard template. The standard template is available from the Procurement Service. This could be a specific plan for each requirement or an annual commissioning intentions plan covering all commissioning requirements over a period. When a Commissioning Plan is required is set out in 11.3.
- 4.11 **Concession Contract:** a Contract under which the Council outsources Works or Services to a Contractor / supplier ('the concessionaire') who has the right to commercially exploit the Works or the Services and who accepts a transfer of the operating risk in return for exploiting the Works or the Services.
- 4.12 **Conflict of Interest:** a set of circumstances that creates a risk that an individual's ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest. This may apply to both officers and members.

- 4.13 **Constitution:** a document approved by the Council which:
- 4.13.1 allocates powers and responsibility within the Council and between the Council and others;
 - 4.13.2 delegates authority to act to the executive, committees, executive members and officers; and
 - 4.13.3 regulates the behaviour of individuals and groups through rules of procedure, codes and protocols.
- 4.14 **Contingency Measures:** actions to reduce the impact of, or prevent, identified risks which might affect the successful delivery of a Contract.
- 4.15 **Contract:** an agreement entered into voluntarily by two or more parties that creates a legal obligation on the Contractor to supply Works, Services or Goods to the Council in return for a payment.
- 4.16 **Contractor:** A party that has agreed to supply Works, Services and / or Goods to the Council under a Contract.
- 4.17 **Contract Award Report:** a report prepared by the Contract manager and the Procurement Service which makes a recommendation to the relevant decision-making body (refer to the table at paragraph 11.3) to award the Contract to the successful Bidder.
- 4.18 **Contracts Finder:** Contracts Finder is a government website. All Contracts that the Council advertises over the defined Contracts Finder threshold must be advertised on Contracts Finder. Please refer to the following link for the most up to date thresholds. [Guide to Find a Tender Service \(FTS\) and Contracts Finder Thresholds.docx](#)
- 4.19 **Contract management:** the proactive process to be used by the Council to manage Contract delivery to ensure that the Contractor is fully complying with its Contractual obligations, allows the Council to manage Contractor performance and Contract compliance and minimises risk to the Council of Contractor default.
- 4.20 **Contract Manager:** a named officer who is responsible for ensuring that the Council achieves its objectives, as set out in the Contract. This might not be the officer's job title – they might act in the role of Contract manager for only part of the time.
- 4.21 **Contracts Register:** a list of all the Contracts let by the Council that are over £5,000 in whole-life value or for a period of three years or longer. The register is kept and maintained by the Procurement Service.
- 4.22 **Contract Variation:** an agreement to vary the terms of a Contract. All parties to the Contract must agree to the variation and any variation must be within the original scope of, and made in compliance with, the Contract. Officers must consider whether the Contract is being varied, or whether the variation is so substantial that the original Contract is extinguished and a new one is being entered into.
- 4.23 **Corporate Governance:** the action or manner of governing, managing and overseeing the way that the Council operates.
- 4.24 **Corporate Requirements:** where the requirement for Goods and Services is used by the whole authority rather than individual directorates, for example stationery and agency staff.

- 4.25 **Declaration of Interest:** the requirement on members and officers to declare their financial or other interests or assets that could create a conflict of interest in the performance of their duties.
- 4.26 **Direct Award:** the ability to award a Contract directly to a chosen supplier, when the value is below £25,000 excluding VAT, or following the approval of an exception as outlined at 6.3.
- 4.27 **Disaggregated:** in the context of procurement, to disaggregate is to break down the requirement into smaller chunks to avoid the required governance which is not permitted.
- 4.28 **Disclosable Interest:** a financial interest or asset that could create a conflict in the performance of the duties of a member or officer.
- 4.29 **Dynamic Purchasing System (DPS):** an electronic system similar to an electronic Framework Agreement. A DPS provides a list of Contractors from which the Council can conduct an e-competition for Tenders. Contractors can apply to join the DPS at any time. If considering a DPS of any value advice must be sought from the Procurement Service.
- 4.30 **Exceptions:** limited circumstances in which compliance with these CSOs is waived in accordance with paragraph 6 below.
- 4.31 **FTS:** Find a Tender Service - Find a Tender Service replaced the EU's Tenders Electronic Daily (TED) and OJEU for Contracts in the UK that exceed the thresholds, it is also a term used when referring to value thresholds.
- 4.32 **Framework Agreement:** an agreement made between one or more public bodies and more than one Contractor. A Framework Agreement is a multi-Contractor agreement. A Framework Agreement sets out the terms for making specific purchases ('calls-offs') under the framework. The terms will include the nature of the Works, Services or Goods to be supplied, the unit price, the standards for service delivery and the terms on which future purchases will be made. Purchases can be made:
- 4.32.1 by order without re-opening competition. For example, offering an order to the Contractor with the lowest price; or
 - 4.32.2 following a mini competition.

The Framework Agreement will set out which purchase route is to be used and the procedure to be followed for making specific purchases. A Framework Agreement does not commit the buying organisation(s) (otherwise known as commissioner(s)) to make any purchases and framework suppliers can choose whether or not to accept the order or take part in a mini-competition, unless the Framework Agreement otherwise provides.

- 4.33 **Framework Contract:** similar to a Framework Agreement but made between one or more public bodies and one Contractor only. A Framework Contract is a single Contractor agreement. The Framework Contract sets out the terms for making purchases of Works, Services or Goods. A Framework Contract does not commit the buying organisation(s) to place any order under it. If a buying organisation wishes to buy Works, Services, or Goods under the Framework Contract it will place an order do so in accordance with the terms of the Framework Contract. The Framework Contract Contractor will be Contractually bound to deliver the Works / Services / Goods ordered.
- 4.34 **Goods (supplies):** the term used where the principal reason for the procurement is to purchase, lease, rent or hire-purchase, with or without an option to buy, actual products.
- 4.35 **Grant:** An amount of money awarded to an organisation by the Council for which there is no expectation of receiving a specific benefit in return. The Grant can be awarded for a service or part of a service, but the recipient is under no obligation to provide specific Services. Further guidance on the use of Grants can be found in Part E.
- 4.36 **Lead Partner:** one of the parties to a joint commissioning arrangement who, on behalf of the other parties within the joint commissioning group, agrees to take the lead in the procurement process and (where applicable) responsibility for managing a Contract on behalf of the other parties within the group.
- 4.37 **Light Touch Regime:** the light touch regime applies to those Services identified within Schedule 3 of the PCR 2015, (and any other subsequent legislation) and includes health, social and related Services, as well as other Services.
- 4.38 **Local Authority Controlled Company (LACC):** an organisation controlled by the Council that can be awarded Contracts directly by the Council without the Council having to follow the public procurement regime, provided the following 3 conditions are met;
- 4.38.1 the Council exercises over the LACC a control which is similar to that which it exercises over its own departments;
 - 4.38.2 more than 80% of the activities of the LACC are carried out in the performance of tasks entrusted to it by the Council or by other organisations similarly controlled by the Council, and
 - 4.38.3 there is no direct private capital participation in the LACC with the exception of non-controlling and non-blocking forms of private capital participation required by national legislative provisions, which do not exert a decisive influence on the LACC.
- If you are considering the creation of a LACC, you must seek the advice of the S151 officer and the Monitoring Officer.
- 4.39 **Mini or Further Competition:** a mini or further competition is a process carried out to place a call-off Contract under a Framework Agreement where the best value supplier has not been specified. It allows you to further refine your requirement whilst retaining the benefits offered under the framework.

- 4.40 **Most Economically Advantageous Tender (MEAT):** the process of assessing a Tender based on quality and price over the life of the Contract. Factors such as the period for completion, maintenance costs, technical merit, and value for money should be taken into consideration.
- 4.41 **Outsourcing:** the process of Contracting out an existing service, which is being provided by the Council, to another party.
- 4.42 **PCR 2015:** the Public Contracts Regulations 2015, the primary legislation governing procurement and Contracting for the public sector in the UK. To be replaced in late 2024.
- 4.43 **Period:** a timeframe as defined by the officer.
- 4.44 **Portal:** a web-based system which the Council currently uses to advertise and run requests for quotes (RFQs) and Tenders.
- 4.45 **Procurement:** the process of obtaining Works, Services and Goods (supplies).
- 4.46 **Procurement Plan:** a plan which sets out the approach to a procurement process. When a Procurement Plan is required is set out in 11.3.
- 4.47 **Provider Selection Regime (PSR) 2024:** The PSR is a set of rules for procuring health care Services in England by organisations termed relevant authorities. Relevant authorities are:
- 4.47.1 NHS England;
 - 4.47.2 Integrated care boards (ICBs);
 - 4.47.3 NHS trusts and NHS foundation trusts;
 - 4.47.4 Local authorities and combined authorities.
- 4.48 **Reverse Auction:** a procedure using the Portal where invited bidders bid against each other, reducing their Tender price in decrements (reducing increments) of a determined value until bidding stops.
- 4.49 **RFQ (Request for Quote):** a request to multiple suppliers (minimum of 3), using North Somerset Council Standard Templates, inviting them to submit a written quotation against a defined set of requirements.
- 4.50 **Seal:** The Council's seal is kept by, and is under the control of, the Assistant Director (Governance & Monitoring Officer).
- 4.51 **Services:** the principal reason for the procurement is considered to be neither Goods/supplies or Works.
- 4.52 **Service Outcome:** a measure of the Contract objectives in terms of service delivery.
- 4.53 **Social Value:** The Public Services (Social Value) Act 2012 imposes a duty on the Council to consider at the pre-procurement stage of any service Contract how the Services proposed to be procured may improve the economic, social and environmental well-being of North Somerset and how the Council may secure that improvement as part of the procurement process.

- 4.54 **Selection Questionnaire (SQ):** the government questionnaire which must be used for pre-qualifying bidders in a procurement process. When conducting a procurement that equals or exceeds the FTS thresholds, this questionnaire must be used.
- 4.55 **Sub-contractor:** an individual, business or other organisation who is hired by the main Contractor to deliver part of the Contract, and who is paid by the main Contractor.
- 4.56 **Supplier:** any person, business, company, public entity or other organisation which offers on the market the delivery of Works, Services and / or Goods to the market.
- 4.57 **Suspension:** the suspension or waiver of compliance with CSOs.
- 4.58 **Tender:** the written document submitted by a Bidder as part of its Tender process in which the Bidder offers to provide Goods, Services and/or Works for the bid price to the Council.
- 4.59 **TOMS:** Themes, Outcomes and Measures – a framework for delivering excellence in measuring and reporting Social Value.
- 4.60 **VCSE:** Voluntary Community and Social Enterprise, the voluntary or non-profit sector of the economy.
- 4.61 **Value for Money:** the optimum combination of whole life costs and quality (or fitness for purpose) of the Goods, Works or Services to meet the Council's requirement.
- 4.62 **Whole Life Contract Value:** the cost of the Contract over its full duration, exclusive of VAT, including the value of any extension periods.
- 4.63 **Works:** the principal reason for the procurement is to carry out one of the following;
- 4.63.1 the execution, or the design and execution, of Works related to one of the activities listed in Schedule 2 of the Public Contracts Regulations 2015. In principle, construction, civil engineering and property maintenance. For a complete list, contact the Procurement Service;
 - 4.63.2 the execution of, or the design and execution of, a work;
 - 4.63.3 the realisation, by whatever means, of a work corresponding to the requirements specified by the Council exercising a decisive influence on the type or design of the work.

5. Delegation

- 5.1 A director may delegate the duties assigned to him/her within these CSOs. For example, a director may delegate to another named officer or officers the authority to approve commissioning or approval of reports for the use of exceptions.
- 5.2 All such delegations shall be formally recorded via a formal Decision, logged with the S151 officer and a record kept within each Directorate.
- 5.3 Delegations may be revoked at any time by the delegating director at which point the delegated duty will revert back.
- 5.4 No delegation shall abrogate or remove the responsibility associated with the duty given to the director. The duty will remain with the director.
- 5.5 Delegated officers cannot approve their own Decisions.

6. Suspension of and Exceptions to Contract Standing Orders

6.1 **Suspension** - Only full council has the power to suspend or waive any requirements within these CSOs.

6.2 **Exceptions** - Contracts are only allowable below the relevant FTS Thresholds. If one of the exceptions listed in CSO 6.3 apply then the relevant decision maker in conjunction with the Head of Procurement may approve exceptions to these CSOs (to the extent that they are lawfully able to do so) in genuinely urgent situations and/or where there is a sound legal, financial or value for money reason. The officer must:

6.2.1 Complete, for the relevant decision maker's approval, a prescribed form (**Exception Form**) detailing the exception(s) intended to be used and the reasons for the request. The relevant decision maker is listed in the 'Contract Award approval' column in the table at paragraph 11.3. The reasons available are listed in paragraph 6.3 below.

6.2.2 Ensure that the Supplier completes the Selection Questionnaire (SQ) in full (or appropriate document proportionate to the value) to ensure due diligence has taken place prior to Contract award.

6.2.3 Notify the Procurement Service of the exception (if Granted) by completing the Contract Register Form (available on the intranet).

6.3 Exceptions for below FTS threshold procurements: valid reasons

The following are considered acceptable reasons for seeking an exception:

6.3.1 quantifiable and significant cost and efficiency savings can be achieved through seeking an alternative route;

6.3.2 reasons of extreme urgency mean that normal time limits cannot be met, including as a result of unforeseen emergency or disruption to Council Services. This may include for example, storm damage to public buildings. Not having sufficient time to Tender may not in itself constitute urgency.

6.3.3 the Council would otherwise be exposed to immediate and significant financial, legal or reputational risk that has been identified in the relevant risk register;

6.3.4 only one supplier is objectively able to provide the Works, Services or Goods in question including, but not limited to, where the provision is specialist, where the supplier has exclusive intellectual property rights, artistic or other rights, has a monopoly or where the Goods bought are for re-sale. In such circumstance only that one supplier may be asked to quote / Tender, however the quote / Tender must be evaluated for capability and suitability.

6.3.5 Where the opportunity will be advertised using an RFQ and there is more than one supplier but fewer than three suppliers capable of supplying the Works, Services or Goods to be procured, only those suppliers shall be asked to quote. The number of suppliers in the marketplace may be limited because the opportunity to be procured is of a specialist nature or a supplier has exclusive intellectual property, artistic or other rights in the subject matter or has a monopoly, or the market is weak.

- 6.3.6 Where the opportunity has been advertised using an RFQ or Tender and you invited at least three suppliers but less bids than the minimum required have been received, you are not required to obtain an exception to these CSOs.
- 6.3.7 Additional or new Works, Services or Goods are required which, through unforeseen circumstances, were not included in an existing Council Contract and are necessary for the completion of the Contract and/or cannot be carried out separately. Forgetting to include the additional or new Services in the original Tender/RFQ will not in itself apply to this exception. Any officer wishing to rely on this exception must first have considered whether including additional or new Works, Services or Goods would be a Contract variation and permitted under UK public procurement legislation.
- 6.3.8 Goods are required as a partial replacement for, or addition to, existing Goods or installations and obtaining them from another source would result in incompatibility or disproportional technical difficulties in operation or maintenance.
- 6.3.9 The Council has the benefit of a Local Authority Controlled Company (LACC) under Regulation 12 of the Public Contracts Regulations 2015.
- 6.4 An exception must *not* be Granted where this would mean the Council would be in breach of any laws.
- 6.5 No exception can be relied on until the relevant decision maker, in conjunction with the Head of Procurement, has authorised the exception.
- 6.6 Where an exception is Granted, the exception report will replace the requirement for a Contract Award report.
- 6.7 All Contracts, including the award of a Contract to which an exception has been applied, must demonstrate compliance with:
 - 6.7.1 All applicable legislation and guidance (including equality of treatment, transparency; non-discrimination; proportionality and mutual recognition);
 - 6.7.2 Due diligence must be evidenced in terms of ensuring the supplier meets the council's minimum requirements;
 - 6.7.3 The principles of procurement best practice and value for money;
 - 6.7.4 The requirement to identify and secure appropriate funding;
 - 6.7.5 Appropriate and robust risk management and Contract management arrangements.
- 6.8 **Exceptions - Contracts Equal to or Above the FTS Thresholds**
 - 6.8.1 The application of the FTS procurement rules cannot be exempted. If you require clarification you should consult with the Procurement Service.
 - 6.8.2 The Provider Selection Regime (PSR) allows for the compliant direct award of Contracts under specific circumstances. Please contact the Procurement Service if you believe your requirement falls under the PSR (this will apply to Services that include healthcare only).

7. Approvals –Whole Life Contract Value below £159,999

- 7.1 Officers are required to complete the online Pre-Procurement Engagement Form (available on the intranet) for all Contracts with a whole life Contract value over £5,000 excluding VAT.
- 7.2 Under £25,000 excluding VAT – Quotations are not required and a direct award to a single supplier is permissible. Preference should be given to local and VCSE organisations where they exist and offer value for money and can deliver the Works, Services and/or Goods to be supplied.
- 7.3 Between £25,001 and £159,999 excluding VAT – a minimum of 3 written quotations are required. Use of the Council's e-tendering Portal is optional. When selecting suppliers to quote, preference should be given to local organisations where they exist and offer value for money and can deliver the Goods, Services and/or Works to be supplied.
- 7.4 Officers are required to complete the Contracts Register – New Entry Form (available on the intranet) for all Contracts with a whole life Contract value over £5,000 excluding VAT. This must be completed within 10 working days of the Contract award.
- 7.5 Subject to the completion of 7.4, the Procurement Service is required to:
 - 7.5.1 Enter any Contracts over £5,000 excluding VAT onto the Council's Contracts Register; and
 - 7.5.2 Publish a Contracts Finder Award Notice for any Contracts over £25,000 excluding VAT.
- 7.6 Officers are required to complete the Contracts Register – Amendment Form (available on the intranet) for all variations and extensions to Contracts. See section 30 and 31.

8. Approvals – whole life Contract value between £160,000 and £499,999

- 8.1 Officers are required to complete the online Pre-Procurement Engagement Form (available on the intranet) for all Contracts.
- 8.2 All Council procurements with an estimated whole life Contract value between £160,000 and £499,999 excluding VAT will have two stages of approval:
- A. Combined Commissioning & Procurement Plan;
 - B. Contract Award Report.
- 8.3 Combined Commissioning and Procurement Plan - for procurements where the whole life value is estimated between £160,000 and £499,999 excluding VAT, and where it has not been previously included on the annual Commissioning Intentions Plan, a Combined Commissioning and Procurement Plan can be used. The format of such is a mixture of the criteria laid out in 9.2 and 9.7. There may be an opportunity to use a Combined Commissioning and Procurement Plan where the whole life value is over £500,000 excluding VAT, this will be at the discretion of the Procurement Service. This will not be applicable where the procurement was previously approved in the annual Commissioning Intentions Plan.
- It is important that the Procurement Service is engaged at a sufficiently early stage to jointly produce the Combined Commissioning and Procurement Plan with the commissioner.
- 8.4 Contract Award Report – a Contract award report must be approved before the Contract is awarded, which sets out a record of the procurement process, including but not limited to:
- 8.4.1 The subject matter and the whole life value of the Contract proposed to be made;
 - 8.4.2 The procurement process followed;
 - 8.4.3 (where applicable) The results of market analysis undertaken;
 - 8.4.4 Details of the evaluation criteria, the weightings and the results of the evaluation process;
 - 8.4.5 The name of the successful Bidder, unless, when the Contract Award Report is deemed to be a Key Decision (see 8.6) an anonymised version may be submitted for publication along with the relevant Tender details in a separate, confidential appendix.
 - 8.4.6 The reasons why its Tender was selected including overall scores of successful and unsuccessful bidders (anonymised);
 - 8.4.7 The reasons for the rejection of the other bids received;
 - 8.4.8 (where applicable) conflicts of interests detected and subsequent measures taken;
 - 8.4.9 any risks associated with the award of the Contract and measures taken to minimise that risk;
 - 8.4.10 Contract management requirements with specific reference to any outstanding risks to be monitored.
- 8.5 The Contract Award Report will normally be prepared by the Contract manager jointly with the Procurement Service and is used to advise the relevant decision making body.

- 8.6 Where the procurement is led by another Local Authority / public body, please see section 10.
- 8.7 If the whole life value of the Contract to be awarded is more than 10% of the original value previously approved at the Commissioning Plan stage, the subsequent Contract Award report will require approval at the relevant threshold which may result in a requirement for a Key Decision to be published.
- 8.8 Direct award – in the event of a direct award (exception), neither a Commissioning Plan nor Procurement Plan is required. You must evidence within the Exception/Contract Award Report the valid reasoning behind the decision to award a Contract without competition, referring to one of the exceptions as outlined at 6.3. Due diligence must be completed on the supplier.
- 8.9 For the approval stages outlined above, templates are available from the Procurement Service.

9. Approvals – whole life Contract value over £500,000

- 9.1 Officers are required to complete the online Pre-Procurement Engagement Form (available on the intranet) for all Contracts.
- 9.2 All Council procurements with an estimated whole life Contract value over £500,000 excluding VAT will have three stages of approval:
 - A. Commissioning Plan;
 - B. Procurement Plan;
 - C. Contract Award Report.
- 9.3 Commissioning Plan – must be prepared by the Contract manager and approved by the relevant decision maker before a procurement process can commence. The Commissioning Plan must set out:
 - 9.3.1 Contract Title;
 - 9.3.2 Outline scope of the procurement – what is the Council buying?;
 - 9.3.3 Available budget and estimated whole life Contract value, including any extension period;
 - 9.3.4 Contract length, including any Contract extension period;
 - 9.3.5 The end date of any existing Contract (if applicable);
- 9.4 A Commissioning Plan must be completed (either as part of the annual Commissioning Intentions Plan or separately for each individual project) if the Council is intending to become party to a Contract, the procurement of which is being led by another local authority/public body, as per section 10.
- 9.5 Annual Commissioning Intentions Plan - The Commissioning Plan can be in the form of an annual Commissioning Intentions Plan, prepared by the relevant commissioning team and approved by the relevant decision maker. The annual Commissioning Plan must set out:
 - 9.5.1 Title – Commissioning Priorities for the “period”;
 - 9.5.2 Links to Corporate Plan/Strategic Plan for the directorate/team and other relevant report information;
 - 9.5.3 An appendix containing a detailed list of relevant projects expected throughout the year including budget(s) available, and whether a procurement will be undertaken;
 - 9.5.4 Clear information on whether the budget available is made up from the Council revenue/capital budget or is external funding either applied for or expected to be agreed within the “period”;
 - 9.5.5 A commitment to review the Appendix as referred to at 9.5.3, and report on progress at the end of the “period”;
 - 9.5.6 Projects not completed at the review point will be carried over to the new “period” if applicable or removed from the list.
- 9.6 The annual Commissioning Intentions Plan will not remove the requirement for a project specific Commissioning Plan for projects/procurements not originally covered in the annual plan, either by omission or because of a new, previously unknown requirement.

- 9.7 Procurement Plan –The Procurement Plan will set out how the procurement will be managed in order to deliver the best outcomes for the Council. The level of detail in the Procurement Plan should be proportionate to the whole life value of the Contract and the level of risk, but should where relevant include:
- 9.7.1 High level summary of Contract purpose and outcomes, including the approach to reflecting these in the specification;
 - 9.7.2 Governance process, including the engagement of key stakeholders and approval of key documents during the procurement process;
 - 9.7.3 Market analysis, including any work that needs to be done by the Council to market itself to potential bidders as an important customer;
 - 9.7.4 Review of potential performance issues, and how they will be mitigated/managed through the procurement process;
 - 9.7.5 Key risks, including climate emergency and sustainability risks, and how they will be mitigated during the procurement process;
 - 9.7.6 Approach to evaluation, including evaluation criteria and weightings. Evaluation criteria shall include an assessment of the bids against the deliverables to be secured under the Contract;
 - 9.7.7 Legal issues, including terms and conditions for the Contract, Contract length and extensions etc.;
 - 9.7.8 Commercial issues such as pricing strategy, management of change, and performance management/incentives;
 - 9.7.9 Approach to Social Value and method of evaluation in line with the Councils Social Value Policy, including performance obligations, main areas of potential benefit, VCSE and sustainability opportunities;
 - 9.7.10 Approach to Climate Emergency, specifically referencing the risks that have been highlighted using the Climate Emergency Risk Register
 - 9.7.11 Overall projected timescales and milestones;
 - 9.7.12 Approach to assessing and agreeing preferred route to market.
- 9.8 It is important that the Procurement Service is engaged at a sufficiently early stage to jointly produce the Procurement Plan with the commissioner.
- 9.9 Where the procurement is led by another Local Authority / public body, a procurement plan is still required, however please see section 10.

- 9.10 Contract Award Report – a Contract award report must be approved before the Contract is awarded, which sets out a record of the procurement process, including but not limited to:
- 9.10.1 The subject matter and the whole life value of the Contract proposed to be made;
 - 9.10.2 The procurement process followed;
 - 9.10.3 (where applicable) The results of market analysis undertaken;
 - 9.10.4 Details of the evaluation criteria, the weightings and the results of the evaluation process;
 - 9.10.5 The name of the successful Bidder, unless, when the Contract Award Report is deemed to be a Key Decision (See 9.12), an anonymised version may be submitted for publication along with the relevant Tender details in a separate, confidential appendix.
 - 9.10.6 The reasons why its Tender was selected including overall scores of successful and unsuccessful bidders (anonymised);
 - 9.10.7 The reasons for the rejection of the other bids received;
 - 9.10.8 (where applicable) conflicts of interests detected and subsequent measures taken;
 - 9.10.9 any risks associated with the award of the Contract and measures taken to minimise that risk
 - 9.10.10 Contract management requirements with specific reference to any outstanding risks to be monitored
- 9.11 The Contract Award Report will normally be prepared by the Contract manager with the Procurement Service and is used to advise the relevant decision making body.
- 9.12 A Contract Award Report is required to enter into a Contract where the procurement has been led by another local authority/public body, as per section 10.
- 9.13 If the whole life value of the Contract to be awarded is more than 10% of the original value previously approved at the Commissioning Plan stage, the subsequent Contract Award report will require approval at the relevant threshold which may result in a requirement for a Key Decision to be published.
- 9.14 Direct award – in the event of a direct award (via an exception), neither a Commissioning Plan nor Procurement Plan is required. You must evidence within the Exception/Contract Award Report the valid reasoning behind the decision to award a Contract without competition, referring to one of the exceptions as outlined at 6.3. Due diligence must be completed on the supplier.
- 9.15 For the approval stages outlined above, a template is available from the Procurement Service.

10. Approvals – Procurements led by another Local Authority / Public Body

10.15 Where the procurement is led by another Local Authority / public body, the same approval levels and thresholds apply, as per section 11. However, the content within any Decision relating specifically to the procurement, only needs to include the key information, and to reflect that another organisation is responsible for the procurement.

11. Approval level and thresholds

11.1 The value of the Contract is the whole life Contract value. It is not the annual Contract value.

11.2 Contracts must not be disaggregated to avoid FTS thresholds, or any thresholds specified within these CSOs.

11.3 The table below sets out the approvals and thresholds that must be used in conjunction with Sections 7, 8 and 9 of these CSOs.

| Estimated Contract Value (Ex VAT) | Permitted Sourcing Options | Mandatory Pre-Procurement Engagement Form | Use Portal | Commissioning Plan approval | Procurement Plan approval | Contract Award approval | Record on Contract Register |
|-----------------------------------|---|---|------------|--|---|--|-----------------------------|
| <£25,000 | Quotations not required; Direct award permissible | Yes £5,000 to £25,000 | No | N/A | N/A | Director or delegated Officer | >£5,000 |
| £25,001 to £159,999 | Request for Quotation (min. 3* suppliers) | Yes | Optional | N/A | N/A | Director or delegated Officer | Yes |
| £160,000 to £499,999 | FTS Tender (Goods/Services) | Yes | Yes | Combined Commissioning and Procurement Plan, approved by Director advised by Head of Procurement | | Director advised by the Head of Procurement or Procurement Manager | Yes |
| | Request for Quotation (Works) | Yes | | | | | |
| £500,000 to £999,999 | FTS Tender (Goods/Services) | Yes | Yes | Executive Member | Director advised by Head of Procurement | Director advised by the Head of Procurement | Yes |
| | Request for Quotation (Works) | Yes | | | | | |
| £1,000,000 to £9,999,999 | FTS Tender | Yes | Yes | Executive | Director advised by Head of Procurement | Director advised by the s.151 Officer and Head of Procurement | Yes |
| >£10,000,000 | FTS Tender | Yes | Yes | Full Council | Director advised by Head of Procurement | Director advised by the s.151 Officer and Head of Procurement | Yes |

*Note: In accordance with CSO 6.3.5, if there are fewer suppliers in the market place capable of supplying the Works, Services or Goods to be procured than the number of bidders which should be invited to Tender and the relevant exception has been approved, you are only required to invite those suppliers capable of supplying the Works, Services or Goods.

12. Key Decisions

- 12.1 Key decisions are those taken by the relevant authority (Director, Executive Member, Executive or full Council) according to value, which are likely to:
- 12.1.1 result in the Local Authority incurring expenditure which is or the making of savings which are significant having regard to the Local Authority's budget for the service or function to which the decision relates or [values over £500,000 excluding VAT are considered to be significant];
 - 12.1.2 to be significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the Local Authority.
- 12.2 In terms of the threshold approval process, it is considered that a Procurement Plan is an internal document and not a key decision as it not asking for approval of expenditure and therefore is not published on the Council's website.
- 12.3 Contract Award Reports are not Key Decisions unless the whole life value of the Contract to be awarded is more than 10% of the original value previously approved at the Commissioning Plan stage. The subsequent Contract Award report will require approval at the relevant Commissioning Plan threshold which may result in a requirement for a Key Decision to be published.

13. Signing of Contracts

- 13.1 Contracts below the relevant FTS threshold and for a duration up to three years may be signed by two authorised officers, either the relevant Director or the Assistant Director or such other officer(s) as the Director has formally authorised (using their delegated powers) to sign Contracts.
- 13.2 Contracts equal to or exceeding the relevant FTS threshold or for a duration of more than three years may be sealed by the Council, as determined by the Assistant Director (Governance & Monitoring Officer).

14. Framework Agreements (multi supplier)

- 14.1 Before the use of any Framework Agreement, advice must be obtained from the Procurement Service.
- 14.2 The intention behind a Framework Agreement is to streamline the competitive process by enabling the commissioners, at any time during the term of the framework, to buy Works, Services, or Goods by placing an order (without re-opening competition) or by holding a mini competition process (competed Services), without having to Tender each individual requirement. Multiple orders or call-off Contracts can be made through the framework. Framework Agreements can be useful where the Council needs to make repeated and potentially high value purchases, such as for temporary staff support or care placements.
- 14.3 It may be possible to access an existing Framework Agreement, let by the Council or another public body. As you would be calling off from the framework this negates the need to conduct a full procurement for the new requirement.
- 14.4 The following principles should be followed when deciding whether to buy Works, Services or Goods under an existing Framework Agreement established by another body:
- 14.4.1 There should be evidence that the framework can be accessed by the Council;
 - 14.4.2 For competed Services, the framework must provide for the holding of a mini-competition.
 - 14.4.3 For the making of a purchase without re-opening competition the framework must clearly identify the criteria for selecting, in order of priority, the Contractor to be first, and subsequently, offered the order;
 - 14.4.4 The framework should offer value for money;
 - 14.4.5 The technical aspects and quality standards of the framework shall meet the Council's requirements.
 - 14.4.6 The Framework Agreement must be let by "a Contracting authority". A private sector company will not be a "Contracting authority" under the PCR 2015.
- 14.5 For procurements equal to or above the relevant FTS threshold, the award of a Framework Agreement is regulated by the PCR 2015.
- 14.6 If the Framework Agreement falls within the PCR 2015 then the term of the framework must not exceed four years. There is a provision to establish a framework for a longer period, but this is only applicable in exceptional circumstances and where it can be justified by the subject of the framework. The Procurement Service must be contacted for advice.

- 14.7 Call-off Contracts can extend beyond the life-span of the Framework Agreement. However, call-off Contracts made close to, or at the end of, the term of the framework that have a disproportionate duration may amount to a breach of the PCR 2015. Before such a call-off Contract is made, advice must be obtained from the Procurement Service.
- 14.8 The use of a Framework Agreement must be approved as part of the Procurement Plan or the Combined Commissioning and Procurement Plan, whichever is appropriate.
- 14.9 There are two approaches to the Contract Award approval process for Framework Agreements and the orders/placements made under them. The Procurement Plan or Combined Commissioning and Procurement Plan must be clear on which method is being used. Either:
- 14.9.1 A Contract Award Report for the approval to establish a Framework and for all expenditure under the Framework, which is authorised at the appropriate level, based on estimated expenditure across of the life of the Framework. No further Contract Award approvals for individual orders/placements would be required; or
 - 14.9.2 A Contract Award Report for the approval to establish a Framework. Contract Award approvals for the individual orders/placements would be required as and when they are incurred in line with the Threshold table in 11.3.
 - 14.9.3 Note that in either case, before any order/placement is made, a purchase order (PO) to the value of the order/placement must first be authorised.
- 14.10 A Framework Agreement is closed for the duration of its operation which means that no new providers and/or suppliers can be added to the framework. If you wish to create a Contract which allows for new suppliers to be added, you must set up a Dynamic Purchasing System (DPS). If you wish to set up a DPS you should contact the Procurement Service. If you are creating a framework under the Light Touch regime, a degree of flexibility is available. Contact the Procurement Service for further information.

15. Framework Contracts (single supplier)

- 15.1 Before the use of any Framework Contract, advice must be obtained from the Procurement Service.
- 15.2 A Framework Contract differs from a Framework Agreement in that it is made with a single supplier, meaning that orders may be placed with that single supplier without competition. When an order is made under a Framework Contract the supplier will be Contractually bound to accept that order.
- 15.3 A single supplier arrangement is likely to be used where the Council wishes to make a high number of purchases over a specified period, the aggregate value of those purchases being of high value, for example the purchase of stationery.
- 15.4 Framework Contracts can be created so that one, or many purchases can be made under it.
- 15.5 The following principles should be followed when deciding whether to use an existing Framework Contract established by another body:
 - 15.5.1 There should be evidence that the framework can be accessed by the Council;
 - 15.5.2 The framework should offer value for money;
 - 15.5.3 The technical aspects and quality standards of the framework should meet the Council's requirements.
 - 15.5.4 The Framework Agreement must be let by "a Contracting authority". A private sector company will not be a "Contracting authority" under the PCR 2015.
- 15.6 For procurements equal to or above the FTS threshold, the award of a Framework Contract is regulated by the PCR 2015.
- 15.7 If the Framework Contract falls within the PCR 2015 then the term of the framework must not exceed four years. There is a provision to establish a framework for a longer period, but this is only applicable in exceptional circumstances and where it can be justified by the subject of the framework. The Procurement Service must be contacted for advice.
- 15.8 Call-off Contracts can extend beyond the life-span of the Framework Agreement. However, call-off Contracts made close to, or at the end of, the term of the framework that have a disproportionate duration may amount to a breach of the PCR 2015. Before such a call-off Contract is made, advice must be obtained from the Procurement Service.
- 15.9 The use of the Framework Contract must be approved as part of the Procurement Plan or the Combined Commissioning and Procurement Plan, whichever is appropriate.

- 15.10 There are two approaches to the Contract Award approval process for Framework Contracts and the orders/placements made under them. The Procurement Plan or Combined Commissioning and Procurement Plan must be clear on which method is being used. Either:
- 15.10.1 A Contract Award Report for the approval to establish a Framework and for all expenditure under the Framework, which is authorised at the appropriate level, based on estimated expenditure across of the life of the Framework. No further Contract Award approvals for individual orders/placements would be required; or
 - 15.10.2 A Contract Award Report for the approval to establish a Framework. Contract Award approvals for the individual orders/placements would be required as and when they are incurred in line with the Threshold table in 11.3.
 - 15.10.3 Note that in either case, before any order/placement is made, a purchase order (PO) to the value of the order/placement must first be authorised.

16. Light Touch regime (and any subsequent legislation inc Provider Selection Regime)

16.15 The light touch regime applies to those Services identified within Schedule 3 of the PCR 2015, and include health, social and related Services, as well as other Services.

16.16 The light touch regime applies where the Services are considered to be of lower interest to cross border competition. The Services listed in Schedule 3 are subject to the PCR 2015, but a “light touch” regime applies, and a higher FTS threshold applies.

16.17 Whether or not a service is within Schedule 3 must be decided, on a case-by-case basis as it will be dependent upon the full scope of what is being procured. For example, you may be procuring a multi lot Contract for facilities management Services which include an element of security Services. Although security Services are within Schedule 3 the remainder of the facilities management Services are not. In this instance, although your Contract would have a light touch element, the majority of the Contract would not be light touch and so the entire procurement would be subject to the full PCR 2015.

16.18 Services listed in Schedule 3 of the PCR 2015 are subject to the “light touch regime” and not subject to the full procurement regime of the PCR 2015. Schedule 3 Services include health, social and related Services, and the provision of Services to the community. You must seek advice from the Procurement Service if you consider your service will be subject to the light touch regime before you commence the procurement.

16.19 The Provider Selection Regime (PSR) came into effect on 1 January 2024 and applies to the procurement of Healthcare Services in England by relevant authorities. Relevant authorities are:

16.19.1 NHS England

16.19.2 Integrated care boards (ICBs)

16.19.3 NHS trusts and NHS foundation trusts

16.19.4 Local authorities and combined authorities

The PSR does not apply to the procurement of Goods or non-health care Services (unless as part of a mixed procurement), irrespective of whether these are procured by relevant authorities.

16.20 For further information on Health and Social Care related Services considered “Light Touch” or “PSR” and the differing procurement rules to be followed, please see Part D Health and Social Care Contracts, section 36, or contact the Procurement Service.

17. Outsourcing and community right to challenge

- 17.1 Where it makes economic sense and it is a functional solution, the Council may outsource Services or transfer them to the local community to provide directly.
- 17.2 The 'community right to challenge' is part of the 2011 Localism Act and gives voluntary and community groups, charities, parish and town councils and council employees the right to express an interest in taking over the running of a Council service. The Council must consider and respond to this challenge. Where the challenge is accepted, the Council must then run a procurement exercise in which the organisation making the challenge can bid to run the service (but not necessarily win). Expressions of interest to deliver Services under the 'community right to challenge' shall be dealt with through the Council's adopted 'Process Guide to dealing with expressions of interest under the Community Right to Challenge.'

18. Public Works or Services concessions under The Concession Contracts Regulations 2016.

- 18.1 The Concession Contracts Regulations 2016 apply to above threshold public Works concessions and public service concessions. There are no concession Contracts for supplies.
- 18.2 Key factors of concession Contracts are:
- 18.2.1 the award of the contract shall involve the transfer to the concessionaire of an operating risk in exploiting the works or services encompassing demand or supply risk or both; and
 - 18.2.2 the part of the risk transferred to the concessionaire shall involve real exposure to the vagaries of the market, such that any potential estimated loss incurred by the concessionaire shall not be merely nominal or negligible.
- 18.3 If you consider that your opportunity may be a public Works or a public Services concession Contract you must contact the Procurement Service for advice before beginning any stage of the procurement.

19. Social Value

- 19.1 The overall approach to delivering Social Value through the Council's suppliers is to agree proportionate and relevant Social Value outcomes with bidders during the procurement that are aligned to the Corporate Plan ambitions. There are two different but complementary routes in which this can be achieved. Firstly, Social Value can be built into the Contract as a performance obligation within the requirements/specification. Secondly, bidders can be asked to be innovative about how they might deliver additional Social Value under the Contract, and their responses are assessed as part of the overall evaluation process. These two routes are not necessarily independent i.e., both may be used within the same procurement process.
- 19.2 Procurement documents, in particular the evaluation model, should allow bidders to describe how they will deliver Social Value in addition to the core requirements of the Contract. Procurement documents should also be clear on how responses will be assessed and evaluated.
- 19.3 In addition to the two routes outlined in 18.1, how you should approach achieving Social Value will differ depending on the value of your procurement;
- 19.3.1 For procurements below £159,999 excluding VAT - you should consider Social Value as forming part of your evaluation criteria where appropriate and proportionate to do so, but inclusion is not mandatory. A weighting of up to 10% may be applied. The evaluation will be quantitative only.
- 19.3.2 For short term Contracts (less than 6 months) and one-off projects/purchases in excess of £160,000 – Social Value must be included as part of your evaluation criteria. A weighting of up to 10% must be applied. The evaluation will be quantitative only.
- 19.3.3 For long term Contracts (more than 6 months), with a value equal to or greater than £160,000 excluding VAT, a quantitative and qualitative evaluation must be undertaken. Please contact the Procurement Service for advice.
- 19.4 The approach to achieving Social Value through the Council's procurements should be agreed as part of the development of either the Combined Commissioning and Procurement Plan or the Procurement Plan.

20. Types of Procedures

- 20.1 Where the opportunity to be advertised has an estimated whole life Contract value above £160,000, the type of procedure to be followed must be determined as part of the development of the Procurement Plan, in consultation with the Procurement Service, prior to advertising. The types of procedure are as follows:
- 20.1.1 **Open Procedure** – where suppliers submit a Tender in response to an advertisement. This is done via an Invitation to Tender (ITT) document, through a single stage process.
 - 20.1.2 **Restricted Procedure** – includes a Pre-Qualification stage via the standard selection questionnaire, which is sent to all suppliers who express an interest in response to an advertisement. A selection of these suppliers is then invited to submit a Tender via an ITT.
 - 20.1.3 **Competitive Dialogue** – a procedure to be used where the procurement is of a very complex nature (technically, legally or financially), and the Council is unable to properly define one or more of these elements within the specification. For the Council to formulate its requirements, it will hold dialogue sessions with bidders during the Tender process.
 - 20.1.4 **Competitive with Negotiation** – this is a three-stage procedure that allows for negotiation after initial Tenders have been submitted.
- 20.2 Where the estimated whole life Contract value is under £160,000 you are not required to conduct a Tender process, and may conduct a quotation process instead, but that doesn't mean you shouldn't use a Tender process if you consider it to be appropriate. Where you do conduct a Tender process, the Open Procedure must be used.
- 20.3 For further information and guidance on the procurement process for Contracts below £159,999 excluding VAT, please see PART F.

21. Advertising Online

- 21.1 The Council uses a web-based system to advertise and run both request for quotes (RFQs) and Tenders. The Portal allows opportunities to either be openly advertised, where any appropriately registered supplier may express interest, or for quotes/Tenders to be sent to specifically chosen suppliers only. All opportunities with a total estimated whole life Contract value of £160,000 and above must be openly advertised in line with the table at 11.3, unless the use of an appropriate Framework is agreed. (For procurements in respect of Health and Social Care Services Contracts please see Part D). Below this figure opportunities may be advertised openly at the discretion of the Commissioner. Whatever the value, where the Council advertises Contracts openly using the Portal the opportunity must also be advertised on the government's Contracts Finder website if the opportunity will exceed £25,000 excluding VAT in value.
- 21.2 Should you elect, at your own discretion, to conduct a formal Tender process for opportunities with an estimated whole life Contract value of under £160,000, you must advertise the opportunity as part of the Tender process.
- 21.3 The process of advertising procurement opportunities via the Portal does not negate the requirement to advertise relevant opportunities in other media, such as Find a Tender service (FTS), Contract's Finder, the Council's website, local newspapers, or any other method, should this be required.
- 21.4 The Council can also publish Prior Information Notices (PINs) as part of a soft market testing exercise to understand the quantity, appetite, and capability of suppliers to deliver potential future Contracts. Under certain circumstances, publishing a PIN can reduce the minimum tender timescales for the procurement.
- 21.5 All suppliers invited to Tender must be issued with the same information at the same time and subject to the same conditions.

22. Receipt of Tenders

22.1 Procurements with an estimated total Contract value below £159,999 excluding VAT, may be undertaken via email or operated through the Portal, depending on the knowledge and experience of the commissioner in the use of the Portal.

22.1.1 Any submissions received after the date and time stipulated in the procurement documents should not be considered;

22.1.2 On checking a submission, any errors or discrepancies affecting the content of a bid should be the subject of clarification with the Bidder.

22.1.3 If you are uncertain about the approach to apply to an error, or the period to grant a Bidder to correct it, then seek the advice of the Procurement Service.

22.2 All procurements with an estimated total Contract value above £160,000 must be operated through the Portal in conjunction with the Procurement Service.

22.2.1 Any submissions received after the date and time stipulated in the Tender documents should not be considered;

22.2.2 All submissions received electronically via the Portal must either be unsealed by the Procurement Service or by officers authorised by the Procurement Service;

22.2.3 On checking a submission, any errors or discrepancies affecting the content of a bid should be the subject of clarification with the Bidder.

23. Evaluating Tenders

- 23.1 Care should be taken to evaluate the bid using the most economically advantageous Tender (MEAT) rather than simply the unit price. The lowest priced Tender may not necessarily offer the best value for money over the life of the Contract; therefore, you should take into account price and quality using agreed price and quality weightings.
- 23.2 Should a submitted bid appear to be priced too low to deliver the required quality of service this should be clarified. The Bidder should be challenged as to how they can deliver the expected quality and requirements at that price. Should this show that the proposed service is indeed unsustainable, the Tender may be rejected. Before any bid is rejected you must take advice from the Procurement Service.
- 23.3 Each bid should be evaluated by scoring objectively in accordance with the award criteria by a panel of appropriate officers. The process and evaluation model should be set out in the Procurement Plan. The Contract should be awarded to the Bidder submitting the Tender that achieves the highest score in the evaluation process.
- 23.4 The criteria used to evaluate each bid must:
- 23.4.1 Be based on the predetermined award criteria specified in the RFQ or invitation to Tender document, including the weightings to be used;
 - 23.4.2 Include the total value of the Contract;
 - 23.4.3 Be strictly observed throughout the Tender process;
 - 23.4.4 Be capable of objective assessment;
 - 23.4.5 Avoid discrimination.
- 23.5 Where the opportunity is above £500,000 excluding VAT, or where there is a perceived risk through the term or nature of the Contract regardless of Contract value, an assessment of the bidders' financial standing should be undertaken to the satisfaction of the relevant Director.
- 23.6 The results of the Tender evaluation process must be recorded in writing.
- 23.7 The Council is not obliged to accept any Tender.

24. Awarding the Contract

24.1 The following applies to all procurements with an estimated Contract value above £160,000:

24.1.1 All bidders should be notified simultaneously via the Portal and as soon as possible, of the intention to award the Contract to the successful Bidder. The unsuccessful bidders must have at least 10 calendar days in which to challenge the decision before the Contract is formally awarded. This 'standstill period' is commonly referred to as the Alcatel period and is a legal requirement of an FTS compliant procurement process.

24.1.2 Where the winning Bidder has identified itself as being within the scope of IR35 Legislation via the Tender process the Authorised Officer must check the Contractors employment tax status on the HMRC website, [Check employment status for tax - GOV.UK \(www.gov.uk\)](http://www.gov.uk), to determine whether the winning Bidder should be paid via the Council's payroll system or via the raising of an invoice on the Council's finance system. If in any doubt, you should contact your directorate HR Advisor.

24.1.3 If the decision is challenged by an unsuccessful Bidder, then the Contract cannot be awarded and the Assistant Director (Governance & Monitoring Officer) must be contacted to advise on the steps to be taken.

24.1.4 The Procurement Service shall (via the Portal) debrief in writing all those bidders who submitted a bid about the relative advantages of the winning Bidder and should disclose:

1. How the award criteria were applied and the scores and relative advantages of the winning Bidder(s);
2. The name of the winning Bidder(s).

24.1.5 All documents should be kept in accordance with the Corporate Retention and Disposal Schedule.

24.2 The following applies to all procurements with an estimated Contract value below £159,999 excluding VAT:

24.2.1 All bidders should be notified simultaneously (via the Portal if appropriate) and as soon as possible of the intention to award the Contract to the successful Bidder.

24.2.2 Unsuccessful bidders must be provided with a breakdown of their scores, the name of the winning Bidder and the winning Bidder's scores. A 'standstill period' is not a legal requirement, however it is considered good practice to allow some time between notifying unsuccessful bidders and making the Contract award.

24.2.3 A legal challenge cannot be made for Contracts which fall below the FTS threshold.

25. Reverse Auctions

25.1 On the advice of, and with prior authorisation from the Procurement Service, electronic reverse auctions may be used for the submission of prices. The specific procedures to be used must be approved by the Head of Procurement and should normally be facilitated via the Portal.

26. FTS Thresholds

- 26.1 The procurement of Goods, Services and Works that equal or exceed the FTS procurement thresholds are covered by the FTS Consolidated Procurement Directive as enforced by the Public Contract Regulations 2015. The Directive lays down strict processes for advertising, timetabling and Contractor selection.
- 26.2 These rules take precedence over all Council and UK national regulations and carry potentially heavy penalties for non-compliance.
- 26.3 There are separate thresholds regarding Services covered within the “Light Touch” regime, the Concession Contracts Regulation 2016 and the Utilities Contracts Regulations 2016, the Provider Selection Regime 2024. If you are uncertain if your opportunity falls under one of these Regulations, you must seek advice from the Procurement Service to understand current thresholds.
- 26.4 All opportunities that equal or exceed the FTS Threshold must be advertised in the FTS and Contracts Finder.

27. Contracts

27.1 All Contracts shall, as a minimum:

- 27.1.1 be in writing;
- 27.1.2 specify what is to be supplied (that is, the Works, materials, Services, matters or things to be furnished, had or done);
- 27.1.3 specify the payment provisions (that is, the price to be paid and when);
- 27.1.4 specify the time-scale within which the Contract is to be performed; and
- 27.1.5 specify the termination provisions under which the Council shall and may terminate the Contract.

27.2 In addition, every Contract involving a purchase of £50,000 and above must also clearly state as a minimum:

- 27.2.1 the performance standards to be met;
- 27.2.2 the insurance requirements;
- 27.2.3 health and safety requirements;
- 27.2.4 equality and diversity requirements;
- 27.2.5 (where relevant) that the Contractor may not assign the Contract or sub-Contract any part of the Contract without prior written consent from the Council;
- 27.2.6 information governance, Freedom of Information and Data Protection requirements;
- 27.2.7 Contract management requirements;
- 27.2.8 a right, given to the council, of access to documents and records which relate to the subject matter of the Contract for monitoring and audit purposes;
- 27.2.9 an obligation on the Council to pay undisputed invoices within 30 days;
- 27.2.10 an obligation on the principal Contractor to pay any Sub-contractor invoices within 30 days;
- 27.2.11 a clause for the prevention of corruption and bribery; and
- 27.2.12 Contract enforcement mechanisms.

27.3 Formal advice from the Assistant Director (Governance & Monitoring Officer) must be sought on Contract terms and conditions for the following Contracts:

- 27.3.1 where the estimated whole-life value of the opportunity is above £160,000 excluding VAT;
- 27.3.2 those involving leasing arrangements;
- 27.3.3 where it is proposed to use the external supplier's own terms;
- 27.3.4 those that are considered to be high risk in terms of service failure or the Council's reputation; or
- 27.3.5 those that are complex in any other way.

27.4 All Contracts must be formally concluded in writing before the supply, service or construction begins. An award letter is insufficient.

28. Prevention of Bribery or Corruption

28.1 Officers must comply with the Council's Code of Conduct and must not invite or accept gift or reward for the award of, or in respect of, the performance of any Contract. It will be for the officer to prove that anything received was not received corruptly. High standards of behaviour are obligatory. Corrupt behaviour will result in disciplinary action being taken against the officer concerned. Offering, promising or giving of a bribe (active bribery) and the requesting, agreeing to receive or accepting of a bribe (passive bribery) is a criminal offence under the Bribery Act 2010 and council employees should take all necessary steps to protect themselves and the Council against committing acts of bribery.

29. Declaration of interest

29.1 Prior to any procurement commencing, officers that will be involved in the development of the specification, evaluation and/or decision, will be required to complete a Conflict of Interest form, specifically for the procurement activity. This is to ensure that all procurements are undertaken fairly and any disclosable interests are known to the Council. This is in addition to any declarations made as part of the annual Register of Personal and Pecuniary Interests. Any interests declared should be documented and managed appropriately. If in doubt, please contact the Procurement Service for advice.

29.2 If it comes to the knowledge of a member or officer of the Council that an individual has, or may have, a conflict of interest in the Contract to be procured or awarded, (not previously declared) they shall immediately give written notice to the PA for their Directorate who will inform the relevant Director, as well as the Procurement Service.

29.3 Such written notice is required regardless of whether the interest is that of a member or officer themselves or a close relative, partner, direct or indirect. An indirect disclosable interest is distinct from a direct disclosable interest in that it is not a Contract to which the member or employee is directly a party.

29.4 The Directorate PA shall maintain a record of all declarations of interests notified by members and officers.

29.5 The Directorate PA shall ensure that the attention of all members is drawn to the Code of Conduct for Local Authority Members.

30. Extending the term of the Contract

- 30.1 If the original Contract includes an option to extend the initial term and the authority to enter into the Contract was given for the whole life Contract value the relevant Director may authorise the extension period via a Director's Decision subject to evidence of satisfactory performance of the Contract.
- 30.2 Where an extension meets the criteria of 30.1, there is no requirement to book onto the forward plan or publish the decision.
- 30.3 If the original Contract does not include an option to extend the initial term or the authority to enter into the Contract was not given for the extension period;
- 30.3.1 the maximum extension period allowed is 50% of the initial (original) term or a maximum of 12 months, whichever is lesser; AND
 - 30.3.2 Authority to extend the initial term must be obtained before the Contract is extended. The value of the extension period will determine who can authorise the extension based on the values in the table at paragraph 9.4 above.
- 30.4 Following permission to extend a Contract, Contract managers must inform the Procurement Service of the extension (see 7.6) and must provide a signed Decision to allow the Procurement Service to update the Council's Contract Register.
- 30.5 Where the whole life value of the Contract equals or exceeds the relevant FTS threshold the PCR 2015 must be fully complied with. Where this applies you must seek advice from the Procurement Service.

31. Contract Variation other than extending the term of the Contract

- 31.1 Instructions to vary a Contract shall be made in writing and before the variation is made approved by the relevant Director and referred to Legal Services for advice where the Contract is subject to the PCR 2015.
- 31.2 Where a Contract (excluding Capital projects with a compensation event/change control mechanism) with a whole-life Contract value above the FTS thresholds is proposed to be increased by a value of 10% or more, an immediate report with the advice of the Procurement Service shall be made to the Section 151 Officer who shall decide what further action is necessary.
- 31.3 Where a variation occurs during the life of the Contract that cannot be met from within existing budgetary provision, an immediate report shall be made to the Section 151 officer who shall decide what further action is necessary.
- 31.4 Where any claim for payment exceeds the original Contract sum by 25% excluding VAT or more, the matter must be referred to the Procurement Service before any settlement is made.
- 31.5 Capital projects with a compensation event/change control mechanism allowed for within the Contract, for example NEC4 Contracts, may manage Contract variations within the project structure/governance, subject to an appropriate delegated authority decision and monitoring at Capital Programme Planning and Delivery Board (CPPDB).
- 31.6 Following permission to vary a Contract, Contract managers must inform the Procurement Service of the variation (see 7.6) and must provide a signed Decision to allow the Procurement Service to update the Council's Contract Register.

32. Contract Management

- 32.1 Directors shall ensure that there is a named Contract manager for each new Contract. For each Contract with an expected value above £160,000 excluding, the Contract manager will work jointly with the Procurement Service during the procurement process.
- 32.2 As part of the procurement process the Contract manager and Procurement Service will agree the Contract management measures that are appropriate for the Contract. This will include, but not be limited to, performance measurement/management, review meetings, risk management, governance and escalation. The approach to Contract management shall be proportionate, with management activity linked to Contract risk and value.
- 32.3 For all procurements with a value in excess of £160,000, following the Contract award, a Contract Management Plan will be developed by the Contract manager with guidance from the lead Procurement Officer.
- 32.4 Contract Managers should consider on-going monitoring of Contractors' financial standing by signing up to Audit's service.

33. The Contract Performance framework

- 33.1 The Council has a performance framework to ensure strong corporate governance of its key Contracts.
- 33.2 Contract managers shall measure Contract performance against the standards and the performance indicators set out in the Contract. Contract managers shall also identify (through a risk assessment) an appropriate set of indicators of the quality of the actual process of Contract management.
- 33.3 For all key Contracts, Contract managers shall meet quarterly with the relevant procurement lead to discuss and complete a quarterly assessment to assure the Council that each Contract is delivering good outcomes and is being well managed. With the exception of capital projects which are monitored at Capital Programme Planning and Delivery Board (CPPDB).
- 33.4 Directors shall ensure that Contracts which are of strategic importance (in terms of the Services offered and/or the Contract value and/or the risk of service failure and/or the reputational risk to the Council) shall be referred to the Council's corporate leadership team (CLT). Significant Contracts which are under-performing shall also be referred to CLT.

PART B – LAND AND BUILDINGS

34. Purchasing and Leasing

- 34.1 Purchasing and leasing of land and buildings shall be made in compliance with the Council's Financial Regulations and Disposal of Land & Property Procedures.
- 34.2 No property related Contract sale, purchase, tenancy, lease or third party rights shall be entered into without the involvement of Assistant Director (Governance and Monitoring Officer), (through the Section 151 Officer).

PART C – DISPOSAL OF ASSETS OTHER THAN LAND OR PROPERTY

35. Disposal of Assets other than Land or Property

- 35.1 Disposal of other assets (other than land and building) shall be made in compliance with the Council's Financial Regulations.
- 35.2 In addition, there shall be clear documentation agreed and signed by the budget holder, their line manager and the Director detailing:
- 35.2.1 Why the item is no longer required.
 - 35.2.2 A statement as to the physical condition of the item.
 - 35.2.3 An estimated market value for disposal.
- 35.3 The Section 151 Officer must be informed of the proposed disposal of any item listed on the Council's Asset Register. The relevant Service Accountant must be informed of the proposed disposal of items originally obtained through leasing arrangements.
- 35.4 Serviceable surplus Goods shall be first offered for disposal within the Council. If no internal interest is received the item can be disposed of externally. If it is perceived that the Goods are usable in their present state for their original purpose, then the Council may be able to sell the item. Careful consideration should be given to the selling of Goods as the Council must comply with the Consumer Protection Act 1987 and the Consumer Rights Act 2015 Compliance with the Act rests with Directors.
- 35.5 The Council is able to supply office furniture to the general marketplace, providing the furniture is in a usable condition and not likely to cause injury.
- 35.6 Any item identified as being beyond economic repair shall be scrapped. If it is perceived that there is a scrap value, the item shall be sold as scrap. Electrical, gas, or mechanical items identified as no longer 'fit for purpose' shall only be sold as scrap or for refurbishment to an established company in the business of handling scrap or reconditioning items. Any sale document must clearly show that the item is being sold for scrap or refurbishment value only. Such items must not be offered for direct sale to the general market.

PART C Continued

- 35.7 Motor vehicles can be offered for direct sale providing that the vehicle has a valid MOT certificate, is otherwise roadworthy and has no other obvious defects.
- 35.8 The item may either be sold through public auction or by private treaty. If to be sold by private treaty:
- 35.8.1 Where the estimated disposal value is under £500 at least one written offer shall be obtained and retained, and the highest offer shall be accepted.
 - 35.8.2 Where the estimated disposal value is between £500 and £50,000 then at least three written offers must be sought and retained, and the highest offer shall be accepted.
 - 35.8.3 Where the estimated disposal value is over £50,000, advice must be sought from the relevant Finance Business Partner or the Section 151 Officer, who shall recommend an appropriate disposal method for approval by the Director, or relevant delegated authority.
- 35.9 No surplus Goods may be given or sold to any Council officer Member or their immediate family, except when won via public auction.
- 35.10 Further advice on disposal considerations must be initially sought from the Procurement Service.

PART D – HEALTH AND SOCIAL CARE CONTRACTS

36. Regulations and Guidance

- 36.1 The Council recognises that the procurement of health and social care Services involves a range of unique considerations, which are different and/or additional to those that apply to the procurement of other Goods, Services and Works. Health and social care Services are treated differently for the purpose of the EU Public Procurement Directives (Regulation 74 Public Contracts Regulations 2015 and any subsequent legislation) and the Provider Selection Regime (01/01/2024). The Council is also mindful of the duties in respect of the commissioning of social care Services brought into force by the Care Act 2014, the Children Act 1989, the Children Act 2004, the Childcare Act 2006, the Child Poverty Act 2010, the Children and Families Act 2014 and associated regulations and statutory guidance (all as amended). This, along with the intention to integrate Services between Health and Social Care more fully and the introduction of the Provider Selection Regime for Health-related Contracts means that, in order to reflect these principles, the Council has adapted these standing orders setting out the underlying principles and administrative procedures that will be followed in relation to the procurement and award of Contracts for such Services.
- 36.2 The Council recognises that the Care Act 2014 introduces and consolidates a number of duties which will be relevant to its commissioning and procurement functions and decisions. The Council also recognises the unique considerations involved in the procurement of Children’s Services and is mindful of its duties in respect of the Children Act 1989, the Children Act 2004, the Childcare Act 2006, the Children and Families Act 2014 and the UN Convention on the Rights of the Child. Accordingly, in procuring Contracts for the Services, from the formulation of the specification for a Service and throughout the Tender and award process, the Council and its officers will take account of the Council’s duties to:
- 36.2.1 promote the well-being of the individuals who will be in receipt of the Services;
 - 36.2.2 take account of the specific needs of different categories of users including in particular, disadvantaged and vulnerable groups, including children;
 - 36.2.3 provide and arrange Services which will contribute towards the prevention or delay in the development of or reduction in the needs of adults and carers in the area;
 - 36.2.4 promote the integration of care and support with health Services;
 - 36.2.5 promote the involvement and empowerment of users;
 - 36.2.6 provide a variety of different providers of the Services in its geographical area;
 - 36.2.7 facilitate a variety of high-quality Services from which an individual can choose to obtain the Services;
 - 36.2.8 properly shape and maintain the sustainability and innovation of the market for the Services; and
 - 36.2.9 make available to Providers information about demand for the Services, both current and forecast and other relevant data about the market.

PART D Continued

- 36.3 The Council and its officers will take into account longer term commissioning strategies and information about the market for the Services available to the Council through Market Position Statements, Joint Strategic Needs Assessments and other analysis when designing, procuring and awarding Contracts for the Services.
- 36.4 The Council will ensure that the best interests of children affected by procurement and commissioning decisions are treated as a primary consideration, meaning that they are considered first and only not followed if outweighed by the cumulative impact of other considerations.
- 36.5 The Council will safeguard and promote the well-being and welfare of people who are or maybe in receipt of the Services.
- 36.6 The Council will ensure that all Providers have robust safeguarding procedures in place and managed effectively. keep under review the educational, training and social care provision for children and young people who have special educational needs or a disability and consider the extent to which this provision is sufficient to meet the needs of the children and young people concerned;
- 36.7 The Council will ensure that there are sufficient social care Services for disabled children to allow such Services to continue until such time as there is a final decision on their case by adult Services;
- 36.8 The Council will base commissioning on strategic needs assessments and evidence that the Services procured will be effective at meeting needs and desired outcomes. This will include ensuring that data in relation to numbers of children and their particular needs is accurate and kept up-to-date; and
- 36.9 The Council will adopt a whole system approach to designing universal, targeted and specialist Services to improve outcomes for children 'in need', children at risk of entering care, looked after children and children involved in the youth justice system including those in custody.
- 36.10 The Council will encourage collaborative working in the form of consortia of Providers, joint commissioning, multi-agency working and pooled budgets.

37. Tendering Processes

- 37.1 Prior to the Tender of any Contract for any Health and/or Social Care Services, the Council will explore the nature of such Contracts and the funding sources to determine whether the Provider Selection Regime shall apply as opposed to the Public Contracts Regulations 2015 (or subsequent legislation).
- 37.2 Where it has been determined that the Provider Selection Regime shall apply the relevant rules shall be followed in order to award the Contract. This may involve tendering the opportunity to the open market where appropriate to do so and the publication of any such award in line with the requirements of the regulations.

PART D Continued

- 37.3 Prior to the Tender of any Contract for any Health and Social Care Services, the Council will, where appropriate, engage in transparent dialogue with Providers and explore the submissions and ideas (whether formally or informally) presented by Providers when developing the specification for a Contract for such Services as provided for in the UK Regulations.
- 37.4 Where it has been determined that the Public Contracts Regulations 2015 apply and the value of a Contract for the Services exceeds the Light Touch Regime FTS Threshold, the authorised party as defined within the Threshold table at 11.3 will be responsible for deciding the process to be followed to ensure that the requisite details of the Contract are made known in line with the general Contract Standing Orders (CSOs). The Council will be required to record and accept any risk in not advertising the Contract as specified in the CSOs, see below.
- 37.5 Following consultation, and subject to the terms of the Council's core Contract Standing Orders and any overriding thresholds it has set, a competitive procedure for the Tender of the Contract may not be required, or only a limited competition is required. Such a decision may be appropriate for the reasons including (but not limited to) the following:
- 37.5.1 that it can be demonstrated that the Contract is of no interest to Providers in other EU member states; and/or
 - 37.5.2 the total sum to be paid under the Contract is so low that Providers located in other EU member states would not be interested in bidding for the Contract; and/or
 - 37.5.3 the Service is of such a specialised nature that no cross-border market of suitable Providers exists; and/or
 - 37.5.4 the existing Provider(s) of the Service is(are) the only Provider(s) capable of delivering the Service to meet the needs of the individual(s) concerned; and/or
 - 37.5.5 an innovative, highly specialised, cost effective or unique Service is being offered by a particular Provider(s) and the Council wishes to evaluate the effectiveness of that Service; and/or
 - 37.5.6 the nature of the Service is such that it will not or cannot be adequately specified in advance because of the nature of the social care needs of the service user(s) concerned; and/or
 - 37.5.7 there are special circumstances such as ownership of land or property, geographic locations or particular skills or experience of Providers of the Services which limit the choice of Provider; and/or
 - 37.5.8 the application of a competitive Tender process would adversely affect or result in the loss of a linked service; and/or
 - 37.5.9 it has become urgent to provide the Service because of an emergency, crisis or as a result of unforeseen circumstances which are not attributable to the Council.

PART D Continued

- 37.6 Officers will be required to maintain a list of all Contracts which they decide do not require to be procured through a traditional competitive Tender on the basis of the determinations made under 36.14 above.
- 37.7 All Tender processes will be proportionate to the value of the Contract, the nature of the Services and the Council will endeavour to produce clear and accessible documentation.
- 37.8 The Council will avoid duplicative or excessive paperwork in the Tender process and will consider wherever possible using e-procedures which reduce the demand on administrative resources.
- 37.9 Procurement processes for the Services will involve realistic timescales which allow Providers sufficient time to meet and respond to the necessary requirements.
- 37.10 The Council will, give proper consideration to the financial and economic criteria it imposes on Providers through any procurement exercise for Services to ensure that they are proportionate to the Contract in mind, and that small Providers, and Providers that are new in the market, are not unfairly or unnecessarily excluded from the procurement procedure.
- 37.11 The Council will endeavour to provide appropriate information to Providers before and during the course of any tendering processes to ensure that Providers are able to provide adequate detail in the Tender responses and are able to provide prices which are firm and capable of being delivered. Where possible this will include an adequate and sufficient amount of detail on any staff that might be subject to a TUPE transfer, the associated costs and pensions arrangements.
- 37.12 All of the above does not negate the requirement for approval by the appropriate authority. The (annual) Commissioning Intentions Plan, Procurement Plan if appropriate, and Contract Award Report/Exception Report will still be required.

PART E – GRANTS

38. Differentiation between Contracts and Grants

38.1 This guidance has been produced to assist in clarifying whether an arrangement with a supplier is a Contract or a Grant agreement. Throughout this note, “organisation” includes individuals, trusts, unincorporated associations, and companies, whether private, not for profit or charitable.

38.2 There is no one factor that determines whether an arrangement is a Grant agreement or a Contract. The arrangement must be considered as a whole. In summary:

38.3 An arrangement will be a Contract where:

38.3.1 The council is buying a service, i.e. the council will receive a benefit in exchange for payments made to an organisation. The benefit can be a service provided directly to the council, or sometimes to a third party (e.g. recipients of social care Services)

38.3.2 The organisation is obliged to provide the service in question, it cannot decide to not provide the service and repay any funds received to the council. If the organisation fails to provide the service, the council will be able to make a claim against the organisation for any losses the council suffers as result of this failure.

38.4 An arrangement will be a Grant where:

38.4.1 The council gives Grant monies to an organisation without receiving a benefit in return.

38.4.2 The organisation is not obliged to provide the specific service. The organisation can decide not to provide the Services, and its only obligation will be to repay the Grant monies it has been given. See example below.

38.5 Please note whether an arrangement is labelled a Contract or a Grant agreement is irrelevant. You must consider the substance of the arrangement.

PART E Continued

39. Example of a Grant

39.1 A third sector organisation provides counselling to over 65s with mental health issues. Following an open and transparent Grant award process, the council decides to provide Grant monies to this organisation to assist with the provision of such counselling.

39.2 The arrangement will be a Grant agreement if:

39.2.1 The council simply views the counselling as 'a good thing' that it wishes to support. The Grant monies are given voluntarily, and the council does not receive a benefit in return for the Grant monies given.

39.2.2 Counselling is provided in a way that meets the organisation's objectives, e.g., the organisation decides who can attend, when the counselling sessions are to be held etc;

39.2.3 The organisation may choose whether to provide the counselling, or return the Grant monies given to the council;

39.2.4 Any surplus Grant monies must be returned to the council.

39.3 A Grant agreement will only be suitable if the non-delivery of the counselling service will not have any negative consequences for the council. A Grant agreement would not be suitable for example where the council:

39.3.1 Has a statutory duty to provide such counselling (i.e. the council must ensure the service is provided or it will be in breach of its statutory duties, under a Grant agreement the organisation could decide whether to provide the service); or

39.3.2 Is under an obligation to a third party to provide such counselling; or

39.3.3 Has identified a gap in its provision of care to the elderly with mental health Services and wishes to specify how, when and to whom the service will be provided.

PART E Continued

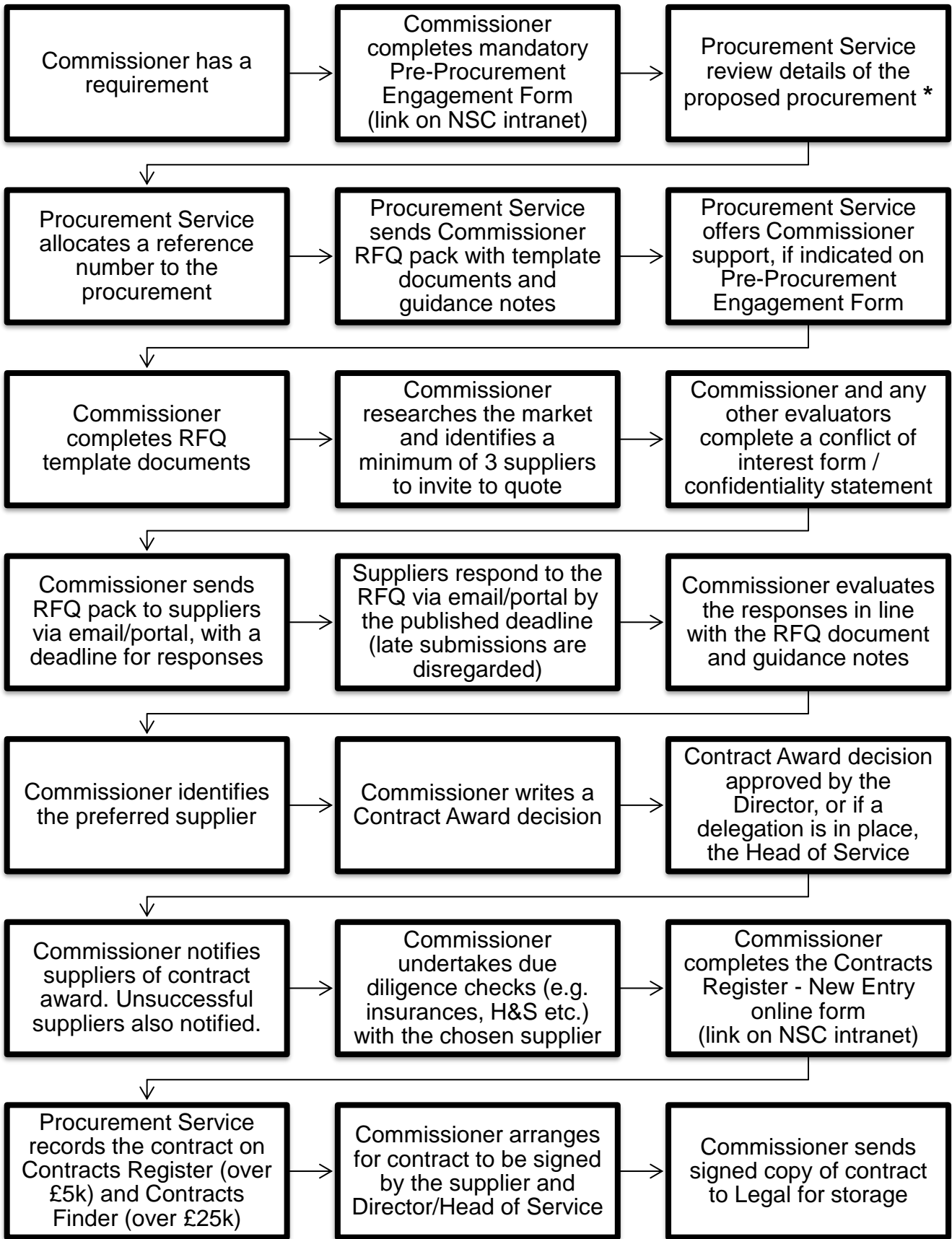
40. Administration of Grants

- 40.1 Grants must be awarded following an open and transparent award process and should not be directed to a specific organisation.
- 40.2 If the Grant being awarded is below £159,999 excluding VAT, you can create your own award process and administer via email.
- 40.3 For Grants over £160,000 excluding VAT, please contact the Procurement Service for advice on the best way to approach this.

What happens under a Grant agreement if the organisation does not provide the service?

- 40.4 If the organisation does not spend the Grant monies on providing the Services, its only obligation will be to repay the Grant monies to the council. Under a Grant agreement, the organisation can decide not to provide the service in question and simply repay the Grant monies to the council.
- 40.5 The organisation will not have any further liabilities to the council. If the council suffers any loss caused by the organisation not providing the Services for which the Grant was given, the council will not have any right to make any claims against the organisation. A Grant agreement will not be suitable where the council requires Services to be provided.

PART F – PROCUREMENT PROCESS FOR CONTRACTS BELOW £159,999



* **Note:** if the value of the estimated procurement is over £160,000 excluding VAT, or the Commissioner intends to use a Framework (any value), the Procurement Service will work with the Commissioner to procure this requirement. A Pre-Procurement Engagement form needs to be completed for all procurements irrespective of value, as per 8.1 of the CSOs.

North Somerset Council

Report to the Executive

Date of Meeting: 24 April 2024

Subject of Report: Q3 performance and risk update

Town or Parish: ALL

Officer update: Emma Diakou, Head of Business Insight, Policy and Partnerships

Key Decision: NO

Reason:

This is an information item.

Recommendations

The contents of this report are noted.

1. Summary of Report

Our Business Planning Framework is designed to monitor progress against our Corporate Plan priorities and against our vision for an *open, fairer, greener North Somerset*. We do this on an annual basis by developing, implementing, and monitoring Annual Directorate Statements and associated risk registers. These are the business plans for the five council directorates and give the key strategic commitments and key risks for the year ahead. Commitments are both business-as-usual and transformational. Progress against these commitments is monitored by key projects and their milestones. We also monitor a number of Key Corporate Performance Indicators (KCPIs) which give an overview of activity, pace and outcomes.

This paper gives an update on progress against the transformation commitments for each directorate and against the KCPIs that are reported to our Scrutiny Panels. The Executive is asked to note Q3 performance progress using the following framework:

Annual Directorate Statement commitments:

- COMPLETE/ BLUE: This has been achieved.
- GREEN: On track with significant delivery.
- GREEN/AMBER: On track but with some issues impacting performance.
- AMBER: There are issues to resolve that are impacting performance.
- AMBER/RED: There are significant issues to resolve that are impacting performance.
- RED: This has not been achieved and/or there are significant issues which do not seem to be resolvable.

Key Corporate Performance Indicators:

- GREEN: Target will be achieved this year.
- AMBER: Target will not be achieved this year, but performance is stable.
- RED: Target will not be achieved this year.

Strategic Risk Register:

The Executive is also asked to note the Q3 status of our strategic risks using the following risk scoring matrix as included in our Risk Management Strategy. This matrix is applied to all risks before (inherent) and after (residual) mitigating actions are applied.

Fig 1.1: risk scoring matrix

| | | ← Likelihood → | | | | |
|--------|------------|----------------|----------|----------|----------|----------------|
| | | Rare | Unlikely | Possible | Likely | Almost certain |
| Impact | Critical | LOW/MED | MEDIUM | HIGH | HIGH | HIGH |
| | High | LOW | MEDIUM | MED/HIGH | HIGH | HIGH |
| | Medium | LOW | LOW/MED | MEDIUM | MED/HIGH | HIGH |
| | Low | LOW | LOW/MED | LOW/MED | MEDIUM | MEDIUM |
| | Negligible | LOW | LOW | LOW | LOW/MED | LOW/MED |

2. Policy

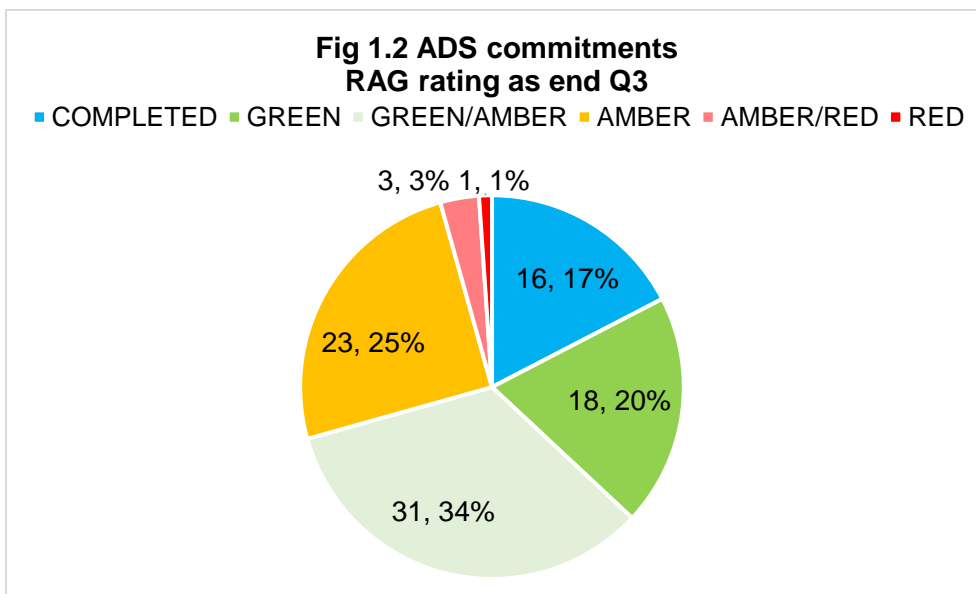
The Corporate Plan is the council’s overarching strategic document. It is the only plan which covers the full range of the council’s responsibilities and is an important tool to help focus our effort and resources on the right things. By prioritising a clear set of commitments, the Corporate Plan also helps residents to hold the council to account for its performance and challenge it to improve. Our Risk Management Strategy sets out how we will manage risk across the organisation including any risks which impact on achievement of our Corporate Plan vision. Annual Directorate Statements show how each directorate will contribute to the aims and priorities in the Corporate Plan for the year ahead. Following on from the publication of the Annual Directorate Statements each year, an Integrated Performance and Risk Management Framework is developed, including risk registers. This framework is updated and reported quarterly.

3. Details

As of the end of Q3:

Annual Directorate Statement commitments:

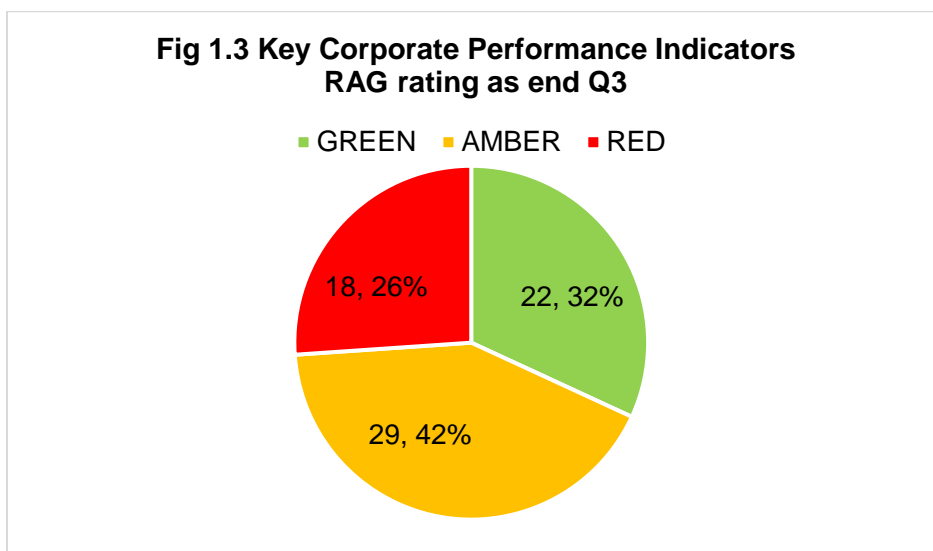
For the Annual Directorate Statement commitments (transformational) that are reportable, 71% were COMPLETED, GREEN or GREEN/AMBER at end Q3, 25% were AMBER, and 4% AMBER/RED or RED (fig 1.2):



For the detail on the Annual Directorate Statement commitments please see appendix one.

Key Corporate Performance Indicators:

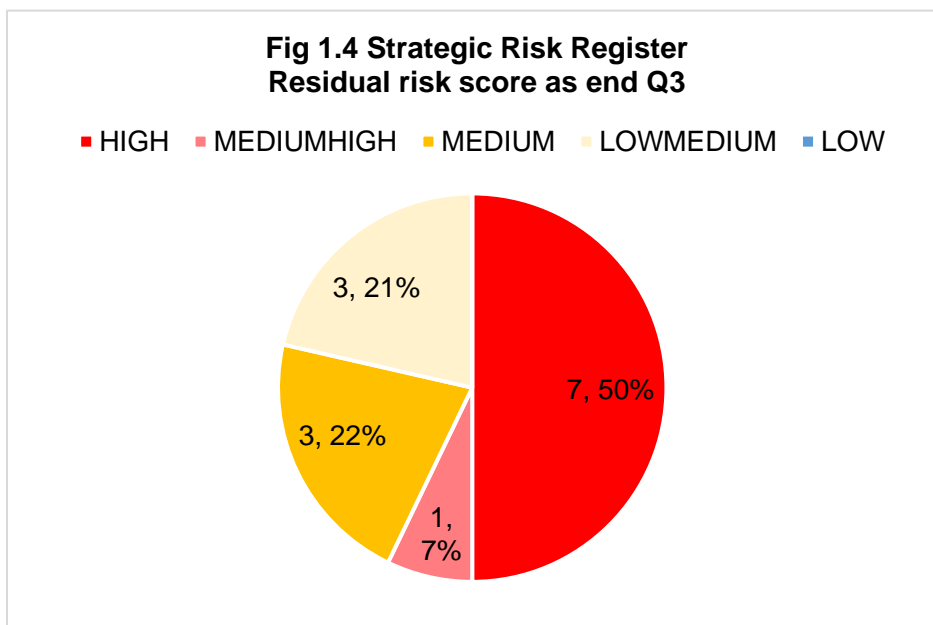
There were 64 reportable KCPIs as of end Q3, 25 were contextual (not targeted), 22 were GREEN, 29 were AMBER, 18 were RED (fig 1.3):



For the full list of KCPIs please see appendix two.

Strategic Risk Register:

There were 14 risks in the strategic risk register at end Q3. After mitigating actions were applied in Q3, 7 risks (50%) remained HIGH (fig 1.4):



For the full list of strategic risks including their inherent and residual risk rating as per the matrix in fig 1.1, please see appendix three.

4. Consultation

As part of the Business Planning Framework, managers contribute to their Annual Directorate Statement. These are then agreed by Directorate Leadership teams and Corporate Leadership Team.

The views of residents, staff and other stakeholders all helped to shape the development of the Corporate Plan on which the Annual Directorate Statements are based.

5. Financial Implications

The Annual Directorate Statements are developed alongside the Medium-term Financial Plan to ensure that the commitments made are within the resource envelope for the year ahead.

Monitoring the effectiveness of our financial management is then embedded within the Annual Directorate Statements. All statements include a business-as-usual commitment and risk as follows: *Ensure effective financial management across the directorates including a balanced budget at year end and delivery of MTFP savings and Risk that we are unable to deliver the priorities of the council by not planning to meet the medium-term financial challenge and delivering a balanced budget.*

There are no specific financial implications to this report.

6. Legal Powers and Implications

Regular performance and risk reporting contributes to the good governance of the organisation. There is a requirement within the council's Business Planning Framework for at least quarterly reporting against our Corporate Plan progress.

7. Climate Change and Environmental Implications

All Annual Directorate Statements include an organisational-wide commitment to deliver on the Climate Emergency Strategy and action plan and there is an associated risk within the strategic risk register: *Risk that the council will fail to meet the 2030 net zero target and this will contribute to a negative impact on the wellbeing and or/viability of human, animal and plant health in North Somerset.*

8. Risk Management

Risk management is embedded within the Business Planning Framework. Once the commitments have been identified for the year ahead, directorate-wide risk registers are developed. These seek to ensure we are aware of any challenges to achievement of the commitments. They are updated and reported quarterly. A quarterly review is also undertaken of any AMBER / RED and RED commitments to ensure they are captured within the risk registers and if not, included for the following quarter. This ensures there is a clear link between the Corporate Plan and our risk management approach. These directorate risks then feed into the Strategic Risk Register which is also updated and reported quarterly.

There would be a negative impact on corporate governance if regular performance and risk information was not provided to the Executive. The inherent score for this is HIGH. Once mitigating actions are applied (provision of this report and regular quarterly performance review meetings) the risk drops to LOW.

Fig 1.5: risk scoring

| | Inherent risk score (likelihood) | Inherent risk score (impact) | Inherent risk score | Mitigations | Residual risk score (likelihood) | Residual risk score (impact) | Residual risk score |
|--|----------------------------------|--|---------------------|--|----------------------------------|--|---------------------|
| Negative impact on corporate governance if performance and risk information is not provided. | 5 (almost certain) | 4 (high impact on legal duty to provide robust corporate governance) | HIGH | Information provided on a quarterly basis. | 1 (rare) | 1 (negligible impact on legal duty to provide robust corporate governance) | LOW |

9. Equality Implications

All Annual Directorate Statements also include a commitment as follows: *Ensure we are an inclusive organisation, meeting our equalities duties, and exemplifying our values to act with integrity, respect each other, innovate, care and collaborate.*

10. Corporate Implications

Business planning is important to ensure we are achieving the aims and priorities within the Corporate Plan.

11. Options Considered

Regular performance reports contribute to the good governance of the organisation. There is a requirement within the council's Business Planning Framework for at least quarterly reporting against or Corporate Plan progress.

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Appendices:

- Appendix one: Annual Directorate Statement commitments
- Appendix two: Key Corporate Performance Indicators
- Appendix three: Strategic Risk Register

Background Papers:

- North Somerset Corporate Plan: [North Somerset Corporate Plan 2020-2024 \(n-somerset.gov.uk\)](http://n-somerset.gov.uk)
- Corporate Plan action plan and strategic risk register: [Microsoft Power BI](#)
- North Somerset Risk Management Strategy: https://n-somerset.gov.uk/sites/default/files/2023-02/risk_management_strategy.pdf
- Adults Annual Directorate Statement 2022-2024
- Corporate Services Annual Directorate Statement 2022-2024
- Children's Annual Directorate Statement 2022-2024
- Place Annual Directorate Statement 2022-2024
- Public Health and Regulatory Services Annual Directorate Statement 2022-2024

Appendix one: Annual Directorate Statement commitments (as of end Q3 2023/24)

Please note:

- Commitments are 2022 through to 2024 and so some were completed at the end of the last financial year but are included in this report for information.
- Commitments are sorted by commitment type and then the Q3 progress rating (COMPLETED through to RED).

| ADS commitment | Q4 progress (2022/23) | Q1 progress (2023/24) | Q2 progress (2023/24) | Q3 progress (2023/24) | Direction of travel Q2 to Q3 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| Organisational wide commitments | | | | | |
| We will deliver the Empowering Communities and Reducing Inequalities action plan for 2023/24. | COMPLETED | GREEN | GREEN | GREEN | STABLE |
| We will deliver the Customer Services Strategy action plan for 2023/24. | GREEN / AMBER | GREEN | GREEN | GREEN | STABLE |
| We will deliver the People Strategy action plan for 2023/24. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will deliver the Accommodation Strategy action plan for 2023/24 and embed new ways of working across the organisation. | AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| Ensure effective financial management across the directorates including a balanced budget at year end and delivery of MTFP savings. | COMPLETED | GREEN / AMBER | GREEN / AMBER | AMBER | NEGATIVE |
| We will deliver the Joint Health and Wellbeing Strategy action plan for 2023/24. | GREEN / AMBER | GREEN / AMBER | AMBER | AMBER | STABLE |
| We will ensure we are an inclusive organisation, meeting our equalities duties, and exemplifying our values to act with integrity, respect each other, innovate, care and collaborate. | AMBER | AMBER | AMBER | AMBER | STABLE |
| We will develop the directorate transformation programmes for 2023/24 linked in to MTFP planning. | RED | AMBER / RED | AMBER | AMBER | STABLE |
| We will deliver the Climate Emergency Strategy action plan for 2023/24. | GREEN / AMBER | AMBER / RED | AMBER / RED | AMBER | POSITIVE |

| ADS commitment | Q4 progress (2022/23) | Q1 progress (2023/24) | Q2 progress (2023/24) | Q3 progress (2023/24) | Direction of travel Q2 to Q3 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| We will deliver the Digital Strategy action plan for 2023/24. | RED | RED | AMBER / RED | AMBER / RED | STABLE |
| Adults' directorate commitments | | | | | |
| We will develop a market sustainability plan setting out our local strategy for 2022-2025. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will undertake a cost of care exercise for Domiciliary Care and Residential Care in line with the Government Policy Paper 'Market Sustainability and fair Cost of Care fund'. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will deliver the ConnectED partnership programme, in collaboration with Bristol Council, South Gloucestershire Council and Bristol University (positive behaviour change). | GREEN | GREEN | COMPLETED | COMPLETED | COMPLETED |
| We will establish and then embed PAMMS (Provider Assessment and Market Management Solution). | AMBER | AMBER | COMPLETED | COMPLETED | COMPLETED |
| We will further embed an effective transitions pathway. | GREEN / AMBER | GREEN | GREEN | COMPLETED | COMPLETED |
| We will undertake a demand modelling exercise. | GREEN | GREEN | GREEN | GREEN | STABLE |
| We will contribute to the Integrated Care Partnership development and ensure North Somerset has a voice by aligning work across strategies. | GREEN / AMBER | AMBER | GREEN | GREEN | STABLE |
| We will create opportunities for people to have fulfilling activities during the day that meets their care needs and improves their wellbeing. | GREEN | GREEN | GREEN / AMBER | GREEN | POSITIVE |
| We will develop and implement an action plan from the private rented housing stock condition survey. | GREEN | GREEN | GREEN | GREEN / AMBER | NEGATIVE |
| We will ensure an effective and robust response to adults safeguarding concerns by establishing a centralised Safeguarding Team. | AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |

| ADS commitment | Q4 progress (2022/23) | Q1 progress (2023/24) | Q2 progress (2023/24) | Q3 progress (2023/24) | Direction of travel Q2 to Q3 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| We will establish a therapy led reablement service, with a Technology Enabled Care first approach for the whole community. | AMBER | AMBER | AMBER | GREEN / AMBER | POSITIVE |
| We will deliver the Adults' directorate climate emergency action plan and deliver to timescales. | GREEN | AMBER / RED | AMBER | AMBER | STABLE |
| Children's Services directorate commitments | | | | | |
| We will develop a robust and responsive quality assurance framework to support a learning organisation to include purposeful case audit activity. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will complete an Exploitation Needs Assessment to inform an Exploitation Strategy. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will ensure we provide a comprehensive music education service to children, young people, their families, and schools across North Somerset. | GREEN | GREEN | GREEN | GREEN | STABLE |
| We will ensure that refugees resettled in North Somerset are welcomed and supported to make the area their home. | GREEN | GREEN | GREEN | GREEN | STABLE |
| We will deliver the SEND improvement plan in partnership with key stakeholders. | GREEN / AMBER | GREEN / AMBER | GREEN | GREEN | STABLE |
| We will embed phase two of the Front Door developments – to include the MASH, missing and exploitation meetings. | GREEN | GREEN | AMBER | GREEN | POSITIVE |
| We will deliver the Children's directorate climate emergency action plan and deliver to timescales. | AMBER | AMBER / RED | AMBER | GREEN | POSITIVE |
| We will achieve permanence for children by ensuring all children in care have clear plans for permanence which are appropriately tracked to avoid drift and delay. | GREEN / AMBER | GREEN | GREEN | GREEN / AMBER | NEGATIVE |
| We will develop and deliver an Education Strategy in partnership with key stakeholders. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will deliver the Education Commissioning Strategy including any in-year actions. | AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will seek regular feedback from children and families and use this to inform practice improvements. | GREEN / AMBER | AMBER | AMBER | GREEN / AMBER | POSITIVE |

| ADS commitment | Q4 progress (2022/23) | Q1 progress (2023/24) | Q2 progress (2023/24) | Q3 progress (2023/24) | Direction of travel Q2 to Q3 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| We will promote good relationships with parents who are electively home educating their children and young people (EHE). | AMBER / RED | AMBER | AMBER | GREEN / AMBER | POSITIVE |
| We will ensure the Virtual School provides the right level of support for those children for whom they have legal responsibility. | AMBER / RED | AMBER / RED | AMBER | GREEN / AMBER | POSITIVE |
| We will contribute to a mental health and wellbeing needs assessment for children. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | AMBER | NEGATIVE |
| As part of the Dedicated Schools Grant Management Plan, we will lead the Council's participation in the Department for Education's Safety Valve Project, to ensure that benefits are maximised. | COMPLETED | GREEN | AMBER | AMBER | STABLE |
| We will ensure sufficiency of high-quality placements for 2–4-year-olds including take up, quality, and training of workforce. | GREEN / AMBER | AMBER | AMBER | AMBER | STABLE |
| We will improve the rigour of monitoring of safeguarding arrangements in schools and settings. | GREEN / AMBER | AMBER | AMBER | AMBER | STABLE |
| We will ensure focused recruitment of mainstream, specialist fostering and supported lodging carers, and promotion of staying put scheme. | AMBER | AMBER | AMBER | AMBER | STABLE |
| We will reduce the number of children missing education (CME). | AMBER | AMBER | AMBER | AMBER | STABLE |
| We will review of the Family Wellbeing Service offer including consultation with partners Inc. the voluntary sector and the public and publicising across the partnership. | AMBER | AMBER | AMBER | AMBER | STABLE |
| We will ensure all children and young people have meaningful transitions to post-16. | AMBER / RED | AMBER | AMBER | AMBER | STABLE |
| We will commission a variety of placements to meet the needs of children and young people. | AMBER / RED | AMBER / RED | RED | RED | STABLE |
| Corporate Services commitments | | | | | |
| We will develop and implement a Data Strategy and action plan linked into the Information Management Strategy. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will implement a coaching and mentoring scheme. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |

| ADS commitment | Q4 progress (2022/23) | Q1 progress (2023/24) | Q2 progress (2023/24) | Q3 progress (2023/24) | Direction of travel Q2 to Q3 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| We will deliver the new Healthy Workplaces Accreditation scheme. | GREEN | GREEN | GREEN | COMPLETED | COMPLETED |
| We will deliver the Communications Strategy Action Plan. | GREEN | GREEN | GREEN | GREEN | STABLE |
| We will deliver the Corporate Services directorate climate emergency action plan and deliver to timescales. | RED | AMBER / RED | AMBER | GREEN | POSITIVE |
| We will identify the preferred option for the Support Services Partnership post September 2025 and begin work on delivering that option. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will review the programme of the capital and software replacement projects. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will improve revenue collections via enhanced debt recovery. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will review how we recruit staff across the organisation and implement the action plan for improvement. | AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will deliver the actions in the ICT Strategy - 2023/24 delivery plan and review against the IT improvement plan. | AMBER | AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will prepare for elections considering the requirements of the Elections Bill. | COMPLETED | GREEN / AMBER | AMBER | GREEN / AMBER | POSITIVE |
| We will develop a framework for monitoring the Capital Strategy and programme within new governance processes. | GREEN / AMBER | GREEN / AMBER | AMBER | GREEN / AMBER | POSITIVE |
| We will improve how we report on organisation health including HR measures such as mandatory training, sickness absence, disciplinary, grievance and turnover at service levels. | GREEN / AMBER | AMBER | AMBER | AMBER | STABLE |
| We will deliver the actions in the Information Strategy - 2023/24 delivery plan. | AMBER | AMBER | AMBER | AMBER | STABLE |
| We will provide an effective consultation and research framework. | COMPLETED | AMBER | AMBER | AMBER / RED | NEGATIVE |

| ADS commitment | Q4 progress (2022/23) | Q1 progress (2023/24) | Q2 progress (2023/24) | Q3 progress (2023/24) | Direction of travel Q2 to Q3 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| Place directorate commitments | | | | | |
| We will enable SEE Monster successfully, including establishing a strong legacy and developing a new delivery model for the Tropicana. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will deliver the Place elements of the Community Renewal Fund and ensure overall successful programme reporting. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will develop the Local Flood Risk Management Strategy including engagement with stakeholders and community. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will finalise the Highways Asset Management Strategy and new Highways Delivery Model. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will develop a more joined up approach to environmental enforcement and community safety. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will review opportunities for wider use of CCTV. | COMPLETED | GREEN | GREEN | GREEN | STABLE |
| We will deliver the Bus Service Improvement Plan and set up of the Enhanced Partnership. | GREEN | GREEN | GREEN | GREEN | STABLE |
| We will deliver the libraries strategy and any in year actions for 2023/24. | GREEN | GREEN / AMBER | GREEN | GREEN | STABLE |
| We will support sector development (visitor economy, creative industries, rural food and drink, green) working with local, regional and national partners. | GREEN | GREEN / AMBER | GREEN / AMBER | GREEN | POSITIVE |
| We will progress the Local Plan through consultation, member decisions and submission to Examination. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN | POSITIVE |
| We will progress delivery of the Birnbeck Pier project in partnership with RNLI. | GREEN / AMBER | GREEN / AMBER | GREEN | GREEN / AMBER | NEGATIVE |
| We will deliver the in-year (2023/24) actions of the Green Infrastructure Strategy including continued roll out of rewilding and developing the opportunities of biodiversity net gain. | COMPLETED | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |

| ADS commitment | Q4 progress (2022/23) | Q1 progress (2023/24) | Q2 progress (2023/24) | Q3 progress (2023/24) | Direction of travel Q2 to Q3 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| We will launch the Capital Programme Management Office as part of the council wide PMO front door ensuring capital projects are successfully delivered. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will complete delivery of the Planning Peer Review action plan including introduction of an enhanced pre-application system to enable development proposals. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will support the Local Plan process to secure a robust framework for future employment development in Weston Enterprise Area. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will finalise the Corporate Landlord Operating model including new systems, processes, and team structure. | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will develop and deliver a programme of work to support transport decarbonisation (EV, active travel, parking etc). | GREEN / AMBER | AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will review and produce options for home to school transport that support educational needs and a move towards sustainable transport and improvement in life skills. | AMBER | AMBER | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will complete placemaking strategies for Nailsea, Clevedon and Portishead and agree action plans with town councils and services. | GREEN / AMBER | GREEN / AMBER | AMBER | GREEN / AMBER | POSITIVE |
| We will build a pipeline of high-quality homes and commercial space through the council's Development Programme. | AMBER | AMBER | AMBER | GREEN / AMBER | POSITIVE |
| We will enable the delivery of genuinely affordable homes across the district. | COMPLETED | GREEN / AMBER | GREEN / AMBER | AMBER | NEGATIVE |
| We will continue to deliver priority projects within Weston Placemaking programme. | GREEN | GREEN / AMBER | GREEN / AMBER | AMBER | NEGATIVE |
| We will deliver the Asset Strategy priorities | GREEN / AMBER | GREEN / AMBER | GREEN / AMBER | AMBER | NEGATIVE |
| We will develop the action plan for promoting North Somerset for inward investment and securing investment opportunities through an enabling approach. | GREEN / AMBER | GREEN / AMBER | AMBER | AMBER | STABLE |
| We will deliver the priorities identified in the Sport and Leisure Facilities Strategy for 2023/24. | GREEN | No update | AMBER | AMBER | STABLE |

| ADS commitment | Q4 progress (2022/23) | Q1 progress (2023/24) | Q2 progress (2023/24) | Q3 progress (2023/24) | Direction of travel Q2 to Q3 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| We will continue to progress delivery of key infrastructure projects including Banwell Bypass, Winterstoke Hundred Academy Expansion, Winterstoke Road, and A38 Major Road Network investment. | AMBER / RED | AMBER / RED | AMBER | AMBER | STABLE |
| We will continue to progress delivery of MetroWest. | AMBER | AMBER | AMBER | AMBER / RED | NEGATIVE |
| Public Health and Regulatory Services directorate commitments | | | | | |
| We will deliver health protection in a post covid world. | COMPLETED | COMPLETED | COMPLETED | COMPLETED | COMPLETED |
| We will deliver the Public Health and Regulatory Services climate emergency action plan and deliver to timescales. | GREEN / AMBER | AMBER / RED | AMBER | GREEN | POSITIVE |
| We will enable objectives within place-based partnerships to include a focus on improving population health and wellbeing and preventing ill health. | GREEN / AMBER | GREEN / AMBER | GREEN | GREEN / AMBER | NEGATIVE |
| We will develop new models of service delivery in primary care. | GREEN | GREEN | GREEN / AMBER | GREEN / AMBER | STABLE |
| We will develop a research, evidence and evaluation strategy which supports teams across the council. | AMBER | AMBER | AMBER / RED | GREEN / AMBER | POSITIVE |
| We will ensure our services (commissioned and provided) are closing the inequalities gap. | AMBER | GREEN / AMBER | AMBER | AMBER | STABLE |

Appendix two: Key Corporate Performance Indicators (as of end Q3 2023/24) (reportable only)

National benchmarking data is intended to provide a comparison of local data against the latest national data wherever possible. Where the data has not yet been published the latest available data has been given. Local measures cannot be benchmarked. Contextual measures do not have a target.

Please note, measures are sorted by Corporate Plan priority and then theme.

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|--|------------|---------------------------------------|-----------|----------------|-------|---------------|------------------|------------------|--------------|----------|-----------------------|------------|---------|
| A thriving and sustainable place | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbour | South West | England |
| The percentage of vacant retail premises in WsM town centre (including the Sovereign Centre) | Percentage | 20.2% | 20.3% | Next update Q3 | 18.2% | 115 / 631 | Not targeted | Lower is better | Not targeted | DECREASE | Local measure | | |
| The percentage of vacant retail premises in Clevedon town centre | Percentage | 7.2% | 8.6% | Next update Q3 | 9.9% | 15 / 152 | Not targeted | Lower is better | Not targeted | INCREASE | Local measure | | |
| The percentage of vacant retail premises in Nailsea town centre | Percentage | 15.2% | 15.8% | Next update Q3 | 14.5% | 24 / 165 | Not targeted | Lower is better | Not targeted | DECREASE | Local measure | | |
| The percentage of vacant retail premises in Portishead town centre | Percentage | 5.2% | 6.0% | Next update Q3 | 5.2% | 7 / 134 | Not targeted | Lower is better | Not targeted | DECREASE | Local measure | | |
| The percentage of potholes repaired within 28 days | Percentage | 72.0% | 64.0% | Next update Q3 | 94.3% | 279 / 296 | Increasing trend | Higher is better | GREEN | POSITIVE | Local measure | | |
| The percentage of household waste recycled | Percentage | 60.4% | 61.0% | 61.1% | 60.1% | 43232 / 71906 | Increasing trend | Higher is better | GREEN | STABLE | 49.8% | 48.0% | 41.3% |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|---|------------|---------------------------------------|-----------------|-----------------|------------------|---------------|------------------|-----------------|-------|----------|-----------------------|----------------|----------------|
| A thriving and sustainable place | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbour | South West | England |
| The percentage of household waste sent to landfill | Percentage | 9.6% | 5.7% | 4.3% | 3.7% | 2780 / 74683 | Decreasing trend | Lower is better | GREEN | POSITIVE | 4.8% | 4.2% | 5.2% |
| Residual household waste sent to landfill (per household) (kgs) | Number | 377.49kg | 99.04kg | 197.04kg | 288.53kg | 28673 / 99380 | Decreasing trend | Lower is better | AMBER | NEGATIVE | 459.4kg | 423.5kg | 471.4kg |
| Total crime incidents | Number | 13,717 crimes | 3,614 crimes | 7,433 incidents | 11,163 incidents | n/a | Decreasing trend | Lower is better | RED | NEGATIVE | Local measure | | |
| Rate of crime across North Somerset (per 1,000) | Rate | 63.6 per 1,000 | 16.6 per 1,000 | 34.3 per 1,000 | 51.5 per 1,000 | n/a | Decreasing trend | Lower is better | RED | NEGATIVE | Local measure | | |
| Total violent crime incidents | Number | 6,199 incidents | 1,645 incidents | 3,292 incidents | 5,079 incidents | n/a | Decreasing trend | Lower is better | RED | NEGATIVE | Local measure | | |
| Rate of violent crime across North Somerset (per 1,000) | Rate | 28.6 per 1,000 | 7.59 per 1,000 | 15.2 per 1000 | 23.4 per 1,000 | n/a | Decreasing trend | Lower is better | RED | NEGATIVE | n/a | 28.1 per 1,000 | 34.9 per 1,000 |
| Total domestic abuse incidents | Number | 4,474 incidents | 1,235 incidents | 2,309 incidents | 3,442 incidents | n/a | Decreasing trend | Lower is better | RED | NEGATIVE | Local measure | | |
| Rate of domestic abuse across North Somerset (per 1,000) | Rate | 20.6 per 1,000 | 5.7 per 1,000 | 10.7 per 1,000 | 15.9 per 1,000 | n/a | Decreasing trend | Lower is better | RED | NEGATIVE | Local measure | | |
| Total anti-social behaviour incidents | Number | 2,804 incidents | 822 incidents | 1,536 incidents | 2,185 incidents | n/a | Decreasing trend | Lower is better | RED | NEGATIVE | Local measure | | |
| Rate of anti-social behaviour across North Somerset (per 1,000) | Rate | 13 per 1,000 | 3.8 per 1,000 | 7.1 per 1,000 | 10.1 per 1,000 | n/a | Decreasing trend | Lower is better | RED | NEGATIVE | Local measure | | |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|--|------------|---------------------------------------|----------------|----------------|---------------|-----------|----------------------------|------------------|-------|----------|-----------------------|------------|---------|
| A thriving and sustainable place | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbour | South West | England |
| Number of library loans and renewals (excluding eBooks) | Number | 567,290 | 145,744 | 320,283 | 465,858 | n/a | Increasing trend | Higher is better | GREEN | POSITIVE | Local measure | | |
| Number of registered library users | Number | 37,526 | 38,014 | 40,657 | 40,671 | n/a | Increasing trend | Higher is better | AMBER | STABLE | Local measure | | |
| Bus journey time | Number | 55 minutes | Next update Q3 | Next update Q3 | 63 minutes | n/a | 60 minutes | Lower is better | AMBER | NEGATIVE | Local measure | | |
| Bus reliability | Percentage | 71.0% | Next update Q3 | Next update Q3 | 71.2% | tbc | 85.0% | Higher is better | RED | STABLE | Local measure | | |
| Bus passenger numbers | Number | DNA | Next update Q3 | Next update Q3 | 29.1m | n/a | Increasing trend | Higher is better | GREEN | n/a | Local measure | | |
| Average bus passenger satisfaction | Percentage | DNA | Next update Q3 | Next update Q3 | 81.0% | tbc | 89.0% | Higher is better | AMBER | n/a | Local measure | | |
| Major Planning applications determined within 13 weeks (%) | Percentage | 73.0% | 85.7% | 81.0% | 81.5% | 22 / 27 | Stable or increasing trend | Higher is better | AMBER | STABLE | 87.0% | 81.0% | 87.0% |
| Minor Planning applications determined within 8 weeks (%) | Percentage | 86.5% | 82.2% | 83.0% | 80.2% | 239 / 298 | Stable or increasing trend | Higher is better | AMBER | NEGATIVE | 83.0% | 81.0% | 83.0% |
| Number of households in North Somerset living in temporary accommodation | Number | 84 households | 83 households | 73 households | 78 households | n/a | Decreasing trend | Lower is better | AMBER | NEGATIVE | Local measure | | |
| Average length of stay in temporary accommodation (weeks) | Number | 13.1 weeks | 12.0 weeks | 12.1 weeks | 14.2 weeks | n/a | Decreasing trend | Lower is better | AMBER | NEGATIVE | Local measure | | |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|--|------------|---------------------------------------|----------------|---------------------|------------------------|-----------|------------------|------------------|--------------|----------|-----------------------|------------|---------|
| A thriving and sustainable place | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbour | South West | England |
| More homeless, (or threatened with homeless), households who are prevented from being homeless (%) | Percentage | Per. 58.4% | 64.0% | 63.7% | 67.3% | 266 / 395 | Increasing trend | Higher is better | GREEN | POSITIVE | Local measure | | |
| Latest snapshot rough sleeper count | Number | 11 rough sleepers | Next update Q3 | Next update Q3 | 11 rough sleepers | n/a | Not targeted | Lower is better | Not targeted | STABLE | Local measure | | |
| The number of affordable houses delivered through working in partnership | Number | 404 homes | 36 homes | Next update Q4 | Next update Q4 | n/a | Increasing trend | Higher is better | RED | n/a | Local measure | | |
| Generation of electricity from renewable sources (MWh) | Number | 68,995 (MWh) (2021) | Next update Q2 | 75,057 (MWh) (2022) | Next update Q2 2024/25 | n/a | Increasing trend | Higher is better | GREEN | POSITIVE | Local measure | | |

Amber:

- Residual household waste sent to landfill (per household) (kgs)
- Number of registered library users
- Bus journey time
- Average bus passenger satisfaction
- Major Planning applications determined within 13 weeks (%)
- Minor Planning applications determined within 8 weeks (%)
- Number of households in North Somerset living in temporary accommodation
- Number of households in North Somerset living in temporary accommodation

Red:

- Total crime incidents
- Rate of crime across North Somerset (per 1,000)
- Total violent crime incidents
- Rate of violent crime across North Somerset (per 1,000)
- Total domestic abuse incidents
- Rate of domestic abuse across North Somerset (per 1,000)
- Total anti-social behaviour incidents
- Rate of anti-social behaviour across North Somerset (per 1,000)
- Bus reliability
- The number of affordable houses delivered through working in partnership

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|---|------------|---------------------------------------|-----------------|------------------------|------------------------|-----------|------------------|------------------|------------------------|----------|------------------------|------------|---------|
| A council which empowers and cares about people | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| The percentage of primary school children who were persistent absentees | Percentage | 16.8% (2022) | 15.8% | 17.9% | Next update Q4 | n/a | Decreasing trend | Lower is better | Next update Q4 | n/a | 16.7% | 17.4% | 17.7% |
| The percentage of secondary school children who were persistent absentees | Percentage | 31.4% (2022) | 35.5% | Next update Q4 | Next update Q4 | n/a | Decreasing trend | Lower is better | Next update Q4 | n/a | 27.8% | 30.7% | 27.7% |
| The number of primary school suspensions expressed as a percentage of the school population | Number | 1.0% (2020/21) | 1.4% (2021/22) | Next update Q1 2024/25 | Next update Q1 2024/25 | n/a | Decreasing trend | Lower is better | Next update Q1 2024/25 | n/a | 1.9% | 1.9% | 1.4% |
| The number of secondary school suspensions expressed as a percentage of the school population | Number | 7.9% (2020/21) | 10.1% (2021/22) | Next update Q1 2024/25 | Next update Q1 2024/25 | n/a | Decreasing trend | Lower is better | Next update Q1 2024/25 | n/a | 12.6% | 15.7% | 14.0% |
| Number of children in Elective Home Education | Number | 492 children | 458 children | 375 children | 391 children | n/a | Not targeted | No polarity | Not targeted | INCREASE | Local measure | | |
| The percentage of schools in North Somerset who have a good or outstanding Ofsted rating | Percentage | 87.0% | 84.6% | 84.6% | 88.5% | 69 / 78 | Increasing trend | Higher is better | AMBER | POSITIVE | Local measure | | |
| The number of children with an EHCP plan in North Somerset | Number | 1,852 children | 1,926 children | 2,206 children | 2,163 children | n/a | Not targeted | No polarity | Not targeted | DECREASE | Local measure | | |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|---|------------|---------------------------------------|------------------|-----------------|-----------------|-------------|------------------|------------------|--------------|----------|------------------------|-------------------|-------------------|
| A council which empowers and cares about people | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| The percentage of EHCP plans issued within 20 weeks (exc. exceptions) | Percentage | 38.8% (2022) | 41.2% | 37.9% | 30.4% | 41 / 135 | 65.0% | Higher is better | RED | NEGATIVE | 31.1% | 35.2% | 50.7% |
| The percentage of young people aged 16-17 were not in education, employment or training or activity not known | Percentage | Per. 5.1% (2021) | 5.46% | 4.7% | 10.9% | 535 / 4,916 | Decreasing trend | Lower is better | AMBER | NEGATIVE | n/a | 5.8% | 5.2% |
| The rate of first-time entrants to the youth justice system (per 100,000) | Rate | 80.1 per 100,000 (2021) | 185 per 100,000 | 180 per 100,000 | Awaiting data | n/a | Decreasing trend | Lower is better | DNA | n/a | n/a | 126.5 per 100,000 | 148.8 per 100,000 |
| The rate of referrals to Children's social care (per 10,000) | Rate | 173.2 per 10,000 (2022) | 63.48 per 10,000 | 57.9 per 10,000 | 67.9 per 10,000 | n/a | Not targeted | No polarity | Not targeted | INCREASE | n/a | n/a | n/a |
| Percentage of re-referrals within previous 12 months (rolling 12 months) | Percentage | 14.8% (2023) | 17.0% | 18.0% | 17.0% | tbc | 22.0% | Lower is better | GREEN | POSITIVE | 21.6% | 23.0% | 22.4% |
| Percentage of single assessments completed within 45 working days (year to date) | Percentage | 80.5% (2023) | 63.0% | 61.0% | 65.0% | tbc | 85.0% | Higher is better | RED | POSITIVE | 82.0% | 80.9% | 82.5% |
| The rate of new early help episodes (per 10,000) | Rate | 233.8 per 10,000 | 59.04 per 10,000 | 29.6 per 10,000 | 44.8 per 10,000 | n/a | Increasing trend | Higher is better | AMBER | POSITIVE | Local measure | | |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|---|------------|---------------------------------------|------------------|------------------|------------------|-----------|--------------|------------------|--------------|----------|------------------------|-----------------|-----------------|
| A council which empowers and cares about people | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| Rate of Children subject to a Child in Need Plan (CIN) per 10,000 children (month end snapshot) | Rate | 197.2 per 10,000 (2022) | 56.48 per 10,000 | 54.10 per 10,000 | 47.27 per 10,000 | n/a | Not targeted | No polarity | Not targeted | DECREASE | n/a | n/a | n/a |
| Rate of Children subject to a Child Protection Plan (CPP) per 10,000 children (month end snapshot) | Rate | 25.2 per 10,000 (2023) | 26.29 per 10,000 | 31.59 per 10,000 | 28.59 per 10,000 | n/a | Not targeted | No polarity | Not targeted | DECREASE | 40.0 per 10,000 | 40.5 per 10,000 | 43.2 per 10,000 |
| Rate of Children in Care (CIC) per 10,000 children (month end snapshot) | Rate | 51.0 per 10,000 (2022) | 47.96 per 10,000 | 52.81 per 10,000 | 56.03 per 10,000 | n/a | Not targeted | No polarity | Not targeted | INCREASE | 56.6 per 10,000 | 60.3 per 10,000 | 71.0 per 10,000 |
| Children subject to Repeat Child Protection Plans within 2 years (rolling 12 months) | Percentage | 14.0% | 12.2% | 13.1% | 12.7% | DNA | 9.0% | Lower is better | RED | STABLE | n/a | n/a | n/a |
| Long Term Placement Stability (month end snapshot) (whether a child in care for at least 2.5 years has been in the same placement for at least 2 years) | Percentage | 68.0% (2023) | 70.9% | 69.4% | 70.0% | 49 / 70 | 68.0% | Higher is better | AMBER | POSITIVE | 68.8% | 69.0% | 69.0% |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|---|------------|---------------------------------------|----------------|----------------|----------------------|-----------|------------------------------|------------------|-------|----------|------------------------|------------|---------|
| A council which empowers and cares about people | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| Percentage of Care Leavers aged 19 to 21 in suitable accommodation (month end snapshot) | Percentage | 96.0% (2023) | 92.5% | 94.3% | 94.9% | 111 / 117 | 95.0% | Higher is better | AMBER | STABLE | 89.3% | 89.0% | 88.0% |
| Percentage of Care Leavers aged 19 to 21 in Education, Employment or Training (month end snapshot) | Percentage | 53.0% (2023) | 53.7% | 54.1% | 53.8% | 63 / 117 | 70.0% | Higher is better | RED | STABLE | 56.0% | 56.0% | 55.0% |
| ASCOF measure 1A: social care related quality of life score | Number | 19.5 (2021/22) | Next update Q3 | Next update Q3 | 19.8 (2022/23) | n/a | Better than national average | Higher is better | GREEN | POSITIVE | n/a | 19.1 | 19.0 |
| ASCOF measure 1E: The proportion of adults with a learning disability who are in paid employment | Percentage | 7.2% (2021/22) | Next update Q3 | Next update Q3 | 7.3% (2022/23) | n/a | Increasing trend | Higher is better | RED | STABLE | n/a | 5.5% | 4.8% |
| ASCOF measure 1G: The proportion of adults with a learning disability who live at home or with family | Percentage | 63.5% (2021/22) | Next update Q3 | Next update Q3 | 60.6% (2022/23) | n/a | Increasing trend | Higher is better | RED | NEGATIVE | n/a | 76.2% | 80.5% |
| ASCOF measure 1I1: The proportion of people who use services who reported they had as much social contact as they like | Percentage | 47.1% (2021/22) | Next update Q3 | Next update Q3 | 50.2% (2022/23) | n/a | Increasing trend | Higher is better | GREEN | POSITIVE | n/a | 44.7% | 44.4% |
| ASCOF Measure 2B1: The proportion of older people (over 65 years) who are still home 91 days after discharge from hospital into | Percentage | 78.8% (2021/22) | Next update Q3 | Next update Q3 | Per. 73.9% (2022/23) | n/a | Increasing trend | Higher is better | AMBER | NEGATIVE | n/a | 81.0% | 82.3% |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|---|------------|---------------------------------------|----------------|----------------|--------------------|-----------------|------------------|------------------|-------|----------|------------------------|------------|-----------|
| A council which empowers and cares about people | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| reablement/rehabilitation services | | | | | | | | | | | | | |
| ASCOF measure 2B2: The proportion of older people (over 65 years) offered reablement services following discharge from hospital | Percentage | 0.5% (2021/22) | Next update Q3 | Next update Q3 | 0.6% (2022/23) | n/a | Increasing trend | Higher is better | AMBER | STABLE | n/a | 2.2% | 2.9% |
| ASCOF measure 3A: Overall satisfaction of people who use services with their care and support | Percentage | 67.1% (2021/22) | Next update Q3 | Next update Q3 | 68.8% (2022/23) | n/a | Increasing trend | Higher is better | AMBER | POSITIVE | n/a | 66.6% | 64.4% |
| Carers Supported during the year - The number of carers known to NSC | Number | 1,824 carers | 790 carers | 1,231 carers | DNA | n/a | Increasing trend | Higher is better | DNA | n/a | Local measure | | |
| The number of people in permanent care home placements age 18 - 64 | Number | 179 people | 183 people | 188 people | 184 people | n/a | Decreasing trend | Lower is better | AMBER | POSITIVE | Local measure | | |
| The number of people in permanent care home placements age 65+ | Number | 777 people | 802 people | 833 people | 841 people | n/a | Decreasing trend | Lower is better | AMBER | NEGATIVE | Local measure | | |
| The percentage of CQC quality ratings of residential and nursing homes rated good or outstanding | Percentage | 85.0% | 83.7% | 78.7% | 78.7% | 74 / 94 | Increasing trend | Higher is better | RED | STABLE | n/a | 85.2% | 81.3% |
| Claimant count for those on out of work benefits in North Somerset (aged 16-64 years, %) | Percentage | Per. 2.4% | Per. 2.3% | Per. 2.3% | Per. 2.5% | 3,145 / 124,000 | Decreasing trend | Lower is better | AMBER | NEGATIVE | n/a | Per. 2.6% | Per. 3.8% |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|--|------------|---------------------------------------|-----------|-----------|-----------|--------------|------------------|-----------------|-------|----------|------------------------|------------|---------|
| A council which empowers and cares about people | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| Claimant count for those on out of work benefits in North Somerset (aged 18-24 years, %) | Percentage | Per. 3.7% | Per. 4.0% | Per. 4.1% | Per. 4.5% | 605 / 13,330 | Decreasing trend | Lower is better | AMBER | NEGATIVE | n/a | n/a | n/a |

Amber:

- The percentage of schools in North Somerset who have a good or outstanding Ofsted rating
- The percentage of young people aged 16-17 were not in education, employment or training or activity not known
- The rate of new early help episodes (per 10,000)
- Long Term Placement Stability (month end snapshot) (whether a child in care for at least 2.5 years has been in the same placement for at least 2 years)
- Percentage of Care Leavers aged 19 to 21 in suitable accommodation (month end snapshot)
- ASCOF Measure 2B1: The proportion of older people (over 65 years) who are still home 91 days after discharge from hospital into reablement/rehabilitation services
- ASCOF measure 2B2: The proportion of older people (over 65 years) offered reablement services following discharge from hospital
- ASCOF measure 3A: Overall satisfaction of people who use services with their care and support
- The number of people in permanent care home placements age 18 - 64
- The number of people in permanent care home placements age 65+
- Claimant count for those on out of work benefits in North Somerset (aged 16-64 years, %)
- Claimant count for those on out of work benefits in North Somerset (aged 18-24 years, %)

Red:

- The percentage of EHCP plans issued within 20 weeks (inc. exceptions)
- Percentage of single assessments completed within 45 working days (year to date)
- Children subject to Repeat Child Protection Plans within 2 years (rolling 12 months)
- Percentage of Care Leavers aged 19 to 21 in Education, Employment or Training (month end snapshot)
- ASCOF measure 1E: The proportion of adults with a learning disability who are in paid employment
- ASCOF measure 1G: The proportion of adults with a learning disability who live at home or with family
- The percentage of CQC quality ratings of residential and nursing homes rated good or outstanding

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|--|------------|---------------------------------------|---------------|---------------|---------------|---------------------------|------------------|------------------|-------|----------|------------------------|------------|---------|
| An open and enabling organisation | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| The net business rates physically received within North Somerset (£) | Number | £60,833m | £19,994m | £36,468m | £51,891m | n/a | Increasing trend | Higher is better | AMBER | POSITIVE | Local measure | | |
| The net council tax physically received within North Somerset (£) | Number | £156,188m | £50,308m | £97,764m | £145,043m | n/a | Increasing trend | Higher is better | GREEN | POSITIVE | Local measure | | |
| The overall percentage rate of in-year sundry debt collection | Percentage | 95.4% | 95.0% | 92.1% | 87.0% | 124,622,987 / 143,226,781 | Increasing trend | Higher is better | AMBER | NEGATIVE | Local measure | | |
| The number of level 2 complaints (ALL) | Number | 108 complaints | 23 complaints | 59 complaints | 81 complaints | n/a | Decreasing trend | Lower is better | AMBER | STABLE | Local measure | | |
| The percentage of upheld Ombudsman complaints (ALL) | Percentage | 31.0% | 100% | 83.0% | 88.0% | 7 / 8 | Decreasing trend | Lower is better | AMBER | NEGATIVE | Local measure | | |
| The percentage of customer satisfaction via telephone | Percentage | 99.6% | 99.6% | 99.9% | 99.4% | 5,996 / 6,032 | Increasing trend | Higher is better | GREEN | STABLE | Local measure | | |
| Call abandonment rate (Unmet demand) (%) | Percentage | 5.1% | 3.5% | 3.7% | 3.2% | 8,196 / 258,502 | Decreasing trend | Lower is better | GREEN | POSITIVE | Local measure | | |
| Time taken to process housing benefit new claims (days) | Number | 7 days | 7.8 days | 7.0 days | 6.95 days | n/a | Decreasing trend | Lower is better | GREEN | POSITIVE | 22 days | 18 days | 20 days |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|--|------------|---------------------------------------|-------------------|-------------------|-------------------|---------------|----------------------------|------------------|-------|----------|------------------------|------------|---------|
| An open and enabling organisation | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| Time taken to process housing benefit change events (days) | Number | 3 days | 3.87 days | 4.9 days | 4.05 days | n/a | Stable or decreasing trend | Lower is better | AMBER | POSITIVE | 5 days | 5 days | 6 days |
| Turnover remains within agreed thresholds | Percentage | 11.5% | 2.8% | 5.5% | 8.0% | 124 / 1,559 | Decreasing trend | Lower is better | GREEN | POSITIVE | Local measure | | |
| Sickness absence remains below 8 days per FTE | Number | 6.52 days per FTE | 7.35 days per FTE | 6.85 days per FTE | 6.76 days per FTE | n/a | Decreasing trend | Lower is better | GREEN | POSITIVE | Local measure | | |
| Completion of ALL FOIs within 20 working days (%) | Percentage | 86.7% | 93.3% | Next update Q3 | 85.9% | 244 / 284 | Increasing trend | Higher is better | RED | NEGATIVE | Local measure | | |
| Completion of ALL SARS within one calendar month (%) | Percentage | 61.3% | 20.0% | Next update Q3 | 54.5% | 18 / 33 | Increasing trend | Higher is better | AMBER | POSITIVE | Local measure | | |
| Resolution of ICT Incidents within agreed SLA (%) | Percentage | 99.1% | 99.2% | Next update Q3 | 97.4% | 2,269 / 2,329 | Increasing trend | Higher is better | GREEN | NEGATIVE | Local measure | | |
| Resolution of Service Requests within agreed SLA (%) | Percentage | 99.2% | 99.0% | Next update Q3 | 98.3% | 3,584 / 3,650 | Increasing trend | Higher is better | GREEN | STABLE | Local measure | | |

Amber:

- The net business rates physically received within North Somerset (£)
- The overall percentage rate of in-year sundry debt collection
- The number of level 2 complaints (ALL)
- The percentage of upheld Ombudsman complaints (ALL)
- Time taken to process housing benefit change events (days)
- Completion of ALL SARS within one calendar month (%)

Red:

- Completion of ALL FOIs within 20 working days (%)

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|---|------------|---------------------------------------|----------------|----------------|--------------------|-----------|----------------------------|------------------|--------------|----------|------------------------|------------|---------|
| Office for Local Government (Oflog) | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| Oflog Planning: Percentage of all major planning applications decided on time (district matters) | Percentage | 77.0% (2021/22) | Next update Q3 | Next update Q3 | 79.0% (2022/23) | n/a | Increasing trend | Higher is better | GREEN | POSITIVE | 87.0% | 81.0% | 87.0% |
| Oflog Planning: Percentage of all non-major planning applications decided on time (district matters) | Percentage | 93.0% (2021/22) | Next update Q3 | Next update Q3 | 91.0% (2022/23) | n/a | Increasing trend | Higher is better | AMBER | NEGATIVE | 83.0% | 81.0% | 83.0% |
| Oflog Planning: Percentage of major planning applications overturned on appeal (district matters) | Percentage | 6.3% (2021/22) | Next update Q3 | Next update Q3 | 0% (2022/23) | n/a | Not targeted | Lower is better | Not targeted | DECREASE | 1.9% | 2.3% | 2.5% |
| Oflog Planning: Percentage of non-major planning applications overturned on appeal (district matters) | Percentage | 0.4% (2021/22) | Next update Q3 | Next update Q3 | 0.3% (2022/23) | n/a | Not targeted | Lower is better | Not targeted | DECREASE | 0.8% | 1.0% | 0.9% |
| Oflog Transport: Percentage of principal roads that should be considered for maintenance | Percentage | 2.0% (2021/22) | Next update Q3 | Next update Q3 | 1.0% (2022/23) | n/a | Stable or decreasing trend | Lower is better | GREEN | POSITIVE | 4.0% | 3.0% | 5.0% |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|--|------------|---------------------------------------|----------------|----------------|-------------------------|-----------|----------------------------|------------------|--------------|----------|------------------------|------------|---------|
| Office for Local Government (Oflog) | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| Oflog Transport: Percentage of non-principal roads that should be considered for maintenance | Percentage | 5.0% (2021/22) | Next update Q3 | Next update Q3 | 5.0% (2022/23) | n/a | Stable or decreasing trend | Lower is better | AMBER | STABLE | 5.0% | 7.0% | 5.0% |
| Oflog Adults: The proportion of people who use services who find it easy to find information about services (ASCOF measure 1) | Percentage | 68.6% (2021/22) | Next update Q3 | Next update Q3 | 68.1% (2022/23) | n/a | Increasing trend | Higher is better | AMBER | STABLE | N/A | 66.3% | 67.2% |
| Oflog Adults: Adjusted social care-related quality of life impact of Adult Social Care services (ASCOF measure 1J) | Number | 0.401 (2021/22) | Next update Q3 | Next update Q3 | 0.407 (2022/23) | n/a | Increasing trend | Higher is better | GREEN | POSITIVE | N/A | 0.410 | 0.413 |
| Oflog Adults: The proportion of those that received short-term service during the year where sequel was either no ongoing support or support of a lower level (ASCOF measure 2D) | Percentage | 46.1% (2021/22) | Next update Q3 | Next update Q3 | Per. 75.3% (2022/23) | n/a | Increasing trend | Higher is better | GREEN | POSITIVE | N/A | 84.7% | 77.5% |
| Oflog Finance: Council tax collection rate | Percentage | 98.0% (2021/22) | Next update Q3 | Next update Q3 | 98.2% (2022/23) | n/a | Not targeted | Higher is better | Not targeted | STABLE | N/A | 97.7% | 95.7% |

| | | QUARTERS | | | | NUMBER | TARGET | POLARITY | RAG | DOT | COMPARATORS | | |
|--|------------|---------------------------------------|----------------|----------------|--------------------|-----------|--------------|------------------|--------------|----------|------------------------|------------|---------|
| Office for Local Government (Oflog) | | 2022/23 (or latest published data) | 2023/2024 | | | 2023/2024 | | | | | Latest available data | | |
| Indicator | Data type | Q4 | Q1 | Q2 | Q3 | Quarter 3 | | | | | Statistical Neighbours | South West | England |
| Oflog Finance: Non-domestic rates collection rate | Percentage | 95.3% (2021/22) | Next update Q3 | Next update Q3 | 98.2% (2022/23) | n/a | Not targeted | Higher is better | Not targeted | INCREASE | N/A | 98.1% | 98.7% |
| Oflog Corporate: Percentage of ombudsman complaints (uphold rate per 10,000 people) | Percentage | 3.0% (2021/22) | Next update Q3 | Next update Q3 | 3.0% (2022/23) | n/a | Not targeted | Lower is better | Not targeted | STABLE | N/A | 3.0% | 4.0% |
| Number: <ul style="list-style-type: none"> Oflog Planning: Percentage of all non-major planning applications decided on time (district matters) Oflog Transport: Percentage of non-principal roads that should be considered for maintenance Oflog Adults: The proportion of people who use services who find it easy to find information about services (ASCOF measure 3D1) | | | | | | | | | | | | | |

Appendix three: Strategic Risk Register (as of end Q3 2023/24)

| Risk | Risk ref | Q4 (2022/23) residual score | Q1 residual score | Q2 residual score | Q3 inherent score | Q3 mitigating actions | Q3 residual score | Q1 to Q2 direction of travel | Risk treatment |
|--|----------|-----------------------------|-----------------------|-------------------|-------------------|--|-------------------|------------------------------|----------------|
| PRINCIPAL RISK: There is a pandemic event which negatively impacts on the health and wellbeing of the residents of North Somerset. | S-RISK01 | LOWMED | LOWMED | LOWMED | MEDIUM | Continued working with UK Health Security Agency to understand and mitigate risk. Continue to support national advice around infection prevention and control. | LOWMED | STABLE | Accept |
| PRINCIPAL RISK: There is a malicious attack against people and/or buildings in North Somerset or surrounding areas which is a risk to life and limb. | S-RISK03 | N/A new risk as of Q1 | LOWMED | LOWMED | MEDIUM | Work around business continuity and preparing for Martyn's Law is developing action and knowledge to reduce risk. | LOWMED | STABLE | Accept |
| PRINCIPAL RISK: There is a disaster event impacting people and / or buildings in North Somerset or surrounding areas which is a risk to life and limb. | S-RISK04 | N/A new risk as of Q1 | LOWMED | MEDIUM | MEDIUM | Emergency planning capacity continues to be built through new volunteers and training. Still concerns about extreme weather events, particularly linked to flooding and extreme heat/cold. | LOWMED | POSITIVE | Accept |
| PRINCIPAL RISK: There is a risk of an extended period of high temperatures leading to heatwaves and/or wildfires. | S-RISK13 | N/A new risk as of Q2 | N/A new risk as of Q2 | MEDIUM | MEDHIGH | Public messaging and community resilience work to manage risk and prevent harm using national guidance and plans. | MEDIUM | STABLE | Accept |

| Risk | Risk ref | Q4 (2022/23) residual score | Q1 residual score | Q2 residual score | Q3 inherent score | Q3 mitigating actions | Q3 residual score | Q1 to Q2 direction of travel | Risk treatment |
|---|----------|-----------------------------|-----------------------|-------------------|-------------------|--|-------------------|------------------------------|----------------|
| There is a widening of the inequality gap in North Somerset, or we are not able to reduce the current gap, leading to poorer life outcomes for vulnerable residents including life expectancy. | S-RISK09 | N/A new risk as of Q1 | MEDHIGH | MEDHIGH | HIGH | Continued work to develop inequalities delivery through Corporate Plan. Building stretch targets within each Directorate to impact on wider determinants of health. | MEDIUM | POSITIVE | Accept |
| The council is not able to successfully recruit when needed leading to capacity issues in key areas which impact on the delivery of statutory services, key projects, and/or increases workloads on existing staff. | S-RISK10 | N/A new risk as of Q1 | MEDHIGH | MEDHIGH | HIGH | Recruitment team now in place, focus on children's social care. | MEDIUM | POSITIVE | Accept |
| PRINCIPAL RISK: Advances in Artificial Intelligence (AI) systems and their capabilities pose a risk. | S-RISK12 | N/A new risk as of Q2 | N/A new risk as of Q2 | MEDHIGH | HIGH | The risk is primarily about the impact on data protection of AI and ensuring that AI capability, when introduced into our decision making, is legally compliant and non-discriminatory. A best proactive AI policy document has been drafted for adoption. | MEDHIGH | STABLE | Accept |
| There is a local risk that the council will fail to meet the 2030 net zero target, and this will contribute to a negative impact on the wellbeing and or/viability of human, | S-RISK02 | N/A new risk as of Q1GH | HIGH | HIGH | HIGH | Ongoing delivery of the Climate Emergency Action Plan; creation of Net Zero Pathway for North Somerset Council. Adaptation strategy. | HIGH | STABLE | Accept |

| Risk | Risk ref | Q4 (2022/23) residual score | Q1 residual score | Q2 residual score | Q3 inherent score | Q3 mitigating actions | Q3 residual score | Q1 to Q2 direction of travel | Risk treatment |
|---|----------|-----------------------------|-------------------|-------------------|-------------------|--|-------------------|------------------------------|----------------|
| animal and plant health in North Somerset. | | | | | | | | | |
| PRINCIPAL RISK: There is coastal flooding in North Somerset which negatively impacts on people, businesses, and communities in North Somerset. | S-RISK05 | N/A new risk as of Q1 | HIGH | HIGH | HIGH | Local Flood Risk Management Strategy has been published. Pilot project with Department for the Environment Food and Rural Affairs being prepared to increase flood awareness in high risk Weston communities - start 15 January 2024. | HIGH | STABLE | Accept |
| The condition of our corporate estate / assets pose an increasing financial, operational, and reputational risk. | S-RISK11 | MEDIUM | HIGH | HIGH | HIGH | Complete Strategic Assessment Management Plan assessments. Deliver programme of improvements / adaptations / disposals. Prioritise those with greatest health and safety and service delivery risks. Implement Corporate Landlord model. | HIGH | STABLE | Accept |
| PRINCIPAL RISK: There is a cyber-attack which damages the infrastructure of North Somerset Council and impacts on the organisation's ability to carry out our statutory duties. | S-RISK06 | HIGH | HIGH | HIGH | HIGH | Ongoing roll out of cyber training and phishing training across the organisation. Strategic cyber risk sessions held regularly. | HIGH | STABLE | Accept |

| Risk | Risk ref | Q4 (2022/23) residual score | Q1 residual score | Q2 residual score | Q3 inherent score | Q3 mitigating actions | Q3 residual score | Q1 to Q2 direction of travel | Risk treatment |
|--|----------|-----------------------------|-------------------|-------------------|-------------------|---|-------------------|------------------------------|----------------|
| The council is not able to balance its budget due to demand on services and achievement of MTFP savings. | S-RISK07 | HIGH | HIGH | HIGH | HIGH | Use of reserves and spending controls now active from Quarter four. | HIGH | STABLE | Accept |
| The council is unable to deliver capital projects within the approved resource envelope either due to unmanageable cost increases and/or lack of governance. | S-RISK08 | HIGH | HIGH | HIGH | HIGH | Review of capital budget sponsored by executive, decisions required to prioritise and determine scope (so, ceasing some activity). | HIGH | STABLE | Accept |
| Risk that we do not deliver sustainable change in Children's Services at the right pace of the improvement journey. | S-RISK14 | HIGH | HIGH | HIGH | HIGH | A stable and permanent leadership team is now in place following a period of instability leading a whole directorate improvement plan, with a particular focus on recruitment and retention of social workers and practice improvement. | HIGH | STABLE | Accept |

Forward Plan

for the four-month period commencing on

1st May 2024

published on 2nd April 2024



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 • Green energy • 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 • 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 including Sovereign • Birnbeck Pier project • Grove Park, High Street and wayfinding levelling up projects

Executive Member for culture and leisure – Cllr Mike Solomon: • Culture strategy and relationships with key partners including Arts Council England and Super Culture • Heritage Action Zones • Weston Hillfort project • Libraries • Community venues • Enabling events • Sports and leisure strategy • Seafronts, parks and lakes operational management and investment, including Marine Lake and Tropicana • Concessions • Crematoria and cemeteries

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

May 2024

1. Council and Executive Items
(NB No Executive meeting in May)

| 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 |
|--------------|--|---|----------------|--------------------------|--|-------------------------------------|
| 14/05 | Contract award for Banwell bypass design and build contract (new entry) | COU83 Banwell bypass stage 2 gateway decision https://n-somerset.moderngov.co.uk/documents/s5290/05%20Full%20Council%20-%20Bypass%20Gateway%20Decision%20stage%202%20FINAL.pdf | Council | No | Informal TCC Panel meeting 22/04/2024 | Katie Park 07771947034 |
| 14/05 | Support Services Partnership 2025 – “Contract 3: ICT” Commissioning and Procurement Plan (new entry) | To be confirmed | Council | No | TCC Scrutiny working group established | Stuart Anstead |

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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 |
|---------------------|--|---|-------------------|---------------------------|---|---|
| 01/05 | 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, November 2023 and January, February and April 2024 – previously one contract) moved to June 2024 | <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 – Exec Member Decision DP270 Decision (n-somerset.gov.uk)</p> <p>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)</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 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 |

| 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 |
|---------------------|---|---|-------------------|--------------------------|---|---|
| 01/05 | 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, November 2023 and January, February and April 2024 – previously one contract) moved to June 2024 | <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 – Exec Member Decision DP270 Decision (n-somerset.gov.uk)</p> <p>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)</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 |

| 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 |
|---------------------|--|---|-------------------|--------------------------|---|---|
| 01/05 | A38 MRN Scheme Award of Professional Services Contract (previously listed for September, October 2022, January, March, April, May, August September, November 2023 and January, February, and April 2024) moved to June 2024 | <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 – Exec Member Decision DP270 Decision (n-somerset.gov.uk)</p> <p>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)</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 |

| 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 |
|---------------------|---|--|----------------------------------|--------------------------|--|---|
| 01/05 | Contract Award Decision for BSIP Real Time Information (RTI) (new entry) | BSIP Commissioning Plan – Report to Full Council 12 July 2022. | Director of Place (key decision) | No | Ongoing engagement and previously briefed in Summer 2023 | Contact: Alex Topham Alex.Topham@n-somerset.gov.uk |
| 01/05 | Approval of concept Design for A370 Backwell crossroads signals (moved from April) | Bus Service Improvement Plan (BSIP) - Contract Award of Design and Build Contractor: https://n-somerset.moderngov.co.uk/documents/s5141/11%20Bus%20Service%20Improvement%20Plan%20Design%20and%20Build%20Contractor.pdf | Executive Member – Cllr Young | No | Ongoing engagement and previously briefed in Summer 2023 | James Padgham James.padgham@n-somerset.gov.uk |
| 01/05 Page 207 | Approval of concept Design for A369 Rownham Hill / Abbots Leigh Road (moved from April) | Bus Service Improvement Plan (BSIP) - Contract Award of Design and Build Contractor: https://n-somerset.moderngov.co.uk/documents/s5141/11%20Bus%20Service%20Improvement%20Plan%20Design%20and%20Build%20Contractor.pdf | Executive Member – Cllr Young | No | Ongoing engagement and previously briefed in Summer 2023 | James Padgham James.padgham@n-somerset.gov.uk |
| 01/05 | Approval of concept Design for Queensway signals / B3440 (moved from April) | Bus Service Improvement Plan (BSIP) - Contract Award of Design and Build Contractor: https://n-somerset.moderngov.co.uk/documents/s5141/11%20Bus%20Service%20Improvement%20Plan%20Design%20and%20Build%20Contractor.pdf | Executive Member – Cllr Young | No | Ongoing engagement and previously briefed in Summer 2023 | James Padgham James.padgham@n-somerset.gov.uk |

| | | | | | | |
|-------|---|--|-----------------------------------|----|--|--|
| 01/05 | Approval of concept Design for Moor Lane / Central Way roundabout (moved from April) | Bus Service Improvement Plan (BSIP) - Contract Award of Design and Build Contractor: https://n-somerset.moderngov.co.uk/documents/s5141/11%20Bus%20Service%20Improvement%20Plan%20Design%20and%20Build%20Contractor.pdf | Executive Member – Cllr Young | No | Ongoing engagement and previously briefed in Summer 2023 | James Padgham James.padgham@n-somerset.gov.uk |
| 01/05 | Updated procurement plan for the design and build of Banwell bypass (new entry) | August 2020 Procurement Plan for the D&B of Banwell bypass https://www.n-somerset.gov.uk/sites/default/files/2020-08/DE106%20Procurement%20Plan%20HIF%20Banwell%20Bypass%20signed.pdf | Executive Member – Cllr Bell | No | Informal TCC Panel meeting 22/04/2024 | Katie Park 07771947034 |
| 01/05 | Wraxall and Failand Neighbourhood Plan. Consideration of examiners modifications and approve for referendum (new entry) | Examiners Report and <u>Wraxall and Failand Neighbourhood Development Plan</u> | Executive Member – Cllr Canniford | No | PEP Chairperson consulted 12 December 2023. | Celia Dring Celia.dring@n-somerset.gov.uk Claire Courtois Claire.courtois@n-somerset.gov.uk |

June 2024

1. Council and Executive Items

(NB No Council meeting scheduled for June. Executive meeting has now been rescheduled to JULY, there is NO June 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 |
|--------------|--|---|----------------|--------------------------|---|---|
| 19/06 | Approval of the School Place Planning Strategy 2024—2027 (meeting now rescheduled to July) | CYPS Policy & Scrutiny Panel Scrutiny Working Group Papers—8 December 2024 CYPS Policy & Scrutiny Panel Scrutiny Working Group Paper—May 2024 Public consultation—link to be provided later | Executive | No | CYPS Policy & Scrutiny Panel— School Organisation Working Group | Contact: Sally Varley (01275 884857) |
| 19/06 | Street Lighting Contract Commissioning Plan (meeting now rescheduled to July) | Street Lighting Contract Commissioning Plan | Executive | No | Informal Meeting has been agreed with Chairman Cllr Bridger. Date of Meeting to be confirmed but will be late February. | Mark Cogan Mark.cogan@n-somerset.gov.uk |
| 19/06 | Winterstoke Road Bridge design and Construction services (Reverted to report to April Executive delegating decision to Executive Member) | None | Executive | No | TCC scrutiny engagement February / March 2024 | Jason Reading Jason.reading@n-somerset.gov.uk |

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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 |
|---------------------|--|---|---|--------------------------|--|--|
| 01/06 | Contract Award for the delivery of an expansion to the buildings at Clevedon School to meet local place needs (previously listed for June, September, December 2023, January, and March 2024—now moved to 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 Approval of Commissioning Plan for delivering an expansion to the buildings at Clevedon School.pdf</p> | <p>Director of Place</p> <p>Moved from 21/06/23 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 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> |

| 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 |
|---------------------|---|--|-------------------|--------------------------|---|---|
| 01/06 | 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, November 2023 and January, February, April, and May 2024 – 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 |

| 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 |
|---------------------|--|--|-------------------|--------------------------|---|---|
| 01/06 | 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, November 2023 and January, February, April, and May 2024 – 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 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 |

| 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 |
|---------------------|--|---|-------------------|--------------------------|---|---|
| 01/06 | A38 MRN Scheme Award of Professional Services Contract (previously listed for September, October 2022, January, March, April, May, August September, November 2023 and January, February, April, and May 2024) | <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 |

July 2024

1. Council and Executive Items

(NB Executive meeting scheduled for July – changed from June)

| 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 |
|--------------|---|---|----------------|--------------------------|--|---|
| 09/07 | NSEC Shareholder update | https://n-somerset.moderngov.co.uk/documents/s4774/18.0%20NSEC%20shareholder%20update%20to%20Council.pdf | Council | No | Item for noting but will be taken to TCC Scrutiny Panel 27/06/2024 | Amy Webb Amy.Webb@n-somerset.gov.uk |
| 09/07 | MetroWest Phase 1 – Authorisations to enable project construction (new entry) | Report to Council 9 th January 2024 | Council | No | Scrutiny-led All-Member briefing to be arranged prior to the Council meeting | Contact: James Willcock James.Willcock@n-somerset.gov.uk |
| 17/07 | Approval of the School Place Planning Strategy 2024 – 2027 (moved from rescheduled June meeting) | CYPS Policy & Scrutiny Panel Scrutiny Working Group Papers – 8 December 2024 CYPS Policy & Scrutiny Panel Scrutiny Working Group Paper – May 2024 Public consultation – link to be provided later | Executive | No | CYPS Policy & Scrutiny Panel – School Organisation Working Group | Contact: Sally Varley (01275 884857) |
| 17/07 | Street Lighting Contract Commissioning Plan (moved from rescheduled June meeting) | Street Lighting Contract Commissioning Plan | Executive | No | Informal Meeting has been agreed with TCC Chairperson Cllr Bridger. Date of Meeting 4 April. | Mark Cogan Mark.cogan@n-somerset.gov.uk |
| 17/07 | Decision on whether to adopt 1) the new parking management strategy, 2) introduce charges to new car parks/ on-street locations, 3) introduce a new short-stay parking permit | Parking management strategy consultation | Executive | No | PEP Task finish group - 4 meetings: 15/3, 10/4 (others tbc) | Steve Thorne Steve.Thorne@n-somerset.gov.uk |

| 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 |
|--------------|--|--|----------------|--------------------------|--|--|
| 17/07 | Decision on whether to change to 3-weekly residual waste collections | Public consultation for introducing 3 weekly residual waste collections.pdf | Executive | No | Details to be confirmed | Colin Russell Colin.Russell@n-somerset.gov.uk |
| 17/07 | Q4 Performance Management Update (new entry) | Organisational priorities North Somerset Council (n-somerset.gov.uk) Risk Management Strategy (n-somerset.gov.uk) | Executive | No | This is an information item. Quarterly updates to Scrutiny Panels will follow the update to the Executive as per the agreed business planning and risk management framework. | Emma.diakou@n-somerset.gov.uk Jo.belbin@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 |
|---------------------|-------------------------------|--|----------------|--------------------------|--|-------------------------------------|
| 01/07 | | | | | | |

August 2024

1. Council and Executive Items

(NB: NO Council or Executive Meeting scheduled in August)

| 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 |
|---------------------|--------------------------------------|---|-----------------------|---------------------------------|---|--|
|---------------------|--------------------------------------|---|-----------------------|---------------------------------|---|--|

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 |
|---------------------|-------------------------------|--|----------------|--------------------------|--|-------------------------------------|
| 01/08 | | | | | | |