

**Contact:** Hazel Brinton  
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**Date:** Tuesday, 30 November 2021

**\*\* Physical Meeting**

While the meeting will take place in person at the Town Hall it will also be live broadcast on YouTube (see link below). In line with ongoing public health advice, members of the public and media are encouraged to watch the meeting online and not to attend in person. Should you wish to attend in person we ask that you notify the Contact Officer above at least 24 hours before the meeting as this will help us to manage the meeting safely.

Dear Sir or Madam

**The Executive – Wednesday, 8 December 2021, 2.30 pm – New Council Chamber - Town Hall**

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://youtu.be/rqxRAGaHQQs>

The agenda is set out overleaf.

Yours faithfully

Assistant Director Legal & Governance and Monitoring Officer

To: Members of the Executive

Councillors:

Donald Davies (Chairman), Mike Bell (Vice-Chairman), Steve Bridger, Mark Canniford, Ashley Cartman, Catherine Gibbons, Bridget Petty and Mike Solomon.

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 Chairman, 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 Chairman 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 Chairman 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 - 20 October 2021 (Pages 5 - 12)**

20 October 2021, to approve as a correct record (attached)

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

### **8. Forward Plan dated 3 December 2021**

(to follow)

- 9. Approval of the Council's Digital Strategy (Pages 13 - 112)**  
Report of Councillor Cartman (attached)
- 10. Commissioning and Procurement Plan Approval - Alternative Learning Provision Framework 2022 - 27 (Pages 113 - 128)**  
Report of Councillor Gibbons (attached)
- 11. 2021/22 Budget Monitoring - Month 6 (Pages 129 - 168)**  
Report of Councillor Cartman (attached)
- 12. Medium Term Financial Plan (MTFP) and Revenue Budget Update (Pages 169 - 192)**  
Report of Councillor Cartman (attached)
- 13. 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.
- 14. Urgent business permitted by the Local Government Act 1972 (if any)**  
For a matter to be considered as an urgent item, the following question must be addressed: "What harm to the public interest would flow from leaving it until the next meeting?" If harm can be demonstrated, then it is open to the Chairman to rule that it be considered as urgent. Otherwise the matter cannot be considered urgent within the statutory provisions.

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### **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 chairman 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 Chairman. 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 Chairman 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**