

Forward Plan

for the four-month period commencing on

1st July 2023

published on 1 June 2023



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

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

Executive (9)

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

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

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

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

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

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

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

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

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

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

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

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

July 2023**1. Council and Executive Items
(NB No Executive meeting)**

| Meeting Date | Item/Issue requiring decision | Background Documents for Consideration | Decision Taker | Exempt Item? Yes/No/Part | Policy & Scrutiny Panel Activity & Engagement / Timeline | Contact Officer for Further Details |
|---------------------|---|---|-----------------------|---------------------------------|---|--|
| 11/07 | North Somerset Environment Company Shareholder Update (previously listed for May) | https://n-somerset.moderngov.co.uk/documents/s4439/13%20NSEC%20shareholder%20update.pdf | Council | No | PCOM Panel 2 March 2023 | Amy Webb 07385 430493 |

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 | Appointment of architect led team for Birnbeck Pier and island site | https://www.n-somerset.gov.uk/sites/default/files/2023-03/22-23%20DP430%20signed.pdf | Director of Place | No | Engagement with scrutiny to take place no later than 30 May. Arrangements to be agreed with Place Panel Chairman. | Rachel Lewis Heritage and Design Manager Place Directorate Rachel.lewis@n-somerset.gov.uk 01934 426465 |
| 01/07 | Contract award for BSIP Transport Hubs Design Consultant (previously listed for May)-moved to September | Procurement Plans for BSIP Transport Hubs Design Consultant | Director of Place | No | Place Scrutiny Panel briefing to be considered when scope of report is finalised | Rob Thomson Rob.Thomson@n-somerset.gov.uk |
| 01/07 | Contract award for BSIP Employer's Agent (previously listed for June) | Employers Agent Procurement Plan for BSIP https://www.n-somerset.gov.uk/sites/default/files/2022-09/DP194%20Procurement%20Plan%20BSIP%20Employers%20Agent%20Final%20signed.pdf | Director of Place | No | An engagement session will be held with the Place Policy and Scrutiny Panel in July 2023. | Rob Thomson Rob.Thomson@n-somerset.gov.uk |
| 01/07 | Contract award for food waste contract (previously listed May) moved to August | <u>Commissioning and Procurement Plan for food waste contract</u> | Director of Place | No | To confirm with new scrutiny chair when confirmed by Council; proposed engagement to take place no later than w/c 19 June | Natasha Hardy Project Manager Natasha.hardy@n-somerset.gov.uk |

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| 01/07 | Contract Award: Capital Works at Hutton Moor Leisure Centre (new entry) | DE 282: Agreement to increase the leisure Capital Budget by £700,000 to carry out urgent works | Director of Place | No | Verbal update to the Chairman of Place Policy and Scrutiny Panel on 15/12/22 Email to the Chair of PCOM 15/12/22 and initial meeting undertaken January 2023. | <p>Contact: Jonathan White Senior Project Manager Jonathan.White@n-somerset.gov.uk Tel: 07711 280595</p> <p>Karlie Phillips Leisure Manager Email: Karlie.phillips@n-somerset.gov.uk Tel: 07824 085769</p> |
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August 2023

1. Council and Executive Items

(NB No Council or Executive meeting)

| Meeting Date | Item/Issue requiring decision | Background Documents for Consideration | Decision Taker | Exempt Item? Yes/No/Part | Policy & Scrutiny Panel Activity & Engagement / Timeline | Contact Officer for Further Details |
|---------------------|--------------------------------------|---|-----------------------|---------------------------------|---|--|
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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 |
|---------------------|---|--|-------------------|---------------------------|--|---|
| 01/08 | A38 MRN Scheme Contract Award of D&B Stage 1 Contract (re-listing and previously listed for September, October, January, March April and May) | <p>Director Decision: 19/20 DE295 https://www.n-somerset.gov.uk/sites/default/files/2020-05/19-20%20DE%20295.pdf OBC Commissioning and Procurement Plan - Exec Member Decision DP270 Decision (n-somerset.gov.uk) A38 Major Road Network Scheme Outline Business Case Submission and Local Contribution Funding - Full Council/Exec Member: COU82 Agenda for Council on Tuesday, 9th November, 2021, 6.00 pm North Somerset Council (moderngov.co.uk) DP 22/23 95 signed (n-somerset.gov.uk) DP 22/23 DP 108 MRN professional services procurement plan (n-somerset.gov.uk) Commissioning & Procurement Plans for the Design & Build Contract of the A38 Major Road Network (MRN) Scheme and associated Professional Services Exec member decision DP423 22/23 Approval of additional local contributions as a consequence of inflationary cost increases. DP423 (n-somerset.gov.uk)</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 P&SP following OBC approval from DfT.</p> | <p>Jason Reading, Senior Project Manager, Place Directorate Jason.reading@n-somerset.gov.uk</p> |

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| 01/08 | A38 MRN Scheme Award of Professional Services Contract (previously listed for September, October, January, March, April and May) | <p>Director Decision: 19/20 DE295 https://www.n-somerset.gov.uk/sites/default/files/2020-05/19-20%20DE%20295.pdf OBC Commissioning and Procurement Plan - Exec Member Decision DP270 Decision (n-somerset.gov.uk) A38 Major Road Network Scheme Outline Business Case Submission and Local Contribution Funding - Full Council/Exec Member: COU82 Agenda for Council on Tuesday, 9th November, 2021, 6.00 pm North Somerset Council (moderngov.co.uk) DP 22/23 95 signed (n-somerset.gov.uk) DP 22/23 DP 108 MRN professional services procurement plan (n-somerset.gov.uk) Commissioning & Procurement Plans for the Design & Build Contract of the A38 Major Road Network (MRN) Scheme and associated Professional Services</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 P&SP following OBC approval from DfT.</p> | <p>Jason Reading, Senior Project Manager, Place Directorate Jason.reading@n-somerset.gov.uk</p> |
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| 01/08 | Contract Award: Provision of a Resource Base at Locking Primary School (new entry) | Commissioning Plan for 2023 SEND Commissioning Plan CY102 Procurement Plan for 2023 SEND https://www.n-somerset.gov.uk/sites/default/files/2023-03/CY121%20-%20acc.pdf Decision Notice to approve Commissioning Plan February 2023 | Director of Childrens Services | No | 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 (moderngov.co.uk) Engagement with Chair of PCOM to be conducted and briefing session to be arranged. | Contact: Jon d'Este-Hoare Technical Lead Jonathan.deste-hoare@n-somerset.gov.uk 07385 402975 |
| 01/08 | Contract award for food waste contract (previously listed May and July) | Commissioning and Procurement plan for Food Waste treatment | Director of Place | No | To confirm with new scrutiny charge when confirmed by Council; proposed engagement to take place no later than w/c 31 July | Natasha Hardy Project Manager Natasha.hardy@n-somerset.gov.uk |

September 2023

1. Council and Executive Items

| Meeting Date | Item/Issue requiring decision | Background Documents for Consideration | Decision Taker | Exempt Item? Yes/No/ Part | Policy & Scrutiny Panel Activity & Engagement / Timeline | Contact Officer for Further Details |
|--------------|---|--|----------------|---------------------------|---|---|
| 06/09 | Public Space Protection Orders – Three yearly Review | <p>Report to Council – 21 February 2023 https://n-somerset.moderngov.co.uk/documents/s4327/09%20Public%20Space%20Protection%20Orders%20-%20Delegated%20Authority.pdf</p> <p>Report to PCCOM – 02 March 2023 – https://n-somerset.moderngov.co.uk/documents/s4436/10%20Review%20of%20Public%20Space%20Protection%20Orders%202023.pdf</p> | Executive | No | <p>Engagement with PCCOM on the 02 March 2023 – minutes of meeting https://n-somerset.moderngov.co.uk/documents/g976/Printed%20minutes%2002nd-Mar-2023%2014.00%20Partnerships%20Corporate%20Organisation%20and%20Overview%20Management%20P.pdf?T=1</p> | <p>Contact: Dee Mawn, Environmental Protection Service Leader 01275 884162 dee.mawn@n-somerset.gov.uk</p> |
| 06/09 | <p>Bus Service Improvement Plan Update:</p> <ul style="list-style-type: none"> Delegation of Design and Build contract award authority to the Director of Place Bus services contract award decision (if over £5M) or update Progress update | <p>Committee report 6th July 2022 for Commissioning Plan for the Bus Service Improvement Plan: https://n-somerset.moderngov.co.uk/documents/s3579/09%20Bus%20Service%20Improvement%20Plan%20Enhanced%20Partners</p> | Executive | No | <p>Engagement with Place Policy and Scrutiny Panel to be carried out in January 2023</p> | <p>Bella Fortune Bella.fortune@n-somerset.gov.uk</p> |

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| | <ul style="list-style-type: none"> ● Governance Update (Grant award T&Cs & Memorandum of Understanding between WECA and NSC) ● Enhanced Partnership update ● Enforcement resourcing plan (previously listed in December 2022 and February 2023 and replaced by entry directly below) | hip%20adoption%20Executive.pdf | | | | |
| 06/09 | Contract award for BSIP Bus Priority Schemes Design and Build contractor (replacement for entry directly above) | <p>Committee report 6th July 2022 for Commissioning Plan for the Bus Service Improvement Plan: https://n-somerset.moderngov.co.uk/documents/s3579/09%20Bus%20Service%20Improvement%20Plan%20Enhanced%20Partnership%20adoption%20Executive.pdf</p> <p>Procurement Plan for BSIP Bus Priority Schemes Design and Build: https://www.n-somerset.gov.uk/sites/default/files/2022-12/DP311%20BSIP%20Design%20and%20Build%20and%20Build%20On</p> | Executive | No | An engagement session will be held with the Place Policy and Scrutiny Panel in July 2023. | <p>Rob Thomson</p> <p>Rob.Thomson@n-somerset.gov.uk</p> |

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| | | ly%20Procurement%20Plan.pdf | | | | |
| 06/09 | Library Transformation draft proposals and consultation | North Somerset Libraries Strategy 2021-31 | Executive | No | Informal Scrutiny briefing held 10 Mar 2023 An engagement session will be held with the Informal Scrutiny Panel in mid July 2023 (date and panel tbc). | Emma Wellard, Head of Libraries & Community Emma.Wellard@n-somerset.gov.uk |
| 06/09 | Budget approvals for the UK Shared Prosperity Fund (UKSPF) Year 3: 1. Approval to receive the Year 3 UKSPF funding allocation from central government from April 2024 2. Approval to increase the council's 2024/25 revenue and capital budgets to incorporate the Year 3 UKSPF funding allocation (new entry) | UKSPF prospectus 22/23 DP 175 (UKSPF investment plan approval) 22/23 DP 411 (UKSPF Year 2 budget approvals) | Executive | No | A programme of UKSPF briefing and dialogue with relevant members is planned post-election, to include briefing of the Place Scrutiny Panel on 12/07/2023 | Luke Johnson (luke.johnson@n-somerset.gov.uk) Jane Harrison (jane.harrison@n-somerset.gov.uk) |
| 06/09 | 2023/24 Month 4 Budget Monitor | Previous Budget Monitor reports to Executive | Executive | No | Reporting to PCOM informally through timetable of scrutiny engagement as agreed with the Panel Chairman | Contact: Melanie Watts 01934 634618 |
| 06/09 | Medium Term Financial Plan (MTFP) and Revenue Budget 2024/25 | Previous Budget and Medium Term Financial Plan reports to Executive | Executive | No | Reporting to PCOM informally through timetable of scrutiny engagement as agreed with the Panel Chairman | Contact: Melanie Watts 01934 634618 |
| 06/09 | Adoption of Moving Traffic Violation powers from the Police and enforcement in a trial area(s) (new entry) | Traffic Management Act 2004: statutory guidance for local authorities outside London on civil enforcement of bus lane | Executive | No | To confirm with new scrutiny chair when confirmed by Council; proposed engagement to take place no later than w/c 24 July | Tash Hardy Project Manager, BDU Natasha.Hardy@n-somerset.gov.uk |

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|-------|---|---|-----------|----|--|--|
| | | and moving traffic contraventions - GOV.UK (www.gov.uk) | | | | |
| 06/09 | Commissioning and procurement plan for garden waste treatment (new entry) | Commissioning and Procurement Plan in draft | Executive | No | To confirm with new scrutiny charge when confirmed by Council; proposed engagement to take place no later than w/c 31 July | Tash Hardy Project Manager, Business Development Unit Natasha.Hardy@n-somerset.gov.uk |
| 06/09 | Commissioning and procurement plan for residual waste treatment (new entry) | Commissioning and Procurement Plan in draft | Executive | No | To confirm with new scrutiny charge when confirmed by Council; proposed engagement to take place no later than w/c 31 July | Tash Hardy Project Manager, Business Development Unit Natasha.Hardy@n-somerset.gov.uk |
| 19/09 | Youth Justice Plan | 2023-24 Youth Justice Grant Funding Agreement | Council | No | Youth justice plans, in England only, must be signed off by the full council in accordance with Regulation 4 of the 'Local Authorities (Functions and Responsibilities) (England) Regulations 2000'. There hasn't been a Scrutiny Panel to take this item to since the YJB confirmed its requirements. As required it will be presented to Youth Justice Management Board (multi-agency) In 21/06/23 for their consideration and approval. Thus Plan will also be submitted to the Youth Justice Board for approval. | Mike Rees Mike.rees@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 |
|---------------------|---|--|--|--------------------------|--|--|
| 01/09 | Award of BSIP Bus Shelters and Bus Stop Infrastructure Framework moved to October | BSIP Bus Shelters and Bus Stop Infrastructure Framework procurement plan | Director of Place | No | Place Scrutiny Panel briefing to be considered when scope of report is finalised | James Padgham James.padgham@n-somerset.gov.uk |
| 01/09 | Contract Award for the delivery of an expansion to the buildings at Clevedon School to meet local place needs (moved from June) | 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 (moderngov.co.uk) Commissioning and Procurement Plan – to follow | Director of Place Moved from 21/06 Executive to Director Decision | No | 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 (moderngov.co.uk) Reports to CYPS School Organisation Steering Group Being being planned for June 2023 | Sally Varley (she/her) Head of Strategic Place Planning, Capital Programmes and School Organisation/Admissions Service sally.varley@n-somerset.gov.uk Jonathan Hughes Senior Project Manager Jonathan.hughes@n-somerset.gov.uk |
| 01/09 | Contract award for BSIP Transport Hubs Design Consultant (previously listed for May and July) | Procurement Plans for BSIP Transport Hubs Design Consultant | Director of Place | No | An engagement session will be held with the Place Policy and Scrutiny Panel in July 2023. | Jackie Lower Jackie.Lower@n-somerset.gov.uk |

October 2023

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

| Meeting Date | Item/Issue requiring decision | Background Documents for Consideration | Decision Taker | Exempt Item? Yes/No/Part | Policy & Scrutiny Panel Activity & Engagement / Timeline | Contact Officer for Further Details |
|---------------------|--------------------------------------|---|-----------------------|---------------------------------|---|--|
| 11/10 | | | Executive | | | |

2. Executive Member Items and Director Key Decisions

| Decision not before | Item/Issue requiring decision | Background Documents for Consideration | Decision Taker | Exempt Item? Yes/No/Part | Policy & Scrutiny Panel Activity & Engagement / Timeline | Contact Officer for Further Details |
|---------------------|---|--|-------------------|--------------------------|---|---|
| 01/10 | Award of BSIP Bus Shelters and Bus Stop Infrastructure Framework (previously listed in September) | BSIP Bus Shelters and Bus Stop Infrastructure Framework procurement plan | Director of Place | No | An engagement session will be held with the Place Policy and Scrutiny Panel in July 2023. | Carl Nicholson (carl.nicholson@n-somerset.gov.uk) |