

ANNUAL BUSINESS

1 ELECTION OF CHAIR OF THE PARTNERSHIP FOR 2008/09

Nominations are invited.

2 ELECTION OF VICE CHAIR OF THE PARTNERSHIP FOR 2008/09

Nominations are invited.

3 DIARY OF PROPOSED MEETINGS AND VENUES

See Appendix 1.

4 MEMBERSHIP

Partnership

Bath & North East Somerset Council

Cllr Francine Haeberling
Cllr Paul Crossley
Cllr Adrian Inker

Bristol City Council

Cllr Richard Eddy
Cllr Helen Holland
Cllr Barbara Janke

North Somerset Council

Cllr Nigel Ashton
Cllr Elfan Ap Rees
Cllr Nan Kirsan

South Gloucestershire Council

Cllr John Calway
Cllr Ruth Davis
Cllr Roger Hutchinson

Social, Economic & Environmental Partners:

Steve Grainger, Avon Biodiversity Partnership
John Savage, Executive Chairman, Business West
Martina Peattie, Bristol and West of England ChangeUp Consortia
Sonia Mills, Chief Executive, North Bristol NHS Trust
Ian Ducat, South West Trade Union Council
Prof. David Clarke, Pro-Vice Chancellor, University of Bristol

Observers:

Peter Brown, South West Regional Assembly
Hilary Neal, Government Office for the South West
Ian Knight, South West Regional Development Agency

Neighbouring County Councils:

David Halkyard, Gloucestershire County Council
Paul Hickson, Group Manager - Economy & Europe, Somerset Council
David Rapley, Group Manager: Planning & Environment, Wiltshire County Council

The Partnership is recommended to:

- (i) confirm this membership, with the following changes
- (ii) authorise the Interim Chief Executive, in consultation with the Chair and Vice Chair to nominate to the next board an additional Social, Economic & Environmental Partner to take-up the current vacancy, observing the criteria set out in the Constitution, namely:

Seven social, economic and environmental partners selected using the following criteria:

- able to contribute to the key issues the Partnership will be addressing based on their skills and knowledge
- able to make a top-rate personal contribution
- drawn from across the West of England
- achieving a balance of representation of partners across the partnership and its specialist groups

These nominations may be reviewed annually by the partnership to confirm or vary membership from May each year.

- (iii) approve an additional Observer to be nominated by English Partnerships / the Housing Corporation (to merge to become the Homes & Communities Agency).
- (iv) approve the attendance at the Board, with the right to speak on matters relevant to their responsibilities, the Chairs of the specialist bodies listed below.

Joint Transport Committee

Cllr Charles Gerrish – Bath & North East Somerset Council
Cllr Mark Bradshaw – Bristol City Council
Cllr Elfan Ap Rees – North Somerset Council
Cllr Brian Allinson – South Gloucestershire Council

Joint Waste Management Committee

Cllr Charles Gerrish – Bath & North East Somerset Council
Cllr Mark Bradshaw – Bristol City Council
Cllr Carl Francis-Pester – North Somerset Council
Cllr Heather Goddard – South Gloucestershire Council

Planning, Housing & Communities Programme Board

Cllr Charles Gerrish – Bath & North East Somerset Council
Cllr Vic Pritchard – Bath & North East Somerset Council
Cllr Mark Bradshaw – Bristol City Council
Cllr Judith Price – Bristol City Council
Cllr Elfan Ap Rees – North Somerset Council
Cllr Ian Peddlesden – North Somerset Council
Cllr Brian Allinson – South Gloucestershire Council
Cllr Matthew Riddle – South Gloucestershire Council

Employment & Skills Board

Chair - Malachy McReynolds - Elizabeth Shaw

Members:

Steve Harrison – PWC
John Savage - GWE Business West
Stephen Hagen - UWE
Keith Elliot - City of Bristol College
Keith Harrison – Connexions
John Chudley– Learning & Skills Council
Rachel Jones – Jobcentre Plus
Ian Knight/ Ann O'Driscoll – South West Regional Development Agency

Jeremy Smalley - Bath & North East Somerset Council
Terry Wagstaff - Bristol City Council/WEP
Ashy McKay– Bristol City Council
Karuna Tharmananthar - North Somerset Council
Steve Evans - South Gloucestershire Council

Observers:

Hilary Neal/ Kevin Tinsley – Government Office for the South West

Joint Scrutiny Committee

To be confirmed.

Culture & Leisure Specialist Group

Councillors

Cllr Charles Gerrish – Bath & North East Somerset Council
Cllr Rosalie Walker – Bristol City Council
Cllr Mark Bradshaw – Bristol City Council
Cllr Andrew Horler – North Somerset Council
Cllr Ian Peddlesden – North Somerset Council
Cllr Heather Goddard – South Gloucestershire Council

Chief officers

David Lawrence, Assistant Director - Culture, Leisure and Tourism – Bath & North East Somerset Council
Stephen Wray – Director of Culture and Leisure Services – Bristol City Council
David Lawrence, Assistant Director – Environment and Operations – North Somerset Council
Steve Evans, Director of Community Services – South Gloucestershire Council

Partners

Chris Humphrey, Director of External Relations – Arts Council of England - South West
Libby Grundy, Joint Executive Director – Culture South West
Katie Kitching, Policy and Project Manager – Museum, Libraries and Archives Council - South West
Gary Parsons, Acting Head of Investment – Sport England
Malcolm Bell, Chief Executive – South West Tourism
Caroline Norbury, Chief Executive – South West Screen

Steve Nelson, Chief Executive – WESPORT

Observers

Libby Grundy – Government Office for the South West
Rebecca Binns South West Regional Development Agency

Rural Strategy Specialist Group

Councillors

Cllr Les Kew – Bath and North East Somerset Council
Cllr Tony Lake - North Somerset Council
Cllr Heather Goddard – South Gloucestershire Council

Partners

Becky Humphrey – South West Regional Development Agency
Dick Whittington – Community Action
Tessa Coombes – Business West
Andrew Butler – National Farmers Union
Janet Wallis - Avon Local Councils Association
Jon Clark – Forest of Avon
Steve Grainger – Avon Wildlife Trust

Council officers

Andy Thomas – Bath and North East Somerset Council
Simon Gregory – North Somerset Council
Deborah White – South Gloucestershire Council
Robin McDowell - Bristol City Council

'Delivery' Company

Yet to be established.

Board Members will be aware that these meetings also receive the views and advice of social, economic and environmental partners and observers. Appended to this report is a list of the organisations normally concerned; it is not exhaustive but based on recent experience.

5 CLERKS TO THE PARTNERSHIP AND ITS SPECIALIST BODIES

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Further nominations for particular Specialist Bodies to be confirmed at Annual Meetings, published and reported to the next Partnership Board.

6 BUDGET 2008/09

6.1 The 2008/09 Budget Summary for the West of England Partnership Office, prepared in conjunction with a Finance Officer at Bath & North East Somerset Council, is as follows:

Description	Budget
Employee Costs	683,051
Other Employee Expenses	8,735
Premises	63,670
Travel	7,700
Supplies and Services	96,415
Recharges (net)	11,500
Grants (RDA)	-52,000
Contributions (UA)	-819,074
Total	Nil

This supports the work of local authority officers and the staff of other partners on transport, spatial planning, housing, economic development, culture and leisure and rural strategy matters.

For 2008/09 the local authorities are RECOMMENDED to increase their contribution to £205k, an increase of £5k over the original 2007/08 budget.

6.2 Other Budget Variations proposed for 2008/09:

- (i) The Partnership Office is shortly to comprise a Waste Management Project Team of officers and external advisers. The budget for this and other waste management and waste planning work is not held jointly at present and is being reviewed against allocations already made by the authorities. A report will be made to the Joint Committee and this Board at the next meetings.
- (ii) Discussions are also taking place with the Area Director of the Learning & Skills Council and the Chair of the Employment & Skills Board to transfer staff and budgets supporting the Board to the Partnership Office and work with existing Economic Development staff.
- (iii) Following recent discussions with the Directors of Planning and Transportation to meet the increasing demands of transport policy and delivery work they have agreed to contribute jointly an additional £100,000 from 2008/09 to strengthen the Transport Team in the Partnership Office. This is not yet included in the Budget Summary at 6.1 above.
- (iv) Discussions are also taking place with SWRDA with a view to their increasing their current contribution of £50k to the Partnership Office given the implications for them and the Office of the Multi-Area Agreement and work in anticipation of the Sub-National Review.
- (v) The independent legal and financial advisers appointed to advise on the formation of the 'Delivery' Vehicle for major infrastructure projects are resourced from the new Growth Points Grant. Their report is due

at the end of July; it is envisaged that recommendations and resource implications prepared by officers in response to their report will be presented to the Board in October.

(vi) Existing 'Accountable Body' arrangements are in place within the local authorities for the Partnership Office, New Growth Points, Skills, various major Transport Schemes - and for future additional capital budgets within these and future waste management programmes. These capital budgets are managed by the relevant Finance Officers within the local authorities.

(vii) Given the increase in joint work and the new governance arrangements it is RECOMMENDED that the local authorities finance a dedicated committee clerk and admin assistant to:

- clerk public meetings from the Partnership Office, rather than by the rotation of this responsibility amongst councils.
- clerk key specialist bodies and programme/project management meetings

At present no administrative staff are employed in the Partnership Office.

The annual cost is estimated at £70k pa; £35k in 2008/09. This would require an additional contribution from each authority of £17.5k in 2009/10; c£9k in 2008/09.

7 CONSTITUTION

The Partnership's Constitution will be revised and reported to the next meeting to reflect the governance arrangements now being implemented.

Terry Wagstaff
27.6.08

MEETINGS DATES 2008/09

Date	Time	Venue
Partnership Board		
Fri 4 July	10am – 12 noon	Bristol Council House
Fri 19 September	10am – 12 noon	BAWA
Fri 24 October	10am – 12 noon	Bristol Council House
Fri 5 December	10am – 12 noon	Brunswick Room, Guildhall, Bath
Thursday 5 February	2pm – 4pm	BAWA
Friday 13 March	10am – 12 noon	The Campus, W-S-M
TBC Thursday 23 April	2pm – 4pm	TBC

Joint Committee on Transport

It is hoped that dates can be agreed that will allow for the Joint Committee on Transport to be followed in the afternoon of the same day by the Planning, Housing and Communities Board.

TBC Monday 15 Sept.	10am – 12 noon	TBC
TBC Monday 13 October	10am – 12 noon	TBC
TBC Monday 17 Nov.	10am – 12 noon	TBC
TBC Monday 12 January	10am – 12 noon	TBC
TBC Monday 9 February	10am – 12 noon	TBC
TBC Monday 16 March	10am – 12 noon	TBC
TBC Monday 20 April	10am – 12 noon	TBC

Joint Committee on Waste

TBC Monday 28 July	3.30 – 5pm	TBC
TBC Monday 16 September	3.30 – 5pm	TBC
TBC Thursday 2 October	3.30 – 5pm	TBC
TBC Thursday 11 November	3.30 – 5pm	TBC
TBC Early February		
TBC Early April		

Planning, Housing and Communities Programme Board

It is hoped that dates can be agreed that will allow for the Planning, Housing and Communities Board to follow the Joint Committee on Transport in the afternoon of the same day. It is intended that the Board will have an agenda which has three sections:

1. *Planning issues (not housing related)*
2. *Planning and housing issues*
3. *Housing issues (not planning related)*

Date	Time	Venue
TBC Monday 15 September	1 – 4pm	TBC
TBC Monday 13 October	1 – 4pm	TBC
TBC Monday 17 November	1 – 4pm	TBC
TBC Monday 15 September	1 – 4pm	TBC
TBC Monday 12 January	1 – 4pm	TBC
TBC Monday 9 February	1 – 4pm	TBC
TBC Monday 16 March	1 – 4pm	TBC
TBC Monday 20 April	1 – 4pm	TBC

Employment and Skills Board

Tuesday 5 August	2pm – 4pm	Learning & Skills Council
Tuesday 7 October	2pm – 4pm	Learning & Skills Council
Tuesday 2 December	2pm – 4pm	Learning & Skills Council
Tuesday 10 February	2pm – 4pm	Learning & Skills Council
Tuesday 7 April	2pm – 4pm	Learning & Skills Council

Joint Scrutiny Arrangement

TBC Thursday 11 July	2 - 4pm	Council House, Bristol
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Further dates will be determined at the Annual Meeting.

Culture, Leisure and Tourism Group

Friday 5 September	10am – 12 noon	Bradley Stoke Leisure Centre
Friday 21 November	10am – 12 noon	Colston 33, Bristol
Thursday 19 February	10am – 12 noon	BANES venue TBC

Rural Strategy Group

Tuesday 23 September	10am – 12 noon	Wilder House, Bristol
Thursday 20 November	10am – 12 noon	Wilder House, Bristol
Thursday 26 February	10am – 12 noon	Wilder House, Bristol

West of England Partnership

Social, Economic & Environmental Partners & Observers

Engaged and/or to be called upon by the Partnership, its Joint Committees, Programme Board, Specialist Groups and Joint Scrutiny

Transport

Industry:

- First
- Rail industry
- Network Rail

Environmental interests:

- Transport 2000
- Friends of the Earth
- CPRE

Other:

- Business West
- UWE
- SW TUC
- Community Action (rural interests)

Observers (government and its agencies):

- SWRDA
- GOSW
- SWRA
- Highways Agency
- Gloucestershire County Council
- Wiltshire County Council
- Somerset County Council
- Welsh Assembly

Waste

Observers:

- GOSW
- Environment Agency
- Natural England

Planning, Housing and Communities

Partners:

Business West
House Builders Federation
National Housing Federation
National Landlords Association: Wessex Branch
Homes West

Industry:

Wessex Water
Bristol Water
Western Power
Bristol Port
Bristol Airport

Other:

Friends of the Earth
CPRE
SW TUC
Shelter
(Housing Associations)
(Universities)
(Consultants with specialist knowledge)

Observers:

GOSW
Housing Corporation/Homes & Communities Agency
SWRDA
English Partnerships
Natural England
Environment Agency

Economy, Employment and Skills

Partners

Business West
Business Link
Federation of Small Businesses
CBI
Universities – knowledge transfer / business engagement
FE sector - knowledge transfer / business engagement
Science City
Social Enterprise Works
South West TUC
Networks: eg Aerospace Forum, SW Screen, BETS (Bristol Environmental Technology Services)

Observers:

SWRDA
Jobcentre Plus
Learning & Skills Council

Culture, Leisure & Tourism

Partners:

Arts Council South West
Culture South West
Museum, Libraries and Archives Council
South West Screen
South West Tourism
Sport England
WESPORT

Observers:

SWRDA
GOSW

Rural

Partners:

Community Action
NFU
Avon Biodiversity Partnership
Forest of Avon
Avon Local Councils Association

Others:

(Parishes in rural areas)

Observers:

GOSW
SWRDA
Commission for Rural Communities