

Annual Council Meeting

Full Council

18/05/2021 19:00 - 20:00 ((UTC+00:00) Dublin, Edinburgh, Lisbon, London)

AGENDA

Topic

1 Election of Council Chairman and Town Mayor

Current Chairman to accept nominations for the election of Chairman and Town Mayor.

2 To receive the Chairman's Declaration of Acceptance of Office

If not then received decide when it should be received.

3 QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes)

The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion. The question should not be a statement and limited to no more than 5 minutes. The Chairman will call the question from those who are indicating that they wish to speak.

A

record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting and will be made public via our website and held in archive.

4 To accept apologies for absence

5 Declarations of Interest

To receive any Declaration(s) of Interest under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under Section 30 (3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council

6 Election of Vice Chairman and Deputy Town Mayor

To accept nominations for the election of Vice-Chairman and Deputy Town Mayor.

7 Leader of the Council

*To decide whether to have a Leader of the Council for 2021-22
Town Council policy since 11th September 2017.*

8 Declarations of Acceptance of office of Members


Clerk to confirm that all declaration of acceptance of office have been received as provided by law. Local Government Act 1972 83(3) refers.

9 Register of Members' Interest

Members need to complete their Register of Members Interests which have been entered on Wiltshire Council's website. Town Clerk to advise how many still outstanding. Within 28 days after becoming an elected member a councillor must notify the Monitoring Officer of any disclosable pecuniary interests which he/she has at the time of notification under the Localism Act 2011 s30 (1).

10 Minutes

To approve the minutes of the Virtual Extraordinary Full Council meeting on the 13th April 2021.

 2021.04.13_EFC minutes (Cllr McNeill-Ritchie) (002).pdf


3

11 Matters arising (FOR INFORMATION ONLY) - none

12 Chairman's report

Out going Chairman to give verbal report.

13 Selection of Committees and Delegation of Powers

 Committee Structure and Membership for 2021-22.pdf

7

14 Youth Service Contract


This item was discussed at the Virtual Extraordinary Full Council on the 13th April 2021 and a six month extension agreed. Director of Operations Report attached. Members to consider renewing and updating this contract for four years.

 Youth Service Provision.pdf

8

15 Annual Governance and Accountability Return (AGAR) 2020-21

To complete Section 1 of the Annual Governance Statement 2020/21 questions and to note Section 2 Accounting statements for 2020/21.

 AGAR Part3 2020-201 Unsigned.pdf

20

16 Cheque signatories/Internal Audit by Councillor

(i) To consider who should be cheque signatories for Town Council bank accounts (7 signatories with RFO (Responsible Financial Officer) being able to transfer funds between accounts, deal with day to day administration on the bank account and obtain cash from the bank with a signed cheque. Retiring councillors will be removed as signatories.

(ii) Monthly Internal Audit by a Town Councillor who is not a signatory on the accounts. To select a councillor for this.

Attendees

CLlr Alex Kay	Unconfirmed
CLlr Alison Potter	Unconfirmed
CLlr David Garwood	Unconfirmed
CLlr Emma Franklin	Unconfirmed
CLlr Jack Vittles	Unconfirmed
CLlr Jennifer Parker	Unconfirmed
CLlr Kate Bessant	Unconfirmed
CLlr Katie Vigar	Unconfirmed
CLlr Sam Blackwell	Unconfirmed
CLlr Sarah Gibson	Unconfirmed
CLlr Simon Mcneill-Ritchie	Unconfirmed
CLlr Tim Trimble	Unconfirmed
Ian Brown	Unconfirmed
Sandra Bartlett	Unconfirmed



**Bradford on Avon
Town Council**

Minutes of the Virtual Extraordinary Town Council meeting of
BRADFORD ON AVON TOWN COUNCIL
Held on Tuesday 13th April 2021 at 7.00 p.m.

Attendance – Town Council

Cllr L Brown**

Cllr E Franklin

Cllr D Garwood

Cllr S Gibson

Cllr A Kay (Vice-Chairman)

Cllr T Lomax*

Cllr J Lynch

Cllr S McNeill-Ritchie (Chairman)

Cllr D Newton (Leader of the Council)

Cllr J Parker

Cllr M Roberts

Cllr D Taylor

Mrs S Bartlett (Town Clerk)

Ms L Booth (Communications Manager)

Mr I Brown (Director of Operations)

*left the meeting 8.44pm

** left the meeting at 9.18pm.

Members of the Public: John Wigham and 16 others

Clerk advised those present that the meeting was being recorded and will be on YouTube.

She also advised how to register to vote and ask for a postal vote for the forthcoming elections.

Cllr Brown asked whether this meeting should go ahead so close to an election. Clerk advised that in the past 22 years council meetings have been conducted in April.

He thought discussing a new youth service contract for four years at a cost of £160,000 should be for the next administration to decide.

106. Declarations of interest - none

Cllr Gibson questioned the Leader of the Council about his previous working relationships in regard to renewing the youth contract. Leader of the Council explained that he had no pecuniary interest or relationship with the existing contractor but had spent ten years in that field of work.

107. Minutes

(i) After an amendment was made it was proposed by Cllr Newton seconded by Cllr Kay and with ten in favour and 2 against it was **RESOLVED**: that the minutes of the last meeting held on the 2nd March 2021 were accepted as a true record. Cllr Roberts agreed to view the YouTube meeting of the last meeting with the Town Clerk as he thought he had some more changes to the minutes. (This was carried out on the 14th April 2021 and no further changes were requested)

(ii) Leader of the Council requested that Mr Weston's changes to the accepted minutes from the 2nd February 2021 also be noted:- 1. Confirmation from the Town Council that nobody is conducting their own traffic monitoring with data which are not publicly available. Leader of the Council confirmed that the Town Council was not conducting their own traffic monitoring And 2. Cllr Roberts's request for the notes from my surgery with Michelle Donelan and that these would be provided by the Town Council office. Clerk confirmed that these notes were sent to Cllr Roberts.

108. Matters arising – none

109. Minutes of Committees

The Environment and Planning Committee minutes from the meetings held on the 24th February, 9th March and 23rd March 2021 were noted.

110. Chairman's Report

Subjects covered under the Chairman's Report included:- CEV's; BoA Youth Services Easter Events; Judith Hammond, Friends of Palestine; Market Day Toilets; Bradford on Avon Unlocked; Skatepark Book Sale; Cricket Pavilion, Culver Close; and Road Traffic Accident, Canal Bridge. The Chairman noted that Cllr Gibson had arranged a meeting for the Director of Operations with Steve Boocock, Chief Executive, Wiltshire and Swindon Sport (WASP) who can identify possible sources of funding for both the pavilion and the skatepark.

111. Youth Service Contract

Director of Operations report was considered. He admitted in response to a question from Cllr Lynch that a six-month extension would suffice until the incoming Town Council could consider the four-year contract for the new service. After discussion, it was proposed by Cllr Newton, seconded by Cllr Garwood and with 10 for and 2 abstentions it was **RESOLVED**: To ask for a six-month extension to the existing contract subject to agreement with the service provider.

112. Electric Truck

Director of Operations report was considered. After discussion, it was proposed by Cllr Newton, seconded by Cllr Franklin and with all in favour it was **RESOLVED**: To (i) Agree the procurement of an electric vehicle, (ii) Select Vehicle 'D' a Melex vehicle (iii) Agree to lease the vehicle for four years at a cost of £461 per month. It was noted that any decision on the vehicle in four years' time should avoid the period of purdah ahead of the next elections.

113. EV Points – Youth and Community Centre

After discussion, it was proposed by Cllr Newton, seconded by Cllr Garwood and with 10 in favour and 1 against it was **RESOLVED**: To appoint Electric Blue as the contractor to supply and install electric vehicle charging points at the Youth and Community Centre. For 2 no. twin fast chargers. The cost being £19,446.61 with three-year operating costs (excluding electricity).

114. Natural Theatre Company – BoA Unlocked

Motion proposed by the Leader of the Council, seconded by the Chairman. Following successful online sessions to further develop this work by having four performers for the weekend of 22nd/23rd May 2021. This includes rehearsal time and additional workshops. After discussion, proposed by Cllr Newton and seconded by Cllr McNeill-Ritchie and with ten in favour it was **RESOLVED**: That an extra £2,500 be awarded.

115. Calendar of meeting dates

Chairman said that usually no Full Council meeting is held in December but noted that these dates were for the next council to consider.

116. Accounts for payment

It was proposed by Cllr Newton, seconded by Cllr Gibson and with ten in favour it was **RESOLVED**: To accept the invoices and payroll for February 2021 amounting to £73,044.04.

117. Management Accounts Reports

Detailed management reports up to 28th February 2021 were noted. These included detailed balance sheets and income and expenditure by committee.

118. Thanks to Councillors and officers

(i) Chairman thanked Councillors for their 4 years' service. He said if they were standing down to enjoy their free time and if they were standing again, he wished them good luck. He said that his two years as Chair had been a mixed blessing.

(ii) Leader of the Council thanked the Town Council Team, especially the Town Clerk, Director of Operations and Communications Manager for dealing with very different circumstances. He said they worked hard and had stepped up. He said it was a privilege serving with them. He hoped he could speak for all councillors in that.

(iii) Cllr Kay said it had been a roller coaster. She advised that there will be one more Environment and Planning meeting in this administration, to compile recommendations for planning applications. She hoped that the new administration would not have so many applications to deal with as when she started in 2017. Cllr Kay said that at the time she found it quite daunting for a first meeting.

119. Item not listed on Agenda – Social Distancing Highways Scheme

Cllr Gibson reported that a traffic calming system, involving additional parking to slow traffic and help pedestrians cross is being studied for New Road and Springfield. Cllr Gibson reported Wiltshire Council felt that this should be done in the light of the work on Cleveland Bridge and the Bath Clean Air Zone pushing more traffic through town, as well as mitigation for the current temporary system. Implementation can be under the Temporary Traffic Order. Cllr Gibson reported that this work will be carried out. Before step 4, after 21st June the government has indicated that social distancing measures should be reviewed. Cllr Gibson advised that the new Town Council can then decide what they want to do. She reported that she had contacted the Wiltshire Council Community Engagement team asking for their support and forward planning on community engagement. She said that she had received a positive response from the Wiltshire Council Engagement Team Manager. She has funding for this pencilled in.

Cllr Newton advised that any decision on this should be based on data and both new councils should be engaged on it. He said that any data collected during the last few months will be based on reduced traffic and the data will look different when we get back to normal. He said that New Road has been seriously affected. He thought that good data was vital.

Cllr Garwood said that any decision should be based on data. He said that community engagement was vital. Town Council will need enough time to access the data. He thought the scheme should continue for 6 or 9 months. He said that public opinion was key. Cllr Gibson said that it was a decision for the new council to make.

The meeting closed at 9.30pm

Members of the public who spoke at the Extraordinary Full Council meeting on the 13th April 2021

1. John Wigham asked about the proposed skatepark in Poulton. He had read the Maverick report from 25th February 2021. He wanted to know if Maverick had topographical and geo-technical surveys had been completed yet. He thought that the land was instable there and that flooding would be an issue. Director of Operations said that a skateboard park concept design was being worked on at the moment for the Poulton site and that drainage and technical surveys would follow but that we were not there yet.



**Bradford on Avon
Town Council**

Committee Structure and Membership for 2021/22

Environment & Planning Committee	Community & Recreation Committee
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
Town Development Committee	Resources Committee
1	1
2	2
3	3
4	4
5	5
6	
7	
8	
Highways & Transport Committee	
1	
2	
3	
4	
5	
6	
7	
8	



Bradford on Avon Town Council

Full Council

13th April 2021

Youth Service Provision

Purpose of Report

To request members approve and appoint a contractor for the provision of a commissioned Bradford on Avon Youth Service.

Background

The Town Council commissioned a Youth Service in July 2018, which terminates in July 2021. The service is currently provided by Community Foster Care following the commissioning exercise in the Spring 2018. This exercise represented the Town Council's initial foray into this sector, with the strategic aim:

“to provide children and young people in the town with an innovative service, based on people and provision, and one which will provide them with the means to have an effective voice in its future—and develop their voice in the civil society of the town itself”

The ethos behind the service was that it should be output based, allowing for flexibility over the period responding to identified needs. This allowed the service to flex and positively respond to the pandemic over the last twelve months, with the ability to continue to operate and support the young people, exploring different mediums without the bureaucracy of contract negotiations.

Procurement 2021

The Town Council has looked to build on this model, refining the service brief, learning from the first iteration of the service. A revised request for proposal (RFP) [appendix 1] was drawn up, whilst remaining an output based service, the service has been broken down into schedules to allow more targeting, ease of understanding and to drive improved reporting.

The RFP was circulated to three service providers, with the timeline is set out in section 5. The timings were devised to ensure continuity of service, with a suitable mobilisation period to ensure a smooth handover. The commissioned period will be July 2021 – March 2025 allowing further development of the service and ensuring that future end dates are compatible with the Council's financial periods.

Following the issue of the RFP the current provider informed the Council that it believed the Transfer of Undertakings Regulations 2006 (TUPE) would apply to this service, this was then passed on to the other potential providers.

The return date for proposals was the 12th March 2021. The Council only received one submission, one company declined our invitation (23rd Feb '21) and the remaining company made no submission despite acknowledging our invitation.

The submitted proposal meets the desired aspects of the Council's RFP. The original intention was to hold a series of supplier presentations, but in light of the fact there is only one submission and the pandemic lock down, it was decided to forgo this stage and go to Full Council for appointment.

It is important to note that the submitting organisation is unaware that no other bid was received and therefore this is a fully compliant bid, meeting the prescribed timetable and the tender specification, ensuring the Council has achieved best value from the process. Equally due to the specific nature of the service the contract would fall into Financial Regulation 10.1.a.(ii) regarding specialist services.

Next Steps

If members are minded to approve the appointment, the mobilisation period has been effectively extended giving more time to prepare for the new service.

Officers would need to agree terms (along the lines of the existing) and start discussions on the development of the service over the period. Agreeing formal reporting mechanisms via Community and Recreation Committee and informal communications routes.

These discussions would be the starting points, the RFP section three sets out the schedules and states that the "precise service balances should be flexible over the course of the contract and based on need". Therefore, these discussions will be ongoing both as part of the reporting cycles and as the Council identifies need.

Budget Implications

The Year one bid for the service is £30,933 (part year) rising to £42,970 in year four, the submitted financial model is based on a 1.5% cost of living increase plus increases in running costs. This will be subject to annual review and agreement. This figure sits within the Council budget for the service.

The RFP, section three has broken the requirements into schedules, the above costs relate to schedule one and two and therefore there is the opportunity to amend the service via schedule three, which may have a budget impact, by agreement.

Conclusion

The Council has undertaken a transparent procurement exercise, in a timely manner to ensure the continuity of the service. The Council has received a compliant bid which achieves the requirements of the Council's specification and budget.

Recommendation:

It is recommended that the Town Council,

- 1) Accept and appoint the submitted bidder as the contractor for the provision of the commissioned Bradford on Avon Youth Service.

Director of Operations
6th April 2021

Request for Proposals

Bradford on Avon Youth Services

CONFIDENTIAL

1. Introduction

Bradford on Avon Town Council (BOATC) would like to invite your organisation to respond within the dates outlined in section 4 of this Request for Proposal (RFP). BOATC is acting as the Commissioning Public Authority in this process.

BOATC would like to invite suppliers who are capable of meeting requirements through provision of an innovative, outcome focused service.

Notwithstanding any other provision within this document, supplier participation in this process is voluntary and at the supplier's sole discretion. Any numbers that are provided by BOATC during this process are to be used and interpreted solely as a guide and are intended to provide guidance as to BOATC future or projected requirements, but are not a guarantee, contract, or commitment to any current or future orders. No commitment should be inferred from this process or from any of the accompanying documentation.

BOATC reserves the right to accept or reject any or all bids from a specific or multiple bidder(s) for any reason at any time. BOATC also reserves the right and at its sole discretion to select or reject any or all supplier(s) in this process and will not be responsible for any direct or indirect costs incurred by the supplier(s) in this process.

2. Scope

The Town Council are looking for a supplier that will provide innovative, preventative services, alongside open access provision, and will work BOATC and other stakeholders to improve the capability both of young people and the wider community to engage in decision making processes within the community.

BOATC requires a partner with significant experience in providing similar services across an economically diverse community, including semi urban and rural locations, and which will bring best practices to the table, while operating within an ethos that promotes participation of children and young people and safeguarding.

BOATC evaluation of submissions will be seeking the service which provides best value and therefore shall not be obliged to accept the lowest value tender or any tender.

2.1. Geographic Scope

The purpose of this RFP is to invite prospective service providers to submit proposals to provide youth services for Bradford on Avon Town Council. There **may be** the opportunity to develop the

service within the wider Bradford on Avon Area (constituting the Unitary Divisions of Bradford on Avon North, Bradford on Avon South, Holt and Staverton, and Winsley and Westwood).

The Youth Club currently delivered within Bradford on Avon is within scope of this RFP however, youth clubs that exist in other villages within the community area are not included.

2.2. Demographic Scope

The definition of Young People for the purposes of this RFP is aged between 10 and 18 years old, rising to 25 for Looked After young people.

The total population across the four Divisions is around 20,000, approximately half of which reside in Bradford on Avon. 8-10% of this population is between 10 and 18 years old.

Most young people living in the area attend St Laurence School in Bradford on Avon, with a small proportion attending schools in Bath, Trowbridge, and private schools in the local area.

A proportion of young people attending school in Bradford on Avon live in Trowbridge or other areas outside of the geographic scope of this RFP as such, it is not expected that services would be provided to young people in that area, outside of open access provisions.

2.3. Coverage & Participation

The output of this RFP, and any agreement resulting from this solicitation, shall be for the use of the BOATC, and any stakeholder group established by BOATC for the purposes of awarding contracts, assessing performance or otherwise managing services which may subsequently be awarded.

Participation in this RFP is contingent on the ability to provide youth services to the extent indicated in an individual response to this RFP and any subsequently agreed specification.

BOATC reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

3. Requirements

3.1 Service Principles

Proposals should consider the following principles in service design and be able to demonstrate their inclusion in the outputs and measures from service delivery.

- i) Youth Led
- ii) Inclusive (Equalities & Diversity)
- iii) Respect
- iv) Quality, Safety & Well Being
- v) Empowerment
- vi) Positivity

3.2 Service Schedules

Schedule 1 – Open Access:

“Provide interesting and relevant opportunities”

- Planned and open-access youth provision in a variety of locations, which would be likely to include continuance of the current Youth Club
- Design and delivery of participation services to enable and embed citizenship and community engagement at a young age
- Detached Youth Work
- School Holidays Programme
- Develop Leadership Opportunities
- Develop Volunteering Opportunities

Schedule 2 – Partnership Working:

- Targeted Youth Work (referrals) – Providing advice and ongoing support both, formal & informal
- Strategic engagement and collaboration with schools and other youth service providers in the area, including sports and arts groups to maximise the community input into the service
- Provision, according to identified need, for looked after young people or care leavers up to the age of 25
- Develop opportunities with local employers

Schedule 3 – Optional Services:

These services will depend on the successful bidding/negotiating with partner authorities.

- Village outreach service
- Develop the scope of the boundary of the service, securing additional funding opportunity with other partner agencies i.e., Area Board, Parish Councils.

Schedule 4 – Reporting:

- Your proposal should also include an indication of the outcomes that you expect the service to work towards, and how these may be measured, based on the factors outlined in this RFP, the BOATC Youth Strategy, and sectoral methodology and best practices.
- Production of quarterly program
- Quantitative & qualitative measures
- Case studies

Schedule 5 – Policies/Statements:

BOATC will require commitment, via policy/statements demonstrating.

- Safeguarding
- Child Protection
- Protection of Vulnerable Adults
- Health and Safety
- Risk Management (staffing, activities, trips, lone working etc.)
- Data Protection/Information Governance
- Equality and Diversity
- Freedom of Information
- Environmental Impact and Sustainability
- Modern Slavery Act
- Please include any other you deem relevant

Precise service balances should be flexible over the course of the contract and based on identified need.

The contract period will be 12th July 2021 to 31st March 2025

4. General Information

4.1. Bradford On Avon Town Council

BOATC is a Tier 3 Public Authority, serving the town of Bradford on Avon, and is seeking to procure this service on its own behalf.

BOATC comprises around 15 employees, including the Town Clerk as the Senior Officer, and 12 elected Councillors who sit as the Town Council. As service provider, you will be accountable to the Town Clerk and any manager defined by the Town Clerk for the purposes of managing this commissioned service. You may also be called to answer questions on contractual performance or activities by the Town Council or any committee established by the Council that has an interest in the service within its Terms of Reference.

Aspects of the service may also fall within the disclosure requirements of the Freedom of Information Act 2000, and BOATC will require your assistance in fulfilling requests, subject to appropriate contractual terms.

4.2. Current Youth Provision in the Bradford on Avon Area

The current service is provided by Community Family Care, under contract since July 2018, which was the first incarnation of a BOATC commissioned service. The service has developed over the contract period but during 2020 has faced many challenges due to Covid-19, which has changed the elements of service delivery and evolved to online provision, where appropriate.

Other non-statutory providers include local churches, and ad hoc space provided by a local cafe. St Laurence School also commission a worker within the school to work with specific young people on a targeted basis.

5. Timelines

The following timeline is subject to amendment in accordance with BOATC business requirements or unforeseen circumstances.

Issuance of RFP	5th February 2021
Acknowledgement of receipt of RFP and confirmation of intent to respond	12 th February 2021
Questions submitted by suppliers	19 th February 2021
Responses by BOATC to suppliers	26 th February 2021
Final Proposal	12th March 2021
Notification of finalists	19 th March 2021
Supplier presentations at BOATC Offices, Bradford on Avon	w/c 12 ^h April 2021
Final award notification (subject to contract and governance approval)	w/c 14th May 2021
Mobilisation period	
Service delivery commences	No later than 12th July 2021

6. RFP Instructions

6.1. The RFP

In responding to this RFP, the supplier accepts full responsibility to understand the RFP in its entirety, and in detail, including making any enquiries to BOATC as necessary to gain such understanding. BOATC reserves the right at its sole discretion to disqualify any supplier who demonstrates less than such understanding. Further, BOATC reserves the right to determine, at its sole discretion, whether the supplier has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to BOATC.

6.2. Good Faith Statement

All information provided by BOATC in this RFP is offered in good faith. Individual items are subject to change at any time and at BOATC's sole discretion. BOATC makes no certification that any item is without error. BOATC is not responsible or liable for any use of the information or for any claims asserted there from.

6.3. Communication

Verbal communication shall not be effective unless formally confirmed in writing to BOATC point of contact as detailed below. In no case shall verbal communication govern over written communication.

Supplier Enquiries

Applicable terms and conditions herein shall govern communications and enquiries between BOATC and the suppliers as they relate to this RFP. Enquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Attention: Sandra Bartlett, Town Clerk

E-mail: townclerk@bradfordonavontowncouncil.gov.uk

Informal Communication

No informal communication will be accepted by BOATC in respect of this RFP

Formal Communications

All communication relating to this RFP shall only be accepted via the formal communication route and shall include, but are not limited to:

- Enquiries about interpretations, clarifications/information or questions concerning this RFP, which must be submitted in writing and be received prior to Friday 19th February 2021.
- Errors and omissions in this RFP and enhancements. Suppliers shall recommend to BOATC any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, suppliers shall recommend to BOATC any enhancements, which might be in BOATC's best interests. These must be submitted in writing and be received with the final proposal.

6.4. Proposal Submission

Proposals must be sent to:

Attention: Sandra Bartlett, Town Clerk

E-mail: townclerk@bradfordonavontowncouncil.gov.uk

on or prior to **16:00 on Friday 12th March 2021.**

7. Selection Criteria

The evaluation of each response to this RFP will be based on demonstrated expertise, technical competence, organisation, business understanding and value-added services. The purpose of this RFP is to identify those suppliers with the capability and interest to deliver the required services in the most effective way for BOATC.

Evaluation criteria

BOATC reserves the right to apply a weighting to the following criteria and to adjust this based on the totality of the response and overall proposal, bearing in mind our duty towards Best Value.

Please confirm which of the following criteria you meet;

	Met	Partial	Not met
<i>Experience and capability (please provide supporting materials where possible)</i>			
Provides youth services of similar specification (or has previously)			
Can evidence partnership working arrangements across complex service delivery			
Has appropriate local management capacity to provide for effective supervision of staff			
Has established partnership arrangements in relevant other jurisdictions			
Is able to demonstrate financial sustainability over the life of the proposed services			
<i>Policy evidence (please provide a copy, statement, or explanation if not available)</i>			
	Provided	Statement	Not met

8. Proposal

In addition to the evaluation criteria above, please provide a description of how your company will fulfil the requirements, including an explanation of the services you can provide, details of how value-added services may be delivered in an innovative and accessible way and why BOATC should select your company.

The proposal should describe the qualifications, experience and seniority of those individuals who would provide the services on a day-to-day level, and their supervisors/managers.

Pricing proposal

Please provide an itemised pricing proposal for service schedules 1 and 2 to provide the requested services, schedules 4 and 5 are deemed to be included. Schedule 3 will be costed and applied for grants at the time of application. As an indicator, a benchmark value based on similar specification was around £40,000 per annum.

Billing

Billing should be via a single itemised monthly invoice comprising all services to BOATC.

Implementation Plan

Please provide details of your mobilisation plan to ensure a seamless delivery of the services and any actions that you will be required to take prior to commencement.

8.1. Selection & Notification

Any supplier determined by BOATC who possess the capacity to compete for this contract may be selected to move into the negotiation phase of this process. Written notification will be sent to these suppliers via email.

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

BRADFORD ON AVON TOWN COUNCIL

www.bradfordonavontowncouncil.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			N/A
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/11/2020 22/04/2021

Name of person who carried out the internal audit

Chris Hackett for Auditing Solutions Ltd

Signature of person who carried out the internal audit

C I Hackett

Date 23/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

BRADFORD ON AVON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2020/21 for

BRADFORD ON AVON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	874,605	582,478	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	744,390	885,590	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	344,169	250,983	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	414,281	497,358	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	18,339	18,339	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	948,066	409,426	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	582,478	793,928	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	603,981	841,046	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,190,157	4,235,157	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	241,016	231,315	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	✓		

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

BRADFORD ON AVON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY