

COUNCIL MEETING

Wednesday, 20th November,
2019 at 2.00 pm

Council Chamber - Civic Centre

This meeting is open to the public

Members of the Council

The Mayor – Chair

The Sheriff – Vice-chair

Leader of the Council

Members of the Council (See overleaf)

Contacts

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WARD	COUNCILLOR	WARD	COUNCILLOR
Bargate	Bogle Noon Dr Paffey	Millbrook	G Galton S Galton Taggart
Bassett	Hannides B Harris L Harris	Peartree	Bell Houghton Keogh
Bevois	Barnes-Andrews Kataria Rayment	Portswood	Cooper Mitchell Savage
Bitterne	Murphy Prior Streets	Redbridge	McEwing Spicer Whitbread
Bitterne Park	Fuller Harwood White	Shirley	Chaloner Coombs Kaur
Coxford	Professor Margetts Renyard T Thomas	Sholing	J Baillie Guthrie Vaughan
Freemantle	Leggett Shields Windle	Swaythling	Bunday Fielker Mintoff
Harefield	P Baillie Fitzhenry Laurent	Woolston	Mrs Blatchford Hammond Payne

PUBLIC INFORMATION

Role of the Council

The Council comprises all 48 Councillors. The Council normally meets six times a year including the annual meeting, at which the Mayor and the Council Leader are elected and committees and sub-committees are appointed, and the budget meeting, at which the Council Tax is set for the following year.

The Council approves the policy framework, which is a series of plans and strategies recommended by the Executive, which set out the key policies and programmes for the main services provided by the Council. It receives a summary report of decisions made by the Executive, and reports on specific issues raised by the Overview and Scrutiny Management Committee. The Council also considers questions and motions submitted by Council Members on matters for which the Council has a responsibility or which affect the City.

PUBLIC INVOLVEMENT

Questions:- People who live or work in the City may ask questions of the Mayor, Chairs of Committees and Members of the Executive. (See the Council's Constitution ref Part 4 Council Procedure Rules 10.8)

Petitions:- At a meeting of the Council any Member or member of the public may present a petition which is submitted in accordance with the Council's scheme for handling petitions. Petitions containing more than 1,500 signatures (qualifying) will be debated at a Council meeting. (See the Council's Constitution ref Part 4 Council Procedure Rules 10.1)

Representations:- At the discretion of the Mayor, members of the public may address the Council on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda.

Deputations:- A deputation of up to three people can apply to address the Council. A deputation may include the presentation of a petition. (See the Council's Constitution ref Part 4 Council Procedure Rules 10.7)

MEETING INFORMATION

Use of Social Media:- The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public.

Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so.

Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Mobile Telephones – Please switch your mobile telephones to silent whilst in the meeting.

The Southampton City Council Strategy (2016-2020) is a key document and sets out the four key outcomes that make up our vision.

- Southampton has strong and sustainable economic growth
- Children and young people get a good start in life
- People in Southampton live safe, healthy, independent lives
- Southampton is an attractive modern City, where people are proud to live and work

Access – Access is available for disabled people. Please contact the Council Administrator who will help to make any necessary arrangements

Smoking policy – The Council operates a no-smoking policy in all civic buildings

Fire Procedure – In the event of a fire or other emergency, a continuous alarm will sound and you will be advised by Council officers what action to take.

Proposed dates of meetings (Municipal year 2018/19)	
2019	2020
17 July	26 February (Budget)
18 September	18 March
20 November	20 May (AGM)

CONDUCT OF MEETING

FUNCTIONS OF THE COUNCIL

The functions of the Council are set out in Article 4 of Part 2 of the Constitution

RULES OF PROCEDURE

The meeting is governed by the Council Procedure Rules as set out in Part 4 of the Constitution.

BUSINESS TO BE DISCUSSED

Only those items listed on the attached agenda may be considered at this meeting.

QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 16.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Sponsorship: Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
- (iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.
- (iv) Any beneficial interest in land which is within the area of Southampton.
- (v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.
- (vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.
- (vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:
 - a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
 - b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

Richard Ivory
Service Director, Legal and Governance
Civic Centre, Southampton, SO14 7LY

Tuesday, 12 November 2019

TO: ALL MEMBERS OF THE SOUTHAMPTON CITY COUNCIL

You are hereby summoned to attend a meeting of the COUNCIL to be held on WEDNESDAY, 20TH NOVEMBER, 2019 in the COUNCIL CHAMBER CIVIC CENTRE at 2:00pm when the following business is proposed to be transacted:-

1 APOLOGIES

To receive any apologies.

2 MINUTES (Pages 1 - 16)

To authorise the signing of the minutes of the Council Meeting held on 18th September, 2019 attached.

3 ANNOUNCEMENTS FROM THE MAYOR AND LEADER

Matters especially brought forward by the Mayor and the Leader.

4 DEPUTATIONS, PETITIONS AND PUBLIC QUESTIONS

To receive any requests for Deputations, Presentation of Petitions or Public Questions.

The following petition has been received which under the Council's Procedure Rules for qualifying petitions must be debated at Council:

We petition the Council to rethink its position on expansion of Southampton International Airport in the light of Parliament's declaration of a climate emergency and the 2019 amendment to the Climate Change Act target for zero net carbon by 2050, and publicly state that the Council objects to the expansion of the Airport

Justification:

Expansion of Southampton International Airport will lead to:

- More noise pollution (5600 local people are already living with levels of noise that are double those recommended by the WHO for airport emissions)
- Increased air pollution (from both flights and associated traffic increases)
- Worse road congestion
- Increased greenhouse gas emissions (inconsistent with achieving zero net carbon by 2050 - flight numbers need to be cut, not increased, to prevent climate breakdown)
- Few, if any, benefits for Southampton residents (we get a worse quality of life to enable more flights)

In addition:

- The promise of low-paid jobs is not enough to cover the cost to us, as council tax payers, of all the above
- Flights from Southampton are decreasing anyway, and if Heathrow is expanded

regional airports will lose traffic, making expansion of Southampton unnecessary
- More flights will undermine Southampton City Council's own Green City Charter and make a mockery of the Council's efforts to achieve a low carbon future for our city.

5 MOTIONS

(a) Councillor Shields to move:

Safe Nurse Staffing levels

Southampton City Council acknowledges the research carried out locally by the University of Southampton as part of an evidence review for the National Institute of Clinical Excellence and cited in the International Journal of Nursing Studies, relating to the very real and increasing risk of inadequate nurse staffing or skill-mix levels presented to high quality and safe patient care.

The City Council recognises the need for the NHS in England to follow the lead given by the Scottish Parliament and Welsh Assembly/ Senedd in addressing concerns of members of the Royal College of Nursing in making safe staffing levels a statutory requirement for all the UK's NHS care providers.

The City Council resolves, therefore, to write to the chair of the Local Government Association's Community Wellbeing Board to secure their support for safer nurse staffing levels in England.

(b) Councillor Hammond to move:

Rising Crime and Falling Police Numbers in Southampton

This Council notes the continuing increase in the rate of recorded crime, whilst Hampshire police numbers have fallen over the past 8 years.

Council is particularly concerned that since 2010 the number of frontline neighbourhood police officers serving the city has declined by almost half.

Council welcomes the promised investment at both a national and local level, but is concerned that the government's recent announcement of additional police officers won't be in post until April 2021.

Council likewise welcomed the commitment given by Hampshire's Police & Crime Commissioner to increase the number of frontline police officers in this financial year, but justifiably expects that Southampton receives its fair share of this additional resource

This Council is dismayed at the government's failure on crime and believes that our residents and visitors deserve to feel safe in our city. Council calls on the Police and Crime Commissioner to respond to requests already made for much needed additional policing on our streets.

6 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND OTHER BODIES

To deal with any appointments to Committees, Sub-Committees or other bodies as required.

7 REVIEW OF POLLING DISTRICTS AND POLLING PLACES (Pages 17 - 32)

Report of the Electoral Registration Officer outlining the outcome of the 2019 polling district and polling place review.

8 PROPERTY INVESTMENT FUND □ (Pages 33 - 48)

Report of the Cabinet Member for Resources outlining a policy for investment in commercial property.

9 BLOCK CONTRACT FOR CHILDREN'S RESIDENTIAL SERVICES FOR LOOKED AFTER CHILDREN □ (Pages 49 - 76)

Report of the Cabinet Member for Aspiration, Children and Lifelong Learning seeking approval for a tender for a block contract with one or several providers on the Children's Residential Care Framework.

10 EXECUTIVE BUSINESS REPORT (Pages 77 - 84)

Report of the Leader of the Council, attached.

11 QUESTIONS FROM MEMBERS TO THE CHAIRS OF COMMITTEES OR THE MAYOR

To consider any question of which notice has been given under Council Procedure Rule 11.2.

NOTE: There will be prayers by Bishop Deborah Sellin in the Mayor's Reception Room at 1.45 pm for Members of the Council and Officers who wish to attend.



Richard Ivory
Director of Legal and Governance

SOUTHAMPTON CITY COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 18 SEPTEMBER 2019

Present:

The Mayor, Councillor P Baillie
Councillors Barnes-Andrews, J Baillie, Bell, Bogle, Bunday (minutes 42(c) - 51), Chaloner, Coombs, Cooper, Fielker, Fitzhenry, Fuller (minutes 38 - 47), G Galton, S Galton, Guthrie (minutes 38 - 46), Hammond, Hannides, B Harris, L Harris, Harwood, Houghton, Kataria, Kaur, Keogh, Laurent, Leggett, Professor Margetts, McEwing, Mintoff, Mitchell, Murphy (minutes 38 - 46), Noon, Dr Paffey, Payne, Prior, Rayment, Renyard (minutes 38 - 42(c)), Savage, Shields, Spicer, Streets (minutes 38 - 47), Taggart, T Thomas, Vaughan (minutes 38 - 47), Whitbread, White and Windle.

Apologies received from The Sheriff, Councillor Mrs Blatchford.

38. MINUTES

RESOVLED: that the minutes of the meeting held on 17th July 2019 be approved as a correct record.

39. ANNOUNCEMENTS FROM THE MAYOR AND LEADER

- (i) The Mayor announced the death of former City Councillor and Leader of the Council, John Truscott. He had served as a Ward Councillor from 1982 – 1996 and became Leader of the Council for six months during 1994 – 1995. In addition the Mayor announced the death of Mr David Parrott who had served as an Independent School Admissions Panel Member for the Southampton Schools Appeal Service in a voluntary capacity since 1997. Finally the Mayor announced the death of Leon Crouch, Former Chairman of Southampton Football Club. As a mark of respect Council stood for a minute's silence.
- (ii) The Mayor announce that he had recently attended an event in honour of the Round About Café who had received the Queens Award for volunteering. It was noted that volunteers would be attending the November Council meeting to be presented with the Queens Award.
- (iii) The Mayor announced that Music in the City 2019 would be launched in the Mayors Parlour on Monday 23rd September 2019.
- (iv) The Leader announced that the Council had been nominated in 3 categories at the Association for Public Service Excellence Annual Service Awards 2019. In the Best Public/Private Partnership Working Initiative the Council came 1st alongside our colleagues Balfour Beatty for the work that had been achieved in "Shaping Southampton through Digital Excellence". In the Best Housing, Regeneration or New Build Initiative the Council came 2nd for the work achieved in Delivering a Safer Environment for Southampton City Council Residents and the final category of nomination was the Best Service Team: Highways, Winter Maintenance and Street Lighting Service were the Council came 2nd for Delivering Service Excellence throughout the most challenging of years.

40. DEPUTATIONS, PETITIONS AND PUBLIC QUESTIONS

The Council received and noted a deputation from Honorary Alderman Dr Parvin Damani on Human Rights violations in Kashmir (how this has affected Southampton residents).

41. EXECUTIVE BUSINESS REPORT

The report of the Leader of the Council was submitted setting out the details of the business undertaken by the Executive.

The Leader and the Cabinet made statements and responded to questions.

The following questions were submitted in accordance with Council Procedure Rule 11.1

1. Pavement Parking

Question from Councillor S Galton to Councillor Rayment

The Pavement parking, especially in our district centres and around some of our schools, can be a hazard to pedestrians and make walking and cycling impossible in places. Why aren't you using the powers available to you to introduce TRO's, to allow the Council to then control and solve this problem?

Answer

While it is theoretically possible to implement footway parking bans, there is a cost to processing the Traffic Regulation Order and implementing the required signing. The Council would have to justify why it was doing this at some locations and not others and the overall cost of implementing a footway ban across the entire city would be prohibitive.

The Government's Transport Committee is currently carrying out a further investigation into footway parking to identify a national solution. The latest information on this is available via the link below;

<https://www.parliament.uk/business/committees/committees-a-z/commons-select/transport-committee/inquiries/parliament-2017/pavement-parking-17-19/>

Update – The Transport Committee published its report on Monday 9th September 2019.

<https://www.parliament.uk/business/committees/committees-a-z/commons-select/transport-committee/news-parliament-2017/pavement-parking-report-published-17-19/>

2. Annual Weed Control

Question from Councillor S Galton to Councillor Hammond

Answer

Due to some issues with the procurement of the contract, the contract for the weed spraying was not released on time and the first spray of the year was subsequently delayed.

The contract is in place for 3 years from May 2019

Using underspends, we've employed temporary staff to prioritise and manually dig out weeds from the highways and footpaths to clear the backlog.

3. District Heat Schemes

Councillor S Galton to Councillor Leggett

What importance do you place on installing district heat schemes in new Council housing developments?

Answer

All new Council housing developments are looked at individually and solutions are based on a case by case basis. For Townhill Park and Potters Court developments it was decided there was an environmental and business case to install communal or district heating to parts of the new development. As district heating normally feeds a number of properties using a single or a few heat generators it will reduce losses that would be experienced by each property having an individual heat generator.

4. Impact on Local Air Quality

Councillor S Galton to Councillor Leggett

What initiatives have you introduced since becoming the Cabinet Member for Green City and what quantitative impact have they had on local air quality?

Answer

Verbal Response provided at the meeting.

It was not possible to deliver initiatives without support from other Cabinet Members and Officers. The following initiatives have been achieved:-

- October 2018, launched CitizEn Energy a not for profit energy company which has reduced the City's carbon footprint by over 1500 tonnes in the last year:
- Clean Air Strategy had been reviewed and refreshed and is now target driven and had received an additional £1.8m funding from Government to

support extra measures around buses, taxis, HGVs & sustainable model shift;

5. Park and Ride

Councillor Laurent to Councillor Rayment

What plans are in place for a Park and Ride facility for Southampton?

Answer

The development of strategic Park & Ride (P&R) sites in Southampton is identified in the Council's new Local Transport Plan 4 - Connected Southampton 2040. P&R is also one of the components of the Southampton Mass Transit System designed to create a step-change in public transport in the city to continue to increase the number of people travelling by public transport.

P&R is a component of the joint SCC and HCC submission to the Government's Transforming Cities Fund (TCF). The approach in TCF is for an initial weekend/events only service from the Nursling (Bargain Farm) to serve the City Centre as well as supporting the continuation of a service to Southampton General Hospital. TCF would support the delivery of P&R at Bargain Farm with off-site highways works such as bus priority and necessary facilities to make the site publically available. TCF would also allow opportunities for P&R to be developed in the east of the city in the vicinity of Bitterne possibly linked to the development of the Bitterne Hub.

The focus for Southampton City Council is to secure external funding such as TCF to support the infrastructure requirements to deliver a successful P&R as well as working with key partners in the city such as the local bus operators, to harness existing high frequency bus corridors and work with key demand drivers such as the University Hospitals Southampton (UHS) NHS Trust, ABP, and the two universities.

In January 2019 UHS Trust started the operation of a temporary P&R facility from Adanac Park, adjacent to Bargain Farm on the western side of Adanac Drive, to the main Southampton General Hospital (SGH) campus and SCC has been supporting the hospital in the planning of this. This temporary facility is specifically for Hospital staff to address a parking shortfall and pressures for staff parking at the main SGH campus. A planning application is currently under consideration by SCC and TVBC for the Health Campus and permanent P&R facility to continue to serve SGH, which SCC is supportive of. A Transport Assessment (TA) has been prepared and this demonstrates that the site accesses to the Bargain Farm site is able to accommodate the development and P&R traffic.

Alongside the continued support to the hospital in developing its P&R plans, the Council now awaits the decision from the DfT on the funding TCF announcement, which is expected in early 2020.

6. Removal of wrecks at Northam Bridge

Councillor Harwood to Councillor Hammond

At the July council the leader agreed to look at ways the council could lead on the removal of the wrecks around Northam Bridge. Can he update me on the progress?

Answer

Officers have investigated the matter and the part of the river where the wrecks are not on Council Land and therefore unfortunately the Council has no ownership or enforcement powers it can use. Officers will be contacting the Crown Commissioners to find out what their plans are, if any, to remove any wrecks. The Leader has spoken to both British Marine and Premier Marinas who suffer the same difficult issues on their sites and waterways.

7. New Homes Model

Councillor Prior to Councillor Kaur

Will the Cabinet Member explain why the successful model adopted at Hinkler Road, in my ward, for delivery of new homes has not been taken forward across the city to increase the development of housing?

Answer

The approach that was used in Hinkler Road Parade (now Hinkler Place) Thornhill was to go out to tender for developers to provide homes and retail units on council land. Some of these homes were affordable and none of these homes became council homes. A similar approach has been taken on other council owned Parade sites, for example Exford Avenue.

While our priority is to deliver council owned homes, we continue to work with partners, including Housing Associations to bring more homes to the city. For example, Sovereign was appointed at Brownhill, where construction is underway for 29 homes which are a mix of affordable rent and shared ownership.

8. Mixed Tenure Housing

Councillor Prior to Councillor Kaur

Can the Cabinet Member advise her position on the development of mixed tenure housing in the city and confirm that future council owned developments will deliver this?

Answer

The Council will bring forward developments that help meet our housing need and address gaps left by private sector delivery. This will include mixed tenure housing.

9. Rent Arrears

Councillor Fitzhenry to Councillor Kaur

Can the Cabinet Member explain why the Council's rent arrears are so high?

Answer

Southampton City Council rent arrears have increased by 2.89% since 2017 alongside other local authorities who have also seen a rise in rent arrears due to Universal Credit, which was rolled out in Southampton in February 2017.

Research (Safe as Houses and Safe as Houses 2) has been done by The Smith Institute on the impact of Universal Credit on local authority rent arrears which has concluded there is a direct correlation. Prior to the introduction of Universal Credit rent was paid directly to the council from Housing Benefit. As more people move onto Universal Credit (UC) less money comes directly to the council as it goes direct to the claimant. This makes it harder to collect rent.

In response, Southampton City Council continues to review its collections policy which has included an increased use of Alternative Payment Arrangements (APAs) coupled with changed working practices in the Customer Payment and Debt team. This has seen a gradual increase in rent collection.

We will continue to identify vulnerable tenants at risk of arrears and monitor best practice in this area, so we can evolve our collections policy accordingly.

10. Delivery of New Homes

Councillor Fitzhenry to Councillor Kaur

Can the Cabinet Member tell us what year she intends the Townhill Park Regeneration Scheme will be completed and overall how many new nett homes will be delivered?

Answer

The long stop date for completion of all building is March 2030, this is part of an agreement with Homes England. The council intend to identify opportunities that would result in the overall development being completed in advance of this date.

As reported previously to council the net gain is anticipated to be at least 240 homes.

11. Care Assessments

Councillor White to Councillor Fielker

Since the Independent reports into SCC care assessments were published in the early part of this year (Ref CM's response to a question in August) what % of assessments have been updated, both for financial and Care?

Answer

Since the findings were published, the Principal Social Worker for Adults has been working with social work teams to improve the quality of care assessments through a training and professional development programme.

All financial assessments were updated in May 2019, and since then 20% have had a further update. Since May, 31% of care assessments have been updated.

12. Disability Related Expenses

Councillor White to Councillor Fielker

How many care users have claimed Disability Related Expenses (DRE) following the imposition of the new charges? Also what guidance has been given to assist claimants with regard to DRE's?

Answer

Between implementation of the policy on 6 May 2019 and 31 August 2019, 99 care users have claimed an allowance for Disability Related Expenditure (DRE). The policy applies only to non-residential care (such as home care and supported living).

Following implementation, the council wrote to all clients who contribute to the cost of their non-residential care (or their billing representatives) with an easy read guide, a DRE application form and a form to advise the council if any of their finances had changed. These were sent to 405 clients and 335 billing representatives. Home visits are also available.

A meeting for carers hosted by Southampton Mencap was also held at which guidance on the DRE process was shared with carers and agencies.

13. Increase in Care Charges

Councillor White to Councillor Fielker

What is the average increase in care charges in both % and actual amounts? And what is the maximum increase in % and actual amounts?

Answer

The maximum possible increase due to the policy change related to the higher rate of disability benefits is £30.35 per week. Some clients have seen greater increases because their income has changed or now receive larger care packages.

The average increase for non-residential care following implementation of the policy is £11.91 per week (18%) (from £65.49 per week to £77.40 per week).

The largest increase has been £120.28 per week (from £7.22 per week to £127.50 per week). This was unrelated to the change in policy and was due to a significant increase in the person's income.

14. Increased Care Charges

Councillor White to Councillor Fielker

Last Full Council the Cabinet Member indicated that help was available to those who could not afford the increased Care Charges. How many people have been helped and what information has been circulated about this help?

Answer

The help available is through the administration of disability related expenditure (DRE), which is deducted from the client contribution. Since 6 May 2019, the council has received 99 applications for DRE, of which 36 have been determined, 35 are under consideration and in 28 cases we are working with people to collate the information that is needed.

Where appropriate, the Financial Assessment and Benefits Team give advice on maximising income, as part of the financial assessment process.

Following implementation, the council wrote to all clients who contribute to the cost of their non-residential care (or their billing representatives) with an easy read guide, a DRE application form and a form to advise the council if any of their finances had changed. These were sent to 405 clients and 335 billing representatives. Home visits are also available.

A meeting for carers hosted by Southampton Mencap was also held at which guidance on the DRE process was shared with carers and agencies.

15. Foster Carers

Councillor J Baillie to Councillor Paffey

Can the Cabinet Member confirm if we are still facing a shortage in foster carers? And if so how is the Council going about recruiting more?

There continues to be a shortage of foster carers locally but also nationally. This shortage is exacerbated by the increase in the challenges foster carers are facing which is currently making it harder to attract sufficient numbers of people to become foster carers.

The Council has an ongoing fostering campaign, and is looking to ensure the support provided to carers as well as the financial package are attractive. We are currently launching a specific project to recruit "Tier 4" foster carers who can provide specialised placements for children with complex needs. We will be

investing additional resource to fund wrap-around support through an additional psychologist and mental health social workers.

16. Travellers

Councillor Bell to Cllr Rayment

Can the Cabinet Member confirm what is being done to prevent the recent issues caused by the travellers on the Veracity ground from occurring elsewhere in the city?

Answer

A key element in the prevention of antisocial behaviour occasioned by unauthorised encampments relies on effective enforcement of the (recently updated) Council policy which balances the interests of local residents and the travelling population.

Any unauthorised encampment reported to the Council is considered on its own merits against criteria such as health and safety issues affecting unauthorised campers, traffic hazards, public health risks, serious environmental damage, and genuine nuisance to neighbours and proximity to other sensitive land-uses.

On receiving an initial notification of an unauthorised encampment, the Council will follow procedures as outlined in the policy including contact with relevant stakeholders (e.g. the Police and the relevant owner or manager of the land) notifying them of it the unauthorised encampment.

Where the unauthorised encampment is on council owned land, we will undertake a visit including checks that take into consideration (a) whether there are any risks associated with the encampment such as traffic hazards, proximity to sensitive sites and antisocial behaviour issues (b) health, welfare and housing needs of any individuals; (c) educational needs of any children; (d) whether any individuals are vulnerable or disabled; and (e) what facilities are available to individuals occupying the encampment (such as refuse, water and toilet facilities).

The Council may serve notice on individuals occupying the site to move. If the site is not vacated within the period set out, the Council may then take legal action to evict individuals occupying the site. This will be taken by the relevant Authorising Officer, as set out in the officer scheme of delegation in line with Council policies.

Where there are unauthorised encampments on private land, it is the responsibility of the private landowner to take action to remove trespassers and to deal with any environmental risk or nuisance relating to unauthorised encampments on private land. The landowner is responsible for meeting the costs of any action taken.

Upon notification of an encampment on private land, the Council will liaise with the landlord, including seeking permission to enter the land to undertake checks

where necessary. If a safeguarding concern is identified, the Council may take remedial action to limit or remove the concern.

In some circumstances, the Council may consider taking action to deal with any items or substances deposited on land which cause harm or nuisance to public health or the environment. In such cases the Council will seek the encampment landowner's permission and cooperation, and seek to recover all costs.

If any significant risk is identified (including risks to the individuals occupying the unauthorised encampment, local residents or otherwise), Southampton City Council will report the site to Hampshire Constabulary. In practice, there are good local arrangements for sharing intelligence about encampments with neighbourhood police teams at the earliest opportunity and notifying the relevant landowner. We advise members of public and staff to report instances of antisocial behaviour to the police non-emergency number 101.

Enforcement activity in relation to the management of unauthorised encampments is undertaken in line with the City Council's Enforcement Policy.

Many sites under SCC control have already been target hardened with bunding or other barriers to prevent unauthorised access. For example, the common and Freemantle Common and Peartree Common.

Some of the land that we have recently taken action on is leased to Active Nation and we encourage those partners that have leased our land to take the same actions.

17. Staff Sickness

Councillor Hannides to Councillor Hammond

Can the Leader advise Council on the current monthly costs of our staff sickness?

Answer

Governance Committee receive regular reports and data around sickness absence; HR work with management teams to identify trends and address hot spot areas and issues. The Chief Executive will be happy to have a conversation with Councillor Hannides in respect of the issue.

18. Door Mat Policy

Councillor Fitzhenry to Councillor Kaur

Can the Cabinet Member update full Council on the outcomes of your policy review on door mats and on what date we will be moving to a new approach?

Answer

Further to the review, while we still encourage all tenants to assess the risks before having items in communal areas, only tenants living in tower blocks and

some supported housing schemes will now be asked to remove items such as doormats.

This managed approach took effect immediately.

Tenants have been made aware of the outcome and ward councillors have been informed on how this affects their ward moving forward.

19. Increase in Education Funding

Councillor J Baillie to Councillor Paffey

Does the Executive welcome the new increase in education funding?

Answer

Verbal Response provided at the meeting.

The Executive welcomed the new increase in education funding along with schools in the City which was long overdue, the detail of which was still awaited. The Executive did express its disappointment in the very little increase in further education funding which would not meet the funding needs per pupil, as well the lack of any additional funding for Adult Education.

42. MOTIONS

(a) Councillor Hammond moved Councillor Leggett seconded.

Council notes that in 2017, our city became one of the first local authorities in the UK to pass a motion recognising that the world faced an environmental crisis and pledged to become carbon neutral by 2040.

Since then, over 200 councils have followed those trailblazing Councils and passed motions declaring climate emergencies. Council welcomes this movement, reiterates our established view that there is a climate emergency and celebrates action already taken by organisations across Southampton.

Earlier this year, the city council launched its bold and ambitious Green City Charter that goes above and beyond the UK government's targets and commits this council to be carbon neutral by 2030. To reinforce this council's commitment, £60M has already been allocated towards projects that support the ambitions of the Green City Charter. These projects are split across the council including; £36M improving our housing stock to become energy efficient, £9M on reducing road congestion, £8M in improving cycle ways, £3M investment in public transport and £4M on including improving our green spaces and investing in electric vehicles.

Council resolves that there is more to do, but is encouraged by the progress made to date including; reducing its carbon footprint by more than 50%, by the end of the year.

UPON BEING PUT TO THE VOTE THE MOTION WAS DECLARED CARRIED.

RESOLVED: that the motion be approved.

(b) Councillor Guthrie moved Councillor Kaur seconded.

This Council notes that the 75th anniversary of VE Day on 8th May 2020 is a time when many other local authorities, not just in Britain but around the world, will be holding their own events to mark the end of the Second World War in Europe.

Southampton played a unique role in the effort to defend the United Kingdom's freedom. As such, this Council commits itself to the organisation of a special event for the VE Day commemoration and will work with local armed forces veterans and charities to remember the sacrifices that finally brought peace to Europe in 1945.

This Council recognises that many of Southampton's residents are proud of their city's struggle to defend their future and will ensure that information on the event is widely distributed and that members are kept updated on its planning in a timely manner.

UPON BEING PUT TO THE VOTE THE MOTION WAS UNANIMOUSLY DECLARED CARRIED.

RESOLVED: that the motion be approved.

(c) Amendment moved by Councillor Keogh and Councillor Savage seconded.

First paragraph, line 5 delete "a third" and replace with "17.5%

Second paragraph, line 3, after "does" insert "not".

Final paragraph, line 6 delete "faculties" and replace "facilities"

Amended Motion to read:

"This Council recognises the extreme difficulties and challenges faced by our three Further Education colleges in this City as a result of the significant cuts to their budgets since 2010 and in particular the impact this has had on our two sixth form colleges. Per student funding for sixth form students has been frozen at £4 000 since 2013 and the rate for those over 18 was cut by 17.5% in 2014 from £4 000 to £3 300.

This Council does recognise and welcomes the recent announcement by the chancellor of £400m of additional funding for further education in England, but this does not go far enough to restore the cuts since 2010 and the detail has yet to be published.

This Council is aware of the recent Area Reviews that have sought to place our Further Education colleges on a more sustainable foundation. This most recent review is recommending a close collaboration between our three Colleges with the potential for a merger.

This Council asks the Leader of the Council to write a joint letter signed by the leader of the opposition and the leader of the Solent LEP to the Secretary of State for Education urging that this closer collaboration and potential merger between the City's three Colleges is given its highest support and any barriers to such a proposal are removed to ensure the young people of Southampton can have access to the very best of institutions and facilities at the Further Education level to allow them to achieve their full potential."

UPON BEING PUT TO THE VOTE THE AMENDED MOTION IN THE NAME OF COUNCILLOR KEOGH WAS UNANIMOUSLY DECLARED CARRIED.

RESOLVED: that the motion be approved.

NOTE: Councillors Keogh and Kaur declared a personal interest and remained in the meeting.

(d) Councillor S Galton moved Councillor Hannides seconded.

This Council recognises the negative impact failing to leave the EU had in March and April; both to local business decision making and to the confidence of our residents in the democratic process and as such Council expressly believes the UK should now leave the EU on or before the 31st October, deal or no deal, to finally recognise one of our largest ever democratic votes that saw 17,410,742 vote to leave the EU.

UPON BEING PUT TO THE VOTE THE MOTION WAS DECLARED LOST.

RESOLVED: that the motion be rejected.

NOTE - AGAINST THE MOTION: Councillors Hammond, Barnes-Andrews, Bogle, Bunday, Chaloner, Coombs, Cooper, Fielker, Kataria, Kaur, Keogh, Leggett, Margetts, McEwing, Mintoff, Mitchell, Murphy, Noon, Paffey, Payne, Rayment, Savage, Shields, Spicer, Taggart, Whitbread and Windle.

NOTE - ABSTAINED FROM THE MOTION: Councillor Thomas.

NOTE – FOR THE MOTION: Councillors Fitzhenry, J Baillie, P Baillie, Bell, Fuller, G Galton, S Galton, Guthrie, Hannides, B Harris, L Harris, Harwood, Houghton, Laurent, Prior, Streets, Vaughan and White.

43. QUESTIONS FROM MEMBERS TO THE CHAIRS OF COMMITTEES OR THE MAYOR

It was noted that no requests for Questions from Members to the Chairs of Committees or the Mayor had been received.

44. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND OTHER BODIES

It was noted that the following Members had been appointed to the Reducing Childhood Obesity in Southampton Scrutiny Inquiry:-

Councillors McEwing, Coombs, Professor Margetts, Thomas, Harwood, Houghton and Vaughan.

45. APPOINTMENT OF EXECUTIVE DIRECTOR FINANCE AND COMMERCIALISATION

The Leader of the Council reported to Council that the Chief Officer Employment Panel met on the 16th September 2019 for the role of Executive Director Finance and Commercialisation/S151 Officer and recommended to Council that the John Harrison be appointed to the permanent role.

Council confirmed the appointment of John Harrison to the role.

46. EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM (IF NEEDED)

RESOLVED: Council moved that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the exempt appendices to the following item.

Appendices 2 to 8 were considered to be exempt from general publication based on Category 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules. It is not in the public interest to disclose this because those appendices include details of a proposed transaction which, if disclosed prior to contract, could put the Council or other parties at commercial disadvantage.

47. TOYS R US SITE REGENERATION

Report of the Leader of the Council detailing proposals for a mixed-use redevelopment of the Toys R Us Site in Southampton.

In accordance with the Council's Constitution Council moved into confidential session to discuss appendices 2-8 of the report.

RESOLVED:

- (i) That the principles of the Commercial Terms set out in Confidential Appendix 4 of the report be endorsed;
- (ii) That following consultation with the Leader of the Council, the Director of Finance and Commercialisation and subject to receipt of a satisfactory S123 report, the Director of Growth be given delegated authority to finalise contractual terms as referred to in (i) above for the proposed transaction, together with any other legal agreements relating thereto so as to enable the development to proceed;
- (iii) That the Director of Legal and Governance be given delegated authority to enter into all legal documentation necessary to facilitate regeneration of the Toys R Us site (including funding arrangements and new head-leases) pursuant to terms of the Agreement referred to at (ii) above being met; and
- (iv) That the addition of £27M to the Leader's portfolio in the Capital programme and the expenditure of £27M delivering the office element of the proposed

scheme, as detailed in appendices to this report be approved which is to be funded by external borrowing.

48. EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM

RESOLVED: Council moved that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the exempt appendices to the following item.

The report and appendices were considered to be exempt from general publication based on Category 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules. It is not in the public interest to disclose this because doing so would reveal information that was both commercially sensitive and detrimental to the business affairs of the Council.

49. REPORT ON USE OF DELEGATED POWERS TO PURCHASE MODULAR CLASSROOM

Confidential report of the Chief Executive detailing a decision taken under delegated powers to purchase a modular classroom.

RESOLVED:

- (i) That the decision to award the McAvoy Group a contract to sell to the Authority a modular classroom at Great Oaks Academy be noted; and
- (ii) That the Lessons Learned report provided as Appendix 1 of the report and supported the proposed actions be noted.

50. EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM

RESOLVED: Council moved that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the exempt appendices to the following item.

The report is considered to be exempt from general publication based on Category 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules. It is not in the public interest to disclose this because it includes information relating to the Authority's own financial or business affairs. Disclosing this information could invite a procurement challenge from the unsuccessful bidders which, although not likely to be valid, would delay the project. It does not include information which was required to be registered under the Companies Act 1985, the Friendly Society Acts 1974 and 1992, the Industrial and Provident Societies Acts 1965-1978, the Building Societies Act 1986 or the Charities Act 1993 as such information would be in the public domain in any event.

51. CLIENT CASE MANAGEMENT (CCM) SYSTEM UPDATE

Confidential report of the Cabinet Member for Resources seeking approval for additional funding to deliver the new client case management system and to outline changes to the implementation timeline.

RESOLVED:

- (i) That the revised project implementation date of November 2020 (from March 2020) be noted;
- (ii) That an increase to the project budget of £800,000 to provide additional resources to deliver the project according to the revised timescales be approved; and
- (iii) That authority be delegated to the Service Director Customer, Digital and Policy, following consultation with the Cabinet Member for Resources, to make any necessary amendments to the project delivery plan, within the revised project budget.

Agenda Item 7

DECISION-MAKER:	COUNCIL		
SUBJECT:	REVIEW OF POLLING DISTRICTS AND POLLING PLACES		
DATE OF DECISION:	20 NOVEMBER 2019		
REPORT OF:	RETURNING OFFICER		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Mike Hickman	Tel: 023 8083 3954
	E-mail:	mike.hickman@southampton.gov.uk	
Director	Name:	Mike Harris	Tel: 023 8082 2882
	E-mail:	mike.harris@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
Not Applicable	
BRIEF SUMMARY	
<p>The purpose of this report is to place before Council the results of the 2019 review of polling districts and polling places carried out in accordance with the obligations under the Electoral Registration and Administration Act 2013.</p> <p>The recommendations have been compiled by the Returning Officer with input from nominated members of both the Labour and Conservative political groups.</p>	
RECOMMENDATIONS:	
(i)	That the recommendations in respect of the polling districts and polling places as set out in Appendix 1 be approved.
REASONS FOR REPORT RECOMMENDATIONS	
1.	There is a statutory duty to complete this review by the 31 January 2020.
2.	The proposed recommendations are made as a result of the statutory consultation process, taking into account all representations made.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
3.	The council has a legal obligation to undertake this review.
4.	With regard to individual polling districts and/or polling places, there are a range of options – where appropriate, the recommendations set out in Appendix 1 attempt to strike a balance between the requirement to provide voting facilities and any concerns raised by way of consultation.
DETAIL (Including consultation carried out)	
5.	<p><u>General Background</u></p> <p>In accordance with the Electoral Registration and Administration Act 2013, a review of polling districts and polling places must be completed 31 January 2020.</p>
6.	<p><u>Consultation</u></p> <p>The Council is required to consult the (Acting) Returning Officer for every parliamentary constituency that is wholly or partly within its area, and to seek</p>

	<p>submissions from electors and other interested persons and bodies, including elected representatives and such persons/organisations with expertise in relation to:</p> <ul style="list-style-type: none"> • access to premises; or • facilities for persons who have different forms of disability. <p>In addition, all existing polling places were notified of the review to enable them to make submissions regarding continuing use of the premises.</p>
7.	<p><u>Polling districts, polling places and polling stations</u></p> <p>A polling district is a geographical sub-division of an electoral area, such as a parliamentary constituency or a ward. As the 'relevant authority', Southampton City Council is responsible for dividing the local authority area into polling districts.</p> <p>A polling place is generally defined as the building or location in which a polling station is located. The council is also responsible for designating a polling place for each polling district.</p> <p>A polling station is the actual room or area where the process of voting takes place, and must be located within the polling place designated for the particular polling district. It is the Returning Officer for the particular election that is responsible for allocating polling stations.</p>
8.	<p><u>Requirements for designating polling places</u></p> <p>Relevant authorities must:</p> <ul style="list-style-type: none"> • seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances; • seek to ensure that so far as is reasonable and practicable, the polling places are accessible to all electors, including those who are disabled. <p>In addition, the designated polling place must be within the area of the polling district unless special circumstances make it desirable to designate a location wholly or partly outside of the district.</p>
9.	<p><u>Review Timetable</u></p> <ul style="list-style-type: none"> • Notice of the start of the review: 26 July 2019 • Start of consultation period: 29 July 2019 • End of consultation period: 20 September 2019 • Report to Council meeting: 19 November 2019 • Arrangements come into force from when the next revised register is published: 1 December 2019
10.	<p><u>Comments on the Review by the Returning Officer</u></p> <ul style="list-style-type: none"> • The Returning Officer is mindful of the fact that changing polling stations can cause confusion for electors and wishes to make it as simple as possible for every eligible elector to use their vote. • Polling stations are assessed prior to each major poll and steps are taken to improve accessibility for all members of the community. Where problems or concerns are drawn to the Returning Officer's attention, every effort is made to resolve them. At each election, polling staff are asked to report back on any difficulties encountered. • The Council should note that before the next compulsory polling district and polling place review in 2023, the Local Government

	<p>Boundary Commission for England will be undertaking a review of the electoral arrangements for Southampton. This will have a future impact on ward and polling district boundaries, and consequently the allocated polling places and polling stations.</p> <p>The Returning Officer considers that the recommendations set out at Appendix 1 offer the most reasonable and practicable voting facilities. He is also satisfied that, where there are identified issues or concerns, and despite efforts to identify better alternatives, these locations remain the best available options in their vicinities. However, these (and indeed all) locations will be kept under review outside this statutory process and should other options be identified, these will be brought forward as and when they become available.</p>
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RESOURCE IMPLICATIONS

Capital/Revenue

11.	<p>Capital – none</p> <p>Revenue – based on the recommendations set out in Appendix 1, there are minimal implications (potential annual hire charge increases). However, a decision to peruse other options, such as increasing the number of temporary polling stations, could have significant cost implications</p>
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Property/Other

12.	None
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LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

13.	Section 17 Electoral Administration and Registrations Act 2013 (as amended)
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Other Legal Implications:

14.	Representation of the People Act 1983, Chapter 2, Schedule 1, Part III
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RISK MANAGEMENT IMPLICATIONS

15.	None
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POLICY FRAMEWORK IMPLICATIONS

16.	None
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KEY DECISION?	No
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WARDS/COMMUNITIES AFFECTED:	All
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SUPPORTING DOCUMENTATION

Appendices

1.	Schedule of polling districts and polling places + recommendations
2.	Summary or representations received and considerations made

Documents In Members' Rooms

1.	
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Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		No
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.		No
Other Background Documents		
Other Background documents available for inspection at:		
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)	
1.		

City Ward	Polling District	Parliamentary Constituency	Local Govt. Electors	Polling Place	Status	Stations Required	Recommendations
Bargate	AA	Southampton Itchen	2821	Sembal House Handel Terrace Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Bargate	AB	Southampton Itchen	1049	Central Baptist Church Hall Devonshire Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bargate	AC	Southampton Itchen	2468	Central Hall St Mary Street Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 3 stations	1 No considerations identified - continue to use
Bargate	AD	Southampton Itchen	2396	James Street Church Hall James Street Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bargate	AE	Southampton Itchen	1453	St Josephs Catholic Church Hall 48 Bugle Street Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bargate	AF	Southampton Itchen	4087	Solent Sky Museum Albert Road South Southampton	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 3 stations	1 No considerations identified - continue to use
Bassett	BA	Romsey and Southampton North	2970	St Michaels & All Angels Church Hall Bassett Avenue Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bassett	BB	Romsey and Southampton North	1188	Bassett Green Court (Community Lounge) Bassett Green Village Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Bassett	BC	Romsey and Southampton North	1003	Kings Church Centre Junction Coxford Road/Dunkirk Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Bassett	BD	Romsey and Southampton North	1324	Sure Start Bassett/Lordswood Hollybrook Junior School Seagarth Lane Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bassett	BE	Romsey and Southampton North	2362	All Saints Church Centre Winchester Road Southampton	Transport Accessibility Security Capacity	No issues 3ft Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use
Bassett	BF	Romsey and Southampton North	2450	Cantell School Violet Road Southampton	Transport Accessibility Security Capacity	No issues No issues Guard to facilitate access 2 stations	1 No considerations identified - continue to use
Bevois	CA	Southampton Test	2344	Avenue Hall At Avenue St. Andrews URC The Avenue Southampton	Transport Accessibility Security Capacity	No issues Supplied Temporary Ramp Police visits 2 stations	1 No considerations identified - continue to use

City Ward	Polling District	Parliamentary Constituency	Local Govt. Electors	Polling Place	Status	Stations Required	Recommendations
Bevois	CB	Southampton Test	2355	Bevois Town Primary School Cedar Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bevois	CC	Southampton Test	1675	Edmund Kell Unitarian Church Hall Bellevue Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Bevois	CD	Southampton Test	1770	Newtown Youth Centre Graham Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bevois	CE	Southampton Test	1888	Lighthouse Christian Centre St Marys Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bevois	CF	Southampton Test	1276	Northam Community Centre Kent Street Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bitterne	DA	Southampton Itchen	1543	The Royal British Legion Club Windover Close Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Bitterne	DB	Southampton Itchen	2705	St Christopher's Church Hall Pepys Avenue Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Bitterne	DC	Southampton Itchen	1675	Kanes Hill Primary School Hinkler Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bitterne	DD	Southampton Itchen	2029	The Hightown Centre Tunstall Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Bitterne	DE	Southampton Itchen	2699	17th Itchen South Scout Group HQ Stanford Court Sullivan Road Southampton	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use
Bitterne Park	EA	Southampton Itchen	1390	Bitterne Park Baptist Church Hall Wellington Road Southampton	Transport Accessibility Security Capacity	No issues 2 x 3ft Temporary Ramp No issues 1 station	1 No considerations identified - continue to use
Bitterne Park	EB	Southampton Itchen	1877	Bitterne Park School Sixth Form Building Dimond Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Bitterne Park	EC	Southampton Itchen	1551	Townhill Park Community Centre Meggeson Avenue Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 1 station	1 No considerations identified - continue to use

City Ward	Polling District	Parliamentary Constituency	Local Govt. Electors	Polling Place	Status	Stations Required	Recommendations
Bitterne Park	ED	Southampton Itchen	1752	The Ascension Centre 1 Thorold Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 3 stations	1 No considerations identified - continue to use
Bitterne Park	EE	Southampton Itchen	1266	The Ascension Centre 1 Thorold Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 3 stations	1 No considerations identified - continue to use
Bitterne Park	EF	Southampton Itchen	1209	Bitterne Manor Community Centre Vespasian Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Bitterne Park	EG	Southampton Itchen	1977	Bitterne Park URC Hall Cobden Avenue Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Coxford	FA	Southampton Test	1050	Zoe Braithwaite Centre Fraser Close Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 1 station	1 No considerations identified - continue to use
Coxford	FB	Southampton Test	1528	Lordswood Community Centre Sandpiper Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 1 station	1 No considerations identified - continue to use
Coxford	FC	Southampton Test	1521	St Vincent De Paul RC Church Coxford Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 1 station	1 No considerations identified - continue to use
Coxford	FD	Southampton Test	1783	Lordshill Community Centre Cromarty Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 1 station	1 No considerations identified - continue to use
Coxford	FE	Southampton Test	1589	Kinloss Court (Community Room) Northolt Gardens Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 1 station	1 No considerations identified - continue to use
Coxford	FF	Southampton Test	1259	Scout HQ Alder Moor Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Coxford	FG	Southampton Test	2090	Oaklands Community Hub (formerly the Coxford Community Centre) Olive Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Freemantle	GA	Southampton Test	1984	Freemantle Evangelical Church Hall Nelson Road Southampton	Transport Accessibility Security Capacity	No issues 3ft Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use

City Ward	Polling District	Parliamentary Constituency	Local Govt. Electors	Polling Place	Status	Stations Required	Recommendations
Freemantle	GB	Southampton Test	2323	Freemantle UR Church 257 Shirley Road Southampton	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	1	Being the nearest available location that provides reasonable and practicable voting facilities, the Freemantle Community Centre in Randolph Street is designated as the polling place at future elections for this area of the city
Freemantle	GC	Southampton Test	2752	Banister Primary School Archers Road Southampton	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 1 station	1	No considerations identified - continue to use
Freemantle	GD	Southampton Test	2866	Elim Christian Centre Park Road Southampton	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	1	No considerations identified - continue to use
Freemantle	GE	Southampton Test	1450	Seventh Day Adventist Church Hall Shirley Road Southampton	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	1	No considerations identified - continue to use
Harefield	HA	Southampton Itchen	1867	Moorlands Community Centre Townhill Way Southampton	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	1	No considerations identified - continue to use
Harefield	HB	Southampton Itchen	2144	Portacabin adjacent to Macarthur Crescent Play Area Southampton	Transport No issues Accessibility Supplied Ramp Security No issues Capacity 1 station	1	Continue to use, but keep under review
Harefield	HC	Southampton Itchen	1097	Glenfield Infant School Rossington Way/Glenfield Crescent Southampton	Transport No issues Accessibility No issues Security No issues Capacity 1 station	1	No considerations identified - continue to use
Harefield	HD	Southampton Itchen	2105	Bitterne Library Bitterne Road East Southampton	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	1	No considerations identified - continue to use
Harefield	HE	Southampton Itchen	1755	Bitterne Sports Ground Pavilion Wynter Road Southampton	Transport No issues Accessibility No issues Security No issues Capacity 1 station	1	No considerations identified - continue to use
Harefield	HF	Southampton Itchen	1733	Meon Court (Community Room) Off Minstead Avenue Southampton	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	1	No considerations identified - continue to use
Millbrook	IA	Southampton Test	1614	Test Guide Centre Timsbury Drive Southampton	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	1	No considerations identified - continue to use
Millbrook	IB	Southampton Test	1623	Toronto Court (Community Room) Brendon Green Southampton	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	1	No considerations identified - continue to use

City Ward	Polling District	Parliamentary Constituency	Local Govt. Electors	Polling Place	Status	Stations Required	Recommendations
Millbrook	IC	Southampton Test	2279	Regents Park Community College Richville Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 Temporary relocation to the Salvation Army Hall, Victor Street, during college refurbishment (2019/20)
Millbrook	ID	Southampton Test	2724	22nd Southampton City Scout Group HQ Whitehouse Gardens Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Millbrook	IE	Southampton Test	1872	Foundry Lane Primary School (Imperial Avenue Entrance) Southampton	Transport Accessibility Security Capacity	No issues 3ft Temporary Ramp Heras fencing 2 stations	1 In view of safeguarding issues around the continued use of the school, the Freemantle Community Centre in Randolph Street is trialled at the scheduled elections in May 2020 as the designated polling place for this area of the city
Millbrook	IF	Southampton Test	1323	Freemantle Baptist Church Hall Testwood Road Southampton	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use
Peartree	JA	Southampton Itchen	2073	Holy Saviour Church Bursledon Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 1 station	1 No considerations identified - continue to use
Peartree	JB	Southampton Itchen	1929	Portacabin at Junction Peartree Avenue/Freemantle Common Road Southampton	Transport Accessibility Security Capacity	No issues Supplied Temporary Ramp Police visits 1 station	1 Continue to use, but keep under review
Peartree	JC	Southampton Itchen	1592	Merryoak Neighbourhood Community Centre Acacia Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp Police visits 2 stations	1 No considerations identified - continue to use
Peartree	JD	Southampton Itchen	2149	Peartree URC Hall Bridge Road Southampton	Transport Accessibility Security Capacity	No issues Supplied Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use
Peartree	JE	Southampton Itchen	1878	Woolston Methodist Church Manor Road North Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Peartree	JF	Southampton Itchen	1261	Spring Road Evangelical Church Spring Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 1 station	1 No considerations identified - continue to use
Portswood	KA	Southampton Test	2314	Highfield Church Centre Highfield Lane Southampton	Transport Accessibility Security Capacity	No issues Supplied Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use
Portswood	KB	Southampton Test	1640	Portswood Library Portswood Road Southampton	Transport Accessibility Security Capacity	No issues Unmetalled road No issues 2 stations	1 No considerations identified - continue to use
Portswood	KC	Southampton Test	1994	Scouts HQ Brickfield Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use

City Ward	Polling District	Parliamentary Constituency	Local Govt. Electors	Polling Place	Status	Stations Required	Recommendations
Portswood	KD	Southampton Test	2410	Portswood Church Hall Portswood Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Portswood	KE	Southampton Test	2242	St Denys Church Centre Dundee Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Redbridge	LA	Southampton Test	1263	Newfields Gardening CIC Nutfield Court Off Lower Brownhill Road Southampton	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 1 station	1 No considerations identified - continue to use
Redbridge	LB	Southampton Test	1400	Colne Avenue Baptist Church Hall Colne Avenue Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Redbridge	LC	Southampton Test	2155	Testlands Hub Green Lane Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Redbridge	LD	Southampton Test	2173	All Saints Church Hall Kendal Avenue Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Redbridge	LE	Southampton Test	1359	Mansel Park Pavilion Evenlode Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Redbridge	LF	Southampton Test	1607	Millbrook Christian Centre Wimpson Lane/Kendal Avenue Southampton	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use
Redbridge	LG	Southampton Test	981	The Ship Inn (Function Room) 41 Old Redbridge Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Shirley	MA	Southampton Test	1463	The Church of St Judes Warren Avenue Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Shirley	MB	Southampton Test	1420	Shirley Warren Baptist Church Warren Crescent Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Shirley	MC	Southampton Test	1455	Isaac Watts Church Hall Luccombe Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 1 station	1 No considerations identified - continue to use
Shirley	MD	Southampton Test	1525	Salvation Army Hall Victor Street Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use

City Ward	Polling District	Parliamentary Constituency	Local Govt. Electors	Polling Place	Status	Stations Required	Recommendations
Shirley	ME	Southampton Test	1986	Shirley Parish Hall St. James Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Shirley	MF	Southampton Test	2604	St James Road Methodist Church Hall St. James Road Southampton	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 2 stations	2 No considerations identified - continue to use
Sholing	NA	Southampton Itchen	2033	Sholing Junior School Middle Road Southampton	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use
Sholing	NB	Southampton Itchen	1939	Southampton Amateur Boxing Club (Pax Hall) North East Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Sholing	NC	Southampton Itchen	1727	Salvation Army Hall North East Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Sholing	ND	Southampton Itchen	1435	St Marys Parish Centre St. Monica Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 1 station	1 No considerations identified - continue to use
Sholing	NE	Southampton Itchen	2240	Sholing Community Centre Butts Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Sholing	NF	Southampton Itchen	1679	Oasis Academy Mayfield The Grove Southampton	Transport Accessibility Security Capacity	No issues No issues No issues Pending	1 This polling place remains the most appropriate site for providing voting facilities in this area of the city. Continue to use but work with the school to minimise disruption.
Swaythling	OA	Romsey and Southampton North	1742	Hardmoor Early Years Centre Leaside Way Southampton	Transport Accessibility Security Capacity	No issues No issues Guard to facilitate access 1 station	1 This polling place remains the most appropriate site for providing voting facilities in this area of the city. Continue to use but work with the school to minimise disruption and maintain security of the site.
Swaythling	OB	Romsey and Southampton North	1883	St Albans Church Tulip Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Swaythling	OC	Romsey and Southampton North	2292	Swaythling Primary School Mayfield Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Swaythling	OD	Romsey and Southampton North	630	Swaythling Baptist Church Fleming Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Swaythling	OE	Romsey and Southampton North	1726	South Stoneham Church Hall St Marys Church Close Off Wessex Lane Southampton	Transport Accessibility Security Capacity	No issues 3ft & 8ft Temporary Ramp No issues 2 stations	1 No considerations identified - continue to use

City Ward	Polling District	Parliamentary Constituency	Local Govt. Electors	Polling Place	Status	Stations Required	Recommendations
Swaythling	OF	Romsey and Southampton North	1613	Mansbridge Primary School Octavia Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Woolston	PA	Southampton Itchen	2349	St Patricks RC Church Hall Manor Road South/Porchester Road Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Woolston	PB	Southampton Itchen	2406	Woolston Community Centre Church Road Southampton	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	1 No considerations identified - continue to use
Woolston	PC	Southampton Itchen	2348	Weston Church Hall Weston Lane Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Woolston	PD	Southampton Itchen	1969	The Scout HQ Tickleford Drive Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use
Woolston	PE	Southampton Itchen	1463	Weston Court (Community Room) Kingsclere Avenue Southampton	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	1 No considerations identified - continue to use

2019 Review of polling district and polling places

Summary of representations received and considerations made

The following representations have been received as part of the 2019 review. These together with representations from the Returning Officers, comments from local ward members, and any views forthcoming from polling station staff prior to the review, have been collated for the purpose of informing this review. Investigations have been undertaken in each affected area.

District GB Freemantle ward

Current polling place:

Freemantle United Reform Church
Shirley Road
Southampton

After the consultation period for this review had concluded we were made aware that these premises had closed. After making contact with the owners it was confirmed that due to insurance restrictions, this site would no longer be available for use as a polling place.

Assessment of alternatives

Two other potential locations were identified within the polling district. Contact with the relevant owners confirmed that neither would be available for use as a polling station. The local ward members were contacted to assist in identifying other possible sites – no suggestions were forthcoming.

Ongoing investigation identified a further location at the Freemantle Community Centre in the neighbouring GA polling district. A site visit confirmed that it met the statutory requirements with regard to accessibility and was a relatively short distance from the current polling place. The views of local ward members were invited.

Councillors Shields commented that:

- the suggested alternative venue ‘...is located in another polling district area...’
- it is ‘...a fair distance (including having to cross a fairly busy Shirley Road) for many voters in GB to travel...’

Recommendation

Being the nearest available location that provides reasonable and practicable voting facilities, the Freemantle Community Centre in Randolph Street is designated as the polling place at future elections for this area of the city.

District IE in Millbrook ward

Current polling place:

Foundry Lane Primary School
Foundry Lane
Southampton

Representation of the Head-teacher

In recent years the number of children using the school has increased from 380 to 600 making it more difficult to relocate children to facilitate public access to the site. In addition, changes in legislation regarding safeguarding makes easy public access to the site difficult to arrange - for the elections in May 2019 a significant amount of fencing was required to maintain security.

No alternative locations suggested.

Assessment of alternatives

Further investigation in connection with a neighbouring polling district had identified a potential location at the Freemantle Community Centre in the adjoining GA polling district. A site visit confirmed that it met the statutory requirements with regard to accessibility. As this site had also been identified as a replacement for the Freemantle U R Church in the GB polling district, its suitability as a location for two polling stations was confirmed. The views of local ward members were invited.

Councillor S Galton commented that:

- ‘...a move to a location on the edges or outside the polling district runs the risk of losing voters’
- ‘...parking in Randolph Street it is limited and the road that accesses the polling station is narrow with restricted parking in the immediate area...’
- ‘...there are a great number of elderly residents who do walk from the Regents Park road area and we are probably doubling the distance for them’

Recommendation

In view of safeguarding issues around the continued use of the school, the Freemantle Community Centre in Randolph Street is trialled at the scheduled elections in May 2020 as the designated polling place for this area of the city.

District NF in Sholing ward

Current polling place:

Oasis Acadamy Mayfield
Ashley Crescent
Southampton

Representation of the Business & Finance Manager (Oasis Acadamy Mayfield)

With over 900 students using the site, accommodating a polling station is becoming increasingly difficult. Closing the school is not an option.

Suggested alternative location: Sholing Youth Football Club, Portsmouth Road

Assessment of alternatives

Further investigation identified that the suggested alternative is located in the Eastleigh Borough Council area.

Recommendation

This polling place remains the most appropriate site for providing voting facilities in this area of the city. Continue to use but work with the school to minimise disruption.

District OA in Swaythling ward

Current polling place:

Hardmoor Early Years Centre
Leaside Way
Southampton

Representation of the Head of Centre

Following the city council election in early May 2019 a number of health and safety issues were identified linked to public access to the site – smoking, bringing dogs on to the site, gates left open, mis-use of toilets.

As a nursery school with a high proportion of children with special needs, there were concerns for the welfare and safety of the children due to the ‘unpredictable and volatile’ nature of members of the public.

For financial reasons, closing the Centre on polling day is not a viable option.

Suggested alternative locations: St Georges School, Leaside Way; Southampton Crematorium

Assessment of alternatives

Further investigation identified that both of the suggested alternatives are located in the Eastleigh Borough Council area.

Representation of the Returning Officer

Having been made aware after the event of the issues at the city council elections on 2 May, improved security arrangements were put in place for the EPE on 23 May. In addition to security fencing to restrict public access, a security guard was provided for the duration of the poll.

Recommendation

This polling place remains the most appropriate site for providing voting facilities in this area of the city. Continue to use but work with the school to minimise disruption and maintain security of the site.

DECISION-MAKER:	CABINET COUNCIL		
SUBJECT:	PROPERTY INVESTMENT FUND		
DATE OF DECISION:	15 OCTOBER 2019 20 NOVEMBER 2019		
REPORT OF:	CABINET MEMBER FOR RESOURCES		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Steve Harrison	Tel: 023 8083 4153
	E-mail:	Steve.Harrison@southampton.gov.uk	
Director	Name:	John Harrison	Tel: 023 8083 4897
	E-mail:	John.Harrison@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
None	
BRIEF SUMMARY	
<p>The report sets out proposals to renew the previously agreed policy for investment in commercial property via a Property Investment Fund. An allocation of up to £200m is proposed for inclusion in the capital programme. Allocations will be made provided the investment and other criteria are met and in accordance with the governance processes outlined and as previously adopted by the authority when a property investment fund was agreed in 2016 and subsequently investments of £29.7M made.</p>	
CABINET	
RECOMMENDATIONS	
(i)	Re-affirms the commitment to a property investment fund as a part of the strategy for addressing future budget shortfall.
(ii)	Agrees the approach as outlined in this report and the investment criteria attached to this report.
(iii)	Agrees to delegate to the Service Director – Strategic Finance and Commercialisation, in consultation with the Cabinet Member for Resources, the ability to amend the property investment strategy prior to making the first additional purchase into the Fund.
(iv)	Notes the addition and spend of £200M. It is proposed to include this sum in the 2019/20 capital programme. Whilst it will be included in full, in practice it is likely there will be a need to spread such an investment beyond the current year. This will be funded by Council resources.
COUNCIL	
RECOMMENDATIONS	
(i)	The Council renews its commitment to its commercial property investment fund by earmarking up to £200M for new acquisitions within the capital programme.

	(ii)	Approves the addition and spend of £200M. It is proposed to include this sum in the 2019/20 capital programme. Whilst it will be included in full, in practice it is likely there will be a need to spread such an investment beyond the current year. This will be funded by Council resources.
	(iii)	Approves the investment criteria, detailed in appendix 1.
REASONS FOR REPORT RECOMMENDATIONS		
1.		To allow the council to expand its property investment portfolio acquisitions to date. This in turn will make the council more financially resilient at a time of significant demand pressures faced by many front line services and when core funding from Government has been reduced significantly.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED		
2		Not to invest in commercial property for a return above cost would mean additional revenue to help with the budget shortfall the authority faces would not be available. The budget gap for 2020/21 as outlined in the Medium Term Financial Strategy report to Council in February 2019 was £9.5M. The absence of increasing the yield from additional commercial property investment would mean other savings being required which could include budget cuts.
DETAIL (Including consultation carried out)		
3.		The authority agreed a property investment fund in 2016, and subsequent to that a drawdown of £29.7M was made for investment purposes. The return from this investment is formally reported to council each year as a part of the update on the year-end financial performance. The report this year, made to the July Council meeting, highlighted that to date the authority has purchased three properties. The rate of return on these investment in 2018/19 was 5.95% gross and 2.05% net (after borrowing costs of £1.16M were incurred), which therefore represents a contribution to the revenue account of around £0.61M.
4.		The investment made by Southampton City Council in commercial property highlights that local authorities are increasingly reliant on income generating activities as a means to address their funding challenges. According to the Medium Term Financial Strategy agreed by Council in February 2019, the authority faces a budget gap of around £9.5M in 2020/21.
5.		Direct Property Investment is now commonly undertaken by local authorities, acquiring assets both within and without their boundaries. The right commercial properties can be capable of generating income to cover the costs of capital financing and provide a net positive return to the authority. This helps cover budget shortfalls, mitigating budget reductions needed to achieve a balanced budget.
6.		This paper proposes using the ability to borrow from the Public Works Loan Board (PWLB) on long term and fixed interest rates, with borrowing continuing to be available at low rates. Borrowing is subject to regulation and guidance, and a full assessment will take place before borrowing is entered into to ensure compliance with appropriate standards and the criteria for investment set out in this policy.
7.		By adding additional resource into commercial property, the main purpose will be to generate additional income, over and above the costs concerned, and which will be expected to provide a strong income stream over the longer term.

8.	In some cases, there may be a case to consider opportunities within or possibly close to the city boundaries which contribute to wider economic and regeneration objectives.
9	Within the strategy, the potential will be recognised for investment opportunities that arise which, whilst they may not offer the optimum financial return, provide for a number of wider aims to be achieved around investing locally in the economy to assist with regeneration and also the generation of returns from local business rates in Southampton. Local authorities benefit from a share of the growth in their local business rates as a part of the funding system for local authorities. Hence, a flexible approach will be considered but as part of an overarching aim to achieve sound and long term returns for the authority for sustainable funding streams with less reliance on Government funding.
	Criteria
10.	The criteria to be applied for new property acquisitions is provided at Appendix 1 . The criteria on the yield to be achieved outlines that a target level of 2% over and above the financing and other costs will apply, unless there are other significant considerations for acquiring the asset being considered (other criteria are set out at the end of the appendix).
11.	As applied to previous direct property investments, due diligence will be applied to each investment decision, which will include the type of asset, location, ownership, tenure and lease terms, covenant quality, yield and growth in future yield, risks and 'fit' within an overall and balanced property portfolio.
	Property Investment Governance
12.	Transparency with governance and due diligence on property acquisitions forms an essential part of the strategy. Given the demands of the commercial property market, it is also important that officers are able to respond promptly, within the authority granted, to avoid missing any opportunity through delays.
13.	Authority was given under the Property Investment Fund report made to Cabinet in April 2016 for the Head of Capital Assets, following consultation with the Leader of the Council and the Council's Capital Board to agree the detail of the business plan for the property fund and future variations to investment criteria.
14.	In addition, delegated authority was also given to the Head of Capital Assets, again following consultation with the Leader of the Council and the Service Director – Strategic Finance and Commercialisation to approve the acquisition or sale of property or other investments in accordance with the business plan, investment criteria and delivery options. Furthermore, that delegated authority for the Head of Capital Assets extended to take decisions on real property acquisitions and disposals irrespective of value. To add to this process, the Cabinet Member for Resources will also be fully consulted regarding the business plan, investment criteria and all acquisitions and disposals.
15.	The arrangements for taking decisions on disposal and acquisition of assets as set out in the previous report on Property Investment and as summarised above will continue to apply to the additional investment allocation proposed by this report.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	

16.	Under this proposal, £200M would be added to the capital programme for further investment in a commercial property portfolio.																																				
17.	The council's 2020/21 revenue budget is expected to include a target of £2.8M for income, over and above the costs of financing the investment, as a contribution towards balancing the budget.																																				
18.	Examples are given below on the type of investment the authority is looking for, the costs and expected return. The examples are based on a sample of properties taken from the market in September 2019. The net yield is after allowing for capital financing and other potential costs.																																				
19.	<table border="1"> <thead> <tr> <th></th> <th>Value</th> <th>Rent</th> <th>Gross Yield</th> <th>Net Yield</th> <th>Net Yield</th> </tr> <tr> <th></th> <th>£M</th> <th>£M</th> <th>%</th> <th>£M</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Car Park</td> <td>11.40</td> <td>0.52</td> <td>4.54%</td> <td>0.30</td> <td>2.61%</td> </tr> <tr> <td>Industrial 1</td> <td>10.40</td> <td>0.63</td> <td>6.06%</td> <td>0.31</td> <td>2.97%</td> </tr> <tr> <td>Industrial 2</td> <td>22.37</td> <td>1.24</td> <td>5.55%</td> <td>0.61</td> <td>2.74%</td> </tr> <tr> <td>Total</td> <td>44.17</td> <td>2.39</td> <td>5.41%</td> <td>1.22</td> <td>2.76%</td> </tr> </tbody> </table> <p>Based on these examples, an investment of £100M would provide a net return of approx. £2.8M, assuming these properties met all criteria for being considered as appropriate investments. Approval is therefore sought to add £200M in 2019/20 to the capital programme earmarked for investment in commercial property investments. A detailed business plan will be drafted and reviewed by the Council's Capital Board, with the governance on the application of this funding as set out in the report from 2016 and highlighted again in this report.</p>		Value	Rent	Gross Yield	Net Yield	Net Yield		£M	£M	%	£M	%	Car Park	11.40	0.52	4.54%	0.30	2.61%	Industrial 1	10.40	0.63	6.06%	0.31	2.97%	Industrial 2	22.37	1.24	5.55%	0.61	2.74%	Total	44.17	2.39	5.41%	1.22	2.76%
	Value	Rent	Gross Yield	Net Yield	Net Yield																																
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Total	44.17	2.39	5.41%	1.22	2.76%																																
20	Adding to the capital programme in the current year will allow the best opportunity for early investments to be made and realising the income they bring to assist the council's budget position as soon as opportunities arise and are secured.																																				
<u>Property/Other</u>																																					
21.	Property – as above. Additionally resource will be required within the Capital and Asset Management team to undertake appropriate research into the market for investment opportunities. Furthermore, resource will be needed to undertake conveyancing work, either via the in-house legal team or possibly from external solicitors depending on the timescales required and available in-house resource at that point in time.																																				
22.	The council may either approach the vendor directly or through a third party. If the Council receives an initial introduction from an agent and proceeds with a transaction, it would need to pay a one-off finder's fee which is typically in the region of 0.5% to 1% of the purchase value.																																				

LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
23.	S.1 Localism Act 2011 permits a Council to do anything an individual may do (the General Power of Competence) subject to there being no other statutory bars or conditions on the use of the power. The Property Investment Strategy will be applied in accordance with conditions imposed on s.1 relating to commercial trading and statutory and non-statutory guidance to local authorities in relation to the acquisition and disposal of property investments. Acquisition of property is generally made under s.120 Local Government Act 1972 but a range of other powers, including s.1 as set out above, also provide additional rights to acquire properties.
<u>Other Legal Implications:</u>	
24.	All relevant property law requirements will be met in relation to the acquisition of land processes on a transparent and fairly negotiated commercial basis together with the requirements of the Financial Services and Markets Act 2000 and the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 and the Equalities Act 2010.
RISK MANAGEMENT IMPLICATIONS	
25.	The risks will be managed by a process of due diligence for any acquisition considered. Criteria will be applied as set out in the appendix to this report.
26.	Commercial property investment involves a degree of risk, but whilst this is an inherent part of making investments in can be managed and mitigated. Prices can fluctuate and there are risks around tenant failure. These were recognised as part of the approach with the investment properties held to date and will continue to be recognised by applying checks as part of the due diligence required ahead of each investment (including detailed property and company financial checks etc).
27.	Criteria will be applied such as looking at spreading the risk around different sectors of the market; strength and longevity of tenant covenant and location quality. Possessing a mix of properties will help diversify the property portfolio to reduce exposure to risk. It is intended to re-enter the market as a long term investor, applying a balanced portfolio to manage risks.
POLICY FRAMEWORK IMPLICATIONS	
27.	The proposal of adding to the current commercial property investment portfolio is consistent with that previously agreed by the Council.

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	All
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Investment Acquisition Criteria
2.	Property Investment Strategy

Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		No
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.		Yes
Other Background Documents		
Other Background documents available for inspection at:		
Title of Background Paper(s)		Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.		
2.		

Agenda Item 8

Appendix 1

APPENDIX 1

Investment Acquisition Criteria

GROUP 1 - Investment opportunities whose primary purpose is the delivery of a financial return for the Council.

GROUP 1 ACQUISITIONS CRITERIA				
Criteria	Criteria Description	Target	Weighting	Max Score
Financial Return	The yield to be achieved above estimated borrowing costs (interest on loan and Minimum Revenue Provision (MRP))	<ul style="list-style-type: none"> 2% or more per annum when the aim is pure financial return. Above 0.5% if other considerations apply (see group 2 below). 	PASS/FAIL - to be assessed by Finance.	
Sector Allocation /Lot size	The extent to which the property contributes to the achievement of a diversified portfolio.	<ul style="list-style-type: none"> Portfolio to be spread across a range of commercial sectors including offices, industrial, retail, leisure and car parks No more than 50% of the portfolio to be retail. Value of property to be no more than 20% of the value of the portfolio. 	3	12
Building Condition	Quality of building compared to Grade A industry standard	<ul style="list-style-type: none"> Modern or substantially refurbished in the last 10 years such that the building meets existing and expected future occupier requirements. Structurally sound and in good repair. Others considered by exception depending on lease and location. 	3	12
Location	Quality of location with regard to property type.	<ul style="list-style-type: none"> Good location for type in Southampton and other major cities/affluent market towns in UK. 	3	12

Tenant Covenant	Ability of tenant/s to pay the rent and observe other lease covenants for the duration of the lease. Credit rating of tenant.	<ul style="list-style-type: none"> • Demonstration of successful trading history. • Minimum of satisfactory financial credit rating risk score. • Good prospect of lease performance. 	3	12
Lease term and structure	Length of secure income. Lease terms such as tenant repairing obligations, rent review mechanisms.	<ul style="list-style-type: none"> • Single let on full repairing and insuring (FRI) lease with regular upward only reviews. • Multi-let properties will be considered except those requiring intensive management. • No unusual or adverse lease provisions. • Preferably 10+ year's unexpired term. If less than 10 years good prospect of tenant renewing (or re-letting) but not less than 5 years. 	3	12
Occupational demand	Anticipated level of demand from alternative occupiers if the tenant/s were to vacate.	<ul style="list-style-type: none"> • Good prospect of securing an alternative occupier if tenant were to vacate. 	3	12
Rental Growth Prospects	Opportunity / likelihood to increase passing rent.	<ul style="list-style-type: none"> • Property should not be over-rented. • Sector with potential for growth (or not contracting). • No existing/potential overpowering competition. 	3	12
Tenure	Type of tenure - Freehold/Long leasehold	<ul style="list-style-type: none"> • Freehold • Consideration will be given to long leasehold interests (depending on ground rent and any other obligations) 	2	8
Exit Strategy (Liquidity of asset)	The marketability of the property	<ul style="list-style-type: none"> • Property is attractive to a number of investors and could be sold in the market in a reasonable time without adversely affecting the price. 	2	8

Environmental	The extent to which the property provides a positive contribution to environmental objectives	<ul style="list-style-type: none"> Property has good energy efficiency and sustainability credentials. If current energy performance is poor then there is the ability to invest to improve rating subject to financial viability. Properties or operations with high environmental impacts will be avoided unless there is an exceptional case. 	2	8
Alternative Use /Underlying Value	The value of the land and the opportunity for change of use if required.	<ul style="list-style-type: none"> There is a reasonable prospect of securing planning for alternative uses. No listed buildings. No third party interests constraining potential redevelopment. 	1	4
			Total	112

A property will be expected to score at least 70% (78 out of 112)

Each Criteria to be scored out of 1-4 as follows:

- 4 Good
- 3 Satisfactory
- 2 Marginal
- 1 Poor

GROUP 2 - Regeneration investment opportunities that support the delivery of significant city/district regeneration.

GROUP 2 ACQUISITIONS CRITERIA	
Criteria	Target
Minimum Yield Required	0.5% after estimated borrowing costs (interest on loan and Minimum Revenue Provision). In very exceptional circumstances there may be a lower return however this will have to be offset by other regeneration investment assets in the Fund.
Property Type	All property types will be considered.
Location	Southampton
Tenure	Freehold /long leasehold (where Council owns freehold)
Council Objectives	The asset must support Council objectives and regeneration initiatives.

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Property Investment Strategy

1. Introduction

- 1.1 As local authorities continue to face financial constraints including the phased removal of core central government funding, property has become an important part of many Councils financial strategy to increase income for the Councils revenue budget position. Property also plays an important role in shaping places by providing opportunities for businesses and communities.
- 1.2 This Property Investment Strategy aims to build on the success of the Council's previous strategy to create a Property Investment Fund and in addition develop a strategy for the ongoing management of all the Council's General Fund property investment assets. This strategy does not apply to the Council's Housing Revenue Account assets or the Council's General Fund operational assets.
- 1.3 The strategy also seeks to respond to latest Statutory Guidance on Local Government Investments (3rd Edition), which was updated to reflect changes in patterns of local authority behaviour including investing in non-financial asset for profit generation and increasing economic growth/regeneration. The guidance clearly sets out the need for transparent investment strategies.

2.0 The Investment Property Portfolio

- 2.1 The Council holds 174 commercial interests in its investment portfolio which have a current annual rent roll of circa £8.36M. The majority of the rent is derived from a small number of assets with 55.7% generated from the top 10 assets and 69.6% from the top 20 assets. There are a further 292 minor interests generating an annual rent of circa £152,000. Many of these property interests are associated with owning a large estate, such as leases of gas governor sites, electricity substations, easements and wayleaves. There are also a number of other commercial interests producing nominal income.
- 2.2 The portfolio is largely retail based with 46.6% of the rent coming from this sector, West Quay Shopping Centre equates to a large proportion of this rent at 37.6% (17.5% of whole portfolio). Much of the other property has been held for many years and in the city centre especially it was acquired after the second world war to promote re-development, with long leases granted to developers who re-built damaged parts of the City.
- 2.3 The portfolio is split between rack rented leases (these are properties let at market rent to occupational tenants) and ground leases (long term, full repairing and insuring leases at either fixed or geared rents). Excluding the miscellaneous property, 53.3% of rent is derived from ground leases and

46.7% from rack rented leases. Ground leases tend to be less management intensive than rack rented property and having a number of ground leases within the portfolio helps to spread property risk.

3. Property Investment Fund - Performance to Date

3.1 A strategy for a Property Investment Fund (PIF) was approved by Cabinet on 19th April 2016. To date £ 29.7M has been invested in 3 commercial properties. This strategy does not apply to the indirect funds which are managed externally by CCLA and incorporated within the Treasury Management strategy.

3.2 The three properties acquired are detailed below.

ADDRESS	DESCRIPTION
241 & 271 Winchester Road, Southampton SO16 6TP	2 detached retail warehouses: 241 (Halfords) - 11,421 sq ft + 30 car parking spaces 271 (Wickes) - 50,210 sq ft + external garden centre & builder's yard + 140 car parking spaces
3 Ely Road, Milton, Cambridgeshire CB23 6DD	Detached 2 storey modern office building, total 17,243 sq ft (includes 322 sq ft media room let to Virgin Media)+ 85 car parking spaces
Unit 50, Warth Parkway, Warth Park, Raunds, Northamptonshire NN9 6NY	modern 42,569 sq ft "highly specified 'cross-dock' parcel distribution facility" on a 3.75 acre site plus 19,886 sq ft nearby (not adjacent) additional car park site

3.3 During the financial year 2018/19 these investments generated £1.8M (gross) and after the costs of borrowing has been taken into account £0.6M net. The PIF has provided the Council with a valuable additional revenue stream to help fund Council services.

4. Property Investment Fund - 2019/20

- 4.1 The Property Investment Fund's primary purpose at inception, as set out in the recommendation to Cabinet in April 2016 was to generate income thereby contributing to a financial 'future-proofing' effect, underpinning financial security for the Council by providing further income independent of Government funding or Council Tax revenues to fund activities.
- 4.2 The strategy continues to support the acquisition of commercial property for income generating purposes when suitable opportunities present, however the PIF can also play an important role in helping to stimulate development and provide wider socio-economic benefits to the City thus contributing to Council objectives. This is a strategy which has been adopted by other local authorities such as Torbay Council.
- 4.3 Given current uncertainties in the economic climate the Council can be instrumental in supporting the local economy by bringing forward development as seen by Ashford Borough Council.
- 4.4 In refreshing the Strategy it is proposed that the Council's investment activity in commercial property assets be divided into two groups:
- Investment opportunities whose primary purpose is the delivery of a financial return for the Council.
 - Regeneration investment opportunities that support the delivery of significant city/district regeneration.
- 4.5 By having two clear separate objectives it will ensure that the primary driver of the acquisition is understood by members and the public, which will assist in the transparency of decision making. It is possible that an acquisition can meet both objectives but the overriding purpose will determine which group it sits in.
- 4.6 It is appropriate that different criteria should be adopted for each group and Appendix 1 shows the proposed criteria. All investment activity will be in accordance with this criteria.
- 4.7 The Statutory Guidance on Local Government Investments (3rd Edition) requires that where a local authority classifies an investment as contributing to regeneration or local economic benefit, it should be able to demonstrate that the investment forms part of a project in its Local Plan.
- 4.8 Each property investment will be subject to a detailed business case, supported by internal and/or external professional advice. The business case will set out the benefits and risks associated with the investment, detailing how risks will be mitigated.

5. Financing the Property Investment Fund

- 5.1 Over recent years there has been significant investment by Councils in commercial property, either directly via the purchase or development of property or indirectly via investment in property funds.
- 5.2 Government has become increasingly concerned about the scale of commercial property acquisition which has been funded by the Public Works Loan Board (PWLB) borrowing. As an example in 2016 Spelthorne Borough Council took out 50 separate Public Works Loan Board loans to fund the purchase of a £360M business park in Sunbury-on-Thames.
- 5.3 The Council's borrowing will be in accordance with the limits set with the Treasury Management strategy, approved by full Council in February 2019.
- 5.7 The approach on the Minimum Revenue Provision for commercial property will be agreed by the Service Director Finance and Commercialisation.

6. Management of the Investment Property Portfolio

6.1 The Council's overall property investment assets (including PIF assets) have a total value as at the end of the 2018/19 financial year of circa £135M.

6.2 Investment property assets are currently categorised into Strategic, Managed and Infrastructure. The last review was carried out in June 2015. A review of the system of categorisation has been undertaken and the following has been developed:

- Group 1 (Strategic) - this is property which is being held for strategic land assembly purposes to support re-development and/regeneration initiatives and which are likely to be included in the Council's Local Plan. Properties in this category will only be disposed of (freehold or long lease) where there is a compelling case and the benefits of disposal outweigh those of retention.
- All those properties which fall within development sites identified within the City Centre Action Plan, adopted version 18th March 2015, are included within this group.
- There are 69 properties in this category with a total asset value of circa £47.43M producing a rental income of circa £2.68M per annum
- Some properties within this group will be sold to facilitate re-development/regeneration and whilst this may generate capital receipts there will be a loss of income. Therefore early consideration should be given to mitigating this loss of income by the acquisition of replacement interests ahead of any disposals.
- Group 2 (Managed) - These are all other properties which are not within Group 1.

- Properties which support the following objectives should be retained unless there are exceptional reasons to dispose.
 - strong income producing
 - minimal management costs
 - contribute to a balanced portfolio
 - security of income
 - A review of the portfolio has identified 17 interests recommended for retention. The total asset value of these properties is in the order of £62.24M producing a rental income of circa £3.71M per annum.
 - The remaining 88 interests account for a rent of £1.97M per annum and have an asset value of circa £18.67M, thus producing a yield of 10.5%
- 6.3 Given the Council's need to maximise income, where assets are subject to long leasehold interests, consideration will be given to re-gearing leases (extending the lease term). Re-gearing can have a positive impact on an area by encouraging investment in the asset due to the greater security for the leaseholder enabling finance to be raised. This in turn could increase income to the Council where such investment attracts higher rents which the Council then shares in. There is potential for additional value (marriage value) to be achieved through re-gearing, this is more likely to be realised where leases have less than 80 years unexpired. At present there are 18 such leases within Group 2.
- 6.4 The impact of the potential loss of income on the Council's finances for any sale if a replacement asset(s) is not readily available must be explained. An option could be to invest the proceeds in a property investment fund until a direct investment can be acquired, although any potential costs will need to be taken into account.
- 6.5 The sale of freehold property subject to occupational leases may be considered if management costs of the asset are excessive in relation to income generated or the sale will generate a capital receipt that can be re-invested in replacement property investment assets that will improve the yield return or sector allocation balance. Replacement assets will be in accordance with the criteria set for 'Group 1 Acquisitions' in Section 3 above.
- 6.6 Each asset will be dealt with on a case by case basis and decisions will be approved in accordance with the Council's Constitution.
- 6.7 An investment property will be considered surplus if it is not income producing (notwithstanding temporary uses) and likely to remain so for the foreseeable future and the asset has no potential for future strategic development purposes. The Council will consider all surplus land and property for affordable housing. The identification of alternative uses and development of an appropriate marketing strategy will help maximise the

value of surplus land and property assets. The decision to sell surplus assets will be made in accordance with the Council's Constitution.

- 6.8 The categorisation of assets will be reviewed annually and ratified by an Asset Management Board. The aim of the review is to check and challenge the categorisation of assets and to identify any additional surplus assets to generate capital receipts.
- 6.9 It is envisaged that this system of categorisation will assist in the management of the Council's investment portfolio by proactively identifying those assets where improved returns could be achieved either through lease re-gearing or disposal to generate a capital receipt.

7. Governance Matters

- 7.1 All new investments will be subject to initial evaluation by the Council's property and finance officers. Any investments considered suitable will be considered by the Service Lead, Capital Assets in consultation with the Leader and Service Director, Finance and Commercialisation and Cabinet Member for Resources, who will determine whether an offer should be submitted. Offers will be made subject to contract, all necessary surveys, a formal RICS Red Book valuation, legal and financial due diligence and the requisite Council approvals.
- 7.2 Day to day management of the Council property investment portfolio is undertaken by the Council's in-house Estates and Valuation team and will report into the Asset Management Board.

8. Risk Management

- 8.1 There is a risk of investments underperforming and impacting on the Council's income particularly where borrowing has been used, the issues of investment risk at the point of purchase will be mitigated by robust due diligence and any remaining risks will be fully explained to the Asset Management Board.
- 8.2 There are emerging financial risks for owned property, which include falls in rental and capital values and void periods. This risks will be minimised by factoring in potential costs to the financial appraisal process and undertaking relevant credit checks on potential tenants. These risks will be monitored by regular updates to the Asset Management Board. Any negative significant revenue consequences and detail of the mitigating action which is being taken or proposed will be reported as part of the monthly revenue monitoring process.
- 8.3 The Council will employ use of external experts where specialist knowledge is required.

DECISION-MAKER:	CABINET COUNCIL		
SUBJECT:	BLOCK CONTRACT FOR CHILDREN'S RESIDENTIAL SERVICES FOR LOOKED AFTER CHILDREN		
DATE OF DECISION:	19 NOVEMBER 2019 20 NOVEMBER 2019		
REPORT OF:	CABINET MEMBER FOR ASPIRATION, CHILDREN AND LIFELONG LEARNING		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Donna Chapman	Tel: 023 8083 4970
	E-mail:	Donna.chapman2@southampton.gov.uk	
Director	Name:	Stephanie Ramsey	Tel: 023 8029 6075
	E-mail:	Stephanie.ramsey1@nhs.net	
STATEMENT OF CONFIDENTIALITY			
NOT APPLICABLE			
<u>BRIEF SUMMARY</u>			
<p>Over the last year Southampton City Council has regularly had in excess of 30 children and young people in its care whose needs require residential care. Owing to the scarcity of appropriate, local placements, the majority of these children are in residential placement a long distance from the city.</p> <p>The proposal is to enter into block contracts with one or several providers on the existing Children's Residential Care Framework for 3 – 6 beds in the Southampton and/or surrounding area, having run a mini competition, in order to achieve more competitive rates and better access to beds locally. Under a block contract, a provider is guaranteed a fixed payment for a number of beds whether they are used or not. Generally this is at a lower price than would be paid if the beds were purchased on a spot purchase basis. The block contract/s would be to meet a full range of needs, including challenging behaviour, of Southampton looked after children. Key aims are:</p> <ul style="list-style-type: none"> ○ To keep children local, thereby increasing their chances of maintaining links with their local community, family and friends where this is in the child's best interest; ○ To maximise potential in the longer term for repatriation with a child's own family or step down to foster care by enabling local social care and health services to continue working with the child whilst in residential care; ○ To prevent the need for an out of city school placement as a result of lack of care provision to meet a child's needs within the city; ○ To reduce spend on out of city placements (education and care) and achieve reduced rates by putting in place a block contract arrangement 			
RECOMMENDATIONS:			

Cabinet		
	(i)	To delegate authority to the Director of Integration and Quality, following consultation with the Leader of the Council, Cabinet Member for Aspiration, Schools & Lifelong Learning and Director of Children's Services, to enter into, following a mini competition, one or two Block Contracts for 3-6 beds with providers on the existing Children's Residential Care Framework.
Council		
	(i)	To authorise the spend by the Council necessary to enter into one or two Block Contracts for 3-6 beds with providers on the existing Children's Residential Care Framework, following a mini competition, up to a total value of £5,963,880.
<u>REASONS FOR REPORT RECOMMENDATIONS</u>		
1.		The recommendation will enable the Council to enter into block contract arrangements for Children's Residential Care Services to increase local choice and placement stability whilst improving the unit cost of commissioned residential placements.
2.		Commissioning this service via a call-off from an existing Looked After Children's Residential Care Framework will, if successful, generate better value through a competitive bidding process. Wider system savings will also be generated by placing children within or close to the City, for example through reducing the time and travel costs associated with Social Workers supporting children over long distances, giving children the opportunity of staying in local schools, being closer to family and friends for contact and being able to access local health and therapeutic services that already know them and understand their needs.
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</u>		
3.		Use of SCC property to establish a local residential provision owned and operated by the Council is also being considered, but would not be available in the short term as a solution to the Council's current level of need for such provision, mainly because suitable accommodation would first have to be found and the provision would need to be mobilised from scratch. There are moves to investigate the feasibility of establishing such provision in-house, but for the medium to longer term. Even if this becomes a viable option, it is unlikely that such provision would grow to meet all of the residential care needs of Southampton children in care.
4.		Continuing only to call off residential placements from the existing residential framework on a one by one basis was considered, but the recommended option provides greater scope for achieving better outcomes and better value as part of a more stable commissioning arrangement and partnership with a residential care provider than is possible when calling off residential placements on a spot purchase basis.
<u>DETAIL</u>		
5.		As part of its strategy to improve outcomes for looked after children, Southampton City Council (SCC) is proposing to enter into, following a mini competition, one or two block contracts from Lot 1 of the existing Children's Residential Care Framework, either alone or in partnership with other Local

	Authorities from the Consortium of Authorities who use the Children's Residential Care Framework.
6.	<p>The proposed block contract arrangement/s would deliver the following provision:</p> <ul style="list-style-type: none"> • 3-6 beds either in Southampton or in the surrounding South Central area; • For planned and same day placements; • <u>LOT1</u> - The provision of residential care and accommodation is required to meet the full range of needs, including challenging behaviour, of looked after children and young people, this includes 16+, this could include young people who are: <ul style="list-style-type: none"> ○ particularly vulnerable because of mental health needs which fall just below the threshold for mental health services or secure welfare ○ at risk of child sexual exploitation, trafficking and/or radicalisation and criminalisation ○ diagnosed with learning difficulty such as mild Autism Spectrum Disorder (ASD) ○ displaying oppositional and aggressive behaviours to others • Referrals will be identified from a cohort of children who consist of: <ul style="list-style-type: none"> • new admissions into local authority care • Step-up from foster care • Return from out of area residential care • To access and work in partnership with local educational, health and specialist services for vulnerable children. SCC expect children to access local mainstream or special school provision and local Council or CCG provided mental health and therapeutic services wherever possible. The provider is expected to work in close partnership with local providers of these services to improve outcomes and facilitate engagement for the child in local services.
7.	<p>The contract/s will be a fixed price agreed up front for all beds. The homes will need to be sited within the city or surrounding South Central area. This will help the council as a corporate parent to achieve a number of its aspirations and aims in relation to their care.</p>
8.	<p>The aims are:</p> <ul style="list-style-type: none"> ○ To keep children local, thereby increasing their chances of maintaining links with their local community, family and friends where this is in the child's best interest; ○ To maximise potential in the longer term for repatriation with a child's own family or step down to foster care by enabling local social care and health services to continue working with the child whilst in residential care; ○ To prevent the need for an out of city school placement as a result of lack of access to care provision to meet a child's needs within the city; ○ To reduce spend on out of city placements (education and care), and the associated inefficiency and additional complications of delivering high quality social worker support to children a long way from Southampton;

	<ul style="list-style-type: none"> ○ To improve the stability of placements for children in our care through having a higher proportion of the children in care living in residential care protected by better contractual protection against summary placement breakdown. ○ To achieve best value through the reduced rates achieved by putting in place a block contract arrangement.
9.	As at October 2019, Southampton has 38 children in out of city residential placements, many of whom are a considerable distance from the city. It is important that the residential care provider develops a close working relationship with Southampton's social care teams, local community mental health and other therapy, health and education services.
10.	This proposal will complement other proposals that the Council is considering with regard to better meeting the needs of Southampton Looked After Children, which will be subject to approval in due course. This includes the expansion of the Council's in house fostering service and development of a Specialist Tier 4 Fostering Service which will increase access to foster placements within the city, including for those children with more complex needs requiring an enhanced level of support. Collectively all these proposals are aiming to reduce the number of children requiring residential care in the long term and the number of children who are placed long distances from the city, at the same time as improving value for money. Achieving a greater share of such placements closer to the City will also improve wider social care quality by reducing the inefficiency of children's social workers having to travel long distances to see children placed a long way from Southampton.

Consultation with providers of CYP residential services

11.	<p>Market Engagement</p> <p>Meetings were held with 3 providers on 9th and 10th May 2019 who had previously expressed interest in providing Block Contracts to SCC. The aim of the meetings was to ascertain the appetite from the market for block contracts and also to seek the market's views on the shape and content of the block contract. A key conclusion from the discussions was that a "virtual" block contract across all of a provider's properties would be preferable to a specific unit, mainly because it would enable more opportunity to match specific children to the home that best suits their needs and those of other children in the home and therefore reduce the risk of voids.</p>
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Proposed Timescale

12.	The aim would be to award the contract/s in Quarter 4 2019/20 or Quarter 1 2020/21 with a view to having the provision in place during 2020/21.
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RESOURCE IMPLICATIONS

Revenue

13.	<p>In addition to the complexity of achieving good residential care which is closer to home for children and young people in the Council's care, there is also a compelling value for money business case for negotiating such provision where possible through block contracting arrangements:</p> <ul style="list-style-type: none"> • The current average annual cost of Southampton's existing residential care placements is £248,000 per annum per placement.
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	<ul style="list-style-type: none"> The annual average cost of a placement across Lot 1 of the Children's Residential Framework is £198,796 per annum. The intention would be to achieve a reduction of approximately 10% even on the average price for Children's Residential Framework placements through block contracting several placements. This would mean that providers are guaranteed a fixed payment for a number of placements whether they are used or not. Given the high number of residential placements currently in use for Southampton children in care (38) it is unlikely that there would be significant periods when such placements would be vacant. Based on these assumptions around prices and with the intention of (where appropriate) relocating children from their existing out area placements to the new block commissioned provision, the Council would achieve a saving of £151k per annum should 3 placements be block contracted or £302,000 per annum should 6 placements be block contracted when all . For the lifetime of the contract (5 years), this would equate to a saving of £755,000 (3 placements) or £1,510,000 (6 placements) respectively.
14.	The maximum total lifetime value of the block contract would be £2,981,940 (over 5 years) for 3 placements and £5,963,880 (over 5 years) for 6 placements.
<u>Property/Other</u>	
15.	There are no property implications for SCC as the Framework Provider would provide the accommodation.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
16.	<p>The Council's duties in relation to Looked After children are set out in Part 3 of the Children Act 1989 and the Care Planning, Placement and case Review Regulations 2010 and associated secondary legislation and guidance.</p> <p>Sections 22A to 22D of the Children's Act 1989 deal specifically with the Council's duties to secure accommodation for a Looked After child and provide the framework for decisions as to the type and nature of accommodation appropriate for a child's specific circumstances. The Council has a duty under s.22(C)(5) where a placement with the child's parents is not possible to secure 'the most appropriate placement available' to promote and safeguard the child's welfare. Section 22(C)(7) to (9) requires (among other conditions) that 'in so far as is reasonably practicable' any placement must allow the child to live near his / her home and be within the local authority area. Alternative placements should only be considered where these conditions cannot be achieved or are otherwise determined not to be in the best interests of the child for safeguarding reasons.</p>
<u>Other Legal Implications</u>	
17.	The procurement of a block contract will be subject to compliance with UK Procurement legislation and the Council's Contract Procedure Rules, together with the requirements of the Equalities Act 2010, the Human Rights Act 1998 and the UN Convention on the Rights of A Child (UNCRC)
CONFLICT OF INTEREST IMPLICATIONS	
18.	None.

RISK MANAGEMENT IMPLICATIONS	
19.	<p>The main risks associated with this proposal relate to:</p> <ul style="list-style-type: none"> • Price – the proposed procurement may not achieve prices that are lower than the current costs of existing placements. Given the average prices for Lot 1 of the existing Children’s Residential Framework, this is considered unlikely. The Council will also explore options for entering into block contract arrangements in partnership with other Local Authorities who are part of the existing Children’s Residential Framework consortium as a means of achieving a better price through greater economies of scale. The Council will also reserve the right, following a mini competition, not to award a block contract. • Voids – the Council may not be able to fill all the beds in the block contract/s. In order to mitigate this, the Council will ensure that arrangements are in place to “sell” any unused beds within the block contract/s to other Local Authorities in the Framework Consortium. The Council will also explore options for entering into block contract arrangements in partnership with other Local Authorities who are part of the existing Children’s Residential Framework consortium as a means of both achieving a better price through greater economies of scale and mitigating the risk of voids. • Failed tender – there is a risk that no providers will bid for the block contract and therefore the tender will have failed to secure a preferred bidder. This risk is being mitigated through market engagement as well as the consideration of partnership arrangements with other Local Authorities to make the offer to the market more attractive. Ultimately, should the tender fail to secure a preferred bidder, there is still the option to re-tender at a later date.
POLICY FRAMEWORK IMPLICATIONS	
20.	<p>The recommendations in this paper support the delivery of outcomes in the Council Strategy. The proposals particularly support the following priority outcomes in the Council Strategy by enabling children to remain within the city supported by the services that are familiar to them:</p> <ul style="list-style-type: none"> • Children and young people in Southampton get a good start in life.
KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	The proposals could affect children, young people and parents/carers from any ward, and specifically relate to improving outcomes for those local children and young people living in the Council’s care as a corporate parent.
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Equality Impact Assessment
2.	Privacy Impact Assessment

Documents In Members' Rooms

1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		YES
Privacy Impact Assessment		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.		YES
Other Background Documents		
Other Background documents available for inspection at:		
Title of Background Paper(s)		Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None	

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Equality and Safety Impact Assessment

The **public sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with section 17 of the Crime and Disorder Act and will enable the council to better understand the potential impact of the budget proposals and consider mitigating action.

Name or Brief Description of Proposal	Block Contract for Children’s Residential Services for Looked after Children
Brief Service Profile (including number of customers)	<u>The proposals set out in this report relate to how the Council secures appropriate residential provision that meets the needs of children and young people in the care of Southampton City Council.</u>
Summary of Impact and Issues	<u>This impact assessment identifies a range of potential impacts, sensitivities and issues that are present in relation to the population of children and young people in the care of Southampton City Council who require placements in residential children’s homes. Most of the impacts identified relate to a particularly vulnerable group of children and young people, but the overall impact of the proposal is to achieve a net improvement in provision that will better meet their needs than current</u>

	<u>arrangements for securing provision that meets their needs.</u>
Potential Positive Impacts	<p><u>The overall positive impacts of this proposal include arrangements for securing residential provision that:</u></p> <ul style="list-style-type: none"> • <u>Achieves better placement stability for Southampton children and young people in care.</u> • <u>Ensures that more Southampton children and young people in care access residential placements that are nearer to home, and that keeps them closer to their friends and family networks.</u> • <u>Makes it more likely that Southampton children and young people in residential care placements are able to maintain their existing health and education provision.</u>
Responsible Service Manager	<u>Tim Davis</u> <u>Senior Commissioner, Integrated Commissioning Unit</u>
Date	<u>25 October 2019</u>

Approved by Senior Manager	<u>Donna Chapman</u>
Signature	
Date	

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	<p>This intervention will apply only to children and young people in the care of Southampton City Council, mainly in the 7-18 age range. Through entering into block commissioning arrangements with specific providers the Council will be better placed to secure access to provision that meets the care and development needs of these children safely, with better provision for placement stability</p>	<p>No mitigation necessary. The intervention is intended to be an improvement on current situation whereby arrangements for securing residential placements for Southampton children and young people in care are dependent upon less secure access to market provision than is proposed</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	and more locally than is currently the case.	through these arrangements.
Disability	Children and young people in care are more likely than their peers to have Special Educational Needs and/or disabilities. Through entering into block commissioning arrangements with specific providers the Council will be better placed to secure access to provision that meets the care and development needs of these children safely, with better provision for placement stability and more locally than is currently the case.	No mitigation necessary. The intervention is intended to be an improvement on current situation whereby arrangements for securing residential placements for Southampton children and young people in care are dependent upon less secure access to market provision than is proposed through these arrangements.
Gender Reassignment	No impact anticipated.	No mitigation necessary.
Marriage and Civil Partnership	No impact anticipated.	No mitigation necessary.
Pregnancy and Maternity	No impact anticipated.	No mitigation necessary.
Race	No impact anticipated.	No mitigation necessary.
Religion or Belief	No impact anticipated.	No mitigation necessary.
Sex / Gender identity	No impact anticipated.	No mitigation necessary.
Sexual Orientation	No impact anticipated.	No mitigation necessary.
Community Safety	Children and young people in care, and in residential care are more likely than their peers to be involved in the criminal justice system. They are also more likely to be targeted for criminal or sexual exploitation. Through entering into block commissioning arrangements with specific providers the Council will be better	No mitigation necessary. The intervention is intended to be an improvement on current situation whereby arrangements for securing residential placements for Southampton children and young people in care are dependent upon less secure access to market

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>placed to secure access to provision that meets the care and development needs of these children safely, with better provision for placement stability and more locally than is currently the case.</p>	<p>provision than is proposed through these arrangements.</p>
Poverty	<p>Children and young people in care are more likely than their peers to have come into care from an area of deprivation and a household of poverty. Through entering into block commissioning arrangements with specific providers the Council will be better placed to secure access to provision that meets the care and development needs of these children safely, with better provision for placement stability and more locally than is currently the case.</p>	<p>No mitigation necessary. The intervention is intended to be an improvement on current situation whereby arrangements for securing residential placements for Southampton children and young people in care are dependent upon less secure access to market provision than is proposed through these arrangements.</p>
Other Significant Impacts	<p>Children and young people in care are more likely than their peers to have suffered from, and / or be suffering from mental health problems, poor emotional wellbeing or historic trauma, domestic and/or sexual abuse that affects their relationships with others. Through entering into block commissioning arrangements with specific providers the Council will be better placed to secure access to provision that meets the care and development needs of these children safely, with better provision for placement stability and more locally than is currently the case.</p>	<p>No mitigation necessary. The intervention is intended to be an improvement on current situation whereby arrangements for securing residential placements for Southampton children and young people in care are dependent upon less secure access to market provision than is proposed through these arrangements.</p>

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Appendix 2: Data Protection Impact Assessment

What is a Data Protection Impact Assessment?

A Data Protection Impact Assessment (“DPIA”) is a process that assists organisations in identifying and minimising the privacy risks of new projects or policies. Projects of all sizes could impact on personal data.

The DPIA will help to ensure that potential problems are identified at an early stage, when addressing them will often be simpler and less costly.

Conducting a DPIA should benefit the Council by producing better policies and systems, and improving the relationship with individuals.

Why should I carry out a DPIA?

Carrying out an effective DPIA should benefit the people affected by a project and also the organisation carrying out the project.

Not only is it a legal requirement in some cases, it is often the most effective way to demonstrate to the Information Commissioner’s Officer how personal data processing complies with data protection legislation.

A project which has been subject to a DPIA should be less privacy intrusive and therefore less likely to affect individuals in a negative way.

A DPIA should improve transparency and make it easier for individuals to understand how and why their information is being used.

When should I carry out a DPIA?

The core principles of DPIA can be applied to any project that involves the use of personal data, or to any other activity that could have an impact on the privacy of individuals.

Answering the screening questions in Step 1 of this document should help you identify the need for a DPIA at an early stage of your project, which can then be built into your project management or other business process.

Who should carry out a DPIA?

Responsibility for conducting a DPIA should be placed at senior manager level. A DPIA has strategic significance and direct responsibility for the DPIA must, therefore, be assumed by a senior manager.

The senior manager should ensure effective management of the privacy impacts arising from the project, and avoid expensive re-work and retro-fitting of features by discovering issues early.

A senior manager can delegate responsibilities for conducting a DPIA to three alternatives:

- a) An appointment within the overall project team;
- b) Someone who is outside the project; or
- c) An external consultant.

Each of these alternatives has its own advantages and disadvantages, and careful consideration should be given on each project as to who would be best-placed for carrying out the DPIA.

How do I carry out a DPIA?

Working through each section of this document will guide you through the DPIA process.

The requirement for a DPIA will be identified by answering the questions in Step 1. If a requirement has been identified, you should complete all the remaining sections in order.

After Step 5, the Information Lawyer (Data Protection Officer) will review the DPIA within 14 days of receipt, and complete the rest of the assessment within 28 days. The DPO will identify any privacy risks, and proposed measures to address them.

These measures must then be agreed by the project lead, Information Asset Owner or Administrator, and, in some cases, the Senior Information Risk Owner.

Advice can be found at the beginning of each section, but if further information or assistance is required, please contact the Information Lawyer (Data Protection Officer) on 023 8083 2676 or at dataprotection@southampton.gov.uk.

Version	3.3	Approved by	Data Protection Officer
Date last amended	18th October 2019	Approval date	18th October 2019
Lead officer	Chris Thornton, Information Lawyer (Data Protection Officer)	Review date	16th September 2020
Contact	dataprotection@southampton.gov.uk	Effective date	18th October 2019

Project Details

Name of Project
Block Contract for Children’s Residential Services for Looked after Children
Brief Summary of Project
<p>Over the last year Southampton City Council has regularly had in excess of 30 children and young people in its care whose needs require residential care. Owing to the scarcity of appropriate, local placements, the majority of these children are in residential placement a long distance from the city. The proposal is to run a tender for a block contract with one or several providers on the Children’s Residential Care Framework for 3 – 6 beds in the Southampton area in order to achieve more competitive rates and better access to beds locally. Under a block contract, a provider is guaranteed a fixed payment for a number of beds whether they are used or not. Generally this is at a lower price than would be paid if the beds were purchased on a spot purchase basis. The block contract/s would be for a period of 3 years (with optional 2 year extension) to meet a full range of needs, including challenging behaviour, of Southampton looked after children. Key aims are:</p> <ul style="list-style-type: none"> ○ To keep children local, thereby increasing their chances of maintaining links with their local community, family and friends where this is in the child’s best interest; ○ To maximise potential in the longer term for repatriation with a child’s own family or step down to foster care by enabling local social care and health services to continue working with the child whilst in residential care; ○ To prevent the need for an out of city school placement as a result of lack of care provision to meet a child’s needs within the city ○ To reduce spend on out of city placements (education and care) and achieve reduced rates by putting in place a block contract arrangement
Estimated Completion Date
30/10/2019
Name of Project Lead
Donna Chapman

Details of Person Conducting DPIA

Name
Russell Turner
Position
Service Development Officer
Contact Email Address
Russell.turner@southampton.gov.uk

Step 1: Identify the need for a DPIA

Does your project involve... (tick all that apply)
<input type="checkbox"/> The collection of new information about individuals
<input type="checkbox"/> Compelling individuals to provide information about themselves
<input checked="" type="checkbox"/> The disclosure of information about individuals to organisations or people who have not previously had routine access to the information
<input type="checkbox"/> The use of existing information about individuals for a purpose it is not currently used for, or in a way it is not currently used
<input type="checkbox"/> Contacting individuals in ways which they may find intrusive
<input type="checkbox"/> Making changes to the way personal information is obtained, recorded, transmitted, deleted, or held
<input type="checkbox"/> The use of profiling, automated decision-making, or special category data ¹ to make significant decisions about people (e.g. their access to a service, opportunity, or benefit).
<input type="checkbox"/> The processing of special category data ¹ or criminal offence data on a large scale.
<input type="checkbox"/> Systematically monitoring a publicly accessible place on a large scale.
<input type="checkbox"/> The use of new technologies.
<input type="checkbox"/> Carrying out profiling on a large scale.
<input type="checkbox"/> Processing biometric or genetic data.
<input type="checkbox"/> Combining, comparing, or matching data from multiple sources.
<input type="checkbox"/> Processing personal data without providing a privacy notice directly to the individual.

¹ personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

- Processing personal data in a way which involves tracking individuals' online or offline location or behaviour.
- Processing children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them.
- Processing personal data which could result in a risk of physical harm in the event of a security breach.

If you answered “yes” to any of these, please proceed to Step 2.

If **none** of these apply, please tick the below box, and return the form to the Information Lawyer (Data Protection Officer) at dataprotection@southampton.gov.uk

None of the screening statements in Step 1 of this document apply to the project, and I have determined that it is not necessary to conduct a Data Protection Impact Assessment

Step 2: Describe the processing

The nature of the processing
How will you collect data?
Data is collected by Children and Families for Children Looked After children (CLA) cases.
How will you use the data?
Data is used in capacity of Corporate Parent and referrals to providers.
How will you store the data?
Data is stored on Paris and/or any successor client case management system
How will you delete the data?
Data is deleted as per Southampton City Council (SCC) retention schedules.
What is the source of the data?
Children in the Care of Southampton City Council (Children Looked After Children (CLA))
Will you be sharing data with anyone?
INFO: If yes, please provide details
Yes, with organisations providing accommodation and care services for LAC on behalf of SCC
If so, how will the data be transferred?
Data transferred by secure email.
If the data is being shared, with this be governed by an agreement (e.g. contract, data sharing agreement, data processing agreement)?
Contract

Describe the scope of the processing
What is the nature of the data?
INFO: Detail the type of personal data being processed. List any fields that will be processed (e.g. name, address, data of birth, NHS number, video images)
Personal data including: name, address, date of birth, NHS number, video images, education

Does it include special category or criminal offence data? Please provide details.

INFO: "Special category" data includes personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Yes: ethnic origin, possibly Special Educational Needs or Disability (SEND), faith

How much data will you be collecting and using?

Data relevant to Children Looked After and required by Children and Families

How often will the data be collected and used?

Daily

How long will you keep it?

75 years from date of birth as per EA9 entry in the Council's retention schedule

How many individuals are affected?

3-6 at any given time, but over the life of the contract, approximately up to 40-50

What geographical area does it cover?

UK

Describe the context of the processing

What is the nature of your relationship with the individuals?

INFO: Detail who the data subjects will be (e.g. residents, carers, pupils, staff, professionals)

Children in the Care of Southampton City Council (Children Looked After Children (CLA))

How much control will they have over their data?

Individuals will be able exercise rights available to them under the GDPR. SCC is the Corporate Parent.

Would they reasonably expect the Council to use their data in this way?

INFO: Please provide details to support your answer

Yes

Do they include children or other vulnerable groups?
INFO: If yes, please provide details
Yes: Children in the Care of Southampton City Council (Children Looked After (CLA))
Are you aware of any prior concerns over this type of processing or security flaws?
INFO: If yes, please provide details
No
Is the processing novel in any way?
INFO: If yes, please provide details
No
What is the current state of technology in this area?
Paris database and secure email
Are there any current issues of public concern that should be considered?
INFO: If yes, please provide details
No

Describe the purposes of the processing
What do you want to achieve?
Data collected about Children Looked After by Southampton City Council in role as corporate parent in sent to providers (accommodation and care support) as part of referral process.
What is the intended effect on individuals?
Provide care and support as corporate parent.
What are the benefits of the processing – for the Council, and more broadly?
INFO: Please confirm which of the Council’s key outcomes this will support, and how
Outcome:
<input type="checkbox"/> Southampton has strong and sustainable economic growth
<input checked="" type="checkbox"/> Children and young people get a good start in life
<input checked="" type="checkbox"/> People in Southampton live safe, healthy, independent lives

Southampton is an attractive modern city, where people are proud to live and work

How:

Children in the care of the Council are provided with accommodation and care in a safe environment that meets their needs as children and gives them their best chance of a healthy, safe and independent life once they become adults.

Step 3: Consultation process

Consider how to consult with relevant stakeholders

Describe when and how you will seek individuals' views – or justify why it's not appropriate to do so

Children and Families provide relevant advice and guidance to children in the Council's care, and there is understanding that it is not possible to arrange a suitable placement without sharing information about the needs and interest of the children and young people in care from Social Workers and placements team.

Who else do you need to involve, or have you already involved within the Council?

INFO: e.g. IT services, records management

It is not deemed necessary, due to the nature of the processing by the Council's Placements team.

Do you need to ask your processors to assist?

INFO: Processors are third parties who will process the personal data on our behalf

No - it is not deemed necessary, due to the nature of the processing by the placements team.

Do you plan to consult information security experts, or any other experts?

INFO: Please provide details to support your answer

No - it is not deemed necessary, due to the nature of the processing by the placements team.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures

What is your lawful basis for processing? Please choose one of the following...

INFO: There should generally only be one legal basis for processing.

The data subject has given consent

- The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- The processing is necessary for compliance with a legal obligation to which the Council is subject
- The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council
- The processing is necessary for the purposes of the legitimate interests pursued by the Council or by a third party

Does the processing actually achieve your purpose?
INFO: Please provide details to support your answer
Yes: providers require referral data to match children and young people who are looked After to appropriate accommodation and associated care.
Is there another way to achieve the same outcome?
INFO: Please details to support your answer
No: without data describing children and young people who are looked After needs, appropriate matching could not take place.
How will you prevent function creep?
INFO: Function creep is where data collected for one purpose is used for another purpose over time.
Providers are bound by strict legislative and contract terms.
How will you ensure data quality and data minimisation?
INFO: We should only use the minimum amount of personal data possible to achieve the purpose of the processing.
Children and Families use a standard referral form to ensure consistent sharing of the right information.
What information will you give individuals about the processing?
Children and young people who are looked after are kept informed as appropriate by their social worker who will talk to them about their care including information shared on their behalf.
How will you help to support their rights?
INFO: Data subject's rights include the right to access, rectify, erase, port, and restrict their data.
Children in care have access to an advocate if required through SCC commissioned contract with Daybreak. They are made aware of their rights to request information about their care records under Subject Access to Records requests, and that information about their care is kept by the Council after they have left care.
What measures do you take to ensure processors comply with the GDPR, and assist the Council in supporting individuals in exercising their rights?
INFO: E.g. will there be a contract in place with the processor that contains data protection obligations?
Contract in place.

How do you safeguard any international transfers of personal data?

INFO: If there are no international transfers involved, please state this

There are no international transfers involved

DECISION-MAKER:	COUNCIL		
SUBJECT:	EXECUTIVE BUSINESS REPORT		
DATE OF DECISION:	20 NOVEMBER 2019		
REPORT OF:	LEADER OF THE COUNCIL		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Scott Myers Policy Research Officer	Tel: 023 8083 4881
	E-mail:	Scott.Myers@southampton.gov.uk	
Director	Name:	Mike Harris Deputy Chief Executive	Tel: 023 8083 2882
	E-mail:	Mike.Harris@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
None	
BRIEF SUMMARY	
This report outlines the Executive business conducted since the last Executive Business Report to Full Council on 18 September 2019.	
RECOMMENDATIONS:	
	(i) That the report be noted.
REASONS FOR REPORT RECOMMENDATIONS	
1.	This report is presented in accordance with Part 4 of the Council's Constitution.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
	Not applicable.
DETAIL (Including consultation carried out)	
STRONG AND SUSTAINABLE ECONOMIC GROWTH	
2.	The UK Powerhouse report by Irwin Mitchell and the Centre for Economic & Business Research has highlighted Southampton as having the 8 th fastest growing economy in the UK, growing at a rate of 1.6% year-on-year. This made Southampton the fastest growing economy on the south coast.
3.	On 4 November 2019 Southampton City Council published its vision for the Mayflower Quarter. The 84 hectare area is one of the largest city centre regeneration opportunities in the UK, extending from Southampton train station to the waterfront, and will be a pivotal step in the city becoming a global destination.
4.	The city has seen a 21% increase in apprenticeship new starters across the city in 2019. This statistic is higher than the Hampshire and South East average, and Southampton is leading the way in the Solent in terms of new apprenticeships, which is positive for residents of Southampton moving into work.

5.	Southampton has been shortlisted by the Ministry of Housing, Communities and Local Government (MHCLG) and the Prime Minister's Office as one of the additional 50 towns and cities to be awarded funding from the Future High Streets Fund. Southampton's proposals will give priority to the area south of the Bargate. The proposals will now progress to the second phase of the programme and could receive up to £150,000 to support the development of plans for the area.
6.	Work commenced at Botley Road as part of a major upgrade project on the A3024 Bursledon Road on 14 October. Improvements to the junction will include upgrades to the traffic signals and the installation of signalised pedestrian crossings. New Toucan crossing and a separate cycling crossing will be provided, while the footway will also be widened to create a shared use footway/cycleway along the north side of Bursledon Road.
7.	Network Eagle Lab has won the Workplace Environment award at this year's prestigious South Coast Property Awards event, which took place at the Ageas Bowl.
CHILDREN AND YOUNG PEOPLE GET A GOOD START IN LIFE	
8.	Southampton City Council have once again taken part in the Make Your Mark Consultation run by the UK Youth Parliament and British Youth Council. Last year, 13,511 Southampton young people voted Ending Knife Crime as their top issue in Southampton – as a consequence the council has prioritised getting the voice of young people included on relevant forums and partnerships, whilst also helping to commission projects designed to reassure our young people. This year, we have received an increase to 14,012, ranking Southampton number one in the UK for turnout. This is testament to the council's belief and commitment to truly listening to the voice of young people. This year Southampton have voted Protecting the Environment as their top issue, with 49% of respondents identifying this within their votes.
10.	Southampton City Council has launched our Feed the Future scheme in ten schools to ensure that no child goes hungry and to promote healthy choices around nutrition. This pilot scheme will provide free fruit, vegetables and yoghurts to school children up to the age of 11 years. From September, pupils at Weston Park, Shirley Warren, Newlands, Mansbridge Primary, Redbridge and Swaythling Primary schools will all be receiving produce, and by the end of October, Thornhill, Valentine, Wordsworth and Hightown Primary Schools will join the scheme.
11.	<p>Southampton City Council recently celebrated the achievements, talents and aspirations of our care leavers during National Care Leavers' Week (28 October – 1 November). A series of free, fun and informative activities took place for care leavers, which included:</p> <ul style="list-style-type: none"> • A 'meet and greet' where care leavers can meet the Mayor of Southampton as well as senior managers in Southampton City Council's children's services • An event at the John Hansard Gallery for parents and others involved in the care and education of looked-after children, where they can learn more about the support available as they make the transition to independent adult life and to education

	<ul style="list-style-type: none"> • A careers fair exclusively for care leavers, giving them the opportunity to meet with local employers, colleges and universities and find out more about their options • An open morning for care leavers, where they can find out about university life and the support available to them as care leavers
12.	Cantell School hosted a day of mental wellbeing activities for more than 1200 pupils (aged 11-16) from five secondary schools on 10 October for World Mental Health Day. Solent NHS Trust's Child and Adolescent Mental Health Service (CAMHS) provided information and facilitated awareness raising sessions and workshops in the school's classrooms, sports hall and dance studio with community partners like National Society for the Prevention of Cruelty to Children (NSPCC), Princes Trust, Solent Mind, No Limits, Saints Foundation and Active Nation Southampton.
13.	Congratulations to Banister Primary School, who have received a Bronze Modeshift STARS award for its effort in promoting active travel on the school run. Modeshift STARS (Sustainable Travel Accreditation and Recognition Scheme) is a national scheme acknowledging schools that have excelled in encouraging families to walk, cycle and scoot to school. Currently 70% of children are now travelling actively to Banister Primary School, which achieved the accolade in under two terms.
14.	Southampton City Council, through its Cultural Services and Children and Young People are part of the newly funded <i>Connecting Culture</i> project. Led by the University of Southampton, <i>Connecting Culture</i> is a two-year project supported by the National Lottery through Arts Council England and involves a large consortium of arts organisations and child-focused services, to catalyse a new future in the culture. Overall the project aims are to provide an evidence base for Children and Young People's engagement in culture in Southampton, enable young people to produce a Young People's Manifesto & Map to be adopted by 'Child-Friendly Southampton' and create a sustained programme that reflects their needs. This ambitious pilot programme will serve as a new model of cross-sector working for Southampton, leading to a step-change in how the city engages with children and young people by directly drawing on their real-life experiences to shape future actions and activities.
15.	Southampton City Council celebrated the success of our newly qualified Social Workers and Support Workers at an event on 4 November. These newly qualified Social Workers completed their ASYE (Assessed & Supported Year in Employment) qualification and our Support Workers from our Children's Centres were also celebrated who had achieved City & Guilds NVQ qualifications.
	PEOPLE IN SOUTHAMPTON LIVE SAFE, HEALTHY, INDEPENDENT LIVES
17.	As well as celebrating their first birthday, CitizEn Energy has also kick started their campaign to plant 100 trees in Southampton by donating free trees to local schools and community groups.
18.	Thanks to the work of Southampton City Council's Trading Standards Service, an illegal tobacco operation at two shops in Southampton was conducted on 18 September. A total of 5520 cigarette sticks and 1.15kg of hand-rolling

	tobacco from two shops in Shirley Road was seized. All of the products were non-UK duty paid and the hand-rolling tobacco was counterfeit.
19.	Southampton City Council, Active Nation and the Saints Foundation have been encouraging schools, employers and residents to get physically active to celebrate National Fitness Day on 25 September. A number of fitness events were held across the city for children and adults of all ages and abilities, helping to raise highlight the role physical activity has helping us all lead healthier and active lifestyles.
20.	Southampton's new stop smoking service launched in selected Southampton pharmacies to coordinate with the start of Stoptober, the national campaign to encourage smokers to stop smoking. The service will provide free, confidential support for smokers to quit. As well as advice, several pharmacies across the city are now offering free nicotine replacement therapies (NRT) and friendly advice, with more pharmacies preparing to offer the service in the near future.
21.	A newly developed, free to access, Autism eLearning training has been launched to help develop understanding of the condition. The open access Autism eLearning training has been co-produced with Autism Hampshire, numerous people on the autistic spectrum across Hampshire and four local authorities (Southampton City Council, Hampshire County Council, Isle of Wight Council and Portsmouth City Council).
22.	The Integrated Commissioning Unit (ICU) has recently been successful in a bid for funding from the local NHS to develop new mental health support teams in schools and colleges. Southampton will be one of 57 areas in England which will take part in this new scheme, and aims to support 16,000 pupils in the city.
23.	As a result of the Institute of Cemetery and Crematorium Management Recycling of Metals Scheme, Southampton City Council's Bereavement Services have donated £8000 to the Red Lipstick Foundation, who help and support those affected by suicide by providing online support, groups, meetups and counselling.
24.	Following an investigation carried out by Southampton City Council's environmental health team supported by Legal Services, The Dolphin pub in Portswood has been successfully prosecuted for noise offences. The case returned to the Magistrates' Court on 7 November 2019 for sentencing, where The Dolphin was fined a total of £5,280.
	SOUTHAMPTON IS AN ATTRACTIVE AND MODERN CITY WHERE PEOPLE ARE PROUD TO LIVE AND WORK
25.	The Southampton Christmas Market and the UK's only Flying Santa have returned to Southampton on Above Bar pedestrian precinct and Bargate Street, from Thursday 14 November – Monday 23 December. The traditional market features unique, individually designed alpine chalets. There are over 40 independent stallholders offering a range of hand-made, authentic gifts. As well as the return of the market, Southampton's Christmas light switch on took place on 14 November, with live entertainment from local community groups, and roaming street performers from Mayflower and NST theatres.
26.	As well as the Christmas lights switch on, on Above Bar Street, the Bitterne lights will be switched on, on the 23 rd November and the Christmas lights on

	Shirley High Street will be switched on the 24 th November. Both of these Christmas lights have been funded by Southampton City Council.
27.	SeaCity Museum installed a trail for Black History Month in the Southampton Stories exhibition to showcase important stories from Southampton's African Caribbean communities.
28.	God's House Tower (GHT) has now fully opened to the public after a £3.1 million refurbishment project on 28 October. The venue is now an exciting and vibrant addition to Southampton's cultural offer, and has much to offer people of all ages and interests. Visitors will be able to travel back in time to the Tower's creation as a gun tower, to its dark days as a dismal gaol, housing Southampton's various criminals and hear the human 'Stories Behind the Stones' with each floor of the Tower taking you on a fascinating journey through the ages.
29.	Southampton Guildhall have been nominated in this years' Live UK Award for Best Venue Teamwork (Theatre/Concert Hall). The nomination was made by a customer to the venue.
30.	The Right Worshipful Mayor of Southampton, Councillor Peter Baillie, lead the ancient Beating the Bounds and Court Leet ceremonies on 1 October. Both ceremonies date back at least 800 years and take place in Southampton every year on the first Tuesday after Michaelmas. As part of the ceremony, the Mayor, Town Crier and Town Sergeant together with pupils from x school walked from the Civic Centre to the Bargate and then to the town walls at Western Esplanade where the Beating of the Bounds took place.
31.	Southampton City Art Gallery has become one of only two organisations nationally to win funding to become part of the National Gallery's 2019 Traineeship programme. Supported by the Art Fund with assistance of Vivmar Foundation, the programme provides the opportunity for an individual to undertake six-month curatorial skills training at the National Gallery in London, followed by a placement at a non-London partner museum to work on a project that sheds new light on the historic paintings within the partner venue's collection. Following a competitive recruitment process with over 450 applications and two rounds of interviews, Sotonian and Council employee Gemma Craig, one of the front of house team within Cultural Services, has successfully secured one of the two placements and began her traineeship at the National Gallery in September.
32.	Over 250 people attended the opening event of the Beyond the Brotherhood: The Pre-Raphaelite Legacy exhibition at Southampton City Art Gallery on 17 October, despite terrible weather on the day of the event. This major exhibition highlights the importance of the Pre-Raphaelite movement and its influence on contemporary art and culture, as seen in the fantastical imagery of Lord of the Rings and Game of Thrones.
33.	Southampton City Gallery has been invited to be the next Museum Partner at the London Art Fair which takes place from 22-26 January 2020. This prestigious international annual event showcases the best of modern and contemporary art for people to discover and buy, with around 23,000 visitors during the week. Following its 80 th anniversary in 2019, the exhibition <i>Gallery 80: From Generous Beginnings to Lasting Legacies</i> , will highlight Southampton City Art Gallery's outstanding collection of modern British and contemporary art, which are considered to be amongst the finest in the UK

	outside of London; earning 'Designated' status from Arts Council England in 1998.
34.	On 21 September, a new exhibition at Tudor House & Garden started displaying an array of finds uncovered by Southampton City Council's Archaeology Unit during recent excavation on Queensway in advance of the Bargate Quarter development. The archaeological dig has revealed over 2000 years of Southampton's history. The earliest find dates from the Iron Age, c200BC, followed by evidence of a settlement in the late Roman period. The exhibition is on display until 23 February 2020.
35.	Southampton City Council's Archaeology Team have discovered the foundations of what could be the first church ever built in Southampton at the site of St Mary's Church. As a result of the discovery, the University of Southampton's Department of Archaeology plan to carry out a geophysical survey in the churchyard to see if the rest of the building can be located.
36.	Balfour Beatty Living Places, Southampton City Council's Highways Partner have installed new street art on Guildhall Square in the heart of Southampton's Cultural Quarter. The street art project is the result of a collaboration between Southampton City Council's Highways and Cultural Services teams and the John Hansard Gallery. The art was created by pupils from Southampton schools that took part in a competition by John Hansard Gallery and Southampton City Council earlier this year.
37.	<p>Southampton has continued to offer a wide range of interesting, family friendly events to both residents and visitors. Many events were led, facilitated or supported by the council's events team and as well as the ones already referred to above, these have included:</p> <ul style="list-style-type: none"> • 21-22 September – Hampshire Food and Drink Emporium – A new event in Hoglands Park which featured some of the best street food, drinks and local artists. • 23 September - 6 October – Foodie Fortnight – the two week event that enabled people eat out for less in the city centre. • 27 September – Summertime Live Ibiza Classics - Event in Hoglands Park and featuring an orchestra playing classic anthems from Ibiza. • 28 September – Docklands – Event in Hoglands Park featuring drum and bass acts as well as dance music, with popular DJs Pete Tong, Patrick Topping and Andy C performed. • 28-29 September – Music in the City - Over 100 artists performed over the weekend, with venues packed out with music lovers enjoying this free event. • 12 October – Let's Ride Pop Up – traffic-free cycling for all ages, held at Riverside Park. • 24-26 October – Oktoberfest – the traditional German Oktoberfest celebration returned to Guildhall Square. • 30 October – Halloween trail at St. James' Park – for the second year in a row the Friends of St. James' Park hosted a Halloween trail. • 27 October – Raver Tots – the UK's biggest family rave and festival brand where kids and grownups can hit the dancefloor in Guildhall Square.

	<ul style="list-style-type: none"> • 2 November – Testlands Hub Fireworks – a fun family firework event held at Testlands Hub in Millbrook. • 3 November – Poppy Run Southampton – fundraising run to help Armed Forces veterans • 8 November – Fire Walk – Adrenaline fuelled hot coal walking event to raise money for Countess Mountbatten Hospice, held in Guildhall Square. • 16-17 November – God’s House Tower Calling – a weekend of fun to celebrate God’s House Tower being gifted back to the people of Southampton, with exhibitions, workshops, music, film and song and dance.
	A MODERN, SUSTAINABLE COUNCIL
38.	Since 1 October, all Southampton City Council commercial buildings were using 100% green electricity. This switch to renewable energy will remove nearly 7,000 tonnes of carbon dioxide (CO2) from the environment annually.
39.	Southampton City Council City Services department have been successful in securing a tender award with Go! Southampton to provide subsidised recycling collections to levy payers and drive growth for the Commercial Waste & Recycling service in the City Centre.
40.	Southampton City Council went live with its new Business World system on 1 October, integrating how Southampton City Council orders goods and services, invoice, collect money and how employees are paid and request holiday. Thanks go to all Officers involved in the implementation and roll out of this new system for their hard work and dedication to improving the city council’s services.
41.	Southampton City Council has received a Certificate of Achievement from the Chartered Institute of Procurement & Supply for Southampton City Council’s decision to adopt the Charter Against Modern Slavery.
42.	Southampton City Council’s Housing Services has achieved accreditation with the Domestic Abuse Housing Alliance (DAHA), which is a testament to the hard work of all staff in this area.
43.	Congratulations to Heather White, Service Manager – Bereavement on becoming President of the Institute of Cemetery and Crematorium Management 2019. Heather will represent both the ICCM and the council develop and promote best practices in cemeteries and crematoria, continuing as Service Manager whilst she carries out her presidential duties over the coming year.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
44.	None
<u>Property/Other</u>	
45.	None
LEGAL IMPLICATIONS	
Statutory power to undertake proposals in the report:	

46.	As defined in the report appropriate to each section
Other Legal Implications:	
47.	None
RISK MANAGEMENT IMPLICATIONS	
48.	None
POLICY FRAMEWORK IMPLICATIONS	
49.	None

KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	All
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	None

Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
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Data Protection Impact Assessment

Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	No
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Other Background Documents

Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None