

# The Council's Forward Plan

SOUTHAMPTON CITY COUNCIL

Forward Plan

Executive Decisions from 16 January 2018

The Forward Plan contains a forecast of Executive Decisions to be taken. Decisions in this plan may be taken by:

- **Council**
- **Cabinet**
- Leader of the Council – Councillor Letts
- Cabinet Member for Children's Social Care – Councillor Jordan
- Cabinet Member for Communities, Culture and Leisure – Councillor Kaur
- Cabinet Member for Education and Skills – Councillor Paffey
- Cabinet Member for Environment and Transport - Councillor Rayment
- Cabinet Member for Finance – Councillor Chaloner
- Cabinet Member for Health and Community Safety – Councillor Shields
- Cabinet Member for Housing and Adult Care – Councillor Payne
- Cabinet Member for Sustainable Living– Councillor Hammond
- **Officer Key Decisions**



This Plan constitutes 28 day notice as required by virtue of Regulations 5(2) and 9(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Items marked \* on the Plan may in whole or part be held in private for one or more of the reasons set out in Paragraph 10.4 of the Council's Access to Information Rules.

CATEGORY		CONDITION
1.	Information relating to any individual.	This means any individual person and relates back to the Data Protection Act 1998 (DPA).
2.	Information which is likely to reveal the identity of an individual.	This again relates back to DPA.
3.	Information relating to the financial or business affairs of any particular person (including the Authority holding that information).	Includes information relating to the Authority's own financial or business affairs. It does not include information which is 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 will be in the public domain in any event. The "financial affairs or business affairs" include past, present and contemplated activities.
4.	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority.	"Employee" means a person employed under a contract of service with the Council and would not therefore include a consultant or a temporary member of staff employed through an agency or a company. Information about such a person, however, may well be covered under the exemptions in paragraphs 1, 2 and 3 but it will depend on the individual matter.
		"Labour relations matter" means matters which may be the subject of a trade dispute within the meaning of Section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 or any dispute about such a trade dispute. This is therefore fairly narrow and does not appear to include normal staff negotiations which are not part of a dispute.

CATEGORY		CONDITION
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	
6.	Information which reveals that the Authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or (b) to make an order or direction under any enactment.	
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	
7(A)	Information which is subject to any obligation of confidentiality	
7(B)	Information which relates in any way to matters concerning national security	
7(C)	The deliberations of a Standards Committee or of a sub committee of the Standards Committee established under the provisions of Part 3 of the Local Government Act 2000 in reaching any finding on a matter referred under the provisions of Section 60(2) or (3), 64(2), 70(4) or (5) or 71(2) of that Act	

<b>Report</b>	<b>Decision Expected</b>	<b>Portfolio</b>
Community Chest Grants 2017/18	16 January 2018	Communities, Culture and Leisure Portfolio
Amendment to Toll Order	19 December 2017	Environment and Transport Portfolio
*Highways Asset Management Review	19 December 2017	Environment and Transport Portfolio
Changes to Existing Revenue and Capital Budgets	19 December 2017	Finance Portfolio
SCC First Policy	16 January 2018	Finance Portfolio
Procurement Strategy	16 January 2018	Finance Portfolio
Changes to Existing Revenue and Capital Budgets	16 January 2018	Finance Portfolio
Management of Unauthorised Encampments Policy	19 December 2017	Health and Community Safety Portfolio
Enforcement Policy	19 December 2017	Health and Community Safety Portfolio
* Local Authority Trading Company for some Council Services	16 January 2018	Sustainable Living
*Southampton Energy Services Company	16 January 2018	Sustainable Living
2018-19 Council Tax Reduction Scheme	15 January 2018	Officer Key Decision
COUNCIL TAX and NNDR BASE 2018-19	15 January 2018	Officer Key Decision

# **LEADER OF THE COUNCIL**

**NO ITEMS ON THIS OCCASION**

# **CHILDREN'S SOCIAL CARE PORTFOLIO**



**NO ITEMS ON THIS OCCASION**

# **COMMUNITIES, CULTURE AND LEISURE PORTFOLIO**

Title	Community Chest Grants 2017/18
Details	To consider the report of the Director of Quality and Integration seeking approval on round 2 awards for the Community Chest Grants 2017/18, following recommendations from the cross-party Community Chest Grant Advisory Panel.
Decision Maker	Cabinet Member for Communities, Culture and Leisure
Decision Expected	16 January 2018
Date Added to the Plan	1 December 2017
Main Consultees	Community Chest Grant Advisory Panel, Legal, Finance and Democratic Services
Consultation Method	Grant Advisory Panel meeting Circulation of draft report
Head of Service	Director Quality & Integration
Author	Joanne Hughes  joanne.hughes@southampton.gov.uk Tel: 023 8083 4067
Background Material Available	Community Chest Grants 2017/18
Public Comments may be sent to	grants@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	

# **EDUCATION AND SKILLS PORTFOLIO**

**NO ITEMS ON THIS OCCASION**

# **ENVIRONMENT AND TRANSPORT PORTFOLIO**

Title	Amendment to Toll Order
Details	Report of the Cabinet Member for Environment and Transport seeking a decision to propose an amendment to the Toll Order which would introduce a new vehicle class for an electric vehicle and set a charge for that class.
Decision Maker	Cabinet
Decision Expected	19 December 2017
Date Added to the Plan	1 November 2017
Main Consultees	Cabinet Members
Consultation Method	Normal Statutory Process for consultation on a Traffic Regulation Order to be carried out in January 2017 for 28 days
Head of Service	Service Director, Transactions & Universal Services
Author	Richard Alderson  richard.alderson@southampton.gov.uk
Background Material Available	Amendment to Toll Order
Public Comments may be sent to	TBC
Slippage/Variations/Reason for Withdrawal	
Updates	

Title	*Highways Asset Management Review
Details	To consider the report of the Cabinet Member for Environment and Transport outlining the recommended future approach to managing highways assets. NOTE: this report is confidential.
Decision Maker	Cabinet
Decision Expected	19 December 2017
Date Added to the Plan	1 November 2017
Main Consultees	Cabinet Member for Environment and Transport, Service Director - Digital and Business Operations, Service Director - Growth, Finance, Legal Services, Risk and Insurance and Capital Assets
Consultation Method	
Head of Service	Service Director, Digital & Business Operations
Author	Paul Paskins  paul.paskins@southampton.gov.uk Tel: 023 8083 4353
Background Material Available	Highways Asset Management Review
Public Comments may be sent to	Paul Paskins
Slippage/Variations/Reason for Withdrawal	
Updates	



# **FINANCE PORTFOLIO**

Title Changes to Existing Revenue and Capital Budgets

Details To consider the report of the Service Director Finance and Commercialisation and Cabinet Member for Finance (where relevant) detailing proposed changes to existing Revenue and Capital Budgets to incorporate changes to this and future years' budget.

This item is a standard item and will remain on the Forward Plan until required.

Decision Maker Cabinet

Decision Expected 19 December 2017

Date Added to the Plan 6 July 2016

Main Consultees

Consultation Method

Head of Service Service Director Intelligence, Insight & Communications

Author Sue Cuerden

sue.cuerden@southampton.gov.uk  
Tel: 023 8083

Background Material Available

Public Comments may be sent to

Slippage/Variations/Reason for Withdrawal

Updates

Title	SCC First Policy
Details	To consider the report of the Cabinet Member for Finance seeking endorsement of the SCC First policy.
Decision Maker	Cabinet
Decision Expected	16 January 2018
Date Added to the Plan	1 December 2017
Main Consultees	Cabinet Member for Finance Unions CMT SLT S&CB Initially affected service areas
Consultation Method	
Head of Service	Service Director, Digital & Business Operations
Author	Paul Paskins  paul.paskins@southampton.gov.uk Tel: 023 8083 4353
Background Material Available	SCC First Policy
Public Comments may be sent to	supplier.experience@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	

Title	Procurement Strategy
Details	To consider the report of the Cabinet Member for Finance seeking endorsement of a replacement Procurement Strategy.
Decision Maker	Cabinet
Decision Expected	16 January 2018
Date Added to the Plan	1 December 2017
Main Consultees	Cabinet Member for Finance CMT SLT S&CB Democratic, Legal and Finance Service departments
Consultation Method	
Head of Service	Service Director, Digital & Business Operations
Author	Paul Paskins  paul.paskins@southampton.gov.uk Tel: 023 8083 4353
Background Material Available	Procurement Strategy
Public Comments may be sent to	supplier.experience@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	

Title **Changes to Existing Revenue and Capital Budgets**

Details To consider the report of the Service Director Finance and Commercialisation and Cabinet Member for Finance (where relevant) detailing proposed changes to existing Revenue and Capital Budgets to incorporate changes to this and future years' budget.

This item is a standard item and will remain on the Forward Plan until required.

Decision Maker Cabinet

Decision Expected 16 January 2018

Date Added to the Plan 1 December 2017

Main Consultees

Consultation Method

Head of Service Service Director Intelligence, Insight & Communications

Author Sue Cuerden

sue.cuerden@southampton.gov.uk  
Tel: 023 8083

Background Material Available Changes to Existing Revenue and Capital Budgets

Public Comments may be sent to Sue.cuerden@southampton.gov.uk  
Tel: 023 8083 4153

Slippage/Variations/Reason for Withdrawal

Updates

# **HEALTH AND COMMUNITY SAFETY PORTFOLIO**

Title	Management of Unauthorised Encampments Policy
Details	Report of the Cabinet Member for Health and Community Safety seeking approval of the updated Management of Unauthorised Encampments Policy.
Decision Maker	Cabinet
Decision Expected	19 December 2017
Date Added to the Plan	1 November 2017
Main Consultees	Transactions and Universal Services Infrastructure, Planning & Development team Intelligence Insight and Communications team Legal Services Finance Services
Consultation Method	Engagement with lead officers, legal services and Cabinet Members via meetings and email.
Head of Service	Service Director, Transactions & Universal Services
Author	Rosie Zambra  rosie.zambra@southampton.gov.uk
Background Material Available	Management of Unauthorised Encampments Policy
Public Comments may be sent to	Intelligence, Insight and Communications Team Southampton City Council Civic Centre SO14 7LY strategy.unit@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	

Title	Enforcement Policy
Details	Report of the Cabinet Member for Health and Community Safety seeking approval of the updated Enforcement Policy.
Decision Maker	Cabinet
Decision Expected	19 December 2017
Date Added to the Plan	1 November 2017
Main Consultees	Transactions and Universal Services Infrastructure, Planning & Development team Intelligence Insight and Communications team Legal Services Finance Services
Consultation Method	Engagement with lead officers, legal services and Cabinet Members via meetings and email.
Head of Service	Service Director, Transactions & Universal Services
Author	Rosie Zambra  rosie.zambra@southampton.gov.uk
Background Material Available	Enforcement Policy
Public Comments may be sent to	Intelligence, Insight and Communications Team Southampton City Council Civic Centre SO14 7LY strategy.unit@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	



# **HOUSING AND ADULT CARE PORTFOLIO**

**NO ITEMS ON THIS OCCASION**

# **SUSTAINABLE LIVING PORTFOLIO**

Title	* Local Authority Trading Company for some Council Services
Details	Report of the Cabinet Member for Sustainable Living requesting permission to consult on the proposed LATCo and the next steps.
Decision Maker	Cabinet
Decision Expected	16 January 2018
Date Added to the Plan	1 December 2017
Main Consultees	LATCo Strategic Board, LATCo Programme Board, Relevant Management Teams, Support Services
Consultation Method	Questionnaire, Email address, webiste, meeting, staff briefings, social media, drop in events
Head of Service	Chief Operations Officer (Customer Experience)
Author	Richard Crouch Chief Operating Officer (Customer Experience) Richard.Crouch@southampton.gov.uk Tel: 023 8083 3360
Background Material Available	Local Authority Trading Company for some Council Services Local Authority Trading Company for some Council Services
Public Comments may be sent to	Rebecca Ayres
Slippage/Variations/Reason for Withdrawal	
Updates	

Title

\*Southampton Energy Services Company

Details

To consider the report of the Cabinet Member for Sustainable Living seeking approval to sign the contract with the preferred bidder, secured via the published open invitation to tender for an energy supplier, to enable delivery of the Southampton City Council energy supply brand.

Decision Maker

Cabinet

Decision Expected

16 January 2018

Date Added to the Plan

1 December 2017

Main Consultees

Consultation Method

Head of Service

Author

Jason Taylor

[jason.taylor@southampton.gov.uk](mailto:jason.taylor@southampton.gov.uk)

Background Material Available

Southampton Energy Services Company

Public Comments may be sent to

[Jason.taylor@southampton.gov.uk](mailto:Jason.taylor@southampton.gov.uk)

Slippage/Variations/Reason for Withdrawal

Updates

# **OFFICER DECISIONS**

Title	2018-19 Council Tax Reduction Scheme
Details	<p>Section 13A of the Local Government Finance Act 1992 (“the 1992 Act”) requires each billing authority in England to make a scheme specifying the reductions which are to apply to amounts of council tax payable by persons, or classes of person, whom the authority considers are in financial need (“a council tax reduction scheme”). The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (“the 2012 Regulations”) prescribe matters which must be included in such a scheme in addition to matters set out in paragraph 2 of Schedule 1A to the 1992 Act. Each year regulations amending the 2012 Regulations are made in November/December. The majority of the amendments are to ensure consistency with changes to social security legislation and will be included in our local scheme.</p> <p>The first Southampton Council Tax Reduction Scheme 2014 was agreed by the Council on 16 January 2013. Subsequently the Southampton Council Tax Reduction Scheme has been approved each year under delegated authority by the Chief Financial Officer, with the 2017 scheme approved on 20th January 2017. (Decision No. OD2016-17 18049)</p>
Decision Maker	Officer Decision Making
Decision Expected	15 January 2018
Date Added to the Plan	1 October 2017
Main Consultees	
Consultation Method	Items can only be place on the plan with the authorisation of the relevant Head of Service or Executive Director
Head of Service	Service Director, Finance & Commercialisation

Author

Steve Olney

[steve.olney@southampton.gov.uk](mailto:steve.olney@southampton.gov.uk)

Background Material Available 2018-19 Council Tax Reduction Scheme

Public Comments may be sent  
to

Slippage/Variations/Reason  
for Withdrawal

Updates



Title	COUNCIL TAX and NNDR BASE 2018-19
Details	<p>Council Tax legislation sets out a procedure to be followed to set the council tax each year. The stages are</p> <ol style="list-style-type: none"> <li>i. Calculate the tax base</li> <li>ii. Calculate the amount to be raised from the council tax</li> <li>iii. Divide the amount to be raised by the tax base to calculate the council tax rate for the year</li> </ol> <p>It is a legal requirement that the tax base is calculated and approved by 31 January each year.</p> <p>Each billing authority is required to estimate the level of surplus or deficit on the Council Tax and Business Rate elements of the Collection Fund at the end of each financial year in order that these amounts can be included in the calculation of the Council Tax for the coming financial year.</p> <p>These estimates must be made and notified to all precepting Authorities, by the 15 January each year (or the earliest working day before this date if it falls on a weekend). This has been completed and is included in this report for information</p> <p>For Business Rates the process requires completion of the NNDR1 form which must be 'signed-off' by the Council and returned to the DCLG by 31 January 2018.</p> <p>Council has delegated authority to the Chief Financial Officer following consultation with the Cabinet Member for Finance to approve the Collection Fund Surplus/ Deficit 2017/18, the Council Tax Base for the City of Southampton 2018/19, and the NNDR1 return.</p>
Decision Maker	Officer Decision Making
Decision Expected	15 January 2018
Date Added to the Plan	1 November 2017
Main Consultees	
Consultation Method	Items can only be place on the plan with the authorisation of the relevant Head of Service or

Executive Director

Head of Service

Service Director, Finance & Commercialisation

Author

Sue Cuerden

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Tel: 023 8083

Background Material Available

COUNCIL TAX and NNDR BASE 2018-19

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for Withdrawal

Updates

