

# CABINET

**Tuesday, 18th June 2013  
at 5.00 pm**

## **Council Chamber - Civic Centre**

This meeting is open to the public

### **Members**

Councillor Letts, Leader of the Council (Leader)  
Councillor Bogle, Cabinet Member for Children's  
Services  
Councillor Rayment, Cabinet Member for Change  
and Communities  
Councillor Tucker, Cabinet Member for Economic  
Development and Leisure  
Councillor Thorpe, Cabinet Member for  
Environment and Transport  
Councillor Shields, Cabinet Member for Health  
and Adult Social Care  
Councillor Payne, Cabinet Member for Housing  
and Sustainability  
Councillor Barnes-Andrews, Cabinet Member for  
Resources

(QUORUM – 3)

### **Contacts**

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## **BACKGROUND AND RELEVANT INFORMATION**

### **The Role of the Executive**

The Cabinet and individual Cabinet Members make executive decisions relating to services provided by the Council, except for those matters which are reserved for decision by the full Council and planning and licensing matters which are dealt with by specialist regulatory panels.

### **Executive Functions**

The specific functions for which the Cabinet and individual Cabinet Members are responsible are contained in Part 3 of the Council's Constitution. Copies of the Constitution are available on request or from the City Council website, [www.southampton.gov.uk](http://www.southampton.gov.uk)

### **The Forward Plan**

The Forward Plan is published on a monthly basis and provides details of all the key executive decisions to be made in the four month period following its publication. The Forward Plan is available on request or on the Southampton City Council website, [www.southampton.gov.uk](http://www.southampton.gov.uk)

### **Key Decisions**

A Key Decision is an Executive Decision that is likely to have a significant

- financial impact (£500,000 or more)
- impact on two or more wards
- impact on an identifiable community

Decisions to be discussed or taken that are key

### **Implementation of Decisions**

Any Executive Decision may be "called-in" as part of the Council's Overview and Scrutiny function for review and scrutiny. The relevant Overview and Scrutiny Panel may ask the Executive to reconsider a decision, but does not have the power to change the decision themselves.

### **Southampton City Council's Seven Priorities**

- More jobs for local people
- More local people who are well educated and skilled
- A better and safer place in which to live and invest
- Better protection for children and young people
- Support for the most vulnerable people and families
- Reducing health inequalities
- Reshaping the Council for the future

### **Procedure / Public Representations**

Reports for decision by the Cabinet (Part A of the agenda) or by individual Cabinet Members (Part B of the agenda). Interested members of the public may, with the consent of the Cabinet Chair or the individual Cabinet Member as appropriate, make representations thereon.

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

**Mobile Telephones** – Please turn off your mobile telephone whilst in the meeting.

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

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

### **Municipal Year Dates (Tuesdays)**

| <b>2013</b> | <b>2014</b> |
|-------------|-------------|
| 21 May      | 21 January  |
| 18 June     | 18 February |
| 16 July     | 18 March    |
| 20 August   | 15 April    |
| 15 October  |             |
| 19 November |             |
| 17 December |             |
|             |             |
|             |             |

## CONDUCT OF MEETING

### **TERMS OF REFERENCE**

The terms of reference of the Cabinet, and its Executive Members, are set out in Part 3 of the Council's Constitution.

### **RULES OF PROCEDURE**

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

### **DISCLOSURE OF INTERESTS**

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

### **DISCLOSABLE PERSONAL 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 for 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.

### **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 3.

## **Other Interests**

A Member must regard himself or herself as having a, '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.

## AGENDA

**Agendas and papers are now available via the Council's Website**

### **1 APOLOGIES**

To receive any apologies.

### **2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

## **EXECUTIVE BUSINESS**

### **3 STATEMENT FROM THE LEADER**

### **4 RECORD OF THE PREVIOUS DECISION MAKING**

Record of the decision making held on 21<sup>st</sup> May 2013, attached.

### **5 MATTERS REFERRED BY THE COUNCIL OR BY THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE FOR RECONSIDERATION (IF ANY)**

There are no items for consideration.

### **6 REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)**

To consider the Chair of the Health Overview and Scrutiny Panel, detailing the review of public and sustainable transport provision to Southampton General Hospital, attached.

### **7 EXECUTIVE APPOINTMENTS**

Report of the Head of Legal, HR and Democratic Services, detailing the Executive Appointments to all organisations and bodies which relate to Executive functions, attached.

## **ITEMS FOR DECISION BY CABINET**

### **8 COMMUNITY ASSET TRANSFER STRATEGY**

Report of the Cabinet Member for Change and Communities seeking approval of a Community Asset Transfer Strategy and associated "Tool Kit" for the Council, attached.

### **9 RESPONSE TO OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE WELFARE REFORMS INQUIRY**

Report of the Cabinet Member for Change and Communities seeking consideration of the findings of the Inquiry on the Welfare Reforms that was presented to Cabinet on 16 April 2013, attached.

### **10 CITY CENTRE ON STREET RESIDENT ONLY PERMITS**

Report of the Cabinet Member for Environment and Transport, subject to the outcome of the public consultation, seeking to amend existing policy to allow Resident Only permits to be issued in the City Centre On Street Pay and Display Zone, attached.

### **11 SOUTHAMPTON FAIRNESS COMMISSION**

Report of the Leader of the Council regarding the commitment to establish a Fairness Commission for Southampton, attached.

### **12 EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM**

To move 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 confidential appendix to the following Item

Confidential appendix contains information deemed to be exempt from general publication based on Category 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules. The appendix includes details of a proposed transaction which, if disclosed prior to entering a legal contract, could put the Council or other parties at a commercial disadvantage. It is considered that it is not in the public interest to disclose this information as to do so may impact on the integrity of the transaction and the Council's ability to agree commercially satisfactory terms in line with its statutory duties

### **13 \*COMMUNITY ALARM / TELECARE MONITORING PROVISION FOR NON SCC CUSTOMERS**

Report of the Cabinet Member for Housing and Sustainability seeking approval to undertake work for a third party in line with SCC financial procedure rules final May 2012 specifically identified in E18 and E19, attached.

## **ITEMS FOR DECISION BY CABINET MEMBER**

### **14 CONVERSION OF THE CITY'S THREE PFI SCHOOLS TO ACADEMY STATUS**

Report of the CYP Strategic Commissioning, Education and Inclusion Manager, outlining the potential risks to the Council that could arise as a result of the City's three PFI Schools (Cantell, Redbridge and Woodlands) converting to academy status, attached.

### **15 PRIMARY SCHOOL DEVELOPMENT - DECISION ON IMPLEMENTATION**

Report of the CYP Strategic Commissioning, Education and Inclusion Manager, seeking a final decision on whether or not to implement proposals to create all-through primary schools, attached.

### **16 EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM**

To move 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 confidential appendix to the following Item

Confidential appendix 1 contains information deemed 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 considered to be in the Public Interest to disclose this information.

### **17 \*LEASE RESTRUCTURE - 54 ABOVE BAR SOUTHAMPTON**

Report of the Cabinet Member for Resources, seeking agreement for a restructure of the lease of 54 Above bar Street, attached.

Monday, 10 June 2013

Head of Legal, HR and Democratic Services

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# Agenda Item 4

## SOUTHAMPTON CITY COUNCIL EXECUTIVE DECISION MAKING

### RECORD OF THE DECISION MAKING HELD ON 21 MAY 2013

#### Present:

|                           |   |
|---------------------------|---|
| Councillor Barnes-Andrews | Cabinet Member for Resources                        |
| Councillor Bogle          | Cabinet Member for Children's Services              |
| Councillor Letts          | Leader of the Council                               |
| Councillor Payne          | Cabinet Member for Housing and Sustainability       |
| Councillor Rayment        | Cabinet Member for Change and Communities           |
| Councillor Tucker         | Cabinet Member for Economic Development and Leisure |

Apologies: Councillor Shields and Thorpe

#### 1. EXECUTIVE APPOINTMENTS

Cabinet approved the following appointments:

Health and Wellbeing Board – Councillors Baillie, Bogle, Lewzey, McEwing and Shields.

Southampton Connect – Councillor Rayment (observer), replacing Councillor Stevens

Energy Partnership – Councillor Payne, replacing former Councillor Williams

Partnership for Urban South Hampshire – Councillor Letts, replacing former Councillor Williams

Hampshire Pension Fund – Councillor Barnes-Andrews, replacing Councillor Letts

Local Government Information Unit – Councillor Tucker, replacing former Councillor Williams

#### 2. REWARDS FOR RECYCLING

DECISION MADE: (CAB 13/14 10335)

On consideration of the report of the Cabinet Member for Environment and Transport, Cabinet agreed the following:

- i) To implement a reward scheme for houses in phase 1;
- ii) To implement a reward scheme for flats in phase 2; and
- iii) To delegate authority to the Director of Environment and Economy following consultation with the portfolio holder for Environment and Transport, to undertake any work necessary within approved budgets and subject to compliance with Contract and Financial Procedure Rules, to deliver the implementation of the reward scheme outlined in this report.

3. LORDSHILL PLAYING FIELDS DRAINAGE PROJECT

DECISION MADE: (CAB 13/14 10157)

On consideration of the report of the Cabinet Member for Economic Development and Leisure, Cabinet agreed the following:

- i) To add, in accordance with Financial Procedure Rules, a sum of £134,800 to the Housing & Leisure Capital Programme for drainage works at Lordshill playing fields.
- ii) To approve, in accordance with Financial Procedure Rules, capital expenditure of £134,800 in 2013/14 from the Housing & Leisure Capital Programme to carry out drainage works at Lordshill playing fields.
- iii) To transfer, in accordance with Financial Procedure Rules, a sum of £50,000 from the Academies – Capital Works project in the Children’s Services Capital Programme.
- iv) To note that a bid of £50,000 has been made to Sport England for additional funding for the project, and that this will be added to the project in accordance with Financial Procedure Rules, if the bid is successful.

4. ADDITIONAL FUNDING TO BE ADDED TO THE ENVIRONMENT AND TRANSPORT CAPITAL PROGRAMME

DECISION MADE: (CAB 13/14 10433)

On consideration of the report of the Cabinet Member for Environment and Transport, Cabinet agreed the following:

- i) Subject to the decision of Council to approve the recommendations set out above, to approve the procurement and delivery of the Bridges to Prosperity capital scheme; and
- ii) To delegate authority to the Interim Director of Environment and Economy to make decisions necessary to procure and deliver the Bridges to Prosperity scheme within the overall approved budget.

5. SMART TICKETING BACK OFFICE PROCUREMENT

DECISION MADE: (CAB 13/14 10125)

On consideration of the report of the Cabinet Member for Environment and Transport, Cabinet agreed to delegate authority to the Director of Environment and Economy to take action necessary to procure and enter into a contract for the delivery of a smart ticketing back office system.

6. CARLTON CRESCENT CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DECISION MADE: (Ref: CAB 13/14 10246)

On consideration of the report of the Cabinet Member for Environment and Transport, Cabinet agreed the following:

- i) To adopt the Conservation Area Appraisal and Management Plan in order that the policies contained within the Management Plan will guide future development proposals in the Conservation Area;
- ii) To approve the proposal to develop an Article 4 Direction for Canton Street to remove Permitted Development (PD) rights for works to the roofs and front elevations, and to authorise officers to prepare a draft Article 4 Direction and consult with residents; and
- iii) To approve the boundary of the Conservation Area remaining unchanged.

7. ADDITIONAL FUNDING FOR FLOOD RISK MANAGEMENT

DECISION MADE: (Ref: CAB 13/14 10406)

On consideration of the report of the Cabinet Member for Environment and Transport, Cabinet agreed the following:

- i) To accept the grant of £472,000 from Defra through the Flood Resilience Community Pathfinder Scheme;
- ii) To add, in accordance with Financial Procedure Rules, a sum of £472,000 to the Environment and Transport Capital Programme in order to deliver the Flood Risk Management scheme; and
- iii) To approve, in accordance with Financial Procedural Rules, capital expenditure of £472,000, phased £95,000 in 2013/14 and £377,000 In 2014/15 to deliver the flood risk management project in St. Denys.

8. ESTATE PARKING IMPROVEMENTS

DECISION MADE: (Ref: CAB 13/14 10473)

On consideration of the report of the Cabinet Member for Resources, Cabinet agreed the following:

- i) To approve, in accordance with Financial Procedure Rules, the transfer of £429,000 from the unapproved Future Decent Neighbourhoods scheme to a new Estate Parking Improvements scheme within the Well Maintained Communal Facilities section of the Housing Revenue Account (HRA) capital programme.
- ii) To approve, in accordance with Financial Procedure Rules, capital expenditure of £429,000 on the HRA Estate Parking Improvement scheme, phased £100,000 in 2013/14 and £329,000 in 2014/15, as detailed in Table 1.
- iii) To approve, in accordance with Financial Procedure Rules, the addition of an Estate Parking Improvement scheme to the Housing General Fund Capital Programme to be funded by £300,000 of Council resources and to note that a provision will be made in the HRA to provide additional contributions to this scheme, as detailed in the report.
- iv) To approve, in accordance with Financial Procedure Rules, capital expenditure of £300,000 on the Housing General Fund Estate Parking Improvements scheme, phased £100,000 in 2013/14, £100,000 in 2014/15 and £100,000 in 2015/16, as detailed in Table 2.

9. \*SOUTHAMPTON NEW ARTS COMPLEX SCHEME

DECISION MADE: (Ref: CAB 13/14 10458)

On consideration of the report of the Cabinet Member for Resources, Cabinet agreed the following modified decision:

- i) Agrees to recommendations of Council
- ii) Gives authority to the Director of Environment and Economy, after consultation with the Chief Financial Officer, to spend up to the overall new scheme value, and to enter into any documentation necessary to enable the Southampton New Arts Complex Scheme to proceed;
- iii) To establish a cross-party working group to oversee the progression of the Scheme.

10. \*DISPOSAL OF PART OF 164-176 ABOVE BAR STREET

DECISION MADE: (Ref: CAB 13/14 10457)

On consideration of the report of the Cabinet Member for Resources, Cabinet agreed the following:

- i) to approve the disposal of 164- 176 Above Bar Street to the recommended bidder on the basis set out in Bid B in Confidential Appendix 1 and to delegate authority to Head of Property, Procurement and Contract Management to negotiate final terms of disposal.
- ii) that the Head of Legal, HR & Democratic Services be authorised to enter into any necessary legal documentation to effect the disposal

# Agenda Item 6

|                               |   |  |                                  |
|-------------------------------|---|--|----------------------------------|
| <b>DECISION-MAKER:</b>        | CABINET   |  |                                  |
| <b>SUBJECT:</b>               | REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (IF ANY) - PUBLIC AND SUSTAINABLE TRANSPORT PROVISION TO SOUTHAMPTON GENERAL HOSPITAL – MINI REVIEW |  |                                  |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013  |  |                                  |
| <b>REPORT OF:</b>             | CHAIR OF HEALTH OVERVIEW AND SCRUTINY PANEL   |  |                                  |
| <b><u>CONTACT DETAILS</u></b> |   |  |                                  |
| <b>AUTHOR:</b>                | <b>Name:</b>  | <b>Dorota Goble</b>                    | <b>Tel:</b> <b>023 8083 3317</b> |
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## STATEMENT OF CONFIDENTIALITY

None

## BRIEF SUMMARY

From November 2012 to March 2013 the Health Overview and Scrutiny Panel (HOSP) undertook a mini review of public and sustainable transport provision to Southampton General Hospital. The Panel's final report was approved at the meeting of the Overview and Scrutiny Management Committee (OSMC) on 20<sup>th</sup> May 2013. The report, including 17 recommendations, is attached as Appendix 1. The Cabinet needs to formally respond to these recommendations within two months to meet the requirements in the Council's constitution.

## RECOMMENDATION:

- (i) Cabinet is recommended to receive the attached report on the Public and Sustainable Transport Provision to Southampton General Hospital Mini Review to enable the Cabinet to formulate its response to the recommendations contained within it, in order to comply with the requirements set out in the Council's Constitution.

## REASON FOR REPORT RECOMMENDATIONS

1. The overview and scrutiny procedure rules in part 4 of the Council's Constitution requires the Executive to consider all inquiry reports that have been endorsed by the Overview and Scrutiny Management Committee, and to submit a formal response to the recommendations contained within them within two months of their receipt.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. None.

## DETAIL (Including consultation carried out)

3. Following discussion by the HOSP in November 2012, the OSMC agreed the terms of reference for a mini review of public and sustainable transport provision to Southampton General Hospital on 13<sup>th</sup> December 2012.
4. The review was undertaken by the HOSP over four meetings, including one meeting dedicated solely to the issue, from November 2012 to March 2013.

5. These meetings aimed to engage partners and providers in the review and gain a better understanding of the impacts and issues around public and sustainable transport to the Southampton General Hospital.
6. The 17 recommendations in the final report are grouped under the following key headings:
  - Informing and listening to people
  - Improving physical infrastructure
  - Further research
  - Planning for the future
6. The final report of the HOSP review is attached as Appendix 1. The Executive needs to consider the review recommendations and to formally respond within two months of the date of receiving this report in order to meet the requirements set out in the Council's constitution.

**RESOURCE IMPLICATIONS**

**Capital/Revenue**

8. A number of the recommendations within the appended report could be progressed by re-focussing council officer and partner's time and existing work programmes. Some recommendations may require additional funding in order to progress.

**Property/Other**

10. None

**LEGAL IMPLICATIONS**

**Statutory power to undertake proposals in the report:**

11. The duty to undertake overview and scrutiny is set out in Part 1A section 9 of the Local Government Act 2000.

**Other Legal Implications:**

12. None

**POLICY FRAMEWORK IMPLICATIONS**

13. The proposals contained within the appended report are in accordance with the Council's Policy Framework.

**KEY DECISION?** No

|                                    |  |
|------------------------------------|--|
| <b>WARDS/COMMUNITIES AFFECTED:</b> | None directly as a result of this report |
|------------------------------------|--|

## SUPPORTING DOCUMENTATION

### Appendices

|    |  |
|----|--|
| 1. | HOSP Final Report – Public and Sustainable Transport Provision to Southampton General Hospital Mini Review |
|----|--|

### Documents In Members' Rooms

|    |      |
|----|------|
| 1. | None |
|----|------|

### Equality Impact Assessment

|  |    |
|--|----|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out. | No |
|--|----|

### Other Background Documents

#### Equality Impact Assessment and 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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## REPORT OF HEALTH OVERVIEW AND SCRUTINY PANEL

### PUBLIC AND SUSTAINABLE TRANSPORT PROVISION TO SOUTHAMPTON GENERAL HOSPITAL – MINI REVIEW

November 2012 – MARCH 2013



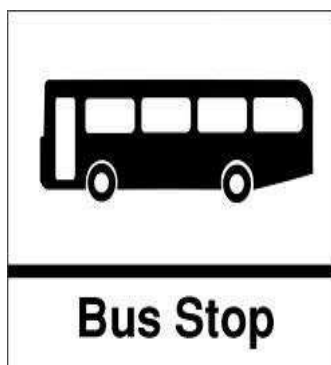
#### PANEL MEMBERS

Councillor Pope (Chair)  
Councillor Lewzey (Vice-Chair)  
Councillor Claisse  
Councillor Jeffery  
Councillor Parnell  
Councillor Tucker  
Councillor Keogh

#### IMPROVEMENT MANAGER

Caronwen Rees 023 8083 2524

[caronwen.rees@southampton.gov.uk](mailto:caronwen.rees@southampton.gov.uk)



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## Foreword by the Chair



I am delighted to present the report of this mini review. Why did I initiate it? I listened to concerns expressed by residents of Southampton. They complained about changes to bus services, seemingly without consultation or communication. It concerned me when patients said that access to GPs, the Adelaide Health Centre and Southampton General Hospital, had been made worse by changes they did not know about. I experienced the confusion caused by bus service changes. I met confused and elderly people waiting for buses that were either late, infrequent or both. An elderly couple were waiting for a bus that would never come – the bus company had changed the route. A gentleman was travelling to and from Totton and the hospital on a regular basis. The buses were frequently late, he said, and the electronic information was inaccurate – to the extent that it was pointless.

With cycling in vogue, both as an aid to health, and because of Britain’s Olympic and Tour de France success, we have to encourage our citizens to take it up. I support the recommendations of the All Party Parliamentary Cycling Group report “Get Britain Cycling”. As a cyclist myself, I listened to fellow cyclists complain about safety concerns on cycling in the City, including speeding and a lack of physical segregation. I saw the terrifying footage of near-death experiences on a recent BBC documentary. I read the local stories of deaths and injuries of cyclists in and around Southampton.

I heard national and local campaign groups express concerns on sustainable transport, such as the Southampton Cycling Campaign, 20’s Plenty For Us, and the Transition Towns campaign. I discussed the issues with fellow elected members of the Council including the Cabinet Member for Environment and Transport, Cllr Thorpe, who shared my concerns, especially in a time of Central Government cuts. He wrote to me as Chair of this Panel, and Panel members agreed that this review was timely and relevant.

If we have an NHS and social care services that cannot be accessed, especially by those who need them most, we have a big social justice problem. Other social justice issues arise out of the debates over climate change, peak oil and how sustainable transport can help address these twin perils. Southampton City Council has targets to increase travel by sustainable modes, in other words “getting people out of their cars”. This is easier said than done, but if we do not provide viable transport alternatives, particularly for accessing NHS and social care services, it will not be made any easier.

I commend this report, thank all participants in this review for their contributions, and urge all members of the Council, officers and all partners, to do their utmost to implement its recommendations in a timely manner.

Cllr Andrew Pope  
Chair of Health Overview and Scrutiny Panel

## 1. Introduction

- 1.1. Following concerns raised with the Health Overview and Scrutiny Panel by the Cabinet Member for Environment and Transport, other members, the Southampton Local Involvement Network (LINK) and the public, the Panel agreed to undertake a short review into public and sustainable transport provision to Southampton General Hospital.
- 1.2. Following discussions regarding the scope of the review, it was agreed that the aim of the review would be to try and discover how easy it is for our residents to get to their General Hospital using public and sustainable transport. Concern was expressed regarding limiting the scope to only the General Hospital, particularly as it had been reported that the public transport links to other sites were poor, for example the Adelaide Centre. However, given the limited resources available, it was felt that a more limited scope would enable a more thorough and effective review. It was recognised that further reviews could be carried out at a later date if required. The Chair suggested this may include, for example, a review into why there were large areas of Southampton which do not have GP practices in them, for example there are none in the Redbridge ward and large gaps in the Peartree area.
- 1.3. The review focused on the alternatives to car access and included buses, cycles and walking. Whilst the scope did not include car travel, it was accepted that a basic understanding of the current position and how this impacts on the use of public transport would be required.
- 1.4. The Objectives of the review were to:
  - Discover if there is suitable provision for residents to travel to/from hospital – be they staff, patients or visitors.
  - Discover what public or community transport is available, whether it is cost effective and at suitable times.
  - Discover which areas, if any, are affected by lack of public transport.
  - Consider any barriers to walking or cycling.
  - Consider any actions required to secure improvements.

The full terms of reference for the review, agreed by the Overview and Scrutiny Management Committee on 13 December 2012 are attached in Appendix 1.

- 1.5 The Panel feel that we have achieved these objectives. However, we believe that further research is necessary, and also urge that a review of progress against the approved recommendations occurs after six months and twelve months, with all powers and influence available to this Panel to gain action if those recommendations are not implemented in a timely manner.
- 1.6 As part of the review evidence was gathered from several partners and stakeholders including University Hospitals Southampton NHS Foundation Trust, Southampton Local Involvement Network (LINK), Carers Together from the

voluntary sector, bus service providers, staff and patient representatives and Council transport officers.

1.7 The Panel provided early feedback on the Council's 2013/14 budget consultation, via a letter to the Cabinet Member for Environment and Transport. They have since made several recommendations, many of which can be quickly implemented to improve services for public and sustainable transport users. The Panel look forward to hearing the response to these from the Council partners in due course.

## **2. Methodology**

- 2.1 The Review was undertaken over 4 formal bi monthly HOSP meetings from November to March 2013. The review was a short agenda item on 3 regular HOSP meetings and there was one exceptional evidence gathering session held in February and dedicated solely to the review. In addition, the Chair of the Panel also attended a number of meetings including with Southampton LINK and visiting staff responsible for transport at the General Hospital. All Members were also contacted via the Members Bulletin to seek input from Councillors on particular issues that had been raised with them.
- 2.2 These meetings aimed to engage partners and providers in the Review and obtain a better understanding of the impacts and issues around public and sustainable transport to the General Hospital.
- 2.3 The Panel heard from a range of stakeholders involved in planning, using and delivering transport to the General Hospital. Representatives of the following groups gave evidence to the Review:
  - Southampton LINK
  - Carers Together
  - Hospital Staff Representatives and Unions
  - UHS Managers
  - Bluestar and Uni Link
  - First Bus
  - Southampton City Council Transport staff

A list of those who provided evidence to the review is attached at Appendix 2.

### 3. Background

- 3.1. The importance of sustainable transport has increased in recent years particularly with the introduction of targets for carbon reduction and the increase in the costs of fuel, and the clear benefits to public health of walking and cycling. This comes amid concerns on sustainable transport expressed in civil society by local campaigning groups such as the Southampton Cycling Campaign, the Ramblers, the 20's Plenty For Us campaign for 20mph limits in urban areas, and Transition Towns campaign on imminent challenges of fossil fuel scarcity ('Peak Oil') and Climate Change.
- 3.2. The City Council, as a member of Transport for South Hampshire, has local targets to increase travel by sustainable modes, in other words "getting people out of their cars". The expected growth in employment and housing within Southampton without any expansion to the existing road infrastructure can only be accommodated using modes other than the private car. The use of sustainable travel also has health benefits as part of an active life style which is part of the 'My Journey' initiative the Council is working on. Now that Public Health is a Council responsibility, it even more pertinent for the Panel to support.
- 3.3. As part of its 2013-14 budget setting process, which was consulted upon across Southampton, the Council was required as a result of reduced funding to identify savings to the bus support budget of £600,000. Maps showing the current bus routes to the general hospital and where the subsidy has been withdrawn are attached at appendix 3 and 3a. This is being achieved by withdrawing support for all those bus services operating after 2000 hrs (1800 hrs Sundays and Bank Holidays) that are not commercial. There are also reductions to the daytime services that the Council supports. With regards to the General Hospital, support for all bus services after 2000 is being withdrawn but it is understood that bus operators will continue to operate the routes commercially. With regards to the daytime service S1 it was proposed to reduce the route to every 90 minutes off peak but it has now been possible to maintain the hourly frequency off peak.
- 3.4. The Hospital has up to a total of 7500 staff, a number of these work shifts or are on call. In addition there are University employees and students who regularly have needed to visit the SGH site. By the size and nature of the Hospital and its activities, the Trust is one of the major employers in Southampton, with staff demographics showing large local staffing levels, whilst also attracting a large proportion of staff from outside the city and from many locations around the whole of the UK.
- 3.5. In the region of 600,000 patients are seen at the hospital each year. The demographics of patients are local, nationwide and international due to the complex mix of acute, trauma centre and specialist healthcare services that UHS provides. Visiting times are generally the same for all wards.
- 3.6. In 2009 the trust had significant problems with parking on the site. They developed a Transport Strategy to resolve the issues. A consultation group was established to

take the changes forward and this included staff representatives. A summary of achievements since that time is available at appendix 4.

- 3.7. UHS also funds, manages and runs its own small fleet of mini-buses and vans, some of which provide dedicated cross-site working staff with easy accessible transport between hospital sites such as the Royal South Hants and Southampton General Hospital, which reduces single car on-site parking requirements and local traffic congestion and emissions.

## **The issues and recommendations**

### **4. Informing and listening to people**

- 4.1. Much of the evidence the Panel received highlighted concerns about the level of knowledge the public had about sustainable transport to the hospital and how this information was provided to the public. From the evidence heard, the Panel they felt that there is much that could be done to improve information provided to people and how they are engaged with. Many of the recommendations made in this section are quick wins yet have the potential to have huge impact on the perception of and awareness of public transport to and from the hospital.
- 4.2. Southampton LINK stated that transport was one of the issues most raised with them. At a recent event they hosted, transport and access to hospitals were heavily criticised, predominantly because of:
  - Perceived poor bus links
  - Constant route changes with poor communication with the public
  - Poor timetabling
  - Insufficient service to SGH
- 4.3 Attendees of the event emphasised significant improvements were needed if people were to rely on public transport to get them to hospital. Suggestions put forward by participants included hospitals supporting people to plan their journey beforehand and improving the availability of transport information.
- 4.4 Transport from the east of the City has also been raised with S-LINK as a concern, particularly during the consultation on the change of operating hours for the Bitterne Walk-in-centre. Their report contained the following statements:

*'... a large number of respondents expressed their view that health services such as the Minor Injuries Unit at the RSH, and A&E at Southampton General are difficult to access via public transport. Travelling there as an alternative to the walk-in centre can require two buses or an expensive taxi fare, and is particularly difficult for the elderly, or mothers with young children.'*

*'Bus transport was especially criticised as well as high taxi fares and distinct lack of suitable parking if private car access was possible.'*

They concluded:

*'Southampton LINK understands that this is a difficult issue and that the majority of public transport is operated on a purely commercial basis. Nevertheless, it is right that the concerns of the public on the East of the City are noted and that the NHS and City Council should co-operate to attempt to improve the situation especially in respect of health related transport needs.'*

- 4.5 The views of S-LINK were echoed by Carers Together who referred to a Patient User Group (PUG) which had existed until 2010. In 2003 and 2005, the PUG did two patient and visitor surveys, both reported that car parking and travel to the hospital needed improving. While acknowledging that action on parking had been taken, it was felt that wider issues on travel to and from the hospital had not improved. Issues highlighted included:
- A lack of accessible public transport and direct transport routes to the hospital sites;
  - The need for better communication and information that is available and understood by patients, carers and the general public; and
  - The need for easily understood journey planning.
- 4.6 Concerns were also raised that some bus drivers were more helpful than others in providing information and advice on routes. For example if the bus behind was quicker sometime drivers would share this information but others would not.
- 4.7 Confusion about bus routes was also raised by the UHS union and staff representatives. A particular issue, which was also raised by S-LINK, was that when the bus routes and numbers changed it was felt that there was no consultation, no information had been available at bus stops and the information about the old bus routes was still advertised.
- 4.8 All three bus companies expressed willingness to work and engage with the Council and others in relation to bus provision. When questioned about engagement with the public, Bluestar and Uni link told the Panel that in other parts of Hampshire bus companies were invited to attend local meetings with Councillors and the public and they were happy to attend such meetings. First Bus said they had set up customer panels in other areas but not yet in Southampton. The panels had representation from local Councillors, the public and local authority transport officers. However, when questioned, it was clear there had been limited engagement with Southampton councillors for some time.
- 4.9 The bus companies were clear that buses were run based on commercial decisions. First Bus stated that consultation prior to making changes on bus services involves consulting the transport department of the relevant local authority and consulting staff and union representatives. The public were not consulted on changes. The Panel found this unsatisfactory, but was advised that this was the way the privatisation of the buses was set up.



- 4.10 Whilst the Panel appreciated that bus companies were competitive commercial organisations, they felt there was more that should be done in Southampton to engage with passengers – both in terms of information sharing and gathering feedback on services and future proposals. Members were very keen to see a stakeholder panel for public transport established in the City at the earliest opportunity, and for this to include council representation.
- 4.11 The Panel heard from UHS that they were keen to work with partners regarding public transport. They recognised that it could be difficult to plan travel times to and from the hospital if travel involved using more than one bus, or more than one method of transport. They also recognised that waiting times and potential delays needed to be factored in order to make sure a patient arrives for an appointment on time. The Foundation Trust informed the Panel that they work with the bus companies who had talked to staff at the hospital about changes that were introduced last year.
- 4.12 The Panel heard from SCC officers that there was clearly a lack of information for passengers as buses do exist for some of the routes that concerns had been raised about for example from the ferry and train station. There were existing services such as ‘Travel Line’ that were available to provide information on journey planning but they were clearly not communicated well enough.
- 4.13 It was clear to the Panel from the evidence heard that the lack of clear and easy to access information available was creating a perception that the public transport options available were more limited than the reality.
- 4.14 The Panel made the following recommendations in relation to informing and listening to passengers.

### ***Recommendations***

- 1. Ensure that staff, visitors and patients are aware of the public and sustainable transport routes to and from the general hospital.***
  - a) UHS to review, improve and provide evidence of the information provided to staff, visitors and patients in relation to travel to the hospital – including in patient appointment letters and the website;***
  - b) SCC to develop leaflets to publicise sustainable transport options to the general hospital from various parts of the city for distribution at relevant places including the hospital, GP surgeries, libraries, community facilities and the information provided on the ‘My Journey’ website.***
- 2. To establish a representative passenger group for public transport in Southampton including service providers (buses and trains), transport users and councillors. The group should meet at least twice a year with scope for extra meetings if required and minutes available publicly.***

- 3. That UHS ensure there is early engagement with public transport providers, allowing time to consult with the passenger group mentioned in recommendation 2 where possible, over services changes that are likely to affect staff and patient travel – including the proposed extension of working hours at the hospital.**
- 4. Bus companies to ensure that bus drivers are encouraged to share information with passengers – for example that it is quicker to wait and get the next bus, as a matter of course, particularly for vulnerable and elderly passengers and for this to be included in mandatory training.**

## **5. Improving Physical Infrastructure**

- 5.1 The evidence provided to the Panel made it clear that improvements were needed to the infrastructure which supports public and sustainable transport to the hospital. Many of the concerns that were raised in relation to infrastructure could also be addressed by taking fairly simple, inexpensive action. There was also a clear correlation between with a lack of information for passengers and the evidence outlined in the previous section of this report.
- 5.2 The Panel heard from several sources, and some members, including the Chair who had experienced firsthand the difficulty of travelling to the general hospital by bus. The lack of a single embarkation/disembarkation point at the hospital with bus stops dispersed around the perimeter and a lack of signage makes it difficult to navigate the site. When leaving the hospital particularly it was felt to be difficult to find timing and schedules of the buses, the right bus stop and the right bus. In response to concerns First Bus acknowledged that bus stop locations were not always easy to find and they would consider how to improve the situation.
- 5.3 Carers Together raised concerns about the bus links to the hospital from other key public and sustainable transport hubs in Southampton such as the ferry terminal and the rail station. There was clearly a lack of awareness of the bus services available and no signage to them.
- 5.4 The Panel expressed concern about issues with the real time information system and heard that they were not always working or up to date. The real time information boards in the hospital were not advertised or signposted. In response to questions First Bus confirmed they were not linked up to ROMANSE system which supplies up to date bus information. It was anticipated that all bus services would link up to ROMANSE in early summer 2103.
- 5.5 Concerns were expressed by union and staff representatives regarding the safety risk for people travelling at night around the hospital. Lighting around the hospital was felt to be poor, particularly at bus stops. The Panel heard that the 2020 vision for the hospital included extending staff working hours until 8 pm in order to offer a longer service for outpatients. This would increase the number of people using the hospital at

night and potentially those using public transport to access the site (if it was to continue to be available).

- 5.6 The union Unison has provided a report to the Panel on Bus Service Provision for Staff at Southampton General and Princess Anne Hospitals based on a staff survey and general observations which had been prompted by concerns about potential withdrawal of services and this review. The issues found were similar to those heard by the panel and included concerns about a reduction in services, lateness and frequency of services, real-time information, the safety of bus shelters and a lack of information. A copy of the report is attached at Appendix 6.
- 5.7 The Panel were pleased to learn that the number of staff travelling to work by bike had increased as had the number of showers available to staff. However the safety of cyclists was raised as an issue, particularly as there were not many cycle path routes to the hospital. Examples were given of the same person being involved in multiple accident and others being fearful of the cycle route. Cycle theft was also an issue with on average one bike stolen a week. Council officers reported that cycling routes were to be reviewed with the intention of promoting cycling, particularly for the less confident cyclist. Most cycle routes were road based but work was taking place to improve this, particularly looking at a potential route through the cemetery. The Panel were in support of this is if it was considered appropriate given other cemetery users. If this is not deemed appropriate, the Panel would urge the Council and partners to consider alternative routes which are physically segregated from motor vehicles as much as possible.
- 5.8 The Trust confirmed they had been working to improve transport related issues around the hospital such as hospital parking, park and ride, encouraging cycling and provision of shower facilities.
- 5.9 The Panel made the following recommendations in relation to improving physical infrastructure:

### ***Recommendations***

- 5. SCC to work with bus companies, Network Rail and Red Funnel to improve signposting to bus services to the hospital from central station and Town Quay linking into the legible cities and legible bus networks.***
- 6. SCC and UHS to work together to improve signposting to bus stops and cycle routes in and around the hospital including consideration of a potential cycle route through the cemetery. If this is not deemed appropriate, the Panel would urge the Council and partners to consider alternative routes which are physically segregated from motor vehicles as much as possible.***
- 7. SCC to work with the UHS to improve bus stops information around the general hospital site to ensure time tables and real-time information are available both in the hospital and at bus stops.***

**8. SCC to prioritise improvements to street lighting on Tremona Rd and Dale Rd Junction around bus stops, to ensure that passengers feel safer**

**9. All bus companies to feed their live data into the SCC real time information systems.**

## **6. Further research**

6.1 One of the biggest challenges the Panel found when carrying out this mini review was the lack of data available regarding how patients and visitors travel to and from hospital. While the Trust, with support from SCC had carried out research regarding staff travel patterns there was no information about patient and visitor travel patterns.

6.2 Information available from the bus companies was limited as their systems do not enable detailed information and do not include journey purpose. Neither the Trust, commissioners nor council have carried out detailed research about patient and visitor travel to the hospital.

6.3 The Trust explained that patients at the hospital were routinely issued questionnaires regarding the treatment received but no questions were asked about transport. Questions about transport had not been considered a priority and they have focused on quality of care, dignity and responding to issues raised in the Independent Inquiry into Care Provided by Mid Staffordshire NHS Foundation Trust (Francis Report). However the Trust would like to work with others to better understand patient and visitor travel. The bus companies also expressed a willingness to support research and suggested that the university may be able to provide support to undertake a study.

6.4 As noted previously, it was agreed in the SCC budget for 2013/14 that some bus subsidies would be withdrawn. The Panel heard that the lack of patient and visitor travel information had made this decision more difficult. The Panel questioned what would happen to bus services as a result of the subsidy withdrawal. They were informed that bus companies would look at the commercial viability of the service and that it would not be possible to predict what they would do. The Panel felt this was somewhat unfair and unsatisfactory.

6.5 It was recognised that there was some overlap between commercial and subsidised services. Concern was expressed by the Panel because the impact of the subsidy withdrawal was unknown and therefore it would be difficult to give a reasoned analysis. The Panel were concerned that it is important to ensure that poorly served areas still have access to the general hospital. The Panel wrote to the Cabinet Member for Environment and Transport as part of the budget consultation process to express their concerns, and to request that the impact of the subsidy reductions and Equality Impact Assessment are reviewed in 6 months time when there is a clearer picture of

how the bus companies are going to respond. A copy of this letter is attached at appendix 5.

- 6.6 The other area that the Panel identified for further research was dedicated transport services for patients accessing hospital, including voluntary sector provided services. The Panel discussed the Patient Transport Services (PTS) and the level of awareness people had of the service they provide. From the evidence received it appeared that information was not readily available and often patients were not made aware of the service. It was acknowledged that when people were unwell it was more difficult to be proactive to find out about options available for transport. GP's often refer people for appointments at the hospital, but it was not clear whether information was always provided out regarding options for transport. The Panel also heard evidence that there were some concerns about the quality of the service provided. While the Trust is not responsible for the contract for the Patient Transport service, they accepted there are issues in accessing PTS in a timely manner.
- 6.7 Evidence was also provided regarding the high quality patient transport provisions in Eastleigh and that there were voluntary sector providers in Southampton for example Communicare. The Panel were keen to explore the issue further in the future.
- 6.8 On the basis of the evidence the Panel received, they made the following recommendations in relation to further research:

### **Recommendations**

- 10. SCC, UHSFT, Southampton University, Unison, S-LINK and Bus Companies to work together to explore options for undertaking a survey to establish how patients and visitors are currently travelling to and from the general hospital and the results are used to inform future service planning and improve reliability. The results should also be reported back to HOSP and fed into the key local health documents: the Joint Strategic Needs Assessment and the Health and Well-being Strategy, the latter of which, following the Panel's recent review, now is agreed to contain transport as a consideration.**
- 11. Regardless of decisions taken by bus companies in relation to continuing, or otherwise, to run evening and weekend buses to the General Hospital, the Panel would like SCC to review the effects of the bus subsidy reductions on access to the general hospital months after they come into effect. A report on the review should be provided to HOSP.**
- 12. At a meeting in the 2013-14 municipal year, HOSP to consider the Patient Transport Service and other dedicated modes of patient transport in more detail in order to improve understanding of how the services are managed, publicised to patients and concerns with the current service. Commissioners and providers, including the voluntary sector, of the service to be invited. If recommendations are necessary to improve the service, they will be made at that meeting**

## 7. Planning for the future

- 7.1 From the evidence provided, the Panel recognised that while there were many fairly simple improvements that could be made, there were also more intensive, longer term actions that could also be pursued to improve public and sustainable transport to the general hospital.
- 7.2 The Panel welcomed the progress that had been made on addressing the parking issues at the hospital in recent years and they commended the introduction of parking permits and zones by the Trust and reduced staff cars on site by around 200 per day. However, the exclusion zone for parking permits (i.e. staff that live within a minimum distance zone are not eligible for a parking permit except in certain circumstances) has been based on distance and does not appear to have considered the availability of public transport options. For example there may be areas just outside the exclusion zones which are on direct bus routes with frequent services. The Panel would be keen for the Trust to consider options for reviewing this to help further reduce cars on site and support local transport providers.
- 7.3 Additionally, as stated previously, the Panel heard that the dispersal of bus stops around the general hospital site can be confusing for staff, patients and visitors. Having toured the site the Panel are aware that there are difficulties at present in developing a single onsite hub for buses and only one bus service is currently able to access the site. However, with significant further development planned for the site in the future the Panel would be very keen to encourage an onsite bus hub. As well as making the use of buses to the hospital easier, there would also be benefits for patients, particularly those who are frail or have mobility problems, in terms of walking distances and safety. The Panel would also urge the planning decision makers, both officer and political, to support this recommendation.
- 7.4 The Panel heard evidence that for those travelling from further away to the hospital, particularly the east side of the City, bus travel was considered somewhat of a challenge. While there are services that are available to make the journey, the bus network was felt to be fragmented, with different operators and changes required. It was also experienced firsthand by panel members, that it can be difficult to arrive at the hospital from one location but need to travel somewhere else afterwards. Unless the two locations are served by a single bus operator the savings offered by return and day tickets are not available. The charges and tickets available, whilst not criticised for being overly expensive, were felt to be confusing for users. There was also no evidence that for those travelling to the hospital from train or ferry links any discount or joint ticket were available.
- 7.5 In order to further encourage the use of bus travel to the hospital, and indeed across the City in general, the Panel would be keen to see transport providers work together to consider what improvements could be made in relation to cross company bus tickets.

- 7.6 The Trust informed the Panel that they were currently updating their Travel Plan. The previous Travel Plan was adapted in 2008 and, as far as the Panel are aware, had not been updated or refreshed since this time. It is best practice for all larger organisations to have a Travel Plan. They would typically cover a 5 year period and be refreshed in years 1, 3 and 5. Officers from SCC have been working with UHS on the plan and were expecting a draft to be provided during April. The Panel hope that of the issues identified during the review will be addressed in the plan. Bluestar highlighted that Southampton University had a very good travel plan and engaged with people in various ways including using mass media. They have dedicated resources and a transport and estates department. The Panel would encourage the Trust to learn from the best practice at the University.
- 7.7 Finally the Panel will be seeking a formal response to the recommendations in this report from the Cabinet member and those organisations that actions have been attributed to.
- 7.8 The Panel have made the following recommendations relation to Planning for the future.

### **Recommendations**

- 13. UHS to be asked to consider reviewing the zones used in relation to parking permits to consider areas where there are regular direct bus routes which fall outside of the inner zone but provides attractive transport to the hospital within 30 minutes. This should help improve the viability of bus services and encourage sustainable transport use ("getting people out of their cars").**
- 14. Consideration is given to the development of a bus hub within the general hospital site and how SCC can work with the hospital to facilitate this.**
- 15. Encourage bus companies to work together to develop a cross company bus ticket for use within Southampton to enable easier travel from the City to the hospital. This should be priced competitively with existing operator day tickets – e.g. First day ticket rather than the Solent travelcard which covers a greater area and is therefore more expensive. Consideration also be given to how they can work better with train providers on this issue and the promotion of Plusbus add-on tickets.**
- 16. UHS to share their forthcoming travel plan with SCC Transport Officers by April 2013 and ensure that the plan details clear lines of accountability for actions and is refreshed yearly and fully updated every three years. The final plan should also be shared with HOSP. SCC officers to support UHS to complete the implementation of the travel plan. UHS should ensure they share and learn from best practice on travel planning including working with Southampton University.**
- 17. Chair of HOSP to write to all partners with recommendations, seeking a response on what they accept, what timings they can commit to, and detailing any additional resources they are willing to provide.**

## Summary of Recommendations

|    | Recommendation   | Lead Organisation     | Target date for completion        |
|----|--|-----------------------|-----------------------------------|
| 1. | <p><b><i>Ensure that staff, visitors and patients are aware of the public and sustainable transport routes to and from the general hospital.</i></b></p> <p>a) <b><i>UHS to review, improve and provide evidence of the information provided to staff, visitors and patients in relation to travel to the hospital – including in patient appointment letters and the website;</i></b></p> <p>b) <b><i>SCC to develop leaflets to publicise sustainable transport options to the general hospital from various parts of the city for distribution at relevant places including the hospital, GP surgeries, libraries, community facilities and the information provided on the ‘My Journey’ website.</i></b></p> | <p>UHS</p> <p>SCC</p> | <p>Sept 2013</p> <p>Sept 2013</p> |
| 2  | <p><b><i>To establish a representative passenger group for public transport in Southampton including service providers (buses and trains), transport users and councillors. The group should meet at least twice a year with scope for extra meetings if required and minutes available publicly.</i></b></p>  | SCC                   | July 2013                         |
| 3  | <p><b><i>That UHS ensure there is early engagement with public transport providers, allowing time to consult with the passenger group mentioned in recommendation 2 where possible, over services changes that are likely to affect staff and patient travel – including the proposed extension of working hours at the hospital.</i></b></p>  | UHS                   | June 2013                         |
| 4  | <p><b><i>Bus companies to ensure that bus drivers are encouraged to share information with passengers – for example that it is quicker to wait and get the next bus, as a matter of course, particularly for vulnerable and elderly passengers and for this to be included in mandatory training</i></b></p>   | Bus Companies         | Sept 2013                         |
| 5  | <p><b><i>SCC to work with bus companies, Network Rail and Red Funnel to improve signposting to bus services to the hospital from central station and Town Quay linking</i></b></p>   | SCC                   | Sept 2013                         |



|    |   |               |           |
|----|---|---------------|-----------|
|    | <i>into the legible cities and legible bus networks.</i>  |               |           |
| 6  | <i>SCC and UHS to work together to improve signposting to bus stops and cycle routes in and around the hospital including consideration of a potential cycle route through the cemetery. If this is not deemed appropriate, the Panel would urge the Council and partners to consider alternative routes which are physically segregated from motor vehicles as much as possible.</i>   | SCC/UHS       | Sept 2013 |
| 7  | <i>SCC to work with the UHS to improve bus stop information around the general hospital site to ensure time tables and real-time information are available both in the hospital and at bus stops.</i>   | SCC/UHS       | July 2013 |
| 8  | <i>SCC to prioritise improvements to street lighting on Tremona Rd and Dale Rd Junction around bus stops, to ensure that passengers feel safer.</i>   | SCC           | July 2013 |
| 9  | <i>All bus companies to feed their live data into the SCC real time information systems.</i>  | Bus Companies | Sept 2013 |
| 10 | <i>SCC, UHSFT, Southampton University, Unison, S-LINKS-LINK and Bus Companies to work together to explore options for undertaking a survey to establish how patients and visitors are currently travelling to and from the general hospital and the results are used to inform future service planning and improve reliability. The results should also be reported back to HOSP and fed into the key local health documents: the Joint Strategic Needs Assessment and the Health and Well-being Strategy, the latter of which, following the Panel's recent review, now is agreed to contain transport as a consideration.</i> | All           | Sept 2013 |
| 11 | <i>Regardless of decisions taken by bus companies in relation to continuing, or otherwise, to run evening and weekend buses to the General Hospital, the Panel would like SCC to review the effects of the bus subsidy reductions 6 on access to the general hospital months after they come into effect. A report on the review should be provided to HOSP.</i>  | SCC           | Dec 2013  |
| 12 | <i>At a meeting in the 2013-14 municipal year, HOSP to consider the Patient Transport Service and other dedicated modes of patient transport in more detail in order to improve understanding of how the services are managed, publicised to patients and concerns with the current service. Commissioners and providers,</i>   | HOSP          | Sept 2013 |

|    |   |               |           |
|----|---|---------------|-----------|
|    | <i>including the voluntary sector, of the service to be invited. If recommendations are necessary to improve the service, they will be made at that meeting</i>   |               |           |
| 13 | <i>UHS to be asked to consider reviewing the zones used in relation to parking permits to consider areas where there are regular direct bus routes which fall outside of the inner zone but provides attractive transport to the hospital within 30 minutes. This should help improve the viability of bus services and encourage sustainable transport use (“getting people out of their cars”).</i>   | UHS           | Oct 2013  |
| 14 | <i>Consideration is given to the development of a bus hub within the general hospital site and how SCC can work with the hospital to facilitate this.</i>   | SCC/UHS       | Dec 2013  |
| 15 | <i>Encourage bus companies to work together to develop a cross company bus ticket for use within Southampton to enable easier travel from the City to the hospital. This should be priced competitively with existing operator day tickets – e.g. First day ticket rather than the Solent travelcard which covers a greater area and is therefore more expensive. Consideration also be given to how they can work better with train providers on this issue and the promotion of Plusbus add-on tickets.</i> | Bus Companies | Dec 2013  |
| 16 | <i>UHS to share their forthcoming travel plan with SCC Transport Officers by April 2013 and ensure that the plan details clear lines of accountability for actions and is refreshed yearly and fully updated every three years. The final plan should also be shared with HOSP. SCC officers to support UHS to complete the implementation of the travel plan. UHS should ensure they share and learn from best practice on travel planning including working with Southampton University.</i>                | UHS           | July 2013 |
| 17 | <i>Chair of HOSP to write to all partners with recommendations, seeking a response on what they accept, what timings they can commit to, and detailing any additional resources they are willing to provide.</i>  | HOSP          | May 2013  |

### Health Overview and Scrutiny Panel - Mini Review

#### Terms of Reference

#### Public and Sustainable Transport Provision to Southampton General Hospital

##### Aim of the Review:

To try and discover how easy it is for our residents to get to their General Hospital using public transport. For those residents who do not drive, have had to give up driving or are simply too ill to drive, what alternatives are there? Is there suitable public and sustainable transport provision? What other means of transport are available?

##### Scope:

The review will consider access to Southampton General Hospital. If time allows, access to the Royal South Hants and Western Hospital/Adelaide Centre sites will also be considered.

For the purposes of the review public and sustainable transport will include, buses, trains, cycles and walking.

The scope does not include car travel, however it is accepted that a basic understanding of the current position and how this impacts on the use of public transport will be required. Car parking charges are not in scope.

##### Objectives:

1. Discover if there is suitable provision for residents to travel to/from hospital – be they staff, patients or visitors.
2. Discover what public or community transport is available, whether it is cost effective and at suitable times.
3. Discover out which areas, if any, are affected by lack of public transport.
4. Consider any barriers to walking or cycling.
5. Consider any actions required to secure improvements.

##### Methodology:

29/11 - Introduction, overview and agreement on the way forward.

13/12 - OSMC to agree review.

24/1 - Short item – review of background evidence and preparation for evidence gathering session.

28/2 - Evidence gathering session with officers, transport providers and health site managers.

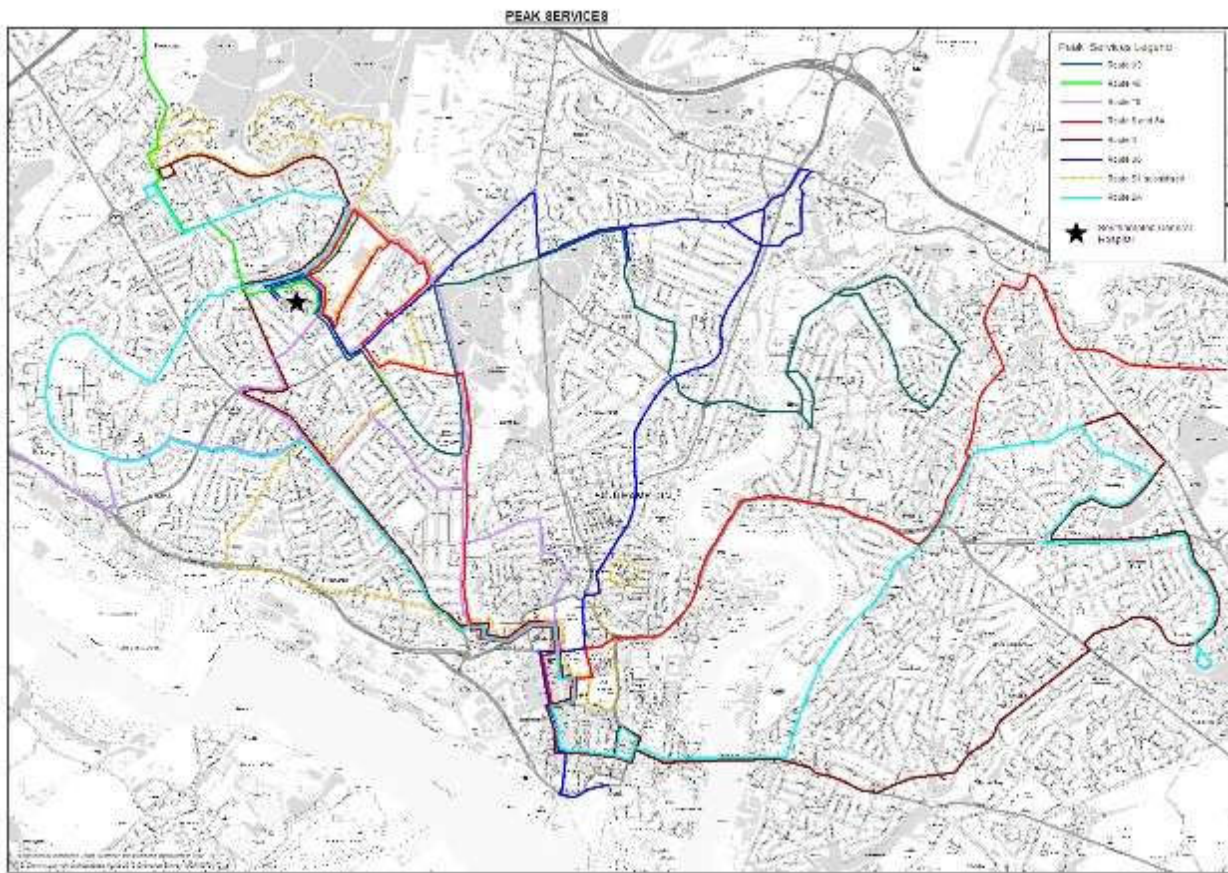
21/03 - Short item - agree report and recommendations.

## Appendix 2

The following people provided evidence to the Public and Sustainable Transport Provision to Southampton General Hospital Mini Review. This was either through attendance at one or more formal meetings of the Panel or during a meeting with the Panel Chair.

| <b>NAME</b>      | <b>REPRESENTING</b>   |
|------------------|---|
| Harry Dymond     | Chairman, Southampton Link  |
| Anne Meader      | Carers Together   |
| Michael Woodward | Joint Staff Side Chair/Unite UHS - On Behalf Of Unite And Unison  |
| James Smith      | Unison Trade Union  |
| David Smith      | Consultant Anaesthetist, Staff Representative, UHS                |
| Maria Johnston   | Radiographer, Staff Representative, UHS                           |
| Anita Beer       | Interim Deputy Director Of Commercial Development, UHS            |
| Sarah Jones      | Assistant Project Manager, UHS                                    |
| Ian Taylor       | Uni-Link Manager  |
| Paul Coyne       | Operations Manager Bluestar & Uni-Link                            |
| Dervla Mckay     | General Manager First South Coast                                 |
| Cllr Thorpe      | Cabinet Member For Environment And Transport SCC                  |
| Simon Bell       | Public Transport & Operations Manager, SCC                        |
| Dale Bostock     | Active Travel Officer, SCC  |
| Rui Marcelino    | Workplace Travel Plan Officer, SCC                                |
| Tracy Eldridge   | Member Of The Public  |
| Dawn Buck        | Head Of Stakeholder Relations And Engagement Southampton City CCG |

# Appendix 3





**2009 Transport Strategy achievements to end 2012:**

- a. Reduction of major queues to the hospital Patient & visitor car parks by removing nom' 200 staff cars from Patient car parks per day.
- b. Reduction of inherent overflow onto surrounding residential road systems and local vehicle service impact from those queues.
- c. Reduction of 400 staff car parking permits and therefore cars on site.
- d. Implementation of a new and equitable staff parking permit allocation criteria & enforcement.
- e. Investment in new data management system for better car park capacity management.
- f. Investment in vehicle recognition car parking technology & car parking permit management.
- g. Investment in new chip & pin payment systems to all the patient and visitor car parking pay on foot machines to facilitate easier and faster egress for patients from the site, whilst saving on cash handling costs for the Trust.
- h. Procuring and partnering with local organisations to provide staff with 2 x Trust subsidised Park & Ride services with parking for nom' 320 staff, removing those cars from the hospital site and also local Southampton road networks.
- i. Close working links with the University and their Uni-Link bus supplier to launch a faster 20minute interval bus service timetable for students, staff and public visiting the hospital, University and Southampton city area.
- j. Investment and partnership working with Portsmouth Hospitals to buy and construct a Fastpark modular car park deck build providing an additional 100 spaces on site and additional car parking CCTV & lighting coverage
- k. Introduction of a Trust Cycle to Work Scheme in May 2009 with 83 applicants in its first 6 months of the scheme and 338 applicants from May 09 to May 2012.
- l. Continued addition and review of cycle storage and hoops.
- m. Refurbishment of communal staff female & male shower, change and locker areas – ongoing.
- n. Continued free to staff inter-site daily mini-bus service between the RSH & SGH Southampton hospitals.
- o. Investment in improved staff and patient communications & publications via staff and public web-access, travel links and discount packages from public transport providers.
- p. Linking better with, and inviting all the major commercial public bus operators inviting them on site for regular “Bus Weeks” enabling direct engagement with staff about their travel to work planning options.
- q. Partnering closely with Southampton City Council and their sustainable work travel team and My Journey getting around Southampton promotional scheme.
- r. Working closely with the My Journey team to establish the Trusts first “Bike Week” held during National Bike Week on site promoting cycling and non car travel, whilst enabling the Trust to gather travel behaviour surveys from our staff.

- s. Installed a second Fastpark2 car parking deck on site 2012 to alleviate increase in staff cars on site who are eligible for a permit, as staff are travelling further to engage in their jobs.
- t. Review and then publish the Trusts Travel Plan in 2013 to encompass all the above completed projects and initiatives and develop the ongoing Active Travel Measures programme going forwards.
- u. Continued yearly ring-fenced investment no-car and the management of sustainable travel projects and solutions

The Trust's staff continue to have the ability to access their place of work, whilst also encouraging staff to take personal ownership of alternative methods of travel and imbue sustainability throughout the Trust.



**SOUTHAMPTON HEALTH OVERVIEW**

**AND SCRUTINY PANEL**

Southampton City Council

Civic Centre

Southampton SO14 7LY

Direct dial: 023 80832524

Email: [caronwen.rees@southampton.gov.uk](mailto:caronwen.rees@southampton.gov.uk)

Please ask for: Caronwen Rees



Fax: 023 8083 3232

Date: 05 February 2013

Dear Cllr Thorpe,

**DRAFT BUDGET 2013/14 – REDUCTION IN BUS SUBSIDIES**

As you are aware the Southampton HOSP is undertaking a short review into public and sustainable transport to the General Hospital. The review will not be completed until late March and the Panel will make recommendations to you, as the relevant Cabinet Member, at that time via the formal routes.

However, given the current consultation on the Council's 2013/14 budget and the relevance of proposal E&T 23, the Panel agreed it would be useful to provide you with some early thoughts that can be fed into the consultation process.

At this stage it is difficult to know how the removal of bus subsidies will actually impact on bus routes given that bus companies may decide to continue to run the services commercially or alter existing services to compensative for the removal of subsidised elements. Whilst the Panel agree that we would not want the Council to provide a subsidy where a commercial option is viable, it is important to ensure that poorly served areas still have access to the general hospital.

At the last meeting, and throughout this inquiry, I would like to express the frustration felt by myself and other Panel members, at how powerless the Council, and the bus users of Southampton, seem to be in the deregulated bus market. With cuts to Council funding from Central Government, the people of Southampton appear to be about to lose out even more, particularly where they are already suffering from ill health or from discrimination. This must make this Health Scrutiny Panel more determined to try to protect them.

I have asked for a copy of the Equality Impact Assessment for budget item E & T 23 to be provided so that we can consider it for the evidence meeting in February.

We are currently working with the University Hospitals Southampton NHS Foundation Trust to assess the impact of the changes on staff travelling to and from the hospital in the evenings and weekends. It is more difficult to assess the impact on patients and visitors, a fact which I know has also made it difficult for you and your officers to understand the subsidy reduction impact. It would be helpful to require more information to be provided by bus companies on the journeys undertaken as part of future contracts.

Finally we would request that the impact of the subsidy reductions and EIA are reviewed in 6 months time when there is a clearer picture of how the bus companies are going to respond. The attached maps show that there is potentially a shortage of evening and weekend buses particularly in the east of the City.

I acknowledge your previous offer of officer support for this work and would draw to your attention to the fact there may be a case for some additional resource in the future to support the Trust to improve public and sustainable access to the General Hospital. We wish to consider all options for support, including for example financial expenditure on subsidies in the long-term, feasibility studies for future work, or officer time on alternatives. However, I as Chair do not currently feel that it would be wise to effectively continue to subsidise fares if they were only to be extinguished in the near future. Such subsidies would seem to be a short-term waste of money, and would be better spent on longer-term alternatives. It is essential that this Panel provides strategic guidance for sustainable transport to the General Hospital - short-term subsidies are probably not justified in being called sustainable. However, it is early days, so the Panel will consider these and other such alternatives in its final report.

I would like to thank you on behalf of the Panel for listening to our early thoughts, and look forward to your continued co-operation.

Yours sincerely

Cllr Andrew Pope

Chair, Southampton Health Overview and Scrutiny Panel



**(Interim) UNISON REPORT TO**  
**SOUTHAMPTON CITY COUNCIL:**

**BUS SERVICE PROVISION FOR STAFF OF  
SOUTHAMPTON GENERAL / PRINCESS ANNE HOSPITALS**



**VERSION 1.2, 19<sup>th</sup> April 2013**



## **UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

### **BUS SERVICE PROVISION FOR STAFF OF SOUTHAMPTON GENERAL / PRINCESS ANNE HOSPITALS**

#### **CONTENTS**

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- **Scope of report**
- **Observations made by UNISON**
  - **General observations**
  - **UNISON survey of bus users**
  - **UNISON survey of bus users results**
  - **Summary of survey results**
  - **Main suggestions for improvements to bus services taken from survey**
- **UNISON's concerns about present and future bus services**

#### **ABOUT UNISON**

UNISON is the UK's largest public sector trade union and represents a wide cross section of society. Its members work on a broad range of activities in the public services and include NHS workers. UNISON is committed to contributing to the debate about the future of transport policy on behalf of its membership reliant on services at the Southampton General Hospital and Princes Anne Hospital. Transport is key to protecting and improving our environment and society.

#### **SCOPE OF REPORT**

The report is intended to reflect on the present usage of bus services to and from the hospital sites and on improvements suggested by the passengers. The report focuses exclusively on use of services by staff. The report contains other observations along with the responses received to date from a survey conducted by UNISON. Survey responses are still being received so this interim report may be updated in the future.



## **UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

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#### **OBSERVATIONS MADE BY UNISON: General Observations**

##### ***Lateness and infrequency of service***

During our conversations with staff, *First Bus* services have, in particular, been criticised heavily by service users for their lateness and infrequency. Bus users are complaining that buses often do not appear on time.

UNISON representatives have witnessed the *First Bus* Number 3 service being late on several occasions, with the bus being over 30 minutes late on one occasion.

Our survey responses list this as one of the most common complaints of respondents.

##### ***Electronic bus service update displays***

The lateness of buses is emphasised by the poor quality of the electronic bus service update displays, which only reflect the times stated in the set timetable. Buses that are running late disappear from the screen leaving the passenger frustrated that they have been waiting for a bus that was never going to arrive in the first place. UNISON representatives have experienced this on more than one occasion.

The system has limited value and serves as little more than an electronic display of timetabled services.

The system operated by *Bluestar/Uni-Link* in parts of the city provides real-time updates on bus arrivals. Passengers can be assured of the expected arrival time of their bus, reassured that it is coming and make judgements based on this accurate information. The accuracy of this system is of great value and a similar system should be adopted at bus shelters serving the hospital sites.

##### ***Bus shelters***

One of the most frequently used bus stops is situated close to the junction between Tremona Road and Coxford Road, travelling South. At busier periods, the seating available for waiting customers is insufficient to accommodate those waiting. A large group amasses around the bus stop without adequate shelter.

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Several bus stops along Tremona Road do not appear to have the same high level of customers waiting but these have not been observed on a regular basis.

There are two bus stops at the southern end of Coxford Road, one with a shelter and the other without. The present shelter has no timetables displayed at all and which is thoroughly unhelpful to passengers unfamiliar with the bus routes and times (pictured to left).

Behind this shelter is a building and hedge obscuring clear vision between the shelter and main hospital site (pictured below). The shelter faces residential properties which are set back from the road by a verge. Passengers waiting at this stop would appear to be more vulnerable at this shelter than at other shelters, as the possibility of them being seen should they fall or be attacked, is limited to them being sighted by residents of the properties facing the stop. The stop is of value and generally well positioned to serve the site. Frequent evening bus services would ensure that customers are not waiting too long at the stop at times of higher risk (after dark or when the area is quieter).



***Inadequate promotion of bus services***

It has been observed that there may not be enough promotion of bus services on the Southampton General hospital site.



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There do not appear to be any obvious route network maps displayed at the bus shelters and the hospital sites may benefit from a large city network route map being displayed in public areas both inside and outside the hospital. Some former bus users expressed to us that they might be encouraged to return to using the bus service if they saw improvement to the services that they previously used. It is possible that staff might be encouraged to use the bus service more if they knew more about where the routes served.

Encouragingly, a *Sustainable Travel Fair* was held on 16<sup>th</sup> and 17<sup>th</sup> April at the SGH, promoting a variety of sustainable travel options.

*Bluestar/Uni-Link* and *First Bus* now display banners directly outside the entrance of the hospital (pictured below).



### **OBSERVATIONS MADE BY UNISON: UNISON Survey of Bus Users**

UNISON has issued an online survey (using the *www.surveymonkey.net* software) to its members who have provided e-mail addresses. It has also issued approximately 1000 paper copies for circulation amongst staff, began 'clipboard' surveys at bus stops frequently used by staff and held three morning/lunchtime information stalls outside *The Spice of Life* Eaterie at the SGH to publicise the survey.

The Trust has assisted by circulating a link to our survey on the staff Intranet.

UNISON staff have handed out paper copies of surveys to staff arriving or departing from hospital bus stops. This activity has been undertaken predominantly around the two bus stops situated close to the junction between Tremona Road and Coxford



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Road (Northbound and Southbound) and the Tremona Road stop closest to these. This activity has taken place on the following dates:

Tuesday 19<sup>th</sup> March, 8:00-9am

Monday 25<sup>th</sup> March, 8:15-9am

Thursday 4<sup>th</sup> April, 7-9am

Monday 9<sup>th</sup> April, 7-9am

Monday 15<sup>th</sup> April, 7-9am

We are mindful that we have been unable to provide a physical presence to promote the survey during evenings and weekends to date, which may therefore result in an understatement of use of evening and weekend services.

Our survey was launched to examine staff usage of bus services and passenger concerns but we are aware that it is unlikely to be able to reflect the full staff usage of bus services, due to limitations with regards to our ability to get a response from every staff member or ideally the wider community. We are conscious that many more staff members use the bus services than we will be able to reach with the survey, so ticket sales analysis may also be beneficial.

It is not an easy task encouraging NHS workers to take time out of their busy and important clinical duties to undertake a survey so this is likely to affect the volume of responses. However, we do hope that the information returned will give a basic impression of staff opinions.

We nonetheless hope that the content is of value to you particularly in combination with your own analysis.

### ***UNISON SURVEY OF BUS USERS RESULTS***

The survey was launched at the end of March and the responses to date are as follows:





**UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

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**1. Which bus routes to you use to get to Southampton General Hospital?**

|                        | <b>Response<br/>Percent</b>                              | <b>Response<br/>Count</b> |
|------------------------|--|---------------------------|
| <b>2A (First Bus)</b>  | 26.2%  | 37                        |
| <b>3 (First Bus)</b>   | <b>58.2%</b>   | <b>82</b>                 |
| <b>8A (First Bus)</b>  | 25.5%  | 36                        |
| <b>10 (First Bus)</b>  | 21.3%  | 30                        |
| <b>46 (Stagecoach)</b> | 0.7%   | 1                         |
| <b>S1 (Velvet Bus)</b> | 6.4%   | 9                         |
| <b>UH6 (Bluestar)</b>  | 16.3%  | 23                        |
| <b>U9 (Bluestar)</b>   | 5.0%   | 7                         |
|                        | Other (please specify)<br><a href="#">Show Responses</a> | 11                        |
|                        | answered question  | 141                       |
|                        | skipped question   | 1                         |



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2. What is the earliest time that you need to arrive on site in time for your shift (to the nearest half an hour)?

|                               | Response Percent | Response Count             |
|-------------------------------|------------------|----------------------------|
| Before 5am                    | 0.7%             | 1                          |
| 5am                           | 0.0%             | 0                          |
| 5.30am                        | 0.7%             | 1                          |
| 6am                           | 1.4%             | 2                          |
| 6.30am                        | 3.5%             | 5                          |
| 7am                           | 18.4%            | 26                         |
| 7:30am                        | 25.5%            | 36                         |
| 8am                           | <b>28.4%</b>     | <b>40</b>                  |
| 8.30am                        | 11.3%            | 16                         |
| 9am                           | 4.3%             | 6                          |
| Later than 9am                | 5.7%             | 8                          |
| <b>answered question: 141</b> |                  | <b>Skipped question: 1</b> |



**UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

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**3. What is the latest time that you need to leave the site for home after your shift (to the nearest half an hour)?**

**Answered question: 141**

**Skipped question: 1**

|                   | <b>Response Percent</b> | <b>Response Count</b> |
|-------------------|-------------------------|-----------------------|
| <b>Before 6pm</b> | <b>31.2%</b>            | <b>44</b>             |
| <b>6pm</b>        | 17.0%                   | 24                    |
| <b>6.30pm</b>     | 4.3%                    | 6                     |
| <b>7.00pm</b>     | 5.0%                    | 7                     |
| <b>7.30pm</b>     | 3.5%                    | 5                     |
| <b>8pm</b>        | 9.9%                    | 14                    |
| <b>8.30pm</b>     | 14.2%                   | 20                    |
| <b>9pm</b>        | 2.1%                    | 3                     |
| <b>9.30pm</b>     | 4.3%                    | 6                     |
| <b>10pm</b>       | 3.5%                    | 5                     |
| <b>10.30pm</b>    | 2.1%                    | 3                     |



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**3. What is the latest time that you need to leave the site for home after your shift (to the nearest half an hour)?**

|                       |      |   |
|-----------------------|------|---|
| <b>11pm</b>           | 0.7% | 1 |
| <b>11.30pm</b>        | 0.0% | 0 |
| <b>Midnight</b>       | 0.0% | 0 |
| <b>After midnight</b> | 2.1% | 3 |



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4. On average which days of the week do you use this service (tick all that apply?)

|                   |  | Answered question:140 | Skipped question:<br>2 |
|-------------------|--|-----------------------|------------------------|
|                   |  | Response Percent      | Response Count         |
| Monday            |  | 94.3%                 | 132                    |
| Tuesday           |  | 91.4%                 | 128                    |
| Wednesday         |  | 92.9%                 | 130                    |
| Thursday          |  | 89.3%                 | 125                    |
| Friday            |  | 90.7%                 | 127                    |
| Saturday          |  | 35.7%                 | 50                     |
| Sunday            |  | 28.6%                 | 40                     |
| answered question |  | 140                   |                        |
|                   |  | skipped question      | 2                      |



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|  |
|--|
| <p><b>What improvements would you like to see to the bus service that you use? Examples could include routing, scheduling, safety, ticketing, fare cost or any other issue of your choosing (Open-Ended Response):</b></p> |
| <p><b><i>Responses grouped by common theme</i></b></p>   |
| <p>Being on time!</p>  |
| <p>Buses to run in time</p>  |
| <p>Buses arriving on time</p>  |
| <p>Want the buses to arrive on time.</p>   |
| <p>Bus not appearing on time in the cold.</p>  |
| <p>Buses not appearing on time in the cold.</p>  |
| <p>To guarantee that buses will actually turn up when stated especially buses during dark winter evenings</p>  |
| <p>Make the service run on time it is ALWAYS late!!!!</p>  |
| <p>Buses to actually arrive at scheduled times. Quite regularly, buses do not even turn up!</p>  |
| <p>Improved punctuality.</p>   |
| <p>They are rarely on time and often so delayed that I miss my train. It is a poor and expensive service.</p>  |
| <p>It would help if the bus turned up when the time table says. I have often been left standing around for a phantom bus. When you phone the company they just lie or don't care</p>                                       |
| <p>Accurate electronic digital displays boards - they frequently are inaccurate to what number bus is actually arriving next.</p>  |
| <p>That buses turn up as per the time table and that the electronic timings (if showing) are accurate and just disappear with no bus in sight.</p>   |
| <p>Many times on Saturday and Sunday , the buses are on display but not coming , this hapend not one time !!!</p>  |
| <p>Just sticking to the time table - and not taking 50 minutes for 10 minutes service!!!</p>   |
| <p>Bus number 3 is always late in and causing disruption to time I get to work. Bus services need to be improved and increased to General not cut.</p>   |
| <p>17a (now No.3) used to be on time but is frequently late.</p>   |
| <p>Arriving on time and not 2 or 3 arriving at the same time</p>   |
| <p>Scheduling improvements so not 3x Number 3's arrive at once!</p>  |
| <p>The 3 can get rather bunched up and the 7:30am one from Central Station is often up to 20 minutes late.</p>   |



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|   |
|---|
| <p>The number 3 bus is meant to come along every 10-15 minutes but frequently I have had to wait for over 30 minutes for the bus. This has meant I have either been late for work, or have missed my train home because of the number 3 bus being late.</p>   |
| <p>The number 3 First bus doesn't seem to stick to the timetabling, and I have had to wait for 15-20 mins on occasion.</p>  |
| <p>Scheduling to improve on no 3 bus -80% buses arrive late in morning and evening rush hours. 8A is a good route but uses only 30 minutes.</p>   |
| <p>It would be great to have a direct and frequent service between the train station and SGH, at least during peak times (7.30am-9am and 5pm-6.30pm). The number 3 is often busy and full of parents/school children travelling into Shirley so it would be good to have a quick and direct service straight to the hospital. Sometimes I finish work late between 6.30pm and 7.30pm. I then often have to wait half an hour or so for a bus which significantly adds to my travelling time when I am already late. There are various routes which call at the hospital but they all seem to arrive within 5 mins of each other and then there is half an hour with no services at all.</p> |
| <p>2a and 3 buses never regular. Often arrive in groups 40+ mins late. Service from Thornhill/Bitterne now changed. Concerns over cost, changes to services, and shelter</p>  |
| <p>I find the No. 3 Service which runs from Thornhill to Southampton General Hospital can be unreliable and does not always run to time.</p>  |
| <p>Scheduling especially in the morning Number 3 unreliable so will get a bus into Shirley and walk from there</p>  |
| <p>I already have to walk to Shirley as the bus that goes down my way has been reduced to hourly and this often does not turn up. This has already added an extra 15 minutes to my journey each way. The 2a and 3 often run too close together so you are left waiting if you miss one.</p>   |
| <p>More frequent through Shirley, on time and sufficient capacity at peak times</p>   |
| <p>i would like to see more frequent buses and i would also like them to arrive on time and not have so many buses cancelled.</p>   |
| <p>The only bus I can get where I live is the number 3, sometimes the 7:13 bus doesn't come or 2 number 3 buses arrive at 7:30, in order to start my shift on time I need to catch the 7:13 bus. More buses doing the number 3 route. The bus is always packed, maybe making sure the number 3 is always a double decker would be good. Lower bus fare, I pay for a monthly ticket and I know its discounted but its still quite high for the standard of service being provided. There is talks of our hours changing and working till 8, I have heard that the bus</p>  |



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|   |
|---|
| <p>service is changing and the last bus is at 8 so I am worried about being stranded at night at the hospital with no bus to get me home.</p>   |
| <p>may put on a single deck bus not a double , more than once per hour , i used to be home at 5.30pm now because of the changes and because it is always late i dont get home sometimes till 7pm</p>  |
| <p>A decent bus for a start we have a clapped out bus just about works more buses, our finishes in th out 5.30pm can't get home after this, only get 1 an hour not good enough, especially as we pay £58 month for bus pass, the no.10 bus is an insult to us as we work at The General. First city needs a good kick up the backside. We hope another service would take over.</p> |
| <p>Buses being on time and share prices</p>   |
| <p>More frequent service</p>  |
| <p>More frequent.</p>   |
| <p>More frequent buses. I have to wait 25mins between the Blue star 1 and the UH6. My baby is at the onsite nursery so this wait has not been fun in winter and with a baby!</p>  |
| <p>More frequent scheduling.</p>  |
| <p><b>MORE FREQUENT SERVICES FROM ALL AREAS OF SOUTHAMPTON.</b></p>   |
| <p>More buses on the number 10 route, instead of 1 per hour perhaps 2 per hour in rush hour. Why are there so many number 3 buses ?</p>   |
| <p>More frequent services in the evenings. e.g. Sunday services when there is one bus every hour</p>  |
| <ul style="list-style-type: none"> <li>- More frequent, especially on a late shift as every 30 mins and Sunday as well.</li> <li>- Early bus for Sunday as we start at 7:30am and no early bus.</li> </ul>  |
| <p>Sunday service frustrating- have to get 6:27am bus for 8am start. The U6 starts at 7 o'clock. Bus 10 runs only 1 per hour and service that I need stops at 5:24pm on Saturdays.</p>  |
| <p>I need to work weekends and bank holidays, the bus times on these days are not always beneficial for me as they do not always run at a time i can use. This good friday i had to get a taxi as the first bus was at 09:30, i needed to be at work at 08;45!</p>  |
| <p>I would like the bus company to recognise that the hospital is not a 9-5 employer, I would like them to recognise that the service to employees living in Totton is appalling - 1 bus per hour with the last bus running from the hospital at 5.25pm.</p>  |
| <p>I took the job here at the hospital as there was a half hourly service from Totton. There is no parking available here for staff like me so I have no other way of getting to work. Within a month the service was cut back to hourly which now</p>  |





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limits my work day to 8.30 to 4.20 whereas I used to work some days through to 5, 5 30 or 6 which I now can't do - the 5.30 bus from the hospital is so unreliable that I can only catch the 4.30 home which gives no flexibility to me when I have busy work periods and/or need to start /finish earlier/later for any reason.

Also, I buy a monthly ticket via the cash office at the hospital and when we board the bus we show the pass but we are never recognised or counted in any way so First Bus have no exact record of how many passengers use the service - there are 12 of us each day that presumably are not included in any of the First Bus passenger numbers so this is not a true reflection. There are rumours that the current hourly service will be reduced to just morning and evening services - this will not in any way encourage people to attend appointments by bus, visit family members etc and is no good either for hospital staff who choose to have a half day or have to get back to Totton for a Drs appointment etc.

The evening service of 3 bus currently leaves at 5 minutes past and 25 minutes to each hour. But as most shifts finish exactly on the hour ( in my case at 20.00 or 21.00 pm) I can hardly catch it at 5 minutes past and have to wait further half an hour for the next one, thus arriving home at 22.00 pm and having to get up at 6.00 am the next morning). It would be easier if it was running at quarter past each hour.

More regular buses in the evenings.

Hopefully, the routing and scheduling will stay at is.

A later service at night, so I don't have to walk home in the dark.

-to route more often especially late hours - route on time

scheduling later buses

more frequent service at night as often have to wait an hour for next bus when finishing late. reduction in fares/ incentive for using the bus instead of driving and parking (like they had for cycling into work).

a bus after 6pm. the s1 does not go the full route after 1720

more buses after 5.30 and up to 7.30

Bus 8A to run after 6pm from SGH

Early buses and late buses would be better, as taxis are used on a daily basis.

It would be good if there was a bus which left Woolston at the Link Road a little earlier than 7.20am. because I have been waiting at the bus stop since 7.00am for a bus to arrive to no avail, although First Bus advertise a service at 7.10am.

it has been suggested that the u6 service be reduced in the evening and stopped on a Sunday this would not be practical for me as i work late shifts and Sundays this would leave me to have to make a 5 mile journey on foot at all times of the year



**UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

**BUS SERVICE PROVISION FOR STAFF OF  
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|   |
|---|
| <p>at present the last S1 is at approx 6.15pm. When working til 8.00pm especially in winter would be nice if ran later for people on the Lordwood estate rather than having to walk from Lordshill way</p>  |
| <p>I want to see a service! At the moment, my bus runs once an hour from Totton. I work flexible hours (earliest start 8am, latest finish 6pm). There is no bus back to Totton after 6pm and a once an hour service means I have to leave home 90 minutes before I am due to start in the morning- (either 6.30am or 8.30am). This is a journey of less than 10 miles and because of the infrequency of the service, it makes coming to work a total nightmare, and increases my travel costs as my husband has to collect me at 6pm! Also the bus pass has gone up in price yet again, no doubt to subsidise free bus travel for pensioners, which I am not sure I agree with if it is at the expense of those who have to work to pay their travel costs!</p> |
| <p>Lower fares is always nice. More evening buses - between 18.30 and 20pm there never seems to be a bus - often a wait of up to an hour for the scheduled 18.30 bus. More buses or more reliable buses at core times for work - eg 06 - 09, and 20 - 22</p>  |
| <p>More frequent buses, or buses that run at shift times from Bitterne Park area!</p>   |
| <p>I have to catch 2 buses to get to SGH now. (From Lower Brownhill Road - Sainsburys - Sainsburys to SGH &amp; reverse). The fares have doubled since they took off the number 17 direct to SGH.</p>   |
| <p>The 8A is the only bus from Hedge end all the way to the hospital as a direct bue. If the frequency of the bus in the rush hour time that is from 7:30 to 9 am and 3:30 to 5 pm could be increased it would help. the 8 A also has a new route from Southampton city to the hospital, that goes around a lot of small roads and residential areas which increases time remarkably but does not increase connectivity to those areas as not a lot of people seem to get on or off the bus from these stops.</p>   |
| <p>There has been a lot of speculation that the S1 First Bus service will revert to a 90 min service. this is absolutely ridiculous. We had two buses an hour, dropped to one and now this! More clarity please!!!!!!</p>   |
| <p>One bus on a more direct route. 8a is too long winded so I get two buses. Continue reduced monthly bus pass. Heating on early morning buses.</p>   |
| <p>more frequent no 10 with less crazy detours to get to the hospital. it used to only take 20 mins and now it takes 45mins!</p>  |
| <p>SGH is almost the last stop and my home in Harefield is the first. I would love a more direct route that did not take so long.</p>   |
| <p>I would like the number 10 service to run more than once an hour. I would like</p>   |



**UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

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| cheaper fares for NHS staff.   |
| Earlier buses from Harefield to SGH. Shorter route; it currently takes me 1h 20-30mins to get home mid afternoon; dread to think how long it will take at 5pm!! Even the drivers comment on how long my journey is! They also change drivers when the bus arrives in the city centre which lengthens the journey.  |
| cheaper fares and more regular and on time   |
| Fare cost,availability of service  |
| Fare cost should be less. Atleast the return tickets must cost less.   |
| Bus times & prices.  |
| Cost of the fare to be reduced   |
| route and times  |
| Scheduling   |
| better scheduling  |
| Scheduling Routing Cost  |
| Scheduling, fare cost - £50 per month!!  |
| One bus that goes from hosp to Adanac Park instead of changing at Lordshill- which means catching two buses which is £1.95 per journey! Total: £7.80 per day.  |
| Shortening the unnecessary route via Winchester Road and Dale Valley Road where no one ever gets onto the no. 8A bus at least early in the morning. The bus could simply take Dale Road as before, saving around 5-10 mins journey for Hospital workers while those who live on Dale Valley Road could get on at the bus stop on Dale Road.                                      |
| Through-ticketing / passes that work on ALL Southampton area buses regardless of operator More cross-city routes that don't go via the city centre (ie similar to U9) and/or U9 running more often Fares frozen in line with public sector pay "Express" services that go across the city without serving every bus stop on the way, just one stop in each suburb / key location |
| I would be very grateful if they could put back the bus that used to go along Romsey Road and up Bakers Drove.   |
| Route too long- could be quicker to West End.  |
| Direct route through from Sholing (as opposed to having to change in City Centre). Perhaps 1/2 of the No.18 service from Thornhill could be re-routed from Millbrook to SGH (currently every 6-7 mins between Thornhill and Millbrook).  |
| I would like to be able to get a bus from midanbury which goes more or less straight to the General Hospital and not take nearly an hour, as the U9 does, i currently catch the U6H but have to drive to the bus stop, however this is a good  |



**UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

**BUS SERVICE PROVISION FOR STAFF OF  
SOUTHAMPTON GENERAL / PRINCESS ANNE HOSPITALS**

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| service.   |
| Shortage of buses from New Forest / Dibden.  |
| Heating and shelter overcrowding at bus stops.   |
| There is only 1 bus for me to get to and from work which is First bus #10.             |
| Currently have a car parking space but may have to return to coming in by bus shortly. |

**Summary of survey results:**

Over half of those surveyed used the *First Bus* No.3 service (formerly No.10).

A quarter of those surveyed used the *First Bus* No.2A or 8A service.

The core arrival times at the hospital are between 7-8am.

Over 38% of those surveyed require a bus service after 8:00pm.

The majority of staff surveyed use the service(s) on weekdays.

A third of staff surveyed use buses to get to work on Saturdays and slightly less on Sundays.

**Main suggestions for improvements to bus services (in order of frequency of reference) taken from survey:**

- **Punctuality** and particularly that of the *First Bus* No. 3 service which appears to have a very poor reputation for lateness.
- **Frequency** of services increased, particularly during evenings, rush hour, early mornings, weekends and Bank Holidays.
- **Scheduling** – the timing of the services to coincide with the needs of the passengers and the shift patterns of staff
- **Routing** – criticisms that some services are being delayed due to long routes or travel through areas without demand, when staff are trying to get to work
- **High fare cost**- at a time when public sector pay has been frozen for several years and particularly when multiple buses are required to make a journey



## **UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

### **BUS SERVICE PROVISION FOR STAFF OF SOUTHAMPTON GENERAL / PRINCESS ANNE HOSPITALS**

We would like to draw your attention to the following statements provided by those surveyed:

***'I would like the bus company to recognise that the hospital is not a 9-5 employer.'***

***'The evening service of 3 bus currently leaves at 5 minutes past and 25 minutes to each hour. But as most shifts finish exactly on the hour ( in my case at 20.00 or 21.00 pm) I can hardly catch it at 5 minutes past and have to wait further half an hour for the next one, thus arriving home at 22.00 pm and having to get up at 6.00 am the next morning). It would be easier if it was running at quarter past each hour.'***

***'More frequent service at night as often have to wait an hour for next bus when finishing late.'***

***'A bus after 6pm. The S1 does not go the full route after 1720.'***

***'I need to work weekends and bank holidays, the bus times on these days are not always beneficial for me as they do not always run at a time i can use. This good friday i had to get a taxi as the first bus was at 09:30, i needed to be at work at 08:45!'***

***'Sunday service frustrating- have to get 6:27am bus for 8am start. The U6 starts at 7 o'clock. Bus 10 runs only 1 per hour and service that I need stops at 5:24pm on Saturdays.'***

***'Early bus for Sunday as we start at 7:30am and no early bus.'***

If the bus operators invest time in identifying the common working shifts of staff at the site, they may realise that demand remains high for services at times of the day when demand for services in other parts of the city falls. There is still a demand for services during evenings, early mornings and weekends.

***'It would be great to have a direct and frequent service between the train station and SGH, at least during peak times (7.30am-9am and 5pm-6.30pm). The number 3 is often busy and full of parents/school children travelling into***



## **UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

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***Shirley so it would be good to have a quick and direct service straight to the hospital.'***

***'The 8A also has a new route from Southampton city to the hospital, that goes around a lot of small roads and residential areas which increases time remarkably but does not increase connectivity to those areas as not a lot of people seem to get on or off the bus from these stops.'***

***'The bus is always packed, maybe making sure the number 3 is always a double decker would be good.'***

These considerations to routing and to bus capacity could make a significant improvement to the journey of staff and patients and possibly encourage more to use the service. With passengers using other connecting bus services from across the city, reliant on the No.3 bus to make the final leg of their journey, this section of the journey appears to be worth investment.

***'Through-ticketing / passes that work on ALL Southampton area buses regardless of operator More cross-city routes that don't go via the city centre (ie similar to U9) and/or U9 running more often Fares frozen in line with public sector pay "Express" services that go across the city without serving every bus stop on the way, just one stop in each suburb / key location.'***

***'One bus that goes from hosp to Adanac Park instead of changing at Lordshill- which means catching two buses which is £1.95 per journey! Total: £7.80 per day.'***

The above comment suggests that simpler ticketing arrangements would benefit passengers along with more direct services across the city. A maximum price for the journey fare and combined bus company tickets could resolve this.

***'First city needs a good kick up the backside. We hope another service would take over.'***

The above comment is reflective of comments expressed and articulated in a manner of ways whilst staff completed their surveys. We found that passengers were often vocally critical of *First Bus*. This suggests that their reputation is poor amongst



## **UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

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hospital staff that use the service. *Bluestar/Uni-link* customers appeared to be less critical of their service and in some instances positive about their service.

We encountered fewer passengers using *Velvet Bus* or *Stagecoach* services so gained no overall impression of their general feelings towards their service.

We came across staff who had given up using their buses due to confusion over route changes, fare increases and reductions in services. If *First Bus* stops running evening services to the hospital, arguably their reputation as an operator may struggle to recover amongst staff.

One disabled hospital volunteer (not included in the survey results as he was not staff) reported that he had great difficulty getting on and off *First Bus* vehicles in his wheelchair but that the *Bluestar/Uni-link* vehicles were better adapted to his needs.



## **UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

### **BUS SERVICE PROVISION FOR STAFF OF SOUTHAMPTON GENERAL / PRINCESS ANNE HOSPITALS**

#### **UNISON'S CONCERNS ABOUT PRESENT AND FUTURE BUS SERVICES:**

***Primary concern: reductions in bus services (particularly early morning, evenings and weekends)***

Southampton General Hospital and Princess Anne Hospital operate around the clock services and many of these are seven days a week. We understand that there are between 7,500-10,000 staff contracted to work at either Southampton General Hospital or the Princess Anne Hospital.

As a result, shift patterns include early morning starts, late evening finishes, weekend and Bank Holiday working. The number of staff undertaking these shifts is likely to increase as there are increasing calls to encourage the NHS to operate services during evenings and weekends. In the future, the appointments of some of the 100's of thousands of patients who visit the site each year may as a result, start to take place during the expanded opening hours.

UNISON representatives understand that the University Hospital Southampton NHS Foundation Trust, responsible for managing the hospital has a tendency now to operate around fewer and longer working shifts rather than frequent short shifts. This requires staff to start work earlier and finish work later. We understand that this may be partly due to concerns over transport for staff. These points may need to be clarified by the Trust.

Our survey is suggesting that staff are already struggling to get to and from work due to infrequent services before 6am, after 6pm, and weekends and particularly on Sundays or Bank Holidays.

A bus service which is not fit for purpose could impact on the operations of the hospital. If staff reliant on the bus service are required to work shifts during periods that bus services are reduced or stopped, this may prevent them from fulfilling their contractual requirements. As a result the hospital may lose staff or become unattractive to potential recruits.

The parking facilities on site are already under high demand and UNISON representatives understand that the hospital management is likely to want to encourage staff to use alternative methods of transport to their car.





## **UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

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If buses are not provided for return journeys after 8pm, there is a potential risk that staff will decide against using bus services, resulting in a reduction of overall custom. A return ticket bought in the daytime is of no use to anyone if there is no bus available for the return journey in the evening. The reputation of bus services provided by *First Bus* appears already to be poor amongst staff surveyed. This is despite a subsidy being received by *First Bus* from Southampton City Council. Staff have effectively been paying twice towards this service; firstly in bus fares and secondly in Council Tax, which has gone towards subsidising services.

Local Government funding has been cut by central government. This has forced Local Authorities such as Southampton City Council to take difficult decisions on what they spend these reduced funds on.

The main rate of Corporation Tax in the UK has fallen and will continue to fall (26% in 2011, 24% in 2012, 23% in 2013 and 21% in 2014). Providing the bus companies serving the hospital are paying this tax, the UK central government will receive less revenue from these companies and these companies will be able to retain more of their profits. We believe that the reduction in Corporation Tax will go some way to offsetting the loss of state subsidy via Southampton City Council.

A move to cut vital bus services provided by any bus company, following the removal of the subsidy from Southampton City Council, would be a deeply unpopular and could cause lasting damage to their reputation in the city of Southampton.

Municipal bus services used to be operated on the principle of cross-subsidisation. Profitable busy or peak time routes used to pay for unprofitable quieter or off-peak routes. Buses were also operated as valued public services not profit-seeking ventures. These principles appear to be lost on some bus companies. The impact on Southampton's economy, environment and traffic congestion in the city could be significant if the city bus service deteriorates.

#### ***Other concerns:***

It is concerning that bus companies do not previously appear to have communicated with passengers in a manner which would have identified and possibly addressed



## **UNISON REPORT TO SOUTHAMPTON CITY COUNCIL:**

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their concerns. A 'Passenger Forum' similar to that recently set up in Gosport and Fareham might improve this, if actively supported by customers.

Consideration of the common shift patterns of hospital staff when setting (already infrequent) evening, early morning, weekend and Bank Holiday timetables, could make a huge difference as to whether services are used. Buses leaving the site minutes before shifts end or are about to begin are of little value to staff.

If implemented, suggestions to consider more direct routing, frequency and capacity of services to the site at peak times might encourage more to use the services.

City network maps, fare prices and timetables should be displayed at larger bus shelters. Timetables and basic route maps must be displayed on every bus stop.

There appears to be significant problems with the highly used *First Bus* No. 3 service, which should be addressed.

Improvements could be made to fares to create a maximum fare to and from the site, regardless of the number of buses or variety of bus companies used to complete a journey.

Consideration may need to be given to increasing the capacity and seating areas of bus shelters. Wind shields on both ends of the shelters would also offer protection from the elements.

Electronic bus service update displays should be replaced with real-time information.

The hospital sites may benefit from a large city network route map being displayed in public areas both inside and outside the hospital.

Promotion of bus service pricing and routes to staff and patients may encourage greater use of the services, particularly if improvements to the service can be cited.

### **REPORT PRODUCED BY UNISON SOUTH EAST IN CONJUNCTION WITH THE UNISON SOUTHAMPTON HOSPITALS BRANCH.**

UNISON South East, Queens Keep, 1-4 Cumberland Place, Southampton, SO15 2NP  
Telephone number: 02380 249126

# Agenda Item 7

|                               |   |                                 |                           |
|-------------------------------|---|---------------------------------|---------------------------|
| <b>DECISION-MAKER:</b>        | CABINET                                   |                                 |                           |
| <b>SUBJECT:</b>               | EXECUTIVE APPOINTMENTS 2013-2014          |                                 |                           |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013                              |                                 |                           |
| <b>REPORT OF:</b>             | HEAD OF LEGAL, HR AND DEMOCRATIC SERVICES |                                 |                           |
| <b><u>CONTACT DETAILS</u></b> |   |                                 |                           |
| <b>AUTHOR:</b>                | <b>Name:</b>                              | Judy Cordell                    | <b>Tel:</b> 023 8083 2766 |
|                               | <b>E-mail:</b>                            | judy.cordell@southampton.gov.uk |                           |
| <b>Director</b>               | <b>Name:</b>                              | Mark Heath                      | <b>Tel:</b> 023 8083 2371 |
|                               | <b>E-mail:</b>                            | mark.heath@southampton.gov.uk   |                           |

## STATEMENT OF CONFIDENTIALITY

None

## BRIEF SUMMARY

Under the City Council's democratic arrangements it is a requirement that appointments to all organisations and bodies which relate to executive functions are determined by the Executive.

Although the work of the bodies/organisations listed in the Appointments Register cover all aspects of city life and Council activities and therefore affect all wards the decision to appoint to them is of administrative affect only.

## RECOMMENDATIONS:

- (i) That the executive appointments for the 2013/14 Municipal Year be approved as set out in the attached revised Register; and
- (ii) That all appointments be for one year save where the terms of reference and or constitution of the body or organisation concerned specify the duration of an appointment or where the decision on any nomination by the City Council to their membership is reserved to the body or organisation concerned to determine the appointment or continuation of appointments, in light of any changes in City Council Administration.

## REASONS FOR REPORT RECOMMENDATIONS

1. Member appointments are required to a number of statutory and best practice bodies, as well as a number of external organisations the Council has links with.
2. Under the constitution or terms of reference in respect of some outside organisations appointments are in some cases specified as having a term of office/appointment longer than one year or are nominations, the final decision on appointment lying with the body itself. In such cases when a change of Administration occurs and the appointment term has not expired and is of significance to the incoming administration that member/appointee should be encouraged to step down in favour of a new appointee from the incoming administration but noting that the final decision in some cases lies with the

organisation or outside body concerned.

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

3. No other options are presented, it is a matter for the Cabinet to determine whether it wishes to approve the revised appointments and be represented on all the bodies set out in the attached revised Register of Appointments.

### **DETAIL (Including consultation carried out)**

4. The executive appointments set out in the appendix to this report have been the subject of consultation and agreement with all political groups represented on the City Council.
5. After Annual Council, numerous appointments to a variety of statutory, best practice and external organisations and bodies which require City Council Member representation need to be made by the Cabinet.
6. The following appointments were made at the Annual Council on 15<sup>th</sup> May, 2013:-
  - South East Employers;
  - Local Democracy Network for Councillors;
  - Hampshire Fire and Rescue Authority;
  - Partnership for Urban South Hampshire – Overview and Scrutiny Committee; and
  - Hampshire Police and Crime Panel
7. Appointments are categorised into groups developed by the Head of Legal, HR and Democratic Services as follows:-
  - a) Joint Authority;
  - b) Joint Committee;
  - c) Mutual and Public Interest Companies;
  - d) Partnerships;
  - e) Partnerships as Companies;
  - f) Statutory Bodies;
  - g) Trust and Charities;
  - h) Unincorporated Associations; and
  - i) Other

### **RESOURCE IMPLICATIONS**

#### **Capital/Revenue**

8. The cost of travel and subsistence costs for Members meeting the commitment of serving as a representative on an executive appointment are met from existing budgets.

#### **Property/Other**

9. None.

## LEGAL IMPLICATIONS

### Statutory power to undertake proposals in the report:

10. None.

### Other Legal Implications:

11. None.

## POLICY FRAMEWORK IMPLICATIONS

12. Cabinet approval of the appointments listed in the Register of Appointments appended to this report are in line with the City Council's Policy Framework.

**KEY DECISION?** No

|                                    |      |
|------------------------------------|------|
| <b>WARDS/COMMUNITIES AFFECTED:</b> | None |
|------------------------------------|------|

## SUPPORTING DOCUMENTATION

### Appendices

|    |                                  |
|----|----------------------------------|
| 1. | Revised Register of Appointments |
|----|----------------------------------|

### Documents In Members' Rooms

|    |      |
|----|------|
| 1. | None |
|----|------|

### Equality Impact Assessment

|  |        |
|--|--------|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out. | Yes/No |
|--|--------|

### Other Background Documents

#### Equality Impact Assessment and 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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REVISED REGISTER OF APPOINTMENTS 2013 -2014

|                                 | Ref No | Appt by | Committee/ Panel/ Group/ Organisation         | Summary of terms of reference or purpose of organisation   | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                 |
|---------------------------------|--------|---------|---|--|--------------------|-----------|------|------|------------|-----------|-----------|------------------------------|
| <b>A. Statutory Partnership</b> |        |         |   |  |                    |           |      |      |            |           |           |                              |
| A                               | 01     | Cabinet | Adoption & Permanence Panel 1                 | Multi-agency Panel to consider adoptions.  | CS                 | 1         | No   | 3 Yr | Cunio      | Jun-12    | May-15    | Theresa Levy (023 8083 4899) |
| A                               | 02     | Cabinet | Adoption & Permanence Panel 2                 | Multi - agency Panel to consider adoptions.  | CS                 | 1         | No   | 3 Yr | L Harris   | Jun-11    | May-14    | Theresa Levy (023 8083 4899) |
| A                               | 03     | Cabinet | Southern Regional Flood and Coastal Committee | Surveys, prepares and carries out programmes together with the maintenance of land drainage byelaws. Shared seat with Portsmouth and the Isle of Wight. Southampton's turn to make an appointment for the two years commencing 2013. | E&T                | 0         | No   | 2 Yr | (PCC)      | Jun-13    | May-15    | Rob Crighton (023 8083 2322) |
| A                               | 04     | Cabinet | Fostering Panel 1                             | The establishment of this Panel is required under Government Guidance. The Panel makes recommendations on the approval or not of applicants who apply to be foster carers with Southampton City Council.                             | CS                 | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Theresa Levy (023 8083 4899) |
| A                               | 05     | Cabinet | Fostering Panel 2                             | The establishment of this Panel is required under Government Guidance. The Panel makes recommendations on the approval or not of applicants who apply to be foster carers with Southampton City Council.                             | CS                 | 1         | No   | 1Yr  |            | Jun-13    | May-14    | Theresa Levy (023 8083 4899) |

|   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation         | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term  | Membership | Appt Date | Appt till | Link Officer                      |
|---|--------|---------|---|---|--------------------|-----------|------|-------|------------|-----------|-----------|-----------------------------------|
| A | 06     | Cabinet | Hampshire Countryside Access Forum            | A joint Forum of representatives from HCC, Portsmouth CC, SCC and countryside interest groups to provide guidance and contribute towards improving opportunities to enjoy Hampshire's countryside and coast. The City shares a seat with Portsmouth City Council with an agreement that the seat alternates between the two authorities with the next appointment from October 2011 to October 2014 to be made by Portsmouth. | H&LS               | 1         | No   | 3 Yr  | PCC        | Oct-14    | Sept-17   | David Blakeway<br>(023 8083 3987) |
| A | 07     | Cabinet | Hampshire County Council's Pension Fund Panel |   | Res                | 1         | No   | 2 Yrs | Letts      | Jun-12    | May-14    | Andy Lowe<br>(023 8083 2049)      |
| A | 08     | Cabinet | Southern Health NHS Foundation Trust          | To set the strategic direction of the organisation within the priorities set by the government and NHS, to oversee delivery of planned targets and ensure effective financial stewardship.  | Com                | 1         | No   | 1 Yr  |            | Jun-13    | May-14    | Carole Binns<br>(023 8083 4785)   |
| A | 09     | Cabinet | Learning Disabilities Partnership Board       | Partnership Board established to take responsibility for local delivery of the Government's Valuing People White Paper, led by the Council with the active participation of all key stakeholders.   | AS                 | 3         | No   | 1 Yr  |            | Jun-13    | May-14    | Hilary Linssen<br>(023 8083 4854) |



|   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation                           | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term  | Membership   | Appt Date                  | Appt till                  | Link Officer                    |
|---|--------|---------|---|---|--------------------|-----------|------|-------|--|----------------------------|----------------------------|---------------------------------|
| A | 10     | Cabinet | Safe City Partnership   | The Partnership brings together senior representatives of all the local agencies involved in community safety and includes; Southampton City Council, Hampshire Constabulary, Hampshire Fire and Rescue Service, Youth Offending, Primary Care Trust and Hampshire Probation established 1998 as the primary vehicle for tackling crime and disorder issues in Southampton. | Com                | 1         | No   | 1 yr  |  | Jun-13                     | May-14                     | Linda Haitana, (023 8083 3989)  |
| A | 11     | Cabinet | Schools Forum   | To receive information on and comment on LEA's school funding formula, other issues in connection with schools budgets and service contracts.   | CS                 | 1         | No   | 1 Yr  |  | Jun-13                     | May-14                     | Chris Tombs (023 8083 3785)     |
| A | 12     | Cabinet | Southampton Children and Young People's Trust Partnership Board | Statutory Multi agency Board Chaired by the Cabinet Member for Children's Services.   | CS                 | 1         | No   | 1 Yr  |  | Jun-13                     | May-14                     | Graham Talbot (023 8091 7503)   |
| A | 13     | Cabinet | Southampton International Airport Consultative Committee        | To act as the consultative body in relation to the Airport for the purposes of Section and of the Civil Aviation Act 1968, between the airport management, users, local authorities and local organisations and the county.   | E&T                | 6         | Yes  | 3 Yrs | Mintoff<br>Blatchford<br>Lewzey<br>(Deputy)<br>Smith | Jun-12<br>Jun-12<br>Jun-12 | May-15<br>May-15<br>May-15 | Rob Crighton (023 8083 2322)    |
| A | 14     | Cabinet | Southern Inshore Fisheries and Conservation Authority (IFCA)    | To regulate sea fisheries within the Southern Sea Fisheries District, (coasts of Hampshire, Dorset and the Isle of Wight).  | E&T                | 1         | No   | 1 Yr  |  | Jun-13                     | May-14                     | Sandra Westacott (02380 832763) |

|                                     | Ref No | Appt by | Committee/ Panel/ Group/ Organisation                          | Summary of terms of reference or purpose of organisation   | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                       |
|-------------------------------------|--------|---------|--|--|--------------------|-----------|------|------|------------|-----------|-----------|------------------------------------|
| A                                   | 15     | Cabinet | Standing Advisory Council for Religious Education ( S A C R E) | Constructed under the Education Reform Act 1998 to advise the Authority on matters connected with collective worship and the teaching of RE in City Schools.   | CS                 | 4         | Yes  | 1 Yr |            | Jun-13    | May-14    | Tasnim Curtis<br>(023 8083 7986)   |
| A                                   | 16     | Cabinet | Traffic Penalty Tribunal (TPT)                                 | Provides an adjudication service in areas that carry out decriminalised parking enforcement in England and Wales excluding London. Membership is a statutory obligation under the Traffic Management Act 2004. | E&T                | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Frank Baxter<br>(023 8083 2079)    |
| <b>B. Non-Statutory Partnership</b> |        |         |  |  |                    |           |      |      |            |           |           |                                    |
| B                                   | 01     | Cabinet | Early Years Development and Childcare Partnership              | To oversee the implementation of the Early Years Development Plan for Southampton.   | CS                 | 1         | No   | 1 Yr |            | Jun-13    | May-14    |                                    |
| B                                   | 02     | Cabinet | F.W. Smith Bequest Purchasing Committee                        | To provide/buy pictures for the Art Gallery principally from English artists from the income of the F.W. Smith Bequest.  | H&LS               | 2         | No   | 1 Yr |            | Jun-13    | May-14    | Tim Craven<br>(023 8083 2203)      |
| B                                   | 03     | Cabinet | Spectrum-Western Challenge                                     | To scrutinise performance delivery of Spectrum Western Challenge Housing Association, to agree policies and procedures and local offers to residents and to also take a wider community perspective.           | H&LS               | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Sherree Stanley<br>(023 8083 2632) |

|   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation        | Summary of terms of reference or purpose of organisation   | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                       |
|---|--------|---------|--|--|--------------------|-----------|------|------|------------|-----------|-----------|------------------------------------|
| B | 04     | Cabinet | Hampshire Senate                             |  | Ldrs               | 2         | No   | 1 Yr |            | Jun-13    | May-14    | Dawn Baxendale (023 8091 7713)     |
| B | 05     | Cabinet | Joint Authorities' Gypsy and Traveller Panel | To improve awareness of Gypsy and Traveller issues; discuss issues of concern especially unauthorised camping; share information and good practice; develop joint policies and strategies; make joint consistent responses to government; carry out joint work as necessary; ensure consistent good practice.                          |                    | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Julia Kennedy (023 8083 2091)      |
| B | 06     | Cabinet | Southampton Energy Partnership               | The Energy Partnership brings together organisations and businesses in the City with high energy usage. To share information on best practice and local case studies the Partnership of organisations with the ability and commitment to take action to reduce energy needs and costs, and to reduce the carbon footprint of the City. | E&T                | 1         | Yes  | 1 Yr | Payne      | Jun-13    | May-14    | Neil Tuck (023 8083 3409)          |
| B | 07     | Cabinet | Southampton Heritage And Arts People (SHAPE) |  | H&LS               | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Christine Rawnsley (023 8083 2730) |
| B | 08     | Cabinet | Southampton Housing                          | A multi-tenure forum that represents all housing interests in the city.  | H&LS               | 1         | No   | 1Yr  |            | Jun-13    | May-14    | Barbara Compton (023               |

|                           | Ref No | Appt by | Committee/ Panel/ Group/ Organisation                            | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                    |
|---------------------------|--------|---------|--|---|--------------------|-----------|------|------|------------|-----------|-----------|---------------------------------|
|                           |        |         | Partnership  |   |                    |           |      |      |            |           |           | 8083 2155)                      |
| B                         | 09     | Cabinet | University Hospital NHS Trust Foundation                         |   |                    | 1         | No   | 1 Yr |            | Jun-13    | May-14    |                                 |
| B                         | 10     | Cabinet | Standing Conf on Problems Associated with The Coastline (SCOPAC) | To provide a more co-ordinated approach to coastal engineering and related matters between authorities on the Central South coast - Lyme Bay to Worthing                          | E&T                | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Rob Crighton (023 8083 2322)    |
| B                         | 11     | Cabinet | The Wulfris Educational Foundation                               | Provision of school clothing, books and equipment to the needy children resident in Southampton.  | CS                 | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Graham Talbot (023 8091 7503)   |
| B                         | 12     | Cabinet | Transport for South Hampshire Joint Committee                    | To promote the sub regional transport agenda, implement schemes of a sub-regional nature and lobby and/or influence on all other associated aspects of life within the TfSH Area. | E&T                | 1         | Yes  | 1 Yr |            | Jun-13    | May-14    | Philip Marshall (023 8083 2590) |
| B                         | 13     | Cabinet | Southampton Adult Mental Health Partnership Board                |   | AS                 | 1         | No   | 1 Yr |            | Jun-13    | May-14    |                                 |
| B                         | 14     |         | Southampton Cultural Development Trust                           | To promote the educational and economic benefits of the cultural sector in the City   | H&LS               | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Mike Harris (023 8083 2882)     |
| <b>C. Informal groups</b> |        |         |  |   |                    |           |      |      |            |           |           |                                 |
| C                         | 01     | Cabinet | Bereavement Services Liaison Group                               | To co-ordinate activities of stakeholders who provide services to the bereaved.   | E&T                | 1         | No   | 1 Yr |            | Jun-13    | May-14    | John Tunney (023 8091 7713)     |
| C                         | 02     | Cabinet | Corporate Parenting  |   | CS                 | Cab+ 2    | No   | 1 Yr |            | Jun-13    | May-14    | Theresa Levy (023 8083          |

|   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation                       | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                       |
|---|--------|---------|---|---|--------------------|-----------|------|------|------------|-----------|-----------|------------------------------------|
|   |        |         |   |   |                    |           |      |      |            |           |           | 4899)                              |
| C   | 03     | Cabinet | Major Cities Housing  | The Major Cities Housing Group brings together cities such as Derby, Bristol, Leicester and Nottingham to discuss issues of common interest to cities of similar size and urban make-up. It provides a forum to share information and ideas and consider the impact of change, particularly in relation to new legislation. It also acts as a lobby of urban interests to central government. | H&LS               | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Barbara Compton<br>(023 8083 2155) |
| C   | 05     | Cabinet | Plus You Ltd  | Oversees the implementation of projects funded from NDC grant designed to address the imbalances that have arisen within the Community in relation to educational attainment, poor health indices, low skill, low pay, employment and rises in periodical anti-social behaviour.  |                    | 1         | No   | 1 Yr |            | Jun-13    | May-14    | John Connolly<br>(023 8083 4402)   |
| <b>D. Appointments and / or financial commitments to outside bodies</b> |        |         |   |   |                    |           |      |      |            |           |           |                                    |
| D   | 01     | Cabinet | Association of Port Health Authorities                      | Exchange of ideas and the promotion of the interests of Port Health Authorities. To act as the consultative body with Central Government.   | E&T                | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Sandra Westacott<br>(02380 226631) |
| D   | 02     | Cabinet | Association Of Port Health Authorities (Scrutiny Committee) | To scrutinise the activities, decisions and policies of the Port Health Authorities Board and to exercise call-in powers under certain circumstances.   | E&T                | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Mitch Sanders<br>(023 8083 4920)   |

|   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation | Summary of terms of reference or purpose of organisation   | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                   |
|---|--------|---------|---------------------------------------|--|--------------------|-----------|------|------|------------|-----------|-----------|--------------------------------|
| D | 03     | Cabinet | Eastpoint Centre - Company Members    | To provide facilities for recreation and education in the interest of Social Welfare for the residents of Southampton with particular focus on meeting the needs of the local community.   |                    | 4         | Yes  | 1 Yr |            | Jun-13    | May-14    | Dawn Baxendale (023 8091 7713) |
| D | 04     | Cabinet | Eastpoint Centre Ltd - Board Members  | Directs policy and management of the company.  |                    | 4         | Yes  | 1 Yr |            | Jun-13    | May-14    | Dawn Baxendale (023 8091 7713) |
| D | 05     | Cabinet | Hampshire British Legion Poppy Appeal | Armed Forces charity providing care and support to all members of the British Armed Forces past and present and their families, administering and supporting the delivery of welfare services and the membership and fundraising activities of the Legion's branches and clubs throughout Hampshire. It also acts as the national Custodian of Remembrance and safeguards the Military Covenant between the nation and its Armed Forces. | Ldrs               | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Judy Cordell (023 8083 2766)   |
| D | 06     | Cabinet | Member User Group                     | To provide strategic leadership and direction for Member Development, including support services for Members. To lead, monitor and evaluate Member Development programmes and initiatives.   | Ldrs               | 6         | Yes  | 1 Yr |            | Jun-13    | May-14    | Sandra Coltman (023 8083 2718) |

|   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation                        | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                       |
|---|--------|---------|--|---|--------------------|-----------|------|------|------------|-----------|-----------|------------------------------------|
| D | 07     | Cabinet | Merchant Navy Welfare Board – Southern Ports Welfare Comm    | To co-ordinate welfare work among seafarers within the UK.  |                    | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Sandra Westacott (023 8083 2763)   |
| D | 08     | Cabinet | Nuffield Theatre - Southampton Theatre Trust Ltd Board       | As Board Members, the Councillor's role is to monitor the affairs of the Trust, oversee policy changes and development of the company.  | H&LS               | 2         | No   | 1 Yr |            | Jun-13    | May-14    | Christine Rawnsley (023 8083 2730) |
| D | 09     | Cabinet | Safer Roads Partnership for Hampshire & I of Wight Executive | To promote road casualty reduction in the Police force area covered by the Hampshire and Isle of Wight Constabulary.  | E&T                | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Frank Baxter (023 8083 2079)       |
| D | 10     | Cabinet | Solent Skies - Board Of Directors                            | To preserve the aviation heritage of Southampton. (Conditional appointment subject to satisfactory conclusion of lease and management agreement).   | H&LS               | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Mike Harris (023 8083 2882)        |
| D | 11     | Cabinet | Southampton City Leisure                                     | Company set up to protect the name 'Southampton City Leisure'. Company officers are : Secretary – Mark Heath, Directors – Councillor Burke and Michael Smith.   | H&LS               | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Andy Forrest (023 8083 2624)       |
| D | 12     | Cabinet | Southampton Mencap   | Southampton Mencap is a registered company with charitable status and works to raise awareness to the rights of children, young people and adults with a learning disability, and their families, parents or carers, alongside the direct provision of services, which allow opportunities for inclusion, socialisation and short breaks. The | CL                 | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Graham Talbot (023 8091 7503)      |

|   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation            | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term  | Membership                                 | Appt Date                            | Appt till                            | Link Officer                       |
|---|--------|---------|--|---|--------------------|-----------|------|-------|--|--------------------------------------|--------------------------------------|------------------------------------|
|   |        |         |  | organisation prides itself on retaining a non-bureaucratic approach, and works effectively with other local statutory and voluntary agencies to improve the support available to people of all ages with learning disabilities and their families, parents or carers. |                    |           |      |       |  |                                      |                                      |                                    |
| D | 13     | Cabinet | Southampton Municipal Charities and Others       | To consider referrals/applications for grants via Social Services and Citizens Advice Bureau from the poor, from pensioners and for educational grants.   | Ldrs               | 4         | No   | 4 Yrs | Kaur<br>Laming<br>Kolker<br>Mr Gerry Drake | Jun-10<br>Jun-10<br>Jun-10<br>Jun-10 | May-14<br>May-14<br>May-14<br>May-14 | Judy Cordell<br>(023 8083 2766)    |
| D | 14     | Cabinet | Southampton Record Series                        | To represent the City at the Joint Committee of the Southampton Record Series with the University.  | H&LS               | 3         | Yes  | 3 Yrs |  | Jun-13                               | May-16                               | Sue Woolgar<br>(023 8083 2631)     |
| D | 15     | Cabinet | Southampton Solent University Board Of Governors | Co-opted external Governor to sit on the Southampton Solent University Board of Governors to form a link between the Council and the Institute as one of the providers of higher education in the City.   | CS                 | 1         | No   | 4 Yrs |  | Jun-13                               | May-17                               | Alison Elliott<br>(023 8083 2602)  |
| D | 16     | Cabinet | Southampton Voluntary Services                   | To provide a focus for the voluntary sector activities in Southampton and to act as a local development agency for voluntary action.  |                    | 2         | No   | 1 Yr  |  | Jun-13                               | May-14                               | Vanessa Shahani (023 8083 2599)    |
| D | 17     | Cabinet | Radian Housing - Solent Area Panel               | The provision of affordable, quality, cost effective housing and related services to people in housing need through the provision of rented, shared ownership and sheltered housing   |                    | 1         | No   | 1 Yr  |  | Jun-13                               | May-14                               | Sherree Stanley<br>(023 8083 2632) |



|                                   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation                   | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term | Membership                       | Appt Date | Appt till | Link Officer                       |
|-----------------------------------|--------|---------|---|---|--------------------|-----------|------|------|----------------------------------|-----------|-----------|------------------------------------|
|                                   |        |         |   | schemes.  |                    |           |      |      |                                  |           |           |                                    |
| D                                 | 18     | Cabinet | Thorner's Homes   | Almshouse Charity providing accommodation for women over 55 in limited financial circumstances.   | H&LS               | 1         | No   | 1 Yr |                                  | Jun-13    | May-14    | Sherree Stanley<br>(023 8083 2632) |
| D                                 | 19     | Cabinet | University of Southampton (Court)                       | The prime body for consultation between the University and the local regional community.  | CS                 | 3         | Yes  | 1 Yr |                                  | Jun-13    | May-14    | Alison Elliott<br>(023 8083 2602)  |
| <b>E. Commercial Partnerships</b> |        |         |   |   |                    |           |      |      |                                  |           |           |                                    |
| E                                 | 01     | Cabinet | Business Solent   | To provide engagement between the private, public and voluntary sectors and promote Southampton City Region                             | LDR                | 1         | No   | 1 Yr | Letts<br>(Barnes-Andrews Deputy) | May 13    | May 14    | Dawn Baxendale 023 8091 7713       |
| E                                 | 02     | Cabinet | Community Champion For Older Persons                    | To lead consultation with relevant groups at both local and city wide level.  | AS                 | 1         | No   | 1 Yr |                                  | Jun-13    | May-14    | Alison Elliott<br>(023 8083 2602)  |
|                                   |        | Cabinet | Community Champion for Armed Forces                     |   |                    | 1         | No   | 1 Yr | Burke                            | May 13    | May 14    | Mark Pirnie                        |
| E                                 | 03     | Cabinet | Enterprise First  | The provision of free business advice and some training courses for new and existing small businesses in the region.                    | E&T                | 1         | No   | 1 Yr |                                  | Jun-13    | May-14    | Jeff Walters<br>(023 8083 2256)    |
| E                                 | 04     | Cabinet | Hampshire and Isle of Wight Joint Health Scrutiny Panel | A Cross Council Panel monitoring the provision of Health Services.  |                    | 1         | No   | 1 Yr |                                  | Jun-13    | May-14    | Martin Day<br>(023 8083 7831)      |
| E                                 | 05     | Cabinet | Street Lighting PFI Network Board                       | The Board comprises of representatives of the Authority and Service Provider to secure a working relationship between those involved in | E&T                | 1         | No   | 1 Yr |                                  | Jun-13    | May-14    | Rob Harwood<br>(023 8083 3436)     |

|  | Ref No | Appt by | Committee/ Panel/ Group/ Organisation         | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                    |
|--|--------|---------|---|---|--------------------|-----------|------|------|------------|-----------|-----------|---------------------------------|
|  |        |         |   | meeting or contributing to the Authority's objectives with a view to ensuring that all decisions support the Authority's compliance with its duties.  |                    |           |      |      |            |           |           |                                 |
| <b>F. Commercial or Contractual Agreements</b> |        |         |   |   |                    |           |      |      |            |           |           |                                 |
| F  | 01     | Cabinet | Local Government Association                  | Pressure Group and lobbying organisation providing an overall national voice for local government in England with a view to promoting and protecting the interests of member councils by providing advice and support.              | Ldrs               | 4         | Yes  | 1 Yr |            | Jun-13    | May-14    | Suki Sitaram<br>(023 8083 2060) |
| F  | 02     | Cabinet | Local Government Association Urban Commission | Forum for authorities with an interest in urban affairs to meet twice a year to discuss urban issues.   |                    | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Helen Pearce<br>(023 8083 2886) |
| F  | 03     | Cabinet | Local Government Information Unit             | Independent research and information organisation with the principal aim of making the case for strong democratic Local Government together with information and support services to member authorities and individual councillors. | Ldrs               | 1         | No   | 1 Yr | Tucker     | May 13    | May 14    | Judy Cordell<br>(023 8083 2766) |
| F  | 04     | Cabinet | Local Govt Association Coastal                | To increase awareness and debate at National and European level of  | E&T                | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Frank Baxter<br>(023 8083       |

|  | Ref No | Appt by | Committee/ Panel/ Group/ Organisation                  | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer   |
|--|--------|---------|--|---|--------------------|-----------|------|------|------------|-----------|-----------|--|
|  |        |         | Issues Special Interest Group                          | economic, environmental and social issues that directly affect, or may affect, coastal, estuarine and maritime communities.   |                    |           |      |      |            |           |           | 2079)  |
| F                                      | 05     | Cabinet | Streets Ahead Southampton Ltd (Board)                  | To co-ordinate activities of the stakeholders in the City Centre to reinforce and enhance Southampton as a leading regional centre.   | Ldrs               | 1         | Yes  | 1 Yr |            | Jun-13    | May-14    | Ian McClurg-Welland<br>(023 8020 6167 or 07875 839716) |
| <b>G. Legally defined arrangements</b> |        |         |  |   |                    |           |      |      |            |           |           |  |
| G                                      | 01     | Cabinet | Local Education Authority Governors' Appointment Panel | To make recommendations for the appointment of LEA School Governors to the Executive Director of Children's Services and Learning.  | CS                 | 3         | Yes  | 1 Yr |            | Jun-13    | May-14    | Glenda Lane<br>(023 8083 3472)                         |
| G                                      | 02     | Cabinet | Partnership for Urban South Hampshire (PUSH)           | To promote sustainable, economic-led growth and development of South Hampshire supported by enhanced transport and other infrastructure and to lobby and/or influence on all other associated aspects of life within the PUSH Area. | Ldrs               | 3         | No   | 1 Yr | Letts      | May 13    | May 14    | Dawn Baxendale<br>(023 8091 7713)                      |
| G                                      | 03     | Cabinet | Project Integra Management Board                       | Partnership body consisting of all Local Authorities in Hampshire to deal with waste management in the County.  | E&T                | 2         | No   | 1 Yr |            | Jun-13    | May-14    | Frank Baxter<br>(023 8083 2079)                        |
| G                                      | 04     | Cabinet | Southampton Admissions Forum                           | To advise the City Council on matters connected with the determination of admissions arrangements. Under the new arrangements set out in the School Admissions (Local Authority   | CS                 | 2         | Yes  | 1 Yr |            | Jun-13    | May-14    | Ross Williams<br>(023 8083 4048)                       |

|   | Ref No | Appt by | Committee/ Panel/ Group/ Organisation | Summary of terms of reference or purpose of organisation  | Portfolio/ Council | No. Appts | Prop | Term | Membership | Appt Date | Appt till | Link Officer                   |
|---|--------|---------|---------------------------------------|---|--------------------|-----------|------|------|------------|-----------|-----------|--------------------------------|
|   |        |         |                                       | Reports and Admissions Forums) (England) Regulations 2008 two appointments to be made one representative from the majority group and one from the largest opposition group. |                    |           |      |      |            |           |           |                                |
| G | 05     | Cabinet | Solent Local Enterprise Partnership   | To provide a private sector led Local Enterprise Partnership to promote the economic wellbeing of South Hampshire and the Isle of Wight                                     | Ldrs               | 1         | No   | 1 Yr |            | Jun-13    | May-14    | Dawn Baxendale (023 8091 7713) |

# Agenda Item 8

|                               |   |                                    |                           |
|-------------------------------|---|------------------------------------|---------------------------|
| <b>DECISION-MAKER:</b>        | CABINET                                   |                                    |                           |
| <b>SUBJECT:</b>               | COMMUNITY ASSET TRANSFER STRATEGY         |                                    |                           |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013                              |                                    |                           |
| <b>REPORT OF:</b>             | CABINET MEMBER FOR CHANGE AND COMMUNITIES |                                    |                           |
| <b><u>CONTACT DETAILS</u></b> |   |                                    |                           |
| <b>AUTHOR:</b>                | <b>Name:</b>                              | <b>Vanessa Shahani</b>             | <b>Tel:</b> 023 8083 2599 |
|                               | <b>E-mail:</b>                            | vanessa.shahani@southampton.gov.uk |                           |
| <b>Director</b>               | <b>Name:</b>                              | <b>John Tunney</b>                 | <b>Tel:</b> 023 80834428  |
|                               | <b>E-mail:</b>                            | john.tunney@southampton.gov.uk     |                           |

## STATEMENT OF CONFIDENTIALITY

None

## BRIEF SUMMARY

This report recommends approval of a Community Asset Transfer Strategy and implementation on a phased basis, starting with a pilot programme focused on youth and community buildings. The council expects a proactive community asset transfer programme to help retain valued local provision, support community empowerment and capacity building through the use of local skills, experience and knowledge. Decisions will be made by Cabinet on a case by case basis and will need to demonstrate financial viability, long term sustainability and external investment.

The drivers are the Localism Act, the council's financial position, commitment to support community development and speculative interest from organisations. Community Asset Transfer is one of the three priorities for the council's Change Programme. Community, voluntary and faith organisations in the City have owned or managed buildings and land for many years. In Southampton this includes buildings owned by the council and leased or licensed to local organisations. As part of its transformation agenda, the council is committed to extending this much further through a proactive work programme on Community Asset Transfer (CAT) over the next five years.

## RECOMMENDATIONS:

- (i) To approve the Community Asset Transfer Strategy attached at Appendix 1.
- (ii) To delegate authority to the Communities and Improvement Manager, to progress applications for community asset transfers so that they can be presented for Cabinet consideration.
- (iii) To delegate authority to the Head of Communities, Change and Partnerships, following consultation with the Cabinet Members for Communities and Change, Resources and Children's Services to approve minor amendments to the Community Asset Transfer Strategy in the light of changing council priorities and resources.

- (iv) To delegate authority to the Director of Environment and Economy, following consultation with the Cabinet Members for Communities and Change, Resources and Children's Services to do anything necessary to give effect to the recommendations contained in this report.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. The recommendations detailed in this report are to ensure that the council makes decisions in a consistent, transparent, fair and open way and that such decisions are made on the basis of sustainability and robust financial, property and needs assessments. The council needs a strategy that closely aligns to its property strategy in order to make informed, long term and sustainable decisions.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

2. Do nothing and continue with the existing process of dealing with assets on a case by case basis. This option was rejected as it could lead to inconsistencies in the council's decision making in the absence of a strategic approach and an agreed process.

## **DETAIL (Including consultation carried out)**

3. Community organisations have owned or managed buildings or land for many years. In Southampton this includes buildings owned and managed by community, voluntary and faith organisations as well as community buildings owned by the council and leased or licensed to local organisations. The council is committed to extending this much further through a proactive work programme on community asset transfer (CAT) over the next five years where it brings benefits and added value to communities, whilst contributing to the council's aims and priorities.
4. The Community Asset Transfer Strategy provides a framework for the council to consider transferring council assets (buildings and/or land), at less than market value to community, voluntary or faith organisations. Community Asset Transfer is one of the three priorities of the council's Change Programme. The strategic drivers are the Localism Act, the council's financial position, commitment to support community development, speculative interest from organisations and maximising opportunities to use and deliver services from local bases, with partners. The transfer may be on a freehold or long leasehold basis (25 – 99 years).
5. While the Community Asset Transfer strategy and the Community Right to Bid (CRTB) legislation contribute to some of the same objectives, there are some significant differences and substantively different mechanisms that communities can use to acquire land and buildings. The key differences are:
  - Community Asset Transfer is the transfer of ownership or management of publicly owned assets, whereas the Community Right to Bid applies to some public and some privately owned assets.
  - Community Asset Transfer is the transfer of management or ownership at less than market value. Community Right to Bid gives a window of opportunity for a community group to compete to buy an asset on the open market.

- Community Asset Transfer is a voluntary process entered into proactively by public bodies. The Community Right to Bid is a pre-emptive legal right pertaining to communities.
- There is a separate process to deal with nominations for listing assets of community value under the CRTB legislation.
- The Community Asset Transfer process deals with physical assets (buildings and land) not services within buildings. The Community Right to Challenge, also brought in as part of the Localism Act 2011, allows communities to challenge how services are run and make a case for services to be run outside the council, by another provider.

### **Why do we need a strategy?**

6. The council will need to significantly change the way it works in the future and this will need to be in partnership with a range of organisations to reshape the way in which services are delivered. The council needs a strategy that closely aligns to its property strategy in order to make informed, long term and sustainable decisions so that it can:
  - Be open and transparent;
  - Review, with relevant partners, the use and management of some physical assets that provide local facilities, services and amenities within an area;
  - Make decisions about the future of some assets which local communities value and may lend themselves to being managed differently;
  - Consider which of the assets present liabilities that the council cannot afford any longer but may give other stakeholders opportunities to develop and fund in ways not open to the council. This will enable the assets to be of enhanced benefit to local communities, sometimes in very different ways to the current offerings;
  - Consider which of its assets are required for other purposes and which assets it would like to transfer, retain or sell at market rates;
  - Identify clearly those assets that the council will not transfer (detailed later in this report);
  - Ensure it meets its statutory obligations relating to specific services (e.g. early years facilities) and complies with external funding requirements where assets have been purchased or enhanced using non-council funding;
  - Ensure it maintains specific services that have been developed to meet the needs of vulnerable groups (e.g. Day Services); and
  - Protect the future use of the assets through the relevant legal measures.

### **What will it deliver?**

7. This strategy sets out to deliver better outcomes for local communities through the retention and enhancement of some assets within local communities and reduce future asset based liabilities for the council. These are assets that the council can no longer afford to manage whilst giving other stakeholders opportunities to develop and fund them in ways not open to the council. This will enable the assets to be of enhanced benefit to local communities, sometimes in very different ways to the current offerings.

### **How will it be implemented?**

8. The strategy will be implemented through the application of a process described in the strategy. The process to approve community asset transfers will allow both for speculative enquiries and for the council to proactively seek expressions of interest. The appraisal process will be informed by an analysis of the facilities, needs and potential developments in defined geographical areas. Applications for community asset transfers will be considered through a two stage process, led by the Communities and Improvement Manager, in consultation with relevant officers and partners. This will include consideration of expressions of interest and detailed application forms as well as consultation with the ward councillors in which the property is located and other consultees including relevant council officers, unions, representatives from partner agencies and community representatives as appropriate. It is therefore recommended that authority is delegated to the Communities and Improvement Manager, to progress applications for community asset transfers for Cabinet consideration.
9. The appraisal process will comprise of the following two stages:
  - Initial expression of interest
  - Detailed application, including a 5 year business plan.
10. The Change Programme Board has approved the establishment of two interconnected projects for 18 months covering, in the main, 21 youth and community buildings. This is to ensure that there is adequate resourcing to respond to the level of interest this has already generated:
  - Project covering the inner city, including community and youth facilities
  - Project covering the rest of the city with a focus on council owned community centres.

### **How will success be measured for assets that are transferred?**

11. Success will be measured against the desired outcomes identified in paragraph 1.2 of the Community Asset Transfer Strategy, attached as Appendix 1. The evaluation process will be based on the principle that it should not be overly complex or resource intensive.

### **Consultation process**

12. A comprehensive consultation process has been carried out on the draft Strategy and associated Policy and Toolkit from 25<sup>th</sup> February to 19<sup>th</sup> May 2013 and the details are attached at Appendix 2. This 12 week process comprised consultation with key stakeholders including Members, existing leaseholders and wider stakeholders.
13. Key points highlighted in the consultation include:
  - The need for a transparent and easy to understand process, with an assigned officer for each transfer, including disclosure of competing interests;
  - Support for applicants (guidance notes, training, signposting to other organisations, provision of online resources);
  - The role of the council as 'broker' to encourage collaborative bidding in the case where several organisations are interested in one asset;
  - The need to protect assets once transferred for community use;



- Extending the suggested timeframes to allow sufficient time for organisations to consider if they want to apply, to have discussions with the council and for the council to make its decision;
  - The need for the council to provide what information it holds on an asset e.g. repairs and maintenance costs at the start of the process;
  - Ensuring that the application and appraisal process enables both existing organisations and those formed solely for the purposes of taking on an asset are eligible to apply.
14. The following changes were therefore made to the draft Strategy and process as a result of consultation feedback:
- Disclosure of competing interests;
  - Commitment to provide guidance notes, increase online content and explore if partners can provide relevant training;
  - Extension of timeframes – 3 months for an initial expression of interest and 4 – 8 months to allow for appraisal of applications and brokering of collaborative bids;
  - 7-11 months to support and facilitate a smooth transition;and
  - Provision of information about an asset where the council already holds it.
15. A number of organisations have expressed an interest in exploring community asset transfer further and several organisations have also expressed an interest in working with the council to establish an umbrella body that could take over some building management responsibilities and ease the burden on volunteers.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

16. The specific resource implications highlighted in this report refer solely to the pilot phase.
17. A programme of transfer of assets of this scale, with the associated engagement of voluntary, community and faith interests, not to mention partners, requires significant project management. The Change Programme Board approved the establishment of two project teams, one for each project strand (detailed earlier). The cost of the teams will be met through existing staffing budgets within the Communities Portfolio and the Children's Services Portfolio. There is also an expectation that staff time will be required from a number of council services (legal, finance and service teams that have buildings which could be considered for community asset transfer) to progress elements of this programme.
18. Any additional one off expenditure, such as determining the agreed sale price and the cost on the open market (which may be different) will be met through the Transformation Fund on a case by case basis, to be agreed by the council's Change Programme Board. The costs associated with the disposals will be internal council and other professional costs. Any additional costs incurred beyond the pilot phase of the programme will need to be considered on a case by case basis.

19. The Council will retain the right not to transfer assets that have been identified as having potential to generate significant capital or revenue receipts or are required for longer term strategic, planning or regeneration objectives. A transfer may also be precluded in the case that significant expenditure is needed, or has to be committed to by the Council, in order to facilitate that transfer. This will be evaluated on a case by case basis. Each case evaluation will also need to incorporate consideration of any VAT implications. If there is a capital receipt from buildings on land held by the Housing Revenue Account, consideration would need to be given to the ring fencing rules that apply to this account.

### **Property/Other**

20. The Council will not:
  - consider applications for transfer with respect to schools, sheltered housing, social care establishments and other properties from which council run services are delivered that are not deemed by the council as suitable for transfer;
  - transfer properties to be used solely for religious, political or commercial activities.
21. The council recognises that in some cases, buildings that are available for CAT may not be vacant and a transfer may take place with a sitting tenant.
22. In considering transferring assets the council will review the impact on its abilities to meet its statutory duties. For example, many community centres and other buildings have traditionally been venues for early years services and children's centres. These services will need to be protected in any future agreements, as the Council has a statutory duty to ensure that children aged 2, 3 and 4, receive their entitlement to early education, that there are sufficient childcare places in the city and a sufficient number of children's centres to meet needs. Any loss in provision may create a liability for the council in order to meet these duties.
23. In addition, a number of community premises have been improved following agreement to licence to Early Years Education and Childcare Services (EYEC) and children centre services. Under the terms of grants from the Department for Education (DFE), the council must guarantee provision of EYEC for 25 years. If the interests of such early years/children's centre services are not protected, the council would need to repay the capital to the funders. In such cases, an early analysis of the investment and potential repayment and the impact on the Council's statutory duties has to be made before any recommendations can be made to Members.
24. The disposal terms for relevant community premises will include provision to allow the council to nominate EYEC/children centre providers to occupy such premises under reasonable terms subject to the approval of each community, voluntary or faith organisation's governing body. If the EYEC/children's centre providers materially breach the licence terms agreed, and as a consequence, the community, voluntary or faith organisation, acting reasonably, terminates the EYEC provider's licence, the council will identify an alternative EYEC/children's centre provider to meet the demand for early years places.

25. Three community centres are co-located with Day Services – these services would similarly need to be protected in any agreement on the assumption that these will continue to be commissioned by the council in future plans.
26. Paragraphs 23 to 26 highlight that there are statutory services currently operating in many council-owned community buildings. If transferred, these will need to be secured to ensure there are sufficient levels of services to meet needs. This will be reviewed on a case by case basis.
27. To ensure that assets continue to be used for the purposes of benefiting local communities, an asset lock will be incorporated into legal agreements. For nominal value freehold sales, it will be necessary to reserve pre-emption or “buy back” rights whereby the council will be entitled to buy back the sites for the same value that they were sold in the event that there is no longer a community use for the asset.
28. The council can transfer its own property interests (either freehold or long leasehold) to a third party. This transfer to a third party could either be a freehold or a long leasehold.
29. BCS provides a repairs and maintenance service to a number of council-owned community centres and community buildings within a total budget of £79,300, of which approximately 50% has been used for repairs and maintenance in the last two years. Transferring the assets would mean the community, voluntary or faith organisation would be able to choose whether to continue to purchase services from BCS or enter into agreements with other contractors. Depending on the number of transfers this may have a negative impact on BCS income. This will be reviewed on a case by case basis and will include discussions with unions on the potential impact.

## **LEGAL IMPLICATIONS**

### **Statutory power to undertake proposals in the report:**

30. By agreeing disposals by negotiation there will be no need to invoke the extensive procedures in the “Community Right to Bid” legislation for council-owned assets.
31. Under Section 1 of the Localism Act 2011, the Council has a general power of competence to do anything that individuals generally may do; however that general power is subject to other statutory limitations. Section 123 of the Local Government Act 1972 provides that the Council must dispose of land for best consideration, save for cases where the consent of the Secretary of State has been obtained for any disposal at less than best consideration. Under the General Disposal Consent (England) 2003, such specific consent from the Secretary of State is not required for any disposal where the difference between the unrestricted value of the interest and the consideration accepted, is £2M or less, provided that:
  - the purpose for which the land is to be transferred is likely to contribute to the “promotion or improvement” of the economic, social or environmental well-being of the area.
32. In order to use the General Disposal Consent (England) 2003, the properties must be held under the Local Government Acts. There are a number in the HRA which means they will need appropriation from Housing Acts to Local Government Acts. This is an internal administrative process.

33. In determining whether or not to dispose of land for less than best consideration the Council should have regard to a number of factors including its accountability and fiduciary duty to local people, its community strategy, all normal and prudent commercial practices, clear and realistic valuation advice on the asset in question and EU State Aid rules.

**Other Legal Implications:**

34. If the land on which a community asset is located is held on Trust by the council as a registered charity, it requires the Charity to apply to the Charity Commission to seek consent for a sale. Section 36 of the Charities Act sets out the obligations in seeking consent. In such cases, a report will be presented to the Cabinet to seek approval for such consent, followed by a valuation process and advertising process.
35. Some community buildings have sitting tenants, with varying lease conditions and length of leases. If the lease provides a tenant with security of tenure, then they have the right to renew at the end of the lease. If security of tenure is excluded from the lease then tenants do not have the right to renew. At the end of a lease, the Council only has an obligation to relocate tenants if provision has been made in the lease. In practice, relocation can happen at any time with agreement.
36. For sites held under the Public Health Acts and designated as “open space” land, the Council is further obliged under Section 123 (2A) Local Government Act 1972, before taking any decision to dispose, to advertise its intention of disposal and Cabinet should then consider formally any objections received before making any final decision to dispose.
37. State Aid rules are designed to ensure that the single market is not subject to national distortion through state support to particular companies or sectors. Since the tests for State Aid relate to an organisation’s activities (and whether or not they are the subject of trade between Member States), it cannot categorically be stated that State Aid does not apply to all Community Asset Transfers. However, where an organisation can show that it is carrying out purely local activities, on a ‘not for profit’ basis, then this should be a good basis for showing there is no State Aid. Where the recipient of a Community Asset Transfer is engaged in carrying out ‘not for profit’ activities to meet local community need (i.e. with no cross-border trade), then the transfer is unlikely to count as State Aid in itself. However, what also needs to be considered is the status of organisations that are tenants in the building. If their activities fall under the State Aid Rules it could lead to accidental ‘leakage’ of Aid which inadvertently leads to the other bodies gaining an unfair advantage over their competitors.
38. Any pre-emption, asset lock or buy back right would need to be protected by a restriction entered onto the title of the relevant asset.
39. Assets transferred on a leasehold basis will be carried out on the basis that the entire responsibilities for managing and repairing the building, including all health and safety responsibilities, will be transferred from the council to the receiving organisation.

## POLICY FRAMEWORK IMPLICATIONS

40. Recommendations for community asset transfer will contribute to Southampton City Council Plan and the council's medium term financial planning.

KEY DECISION? Yes

|                             |     |
|-----------------------------|-----|
| WARDS/COMMUNITIES AFFECTED: | All |
|-----------------------------|-----|

## SUPPORTING DOCUMENTATION

### Appendices

|    |                       |
|----|-----------------------|
| 1. | CAT Strategy          |
| 2. | Consultation feedback |
| 3. | ESIA                  |

### Documents In Members' Rooms

|   |      |
|---|------|
| . | None |
|---|------|

### Equality Impact Assessment

|  |     |
|--|-----|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out? | Yes |
|--|-----|

### Other Background Documents

#### Equality Impact Assessment and 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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**SOUTHAMPTON CITY COUNCIL**  
*Encouraging positive community contribution*  
**COMMUNITY ASSET TRANSFER STRATEGY 2013 – 2017**



**We are committed to working with community, voluntary, faith groups and local people to implement a successful community asset transfer strategy in Southampton that will result in successful, vibrant and inclusive community managed assets that are sustainable in the long term.**



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1. INTRODUCTION, OUTCOMES, AIMS AND CONTEXT
2. WHAT IS COMMUNITY ASSET TRANSFER?
3. COMMUNITY ASSET TRANSFER POLICY
4. COMMUNITY ASSET TRANSFER CRITERIA
5. COMMUNITY ASSET TRANSFER PROCESS



## **1. INTRODUCTION, OUTCOMES, AIMS AND CONTEXT**

### **1.1 Introduction**

Community organisations have owned or managed buildings or land for many years. In Southampton this includes buildings owned and managed by voluntary and faith organisations as well as community buildings owned by the council and leased or licensed to local organisations. The council is committed to extending this much further through a proactive work programme on community asset transfer (CAT) over the next 5 years where it brings benefits and added value to communities, whilst contributing to the council's aims and priorities. The key drivers for this approach are the Localism Act which encourages community empowerment and council commitment to protect many locally valued community based facilities through community asset transfer.

### **1.2 Outcomes**

The council wants to achieve the following outcomes through a proactive community asset transfer programme:

- Community empowerment and benefits to the wider local community
- Capacity building through the use of local skills, experience, knowledge and time
- Retaining valued local provision, thus improving local services in times of austerity, while contributing to savings
- Delivering local services that address local needs through community led and community controlled assets
- Extending the use of a building or land
- Value for money and the ability to draw in other sources of funding not available to the council
- Social enterprise and social well being, including community cohesion
- Financial viability, long term sustainability and external investment
- Delivery of council objectives through other partners
- A stimulus to partnership working

### **1.3 Aims**

The council recognises that the increasing emphasis on localism means that it is even more important to work closely in partnership with local community, voluntary and faith based groups that can help us achieve the outcomes of delivering quality services, tackling poverty, protecting vulnerable people and encouraging growth and sustainability. Our aims are to:

- Encourage and support the retention of local facilities which are used for a variety of social, community and public purposes without the use of council funds in the future – on the basis that we are satisfied that the business case for such a transfer is financially viable and sustainable in the long term
- Increase the effectiveness and efficiency of council owned community assets through local management
- Maintain local public facilities through community management
- Explore innovative ways of enhancing existing community facilities, for example by transferring multiple assets to one provider who can then deliver benefits linked to economies of scale

## **1.4 National Context**

- From the 1970s there have been community economic development initiatives that were based on using assets as a way of meeting social and economic objectives – this included community centres, community gardens and city farms.
- Asset transfer is increasingly seen as a means of achieving a range of key objectives from promoting civic renewal, community cohesion, active citizenship and improving local public services to tackling poverty and promoting economic regeneration. In 2007 the Quirk Review ('Making Assets Work: The Quirk Review of community management and ownership of public assets') signalled the transfer of public assets to community based organisations as a mainstream activity. The council has, over time, transferred assets to community organisations but to date this has not been within an overall framework. Key elements of the Localism Act relating to the 'Community Right to Bid' and the 'Right to Challenge' are intrinsically linked to the intentions and principles of this strategy. For more information on Community Rights in Southampton visit the council's website.

## **1.5 Local Context**

- The council sees community asset transfer as a positive opportunity to encourage and strengthen long term partnerships with community, voluntary and faith based organisations that will contribute towards enhancing communities and their involvement in Southampton. All successful transfers will be the beginning of long term relationships between the council and the successful community, voluntary or faith based organisation
- The council has been developing its strategic approach to asset management which includes community used buildings in localities. Community asset transfer offers a way of reconciling the consolidation of assets belonging to the council with a genuine community empowerment approach that seeks to build the capacity of local groups
- The council believes that through such asset transfer, local groups will be able to gain access to and secure other sources of additional investment

## **2. WHAT IS COMMUNITY ASSET TRANSFER (CAT)?**

- The council owns and manages a wide variety of property assets including land and buildings. The council defines a Community Asset as a building and/or land that has a community use and from which a community based activity or service is delivered. Asset transfer means moving the responsibility for the ownership, management and running of assets from the council to a community, voluntary or faith based organisation. This will apply either where the council owns the freehold or has a long lease that can be transferred to another organisation. Community asset transfer has the potential of achieving a range of key objectives from promoting civic renewal, community cohesion, active citizenship and improving local public services to tackling poverty and promoting economic regeneration.

- CAT relates primarily to long leasehold (25 – 99 years) or freehold arrangements with community, voluntary or faith based organisations and covers land and buildings owned by Southampton City Council. The terms of transfer to an organisation will be negotiated on a case by case basis. This strategy applies to council owned assets where community based services and activities are offered, or have the potential to be, for the benefit of local residents (e.g. community centres, youth centres and play facilities). The council will not consider applications for transfer with respect to schools, social care establishments, sheltered accommodation and other properties from which council run services are delivered that are not deemed by the council as suitable for transfer. The council will not transfer properties to be used solely for religious activities. The council also retains the right not to transfer assets that have been identified as having potential significant capital receipt.
- The council recognises that in some cases, buildings that are available for CAT may not be vacant and a transfer may take place with a sitting tenant. In such situations details will be discussed on an asset by asset basis in liaison with the existing tenants, relevant council departments and other stakeholders (where applicable).

### **3. COMMUNITY ASSET TRANSFER POLICY**

Our policy is based on our commitment to community empowerment and supports the development and sustainability of a thriving community and voluntary sector. This policy sets out the principles and process we will use to manage applications for the transfer of community based buildings or land to a voluntary, community or faith organisation, in a way that also complies with the council's Corporate Property Strategy and other relevant council policies. The Community Asset Transfer policy is accompanied by a toolkit, which signposts to a range of accessible and practical resources that will enable applicants to make a suitable application.

This policy will take into account relevant legislation that relates to the transfer of land or buildings at less than market value, provided the transfer is likely to contribute to the "promotion or improvement" of the economic, social or environmental well-being of the area, and the difference between market value and actual price paid is less than £2 million (If the difference is more than £2million then the request will require ministerial approval). The council's disposals policy reflects this legislation and all transfers will ultimately be considered by Cabinet.

We recognise that community asset transfer comes with risks and liabilities to both the council as well as community, voluntary and faith based organisations. Therefore the process must include a robust framework to assess and manage risks so that all parties can make informed decisions. We want to have a transparent framework to enable the transfer of assets and our policy is based on the following principles:

- Strategic approach, supported by a small team to oversee the programme
- Transparency in process, timescales and decision making

- Partnership with community, voluntary and faith organisations and encouragement of collaboration between groups
- Inclusivity of provision so that the assets remain genuinely open and accessible to all sections of the community irrespective of their faith, culture, gender, sexuality or religion
- Phased planning so that current youth and community buildings are the first priority
- Decisions will be based on clear proposals, robust business plans and sound, evidence based rationale for the transfer of assets – each proposal will be based on individual merits
- Any proposed transfer of asset must promote social, economic or environmental well being and support the aims and priorities of the council
- Asset transfer will be in exchange for the agreement by the community, voluntary or faith based organisation to deliver agreed benefits to local people
- Transfer decisions will not be made on a ‘first come first served’ basis but on a ‘best fit’ basis
- The council’s interest on nominal value freehold sales will be protected by reserving pre-emption or ‘buy back’ rights
- An ‘asset lock’ will be included in the terms of a transfer to ensure that the building remains for community benefit and use. Such clauses will be developed to prevent the asset being assigned or sold for unintended financial gain and loss of community benefits
- Disposals at less than best consideration will follow relevant legislation, Government guidance and the Royal Institute of Chartered Surveyors (RICS) document “Local Authority Asset Management Best Practice” and state the best consideration that would otherwise have been received

#### **4. COMMUNITY ASSET TRANSFER CRITERIA**

In the interest of supporting a vibrant local community and voluntary sector, the council will consider and prioritise the transfer of assets to local organisations. Therefore, it is unlikely that the council will prioritise transfer of assets to organisations whose remit is regional or nationwide. The prioritisations will be based on a geographical analysis of the community based properties within an area and the needs of that area. The transfer of assets may be to either long established, stable and secure formal organisations or newly formed community based groups provided they can demonstrate they have the necessary expertise and experience to manage the asset.

The council will consider transferring assets in the following circumstances:

- They must be in the ownership of the council
- They are currently delivering community based services where there is a demonstrable need for the asset and associated services to continue
- They are assets that the council has identified in savings proposals, or as potentially surplus or where there is no clear rationale for the retention to continue due to cost of maintenance, condition of the building or low levels of usage

The council will not consider applications for transfer in the following circumstances:

- Assets which accommodate fixed or core services (e.g. schools, social care establishments, sheltered accommodation etc - this is not an exhaustive list)
- Assets which have been identified as having a potential significant capital receipt, or where a significant amount of revenue income would be lost
- Assets which have been identified as being required for strategic, planning or redevelopment/regeneration reasons
- Transfers to individuals or businesses to be used **purely** as a vehicle for commercial ventures. This does not include, for example, charitable organisations with trading arms, where profits are given back to communities.
- Transfers to individuals
- Where transfers contravene State Aid or procurement rules
- Assets which may be used solely for religious or political purposes/activities.

The criteria is strict; this is to ensure that any successful transfer is sustainable, will be of benefit to local communities as well as the voluntary, community or faith organisation and will instil long term reassurance for the community which it serves.

The final decision on any transfer will be taken by the council in line with the council's constitution at the time.

#### **4.1 Who can apply?**

Community, voluntary or faith organisations who can demonstrate that they are or will be:

- Properly constituted with strong and open governance arrangements
- In a position to hold property
- Able to demonstrate strong financial and performance management and accountable processes
- Non profit making and exist for community/ social/ environmental/ economic benefit, whilst recognising that they may have a business element to how they operate, such as a community café. However, this type of business and financial gain will not be the main driver and it will not distribute any financial surplus to owners or members but apply it to serving its core community aims and objectives
- Open to and demonstrate an inclusive approach to members of the wider community

#### **4.2 Assessment Criteria**

Any application received will be assessed through a two stage process, starting with an expression of interest. Following assessment of this, organisations will be informed that their expression of interest has been rejected, or they will be invited to submit a detailed application. (More information is provided in the Asset Transfer Toolkit, available on the council's website). Applicants must demonstrate how they meet the following criteria:

- Clear benefits to the council, its aims and priorities, the community based group and the wider community to justify the subsidised transfer

- Demonstrate that it will continue to be used to support local community based services and activities
- Demonstrate strong and robust governance arrangements (including how local people will be involved in decision making in relation to the building/land and its use)
- Evidence of a track record in delivering services and/or managing property (if a new group evidence of this track record linked to management committee members and/or staff and volunteers)
- Have in place a robust and sustainable business plan, for a 5 year period (3 years in detail, 2 in outline) or show the willingness to create an acceptable plan within a specified time frame before the building is transferred. This business plan will need to:
  - Demonstrate a realistic approach to managing and running the facility
  - Identify sources of finance that asset transfer will release or attract, future investment in and maintenance of the asset
  - Include a needs assessment
  - Describe the planned outcomes and social, economic and environmental benefits to result from the asset transfer
  - Identify liabilities and how these will be addressed
  - Provide evidence of the capability and skills within the community based group to manage, repair and maintain, insure and sustain the asset transfer (and/or any capacity/skills building requirements), including a capacity building plan and how this will be delivered
  - Outline how much space is required and its potential usage, how services and activities will be 'joined up' with those of other organisations to maximise the efficient use of the asset by providing new and innovative services, which may be linked to current council provision
  - Provide evidence of compliance with legislation and regulatory controls such as equality legislation, child and vulnerable adult protection, health and safety, employment and plans for regular monitoring and evaluation

A business plan template is available as part of the council's Asset Transfer Toolkit, together with links to local and national organisations who will be able to support and assist with planning and implementation.

### **4.3 Risk Management**

It is accepted that there are a number of risks which may arise from asset transfer. The proposals must show that the group has considered the key risks and how they will be managed, including:

- Potential for a negative impact on community cohesion
- Potential loss of existing community services or facilities
- Capacity of recipient to deliver promised services/outcomes
- Control of asset by unrepresentative minority
- Conflict with other legal, regulatory constraints

- Potential for ongoing council liability
- Financial sustainability
- Lack of value for money
- Conflict with other funders
- Potential unfair advantage for one group over another

In line with the Southampton Compact, risks will be discussed and allocated to the organisation(s) best equipped to manage them. Delivery terms and risks will be proportionate to the nature and value of the transfer.

#### **4.4 Basis for the Asset Transfer**

- Long term lease or freehold
- The organisation will be responsible for upkeep, running costs, repairs and maintenance, compliance with statutory inspections, health and safety regulations and other legislation
- The asset will revert back to the council in cases of bankruptcy, corruption, non payment of rent, non performance, a breach of the agreement and if the organisation wants to return the asset – in these cases, the council will reserve its right to dispose of the asset in the open market.
- The organisation cannot transfer the asset on to a third party

### **5. COMMUNITY ASSET TRANSFER PROCESS**

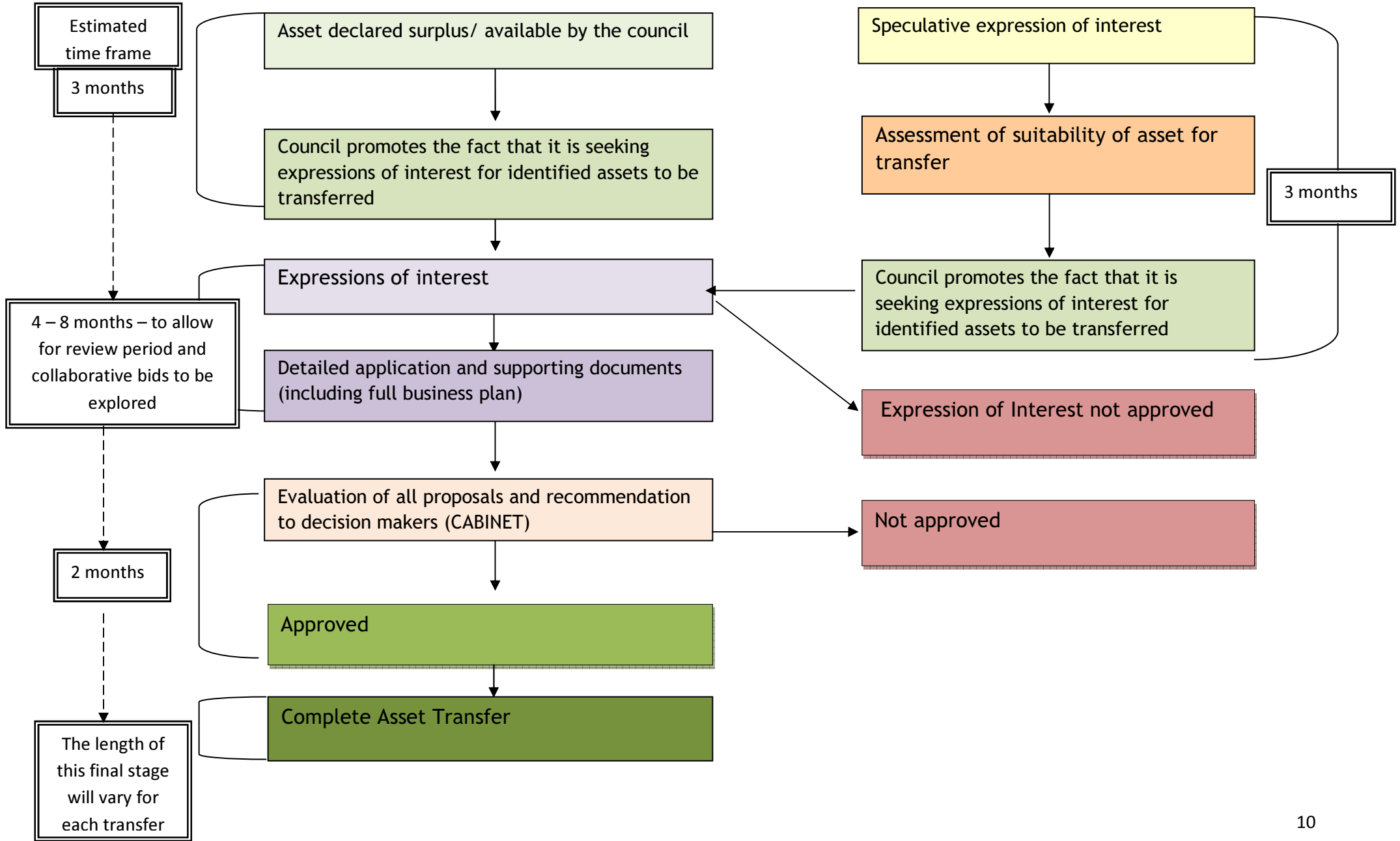
Any community asset transfer (CAT) process works best when all parties are open, flexible and accessible. The process itself is about being of mutual benefit to all parties involved and the main aim is to achieve a joint investment in a goal that is shared. If there is any part of the process which the applying organisation doesn't understand, then seeking clarity at an early stage is encouraged.

The process may be initiated in two ways:

- By the council identifying assets as being appropriate to transfer, in which case the council will invite community, voluntary and faith organisations to submit proposals. This will be based on a proper review of assets and an agreement that they are suitable for transfer.
- By a community, voluntary or faith organisation approaching the council with a proposal, in which case the council will assess the initial request to determine whether the asset is suitable for transfer. Should the asset be deemed suitable to transfer, it will be promoted as being so in order to ensure an open and transparent process.

Where there is already a tenant operating on a lease in the asset marked for transfer, then they shall get an opportunity to explore the option of CAT. It must be understood that transfer decisions will not be made on a 'first come first basis', but on a 'best fit' basis.

## Key Stages in the Community Asset Transfer Process





### **Feedback on the Community Asset Transfer consultation**

#### **Introduction**

Consultation on the draft Community Asset Transfer Strategy and toolkit ran for 12 weeks from 25<sup>th</sup> Feb to 19<sup>th</sup> May 2013. This summary captures all the feedback received.

#### **Consultation methods**

All current tenants of the 16 council community centres and 2 community buildings were sent a letter before the consultation started introducing the concept of Community Asset Transfer. All contacts, approximately 1750, (both internal and external) on the Communities and Improvement contacts database were notified by email informing them of the consultation. The consultation questionnaire was available to submit electronically or through downloading. Documents available to download were the draft strategy, toolkit and application forms. These were available on the Southampton Online website from 25<sup>th</sup> Feb 2013 to 19<sup>th</sup> May 2013. At a later date draft appraisal forms were added, as well as Microsoft Word documents to allow MAC users to download.

Three workshop sessions were held – Monday 04 March 2013, 6am to 8pm, Friday 19 April 2013, 2pm to 4pm and Thursday 02 May 2013, 10am-12noon – with council officers delivering presentations and available to answer queries about the draft strategy and toolkit.

After a recommendation by attendees at the first workshop session, it was agreed that a final wash-up session would take place on Wednesday 12 June, 6pm- 8pm, open to all who had taken part in the consultation.

For those that had queries but were unable to attend any of the drop-in sessions the council had a single point of contact so that queries could be answered. Individual meetings were held with organisations who expressed an interest in finding out more about CAT and where applicable to discuss specific issues.

#### **Key themes**

A number of key themes emerged from both the online and face-to-face consultation:

- The need for the process to be transparent throughout. Particular issues highlighted included disclosure of competing interests; ensuring appraisers declared any conflicts of interests; advertising assets that the council has declared as surplus with a time limit for applications; ensuring that liabilities associated with an asset are made clear and that the council provides any information it has about an asset with a building information pack covering issues like running costs, need for repairs and maintenance. This is to enable a group to be able to have upfront costs; recent condition surveys (where available), floor plans and if possible the cost of the freehold or leasehold that the council is expecting, before considering whether to submit an expression of interest.
- Organisations felt that the council should consider creating guidance notes to accompany applications at all stages of the process. In addition, the need for the process and application forms to be able to cater for both existing organisations and those formed solely for the purposes of taking on an asset was raised.

- Some of the smaller community organisations have recognised that they would need assistance in creating business plans and to apply for funding. Particular areas of support mentioned were business planning, setting up a social enterprise, creating a trading arm and applying for funding.
- Various community organisations have commented that applying for CAT would involve a lot of work and could put a strain on small organisations. There is a clear need for the council to ensure that it signposts effectively to help smaller community organisations in the city wishing to explore CAT.
- In the case of competing bids, where appropriate, organisations would welcome the council playing a brokering role to explore collaborative bids.
- There was interest in the idea of investigating whether an umbrella organisation for managing community buildings could be set up to help reduce the burden of building management on smaller organisations and provide networking opportunities.
- Making the process as easy to understand as possible, with guidance notes and a business plan template.
- A long lease of 25 to 99 years to be decided on a case by case basis was generally agreed to be the right length of time. It was also mentioned that any lease should clearly highlight the responsibilities of the council and the tenant and breach agreements should also be made clear.
- The need to protect the transferred asset for community use through asset locks, buy back rights was supported.
- A comment was received relating to the need for the council to review clauses, subletting and social enterprises.
- Recognition that community, voluntary and faith groups could access funding streams that the council cannot access and could bring additional creativity and innovation.
- Details of the appraisal process – how will the council measure/determine social, economic and environmental wellbeing? How important is it for an organisation to have a kite mark? It was felt by some responders that an organisation's track record should provide sufficient evidence.
- The need to include sufficient time within the process for applicants to consider making a submission and for the council to have an ongoing dialogue with applicants. Comments on the timeframe suggest the need for this to be extended, in order for committees to meet. This will also allow time for brokering with partners wishing to collaborate.
- Throughout the consultation period it has been mentioned that there is a need to have an assigned officer to manage the applications and any queries an organisation might have. Consultees also felt that this is good customer service.
- A number of organisations have expressed interest in exploring community asset transfer in relation to a specific asset; a number have also expressed interest in the concept of an umbrella body.
- The need to distinguish between Community Asset Transfer and Community Right to Bid.
- A comment was made that the council need to emphasise that a charity has a duty under law to take professional advice and take care of their assets.
- The online survey, despite being promoted through routes below, has not received many responses. The council received 11 completed online surveys, one of which was incorrectly completed through misunderstanding the nature of the survey.

Those who did complete the questionnaire all said that their organisation would need assistance with business planning, assistance in applying for funding and risk management. One organisation left a comment stating that 'too much is passed on to voluntary members' and another stating that they would like the council to retain the 'management of community assets, so that they [the assets] will always be available for the people of the city'.

- Due to the complexity of the subject the face to face meetings and consultation workshops have proven to be a more popular form of communication and have allowed the council to get some useful feedback.
- For the council to create a 'You said, we did' type document providing full feedback on consultation.

### Organisations that provided feedback

| Existing SCC tenants                            | Other organisations wanting to explore CAT   | Others (internal/ external)              |
|---|--|--|
| Black Heritage Association (St Albans)          | Age UK   | Day Services, SCC                        |
| Coxford Community Association                   | City Life Church   | Early Years, SCC                         |
| Freemantle and Shirley Community Association    | Just Centres   | Estate Regeneration                      |
| Kutchi Association (St Albans)                  | Local residents interested in reopening Harefield Community Centre                 | Health DMT                               |
| Lordshill Community Association                 | Local residents interested in inner city youth buildings 12 <sup>th</sup> February | Members via briefing                     |
| Lordswood Community Association                 | Pakistani Welfare Association  | Parklife                                 |
| Northam Community Association                   | Red Lodge Community Pool   | Property Services, SCC/ Capita           |
| Swaythling Neighbourhood Association            | RISE   | Swaythling Ward Councillors              |
| St Denys Community Association                  | Royal British Legion   | Unison and Unite                         |
| Townhill Park Community Association             | Second Chance Animal Welfare Charity   | Community Matters                        |
| Workers Education Association (Clovelly Centre) | Southampton Wood Recycling Project   | Locality                                 |
|   | University of Southampton  | S.C.O.F & Solent Business Growth Network |
|   | West Itchen Community Trust  | Riverside Family church                  |
|   | Creative Options   | Football Association                     |
|   | Society of St James  |  |
|   | Harefield Residents  |  |

## Consultation

| Date/s                             | What   | Who  |
|------------------------------------|--|--|
| <b>Online/ Email/ Social Media</b> |  |  |
| 25/02/2013                         | Email promoting the opening of CAT consultation                        | 1750 contacts (internal/ external) on Communities and Improvement contacts database                      |
| 12/03/2013                         | Facebook and Twitter promotion of CAT consultation                     | Facebook friends and Twitter followers   |
| 25/03/2013                         | Emailed link to CAT consultation                                       | Mike Tucker, Mark Wood and Hayley Garner   |
| 26/02/2013                         | Emailed link to CAT consultation                                       | Steve Smith (SCC), Paul Mansbridge (Capita), Victoria Westhorpe (Cabinet Office), Andrew Elliot (Capita) |
| 26/02/2013                         | Emailed Community Centre Newsletter, included link to CAT consultation | Community Centre Chairpersons  |
| 27/02/2013                         | Emailed link to CAT consultation                                       | Tony Montague (Stockton – upon- tees CAT unit) and Stephen Rolph – (Locality)                            |
| 14/04/2013                         | Email reminding and promoting the CAT consultation                     | 1750 contacts (internal/ external) on Communities and Improvement contacts database                      |
| 12/04/2013                         | Emailed link to CAT consultation                                       | Stephenie Linham (Community Matters)   |
| 25/04/2013                         | Emailed link to CAT consultation                                       | Jo Ash (SVS)   |
| 25/04/2013                         | Emailed link to CAT consultation                                       | Various local Voluntary sector orgs/ Housing Assocs  |
| 25/04/2013                         | Emailed link to CAT consultation                                       | Community Development Networkers meeting   |
| 25/04/2013                         | Facebook and Twitter promotion of CAT consultation                     | Facebook friends and Twitter followers   |
| 26/04/2013                         | Promoted consultation  | Communities Newsletter   |
| 01/05/2013                         | Emailed link to CAT consultation                                       | Palmerston House RA  |
| 15/05/2013                         | Emailed link to CAT consultation, reminder of closing date             | 1750 contacts (internal/ external) on Communities and Improvement contacts database                      |
| 17/05/2013                         | Facebook and Twitter promotion of CAT consultation                     | Facebook friends and Twitter followers   |
| 17/05/2013                         | Promoted consultation  | Communities Newsletter   |

| <b>Letters</b>                                  |                                  |   |
|---|----------------------------------|---|
| 07/02/2013                                      | Introducing CAT                  | Sitting tenants (16 community centres and 2 resource centres) |
| <b>Face to face meetings with organisations</b> |                                  |   |
| 25/02/2013                                      | CAT briefing                     | West Itchen Community Trust                                   |
| 25/02/2013                                      | CAT briefing                     | Southampton University  |
| 26/02/2013                                      | CAT briefing                     | Royal British Legion  |
| 27/02/2013                                      | CAT briefing                     | Black Heritage Assoc  |
| 07/03/2013                                      | CAT briefing                     | Lordshill Community Assoc                                     |
| 19/03/2013                                      | CAT briefing                     | Kutchi Group  |
| 20/03/2013                                      | CAT briefing                     | Just Centres  |
| 27/03/2013                                      | CAT briefing                     | Coxford Community Assoc                                       |
| 04/04/2013                                      | CAT briefing                     | City Life Church  |
| 26/02/2013 and<br>05/04/2013                    | CAT briefing                     | Workers Education Assoc                                       |
| 08/04/2013                                      | CAT briefing                     | Pakistani Welfare Assoc                                       |
| 19/04/2013                                      | CAT briefing                     | Lordswood Community Assoc                                     |
| 24/04/2013                                      | CAT briefing                     | RISE  |
| 24/04/2013                                      | CAT briefing                     | Second Chance Animal Rescue                                   |
| 25/04/2013                                      | CAT briefing and exploring ideas | Harefield Residents   |
| 30/04/2013                                      | CAT briefing                     | Northam Community Link (Association)                          |
| 16/05/2013                                      | CAT briefing                     | S.C.O.F & S.B.G.N   |
| <b>Public Meetings</b>                          |                                  |   |
| 04/03/2013                                      | CAT Consultation workshop        | Open to public  |
| 19/04/2013                                      | CAT Consultation workshop        | Open to public  |
| 02/05/2013                                      | CAT Consultation workshop        | Open to public  |
| <b>SCC face-to-face briefings</b>               |                                  |   |
| 22/02/2013                                      | CAT briefing                     | Unison and Unite Union reps                                   |
| 26/03/2103                                      | CAT briefing                     | Steve Smith, SCC  |
| 25/02/2013                                      | CAT briefing                     | John Connelly, SCC  |
| 26/02/2013                                      | CAT briefing                     | Pat Hoyes, SCC  |
| 28/02/2013                                      | CAT briefing                     | Simon Dennison, SCC   |
| 28/02/2013                                      | CAT briefing                     | Health DMT  |
| 08/03/2013                                      | CAT briefing                     | Housing DMT   |

|            |                      |  |
|------------|----------------------|--|
| 08/03/2013 | Ward member briefing | Swaythling Ward Councillors  |
| 18/03/2013 | Member briefing      | Members  |
| 20/03/2013 | CAT briefing         | Emma Aldred (Estate Regen, SCC)  |
| 22/03/2013 | CAT briefing         | Anne Downie (Early Years, SCC)   |
| 09/04/2013 | CAT briefing         | Communities and Improvement team and Robin McDonald (Economic Development) |

**Other date**

| <b>Date/s</b> | <b>What</b>   | <b>Who</b>   |
|---------------|---|--|
| 12/06/2013    | CAT Consultation workshop –wash up (feedback session) | Invitation sent to all those who were responded during the consultation period |



## 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.

|  |  |
|--|--|
| <b>Name or Brief Description of Proposal</b> | <p><u>Community Asset Transfer Programme:</u></p> <p>To transfer some council assets to community, voluntary or faith organisations at less than market value through community asset transfers.</p>   |
| <b>Brief Service Profile</b>                 | <p>The asset transfer approach will involve the council inviting speculative inquiries as well as proactively seeking transfers. The speculative inquiries could range from unoccupied land to community buildings with sitting tenants. It is difficult to provide more information until inquiries about specific assets have been received. Each disposal at less than market value will be considered by Cabinet and ESIA’s for specific assets will be produced as part of this decision making process.</p>  |
| <b>Summary of Impact and Issues</b>          | <p>There are two key drivers for a proactive community asset transfer programme:</p> <ul style="list-style-type: none"> <li>• Delivering elements of the Localism Act</li> <li>• Cost avoidance</li> </ul> <p>The potential negative impacts are linked to pressures on the council’s budgets as the council is increasingly unable to pay for repairs and without changes the council may have to consider closures. There is also an increased level of uncertainty, or risk, with facilities possibly being</p> |

|   |   |
|---|---|
|   | <p>transferred to less experienced operators.</p> <p>The transfer of assets to the community will create a different range of impacts, depending on the facilities' current users, the local community, the new owners, etc. These impacts will be both positive and negative so individual, regularly updated, Equality and Safety Impact Assessments will be created for each asset transfer to explore possible impacts and whether these need mitigating.</p>                 |
| <p><b>Potential Positive Impacts</b></p>  | <p>There are a range of potential positive impacts to the community being empowered to take ownership of these assets, including:</p> <ul style="list-style-type: none"> <li>• Increased community activities that better meet local needs</li> <li>• Increased community cohesion</li> <li>• Increased local skills base</li> <li>• Increased partnership working</li> </ul> <p>These positive impacts will also be explored in the individual ESIA for each asset transfer.</p> |
| <p><b>Responsible Service Manager</b></p> | <p>Vanessa Shahani</p>  |
| <p><b>Date</b></p>                        | <p>23/4/2013</p>  |

|  |  |
|--|--|
| <p><b>Approved by Senior Manager</b></p> | <p>Suki Sitaram, Head, Communities, Change and Partnerships Division</p> |
| <p><b>Signature</b></p>                  |  |
| <p><b>Date</b></p>                       |  |



## Potential Impact

| Impact Assessment                     | Details of Impact   | Possible Solutions & Mitigating Actions   |
|---------------------------------------|---|---|
| <b>Age</b>                            | <p>Depending on the assets that are transferred there may be activities already running there for older or younger people. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease.</p>                        | <p>Identify organisations with sufficient capacity, skills and experience to ensure continuance of existing provision.</p> <p>Map alternative provision and work with local groups and residents to ensure activities continue to run from other bases.</p> <p>Effective signposting to infrastructure support and funding opportunities.</p> <p>These will be fully investigated in the individual ESIA for each asset transfer.</p> |
| <b>Disability</b>                     | <p>Depending on the assets that are transferred there may be activities already running there for disabled people, or people with impairments. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease.</p>    | <p>As above.</p>  |
| <b>Gender Reassignment</b>            | <p>Depending on the assets that are transferred there may be activities already running there for transgendered people. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease.</p>                           | <p>As above.</p>  |
| <b>Marriage and Civil Partnership</b> | <p>Depending on the assets that are transferred there may be activities already running there for married people or those in a civil partnership. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease.</p> | <p>As above.</p>  |

|                                |  |           |
|--------------------------------|--|-----------|
| <b>Pregnancy and Maternity</b> | Depending on the assets that are transferred there may already be early years activities running there e.g. Sure Start provision, NCT. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease.   | As above. |
| <b>Race</b>                    | Depending on the assets that are transferred there may already be activities running there that contribute towards cohesion, for particular minority groups or for people of a particular faith. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease. | As above. |
| <b>Religion or Belief</b>      | Depending on the assets that are transferred there may already be activities running there that contribute towards cohesion, for particular minority groups or for people of a particular faith. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease. | As above. |
| <b>Sex</b>                     | Depending on the assets that are transferred there may already be activities running for men or women. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease.   | As above. |
| <b>Sexual Orientation</b>      | Depending on the assets that are transferred there may already be activities running for lesbian, gay or bisexual people. There could be a positive impact if the activities continue or develop after transfer or a negative impact if they cease.  | As above. |
| <b>Community Safety</b>        | Development of programmes of activities could have a positive impact on community safety e.g.  | As above. |

|                                  |  |           |
|----------------------------------|--|-----------|
|                                  | <p>increased youth provision could reduce levels of ASB.</p> <p>Conversely, should facilities close, there could be a negative impact on community safety, including community tensions, especially in inner-city locations and areas where there are greater levels of deprivation.</p>   |           |
| <b>Poverty</b>                   | <p>Many community buildings are located in priority neighbourhoods and provide facilities within walking distance for local people. An enhanced programme of local activities e.g. job clubs could have a positive impact on poverty.</p> <p>Conversely, should facilities have to close, there could be a negative impact on poverty.</p> | As above. |
| <b>Other Significant Impacts</b> | <p>Many community buildings house statutory services such as early years provision. Should facilities close then the council could struggle to meet its statutory obligations.</p>   | As above. |

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# Agenda Item 9

|                               |  |  |                          |
|-------------------------------|--|--|--------------------------|
| <b>DECISION-MAKER:</b>        | CABINET  |  |                          |
| <b>SUBJECT:</b>               | RESPONSE TO OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE WELFARE REFORMS INQUIRY |  |                          |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013   |  |                          |
| <b>REPORT OF:</b>             | CABINET MEMBER FOR COMMUNITIES AND CHANGE                                      |  |                          |
| <b><u>CONTACT DETAILS</u></b> |  |  |                          |
| <b>AUTHOR:</b>                | <b>Name:</b>   | Sara Crawford  | <b>Tel:</b> 023 80832673 |
|                               | <b>E-mail:</b>   | <a href="mailto:sara.crawford@southampton.gov.uk">sara.crawford@southampton.gov.uk</a> |                          |
| <b>Director</b>               | <b>Name:</b>   | John Tunney  | <b>Tel:</b> 023 80834428 |
|                               | <b>E-mail:</b>   | <a href="mailto:john.tunney@southampton.gov.uk">john.tunney@southampton.gov.uk</a>     |                          |

## STATEMENT OF CONFIDENTIALITY

None

## BRIEF SUMMARY

Overview and Scrutiny Management Committee (OSMC) requested Scrutiny Panel A to hold an Inquiry into the Welfare Reforms. The Scrutiny Panel met between October 2012 and March 2013 and made a number of recommendations. Cabinet has already responded to the Panel's early recommendations on the Social Fund and Local Council Tax Reduction Scheme. This report provides Cabinet's response to the recommendations made to Cabinet on the 16<sup>th</sup> April 2013.

## RECOMMENDATIONS:

- (i) To approve, in principle, subject to resources, all recommendations from the Scrutiny Panel A Welfare Reforms Inquiry for implementation, as set out in Appendix 1.
- (ii) To note that the Scrutiny Panel's recommendations 1 and 2, relating to Local Council Tax Reduction Scheme, were agreed by Council on the 16<sup>th</sup> January 2013. Recommendations 3 and 4, relating to Social Fund/Local Welfare Provision were agreed by Council on the 13<sup>th</sup> February 2013.
- (iii) To delegate authority to the Head of Communities, Change and Partnerships and the Head of Finance and IT, following consultation with the Cabinet Member for Communities and Change and the Cabinet Member for Resources, to agree allocation of Local Welfare Provision funding for 2013/14 and 2014/15.
- (iv) To allocate £128,800 from the General Fund Revenue Budget contingency of £458,500 in order to provide the additional resources as set out in Appendix 2, which it is forecast will enable the implementation of the recommendations from the Scrutiny Panel A Welfare Reforms Inquiry detailed in Appendix 1 in full.

- (v) To agree the establishment of a city-wide, Welfare Reforms Monitoring Group, chaired by the Cabinet Member for Communities and Change.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. Cabinet considered Scrutiny Panel A's Inquiry report on Welfare Reforms on 16<sup>th</sup> April 2013 and has to make a formal response within 2 months. Therefore, this report details Cabinet's response to the recommendations of the Welfare Reforms Inquiry.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

2. None. Cabinet is required to consider and respond to outcomes of Scrutiny Panel Inquiries.

## **DETAIL (Including consultation carried out)**

3. Overview and Scrutiny Management Committee (OSMC) requested Scrutiny Panel A to hold an Inquiry into the Welfare Reforms. The Inquiry took place from October 2012 to March 2013 and considered a wide range of evidence. The Scrutiny Inquiry made 11 main recommendations which were presented to Cabinet on 16<sup>th</sup> April 2013.
4. These recommendations have been considered in the light of the Council's financial challenges, work that is already taking place as well as feedback from agencies who were invited to be involved in the Inquiry. This assessment has informed the recommended way forward, which Cabinet is now requested to consider and approve.
5. Recommendations 1- 4: Due to the timing of the Inquiry, several interim recommendations were made to enable findings to be incorporated into the Council's decision making and budget proposals for 2013/14. These recommendations relate to the Local Council Tax Reduction Scheme and the abolition of discretionary elements of the Social Fund/Local Welfare Provision.
6. Additional funding has been received for the transition of Social Fund to Local Welfare Provision for 2013/14 and 2014/15. The funding allocation for 2013/14 is £654,232 and the indicative amount for 2014/15 is £644,232. The Panel has outlined the principles and model for Local Welfare Provision (recommendations 3 and 4). It is recommended that Cabinet delegate authority to the Head of Communities, Change and Partnerships and Head of Finance and IT, following consultation with the Cabinet Member for Communities and Change and the Cabinet Member for Resources, to agree allocation of Local Welfare Provision funding for 2013/14 and 2014/15.
7. Recommendations 5 -11: These recommendations cover the main themes and issues identified by the Inquiry in relation to:
- access to support services
  - monitoring of the impacts
  - prioritising the welfare reforms
  - communication and awareness
  - voluntary sector capacity
  - pathways to employment
  - joining up Council policies.

8. One of the recommendations of the Scrutiny Panel is to set up a Welfare Reforms Monitoring Group for the two year transition period (recommendation 6, Appendix 1). It is recommended that this group is set up with a city wide membership and chaired by the Cabinet Member for Communities and Change. This purpose of this group will be to:
  - maintain an overview of the ongoing impact of the Welfare Reforms on Southampton residents
  - develop a co-ordinated, citywide response
  - ensure the implementation of the Panel's recommendations
  - continue to identify emerging issues or changing needs and suggested responses.
9. In addition to the main recommendations, a range of activities have been identified which together could potentially mitigate some of the cumulative impacts of the Welfare Reforms on individuals, households and services.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

10. There are resource implications linked to the Council's response to the Welfare Reforms Scrutiny Inquiry and in considering the recommendations, due regard has been given to the current financial pressures faced by the Council.
11. The main recommendations can be implemented in principle, within existing resources, but there are additional costs associated with implementing the recommendations in full as some activities would require additional resources. Indicative costs and allocation are provided in Appendix 2. These costs are forecast to be £128,800 and it is proposed that this is met from the General Fund Revenue Budget contingency.

### **Property/Other**

12. No immediate property implications are raised by this report.

## **LEGAL IMPLICATIONS**

### **Statutory power to undertake proposals in the report:**

13. Matters referred to this report are permitted by virtue of section 1 of the Localism Act 2011 (the General Power of Competence), which permits a Council to do anything an individual may do subject to any pre- and post-commencement restrictions, none of which have been identified in this instance. Additionally, the duty to undertake overview and scrutiny is contained within Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

### **Other Legal Implications:**

14. None

## **POLICY FRAMEWORK IMPLICATIONS**

15. The recommendations relate to the relevant Policy Framework plans and will also assist the Council to meet the overall aims of its policy framework.

KEY DECISION? Yes

|                             |     |
|-----------------------------|-----|
| WARDS/COMMUNITIES AFFECTED: | All |
|-----------------------------|-----|

**SUPPORTING DOCUMENTATION**

**Appendices**

|    |  |
|----|--|
| 1. | Welfare Reforms Scrutiny Inquiry: Summary of Recommendations |
| 2. | Welfare Reforms Scrutiny Inquiry: Indicative Costs           |

**Documents In Members' Rooms**

|    |  |
|----|--|
| 1. | Report of Scrutiny Panel A: Welfare Reforms Inquiry October 2012- March 2013.<br><a href="http://www.southampton.gov.uk/modernGov/documents/s16600/OSMC-%20Amended%20App%202.pdf">http://www.southampton.gov.uk/modernGov/documents/s16600/OSMC-%20Amended%20App%202.pdf</a> |
|----|--|

**Equality Impact Assessment**

|  |     |
|--|-----|
| Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out. | Yes |
|--|-----|

**Other Background Documents**

**Equality Impact Assessment and 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 |  |
|----|------|--|



## Welfare Reforms Scrutiny Inquiry – Draft Summary of Recommendations

| RECOMMENDATION  | ACCEPTED BY CABINET (Y/N)   | WITHIN EXISTING RESOURCES  | ADDITIONAL ACTIVITIES  | RESOURCES SCC | DIRECTORATE / DIVISION<br><br>LEAD OFFICER           |
|---|---|--|--|---------------|--|
| <b>Local Council Tax Reduction Scheme</b>   |   |  |  |               |  |
| <p><b>RECOMMENDATION 1: Discretionary Fund:</b><br/>That Cabinet, as part of its decision on the Local Council Tax Reduction Scheme, considers:</p> <ul style="list-style-type: none"> <li>a. A Discretionary Fund for Local Council Tax Scheme that is aligned to Discretionary Housing Payments.</li> <li>b. That the Council Tax Discretionary Fund is directed for the most vulnerable.</li> <li>c. The Council Tax Discretionary Fund applies the principles of fairness. This should include:               <ul style="list-style-type: none"> <li>i. Development of a transparent approach for determining applications for the fund.</li> <li>ii. An appropriate complaints process.</li> <li>iii. A fund that is operated in line with the Public Sector Equality Duty.</li> </ul> </li> </ul> | <p><b>YES</b></p> <p>Agreed at Council on 16<sup>th</sup> January 2013.</p> | <p>A discretionary fund to deal with cases of exceptional hardship has been put in place with a fund of £200,000. It has been aligned with Discretionary Housing Payments and application is via Benefit Services.</p>   |  |               | <p>Corporate Services<br/>Head of Finance and IT</p> |
| <p><b>RECOMMENDATION 2: Transitional Grant</b><br/>That Cabinet, in making its decision on the Local Council Tax Scheme, gives further consideration to applying for funding from the Government's Transitional Grant scheme, in the context of the Final Grant Settlement for Southampton. This should take into account the benefits and concerns highlighted by Scrutiny Panel A's report on the scheme. In their considerations, the Panel recommends that the decision should be made in accordance with the principle of 'making work pay'.</p>   | <p><b>YES</b></p> <p>Agreed at Council on 16<sup>th</sup> January 2013.</p> | <p>An application was made and accepted for the Government's Transitional Grant of £378,847. The take up of this grant has provided and 'buffer' and restricts any cut for people on full benefit to 8.5%. Under current arrangements in year 2 this will transfer to the default, self-funding scheme and reduces the support given to working age people on full benefit by 25%.</p> | <p>The Transitional Grant is available for 2013/4 only and required additional SCC funding of £720,000 which could rise to £1,099,000 in following years.</p> <p>Any future review of the Local Council Tax Reduction Scheme will require a full public consultation and subject to council decision making.</p> |               | <p>Corporate Services<br/>Head of Finance and IT</p> |

## Social Fund to Local Welfare Provision

### RECOMMENDATION 3: Resources

That Cabinet allocates the full un-ringfenced grant transferred to the Council for the transition of the Social Fund for 2013/14 and 2014/15 solely for the use of developing Local Welfare Provision.

**YES**

Agreed at Council on 13<sup>th</sup> February 2013.

The funding allocation for 2013/14 is £654,232 and the indicative amount for 2014/15 is £644,232.

Funding has been transferred from DWP. Funding beyond 2014/15 is subject to the next spending review.

Communities, Change and Partnerships

Improvement Manager

### RECOMMENDATION 4: Principles and Model

That Cabinet, in relation to the development of the Local Welfare Provision, considers:

- i) To delegate authority to the Head of Communities, Change and Partnership, following consultation with the Cabinet Member for Communities, the Cabinet Member for Resources and the Chair of Scrutiny Panel A, to develop and implement a sustainable and holistic mixed model approach to Local Welfare Provision. The scheme should harness existing provision to enable residents vulnerable to financial crisis to become more self-reliant whilst building the capacity of the voluntary sector.
- ii) That the Local Welfare Provision for Southampton has a phased and tiered approach, be strategically co-ordinated by the council (Communities, Change and Partnership Division), supported by a multi-agency, advisory group and includes the following principles:
  - a) A mixed model of support will be established, with a combination of in-house and external provision – where possible, provided by local anti-poverty services.
  - b) Support to be led by agency referral with mechanisms in place for direct access / self-referral.
  - c) In-kind support will be the main mechanism for help with limited cash provision in emergencies.
  - d) Any small cash payments provided this will usually be in the form of affordable

**YES**

Agreed at Council on 13<sup>th</sup> February 2013.

A model is proposed to provide:

- Crisis Emergency Support
- Crisis Prevention

Engagement in underway with a range of services in the city to identify changing needs to shape Local Welfare Provision.

Effective monitoring will be developed as part of the phased approach and as new products are developed.

Communities, Change and Partnerships

Improvement Manager

- loans.
- e) A contingency fund of £100k is set aside and used to respond to unpredicted gaps in provision.
- f) The delivery model should maximise funding to the frontline to support vulnerable people and minimise central administration costs.

**ACCESS TO SUPPORT SERVICES: total additional cost estimated at £103,000 (detailed in Appendix 2)**

|  |            |   |   |   |   |
|--|------------|---|---|---|---|
| <p><b>RECOMMENDATION 5: Access to Support Services</b></p> <p>All Council services and partners should work towards empowering individuals and communities that are most impacted by the Welfare Reforms, by providing the necessary tools (i.e. easily accessible information about the changes as well as access to IT).</p> <p>Access to services should also be a priority (i.e. benefit advice, money management, and advocacy support) to help develop self-reliance. People having the knowledge and skills to prepare for the reforms will limit their impact and give individuals the best chance to find how 'making work pay' best fits them. This should be achieved through encouraging behavioural change, developing targeted locality support in priority neighbourhoods, working with most impacted groups including young singles, lone parents, disabled people, BME groups, those where English is not their first language, and older people close to retirement.</p> | <p>YES</p> | <p>Advice and support to residents will continue to be provided by a range of in-house and voluntary sector services.</p>                     |   |   | <p>Housing Services<br/>Head of Housing Services</p>                |
| <p><b>Key recommended actions:</b></p> <ul style="list-style-type: none"> <li>Promote the use of credit unions and money management with Registered Social Landlords.</li> </ul>   |            | <p>Promotion of Credit Union and money management will continue to be included as part of the general welfare reforms communication plan.</p> |   |   | <p>Housing Services<br/>Head of Housing Services</p>                |
|  |            |   | <p>A targeted programme of outreach and events is developed and implemented – focusing on groups and communities most affected.</p> | <p>A minimum of 3 outreach events for 150 residents<br/>£6000</p> | <p>Communities, Change and Partnerships<br/>Improvement Manager</p> |
|  |            |   | <p>Big Lottery Bid – Advice Services Transition has resulted in £344,017 allocated to voluntary sector advice services.</p>         | <p>2 additional CU collection points set up.</p>                  | <p>Communities, Change and Partnerships</p>                         |

|   |  |   |   |   |
|---|--|---|---|---|
|   |  |   | £5000   | Improvement Manager   |
|   |  | Money management courses and face to face support.  | Minimum of 3 courses set up<br>£6000                            |   |
| <ul style="list-style-type: none"> <li>Focus resources and consider locality based holistic support and advice from local service point to support those in the most deprived areas of the city.</li> </ul>   | Explore opportunities to work with mobile and locality based services.   | Develop advice outreach (i.e. libraries/ book bus/ G.P surgeries).  | To work with local providers to access and outreach.<br>£50 000 | Communities, Change and Partnerships<br><br>Improvement Manager   |
| <ul style="list-style-type: none"> <li>Consider the option of a single point of contact for Local Welfare Provision.</li> </ul>   | Engagement is underway with a range of services in the city to monitor and identify changing needs to shape Local Welfare Provision. |   |   | Communities, Change and Partnerships<br>Improvement Manager       |
| <ul style="list-style-type: none"> <li>Consider how to boost face to face support and advice available for disabled people who are more likely to have complex needs, potentially at key locations or centres.</li> </ul>                                     | Local advice and advocacy services for disabled people are struggling to meet demand.  | Support and develop existing local advice providers including mental health support services.   |   | Communities, Change and Partnerships<br>Improvement Manager       |
| <ul style="list-style-type: none"> <li>Ensure innovative use of Discretionary Housing Payments to support disabled people to stay in their home or avoid reduced income if affected by the under-occupancy rate, where an extra room is essential.</li> </ul> | Monitor the impact of under-occupancy, wider reforms and charges on disabled households.   | For 2013/14 the Government has supplied £527,593 for DHP.   |   | Corporate Services<br>Head of Finance and IT                      |
| <ul style="list-style-type: none"> <li>Promote IT access and training opportunities at libraries, Sure Start Children's Centres, housing offices, GP surgeries concentrated on the most deprived areas.</li> </ul>  | Use targeted communications to increase awareness of existing provision.   | Increase provision and access to IT and training opportunities.   | £20 000 to be used to support provision and access to IT        | Communities, Change and Partnerships<br>Improvement Manager       |
| <ul style="list-style-type: none"> <li>Work with Third Age Centre and other agencies to ensure community support and advice available to older people under retirement age.</li> </ul>  | Use target communications and promote existing support for older people affected by the welfare reforms.                             | Develop additional outreach services for older people.<br>Provide tailored/ bespoke welfare reforms training for those working with older people.<br>EOI currently being drafted for Big Lottery if the outcome |   | Communities, Change and Partnership<br><br>Communications Manager |

|   |   |   |   |  |
|---|---|---|---|--|
| <ul style="list-style-type: none"> <li>Work with community development workers to work with community groups, community elders and churches to raise awareness of welfare reforms and signpost to support.</li> </ul> | <p>Continue to map provision and raise awareness support available with workers.</p>  | <p>of the bidding process is successful could result in up to an additional £6Million to tackle social isolation for older people.</p> <p>Provide tailored/ bespoke welfare reforms training for community workers and representatives.</p> | <p>Bespoke/ tailored training sessions for 20 workers x 3 £6000</p> | <p>Improvement Manager</p> <p>Communities, Change and Partnerships Communities Manager</p> |
| <ul style="list-style-type: none"> <li>Ensure effective signposting and referral between advice services and specialist support groups where English is not someone's first language</li> </ul>                       | <p>Build on and strengthen existing signposting and referral networks between advice services and other anti-poverty provision.</p> | <p>Develop an integrated advice portal with information and advice available in a range of languages.</p>   |   | <p>Communities, Change and Partnerships</p> <p>Improvement Manager</p>                     |

**MAINTAINING AN OVERVIEW OF THE REFORMS**

**RECOMMENDATION 6: Monitoring**

YES

That a Welfare Reforms Monitoring Group involving Members, council officers and key agency representatives is established for the 2-year transition period to:

- Monitor the impacts of the Welfare Reforms.
- Work with city leaders through Southampton Connect and other key partnerships as appropriate, to minimise the long term impact of Welfare Reforms on wider issues for the city, to include a strong emphasis on health.
- Monitor the implementation of Local Welfare Provision (Recommendation 4) to ensure that the local model continues to support those in financial crisis.
- Consider and agree changes to Local Welfare Provision, including allocation of any contingency fund approved, following recommendations from agencies.
- To review the Council's approach to the Local Council Tax Support.

A strategic monitoring group is established work with city leaders to ensure the local city wide response to welfare reforms identifies and addresses emerging issues.

To be chaired by the Cabinet Member for Communities and Change with membership from sector representatives and relevant council services.

Communities, Change and Partnerships Improvement Manager

- Ensure a collaborative council-wide approach to better coordinate resources, activity and pool budgets / discretionary funds, to support those most at risk of crisis due to the Welfare Reforms.
- Ensure implementation of recommendations regarding welfare reforms and report to Cabinet and Council on progress and any emerging issues or changing need.

**RECOMMENDATION 7: Prioritising the Welfare Reforms**

YES

A clear plan is developed for portfolios to respond to the impact of welfare reforms.

That Cabinet,

- Identifies a clear plan to respond to the impact of the Welfare Reforms in each of their portfolios.
- Gives due consideration to the impact of the Welfare Reforms on Poverty within the Equality Impact Assessments when developing new policy and agreeing key decisions.

Equality and Safety Impact Assessments undertaken on new policies and key decisions.  
Cumulative Impact Assessment (annual budget) gives due consideration to the local impact of welfare reforms.

Communities, Change and Partnerships Improvement Manager

**COMMUNICATING THE REFORMS: total additional cost is estimated at £10,800 (detailed in Appendix 2)**

**RECOMMENDATION 8: Communication and Awareness**

YES

Work is undertaken to co-ordinate SCC departments and services contact, training and communications regarding welfare reforms.

Development of a comprehensive Communications Plan for SCC and partners.

Development of range of products and information.  
£10000

Communities, Change and Partnerships  
  
Communications Manager

To continue to raise awareness of the Welfare Reforms and their impacts on individuals within the city by building on the work to date with partners on 'the Welfare Reforms Communications Plan' through the 'Gateway to a Better Future' Southampton Connect Priority Project, led by Jobcentre Plus.

Work continues with Southampton Connect to co-ordinate, plan and programme communications with key partners via 'Gateway to a better Future' and nationally with JCP and DWP communications.

Communications on the changes and signposting to support should be made (where practical) through the various formats and channels that are preferred by those most likely to be impacted by the Welfare Reforms.

Information on SCC website on Welfare Reforms is regularly updates and easy to access.

Communications must deliver a consistent and clear message across the city that the only way out of the benefit system is to 'make work pay', and should:

- Aim to maximise reach to all residents impacted by the Welfare Reforms (i.e. through libraries and G.P. surgeries).
- Develop a response for people who are likely to be hardest hit, i.e. people living in priority neighbourhoods; housing estates; traditionally hard to reach groups including young singles, lone parents, disabled people, BME groups and those where English is not their first language as well as older people close to retirement. Responses should also focus on the impact on the individual/household and help those families with the most complex needs.
- Maximise support to voluntary sector organisations helping vulnerable people that will be most impacted by the reforms.

**Key recommended actions:**

|   |   |   |             |   |
|---|---|---|-------------|---|
| <ul style="list-style-type: none"> <li>• Develop benefits road shows in priority neighbourhoods to signpost residents to changes, advice and support.</li> </ul>  |   | <p>A programme of events and roadshows developed bring together welfare reforms advice, financial inclusion and adult learning.</p> |             | <p>Housing Services<br/>Head of Housing Services</p>            |
| <ul style="list-style-type: none"> <li>• Ensure wider publication, promotion and distribution of Moneytree both in the Council and discuss wider publication / funding with partner organisations.</li> </ul> |   | <p>An updated Moneytree Magazine is produced and is widely available.</p>   |             | <p>Housing Services<br/>Head of Housing Services</p>            |
| <ul style="list-style-type: none"> <li>• Moneytree sections to be made available as pick and mix online information for individuals and organisations to use.</li> </ul>                                      | <p>Up to date Information about the welfare reforms available on the SCC website and available by topic/subject and printer friendly.</p> |   |             | <p>Housing Services<br/>Head of Housing Services</p>            |
| <ul style="list-style-type: none"> <li>• Develop Welfare Reforms packs and guidance for members and council services.</li> </ul>  | <p>Advice and Information 'concertina card' developed and distributed.</p>  | <p>A bespoke package of training and support is developed for Members.</p>  | <p>£800</p> | <p>Communities, Change and Partnerships Improvement Manager</p> |

**VOLUNTARY SECTOR CAPACITY: total additional cost is estimated at £5,000 (detailed in Appendix 2)**

|   |     |  |  |  |
|---|-----|--|--|--|
| <b>RECOMMENDATION 9: Voluntary Sector Capacity</b>  | YES | Work with mobile and locality based services to deliver advice and employment support (i.e. libraries/ book bus/ G.P surgeries). | Support and develop existing local advice and money management providers including mental health support services. | Communities, Change and Partnerships Improvement Manager |
| i) That Cabinet agrees to prioritise support to help increase capacity in voluntary organisations offering:   |     | Promote volunteering opportunities to SCC staff.   | Support and develop existing local employment support services.  |  |
| a) Advice and money management support services targeting those being impacted by the Welfare Reforms.  |     |  |  |  |
| b) Opportunities for vulnerable residents, especially those on long-term benefits, to improve their chances of getting a job.   |     |  |  |  |
| ii) All council services work with relevant partners to maximise opportunities to help build the capacity of voluntary sector organisations offering welfare advice and support and pathways to employment. More general support for the voluntary sector could include encouraging council staff to support voluntary organisations i.e. through development of trustees and bid writing skills etc. |     |  |  |  |
| <b>Key recommended actions:</b>   |     |  |  |  |
| • Ensure support and training on Welfare Reforms is available to all voluntary sector agencies.   |     |  | A bespoke programme of support and training and support is developed for voluntary sector agencies.                | Communities, Change and Partnerships Improvement Manager |
| • Establish a scheme through colleges, JCP and SVS to get young volunteers to provide IT training to older people.  |     | Work with JCP and the voluntary sector to extend the current work experience scheme in Job Centres.                              |  | Communities, Change and Partnerships                     |
| • Hold further event with the voluntary sector to consider the best way forward for the transition period for Welfare Reforms.  |     |  | Awareness event held for key partners, including voluntary sector and community representatives.                   | Communities, Change and Partnerships Improvement Manager |
|   |     |  | £5000  |  |



|   |  |   |  |
|---|--|---|--|
| <ul style="list-style-type: none"> <li>• Make better use of the voluntary sector to deliver messages and cascade/signpost changes.</li> </ul>                             |  | <p>Promote range of information and tools currently available (i.e. Moneytree, online benefit calculators etc).</p>   | <p>Communities, Change and Partnerships Improvement Manager</p>    |
| <ul style="list-style-type: none"> <li>• Maximise the spread of the Communication Plan for Welfare Reforms.</li> </ul>  |  | <p>Development of a comprehensive Communications Plan for SCC and partners.</p>   | <p>Communities, Change and Partnerships Communications Manager</p> |
| <ul style="list-style-type: none"> <li>• Work with partners to consider the sufficiency of advice services in the city and identify a sustainable way forward.</li> </ul> |  | <p>Scope the provision of services to provide an analysis of what is already in place and any gaps that currently exist (links to Universal Credit Local Support Services Framework).</p> | <p>Communities, Change and Partnerships Improvement Manager</p>    |

**PATHWAYS TO EMPLOYMENT: total additional cost is estimated at £10,000 (detailed in Appendix 2)**

|  |            |                 |   |
|--|------------|-----------------|---|
| <p><b>RECOMMENDATION 10: Pathways to Employment</b></p>  | <p>YES</p> |                 |   |
| <p>To continue to work in partnership with organisations, businesses and the voluntary sector to increase opportunities for pathways to employment, especially for people who have been on long-term benefits and/or on lower pay. The aim should be to 'make work pay' by maintaining an emphasis on economic development opportunities and promoting local job opportunities, skills development and encouraging employers to signpost advice to lower paid workers on in-work benefits, alongside maximising our own council based opportunities through developing local jobs and apprenticeships.</p> |            |                 |   |
| <p><b>Key recommended actions:</b></p>   |            |                 |   |
| <ul style="list-style-type: none"> <li>• Continue to develop local jobs and apprenticeships through the robust application of section 106 agreements and the Community Infrastructure Levy.</li> </ul>   |            | <p>Ongoing.</p> | <p>Communities, Change and Partnerships</p> |
|  |            |                 | <p>Head of Skills, Regeneration and</p>     |

|   |   |  |   |
|---|---|--|---|
| <ul style="list-style-type: none"> <li>Promote opportunities for jobs: <ul style="list-style-type: none"> <li>Encourage SME and self-employment through developing small contract opportunities at the council e.g. Housing maintenance.</li> <li>Continue to develop increased job opportunities in the Green Economy.</li> <li>Hold an employment conference to raise awareness of employment opportunities / jobs growth areas.</li> </ul> </li> <li>Review options to support the development of affordable childcare.</li> </ul> | Ongoing.  | £10000   | Partnerships<br><br>Communities, Change and Partnerships<br>Head of Skills, Regeneration and Partnerships<br><br>Children's Services and Learning<br>Senior manager<br>Early Year's |
| <ul style="list-style-type: none"> <li>Support businesses and voluntary sectors to work together through Building Bridges Forum.</li> </ul>   | Ongoing.  |  | Head of Skills, Regeneration and Partnerships   |
| <ul style="list-style-type: none"> <li>Ensure projects encouraging economic growth e.g. City Deal and Getting the Economy Started make connections to the impacts of the Welfare Reforms to maximise opportunities where need is greatest.</li> </ul>   | Continue to ensure links between economic development, employment opportunities and |  | Communities, Change and Partnerships<br>Head of Skills, Regeneration and Partnerships   |
| <ul style="list-style-type: none"> <li>Support is needed to encourage gender specific engagement.</li> </ul>  | Examine ways to effectively target and encourage engagement.                        |  | Communities, Change and Partnerships<br>Head of Skills, Regeneration and Partnerships   |
| <ul style="list-style-type: none"> <li>Continue to develop the council's community leader to promote jobs at a living wage.</li> </ul>  | Development of a Southampton Fairness Commission and local Living Wage campaign.    | £10,000 has been set aside to take this forward. | Communities, Change and Partnerships<br>Improvement Manager   |

**JOINING UP COUNCIL POLICIES**

**RECOMMENDATION 11: Joining up Council Policies**

YES

To review relevant council policies to ensure they support the most vulnerable people of working age and most impacted by the Welfare Reforms, to become more self-

reliant in dealing with money management and debt, encourage behavioural change, and maximise opportunities that support people improving their skills and employability.

**Key recommended actions:**

|   |   |  |   |
|---|---|--|---|
| <ul style="list-style-type: none"> <li>• Coordinate a holistic council-wide response and strategic approach to the impacts of the Welfare Reforms.</li> </ul>   | <p>See Recommendation 6: Monitoring.</p>  |  | <p>Communities, Change and Partnerships Improvement Manager</p> |
| <ul style="list-style-type: none"> <li>• Ensure Housing and Social Care services work together to avoid increasing costs and service bottlenecks.</li> </ul>  | <p>See Recommendation 6: Monitoring.</p>  |  | <p>Communities, Change and Partnerships Improvement Manager</p> |
| <ul style="list-style-type: none"> <li>• Review housing and planning policies including payment of rent in arrears and housing allocations to ensure they reflect changing needs linked to Welfare Reforms.</li> </ul>  | <p>Identify resource to undertake review.</p>   |  | <p>Housing Services<br/>Head of Housing Services</p>            |
| <ul style="list-style-type: none"> <li>• Review debt recovery policy across the council to support people struggling due to Welfare Reforms, to maximise the use of mediation, signpost people to money management and minimise the need for additional court costs.</li> </ul> | <p>Identify resource to undertake review.</p>   |  | <p>Communities, Change and Partnerships Improvement Manager</p> |
| <ul style="list-style-type: none"> <li>• Consider innovative use of discretionary payments to help disabled people living in adapted properties to stay in their homes.</li> </ul>  | <p>Monitor the impact of under-occupancy, wider reforms and charges on Disabled households.</p>                     |  | <p>Housing Services<br/>Head of Housing Services</p>            |
| <ul style="list-style-type: none"> <li>• Work in partnership with registered social landlords to support IT literacy and managing finances.</li> </ul>  | <p>Use targeted communications to increase awareness of existing provision.</p>                                     | <p>Increase provision and access to IT and training opportunities.</p>   | <p>Housing Services<br/>Head of Housing Services</p>            |
|   |   | <p>Increased access to Credit Union Collection Points and products, money management courses and face to face support.</p> |   |
| <ul style="list-style-type: none"> <li>• Ensure awareness of benefits changes and impacts on residents is disseminated to all levels of the council, including signposting to advice for lower paid workers.</li> </ul>   | <p>Promote range of information and tools currently available (i.e. Moneytree, online benefit calculators etc).</p> | <p>Development of a comprehensive Communications Plan for SCC and partners.</p>  | <p>Communities, Change and Partnership Communications</p>       |

Manager

**Indicative Costs:**

| <b>Recommendation</b>                         | <b>Activity</b>   | <b>Output</b>  | <b>Cost</b>     |
|---|---|--|-----------------|
| Recommendation 5: Access to Support Services  | A targeted programme of outreach and events is developed and implemented – focusing on groups and communities most affected.                              | Roadshows / Advice drop-in, credit union, debt and money management.<br>Minimum of 3 outreach events delivered to engage with at total of 150 residents. | £6000           |
|   | Increased access to Credit Union Collection Points and products, money management courses and face to face support.                                       | Provide 2 additional CU collection points in the city.<br>Provide 3 money management courses (for up to 10 people) with face to face follow up.          | £5000<br>£6000  |
|   | Develop advice outreach (i.e. libraries/ book bus/ G.P surgeries).  | 2 additional 2 hour advice service outreach session per week in community venues.  | £10000          |
|   | Support and develop existing local advice providers including mental health support services.   | TBC – extend opening hours/ increase capacity of services  | £50000          |
|   | Increase provision and access to IT and training opportunities.   | TBC  | £20000          |
|   | Provide tailored/ bespoke welfare reforms training for those working with older people, community workers and representatives, voluntary sector agencies. | Training session for up to 20 workers x3   | £6000           |
| Recommendation 8: Communication and Awareness | A bespoke package of training and support is developed for Members.   | Member Briefing Session/ Training Opportunity  | £800            |
|   | Development of a comprehensive Communications Plan for SCC and partners.  | Including: Development of multi-channel communications, Moneytree Magazine, website, posters and information leaflets.                                   | £10000          |
| Recommendation 9: Voluntary Sector Capacity   | Awareness event held for key partners, including voluntary sector and community representatives.  | 1 awareness event for up to 120 delegates to give updates on welfare reforms   | £5000           |
| Recommendation 10: Pathways to Employment     | Support and develop existing local employment support services.   | TBC- extend opening hours/ increase capacity of services.  | £10000          |
|   |   | <b>Total</b>   | <b>£128,800</b> |

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## Equality and Safety Impact Assessment Appendix 3

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.

|  |   |
|--|---|
| <b>Name or Brief Description of Proposal</b>                 | Local response to welfare reforms   |
| <b>Brief Service Profile (including number of customers)</b> | The people likely to be hardest hit by the impact of the reforms are people living in priority neighbourhoods, on housing estates, traditionally ‘hard to reach’ groups such as young single people, lone parents, disabled people, BME groups and those where English is not their first language as well as older people close to retirement.   |
| <b>Summary of Impact and Issues</b>                          | The Welfare Reforms represent the biggest changes to benefits in 60 years. All working age people on benefits will see some form of reduced income, with the only way to change this to move off benefits and into work, at a time of increased economic austerity. Those that are most affected are living in the most deprived areas of the city and are already experiencing poverty. This reduced income is likely to not only increase financial hardship and lead to increased debt but also affect other aspects of their lives including relationships and health and life chances. |
| <b>Potential Positive Impacts</b>                            | The national changes largely protect pensioner’s benefits. Locally, the council has agreed to protect the non   |

|                                    |   |
|------------------------------------|---|
|                                    | ringfenced funds to develop a sustainable model of Local Welfare Provision. |
| <b>Responsible Service Manager</b> | <u>Vanessa Shahani</u><br><u>Communities and Improvement Manager</u>        |
| <b>Date</b>                        | <u>29/4/2013</u>  |

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Approved by Senior Manager</b> | <u>Suki Sitaram</u> |
| <b>Signature</b>                  |                     |
| <b>Date</b>                       |                     |

### Potential Impact

| <b>Impact Assessment</b> | <b>Details of Impact</b>   | <b>Possible Solutions &amp; Mitigating Actions</b>  |
|--------------------------|--|---|
| <b>Age</b>               | Young single people, older people close to retirement are amongst those groups likely to be hardest hit by the reforms, resulting in reduced income. | <p>Setting aside a contingency fund of £100,000 as part of the Local Welfare Provision model to respond to unpredicted gaps in provision.</p> <p>Protecting the non-ringfenced funds for Social Fund<br/>Transition/development of a Local Welfare Provision model for two years and developing a sustainable model based on existing local providers.</p> <p>Establishing a two year multi-agency Welfare Reforms Monitoring Group to monitor the impacts of the reforms and work with city leaders to minimise their long term impact.</p> <p>Council policy changes over the next two years to</p> |



|                                       |  |   |
|---------------------------------------|--|---|
|                                       |  | <p>take into account the impact of the Welfare Reforms.</p> <p>Raise awareness of the impact of the Welfare Reforms by working with partners to develop a response.</p> |
| <b>Disability</b>                     | Disabled people are amongst the groups of people likely to be hardest hit by the reforms with a reduction in income.   | <p>As above.</p> <p>Increase opportunities for pathways to employment.</p>  |
| <b>Gender Reassignment</b>            | Transgendered people may also live in priority neighbourhoods or could fall into one of those groups of people likely to be hardest hit by the reforms.  | As above  |
| <b>Marriage and Civil Partnership</b> | Although married people and those in a civil partnership are not identified as likely to be hardest hit by the reforms they could fall into other groups and therefore experience a reduction in income. | As above  |
| <b>Pregnancy and Maternity</b>        | Although pregnant women and those on maternity leave are not identified as likely to be hardest hit by the reforms they could fall into other groups and therefore experience a reduction in income.     | As above  |
| <b>Race</b>                           | BME groups are amongst the groups of people likely to be hardest hit by the reforms with a reduction in income.  | As above  |
| <b>Religion or Belief</b>             | BME groups are amongst the groups of people likely to be hardest hit by the reforms with a reduction in income.  | As above  |
| <b>Sex</b>                            | Lone parents are amongst the groups of people likely to be hardest hit by the reforms with a reduction in income.  | As above  |
| <b>Sexual Orientation</b>             | Although LGBT people are not identified as likely to be hardest hit by the reforms they could fall into other groups and therefore experience a reduction in income.                                     | As above  |

|                                |   |  |
|--------------------------------|---|--|
| <p><b>Community Safety</b></p> | <p>Increasing hardship could lead to a rise in petty crime. Three recent burglaries resulted in householder's food being stolen.</p>  | <p>Ensure referral routes to food banks and other forms of support such as money advice well publicised.</p> <p>Raise awareness of the impact of the Welfare Reforms by working with partners to develop a response.</p>   |
| <p><b>Poverty</b></p>          | <p>People living in low incomes and on in-work or out of work benefits are amongst the groups of people likely to be hardest hit by the reforms with a reduction in income.</p> | <p>Establishing a council tax discretionary fund for the most vulnerable.</p> <p>Setting aside a contingency fund of £100,000 as part of the Local Welfare Provision model to respond to unpredicted gaps in provision.</p> <p>Protecting the non-ringfenced funds for Social Fund<br/>Transition/development of a Local Welfare Provision model for two years and developing a sustainable model based on existing local providers.</p> <p>Establishing a two year multi-agency Welfare Reforms Monitoring Group to monitor the impacts of the reforms and work with city leaders to minimise their long term impact.</p> <p>Council policy changes over the next two years to take into account the impact of the Welfare Reforms.</p> <p>Raise awareness of the impact of the Welfare</p> |

|                                  |                                     |  |
|----------------------------------|-------------------------------------|--|
|                                  |                                     | Reforms by working with partners to develop a response.<br><br>Increase opportunities for pathways to employment |
| <b>Other Significant Impacts</b> | None other identified at this time. | Not applicable   |

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# Agenda Item 10

|                                     |  |   |  |
|-------------------------------------|--|---|--|
| <b>DECISION-MAKER:</b>              | CABINET                                      |   |  |
| <b>SUBJECT:</b>                     | CITY CENTRE ON STREET RESIDENT ONLY PERMITS  |   |  |
| <b>DATE OF DECISION:</b>            | 18 JUNE 2013                                 |   |  |
| <b>REPORT OF:</b>                   | CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT |   |  |
| <b><u>CONTACT DETAILS</u></b>       |  |   |  |
| <b>AUTHOR:</b>                      | <b>Name:</b>                                 | Rich Alderson /<br>Phil Marshall  | <b>Tel:</b> 023 8083 2725<br>023 8083 2590 |
|                                     | <b>E-mail:</b>                               | richard.alderson@southampton.gov.uk<br>philip.marshall@southampton.gov.uk |  |
| <b>Director</b>                     | <b>Name:</b>                                 | John Tunney   | <b>Tel:</b> 023 8091 7713                  |
|                                     | <b>E-mail:</b>                               | John.Tunney@southampton.gov.uk  |  |
| <b>STATEMENT OF CONFIDENTIALITY</b> |  |   |  |
| NOT APPLICABLE                      |  |   |  |

## **BRIEF SUMMARY**

The City Council is seeking to make more parking available for residents living in the City Centre. The proposed solution is to allow resident only permit schemes to be introduced within parts of the City Centre, primarily within the Pay and Display Zone. Approval is sought from Cabinet to amend existing policy to allow these schemes to be introduced within the City Centre.

## **RECOMMENDATIONS:**

- (i) To amend section 4(a) of the Strategic Level Parking Policy (previously approved by Cabinet on the 17 March 2008) to allow the provision of on street resident permit parking within the City Centre, subject to meeting the tests outlined in Appendix 1;
- (ii) To amend the Parking permits for Residential Developments Policy (previously approved by Cabinet on the 16 October 2006) to allow occupiers of City Centre developments approved since 2001, entitlement to on street resident permit schemes. This policy amendment is to be incorporated into section 4(a) of the Strategic Level Parking Policy, as outlined in Appendix 1. The existing policy is retained for Resident Only Parking Schemes outside the City Centre; and
- (iii) To delegate to the Head of Transport, Highways and Parking, in consultation with the Cabinet Member for Environment and Transport, to determine detailed proposals, including permits costs, and advertise Traffic Regulation Orders for City Centre on street resident permit schemes, in accordance with the revised policy outlined in Appendix 1, and taking account of the public consultation summarised in Appendix 3.

## REASONS FOR REPORT RECOMMENDATIONS

- 1 To amend existing policy to allow the provision of on street resident permit zone parking within the City Centre, where this would not adversely affect the City Centre economy.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

### **Do not amend Southampton City Council Parking Policy**

- 2 City Centre residents will continue to have extremely limited access to car parking in the vicinity of their properties.
- 3 **Allow resident only parking schemes to be introduced across the whole City Centre**
- 4 This would lead to conflicting demands on parking spaces in close proximity to retail areas which could restrict access for shoppers and visitors, which would have an adverse impact on the City Centre economy (primarily within the Red Zone of the City Centre Pay and Display Zone). The proposed policy would therefore only allow permit schemes to be introduced where there is sufficient capacity to accommodate resident only bays.

## DETAIL (Including consultation carried out)

- 5 Over the last 10 years as a result of a renaissance in City Centre living and planning policy promoting City Centre residential development, the Bargate Ward in the City Centre has gone from being the least populated in Southampton to one with the highest population. Between 2001 and 2011, Census data shows that the resident population increased by nearly 60% in the Bargate Ward, which covers most of the City Centre. Over this period, parking standards for new development have limited the amount of parking available within residential developments.
- 6 The current Strategic Level Parking Policy was approved by Cabinet on the 17 March 2008. This recognises that *the overall objective of parking policy is not to attempt to control vehicle ownership, but to manage vehicle use*. However, within the City Centre, the policy is explicit that no on street resident parking zones should be provided, noting that *the ready availability of, and proximity to, extensive public transport networks makes this a highly accessible area, close to most of the City's major facilities*. In the City Centre, there is generally no uncontrolled on-street parking available and most of the City Centre is covered by the Pay and Display controlled zone, which restricts the availability of freely available on street parking to City Centre residents.
- 7 There is now a recognition that as part of the overall objective *not to attempt to control vehicle ownership, but manage vehicle use*, consideration should be given to allowing the provision of on street parking zones for City Centre residents. The Adopted Core Strategy anticipates further significant growth in City Centre living over the period to 2026. Even where residents own cars, City Centre living promotes much more sustainable travel patterns than other locations as residents have good access to public transport and a range of facilities within a short walking or cycling distance. This is evidenced by the lack of growth in traffic movements across the City over the period when the City Centre population has significantly increased. However, many City Centre residents will want to own a car for journeys where public transport, walking and cycling do not provide a suitable alternative.

- 8 In the City Centre, the objective should be to balance the needs of visitors with those of residents, recognising the overall economic requirements of the City and that of City Centre residents. It is therefore proposed to introduce a permit based Residents Parking Zone in the City Centre Pay and Display Zone that makes use of shared spaces. A Shared Space is one that can be used by residents to park in but can also be used by non-residents as normal pay and display parking bays. A resident's permit does not guarantee a parking space and generally would be a space for a "zone" rather than one that is allocated to an individual, vehicle or property.
- 9 A six week consultation was undertaken on these proposals between 8 April and 13 May 2013. Details of the proposal were posted on the Southampton City Council website along with an online questionnaire for responses. Hard copies of this information and the questionnaire were also made available at Gateway and the Civic Centre Library. Site notices were posted around the City Centre in proximity to the parking areas affected and statutory consultees were notified in writing. The consultation document is shown in Appendix 2.
- 10 A total of 61 people responded to the consultation and a summary of their responses is provided in Appendix 3. 80% of respondents were in favour of the principle of introducing a City Centre on-street resident permit scheme and it is therefore proposed to amend the existing Strategic Level Parking Policy, as noted in Recommendation (i) to allow a scheme to be introduced.
- 11 In the mid 2000s, national planning policy restricted the amount of on-site car parking provision that could be provided in new residential developments, which led to additional demand for on-street parking by residents. When these developments were located within existing on-street resident only parking schemes, this generated excessive demand for resident only permits, creating undue pressures on the existing permit holders' parking areas. In order to address this problem, on 16 October 2006, Cabinet approved a policy *To exclude occupiers of developments approved since March 2001 from any entitlement to permits under the City's Residents' Parking Schemes*.
- 12 Whilst this policy currently applies across the whole City Centre, it is inappropriate for addressing residential parking pressures within the City Centre for the following reasons:
- A significant proportion of City Centre residential development has been approved since March 2001 and further new residential development is anticipated in the City Centre;
  - Even where residents own cars, City Centre living creates the most sustainable travel patterns and should be encouraged; and
  - The introduction of a new resident permit parking scheme in the City Centre, allows the number of permits to be managed at a level that does not cause undue pressure on spaces available.

It is not proposed at this time to change the policy for areas outside the City Centre (as defined in the LDF Core Strategy). Recommendation (ii) contains the necessary policy changes to address this issue which are proposed to be incorporated into the revised Strategic Level Parking Policy, as outlined in Appendix 1.

- 13 Appendix 3 highlights that there are a mix of views on other more detailed aspects of the scheme proposals, including:
- The cost, availability and eligibility of permits; and
  - The extent and size of zones.
- 14 In order to implement the scheme, it will be necessary to advertise Traffic Regulation Orders (TROs) which will specify much of these details. Further work will be undertaken to optimise the detailed proposals, following these principles:
- There is a presumption against introducing Resident Only Parking in locations where this would adversely affect the City Centre economy by restricting the availability of spaces to shoppers and visitors;
  - The number of permits issued should be managed to reflect the availability of on street spaces, also taking into account the parking demands of shoppers and visitors; and
  - The cost of permits should be set at a level which ensures the scheme recovers its start up and operating costs, covers the cost of any lost parking revenue and manages the number of permits issued.
- 15 Recommendation (iii) provides delegated authority to the Head of Transport, Highways and Parking, in consultation with the Cabinet Member for Environment and Transport, to finalise detailed scheme proposals, including the cost of permits, and advertise the necessary TROs. The consultation indicated that the annual cost of permits was expected to be at least £1,000. Further work will be undertaken before the TROs are advertised to define the details of the schemes. This includes financial modelling of the scheme and an assessment of existing usage and future demand, to determine the extent of suitable zones within the City Centre for resident only permits and the availability and cost of those permits. TROs will provide an opportunity for members of the public, businesses and other stakeholders to comment on these detailed proposals.
- 16 Although City Centre on street resident parking schemes will predominantly be introduced as a shared space within the Pay and Display Zone, there are some parts of the City Centre that lie outside this area where there may be the need to introduce resident only on street schemes. The proposed policy change would allow these schemes to be introduced where they can meet the requirements in the revised Strategic Level Parking Policy.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

- 17 Recommendation (iii) provides the necessary delegated authority to the Head of Transport, Highways and Parking, in consultation with the Cabinet Member for Environment and Transport, to advertise Traffic Regulation Orders to allow City Centre resident parking schemes to be introduced. It is at this stage of the process that the cost of permits will be determined and set. It is intended that the cost of permits will be at a level to make the overall cost of the scheme be cost neutral in 2013/14. This is expected to recover the cost of introducing and running the scheme and also any lost revenue from people using resident only bays.



**Property/Other**

18 None.

**LEGAL IMPLICATIONS**

**Statutory power to undertake proposals in the report:**

19 S.1 of the Localism Act 2001 ('the general power of competence') provides the Council with the power to do anything a member of the public or private organisation may do subject to pre or post commencement limitations (which are not applicable in this instance).

20 The Traffic Regulation Order to deliver the changes to parking restrictions will be advertised and implemented in accordance with the Road Traffic Regulation Act 1984 (as amended).

**Other Legal Implications:**

21 The design and implementation of the scheme will have regard to the requirements of the Equalities Act 2010 and s17 of the Crime and Disorder Act 1998 (the duty to carry out the Council's functions having regard to the need to reduce crime and disorder).

**POLICY FRAMEWORK IMPLICATIONS**

22 The Local Transport Plan defines overall transport and parking policy. The proposed amendments to the Strategic Level parking Policy are consistent with this.

**KEY DECISION?** Yes

|                                    |                  |
|------------------------------------|------------------|
| <b>WARDS/COMMUNITIES AFFECTED:</b> | Bargate / Bevois |
|------------------------------------|------------------|

**SUPPORTING DOCUMENTATION**

**Appendices**

|    |   |
|----|---|
| 1. | Strategic Level Parking Policy - Proposed changes to Section 4(a) City Centre |
| 2. | City Centre Resident Parking Consultation Document                            |
| 3. | Summary of City Centre Resident Parking Consultation Responses                |

**Documents in Members' Rooms**

|    |      |
|----|------|
| 1. | None |
|----|------|

**Equality Impact Assessment**

|  |     |
|--|-----|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out. | Yes |
|--|-----|

**Other Background Documents**

**Equality Impact Assessment and 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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### APPENDIX 1 – PROPOSED REVISION TO STRATEGIC LEVEL PARKING POLICY 4(a) CITY CENTRE (AS DEFINED IN THE LDF CORE STRATEGY)

Amend following relevant existing bullet points as follows:

- On-street parking should continue to be short-stay in nature **for shoppers and visitors** to support the economic viability of the City Centre.
- ~~Residents' Parking Zones should not be created in the City Centre area; the ready availability of and proximity to, extensive public transport networks makes this a highly accessible area, close to most of the City's major facilities. Consideration should also be given to options that would allow City Centre residents to have access to Council-controlled parking spaces in the City Centre.~~

Add following new bullet points:

- ***On Street Residents' Parking Zones can be created in the City Centre area to make the city centre a more attractive place for residents to live, on the following basis:***
  - ***Within the Pay & Display Zone, bays would operate on a shared basis with residents. Residents' Parking Zones will not be issued within parts of the City Centre Pay & Display Zone, where they would adversely affect the city centre economy;***
  - ***Where shared bays are introduced, the number of permits issued should be managed to reflect the availability of on street spaces, also taking into account the parking demands of shoppers and visitors;***
  - ***The cost of permits should be set at a level, which ensures the scheme recovers its start up and operating costs, covers the cost of any lost parking revenue and manages the number of permits issued.***
- ***Any On Street Residents' Parking Zones introduced within the City Centre will be eligible to residents in developments approved since March 2001.***

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### **Southampton City Centre Parking Policy Review**

#### **City Centre On-Street Parking – Pay & Display Shared Residents Bays**

##### **Introduction**

The City Council currently operates a number of car parking facilities within Southampton city centre. These include a number of off street car parks, together with an on street Pay and Display Controlled Parking Zone (CPZ). Current policy does not permit the provision of on street resident only parking permits within the city centre.

Southampton city centre has seen a significant increase in its residential population over recent years, as a number of new residential developments have been implemented. Many of these developments have restricted parking provision. The City Centre Action Plan envisages that the city centre population will continue to grow, with over 5,000 new homes proposed over the 2006 to 2026 twenty year period.

The purpose of this consultation is to understand the demand for and attitudes towards the use of some existing on street pay and display parking spaces as shared residents' parking spaces for people living in the city centre. The consultation also asks for feedback on the extent of geographical area of any scheme, the cost of residential spaces and areas that should not be subject to shared space provision within the city centre.

##### **How would the Pay & Display Shared Resident Bays work?**

A Shared Space is one that can be used by residents to park in but can also be used by non-residents as normal pay and display parking bays. A residents' permit does not guarantee a parking space and would allow parking within a "zone", as it is not possible to allocate a specific parking space to an individual vehicle or property. To maintain the integrity of any scheme, the registration number of the resident's vehicle will be included on the permit and the vehicle will need to be registered at an address in the city centre.

##### **Would Visitor Permits be available?**

It is not intended to issue visitor permits to residents. Any visitors would be expected to continue to make use of existing on and off street parking provision in the city centre.

##### **What areas would be covered?**

The scheme would operate within the existing city centre Pay & Display Zone. This is split into four different charging zones, illustrated on the appended plan. The Red Zone is generally the most heavily used and primarily serves the main retail areas in the city centre. Full details of how the Pay & Display Zone currently operates can be found at <http://www.southampton.gov.uk/s-environment/roadsandparking/parking/onstreetparking.aspx>

Within the overall Pay & Display Zone, it will be possible to define specific areas, where Shared Resident Bays could be provided. It is unlikely that all on-street spaces in the city centre will be made available for permit holders. The Red Zone in particular sees high usage by shoppers and it is

unlikely that permits would be made available within this zone. *As part of this consultation process, city centre businesses should identify which parking areas they consider valuable to their customers and therefore unsuitable to be adopted as a Residents Parking Zone.*

Note that the proposals would not affect existing City Council controlled off street resident parking areas within the Golden Grove, Holyrood and Kingsland estate areas.

### **How much will the Permits Cost?**

City centre on street parking has a far higher value because it is used by visitors and shoppers who support local businesses. There are also *far fewer* on street spaces than residential properties. *The cost of a parking permit will therefore need to be reflected in the cost of providing the service, the need to support sustainable transport modes as well as the amenity to the individual and potential loss of income to the Council.*

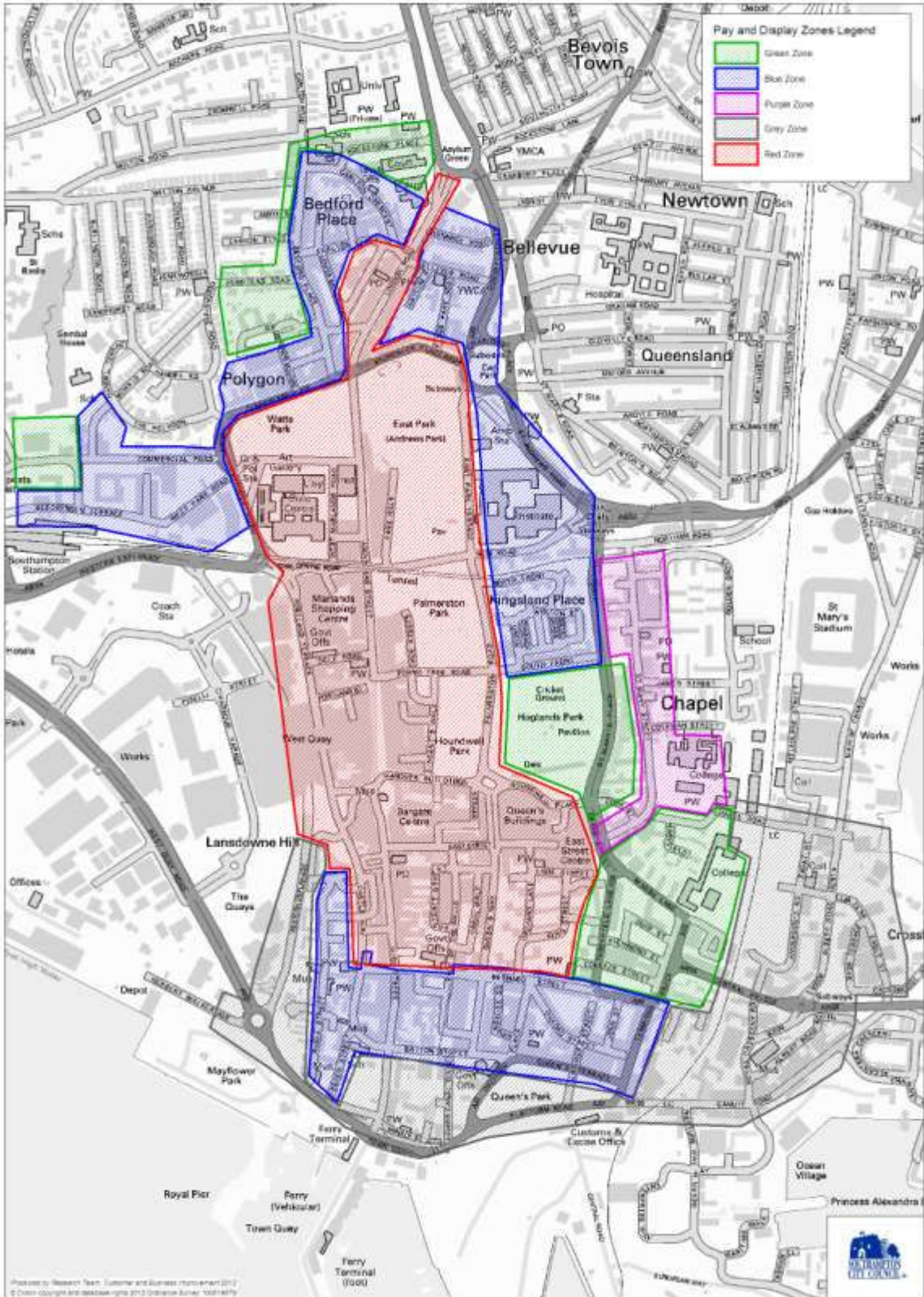
The current proposal is for the cost of an annual permit to be a minimum of £1,000.

### **What happens next?**

The consultation responses will be analysed to assess whether or not a scheme of shared resident permit Pay and Display bays should be progressed in the city centre. If it is proposed to take this forward, Cabinet would need to approve the necessary policy changes. Traffic Regulation Orders would then need to be advertised with the opportunity for residents and businesses to comment or object. These comments and objections would be considered by decision makers before any final decision on implementation is made.

# Appendix A City Centre Parking Zone

Pay and Display parking zones in the city centre



## Appendix B City Centre On- Street Parking Zones

### Red Zone

Back Of The Walls  
Bell Street  
Bernard Street  
Brunswick Place  
Canal Walk  
Castle Way  
Castle Way Service Road  
College Place  
Commercial Road  
East Street  
East Street Service Road  
Eastgate Street  
High Street  
Houndwell Place  
Lime Street  
London Road  
Palmerston Road  
Park Walk  
Portland Street  
Queensway  
Regent Street  
Salisbury Street  
Spa Road  
St Georges Street  
Sussex Road  
Sussex Road Service Road  
The Strand  
Winchester Street

### Blue Zone

Back of the Walls  
Bedford Place  
Bellevue Road  
Bernard Street  
Blechynden Terrace  
Briton Street  
Brunswick Square  
Bugle Street  
Carlton Crescent  
Carlton Place  
Castle Square

### Grey Zone

Albert Road South  
Andersons Road  
Anglesea Terrace  
Bridge Terrace  
Canute Road  
Chapel Road  
Endle Street  
Herbert Walker Av  
Paget Street  
Platform Road  
Royal Crescent Rd  
St Marys Place  
Town Quay  
West Quay Service Rd  
West Quay Spur Road  
Western Esplanade

### Green Zone

Chapel Road  
College Street  
Commercial S Road  
Duke Street  
Henstead Road  
Marsh Lane  
Richmond Street  
Rockstone Place  
Terminus Terrace 434  
Threefield Lane  
Wilton Avenue



Castle Way  
Commercial Road  
Cossack Green  
French Street  
Grosvenor Square  
High Street  
John Street  
Kings Park Road  
Latimer Street  
Latimer Street  
Lower Banister Street  
Morris Road  
North Front  
Orchard Place  
Ordnance Road  
Oxford Street  
Queensway  
South Front  
Southampton Street  
St Andrews Road  
St Michaels Street  
Terminus Terrace  
Upper Banister Street  
Upper Bugle Street  
Winton Street  
Wyndham Court Service Road

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### **Appendix 3 – Summary of Consultation Responses**

The total number of responses received was 61.

#### **Question 1**

**Should City Centre Residents have access to on-street parking spaces through one or more shared space residents parking schemes?**

Over 80% of respondents were in favour of the principle of permitting residents to have access to on-street spaces through a permit scheme.

#### **Question 2**

**Is the extent of the city centre proposed shared space proposals right? Should any particular types of residential development be excluded?**

Question 2 was essentially in two parts. Of the 30 respondents that provided a clear response to the first half of the question, approximately 66% stated that the extent of the scheme was right. Two respondents stated that the zones were too large. Many people simply replied “No” despite being in favour of the scheme, so it was assumed that these respondents were replying to the second part of the question.

Of the remaining 39 respondent that provided a clear response the second part of the question, about 50% clearly stated that no properties should be excluded. Five people suggested that student accommodation should be excluded. Three people suggested that properties with existing parking should be excluded and three people suggested that social housing or HMOs should be excluded.

#### **Question 3**

**Which on-street parking areas should be excluded from any scheme in the city centre to support local businesses and shops?**

This question divided opinion with 44% of respondents stating that no area should be excluded from the scheme. About 25% thought that areas adjacent to main retail areas should be excluded, while 10% suggested the areas around Bedford Place and London Road should not be part of the scheme.

#### **Question 4**

**Should the Red Zone be excluded from any potential on-street residents parking scheme due to the high demand for use by non residents?**

Again, this question divided opinion with 45% of respondents stating that the Red Zone should not be excluded from the scheme and about the same number stating that it should. A small number of respondents suggested a compromise such as allowing residents' parking in off peak hours.

#### **Question 5**

**Should the number of permits be restricted in a zone to allow for turnover of spaces but also prevent excessive levels of demand where new developments take place?**

Around half of respondents (49%) thought that some form of restrictions should apply to any proposed permit schemes, while 26% of respondents were directly opposed to any form of restriction. The remaining 25% made no comment, had no strong views either way or had alternative suggestions. These included making the different parking zones smaller (two respondents) and giving more consideration to parking requirements when developments went ahead (one respondent).

### **Question 6**

**Should the cost of such permits reflect the cost of providing the service, the need to support sustainable transport modes as well as the amenity to the individual and income implications to the Council? This could mean different prices for different zones?**

50% of respondents thought that it was reasonable for the cost of the permit to reflect the cost of providing the service and the need to support sustainable travel options, while 20% were opposed to this approach. Of the remaining respondents, four used this question to strongly object to the proposed £1000 minimum price and three suggested that any revenue raised should be ring fenced for sustainable transport. One stated that the Blue Zone should be cheapest, one stated that the Outer Zones should be cheapest, one stated that the elderly and disable should be taken into consideration when setting the cost and one suggested that the cost reflect schemes in nearby towns and cities.

### **Question 7**

**Should the permits allow parking by residents in a space continuously or should they be time limited in some way to allow a turnover of spaces.**

56% of respondents thought that residents who purchase a permit should have continuous access to parking spaces in the City Centre with no form of time restrictions. 25% thought there should be some form of time limit in order to encourage turnover of vehicles in given spaces. The remaining respondents made no comment.

### **Question 8**

**Should the permits be available to all residents in an area irrespective of whether they already have an off street parking space or should those properties with off street parking not be eligible?**

55% of respondents stated that properties which already had access to off street parking should not be eligible for the scheme. A further 8% of respondents stated that residents who did not have access to off street parking should have priority over those who do. 20% of respondents stated that it should apply to all residents. The remaining respondents made no comment.

### **Question 9**

**Do you have any additional comments?**

The additional comments are summarised alongside the number of respondents who made that comment.

- Reiterated support for the scheme in principle (15 respondents)
- The proposed cost of the parking permits (£1000) is too high (5 respondents)
- The proposal for City Centre resident parking permits is vital for the redevelopment of the Fruit and Vegetable Market and/or other City Centre sites (4 respondents)
- Visitor parking needs to be considered as part of the proposal (3 respondents)
- Parking schemes should reflect access needs of visitors and workers (2 respondents)
- Rethink problem and consider alternative solutions (1 respondent)
- Further documentation on this proposal should be clear and concise (1 respondent)
- Visitor Park and Ride should also be considered alongside additional parking for cycles and motorbikes (1 respondent)

- Consideration needs to be given to how the grey zone will operate on Match Days (1 respondent)
- Red Zone parking meter prices should be reduced and maximum stay extended to two hours (1 respondent)
- Current parking policy works for most (1 respondent)
- More consideration needs to be given to the long term parking needs of future developments (1 respondent)
- Residents should have access to free parking (1 respondent)
- Properties in multiple occupancy cause problems because they own more cars (1 respondent)
- Proposal needs careful work and should reflect good practice from other cities (1 respondent)

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|                               |                                 |  |                           |
|-------------------------------|---------------------------------|--|---------------------------|
| <b>DECISION-MAKER:</b>        | CABINET                         |  |                           |
| <b>SUBJECT:</b>               | SOUTHAMPTON FAIRNESS COMMISSION |  |                           |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013                    |  |                           |
| <b>REPORT OF:</b>             | LEADER OF THE COUNCIL           |  |                           |
| <b><u>CONTACT DETAILS</u></b> |                                 |  |                           |
| <b>AUTHOR:</b>                | <b>Name:</b>                    | <b>Sara Crawford</b>   | <b>Tel:</b> 023 8083 2673 |
|                               | <b>E-mail:</b>                  | <a href="mailto:sara.crawford@southampton.gov.uk">sara.crawford@southampton.gov.uk</a> |                           |
| <b>Director</b>               | <b>Name:</b>                    | <b>John Tunney</b>   | <b>Tel:</b> 023 8083 4428 |
|                               | <b>E-mail:</b>                  | <a href="mailto:john.tunney@southampton.gov.uk">john.tunney@southampton.gov.uk</a>     |                           |

|                                     |
|-------------------------------------|
| <b>STATEMENT OF CONFIDENTIALITY</b> |
| None                                |

## **BRIEF SUMMARY**

This report recommends the establishment of an independent, time-limited Fairness Commission to consider issues of fairness and equality in Southampton. A Fairness Commission is a group or body of senior influencers, often independently chaired, which explores and recommends ways to increase fairness and reduce inequality for residents. The commitment to establish a Fairness Commission for Southampton was included in the 'Southampton Transition Plan: The first 100 days (May 16th 2012- August 2012)'. This report also seeks delegated authority for Council officers to undertake detailed work on the issues and impacts of the introduction of a Living Wage.

Other areas have set up similar commissions, to explore and bring a fresh perspective to complex issues relating to fairness and equalities. Good practice from these areas has been used in developing the proposal for a Fairness Commission for Southampton. Learning from councils that have given detailed consideration to the introduction of a Living Wage will inform further work within the Council.

## **RECOMMENDATIONS:**

- (i) To endorse the proposal to establish a Southampton Fairness Commission.
- (ii) To agree the underlying principles and draft Terms of Reference.
- (iii) To delegate authority to the Director for Environment and Economy, following consultation with the Leader of the Council to determine the final Terms of Reference and membership of the Commission.
- (iv) To delegate authority to the Head of Strategic HR, to undertake work on the introduction of the Living Wage for the Council, following consultation with the Leader, Cabinet Member for Resources, Head of Finance and IT, and formal consultation and negotiation with the unions.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. The commitment to establish a Fairness Commission for Southampton was included in the 'Southampton Transition Plan: The first 100 days (May 16th 2012- August 2012)'. The Leader and Cabinet are committed to progressing their aspiration to introduce a Living Wage. This report recommends proposals for the development of a Southampton Fairness Commission to progress these commitments.
2. These proposals are set against a backdrop of austerity. The impact of the introduction of the Welfare Reforms on residents brings a potential risk of increasing poverty and inequalities. The Southampton Fairness Commission would build on the City's work in tackling poverty, inequalities and community cohesion and bring a new perspective and expertise to this work.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

3. To not develop a Southampton Fairness Commission – however this would mean the administration's commitment to establish a Fairness Commission would not be met and hence this was rejected.

## **DETAIL (Including consultation carried out)**

4. The commitment to establish a Fairness Commission for Southampton was included in the 'Southampton Transition Plan: The first 100 days (May 16th 2012- August 2012)'.
5. The proposal to establish a Southampton Fairness Commission will enable the development of city wide work to help all local citizens to share in the benefits of the City's overall future prosperity.
6. Other areas have set up Fairness Commissions, including Islington, York, Blackpool and Liverpool. All have enabled the development of credible, independent bodies, with the expertise to explore and bring a fresh perspective to complex issues relating to fairness and equalities. Plymouth City Council has recently announced the launch of their Fairness Commission. Good practice from these areas has been used in developing the proposal for a Fairness Commission for Southampton.
7. The Southampton Fairness Commission will lead by example and work for change that will improve the quality of life for everyone in Southampton and consider how to make the City a fairer and more equal place to live and work. It will set forward a vision for Southampton that could inform, influence and inspire the Council and others, including the public and local employers.
8. The model and structure of the proposed Southampton Fairness Commission is that of a time-limited, independent body. (Detailed in Appendix 1 – Draft Introduction and Terms of Reference). Delegated authority is sought for the Director for Environment and Economy, following consultation with the Leader of the Council, to determine the final Terms of Reference and membership of the Commission.



9. The Commission will be chaired by an independent person who will provide strong leadership in setting the strategic direction. The position of the Chair of the Commission will be openly advertised and will be appointed by the Director for Environment and Economy, following consultation with the Leader of the Council. It is proposed the Vice Chair will be an elected Member of Southampton City Council and will be appointed by Cabinet for the next municipal year.
10. The Commission will comprise representatives (Commissioners) from the public, private and voluntary sector. They will be 'Ambassadors for Fairness' for the City and will also be responsible for taking recommendations back to their own organisations for implementation.
11. Information about the role of Commissioners, along with the application and selection process, will be available online and will be circulated widely via partnerships and networks. Recruitment of Commissioners will take place once the Chair and Vice Chair have been appointed. Commissioners will be appointed by the Director for Environment and Economy in consultation with the Chair and Vice Chair. It is proposed there should be a broad mix of expertise amongst Commissioners and for the Commission to work in partnership with other networks and organisations concerned with fairness, poverty reduction and social improvement. All positions are unpaid.
12. The Commission will also encourage supporters and will engage with the public on a range of themes. It will make particular efforts to reach out to people with multiple needs who often find it hard to make their voices heard, so that they have every opportunity to be engaged in its work and to influence Council and City priorities.
13. The Commission will meet up to six times during 2013/14 to examine key thematic priorities including:
  - An aspirational and prosperous City: education, employment and pay, including the Living Wage.
  - Communities working together: access to a better local environment and services.
  - Local democratic representation and influence: increasing citizen, community and voluntary sector involvement.

A final report will be submitted to the Cabinet by the end of 2013/14.

## **LIVING WAGE**

14. The Leader and Cabinet are committed to the introduction of a Living Wage for the Council. The Living Wage is calculated according to the basic cost of living in the UK and employers choose to pay this on a voluntary basis. The UK Living Wage is calculated by the Centre for Research in Social Policy. Paying the Living Wage is good for business, good for the individual and good for society. The UK Living Wage for outside of London is currently £7.45 per hour and is reviewed in November each year. In the UK, 205 employers are currently signed up to the Living Wage campaign.

15. The introduction of a Living Wage requires detailed work on a number of issues so that a comprehensive assessment can be made of the financial, HR and other implications. Other councils have considered this issue and some have introduced a Living Wage to varying degrees and it is important to ensure the Council benefits from research and learning. It is also important to ensure there is formal consultation and negotiations with unions before any detailed conclusions are made. Therefore, delegated authority is sought for the Head of Strategic HR, to undertake work on the introduction of the Living Wage for the Council, following consultation with the Leader, Cabinet Member for Resources, Head of Finance and IT, and formal consultation and negotiation with the unions.

## **RESOURCE IMPLICATIONS**

### **Revenue**

16. A one-off revenue budget of £10,000 within the Communities Portfolio was approved by Council on 10<sup>th</sup> July 2012 to establish the Southampton Fairness Commission. This budget was not utilised in 2012/13 and, subject to approval by Council in July 2013 of a request to carry forward this funding into 2013/14, it will be used to progress any specific initiatives that seek to reduce poverty and will also fund any nominal costs for the work of the Commission (e.g. any costs associated with meetings, information, participation and engagement and the publication of the final report). Costs relating to expenses for unpaid Commissioners will be for travel and subsistence only. The allowance rates will be the same as for Southampton City Council employees and Members. If the carry forward request is not approved then costs up to £10,000 will be met from the General Fund revenue budget contingency.

### **Property/Other**

17. None

## **LEGAL IMPLICATIONS**

### **Statutory power to undertake proposals in the report:**

18. Section 1 of the Localism Act 2011 permits a council to do anything that an individual may do whether or not normally undertaken by a local authority (the General Power of Competence). The power is subject to any pre or post commencement restrictions on the use of the power (none of which apply in this case).

### **Other Legal Implications:**

19. None.

## **POLICY FRAMEWORK IMPLICATIONS**

20. The recommendations from the Fairness Commission will relate to the relevant Policy Framework plans and will also assist the Council to meet the overall aims of its policy framework.

KEY DECISION? Yes

|                             |     |
|-----------------------------|-----|
| WARDS/COMMUNITIES AFFECTED: | All |
|-----------------------------|-----|

**SUPPORTING DOCUMENTATION**

**Appendices**

|    |  |
|----|--|
| 1. | Southampton Fairness Commission Draft Terms of Reference |
| 2. | Southampton Fairness Commission Draft Membership         |

**Documents In Members' Rooms**

|    |      |
|----|------|
| 1. | None |
|----|------|

**Equality Impact Assessment**

|  |     |
|--|-----|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out. | Yes |
|--|-----|

**Other Background Documents**

**Equality Impact Assessment and 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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## Southampton Fairness Commission

### Draft Introduction and Terms of Reference:

#### A Vision of Fairness for Southampton

1. The Southampton Fairness Commission will look into how to make the City a fairer and more equal place to live and work. Its aim is to set forward a vision for Southampton that could inform, influence and inspire the council, its partners and others, including the public and local employers. It will lead by example and work for change that will improve the quality of life for everyone in Southampton.

#### Background

2. The proposal for establishing a Southampton Fairness Commission is set against a context against a context of economic austerity. The City's overall future prosperity will be best assured where all local citizens are able to share in any benefits of this.
3. To make Southampton fairer means reducing poverty and inequality in the areas that matter most to people's life chances. The gap between some areas within the City, when compared with the local, regional and national average is significant, on a range of poverty and life chance indicators.
4. Based on the Index of Multiple Deprivation 2010, Southampton is the 81<sup>st</sup> most deprived local authority in England:
  - In total, 23% of our residents live in the some of most deprived Local Super Output Areas in England.
  - More than a quarter of children (26.1%) live in poverty compared to a region average of 15% and a national average of 20.6%.
  - Disability free life expectancy is lower than the national average at 60.9 years for men and 63.4 years for women compared with 61.7 years and 64.2 years respectively
  - Men living in deprived areas of the city can expect to live 7.7 years less than the city average.<sup>1</sup>
5. The current economic climate, coupled with the impact of wide reaching Welfare Reforms and reductions in public sector funding, increase the risk of inequality. Addressing poverty and low incomes is therefore one of the central concerns of the council.

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<sup>1</sup> The Southampton Profile: An Analysis of Gaps and Needs.  
[http://www.southampton-connect.com/images/Where%20are%20we%20now%20-%20all\\_tcm23-323566.pdf](http://www.southampton-connect.com/images/Where%20are%20we%20now%20-%20all_tcm23-323566.pdf)

## **The Role of the Commission**

6. The Commission has been established to:
  - Identify inequalities and challenges in the City and develop a strategic approach to fairness and equality.
  - Improve understanding of fairness and equality, through the examination of the key thematic priorities of:
    - An aspirational and prosperous City: education, employment and pay.
    - Communities working together: access to a better local environment and services.
    - Local democratic representation and Influence: increasing citizen, community and voluntary sector involvement.
  - Set forward a vision for fairness - that will inform, influence and inspire the Council and partners.
  - Identify and examine ways partners can work together to develop innovative responses.
  - Develop evidence based, policy recommendations and responses to promote equality and fairness through the work of the council and partners.
  - Inform and influence budgetary decisions proposed by the Council.
  - Influence corporate and civic behaviour of others in the city.

## **Scope and Boundaries**

7. The Commission will work within the following boundaries:
  - An extensive body of evidence exists about the nature and extent of inequality in the UK and the damaging effects of inequality on wider society. The work of the Southampton Fairness Commission will build on this and not seek to replicate research that has already been done in this area.
  - 'Fairness' should be the guiding principle which underpins the way that we plan budgets and deliver services. The Commission will consider how the Localism Agenda can deliver fairer outcomes for people in Southampton, in particular looking at how we can make the best use of our powers, duties, and resources to get the best and fairest outcomes for residents.
  - The work and recommendations of the Commission should help us to build consensus in the city when we have to make difficult decisions so that these decisions, and the way in which we make them are seen as fair and do not lead to greater inequality.
  - The Commission will focus on areas in which there is the greatest potential for the council and its partners to influence outcomes, either through the use of local powers and resources or by using our voice to campaign regionally and nationally for better outcomes for Southampton residents.
  - Perceptions of unfairness are important because they can fuel tensions, distrust and conflict, even when the perception is not an accurate reflection of real inequalities. The Commission will consider ways to effectively challenge perceptions of unfairness, in order to

foster greater cohesion in communities and greater trust between the City's residents and its institutions.

### **Structure and Membership**

8. Chair: The Commission will be chaired by an independent person who will provide strong leadership and set the strategic direction.
9. Vice Chair: The Commission will also have a Vice Chair. This will be an elected Member of Southampton City Council.
10. Recruitment to the Commission will be open and by application. It is proposed there should be a broad mix of expertise amongst Commissioners.
11. Commissioners: The Commission will comprise representatives from the public, private and voluntary sector. They will be 'Ambassadors for Fairness' within their own organisation and will be responsible for taking recommendations back to their own organisations whilst using spheres of influence to implement recommendations. They will help to shape and promote the work of the Fairness Commission; identifying practical ways of making Southampton a fairer place and working collaboratively across different sectors to reduce inequalities.
12. The role of the Commissioners:
  - To agree and shape the aims and methodology of the Commission including the consultation approach and the information and research requirements
  - To attend and participate in a series of public meetings to hear the views of Southampton residents and other stakeholders
  - To review the analysis of the evidence, submissions and other feedback received from residents and groups
  - To agree final findings and recommendations and report these in early 2014.
13. Supporters: Supporters can decide how they wish to be involved. This may involve taking part in surveys, consultation activity, attending meetings or themed events, making pledges, or simply giving us their contact details so we can keep them informed with what is happening. They will be able to commit as much or as little time as they wish.

### **Engagement and Inclusion**

14. In its public engagement and development of the recommendations and Final Report, the Southampton Fairness Commission will have regard to:
  - Timescales: the report to council will be submitted in early 2014.
  - Council Data: the council will supply a synthesis of data and any existing analysis about the City, its residents and characteristics as context.

- Council Plans - the council will supply information about its existing strategies and plans including budget information as context for the Southampton Fairness Commission's recommendations.
  - Inclusion - The Southampton Fairness Commission will encourage and empower neighbourhoods as well as communities of interest and expertise to put forward their views about Council priorities and budgets and to influence any decisions about allocation of resources.
15. The Southampton Fairness Commission will work with Southampton's community and voluntary sector organisations that advocate for improvements in the quality of life of residents and visitors, especially those who face disadvantage because of gender, race, disability, sexual orientation, religion and belief, age, gender re-assignment, or because they are carers of older or disabled people.
16. The Southampton Fairness Commission will make particular effort to reach out to people with multiple needs who often find it hard to make their voices heard, so that they have every opportunity to be engaged in its work and to influence Council priorities.
17. Accessibility - the Southampton Commission will ensure that all public meetings are accessible and that a range of alternative channels are made available to ensure the Commission is accessible to all residents.
18. Communication - the Council will maintain an open channel of communication with the Southampton Fairness Commission.

### **Timeframe**

19. The Southampton Fairness Commission is focused on inspiring change that is deliverable in the period of the current Comprehensive Spending Review (i.e. until 2015) but will provide a sound platform for reversing current negative trends and achieving lasting change by the year 2020. The Commission will be time-limited and meet up to 6 times during 2013/14. A final report will be submitted to Southampton City Council's Cabinet in early 2014.

### **Reporting and Monitoring**

20. Once the Commission has reported its recommendations, Cabinet can formally consider them with a view of adopting the proposals and a mechanism for monitoring progress against each agreed recommendation will be established.



## **Southampton Fairness Commission – Commissioners**

1. Chair of Southampton Fairness Commission
2. Vice Chair of Southampton Fairness Commission
3. Commissioner: Voluntary and Community Sector
4. Commissioner: Economy, Business and Commerce
5. Commissioner: Faith Communities
6. Commissioner: Equalities and Cohesion
7. Commissioner: Education and Learning
8. Commissioner: Research and Policy
9. Commissioner: Local Democracy
10. Commissioner: Employers/Employment
11. Commissioner: Employees
12. Commissioner: Health & Wellbeing

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# Agenda Item 13

|                               |  |  |                           |
|-------------------------------|--|--|---------------------------|
| <b>DECISION-MAKER:</b>        | CABINET  |  |                           |
| <b>SUBJECT:</b>               | *COMMUNITY ALARM / TELECARE MONITORING PROVISION FOR NON SCC CUSTOMERS |  |                           |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013   |  |                           |
| <b>REPORT OF:</b>             | CABINET MEMBER FOR HOUSING AND SUSTAINABILITY                          |  |                           |
| <b><u>CONTACT DETAILS</u></b> |  |  |                           |
| <b>AUTHOR:</b>                | <b>Name:</b>   | Lee Simmonds   | <b>Tel:</b> 023 8083 4472 |
|                               | <b>E-mail:</b>   | <a href="mailto:Lee.simmonds@southampton.gov.uk">Lee.simmonds@southampton.gov.uk</a>     |                           |
| <b>Director</b>               | <b>Name:</b>   | Alison Elliott   | <b>Tel:</b> 023 8083 2602 |
|                               | <b>E-mail:</b>   | <a href="mailto:alison.elliott@southampton.gov.uk">alison.elliott@southampton.gov.uk</a> |                           |

## **STATEMENT OF CONFIDENTIALITY**

The confidential appendix contains information deemed to be exempt from general publication pursuant to Category 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules. The appendix includes details of a proposed transaction which, if disclosed prior to entering a legal contract, could put the Council or other parties at a commercial disadvantage. It is considered that it is not in the public interest to disclose this information as to do so may impact on the integrity of the transaction and the Council's ability to agree commercially satisfactory terms in line with its statutory duties.

## **BRIEF SUMMARY**

SCC Housing Services currently provide monitoring of the personal alarm system in all of Portsmouth City Council's Sheltered Housing Schemes through a contract agreement.

This contract has been in place since 1999 and is currently, after agreement from both parties, being updated as part of normal contract and business arrangements.

Neither the contract sums nor the service arrangements are being altered with this updated version. This contract though is time limited until March 2014 with a possible extension for 12 months.

Under SCC financial regulations, any business undertaken for a third party must be approved by Cabinet and it is therefore appropriate that as the existing contract is being refreshed it is brought to Cabinet for approval.

## **RECOMMENDATIONS:**

- (i) To approve a time limited extension to the existing service with Portsmouth City Council for the provision of telecare alarm monitoring services, for the maximum period May 2013 to March 2015 and on the terms set out in the contract;
- (ii) To delegate authority to the Head of Legal, HR and Democratic Services to do anything necessary to give effect to this decision.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. SCC Housing Services have, for a number of years, been providing a Community Alarm/Telecare Monitoring Service for Portsmouth City Council. In line with normal business, the existing contact is being refreshed with the proposal that it is extended until April 2014 (with the possibility of a further 12 months).
2. This service has been provided by SCC since 1999 and is provided by the SCC Community Alarm Team based at City Depot. The service level is agreed within the terms of the contract specification and will continue to be delivered within the resources of the existing team and structure.
3. The service provided by SCC is a call handling one for Telecare devices and community alarm calls. Calls are monitored and taken by SCC and follow a pre-determined response pathway such as offering remote support and/or contacting professional contacts (e.g. The Ambulance Service) or the customer's nominated personal contacts.
4. SCC is duly equipped to deliver this service and has done so continuously for several years and the continuation of this contract ensures no net income loss to the Council for the duration of the contact.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

5. To give notice on the contract leaving PCC to make alternative arrangements for the provision of their alarm monitoring service. This would result in a net loss of income to the authority and could hinder the service in bidding for future contracts.

## **DETAIL (Including consultation carried out)**

6. Portsmouth City Council have a high number of sheltered housing schemes across the City, all of which have emergency hard wired alarms in the properties- similar to the alarms in Southampton's Supported Accommodation.
7. SCC alarms have been monitored and continue to be by the Community Alarm & Telecare Service based in City Depot, part of SCC's Housing Services Supported Services Section.
8. This is a 24/7 service and is regarded as vital to the successful provision of a supported housing service.
9. Since 1999, SCC have been monitoring all of the Portsmouth alarms under a business arrangement with regular monitoring meetings taking place.
10. A basic contract has always been in place with Portsmouth City Council but has not recently been refreshed with the service being run on an ongoing basis between two neighbouring authorities.
11. Recently, it was felt by both parties that the contract should be refreshed to bring it in line with normal contractual procedures.
12. Although neither the contract sum nor the service level are changing, this needs to be brought to Cabinet under the aforementioned financial procedure rules.

13. The current contract arrangement and service delivery are assumed within the existing Community Alarm staffing provision and the continuance of this contract would not require any change in staffing or resourcing.
14. The new contract would be for the service to be delivered until the end of March 2014 with a further 12 month extension if suitable to the business needs of each City at that point.
15. The service is for SCC Community Alarm Service (CAS) to monitor all specified alarm provision in the Portsmouth area and to alert the PCC responding services accordingly under protocols set down and agreed by both parties.
16. SCC do not provide any type of responding service for Portsmouth City Council and it is only the monitoring provision that this contract refers.
17. This ensures that the liability of SCC is limited to CAS following agreed protocols in ensuring that information is correctly passed on to PCC and that once the information is supplied to PCC, SCC have discharged their responsibility.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

18. The service will continue to be staffed under the existing staffing structure, at no additional cost to the Council, and will continue to generate an income for the Housing Revenue Account.

### **Property/Other**

19. None.

## **LEGAL IMPLICATIONS**

### **Statutory power to undertake proposals in the report:**

20. Various statutory powers exist that enable a local authority to contract with a third party in relation to the provision of goods or services including the Local Authority (Goods and Services) Act 1970, the Local Government Act 2003, as well as the general power of competence contained within the Localism Act 2011.

### **Other Legal Implications:**

21. Specific legal advice should be sought in relation to the substance of any contract to provide goods or services to a third party to ensure compliance with relevant statutory charging and trading requirements and restrictions.

## **POLICY FRAMEWORK IMPLICATIONS**

22. None.

KEY DECISION? N/A

|                             |      |
|-----------------------------|------|
| WARDS/COMMUNITIES AFFECTED: | NONE |
|-----------------------------|------|

**SUPPORTING DOCUMENTATION**

**Appendices**

|    |                                 |
|----|---------------------------------|
| 1. | Contract Details - Confidential |
|----|---------------------------------|

**Documents In Members' Rooms**

|    |      |
|----|------|
| 1. | None |
|----|------|

**Equality Impact Assessment**

|  |    |
|--|----|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out. | No |
|--|----|

**Other Background Documents**

**Equality Impact Assessment and 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 |  |
|----|------|--|

Document is Confidential

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|-------------------------------|---|--|---------------------------|
| <b>DECISION-MAKER:</b>        | CABINET MEMBER FOR CHILDREN'S SERVICES                        |  |                           |
| <b>SUBJECT:</b>               | CONVERSION OF THE CITY'S THREE PFI SCHOOLS TO ACADEMY STATUS. |  |                           |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013  |  |                           |
| <b>REPORT OF:</b>             | CYP STRATEGIC COMMISSIONING, EDUCATION AND INCLUSION MANAGER  |  |                           |
| <b><u>CONTACT DETAILS</u></b> |   |  |                           |
| <b>AUTHOR:</b>                | <b>Name:</b>  | <b>James Howells</b>   | <b>Tel:</b> 023 8091 7501 |
|                               | <b>E-mail:</b>  | <a href="mailto:James.howells@southampton.gov.uk">James.howells@southampton.gov.uk</a>   |                           |
| <b>Director</b>               | <b>Name:</b>  | <b>Alison Elliott</b>  | <b>Tel:</b> 023 8083 2602 |
|                               | <b>E-mail:</b>  | <a href="mailto:Alison.elliott@southampton.gov.uk">Alison.elliott@southampton.gov.uk</a> |                           |

|                                     |
|-------------------------------------|
| <b>STATEMENT OF CONFIDENTIALITY</b> |
| None                                |

## BRIEF SUMMARY

Southampton has three PFI (Private Finance Initiative) schools in the City – Cantell, Redbridge and Woodlands, all of which are pursuing academy transfers. The Council is working hard to support the schools in their wish to become academies and to avoid any unnecessary delay. The Council makes a monthly payment to the PFI provider (Interserve) that covers the element attributable to the initial capital cost of building the facilities, the on-going cost of maintaining the facilities, an element attributable to the total financing costs for the project; and the contractor's agreed overheads and profit. The PFI concession agreement details the conditions under which the contract could be terminated and compensation payments required. The PFI arrangements would be altered as a result of the academy transfers and it is the alterations and associated risks which are the subject of this paper.

## RECOMMENDATIONS:

- (i) To note and accept the risks associated with the conversion of Cantell, Redbridge and Woodlands (the three PFI schools) to academy status.

## REASONS FOR REPORT RECOMMENDATIONS

1. This report is being brought forward to members to enable the academy transfers to proceed, having due regard to the changes to the management of the contractual and financial risks to the Council that will be a direct result of the transfer.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. The Council have debated this issue with the DfE for several months. However, ultimately the DfE has indicated that it is not willing to change its current position and deviate from the standard wording of the PFI academy conversion documents, believing that by virtue of the DfE's ability to control the Academy, the Council would be sufficiently indirectly protected. The

Council could continue to challenge this. However, doing so would need to be considered against the backdrop that attempts thus far to get the DfE to change its position have proved fruitless and that the chances of events taking such a course as to actually trigger a termination and the Council becoming obliged to pay the associated termination sum are practically very slim. As such, there seems little point in pursuing this further.

3. The Council's independent legal advice is clear that the Secretary of State could insist on forcing these conversions through. The Council's only right of challenge would be by a judicial review to establish that the Secretary of State had acted unreasonably in insisting on these transfers on such terms despite our concerns. Notwithstanding the significant costs involved nor the other practical consequences of so doing, it is not possible to predict with any certainty how successful such a challenge would be.

#### **DETAIL (Including consultation carried out)**

4. One of the DfE's main principles on academy conversions is that broadly no party (i.e. the Local Authority or the School) should be any better or worse off after the transfer. Academy conversions are effected using DfE standard form documents which seek to adhere to that principle. Inevitably, certain consequences of the conversion process do alter the position. The PFI concession agreement itself ought to remain largely unaffected as a result of the transfer other than essential amendments. Equally, the DfE has made it quite clear that the LA cannot use the academy process as an opportunity to transfer risk to the schools nor to pass the responsibility for paying the unitary charge to the schools. The schools will continue to contribute to the unitary charge but the Council will remain primarily liable to the PFI contractor for the payment of the unitary charge.
5. However, there is one significant commercial issue in relation to the termination of the contract which poses a risk, albeit a low risk, to the Council. At present the Council could cause the contract to default by impeding the PFI contractor in its delivery of the specified services. Or the Council could break the exclusivity arrangements by directly engaging a third party to provide certain services instead of it. This could result in the termination of the PFI Concession Agreement and a requirement on the Council to pay a termination payment. It is also possible that the schools could act similarly and so trigger a termination and the requirement to make that termination payment. The chances of a school triggering this are relatively slim as the schools are under the authority of the Council. The Council could step in to prevent or stop the schools from taking any actions that could lead to termination. If a school had caused termination, resulting in an obligation to make a termination payment, the Council would have the authority to reclaim some of the compensation payment.
6. If the schools became academies, the Council loses the authority to step-in (a right which will pass to the DfE) and with that the ability to control this particular risk. The DfE model documents state that the Council can inform the DfE if it has concerns that the academy's actions could cause a default in the contract and ask the DfE to intervene to prevent this. However, the Council's view (which has been corroborated by external legal advice) is that this does weaken the Council's ability to manage this risk.

7. The DfE have pointed out that there is limited risk here in practice since there are no previous examples of a school's actions resulting in a termination of a PFI contract. It would be in no-one's interest (the DfE, Academy or local authority) to allow a situation to develop to lead to termination. The DfE would use their own powers of intervention to prevent the situation from getting to that stage. The chances of a breach occurring are low and the DfE have assured us that they will act appropriately and have appropriate powers to prevent this happening. However, the result of the PFI contract being terminated on account of any such breach could be a significant financial cost to the Council. This obligation is not new – the Council became contractually liable for such sum when the PFI contract was entered into in 2001. The difference is that the control would be indirect via the DfE rather than direct. As such, Councillors and the Chief Financial Officer have requested that the issues be presented to Cabinet, hence this paper.
8. Discussions on this issue have been ongoing with the schools and DfE over the last 12 months. The Council had sought to add a clause to the Schools Agreement and the Principal Agreement (the relevant conversion documents which detail what the PFI arrangements will be post academy transfer) which would have transferred the financial risk to the schools. This was rejected by both the schools and the DfE.
9. The Council received independent legal advice confirming that its concerns were valid but also that the Secretary of State could force the academy transfers through on imposed terms, if the Council continued to dig its heels in over the position leading to a stalemate. As such, we have accepted the DfE's view on this issue and have decided to concede this point.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

10. While the risk of a breach leading to termination occurring are low, the financial cost to the Council if the PFI contract were terminated is extremely high. If actions resulted in the contract being terminated in 2013, the Council would be liable to pay the outstanding senior debt, share capital and any redundancy payments for employees of the contractor and subcontractors reasonably incurred as a result of the termination.
11. Redundancy costs are difficult to determine at this time, however the senior debt outstanding and share capital value is estimated to be circa £45 million.

### **Property/Other**

12. The significant property implication is that post-transfer the Council will lose the power of step-in at the schools (a right which will pass to the DfE). This is currently the way in which the Council can mitigate the risk of the PFI contract being terminated on account of the actions of the schools.
13. It should be noted that as part of the academy transfer, a 125 year lease will need to be put in place to allow the academy to occupy the site. The lease contains clauses which reflect any rights of access that have been granted to the PFI contractor and to address the fact that the PFI contractor has maintenance and other obligations (e.g. insurance) under the PFI project agreement. The lease will need to be agreed by the LA, DfE and the academy trust.

## LEGAL IMPLICATIONS

### Statutory power to undertake proposals in the report:

14. The Academies Act 2010 requires the local authority to process both voluntary and compulsory transfers to Academy status as quickly as possible. The process of transferring schools to Academy status is set out in the Act and requires the Council and schools involved to: dissolve the existing governing body and establish a new Academy Trust and Governing Body; provide a 125 year long-lease to the Academy Trust to occupy and be responsible for the school land and buildings; and TUPE transfer the existing school staff from the employment of the Council to the employment of the Academy Trust. The DfE provides a suite of model documents that govern the conversion process. There are additional and more complicated documents which need to be used when the conversion involves a PFI arrangement.

### Other Legal Implications:

15. N/A

## POLICY FRAMEWORK IMPLICATIONS

16. N/A

KEY DECISION? Yes

|                             |                                  |
|-----------------------------|----------------------------------|
| WARDS/COMMUNITIES AFFECTED: | Bassett, Redbridge and Harefield |
|-----------------------------|----------------------------------|

## SUPPORTING DOCUMENTATION

### Appendices

|    |       |
|----|-------|
| 1. | None. |
|----|-------|

### Documents In Members' Rooms

|    |       |
|----|-------|
| 1. | None. |
|----|-------|

### Equality Impact Assessment

|  |    |
|--|----|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out. | No |
|--|----|

### Other Background Documents

#### Equality Impact Assessment and 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 |  |
|----|------|--|

# Agenda Item 15

|                               |  |  |                           |
|-------------------------------|--|--|---------------------------|
| <b>DECISION-MAKER:</b>        | CABINET MEMBER FOR CHILDREN'S SERVICES                       |  |                           |
| <b>SUBJECT:</b>               | PRIMARY SCHOOL DEVELOPMENT – DECISION ON IMPLEMENTATION      |  |                           |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013   |  |                           |
| <b>REPORT OF:</b>             | CYP STRATEGIC COMMISSIONING, EDUCATION AND INCLUSION MANAGER |  |                           |
| <b><u>CONTACT DETAILS</u></b> |  |  |                           |
| <b>AUTHOR:</b>                | <b>Name:</b>   | <b>James Howells</b>   | <b>Tel:</b> 023 8091 7501 |
|                               | <b>E-mail:</b>   | <a href="mailto:James.howells@southampton.gov.uk">James.howells@southampton.gov.uk</a>   |                           |
| <b>Director</b>               | <b>Name:</b>   | <b>Alison Elliott</b>  | <b>Tel:</b> 023 8083 2602 |
|                               | <b>E-mail:</b>   | <a href="mailto:Alison.elliott@southampton.gov.uk">Alison.elliott@southampton.gov.uk</a> |                           |

## STATEMENT OF CONFIDENTIALITY

None

## BRIEF SUMMARY

In January and February 2013, Childrens Services and Learning sought and secured approval from Cabinet to commence consultation with ten existing infant and junior schools to establish five all through primary schools. This paper summarises the consultation responses and seeks a final decision on whether or not to implement the proposals.

Since early 2012, the Local Authority has been encouraging infant and junior schools to consider the option of merging if one of three scenarios arises. These are:

- i. When the governing bodies of linked infant and junior schools seek support to establish a primary school.
- ii. If a headship of a linked infant or junior school becomes vacant.
- iii. If a school, with a linked school, is placed in special measures through an Ofsted inspection.

One of these three scenarios has arisen at each of the following five pairings of infant and junior schools:

- Bitterne Park Infant and Junior – headteacher vacancy at the infant school from December 2012.
- Oakwood Infant and Junior – headteacher vacancy at the infant school from July 2013.
- Tanners Brook Infant and Junior – headteacher vacancy at the junior school from July 2013.
- Valentine Infant and Heathfield Junior – the junior school has been placed in special measures through an Ofsted category, so the LA are exploring the primary option in an effort to raise standards across all year groups.
- St Monica Infant and Junior - headteacher vacancy at the junior school from July 2013.

Following Cabinet approval on 29 January 2013 and 19 February 2013, six to seven weeks of pre-statutory consultation have taken place with the ten schools on the proposal to close one of the schools and extend the age range of the other. A further six week statutory consultation period, on the same proposals, took place between 25 April and 6 June.

The Local Authority is responsible for school reorganisation - see legal implications section (paragraph's 21-23). This means the Local Authority manages the consultation and decision making process on whether to establish a primary school if the schools are community schools. The governing bodies of the individual schools are responsible for implementing the decisions.

### **RECOMMENDATIONS:**

- (i) To consider the outcome of statutory consultation and approve the implementation of published proposals to:
  - Discontinue Bitterne Park Infant and extend the age range of Bitterne Park Junior, to establish a primary school from the 1<sup>st</sup> September 2013.
  - Discontinue Tanners Brook Junior and extend the age range of Tanners Brook Infant, to establish a primary school from the 1<sup>st</sup> September 2013.
  - Discontinue Oakwood Infant and extend the age range of Oakwood Junior, to establish a primary school from the 1<sup>st</sup> January 2014.
  - Discontinue Heathfield Junior and extend the age range of Valentine Infant, to establish a primary school from the 1<sup>st</sup> January 2014.
  
- (ii) To consider the outcome of statutory consultation and approve a modification to the published proposals to:
  - Discontinue St Monica Junior and extend the age range of St Monica Infant, to establish a primary school from the 1 January 2014\*

The modification will have the effect of changing the implementation date from 1<sup>st</sup> January 2014 as originally published above to an implementation date of 1 April 2014 as requested by the Governing Body of each school.

The modified proposal is to:

  - Discontinue St Monica Junior and extend the age range of St Monica Infant, to establish a primary school from the 1<sup>st</sup> April 2014\*
  
- (iii) Subject to complying with Financial and Contractual Procedure Rules, to delegate authority to the Director of Children's Services and Learning, following consultation with the Cabinet Member for Children's Services, to do anything necessary to give effect to the recommendations in this report.

## REASONS FOR REPORT RECOMMENDATIONS

1. Children's Services and Learning are working with the Education Leaders in the City to develop all through primary schools in place of infant and junior configurations. This development is not a criticism of the infant and junior model. The intention is to pursue the development of all through primary schools if/where the situation allows. For instance:
  - i. When the governing bodies of linked infant and junior schools seek support to establish a primary school.
  - ii. If a headship of a linked infant or junior school becomes vacant.
  - iii. If a school, with a linked school, is placed in special measures through an Ofsted inspection.
  
2. One of the three scenarios has arisen at all of the ten pairings of schools included in this report:
  - Bitterne Park Infant School – headteacher vacancy, scenario (2), hence the proposal is to discontinue the infant and extend the age range of Bitterne Park Junior, thus forming an all through primary,
  - Oakwood Infant School – headteacher vacancy from July 2013, scenario (2), hence the proposal is to discontinue the infant and extend the age range of Oakwood Junior, thus forming an all through primary.
  - Tanners Brook Junior School – headteacher vacancy from July 2013 scenario (2), hence the proposal is to discontinue the junior and extend the age range of Tanners Brook Infant, thus forming an all through primary.
  - Valentine Infant and Heathfield Junior – Heathfield Junior has been placed in special measures following Ofsted Inspection in January 2013, scenarios (1) and (3), which has encouraged the LA to pursue a primary option, hence the proposal is to extend the infant and discontinue the junior.
  - St Monica Junior School – headteacher vacancy from July 2013, scenario (2), hence the proposal is to discontinue the junior and extend the age range of St Monica Infant, thus forming an all through primary.

3. Table 1 details the number of infant and junior school pairings. Five of the school pairings in the table are involved in the consultation being led by the Local Authority. One school pairing, Bitterne C of E Infant and Junior, are currently undertaking their own consultation with stakeholders about merging the two schools. A report will be submitted to cabinet to approve the outcome of that consultation in November 2013.

**Table 1:**

| <b>School pairings</b>                        | <b>Current status</b>   |
|---|---|
| Fairisle Infant and Junior                    | Maintained schools  |
| Ludlow Infant and Junior                      | Separate Academies  |
| Shirley Infant and Junior                     | Separate Academies – members of same Trust                                      |
| Hollybrook Infant and Junior                  | Separate Academies – members of same Trust                                      |
| Bitterne C of E Infant and Junior             | Maintained school - undertaking separate consultation on establishing a primary |
| <b>Bitterne Park Infant and Junior</b>        | <b>Included in this consultation</b>  |
| <b>Tanners Brook Infant and Junior</b>        | <b>Included in this consultation</b>  |
| <b>Oakwood Infant and Junior</b>              | <b>Included in this consultation</b>  |
| Glenfield Infant and Beechwood Junior         | Maintained schools  |
| Maytree Infant and Mount Pleasant Junior      | Maintained schools  |
| Sholing Infant and Junior                     | Maintained schools  |
| <b>St Monica Infant and Junior</b>            | <b>Included in this consultation</b>  |
| Townhill Infant and Junior                    | Maintained schools  |
| <b>Valentine Infant and Heathfield Junior</b> | <b>Included in this consultation</b>  |

4. The Local Authority favours the primary model, where the situation arises, for the following reasons:

**Educational outcomes – benefits, all through primary schools:**

- 5.
- Are in a stronger position to plan for continuity and progression through the key stages of learning, Early Years, Key Stage 1 and 2.
  - Provide longer timescale for schools to work closely with families - year R to year 6 - seven years to develop successfully children's education progress.



- Provide opportunities for pupils to work and play together over a longer period of time and develop greater understanding of diverse strengths, skills and personalities, which help them in later life.
- Offer consistent approaches to inclusion, absences etc.
- Increased opportunities for social development with older pupils having some appropriate pastoral responsibilities for younger children.

**Professional outcomes – benefits, all through primary schools:**

6.
  - Provide staff with greater opportunities to gain a broader and deeper understanding of the learning continuum for children from 4 to 11 years.
  - Build capacity in issues of staffing and can better plan for succession.

**Efficiency – benefits, all through primary schools:**

7.
  - A single, larger budget offers the opportunity to deliver quality more efficiently, through greater economies of scale.
  - Reduced spend on leadership and governance arrangements.
  - Increased spend on front line teachers, as a percentage of the whole school budget.

**Parental – benefits, all through primary schools:**

8. There is a direct benefit to parents in the admissions process. Parents have to apply to secure a place in an infant school, at year R and a junior school, at year 3. Only one application is required for primary school – for admission to year R.

**Modification to St Monica Infant and Junior implementation date**

9. At the request of the governing bodies of St Monica Infant and Junior Schools, Officers would like to propose a modification to the implementation date for this merger. The original implementation date was 1<sup>st</sup> January 2014. The governing body for St Monica Junior would prefer a 1<sup>st</sup> January 2014 merger and the governing body for St Monica Infant would prefer a 1<sup>st</sup> September 2014 (or at the earliest April 2014) merger. Please see Appendix 3 for details of the governing bodies' view on the proposal and implementation date. Local Authority Officers have discussed this with both schools and as a compromise would like to request that the implementation date for the St Monica Schools be modified to 1<sup>st</sup> April 2014.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

10. Three alternative options have been considered and rejected. See paragraph's 10, 11 and 12.
11. Alternative options (1) to discontinue the school that we are proposing to extend the age range of could be put forward, but this has been discounted for the following reasons:
  - Bitterne Park Schools – the infant has an acting headteacher whilst the junior has a permanent leadership and headteacher arrangement in place.

- Oakwood School – the infant school will have a headteacher vacancy from July 2013 whilst the junior has a permanent leadership and headteacher arrangements in place.
  - Tanners Brook Schools - the junior school will have a headteacher vacancy from July 2013 whilst the infant has a permanent headteacher arrangement in place.
  - Valentine Infant and Heathfield Junior – the infant has a ‘good’ Ofsted rating whilst the junior has been placed in special measures by Ofsted. It is not appropriate to expand a school judged as failing by Ofsted above a school judged as ‘good’.
  - St Monica Schools – the junior school will have a headteacher vacancy from July 2013 whilst the infant has a permanent headteacher arrangement in place.
12. Alternative option (2), to close both schools in each pairing and open a brand new primary school (with a new DfE number). Legislation dictates that when seeking to establish a new school the presumption is that this be an academy/free school. If there is no academy/free school proposal a statutory competition can be held, with the Secretary of State’s consent. Alternatively, the consent of the Secretary of State is not required if the proposal is to create a primary school that is to replace maintained infant and junior schools (the Office of the Schools Adjudicator would make the decision on this proposal). This option has been discounted because the Governors of the ten schools do not wish to become an academy at this point and, in addition, the competitive process to establish a new primary school is quiet lengthy and would disrupt the existing leadership and governance structures that are currently in place at the schools. We would also like to keep the decision making process for these proposals at a local level.
13. Alternative option (3) is that the schools that have or are due to have, a headteacher vacancy, recruit a new headteacher and the pairings of schools remain as separate infant and juniors. This option has been discounted because the Local Authority has a preference for all through primary schools.
14. The proposal for St Monica Infant and Junior School could be implemented from 1<sup>st</sup> January 2014 as originally planned. However, after discussing this, both governing bodies agreed that a 1<sup>st</sup> April 2014 implementation would be a better option as it would give both schools more time to prepare for the merger.

**DETAIL (Including consultation carried out)**

15. Six weeks of statutory consultation took place between 25<sup>th</sup> April and 6<sup>th</sup> June. Statutory notices detailing the proposals were placed at the entrances to all schools included in the proposal and in the Daily Echo. The statutory notice and complete proposals were also sent to the DfE’s School Organisation department
- Based on responses received up to 24 May.**
16. A summary of the responses that have been received thus far are below (all responses are listed in Appendix 3):

**Oakwood Infant & Junior** – a local resident raised concerns about traffic/parking.

**LA Response** - the number of children/staff at the school will not change as a result of this proposal and it is not anticipated that traffic/paring congestion will worsen.

**Bitterne Park Infant & Junior** – Pre-statutory consultation was criticised for not having enough information and not taking on board parents’ concerns about care and nurture at the school. Some parents are not happy with the proposed executive headteacher arrangement, largely because the headteacher will not always be on site. Some parents expressed that they fear the loss of nurturing community feel of the infant and would prefer to extend the age range of the infant.

**LA Response** – the Cabinet paper of 16<sup>th</sup> April acknowledged that “The main objection to this proposal is that some parents are opposed to having a headteacher that works across three schools”. The responses to the consultation (see Appendix 4) reflect this. Over two thirds of respondents to pre-statutory consultation supported the proposal to establish a primary school. It is also acknowledged that a similar proportion opposed the closure of the infant and expansion of the junior. It is proposed that the infant would close as it currently has a headteacher vacancy, which is in line with LA policy. Several current infant governors would be on the governing body for the primary and it is hoped that the ethos of the infant would continue to be part of the primary.

**Valentine Infant & Heathfield Junior** – concerns raised about changes to the site e.g. selling of land and losing of facilities.

**LA Response** – no planned changes to site as part this merger, although extra key stage 2 capacity will be need from 2015 onwards. The expansion project has been approved and planned for some time and has an allocated capital budget.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

17. Four of the pairings of infant and junior schools (Bitterne Park, Oakwood, Tanners Brook and Valentine/Heathfield) are co-located on the same sites so no significant capital works will be required. St Monica Infant and Junior are on separate sites but are close by. Whilst individual schools would like to explore opportunities for physically linking the two schools through a walk way or observatory, it is not necessary. Consequently, there is no anticipation that there will be significant capital implications if the proposal is implemented after consultation. Some alterations may need to be made to signage and insignia at the schools. Changes may also need to be made to telephone, IT, fire alarm and security systems – so that they operate across both school buildings – if the proposals are taken forward. These costs can be met from the Children’s Services budget. The allocation of any funding will be at the Local Authority’s discretion and will be considered on a case by case basis.
18. The revenue costs of all schools are funded through the Dedicated Schools Grant. The number of pupils at the school will not alter as a result of this proposal so the school will receive a budget similar to the combined budgets

of the current infant and junior schools minus one flat rate allocation, £114,000 in 2013/14. However, the Minimum Funding Guarantee may offer some temporary protection. The reduction of spend on the flat rate will be reinvested across all the schools in the City.

19. St Monica Primary will be eligible for additional split site funding as the infant and junior schools are located on separate sites.

### **Property/Other**

20. There are no property implications as a result of this proposal. The schools will continue to operate on the same site and in the same buildings, only under the guise of one primary school as opposed to separate infant and junior schools.
21. The staffing structures of the school will be agreed by the governing body of each school. Creating larger all through Primary schools will provide enhanced professional development opportunities for the workforce (see point 6). It is anticipated that there will be no changes to the teaching workforce.
22. The school may be required to reorganise the structure of staff, for instance: administrative staff, site manager, caretakers, cleaners, if this proposal is approved. There will be no TUPE transfer of staff as all employees at the schools are employed by Southampton City Council and will continue to be so if the proposals are implemented. Any reorganisation or restructure would not take place until the proposal had been approved. Trade unions would be consulted with about any proposed staffing changes.

### **LEGAL IMPLICATIONS**

#### **Statutory power to undertake proposals in the report:**

23. Alterations, changes, creation or removal of primary provision across the City is subject to the statutory processes contained in the School Standards and Framework Act 1998 as amended by the Education and Inspections Act 2006. Proposals for change are required to follow the processes set out in the School Organisation (Prescribed Alterations to Maintained Schools) Regulations 2007 as amended. Discontinuance (closure) of schools is governed by the School Organisation (Establishment and Discontinuance of Maintained Schools)(England) Regulations 2007.
24. Statutory Guidance on bringing forward proposals applies, which requires a period of pre-statutory consultation (and additional rounds of pre-statutory consultation if further viable options are identified during initial consultation) which must take part predominantly within school term time to meet the requirements of full, open, fair and accessible consultation with those most likely to be affected (pupils, parents and staff often being on vacation or otherwise unavailable during school holiday periods) followed by publications of statutory notices, representation periods and considerations of representations by Cabinet. It is statutory consultation which is the subject of this cabinet paper.

**Other Legal Implications:**

- 25. In bringing forward school organisation proposals the Local Authority must have regard to the need to consult the community and users, the statutory duty to improve standards and access to educational opportunities and observe the rules of natural justice and the provisions of the Human Rights Act 1998, article 2 of the First Protocol (right to education) and equalities legislation.

**POLICY FRAMEWORK IMPLICATIONS**

- 26. This proposal is in accordance with the Children and Young People’s Plan.

**KEY DECISION?** Yes

|                                    |  |
|------------------------------------|--|
| <b>WARDS/COMMUNITIES AFFECTED:</b> | Bitterne Park, Millbrook, Coxford, Sholing |
|------------------------------------|--|

**SUPPORTING DOCUMENTATION**

**Appendices**

|    |  |
|----|--|
| 1. | Statutory Notice                                   |
| 2. | Complete Proposals                                 |
| 3. | Responses to statutory consultation                |
| 4. | Summary of responses to pre-statutory consultation |

**Documents In Members’ Rooms**

|    |  |
|----|--|
| 1. | Making Changes to a Maintained Mainstream School (Other than Expansion, Foundation, Discontinuance & Establishment Proposals) A Guide for Local Authorities and Governing Bodies |
|----|--|

**Equality Impact Assessment**

|  |     |
|--|-----|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out. | Yes |
|--|-----|

**Other Background Documents**

**Equality Impact Assessment and Other Background documents available for inspection at:** Floor 4, One Guildhall Square

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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### Primary School Development – Various Schools

Notice is given in accordance with sections 15(1) and 19(1) of the Education and Inspections Act 2006 that Southampton City Council intends to make the following discontinuance and prescribed alterations proposals:

#### **Bitterne Park Infant School and Bitterne Park Junior School (Community Schools), Manor Farm Road, Southampton, SO18 1NX (Linked Proposals)**

- From 1 September 2013 to discontinue Bitterne Park Infant School.
- From 1 September 2013 to change the age range of Bitterne Park Junior School from 7-11 year olds to 4-11 year olds, thus creating a primary school.
- The capacity of the Bitterne Park Infant is 270. The capacity of Bitterne Park Junior is 360. The capacity of the primary would be 630.
- The current admission number for the school is 90 and the proposed admission number will be 90.
- The site of the primary school will include the existing site and the site and buildings formerly occupied by the discontinued linked school.

#### **Tanners Brook Infant School and Tanners Brook Junior School (Community Schools), Elmes Drive, Southampton, SO15 4PF (Linked Proposals)**

- From 1 September 2013 to discontinue Tanners Brook Junior School.
- From 1 September 2013 to change the age range of Tanners Brook Infant School from 4-7 year olds to 4-11 year olds, thus creating a primary school.
- The capacity of Tanners Brook Infant is 300. The capacity of Tanners Brook Junior is 360. The capacity of the primary would be 660\*.
- The current admission number for the school is 120 and the proposed admission number will be 120.
- The site of the primary school will include the existing site and the site and buildings formerly occupied by the discontinued linked school.

#### **Oakwood Infant School and Oakwood Junior Schools (Community Schools), Sandpiper Road, Southampton, SO16 8FE (Linked Proposals)**

- From 1 January 2014 to discontinue Oakwood Infant School.
- From 1 January 2014 to change the age range of Oakwood Junior School from 7-11 year olds to 4-11 year olds, thus creating a primary school.
- The capacity of Oakwood Infant is 180. The capacity of Oakwood Junior is 240. The capacity of the primary would be 420.
- The current admission number for the school is 60 and the proposed admission number will be 60.
- The site of the primary school will include the existing site and the site and buildings formerly occupied by the discontinued linked school.

#### **Valentine Infant School and Heathfield Junior School (Community Schools), Valentine Avenue, Southampton, SO19 0EQ (Linked Proposals)**

- From 1 January 2014 to discontinue Heathfield Junior.
- From 1 January 2014 to change the age range of Valentine Infant from 4-7 year olds to 4-11 year olds.
- The capacity of Valentine Infant School is 300. The capacity of Heathfield Junior is 360. The capacity of the primary would be 660\*\*.
- The current admission number for the school is 120 and the proposed admission number will be 120.
- The site of the primary school will include the existing site and the site and buildings formerly occupied by the discontinued linked school.

#### **St Monica Infant School (Community School), Bay Road, Southampton, SO19 8EZ and St Monica Junior School (Community School), St Monica Road, Southampton, SO19 8ES (Linked Proposals)**

- From 1 January 2014 to discontinue St Monica Junior School.
- From 1 January 2014 to change the age range of St Monica Infant School from 4-7 year olds to 4-11 year olds, thus creating a primary.
- The capacity of St Monica Infant is 270. The capacity of St Monica Junior is 360. The capacity of the primary would be 630.
- The current admission number for the school is 90 and the proposed admission number will be 90.

- The site of the primary school will include the existing site and the site and buildings formerly occupied by the discontinued linked school.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: Primary School Development Consultation, Infrastructure, Children's Services and Learning, Floor Four One Guildhall Square, Southampton City Council, Civic Centre, Southampton, SO14 7LY or [infrastructureandcapital.projects@southampton.gov.uk](mailto:infrastructureandcapital.projects@southampton.gov.uk).

Within six weeks from the date of publication of these proposals, any person may object to or make comments on the proposals by sending them to the postal or email addresses above.

Signed: 

Alison Elliott, People Director

Publication Date: 25 April 2013

#### **Explanatory Notes**

School Admissions for Bitterne Park Infant & Junior and Tanners Brook Infant & Junior: The allocation of year R and year 3 places for September 2013 entry will not be affected by this proposal. If the proposal is approved Southampton's Admission Policy for Community Primary Schools will apply from September 2013 onwards. No pupils will be displaced if the proposals are taken forward as pupils currently attending the schools after the implementation date will be automatically transferred to the relevant primary school under the respective linked proposals.

School Admissions Oakwood Infant & Junior, Valentine Infant & Heathfield Junior and St Monica Infant & St Monica Junior: The allocation of year R and year 3 places for September 2013 entry will not be affected by this proposal. If the proposal is approved Southampton's Admission Policy for Community Primary Schools will apply from January 2014 onwards. No pupils will be displaced if the proposals are taken forward as pupils currently attending the schools after the implementation date will be automatically transferred to the relevant primary school under the respective linked proposals.

The Council's Home to School Transport Policy will apply to all transport arrangements to schools where a change of age range is approved.

\*Tanners Brook Infant increased its PAN from 90 to 120 in September 2012. It is planned that the infant, and subsequently the junior, will expand year on year until all year groups have expanded.

\*\* Valentine Infant increased its PAN from 90 to 120 in September 2012. It is planned that the infant and subsequently Heathfield Junior will expand year on year until all year groups have expanded.

Unless otherwise stated, the proposals in this notice are not linked (for example, the proposals for Bitterne Park Infant and Junior are not linked to the proposals for Tanners Brook Infant and Junior).



### SOUTHAMPTON CITY COUNCIL

#### PRIMARY SCHOOL DEVELOPMENT (VARIOUS SCHOOLS) DETAILED PROPOSALS IN RELATION TO DISCONTINUANCE AND LIKED PRESCRIBED ALTERATION (CHANGE OF AGE RANGE) PROPOSALS

#### **1. School and local education authority details**

- (i) Bitterne Park Infant School and Bitterne Park Junior School (Community Schools), Manor Farm Road, Southampton, SO18 1NX
- (ii) Tanners Brook Infant School and Tanners Brook Junior School (Community Schools), Elmes Drive, Southampton, SO15 4PF
- (iii) Oakwood Infant School and Oakwood Junior Schools (Community Schools), Sandpiper Road, Southampton, Southampton, SO16 8FE
- (iv) Valentine Infant School and Heathfield Junior School (Community Schools), Valentine Avenue, Southampton, S019 0EQ
- (v) St Monica Infant School (Community School), Bay Road, Southampton, SO19 8EZ and St Monica Junior School (Community School), St Monica Road, Southampton, SO19 8ES

#### **2. Implementation and any proposed stages for implementation**

- (i) Bitterne Park Infant School would close and Bitterne Park Junior School would change its age range from 7-11 year olds to 4-11 year olds from 1 September 2013.
- (ii) Tanners Brook Junior School would close and Tanners Brook Infant School would change its age range from 4-7 year olds to 4-11 year olds from 1 September 2013.
- (iii) Oakwood Infant School would close and Oakwood Junior School would change its age range from 7-11 year olds to 4-11 year olds from 1 January 2014.
- (iv) Heathfield Junior School would close and Valentine Infant School would change its age range from 4-7 year olds to 4-11 year olds from 1 January 2014.
- (v) St Monica Junior School would close and St Monica Infant School would change its age range from 4-7 year olds to 4-11 year olds from 1 January 2014.

#### **3. Consultation**

Consultation on the proposals was carried out with all affected parties between 6 February 2013 and 10 April 2013.

- (a) Consultees included parents and staff at all the schools included in the proposals, Southampton City Council staff, all Southampton headteachers, Church of England and Catholic Dioceses, local Councillors, local MP's, Hampshire County Council, Portsmouth City Council.
- (b) Minutes of relevant consultation meetings are attached at Appendix 1
- (c) Representations received from consultees are included at Appendix 2
- (d) All statutory requirements imposed by virtue of the Education and Inspections Act 2006 and associated secondary legislation in relation to the carrying out of consultation have been met.

- (e) Appendix 3 includes copies of all consultation documents. These were sent to all parents & staff at schools included in the proposals and were also published on the Council's website. A link to the website was sent to all relevant stakeholders

#### **4. Objections and comments**

All proposals will be published on 25 April 2013.

Within 6 weeks from the date of publication of the above proposals any person may object or make comment on the proposals by sending them to the local education authority (by 6 June 2013).

Objections or comments should be sent to Primary School Development Consultation, Infrastructure, Children's Services and Learning, Floor Four One Guildhall Square, Southampton City Council, Civic Centre, Southampton, SO14 7LY or [infrastructureandcapital.projects@southampton.gov.uk](mailto:infrastructureandcapital.projects@southampton.gov.uk).

#### **5. Alteration description**

Bitterne Park Infant School would close (discontinue) and Bitterne Park Junior School would change its age range from 7-11 year olds to 4-11 year olds from 1 September 2013, thus forming an amalgamated all through primary school.

Tanners Brook Junior School would close (discontinue) and Tanners Brook Infant School would change its age range from 4-7 year olds to 4-11 year olds from 1 September 2013, thus forming an amalgamated all through primary school.

Oakwood Infant School would close (discontinue) and Oakwood Junior School would change its age range from 7-11 year olds to 4-11 year olds from 1 January 2014, thus forming an amalgamated all through primary school.

Heathfield Junior School would close (discontinue) and Valentine Infant School would change its age range from 4-7 year olds to 4-11 year olds from 1 January 2014, thus forming an amalgamated all through primary school.

St Monica Junior School would close (discontinue) and St Monica Infant School would extend its age range from 4-7 year olds to 4-11 year olds and from 1 January 2014, thus forming an amalgamated all through primary school.

#### **6. Objectives**

The objectives are to create all through primary schools from linked infant and junior schools because the Local Authority believes that the primary model has many positives. For example, primary schools:

- Are in a stronger position to plan for continuity and progression through the key stages of learning, Early Years, Key Stage 1 and 2.
- Provide staff with greater opportunities to gain a broader and deeper understanding of the learning continuum for children from 4 to 11 years.
- Have a single, larger budget offers the opportunity to deliver quality more efficiently, through greater economies of scale.
- There is a direct benefit to parents in the admissions process. Parents have to apply to secure a place in an infant school, at year R and a junior school, at year 3. Only one application is required for primary school – for admission to year R.

## **7. Standards & Diversity**

If implemented, the proposals have the potential to reduce to progress lag at the transition stage from infant to junior school. It would also lead to a more consistent leadership structure across all year groups and a more efficient use of resources. It is hoped that these advantages would contribute to a rise in standards across all schools included in the proposals. The establishment of all through primary schools would provide children in the areas in which the schools are based, to have the option to apply for a nearby primary school. At present, this option isn't available for some parents/pupils.

## **8. Need for Places**

The number of primary school places in the city will not change as a result of these proposals. The same number of places will be available at the primary schools as there are at separate infant and junior schools. While either the infant or the junior would close under these proposals, no children would be displaced. Pupils at the closing school will still attend the same school site/building only under the guise of a primary as opposed to separate infant and juniors.

## **9. Impact on the Community**

It is not anticipated that there will be a significant impact on the communities in which the schools are based because the schools will continue to operate on the same site and buildings, will continue to have the same number of places available and will not alter the current catchment areas of any of the schools.

## **10. Travel**

It is not anticipated that the proposals would have any impact on travel arrangements for any of the schools as they will continue to operate on the same sites and the Council's Home to School Transport Policy will continue to apply.

## **11. School capacity**

Current & Proposed Capacity:

- (i) The capacity of the Bitterne Park Infant is 270. The capacity of Bitterne Park Junior is 360. The capacity of the primary would be 630.
- (ii) The capacity of Tanners Brook Infant is 300. The capacity of Tanners Brook Junior is 360. The capacity of the primary would be 660. Tanners Brook Infant increased its PAN from 90 to 120 in September 2012. It is planned that the infant, and subsequently the junior, will expand year on year until all year groups have expanded.
- (iii) The capacity of Oakwood Infant is 180. The capacity of Oakwood Junior is 240. The capacity of the primary would be 420.
- (iv) The capacity of Valentine Infant School is 300. The capacity of Heathfield Junior is 360. The capacity of the primary would be 660. Valentine Infant increased its PAN from 90 to 120 in September 2012. It is planned that the infant and subsequently Heathfield Junior will expand year on year until all year groups have expanded.
- (v) The capacity of St Monica Infant is 270. The capacity of St Monica Junior is 360. The capacity of the primary would be 630.

Current & Proposed PAN's:

- (i) Bitterne Park Infant and Junior have a PAN of 90 and the PAN of the Primary would be

90.

(ii) Tanners Brook Infant has a PAN of 120 and Tanners Brook Junior has a PAN 90. The PAN of the Primary would be 120.

(iii) Oakwood Infant and Junior have a PAN of 60 and the PAN of the Primary would be 60.

(iv) Valentine Infant has a PAN of 120 and Heathfield Junior has a PAN of 90. The PAN of the Primary would be 120

(v) St Monica Infant and Junior have a PAN of 90 and the PAN of the primary would be 90.

**Number of Pupils on Roll at Time of Publishing Proposals:**

Bitterne Park Infant – 270

Bitterne Park Junior – 356

Tanners Brook Infant – 263

Tanners Brook Junior – 323

Oakwood Infant - 176

Oakwood Junior - 242

Valentine Infant - 291

Heathfield Junior - 280

St Monica Infant - 269

St Monica Junior - 358

**12. Implementation**

The Proposals relate to Community Schools and will therefore be wholly implemented by Southampton City Council.

**13. Sites**

The primary schools will operate out of the same buildings as the current infant and junior schools. All infant and junior schools in these proposals are located on the same site, apart from St Monica Infant and Junior schools. This would operate as a split site primary school utilising the existing infant and junior sites.

**14. Project costs**

It is not anticipated that any capital costs will be incurred as a result of these proposals. All ongoing costs for the proposed primary school will be met from within existing school delegated budgets and capital allocations.

**15. Age range**

The current Age range of the relevant schools is set out below. The proposals will result in the changes in age range set out in section 2 above.

Bitterne Park Infant: ages 4-7

Bitterne Park Junior: ages 7-11

Tanners Brook Infant: ages 4-7

Tanners Brook Junior: ages 7-11

Oakwood Infant: ages 4-7

Oakwood Junior: ages 7-11

Valentine Infant: ages 4-7

Heathfield Junior: ages 7-11

St Monica Infant: ages 4-7

St Monica Junior: ages 7-11

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# Agenda Item 15

## Appendix 3

### Statutory Consultation Responses

| Comments  | Date Received |
|---|---------------|
| <p>The pre-statutory consultation was biased and a farce. No meaningful information was provided only high level platitudes. In the consultation meetings parents were patronised and told to 'dissect your data people' when raising concerns about care and nurture. In line with this, the decision document sent to members is similarly biased and does not accurately represent the consultation responses: "Generally there was little opposition to ... the junior headteacher becoming the primary Headteacher". This is simply not an honest reflection of the feedback. There is significant opposition and the junior headteacher does not have the support or confidence of a large proportion of the parent body. "The main objection to this proposal is that some parents are opposed to having a headteacher that works across three schools (which would be the case if this were taken forward)." - True but this fails to recognise that the Schools are at opposite sides of the city and the leadership team have been a VERY poor track record of being present and available at BPJS. They are not warm or welcoming and are generally aloof. I can say with complete confidence that the head of BPJS doesn't even know my child's name. WE DO NOT WANT OR SUPPORT AN EXECUTIVE HEADTEACHER FOR OUR SCHOOLS UNDER ANY CIRCUMSTANCES. I do not object to a primary school but if that means we have EHT that I want two separate schools to limit the damage.</p> | 3 May 2013    |
| <p>Since I live in Sheldrake gardens, I often struggle to park in the car park at school drop-off and pick-up times which is very frustrating. Asking the parents to move their cars often results in arguments. I am concerned that if the school gets any busier that the parking will become even more of a problem. One solution would be to block off the gates which lead to Sheldrake gardens to deter parents from parking in the reserved spaces, or at least have the gates locked until the school day starts (after the parents have dropped off the kids).</p>   | 29 April 2013 |
| <p>Would the co locating of school mean that more children would be housed on a smaller bit of land? Would the land of the school that is no longer required, be sold off for housing so that overall the children have less space to run and play in? Would there still be both a front and a rear access to the school? I.e. access from the top of Heathfield school? Would the primary school end up with less facilities that the current two schools have, i.e. only one sports hall assembly hall, playground etc? As a future parent of the school I would appreciate a response to these questions,</p>  | 10 May 2013   |
| <p>I'm writing to inform you of my concerns of the proposed merge. The only concern I have is the proposed appointment of Mrs Montague the current executive head of the junior school. My eldest daughter is currently in year 5 and when I have gone in for any concerns I may have I have never managed to speak directly to the head as she is not at the school on a daily basis. I feel it will be impossible for her to offer our children stability and reassurance that a head provides, especially for infant school aged children. I can understand why the executive head was brought into the school but would be better for a permanent head to be appointed who can be there most days.</p>  | 11 May 2013   |
| <p>I am for the proposal to bring together the two schools to create a continuous system, teaching and management staff from Reception Year 6. I am against the suggestion that the infant school should be discontinued' as a result of having no permanent head. It is clear that the Junior School does not have a permanent head either, from the fact that the school week of the head teacher is spread across three separate schools already. Commit to the community, the school and all the pupils and future pupils by doing them the service of advertising and recruiting one committed, full time, permanent head teacher to take on the role of</p>   | 15 May 2013   |

|   |            |
|---|------------|
| <p>leading such a substantial change for both schools. As many people have already commented, the infant school has the better track record, commitment to the overall development of their pupils (not pure results based focus), and engagement with families and community. Do not just 'discontinue' this and automatically expand the empire of a head that is not even available full time on site as it is. Much can be taken from the infant school to improve the juniors, acknowledge this and create a new full time on site head teacher post which will be recruited with the involvement of Governors and teachers from both schools.</p>   |            |
| <p>The infant school is a happy nurturing school where both my children have thrived socially and academically and so I do not wish to see it closed. The school is well led with friendly and approachable staff and children thrive in the small infant environment. The junior school has been and still is going through a lot of changes and stability has not been established. The head teacher as head of three schools is rarely there and unavailable so I can not see how she will lead another school. The junior school does not appear to be well managed and parents are not aware of who is in charge. There is a real absence of nurture and the emotional needs of pupils being met and the curriculum lacks creativity. Merging will create a large school and I struggle to see how it will benefit pupils apart from not having to apply for a junior place. This is not generally an issue as long as a child is in catchment transfer occurs. The only way I could give support to this proposal would be the discontinuation of the junior school with the infant school which is a settled, established and happy school taking over the juniors.</p>  | 21/05/2013 |
| <p>There are a number of advantages around having them combined:</p> <p>Single management structure, allowing reduction of duplicated functions</p> <p>Consistent policies across the infant and junior schools (where they differ please move to current best practice, don't just default to that with which the new management is most familiar)</p> <p>Coinciding inset days, a particular problem to working parents who have children in both schools.</p> <p>Avoid need of parents to apply for their children to move into the junior school.</p> <p>Increased opportunity for the junior and infant schools to share the facilities available across the whole site, e.g. access to infant school of playing field for more than just sports day.</p> <p>Already very similar, but introduce a common uniform.</p> <p>I also notice some onetime advantages to the city council, particularly with the proposed manner of the merger:</p> <p>Avoid recruiting a replacement junior school head teacher, at a time when many LEAs are struggling to find suitable applicants for head teacher positions.</p> <p>The junior school comes under the "Good" Ofsted rating of the infant school, removing another "Needs Improvement" from city books.</p> <p>Avoid the additional machinations of closing both schools and opening as a new primary school, requiring due process on recruiting a new management and governor structures.</p> <p>So, quite a number of positive aspects to the proposed merger, however I also see the following negative aspects, especially around the increased burden placed on the headteacher, with both the junior and infant schools already fairly large schools, a combined school obviously becomes a very much larger school, particularly if the current four class intake of 120 children continues for a number of years meaning a school of up to 840 children, which combined with the teachers and all the other supporting staff leaves the headteacher responsible for well on the way to 1000.</p> <p>I am not familiar with the career history of the current infant school headteacher, but I'm aware she has been in her current role for a number</p> | 06/06/2013 |



of years working with just early years and stage 1, and would now also need to work with stage 2 where the approach to be taken with children is often significantly different, particularly at the top end as they prepare for secondary school. If one aspect of this merger is to mitigate the national shortage of headteachers, they need to consider that a larger school requires a higher standard of applicant diminishing the pool further and at some stage the current headteacher will want to move on or retire. It is unclear to me whether the infant school governing body will increase as a result of the increased size of school and increased age range, and whether there is any guidance for a reshuffle of members to give a fair representation of experience from the two schools.

I understand the junior school headteacher is leaving this summer, so some form of action needs to be taken by September, but this leaves very little run up to prepare for the change over, with a decision being made just a few weeks before the summer break.

Additionally, I'm aware of a number of other schools across the city potentially going through the same process this year and next. Is there sufficient staff with the skills and time available to support all the schools going through these transition phases?

As for my personal decision, I'm in favour of the merging of the two schools in to a single primary school, despite how large the school will become, assuming the headteacher, with support from the LEA surround themselves with a strong leadership team. Pragmatically, I think the approach of expanding the age range of the infant school to absorb the junior school is probably best for the time available. Although, were more time available I would have preferred both schools to be closed and a new, LEA controlled primary school to be formed on the same site, which would force a great deal more rigour around the process of appointing the leadership structures, including the governing body, not to mention a greater feeling of equality between the infant and junior school staff.

21st May 2013

Dear Alison,

Further to the meeting of 9<sup>th</sup> May held at St Monica Infant School (SMIS) attended by governors from both SMIS & St Monica Junior School (SMJS) and yourself I am writing on behalf of the Governing Body (GB) of SMJS to clarify our position as regards to the proposed primary and start date.

Firstly, as stated at the meeting, we are enthusiastic supporters of the merger between SMIS & SMJS to form an all through primary school commencing Jan 2014.

The Governors of SMJS were initially asked to consider the conversion to primary at a meeting with you on 4<sup>th</sup> February. This meeting was held a full month after Angela Paris Head Teacher (HT) at SMJS announced that she intended to retire at the end of this academic year. You stated at that meeting that we could be fast tracked so that the primary could commence Sept 2013 this - was important to the GB because of the pending retirement of Angela. The GB discussed and agreed that if we could become a primary by Sept 2013 then we would support going out to pre-statutory consultation and seek the views of our staff, parents and community; we would also put on hold the recruitment of a new HT until the outcome of the consultation.

Subsequently and during the pre-statutory consultation period the GB of SMJS were asked if we would consider moving the proposed start date from Sep 2013 to Jan 2014. This was because of logistical and timing issues, particularly the final decision by cabinet which would not be made until June 18<sup>th</sup>, giving little time between that date and the end of the academic year.

After discussions with the Chair of Governors (COG) of SMIS and Local Authority (LA) representatives the GB of SMJS held an EGM on April 24<sup>th</sup> to consider this request. At the meeting Governors were concerned that Sep 2013 was the date given to parents, staff and the community during the pre-statutory consultation and that we would be without a HT from Sept 2013. Also there was major concern that any further delay may have a detrimental effect on the on-going process of raising standards throughout the school. After much deliberation the GB decided, with reservations, to agree a proposed start date of Jan 2014 we also agreed to ask the GB of SMIS if Kathryn Bevan-Mackie could become our executive head from Sept 2013; Kathryn had indicated that she would be interested in becoming the HT of the new primary so this seemed to be a logical and practical move..

As you are aware the process has now moved on to statutory consultation which will end on June 6<sup>th</sup> so we would like to give our reasons why the new primary should start from Jan 2014 and no later. I would like to add that the reasons given are the collective view of The GB of SMJS and reflect the views of parents and staff expressed at several meetings and through various channels.

Initial expectations by governors, parents, staff and the community was that a primary would commence Sep 2013 (as stated in pre-statutory consultation)

The governors of SMJS have communicated to parents staff and the community that the Primary, if given the go-ahead, would now commence Jan 2014 (date given in statutory consultation) any further delay could jeopardise parental, staff and community support.

SMJS governors and staff are keen to start working collaboratively with all at SMIS as soon as possible; indeed the two schools are already working together in a number of important areas and as from September 13 the two schools will share the same HT and will in effect be working as a primary. 'Both GBs have indicated their desire to work together and have agreed in principal that the new primary school GB will be formed from members from both existing GBs. We would propose that this new GB is constituted ASAP and forms a 'Shadow' GB meeting regularly from this summer term making and agreeing the policies and structures for the new school.'

The benefits of becoming a primary are not in doubt and are supported by both schools and the community of Sholing. It is important that the continued good progression being made by both schools is maintained; this can be achieved if both schools come together as one sooner rather than later, but could be jeopardised by further delay.

We will need to start working with the LA as soon as possible so that we can access all the financial and logistical advice and resources that will be required. Access to a Hampshire Improvement Partner will be made available for 18 months from Sept 2013.

Staff restructuring cannot take place until we become a primary, again the longer this is left the more staff become uncertain and nervous about the future - this could have a negative impact on standards.

The GB of SMJS are enthusiastic supporters of an all through primary, and given the support and resources available feel that we can work with all at SMIS and create an excellent primary school for our community by Jan 2014 which will be of huge benefit to children, parents and staff, so why delay?

I hope that this letter clarifies the position of SMJS and also reflect the views expressed at the meeting of 9<sup>th</sup> May where you were in attendance.  
I would be grateful if you could include this letter in your report to cabinet following statutory consultation.

Yours Sincerely

Shaun M. Tew  
COG SMJS

22 May 2012

Dear Alison

You will recall my letter dated 30th April 13 on behalf of St Monica Infant School to you set out the reasons why the FGB felt the expansion of St Monica Infant School would not be conducive and in the best interests of the children and wider community if the opening of a new primary school were to be January 2014 for St Monica. After listening to advice, considering the facts and looking at the available information we then concluded the proposal was not the best way forward. Governors felt that to adopt January 2014 would prove to be a hindrance to the opening of a new and successful primary school and suggested a start date of September 2014.

It is clear that Governors of both St Monica schools are in complete agreement with yourself and the LA that there is a compelling case for moving towards the LA proposal of better integrated primary education. We agree the benefits of a Primary School will be lifelong for the children and wider community. After forensic discussion, Governors of St Monica Infant School feel to put, what we concur is the agreed improvement to the children's education, staff development and benefits to the residents of Sholing and our city at risk through an unrealistic timescale, would be a mistake if a January opening date were adopted.

In response to my letter dated 30th April 13, Governors would like to thank you for your email dated 01 May 13 that included legal advice stating "This confirms that we can modify the date in the cabinet paper scheduled for 18th June. I would advise at this point that we seriously consider stating July 2014 - not September 2014. The former, so that we do not go over another academic year."

As governors of the expanding school we could have simply asked you to proceed on this basis of the legal advice in your email and resolved to support your suggestion of July 14 for the new primary. Instead of acting alone on this advice, governors of St Monica Infant School invited you to address us at an EGM on the earliest possible mutually convenient date of 13th May 2013 to discuss implications of same. To ensure we took account the views of all we also invited SMJS GB (closing school) to take a full part in discussions and to listen to views and debate the issues. SMIS governors worked hard in the meeting towards a negotiated way forward but were disappointed with the engagement of SMJS governors. I hope you would agree that Governors of SMIS displayed a willingness to listen in full to what all had to say at the meeting before advising the LA of our decision and thought process to be shared with the LA and Cabinet. After the joint meeting concluded SMIS FGB continued discussions, listened closely to our respected HT (also the new HT of the said primary, as included within the proposal before cabinet) and were asked to consider fully everything they had heard and debated before reconvening in the forum of a FGB meeting on 21st May 2013 to decide on the way forward. This meeting has now taken place.

Alison, we think it is important we share with you and cabinet not only SMIS FGB position but also many of the reasons and much of the discussion that was pursuant to arriving at where we are now. The latest OfSTED evaluations of the St Monica Schools list St Monica Infant School as 'Satisfactory' and St Monica Junior School as 'Requiring Improvement'. Both schools are clearly working hard towards attaining a Good or Outstanding Judgement. At SMIS the HT has been instrumental in driving and leading sustained and embedded improvement. Along with the children, staff and parents the Governors have embraced the challenges and worked hard towards improvement. We have welcomed and value the help from the brilliant support network and partnerships across the city and beyond. I am confident the LA, through external visits, LA RoV's, discussions and data collection would testify to the stepped improvements in SMIS. We are not resting on our laurels; we know there is still

further work and improvements to be made by all. We are also aware that when a school is judged as R/I by OfSTED then there is a clear mission statement from the linked Senior Inspector to support that school towards a good or better judgement within an 18 month period. While governors sympathise this can place unwanted pressures on staff in particular we are in complete agreement that the benefits of such targeted support is immense. This support would be lost at too early a stage if a January 2014 were adopted by Cabinet. The support from HMI is invaluable and needs to be harnessed to the full for the children's education to gain maximum benefit. It will also assist the newly reconstituted FGB and HT to have a better understanding of the needs of a new primary.

SMJS has now written to SMIS and requested we authorise our HT, Mrs K Bevan-Mackie be allowed to fulfil the position of Executive Head Teacher of SMJS for a period of 12 months alongside her current role. Following challenge to Kathryn on the likely impact etc., SMIS Governors are satisfied this will have benefits to the children and staff of both schools. Despite having our Deputy Head Teacher on maternity leave and a newly appointed Assistant Head Teacher in position governors are convinced the experienced SLT in our school (including an effective SBM and FGB) can make this work and it not be detrimental to the children and both school communities. Indeed we feel that with Mrs Bevan-Mackie being given the opportunity to lead both schools separately and simultaneously for a sustained period will benefit all, and assist in a seamless transition towards a successful new primary school from day one of opening. We accept that parents and the wider community might well view this as effectively a primary. That is fine, but importantly both schools can work towards a more cohesive official coming together, in a more measured way than a January 2014 official new date for the new primary school permits. The governors of SMIS have a duty of care towards our HT. It is imperative that realistic timescales, targets and support are in place prior to official primary opening. We believe the appointment of EHT of SMJS in the interim period of the new primary will contribute to the success of the new primary. From September Kathryn needs to be in a position to lead the schools, have time to assess, make recommendations and a timeframe that is sensible to bring the two schools together as one. In this respect alone we believe January 2014 to be an unrealistic target date.

It has been said by SMJS that "We will need to start working with the LA as soon as possible so that we can access all the financial and logistical advice and resources that will be required. Access to a Hampshire Improvement Partner will be made available for 18 months from Sept 2013." Governors of SMIS are in complete agreement with this. This process can still be started now, even if the opening date of the new primary is after January 2014. We know from advices that you gave at the meeting that if the decision was taken by cabinet in June 13 to proceed with a new primary for St Monica that this work and the bids can still begin now. In fact we would go further and add that a pairing of schools that are not anticipated to seek primary conversion until September 2014 is already included within the stated and guaranteed SIP support. This too lends support that conversion after January 2014 does not mean a loss of resources. Throughout the process Alison, you have been candid about the limited resources available in the current difficult financial climate. Despite this you have given assurances on the separate sites additional funding, SIP support and the willingness to support measures when a case is made on a 'case by case' need. We are grateful for these assurances.

The St Monica schools are keen supporters of the LA lead on improved transition arrangements and attendance matters in education if our children are to achieve their full potential. We want and support 'more joined-up' working. We wholeheartedly endorse SMJS statement that our schools are working more closely and collaboratively than ever. This is across not just academia but also in areas such as PTA, within cluster, governors and wider. There is still further work to be done but again the timescale for closer integration needs to be worked on and agreed by all in full. Just to say "we will do it from January 2014" is not enough. We need to have an agreed, considered and attainable timeline in place. Realistically, with the different things going on in school, the retirement of a HT and the appointment of a EHT then SMIS believe the optimum time for this planning to begin in earnest is September 2014. Yes work can get underway now but this will require a great deal of the HT's time and many meetings if it is to culminate in the timeline ending with a successful new primary from day 1 in January 2014. This is not felt to be realistic unless we

are asking the HT & FGB's to attend many meetings etc. with this as the sole focus. All this would then detract from the HT of the new primary undertaking the massively important effective deployment of staff and perhaps assessing and then making recommendations for staff restructure. Let us be clear that this will not be an easy task. While the LA has promised support, and school will have a HR SLA in place this will take time. It needs to be considered in detail by FGB, unions and other parties. Applications, interviews and related processes not only take time if they are to be sustainable and effective but also questioned and tested for impact. The HT will be tasked to make proposals and have meetings in this regard. We must ensure the HT is supported, given resources and adequate time to lead and see this process through and in good health. All this while driving up standards across both schools as a EHT and HT on a limited and reduced budget if the schools stand- alone budgetary support is lost too early. In the view of SMIS we say a primary conversion date of January 2014 is not adequate time to support this without the education of the children suffering and potentially putting the wellbeing of the HT and senior leaders at risk. This is not just on the basis of finance but what is best for the children and the best for ALL staff across the entire St Monica community. Also while on the topic of duty of care could we ask there will be in place a controlled safe crossing point between the two sites of the new primary school and a likely completion date for same please?

Governors of SMJS had expressed a concern that by selecting an opening date of a new primary after January 2014 would lead to a loss of focus. SMIS FGB would categorically disagree with this. In fact it is our view it would have the opposite effect. By having in mind a more realistic target date we are of a mind that school leaders, partners, committees and working parties would be given specific tasks with realistic aims and guided by achievable target dates. The LA has inspected and attested to the effectiveness of Kathryn in ensuring leadership is effective and this is key to the success and how far the school leadership and management of SMIS has evolved (including all staff and FGB) and have recorded 'good' judgements in this area. Together, we are very much concentrating now on working towards outstanding and will work closely with SMJS to ensure we build on this. Part of the process of a new primary is the re-constitution of our FGB. We are keen to welcome members of the SMJS to the new FGB. This might include some existing governors as well as other stakeholders of both schools. In particular the FGB respects and values the views and skills of all. We are always keen to make sure that parents have a strong voice, staff is represented and we exceed statutory duties and moral obligations. Like so many others there remains to be a full discussion on the way forward. Key to this will be Glenda's advices and governors feelings on the way we move forward to best serve the children and wider community. This too will take time. In the meantime with Kathryn as senior advisor to both FGB's I'm confident that we can foster an effective working relationship. But this too takes time and means additional meetings.

There are also other reasons supporting the submission be delayed until after January 2014. Please reference my letter of 30th April for more details of same.

Alison, governors' hope you agree that the case for choosing an opening date **after** January 2014 is compelling if the new school is to be a success from the start. In the past we feel children in Southampton have not always been best served due to optimistic opening dates of new schools. Earlier in this communique I made reference to the SMIS FGB request to delaying the opening of a new primary until September 2014. SMIS FGB has listened to all parties. Throughout this process we have paid particular attention to our HT who will be the inaugural HT of the new primary (if it is the will of Cabinet to proceed with a new primary for St Monica), LA thoughts and advices, OfSTED guidance, SMIS governors, SMJS governors, the St Monica Community, DfE papers, cluster partners and anyone else who has a voice or anything to say. Following forensic analysis of all the information available to us and the statutory duties we discharge as governors of SMIS we have concluded that with a great deal of hard work by all, goodwill from all and support, then a collective undertaking by all parties to support a new primary school is achievable with an April 2014 start date. To move earlier we feel would prove to be a mistake and detrimental to the education and well-being of the children and staff of the St Monica Schools. The April 2014 date is a more realistic date to contribute to a successful new primary school for the benefit of all.

Understanding that 'certainty' is best for all we would ask you represent and support the following statement that is representative of SMIS FGB view. In essence SMIS endorses and supports the LA proposal put to cabinet that a decision be taken in June 13 that St Monica Infant School be expanded to become a Primary , subject to the inception date for the opening of a new primary is NOT BEFORE APRIL 2014 unless the FGB of the new primary and LA SIP advises otherwise. This will support us to be ready to open a bright new and successful Primary School to serve the community of St Monica and wider from inception.

On a personal note Alison, I would like to wish you well in your new position and we all would welcome an opportunity of working with you and your successor in the future.

Kind Regards  
Brian Eley  
Chair of Governors  
St Monica

24 May 2013

We are responding officially on behalf of the governing body of Oakwood Junior School.

We continue to support the development of a primary school from the current infant and junior schools and would seek a positive decision from the cabinet at the end of the consultation process.

We are convinced that the vast majority of parents support the merger. Positive comments vastly outweighed any negative comment in the pre-statutory consultation and most parents who speak to us in school support the move, especially because of the extra layer of the admissions process which this removes for them.

We are currently working with the infant school on a number of mutually beneficial projects which would be necessary if the two schools became a primary. Our phone systems have been linked, we have a new logo and uniform for the two schools and we have plans to link the ICT systems before the summer. This proactive approach means that we won't be running to catch up if the outcome is positive, but will not have wasted time if the two schools remain as they are.

The two governing bodies have agreed that Ian Taylor will be acting headteacher of Oakwood Infant School for the Autumn Term 2013-2014 in order to provide continuity of leadership whatever the outcome of the decision.

We are engaging fully with the support the city has offered including the steering group and the professional development group.

We remain concerned, and have voiced this concern on a number of occasions, that there are still no confirmed resources for capital works connected with turning our two schools into a successful new primary.

We note, however, that Alison Alexander has said that she would have been committed to directing resources, if available, to such works.

We are disappointed that there is no firm commitment of resources and remain of the opinion that creating a new primary school cannot be completed entirely successfully without some investment.

We look forward to future meetings with finance and building colleagues in order to continue to explore the options and anticipate that the council and Alison Alexander's successors will remain committed to allocating resources according to need if they become available.

We believe wholeheartedly that a primary school will better serve the needs of the Oakwood community.

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### Summary of responses to pre-statutory consultation

There were some consistent responses across the ten schools, these included:

- Support for the concept of primary education.
- Is this proposal a cost saving exercise?
- Who will be the governing body of the new primary school?
- Can one headteacher operate across two separate buildings/sites?
- Who appoints the headteacher to the new primary school?
- Will there be a new uniform and will parents be charged?
- Why not open a new school?
- Will there be funding to link school buildings – capital investment?
- Will schools receive support from the Local Authority?

The Local Authority's response to these are:

- The motivation for the merger is not cost saving. The only difference in school funding will be that the primary would receive one lump sum payment instead of two lump sums, as is currently the case. Education funding is ring fenced for schools and has to be spent across the school estate.
- The governing body of the primary school has to be the governing body of the school which is expanding. The Local Authority has requested / strongly advised that the governing body invites representatives from the closing schools governing body to join.
- There is an evidence base in the city of one headteacher operating effectively over more than one school building /site.
- The headteacher of the primary school would be the headteacher of the school being expanded. Any headteacher appointments are the responsibility of the governing body and not the cabinet.
- There are no Local Authority plans to change the uniform, although this would be a decision for the primary governing body. The Local Authority would discourage actions that place a financial burden on any parents.
- A new school would mean closing both school's (thus losing the existing leadership / governance structures), it would be an academy/free school (taking it outside Local Authority control), would require a competition process (which is lengthy) and / or would require a decision from the Office of the Schools Adjudicator (taking the decision making process away from local decision makers).
- There is no dedicated capital to link the buildings, however schools forum have been asked to commit a resource to the primary development programme, which could be used for very small capital works.
- The Local Authority has set up a primary development support programme to ensure headteachers and governing bodies are supported in all aspects of the process. The Local Authority is committed to ensuring that all merged schools become Outstanding as soon as possible.

Consultation responses from Bitterne Park Infant and Junior. 59 written responses were received and 70 parents/carers attended the parent consultation events. The main issues / questions specific to the schools were:

- Generally there was little opposition to creating a primary from the two schools or for the junior headteacher becoming the primary Headteacher
- There was some support for the proposal to develop a primary, but opposition towards closing the infant and expanding the junior. Many parents would prefer an

infant expansion and junior closure to maintain the ethos of the infant school.

- The main objection to this proposal is that some parents are opposed to having a headteacher that works across three schools (which would be the case if this were taken forward).

Local Authority response:

- In line with the Local Authority's policy and for consistency's sake, it is proposed that the school with the headteacher vacancy be discontinued. However, while the term discontinue is used the proposal is to bring both schools together.
- The junior headteacher has a track record of improving standards at school in the city and the Local Authority are confident that she and the senior leadership team could suitably run the proposed primary.

Oakwood Infant and Junior – 19 written responses were received and 13 parents/carers attended the parent consultation event. The main issues / questions specific to the schools were :

- Bringing the schools together is a positive move with support for the junior headteacher to become the primary headteacher.
- Loss of infant school environment, ethos and strengths if it is discontinued and the focus will shift from early years to keys stage 2.
- Will the size of the school increase?
- Why weren't other options e.g. federation or executive headteacher put forward?
- What will admissions arrangements be?

Local Authority response:

- As there is a Headteacher in post they must be offered the position as the primary Headteacher. The Local Authority is confident that the Junior Headteacher and leadership team have the skills to lead a successful primary school.
- The Local Authority have set up a support programme to support the schools.
- The school will continue to have up to 60 pupils in each year group.
- Only the governing bodies could put forward a proposal to federate the schools
- Admission arrangements will be unchanged for September 2013 entry. For September 2014 parents will not need to apply for a year 3 place at Oakwood.

Tanners Brook Infant and Junior – 38 written responses were received and 8 parents/carers attended the parent consultation event. The main issues / questions specific to the schools were:

- There is support for the merger
- Will the resource base for deaf children be affected?
- The school will be very large – is 4FE primary standard size?
- Can the junior advertise for a headteacher and what would happen if the junior had a headteacher in post?
- Is infant headteacher qualified to run a primary?

Local Authority response:

- There are no plans to alter the level of resource in the service provided for deaf children at either school at part of this proposal.
- If the proposal were approved it will be a large primary school (along with the Valentine and Heathfield merger). Pupil number will be monitored closely to ensure that the capacity of the school matches pupil demand.
- It would be difficult for the junior school to recruit a headteacher in the midst of a merge consultation.

- The Local Authority are confident that the headteacher and leadership team can lead a primary school.

Valentine Infant and Heathfield Junior – 28 written responses were received and 2 parents/carers attended the parent consultation event. The main issues / questions specific to the schools were :

- There was support for the merger but some concerns about the infant School taking the leading role at the primary.
- That the merger is being considered due to reputation and Ofsted rating if Heathfield Junior.
- Will it be one big school?
- Will class sizes get bigger?
- What will the Ofsted rating be?
- Will there be disruption?
- Would there be an increase in bullying?

Local Authority response:

- The merger is being put forward in order to improve standards across both schools, especially in junior year groups.
- The primary will be the same size as the combined infant and junior schools the primary will occupy the current buildings. Infant classes cannot be bigger than 30 pupils per class, although this does not apply to junior classes. There is no intention to increase class sizes.
- The Ofsted rating for the primary would be the same as it is for the expanding school – i.e. ‘Good’.
- The Local Authority will work with the leadership team to limit disruption.
- There is no reason/evidence to believe that this proposal would increase incidences of bullying.

St Monica Infant and Junior – 63 written responses were received and 14 parents/carers attended the parent consultation events. The main issues / questions specific to the schools were :

The following issues were raised:

- The size of the school and one headteacher managing both sites.
- How much involvement will the junior governing body will have in the process?
- Staffing structures – deputy headteacher at both sites?
- Will teachers work across all year groups?

Local Authority response:

- One Headteacher can manage a split site school and we have an example of this across the city; Highfield Primary School.
- The governing body of the junior will be heavily involved in discussing exploring the merger option. A monthly steering group has been set up across the pairing of schools to ensure full engagement.
- The Local Authority are confident that the governing body and leadership, Headteacher will develop a leadership structure appropriate to a split site school.
- The current approach to deployment of teaching staff will continue within the primary school for instance teachers agree with the leadership team what there work plan will be for the next year.

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|                               |  |   |                          |
|-------------------------------|--|---|--------------------------|
| <b>DECISION-MAKER:</b>        | CABINET MEMBER FOR RESOURCES                           |   |                          |
| <b>SUBJECT:</b>               | LEASE RESTRUCTURE – 54 ABOVE BAR<br>SOUTHAMPTON        |   |                          |
| <b>DATE OF DECISION:</b>      | 18 JUNE 2013   |   |                          |
| <b>REPORT OF:</b>             | HEAD OF PROPERTY, PROCUREMENT & CONTRACT<br>MANAGEMENT |   |                          |
| <b><u>CONTACT DETAILS</u></b> |  |   |                          |
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| <b>Director</b>               | <b>Name:</b>   | <b>Mark Heath</b>                       | <b>Tel:</b> 023 80832371 |
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## STATEMENT OF CONFIDENTIALITY

The appendix attached to this report is considered confidential in regard to category 3 of paragraph 10.4 of the Access to Information Procedure Rules. This is required as the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is not considered in the public interest to release this information

## BRIEF SUMMARY

The current lease of 54 Above Bar expires in 2049. The long leaseholders wish to surrender their interest in return for a longer lease expiring in 2125. This term would be consistent with other restructured leases in Above Bar.

Provisional terms have been agreed with the long leaseholder who wishes to pay a premium with a nominal annual rent in return for the restructured lease. The details of the financial agreement are set out in the attached appendix.

## RECOMMENDATIONS:

- (i) To agree to the restructure of the lease of 54 Above Bar for a term expiring in 2125 in return for a capital receipt as detailed in the confidential appendix.

## REASONS FOR REPORT RECOMMENDATIONS

1. The transaction would result in a substantial capital receipt to the General Fund with little loss of rental income.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. Not to restructure the lease however the rental income to the Council would remain at a nominal level for the next 36 years.

## DETAIL (Including consultation carried out)

3. The current lease of 54 Above Bar expires in 2049. The long leaseholders wish to surrender their interest in return for a longer lease expiring in 2125. This term would be consistent with other restructured leases in Above Bar

4. Whilst other lease restructures have been agreed on the basis that an increased rental would be payable to the Council, the long leaseholders of 54 Above Bar were unwilling to proceed on that basis. Therefore a substantial capital sum with a rent of £1 per annum has been provisionally agreed as consideration for an extended lease

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

5. The lease restructure will result in a loss of income of £1,300 per annum to the Resources Portfolio Investment Property Account. This ongoing loss of income will be built into future estimates for the Investment Property Account
6. This will realise a 100% capital receipt to the General Fund (as set out in the confidential appendix to the report), which has already been built into the funding of the current capital programme.

### **Property/Other**

7. Details of the agreement with the long leaseholder are set out in the confidential appendix. The agreement represents best consideration for the Council. The capital payment is a sum in excess of that which would have been achievable on the open market as it includes a share of the increased value of the tenant's interest (marriage value).
8. The remaining lease terms will reflect those in the current lease updated to reflect modern practice.

## **LEGAL IMPLICATIONS**

### **Statutory power to undertake proposals in the report:**

9. Section 123 of the Local Government Act 1972.

## **POLICY FRAMEWORK IMPLICATIONS**

10. The proposals are not contrary to the policy framework.

KEY DECISION? Yes

|                             |         |
|-----------------------------|---------|
| WARDS/COMMUNITIES AFFECTED: | Bargate |
|-----------------------------|---------|

**SUPPORTING DOCUMENTATION**

**Appendices**

|    |                       |
|----|-----------------------|
| 1. | Confidential Appendix |
|----|-----------------------|

**Documents In Members' Rooms**

|    |      |
|----|------|
| 1. | None |
|----|------|

**Equality Impact Assessment**

|  |    |
|--|----|
| Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out. | No |
|--|----|

**Other Background Documents**

**Equality Impact Assessment and 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 |  |
|----|------|--|





Document is Confidential

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