

Public Document Pack

Cabinet

Tuesday, 20th February, 2018
at 4.30 pm

PLEASE NOTE TIME OF MEETING

Council Chamber - Civic Centre

This meeting is open to the public

Members

Leader - Councillor Simon Letts
Children's Social Care - Councillor John Jordan
Communities, Culture and Leisure- Councillor Satvir Kaur
Education and Skills - Councillor Darren Paffey
Environment and Transport - Councillor Jacqui Rayment
Finance - Councillor Mark Chaloner
Health and Community Safety - Councillor Dave Shields
Housing and Adult Care - Councillor Warwick Payne
Sustainable Living - Councillor Chris Hammond

(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.

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

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.

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

Use of Social Media

The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair’s opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council’s Standing Orders the person can be ordered to stop their activity, or to leave the meeting.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council’s Guidance on the recording of meetings is available on the Council’s website.

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

- Southampton has strong and sustainable economic growth
- Children and young people get a good start in life

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

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

Procedure / Public Representations

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

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.

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

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

Municipal Year Dates (Tuesdays)

2017	2018
20 June	16 January
18 July	13 February (Budget)
15 August	20 February
19 September	20 March
17 October	17 April
14 November	
19 December	

- People in Southampton live safe, healthy, independent lives
- Southampton is an attractive modern City, where people are proud to live and work

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 Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

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

(i) Any employment, office, trade, profession or vocation carried on for profit or gain.

(ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

- a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
- b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

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

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

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

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

Principles of Decision Making

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

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

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.

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

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.

EXECUTIVE BUSINESS

3 **STATEMENT FROM THE LEADER**

4 **RECORD OF THE PREVIOUS DECISION MAKING** (Pages 1 - 2)

Record of the decision making held on 16 January 2018 attached.

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

There are no matters referred for reconsideration.

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

There are no items for consideration

7 **EXECUTIVE APPOINTMENTS**

To deal with any executive appointments, as required.

ITEMS FOR DECISION BY CABINET

8 **LICENSING SCHEME FOR HOUSES IN MULTIPLE OCCUPATION (HMOS)** (Pages 3 - 8)

Report of the Cabinet Member for Sustainable Living seeking approval for public consultation on the proposal for designation of an additional HMO licensing scheme covering Bevois, Bargate, Portswood & Swaythling wards following expiry of the current licensing scheme covering these four wards in June 2018.

9 PROPOSED SHARED PROVISION OF EMERGENCY PREPAREDNESS, RESILIENCE AND RESPONSE SERVICES WITH PORTSMOUTH CITY COUNCIL
(Pages 9 - 16)

Report of the Cabinet Member for Environment and Transport seeking authorisation to establish a shared Emergency Preparedness, Resilience and Response service with Portsmouth City Council.

10 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 1 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 in the public interest to disclose this information because the information is considered to be commercially sensitive and has a direct link to the future contracts employed by the Council and the Council itself. Disclosure may prejudice any future tendering exercises to secure a partner to deliver the energy product and the terms of such agreement affecting the Council's opportunity to secure best value for the citizens of Southampton and beyond through the energy company project. It is therefore not in the public interest to disclose the contents of the appendix while a procurement process is anticipated to secure the delivery of the project as any benefit gained through increased transparency of the negotiation process would be directly exceeded by the commercial detriment to the Council's negotiating position.

11 SOUTHAMPTON ENERGY SERVICES COMPANY
(Pages 17 - 34)

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

Monday, 12 February 2018

Service Director, Legal and Governance

SOUTHAMPTON CITY COUNCIL
EXECUTIVE DECISION MAKING

RECORD OF THE DECISION MAKING HELD ON 16 JANUARY 2018

Present:

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

37. CUSTOMER STRATEGY 2018-2022

DECISION MADE: (CAB 17/18 20083)

On consideration of the report of the Cabinet Member for Finance, Cabinet agreed to approve the Customer Strategy 2018-2022.

38. DIGITAL STRATEGY 2018-2022

DECISION MADE: (CAB 17/18 20081)

On consideration of the report of the Cabinet Member for Finance, Cabinet agreed to approve the Digital Strategy 2018-22.

39. LOCAL AUTHORITY TRADING COMPANY FOR SOME COUNCIL SERVICES

DECISION MADE: (CAB 17/18 19963)

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

- (i) To note the progress on the proposed establishment of the LATCo and endorse the continued implementation of the programme based on the proposals contained in this report, namely;
 - the proposed governance arrangements;
 - the migration of services in the proposed order of priority; and
 - the development of final business plans for the LATCo services.
- (ii) To note the proposed cross-party composition of the Shareholder's Group for the LATCo.

- (iii) To endorse the launch of a Best Value consultation, and further briefings with staff on the emerging proposals for the LATCo.
- (iv) To note that a further specific consultation with tenants and leaseholders (required under s27/105 of the Housing Act (1985)) will follow later in the year (2018) to cover the proposed transfer of Housing Services to the LATCo. Formal staff consultation will also be required later in the year relating to TUPE, should Full Council approve final proposals.
- (v) To note that the outcome of the staff and Best Value consultations, as well as the final recommendations on the establishment of the LATCo, including the staffing provisions, governance arrangements, financial implications and operational plans will be presented to Council (as determined by the Constitution) for final decision May/June 2018.

40. PROCUREMENT STRATEGY

DECISION MADE: (CAB 17/18 20031)

On consideration of the report of the Cabinet Member for Finance, Cabinet agreed to approve the Procurement Strategy.

41. SCC FIRST POLICY

DECISION MADE: (CAB 17/18 20033)

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

- (i) That Cabinet approves the SCC First policy attached as Appendix 1.
- (ii) Subject to (i), that Cabinet delegates authority to the Service Director – Digital and Business Operations (following consultation with the Cabinet Member for Sustainable Living and the Cabinet Member for Finance) the power to scope and deliver a pilot of the SCC First policy (using established in-house services).
- (iii) Subject to (i) and (ii), that Cabinet delegates authority to the Service Director – Digital and Business Operations (following consultation with the Cabinet Member for Sustainable Living and the Cabinet Member for Finance) to amend the SCC First Policy (if required to address outcomes of the pilot) and to undertake a full roll out of the SCC First policy.

42. COMMUNITY CHEST GRANTS 2017/18

DECISION MADE: (CAB 17/18 20024)

On consideration of the report of the Director of Quality and Integration, the Cabinet Member agreed the following:

To agree the recommendations made by the cross-party Community Chest Grant Advisory Panel.

Agenda Item 8

DECISION-MAKER:		CABINET	
SUBJECT:		LICENSING SCHEME FOR HOUSES IN MULTIPLE OCCUPATION (HMOs)	
DATE OF DECISION:		20 FEBRUARY 2018	
REPORT OF:		CABINET MEMBER FOR SUSTAINABLE LIVING	
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Steven Hayes-Arter, Service Manager HMO licensing and Adaptations	Tel: 023 8091 7533
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Director	Name:	Mitch Sanders, Service Director Transactions and Universal Services	Tel: 023 8083 3613
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STATEMENT OF CONFIDENTIALITY			
Not applicable			
BRIEF SUMMARY			
<p>Approval is sought to initiate a twelve week public consultation on the proposals to designate an additional Houses in Multiple Occupation (HMO) licensing scheme for the electoral wards Bevois, Bargate, Portswood and Swaythling. The current Additional licensing scheme covering these four wards expires on June 30th 2018 and cannot be extended. A new additional licensing scheme designation is required for these wards if the council wishes the area to be subject to a licensing scheme.</p>			
RECOMMENDATIONS:			
	(i)	That Cabinet approves the proposals for a public consultation for an additional HMO licensing scheme in Bevois, Bargate, Portswood and Swaythling wards. The proposed start of the consultation is from 26 th February 2018 for twelve weeks.	
	(ii)	That Cabinet considers the outcome of the consultation at its meeting on 19 th June 2018 and, if appropriate, designates the proposed area as being subject to additional licensing, which would come into effect on 1 st July 2018.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	The current Additional HMO licensing scheme that covers Bevois, Bargate, Portswood and Swaythling has been running since 1 st July 2013 and will expire on 30 th June 2018. The scheme requires that all HMO properties (other than those covered by the Mandatory Licensing scheme and HMO's governed by S257 of the Housing Act 2004) with three or more occupiers from two or more households are licensed and must comply with any licence conditions including conditions relating to standards for safety and amenities set by Southampton City Council. It is not lawful to extend the designation, a new designation would need to be made if the council wished the area to be		

	subject to a licensing scheme.
2.	The current scheme has issued over 3500 licences and has therefore had a very positive impact on this type of property. Dealing with issues of poor property conditions, poor management and anti-social behaviour & ultimately raising the safety standards of the HMO stock. This ensures safe, good quality private rented accommodation is available to meet housing needs in the city.
3.	The additional scheme has ensured that the smaller HMOs not included in the Mandatory licensing scheme are licensed.
4.	The scheme ensures that concerns and complaints about conditions and the impact of the property on the local community can be addressed effectively and promptly. Such as noise nuisance & other anti-social behaviour and issues with waste.
5.	The Housing Act 2004 requires a public consultation on proposals for an Additional Licensing Scheme before consideration is made to approve any designation.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
6.	That the Council manages the issues associated with HMOs without an additional licensing scheme. The Government has advised that the Mandatory HMO Licensing regime is to be extended in 2018 to include all HMOs with five or more occupiers irrespective of how many storeys the HMO has. This will decrease the number of properties covered by the proposed additional scheme to approximately 1750 (47% reduction). Whilst the new mandatory scheme will ensure larger HMOs will be regulated, there will still be a significant number of HMOs that are not included. Therefore the proposed further designation will enable a more proactive and comprehensive approach and will significantly assist with dealing with identified problems associated with the high density of HMOs in these four wards.
7.	The council could solely rely on powers contained within part 1 of the Housing Act 2004 & The Houses in Multiple Occupation (Management) Regulations 2009 to deal with issues associated with HMOs. The evidence suggests that these powers alone would not sufficient address the problems that have been identified with HMO's in the area and would not provide an effective method of achieving the council's objectives.
8.	The Council could consider a City wide scheme for smaller HMOs or could extend the designated area to cover other wards not included in the current additional schemes. However there is insufficient evidence to show that there are sufficient numbers of HMOs that are poorly managed outside of the designated wards. Also the extended mandatory licensing regime being implemented in 2018 will bring more HMOs under licensing control, so widening the additional scheme is not considered proportionate.
DETAIL (Including consultation carried out)	
9.	Southampton has a very large private rented sector, estimated at 24,000 properties. HMOs make up over a quarter of this stock and the Council has been keen to ensure that these types of properties are well managed and that the housing needs of a wide range of private tenants are met.

10.	The cost of the scheme, including costs associated with verification and processing of licences, monitoring and enforcement of licence conditions will be paid for by the licence fee. The licence fee will be set to cover the property for a five year period. Inspections of properties can either be carried out by Council officers or accredited (CIEH or RICS) independent surveyors.
11.	The licence fees are expected to be the same as the existing HMO licensing scheme.
12.	It will be an offence to operate an unlicensed HMO in the designated area. Failure to apply for a licence or comply with licence conditions could result in prosecution and since the additional scheme was introduced in 2013 there have been 15 successful prosecutions of landlords by the Council for failure to licence their HMOs.
13.	The proposed designation will not apply to any building which is a HMO as defined by section 257 of the Housing Act 2004 and is not covered by the Mandatory licensing regime.
14.	Mandatory licensing, which applies throughout the UK currently covers the larger HMOs which present the highest risks to the safety of the occupants. These are those HMO's with five or more occupiers (who are <u>not</u> living together as a single family or other household), of three storeys or more. In Southampton we have approximately 552 Mandatory HMO licensed properties. In 2018 the Government has advised that the Mandatory regime will be extended to include all HMOs with five or more occupiers regardless of the number of storeys. This is expected to be introduced in April 2018 and it is estimated that the new regime will increase the number of Mandatory HMO licences to over 2500 across the city.
15.	It is currently estimated that there are around 7000 HMOs within Southampton. The current Mandatory and two additional schemes have licensed over 4200. The widening of the Mandatory regime will bring more HMOs across the city into the licensing schemes, particularly those in the wards not covered by additional licensing, including Bitterne, Woolston & Coxford.
16.	The Councils evidence suggests that the HMO licensing regime has had a significant impact on complaints about HMOs. There has been a 75% reduction in complaints about housing conditions reported by tenants. Complaints about noise nuisance and waste issues have also fallen by over 50%. This demonstrates the effectiveness of the scheme in improving HMO management and dealing with complaints. A new designation would enable this reduction in complaints to be maintained and improved further.
17.	The current additional licensing scheme for these four wards has seen over 3500 licences issued of which approximately 50% were issued with conditions. The current evidence suggests that just over 62% of these properties have complied with their conditions. This shows that 38% of HMO's in these 4 wards are still non-compliant and demonstrates that there is a significant proportion of HMO's within this area that are being managed sufficiently ineffectively and have given rise to particular problems for the occupants. This demonstrates that there is still work to do to raise standards and improve HMO management and without a further additional scheme this will be much harder to achieve. The evidence suggests that the designation will significantly assist the council in achieving its objectives which are to raise

	the standards of management so that the problems identified are significantly reduced or removed so that they no longer have a detrimental effect on the area.
18.	The consultation will include landlords, letting agents, residents and tenants groups, the Universities, local agencies involved with housing & public safety (Hampshire Constabulary & Hampshire Fire & Rescue)
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
19.	There are no capital implications
20.	The HMO licensing fees will be set at a level to cover the costs of providing the service based on officer time and associated costs involved in verification, processing the applications, inspections, monitoring and enforcement as well as relevant overheads. The cost of a typical five year licence is expected to be the same as the current cost of £560. The final cost will be submitted for approval by Cabinet in June 2018 following the outcome of the public consultation. The pricing model is unchanged from previous licensing schemes. Any shortfall will be met from existing cost centre budgets.
21.	Income from the scheme will be ring-fenced for spending on regulating licensable HMOs within the proposed scheme to ensure compliance with the licensing scheme. The Council is not permitted to make financial gain from the fees through the licensing process. The fee charged is used to cover the costs associated with administering the HMO licensing schemes.
<u>Property/Other</u>	
22.	There are no property implications. Existing staff have sufficient accommodation and make use of flexible working arrangements.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
23.	Before designating an area as additional HMO licensing Scheme, the Council must comply with the specific requirements set out within sections 56 and 57 of the Housing Act 2004. This includes being satisfied that a significant proportion of the HMOs of that description in the area are being managed sufficiently ineffectively as to give rise, or to be likely to give rise, to one or more particular problems either for those occupying or for members of the public. The Council must consider whether there are any other courses of action available to them that might provide an effective method of achieving the objectives of the proposed designation and how approval of the designation will significantly assist the council in achieving its objectives. Statutory public consultation must also take place and the representations made during the consultation period must be taken into account before any decision is made on whether to designate the area. The proposed scheme must be consistent with the authority's housing strategy and the council must adopt a coordinated approach in connection with dealing with homelessness, empty, properties and anti-social behaviour.

Other Legal Implications:	
24.	Designation of the wards subject to additional licensing cannot come into force unless the designation has been confirmed by the Secretary of State, or falls within a general approval. The proposed designation falls within the 2010 General Approval. If a designation is made, section 59 of the Housing Act 2004 sets out the publication arrangements that need to be undertaken before the scheme can come into force.
25.	The council has a duty under section 17 of the Crime and Disorder Act 1998 when exercising its various functions to have due regard to the likely effect on, and the need to do all that it reasonably can to prevent, crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and the misuse of drugs, alcohol and other substances in its area and re-offending in its area.
RISK MANAGEMENT IMPLICATIONS	
26.	The Council has a statutory duty to conduct an adequate consultation and must consult persons likely to be affected by the designation of a HMO licensing area. If the Council does not approve the consultation then it cannot proceed with planning an Additional HMO licensing area as any designation would then be unlawful.
POLICY FRAMEWORK IMPLICATIONS	
27.	The recommendations are consistent with the Housing Strategy 2016-2025
KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	Bevois, Bargate, Portswood, Swaythling
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	None
Documents In Members' Rooms	
1.	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
Privacy Impact Assessment	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
Other Background Documents	
Other Background documents available for inspection at:	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None

DECISION-MAKER:	CABINET		
SUBJECT:	PROPOSED SHARED PROVISION OF EMERGENCY PREPAREDNESS, RESILIENCE AND RESPONSE SERVICES WITH PORTSMOUTH CITY COUNCIL		
DATE OF DECISION:	20 FEBRUARY 2018		
REPORT OF:	CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Ian Collins	Tel: 023 8083 2089
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Director	Name:	Mitch Sanders	Tel: 023 8083 3613
	E-mail:	mitch.sanders@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
Not applicable			
BRIEF SUMMARY			
<p>To recommend entering into an initial five year service level agreement with Portsmouth City Council in relation to the full provision of their emergency preparedness, resilience and response function including the TUPE transfer of existing affected Portsmouth City Council staff into a single, integrated team and onto the Council's payroll.</p>			
RECOMMENDATIONS:			
	(i)	That the Service Director: Transactions and Universal Services be delegated authority to enter into a Service Level Agreement (SLA) with Portsmouth City Council for the provision of a joint emergency preparedness, resilience and response function with effect from 1 st April 2018 at the latest for an initial period of 5 years upon such terms and conditions as the Service Director: Transactions and Universal Services considers appropriate.	
	(ii)	That the Service Director: Transactions and Universal Services be delegated authority to employ such staff as are reasonably required to undertake the services under the SLA.	

	(iii)	That following the signing of the SLA and on commencement of the arrangements that the affected Portsmouth City Council staff be transferred under TUPE Regulations to Southampton City Council.
REASONS FOR REPORT RECOMMENDATIONS		
1.		In December 2016 the Southampton City Council Service Lead for Emergency Planning & Business Continuity assumed responsibility for managing the equivalent Portsmouth City Council team at the request of Portsmouth City Council. This 'shared manager' arrangement has been successful and has resulted in cost savings and service improvements for both authorities.
2.		The workload of the Portsmouth City Council and Southampton City Council teams is steadily increasing as more income streams are achieved, incidents occur and national and local expectations increase. Consolidation and restructure will build on the excellent work of the teams (recognised at a national level) and further improve both authorities' ability to effectively respond to emergencies in a timely and positive way.
3.		A shared team will be more resilient to disruption, better able to sustain emergency response for protracted periods and more readily scalable to accommodate increased income generation opportunities.
4.		Though generally positive, the current 'shared manager' arrangement has its limitations. It necessitates the management of two distinct teams and budgets using two sets of distinct systems. This creates inefficiencies; a pooled budget, able to be scrutinised easily by both organisations, will be more transparent, simpler to administer and more responsive to service demands.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED		
5.		The alternative to the proposal is not to enter into a service level agreement with Portsmouth City Council but this has been rejected on the basis that the proposed arrangement offers good value for money, economies of scale, resilience, potential savings and increased income for both authorities.
DETAIL (Including consultation carried out)		
6.		It is proposed that a shared emergency preparedness, resilience and response service with pooled budget, hosted by Southampton City Council, is established to benefit both Councils, improving internal effectiveness, resilience and the ability to pursue further commercial opportunities. Emergency preparedness, resilience and response resources in both Councils would be managed as a coherent whole instead of as two distinct entities.

7.	Though Southampton City Council would be the host authority, the shared service would be a 50/50 partnership with Portsmouth City Council. Governance would be adapted by expanding the remit of the current Southampton City Council Emergency Planning and Business Continuity Board to include appropriate Portsmouth City Council representation. This Board would oversee the direction of the partnership, its budget, and ensure that the interests of both partners are served.
8.	Portsmouth City Council currently employs 3.5FTE staff in relevant roles based at Civic Centre, Portsmouth, including 0.5FTE for the shared manager. Portsmouth City Council staff would transfer to Southampton City Council's employment under TUPE Regulations. Their base of operations would initially remain in Portsmouth to retain a local presence for operational reasons.
9.	Southampton City Council currently employs 3FTE staff in relevant roles based at City Depot, Southampton, including 0.5FTE for the shared manager. Proposals are being consulted upon to restructure these staff, deleting existing posts and replacing them with 3.5FTE posts. The new posts will be based at Southampton's City Depot and will have a broader scope than the existing roles with the aim of increasing service capacity and capability.
10.	Within Southampton City Council, the Organisation Design Board, HR, Finance and Legal teams have been consulted on these proposals. Informal consultation has taken place with recognised unions and all involved staff in both authorities, who were supportive of the proposed changes, prior to 45 days formal consultation with the Southampton City Council employees which started on 8 th January 2018.
11.	Hampshire Fire and Rescue Service (HFRS) commented that the proposal was "a positive development" that will "further develop the working relationships and protocols between the unitary authorities and HFRS", building upon the joint work across the authorities to date which "has increased effectiveness and reduced duplication of effort and communication both during planning and responding to incidents".
12.	Hampshire Constabulary welcomed the proposal, commenting that "this is an opportunity to implement good practice across two Solent City areas where a number of 'similar' hazards exist" and that the "continuous support" provided to the emergency services by the two teams working together had "resulted in consistency which was vital to the work being carried out".
13.	South Central Ambulance Service also welcomed the proposal, stating that "this is a positive development and builds upon the Joint Emergency Planning Duty Officer system that was implemented for the two Councils earlier this year, which has increased effectiveness and reduced duplication of effort."

RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
14.	There will be a £191,000 increase in the annual revenue budget of the service relating to the provision of the Portsmouth service (£156,000) and the proposed changes to Southampton-based staffing (£35,000). This will be off-set in full by the income received from the SLA with Portsmouth City Council (£156,000) and new income streams from the provision of emergency planning professional services to partner agencies (£50,000). Any additional costs will be met from existing cost centre budgets.
15.	Once established, the shared service budget will be managed by the Service Lead for Emergency Planning and Business Continuity and overseen by a joint Emergency Preparedness, Resilience and Response Board.
<u>Property/Other</u>	
16.	There will not be any property or accommodation implications as Portsmouth based staff will remain accommodated in their existing location at Portsmouth, an arrangement which will be covered in the SLA, and Southampton-based staff will remain in their existing location at City Depot.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
17.	The councils are entitled to enter into these arrangements by virtue of Section 113 Local Government Act 1972, Section 20 Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2000.
<u>Other Legal Implications:</u>	
18.	There are no other legal implications arising from this proposal.
RISK MANAGEMENT IMPLICATIONS	
19.	This proposal presents no risk to service delivery, in fact the converse is true: it will increase the resources available to both councils to plan for, respond to and recover from emergencies.
POLICY FRAMEWORK IMPLICATIONS	
20.	None.
KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	None

SUPPORTING DOCUMENTATION	
<u>Appendices</u>	
1	Equality and Safety Impact Assessment
Documents In Members' Rooms	
1	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	Yes
Privacy Impact Assessment	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
Other Background Documents Other Background documents available for inspection at: Not applicable	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
None	

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EQUALITY AND SAFETY IMPACT ASSESSMENT

Name or Brief Description of Proposal	Creation of a shared Emergency Preparedness, Resilience and Response Service for Portsmouth City Council and Southampton City Council
Brief Service Profile (including number of customers)	Portsmouth City Council's Civil Contingencies Unit and Southampton City Council's Emergency Planning team are required to ensure the authorities' compliance with the Civil Contingencies Act (2004) and related legislation. Their work can be summarised as developing and maintaining arrangements to ensure that the City Councils and wider communities can prepare for, respond to and recover from emergencies effectively. Reorganising these teams into a single shared service will not adversely affect the service delivered to each council, but will allow the team greater resilience and flexibility in undertaking this work and pursuing new income generation opportunities.
Summary of Impact and Issues	No changes to service levels are being proposed. Other than the direct impact on the 7 officers within the PCC and SCC teams, no wider impacts have been identified.
Potential Positive Impacts	Service improvements and efficiencies resulting from creation of common systems and procedures. Greater team resilience resulting from larger pool of staff. Simplified governance and financial management arrangements. Ability for team to pursue income generation opportunities more effectively.
Responsible Service Manager	Ian Collins
Date	21/9/17

Approved by Senior Manager	Mitch Sanders
Signature	Mitch Sanders
Date	25/09/2017

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	None identified	-
Disability	None identified	-
Gender Reassignment	None identified	-
Marriage and Civil Partnership	None identified	-
Pregnancy and Maternity	None identified	-
Race	None identified	-
Religion or Belief	None identified	-
Sex	None identified	-
Sexual Orientation	None identified	-
Community Safety	Positive	More resilience in EPRR Service is beneficial to Portsmouth and Southampton Communities, ensuring an effective emergency response.
Poverty	None identified	-
Other Significant Impacts	None identified	-

DECISION-MAKER:	CABINET		
SUBJECT:	SOUTHAMPTON ENERGY SERVICES COMPANY		
DATE OF DECISION:	20 FEBRUARY 2018		
REPORT OF:	CABINET MEMBER FOR SUSTAINABLE LIVING		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Jason Taylor	Tel: 023 8083 2641
	E-mail:	Jason.Taylor@southampton.gov.uk	
Director	Name:	Mike Harris	Tel: 023 8083 2882
	E-mail:	Mike.harris@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

Appendix 1 of this Report is not for publication by virtue of category(s) 3 (financial and business affairs) of paragraph 10.4 of the Council's Access to Information procedure Rules as contained in the Council's Constitution. It is not in the public interest to disclose this information because the information to be withheld in the appendix to the main report, is considered to be commercially sensitive and has a direct link to the future contracts employed by the Council and the Council itself. Disclosure may prejudice any future tendering exercises to secure a partner to deliver the energy product and the terms of such agreement affecting the Council's opportunity to secure best value for the citizens of Southampton and beyond through the energy company project. It is therefore not in the public interest to disclose the contents of the appendix while a procurement process is anticipated to secure the delivery of the project as any benefit gained through increased transparency of the negotiation process would be directly exceeded by the commercial detriment to the Council's negotiating position.

BRIEF SUMMARY

A public procurement process has taken place to secure a partner to enable the establishment of a Southampton Energy Service Company (ESCo), as approved in the previous cabinet paper dated 20th June 2017. Please see the Appendix 1 paper for further background to this report.

The purpose of this report is to seek approval from Cabinet to award a contract to the winning bidder, identified in confidential appendix 1, to enable the formation of a Southampton branded white label energy supply service (hereafter referred to as the 'Energy Supply Service') to be operated and marketed within the southern region.

A compliant open tender process has been undertaken, which has resulted in a successful bidder.

The content of the report provides the rationale behind why this decision is recommended.

RECOMMENDATIONS:		
	(i)	Following an evaluation process undertaken in accordance with the contract procedure rules (CPR), Cabinet are recommended to endorse the evaluation outcome and to approve the award of the contract to the winning bidder identified in appendix 1 for a period of 5 years from the contract start date (planned 9th March 2018) subject to continued satisfactory performance and meeting the council's contractual requirements.
	(ii)	To delegate authority to the Associate Director Capital Assets, to approve decisions relating to the development, operation and financing of the Energy Supply Service from contract signing onwards.
	(iii)	To delegate authority to the Associate Director Capital Assets, to develop and secure contracts with committed local authorities and social landlords to enable regional endorsement and partnership working with the Energy Supply Service.
	(iv)	To delegate responsibility to the Associate Director Capital Assets following consultation with the Energy Supply Service Project Management Board and the Tariff Setting Board to manage the requirements of the contract and to agree the setting of tariffs, rebates and marketing resources for the Energy Supply Service.
REASONS FOR REPORT RECOMMENDATIONS		
1.	As approved at cabinet 20 th June 2017, the council have run a two stage procurement process to secure a partner organisation, in line with procurement regulations, for a 5 year concession, which will enable the council to establish an Energy Supply Service.	
2.	The closing date for responses was the 12 th January 2018 and at the closing deadline three responses had been received. This was in line with expectations.	
3.	The evaluation process established that the winning bidder submitted the most economically advantageous tender and it is recommended that the contract be awarded to the winning bidder.	
4.	Not only is the winning bidder able to provide the services we requested but many aspects of their bid are innovative in the existing energy market, particularly with regards to proven delivery of the white label model and bringing about alleviation of fuel poverty, which is one of the City Council's key objectives.	
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED		
5.	The market has been tested and alternative bidders were considered through an open tender process. The winning bidder submitted the best quality bid.	
DETAIL (Including consultation carried out)		
6.	The confidential appendix 1 provides further information concerning the procurement process, preferred bidder, Energy Supply Service trademark and	

	financials, which are not currently able to be publicised as the procurement and trademarks registration processes are yet to be finalised
7.	The previous Cabinet paper, Establishment of a Southampton Energy Services Company - 20th June 2017, gave approval for Southampton City Council to procure an Energy Supply Service partner.
8.	The Concessions Contract Regulations 2016 and the Public Contract Regulations 2015 determine that the council undertake a fair, open, and transparent competitive process when seeking to appoint a partner to deliver the Energy Supply Service.
9.	Therefore, an open procedure was followed with a 50/50 percentage split chosen between quality and indicative commercial elements respectively.
10	<p>The winning bidder has the experience to work with SCC and its partners to deliver on the councils overall aspirations, which include:</p> <ul style="list-style-type: none"> • Cost effective energy rates for domestic residents (target 10k meter points in year 1), Southampton businesses and within the southern region. • Simple tariffs including fixed and pre-payment tariffs. • Working with us to tackle fuel poverty and improve the lives of residents in Southampton and southern England. • Provide a low risk income to the City Council • A void energy service for SCC and other local authority tenanted, new build and leased properties. This will include domestic properties and in the future commercial properties. An example SLA was provided as part of the tender submission. • Providing a platform for future investment in energy efficiency initiatives as well as additional energy generation.
11	Southampton is leading the delivery of a southern region local authority Energy Supply Service to supply domestic, and in the future businesses, energy using an outsourced, low risk, low cost approach that focuses primarily on saving customers money on their energy bills.
12	There are 13 Southern Council Energy Group members that have provided an initial commitment to endorse and market the Energy Supply Service (the endorsee authorities).
13	The 13 endorsee authorities are Basingstoke and Deane, Bournemouth, Cherwell, East Hampshire, Guildford, Hart, Havant, Oxford, Reading, Rushmoor, South Northamptonshire, West Berkshire and West Oxfordshire, and are home to 847,290 households, including Southampton. This equates to 61% of the total households within the Southern region.
14	<p>The project plan key dates are:</p> <ul style="list-style-type: none"> • Trademark formally registered 5th March (subject to approval) • Final contract award 9th March • Mobilisation 4 months • Go live – 2nd July.
15	In summary mobilisation will include:

	<ul style="list-style-type: none"> • Full development of marketing plan – internal and external partners • Finance agreements between the winning bidder, SCC and partners • Development and sign off of formalised agreements between SCC and endorsee LAs • Setting up and configuring systems, which includes website (internal and winning bidder), supplier customer relationship management and billing systems. • Training of all direct stakeholders • Operational set up and testing
16	Go live is planned for July with soft marketing through existing channels to tenants and those identified as being in fuel poverty; however, it is currently planned that a full marketing campaign will commence in September 2018 in time for the autumn switching season.
17	<p>Consultation on the Energy Supply Service has been carried out with:</p> <ul style="list-style-type: none"> • Chief Officers Management Team • Associate Director Capital Assets, • Finance, Legal, Procurement (client and Capita) • Cabinet • Cabinet Member for Sustainable Living • The Environment Centre • 13 Southern Region local authorities
18	<p>The communications, marketing and brand trademark work is ongoing and has:</p> <ul style="list-style-type: none"> • Delivered an energy supply service survey. 1,346 members of the Southampton community responded and over 500 responders provided their email addresses to be kept updated on the progress of the energy brand. Feedback was positive, with 80% of respondents very likely or fairly likely to consider buying energy with SCC. • The Energy Supply Service trademark brand name was chosen from the shortlisted names at a People’s Panel on 8th November 2017 (see appendix 1 for confirmed name). Web addresses have been secured for the shortlisted names. • Developed branding for the Energy Supply Service and formally commenced registration of the trademark, 15th December 2017. If there are no objections, the trademark will be formally registered by the 5th March 2018. • The trademark name will not be publically confirmed until the formal registration is authorised by the Intellectual Property Office.
RESOURCE IMPLICATIONS	
<u>Revenue</u>	
19	The principle resource requirements of the Energy Supply Service will include marketing of the brand to secure customers, stakeholder engagement and management, along with contract management.

20	The contracted partner will be responsible for the supply of energy, all energy licence responsibilities and the back office functions of the Energy Supply Service. Therefore the ongoing financial risks to the Council are limited to the annual marketing and contract management costs.
21	The estimated revenue costs for delivery of the Energy Supply Service in year one are approximately £158k, which principally covers marketing and communications of the brand. Annual ongoing revenue costs are subsequently expected to reduce to around £80k per year.
22	The year one setup costs will be funded from available PUSH (Partnership for Urban South Hampshire) funding currently held in the Housing & Sustainability Portfolio.
23	Under the proposals the annual ongoing revenue costs for marketing, and contract management will be funded from the income generated by the Energy Supply Service from year two onwards.
24	The Council will receive income from each customer supplied via the Energy Supply Service at a rate known as the recovery rate. This has been confirmed as part of the procurement process and used for income estimates.
25	The 5 year customer target will be agreed as part of the contract and further negotiation process; however, the Energy Supply Service is projected to capture a minimum 40,000 customers across the region within 5 years.
26	SCC will work with other local authority areas to endorse and incentivise local marketing to increase customer numbers and help recover set up costs and maximise the wider benefit to consumers under a single regional brand.
<u>Property/Other</u>	
27	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
28	The procurement of an energy supply partner can be undertaken in accordance with s.1 Localism Act 2011 – the general power of competence and under s.111 Local Government Act 1972 – the power to do anything conducive to, ancillary to or calculated to facilitate the discharge of the Local Authorities powers and functions.
<u>Other Legal Implications:</u>	
29	Any company established to deliver energy services will be required to comply with relevant provisions of the Companies Act together, all relevant regulatory requirements for the energy sector, the public sector equalities duty and other relevant pervasive legislation.
RISK MANAGEMENT IMPLICATIONS	
30	The council is not directly purchasing services from the Energy Supply Service partner; therefore the risks associated with the project are primarily centred on service delivery to the end consumer and income generation, which could affect the resources available for marketing and the expected additional

	benefits.
31	The project's risk register will continue to be assessed and updated on a monthly basis during the mobilisation period, through to go live.
32	The recommendations present no risks to current service delivery.
33	<p>The proposal may cause a moderate to significant level of external stakeholder concern, particularly around reputational risk. These risks are being minimised by:</p> <ul style="list-style-type: none"> • Contracting with an experienced and market leading partner. • Development of an effective marketing plan. • Consultation with the community and endorsee local authorities. • Securing internal resources to effectively manage the contract through mobilisation and beyond. • Maintaining a risk register, assessing and updating this within mobilisation and ongoing contract relationship meetings. • Managing sensitive data in accordance to General Data Protection Regulations.
POLICY FRAMEWORK IMPLICATIONS	
34	Specific alignment with corporate strategy outcome - People in Southampton live safe, healthy, independent lives and the Executive Political Commitment to work with other local councils to launch our own power company; use it to offer cut priced electricity and gas to residents.
35	Strategic interdependencies include work on fuel poverty, public health, decent homes, Low Carbon City, Carbon Reduction Policy.

KEY DECISION?	Yes	
WARDS/COMMUNITIES AFFECTED:	All	
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	Confidential - Business Plan: Energy Supply Company (ESCo)	
2.	Equality and Safety Impact Assessment	
Documents In Members' Rooms		
1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		Yes
Privacy Impact Assessment		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.		No
Other Background Documents		
Other Background documents available for inspection at:		
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)	
1.		
2.		

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Equality and Safety Impact Assessment

Appendix 2

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.

<p>Name or Brief Description of Proposal</p>	<p>APPROVAL TO SIGN CONTRACT WITH SOUTHAMPTON ENERGY SERVICES COMPANY PREFERRED BIDDER</p>
<p>Brief Service Profile (including number of customers)</p>	<p>A public procurement process has taken place to secure a partner to enable the establishment of a Southampton Energy Service Company (ESCo), as approved in the previous cabinet paper dated 20th June 2017.</p>
<p>Summary of Impact and Issues</p>	<p>This will deliver a branded energy supply product with a third party (an Energy White Label Product) to provide a low risk income, tackle fuel poverty, supply cost effective energy to all, develop a customer base and provide certainty to invest capital in the future phases.</p>
<p>Potential Positive Impacts</p>	<ul style="list-style-type: none"> • This will help the council deliver on key outcomes; helping people live safe, healthy, independent lives, in addition to children and young people getting a good start in life. The initiative has the potential to help tackle fuel poverty, alongside a range of other initiatives. • Equally the proposal has the potential to support the council in developing a financially sustainable cost effective energy supply within the southern region • Providing a low risk income • Developing a customer base

	<ul style="list-style-type: none"> • Providing a platform to invest further capital in further energy efficiency and generation opportunities in future phases. <p>The ESCo will provide other benefits including, but not limited to:</p> <ul style="list-style-type: none"> • Sustainable income for the council. • Switching people from pre-payment meters to ‘smart’ pay-as-you-go alternatives; • Possible incorporation of the council housing current and future heat supplies. • Providing a route to market for local renewable electricity and efficiency schemes. • Providing small to medium sized businesses with a competitive alternative to the national energy providers.
Responsible Service Manager	<u>Jason Taylor</u> <u>Energy Manager</u>
Date	<u>23-01-18</u>

Approved by Senior Manager	<u>Mark Bradbury</u> <u>Capital Assets Manager</u>
Signature	
Date	

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	Not switching energy supplier will inevitably lead to residents of Southampton being overcharged. To take advantage of switching energy supplier to the SCC white label brand the differing age groups from elderly to students will require different marketing strategies, switching arrangements and communication to provide the message the energy supply will	Develop differing marketing and switching routes for all ages and technical capability. This will be via common and easy methods such as social media, mobile phones, tablets or PCs but also ensure that marketing and switching is enabled by traditional routes such as posters,

	bring.	face to face and letters. We will also utilise existing communication routes to each sector of the community.
Disability	As age	As age
Gender Reassignment	None	
Marriage and Civil Partnership	None	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Community Safety	None	
Poverty	As Age	As age
Other Significant Impacts		

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