

# Public Document Pack

## Cabinet

Tuesday, 11th February, 2020  
at 4.30 pm

### **PLEASE NOTE TIME OF MEETING**

Council Chamber - Civic Centre

This meeting is open to the public

#### **Members**

Leader – Councillor Hammond  
Adult Care - Councillor Fielker  
Aspiration, Children & Lifelong Learning –  
Councillor Paffey  
Healthier and Safer City – Councillor Shields  
Resources - Councillor Barnes-Andrews  
Green City & Environment – Councillor Leggett  
Homes & Culture - Councillor Kaur  
Place and Transport - Councillor Rayment

(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](http://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](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

### **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)**

<b>2019</b>	<b>2020</b>
18 June	21 January
16 July	11 February
20 August	18 February (Budget)
17 September	17 March
15 October	21 April
19 November	
17 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 17<sup>th</sup> December, 2019.

### 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 CHARTER AGAINST MODERN SLAVERY UPDATE (Pages 3 - 6)

To consider the report of the Cabinet Member for Healthier and Safer City detailing progress of the commitments made in the Charter Against Modern Slavery.

### 9 A GREEN CITY DELIVERY PLAN FOR SOUTHAMPTON CITY COUNCIL. □ (Pages 7 - 56)

To consider the report of the Cabinet Member for Green City and Environment seeking adoption of a Green City Delivery Plan for Southampton City Council.

**10 ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR ACADEMIC YEAR 2021-2022 □ (Pages 57 - 88)**

To consider the report of the Cabinet Member for Aspiration, Children and Lifelong Learning seeking approval to publish the admission arrangements for community and voluntary controlled schools for academic year 2021-2022.

**11 PROVISION OF ENVIRONMENTAL ENFORCEMENT SERVICES □ (Pages 89 - 116)**

To consider the report of the Cabinet Member for Place and Transport seeking approval to enter into a inter authority agency agreement between Southampton City Council and East Hampshire District Council under S.101 of the Local Government Act 1972 for the purposes of enforcing littering across the City.

**12 SOCIAL VALUE AND GREEN CITY PROCUREMENT POLICY (Pages 117 - 148)**

To consider the report of the Cabinet Member for Resources, detailing the Social Value and Green City Procurement Policy.

**ITEMS FOR DECISION BY CABINET MEMBER**

**13 COMMUNITY CHEST GRANTS 2019/20 □ (Pages 149 - 160)**

To consider the report of the Director of Quality and Integration seeking approval on round 2 awards for the Community Chest Grants 2019/20, following recommendations from the cross-party Community Chest Grant Advisory Panel.

Monday, 3 February 2020

Director – Legal and Business Operations

SOUTHAMPTON CITY COUNCIL  
EXECUTIVE DECISION MAKING

RECORD OF THE DECISION MAKING HELD ON 17 DECEMBER 2019

Present:

Councillor Hammond	-	Leader of the Council
Councillor Rayment	-	Cabinet Member for Place and Transport
Councillor Fielker	-	Cabinet Member for Adult Care
Councillor Kaur	-	Cabinet Member for Homes and Culture
Councillor Leggett	-	Cabinet Member for Green City and Environment
Councillor Shields	-	Cabinet Member for Healthier and Safer City
Councillor Barnes-Andrews	-	Cabinet Member for Resources

Apologies: Councillor Dr Paffey

48. BUDGET MATTERS

DECISION MADE: (CAB 19/20 25760)

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

- (i) To approve the addition and spend of £1.9m in 2020/21 and £0.4m in 2021/22 to the Place and Transport capital programme. As detailed in paragraph 4 of the report.
- (ii) To approve the addition and spend of £1.08m in 2019/20, to the Resources capital programme. As detailed in paragraph 5 of the report.

49. SCC SOCIAL HOUSING TENANCY AGREEMENT - PROPOSED AMENDMENTS

DECISION MADE: (CAB 19/20 25612)

On consideration of the report of the Cabinet Member for Homes and Culture, Cabinet agreed the following:

- (i) To note the results of the consultation exercise as detailed in the Members' Room Document.
- (ii) To note the summary of the proposed changes to the council's secure tenancy as detailed in Appendix 1.
- (iii) To agree to the implementation in April 2020 of the proposed Tenancy Agreement, attached at Appendix 2.
- (iv) That any minor amendments to the text for the tenancy agreement be finalised by the Head of Service following consultation with the Cabinet Member (apart from any amendments to the terms of the tenancy which would need to follow the statutory process.)

- (v) That Members note that this tenancy agreement be kept under regular review in the future and if any major changes are required then these will be brought forward for a decision.

50. SOUTHAMPTON LOCAL PLAN - AMENDED TIMETABLE FOR LOCAL DEVELOPMENT SCHEME (LDS)

DECISION MADE: (CAB 19/20 26048)

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

- (i) To approve the revised Local Development Scheme (Appendix 4) with the amended Local Plan timetable (Appendix 1).
- (ii) To resolve that the revised Local Development Scheme (Appendix 4) shall take effect from 18/12/2019 and will be published on the Council's webpages as soon as reasonably possible thereafter.



# Agenda Item 8

<b>DECISION-MAKER:</b>		<b>CABINET</b>	
<b>SUBJECT:</b>		<b>CHARTER AGAINST MODERN SLAVERY UPDATE</b>	
<b>DATE OF DECISION:</b>		<b>11 FEBRUARY 2020</b>	
<b>REPORT OF:</b>		<b>CABINET MEMBER FOR HEALTHIER AND SAFER CITY</b>	
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Paul Paskins</b>	<b>Tel: 023 8083 4353</b>
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<b>Director</b>	<b>Name:</b>	<b>John Harrison</b>	<b>Tel: 023 8083 4897</b>
	<b>E-mail:</b>	<b>john.harrison@southampton.gov.uk</b>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
NOT APPLICABLE			
<b>BRIEF SUMMARY</b>			
<p>On 18 December 2018, Cabinet adopted the Southampton City Council’s Charter Against Modern Slavery (“the Charter”). The Charter commits the Council to taking action through procurement and contract management to make its best efforts to ensure that its suppliers are not involved in modern slavery.</p> <p>Authority was delegated to the then Service Director - Digital and Business Operations, in consultation with the Cabinet Member for Community Wellbeing and the Cabinet Member for Finance and Customer Experience, to develop a plan for implementing the Charter throughout 2019 and to update Cabinet on the progress of implementation after twelve months. Following a structural review this responsibility has now passed to the Executive Director for Finance and Commercialisation.</p> <p>This paper reports on the progress in implementing the ten commitments of the Charter.</p>			
<b>RECOMMENDATIONS:</b>			
	(i)	To note the progress made against each of the ten commitments of the Charter.	
	(ii)	To delegate authority to the Executive Director for Finance and Commercialisation to publish an annual update of the implementation of the Charter on the Southampton City Council website.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	To allow the Council to deliver on the ten commitments of the Charter and ensure that good governance is in place to monitor progress.		
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>			
2.	Not to deliver on the ten commitments of the Charter or to withdraw the Council’s commitment to the Charter. These options have been rejected as the Council wishes to continue to make best efforts to ensure that there is no modern slavery present in its supply chain.		
<b>DETAIL (Including consultation carried out)</b>			
3.	Cabinet adopted the Charter Against Modern Slavery in December 2018 as per the link in this report: - <a href="http://www.southampton.gov.uk/modernGov/ieListDocuments.aspx?CId=126&amp;MId=3829&amp;Ver=4">http://www.southampton.gov.uk/modernGov/ieListDocuments.aspx?CId=126&amp;MId=3829&amp;Ver=4</a>		

4.	Since the Charter was adopted, progress has been made against each of the ten commitments of the Charter. This progress is summarised in this report.
5.	The Council has trained its procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) course on Ethical Procurement and Supply. In September 2019, following the return of the Procurement Service to Council control, the Council successfully gained its certificate of achievement from CIPS which allows the Council to use the CIPS mark.
6.	The CIPS mark signals to suppliers, customers, potential employees and other stakeholders that they are dealing with an organisation that is committed to ensuring its staff are trained in ethical sourcing and supplier management, and that they have adopted ethical values in the way in which they source and manage suppliers.
7.	The Council's own contract terms and conditions have been reviewed and amended to require its contractors to ensure that it fully complies with the Modern Slavery Act 2015, wherever it applies. New clauses referring to Modern Slavery have been included in all new contracts awarded from September 2019, with contract termination as a potential sanction for non-compliance.
8.	In respect of paragraph 7, it is important to note that sometimes the Council does not dictate the form of terms and conditions used in a contract. It is therefore not possible to declare that all new and novated contracts state contract termination as a potential for non-compliance.
9.	In accordance with the Public Contracts Regulation 2015 (Regulation 84), Procurement must record where an abnormally low tender has been identified. The Council's Public Contracts Regulations 2015 (Regulation 84) Log records that no abnormally low tenders have been identified, to date, for the 2019/20 Financial Year.
10.	The Council's new Social Value and Green City Procurement Policy has been drafted, and is due to be considered by Cabinet in February 2020. This policy will highlight to suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one. The policy will also state that the Council's tendered contractors are required to adopt a whistle-blowing policy that enables their staff to report in confidence on any suspected examples of modern slavery.
11.	In September 2019 an article was published in <i>The Bulletin</i> (the Council's internal staff e-newsletter) to publicise the Council's <i>Whistleblowing Duty to Act Policy</i> so that employees know how to make a report in confidence about any suspected examples of modern slavery.
12.	The Council reviewing how it will undertake future assessment of its contractual spending in order to identify any potential issues connected with modern slavery.
13.	Section 54 of the Modern Slavery Act 2015 requires certain organisations to develop a slavery and human trafficking statement each year. The slavery and human trafficking statement sets out the steps organisations have taken to ensure modern slavery is not taking place in their business or supply chains. The Council has received Modern Slavery Statements from its main strategic providers for 2019 and assurance of their support to the Council on commitments of the Charter.
14.	The Council is required to refer for investigation via the National Crime Agency's National Referral Mechanism (NRM) any of its contractors identified as a cause for concern regarding modern slavery. During 2019, the Council has made no referrals to the NRM.
15.	The Charter requires the Council to report publicly each year on the implementation of the policy. The Council will publish the achievements against the ten commitments of the Charter on the Council website at the end of each Financial Year.

<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital /Revenue</u></b>	
16.	N/A
<b><u>Property/Other</u></b>	
17.	N/A
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
18.	Modern Slavery Act 2015, Section 1 Localism Act 2011 and Section 111 Local Government Act 1972.
<b><u>Other Legal Implications:</u></b>	
19.	N/A
<b>RISK MANAGEMENT IMPLICATIONS</b>	
20.	There are no related financial, service delivery or reputational risks.
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
21.	The Charter will be reflected in the Social Value and Green City Procurement Policy due to be considered by Cabinet in February 2020.
<b>KEY DECISION?</b>	<b>No</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>	<b>Not Applicable</b>
<b><u>SUPPORTING DOCUMENTATION</u></b>	
<b>Appendices</b>	
1.	None
<b>Documents In Members' Rooms</b>	
1.	None
<b>Equality Impact Assessment</b>	
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>	No
<b>Privacy Impact Assessment</b>	
<b>Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.</b>	No
<b>Other Background Documents</b>	
<b>Other Background documents available for inspection at: N/A</b>	
<b>Title of Background Paper(s) N/A</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>
1.	None

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# Agenda Item 9

<b>DECISION-MAKER:</b>	<b>CABINET</b>		
<b>SUBJECT:</b>	<b>A GREEN CITY DELIVERY PLAN FOR SOUTHAMPTON CITY COUNCIL</b>		
<b>DATE OF DECISION:</b>	11 FEBRUARY 2020		
<b>REPORT OF:</b>	CABINET MEMBER FOR GREEN CITY		
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Steve Guppy</b>	<b>Tel: 023 8091 7525</b>
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<b>HEAD of SERVICE</b>	<b>Name:</b>	<b>Pete Boustred</b>	<b>Tel: 023 8083 4743</b>
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<b>STATEMENT OF CONFIDENTIALITY</b>			
N/A			

## **BRIEF SUMMARY**

In June 2019 the council launched its Green City Charter (Appendix 1) as the first step in delivering a programme of change to make Southampton a cleaner, greener, healthier and more sustainable city. Southampton City Council has been joined by over 70 other organisations, businesses and individuals who have expressed their support of the Charter and become signatories.

The Charter acknowledges the need to deliver change to address some of the most pressing environmental issues affecting us today such as climate change, loss of biodiversity and air quality whilst building a model for sustainable economic growth and ensuring the people of Southampton can enjoy a healthy environment. It provides a foundation for signatories to deliver actions and positive outcomes. Southampton City Council is demonstrating how it intends to achieve this with the publication of its Green City Delivery Plan. This identifies over sixty separate actions that cover the full scope of the Charter's commitments and will cover the period up to 2030 and includes a detailed action plan for the next 3 years. A revenue and capital budget has been identified that will ensure existing activities and funds can be bolstered where necessary to deliver the plan. A Communications Plan will assist in ensuring there is transparency in the progress we make and to engage and involve all stakeholders in achieving the Charters' vision.

## **RECOMMENDATIONS**

- |      |  |
|------|--|
| (i)  | To adopt the Green City Delivery Plan for Southampton City Council, 2020-2030.   |
| (ii) | To delegate authority to the Executive Director of Place to take any action necessary to finalise the Plan for implementation, including making minor or consequential amendments following consultation with the Leader and Cabinet Member for Green City, so that all implementation, delivery and management requirements are sufficient and effective. |

## REASONS FOR REPORT RECOMMENDATIONS

1. The Green City Delivery Plan will support the delivery of the Council's existing priority outcomes, refresh existing activities, and deliver new ones. It will ensure that environmental impacts are given due consideration in the delivery of services and decision making and where possible ensure we maximise the opportunity to deliver benefits. It will provide an opportunity to satisfy the commitments, expectations and ambitions identified in the Green City Charter and expressed during the Clean Air Zone Consultation exercise. It will seek to encourage city stakeholders to adopt the same set of principles and deliver their own actions. It will encourage all stakeholders including both business, community groups and public sector organisation to work together to deliver a shared outcome, making Southampton a cleaner, greener, healthier and more sustainable environment for all. It will facilitate the delivery of specific actions in response to Southampton City Council's declaration of a climate emergency (confirmed and ratified on the 20th November 2019) and the ambition for its services and activities to achieve a net zero carbon footprint by 2030.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. The Green City Working Group (comprising of council officers from across its services) has assessed the suggestions provided during our Clean Air Zone consultation and Green City Charter engagement. The Group also looked at examples of best practice and innovation that might help deliver outcomes consistent with the aspirations set out in the Green City Charter. The package of measures identified in the Plan represents those activities considered as being feasible in terms of SCC's ability to deliver them within a reasonable timeframe, effective in term of delivering the required outcomes and ambitious in terms of its scope and the outcomes it will achieve.
- Upscaling the package of measures is likely to present difficulties with identifying sufficient resource without the confidence of any marked improvement in the outcomes.
- Downscaling the package of measures is likely to reduce our ability to deliver the outcomes we aspire to achieve, hamper our ambitions and dissatisfy expectations.

## DETAIL (Including consultation carried out)

3. In March 2019 Southampton City approved the introduction of a Green City Charter ('the Charter'). This was launched in June 2019 and represents the first step in delivering a programme of change to make Southampton a cleaner, greener, healthier and more sustainable city.
- The Charter identifies priorities and commitments that will facilitate the council and other city partners and stakeholders to deliver actions that will:
- reduce pollution and waste;
  - minimise the impact of climate change;
  - reduce health inequalities and;
  - create a more sustainable approach to economic growth.

	<p>Local businesses, academics and community groups contributed to its development in direct response to the growing awareness in the environmental impacts that human activity is currently causing at both a local and global scale. In Southampton this was illustrated by the unprecedented response we received to the Clean Air Zone consultation in 2018. Over 9000 respondents provided an opinion on improving local air quality and this in turn triggered a much bigger conversation about the city and its environment. Nationally this was mirrored, with the emergence of the climate emergency, ocean plastic pollution and biodiversity loss regularly making headlines across our national media.</p>
4.	<p>The Charter invites stakeholders to make a statement on their aspirations for supporting environmental improvement and so far over 70 businesses, organisations and individuals have pledged their support and signed up.</p>
5.	<p>The Charter provides a foundation for signatories to build upon and deliver actions that will achieve the outcomes needed. Since introducing the charter Southampton City Council has been active in identifying the activities it needs to maintain, strengthen and introduce in order to deliver on its commitments. The Charter covers a broad range of subjects and issues which affect a range of council services and activities.</p>
6.	<p>A Green City Working Group comprising of council officers from across its services was established to support the delivery of the Charter and subsequently to develop a response. Internal workshops and meeting were held in order to identify those services and activities in scope, understand the progress the council has made to date and identify our options for achieving more and the practicalities of proceeding them.</p>
7.	<p>Our Green City Delivery Plan ('the Delivery Plan') details the outcome of this exercise and is based around five key themes:</p> <ol style="list-style-type: none"> <li>1. Sustainable Energy and Carbon Reduction</li> <li>2. Delivering Clean Air</li> <li>3. Our Natural Environment</li> <li>4. Resources, Waste and Water Management</li> <li>5. Sustainable Travel</li> </ol> <p>A copy of Delivery Plan is included in Appendix 2.</p>
8	<p>Government published its Environment Strategy in early 2018, '<a href="#">A Green Future: Our 25 Year Plan to Improve the Environment</a>' which proposes to deliver a range of measures to improve the environment within a generation. A set of priorities are identified and it recommends that local efforts be guided by the same goals. The UK <a href="#">Clean Air Strategy</a> was published in January 2019 and advocates a joined up approach in delivering cleaner air, wider environmental and public health improvements and sustainable development. Both form part of a wider vision promoting sustainable development and the Charter and Southampton City Council's subsequent Green City Delivery Plan both attempt to capture this.</p>

9.	Southampton City council recognises that a greener city can only be achieved by working in partnership with local residents, businesses and other stakeholders. The council has worked closely with partners to develop a shared set of principles, as set out in the Green City Charter and will continue this work through its subsequent activities. A Communication Plan will support the Delivery Plan to ensure there is transparency in the progress we are making and to engage and involve all stakeholders to help build a “Green City culture and network”. As part of our green City Network, we will develop a Youth Assembly, to ensure we engage and consult with young people across the city.
10.	Oversight of the Delivery Plan will be coordinated by a Green City Board, comprising of key officers from appropriate service area who will meet routinely. The Board will be responsible for maintaining a Green City Highlights Report that will summarise progress and risks from across the Delivery Plan work programme and ensure there is adequate opportunity for internal scrutiny. “ <i>Success Measures</i> ” are identified in the plan for each theme and the Green City Board will be responsible for ensuring these are being monitored and measured with a range of appropriate key performance indicators. The Board will also these are reported in a manner that will facilitate wider scrutiny of progress both internally and externally. The Board will also provide a mechanism for collating and ratifying information relevant for Cabinet Member Briefings and senior management through the Executive Management Board.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
11.	<p>Southampton City Council has an existing programme of activities that are delivering significant environmental improvements. Approximately £60M has been committed to a range of schemes that include reducing the carbon footprint of our properties, promoting sustainable travel and developing our cycle ways, reducing the emissions from city buses and taxis and intruding an electric vehicle infrastructure in our car parks. The Green City Delivery Plan proposes a significant uplift to current activities. The budget proposals for 2020/21 include an ongoing revenue budget of £1.4m between 2020/21 and 2024/25 (average £0.3m per annum), and a capital investment of £1m to ensure there is sufficient resource to launch and establish the work programme. A contribution of £20m over 5 years to the SALIX clean growth fund is also built in to the proposals and will support the delivery of our energy efficiency and carbon reduction programme. The budget proposals are subject to formal agreement at Cabinet/Council on 25th February.</p> <p>The proposed budget will support five new officer posts from 2020/21 and provide adequate financial resource to enable the delivery of key activities across the work programme that are not supported by existing budgets.</p> <p>It is anticipated that the Plan will help the council’s ability to access other funding streams, including new grant opportunities.</p> <p>All associated procurement activities will be pursued in accordance with the</p>



	council's Contract Procedure Rules.
<b><u>Property/Other</u></b>	
12.	None associated directly with adoption of the Plan. Subsequent actions delivered in response to the Plan will need to assess their implications as part of the due process.
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
13.	s.1 Localism Act 2011 allows the Council to do anything deemed necessary or desirable to deliver or support its functions and duties providing that action is not otherwise prohibited by statute (the general power of competence). The preparation and delivery of a Green City Charter and Delivery Plan is authorised by virtue of s.1.
<b><u>Other Legal Implications:</u></b>	
14.	The contents of a Plan and its subsequent actions may be authorised by a variety of statutory powers and duties, depending on what those actions are. Legal powers to undertake those actions emerging from the Plan will be further investigated as part of the implementation process and be subject to the democratic process as applicable. In undertaking the preparation of the Plan and subsequent actions the Council needs to have regard to the impact of any proposals on protected characteristics under the Equalities Act 2010 and s.17 Crime & Disorder Act (the duty to reduce or remove opportunities for crime and disorder in the area) as well as the duty to secure the rights and freedoms protected under the Human Rights Act 1998. These duties will be addressed by the preparation of an Equalities and Safety Impact Assessment ('EISA'). The Council also has various duties under the Environment Act 1995 and Environmental Protection Act 1990 to address air quality and other environmental pollutants and the proposals under the Charter will assist in delivering this duty.
<b>RISK MANAGEMENT IMPLICATIONS</b>	
15.	<p>There are is a potential reputational risk for the council if it is not seen to be taking actions to satisfy the aspirations of the Green City Charter or 'delivering' the stated goals in the Plan and/or that the actions are not effective in terms of delivering the required outcomes or within the expected timescale</p> <p>There is a risk that failure to deliver a minimum level of improvement in the city environment and, the city's ability to be more sustainable, will disadvantage the local economy and the health and welfare of those who live, work and visit Southampton.</p> <p>The council's ability to deliver its intended outcomes places certain expectations on city stakeholders and government. This includes ongoing and improved provision of central government funding to support the activities covered within the Plan. It is also anticipated that local communities and businesses will cooperate and support us in delivering specific activities. If this</p>

	<p>support is not forthcoming at the anticipated level delivery of the Plan could be compromised. The support anticipated is considered to be of a “reasonable” level but is exposed to external influences.</p> <p>The delivery of specific lines of activity will require sufficient assessment to ensure there are no unreasonable unintended consequences. This will be managed through SCC existing project management procedures and governance and the decision making process.</p> <p>The primary aims of the Green City Charter and subsequently the council’s Plan cannot be achieved by the council in isolation. Although the council recognises it has a key role to play in achieving a cleaner, greener more sustainable city it must be appreciated that the involvement and contribution from city communities and businesses will be crucial. There will need to be an ongoing focus on engagement with all stakeholders to ensure support and encouragement is effective at maintaining participation.</p>
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
16.	<p>The Green City Delivery Plan supports the Clean Air Strategy by providing a mechanism to deliver further improvements in local air quality.</p> <p>The Green City Delivery Plan provides a response to the council’s declaration of a climate emergency (confirmed and ratified at Council on the 20th November 2019) and provides the mechanism to satisfy the ambition for its services and activities to achieve a net zero carbon footprint by 2030.</p> <p>The Green City Delivery Plan is consistent with the principles outlined in the Government’s Environment Strategy, 'A Green Future: Our 25 Year Plan to Improve the Environment' and their Clean Air Strategy.</p> <p>The Green City Delivery Plan is directly aligned to the Social Value and Green City Procurement Policy which is also being considered by Cabinet at its meeting of 11th February 2020.</p>
<b>KEY DECISION?</b>	No
<b>WARDS/COMMUNITIES AFFECTED:</b>	All
<b><u>SUPPORTING DOCUMENTATION</u></b>	
<b>Appendices</b>	
1.	Green City Charter for Southampton
2.	Green City Delivery Plan for Southampton City Council
3.	Green City Delivery Plan Equality and Safety Impact Assessment
<b>Documents In Members’ Rooms</b>	
1.	None

<b>Equality Impact Assessment</b>	
Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out?	Yes See Appendix 3
<b>Privacy Impact Assessment</b>	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
<b>Other Background Documents</b> <b>Equality Impact Assessment and Other Background documents available for inspection at:</b>	
Title of Background Paper(s)  None	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

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# Green City Charter for Southampton

**Our vision** is to create a cleaner, greener, healthier and more sustainable city. Southampton will be a better place for present and future generations that is prepared for the challenges presented by climate change. We will achieve this by ensuring we are ambitious, lead by example and set ourselves challenging goals.

- 1 We want to be carbon neutral by 2030;
- 2 We will take actions that will improve the quality of life in our city. We want the Healthy Life Expectancy Indicator to be the best amongst our peers and to remove the difference cities like Southampton experience with rural areas in terms of deaths attributed to air pollution;
- 3 We will work in partnership, share our knowledge and inspire others;
- 4 We will protect and enhance our natural environment;
- 5 We will make the best use of our resources, reduce our energy consumption, minimise waste and ensure we repair, reuse and recycle;
- 6 We will encourage, promote and incentivise the use of sustainable and active travel;
- 7 We will reduce emissions and aspire to satisfy World Health Organisation air quality guideline values. By 2025 we want to see nitrogen dioxide levels of  $25 \mu\text{g}/\text{m}^3$  as the norm;
- 8 We will use energy that is generated from renewable sources and support the generation of sustainable energy that does not compromise local air quality;
- 9 We will use services and products that support our vision.

Making Southampton a cleaner, greener,  
healthier and more sustainable city.

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# Southampton City Council Green City Plan 2020/30

TO CREATE A CLEANER, GREENER, HEALTHIER  
AND MORE SUSTAINABLE CITY







# Foreword

It is vitally important to ensure that the city continues to support economic growth that contributes to Southampton becoming a green and environmentally sustainable city that will be resilient to the challenges of climate change. A transition towards a zero carbon, cleaner economy and greener landscape will enable the city to grow and evolve as a modern, healthy and attractive place to live, work and do business.

In the summer of 2018 the council undertook a Clean Air Zone consultation exercise with residents, visitors, local communities, neighbouring authorities and businesses. The response to this consultation was an unprecedented 9,309 replies with 75% of respondents indicating that they thought the quality of the air we breathe in Southampton as a key issue. Based on the specific requirements set by Government to address Nitrogen Dioxide levels, the implementation of a Clean Air Zone was not deemed appropriate, but to satisfy the wider expectations of those responding to the consultation we launched the Green City Charter.

I was appointed as Cabinet Member for Green City to oversee this project and our subsequent activities, demonstrating the political priority placed on this subject. I am proud to endorse this Delivery Plan which outlines how over the coming years we will work towards delivering the Green City Charter vision for the City and the associated commitments the council has made.

Making Southampton a greener, cleaner, and healthier city can only be achieved through partnership working with residents, communities, businesses, our Universities, the Port and other stakeholders. With over 70 signatories to the Green City Charter this provides a firm foundation for us to build a Green sustainable city. Everything we do, whether as an individual at work, home or while visiting the city has an environmental impact. The council's intention is to work with partners to develop a shared vision that will ensure the environment is at the forefront of all decision making.

This Green City Charter Delivery Plan shows how we will achieve this.



**Councillor Stephen Leggett,**  
Cabinet Member for Green City and Environment

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## Introduction

Southampton is a large and diverse city, with a strong and growing economy. It is a regional hub for transport, business, commerce, leisure and retail as well as being home to a major international cargo and passenger port. The City is predominantly urban in character, with built up areas and influence extending beyond its administrative boundary.

However, Southampton is also a city with a large amount of green space, with 49 parks and 1,140 hectares of open space, including the Common which host over 17 million visitors a year. It also neighbours the New Forest National Park, Southampton Water, the Solent and the range of protected environments within them.

It is important to ensure that the City continues to support economic growth, bringing continued opportunities to its residents, but also that this growth enables Southampton to be a green and environmentally sustainable city that will be resilient to the challenges of climate change. A move towards a low carbon, cleaner economy and greener landscape will enable the city to grow and evolve as a modern, healthy and attractive place to live, work and do business.

In 2018, the government identified Southampton as one of five cities in England outside of London predicted to contravene EU limits on nitrogen

dioxide (NO<sub>2</sub>).

This led to the consultation on proposals for a charging Clean Air Zone and generated significant interest and whilst a CAZ was not implemented due to not meeting Government's specific criteria, it triggered a much bigger conversation on the city and its environment. This is why in 2019, in partnership with residents, local businesses and organisations, Southampton launched the Green City Charter, identifying a range of priorities, commitments and expressions of support from a variety of individuals and groups all wishing to deliver far-reaching change to the city environment.

The Charter commits to creating a cleaner, greener, healthier and more sustainable city. It provides a leadership framework, not only for the council to lead the way but also to help marshal companies, communities and residents to achieve carbon neutrality. Through the Charter, Southampton will be a better place for present and future generations that is prepared for the challenges presented by climate change. The council will achieve this by ensuring we are ambitious, leading by example and by setting challenging goals and this Green City Plan presents the specific actions and focus over the next three years.

## Our vision

**Our vision is to create a cleaner, greener, healthier and more sustainable city. Southampton will be a better place for present and future generations that is prepared for the challenges presented by climate change. We will achieve this by ensuring we are ambitious, lead by example and set ourselves challenging goals.**

Making Southampton a greener city can only be achieved by working in partnership with local residents, businesses and other stakeholders. Everything we do, whether as an individual at work, home or visiting the city, or as an organisation, has an environmental impact. The council has worked closely with partners to develop a shared set of principles as set out in The Green City Charter that will ensure the environment is at the forefront of all decision making.

## Challenges and opportunities for Southampton

- Southampton's population is currently 257,305 and is expected to increase by 35,200 by 2040.
- Approximately 5,500 new homes are expected to be built in Southampton City Centre between 2016 and 2026 and 20,000 City Wide by 2036.
- We are forecasting 7,000 additional jobs between 2016-2026 and 24,000 by 2036.
- By 2036, it is expected there will be 86,000 extra people movements daily across the City's transport network.
- There will be 3,500 additional daily vehicle trips into city centre by 2026.
- The port in terms of freight and passenger numbers is expected to continue to grow and by 2035 we could be handling 95% more cruise passengers, 63% more containers and over 100% more automotive exports.
- Growth in local economy of 2% expected by 2040.
- There are 110 deaths attributed to particulate pollution per year in Southampton.
- We are facing significant internal and external environmental challenges for the future.

# Green City Charter Commitments



With over 9,000 responses to the Clean Air Zone consultation this raised a range of issues and ideas to make Southampton a greener city. As a result, The Green City Charter was established in 2018 and now has over 75 signatories from a range of stakeholders and residents that have pledged to following the commitments. These are the foundations to which the Council and the wider city will achieve the step change required to ensure the city is cleaner, greener and more sustainable.

## The commitments are:

### 1. Sustainable Energy and Carbon Reduction

- We want to be Carbon Neutral by 2030.
- We will make the best use of our resources and reduce our energy consumption.
- We will use energy that is generated from renewable sources and support the generation of sustainable energy that does not compromise local air quality.

### 2. Delivering Clean Air

- We will take actions that will improve the quality of life in our city. We want the Healthy Life Expectancy Indicator to be the best amongst our peers and to remove the difference cities like Southampton experience with rural areas in terms of deaths attributed to air pollution.
- We will reduce emissions and aspire to satisfy World Health Organisation air quality guideline values. By 2025 we want to see nitrogen dioxide levels of 25  $\mu\text{g}/\text{m}^3$  as the norm.

### 3. Our Natural Environment

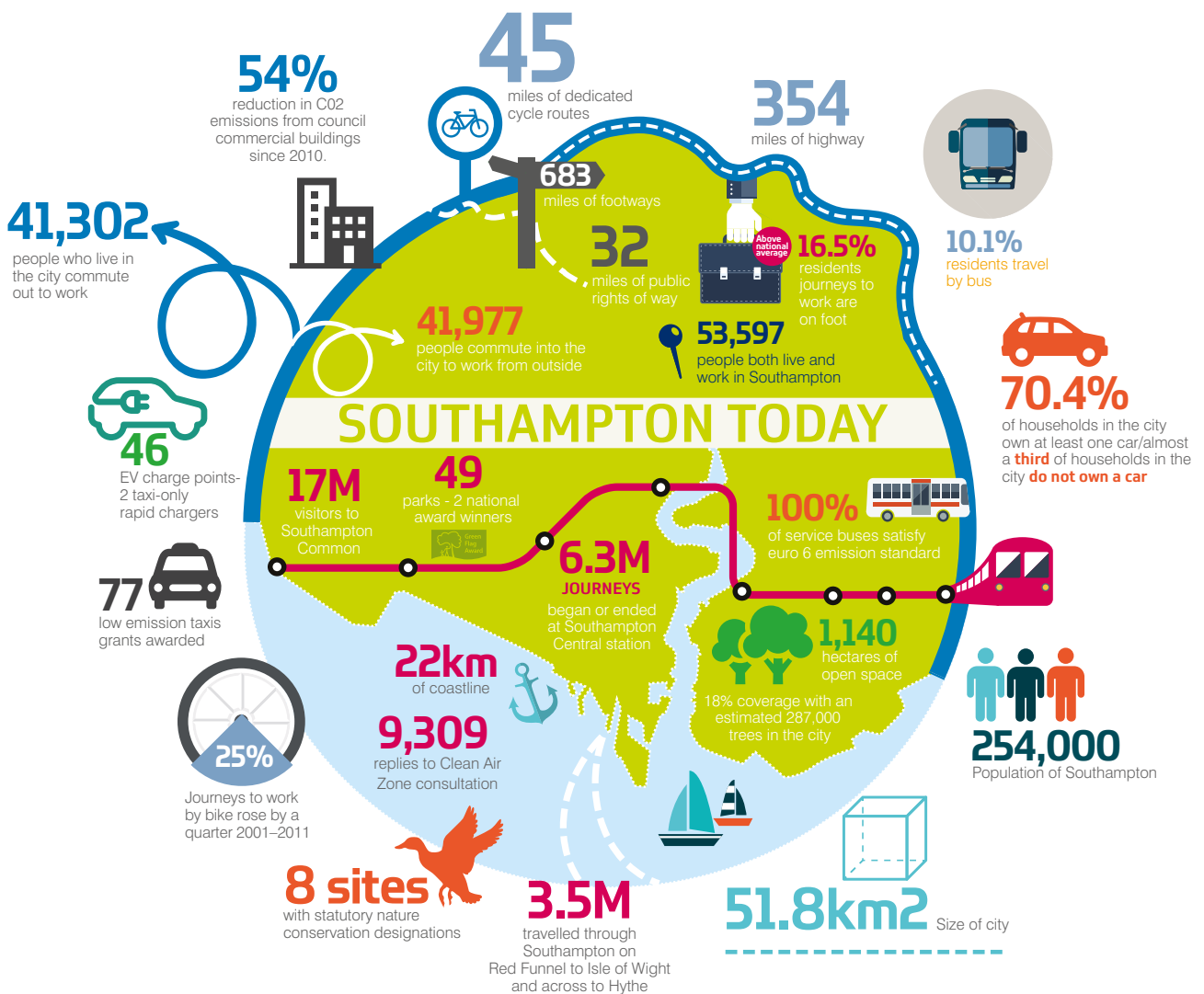
- We will protect and enhance our natural environment.

### 4. Resources, Waste and Water Management

- We will make the best use of our resources, reduce our energy consumption, minimise waste and ensure we repair, reuse and recycle.
- We will use products and services that support our vision.

### 5. Sustainable Travel

- We will encourage, promote and incentivise the use of sustainable and active travel.







## The Green City Plan

Our Green City Plan is a direct response to the commitments we made in the Green City Charter and identifies the outcomes we want to see and the activities we are going to pursue over the next three years in order to achieve them. We have also explained why we have chosen to do this and identified the approach and principles we will apply, all around five key themes.



# 1. Sustainable Energy and Carbon Reduction

## Charter Commitments:

- We want to be Carbon Neutral by 2030.
- We will make the best use of our resources and reduce our energy consumption.
- We will use energy that is generated from renewable sources and support the generation of sustainable energy that does not compromise local air quality

## Why are we supporting this?

We are already experiencing the effects of climate change and we must take action now to reduce our impact on the environment. Concentrations of greenhouse gases like carbon dioxide (CO<sub>2</sub>), methane and nitrous oxide have been steadily increasing in the last 100 years due to human activities. These gases absorb heat from the sun and are causing global temperatures to increase. It is estimated that average temperatures have increased 1.5°C in the industrial era and as a consequence we are now experiencing more extreme weather conditions. Heatwaves and flooding are predicted to affect our communities more frequently and there is evidence that our natural world is struggling to adapt.

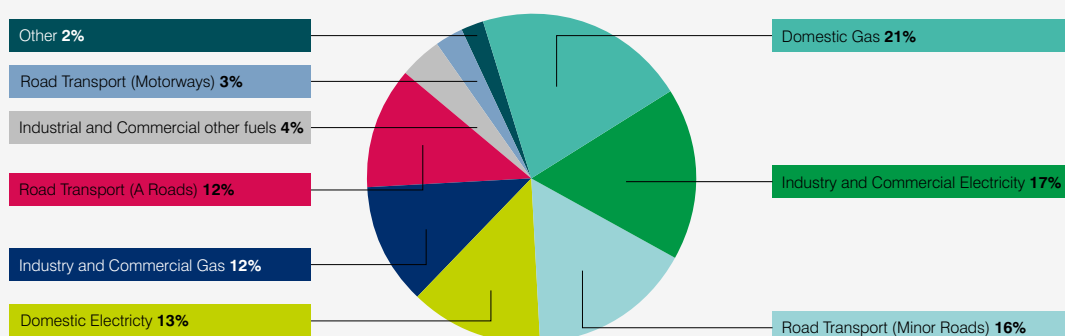
The scientific community predicts that if global temperatures are allowed to increase two degrees above pre-industrial levels the impacts will become far more extreme. An international treaty (Paris Agreement) was established in 2016 in an effort to prevent this from happening. Southampton must be prepared to contribute towards achieving this goal like everyone else and ensure it is equipped to tackle the changes that climate change is already likely to bring.

In 2019 Southampton City Council declared a climate emergency and made a commitment that carbon emissions associated with its activities will be net zero by 2030.

Despite a growing economy and population, Southampton's CO<sub>2</sub> emissions have decreased in recent years. The Department of Business, Energy and Industrial Strategy, reports a reduction of 570,000 tonnes in emissions between 2005 and 2017 – a decrease of 40% in the 12 year period. This reduction is largely due to the rapid shift in the national energy mix away from coal and oil and towards gas and renewables as well as a reduction in heavy energy users including the manufacturing industry.

The Council has been monitoring emissions related to its direct operations and the energy it consumes since 2010 and has delivered similar reductions in this period. But, it accepts a significant effort is required to satisfy its commitments and it will need to play a key role in ensuring the city community can do the same in a way that benefits to the economy and wellbeing of the whole population.

Southampton CO2 emissions estimates (% total) for 2017



## Highlights

- By 2030 council corporate assets will have net zero carbon footprint
- 90% of our council fleet will be zero-emission by 2030

## How will we get there?

- We will be an exemplar of good practice, provide support to the community and influence positive changes where we can.
- We will ensure we measure, evaluate and report our progress using recognised and transparent methods.
- We will seek to avoid and reduce our emissions and consumption of fossil fuels.
- We will prioritise activities that deliver the largest energy reductions first.
- We recognise that despite our best efforts we are not likely to achieve zero emissions in the next 10 years. If required, we will have to offset to become carbon neutral and will prioritise offsetting schemes that deliver local improvements.
- We will contribute to the generation of local renewable and sustainable energy where feasible by installing solar panels on our assets and investing in other appropriate technology.
- We will ensure our staff are appropriately informed and trained so that they are able to consider and respond to the potential impacts that their activities and decisions can have on achieving our target.

## What will we do

- Review and refresh the Council Carbon Reduction & Energy Plan for all its activities, including its social housing stock.
- Introduce a Housing Asset Management Strategy that incorporates measures to satisfy our Green City commitments.
- Introduce a Future Homes Standard to guide SCC projects and ensure appropriate specifications for energy conservation, carbon reduction and use of renewables.
- Introduce a strategy for offsetting our impacts to address predicted shortfalls and ensure annual targets are met.
- Introduce a programme of carbon reduction measures across the council's corporate assets which include its commercial building stock, street lighting and fleet supported by a new Clean Growth Fund.
- Invest to generate local sustainable and renewable energy, utilising council assets.
- Develop a 5 year business plan for CitizEn Energy establishing a reinvestment programme of local carbon reduction initiatives.
- Undertake a Transport Review and implement an action plan to improve the sustainability of council operated transport.
- Introduce a Council Fleet Modernisation & Sustainability Plan to transition to a zero emission vehicle fleet.
- Develop an Alternative Fuels Plan to pursue low emission options for SCC heavy fleet vehicles and support other city stakeholders.
- Introduce a Green City staff awareness and training programme.

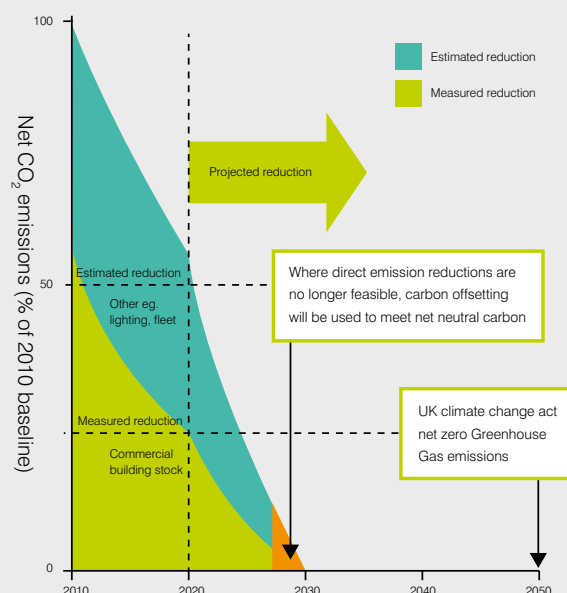


- Review and update the existing Electric Vehicle Action Plan to support the shift to zero emission vehicles across the city for all.
- Undertake a citywide carbon mapping assessment to determine its carbon footprint, predict likely reductions and persistent impacts.
- Produce a City Carbon Reduction & Energy Strategy to support and inform stakeholders across the whole city.
- Actively seek new funding opportunities that will support council and citywide stakeholder initiatives to reduce carbon and deliver sustainable energy schemes.
- Include carbon reduction initiatives in a Citywide Green City Behaviour Change Programme.
- Undertake a mapping exercise of the private rental sector to identify those properties most in need of energy improvements.
- Adopt 'Whole House Approach' through the Better Care Fund to identify opportunities to deliver energy efficient homes.
- Incentivise the private rental sector to offer energy efficient homes by introducing a 'Let with Confidence' accreditation scheme that recognises energy efficiency standards.
- Introduce appropriate policies and technical guidance within SCC's local planning documents.

## Success Measures

- Annual reduction in council carbon emissions in accordance targets established in SCC Carbon Reduction & Energy Plan.
- Increase in the quantity of renewable energy generated in the city and from council assets.
- Increase in the proportion of zero and low emission vehicles in the city and council fleets.
- Increase in proportion of highest energy efficiency standards and improvement in general EPC ratings across council and city housing stock.
- By 2026 - Council emissions reduced more than 60% since 2019/20.
- 2030 – SCC corporate assets to achieve net zero emissions

## Council Carbon Emissions



# What are we already doing?



## CitizEn Energy

CitizEn Energy was set up by Southampton City Council in 2018, with the aim to bring a fair and ethical alternative to the energy market. CitizEn Energy customers span across the south, south west and the midlands, and they are part of a council energy network of about 130,000 customers (working under different brands). Together the network hope that the positive impacts can be amplified across the country.

CitizEn Energy supplies 100% green electricity as standard to all of their customers. The weight of CO<sub>2</sub> which has been saved by their customers switching equates to the weight of 120 double decker buses. A woodland nearly twice the size of Southampton Common (or Hyde Park) would be needed to remove as much CO<sub>2</sub> from the atmosphere in one year.

In the future, CitizEn Energy have ambitions to supply locally generated energy to local people. That means buying direct from generators, or building their own generators.



## Townhill Park Energy - efficient and sustainable design

Six brand-new three-bedroom houses, plus a block of 50 flats containing a mixture of one-bedroom, two-bedroom and three-bedroom homes, have recently been completed, with the Council working with building contractor Drew Smith Group.

The Townhill Park redevelopment boasts impressive environmental credentials, which not only support the council's green agenda, and its newly launched Green City Charter, but will also ultimately have a positive impact on residents' energy bills. As a whole, the project has delivered very positive CO<sub>2</sub> Emission and Energy Efficiency ratings, which are up to 19.07% better than the government targets.

## Southampton City Council Commercial Buildings go Green

The switch to renewable energy will remove nearly 7,000 tonnes of carbon dioxide (CO<sub>2</sub>) from the environment annually.

The supply to all council run schools, offices and street lights will be part of the change.

Since 2010, the Council has reported its reduction in carbon emissions from commercial buildings as part of the Carbon Reduction Policy, a reduction of 54% in CO<sub>2</sub> levels has been recorded since the launch of this policy.

## 2. Delivering Clean Air

### Charter Commitments:

- We will take actions that will improve the quality of life in our city. We want the Healthy Life Expectancy Indicator to be the best amongst our peers and to remove the difference cities like Southampton experience with rural areas in terms of deaths attributed to air pollution.
- We will reduce emissions and aspire to satisfy World Health Organisation air quality guideline values. By 2025 we want to see nitrogen dioxide levels of 25  $\mu\text{g}/\text{m}^3$  as the norm.

### Why are we supporting this?

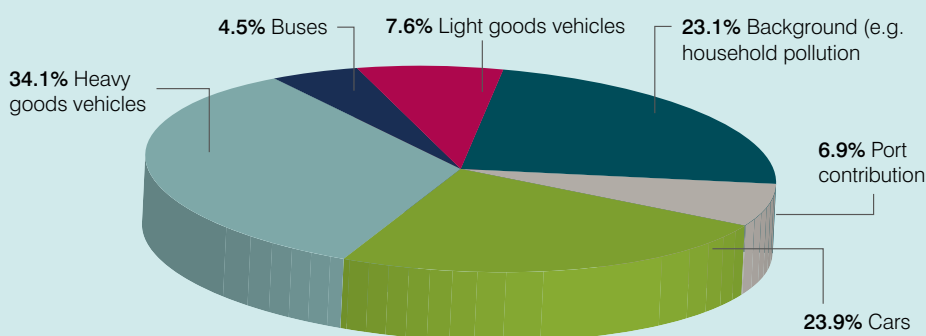
Clean air is essential for good quality of life, yet everyday people living in our urban centres can be exposed to potentially harmful levels of pollutants. In the UK alone, between 28,000 and 36,000 deaths per year can be attributed to air pollution. Poor air quality is now considered the largest environmental health risk in the UK and there is a growing body of evidence which links poor air quality to health issues including heart and respiratory diseases. These impacts are felt more by the most vulnerable in our society. In Southampton, road transport is the most significant contributor to poor air quality while contributions from background and industry sources are also significant.

In recent years, Southampton City Council has recognised the need to introduce measures to address Nitrogen Dioxide ( $\text{NO}_2$ ) and ensure levels comply with EU and UK limits.

Led by its Clean Air Strategy, actions have focused on the principle cause, road transport and have included supporting a public and active transport, encouraging cleaner vehicles and ensuring the road network operates effectively.

This has been largely successful but there is a general acceptance that there are further public health benefits to be achieved if improvements can be maintained so that all communities in our city are no longer afflicted by the standards of air quality associated with our cities. In doing so we can also expect to deliver a range of other benefits including encouraging active lifestyles, making space for green infrastructure, reducing demand on non-renewable resources and mitigating climate change.

**Relative contribution to nitrogen dioxide emissions at M271 and A33 junction, Southampton (2015), these will vary at locations across the city.**



## Highlights

- 100% of taxi and private hire fleet low emission or clean air zone compliant by 2023
- 100% of bus routes will be serviced by clean air zone compliant vehicles by 2020
- Work with partners to deliver the infrastructure needed to support a zero emission public transport system across the city by 2030

## How will we get there?

- We will empower communities and business so they can help identify solutions and implement them.
- We will use a “solutions hierarchy” that will first seek to prevent air pollution (e.g. encouraging walking/cycling), then reduce emissions (e.g. electric vehicles and pollution control technology) and then mitigate the impact (e.g. green infrastructure and building design).
- By understanding what levels of pollutants those in our communities are being exposed to rather than the levels at locations defined by statute
- By supplementing our Clean Air Strategy, Local NO<sub>2</sub> Plan and Air Quality Action Plan with a further range of measures that will encourage and achieve further and ongoing improvements in all aspects of our air quality.

## What will we do

- Develop place based solutions with local communities to reduce emissions and encourage healthy life styles.
- Update our Air Quality Action Plan to align with the objectives of the Green City Charter.
- Assess the viability of larger, strategic opportunities such as workplace parking levies, emissions based parking charges, localised road closures and green shipping tariffs.
- Work with operators to develop further opportunities that will deliver ongoing improvements in taxi and public transport emissions.
- Deliver the Local NO<sub>2</sub> Plan by the end of 2022.
- Include “cleaner air” initiatives in Citywide Green City Behaviour Change Programme.
- By identifying those measures that are most effective at reducing exposure levels.
- Encourage Support the switch away from vehicles powered by traditional and electric vehicles in the Council’s fleet and wider city through incentive schemes.
- Support ongoing emission reductions from the Port to act as an exemplar for sustainable shipping.
- Improve access to air quality information and extend the city air quality monitoring network with innovative technology and third party data to demonstrate the value of actions.

- Promote the uptake of electric vehicles in the city, developing a growing network of electric vehicle charging points across the city as part of a coordinated regional network.
- Introduce appropriate policies in the Local Plan Review and any Supplementary Planning Documents where required.

## Success Measures

- Reduce mortality rates attributable to air pollution in the city.
- Reduction of particulate, NO<sub>2</sub> and Sulphur Dioxide levels across the city and exposure experienced by our communities.
- Reduced number of 'AirAlert' forecasts and the severity of forecasts.
- Reduction in proportion and number of older, more polluting vehicles operating within the City.
- Introduction of shore side power to the port of Southampton.





# What are we already doing?

## A 'non-charging' Clean Air Zone

Like most urban areas Southampton has experienced elevated levels of nitrogen dioxide which is known to exacerbate existing respiratory problems amongst those exposed. In 2018 the council explored options to reduce levels on nitrogen dioxide and ensure statutory compliance could be achieved in the shortest possible time. A charging scheme in line with government's national Clean Air Zone framework was amongst the options but was not found to be an effective measure. A programme of measures supported by £1.8m of government funding was introduced in 2019 that include;

## Taxi and Private Hire vehicle Licence Conditions

To reduce emissions produced by the local taxi and private hire trade, the the council are adding new licencing conditions to prevent older, more polluting vehicles being provided with a taxi or private hire licence. From 2020 all new licensed taxis must meet the euro 6 diesel or euro 4 petrol standard. From 2022 all licensed taxis and private hire vehicles must meet the same standard

## Low Emission Taxis Incentive Scheme

The council has also introduced incentives to support taxi and private hire vehicle owners to change to low emission vehicles. The Low Emission Taxi Incentive Scheme (LETIS), provides a grant to eligible taxi owners, providing up to £3,000 cashback in license cost. Since the launch in December 2017, 77 upgrades have been completed.

## Promoting Zero Emission Vehicles

Southampton are also introducing a free consultancy service for taxi and private hire drivers to assess their driving styles and recommend how they can achieve savings by upgrading to electric vehicles. The taxi and private hire trade will also be supported with dedicated rapid charging points.

## Delivery Servicing Planning and Freight Consolidation

In partnership with Meachers Global Logistics and the Traffic Research Laboratory the council are offering businesses the opportunity to assess how they can manage their city deliveries more effectively and use a Distribution Centre to consolidate their goods and reduce HGV trips.

## Clean Bus Technology Fund and Bus Partnership Agreement

Southampton City Council been awarded £2.7m from the Clean Bus Technology Fund to work with bus service providers in the city to tackle the 145 older (non-euro 6) buses so they meet the same standard as a Euro 6 vehicle. This scheme is currently being implemented and alongside a fleet upgrade programme will ensure all operational buses in the city meet this same standard by the start of 2020. A Partnership Agreement will ensure these standards are maintained and prevent older, more polluting buses re-entering the Southampton fleet in the future.

# 3. Our Natural Environment

## Charter Commitments:

- We will protect and enhance our natural environment.

## Why are we supporting this?

Southampton's climate, geology and the variety of open spaces that have been retained amongst the city development, support a wealth of wildlife that adds greatly to public enjoyment and wellbeing. Southampton supports a variety of habitats including coast, mudflats, rivers, streams, ponds, wet and dry meadows, heathland, scrub, hedgerows, woodland and parkland, some of which are so important that they have national and international status. In total, 20% of the city is classified as publicly accessible greenspace which provide community spaces that have been proven to improve health and wellbeing.

The Council owns and manages the majority of open spaces with special biodiversity interests so has a key role to play in conserving biodiversity. It also neighbours areas such as New Forest National Park, Southampton Water, the Solent and the range of protected environments within them. Access to plants and animals improves human health and wellbeing.

Trees alone defend against extreme heat, floods and air pollution, estimated to be worth approximately £1.3 million to Southampton annually. However, the extent of habitat available to wildlife in the city is declining and becoming increasingly fragmented as more areas are developed. The high population density of Southampton puts direct pressures on habitats through disturbance, trampling, littering and pollution. There are extensive areas of short grass set aside for recreation which currently have little ecological value, but do provide an opportunity for enhancement.

Access to good quality green space is vital for health and wellbeing, but high quality green space is not evenly distributed around the city.

Although Southampton appears to have a lot of public green space, the high population density means that there is actually a deficit when looked at in terms of area of green space per person. Despite best efforts there will be a need to 'offset' some of our current carbon emissions and there is an opportunity to achieve this at a local level through habitat creation.

Climate change and the threat of rising sea levels is presenting risks to our land assets. We need to consider how we protect our built environment whilst ensuring we respect the value of our coastal environment.

## Highlights

- At least 25 new urban wildflower meadows introduced by 2025
- Increase city tree coverage by planting at least 5,000 trees in public land by 2030
- Establish a Green Space volunteers Forum in 2020 to harness public interest in improving our open spaces

## How will we get there?

- We will increase the extent and quality of our green and blue infrastructure.
- We will reduce the fragmentation of habitats by connecting our green and blue infrastructure.
- We will reverse the decline in locally native species diversity and numbers.
- We will adopt and apply the principles of “value for wildlife”, “ecosystem services” and “natural capital” in all our decision making.
- We will recognise and address the conflicts between aspects of biodiversity and benefits of access.
- We will work with residents, community groups and businesses to deliver practical improvements to our natural environment.
- We will use citizen scientists to monitor the effects of the City Council’s natural environment policies and land management practices.
- We will continue to ensure there is proper tree management in Southampton, understanding that some trees may need to be removed from time to time but there will be net increase through a managed planting programme.
- Seek to enhance the natural environment and deliver a net gain to the city biodiversity as part of all major infrastructure projects
- Manage flood risks with defence schemes and sustainable drainage systems.

## What will we do

- Establish a citywide ‘Green Grid’. A green infrastructure network providing green and healthy routes for people and wildlife.
- Identify opportunities to utilise Council buildings and land to add to the ‘Green Grid’ through the creation of green walls and roofs, tree planting and wildflower verges.
- Work with private land owners to assess opportunities for forming links in the ‘Green Grid’ and encourage them to implement green infrastructure.
- Launch an Urban Canopy Project to focus planting on public land to encourage biodiversity and provide other benefits such as improved air quality, flood reduction and heat mitigation through the provision of shade.
- Increase urban tree numbers by accessing the Urban Tree Challenge Fund.
- Undertake a review of citywide Tree Preservation Orders to provide protection for existing trees and deliver effective enforcement.
- Develop and implement a Grassland Management Plan for Council, community and residential spaces that will introduce at least 5 new urban meadows a year.
- Create an interactive, live Green Space Map of important habitats and spaces to assist in measuring success and to promote public access to the outdoors.
- With partners measure trends in city biodiversity by undertaking a program of surveying and assessment.



- Develop the existing Community Engagement Officer scheme to strengthen our partnerships with community groups and residents.
- Deliver a rolling programme of species-specific projects and educational campaigns to support important animals including bats, hedgehogs and peregrines.
- Introduce appropriate policies in the Local Plan Review and any Supplementary Planning Documents where required.
- In partnership with relevant authorities develop and obtain funding for city flood alleviation and coastal erosion scheme.

## Success Measures

- A net improvement in biodiversity index across the city.
- An increase in the extent and quality of managed habitats and a reduction in the isolation index.
- An increase in the tree canopy coverage.
- An increase in the area of greenspace.
- An increase in the extent of land managed for biodiversity.
- Introduction of sustainable drainage systems into all new major developments.



# What are we already doing?

## Our Parks and Green Spaces

In 2019, two of our parks (St James' Park in Shirley and Riverside Park in Bitterne Park) were recognised by the Green Flag Award Scheme as being amongst the very best in the world. Both parks are unique in character, but have fantastic community lead friends groups at the heart of their management.

The council also recently completed work on the regeneration of Blechynden Gardens, an important route for people walking between Southampton Central Station and the City Centre. The newly created park is on the site of the remains of the Emperia Buildings, a warehouse built in 1905 which was bombed in 1940 during the Blitz of Southampton in World War II.

## Coastal Defences

The council currently working with The Environment Agency and partners on two projects to reduce flood risk and coastal erosion to the city's coastal areas:

### The River Itchen Flood Alleviation Scheme

- Southampton City Council are working in partnership with the Environment Agency to design and develop the business case to build a scheme which will reduce tidal flood risk to the west bank of the River Itchen. The scheme will provide protection to a number of residential and commercial properties as well as key transport routes into the city. An objective of the scheme is to enhance the natural environment, where possible, through the delivery of the scheme.

### Weston Shore Coastal Erosion Scheme

- A coastal erosion scheme aimed at tackling the ongoing erosion that has begun to significantly undermine the public promenade on Weston Shore. The shared use promenade forms part of the Itchen Way, Solent Way and National Cycle Network Route 2 and therefore forms part of the sustainable transport network in the city.

## Green Space Factor

Southampton is a densely developed city with little opportunity to create new green space.

The City Council therefore needed to adopt a broader approach to green infrastructure by trying to green up built development through the use of landscape planting, street trees, green roofs and green walls. This has been incorporated into the City Centre Action Plan which requires all developments, and especially the key sites, to assess the potential of the site for appropriate green infrastructure and provide suitable qualitative improvements.

The Southampton Green Space Factor tool and guidance can be found here:

[www.southampton.gov.uk/planning/planning-permission/sustainability-checklist.aspx](http://www.southampton.gov.uk/planning/planning-permission/sustainability-checklist.aspx)

## Living Walls

Southampton City Council, with its Highways Partner Balfour Beatty, has completed newly reconstructed Millbrook Roundabout into a greener, cleaner environment with a new Living Wall made up of green planting. This is the first Living Wall of its kind on the UK's major road network.

The walls will take the form of ten green columns which will appear to support the flyover. The plants will sit on free-standing frames away from the columns, meaning the structure is not affected.



## 4. Resources, Waste and Water Management

### Charter Commitments:

- We will make the best use of our resources, reduce our energy consumption, minimise waste and ensure we repair, reuse and recycle.
- We will use products and services that support our vision.

### Why are we supporting this?

Everything we use has to come from somewhere and must go somewhere once we're finished with it. Each year Southampton City Council spends in excess of £350M on goods and services and we have the opportunity to reduce their impacts by making smart decisions about what we buy, how we get the most out of our purchases and what we do when we no longer need them. In turn, we can expect to reduce costs associated with all aspects of our activities, deliver better services and encourage others to make similar choices.

The Council is both the waste collection and disposal authority for the city with a responsibility to collect and dispose of waste safely and minimise damage caused to our natural environment which includes initiatives to tackle waste crime. In 2018/19 the council collected approximately 54,000 tonnes of waste per year from kerbside collections of which 91% was incinerated and only 9% sent to landfill. 11,549 tonnes of dry recyclables, 3,670 tonnes of garden waste and 4,802 tonnes of glass were also collected.

Initiatives to engage with communities and change behaviours can help to reduce waste generation and increase recycling and reuse rates. But a longer term plan and investment programme to improve waste management facilities and address the limited market for recyclable materials will be necessary.

Mains water is one resource which we cannot be selective about choosing a supplier so the need to manage what we use is even more important. Demand per person for water in the UK has increased by over 70% in the 2000s compared to previous decades and overall demand is predicted to increase into the future.

This is placing increased pressure on the fresh water resources we rely on. Removing water for use also raises various environmental issues including threatening vulnerable habitats while treatment of waste water requires a complex process and a lot of energy and can impact on natural habitats when discharged. Southampton relies on water from the River Test and Itchen – both designated sites for wildlife that will experience pressure as the city's population steadily grows and demand is placed on these sensitive sources. The Council has the opportunity to reduce these impacts by ensuring it uses this resource efficiently and reduces its demand. It is also in a position to help water suppliers and their customers improve water management across the city.

## Highlights

- Double waste recycling rates by 2030.
- A new council Ethical and Sustainable Procurement Policy operating by 2021.

## How will we get there?

- We will manage and minimise our demand by ensuring existing assets are used effectively, new goods and/or services are sourced only when necessary, the alternatives to purchasing have been considered and that volumes requested are accurate.
- We will embed sustainable outcomes as key consideration into the procurement process to ensure the value of sustainable outcomes is recognised.
- We will seek to contract suppliers who demonstrate environmentally and socially sustainable behaviours within their organisation.
- We will use contractual arrangements to encourage and even require suppliers to continue to improve their approach to sustainability in their services or goods and their own organisational operations.
- We will seek opportunities to work with stakeholders to support and promote examples of good practice that will maintain a circular economy.
- We will use our role as the Waste and Planning Authority to introduce standards and initiatives that will ensure effective use of resources and reduce waste.

## What will we do

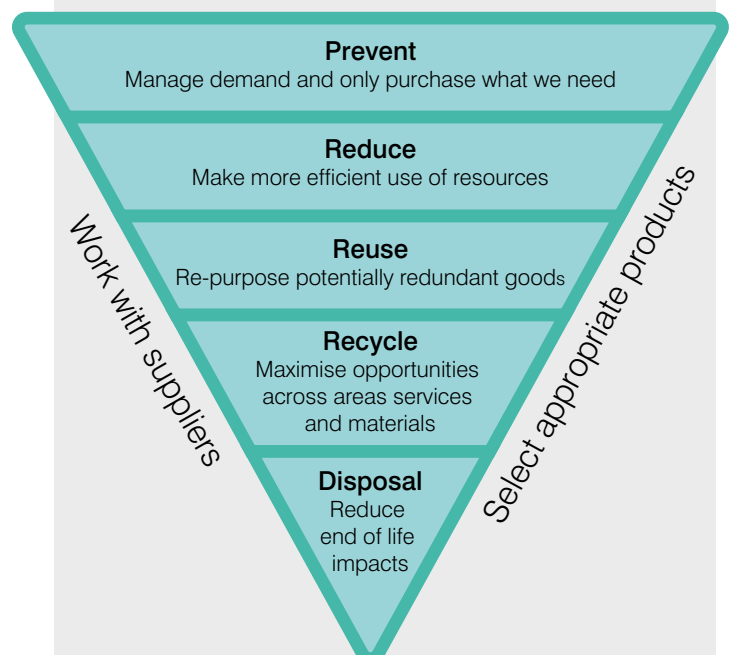
- Introduce a new Council Social Value and Sustainable Procurement Policy Framework.
- Introduce a city-wide waste reduction and recycling initiative to address barriers to waste prevention, reuse and recycling and encourage and support;
  - Businesses to adopt sustainable waste models which include schemes such as: food waste models, waste stream audits, staff training and waste performance reporting;
  - Behaviour change to encourage individuals to properly manage their waste.
- Extend the range of materials accepted by the Council's recycling services.
- Introduce a single use plastics policy for all Council services.
- Improve rates of recycling within the Council services and premises by working towards ISO14001 standard.
- Introduce Green City Champions across Council services to promote to uptake of good, sustainable practice in the workplace and monitor progress
- Introduce a water conservation plan to Council services and premises, including utilisation of grey water.
- Support Southern Water conservation schemes including AquaHacks for residents and Target 100 for the Council and City.
- Identify opportunities to integrate urban drainage systems, grey water management and green infrastructure.

- Support Southern Water conservation schemes including AquaHacks for residents and Target 100 for the Council and City.
- Introduce appropriate policies and technical guidance within SCC's local planning documents including use of sustainable building materials and management of wastes in construction, the integration of urban drainage systems, grey water management and green infrastructure and building neighbourhoods that will encourage positive waste management behaviours.

## Success Measures

- Improvement in the score attributed to the environmental impact of the Council's procurement as measured by the Local Government Association's TOMs methodology
- Increase in the recycling rate for domestic and commercial waste collected by the Council.
- Decrease in waste volumes in Council premises and increase in recycling rates
- Reduction in the Council's water consumption and increase in 'grey' water use.
- Reduction in the use of single use plastic across the Council.

## Waste and resource hierarchy





# What are we already doing?

## Reducing waste and improving recycling rates

Alternate weekly collections for households were introduced in 2017-18 and recycling was encouraged as part of the change management strategy and rates increased by 2%.

Southampton City Council and the city's Universities partnered together with a number of residents groups and local police officers in 2019 to tackle the end-of-term waste issue in Southampton through a targeted social media behaviour change campaign.

Students were encouraged to re-use or donate clothes or other items they may otherwise dispose of when returning home at the end of term. Landlords were also asked to encourage their tenants to manage their waste responsibly.

Waste Compliance officers and community payback teams engaged face to face with students on the lead up to the end of term and were patrolling hotspots to tackle any non-compliant residents. The waste put out on the street this year was approximately 40 tonnes less than the previous years.

SCC is engaged in the delivery of the Hampshire wide 'Green Credentials and Behaviours Project' which uses customer insight to identify barriers to recycling and social media tools to overcome them. This project is ongoing and will run into spring in targeted areas.



## 5. Sustainable Travel

### Charter commitments:

- We will encourage, promote and incentivise the use of sustainable and active travel.

There are a number of challenges facing Southampton over the coming decades in terms of its transport links across the city. Southampton has bold and ambitious plans for growth which could see over 30,000 more people living in Southampton and it is anticipated that trade through the Port of Southampton is likely to double by 2035. By then, it could be handling 95% more cruise passengers, 63% more containers and over 100% more automotive exports, and 80% more traffic to the Isle of Wight.

There are pockets of deprivation in the city with 11% of the population living in the top 10% of the most deprived in England. People living in these areas often have lower levels of car ownership and because many are close to busy roads they can experience higher levels of air pollution. This has led to a great variance in people's healthy life expectancy with people living in the more deprived areas living up to 8½ years less than those in the more affluent areas. Congestion costs the Southampton economy around £100m per year and impacts on the reliability of bus services. As the city grows, journey times could increase further with one main corridor forecast to see an increase in peak journey times of 127%.

We want to use transport improvements to support the sustainable economic growth of Southampton by preparing, investing and maximising how an already congested transport system operates, so it becomes more connected, innovative, and resilient. By doing this we will make Southampton an attractive place to live which promotes our residents quality of life, improves safety, with inclusive access to transport regardless of their circumstances. By widening peoples travel choices they can get around actively, healthily and, at the same time, improve air quality and reduce carbon emissions.



## Highlights

- 15% of journeys into the city will be by bike by 2027
- Be in the top 10% UK cities for number of public electric vehicle charging units by 2025
- Deliver two Active Travel Zones in the city by 2025.

## How will we get there?

- Use transport improvements to support the sustainable economic growth of Southampton by preparing, investing and maximising how an already congested transport system operates, so it becomes connected, innovative, and resilient, providing connections to where people want to go enabling people and goods to get around easily;
- Make Southampton an attractive and liveable place and improve people's quality of life, so that everyone is safe, and has inclusive access to transport regardless of their circumstances;
- Support people in changing the way they move around the city, by widening their travel choices so they can get around actively and healthily and travel moves towards becoming 'zero emission'.

## What will we do

- Establish formal planning guidance, setting clear standards for the provision of sustainable transport measures.
- Establish robust methods for monitoring and evaluating travel plans.
- Require new developments have sustainable logistics solutions as identified through Delivery and Service Plans.
- Explore the introduction of dynamic routing to guide HGV drivers onto optimal routes for their deliveries.
- Seek funding to develop dynamic kerbside management system for the city.
- Work with Highways England to deliver a programme to support commuters to make more sustainable travel choices especially during periods of major road works.
- Establish the first active travel zones in St Denys and Woolston.
- Encourage more last mile deliveries to be made by bike, e-cargo bike or zero emission vehicle.
- Expand the SolentGo smart card so that other modes and methods of travel can be added to the platform.
- Grow our local car club, lift sharing platform and cycle share scheme.
- Plan to reduce the amount of parking provision in the City Centre over time to encourage more sustainable transport, enabling new development and repurposing of space to support a more liveable city.



- Build on the work we have been doing to create safe play spaces in streets.
- Identify opportunities to introduce sustainable transport schemes to serve communities and those otherwise facing barriers to travel.
- Establish internal standards for the Council's own capital assets programme, schools expansion programme and regeneration projects to enable active travel and create neighbourhood spaces.
- Develop Rapid Bus corridors, Park and Ride and shift 80km of the Southampton Cycle network to segregated cycle safe routes again supported by the government Transforming Cities Fund.
- Introduce appropriate policies in the Local Plan Review and any Supplementary Planning Documents where required.

## Success Measures

- Higher percentage of people walking, cycling and using public transport.
- Increase in the length of trips made by walking and cycling.
- Increase in the use of public transport.
- Increase in the number of Electric Vehicle Charging Points.



## What are we already doing?



### Electric Vehicles

There has been a significant increase in the number of people buying and using electric vehicles in Southampton. We are working with partners to develop a network of charging points throughout the city to help residents and visitors to charge their electric vehicles quickly and efficiently. Southampton now has 46 charging points across five city centre car parks and eight car parks in district centres. The network will continue expanding in 2020, and will see the introduction of rapid charging dedicated for taxi and private hire vehicles.

Together with this growing number of charging points, drivers of electric vehicles also have access to a 90% discount for selected city centre car parks, free passage on the Itchen Toll with a SmartCities Card and have benefitted from free electricity at all Southampton owned charging points. The council runs a varied fleet of over 400 vehicles and is investing in electric vehicles wherever current technology allows.



### My Journey

My Journey is a Hampshire wide behaviour change programme which aims to 'Create a culture of walking and cycling'. The programme covers a range of activities and initiatives to change people's travel behaviour through engagement, journey planning, promotion and marketing.

A highlight has included the 'My Journey to work' programme which has reached 6000 people and 150 unemployed people have received 1:1 training, bike loans and personalised journey planning. A number of campaigns have been delivered in workplaces to raise awareness of cycling and create a culture of cycling in organisations. Workplace leaders and champions have been supported to adopt and promote policies and practices which encourage sustainable travel.

# Southampton Cycling Network

Southampton City Council has announced the launch of the Southampton Cycle Network Route 1 (SCN1), a safe, high quality cycle route from Totton to Southampton City Centre.

SCN1 is the first route to open on the Southampton Cycle Network, the cornerstone of a ten year strategy to transform the cycling experience in the city. Launched in 2017, the strategy outlines ambitious plans which respond

to calls for more cycleways, safer roads, less traffic and better awareness to address common barriers to cycling. Two years later, Southampton City Council has made significant progress across the network, accelerated by a series of successful funding bids to central Government. This has seen an investment of £2.4m in new cycleways with plans for a further £8.3m for projects completing during 2019 alone.



## How the charter links with other plans



# Delivery Plan 2020-23

Theme	Actions	Timescale		
		Within 1 year	Within 2 years	Within 3 years
General	Introduce appropriate policies in the Local Plan Review and any Supplementary Planning Documents where required.	✓	✓	✓
	Engage with young people by delivering a Youth Assembly	✓		
Sustainable Energy and Carbon Reduction	Refresh the Council Carbon Reduction & Energy Plan (including, but not exclusive to, actions already identified in this Delivery Plan)	✓		
	Extend existing Salix recycling fund to create a Clean Growth Fund capable of addressing carbon emissions from the Council's commercial (non-housing) stock and fleet.	✓		
	Introduce an investment plan to generate local sustainable and renewable energy utilising SCC assets.	✓	✓	
	Introduce a Housing Asset Management Strategy that incorporates measures to satisfy our Green City commitments.	✓		
	Introduce a Future Homes Standard to guide SCC projects and ensure appropriate specifications for energy conservations, carbon reduction and use of renewables.		✓	
	Develop a 5 year business plan for CitizEN establishing reinvestment programme of carbon reduction initiatives.		✓	
	Undertake a Council Transport Review to ensure sustainable transport options are encouraged and prioritised for all council transport activities		✓	
	Introduce a Council Fleet Modernisation Plan to reduce fuel/energy consumption and greenhouse gas emissions.		✓	
	Introduce a staff awareness and training programme to ensure energy efficiency and greenhouse gas reduction are delivered and maintained across all services.		✓	
	Undertake a city wide carbon mapping assessment to determine carbon footprint, predict likely reductions and persistent impacts.	✓		
	Produce a Citywide Carbon Reduction & Energy Strategy to support and inform stakeholders across the whole city.		✓	
	Include carbon reduction and initiatives in a citywide Green City behaviour change programme.			✓
	Update the existing Electric Vehicle Action Plan to ensure progressive development of local charging infrastructure in line with industry developments	✓		
	Develop an Alternative Fuels Plan to pursue low emission options for heavy fleet vehicles			✓
	Undertake a mapping exercise of the private rental sector to identify those properties most in need of energy improvements and then target with mix of enforcement and incentivisation using the Healthy Homes scheme.			✓
	Adopt 'Whole House Approach' through Disabled Facilities Grant Programme to identify opportunities to deliver energy efficient homes.		✓	
Incentivise private rental sector to offer energy efficient homes by introducing a Let with Confidence accreditation scheme that recognises energy efficiency standards.			✓	

Theme	Actions	Timescale		
		Within 1 year	Within 2 years	Within 3 years
Delivering Clean Air	Update the Air Quality Action Plan to align with the objectives of the Green City charter.	✓		
	Assess viability of larger, strategic opportunities including: workplace parking levies, emissions based parking charges, localised road closures and green shipping tariffs.		✓	
	Invigorate existing measures and develop further business cases to deliver ongoing improvements in taxi and public transport emissions.		✓	
	Deliver the Local NO2 Plan by the end of 2022.		✓	
	Include “cleaner air” initiatives in Citywide Green City Behaviour Change Programme.		✓	
	Map real world exposures and seek public health improvements beyond boundaries of existing standards.		✓	
	Continue promotion of hybrid and electric vehicles in the Council's fleet via the Low Emission Taxi Scheme and other incentives.	✓		
	Support ongoing emission reductions from Southampton Port to act as an exemplar city for sustainable shipping.			✓
	Extend ability of air quality monitoring network to include innovative technology and third party data.		✓	
	Promote the uptake of electric vehicles in the city, developing a growing network of electric vehicle charging points across the city.	✓		
Our Natural Environment	Establish a citywide Green Grid green infrastructure network providing green and healthy routes for people and wildlife.		✓	
	Identify opportunities to utilise Council buildings and spaces in the green grid through creation of green walls and roofs, tree planting, wildflower verges and play provision.	✓	✓	✓
	Work with private land owners to assess opportunities for forming links in the green grid and assist them in implementing green infrastructure		✓	✓
	Launch the Urban Canopy Project which focuses planting on public land for biodiversity and other benefits including pollution, flooding and heat mitigation.		✓	
	Increase urban tree numbers by pursuing the Urban Tree Challenge Fund.	✓	✓	✓
	Undertake a review of citywide Tree Preservation Orders to ensure protection of existing trees and deliver effective enforcement.			✓
	Develop and implement a Grassland Management Plan for Council, community and residential spaces that will introduce at least 5 new urban meadows a year.	✓	✓	✓
	With partners measure trends in city biodiversity by undertaking a program of surveying and assessment.		✓	
	Develop partnership with Hampshire Biodiversity Information Centre to provide city wide surveying, reporting and development of key performance indicators.		✓	
	Extend the Community Engagement Officer scheme to raise awareness and strengthen our partnerships with community groups and residents.	✓		
	Continue a rolling programme of species-specific projects to support important animals including bats, hedgehogs and peregrines.	✓	✓	✓
Introduce a sustainable pesticides and herbicides policy.	✓			

Theme	Actions	Timescale		
		Within 1 year	Within 2 years	Within 3 years
Resources, Waste and Water management	Introduce a new Council Social Value and Sustainable Procurement Policy Framework.	✓		
	Introduce a city-wide waste reduction and recycling initiative to; <ul style="list-style-type: none"> <li>• Address barriers to waste prevention, reuse and recycling and;</li> <li>• Encourage and support;</li> <li>• Businesses to adopt sustainable waste models which include schemes such as: food waste models, waste stream audits, staff training and waste performance reporting;</li> <li>• Behaviour shifts in individuals to adopt waste hierarchy.</li> </ul>		✓	
	Extend the range of materials accepted by the Council's recycling services.			✓
	Introduce a single use plastics policy for all Council services.			✓
	Improve rates of recycling within the Council services and premises by working towards ISO14001 standard.		✓	
	Introduce Green City Champions across Council services to promote to uptake of good, sustainable practice in the workplace and monitor progress.	✓		
	Introduce a water conservation plan to Council services and premises, including utilisation of grey water.			✓
	Support Southern Water conservation schemes including AquaHacks for residents and Target 100 for the Council and City.	✓		
	Identify opportunities to integrate urban drainage systems, grey water management and green infrastructure.			✓
	Sustainable Travel	Maintain and extend the MyJourney programme to promote to use of sustainable and active travel choices.	✓	✓
Work to establish robust method for monitoring and evaluating travel plans as part of the development control process to ensure new development meets the highest standards for sustainable travel.			✓	
Support the use of Delivery Service Planning amongst Southampton businesses, the use of the existing Sustainable Distribution Centre and the introduction of other freight consolidation schemes.		✓	✓	✓
Condition Delivery and Service Plans as part of planning permissions and work in conjunction with an employer's Workplace Travel Plan to ensure that transport is efficient, cost effective and embed sustainable freight practices.		✓		
Explore the use of dynamic routing to guide HGV drivers onto optimal routes for their deliveries.			✓	
Seek funding to develop dynamic kerbside management system for the city that enables use of kerbside loading on a booking system utilising smart sensors.			✓	
Work with Highways England over the next 18 months to deliver a £1.7m travel demand management programme to further support commuters in adopting more sustainable travel modes.		✓	✓	



Theme	Actions	Timescale		
		Within 1 year	Within 2 years	Within 3 years
Sustainable Travel continued	Establish the first active travel zones in the city in St Denys and Woolston utilising the Transforming Cities grant funding.		✓	
	Look to encourage more last mile deliveries to be made by bike, e-cargo bike or zero emission vehicle operating from a Local Mobility Hub or SDC.	✓		
	Expand SolentGo so that other modes and methods of travel can be added to the platform so that it is simple to use on public transport, in a taxi, for a shared bike or a shared car.			✓
	Grow our local car club, lift sharing platform and cycle share scheme so that they become established and well used offers in the city.		✓	
	Identify opportunities to introduce sustainable transport schemes to serve communities and those otherwise facing barriers to travel.		✓	
	Reduce the amount of parking provision in the City Centre over time, enabling new development and repurposing of space.			✓
	Build on the work we have been doing to create safe play spaces in streets designed jointly with pupils and staff and our existing schools engagement and planning programme.	✓	✓	✓
	Establish internal standards for the Council's own capital assets programme, schools expansion programme and regeneration projects to enable active travel and create liveable neighbourhoods.		✓	
	Begin major changes in the city as part of the Transforming Cities Fund to make it more liveable and change the priority between people walking, cycling and on public transport against cars. Including new public spaces, transport interchanges at Central Station and Portland Terrace, and bus priority routes.			✓

# Green City Charter for Southampton

**Our vision** is to create a cleaner, greener, healthier and more sustainable city. Southampton will be a better place for present and future generations that is prepared for the challenges presented by climate change. We will achieve this by ensuring we are ambitious, lead by example and set ourselves challenging goals.

**To find out more and pledge your support visit [Southampton.gov.uk/GreenCity](https://Southampton.gov.uk/GreenCity)**



Making Southampton a cleaner, greener, healthier and more sustainable city.











### 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 proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	Green City Plan
<b>Brief Service Profile (including number of customers)</b>	
<p>Southampton is a large and diverse city, with a strong and growing economy. It is a regional hub for transport, business, commerce, leisure and retail as well as being home to a major international cargo and passenger port. The City is predominantly urban in character, with built up areas and influence extending beyond its administrative boundary.</p>	
<p>However, Southampton is also a city with a large amount of green space, with 49 parks and 1,140 hectares of open space, including the Common which host over 17 million visitors a year. It also neighbours the New Forest National Park, Southampton Water, the Solent and the range of protected environments within them.</p>	
<p>In 2018, DEFRA identified Southampton as one of five cities in England outside of London predicted to contravene EU limits on nitrogen dioxide (NO2). This is why in 2019, in partnership with residents, local businesses and organisations, Southampton launched the Green City Charter, identifying a range of priorities, commitments and expressions of support from a variety of individuals and groups all wishing to deliver far-reaching change to the city environment.</p>	
<p>A Green City Working Group was establish responsible for developing a delivery, action and governance plan (Green City Plan) that will set out how the commitments within the Charter will be satisfied and engagement with external stakeholders maintained.</p>	
<b>Summary of Impact and Issues</b>	
The Green City Plan provides a high level overview of the key actions and	

measures the council will look to implement in order to meet the commitments set out in the Green City Charter, including:

- Sustainable Energy and Carbon Reduction
- Delivering Clean Air
- Our Natural Environment
- Resources, Waste and Water Management; and
- Sustainable Travel

**Potential Positive Impacts**

The plan aims to create a cleaner, greener, healthier and more sustainable city, so Southampton will be a better place for present and future generations that is prepared for the challenges presented by climate change.

<b>Responsible Service Manager</b>	Steve Guppy, Service Manager - Scientific Service
<b>Date</b>	
<b>Approved by Senior Manager</b>	Pete Boustred, Head of Green City & Infrastructure
<b>Date</b>	

**Potential Impact**

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	No identified impacts.	N/A
<b>Disability</b>	No identified impacts.	N/A
<b>Gender Reassignment</b>	No identified impacts.	N/A
<b>Marriage and Civil Partnership</b>	No identified impacts.	N/A
<b>Pregnancy and Maternity</b>	No identified impacts.	N/A
<b>Race</b>	No identified impacts.	N/A
<b>Religion or Belief</b>	No identified impacts.	N/A
<b>Sex</b>	No identified impacts.	N/A
<b>Sexual Orientation</b>	No identified impacts.	N/A
<b>Community Safety</b>	No identified impacts.	N/A
<b>Poverty</b>	No identified impacts.	N/A

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Health &amp; Wellbeing</b>	No identified impacts.	N/A
<b>Other Significant Impacts</b>	No identified impacts.	N/A

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<b>DECISION-MAKER:</b>		CABINET	
<b>SUBJECT:</b>		ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR ACADEMIC YEAR 2021-2022	
<b>DATE OF DECISION:</b>		11 FEBRUARY 2020	
<b>REPORT OF:</b>		CABINET MEMBER FOR ASPIRATION, CHILDREN AND LIFELONG LEARNING	
<b><u>CONTACT DETAILS</u></b>			
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<b>STATEMENT OF CONFIDENTIALITY</b>			
None			
<b>BRIEF SUMMARY</b>			
<p>All schools have admission criteria to decide which children get places. These criteria are set by the admission authority for each school. Southampton City Council is the admission authority for every Community and Voluntary Controlled School in the city.</p> <p>For 2021 admissions, the Council are proposing changes to the admission number to three schools in the Infant/Primary policy. As such, a statutory public consultation must take place for a minimum of 6 weeks. The proposed policies have been shared with all local admission authorities, all schools, other LA's and is available to view on the Council website.</p>			
<b>RECOMMENDATIONS:</b>			
	(i)	To approve the Admissions Policies and the Published Admission Numbers (PANs) for Community and Voluntary Controlled schools and the schemes for coordinating Infant-Primary and Junior admissions for the school year 2021-22 as set out in appendices 1 to 5.	
	(ii)	To authorise the Executive Director - Wellbeing, Children and Learning to take any action necessary to give effect to the admissions policies and to make any changes necessary to the admissions policies where required to give effect to any Acts, Regulations or revised Schools Admissions or School Admissions Appeals Codes or binding Schools Adjudicator, Court or Ombudsman decisions whenever they arise.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	Southampton City Council (the admission authority) proposes changes to the 2021-22 admission policies for Infant-Primary and Junior admissions. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January		



	of the school year before those arrangements are to apply. Admission Authorities must set ('determine') admission arrangements annually.
2.	The proposed policies are at Appendix 1 and 2. There are changes from the 2020-21 arrangements.
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	
3.	<p>An alternative option considered was to not consult on or determine local admission arrangements. This has been rejected because it would be unlawful.</p> <p>An alternative option considered was to not make any changes to the PANs. This has been rejected because the city is forecasting surplus places from 2021. Maintaining empty classrooms is costly; especially infant classes as they must not contain more than 30 pupils with a single qualified teacher. If schools have several vacancies, they would be required to employ an additional teacher. Given the pupil forecasting, this would not be financially sustainable.</p>
<b>DETAIL (Including consultation carried out)</b>	
4.	The Council has consulted on the admission arrangements for 6 weeks prior to the deadline set in the School Admissions Code (31 January 2019). It is a statutory requirement that School Admission Authorities then determine the Admission Policy each year to approve the allocation of school places to pupils applying for a place in a Southampton School. The Council is responsible for determining the admission arrangements for these Community and Voluntary Controlled Schools. Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator by 15 May in the determination year.
5.	<p>The principles of Southampton's Admission Policies are well established. They seek to fulfil the requirement to be "fair, clear and objective" (School Admissions Code 2014). The proposed policies seek to make this process as transparent as possible. In particular they enable the Local Authority, Schools, and parents:</p> <ol style="list-style-type: none"> <li>a) To protect the rights of vulnerable children.</li> <li>b) To meet significant medical or psychological needs of individual children.</li> <li>c) To develop, strengthen and support immediate family ties.</li> <li>d) To develop and strengthen links between designated feeder and receiver schools.</li> </ol> <p>To have access to reasonable, clear, objective, procedurally fair criteria that avoid ambiguity in the interpretation of the policy.</p>
6.	<p>The 2021-2022 Admissions policy proposes changes to that of the 2020-21 policy. Those changes are:</p> <ol style="list-style-type: none"> <li>a) The reduction of PAN for Fairisle Infant School from 120 to 90.</li> <li>b) The reduction of PAN for Mason Moor Primary School from 45 to 30.</li> <li>c) The reduction of PAN for Valentine Primary School from 120 to 90.</li> </ol> <p>The primary sector is forecasting surplus places in Year R from 2021 which increases up to 2024, hence the reduction of PAN in some schools. These schools were selected because they are spread across the planning areas of the city. This gives a more even reduction and links directly with where future</p>

	pupils are living. In addition to that, these schools are seeking assistance to manage their budgets and a reduction in classes equates to a reduction in staffing.
7.	Apart from required changes of dates there are no changes to the coordinated schemes for Infant-Primary, Junior or Secondary transfers.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
8.	There are no additional revenue costs arising directly from the approval of the admission policies for the school year 2021-2022.
<b><u>Property/Other</u></b>	
9.	None,
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
10.	Admission Authorities are legally required to consult upon (if changes to policy are proposed) and determine their admission arrangements by 28 <sup>th</sup> February (including PANs, under the School Standards and Framework Act 1998 as amended by the Education Act 2002 and the Education and Inspections Act 2006 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014.
11.	In accordance with the above, the deadline for the 6 week consultation is 31 January 2019. Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator by 15 May in the determination year.
<b><u>Other Legal Implications:</u></b>	
12.	The Education Acts, Regulations made pursuant to them and the School Admissions Code (December 2014) require Local Authorities to formulate coordinated schemes for dealing with applications to Infant-Primary, Junior and Secondary schools at the relevant age of transfer. Such schemes also include admission to schools where the Local Authority is not the Admission Authority i.e. Voluntary Aided, Foundation, Free Schools and Academies. The schemes must ensure that every parent is notified of one offer of a school place on the same day. A National Offer date of 1 March, or first working day thereafter, has been set for Secondary admissions and a National Offer date of 16 April, or first working day thereafter, for Primary sector admissions. The regulations also set National closing dates for applications of 31 October in the offer year for Secondary applications and 15 January in the offer year for Primary sector applications.
13.	Admission Arrangements must be fully compliant with the Human Rights Act 1998 and the Equalities Act 2010. The Council's proposed Admission Arrangements meet the legislative requirements.

<b>RISK MANAGEMENT IMPLICATIONS</b>	
14.	The recommendation to carry out formal consultation and determination of policy presents no financial risk. The proposals anticipate no changes to the current financial envelope.
15.	The recommendation presents no risks to the current service delivery. Any risks to service delivery.
16.	The proposals may cause low to moderate level stakeholder concern. The recommendation to carry out formal consultation provides the opportunity for these concerns to be raised and considered. Concerns and views inform any proposals that are presented to Cabinet.
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
17.	The recommended admission arrangements proposed in the report are consistent with the Education Strategy and Council policy.
<b>KEY DECISION?</b>	<b>Yes</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>	All
<u>SUPPORTING DOCUMENTATION</u>	
<b>Appendices</b>	
1.	Admission Policy for Community and Voluntary Controlled Infant/Primary Schools for 2021-2022
2.	Admission Policy for Fairisle Junior School for 2021-2022
3.	The co-ordinated scheme for Year R entry to Infant / Primary Schools for 2021-2022.
4.	The co-ordinated scheme for entry to Junior Schools for 2021-2022.
5.	The co-ordinated scheme for entry to Secondary Schools for 2021-2022.
<b>Documents In Members' Rooms</b>	
1.	None
<b>Equality Impact Assessment</b>	
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>	No
<b>Data Protection Impact Assessment</b>	
<b>Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.</b>	No
<b>Other Background Documents</b>	
<b>Other Background documents available for inspection at:</b>	
<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>
1. School Admissions Code 2014	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/a">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/a</a>

		<a href="#">ttachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf</a>
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### **Southampton City Council**

#### **Admission Policy for Community and Voluntary Controlled Infant and Primary Schools for 2021/22**

Southampton City Council is the admission authority for all Community and Voluntary Controlled infant and primary schools in the city. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2021 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

#### **Children with Education, Health and Care Plans (EHCP) that name a school**

Children with Education, Health and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

#### **Oversubscription criteria**

Applications submitted by 15 January 2021 will be dealt with first. If the number of applications submitted by 15 January 2021 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code.
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children who have a sibling already on the roll of the school who will continue to attend that school for the following year.
4. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
5. Children who live within the school's designated catchment area.
6. Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds.
7. Children who live closest to the school.

Should a school be oversubscribed from within any of the criteria, then distance, as defined below, will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Education Lead, Southampton City Council.

## Definitions

**Sibling:** This includes children living as siblings in the same family unit. In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school. A sibling is defined as a brother or sister including half, step, foster or adoptive brother or sister, living within the same family unit at the same address.

**Catchment Area:** A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on “My Southampton”, follow the links, and enter their postcode.

**Denominational grounds:** Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership (as defined in the school’s prospectus) must be certified by the vicar or someone else of authority in the church. “Regular” is defined as “attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council.”

**Distance:** Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths.

## Late applications

The closing date for applications is 15 January 2021. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

## Unplaced children

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment



school, they will be allocated a place at the nearest school to their home address with places available that is prepared to offer a place.

### **Waiting lists**

If a place cannot be offered at a higher ranked Community or Voluntary Controlled school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

Waiting lists will be held until 31 July 2022. Any parent wishing to remain on the waiting lists after this date will need to make a new in-year application to the school.

### **Entry into Reception Class**

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September 2021. Schools normally wish to stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school / home into school.

Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory School Age, and not beyond the beginning of the final term of the school year. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year 1.

Parents of summer-born children, that is children born between 1 April and 31 August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to request for their summer-born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' document available on the

Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is **no guarantee that it will continue throughout the child's education** and a new parental request **must** be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

### **In-Year Admissions**

Admissions mid-year for any year group will be dealt with in accordance with this policy.

### **Published Admission Numbers\***

<b>School</b>	<b>PAN</b>
Bitterne C of E (VC) Primary School	60
Bitterne Park Primary School	90
Fairisle Infant and Nursery School	90
Mansel Park Primary School	60
Mason Moor Primary School	30
Newlands Primary School	60
Oakwood Primary School	60
Redbridge Primary School	30
Shirley Warren LC Primary and Nursery School	60
Sinclair Primary and Nursery School	30
St Mark's CofE (VC) Primary School	60
St Mary's CofE (VC) Primary School	90
St Monica Primary School	90
Valentine Primary School	90
Woolston Infant School	60

\*At the time of publication, the schools listed above were using the SCC Admissions Policy and appropriate PAN. Please note that this list is subject to change. The Council website has the most up to date information on school status (academisation etc.) and amendments to PANs that may have taken place in accordance with admissions legislation or school organisation decisions since publication.

### **Southampton City Council**

#### **Admission Policy for Fairisle Junior School for 2021/22**

Southampton City Council is the admission authority for Fairisle Junior School. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2021 admissions.

Parents may express up to three (3) preferences for junior schools only, listing them in the order in which they would accept them. All preferences will be considered and where more than one school place could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

#### **Children with Education, Health and Care Plans (EHCPs) that name a school**

Children with Education, Health, and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

#### **Oversubscription criteria**

Applications submitted by 15 January 2021 will be dealt with first. If the number of applications received by 15 January 2021 is greater than the PAN for the school, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014.
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children attending the linked infant school at the time of application.
4. Children who have a sibling already on the roll of the school who will continue to attend that school for the following year.
5. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
6. Children who live within the school's designated catchment area.
7. Children who live closest to the school.

Should the school be oversubscribed from within any of the criteria, then distance, as defined below, will be used to prioritise applications within these categories. Should

there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Education Lead, Southampton City Council.

## Definitions

**Linked Infant School:** This criterion applies only at the time of transfer from Year 2 to Year 3 and until the end of the first term of junior school. After that time previous attendance at the linked infant school gives no priority to an application for a place at the linked junior school.

**Linked Junior School:** priority will be given to children attending the linked infant school at the closing date of applications.

- Fairisle Infant and Nursery School links to Fairisle Junior School

**Sibling:** This includes children living as siblings in the same family unit. In the case of applications for places at junior schools a sibling at the linked infant school will count as a sibling at the junior school. A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

**Catchment Area:** A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on “my Southampton”, follow the links, and enter their postcode.

**Distance:** Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths.

## Late applications

The closing date for applications is 15 January 2021. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

## Unplaced children

Any children who remain unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their linked junior

school, if places are still available. If there are no places available at their linked junior school, they will be allocated a place at the nearest junior school to their home address with places available that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

### **Waiting lists**

If a place cannot be offered at Fairisle Junior School, children will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above. This means that the waiting list will be re-ranked after every new expression of preference.

The waiting list will be held until 31 July 2022. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and were admitted to Year R outside the normal age group. All requests will be considered on their merits by Southampton City Council taking account of the parent's view and the views of the headteacher.

Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into junior school. This should be done as if the child is placed in their correct year group. For example, a child who has been held back a year (decelerated) should be making a new request when the child is in Year 1.

Before making such a request, parents are strongly advised to read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is **no guarantee that it will continue throughout the child's education** and a new parental request **must** be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

## **In-Year Admissions**

Admissions mid-year for any year group will be dealt with in accordance with this policy. Please contact the current school for an admission application form.

## **Published Admission Numbers\***

<b>School</b>	<b>PAN</b>
Fairisle Junior School	120

\*At the time of publication, Fairisle Junior School was using the SCC Admissions Policy and appropriate PAN. Please note that this is subject to change. The Council website has the most up to date information on school status (academisation etc.) and amendments to PANs that may have taken place in accordance with admissions legislation or school organisation decisions since publication.



## **SOUTHAMPTON CITY COUNCIL THE CO-ORDINATED SCHEME FOR YEAR R ENTRY TO INFANT/PRIMARY SCHOOLS**

**SCHOOL YEAR 2021-22**

### **1. INTRODUCTION**

This scheme details proposals for the co-ordinated admission arrangements for infant and primary schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code (2014).

### **2. BACKGROUND**

The School Standards and Framework Act 1998, as amended by the Education Act 2002, the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for primary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

### **3. THE SCHEME**

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

The Southampton City Council co-ordinated scheme for infant/primary schools aims to encompass all the schools including academies in its area. The School Admissions Code requires that *all schools* in the LA's area operate the 'equal preference' allocation criterion. Parents must apply for places in different LAs via their Home LA, using the application form for that LA, so there is a requirement for LAs to exchange data.



The co-ordinated scheme has been broken down into the following headings:

- Data capture
- Application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

#### **4. DATA CAPTURE**

In July 2020 “rising 4” data will be downloaded, by the Admissions Team, from the Early Years modules of the ONE database and a list of rising 4 children will be obtained from Southampton City Primary Care Trust (SCPCT).

#### **5. THE APPLICATION PROCESS**

- A letter giving advice to parents for children in the transfer group, about online applications and use of forms, will be sent to parents in late August/early September 2020. The composite prospectus will be available online at the Southampton City Council website from no later than 12 September 2020.
- Online application commences 7 September 2020.
- Parents of children living outside the city but wishing to apply for a place at a Southampton LA area school must apply via their Home LA.
- Parents who live in the city who wish to apply for a place at a school in another LA area (e.g. Hampshire) must apply through the Southampton Admissions processes.

#### **6. CLOSING DATE**

The closing date for applications will be 23:59 on 15 January 2021. This date is set in the regulations. Online applications will come direct to the Admissions Team.

#### **7. PROCESSING OF ON-TIME APPLICATIONS**

Own Admission Authority School applications – the data on any application that mentions an own admission authority school regardless of the ranking of the school on the form will be sent to the own admission authority school no later than 5pm 22 February 2021.

Community/VC School applications – applications will be imported in to the ONE database in order that initial allocations can be made on an equal preference basis.

By 5pm Friday 12 March 2021, own admission authority schools will advise the Admissions Team of the rank order against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at a VA school and a Community/VC school or at two Community/VC schools, the place that will be offered will be the one that is highest preference in the application.

For example, if the Community/VC school is 1<sup>st</sup> preference and the VA school is 2<sup>nd</sup> preference but both schools can offer a place, the place will be offered at the Community/VC school. However, if the VA school is the higher preference then the place will be offered at this school. In the case of two Community/VC places being available for offer, the offer will be made for the higher preference school. The Admissions Team will advise the VA schools of any children who are offered places at higher preference schools.

## **8. LATE APPLICATIONS**

Any application submitted after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above.

## **9. UNPLACED CHILDREN**

Any child who remains unplaced after their application has been processed, either because they failed to get into any school requested or did not complete a form, will be offered a place at their catchment school, if places are still available. If there are no places available at their catchment school, they will be offered a place at the nearest school with places available to their home address. Distance from home to school will be measured in accordance with the published arrangements for each school.

## **10. OUTCOME OF APPLICATIONS**

All parents/carers resident in Southampton will be notified of the outcome of their application on 16 April 2021. This date is set in regulations. Southampton LA will make the offer of places at those schools (Community/VC) where it is the admission authority and will also offer on behalf of the governing bodies of those schools where it is not the admission authority. Email notifications only will be sent to those parents who applied online unless a written notification has been requested. Applicants who are not offered their first preference school will receive a formal letter from the Admissions Team giving the reasons for refusal and guidance on how to appeal.

Parents who receive an email notification will be able to accept their offer of a school place online. Those parents who receive a decision letter will also receive a reply slip that they must complete to accept the place offered to them. The Admissions Team will notify own admission authority schools of any places they have offered that have been refused so that offers can be made to other parents, if necessary. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

## **11. DATA TO SCHOOLS**

Data will be provided to schools regularly from 16 April 2021 through to the end of July 2021. The Admissions Team will work closely with schools to ensure that they have as much data as possible on potential numbers of reception class starters as soon as is possible. From 16 April 2021, schools will receive student data in the form of lists showing who has been allocated places at their schools either on line or otherwise electronically.

## **12. SUMMARY**

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the law. A timetable showing how the process would work for the September 2021 intake is attached at the annexe.

**CO-ORDINATED INFANT/PRIMARY SCHOOLS ADMISSIONS SCHEME**

**TIMETABLE FOR 2021-22**

<b>DATE</b>	<b>ACTIVITY</b>
July 2020	Admission Team obtains details of “rising 4” children. Transfer group of all eligible children set up in the ONE database.
Mid – August to early September 2020	Letters outlining application procedure sent to all parents in the transfer group; letters advise parents to make online applications if at all possible, or to use paper forms where they genuinely cannot.
7 September 2020	Online application window opens.
15 January 2021	Closing date for online applications and paper forms.
22 February 2021	Admissions Team sends details of all on time applications to other LAs if necessary.
22 February 2021	Admissions Team sends details of all relevant applications to own admission authority schools in Southampton.
12 March 2021	Own admission authority schools return ranked applications details to the Admissions Team.
16 April 2021	Parents advised by email and/or letter from the Admissions Team of the outcome of their application.

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## **SOUTHAMPTON CITY COUNCIL THE CO-ORDINATED SCHEMES FOR ENTRY TO JUNIOR SCHOOLS**

### **SCHOOL YEAR 2021-22**

#### **1. INTRODUCTION**

This scheme details proposals for the co-ordinated admission arrangements for junior schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code (2014).

#### **2. BACKGROUND**

The School Standards and Framework Act 1998, as amended by the Education Act 2002, the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for primary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

#### **3. THE SCHEME**

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

Parents must apply for places in different LAs via their home local authority. This means that parents resident in Southampton applying for junior schools in Hampshire, for example, must apply through the Southampton City Council Admissions Team.

The co-ordinated scheme has been broken down into the following headings:

- Data capture
- Application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

#### **4. DATA CAPTURE**

In July 2020 Year 1 pupils' data will be downloaded, by the Admissions Team, from the school databases and the Year 3 transfer group created. The LA will download details of SCC resident children attending infant schools in Hampshire from HCC.

#### **5. APPLICATION PROCESS**

- A letter giving advice to parents for children in the transfer group, about online applications and use of forms, will be sent to parents in late August/early September 2020. The composite prospectus will be available online at the Southampton City Council website from no later than 12 September 2020.
- Registration for online admission application commences 7 September 2020.
- Parents of children living outside the city but wishing to apply for a place at a Southampton junior school must apply through their Home LA.
- Parents who live in the city who wish to apply for a place at a school in another LA area (e.g. Hampshire) must apply for those schools via the Southampton application system.

#### **6. CLOSING DATE**

The closing date for applications will be 23:59 on 15 January 2021. This date is set in regulations. Online applications will come direct to the Admissions Team.

## **7. PROCESSING OF ON-TIME APPLICATIONS**

The Admissions Team will process first all those applications submitted by the closing date.

Own Admission Authority School applications – the data on any application that mentions an own admission authority school regardless of the ranking of the school on the form will be sent to the own admission authority school no later than 5pm 22 February 2021.

Community/VC School applications - applications will be imported in to the ONE database in order that initial allocations can be made on an equal preference basis.

By 5pm Friday 12 March 2021, own admission authority schools will advise the Admissions Team of the rank order against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at a VA school and a Community/VC school or at two Community/VC schools, the place that will be offered will be the one that is highest preference in the application.

For example, if the Community/VC school is 1<sup>st</sup> preference and the VA school is 2<sup>nd</sup> preference but both schools can offer a place, the place will be offered at the Community/VC school. However, if the VA school is the higher preference then the place will be offered at this school. In the case of two Community/VC places being available for offer, the offer will be made for the higher preference school. The Admissions Team will advise the VA schools of any children who are offered places at higher preference schools.

## **8. LATE APPLICATIONS**

Any application received after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above.



## **9. UNPLACED CHILDREN**

Any child who remains unplaced after their application has been processed, either because they failed to get into any school requested or did not make an application, will be offered a place at their linked junior school, if places are still available. If there are no places available at their linked junior school, they will be offered a place at the junior school with places available nearest to their home address that is prepared to offer a place. Distance from home to school will be measured in accordance with the published arrangements for each school.

## **10. OUTCOME OF APPLICATIONS**

The outcome of applications will notified to parents on 16 April 2021. Email notifications will be sent to those parents who applied online unless the applicants has requested a written letter. Parents who did not receive an offer of their first preference school will be notified in a formal letter accompanied by a reply slip that parents must complete to accept any place offered to them. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

## **11. DATA TO SCHOOLS**

Data will be provided to schools on a regular basis from 16 April 2021 through to the end of July 2021. The Admissions Team will work closely with schools to ensure that they have as much data on potential numbers of year 3 starters as soon as possible. On 16 April 2021, schools will receive student data electronically showing who has been offered places at their schools. From June 2021 onwards, junior schools will receive transfer files from the infant schools their children are coming from.

## **12. APPLICATIONS TO PRIMARY SCHOOLS**

Applications for places in Year 3 at a primary school for September 2021 will not be included in this process. Parents who want such a place must make a normal in-year transfer at the appropriate time. This is normally in June/July.

### **13. SUMMARY**

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the regulations. A timetable showing how the process would work for the September 2021 intake is attached at the annexe.

**Annexe**

**CO-ORDINATED JUNIOR SCHOOLS ADMISSIONS SCHEME**

**TIMETABLE 2021-22**

<b>DATE</b>	<b>ACTIVITY</b>
July 2020	Admissions Team downloads details of Year 1 pupils in city infant schools and receives data from HCC of Southampton children in HCC infant schools.
Early September 2020	Letters outlining application procedure sent to all parents in the transfer group.
7 September 2020	Online application window opens.
15 January 2021	Closing date for applications.
22 February 2021	Admissions Team sends details of all on time applications to other LAs if necessary.
22 February 2021	Admissions Team sends details of all relevant applications to own admission authority schools in Southampton.
12 March 2021	Own admission authority schools return ranked applications details to the Admissions Team.
16 April 2021	Parents advised by email and/or letter from the Admissions Team of the outcome of their application.



## **SOUTHAMPTON CITY COUNCIL THE CO-ORDINATED SCHEME FOR PRIMARY TO SECONDARY TRANSFER**

### **SCHOOL YEAR 2021-22**

#### **1. INTRODUCTION**

This scheme details proposals for the co-ordinated admission arrangements for secondary schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2014.

#### **2. BACKGROUND**

The School Standards and Framework Act 1998, as amended by the Education Act 2002, and the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for secondary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

#### **3. THE SCHEME**

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

For September 2021, the co-ordinated scheme will comprise the following elements: -

- Data capture
- Application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

#### **4. DATA CAPTURE**

In July 2020, Year 5 data will be downloaded from school databases and filtered. Details of children living in Hampshire County Council's (HCC's) area will be passed to HCC's Admissions Team. Likewise, HCC will provide the Southampton Admissions Team with the details of those children who live in Southampton City Council's (SCC's) relevant area but attend a HCC primary/junior school.

#### **5. THE APPLICATION PROCESS**

- Details of the application process will be issued to direct to parents/carers in early September 2020.
- Online application commences 7 September 2020.
- Details of the application process will also be sent to children resident in the city but attending a HCC primary or junior school in early September 2020.
- Children resident in the city who wish to apply for a school in Hampshire must apply using Southampton online application/paper form.
- Children resident in Hampshire but who wish to apply for a Southampton school must apply using Hampshire processes.
- The Southampton "form" will enable parents to express a preference for a school outside the Southampton/Hampshire area.
- Applicants to St Anne's or St George should complete the necessary Supplementary Information Form (SIF) for that school and send them direct to the school.
- Applicants for Bitterne Park School wanting their child to be assessed for aptitude for the performing arts must indicate this in their application.
- Applicants for St Anne's Catholic School wanting their daughter to be assessed for aptitude for the music must indicate this in their application.

#### **6. CLOSING DATE**

The closing date for applications will be 23:59 on 31 October 2020. This date is set in the regulations. Online applications will come direct to the Admissions Team.

#### **7. PROCESSING OF APPLICATIONS**

Own admission authority applications: – Any application that shows a preference for any own admission authority school, regardless of the ranking of the school on the form, will be processed as a priority and the relevant data from the application forms will be sent to the schools no later than 20 November 2020.

Other LA school applications: - Data will be sent to the relevant LA's Admissions Team for processing by 20 November 2020 at the latest.

Southampton school applications: – applications will be input onto the ONE database in order that initial allocations can be made.

By 11 January 2021, own admission authority schools advise the Admissions Team of the ranking against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at St George and Cantell, the place that will be offered will be the one that is highest preference on the application form. The Admissions Team will exchange information as required with other LAs to enable a single highest possible offer to be made.

## **8. LATE PREFERENCES**

Any application received after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above, in close consultation with other admissions authorities.

## **9. UNPLACED CHILDREN**

Any child who remains unplaced after their application has been processed, either because they have not been eligible to be offered a place at any of the schools requested or because they did not complete a form, will be offered a place at their catchment school, if places are still available. If there are no places available at their catchment school, they will be offered a place at the nearest school to their home address with places available. Distance from a preferred school to the home address will be measured by the shortest walking distance using public roads and footpaths or straight line distance as required by the admission arrangements for the school. Distance will be measured by the SCC Admissions Team using a GIS system.

## **10. OUTCOME OF APPLICATIONS**

Parents of children living in the Southampton City Council relevant area will be notified of the outcome of their application by the Admissions Team on 2 March 2021. Southampton LA will make the offer on behalf of the governing bodies of schools where it is not the admission authority and on behalf of other LAs when the school is outside the city. Email notifications will be sent to those parents who applied online unless the applicant requested a written decision. Parents who receive their notification on line will be able to accept the offer they receive online.

Parents who do not receive their first preference offer will be sent a formal letter by post; letters will be accompanied by a reply slip that parents will need to complete to accept any place offered to them. The Admissions Team will notify other admission authorities and LAs of any places they have offered on their behalf that have been refused so that other offers can be made if necessary. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

## **11. DATA TO SCHOOLS**

Data will be provided to schools regularly from November 2020 through to the end of July 2021. Although the Admissions Team will already know the names of 1<sup>st</sup> preference applicants it cannot be assumed that these are the children who will be offered places after the oversubscription criteria have been applied. It is possible that an applicant who has named the school as 1<sup>st</sup> preference may have lower priority under the oversubscription criteria than children who have expressed a 2<sup>nd</sup> or 3<sup>rd</sup> preference for a school. The Admissions Team will work closely with schools to ensure that they have as much data on potential numbers of Year 7 starters as soon as possible. From 1 March 2021, schools will receive student data electronically showing who has been allocated places at their schools. From March 2021, secondary schools will receive transfer files from the primary/junior schools their children are coming from.

## **12. SUMMARY**

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the law. A timetable showing how the process would work for the September 2021 intake is attached at the annexe.

**CO-ORDINATED SECONDARY SCHOOLS ADMISSIONS SCHEME**

**TIMETABLE 2021-22**

DATE	ACTIVITY
July 2020	Admissions Team obtains details of Year 5 pupils in city primary/junior schools and advises other LAs of any children who currently attend a SCC school but live in the other LA's area. Other LAs do the same for their children.
Early September 2020	Application details sent to parents living in the city area.
7 September 2020	Online application window opens.
31 October 2020	Closing date for applications; online window closes at 23:59.
20 November 2020	Admissions Team sends relevant details of all applications for own admission authority schools/other LAs to these admission authorities.
11 January 2021	Own admission authority schools /other LAs advise Admissions Team of outcome of ranking applications.
January/February 2021	Admissions Team to add VA schools/other LA results to processing of applications to determine offers.
1 March 2021	SCC parents advised by email, and some by letter, from the Admissions Team of the result of their application.



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<b>DECISION-MAKER:</b>		<b>CABINET</b>	
<b>SUBJECT:</b>		<b>PROVISION OF AN ENVIRONMENTAL ENFORCEMENT SERVICE</b>	
<b>DATE OF DECISION:</b>		<b>11 FEBRUARY 2020</b>	
<b>REPORT OF:</b>		<b>CABINET MEMBER FOR PLACE AND TRANSPORT</b>	
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Rosie Zambra</b>	<b>Tel: 02380 83 4044</b>
	<b>E-mail:</b>	<b>Rosie.zambra@southampton.gov.uk</b>	
<b>Director</b>	<b>Name:</b>	<b>John Harrison</b>	<b>Tel: 023 8083 4897</b>
	<b>E-mail:</b>	<b>John.harrison@southampton.gov.uk</b>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
None			
<b>BRIEF SUMMARY</b>			
<p>To introduce the provision of an Environmental Enforcement Service to tackle littering within the City Boundary. The service would be authorised to issue and process Fixed Penalty Notices (FPNs) (within agreed terms and conditions and meet the Code for Crown Prosecutor’s requirements) to members of the public who drop litter and cigarette ends on the ground.</p> <p>It is proposed that we authorise East Hampshire District Council (EHDC) to provide this service on our behalf using the powers of delegation set out in the Local Government Act 1972.</p> <p>They will provide the trained officers who will patrol agreed hot spot areas within the City and issue an on the spot FPN to a member of the public who is seen to discard litter inappropriately. It is proposed that each FPN will cost the offender £75.00 unless it is paid within 10 days from the issuing date of the FPN when it will be reduced to £55.00.</p> <p>SCC shall pay EHDC a flat rate of £55.00 per correctly issued FPN. This fee will cover EHDC being responsible for the provision of suitably qualified staff, the processing of all FPNs including final reminders, representations, preparation of court packs, and phone calls. EHDC will provide the single justice procedure processing service free of charge to SCC recovering its costs from the courts.</p> <p>SCC will collect the penalties payable pursuant to the issue of FPNs in the course of performance of their functions. EHDC shall invoice SCC in respect of the FPNs following the end of each calendar month.</p> <p>EHDC will provide the enforcement officers with their training, uniforms and IT equipment.</p>			
<b>RECOMMENDATIONS</b>			
	(i)	To approve the delegation of functions under s.101 Local Government Act 1972 to East Hants District Council to authorise the provision of an Environmental Enforcement Service to tackle	

		littering within the SCC boundary for a twelve month initial period, renewable annually by agreement.
	(ii)	To delegate authority to the Head of Consumer Protection and Environmental Services following consultation with the Cabinet Member for Place and Transport and the Head of Legal Partnerships to conclude and enter into a s.101 Deed of Delegation with East Hampshire District Council (EHDC) to deliver the service for an initial 1 year period and to determine annually whether the service should be renewed on the terms set out in the Deed.
	(iii)	To note that any proposal for early termination of the arrangement or any changes to the terms of the Deed of Delegation will be reported to Cabinet for further decision.

### **REASONS FOR REPORT RECOMMENDATIONS**

1.	<p>To promote a clean and tidy city and demonstrate that SCC have a zero tolerance regarding littering.</p> <p>To help create cleaner place, improve residents feelings of safety and satisfaction relating to where they live and work and protect the environment within SCC's administration.</p> <p>To assist to change the public perception that the Council is not using the powers available to them to deal with littering.</p>
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### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

2.	<p>Not to deliver the enforcement function (current position) unless existing in-house resources allow within existing priorities. This has been rejected because it would not deliver the environmental improvements required to improve residents satisfaction.</p> <p>To deliver the function entirely in house using new resources – this has been rejected because it would require an increase to the existing establishment along with training, equipment and other associated costs that would require additional funding over and above the proposed option.</p>
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### **DETAIL (Including consultation carried out)**

3.	<p>An Inter Authority Deed of Delegation between Southampton City Council and East Hampshire District Council will be drawn up and signed by both parties.</p> <p>This Deed of Delegation is currently in draft format but if the proposal is approved it will be presented to legal for final checking and signing.</p> <p>The Deed of Delegation provides specific details of what will be carried out.</p> <p>Schedule 1 Part A- provided details of the specification for provision of service and enforcement</p> <p>Schedule 1 part B- provides details of the specification for prosecutions if agreed.</p> <p>Schedule 2 part B- provides details of fees</p> <p>Schedule 3 part B- provides details of when a FPN would be subject to cancellation. There are eleven reasons when this would occur.</p>
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	<p>Schedule 4 part B- provides details of the Exit Management plan from the deed of delegation</p> <p>Schedule 5 part B- provides details of Variation notices.</p>
4.	It is proposed that EHDC will use its own staff or those of its wholly owned company, EH Commercial Services (company number 09990286) to perform the delegated functions.
5.	EHDC shall provide an average of 4 enforcement officers to patrol 4 days per week including weekends to patrol SCCs area ( save for any weeks during which EHDC is closed for the Christmas break).
6.	EHDC will not issue FPNs to offenders who appear to the reasonable satisfaction of the enforcement officers to be under 18, lack capacity to understand the offence due to mental illness, learning difficulties or other condition.
7.	Areas to be patrolled will be identified and agreed by both parties. These areas will be within SCC's administrative area and will be reviewed and changed as required to respond to changing trends in offences.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
8	<p>SCC would be expected to either pay upfront £5,000.00 to cover the procurement and setup of the IT equipment required to be provided to carry out the issuing of FPNs, or alternatively, to recover this cost from the first 250 higher rate PCNs. It is proposed to pay this up front and this has been incorporated into the budget proposals for 2020/21.</p> <p>Lower rate fines have been set to cover EHDC's fees. Income of £20 per fine is receivable at the higher rate. However, SCC bears the risk for non-payment of correctly issued fines, and a default rate of 15% is assumed in the costings. This will mean that income generated from the higher rate fines would effectively ensure EHDC continues to be paid without impacting on SCC's financial position.</p> <p>Therefore no income assumption has been made in the budget and this will be reviewed once we have 12 months experience under our belt.</p> <p>SCC would be required to provide Enforcement Officers with a permit to park in one of our MSCPs, at a cost of £4,080.00 per year. This cost has also been incorporated into the 2020/21 budget proposals.</p>
9	SCC income will be limited to those cases where payment is not made within 10 days. That would amount to a small income stream of £20.00 per FPN.
10	SCC shall be responsible for collecting payments in full for FPNs
<b><u>Property/Other</u></b>	
11	<p>SCC will provide a photographic Identity card of authority for each individual enforcement officer employed by EHDC to issue FPNs on behalf of SCC.</p> <p>SCC will provide car park season tickets to park within the MSCPs that falls within the agreed patrol period.</p>

	<p>SCC will provide access to an interview room on an as requested occasional basis for showing of CCTV/BWC footage to offenders.</p> <p>SCC will provide an area where documentation can be stored securely and an area where electronic equipment can be charged.</p>
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
12.	<p>The proposals will be delivered via an Inter Authority Deed of Delegation relating to the provision of Environmental Enforcement Services by East Hants District Council in the administration area of Southampton City Council under section 101-103, 111 and 113 of the Local Government Act 1972 and sections 9EA, 19 and 20 of the Local Government Act 2000 together with Regulation 5 of the Local Authorities( arrangements for the discharge of functions) (England) Regulations 2012.</p>
<b><u>Other Legal Implications:</u></b>	
13.	<p>At the cessation of the service it is expected that East Hants will redeploy staff to other contracts or service uses, however there is a small risk that the Council will become liable under TUPE legislation to employ those staff in the event that SCC chooses to bring the service in house for delivery in the same or similar form. It is not legally possible to 'contract out' of TUPE legislation and this consideration will be reviewed throughout the delegation period and through any decisions relating to the future of the service in due course.</p>
<b>RISK MANAGEMENT IMPLICATIONS</b>	
14.	<p>The charge is based on a fee for each correctly issued FPN. Therefore SCC will carry the risk for non-payment. However based on the other Local Authority areas where this is currently being implemented the average payment rate is running at 84% so it is expected that the payment rate here would be around that level.</p> <p>There could be potential reputational risk for SCC if best endeavours are not used whilst issuing FPNs in situations where issuing FPNs is likely to generate significant negative publicity. There are safeguards built into the Deed of Delegation to minimise this risk. These safeguards measures are listed at appendix 1 (attached) which set out our expectations of when FPNs will and will not be issued. Further, there is a complaints and appeals procedure that will ensure that those FPNs issued correctly are upheld and payments pursued.</p>
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
15.	<p>The provision of an Environmental Enforcement Service to tackle littering supports the delivery of the Health and Wellbeing Strategy 2017-2025 outcomes "People in Southampton live active, safe and independent lives" and "Inequalities in health outcomes are reduced".</p>
16.	<p>The Green City Charter and associated Delivery Plan is consistent with the principles outlined in the Government's Environment Strategy, 'A Green</p>

	Future: Our 25 Year Plan to Improve the Environment' and their Clean Air Strategy.	
<b>KEY DECISION</b>	No	
<b>WARDS/COMMUNITIES AFFECTED:</b>	All wards across the City.	
<b><u>SUPPORTING DOCUMENTATION</u></b>		
<b>Appendices</b>		
1.	Cancellation Codes	
2.	Equality and Safety Impact Assessment	
3.	Data Protection Impact Assessment	
<b>Documents In Members' Rooms</b>		
1.	None	
<b>Equality Impact Assessment</b>		
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?		YES
<b>Data Protection Impact Assessment</b>		
Data Protection Impact Assessment Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out?		YES
<b>Other Background Documents - Equality Impact Assessment and Other Background documents available for inspection at:</b>		
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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Cancellation code	Reason	Correctly issued
C-FI	<b>False Information:</b> The FPN was issued correctly, however false information was provided by the offender and this was not known at the time that the officer took the details. All reasonable investigations have been made and the offender information was unable to be identified.	Y
C- II	<b>Incorrectly Issued:</b> (officer error) e.g. the offence of littering or dog fouling did not take place or the officer issued the FPN to the wrong person.	N
C - LUK	<b>Left the UK:</b> The FPN was issued correctly but the defendant has since left the UK.	Y
C- MG	<b>Medical Grounds:</b> The FPN was issued correctly but sufficient medical evidence has since been provided.	Y
C - OOTPROS	<b>Out of Time to Prosecute:</b> The FPN was issued correctly but EHDC has allowed the 6 months' time limit to lapse.	Y
C-PE	<b>Processing Error:</b> There has been a system error which means the FPN is invalid. E.g. a clerical error in the office when processing.	N
C-TEST TICKET	<b>Test Ticket:</b> For testing purposes only.	N
C-U18	<b>Under 18:</b> The FPN was issued correctly but sufficient evidence has since been provided indicating that the defendant is under the age of 18.	Y
C-UOOD	<b>Unable to Obtain Offender Details:</b> Further personal details were required to enable the issue of an FPN. Reasonable investigations were made and were unsuccessful.	N
C-UP	<b>Unable to prosecute:</b> The enforcement officers witness statements are lacking sufficient evidence.	N
C-VA	<b>Vulnerable Adult:</b> The FPN was issued correctly but sufficient evidence has since been provided indicating that the defendant is a vulnerable adult to include homeless cases	Y



## Cancellation Code Table



### Equality and Safety

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 proposals and consider mitigating action.

<p><b>Name or Brief Description of Proposal</b></p>	<p>To introduce the provision of an Environmental Enforcement Service to tackle littering within the City Boundary. The service would be authorised to issue and process Fixed Penalty Notices (FPNs) (within agreed terms and conditions and meet the Code for Crown Prosecutor’s requirements) to members of the public who drop litter and cigarette ends on the ground.</p>
<p><b>Brief Service Profile (including number of customers)</b></p>	
<ul style="list-style-type: none"> <li>• The issuing of Fixed Penalty Notices would apply to any members of the public who are seen to discard litter on the ground.</li> <li>• The entire Southampton City Council Boundary will be covered for the purposes of patrolling the city.</li> <li>• It is not possible to estimate the number of people that this change would impact, as it could impact any resident or visitor of the city who is identified as discarding litter inappropriately within the Southampton City Council Boundary.</li> </ul>	
<p><b>Summary of Impact and Issues</b></p>	
<p>It is proposed that Southampton City Council will authorise East Hampshire District Council (EHDC) to provide an Environmental Enforcement Service on their behalf using the powers of delegation set out in the Local Government Act 1972. This EHDC will provide trained officers who will patrol agreed ‘hot spot’ areas within the City and issue an on the spot Fixed Penalty Notice (FPN) to any member of the public who is seen to discard litter inappropriately.</p> <p>It is proposed that each FPN will cost the offender £75.00 unless it is paid within 10 days from the issuing date of the FPN when it will be reduced to £55.00.</p> <p>The intended aims of this proposal are:</p> <ul style="list-style-type: none"> <li>• To promote a clean and tidy city and demonstrate that SCC have a zero tolerance regarding littering.</li> </ul>	

- To help create cleaner place, improve resident's feelings of safety and satisfaction relating to where they live and work and protect the environment within SCC's administration.
- To assist to change the public perception that the Council is not using the powers available to them to deal with littering.
- To deter littering across the city.

**Potential Positive Impacts**

The implementation of this proposal will deter littering across the city to create a cleaner place, improve resident's feelings and satisfaction relating to where they live and work. It will promote a clean and tidy city and demonstrate that SCC have a zero tolerance regarding littering.

The proposal will also have positive environmental impacts. Cigarette butts are widely considered to be one of the most pervasive forms of plastic pollutions, and can have harmful impacts on marine environments if discarded incorrectly. Other forms of litter can also be dangerous to both wildlife and plant life.

By introducing a penalty charge for inappropriate littering, this proposal will gradually change public behaviour on how to dispose of litter.

<b>Responsible Service Manager</b>	Gavin Derrick Service Manager - Environmental Health and Community Safety
<b>Date</b>	15/01/2020
<b>Approved by Senior Manager</b>	Rosie Zambra Head of Service- Consumer Protection and Environmental Services
<b>Date</b>	15/01/2020

**Potential Impact**

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	EHDC will not issue FPNs to offenders under the age of 18.  There is a risk that enforcement officers may not be aware of the age of the individual and issue a FPN to someone under the age of 18.	EHDC will not issue FPNs to offenders who appear to the reasonable satisfaction of the enforcement officers to be under 18.  If a Fixed Penalty Notice was issued to a person believed to be over 18 but subsequently sufficient evidence was provided indicating that the defendant is under the age of 18 then the Fixed Penalty Notice would be subject to cancellation.
<b>Disability</b>	EHDC will not issue FPNs to	EHDC will not issue FPNs

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>offenders who lack capacity to understand the offence due to mental illness, learning difficulties or other condition.</p> <p>There is a risk that enforcement officers may not be aware of all factors affecting an individual's capacity at the point of issuing an FPN.</p>	<p>to offenders who appear to the reasonable satisfaction of the enforcement officers to lack capacity to understand the offence.</p> <p>If a Fixed Penalty Notice was issued to a person who lacks capacity to understand the offence due to mental illness, learning difficulties or other condition and subsequent evidence was provided indicating this then the Fixed Penalty Notice would be subject to cancellation.</p>
<b>Gender Reassignment</b>	No impact identified	
<b>Marriage and Civil Partnership</b>	No impact identified	
<b>Pregnancy and Maternity</b>	No impact identified	
<b>Race</b>	<p>There is a risk that some people, for whom English is not a first language, may not understand the penalty.</p>	<p>EHDC will take steps to ensure that the offence is understood. This may include translation tools where appropriate.</p> <p>Consideration will be given to the issuing or cancellation of a FPN in cases where a genuine language barrier prevents understanding of the offence, on a case by case basis.</p>
<b>Religion or Belief</b>	No impact identified	
<b>Sex</b>	No impact identified	
<b>Sexual Orientation</b>	No impact identified	
<b>Community Safety</b>	<p>It is proposed that the enforcement patrols will be active across the city to ensure they respond to ongoing complaints.</p>	<p>Areas to be patrolled will be identified and agreed by both parties (EHDC and SCC). These areas will be within SCC's administrative area and will be reviewed and changed as required to respond to changing trends</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Poverty</b>	A FPN may cause or exacerbate any debt problems for an individual or family.	in offences. Personal circumstances will be taken into account when making arrangements for the payment of fines. This may include the option of payment over a longer period where appropriate.
<b>Health &amp; Wellbeing</b>	No Impact	
<b>Other Significant Impacts</b>	None identified	

DRAFT

## Data Protection Impact Assessment

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### **What is a Data Protection Impact Assessment?**

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

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

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

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### **Why should I carry out a DPIA?**

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

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

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

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

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### **When should I carry out a DPIA?**

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

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

## Who should carry out a DPIA?

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

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

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

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

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

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## How do I carry out a DPIA?

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

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

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

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

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

Data Protection Impact Assessment Template			
<b>Version</b>	3.4	<b>Approved by</b>	Data Protection Officer
<b>Date last amended</b>	4 <sup>th</sup> December 2019	<b>Approval date</b>	5 <sup>th</sup> December 2019
<b>Lead officer</b>	Chris Thornton, Information Lawyer (Data Protection Officer)	<b>Review date</b>	5 <sup>th</sup> December 2020
<b>Contact</b>	<a href="mailto:dataprotection@southampton.gov.uk">dataprotection@southampton.gov.uk</a>	<b>Effective date</b>	5 <sup>th</sup> December 2019

## Project Details

<b>Name of Project</b>
Provision of an Environmental Enforcement Service to tackle littering within Southampton City Council Boundary for a twelve month period with the option to either continue or discontinue this after that time.
<b>Brief Summary of Project</b>
<p>To introduce the provision of an Environmental Enforcement Service to tackle littering within the City Boundary. The service would be authorised to issue and process Fixed Penalty Notices (FPNs) (within agreed terms and conditions and meet the Code for Crown Prosecutor's requirements) to members of the public who drop litter and cigarette ends on the ground.</p> <p>It is proposed that we authorise East Hampshire District Council (EHDC) to provide this service on our behalf using the powers of delegation set out in the Local Government Act 1972.</p> <p>They will provide the trained officers who will patrol agreed hot spot areas within the City and issue AN on the spot FPN to a member of the public who is seen to discard litter inappropriately. It is proposed that each FPN will cost the offender £75.00 unless it is paid within 10 days from the issuing date of the FPN when it will be reduced to £55.00.</p> <p>SCC shall pay EHDC a flat rate of £55.00 per correctly issued FPN. This fee will cover EHDC being responsible for the provision of suitably qualified staff, the processing of all FPNs including final reminders, representations, preparation of court packs, and phone calls. EHDC will provide the single justice procedure processing service free of charge to SCC recovering its costs from the courts.</p> <p>SCC will collect the penalties payable pursuant to the issue of FPNs in the course of performance of their functions. EHDC shall invoice SCC in respect of the FPNs following the end of each calendar month.</p> <p>EHDC will provide the enforcement officers with their training, uniforms and IT equipment.</p>
<b>Estimated Completion Date</b>
March 2021
<b>Name of Project Lead</b>
Rosie Zambra

## Details of Person Conducting DPIA

<b>Name</b>
Rosie Zambra
<b>Position</b>



Divisional Head of Service – Consumer Protection and Environmental Services

**Contact Email Address**

Rosie.zambra@southampton.gov.uk

## Step 1: Identify the need for a DPIA

**Does your project involve... (tick all that apply)**

- The collection of new information about individuals
- Compelling individuals to provide information about themselves
- The disclosure of information about individuals to organisations or people who have not previously had routine access to the information
- The use of existing information about individuals for a purpose it is not currently used for, or in a way it is not currently used
- Contacting individuals in ways which they may find intrusive
- Making changes to the way personal information is obtained, recorded, transmitted, deleted, or held
- The use of profiling, automated decision-making, or special category data<sup>1</sup> to make significant decisions about people (e.g. their access to a service, opportunity, or benefit).
- The processing of special category data<sup>1</sup> or criminal offence data on a large scale.
- Systematically monitoring a publicly accessible place on a large scale.
- The use of new technologies.
- Carrying out profiling on a large scale.
- Processing biometric or genetic data.
- Combining, comparing, or matching data from multiple sources.
- Processing personal data without providing a privacy notice directly to the individual.
- Processing personal data in a way which involves tracking individuals' online or offline location or behaviour.
- Processing children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them.

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

Processing personal data which could result in a risk of physical harm in the event of a security breach.

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

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

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

## Step 2: Describe the processing

The nature of the processing
<b>How will you collect data?</b>
Approaching the individual and requesting the information and recording this on a mobile handheld device.
<b>How will you use the data?</b>
Data to be used to issue Fixed Penalty notices. The data will be used in court to support prosecutions for the above offences and in relation to dealing with representations received regarding FPN's and complaints. The data will be used in assisting with the identification of offenders
<b>How will you store the data?</b>
The data will be collected and processed by EHDC. The data will be stored on EHDC's equipment,
<b>How will you delete the data?</b>
EHDC will delete the data upon instruction from SCC, in line with SCC's retention schedule.
<b>What is the source of the data?</b>
Received directly from offenders
<b>Will you be sharing data with anyone?</b>
<b>INFO:</b> If yes, please provide details
Data shared between East Hants District Council and Southampton City Council. It is possible some data will be shared with the police for the purposes of criminal investigations where there have been assaults or interventions by them to assist our officers. The data will be shared with the relevant courts when a prosecution or trial is required for a FPN.
<b>If so, how will the data be transferred?</b>
Downloaded to secure database

**If the data is being shared, with this be governed by an agreement (e.g. contract, data sharing agreement, data processing agreement)?**

Yes. An Inter Authority Deed of Delegation between Southampton City Council and East Hants District Council will be drawn up and signed by both parties. The Deed will contain obligations around data protection and EHDC's processing of SCC's personal data.

Disclosures to Police would only be authorised on receipt of a valid and approved DP2 / third party request.

### Describe the scope of the processing

**What is the nature of the data?**

**INFO:** Detail the type of personal data being processed. List any fields that will be processed (e.g. name, address, date of birth, NHS number, video images)

Name/ address / date of birth of the offender

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

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

No, although the purpose of the processing relates to a criminal offence (i.e. that the individual has contravened the Environmental Protection Act 1990)

**How much data will you be collecting and using?**

Name/Address and date of birth of the offender – the minimum necessary to issue a FPN

**How often will the data be collected and used?**

Daily

**How long will you keep it?**

**INFO:** Please specify a time period, and the corresponding entry on the Council's Retention Schedule:

<https://staffinfo.southampton.gov.uk/information-governance/records-management/retention.aspx>

If unsure, contact the Senior Records Officer: [records.management@southampton.gov.uk](mailto:records.management@southampton.gov.uk)

Two years, in accordance with entry BD12(a) of the retention schedule (Magistrates Courts Prosecutions).

**How many individuals are affected?**

It is anticipated that around 5 FPNs will be issued per officer per day.

**What geographical area does it cover?**

Southampton City Council boundary/wards.

**Describe the context of the processing****What is the nature of your relationship with the individuals?**

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

Residents/visitors to the city

**How much control will they have over their data?**

They will only need to provide name/address and date of birth in order to issue a Fixed Penalty Notice.

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

**INFO:** Please provide details to support your answer

The data subject will be aware/or notified how we will use their data in relation to a FPN as they will be advised of this at point of issue, and provided further information in any correspondence relating to the FPN. They will be provided with a link to SCC's privacy policy.

**Do they include children or other vulnerable groups?**

**INFO:** If yes, please provide details

We may possibly process some data of children aged between 15 – 18 and this would be if they have been caught littering or allowing a dog to foul. We would ask to see ID to verify an age and if under 18 a warning would be given and no data taken or stored. If they have no ID then a name and address and date of birth is taken and a letter would be sent addressed to the parents of. This data would be stored and treated the same way as all data we process. Our processes are set to minimize the need to take data from a child or process and store it.

**Are you aware of any prior concerns over this type of processing or security flaws?**

**INFO:** If yes, please provide details

No

**Is the processing novel in any way?**

**INFO:** If yes, please provide details

No

**What is the current state of technology in this area?**

Regularly used by other authorities and reliable. Assurances have been provided by EHDC via their own Data Protection Impact Assessment.

**Are there any current issues of public concern that should be considered?**

**INFO:** If yes, please provide details

No

**Describe the purposes of the processing**

**What do you want to achieve?**

To promote a clean and tidy city and demonstrate that SCC have a zero tolerance regarding littering.

**What is the intended effect on individuals?**

To ensure offenders are issued with an appropriate fixed penalty, which will hopefully have a wider effect of improving the environment and surroundings for residents and visitors of Southampton,

**What are the benefits of the processing – for the Council, and more broadly?**

**INFO:** Please confirm which of the Council's key outcomes this will support, and how

**Outcome:**

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

**How:**

To promote a clean and tidy city and demonstrate that SCC have a zero tolerance regarding littering.

To help create cleaner place, improve resident's feelings of safety and satisfaction relating to where they live and work and protect the environment within SCC's administration.

To assist to change the public perception that the Council is not using the powers available to them to deal with littering.

## Step 3: Consultation process

### Consider how to consult with relevant stakeholders

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

This has been discussed with the Southampton BID who support this project.

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

**INFO:** e.g. IT services, records management

IT services to assist with online payments of fines. Cabinet Member/Leader and CEO are all aware.

**Do you need to ask your processors to assist?**

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

Yes. East Hants District Council will process this data.

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

**INFO:** Please provide details to support your answer

No. Assurances have been obtained from EDHC regarding the security system, via their Data Protection Impact Assessment.

## Step 4: Assess necessity and proportionality

### Describe compliance and proportionality measures

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

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

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

**Please provide further information to support this**

**INFO:** For example, if the processing is necessary in order for the Council to perform a statutory function, detail the relevant legislation.

The task or function has a clear basis in law. We use the legislation from Section 87 and 88 of the Environmental Protection Act 1990

The proposals will be delivered via an Inter Authority Deed of Delegation relating to the provision of Environmental Enforcement Services by East Hants District Council in the administration area of Southampton City Council under section 101-103, 111 and 113 of the Local Government Act 1972 and sections 9EA, 19 and 20 of the Local Government Act 2000 together with Regulation 5 of the Local Authorities (arrangements for the discharge of functions) (England) Regulations 2012.

**Does the processing actually achieve your purpose?**

**INFO:** Please provide details to support your answer

Processing of data will result in a Fixed Penalty Notice being issued to the offender.

**Is there another way to achieve the same outcome?**

**INFO:** Please details to support your answer

To deliver the function entirely in house using new resources – this has been rejected because it would require an increase to the existing establishment along with training, equipment and other associated costs that would require additional funding over and above the proposed option.

**How will you prevent function creep?**

**INFO:** Function creep is where data collected for one purpose is used for another purpose over time.

Access to the data will be restricted, and staff will be aware of the Council’s policies regarding the use of personal data. EHDC’s use of the data will be set via the Deed of Delegation.

**How will you ensure data quality and data minimisation?**

**INFO:** We should only use the minimum amount of personal data possible to achieve the purpose of the processing.

This has been predetermined and agreement made to keep this to the minimum needed.

**What information will you give individuals about the processing?**

The data subject will be aware/or notified how we will use their data in relation to a FPN as they will have been told this at point of issue This includes a link to the Council’s privacy policy.



**How will you help to support their rights?**

**INFO:** Data subject's rights include the right to access, rectify, erase, port, and restrict their data.

Individuals will be made aware of their rights through the privacy information provided, and the Council have existing processes in place to action any requests to exercise these rights. The Deed of Delegation with EHDC will include instructions on how to process such requests.

**What measures do you take to ensure processors comply with the GDPR, and assist the Council in supporting individuals in exercising their rights?**

**INFO:** E.g. will there be a contract in place with the processor that contains data protection obligations?

An Inter Authority Deed of Delegation between Southampton City Council and East Hants District Council will be drawn up and signed by both parties. The Deed will contain obligations around data protection and EHDC's processing of SCC's personal data

**How do you safeguard any international transfers of personal data?**

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

No international transfers involved.

**Step 5: Send DPIA Form to the Data Protection Officer**

After completing this part of the form, please send the document to the Information Lawyer (Data Protection Officer) at [dataprotection@southampton.gov.uk](mailto:dataprotection@southampton.gov.uk).

The DPO will review the information provided, and identify and assess the privacy risks.

## Step 6: Identify and assess risks (DPO to complete)

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
1. As EHDC are SCC's data processor, the Deed of Delegation will be required to include the necessary information detailed in Article 28 of the GDPR. The DPIA states that the Deed will contain clauses relating to data protection, but it is not clear whether these meet the requirements of Article 28	Remote	Minimal	Low
2. SCC will be the data controller, and there is a risk that this will not be obvious to data subjects, as EHDC are performing this function on SCC's behalf. This may impact a data subject's ability to exercise their rights under the GDPR.	Possible	Minimal	Low

## Step 7: Identify legal basis and measures to reduce risk (DPO to complete)

Condition(s) for Processing
<b>Personal Data</b>
<input type="checkbox"/> The data subject has given consent <input type="checkbox"/> The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract <input type="checkbox"/> The processing is necessary for compliance with a legal obligation to which the Council is subject <input checked="" type="checkbox"/> The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council <input type="checkbox"/> The processing is necessary for the purposes of the legitimate interests pursued by the Council or by a third party
<b>Further Information</b>
The task or function has a clear basis in law. The Council rely on the legislation from Section 87 and 88 of the Environmental Protection Act 1990.

**Special Categories of Personal Data**

- The data subject has given explicit consent
- The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- The processing is necessary for reasons of substantial public interest
- The processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems
- The processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes
- No special category data being processed

**Further Information**

No special category is being collected, however the purpose of the processing relates to a criminal offence (i.e. that the individual has contravened the Environmental Protection Act 1990)

**Data Protection Act 2018 Schedule 1 Condition**

Schedule 1, Part 2, Para 6 - Statutory etc. and government purposes.

**Further Information**

The task or function has a clear basis in law. The Council rely on the legislation from Section 87 and 88 of the Environmental Protection Act 1990.

**Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5**

<b>Risk</b>	<b>Options to reduce or eliminate risk</b>	<b>Effect on risk</b>	<b>Residual risk</b>
1.	The Data Protection Officer should be consulted as part of the drafting of the Deed of Delegation, to ensure it contains the necessary information under Article 28 of the GDPR.	Eliminated	N/A
2.	It should be clear from any information provided to the data subjects that the FPN is being issued on behalf of Southampton City Council, and the data subjects must be provided with a link to SCC's privacy information.  The service area must also liaise with the Data Protection Officer to create a bespoke privacy page on the Council's website containing information relevant to the processing.	Eliminated	N/A

**Comments from the Data Protection Officer**

Aside from the above, I am satisfied that all reasonable privacy risks have been identified and addressed.

**Comments from the Senior Records Officer**

Retention period agreed, and new entry on the schedule will be created (DL5)

## Step 8: Sign off

Item	Date	Notes
DPO reviewed DPIA and provided advice on:	23 <sup>rd</sup> January 2020	DPO should advise on compliance, step 7 measures and whether processing can proceed
Senior Records Officer reviewed DPIA on:	23 <sup>rd</sup> January 2020	SRO should advise on records management matters
Measures approved by Project Manager on:	23 <sup>rd</sup> January 2020	Integrate actions back into project plan, with date and responsibility for completion
Comments from Project Manager:	No comments	
Residual risks approved by Information Asset Owner / Administrator on:	23 <sup>rd</sup> January 2020	
Comments from IAO / IAA:	No comments.	
Residual high risks approved by the Senior Information Risk Owner on:	N/A	If accepting any residual high risk, consult the ICO before going ahead
Comments from SIRO:	N/A	

## Step 9: Review

Item	Date	Comments
DPO reviewed DPIA on:		
Date of next review:		

# Agenda Item 12

<b>DECISION-MAKER:</b>		<b>CABINET</b>	
<b>SUBJECT:</b>		<b>SOCIAL VALUE AND GREEN CITY PROCUREMENT POLICY</b>	
<b>DATE OF DECISION:</b>		<b>11 FEBRUARY 2020</b>	
<b>REPORT OF:</b>		<b>THE LEADER OF THE COUNCIL</b>	
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Paul Paskins – Head of Supplier Management</b>	<b>Tel: 023 8083 4353</b>
	<b>E-mail:</b>	<b>paul.paskins@southampton.gov.uk</b>	
<b>Director</b>	<b>Name:</b>	<b>John Harrison - Executive Director, Finance and Commercialisation</b>	<b>Tel: 023 8083 4897</b>
	<b>E-mail:</b>	<b>John.harrison@southampton.gov.uk</b>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
N/A			
<b>BRIEF SUMMARY</b>			
<p>This paper recommends that Cabinet approves the Social Value and Green City Procurement Policy (“the Policy”). The Policy commits the Council to take action through its procurement and contract management activities to ensure that community wealth building (known as “Southampton Wealth Building”), social value and sustainable outcomes are maximised through the supply of goods, services and works to the Council.</p> <p>The Policy is an evolution and replacement of the current Ethical Procurement and Sustainable Procurement Policies.</p> <p>The Policy is supported by the Southampton Social Value Procurement Framework (“the SSVP Framework”), which is the mechanism for embedding community wealth building, social value and sustainability within the council’s procurement and contract management processes.</p>			
<b>RECOMMENDATIONS:</b>			
	(i)	To approve the Social Value and Green City Procurement Policy at Appendix 1 of this report.	
	(ii)	Subject to the approval of recommendation (i), to delegate authority to the Executive Director – Finance and Commercialisation to implement the Policy.	
	(iii)	Subject to the approval of recommendations (i) and (ii), to delegate authority to the Executive Director – Finance and Commercialisation following consultation with the Leader of the Council, to make amendments to the Policy, following reviews of the Policy.	

	iv)	To note the SSVP Framework, which is attached as Appendix 2 for information.
<b>REASONS FOR REPORT RECOMMENDATIONS</b>		
1.	The current Ethical Procurement and Sustainable Procurement policies require updating to reflect the administration's executive commitments to Southampton Wealth Building, social value and the Green City Charter in line with the Strategic Priorities. The Council's aspiration is to be an innovator and sector leader in the delivery of social value and sustainability through procurement of goods, works, services and the management of the associated contracts.	
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>		
2.	<p>The alternative options include:-</p> <ul style="list-style-type: none"> <li>To continue with the current Ethical Procurement and Sustainable Procurement Policies. This option has been rejected as the current policies do not reflect the Council's developing and emerging approach to Southampton Wealth Building, social value and sustainability through procurement and contract management or</li> <li>To revert to a position where the Council has a minimum or no policy position in relation to social value and sustainability through procurement and contract management and complies with the minimum standards required by legislation only. This option has been rejected, as this position is inconsistent with the executive commitments.</li> </ul>	
<b>DETAIL (Including consultation carried out)</b>		
	<b>Scope and purpose</b>	
3.	<p>The development of the Policy forms part of the Southampton Wealth Building initiative which aims to enhance the local economic, social and environmental benefits achieved through the Council's procurement arrangements and third party expenditure.</p> <p>Through application of the SSVP Framework, wherever practical for the requirement and contract in question, appropriate social value and sustainability-related commitments will be considered at the pre-procurement stage and included in procurement processes. These will also be included within resulting contracts and measured on a formal basis as part of the Council's contract management activities in respect of all contracts with a total value of £5,000 or more.</p>	
	<b>Key benefits</b>	
4.	<p>The key benefits are a Policy which:</p> <ul style="list-style-type: none"> <li>Encourages investment into the Southampton economy through the council's procurement of goods and services;</li> <li>Aligns procurement policy to the Green City Charter;</li> <li>Supports and enables the Southampton Wealth Building agenda;</li> <li>Encourages the distribution of wealth around Southampton;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Is streamlined and formalises the Council's approach to social value and sustainability and</li> <li>• Utilises the Council's position as a leading buyer of goods and services in order to influence positive behavioural change within the supply chain in terms of social value and sustainable and ethical practices.</li> </ul>
5.	In respect of the Policy and the SSVP Framework, the Council has formally engaged with: Trades Unions, the Southampton Collective, key Councillors involved in the Southampton Wealth Building project and relevant Council Officers. There has also been informal engagement with local large construction companies and Social Enterprise Link. Following completion of the engagement process, the Policy and SSVP Framework have been amended where appropriate. These changes were minor and include providing additional detail within some areas and including additional examples of measurable commitments within the SSVP Framework.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
6.	The Centre for Local Economic Strategies has advised that the Social Value and Green City Procurement policy should not have a negative impact on the cost of any services procured through the recommended policy. Any social value impact has to be 'relevant and proportionate' to the contract. Every procurement exercise under this umbrella will be undertaken with Finance to ensure the tender retains value for money. Where there were to be an expected material adverse impact on costs, then it would be considered disproportionate and would therefore not be built into the tender documentation. All tenders would still need to be within the financial envelope for the service being commissioned.
<b><u>Property/Other</u></b>	
7.	N/A
<b>LEGAL IMPLICATIONS</b>	
8.	Statutory power to undertake proposals in the report: Development of the policy to support and improve the economic, social and environmental wellbeing of the citizens of Southampton is made pursuant to Section 1 of the Localism Act 2011.
<b><u>Other Legal Implications:</u></b>	
9.	<p>All procurement is undertaken in accordance with both the requirements of public procurement law and the Council's Contract Procedure Rules as set out in the Constitution.</p> <p>The Council can make use of public procurement in support of common societal goals (such as those referred to in the proposed Policy), provided that these are relevant and proportionate to the subject matter of the contract.</p> <p>The Council has a duty to obtain best value in the procurement of works, services and supplies and to secure continuous improvement in the way</p>



functions are carried out, having regard to economy, efficiency and effectiveness (Local Government Act 1999). This means that when procuring contracts, the Council must, on a case by case basis, weigh up the costs of the contract against the benefits of the particular relevant issue (here, social value issues).

The Public Services (Social Value) Act 2012 also places a legal obligation for local authorities to consider, when procuring public services contracts above Official Journal of the European Union (OJEU) thresholds, how, what (and how) we are procuring may improve the economic, social and environmental well-being of the relevant area.

**RISK MANAGEMENT IMPLICATIONS**

10. Risks will be assessed and managed through the procurement programme and procurement project. The table below includes some of the overarching risks and the risk mitigation measures which will be implemented concurrently with the Policy.

Risk	Risk mitigation measures
Processes for implementing Council’s approach to evaluating social value and sustainability are not robust enough.	To ensure that questions are proportionate and relevant to the contract in question.
Implementing social value and sustainability obligations could increase the costs of contracts	Price and quality will continue to score highly on the evaluation criteria. However, when evaluating tenders, price versus social value and sustainability benefits will be considered.
Non adherence to public procurement law	The obligations placed on the Council through legislation, and in particular public procurement legislation, are minimum standards by which the Council will always abide.  The Council will only award to local businesses where they have demonstrated best value through rigorous and fair procurement processes and will be transparent in respect of these processes
The Policy does not link effectively with Council outcomes, and other key Council initiatives.	The policy helps align procurement to the policies and strategies already adopted by the Council. Work is being done to link with Green City Charter, the Local Plan and through Business Planning activities to ensure that the Policy is strongly aligned to policies,

		initiatives and activities across the Council.	
<b>POLICY FRAMEWORK IMPLICATIONS</b>			
11.	This policy aligns with and compliments the defined Policy Framework.		
<b>KEY DECISION?</b>		No	
<b>WARDS/COMMUNITIES AFFECTED:</b>		All	
<u>SUPPORTING DOCUMENTATION</u>			
<b>Appendices</b>			
1.	Social Value and Green City Procurement Policy		
2	Southampton Social Value Procurement Framework		
3.	Equality and Safety Impact Assessment (ESIA)		
<b>Documents In Members' Rooms</b>			
1.	None		
<b>Equality Impact Assessment</b>			
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>			Yes
<b>Privacy Impact Assessment</b>			
<b>Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.</b>			No
<b>Other Background Documents</b>			
<b>Other Background documents available for inspection at:</b>			
<b>Title of Background Paper(s)</b>		SCC First Policy	

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**Southampton City Council**

**SOCIAL VALUE AND GREEN CITY PROCUREMENT  
POLICY**

## Contents

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**Appendix A – Ethical Procurement Principles**

**Appendix B – Sustainable Procurement Principles**

<b>Version</b>	1.0	<b>Approved by</b>	
<b>Date last amended</b>	N/A	<b>Approval date</b>	
<b>Lead officer</b>	Paul Paskins	<b>Review date</b>	11 February 2020
<b>Contact</b>	Paul Paskins	<b>Effective date</b>	11 February 2020

## 1. Purpose

This Social Value and Green City Procurement Policy (the “Policy”):-

1. Sets out how Southampton City Council (the “Council”) ensures that it achieves Best Value and meets legislative requirements through its commissioning, procurement and contracting activities (hereinafter referred to as “procurement”) in the context of social value and sustainability;
2. Explains the Council’s values and approach to ethical and green procurement and what it expects and requires of its supply chain;
3. Sets out how the Council uses the social, economic and environmental impacts of what it procures to support the Council outcomes and other Council initiatives;
4. Establishes how the Council outcomes will be reflected within procurement;
5. Introduces and explains how the Southampton Social Value Procurement Framework (the “SSVP Framework”) will be governed; and
6. Explains how the Council will measure and monitor the social value and local economic impact of its procurement activities.

The aim of the Policy is to ensure that Council’s suppliers, bidders and other stakeholders are aware of the Council’s commitment to long-term social, ethical, environmental and economic sustainability and how they are expected and required to contribute.

The Policy is directly supports, and acts as an enabler for, the Southampton Wealth Building initiative which aims to enhance the local economic, social and environmental benefits through the Council’s procurement arrangements and third party expenditure.

## 2. Background

The Council spends hundreds of millions of pounds buying goods and services and works each year. When doing so, the Council must always consider how each procurement is consistent with the Council’s Best Value duty to secure continuous improvement having regard to economy, efficiency and effectiveness, as well as maximising local economic, social and environmental benefit.

In compliance with UK and EU legislation, the Council bases its procurement processes upon the principles of the Ethical Trading Initiative Base Code, which were founded on the conventions of the International Labour Organisation and is an internationally recognised code of labour practice.

The Council’s Procurement and Contract Management Strategy (which was approved by Cabinet in January 2018) sets the overarching strategic framework for this Policy and recognises that procurement and contract management play a

key part in achieving the Council outcomes.

As well as delivering value for money, wherever possible, the Council requires its spend with third party suppliers to provide a measurable and material social value benefit to the city, when considering social, economic and environmental impacts (the “three pillars of sustainable procurement”). This Policy sets out how the three pillars are supported by the Council’s procurement activities.

There are a range of benefits in embedding social value into procurement activities such as improved service delivery, greater economic growth, reduced demand on services, and improved wellbeing and community resilience, all of which contribute towards the Council outcomes.

This Policy enhances and replaces the Council’s previous Ethical and Sustainable Procurement Policies.

### **3. Scope**

The first stage in the Council’s procurement process is to assess whether the requirement can be delivered using in-house resources by applying the SCC First policy. If, after this assessment, it is decided that it is appropriate to undertake a procurement process then the Social Value and Green City Procurement Policy will be applied.

In order to generate the greatest possible benefits, the Policy is applicable to all procurement activities which are likely to result in contract value expenditure above £5,000, in so far as it is proportionate and practicable to do so in each instance.

The Policy also applies to grants which the Council may receive or make where the grant results in payment to a third party for goods, services or works where the Council clearly specifies the output or outcomes to be delivered.

### **4. Legislative Context**

In addition to the relevant labour and procurement legislation, to which the Council is bound and on which this Policy is based, when procuring public service contracts above Official Journal of the European Union (OJEU) thresholds, the Public Services (Social Value) Act 2012 (the “Act”) places a duty on the Council to consider:

- a) How what it is proposing to procure might improve the economic, social and environmental well-being of the relevant area; and
- b) How, in conducting the process of the procurement, it might act with a view to securing that improvement.

The Local Government Act 2000 also states that “the promotion or improvement of the economic, social and environmental well-being of their area” is a key objective for local authorities and refers to it as the “three pillars of sustainable procurement”.

## 5. Policy Statement

As well as adhering to all relevant legislation, the Council's vision is that contracts awarded by it should support and bolster the local economy and bring social and environmental benefits.

In order to achieve this, sustainability and social value form key elements of the Council's approach to procurement and contract management by ensuring that Best Value is achieved from the Council's activities when giving due consideration to appropriate social, ethical, environmental and economic impacts of what the Council is sourcing.

The application of this Policy will support the Council to:

- Meet all relevant legislation including (but not limited to) the Public Contracts Regulations 2015, Concession Contracts Regulations 2016, Equality Act 2010, Modern Slavery Act 2015 and National Minimum Wage Act 1998;
- Increase social value and green city-related commitments within relevant contracts, ensure that these are consistent with the Council outcomes and take active steps to make sure that these are consistently delivered and the benefits measured through effective contract management;
- Apply the principles set out in Appendix A – Ethical Procurement Principles and Appendix B - Green City Procurement Principles to Council procurement in accordance with relevant legislation;
- Consider value-for-money on a whole-life basis - in terms of generating benefits not only to the Council, but also to society and the economy, whilst minimising damage to the environment;
- Source more goods, services and works locally\* where Best Value can be demonstrated and in so far as legal requirements permit;
- Ensure that goods, works and services that the Council procures are sourced ethically and sustainably; both in the way the Council procures and in terms of the standards that the Council expects its suppliers, service providers and contractors to meet;
- Support the local economy wherever possible, including encouraging spending locally and creating employment opportunities for local people in so far as legal requirements permit;



- Source goods, services, works and works in a way that achieves value for money and ensures benefits to the economy and society whilst minimising damage to the environment;
- Treat suppliers fairly and equally at all times and act impartially and objectively throughout procurement processes;
- Reflect and contribute to the Council's commitments associated with the Construction Charter and Green City Charter within the Council's approach to procurement;
- Incorporate the impacts of suppliers' overall supply chains, particularly where the most significant risks occur, and encourage engagement between suppliers, sub-contractors and relevant stakeholders to identify opportunities for wider supply chain improvements;
- Use contractual mechanisms to encourage and require suppliers to continue to improve their approach to sustainability through their services or goods and their own organisational operations;
- Undertake all procurement and contract management activities in accordance with Southampton City Council's Charter Against Modern Slavery;
- Provide tendering opportunities that are suitable for and accessible to Small and Medium Enterprises (SMEs) and Voluntary Sector and Ethnic Minority Businesses (VSEMBs);
- Where appropriate, ensure that those in the suppliers supply chain pay the Real Living Wage to its employees;
- Encourage suppliers to offer solutions for delivering social value requirements innovatively and cost-effectively;
- Ensure the Council pays its suppliers and those suppliers pay their supply chain on time and in accordance with the principles of the Prompt Payment Code; and
- Where appropriate, involve residents and other stakeholders in identifying social value outcomes to reflect what communities actually want and need.

*\*\*"Locally" means within the city of Southampton, or Hampshire if the requirement cannot be sourced within Southampton*

The above objectives are supported by the implementation of the SSVP Framework which requires that, wherever practical for the requirement and contract in question, appropriate social value and green-related commitments are considered at the pre-procurement stage, included within resulting contracts and measured on a formal basis as part of the Council's contract

management activities.

The SSVP Framework complements the legal conditions and ethical standards set out in Appendix A of the Policy that potential suppliers must demonstrate before they are able to participate in Council procurement process.

The Act requires social value commitments to be “relevant” and “proportionate” to the subject matter of a contract therefore social value and sustainability are considered and reflected on a case-by-case basis by applying the following steps:

1. Every procurement will have considered social value and sustainability and have at least one relevant outcome included, unless there is a legitimate reason not to;
2. Proportionate outcomes relevant to the subject matter of the requirement being procured will be identified from the SSVP Framework where they are currently included (or others can be developed where appropriate);
3. Appropriate and measurable commitments to support the chosen outcome(s) will be identified from the SSVP Framework where they exist (or others can be developed where appropriate);
4. Procurement documentation will show how these commitments will fit the award criteria and the evaluation including weighting (to be determined on a case-by-case basis) and make clear to potential suppliers that their responses will be scored and any commitments made measured as part of any resulting contract;
5. Bidders or potential suppliers will be evaluated and scored on their responses to the question about how they will deliver against these commitments\*\*;
6. Bidders or potential suppliers will also be evaluated and scored on their responses to any accompanying question about how delivery against these commitments will be measured and verified\*\*.

The responses and commitments made by the winning supplier (including the obligation to provide any management information) will be incorporated into the contract and the ensuing contract management and monitoring process\*\*\*.

*\*\* Where the commitment can be linked to the subject matter of the contract.*

*\*\*\* Where it is not possible to link a commitment to the subject matter of the contract (and therefore has not been evaluated and scored), it will nevertheless be included as (a) term(s) of the contract.*

## **Measurement**

Alongside the contract-specific monitoring and measurement of social value-related commitments, where appropriate for the requirement, the Council will utilise a set of national themes, outcomes and measures (TOMs) that have been agreed and approved by the Local Government Association’s National Advisory Group for Procurement. This will allow the attribution of a recognised monetary value against specific areas of social value, and sustainability and link these back to the Council outcomes. Where a social value initiative is outside of the national framework, the impact will still be measured (as set out above).

Where appropriate for the requirement in question, pre-procurement consultation with prospective suppliers to discuss potential social value outcomes may be offered.

## **6. Governance**

The Council's Director of Finance (or any replacement equivalent role) is the lead officer accountable for ensuring adherence to this Policy and will consult the Cabinet Member for Resources on a periodical basis and/or on a case-by-case basis as deemed necessary.

## **7. Review Process**

The Policy will be reviewed every two years and amended to ensure the principles and objectives are being delivered effectively and remain current.

# Appendix A – Ethical Procurement Principles

The following principles set out the minimum requirements and standards expected from suppliers and their supply chains (collectively referred to as “suppliers”) to the Council.

For the avoidance of doubt, these principles do not replace legal requirements to which suppliers would automatically be bound and to which lack of adherence would automatically exclude them from procurement processes.

All principles should be demonstrably applied across the relevant organisation and there must be accountability at the appropriate level.

## 1. Adopt Principles of Modern Slavery Charter

- In 2018 the Council signed up to the “Southampton City Council’s Charter Against Modern Slavery” (the “Charter”).
- The Charter commits the Council to take all reasonable steps through procurement and contract management, to prevent its contractors and suppliers from undertaking practices which directly or indirectly support modern slavery.
- The Charter requires the Council, through firm and unequivocal commitment, to adhere to the ten elements of the Charter.
- As a minimum, suppliers are therefore expected to take all reasonable steps to ensure that no modern slavery exists in the supply chain in accordance with the Charter including:-
  - complying fully with the Modern Slavery Act 2015;
  - workers being free to join a trade union and not being treated unfairly for belonging to one; and
  - adopting a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.

## 2. Freedom of association and the right to collective bargaining are respected

- Workers, without distinction, should have the right to join or form trade unions of their own choosing and to bargain collectively; suppliers should adopt an open attitude towards the activities of trade unions and their organisational activities;
- Workers’ representatives should not be discriminated against and should be able to carry out their representative functions in the workplace; and
- Where the right to freedom of association and collective bargaining is restricted under law, suppliers should not hinder the development of parallel means for independent and free association and bargaining.

### **3. Non- discrimination**

- Suppliers must practise non-discrimination in hiring, compensation, training, promotion, termination or retirement directly and indirectly.
- Suppliers must not refer to or use any form of “blacklist”.

### **4. Working conditions are safe**

- Suppliers must operate appropriate health and safety policies and procedures and ensure they are overseen by a senior manager responsible for compliance, monitoring and for ensuring that employees have the necessary training and health and safety equipment;
- Suppliers must take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment;
- Suppliers must provide comfortable and hygienic working conditions with clean toilets and water suitable for drinking and washing;
- Where worker housing is provided it should meet the same standards for health and safety as the workplace;
- Workers shall receive regular and recorded health and safety training and such training shall be repeated for new or reassigned workers and;
- The Council’s Construction Charter should be adhered to within appropriate contracts.

### **5. Good health is promoted**

- Suppliers should invest in measures for tackling ill health as healthy employees experience a better quality of life and tend to be more productive.

### **6. Working hours are not excessive**

- Suppliers must comply with national laws and industry standards on employee working hours, whichever affords greater protection; Suppliers must provide clear and easily understood disciplinary, grievance and appeal procedures that are lawful and appropriate; and
- Any disciplinary measures should be recorded and suppliers should not seek to deprive employees of their legal or contractual rights.

### **7. Pay and remuneration**

- Where appropriate, suppliers should pay the Real Living Wage to their workers and ensure their supply chain does the same.

- Suppliers must provide wages and benefits at rates that meet at least national legal standards with no deductions made unless permitted under national law or agreed by the employee, without duress;
- Suppliers must provide workers with an easy-to-read contract of employment clearly explaining wage levels. Where employees are unable to read, the contract should be explained to them by a union representative or another appropriate third party; and

## **8. Regular employment is provided**

- To every extent possible, work performed must be on the basis of a recognised employment relationship established through national law and practice and must avoid the use of “zero hours contracts” wherever possible; and
- Obligations to workers under labour or social security laws and regulations arising from the regular employment relationship should not be avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor should any such obligations be avoided through the excessive use of fixed-term contracts of employment.

## **9. Training is provided**

- Suppliers should raise employees’ skills through training and access to professional development as befits their role to improve quality and secure greater value for money.

## **10. Disputes procedure**

- Suppliers should provide clear and accessible processes for resolving disputes with employees.

## **11. Child labour is eliminated**

- Suppliers must support the elimination of child labour;
- Suppliers must provide for any children found to be performing child labour to attend and remain in quality education until no longer a child. 'Child' refers to any persons less than 15 years of age, unless local legislation on the minimum age stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply; and
- Suppliers must ensure no children and young persons (over the age of a child, as defined above, but under the age of 18) are employed at night or in hazardous conditions, as defined by the International Labour Organisation.

## **12. No inhumane treatment is allowed**

- Suppliers should prohibit physical abuse or coercion, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

## **13. Acting with integrity and transparency**

- Suppliers should ensure they conduct procurement processes in an open and honest way;
- Suppliers should ensure there is transparency in the spending of public money; and
- Suppliers should have systems in place to ensure high standards of propriety which evidences that public money is used for the purpose it is intended.

## **14. Bribery and corruption and whistleblowing**

:

- Suppliers should have in place clear policies which identify and prevent bribery, blacklisting or other forms of corruption; and
- Suppliers should have in place clear policies to allow individuals to raise concerns in a safe and anonymous manner.

Suppliers should inform the Council about any concerns they have in adhering to or applying the above principles.

Suppliers are encouraged to keep written records to demonstrate that their actions are fair and above reproach and, where relevant, they should report on progress and future planned activities if requested to do so by the Council.

## Appendix B – Sustainable Procurement Principles

In 2019 the Council adopted a Green City Charter that established some key commitments and aspirations to “*create a cleaner, greener, healthier and more sustainable city*”. The Charter states that “*we will use services and products that support our vision*”.

The following general principles set out how the Council will deliver and support a sustainable approach in its procurement of goods and services and works to:

- Support the Charter’s commitments;
- Ensure efficient use of resources and effective protection of the environment;
- Encourage good and best practice amongst suppliers and supply chains; and
- Deliver value-for-money.

### 1. Manage Demand

The most sustainable approach is not to buy at all and/or to keep demand to a minimum. Demand is minimised by ensuring that:

- Existing assets are used effectively and efficiently; and
- Where goods and/or services are necessary the alternatives to procurement have been considered, that the volumes requested are accurate and surplus and waste is avoided or minimised.

### 2. Embed sustainable outcomes as key consideration into the procurement process through the SSVP Framework

The Council provides policies, procedures, training and support to procurers to ensure these Green City Procurement Principles are considered as part of every relevant procurement.

### 3. Contract with sustainable suppliers

- The Council will contract with suppliers who demonstrate environmentally and socially sustainable behaviours. By applying this principle the Council can influence and maintain sustainable behaviours through its supply chain.
- The Council will value relevant, recognised environmental management systems and accreditation schemes held and/or delivered by suppliers including International Organization for Standardisation (ISO) standards and the Building Research Establishment Environmental Assessment Method (BREEAM).

### 4. Use procurement to deliver sustainable outcomes

- The Council’s procurement process delivers outcomes consistent with the vision and commitments of the Green City Charter.
- Where appropriate to the requirement, the Council seeks goods and services that:



- Identify and manage the wider life cycle and supply chain impacts which are designed to enable sustainable end-of-life management i.e. reused or recycled rather than disposed;
- Reduce and reuse resources to lower the consumption of virgin materials;
- Demonstrate responsible management of materials, evidencing recycling and recovery options for goods;
- Demonstrate a high standard of energy efficiency;
- Use renewable/cleaner energy;
- Minimise use of single use plastics;
- Minimise unnecessary water use;
- Reduce the number and improve the efficiency of vehicle movements to reduce congestion and emissions;
- Reduce emissions using technological solutions;
- Use environmentally and socially sustainable materials;
- Protect and enhance ecosystems and the natural environment; and
- Minimise emissions of greenhouse gases and other pollutants.

## **5. Prioritise impacts**

The Council assesses goods and services to identify the risks and impacts with the greatest potential to achieve a sustainable outcome through its procurement processes.

## **6. Encourage innovation**

The Council encourages suppliers to offer innovative solutions to sustainability issues.

This Southampton Social Value Procurement (SSVP) Framework has been designed with regard to the Council's Procurement and Contract Management Strategy, the Council Outcomes and other relevant Council initiatives to ensure that the commitments it achieves through its procurement bring real and tangible economic, social and environmental benefits.

The SSVP Framework follows the cycle of procurement from the design of the goods, services or works (commissioning), to the tender process (by asking questions around social value), to the decision-making process (using the means of evaluation), to the monitoring of impact. To ensure that the SSVP Framework is effective, the Council is making a commitment to embedding it throughout its procurement cycle.

#### **When the SSVP Framework is used**

The SSVP Framework is designed to be used at each of the stages of the procurement cycle. It will be:

- First considered during the design and commissioning stage;
- Reflected in procurement documentation and evaluated at procurement stage;
- Included as commitments within resulting contracts (where it is appropriate to do so); and
- Measured on a formal basis as part of the Council's contract management activities.

#### **How it works**

1. The SSVP Framework is shaped around the overarching **Council Outcomes** (column 1 of the SSVP):
2. Column 2 of the SSVP details the **Council Social Value Outcomes**. These are effectively key values which the Council wants suppliers to uphold to enable it to effectively deliver the Council Outcomes.
3. Column 3 of the SSVP details a series of **Commitments** that link directly to the Council Social Value outcomes. All social value considerations must be proportionate and relevant to what is being procured. The SSVP Framework is intended to provide indicators which can be used to inform appropriate social value considerations for Council procurement exercises rather than an exhaustive list.  
*To provide context, a major outsourcing project is likely to include substantial and challenging social value and sustainability*

*requirements and commitments from the service provider whereas a minor commodity purchase may consider ethical and sustainable sourcing only.*

As part of the procurement exercise, appropriate questions may be set and included within the tender documents. Alternatively suppliers may be asked to demonstrate how they intend to deliver against the Social Value Outcomes. The method will depend on what is being procured, its value etc. The responses to these questions will enable the Council to evaluate the social value offer of the supplier during the tendering process and the responses of the winning bidder will be embedded into the final contract.

#### **Using the SSVP Framework**

The SSVP Framework should be used as part of all procurements undertaken by the Council above £5,000 in Contract Value to ensure that social value is consistent in the purchasing and delivery of goods and services.

##### **Step 1: Identifying social value outcomes and indicators**

The first stage of implementing the SSVP Framework is to decide which of the **Council Social Value Outcomes** are relevant to the goods or services being procured when considering the need for the areas of social value to be relevant to the contract. Procurement Services and the commissioning officers and other relevant stakeholders should be involved in this discussion.

##### **Step 2: Add the questions**

The second stage is to add the relevant questions relating to **Council Social Value Outcomes** into the tender documentation. The Procurement Service can assist with defining appropriate questions where appropriate.

##### **Step 3: Set the social value weighting**

The third stage of implementing the SSVP Framework would be to decide upon the proportion of the overall evaluation criteria which would be focused on social value and sustainable considerations and its relationship to other evaluation criteria around cost and quality for the requirement in question.

**Stage 4 – Evaluate tender responses**

Next is the evaluation of responses of potential suppliers. The approach to evaluation will be dependent on how the suppliers have been asked to demonstrate the **Council Social Value Outcomes** and the means of evaluation.

**Stage 5 – Embed social value commitments into contracts**

For them to be meaningful, the **Commitments** should be embedded into the contract of the successful supplier. For example, if as part of the tender a supplier has stated that they will commit £5,000 to Southampton focused community projects, then this needs to be detailed in the contract. This holds the supplier to account over their **Commitments** and supports the contract monitoring process as discussed in Stage 6.

**Stage 6 – Contract monitoring of social value commitments**

The final stage is to monitor the **Commitments** in accordance with the Council’s contract management framework.

**The SSVP Framework:**

Council outcomes	Social Value Outcomes	Examples of measurable commitments that SCC may require suppliers to propose/agree to
<p><b>Southampton has strong and sustainable economic growth</b></p>	<p><i>Create and sustain good quality employment in Southampton</i></p>	<ul style="list-style-type: none"> <li>• Pay staff the Real Living Wage as defined by the Living Wage Foundation where appropriate</li> <li>• Create a specific number of jobs within the city of Southampton for a specific minimum time period</li> <li>• Provide regular employment</li> <li>• Avoid ‘zero hours’ contracts wherever possible</li> <li>• Commit to offer specific learning and development opportunities for their staff and, where appropriate, Council staff</li> <li>• Provide specific welfare facilities</li> <li>• Implement initiatives to support employee welfare and measures for tackling ill health</li> <li>• Develop skills in current workforce to allow for clear career paths</li> <li>• Develop and implement programmes that address skills shortages and provide training opportunities</li> </ul>

		<ul style="list-style-type: none"> <li>• Contribute to the Southampton Pound Forum</li> <li>• Provide opportunities for employees to hold a stake in the business</li> </ul>
	<i>Reduce barriers to and ensure fairness in employment</i>	<ul style="list-style-type: none"> <li>• Create jobs for 'hard to reach' groups</li> <li>• Provide and promote flexible working practices where appropriate</li> <li>• Promote employment opportunities relevant to the contract to underrepresented groups</li> <li>• Provide employees access to childcare options and/or support</li> <li>• Reduce the gender pay gap within their organisation</li> <li>• Ensure working hours are not excessive</li> </ul>
	<i>Support purchasing from local supply chain (where legislation permits)</i>	<ul style="list-style-type: none"> <li>• Increase the use of and spend with Southampton based suppliers, including small and medium-sized Enterprises ("SMEs") and voluntary organisations</li> <li>• Increase spend with suppliers from local deprived neighbourhoods</li> <li>• Ensure the prompt payment of suppliers at all levels of supply chains</li> <li>• Evidence amount spent with Southampton-based suppliers and/or the amount spent with Southampton based suppliers in the 20% most deprived neighbourhoods</li> <li>• Ensure contracts comply with the Council's sustainable buying standard for highways and construction materials covered by BES6001</li> <li>• Advertise opportunities on Contracts Finder and encourage the supply chain to also use Contracts Finder</li> <li>• Increase the use of SMEs in their supply chain</li> </ul>
	<i>Support local businesses to grow</i>	<ul style="list-style-type: none"> <li>• Actively support local business start-ups</li> <li>• Provide proactive assistance to local SMEs in entering supply chain</li> <li>• Provide a training and mentoring programme for local businesses</li> <li>• Package requirements as accessible to local SMEs</li> <li>• Promote opportunities to SMEs</li> <li>• Secure sponsorship or other forms of support for SMEs</li> <li>• Implement profit sharing arrangements with supply chain</li> </ul>

<p><b>Children and young people get a good start in life</b></p>	<p><i>Ensure that young people are supported to reach their potential</i></p>	<ul style="list-style-type: none"> <li>• Provide mentoring schemes/hours donated for young people</li> <li>• Proactively engage with local schools and colleges to offer work experience.</li> <li>• Take part and contribute to initiatives lead by schools and the Council</li> <li>• Provide mentoring schemes for looked after children</li> </ul>
	<p><i>Improve access to labour market for young people in Southampton</i></p>	<ul style="list-style-type: none"> <li>• Provide flexible apprenticeship opportunities</li> <li>• Provide work experience opportunities</li> <li>• Deliver employability support to school and college leavers (e.g. CV writing/interview techniques and career guidance)</li> <li>• Evidence number of jobs/apprenticeships created for local young people</li> </ul>
<p><b>People in Southampton live safe, healthy, independent lives</b></p>	<p><i>Provide opportunities to access physical exercise</i></p>	<ul style="list-style-type: none"> <li>• Provide/support initiatives that encourage residents (including underrepresented groups) to access physical activity</li> <li>• Promote lifestyle and choices consistent with good health and wellbeing as part of employment practices</li> <li>• Protect and improve quality and delivery of services in our green spaces</li> <li>• Contribute to sport and recreation offering in Southampton</li> </ul>
	<p><i>Provide a safe and healthy working environment</i></p>	<ul style="list-style-type: none"> <li>• Implement workplace health and wellbeing strategies appropriate to contracts</li> <li>• Raise awareness of mental health issues and provide support to employees</li> <li>• Reduce sickness absence through improved health and wellbeing support</li> <li>• Provide health awareness campaigns (e.g. diabetes, smoking cessation and/or obesity)</li> <li>• Become a “wellbeing at work” employer</li> <li>• Implement workplace health and wellbeing activities and take up</li> </ul>
	<p><i>Reduce poverty</i></p>	<ul style="list-style-type: none"> <li>• Support/lead initiatives to address fuel and food poverty</li> <li>• Support/lead initiatives to free people from exploitation and abuse</li> </ul>

	<i>Make Southampton a safe place to live and work</i>	<ul style="list-style-type: none"> <li>• Support/lead initiatives to reduce crime and the fear of crime</li> <li>• Take steps to reduce anti-social behaviour or address it when it occurs</li> </ul>
<p><b>Southampton is an attractive modern city where people are proud to live and work</b></p>	<i>Support our vision of a cleaner, greener city, healthier city and more sustainable city as described in the Green City Charter</i>	<ul style="list-style-type: none"> <li>• Develop and implement an environmental strategy/action plan that demonstrates the organisation's aims and objectives for achieving that vision</li> <li>• Use renewable energy where appropriate</li> <li>• Minimise waste and implement recycling initiatives</li> <li>• Support households in managing energy demands, and reduce fuel poverty</li> <li>• Reduce waste sent to landfill</li> <li>• Protect and improve quality and delivery of services in green spaces</li> </ul>
	<i>Reduce carbon footprint and conserve resources</i>	<ul style="list-style-type: none"> <li>• Use renewable energy where appropriate</li> <li>• Adopt an energy efficiency programme</li> <li>• Reduce reliance upon fossil fuels</li> <li>• Identify opportunities to generate sustainable energy locally e.g. solar</li> <li>• Develop initiatives to reduce local congestion; carbon emissions and air pollution.</li> <li>• Reduce demand on resources and minimise waste</li> <li>• Reduce waste sent to landfill and improve recycling rates</li> <li>• Select products that have minimal effect on the depletion of natural resources</li> <li>• Reduce water usage</li> <li>• Reduce the use of single use plastic products</li> <li>• Support households in managing energy demands and reduce fuel poverty</li> </ul>
	<i>Promote use of sustainable and active travel</i>	<ul style="list-style-type: none"> <li>• Implement travel plans that encourage and incentivise sustainable travel options for staff and residents as appropriate</li> </ul>
	<i>Reduce harmful emissions to improve local air quality</i>	<ul style="list-style-type: none"> <li>• Reduce activities that generate harmful emissions</li> <li>• Adopt low and zero emission technology where possible</li> </ul>

	<i>Protect and enhance our natural environment</i>	<ul style="list-style-type: none"> <li>• Introduce green infrastructure on property and make effective use of landscaping to support natural ecosystems</li> </ul>
	<i>Seek opportunities to share knowledge and inspire others</i>	<ul style="list-style-type: none"> <li>• Actively participate in business community groups</li> </ul>
	<i>Create a thriving cultural scene</i>	<ul style="list-style-type: none"> <li>• Contribute to the Council’s culture and leisure objectives and outcomes</li> <li>• Invest in council-owned sites and facilities to ensure they are safe, attractive, modern and improve residents’ and visitors’ perceptions of Southampton</li> <li>• Invest in Southampton’s cultural offering through volunteering, sponsorship and engagement</li> </ul>
	<i>Enhance volunteering and voluntary, community and social enterprise (VCSE) engagement</i>	<ul style="list-style-type: none"> <li>• Invest in Southampton by providing volunteering, sponsorship and learning opportunities</li> <li>• Commit to clear engagement plans</li> <li>• Evidence of quality volunteering activity with the VCSE sector</li> <li>• Invest in community activities and infrastructure</li> </ul>



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### Equality and Safety Impact Assessment

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

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

<b>Name or Brief Description of Proposal</b>	Replacing current Ethical Procurement and Sustainable Procurement Policies with one Social Value and Green City Procurement Policy
<b>Brief Service Profile (including number of customers)</b>	
The Council currently has ethical and sustainable procurement policies, both of which need to be revised to align with the Council’s Outcomes and obligations in respect of Social Value. It is proposed to bring these together in a single Social Value and Sustainable Procurement Policy (the “Policy”) which will ensure that Council employees, suppliers, bidders and other stakeholders are aware of the Council’s commitment to long-term social, ethical, environmental and economic sustainability and how they are expected to contribute.	
This Policy will also implement the Southampton Social Value Procurement Framework (the “SSVP Framework”) which will ensure that social value is consistently and appropriately applied as part of Council procurement activities.	
In addition to the relevant labour and procurement laws to which the Council is bound and upon which this policy is based, when procuring public service contracts above Official Journal of the European Union (OJEU) thresholds, the Public Services (Social Value) Act 2012 (the “Act”) places a duty on the Council to consider:	
<ul style="list-style-type: none"> <li>a) How what we are proposing to procure might improve the economic, social and environmental well-being of the relevant area and</li> <li>b) How, in conducting the process of the procurement, we might act with a view to securing that improvement.</li> </ul>	

This Policy will introduce a consistent approach to social value and sustainability within all procurements above £5,000 in contract value.

**Summary of Impact and Issues**

By reviewing procurement policies and developing a social value procurement framework, the Council will increase social value-related commitments within appropriate contracts, ensure that these are consistent with the Council Outcomes and taking active steps to make sure that these are consistently delivered.

**Potential Positive Impacts**

By adopting the Policy and associated Social Value Procurement Framework the Council will be able to deliver a more holistic and innovative approach to social value, ensuring that additional benefits to how the service is run is maximised.

The proposal will benefit services as well as service users ensuring that:

- The Council is creating good and sustainable employment in Southampton;
- Initiatives that allow people to live independent lives are supported;
- Barriers to employment are reduced;
- Initiatives to reduce crime and fear of crime are supported;
- Fuel and food poverty is reduced;
- Health and wellbeing is emphasised;
- Spending in Southampton economy is enhanced so local business can grow; and
- Southampton’s priorities for a cleaner, greener city are supported.

This may contribute to improved service delivery, greater economic growth, reduced demand on services and improved wellbeing and community resilience, all of which contribute towards the Council’s Outcomes.

<b>Responsible Service Manager</b>	Paul Paskins, Head of Supplier Management
<b>Date</b>	21/01/2020
<b>Approved by Senior Manager</b>	John Harrison, Executive Director, Finance and Commercialisation
<b>Date</b>	21/01/2020

## Potential Impact

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	No identified impact.	See Potential Positive Impacts above.
<b>Disability</b>	No identified impact.	See Potential Positive Impacts above.
<b>Gender Reassignment</b>	No identified impact.	See Potential Positive Impacts above.
<b>Marriage and Civil Partnership</b>	No identified impact.	See Potential Positive Impacts above.
<b>Pregnancy and Maternity</b>	No identified impact.	See Potential Positive Impacts above.
<b>Race</b>	No identified impact.	See Potential Positive Impacts above.
<b>Religion or Belief</b>	No identified impact.	See Potential Positive Impacts above.
<b>Sex</b>	No identified impact.	See Potential Positive Impacts above.
<b>Sexual Orientation</b>	No identified impact.	See Potential Positive Impacts above.
<b>Community Safety</b>	No identified impact.	See Potential Positive Impacts above.
<b>Poverty</b>	No identified impact.	See Potential Positive Impacts above.
<b>Health &amp; Wellbeing</b>	No identified impact.	See Potential Positive Impacts above.
<b>Other Significant Impacts</b>	No identified impact.	See Potential Positive Impacts above.

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<b>DECISION-MAKER:</b>		CABINET MEMBER FOR GREEN CITY AND ENVIRONMENT	
<b>SUBJECT:</b>		COMMUNITY CHEST GRANTS 2019/20 ROUND 2	
<b>DATE OF DECISION:</b>		11 FEBRUARY 2020	
<b>REPORT OF:</b>		DIRECTOR OF QUALITY AND INTEGRATION	
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	Joanne Hughes	Tel: 023 8083 4067
	<b>E-mail:</b>	joanne.hughes@southampton.gov.uk	
<b>Director</b>	<b>Name:</b>	Stephanie Ramsey	Tel: 023 8029 6941
	<b>E-mail:</b>	stephanie.ramsey@southampton.gov.uk	
<b>STATEMENT OF CONFIDENTIALITY</b>			
None			
<b>BRIEF SUMMARY</b>			
<p>Community Chest is the council's small grant scheme and currently awards grants of up to £2,500 to community groups in the city. Grants are awarded twice a year under delegated authority to the Cabinet Member for Green City and Environment, following recommendations from the cross-party Community Chest Grant Advisory Panel. The budget for the year is £100,000, which is divided approximately equally between the two rounds.</p>			
<p>Early in 2019 it was decided to offer mini-grants for community celebration events as a sub-section of Community Chest. The Celebration Grants offers grants up to £500 and applicants may apply for both the Community Chest and Celebration grants, providing it is for different events/activities.</p>			
<p>Applications to both grants are accepted from local community groups and small voluntary organisations for a wide range of projects and community events which contribute at least one to the council's four priority outcomes.</p>			
<b>RECOMMENDATIONS:</b>			
	(i)	To agree the recommendations for 2019/20 round 2 grants made by the cross-party Community Chest Grant Advisory Panel	
	(ii)	To award the remainder of the funding to Southampton Voluntary Services, as a grant, to distribute to local community and voluntary organisations.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	All the applications have been considered by the cross-party Community Chest Grant Advisory Panel, which has made recommendations on which should receive funding. All applications recommended for funding contribute to at least one of the council's priority outcomes and will enable the applicants to provide activities for the benefit of their communities.		
2.	The council has promoted the grants throughout the year but not received enough applications to award the whole budget. A different approach is needed to ensure all local communities benefit from this funding. As the local voluntary and community sector infrastructure support service, Southampton		

	Voluntary Services reaches organisations who have little or no contact with the council.
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	
3.	The option of not recommending funding was considered and rejected as it would not meet the council's aims of supporting local people to engage in community action.
4.	The options of using the remainder of the funding available for a Mayflower 400 grant scheme was considered and rejected as the council already has plans for this via the Events and Festivals grant scheme.
<b>DETAIL (Including consultation carried out)</b>	
5.	Community Chest is the council's small grants scheme and has been running for more than 30 years. It is periodically reviewed to ensure it continues to meet the needs of local community groups. Projects/activities must contribute to at least one of the council's four priority outcomes. In January 2019 the Celebrations Grant was added as a sub-section of Community Chest, to provide small grants for community celebration events that bring different people together.
6.	Both grant schemes have two rounds this year, six months apart, with the budget split roughly equally between both rounds. In 2019/20 the overall budget available is £100,000. The decision maker for both grant schemes is the Cabinet Member for Green City and Environment, following recommendations by the cross-party Community Chest Grant Advisory Panel.
7.	Each application is first checked by a technical appraiser to ensure both the project and the applicant meet the Community Chest or Celebrations Grant criteria and minimum standards for grant funding. Further information or clarification is requested where necessary. All applications are then submitted to the cross-party Community Chest Grant Advisory Panel for consideration.
8.	Applications for round two of the 2019/20 Community Chest and Celebrations grant schemes were submitted by 31 October 2019. In total 36 applications were received – 26 for Community Chest and 10 for the Celebrations Grant. The total requested was £56,674. The Community Chest Grant Advisory Panel met on 9 January 2020 to consider all 36 applications.
9.	The Grant Advisory Panel has recommended full or partial funding for 30 applications, totalling £42,286. As there was enough funding available, the Panel choose to round up many of the applications recommended for full funding to nearest £100. Of the 7 applications that are not being recommended for funding: <ul style="list-style-type: none"> <li>• 2 applications are recommended to be declined because they do not meet the criteria for funding</li> <li>• 4 applications are recommended to be declined due to missing documents or information, meaning the Panel could not make an informed recommendation</li> <li>• 1 application was withdrawn by the applicant as they had been successful with another funding bid for the project</li> </ul>
10.	These recommendations, added to the grants awarded in round one, leave £21,356 available in the budget. The Panel considered upcoming significant events and the council's priorities and have recommended this funding is

	used for two grant schemes – for VE Day events, projects and activities and Green City events, projects and activities. As the council has not attracted enough applications this year on its own a different approach has been proposed to ensure local communities benefit from this funding. The Panel have recommended the funding is awarded to Southampton Voluntary Services (SVS) to distribute to local community and voluntary organisations through small grants. SVS has experience in running community grant schemes and ensuring applications meet appropriate criteria and standards for funding. It also has a wide reach across the city, including to organisations that have little or no contact with the council. In addition, SVS is the lead provider in the SO:Linked service, a partnership of organisations providing support to local voluntary, community and social enterprise sector organisations. Details of how this funding is distributed will reported back to the Community Chest Grant Advisory Panel and in a future Community Chest report.
11.	A list of all applications with full details of the recommendations and reasons why for each one is attached at Appendix 1.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
12.	The total Community Chest budget for the year (including the Celebrations Grant) is £100,000, split approximately equally between two rounds. In round one grants totalling £36,358 were awarded after an appeal at Cabinet by one applicant, leaving £63,642 for round two. The grants recommended in this report total £63,642.
<b><u>Property/Other</u></b>	
13.	None
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
14.	The legal power for the Council to establish, administer and make awards from the Community Chest grant fund is provided by the Localism Act 2011. Subject to certain statutory restrictions, none of which apply in this case, Section 1 gives the Council “power to do anything that individuals may do” which includes making grant funding contributions to worthwhile projects and activities that supports the work of the Council and / or contributes to the wellbeing or benefit of the community or city residents.
<b><u>Other Legal Implications:</u></b>	
15.	In awarding grants under this scheme the Council has had regard to the requirements of the Equalities Act 2010, including the need to assess all applications having regard to the public sector equality duty set out in s.149 of the Act and to ensure that the application process is fair, transparent and designed to eliminate unlawful discrimination against those who have protected characteristics. Grants are also assessed having regard to s.17 Crime & Disorder Act 1998 and the extent to which they contribute to the elimination of crime and disorder in the City together with all other relevant legislation.



<b>RISK MANAGEMENT IMPLICATIONS</b>	
16.	The risks of fully funding, part funding or not funding each application were considered as part of the Grant Advisory Panel's discussions. The recommendations listed in Appendix 1 are considered to be low risk.
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
17.	The recommendations in this paper support the delivery of the Sustainable Community Strategy (City Strategy), the Council Strategy 2016-2020, key partnership strategies such as the Safe City Strategy and the Health and Wellbeing Strategy as well as Level 1 strategies of the Council.
<b>KEY DECISION?</b>	<b>No</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>	All
<u>SUPPORTING DOCUMENTATION</u>	
<b>Appendices</b>	
1.	List of recommendations for Community Chest grant 2019/20 Round 2
<b>Documents In Members' Rooms</b>	
1.	Approach to Voluntary Sector Funding, Equality and Safety Cumulative Impact Assessment – updated January 2020
2.	Data Protection Impact Assessment – updated January 2020
<b>Equality Impact Assessment</b>	
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>	<b>Yes/No</b>
<b>Data Protection Impact Assessment</b>	
<b>Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.</b>	<b>Yes/No</b>
<b>Other Background Documents</b>	
<b>Other Background documents available for inspection at:</b>	
<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>
1.	None

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
<b>2. Children and young people get a good start in life</b>											
26	Solent Rescue	Towards the costs of rolling out their mini medics first aid programme to schools and children's groups in Southampton.	£1,954	200	100%	City wide	We are an Independent Lifeboat whose main objective is saving lives at sea we also provide first aid cover for the country park and with this grant are looking to roll out our mini medics program to teach children first aid skill. Based at Lepe Country Park.		<b>Recommendation: Full funding</b>  The Panel felt this was a good project, but as the group is based in Lepe they would like extra assurance that the project will be delivered in Southampton. This will be managed through an update once the sessions have been booked and an additional mid-grant monitoring report.  Grant rounded up to fund additional first aid activity packs.	£2,000	Additional information needs to be provided concerning their safeguarding procedures prior to the grant being paid.
27	Vieness Discover You – Discover Love CIC	Towards the costs of delivering body image and self-esteem workshops in schools.	£2,500	1,750	100%	City wide	Vieness goes into local schools within the Southampton area and holds workshops with students on self esteem and body image.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would benefit children in the city. The application was originally for the workshops to take place in schools, but this is not eligible for funding. Application amended to community-based settings outside of school hours.	£2,500	Funding is for workshops in community-based settings outside of school hours only.
28	Cultural Media Enterprises Ltd (Unity 101)	Towards the costs of staging the 'Derby Run' community fun run and the Big Clean Up litter pick, inc. project co-ordinator, PA system, publicity and race medals. Event date: 5 July 2020.	£2,500	2,000	100%	Bevois	Unity 101 is a community radio station. We broadcast content for and by the city's Asian and ethnic communities and are a platform for local organisations to access these hard to reach communities. Our motto is 'to the community, for the community, by the community'.		<b>Recommendation: Part fund</b>  The Panel felt this is a good event that will bring together different communities in the areas surrounding Derby Road. However, they felt the project management costs were high given this is the fourth year the event has been staged. Also paying the station manager to co-ordinate is not within the eligibility criteria (no salary contributions). The recommended grant excludes the project management costs.	£1,050	
29	Gantry Youth Theatre	Towards the costs of staging a production of "Honk" in May 2020, inc. rights, costumes, scenery, technical equipment, advertising and video licensing.	£2,500	25	100%	City wide	Gantry Youth Theatre began in 1989 with 12 children and now, 30 years later we have 130 children attending our weekly classes/after school clubs. Our mission is to educate and enrich the lives of young people in Southampton by providing innovative and professional standard performing arts experiences. We are committed to be accessible to all, fostering teamwork and building confidence through new creative opportunities.		<b>Recommendation: Decline</b>  The Panel were unable to consider the application for funding as it was missing key information. The group is welcome to re-apply when they are able to submit all the required information.	£0	
30	Shirley Junior School PTFA	Towards the costs of a summer fair in June 2020, inc. publicity, raffle tickets, stationery, bouncy castle, insurance, volunteer expenses, food to sell and prizes.  On behalf of both Shirley Junior School PFTA and Friends of Shirley Infant School	£1,731	2,000	99%	Shirley	We work (alongside the infant school PTA) to fundraise to provide equipment and activities which enhance the learning experience of the children who attend both the infant and the junior school. We do this by running fun events which encourage parents and children to volunteer and develop a community atmosphere within the school. We also open these events to non-school members in order to strengthen relationships between the school community and our neighbours.		<b>Recommendation: Part fund</b>  The Panel felt this would be a good community event, but felt the food and tombola prizes were not suitable for Community Chest funding. The recommended grant is for all other requested costs.	£800	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
31	Swaythling Junior Netball Club	Towards the costs of equipment, training for volunteers, uniforms and sports hall hire.	£2,458	60	100%	Sholing	We provide a true community Netball club for the Weston and surrounding areas of Southampton. We support local schools, venues and events in the delivery of Netball in the area providing a safe and fun environment for the enjoyment of the sport. We make fitness as much fun as possible.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application which will support girls in deprived areas of the city to engage in physical activity in a safe environment.  Grant rounded up to provide additional equipment.	£2,500	
32	Lordshill Youth Project	Towards the costs of counselling and emotional health and wellbeing support for young people on Lordshill, inc. counselling fees, training for volunteers, publicity and materials (paper, pens, etc.)	£2,473	300	100%	Coxford	LYP has been supporting disengaged young people, and strengthening community, in Lordshill since 1999. We provide advice, assistance and activities to help young people develop their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.	Panel member Councillor Thomas is the ward councillor for Coxford, but did not attend the panel meeting.	<b>Recommendation: Full funding</b>  The Panel felt this was a good application which will support young people in the Lordshill area on a key issue they have requested help with.  Grant rounded up to provide additional publicity and materials.	£2,500	
33	Punjabi School Association	Towards the costs of hall hire, storage equipment and training for volunteers and volunteer expenses.	£2,500	100	70%	City wide	We support all families who want to expand their children's knowledge of Punjabi language and culture. We work with second and third generation families with children taking up to GCSE and A level Punjabi. We have an open door policy and take children from all backgrounds and educational needs.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will enable the group to continue to provide languages classes for local children.  Officers recommend some minor updates to the group's constitution to ensure it meets current best practice. This does not affect the recommendation to fund.	£2,500	Recommend they update their constitution as some minor points need addressing to ensure it meets current best practice. Suggest self-refer to SO:Linked.
34	Russian Speaking Community	Towards the costs of room hire at Highfield Church hall for the Kolobok early learning group (Saturday's, term time).	£473	50	94%	City wide	Our aim is enabling interested people to meet, communicate, learn and explore the Russian language and the culture of societies where that used in welcoming, safe and inclusive atmosphere. We run Russian Language Classes BURATINO for children of school age and Early Learning Group "Kolobok" children up to 4 years old and their parents.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will enable the parent and toddler group to continue. The group appears to be struggling with the costs at the moment. The grant will give them some breathing space and we also suggest they self-refer to SO:Linked for some advice.  Grant rounded up to provide additional sessions for the group.	£500	Equal Opportunities Policy needs updating - it doesn't mention the Equality Act 2010.
<b>2. Children and young people get a good start in life</b>			<b>£19,089</b>							<b>£14,350</b>	
<b>3. People in Southampton live safe, healthy, independent lives</b>											
35	BTC (Southampton) Rowing Club	Towards the costs of renewing the Club's gym equipment, to improve their winter training facilities.	£2,473	130+	100%	City wide	BTC is a volunteer run community rowing club at the heart of Southampton. We give anyone, from any background, the opportunity to get up, active and enamoured with rowing. We're proud to bring together kids, men and women across all ages to train, socialise and grow as a sports community.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will enable people to continue to train when the weather is unsuitable to go out on the water.  Grant rounded up to provide additional equipment.	£2,500	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
36	Priory Road Lunch Club	Towards the costs of a tutor for chair exercise sessions and transport to/from the club for five people aged 80+.	£2,500	35	100%	City wide	Preventing isolation is a key aim of this group. We provide a two course meal and drinks prepared by volunteers. We also provide chair exercise for older people to enable them to improve their mobility. We go on outings in the summer months. We run information sessions with health professionals and play board and card games.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will enable the group to continue to reduce social isolation through regular activities.  The group's safeguarding policy needs a minor update, but this does not affect the grant recommendation.	£2,500	Safeguarding policy has Fareham contact numbers, needs to be updated to Southampton contact numbers.
37	Southampton Dementia Festival	Towards the costs of staging the Southampton Dementia Festival on 13 June 2020 in Palmerston Park, inc. insurance, sound equipment, marquees, power, toilets, first aid, event management, entertainment and bouncy castles.	£2,500	2,000	100%	City wide	Main aims include to enable people living with dementia to know what is available in Southampton city and beyond, to promote citizenship, rights and engagement of people with dementia with the wider community, showcase services and research and to have fun.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will continue to raise awareness and support a dementia friendly city.  The group needs an equal opportunities policy or statement to comply with the grant conditions, but this can be developed alongside the grant and does not affect the grant recommendation.	£2,500	Need an equal opportunities statement or policy.
38	Bitterne Shed Club	Towards the costs of waterproof/storm-proof gazebo, with heating and lighting, to enable the Shed to expand while they fundraise for a portacabin.	£741	35	100%	Peartree	A project for local older men feeling isolated through loneliness, depression, recent bereavement, needing respite from caring duties, or been recently retired. Our aim is to encourage them to use their life experiences, craft and repair skills in a social environment thereby regaining their self-worth and benefitting the local community.	Panel member Councillor Houghton is the ward councillor for Peartree	<b>Recommendation: Full funding</b>  The Panel felt this was good application that will allow the Shed to expand while it continues to fundraise for a more permanent structure. The Panel felt the group would benefit from additional funding for promotion and awareness to expand the membership.	£1,000	
39	Friends of St James Park	Towards the costs of the Serendipity Group for adults on the autistic spectrum, inc. room hire, insurance, volunteer expenses, publicity, guest speakers and fruit (to encourage healthy eating)	£1,130	25	99%	Shirley	Friends of St James' Park's mission statement is: to celebrate and enhance the life of our Park and its community through social, environmental and economic development.		<b>Application withdrawn by the applicant</b>  The Panel felt this was a good application and were happy to support it, but following the Panel meeting the applicant notified the council they had been successful in a large National Lottery Community Fund application that included full funding for this project.	Withdrawn	
40	Dahlia Gardening Club	Towards the costs of a gardening project, inc. planters, plants, tools, tables/chairs for community events and running costs for the group.	£2,500	100	100%	Peartree	The Dahlia Gardening Club is made up of Residents from the Southampton City Council walk up Sheltered Accommodation Blocks of Lower Mortimer Road, Mullen Close and Drummond Court. Our intention is to become involved in gardening projects by working together to improve the physical environment such as the green areas.	Panel member Councillor Houghton is the ward councillor for Peartree	<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would help residents to improve the local environment and socialise more.	£2,500	
41	Bizzie Bees Garden Club	Towards the costs of tools and bulbs to help the garden club get started.	£666	40-50	100%	Swaythling	We are a newly formed garden club. The aim is to get neighbours together, in a more casual environment. Working together to improve the gardens, but help improve people's lives by talking and communication with each other.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would help residents keep physically active as well as improve the local environment.  Grant rounded up to provide more plants. Also suggest they contact the SCC Environment and Ecology team to get advice on the best plants for the area.	£700	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
42	Southampton Canoe Club	Towards the costs of two floating pontoons to enable more people to benefit from kayaking.	£2,472	125+	15%	City wide	We are a club who encourages children and adults across the community to lead a fit and healthy life through the sport of kayaking. Some, but not all, compete regularly, up to international level, whilst others paddle for other benefits including wellbeing and building new friendships.		<b>Recommendation: Part fund</b>  The Panel felt they could not recommend full funding as the Southampton resident numbers was so low, though they appreciate the additional pontoons would enable to the Club to recruit more members. The Panel have recommended funding for one pontoon on condition that the Club promotes their activities directly to City of Southampton residents and aims to increase its membership to 50% Southampton residents.	£1,236	The Club must promote its activities and taster sessions directly to City of Southampton residents, with the aim of increasing its membership to 50% Southampton residents.
43	St Denys Activity Group	Towards the costs of a new, larger dishwasher and transport for one member who now struggles to attend.	£1,349	40	100%	Portswood	St Denys Activity Group is a non-profit organisation aiming to improve mental health and wellbeing by providing activities that offer mutual support and good times to our service users. We meet every Thursday from 10:30 am to 2:30pm. providing Tai Chi, board and card games, quizzes, sewing, craft work.		<b>Recommendation: Part fund</b>  The Panel felt this is a good project and were happy to full fund the dishwasher, but have recommended a contribution only towards the transport for one member. Although the Panel are sympathetic to the difficulty faced by that individual, Community Chest is for the benefit of communities not individuals.  The group's equal opportunities policy needs reviewing but this does not affect the grant recommendation.	£1,000	Their equal opportunities policy needs reviewing, in line with the group's own review timetable.
44	Southampton Asian Seniors Group	Towards the costs of venue hire, TV licence, laptop, stationery, training, tutor for Tai Chi classes.	£2,500	20-30	80%	City wide	Aims and objectives of the group: To establish a well-being of Southampton Seniors Group so they don't feel isolated. Training, Socialising and bringing different cultures and traditions together to network and share life experiences and learn new skills.		<b>Recommendation: Decline</b>  The Panel were unable to consider the application for funding as it was missing key information. The group is welcome to re-apply when they are able to submit all the required information.	£0	
45	Millbrook Christian Centre	Towards the costs of replacing the commercial cooker at the centre, used by the SAIL and Connect groups.	£1,932	70	100%	West	SAIL serves the local community on the Millbrook estate assisting those in need by: Providing hot meals; distributing FairShare produce; and providing a listening ear. Connect provides a lunch club and a tea-time club connecting vulnerable senior residents of Millbrook by again providing a hot meal and social activities.		<b>Recommendation: Decline</b>  The applicant's annual income is above the maximum income threshold for Community Chest and is therefore not eligible for funding.	£0	
46	Thrinjun Women Group	Towards the costs of yoga tutor, language classes, insurance, venue hire for yoga, language classes, singing/dancing classes and crafts sessions.	£1,807	40-50	100%	Central	We are an Asian Women Group primarily set up to empower women and alleviate mental issues within the community through physical pursuits for example yoga and social activities such as painting knitting and learning language skills		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would support local women to keep physically and mentally active.  Grant is rounded up to provide more sessions.	£1,900	Equal opportunities policy is out of date - no reference to Equality Act 2010. Refer to template on SCC website.
<b>3. People in Southampton live safe, healthy, independent</b>			<b>£22,570</b>							<b>£15,836</b>	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
<b>4. Southampton is an attractive and modern city where people are proud to live and work</b>											
47	Southampton Keep Our NHS Public (SKONP)	Towards the costs of creating short films celebrating the history of and contribution of local people to the NHS in Southampton. Also to cover the cost of annual business insurance (public liability insurance) for SKONP.	£2,500	3,000 +	80%	City wide	We support the founding principles of the NHS. We act as a critical friend of the NHS. We provide accessible information about local health issues to the general public, on which we inform ourselves by inviting to our meetings managers of Trusts, CCG, scrutiny agencies and others, or attending theirs.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will showcase local contributions to a public service and liked the joint work with Solent University. The Panel understands that this project is non-political and non-lobbying, however, they had some concern about the name of the group causing a perception that the project is political. They have recommended a condition that the group works with the council on the branding of the project to avoid any misperceptions.	£2,500	Work with the council on the branding of the project to avoid any misperceptions that the project is political.
48	City of Southampton (Albion) Band	Towards the costs of insurance and hall hire.	£2,500	40	75%	City wide	The organisation is a community brass band that performs concerts and plays at public events in and around the Southampton area. We welcome players of all ages to play with us and also run a training band for people who would like to learn to play a brass instrument.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will enable the group to continue and celebrate it's 100th anniversary in 2020.	£2,500	
49	Sholing Valleys Study Centre  Page 157	Towards the costs of running the centre, inc. utilities, telephone/internet and insurance.	£2,420	2,500	95%	Sholing	Sholing Valleys Study Centre was set up to preserve the Miller's Pond Local Nature Reserve and to educate the public about this unique environment and the wildlife that can be found there. We hold regular events, ensuring our engagement with the public. Our conversation days, Naturewatch (educational sessions for children and young people), guided nature walks, talks and lectures, and Open Day and Family Fun day events form the bulk of this work.	Panel member Councillor Blatchford is a member of the Centre but is not on the committee and had no involvement in this grant application.	<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will enable the Centre to continue to provide activities and events at Miller's Pond.  Grant rounded up to support additional running costs of the facility.	£2,500	
50	Friends of St Denys (on behalf of St Denys Front Garden Club)	Towards the costs of plants, cherry trees and posters.	£1,095	30% of St Denys	100%	Portsmouth	The aim of the group is to make the front gardens and public spaces of St Denys greener and more attractive in order to: Improve the air quality in St Denys Improve the physical environment of St Denys Enhance the sense of community in St Denys		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would encourage residents to make their streets greener to improve air quality.	£1,200	
51	Ghana Association of Southampton (GHASSO)	Towards the costs of venue hire for meetings, insurance, stationery, publicity, social events, DJ and music and art/cultural materials.	£2,500	200	100%	City wide	We promote and teach Ghanaian culture by organisation social events and activities to bring Ghanaians together frequently. Our main aim is to educate people living in Southampton about the Ghanaian culture and community engagement for a better social integration within the community.		<b>Recommendation: Decline</b>  The Panel were unable to consider the application for funding as it was missing key information. The group is welcome to re-apply when they are able to submit all the required information.	£0	
52	Southampton Voluntary Services	Towards two grant schemes for local community groups: VE Day Green City	£25,156	10,000	100%	City wide	We provide a wide range of services including specialist support, advice and training to our membership. We also provide and promote information to individuals and organisations on volunteering in the city.		<b>Recommendation: Full funding</b>  The Panel recommend that the remainder of the Community Chest 2019/20 budget should be allocated to SVS to run two grant schemes. This will enable local communities to commemorate VE Day in a meaningful way and help support community based green initiatives.	£21,356	
<b>4. Southampton is an attractive and modern city where pe</b>			<b>£36,171</b>							<b>£30,056</b>	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
<b>Celebrations Grants</b>											
Cf	Leaside Way Tenants and Residents Association	Towards the costs of a Great Get Together event in June 2020, inc. entertainment (City of Southampton Albion Band), advertising and taxis for those with limited mobility.	£185	50+	100%	Swaythling	We work to represent and involve local tenants and residents, especially supported housing, in our meetings and activities. We do not charge a membership fee. We work to strop discrimination and limit social isolation.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would bring together people from different sheltered housing blocks who would not ordinarily socialise together.  Grant rounded up to enable more people to attend.	£250	
Cg	Conchord Singers	Towards the costs of hall hire and publicity for two Mayflower 400 celebration concerts, 4 July 2020.	£498	300	80%	City wide	We are open to all, offering Southampton singers opportunities to sing for pleasure. Our repertoire ranges from folk songs to longer classical works. We perform 2 concerts a year to support charities promoting peace and humanitarian aid, focusing on smaller, local causes whose work may receive less attention.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would help the group engage with a wider audience.	£500	
Ch	Friends of Freemantle Lake Park	Towards the costs of Great Get Together event 20 June 2020, inc. pa system, portable loos and volunteer expenses.	£500	400+	100%	Freemantle	To work in an apolitical way to preserve, maintain, promote and improve Freemantle Lake Park for educational, recreation and leisure purposes and for the well-being and pleasure of all residents and visitors to the city. Constructively work with Southampton City Council to support and improve the natural environment of the park.	Panel Chair Councillor Leggett is the ward councillor for Freemantle	<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would bring people together. It will build on last year's successful Great Get Together event.	£500	
Ci	Southampton Coalporters Amateur Rowing Club	Towards the costs of a race night 17 March 2020 to celebrate St Patricks Day and the Cheltenham Gold Cup.	£280	70	100%	City wide	Coalporters rowing club was founded in 1875 and is the oldest and most established rowing club in Southampton. We have a diverse membership with ages from 10-80 years of age, able bodied and disabled members. We provide a sports club within the local community of Northam, a deprived area of Southampton. We encourage the local and rowing community to be active and social to enhance health and well being, and mental wellness.		<b>Recommendation: Decline</b>  The Panel felt this would be a social event for the Club rather than a wider community event that would bring different people together. They also felt it would not be appropriate for the council to fund a race night. The Club is welcome to re-apply for a wider community event.	£0	
Cj	Rose Road Association	Towards the costs of a VE Day street party at the Bradbury Centre, 8 May 2020.  On behalf of Friends of Rose Road Volunteers (non-constituted)	£423	150	75%	City wide	We provide services to 300 children and young adults with severe physical disabilities, learning difficulties and/or autism from across Southampton and surrounding counties. We offer overnight short breaks, community outreach providing one to one support, as well as after school and holiday/weekend activity schemes, and advice and support to families.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would give families the chance to enjoy a street party, with the confidence of knowing suitable facilities (The Bradbury Centre) are at hand.	£500	
Ck	Friends of St James Park (on behalf of Shirley Local History Group)	Towards the costs of a VE Day street party in St James Park and Shirley Parish Hall, 8th May 2020, inc. hall hire, swing band and additional chairs/tables.	£500	250	100%	Shirley	Following the successful Shirley Heritage Project run by the Friends of St. James' Park, the Shirley Local History Group was formed in 2016 to continue research into the history of the Shirley area. The group has around 100 members, of which 20 are regular volunteers. The majority of our events are free to participants, including a series of Autumn Talks, which are now in their 11th year.		<b>Recommendation: Full funding</b>  The Panel this was a good application that would highlight the local contribution to the war effort.	£500	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
Cl	Community Playlink	Towards the costs of a family event for World Story Telling Day, 20 March 2020, inc. storybooks, toys (for interactive stories), venue hire and decorations.	£494	50	100%	City wide	Community Playlink works within the geographical area of Southampton and aims to facilitate high quality play opportunities for children, young people and their families in order to support/enable young children to achieve a good level of development and get a good start in life via our network of Toy Libraries.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that would provide a celebratory event for a wide range of families.	£500	
Cm	Vieness Discover You – Discover Love CIC	Towards the costs of an International Women's Day event, 8 March 2020, inc. volunteer expenses, publicity, a graphic recorder and a photographer.	£500	100	80%	City wide	We take body image and self esteem workshops into schools and educational groups in Southampton, working with children and young people, aged 4 to 19. I set up as a CIC because I know schools and groups want the workshops but often can't afford to pay for them.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will bring together different community organisations to celebrate International Women's Day.	£500	
Cn	Malawi Association of Southampton and the South Coast	Towards the costs of hiring the BBQ area at Royal Victoria Country Park for a Malawi Independence Day celebration, 5th July 2020.	£120	100	60%	City wide	To promote and enhance the welfare of Malawians and any other members of the Association living in the Southampton and the South Coast of England through organisation of social events such as Malawi Independence celebration and Christmas parties and supporting one another in times of serious illnesses and bereavement.		<b>Recommendation: Full funding</b>  The Panel felt this was a good application that will bring different generations together.	£150	
Co	Caraway Page 159	Towards the costs of a VE Day event on 5 May 2020,	£500	120	100%	City wide	Celebrating the richness and wisdom of old age, Caraway is a charity that aims to promote the well-being of older people in Southampton. It's aims are to: Combat loneliness and social isolation, Create community, Support those living in Care Homes and Assisted Living and Address the needs of those living with dementia and their carers.		<b>Recommendation: Decline</b>  The Panel were unable to consider the application for funding as it was missing key information. The group will be signposted to the VE Day grant which SVS will set up (subject to the recommendation for the SVS funding being agreed).	£0	
<b>Celebrations Grants</b>			<b>£4,000</b>							<b>£3,400</b>	

Priority	Requested	Panel Recommendation
1	n/a	n/a
2	£19,089	£14,350
3	£22,570	£15,836
4	£36,171	£30,056
C	£4,000	£3,400
T	<b>£81,830</b>	<b>£63,642</b>
Budget		£100,000
Returned money		£0
Awarded R1		£36,358
Recommended R2		£63,642
Remainder		£0



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