

COUNCIL MEETING

Wednesday, 15th July, 2020
at 2.00 pm

Virtual Meeting - Please Note:
A link to this meeting will be
available on Southampton City
Council's website at least 24hrs
before the meeting

This meeting is open to the public

Members of the Council

The Mayor – Chair

The Sheriff – Vice-chair

Leader of the Council

Members of the Council (See overleaf)

Contacts

Service Director – Legal and Business Operations
Richard Ivory
Tel 023 8083 2794
Email: richard.ivory@southampton.gov.uk

Senior Democratic Support Officer
Claire Heatherl
Tel: 023 8083 2412
Email: Claire.heather@southampton.gov.uk

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

PUBLIC INFORMATION

Role of the Council

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

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

PUBLIC INVOLVEMENT

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

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

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

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

MEETING INFORMATION

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

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

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

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

Southampton: Corporate Plan 2020-2025 sets out the four key outcomes:

- Communities, culture & homes - Celebrating the diversity of cultures within Southampton; enhancing our cultural and historical offer and using these to help transform our communities.
- Green City - Providing a sustainable, clean, healthy and safe environment for everyone. Nurturing green spaces and embracing our waterfront.
- Place shaping - Delivering a city for future generations. Using data, insight and vision to meet the current and future needs of the city.
- Wellbeing - Start well, live well, age well, die well; working with other partners and other services to make sure that customers get the right help at the right time

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

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

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

Proposed dates of meetings	
2020	2021
15 July	24 February (Budget)
16 September	17 March
18 November	19 May (AGM)

CONDUCT OF MEETING

FUNCTIONS OF THE COUNCIL

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

RULES OF PROCEDURE

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

BUSINESS TO BE DISCUSSED

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

QUORUM

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

DISCLOSURE OF INTERESTS

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

DISCLOSABLE PECUNIARY INTERESTS

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

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

Other Interests

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

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

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

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

Principles of Decision Making

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

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

In exercising discretion, the decision maker must:

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

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

Tuesday, 7 July 2020

TO: ALL MEMBERS OF THE SOUTHAMPTON CITY COUNCIL

You are hereby summoned to attend a virtual meeting of the COUNCIL to be held on WEDNESDAY, 15TH JULY, 2020 at 2:00pm when the following business is proposed to be transacted:-

1 APOLOGIES

To receive any apologies.

2 MINUTES

(Pages 1 - 12)

To authorise the signing of the minutes of the Annual General Meeting held on 20th May 2020 and Extraordinary Council Meeting held on 24th June 2020, attached.

3 ANNOUNCEMENTS FROM THE MAYOR AND LEADER

Matters especially brought forward by the Mayor and the Leader.

4 DEPUTATIONS, PETITIONS AND PUBLIC QUESTIONS

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

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

On behalf of the hundreds of people that have contributed to this document, I urge Arts Council England and Southampton City Council to continue funding the critical elements of the theatre's work: its producing of plays for and with the people of Southampton; its thoughtful support of emerging artists; and its wide-reaching and inclusive community and youth programmes. Whether that be through the ongoing support of the existing Trust or through the negotiations on new 'ownership'.

The testimonies illustrate NST's value locally in the community as well as its leading position in the national cultural landscape. Without NST, Southampton's City of Culture bid will be worse off. Please ensure all its work for the last 60 years isn't lost.

5 EXECUTIVE BUSINESS REPORT

(Pages 13 - 20)

Report of the Leader of the Council setting out the details of the business undertaken by the Executive.

6 **MOTIONS**

(a) Councillor Fitzhenry to move:

We would like to thank all our council staff, NHS staff, wider public sector colleagues and all those who have helped us as a city across the public, private and charity/third sector keep our city safe and protect lives during this pandemic.

Your efforts have saved lives and kept so many of us safe and we are eternally grateful for your efforts and your commitment.

Whilst we as politicians frequently disagree with one another, we are united in our wish to thank you and protect our residents and businesses.

Our city is a great city, its spirit is strong and whilst the impacts of this disease will affect us in difficult ways, we will move forward and create a better Southampton for the future.

(b) Cllr Fuller to move:

This Council pledges to suspend all parking charges within the City until January 2021 at the earliest, to help protect jobs, to support local businesses and reduce the financial burden on our residents.

(c) Cllr S Galton to move:

This Council notes the overwhelming public desire for at least some unrestricted access to the former Civil Service Sports Ground.

Council recognises the recent deputation from the Friends of the Field group asking for the same.

Council takes on board the majority of public comments to the pre-consultation and formal planning application process, asking for unrestrictive access.

Council acknowledges the supportive comments made during the planning meeting itself by a number of cross party Councillors and that the Chair made it clear they were only there to decide on the application before them, not create policy.

Council recognises the previous legal advice that has been provided to members. The main concern being any additional activities like dog walking or infrastructure such as bins and benches; do not interfere with the primary use of pitches for team games and recreational play.

As such Council resolves to,

Request the administration ensure the Council's development plans for the site are altered to include a legally accessible pocket park, or other area of public accessible land, within the wider contained school development site, but separate from the main school site.

(d) Cllr P Baillie to move:

The new cycle lanes in Hill Lane are ill thought out, will have a detrimental effect on pollution, on the local homes, on people wishing to use the common, and on Southampton's attempt to economically recover from C19. Council thus calls on the Executive to remove these cycle lanes without delay.

(e) Cllr P Baillie to move:

Repeated incursions of our green spaces are a blight for our local populations. After 8 years of Labour control, this Council urges the Executive to get a grip and ensure that our green open spaces are protected against such incursions.

(f) Cllr P Baillie to move:

This Council appears to have been pursuing a policy of not replacing the strips in the road at junctions which detects traffic. This then prevents that junction from being 'smart', and causes unnecessary delays. This became all too evident during lockdown. Council calls upon the Executive to replace these strips, get traffic moving better, and reduce pollution.

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

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

8 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND OTHER BODIES

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

9 CONSTITUTIONAL REVIEW - COUNCIL QUESTIONS

(Pages 21 - 24)

Report of the Service Director Legal and Business Operations detailing a Constitutional Review relating to Council Questions, attached.

10 BUDGET MATTERS: REVENUE AND CAPITAL OUTTURN 2019-20

(Pages 25 - 74)

Report of the Cabinet Member for Finance and Income Generation seeking approval of the Revenue and Capital Outturn for 2019-20.

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

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

Confidential - Appendices: 2, 3 and 4 contains information deemed to be exempt from general publication based on Category 3 and 7(A) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test this information has been deemed exempt from publication due to confidential sensitivity and confidentiality. It is not considered to be in the public interest to disclose this information. It would prejudice the Council's ability to operate in a commercial environment and prejudice commercial relations with third parties.

12 1000 HOMES PROGRAMME

(Pages 75 - 210)

Report of the Cabinet Member for Culture and Homes seeking approval to progress the development and delivery of the council's housing programme



Richard Ivory
Service Director – Legal and Business Operations

This page is intentionally left blank

SOUTHAMPTON CITY COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 20 MAY 2020

Present:

The Mayor, Councillor P Baillie
The Sheriff, Councillor Mrs Blatchford
Councillors Barnes-Andrews, J Baillie, Bell, Bogle, Bunday, Chaloner, Coombs, Cooper, Fielker, Fitzhenry, Fuller, G Galton, S Galton, Guthrie, Hammond, Hannides, B Harris, L Harris, Harwood, Houghton, Kataria, Kaur, Keogh, Laurent, Leggett, Professor Margetts, McEwing, Mintoff, Mitchell, Noon, Dr Paffey, Payne, Rayment, Renyard, Savage, Shields, Spicer, Streets, Taggart, T Thomas, Vaughan, Whitbread, White and Windle

1. ELECTION OF A MAYOR FOR THE ENSUING YEAR

RESOLVED: upon the motion of Councillor Kaur and seconded by Councillor Fitzhenry, that Councillor Mrs Blatchford be elected to the Office of 798th Mayor of Southampton and Chair of the Council for the ensuing year.

The Mayor (Councillor Mrs Blatchford) then made and subscribed to the Declaration of Acceptance of Office.

2. ELECTION OF A SHERIFF FOR THE ENSUING YEAR

RESOLVED: upon the motion of Councillor Fuller and seconded by Councillor Keogh that Councillor Houghton be appointed the 583rd Sheriff of the City of Southampton and Vice-Chair of the Council for the ensuing year.

The Sheriff (Councillor Houghton) then made and subscribed to the Declaration of Acceptance of Office.

3. MINUTES

RESOLVED: that the minutes of the Council meeting held on 18th March 2020 be approved and signed as a correct record.

4. ANNOUNCEMENTS FROM THE MAYOR AND LEADER

(i) Annual General Meeting

The Mayor announced that this was a historic day for the City as it was the first time that such a meeting had been held virtually and indeed believed that the City Council were one of the first Councils in the UK to hold an AGM virtually.

Due to new legislation allowing virtual meetings and ensuring there was the right IT platforms and software, no decision making meetings could realistically take place until now.

Accordingly, as the meeting could not be held in the normal way some of the traditional ceremonial parts would not take place today but it was intended to have a further event hopefully later in the year when everyone could meet in the Guildhall and celebrate the Mayoralty and our Citizens and Business Awards.

The Mayor also announced that the Country was in highly unusual and difficult times. Families in the City had lost loved ones to the dreadful coronavirus and indeed the Council had lost one of its valued and long serving employees, Nigel Fulbrook and John Campbell who was one of the City's Independent School Appeal Members. I would therefore like to pass on both my and the City Council's sincere condolences to anyone who has suffered such loss.

The Mayor also announced with great sadness that Ex Councillor Mary Lloyd who served as a City Councillor for the Bitterne Ward 2012 -2016 had passed away.

As a mark of respect Members bowed their heads and observed a minute's silence to remember those who had passed away.

(ii) Meeting Protocol/Virtual Meeting Etiquette, Mobile Phones and Electronic Devices

The Mayor announced that there were new etiquette protocols which had been put in place for virtual meetings. As a reminder to Members, please ensure all electronic devices are muted whilst in the virtual meeting, unless you wish to speak. Having two devices operating close to each other may cause feedback.

Members were also urged to use their good sense and behave with courtesy, particularly in not tweeting messages which would otherwise be in breach of the rules or the law. For example, tweeting material discussed in confidential session would be a very serious breach.

Members were requested that if they wish to speak on an item that this was indicated using the chat function. In respect of voting it was noted that it was to be done by way of a negative resolution. When it came to the vote members who intended to either vote against the recommendations or abstain would be asked to say so. All other members who did not would be deemed to vote for the recommendation. This approach would be refined for future meetings.

(iii) Elections

The Mayor announced that as it was known the Local Elections this year had been postponed and all Members whose seats were to be vacant had had an extra year added to their terms of office until the elections scheduled for May 2021 so there were no changes to announce.

Those members were:-

Councillors Mrs Blatchford, Paffey, Hannides, Barnes-Andrews, Murphy, White, Thomas, Shields, P Baillie, Taggart, Keogh, Savage, Whitbread, Chaloner, J Baillie and Mintoff.

In the circumstances the Maryor welcomed back all sitting Members to the Virtual Chamber.

5. ELECTION OF THE LEADER

The nomination of Councillor Hammond was moved and seconded.

UPON BEING PUT TO THE VOTE IT WAS:

RESOLVED: that Councillor Hammond be elected as Leader of the Council for the ensuing year.

Following his election as Leader, Councillor Hammond informed the Council of his Cabinet and their Portfolio responsibilities.

Deputy Leader and Customer Relations – Councillor Rayment
Children and Learning – Councillor Dr Paffey
Stronger Communities – Councillor Shields
Finance and Income Generation - Councillor Barnes-Andrews
Culture and Homes – Councillor Kaur
Green City and Environment - Councillor Leggett
Health and Adult Social Care – Councillor Fielker

Cllr Fitzhenry raised a question in relation to Marlhill Copse and the current situation.

Mr Ivory, Service Director Legal and Business Operations reported that the matter was subject to civil proceedings in the High Court. Currently there was an interim injunction that protected the trees until final determination of the matter. As a Judicial Review was sought the matter could not be discussed any further at full Council. It was confirmed that the land was owned by Southampton Airport and the City Council's decision was only in relation to permission to undertake works to trees subject to a Tree Preservation Order on the land.

6. ANNUAL REVIEW OF THE CONSTITUTION

Councillor Hammond, Leader moved the report of the Service Director Legal and Business Operations detailing the Annual Review of the Council's Constitution and Councillor Keogh seconded.

RESOLVED:

- (i) That the changes to the Constitution and associated arrangements as set out in the report be agreed;
- (ii) That the Service Director Legal & Business Operations be authorised to finalise the arrangements as approved by Full Council and make any further consequential or minor changes arising from the decision;
- (iii) That the Service Director Legal and Business Operations be authorised to convene a task and finish cross party working group after consultation with the Group Leaders to report back to Council in July 2020 with options regarding Members Questions at Council; and
- (iv) That the City Council's Constitution, as amended, including the Officer Scheme of Delegation, for the Municipal Year 2020-21 be approved.

7. APPOINTMENTS TO COMMITTEES, SUB COMMITTEES AND OTHER BODIES

RESOLVED: that subject to certain decisions that may from time to time be made by the Council, the following Committees, Sub-Committees and other bodies be appointed with the allocation of seats to political groups shown therein and they be delegated authority to act within their Terms of Reference:

Political Group	Seats on Council	%
Labour	30	62.5%
Conservative	18	37.5%

Committees	Labour	Conservative	Number of Seats to Groups
Overview and Scrutiny Management(9)	Cllr Whitbread Cllr Cooper Cllr Bunday Cllr Renyard 4	Cllr P Baillie Cllr S Galton Cllr Harwood Cllr Bell Cllr Fuller 5	9
Planning and Rights of Way (7)	Cllr Mitchell Cllr Coombs Cllr Windle Cllr Savage 4	Cllr L Harris Cllr Prior Cllr Vaughan 3	7
Chief Officer Employment Panel (3)	Cllr Hammond Cllr Rayment 2	Cllr Fitzhenry 1	3
Licensing Committee (10) (Min 10 – max 13)	Cllr McEwing Cllr Kataria Cllr Noon Cllr Renyard Cllr Spicer Cllr. Bunday 6	Cllr Streets Cllr B Harris Cllr Galton Cllr Laurent 4	10
Governance Committee (7)	Cllr Keogh Cllr Kataria Cllr Margetts Cllr Windle	Cllr Harwood Cllr White Cllr G Galton	

	4	3	7
Sub-Committees	Labour	Conservative	Number of Seats to Groups
Health Overview and Scrutiny Panel (7)	Cllr Bogle Cllr Noon Cllr Margetts Cllr Payne 4	Cllr Laurent Cllr White Cllr Vaughan 3	7
Scrutiny Panel (7)	Cllr Savage Cllr McEwing Cllr Bogle Cllr Coombs	<i>TBC</i> 3	7
Children's and Families Scrutiny Panel (7)	Cllr Taggart Cllr Chaloner Cllr Mintoff Cllr Mitchell 4	Cllr J Baillie Cllr Guthrie Cllr Laurent 3	7
Licensing General Sub-Committee (5) (Membership must come from membership of Licensing Committee)	To be confirmed by Cllr. McEwing 3	Cllr B Harris Other member to be drawn from Licensing Cttee 2	5
Standards Sub-Committee (3)	2	1	3
Standards Appeal Sub-Committee (3)	2	1	3
TOTAL	39	29	68
Committee/Sub-Committee	Labour	Conservative	Number of Seats to Groups
Licensing and Gambling Sub-Committee (3) (Any 3 Members drawn from the Licensing Committee membership on rotation basis)			3

Other bodies	Labour	Conservative	Number of Seats to Groups
Hampshire Fire and Rescue Authority (1)	Cllr Mintoff 1	0	1
Local Democracy and Accountability Network for Councillors (2)	0	1	2
Partnership for Urban South Hampshire – Overview and Scrutiny Committee (1)	0	Cllr Fitzhenry 1	1
Hampshire Police and Crime Panel (1) <i>(Overall proportionality is calculated across the County. This may require a change in appointment)</i>	Cllr Shields 1	0	1
Health and Well-Being Board	<p>Council determines the number of places allocated to Elected Members on the Board. The decision as to who to appoint is an Executive Function. Council is requested to determine the membership of the Board as follows:</p> <ul style="list-style-type: none"> • 5 Elected Members of Southampton City Council • Statutory Director for Public Health • Statutory Director for Adult Social Services • Statutory Director Children’s Services (Service Director, Children’s and Families Services) • Representative of the Clinical Commissioning Group • Representative of Healthwatch • Representative of NHS Commissioning Board’s Wessex Area Team 		
Chipperfield Trust	All 48 Members to be appointed to Chipperfield Trust		

8. CALENDAR OF MEETINGS

The Council approved the following dates for meetings of the Council in the 2020/21 Municipal Year:

15th July 2020
16th September 2020
18th November 2020
24th February 2021 (Budget)
17th March 2021
19th May 2021 (AGM)

9. USE OF EMERGENCY POWERS UNDER COVID 19 AND REMOVAL OF THE AUTHORITY GRANTED AT COUNCIL ON 18TH MARCH 2020

Report of the Service Director Legal and Business Operations detailing the use of Emergency Powers under Covid-19 and Removal of the Authority granted at Council on 18th March 2020.

RESOLVED:

- (i) That the Officer Delegated Decisions taken under Emergency Procedure Rules as detailed in Appendix 1 of the report be noted; and
- (ii) That the decision made on 18th March 2020 by Council to grant such powers to officers was removed.

10. HIGHWAYS CAPITAL PROGRAMME 2020/21

Report of the Cabinet Member for Resources seeking approval of the Highways Capital Programme 2020/21.

RESOLVED: that expenditure of £5.80M against the Highways Capital Programme in 2020/21 be approved.

11. OVERVIEW AND SCRUTINY: SUMMARY OF CALL-IN ACTIVITY

It was noted that there had been no use of the Call-In Procedure since last reported to Council.

This page is intentionally left blank

SOUTHAMPTON CITY COUNCIL

MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING HELD ON 24 JUNE 2020

Present:

The Mayor, Councillor
The Sheriff, Councillor Mrs Blatchford
Councillors Barnes-Andrews, J Baillie, Bell, Bogle, Bunday, Chaloner,
Coombs, Cooper, Fielker, Fitzhenry, Fuller, G Galton, S Galton, Guthrie,
Hammond, Hannides, B Harris, L Harris, Harwood, Houghton, Kataria, Kaur,
Keogh, Laurent, Professor Margetts, McEwing, Mintoff, Mitchell, Noon,
Dr Paffey, Payne, Rayment, Renyard, Savage, Shields, Spicer, Streets,
Taggart, Vaughan, Whitbread, White and Windle

12. APOLOGIES

It was noted that apologies had been received from Councillors P. Baillie, Leggett, Prior and Thomas.

13. ACCEPTANCE OF EXTERNAL FUNDING, SCHEME EXPENDITURE APPROVALS, DELEGATIONS IN RELATION TO FUTURE EXTERNAL COVID FUNDING AND REVIEW OF FINANCIAL PROCEDURE RULES

Report of the Executive Director of Finance and Commercialisation seeking Acceptance of External Funding, Scheme Expenditure Approvals, Delegations in relation to future External Covid Funding and Review of Financial Procedure Rules

RESOLVED that:

- (i) That in relation to Covid matters Council is recommended to approve the acceptance of funding and spend in respect of:
1. Discretionary grants for business (acceptance and spend of £2.186M on the basis set out in Appendix A)
 2. Control of infection in care homes (acceptance and spend of £2.025M on the basis set out in Appendix B)
75% (£1.519M) of the funding is passported through the council and allocated as required by Government, but 25% (£0.506M) is allocated at the council's discretion. Delegated approval is sought for the 25% element of the funding to be allocated at the discretion of the Executive Director Wellbeing (Health & Adults), following consultation with the Cabinet Member (Health and Adults), after consideration of the local market conditions at this time.
 3. Infection Control (acceptance and spend of £1.571M on the basis set out in Appendix C)
 4. Local Welfare Assistance Scheme Funding (the sum has not yet been notified by Government. Council is asked to accept the sum in principle, and spend on the basis set out in Appendix D).

- (ii) A decision has previously been made, via an Emergency delegated decision, in relation to the Adults Social Care provider market that:
1. The Council agrees to a 10% price uplift for a fixed period 19th March 2020 to 30th June 2020. This will apply to current social care providers with existing clients and community-based support providers procured via a block contract.
 2. The additional cost of £2.5m is a call down against the £7.4m additional funding provided to the Council for this purpose.
 3. The payment will be in the form of a one-off payment paid in May 2020 to cover the period 19th March to 30th June 2020.
 4. This temporary uplift up to 10% is not evidenced based but made as a flat payment scheme based on the provider's commissioned activity or contract value as at February 2020.
 5. Through their delegated authority after consultation with the Leader, Cabinet Member for Adult Care and Chair of OSMC, the Executive Director of Health & Adults and Executive Director for Finance, can agree to urgent decisions to uplift above 10% for some providers or segments of the market where the risk is assessed as critical and the need can be evidenced via open book accounting. Such decisions will be made within the £2.5m cost envelope.

Council is now recommended to approve a time extension to make additional payments to the end of July 2020, but with spend limited to the existing £2.5M agreed allocation.

- (iii) Council is recommended to accept the Transforming Cities Fund grant of £56.90M and approve the revision to the capital programme and spend for Connected Southampton and to approve associated match funding spend from the council as per the details provided in paragraph 9 and Appendix E.
- (iv) Council is recommended to accept the Future Transport Zone funding of £28.76M and approve the addition of this amount to the capital programme between 2020/21 and 2022/23 with Southampton City Council acting as the local accountable body on behalf of partners, together with approval to spend as per the details provided in paragraph 10 and Appendix F
- (v) To delegate authority to the S.151 Officer to accept and authorise spend on any external Covid related funding regardless of value, provided they do so following consultation with the Cabinet Member for Resources & Income Generation, Leader, and relevant Cabinet Member and Executive Director in whose area of responsibility funding implementation lies.
- (vi) To delegate authority to the S.151 Officer, following consultation with the Cabinet Member for Resources and Income Generations and the Leader to amend the FPR's to raise the levels in respect of which Covid Related funding acceptance or spend requires Cabinet or Council approval and to temporarily relax controls over payment schedules etc to ensure speedy distribution of funds to those in need and to further amend the Key Decision definition to exclude Covid related expenditure from the financial and strategic or policy impact trigger points at which a Key Decision would be required.

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

This page is intentionally left blank

DECISION-MAKER:	COUNCIL		
SUBJECT:	EXECUTIVE BUSINESS REPORT		
DATE OF DECISION:	15 JULY 2020		
REPORT OF:	LEADER OF THE COUNCIL		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Felicity Ridgway Policy & Strategy Manager	Tel: 023 8083 3310
	E-mail:	felicity.ridgway@southampton.gov.uk	
Director	Name:	Mike Harris Deputy Chief Executive	Tel: 023 8083 2882
	E-mail:	mike.harris@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
None	
BRIEF SUMMARY	
This report outlines the Executive Business conducted since the last Executive Business Report to Full Council on 18 September 2019.	
RECOMMENDATIONS:	
(i)	That the report be noted.
REASONS FOR REPORT RECOMMENDATIONS	
1.	This report is presented in accordance with Part 4 of the Council's Constitution.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
2.	Not applicable.
DETAIL (Including consultation carried out)	
3.	My last Executive Business report was made to this Council in March 2020, and since then we have seen unprecedented changes to many aspects of our day to day lives as a result of the coronavirus (COVID-19) outbreak. Members have been kept up to date on changes to council services through a variety of channels, and I would like to, once again, thank all staff and Members for their hard work at during these difficult times.
	Communities, culture and homes
4.	Following an agreement with Southampton City Council and University Hospital Southampton NHS Foundation Trust, Balfour Beatty Living Places, our highways partner, installed "thank you NHS" road markings on the roads around Southampton General Hospital as a community project. The installation took place overnight on Wednesday 22 nd April 2020.
5.	Friday 8 th May marked 75 years since the war in Europe came to an end. We celebrated VE Day virtually via our Facebook and YouTube channels. There was an online Commemorative Ceremony broadcasted at 3pm which

	included the Mayor and I laying wreaths at the Cenotaph located in Watts Park in Southampton. Southampton residents took part in Stay at Home parties which was greatly received and shared on our social media channels throughout the day. Our museums also shared some fascinating items and stories about VE Day celebrations in the city in 1945 and on life during WW2 which were available to view online.
6.	During the lockdown period we have continued to work with partners in the city to support veterans and deliver on our Armed Forces Community Covenant commitments. Veteran drop in centres have not been able to operate their normal functions, but have continued to provide support through phone and Facetime calls. Southampton Veterans Drop-in Centre has also done much to combat isolation and loneliness, through the provision of some ready prepared meals, which the volunteers have promoted and published on their social media. The Solent Armed Forces Covenant programme has also provided some funding towards “All Call Signs” 24 hour Peer to Peer telephone service, providing a support for public service employees, who are members of the armed forces community.
7.	This year we celebrated Armed Forces week from 22 nd June to 27 th June, and showed our support for the men and women who make up the Armed Forces community, from currently serving troops to Service families, veterans, reservists and cadets. Although we unable to have our usual Armed Forces Day Parade due to government social distancing guidelines we celebrated and showed our commitment our forces community with a series of socially distanced events including a flag raising ceremony and sharing virtual museum stories. The whole of Southampton 02 Guildhall was lit in Red, White and Blue for the week, in honour of the city’s armed forces community.
8.	Despite venues including art galleries and museums remaining closed since the end of March, our cultural venues have been offering a range of different online programmes available to residents for free.
9.	In May the Mayflower 400 Grants programme was launched with match funding by the Council and National Lottery Heritage Fund. A new music commission delivered in partnership with Mayflower 400 and Turner Sims has appointed the world renowned composer and musician Tende Jegede to lead this commission, supported by funding from Arts Council England and SCC.
10.	Southampton City Art Gallery was to host a 2020 biennial open exhibition around the theme of ‘In Search of a New World’. I am happy to say that the exhibition will still be going ahead but virtually and the digital exhibition will be online from 15 August 2020.
11.	As part of Refugee Week, from 15 th – 21 st June, Southampton City Libraries hosted a range of online events for both adults and children, to help showcase the contributions, creativity and resilience of refugees, and promoting a better understanding of why people seek sanctuary.
	Green City
12.	In May, I announced a package of transformative transport measures to help people travel healthily and safely alongside social distancing. The £4.1m Green Transport Recovery Plan, to be delivered by the council’s Highways Partners Balfour Beatty Living Places, has been established in line with the Government’s recommendations for encouraging safe and active travel as we

	<p>come out of lockdown. The Green Transport Recovery Plan sets out a series of interventions to address two key challenges that we as a council have identified:</p> <ol style="list-style-type: none"> 1. It will enable people to continue adhering to social distancing guidelines as people start to travel more and; 2. It will support people to keep walking and cycling following a rise in active travel across the city. <p>The Green Transport Recovery Plan schemes are in addition to the existing Southampton Cycle Network (SCN) which continues to be developed in line with the council's ten-year Cycling Strategy, launched in 2017.</p> <p>These schemes are being implemented in line with new central government powers, under a Temporary Traffic Regulation Order (TTRO), which allows the council to install the scheme, monitor, evaluate and take feedback from residents for six months. This is the consultation period and has enabled the council to move quickly in line with Government guidance. After this initial period, we can then make a decision on whether to make the scheme is permanent, make alterations to the scheme or remove the scheme completely.</p>
13.	<p>We have secured funding, along with 18 other English local authorities, through the Department for Transport's £2m 'eCargo' Bike Grant Fund. This will allow us to purchase e-cargo bikes for our own use or the use of local businesses and is intended to replace polluting vans. We have received 10 e-cargo bikes for our use for the council in response to this Bike Grant Fund.</p>
14.	<p>In June we installed our new 'BigBelly' bins across the city. These new high-tech bins are able to crush rubbish and give a sign when they need emptying. We introduced 25 solar powered bins across the city as part of our Green City Plan. This development across the city will reduce the amount of collections that are made which will result in less vehicles on the road. The bins contain smart technology and informs the depot when they are full and need emptying which means they are more efficient, they keep our streets cleaner and reduces pollution levels in the city.</p>
15.	<p>From 22nd June we introduced a new Environmental Enforcement Service with the power to issue Fixed Penalty Notices (FPNs), which is now patrolling the city in order to tackle the issue of littering. Enforcement Officers are authorised to issue and process FPNs of £75 (reduced to £55 if paid within the first ten days) to members of the public who drop litter and cigarette ends. This service was approved in February by Cabinet, and is being delivered in partnership with East Hampshire District Council.</p>
	<p>Place Shaping</p>
16.	<p>Last month we received £225k to help prepare for the safe reopening of the city centre and other districts from 15th June, when "non-essential" retailers began to reopen in line with Government guidelines.</p> <p>The Reopening High Streets Safety Fund helped us to introduce social distancing and public health safety measures, which will help us to kickstart the local economy, get people back to work and encourage customers back to the high street and shops.</p>

17.	<p>The council’s planning function remained “open for business” throughout the lockdown in accordance with Government expectations, and in May we launched our first virtual Planning and Rights of Way Panel.</p> <p>There were 120 “minor or other” applications determined in April and May with 94.2% determined within the Governments 8-week timescale – significantly higher than the target of 70%. No “major” applications were determined but progress was made in pre-application discussions on a number of large developments that will be subject to planning applications within the next few months. The Building Control service also continued to process building regulations applications to ensure that development accords with required standards.</p>
18.	<p>The work to reconstruct the foundations of and resurface the Millbrook Roundabout started in October 2018, and was part of the plans issued by both the council and Balfour Beatty Living Places. Part of this construction work included the ‘Living Wall’ designed to be green all-year, with the plant species selected specifically for Southampton. I’m happy to say that the Living Wall has blossomed and added a splash of colour to the local area.</p>
19.	<p>In April the Redbridge Roundabout Highway Improvement Scheme reached a key milestone with the installation of a new pedestrian footbridge that links key residential areas either side of this strategic gateway into the city. Emergency gas works have resulted in some delays to the Highways England led project and resulted in the closure of Old Redbridge Road for a number of months, which is now reopened. The project is due to complete in the Autumn 2020. This will add much needed highway capacity to an important gateway junction to the city and the Port as well and improvements facilities for walking and cycling.</p>
20.	<p>During May 2020 consultation was launched by Sovereign Centros in relation to the proposal for the multi-million pound investment in the Leisure World site which is on Council land. The proposal includes: a total of 650 homes, two 150-room hotels, 80 serviced hotel apartments, new restaurants and offices, a cinema and a casino. The £250m investment is set to create more than 1,000 jobs in the city and will be developed in phases with work expected to start in 2022. The scheme it is an important part of the new Mayflower Quarter.</p>
20.	<p>The Chapel Riverside development, has been shortlisted in the Best New Development in the South category of First Time Buyer Magazine’s Readers’ Awards 2020. The Chapel Riverside development was the project that created over 450 new homes at the Chapel Riverside site and a further 350 at the Meridian Waterside development in 2019. The job itself created a desirable waterfront homes and created new jobs and promoted further investment in Southampton.</p>
	<p>Wellbeing (Children)</p>
21.	<p>In May Southampton’s Youth Offending Service was announced the second team to win the new ‘Youth Justice Artsmark Award’, they were also the first group to get Gold. An Artsmark is an Arts Council award and the new award is specifically for youth justice settings that includes an independent accreditation. I would like to offer my congratulations and thank the staff within the YOS and I&D FEW teams.</p>

22.	In June we launched a new free online ‘one-stop-shop’ providing essential information on further education, apprenticeships and future employment options to help local young people plan for their futures for year 11 pupils. The new online resource is called Flying Start has been developed in partnership with Bitterne Park Sixth Form College, City College Southampton, Itchen College, St Anne’s Sixth Form College, Richard Taunton Sixth Form College and the Southern Universities Network.
23.	In June we sourced 1,146 laptops and cases through a government scheme (announced on 19 April 2020) to help make remote education more accessible for pupils staying at home during the coronavirus lockdown. We also distributed 237 4G routers to support pupils who do not already have mobile or broadband internet in their household. The laptops will be given to disadvantaged families, children and young people who do not currently have access to a computer and/or the internet from another source, such as their school.
24.	Work on Southampton's first all-through school, combining primary and secondary education on one site, has reached a major milestone with the start of full construction work in June. Prior to this start on site pre construction work was carried out to prepare the site and also carry out survey work needed. This project will create 900 much needed new places and 130 jobs for the local economy. The new school which incorporates a wide range of energy efficiency, ecological and environmental measures is scheduled for completion in Autumn 2022.
Wellbeing (Adults and Health)	
25.	<p>Over the past few months our wellbeing services have stepped up to lead the enormous response required by the COVID-19 pandemic, to support our most vulnerable residents and prevent the spread of infection. Our Public Health team have been at the forefront of this response, working with experts across the region to inform the emergency response and adapt our services.</p> <p>Our Adult Social Care team stepped up to support those that were the most vulnerable from day one, and have worked tirelessly to deliver critical services to those that need them most. The team offered an extended working week to residents of Southampton which consisted of 8am – 8pm every day of the week. We have also worked with our colleagues in the Integrated Commissioning Unit to support health and social care services across the city.</p>

26.	<p>Throughout May and June we continued to support the causes of a range of celebration and awareness weeks. We celebrated national Carers Week from 8th – 14th June with the theme of ‘Make Caring Visible’, and highlighted the challenges unpaid carers face and recognising the enormous contribution they make not only to those they care for, but to society.</p> <p>For Mental Health Awareness Week (8th – 24th May) Southampton City Art Gallery shared art works from the city’s collection on social media which focuses on the theme of ‘calming’. The online exhibition called ‘Calm in the Collection’ attracted over 400 online visitors. For National Loneliness Awareness Week (15th – 21st June) we highlighted how we have been supporting residents experiencing ‘lockdown loneliness’ and for Learning Disability Week (15th – 21st June) we reflected on the ways that we are supporting people with learning disabilities, who already experience high levels of loneliness which may have been made worse because of lockdown.</p>
27.	<p>In June a new COVID-19 testing programme was launched in Southampton. This is a partnership between Southampton City Council, the University of Southampton and the NHS, alongside a wider Hampshire network of public services. It has been commissioned by the Department for Health and Social Care and paid for by the Government.</p> <p>The programme is assessing the feasibility of at-home COVID-19 saliva testing for whole households, to help stop the spread of the virus as lockdown restrictions are eased. Selected key workers from the NHS and council and their households have been invited to participate in this testing programme. Some University of Southampton staff and their households will also participate, alongside some University of Southampton students who are currently living in halls of residence. What we learn from this first phase will help the partnership assess the feasibility of more widespread testing in the future.</p>
28.	<p>Earlier in the year both Southampton City Council and Portsmouth City Council were involved in developing a drone project to transport medical supplies across the Solent. This project was fast tracked by the Government as part of the COVID-19 response and the first delivery of medical supplies to the Isle of Wight by drone was delivered on Saturday 9th May.</p>
Successful, sustainable business	
29.	<p>In response to the COVID-19 situation, a rollout of new IT equipment was prioritised to critical services, and 1800 users now have updated laptops. In addition remote connectivity services had to be increased. When originally implemented they were designed to focus support 500 remote workers but capacity has been increased and typically 1800+ users are connected each day. Work continues to improve and stabilise the systems to support flexible and remote working.</p>
30.	<p>By mid-May we were able to set up systems to roll out online council meetings which were made accessible to members of the public and the media. The first public Microsoft Teams Event was held on Tuesday 19th May for Cabinet. Training was provided to council staff and we shared instructions on how to use Microsoft Teams on our website for residents to use.</p>

RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
31.	None
<u>Property/Other</u>	
32.	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
33.	As defined in the report appropriate to each section.
<u>Other Legal Implications:</u>	
34.	None
RISK MANAGEMENT IMPLICATIONS	
35.	None
POLICY FRAMEWORK IMPLICATIONS	
36.	None

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

Documents In Members' Rooms

1.	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
Data Protection Impact Assessment	
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	No
Other Background Documents	
Other Background documents available for inspection at:	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None

This page is intentionally left blank

Agenda Item 9

DECISION-MAKER:	FULL COUNCIL		
SUBJECT:	REVISIONS TO THE CONSTITUTION – MEMBERS’ QUESTIONS AT COUNCIL		
DATE OF DECISION:	15 TH JULY 2020		
REPORT OF:	LEADER OF THE COUNCIL, CLLR CHRISTOPHER HAMMOND		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	SERVICE DIRECTOR: LEGAL AND BUSINESS OPERATIONS, RICHARD IVORY	Tel: 023 8083 2794
	E-mail:	Richard.ivory@southampton.gov.uk	
Director	Name:	DEPUTY CHIEF EXECUTIVE, MIKE HARRIS	Tel: 023 8083 2882
	E-mail:	Mike.harris@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None			
BRIEF SUMMARY			
At the Annual Council meeting on 20 th May 2020 the Council resolved to urgently review the Constitution in respect of Members formally tabled questions before Council. This report details the discussions by the Members Task and Finish Group since then and its recommendations			
RECOMMENDATIONS:			
	(i)	The Council resolves to amend the Constitution’s Council Procedure Rules in relation to Members Questions as detailed in the report.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	To accord with Members’ wishes on how they would like to consider Members Questions at Council		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	Leave the process and Constitution as adopted currently. This would not accord with members wishes on how they wish to transact business at Council.		
DETAIL (Including consultation carried out)			
3.	At the Annual Council meeting on 20 th May 2020 the Council resolved to urgently review the Constitution in respect of Members’ formally tabled questions before Council. This report details the discussions by the Task and Finish Group since and its recommendations.		

4.	<p>By way of background Council last considered this matter and amended the Council Procedure Rules (CPR) in 2016. The current relevant part in contained in CPR 11 is as below:</p> <p><i>“Questions to the Mayor, Cabinet Members or Chairs</i> <i>Subject to Rule 11.4, a Member of the Council may ask:</i></p> <ul style="list-style-type: none"> <i>i. the Mayor;</i> <i>ii. Cabinet Members; or</i> <i>iii. the Chair of any committee or sub-committee</i> <p><i>a question on any matter related to their role, responsibilities and/or office, subject to no minor issues being raised unless they have first been addressed to the appropriate officer, followed by the relevant Cabinet Member if the response was unsatisfactory and then only to Full Council if the Cabinet Member’s response remains unsatisfactory. If a question relates to a major project or significant policy concern, that may be submitted direct to Council.</i></p> <p><i>Notice of questions</i> <i>A Member may only ask a question under Rule 11.1, 11.2 or 11.3 if:</i></p> <ul style="list-style-type: none"> <i>a. the question is given in writing to the Director of Legal & Governance by noon eight Clear Days before the meeting. The Director of Legal & Governance will acknowledge receipt of such questions; or</i> <i>b. if the question relates to urgent matters, they have the consent of the Mayor and the content of the question is given to the Service Director: Legal & Business Operations prior to the commencement of the meeting. The Mayor must seek the advice of the Service Director: Legal & Business Operations before deciding whether to permit the Question to be asked.</i> <i>c. for the Annual General Meeting in May each year, the question is given in writing to the Service Director: Legal & Business Operations by noon six Clear Days before the meeting. Service Director: Legal & Business Operations will acknowledge receipt of such questions;”</i>
5.	<p>Members Questions are seen as one of the core public opportunities given to members in order to hold the Administration to account. In addition, there are questions to the Executive following the Leader’s statement on Executive Business at Council, the opportunity to table questions to committee chairs and, of course, the separately the comprehensive statutory scrutiny function. However, formally tabled Questions form an integral and important part of full Council business and are transparent and public. They have been used extensively by members over the years and prior to 2016 given the volume had become somewhat unwieldy to manage by officers who are required to provide comprehensive draft answers for the relevant Cabinet Member. Accordingly the criteria above was introduced to refine the process and ensure a graduated procedure was applied in order that only significant matters were tabled at Council rather than operational ones.</p>
6.	<p>Accordingly, since then members and officers agree that the current criteria and process has not always been harmonious and has on occasions caused conflicting opinions with the Monitoring Officer ultimately ruling out some questions in accordance with the criteria. It is the view of all involved that this causes unnecessary conflict at times and as a result a revision of the process is required to ensure a more appropriate process is found.</p>
7.	<p>At the AGM Council resolved that the Monitoring Officer (MO) convene a small members task and finish group and make recommendations to July</p>

	Council. Accordingly, two members from each political group have met virtually with the Monitoring Officer and Deputy Chief Executive and reached an agreed set of recommendations which can now be presented to Council as below for consideration.
8.	Most importantly perhaps it was felt that there was a need for the Mayor to be the final arbiter on any “disputed” questions tabled. Accordingly, it is proposed the MO will now consult the Mayor in such circumstances.
9.	It was not felt that the criteria as above needed to be revised if members abided by it and ensured that only significant matters were tabled as Questions.
10.	Further, the task and finish group agreed that comprehensive written answers were not generally required and would recommend that no more than two sentences would be sufficient in the future with the Cabinet Member expending further verbally at the meeting. As a result the current deadline for tabling Questions could be reduced from eight (8) working days to five (5).
11.	<p>Lastly, the following core order of business is proposed for future meetings save that it may require linked items, not least when the public make deputations or there are petitions and/or Motions, to be heard together. The order of business on any agenda is ultimately up to the Mayor to decide.</p> <ul style="list-style-type: none"> • Apologies • Announcements • Deputations • Executive Business including questions on the executive report • Any officer report that needs to be bought • Motions • Council Questions
12.	If the proposals are adopted naturally Council can keep under review and revise as appropriate.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
13.	None
<u>Property/Other</u>	
14.	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
15.	Local Government Act 2000
<u>Other Legal Implications:</u>	
16.	None
RISK MANAGEMENT IMPLICATIONS	
17.	None
POLICY FRAMEWORK IMPLICATIONS	
18.	None

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

DECISION-MAKER:	CABINET COUNCIL
SUBJECT:	REVENUE AND CAPITAL OUTTURN 2019/20
DATE OF DECISION:	CABINET (14 JULY 2020) COUNCIL (15 JULY 2020)
REPORT OF:	CABINET MEMBER FOR FINANCE AND INCOME GENERATION, CLLR BARNES-ANDREWS

CONTACT DETAILS

AUTHOR:	Name: Service Lead – Corporate Planning & Commercialisation, Steve Harrison	Tel: 023 8083 4153
	E-mail: Steve.Harrison@southampton.gov.uk	
EXECUTIVE DIRECTOR:	Name: John Harrison	Tel: 023 8083 4897
	E-mail: John.Harrison@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

N/A

BRIEF SUMMARY

This report is a combined outturn report for revenue and capital.

The purpose of this report is to summarise the overall General Fund, Housing Revenue Account (HRA) revenue and capital programme outturn position for 2019/20. This report also sets out the revised capital programme estimates for 2020/21 which take account of slippage and re-phasing.

The financial statements are still under external audit scrutiny, which means this report is provisional, although no material changes are anticipated.

RECOMMENDATIONS:

<u>General Revenue Fund</u>	
	It is recommended that Cabinet:
i)	Notes the General Fund outturn for 2019/20 is a balanced position as outlined in paragraph 4 and in paragraph 1 of appendix 1.
ii)	Notes the performance of individual Portfolios in managing their budgets as set out in paragraphs 2 to 4 of appendix 1 and annex 1.1.
iii)	Recommends Council to approve the budget carry-forward requests totalling £2.36M as outlined in paragraph 5 of appendix 1 and detailed in annex 1.2.
iv)	Recommends Council to note the performance of the Property Investment Fund (PIF) as detailed in paragraphs 7 to 9 of appendix 1 and annex 1.3.
v)	Notes that the level of General Fund balances at 31 March 2020 was £10.07M and the level of earmarked reserves was £87.76M as detailed in paragraph 15 and 16 of appendix 1 and annex 1.4.
vi)	Notes the accounts for the Collection Fund in 2019/20 detailed in

	paragraphs 20 to 21 of appendix 1 and annex 1.6.
	<u>Housing Revenue Account</u> It is recommended that Cabinet:
vii)	Notes the HRA outturn for 2019/20 as outlined in paragraph 6 and paragraphs 18 and 19 of appendix 1 and annex 1.5.
	<u>Capital Programme</u> It is recommended that Cabinet:
viii)	Notes the actual capital spending in 2019/20 for the General Fund was £56.03M and for the HRA was £41.05M, as outlined in paragraphs 9 and 10 below and detailed in paragraphs 2 to 4 of Appendix 2.
ix)	Notes the proposed capital financing in 2019/20 as shown in table 3 of Appendix 2.
x)	Notes that £0.09M has been added to the programme with approval to spend, with relevant approvals. These additions are detailed in paragraph 11 of Appendix 2 and Annex 2.2.
xi)	Notes that £0.54M has been added to the programme which requires approval by full Council. These additions are detailed in paragraph 12 of Appendix 2 and Annex 2.3.
xii)	Notes the difference to the amended programme, allowing for slippage, re-phasing and amendments as outlined in the report and set out in table 4 of appendix 2.
	<u>General Revenue Fund</u> It is recommended that Council:
i)	Notes the General Fund outturn for 2019/20 is a balanced position as outlined in paragraph 4 and in paragraph 1 of appendix 1.
ii)	Notes the performance of individual Portfolios in managing their budgets as set out in paragraphs 2 to 4 of appendix 1 and annex 1.1.
iii)	Agrees the budget carry-forward requests totalling £2.36M as outlined in paragraph 5 of appendix 1 and detailed in annex 1.2.
iv)	Notes the performance of the Property Investment Fund (PIF) as detailed in paragraphs 7 to 9 of appendix 1 and annex 1.3.
	<u>Housing Revenue Account</u> It is recommended that Council:
v)	Notes the HRA outturn for 2019/20 as outlined in paragraph 6 and paragraphs 18 and 19 of appendix 1 and annex 1.5.
	<u>Capital Programme</u> It is recommended that Council:
vi)	Notes the actual capital spending in 2019/20 for the General Fund was £56.03M and for the HRA was £41.05M, as outlined in paragraphs 9 and 10 below and detailed in paragraphs 2 to 4 of Appendix 2.
vii)	Approves the proposed capital financing in 2019/20 as shown in table 3 of Appendix 2.

	viii)	Approves the addition of £0.54M to the Children & Learning programme in 2020/21 as detailed in annex 2.3
	ix)	Notes the difference to the amended programme, allowing for slippage, re-phasing and amendments as outlined in the report and set out in table 4 of appendix 2.

REASONS FOR REPORT RECOMMENDATIONS

1.	To ensure that Cabinet and Council fulfils its responsibilities for the overall financial management of the Council's resources.
----	--

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2.	None, as the outturn position for 2019/20 has been prepared in accordance with statutory accounting requirements.
----	---

DETAIL (including consultation carried out)

<u>Revenue</u>	
3.	The outturn positions for the General Fund Revenue Account, Housing Revenue Account (HRA) and Collection Fund for the Council are summarised in Appendix 1.
4.	The surplus on the General Fund increased by £5.17M from the balanced position forecast at quarter 3. The surplus was transferred to reserves to give an overall balanced position for the year on the General Fund.
5.	The level of General Fund balance at 31 March 2020 remained at £10.07M, which is in line with the Medium Term Financial Strategy as agreed at 26 February 2020 Council meeting. Earmarked reserves totalled £87.76M at the end of 2019/20, of which £1.56M relates to schools' balances. Included within reserves is a carry forward of £6.87M of COVID-19 Emergency Funding received at the end of March 2020 and a negative reserve of £7.42M relating to the carry forward of the Dedicated Schools Grant (DSG) overspend. Reserves (excluding schools' balances) are £18.86M higher than the estimated position at quarter 3. More detail is provided in paragraph 15 to 17 of Appendix 1.
6.	The outturn position for the HRA was a balanced position. This is in line with the budget approved by Council in February 2019.
7.	At the year end the Collection Fund had a deficit of £1.95M, the Council's share of which is £1.16M.
<u>Capital</u>	
8.	The General Fund and HRA capital expenditure and its financing for 2019/20 and the revised Capital Programme are summarised in Appendix 2.
9.	The total General Fund capital expenditure in 2019/20 was £56.03M compared to the agreed programme of £88.10M. This variance of £32.07M at year-end, compares with £0.90M as reported at quarter 3, a difference of £31.17M. The key factor arises from the non-application of any funds for the Property Investment Fund, where £20M was allowed for in the final quarter.
10.	The total HRA capital expenditure in 2019/20 was £41.05M compared to the agreed programme of £47.35M. This variance of £6.30M less than the agreed programme at year-end compares with £0.42M overspend reported at quarter 3, a difference of £6.72M. Key factors have been slippage with Estate Regeneration Woodside/Wimpson (£1.17M), the re-phasing of the Oaklands site (£1.27M), slippage

	with the Right to Buy Satisfactory Purchase Scheme (£1.33M) and the Townhill Park regeneration (£1.49M).
	<u>Financial Statements 2019/20</u>
11.	The statutory timetable for the 2019/20 annual accounts has been amended in response to the coronavirus outbreak. The draft financial statements will be presented to Governance Committee on 27 July 2020.
12.	The annual audit, carried out by our auditors Ernst & Young LLP, commenced on 29 June 2020. The audit is expected to be completed in September 2020. Any major changes to the Financial Statements arising from the annual audit will be reported to the 28 September 2020 Governance Committee.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
13.	The revenue and capital implications are contained in the report.
<u>Property/Other</u>	
14.	There are no specific property implications arising from this report other than the schemes already referred to within Appendix 2 of the report.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
15.	Financial reporting is consistent with the Section 151 Officer's duty to ensure good financial administration within the Council.
<u>Other Legal Implications:</u>	
16.	None.
RISK MANAGEMENT IMPLICATIONS	
17.	None.
POLICY FRAMEWORK IMPLICATIONS	
18.	The proposals contained in the report are in accordance with the Council's Policy Framework Plan.

KEY DECISION? No

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

SUPPORTING DOCUMENTATION

Appendices

1.	Revenue Outturn 2019/20
2.	Capital Outturn 2019/20 and revised Capital Programme

Documents In Members' Rooms

1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out?		No
Privacy Impact Assessment		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out?		No
Other Background Documents		
Equality Impact Assessment and Other Background documents available for inspection at:		
Title of Background Paper(s)		Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	General Fund Revenue Budget Report 2019/20 to 2022/23 (Approved by Council February 2019)	

This page is intentionally left blank

REVENUE OUTTURN 2019/20

The focus for this report is on indicating the changes since the financial monitoring position reported to Cabinet at its meeting on 25 February 2020 (at quarter 3).

GENERAL FUND REVENUE ACCOUNT - SUMMARY

1. Each portfolio within the General Fund is responsible for monitoring net controllable spend against the budget throughout the financial year. There is a surplus on the General Fund, with a favourable variance of £5.17M compared with the balanced position forecast at quarter 3. This surplus was transferred to reserves, improving the sums potentially available in the future, to provide an overall balanced position for the year on the General Fund. The movements to the position reported at quarter 3 are summarised in Table 1 below (note: figures in all tables will be rounded).

Table 1 – General Fund Revenue Account 2019/20

	Final Budget £M	Outturn £M	Outturn Variance £M	Forecast Variance Qtr 3 £M	Variance Movement from Qtr 3 £M
Portfolios Net Expenditure	180.50	185.65	5.15 A	4.10 A	1.05 A
Non-Portfolio Net Expenditure	9.17	(0.01)	9.18 F	4.10 F	5.08 F
Net Revenue Expenditure	189.67	185.64	4.03 F	0.00	4.03 F
Financing	(189.67)	(190.81)	1.14 F	0.00	1.14 F
Transfer to Reserves – Year End Surplus		5.17	5.17 A	0.00	5.17 A
(Surplus) / Deficit for the year	0.00	0.00	0.00	0.00	0.00

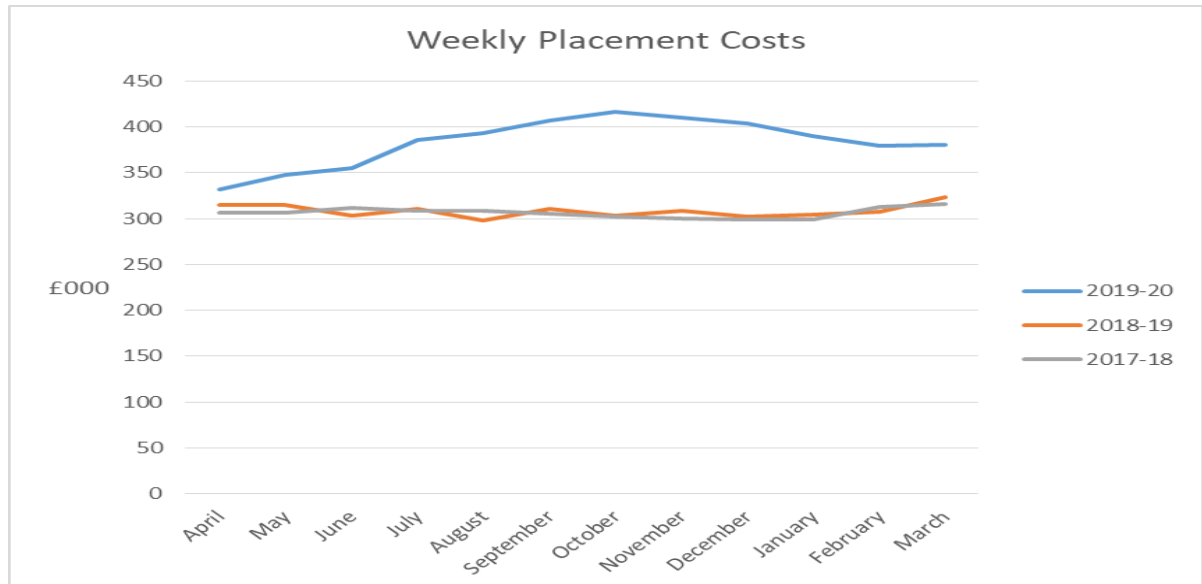
NB Numbers are rounded

2. More detail, including explanations of significant movements in variances between quarter 3 and outturn (in excess of £0.2M) is provided in Annex 1.1.
3. Portfolio expenditure includes £0.53M costs attributable to the COVID-19 pandemic and this has been funded using part of the £7.40M Emergency Funding Grant received in late March 2020, with the remainder being carried forward into 2020/21. These costs arose very late in-year with the national 'lock down' starting on 23 March.
4. £6.05M of the Portfolios outturn variance relates to Aspiration, Children & Lifelong Learning. The Council has experienced a challenging year with Children's Social Care and this is part of a national pattern experience by many councils. Locally the contributing factors are:
- increased demand throughout the service and the need for additional agency staff to deal with high caseloads and managing areas of service highlighted in the OFSTED inspection,

- high levels of high cost residential and independent fostering agency cases.

Chart 1 below shows that weekly placement costs were running at a consistently higher level in 2019/20 than compared with the previous two years.

Chart 1 – Weekly Placement Costs



Budget Carry Forwards

5. A number of service areas have requested the carry forward of budgets from 2019/20. Those recommended to Council for approval are summarised in Annex 1.2 and total £2.36M. It is expected that this spend will be incurred in 2020/21.

Business Rates Retention Scheme Pilot

6. In 2019/20 Southampton City Council participated in a 75% business rate retention scheme pilot working alongside Portsmouth City Council and the Isle of Wight Council as part of the Solent Region pilot area. This follows on from the 100% pilot that operated in 2018/19. The pilot meant that 75% of business rate growth was retained within the area, rather than the usual 50%. The Government did not allow pilot schemes to continue into 2020/21, so the pooling arrangement ceased on 31st March 2020. Southampton's share of the gain arising from participating in the pilot in 2019/20 was £1.81M and in addition the Council's share of funds retained by the pool over the 2 years of its operation was £3.57M. £5.04M of this benefit was already anticipated in budget planning for 2020/21 and 2021/22.

Property Investment Fund

7. As part of the scheme of delegation it was agreed the performance of the Property Investment Fund would be reported at outturn stage to Full Council. Annex 1.3 gives the details of this fund and Cabinet is asked to recommend Council note the performance.
8. There have been no additional purchases during the year. The rate of return on investment in 2019/20 before borrowing costs and other on-costs was 6.04%. Borrowing costs of 3.90% were incurred giving a net rate of return of 2.14%. All of the

properties remain fully let and the tenants are meeting their financial obligations under the leases.

9. Investment properties have to be revalued every year. The current valuation for those within the Property Investment Fund is £25.49M, a decrease from last year of £2.81M compared with a gain of £0.41M in 2018/19.

Treasury Management

10. The Treasury Management outturn for 2019/20 will be reported to Governance Committee on 27 July 2020.

Dedicated Schools Grant (DSG) and Schools

11. The Dedicated Schools Grant is a ring-fenced grant and balances are carried forward each year. The position at year end is a deficit of £7.42M, as shown in Table 2 below. This is further detailed in Annex 1.1.

Table 2 – DSG Outturn

	£M
Carry forward from 2018/19	0.36
Net deficit in year	7.06
Balance to carry forward	7.42

12. The DSG deficit has increased principally as a result of continuing increases in the high levels of demand for High Needs exacerbated by the increasing levels of complexity for the level of support required. The DSG deficit represents 3.9% of total DSG. A 3 year deficit recovery plan will be provided in 2020/21 to recover the deficit. This deficit is contained within the ring-fenced Dedicated Schools Grant funding. It will not impact on the wider council services or council tax payers.

13. There are 14 schools reporting a deficit balance as at the 31 March 2020 as shown in Table 3 below. This is 1 more than the position at the previous year end and the total deficit has increased by £0.86M.

Table 3 – Schools in Deficit

	2018/19		2019/20	
	Deficit £M	No. of Schools	Deficit £M	No. of Schools
Primary	1.84	8	2.09	9
Secondary	1.93	5	2.54	5
Total	3.77	13	4.63	14

14. These schools are working with the Children’s Finance team to agree deficit recovery plans. Additional resources are being provided in 2020/21 to work with the schools to provide assistance with their preparation and implementation of deficit recovery plans.

Reserves & Balances

15.	The General Fund balance stands at £10.07M, which is the approved minimum level as per the February 2020 Medium Term Financial Strategy (MTFS).																								
16.	<p>Earmarked reserves totalled £87.76M at the end of 2019/20, of which £1.56M related to schools' balances. This compares to a forecast of £67.34M at quarter 3, including forecast nil balances for schools. Included within reserves is a carry forward of £6.87M of COVID-19 Emergency Funding received at the end of March 2020 and a negative reserve of £7.42M relating to the carry forward of the DSG overspend. Further details and the changes to the quarter 3 position are set out in Annex 1.4. The main changes to the quarter 3 position were:</p> <ul style="list-style-type: none"> • £8.63M improvement in the Medium Term Financial Risk Reserve arising from the contribution of the year-end surplus, reduced drawdown towards project costs in year and increased return from the Solent Pool; • £9.52M transfer to the Revenue Grants Reserve for grants being carried forward into 2020/21 (there is a separate reserve for Public Health Grant); • £2.36M increase in the Portfolio Carry Forwards Reserve for the budget carry forwards noted in paragraph 5; • £2.26M reduced drawdown of the Revenue Contributions to Capital Reserve following review of the financing of the capital spend for the year in order to maximise flexibility of resources; • £1.87M reduced drawdown of the Digital Strategy Reserve for the same reason as above; • Transfer of the £7.42M DSG overspend to a new reserve in line with Government regulations; • The £1.46M improvement on other reserves includes £0.88M transfer to the Public Health Reserve and £0.51M reduced drawdown of City Deal funding. 																								
17	Given continued uncertainty and volatility of public funding and the impact of COVID-19 on the Council's expenditure and major income streams, it is more important than ever that the Council holds adequate reserves.																								
	HOUSING REVENUE ACCOUNT																								
18.	The HRA has broken even in 2019/20 as summarised in Table 4 below. The HRA variance has moved adversely by £1.89M from the position forecast at quarter 3. Further details are provided in Annex 1.5.																								
	<p>Table 4 – Housing Revenue Account Outturn 2019/20</p> <table border="1"> <thead> <tr> <th></th> <th>Final Budget £M</th> <th>Outturn £M</th> <th>Outturn Variance £M</th> <th>Forecast Variance Qtr 3 £M</th> <th>Variance Movement from Qtr 3 £M</th> </tr> </thead> <tbody> <tr> <td>Expenditure</td> <td>74.24</td> <td>74.01</td> <td>0.23 F</td> <td>1.74 F</td> <td>1.51 A</td> </tr> <tr> <td>Income</td> <td>74.24</td> <td>74.01</td> <td>0.23 A</td> <td>0.15 F</td> <td>0.39 A</td> </tr> <tr> <td>(Surplus) / Deficit for the year</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>1.89 F</td> <td>1.89 A</td> </tr> </tbody> </table>		Final Budget £M	Outturn £M	Outturn Variance £M	Forecast Variance Qtr 3 £M	Variance Movement from Qtr 3 £M	Expenditure	74.24	74.01	0.23 F	1.74 F	1.51 A	Income	74.24	74.01	0.23 A	0.15 F	0.39 A	(Surplus) / Deficit for the year	0.00	0.00	0.00	1.89 F	1.89 A
	Final Budget £M	Outturn £M	Outturn Variance £M	Forecast Variance Qtr 3 £M	Variance Movement from Qtr 3 £M																				
Expenditure	74.24	74.01	0.23 F	1.74 F	1.51 A																				
Income	74.24	74.01	0.23 A	0.15 F	0.39 A																				
(Surplus) / Deficit for the year	0.00	0.00	0.00	1.89 F	1.89 A																				
19.	The most significant movement from quarter 3 relates to responsive repairs (£1.52M adverse), which has finished closer to the previous year's outturn than the budget.																								

Overall there was a larger than budgeted surplus on the HRA and this was used to increase revenue financing of capital expenditure and reduce debt, while maintaining HRA balances at the minimum level of £2M approved by Council in February 2012.

COLLECTION FUND

20. The outturn for the Collection Fund is an overall deficit of £1.95M, as shown in Annex 1.6 and summarised in Table 5. The table shows a comparison of the outturn position with the revised estimate at quarter 3. The Southampton share of the estimated surplus at quarter 3 was taken into account in setting the 2020/21 General Fund Revenue Budget in February.

Table 5 – Collection Fund Deficit/(Surplus) Carried Forward

	Outturn £M	Quarter 3 Revised Estimate £M	Variance Adverse/ (Favourable) £M	SCC share of variance* £M
Council Tax	2.63	0.29	2.33	1.98
NDR	(0.68)	(0.50)	(0.18)	(0.13)
Total	1.95	(0.21)	2.16	1.85

*NOTE: SCC has a 85% share of the additional Council Tax deficit and a 74% share of the additional NNDR surplus

21. The adverse movement in quarter 4 for Council Tax is primarily due to a larger increase in the provision for bad debts than previously estimated, with higher level of arrears than assumed emerging plus factoring in a worsening economic climate on collection rates. The overall picture is a loss of £2.16M at the year-end (to be shared between Southampton, MHCLG, Hampshire Police and Hampshire Fire and Rescue Authority), compared with current planning assumptions. This will be taken into account when updating the Medium Term Financial Strategy.

LOOKING AHEAD

22. The financial challenges facing the Council will continue into 2020/21 and increase with the Covid-19 outbreak. The extent of the actual financial impact of Covid-19 will not become clear until government implements in full its phased reduction of lockdown measures and any longer lasting economic and service demand effects are known. The council entered 2020/21 with a resilient budget and an improved position with respect to its reserves, but we now face unprecedented times with the Covid outbreak which escalated into the national lock down from late March 2020.

The council faces challenges arising from the demand for services evident in the spending pressures reported here, almost all of which it is obligated to provide, for example in the areas of Children’s and Adults Social Care where costs can often be high. We also know that based on the Medium Term Financial Strategy work reported in February at Council, the council already faced a budget challenge of a £10.2M shortfall by 2022/23.

23. The authority will not lose sight of the importance of continuing to provide services to all our residents during difficult times, offering the extra help needed to those especially vulnerable under the current climate and investing to assist the recovery phase. However, it is also vital that service costs are maintained within the funding available. Reviewing and re-assessing our priorities and what can be achieved with the funding we have will become increasingly important during 2020/21.

Annexes

1. General Fund Revenue Account Outturn 2019/20
2. Budget Carry Forwards
3. Property Investment Fund
4. Earmarked Reserves
5. Housing Revenue Account Outturn 2019/20
6. Collection Fund Outturn 2019/20

GENERAL FUND REVENUE ACCOUNT OUTTURN 2019/20

Portfolio	Outturn Variance £M	Forecast Variance Qtr 3 £M	Variance Movement from Qtr 3 £M
Adult Care	1.68 A	0.54 A	1.14 A
Aspiration, Children & Lifelong Learning	6.05 A	3.82 A	2.23 A
Green City & Environment	0.27 F	0.19 A	0.46 F
Healthier & Safer City	0.23 F	0.00	0.23 F
Homes & Culture	0.44 A	0.05 A	0.39 A
Leader	1.36 F	0.13 F	1.23 F
Place & Transport	0.85 A	0.08 F	0.93 A
Resources	2.01 F	0.29 F	1.72 F
Total Portfolios	5.15 A	4.10 A	1.05 A
Levies & Contributions	0.06 A	0.00	0.06 A
Capital Asset Management	0.64 F	0.09 F	0.55 F
Other Expenditure & Income	8.60 F	4.01 F	4.59 F
Net Revenue Expenditure	4.03 F	0.00	4.03 F
Draw from Balances	0.00	0.00	0.00
Council Tax	0.05 F	0.00	0.05 F
Business Rates	0.81 A	0.00	0.81 A
Non-Specific Government Grants	1.91 F	0.00	1.91 F
Total Financing	1.14 F	0.00	1.14 F
Transfer to Reserves – Year End Surplus	5.17 A	0.00	5.17 A
(SURPLUS)/DEFICIT	0.00	0.00	0.00

NB Numbers are rounded

EXPLANATIONS BY PORTFOLIO

1. ADULT CARE PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has overspent by **£1.68M** at year-end. The Portfolio outturn variance has moved adversely by **£1.14M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Portfolio Outturn	1.68 A	0.54 A	1.14 A

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Service Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Long Term	2.17 A	0.64 A	1.53 A
Safeguarding Adult Mental Health and Out of Hours	0.15 F	0.05 A	0.20 F
Provider Services	0.15 A	0.02 A	0.13 A
Reablement & Hospital Discharge	0.11 F	0.02 A	0.13 F
Integrated Commissioning Unit Provider Relationships	0.20 F	0.18 F	0.02 F
Adults Services Management	0.19 F	0.00	0.19 F
Other	0.01 A	0.01 F	0.02 A
Total	1.68 A	0.54 A	1.14 A

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

Service Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Long Term	1.53 A	<p>The adverse variance is primarily due to overspending on Older Persons, Learning Disability and Physical Disability packages. The number of client care packages has increased compared with assumptions made earlier and this also includes increases in average costs for client care packages despite the rebasing of the budget in quarter 2.</p> <p>Since quarter 3 there has been a £1.52M adverse movement mainly due to an increase in high cost clients in physical disability and learning disability costs for clients in home care and receiving direct payments. Also, an additional £0.09M was provided in the bad debt provision as a consequence of the debt recovery process and clients' financial positions being adversely affected by Covid-19 at the end of the financial year. The forecast as at quarter 3 made projections for the Adults client costs and client numbers for the full financial year at that time, not for any additional subsequent client cost and package number increases in the months that followed.</p> <p>The unachieved savings targets are mainly based on reducing the numbers of client care packages. Mechanisms for implementing this reduction are still being progressed, alongside additional reviews of existing clients which may deliver additional savings in client care costs once implemented.</p>
Safeguarding Adult Mental Health and Out of Hours	0.20 F	Client numbers in the final month were less than projected. An analysis of client records for the final quarter lead to some client cost movement to Long Term care.

2. ASPIRATION, CHILDREN AND LIFELONG LEARNING PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has overspent by **£6.05M** at year-end. The Portfolio outturn variance has moved adversely by **£2.23M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Portfolio Outturn	6.05 A	3.82 A	2.23 A

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Service Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Divisional Management & Legal	1.79 A	1.05 A	0.74 A
Quality Assurance Business Unit	0.09 A	0.09 A	0.00
Multi Agency Safeguarding Hub & Children in Need	1.22 A	0.45 A	0.77 A
Specialist Core Services	0.49 A	0.00	0.49 A
Looked After Children (LAC) & Provision	2.36 A	2.20 A	0.16 A
ICU – Children’s Services	0.10 F	0.07 F	0.03 F
Education – High Needs & Schools	0.36 A	0.00	0.36 A
Education – Early Years and Asset Management	0.07 A	0.10 A	0.03 F
Early Help	0.22 F	0.09 F	0.13 F
Targeted & Restorative Services	0.07 A	0.11 A	0.04 F
Other	0.08 F	0.02 F	0.06 F
Total	6.05 A	3.82 A	2.23 A

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

Service Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Divisional Management & Legal	0.74 A	The adverse movement reflects the level of increased demand throughout the service and the need to retain a number of agency staff to manage areas of the service that have been highlighted in the OFSTED inspection prior to a comprehensive review of the service.
Multi Agency Safeguarding Hub (MASH) & Children in Need (CiN)	0.77 A	The adverse movement reflects the retaining of a number of agency staff to maintain service resources whilst there is still high demand.
Specialist Core Services	0.49 A	Similar to MASH and CiN, this adverse movement reflects the retaining of agency staff that were expecting to have their contracts ended to maintain service resources.
Education – High Needs & Schools	0.36 A	There was an adverse movement due to forecast savings not being achieved across the various Education teams. There was a carry forward request not previously forecast relating to the unspent school improvement grant.

Dedicated Schools Grant (DSG)

The Dedicated Schools Grant is a ring-fenced grant and balances are carried forward each year. The DSG outturn for 2019/20 was £7.4M adverse. The High Needs Block accounted for £6.9M of this which included £1.4M overspend brought forward from the previous year and an in year adverse variance of £5.5M which had been forecast at £4.5M.

The in-year High Needs overspend was mainly due to increasing demand for High Need places, these frequently had increasing complexity of needs. Increasing numbers of placements in out-of-city settings also contributed to the over spend. In addition to the High Needs pressures there were several one-off payments not budgeted which have added to the adverse position.

The DSG overspend is planned to be repaid over the next 3 years in line with DfE guidance. The High Needs block funding has been increased by 17% from 2019/20 which equates to an increase of circa £5M. The increase will be part of a number of options to be considered in the deficit recovery planning in 2020/21.

3. GREEN CITY & ENVIRONMENT PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has underspent by **£0.27M** at year-end, including a surplus of £0.11M on trading activity. The Portfolio outturn variance has moved favourably by **£0.46M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Portfolio Outturn	0.27 F	0.19 A	0.46 F

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Service Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Flood Risk Management	0.14 F	0.00	0.14 F
Bereavement & Registration	0.11 A	0.17 A	0.06 F
Trees & Ecology	0.08 F	0.00	0.08 F
Licencing	0.06 A	0.00	0.06 A
Landscape Trading Area	0.11 F	0.04 A	0.15 F
Others	0.11 F	0.02 F	0.09 F
Total	0.27 F	0.19 A	0.46 F

There are no SIGNIFICANT movements between Qtr 3 and Outturn for the Portfolio.

4. HEALTHIER & SAFER CITY PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has underspent by **£0.23M** at year-end. The Portfolio outturn variance has moved favourably **£0.23M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Portfolio Outturn	0.23 F	0.00	0.23 F

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Service Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Community Safety, Alcohol Related Crime, CCTV	0.09 F	0.05 F	0.04 F
Safer Communities	0.16 F	0.00	0.16 F
Other	0.02 A	0.05 A	0.03 F
Total	0.23 F	0.00	0.23 F

There are no SIGNIFICANT movements between Qtr 3 and Outturn for the Portfolio.

5. HOMES & CULTURE PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has overspent by **£0.44M** at year-end. The Portfolio outturn variance has moved adversely by **£0.39M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Portfolio Outturn	0.44 A	0.05 A	0.39 A

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Service Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Leisure Contracts	0.29 A	0.00	0.29 A
Private Sector Housing	0.21 A	0.08 A	0.13 A
Others	0.06 F	0.03 F	0.03 F
Total	0.44 A	0.05 A	0.39 A

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

Service Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Leisure Contracts	0.29 A	There have been additional costs incurred through the year end contracted utility adjustment of £0.1M plus ongoing costs of £0.2M for the upkeep of St Mary's Leisure Centre following the loss of the provider.

6. LEADERS PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has underspent by **£1.36M** at year-end. The Portfolio outturn variance has moved favourably by **£1.23M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Portfolio Outturn	1.36 F	0.13 F	1.23 F

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Service Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Strategic Management of the Council	0.37 F	0.06 F	0.31 F
Business Improvement	0.37 F	0.00	0.37 F
Corporate Communications	0.37 F	0.00	0.37 F
Property Services	0.21 F	0.07 F	0.14 F
Central Repairs & Maintenance	0.17 F	0.00	0.17 F
Others	0.13 A	0.00	0.13 A
Total	1.36 F	0.13 F	1.23 F

The SIGNIFICANT movements between Qtr 3 and Outturn for the Portfolio are:

Service Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Strategic Management of the Council	0.31 F	The variance is due to part year savings arising from the Resource Review of the management structure. This has produced a favourable outcome in the final quarter of the year following implementation in January.

Business Improvement	0.37 F	The favourable movement includes unutilised Brexit funding of £0.22M which is proposed to be carried forward into 2020/21. There have also been staff savings within the team due to ongoing vacancies of £0.15M.
Corporate Communications	0.37 F	Savings have occurred in the social media budget from transferring services back from Capita along with reduced advertising and print services savings.

7. PLACE & TRANSPORT PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has overspent by **£0.85M** at year-end. The Portfolio outturn variance has moved adversely by **£0.93M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Portfolio Outturn	0.85 A	0.08 F	0.93 A

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Service Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
City Services - Commercial Services	0.21 A	0.02 A	0.19 A
City Services - District Operating Areas	0.50 A	0.19 A	0.31 A
City Services - Waste Operations	0.02 A	0.11 F	0.13 A
Parking & Itchen Bridge	0.14 A	0.03 F	0.17 A
Planning	0.21 A	0.00	0.21 A
Regulatory Services	0.23 F	0.14 F	0.09 F
Supplier Management	0.12 F	0.00	0.12 F
Other	0.12 A	0.01 F	0.13 A
Total	0.85 A	0.08 F	0.93 A

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

Service Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
City Services – District Operating Areas	0.31 A	There has been high usage of overtime and temporary staff whilst the Phase 3 restructure bedded down in the last quarter of the year. There has also been increased costs for fuel and damage & repair for vehicles. Several tippers have needed major repairs, requiring external hire of replacement vehicles.
Planning	0.21 A	The number of planning applications has slowed during the year and there are fewer large schemes, which incur more significant fees, than last year. Uncertainty around Brexit has had an impact on planning applications and also the supply of builders in the local area has decreased which impacts on the level of planned works.

8. RESOURCES PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has underspent by **£2.01M** at year-end. The Portfolio outturn variance has moved favourably by **£1.72M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Portfolio Outturn	2.01 F	0.29 F	1.72 F

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Service Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Strategic Finance & Commercialisation	0.82 F	0.35 F	0.47 F
Business Operations and Digital	0.62 F	0.00	0.62 F
Intelligence, Insight & Communications	0.35 F	0.00	0.35 F
OD Strategy, Workforce Planning & Employee Relations	0.21 F	0.06 A	0.27 F
Legal and Governance	0.01 F	0.00	0.01 F
Total	2.01 F	0.29 F	1.72 F

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

Service Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Strategic Finance & Commercialisation	0.47 F	<p>Local Taxation & Benefits £0.31M underspend, savings have incurred due to the Council Tax gainshare no longer being required, along with savings on legal expenses and staff vacancies.</p> <p>Projects & Change £0.18M underspend due to greater rechargeable staff time across the Capital and Service budgets.</p>

		<p>Further savings have been made from vacancies and lower banking fees (£0.08M).</p> <p>Centrally Apportioned Overheads, £0.10M overspend due to some areas no longer being chargeable.</p>
Business Operations and Digital	0.62 F	<p>Capita Partnership Services showed a £0.93M underspend which was due to contractual penalties on IT rollout, it is proposed to carry it forward to fund the rollout of Office 365.</p> <p>Procurement Services, additional interim staff costs of £0.30M were incurred following minimal transfer of staff from Capita. Permanent staff have now been appointed.</p>
Intelligence, Insight & Communications	0.35 F	<p>Customer Services savings from vacancies and restructure efficiencies completed in the last quarter following the return of Capita services, over and above planned savings.</p>
OD Strategy, Workforce Planning & Employee Relations	0.27 F	<p>Savings resulting from significant vacancies and restructure efficiencies, completed in the last quarter, following the return of Capita services over and above planned savings.</p>

9. NON-PORTFOLIO

KEY REVENUE ISSUES – OUTTURN 2019/20

Non-Portfolio Net Expenditure has underspent by **£9.18M** at year-end. The outturn variance has moved favourably by **£5.08M** from the position reported at quarter 3.

Financing has underspent by **£1.14M** at year end. The outturn variance has moved favourably by **£1.14M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Non-Portfolio Net Expenditure	9.18 F	4.10 F	5.08 F
Financing	1.14 F	0.00	1.14 F

A summary of the Non-Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Levies & Contributions	0.06 A	0.00	0.06 A
Capital Asset Management	0.64 F	0.09 F	0.55 F
Other Expenditure & Income	8.60 F	4.01 F	4.59 F
Total Non-Portfolio Net Expenditure	9.18 F	4.10 F	5.08 F
Council Tax	0.05 F	0.00	0.05 F
Business Rates	0.81 A	0.00	0.81 A
Non-Specific Government Grants & Other Funding	1.91 F	0.00	1.91 F
Total Financing	1.14 F	0.00	1.14 F

The **SIGNIFICANT** movements between Qtr 3 and Outturn for Non-Portfolio areas are:

Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Capital & Asset Management	0.55 F	Reduced brokerage costs and higher return on investments than budgeted.
Other Expenditure & Income	4.59 F	Lower net spend on Housing Benefits than previously forecast and release of funds, including the contingency amount, held centrally to provide for unforeseen pressures or risks
Business Rates and Non-Specific Government Grants & Other Funding	1.10 F	<p>These two areas need to be considered together due to the inter-relationship between the share of retained business rates and S31 business rates grants.</p> <p>£0.53M of the £7.40M Covid-19 Emergency Funding Grant received in late March 2020 has been used to offset costs within services, with the remainder being carried forward into 2020/21.</p> <p>The Government distributed the 2018/19 surplus on the business rates levy account in March 2020. Southampton's share was £0.19M.</p> <p>£0.37M improvement on overall position for business rates/S31 grants due to lower contribution to the Solent Pool than budgeted.</p>

Carry Forwards of Budget

Portfolio	£M	Description
Adult Care	0.15	Service transformation and delivery of savings
Aspiration, Children & Lifelong Learning	0.24	To fund administrative costs within Children's Social Care and to help with the re-introduction of children back into school
Green City & Environment	0.30	Flood defence works, city parks upkeep and Green City launch event
Healthier & Safer City	0.16	Domestic homicide reviews
Homes and Culture	0.04	Heritage works
Leader	0.32	Customer Relationship Management system and Brexit costs
Place & Transport	0.16	Local Plan and food safety inspections
Resources	0.99	Primarily relates to IT including Office 365, Contracts Management system and Revenues & Benefits software
Total Carry Forwards	2.36	

In addition to the above, £10.40M of revenue grants have also been carried forward through reserves. This includes £6.87M of COVID-19 Emergency Funding Grant.

This page is intentionally left blank

Property Investment Fund as at 31 March 2020

	Purchase Date	Purchase Price	Purchase Costs	Capital Investment	2019/20 Rent per annum	Interest	MRP Charge	Valuation 31 March 2019	Valuation 31 March 2020	2019/20 Change in Valuation
		£	£	£	£	£	£	£	£	£
3 Ely Road, Cambridge	08/09/16	6,125,000	343,438	6,468,438	405,797	-155,573	-96,674	6,269,525	6,299,075	29,550
241 & 271 Winchester Road, Southampton	05/10/16	14,000,000	689,500	14,689,500	912,591	-353,298	-219,541	13,866,830	10,801,510	-3,065,320
Unit 50, Warth Park Way, Raunds, Northants	23/04/17	8,200,000	328,000	8,528,000	474,585	-205,107	-127,455	8,170,575	8,394,170	223,595
Total		28,325,000	1,360,938	29,685,938	1,792,973	-713,978	-443,669	28,306,930	25,494,755	-2,812,175

Rate of Return
6.04% Gross
2.14% Net

This page is intentionally left blank

Agenda Item 10

Appendix 5

Housing Revenue Account Outturn 2019/20

	Final Budget £M	Outturn £M	Outturn Variance £M	Forecast Variance Qtr 3 £M	Variance Movement from Qtr 3 £M
Expenditure					
Responsive repairs	11.33	12.64	1.32 A	0.20 F	1.52 A
Housing investment	5.19	4.52	0.67 F	0.38 F	0.29 F
Rents payable	0.10	0.14	0.04 A	0.00	0.04 A
Debt management	0.09	0.07	0.01 F	0.05 A	0.06 F
Supervision & management	23.08	22.89	0.19 F	0.24 F	0.05 A
Interest & principal repayments	6.56	5.19	1.37 F	0.97 F	0.40 F
Depreciation	19.97	19.60	0.37 F	0.00	0.37 F
Direct revenue financing of capital	7.94	8.96	1.02 A	0.00	1.02 A
Total expenditure	74.24	74.01	0.23 F	1.74 F	1.51 A
Income					
Dwelling rents	70.16	69.50	0.66 A	0.00	0.66 A
Other rents	1.16	1.25	0.09 F	0.00	0.09 F
Service charge income	2.28	2.23	0.05 A	0.05 A	0.00
Leaseholder service charges	0.64	1.01	0.37 F	0.20 F	0.17 F
Interest received	0.01	0.02	0.01 F	0.00	0.01 F
Total income	74.24	74.01	0.23 A	0.15 F	0.39 A
(Surplus) / Deficit for the year	0.00	0.00	0.00	1.89 F	1.89 A

NB Numbers are rounded

The SIGNIFICANT movements between Qtr 3 and Outturn for the Portfolio are:

Service Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Responsive Repairs	1.52 A	Expenditure for 2019/20 has finished closer to the 2018/19 outturn than the budget (£12.64M in 2019/20 vs £12.95M in 2018/19) due to the ongoing demand for repairs work on housing stock within the HRA. This may be a reflection of major capital works expenditure being materially less than the 2019/20 budget as to offset this underspend works have been carried out on housing stock on a more reactive than planned basis.

Cyclical Maintenance (Housing Investment)	0.29 F	Delays in recruitment to the Capital Assets Team have resulted in a reduction in the cyclical maintenance carried out. None of the statutory landlord responsibilities have been affected by this reduction. The favourable movement since quarter 3 is due to the ongoing recruitment delay.
Interest & Principal Repayments	0.40 F	As a result of the HRA capital programme outturn being less than budgeted, the amount of borrowing required for capital financing has decreased, leading to a reduction in the interest and principal payable.
Depreciation	0.37 F	A combination of higher than anticipated Right To Buy sales (leading to lower stock numbers) and lower than projected inflation figures (leading to lower replacement costs) has resulted in a reduced depreciation cost.
Direct Revenue Financing of Capital	1.02 A	There is a larger than budgeted surplus on the HRA with this differential used for capital financing. This maintains HRA balances at £2M at the end of the financial year. This has a knock-on effect of reducing overall HRA debt by using direct revenue financing (revenue contributions) instead.
Dwelling Rents	0.66 A	There has been part of a week of rent carried forward over the next five years due to 2019/20 being a 53 week rent year. There is also an element of higher voids due to the estate regeneration project.

COUNCIL TAX COLLECTION FUND REVENUE ACCOUNT
FOR YEAR ENDED 31ST MARCH 2020

Original Estimate	Revised Estimate	Actual	Variance Adverse / (Favourable)
2019/20 £M	2019/20 £M	2019/20 £M	2019/20 £M
Council Tax			
<u>Income</u>			
(117.98) Total Council Tax Income	(117.72)	(117.38)	0.33
<u>Expenditure</u>			
120.36 Total Council Tax Expenditure (incl. precepts)	119.49	121.49	2.00
2.39 Council Tax - Deficit / (Surplus) for the Year	1.77	4.11	2.33
(2.39) Council Tax - Deficit / (Surplus) Brought Forward	(1.48)	(1.48)	0.00
<hr/> 0.00 Council Tax Deficit / (Surplus) Carried Forward	<hr/> 0.29	<hr/> 2.63	<hr/> 2.33
Business Rates			
<u>Income</u>			
(115.35) Total Business Rates Income	(108.70)	(108.30)	0.40
<u>Expenditure</u>			
118.45 Total Business Rates Expenditure	113.56	112.98	(0.58)
3.10 Business Rates - Deficit / (Surplus) for the Year	4.86	4.68	(0.18)
(3.10) Business Rates - Deficit / (Surplus) Brought Forward	(5.36)	(5.36)	0.00
<hr/> 0.00 Business Rates Deficit / (Surplus) Carried Forward	<hr/> (0.50)	<hr/> (0.68)	<hr/> (0.18)
0.00 Total Collection Fund Deficit / (Surplus) Carried Forward	(0.21)	1.95	2.16
Council Tax (Surplus)/Deficit			
Contribution (to)/ from SCC		2.23	
Contribution (to)/ from HPCC		0.30	
Contribution (to)/ from HFRA		0.10	
Council Tax Collection Fund Balance c/f		<hr/> 2.63	
Business Rates (Surplus)/Deficit			
Contribution (to)/ from SCC		(1.07)	
Contribution (to)/ from MHCLG		0.40	
Contribution (to)/ from HFRA		(0.01)	
NDR Collection Fund Balance c/f		<hr/> (0.68)	
Total SCC (Surplus)/Deficit		<hr/> <hr/> 1.16	

This page is intentionally left blank

CAPITAL OUTTURN 2019/2020 AND REVISED CAPITAL PROGRAMME				
1.	The focus for this report is on the capital outturn position for 2019/20, the variances compared with the agreed programme, the financing of the capital spend and any changes to the programme.			
2019/20 CAPITAL OUTTURN POSITION				
2.	The total General Fund capital expenditure in 2019/20 was £56.03M compared to an estimate of £88.10M, giving a variance of £32.07M or 36.40% of the programme. The variance is comprised of £31.26M net slippage and £0.81M of underspends.			
3.	The total HRA capital expenditure in 2019/20 was £41.05M compared to an estimate of £47.35M, giving a variance of £6.30M or 13.31% of the programme. The variance is comprised of £6.36M net slippage and £0.06M of overspend.			
4.	The performance of individual capital programmes in 2019/20 is summarised in table 1 and 2.			
Table 1 – Summary of the General Fund & HRA Capital Outturn 2019/20				
	Approved Programme	Actual	Variance	
	£M	£M	£M	%
Adult Care	0.54	0.11	(0.43)	(79.6)
Aspiration, Children and Lifelong Learning	21.15	19.17	(1.98)	(9.4)
Healthier and Safer City	3.42	2.06	(1.36)	(39.8)
Homes and Culture	0.26	0.34	0.08	30.8
Leader	2.23	1.89	(0.34)	(15.2)
Place and Transport	33.66	29.08	(4.58)	(13.6)
Resources	26.84	3.38	(23.46)	(87.4)
Total GF Capital Programme	88.10	56.03	(32.07)	(36.4)
Total HRA Capital Programme	47.35	41.05	(6.30)	(13.3)
Total Capital Programme	135.45	97.08	(38.37)	(28.3)

Table 2 – 2019/20 Breakdown of Variance By Programme

Programme	Slippage/ (Rephasing) £M	(Under)/ Over Spend £M	Variance £M
Adult Care	0.00	(0.43)	(0.43)
Aspiration, Children and Lifelong Learning	(2.74)	0.76	(1.98)
Healthier and Safer City	(0.41)	(0.95)	(1.36)
Homes and Culture	(0.01)	0.09	0.08
Leader	(0.34)	0.00	(0.34)
Place and Transport	(4.30)	(0.28)	(4.58)
Resources	(23.46)	0.00	(23.46)
Total GF Capital Programme	(31.26)	(0.81)	(32.07)
Total HRA Capital Programme	(6.36)	0.06	(6.30)
Total Capital Programme	(37.62)	(0.75)	(38.37)

5. Reasons for major variances on individual schemes since the last reported position are detailed for each Programme in annex 2.1. The single largest item by far is £20M for the Property Investment Fund, where no investment was made and given market conditions may not be made during 2020/21. Without this one transaction, the variance is reduced to £18.37M, or 13.6% of the approved programme.

CAPITAL FINANCING

6. The resources used to finance the 2019/20 expenditure for each programme are summarised in table 3 below.

Table 3 – Capital Financing 2019/20

	General Fund £M	HRA £M	Total £M
Total Financing Required	56.03	41.05	97.08
Financed By: -			
Council Resources	17.26	4.00	21.26
Capital Receipts	0.25	7.96	8.21
Direct Revenue Financing	2.88	8.96	11.84
Capital Grants	31.65	0.19	31.84
Contributions	3.99	0.34	4.33
MRA	0.00	19.60	19.60
Total	56.03	41.05	97.08

7. Any over spends on individual schemes are financed from identified additional funding or from savings elsewhere within the programme. Programmes are

	required to balance their capital programmes within the resources available to them, this may result in reduced outputs where an overspend results in reductions being made elsewhere in the programme.																																
8.	The impact of scheme variances for 2019/20 on future years' capital expenditure will feed into future capital programme updates aligned to Council priorities.																																
	THE 5 YEAR CAPITAL PROGRAMME																																
9.	Table 4 shows a comparison of the amended capital estimate for the period 2019/20 to 2024/25 including any amendments noted elsewhere within this report, compared with the previously reported programme for the same period, and shows a decrease of £0.12M based on the adjustments reported.																																
10.	<p><u>Table 4 – Programme Comparison</u></p> <table border="1"> <thead> <tr> <th></th> <th>2019/ 2020 £M</th> <th>2020/ 2021 £M</th> <th>2021/ 2022 £M</th> <th>2022/ 2023 £M</th> <th>2023/ 2024 £M</th> <th>2024/ 2025 £M</th> <th>Total £M</th> </tr> </thead> <tbody> <tr> <td>Amended Programme</td> <td>97.08</td> <td>405.65</td> <td>169.02</td> <td>181.33</td> <td>79.95</td> <td>47.59</td> <td>980.62</td> </tr> <tr> <td>Previous Programme</td> <td>135.45</td> <td>367.07</td> <td>169.02</td> <td>181.33</td> <td>80.28</td> <td>47.59</td> <td>980.74</td> </tr> <tr> <td>Variance</td> <td>(38.37)</td> <td>38.58</td> <td>0.00</td> <td>0.00</td> <td>(0.33)</td> <td>0.00</td> <td>(0.12)</td> </tr> </tbody> </table>		2019/ 2020 £M	2020/ 2021 £M	2021/ 2022 £M	2022/ 2023 £M	2023/ 2024 £M	2024/ 2025 £M	Total £M	Amended Programme	97.08	405.65	169.02	181.33	79.95	47.59	980.62	Previous Programme	135.45	367.07	169.02	181.33	80.28	47.59	980.74	Variance	(38.37)	38.58	0.00	0.00	(0.33)	0.00	(0.12)
	2019/ 2020 £M	2020/ 2021 £M	2021/ 2022 £M	2022/ 2023 £M	2023/ 2024 £M	2024/ 2025 £M	Total £M																										
Amended Programme	97.08	405.65	169.02	181.33	79.95	47.59	980.62																										
Previous Programme	135.45	367.07	169.02	181.33	80.28	47.59	980.74																										
Variance	(38.37)	38.58	0.00	0.00	(0.33)	0.00	(0.12)																										
11.	There have been a number of Delegated Decision Notices (DDN) since the previous programme, totalling £0.09M. This has been offset by net underspends of £0.75M which have been removed from the programme. Details of the additions since the February Capital Update can be found in annex 2.2.																																
12.	Additions of £0.54M to the Children and Learning programme in 2020/21 are to be approved by full Council and are detailed in annex 2.3, to be funded from government grant. The programme remains fully funded.																																
<u>SUPPORTING DOCUMENTATION</u>																																	
Annexes																																	
1.	GF & HRA Major Variance Explanations																																
2.	GF & HRA Programme Variations																																
3.	GF & HRA Programme Additions for Approval																																

This page is intentionally left blank

GF & HRA MAJOR VARIANCE EXPLANATIONS SINCE LAST REPORTED POSITION

ASPIRATIONS, CHILDREN AND LIFELONG LEARNING	
	<u>Slippage and Re-phasing</u>
1.	<u>Secondary Expansion St Marks (Re-phase of £0.94M from 2020/21 to 2019/20)</u> Greater progress has been made in 2019/20 than anticipated requiring budget to be re-phased that had previously been slipped into 2020/21. The project has a pre-construction agreement with the preferred contractor under which a design has been developed and enabling works have progressed. This has allowed earlier progress on the investigations and studies required to submit a planning application.
2.	<u>R&M Programme for School (Slippage of £0.87M from 2019/20 to 2020/21)</u> Some works are reliant on summer holiday access to schools to be carried out. If the programme misses those windows unfortunately the work needs to be re-phased to another convenient time. Schools affected are Townhill Roof Works, Mount Pleasant Clock Work and Maytree Nursery Roof. In the case of Townhill Park there has also been a change to the scope of work as it was identified in the design phases that there is a need for a significant amount of further work. A full review of options for the school is being commissioned.
3.	<u>Sholing Technical College Renovation (Slippage of £2.02M from 2019/20 to 2020/21)</u> A funding transfer agreement is in place with the learning trust for the school who are managing the works which were anticipated to be completed in 2019/20. However the trusts completion of works is progressing slower than anticipated and funds will not be transferred until completion. This project does not impact pupil capacity.
	<u>Over & Under Spends</u>
4.	<u>Schools Devolved Capital (Overspend of £0.97M in 2019/20, an increase of £0.97M since last reported position)</u> The schools capital work programme is undertaken throughout the year and funded through devolved capital funding. The capital spend is not included in forecasts during the year but is added to the capital financing out turn statement. The over spend is funded from grant allocations.
PLACE AND TRANSPORT	
	<u>Slippage and Re-phasing</u>
5.	<u>Congestion Reduction - Intelligent Transport Systems (Re-phase of £1.00M from 2020/21 to 2019/20)</u> The Transforming Cities Fund (TCF) schemes planned for 2020/21 meant that it was important to get this scheme completed earlier than originally planned to then allow more network capacity and resources to focus on these TCF projects in the new financial year.

6.	<p><u>Congestion Reduction - Electric Vehicle Action Plan (Slippage of £0.51M from 2019/20 to 2020/21)</u></p> <p>The Council's depots required charge points to be fitted for the new electric fleet as a priority. As a result installation of twelve additional charge points planned for city centre car parks needed to be delayed. In addition, the installation of on-street residential charge points has been placed on hold due to a legal issue relating to the electricity supply and attempts to find a hardware solutions that will integrate with street lamp columns. An alternative hardware solution has now been found and the project will deliver on-street charge points for residents in 2020/21. The delivery of the 12 additional charge points are part of the wider 2020/21 programme. Additional staff resources are being secured to ensure an uplift in the programme delivery.</p>
7.	<p><u>Additional Roads Programme (Slippage of £0.66M from 2019/20 to 2020/21)</u></p> <p>The overall highways programme was adjusted in-year based on scheme priority and asset management prioritisation which has resulted in the delivery schedule for this scheme being revised. This meant that several road work projects that were originally planned for 2019/20 will now be delivered in 2020/21.</p>
8.	<p><u>Electric vehicle purchases (Slippage of £0.82M from 2019/20 to 2020/21)</u></p> <p>The first batch of electric vehicles was scheduled for delivery in late March 2020, however this has been delayed due to the COVID 19 outbreak. Deliveries are now taking place in April 2020, respecting lockdown and social distancing measures.</p>
9.	<p><u>Public Transport – Clean Bus Technology Fund (Slippage of £1.15M from 2019/20 to 2020/21)</u></p> <p>This is a grant scheme where operators claim from the Council the cost of retrofitting cleaner engines in their fleet of vehicles. There is a set process the bus operators must follow in order to receive the grant. A key step in this process is have the retrofitting independently certified prior to submitting a claim, this certification process is taking longer than anticipated due to capacity issues with the certifiers. Final grant claims from operators are now expected in 2020/21.</p>
RESOURCES	
	<u>Slippage and Re-phasing</u>
10.	<p><u>Civic Centre Upgrade (Slippage of £0.73M from 2019/20 to 2020/21)</u></p> <p>Revenue works to the civic centre were prioritised to bring a range of improvements to the working and public spaces. This meant that some of the capital programme was re-timed to allow these works to be carried out as a priority. Following the emergence of the Covid19 pandemic non-essential projects were paused to allow key personnel to focus on Covid19 related works.</p>
11.	<p><u>Desktop Refresh Programme (Slippage of £0.97M from 2019/20 to 2020/21)</u></p> <p>Planned delivery of desktop IT hardware was due to be received in March 2020 but due to supplier operational issues the delivery will now be received in April 2020, as a result this phase of the project will now be completed in the 2020/21.</p>

12.	<p><u>Client Case Management System (Slippage of £1.66M from 2019/20 to 2020/21)</u></p> <p>This project has been delayed as the supplier Care Works were not able to meet the initial timeframe. Software delivery has been moved from December 2019 to July 2020. Also the delivery of laptops for field workers was delayed to April 2020.</p>
13.	<p><u>Property Investment Fund (Slippage of £20.00M from 2019/20 to 2020/21)</u></p> <p>Initial plans were for investment in late 2019/20. Due to the current economic climate property investment will not now be undertaken until the 2020/21 or later. Investment opportunities will be carefully reviewed to determine when the best return can be achieved.</p>
HOUSING REVENUE ACCOUNT (HRA)	
	<u>Slippage and Rephasing</u>
14.	<p><u>Oaklands Site (Re-phasing of £1.27M from 2020/21 to 2019/20)</u></p> <p>The Oaklands Development has progressed with an improved timescale than originally anticipated and as a result there is a requirement to re-profile the budget for the project to reflect this. A revised budget for this project was set as part of the HRA budget setting process to ensure it was sufficient.</p>
15.	<p><u>Total Mobile (Slippage of £0.53M from 2019/20 to 2020/21)</u></p> <p>A lack of resource available that were trained to install the new programme, has delayed go live. Resources will be evaluated in the new financial year to ensure the project is achieved.</p>
16.	<p><u>Energy Company Obligation - Canberra Towers (Slippage of £0.60M from 2019/20 to 2020/21)</u></p> <p>This project has needed to be re-profiled to 2020/21 to ensure that whilst going through the process of appointing the consultants to work on the project there has been effective involvement of all key parties including Hampshire Fire and Rescue. Budget has been slipped into 2020/21 to match the planned spend.</p>
17.	<p><u>Block Modernisation Programme (Slippage of £0.89M from 2019/20 to 2020/21)</u></p> <p>This project had been re-profiled compared with the original plans to be able to include additional fire safety measures including sprinklers to supported housing block as part of the scheme. Budget has been slipped into 2020/21 to match the planned spend.</p>
18.	<p><u>Estate Regeneration Woodside/Wimpson (Slippage of £1.17M from 2019/20 to 2020/21)</u></p> <p>The contractor has experienced challenges on site including severe adverse weather conditions and also the provision of appropriate power from Scottish and Southern Energy. This affected the programme of works.</p>

19.	<p><u>Right to Buy Satisfactory Purchase Scheme (Slippage of £1.33M from 2019/20 to 2020/21)</u></p> <p>This scheme has been re-profiled to tie in with the delivery of the 1000 homes programme, clear criteria and processes are being established to ensure that the properties acquired meet the needs of the housing register and the council stock requirements. The funding requires slippage into 2020/21 to facilitate the purchase of individual properties based on availability and suitability of properties on the market.</p>
20.	<p><u>Townhill Park Regeneration (Slippage of £1.49M from 2019/20 to 2020/21)</u></p> <p>The funding currently in this programme is focused around the costs associated with the decommissioning of blocks. In some cases negotiations take longer to conclude and in this instance this related to leaseholders in Plot 9 which has caused the spend to be slower than anticipated. The Council will continue negotiations in 2020/21 and will seek to use the Compulsory Purchase Orders route as a last resort. Once the purchase is complete, demolition of the building can resume.</p>

VARIATIONS SINCE LAST REPORTED POSITION

Portfolio	Scheme	£M	Approval Type	Funding Source
<u>Additions to the Programme</u>				
Homes and Culture	Arts Gallery Improvements	0.02	**	Grant
		<u>0.02</u>		
Leaders	West Quay Phase 3 Watermark West Quay	0.05	**	Grant
		<u>0.05</u>		
Place and Transport	Daisy Dip Play Area	0.02	**	Grant
		<u>0.02</u>		
	TOTAL GF	<u>0.09</u>		
Total Variations to the Overall Programme		<u>0.09</u>		
<u>Approval Type Summary</u>				
		£M		
* Approved By Council/Cabinet		0.00		
** Approved under Delegated Powers		0.09		
^ Approval Required		0.00		
Total Variations to the Overall Programme		<u>0.09</u>		

This page is intentionally left blank

GENERAL FUND AND HRA CAPITAL OUTTURN 2019/20 - PROPOSED PROGRAMME CHANGES FOR APPROVAL	
	Children and Learning
1.	<p><u>Schools Devolved Capital: scheme total £1.42M (proposed increase of £0.40M)</u></p> <p>Approval is sought for the addition of £0.40M to the Children and Learning programme and approval to spend this sum in 2020/21; funded by government grant. The schools capital works programme is undertaken throughout the year and funded through devolved capital funding. Schools decide on the allocation of this grant and can decide on the timing of spend to complete school schemes.</p>
2.	<p><u>Springwell School - Main Expansion; Scheme total £3.92M (proposed increase of £0.45M)</u></p> <p>Approval is sought for the addition of £0.45M funded by government grant to the Children and Learning programme and approval to spend this sum in 2020/21; to meet an extension of time claim and associated costs resulting from the re-design of foundations due to the discovery of unexpected drainage pipes.</p>
3.	<p><u>Bitterne Park Autism Resource Base: scheme total £0.64M (proposed increase of £0.02M)</u></p> <p>Approval is sought for the addition of £0.02M funded by government grant to the Children and Learning programme and approval to spend this sum in 2020/21; to meet additional costs as a result of non-completion on time. The Council is looking at options for redress.</p>
4.	<p><u>St Denys scheme: total £2.57M (proposed increase of 0.01M)</u></p> <p>Approval is sought for the addition of £0.01M funded by government grant to the Children and Learning programme and approval to spend this sum in 2020/21; to meet costs of variations to the project that have fallen outside of the main contract.</p>
5.	<p><u>Sholing Technical College Renovation: scheme total £2.47M (proposed increase £0.01M)</u></p> <p>Approval is sought for the addition of £0.01M funded by government grant to the Children and Learning programme and approval to spend this sum in 2020/21; to meet the cost of a boiler replacement prior to academisation.</p>
6.	<p><u>Schools Condition Allocation: scheme total £7.59M (proposed decrease of £0.33M)</u></p> <p>Approval is sought for the reduction of £0.33M to the Children and Learning programme funded by government grant. This grant will be used to fund the additions above.</p>

Note item: Further to the above, Council agreed to revise the capital programme on 24 June for: (i) Transforming Cities Fund to £118.57M by 2024/25 (was £155.73M) and (ii) to add the Future Transport Zones to the programme at £28.76M by 2022/23.

This page is intentionally left blank

Agenda Item 10

Appendix 11

Reserve	Balance as at 31/03/2020	Forecast at Quarter 3	Difference
	£M	£M	£M
MTFR Reserve	50.32	41.69	8.63
Taxation Reserve	0.00	0.00	0.00
Organisational Design Reserve	6.64	6.73	(0.09)
Revenue Grant Reserve	9.52	0.00	9.52
Capital Funding Risk	0.00	0.00	0.00
Portfolio Carry Forwards	2.60	0.24	2.36
PFI Sinking Fund	4.52	4.58	(0.06)
Insurance General Reserve	2.81	2.94	(0.13)
Revenue Contributions to Capital	4.26	2.00	2.26
On Street Parking Reserve	3.09	2.63	0.46
Digital Strategy	6.16	4.29	1.87
DSG Reserve	(7.42)		(7.42)
Other	3.70	2.24	1.46
Sub-Total	86.20	67.34	18.86
Schools' Balances	1.56	0.00	1.56
Total	87.76	67.34	20.42

This page is intentionally left blank

DECISION-MAKER:	CABINET COUNCIL		
SUBJECT:	1000 HOMES PROGRAMME		
DATE OF DECISION:	14 JULY 2020 (Cabinet) 15 JULY 2020 (Council)		
REPORT OF:	CABINET MEMBER FOR CULTURE AND HOMES, CLLR KAUR		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Service Manager Regeneration & Development, John Maillard	Tel: 023 8083 3979
	E-mail:	John.Maillard@southampton.gov.uk	
Executive Director	Name:	Kate Martin	Tel: 023 8083 2134
	E-mail:	Kate.Martin@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
<p>Confidential - Appendices: 2, 3 and 4 contains information deemed to be exempt from general publication based on Category 3 and 7(A) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test this information has been deemed exempt from publication due to confidential sensitivity and confidentiality. It is not considered to be in the public interest to disclose this information. It would prejudice the Council's ability to operate in a commercial environment and prejudice commercial relations with third parties.</p>			
BRIEF SUMMARY			
<p>The purpose of this report is to seek approval to proceed with the remainder of the 1000 council homes programme. As part of this programme, which began in the summer of 2018, 274 homes have either been delivered, or are under construction, this report seeks approval to fund the remaining 726 homes. The aim is for all of these to be affordable homes, there will be a mix of council rented and shared ownership properties. The Ministry of Housing, Communities and Local Government defines social and affordable homes as social, affordable and intermediate which includes shared ownership. This development will be funded from a mix of council borrowing, Right- to-Buy (RtB) income and the sale of the shared ownership properties. Grant funding will also be sought. The council home programme is aligned with the council's corporate priorities of creating a city that is Greener, Fairer and Healthier.</p>			
CABINET			
RECOMMENDATIONS:			
	(i)	<p>Subject to the financial approvals of Council, to delegate authority to the Director of Place following consultation with the Cabinet Member for Homes and Culture, Executive Director Communities, Culture and Homes, the Executive Director Finance and Commercialisation and the Service Director Legal and Governance:</p>	

		<ul style="list-style-type: none"> - To deliver a programme in accordance with the overall financial parameters and assumption outlined in this report and to approve and agree the details of each individual scheme which will be based on a specific scheme by scheme business case evaluation. - To establish a new Programme Board to oversee the delivery of the programme. - To enter into contracts with consultants, design teams and construction companies as required. - To agree the final housing and tenure mix for each individual scheme. - To approve funding applications and successful awards towards this programme. - To take any other actions required, ancillary approvals or enter into any agreements required to give effect to this decision.
COUNCIL		
RECOMMENDATIONS		
	(i)	To approve a capital programme with a total scheme cost of £144m and expenditure of the programme within the Housing Revenue Account Capital Programme to deliver a programme of affordable council rented and shared ownership properties. To be funded from £83.9 loan finance paid through rental and sales income, £23,2m retained Right-to-Buy and grants plus £36.9m capital receipt from shared ownership sales.
	(ii)	To approve the appropriation of land from the General Fund to the Housing Revenue Account as required in order to deliver the programme.
REASON FOR THE REPORT RECOMMENDATIONS		
1.	<p>The council has an ambition as set out in the Corporate Plan to deliver 1000 council homes by 2025, this is underpinned by:</p> <ul style="list-style-type: none"> • The identification of a need for affordable homes in the city, whilst new homes are being delivered, there is a gap between the need for and the provision of affordable homes. • The impact that a new homes programme will have on growth in the city and region, leading to new jobs, apprenticeships, investment in the local construction industry and growth. • A longer-term vision to continue to provide homes for those in need across the city. • The aim to address the continual reduction of the council stock of around 100-150 homes per year through the RtB programme • The ability for the council to have control over the delivery of homes to address the local need. • Giving opportunities through the Housing Revenue Account to give residents secured tenancies. • The ability through shared ownership to help households into property ownership that may not otherwise have been achievable. 	

2.	On 29 th October 2018 the government implemented the removal of the HRA borrowing cap to encourage councils to deliver new homes to help address the national housing crisis. 274 new homes are either already delivered or under construction in Southampton as part of the 1000 council homes programme. This report seeks approval to use this borrowing option in addition to the retained RtB income plus grant income that can be secured to deliver the remaining 726 homes. Approval is sought for the full capital budget to proceed with this programme.
3.	<p>This programme will help deliver council priorities of making Southampton Greener, Fairer and Healthier.</p> <ul style="list-style-type: none"> • Greener – This council homes programme will aim to deliver better quality, energy efficient homes that are working towards the RIBA Climate Challenge target for 2025. Homes will be more affordable to heat and maintain. • Fairer – In a time of economic uncertainty, this council homes programme will help to stimulate the local economy by creating jobs. It will also provide access to homes that match local need in areas such as affordability and adaptability. • Healthier – Good quality of homes improves the quality of life and has a positive impact on the health and wellbeing of communities.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
4.	Do Nothing – this is not a recommended option given the current and future demand for homes in the city as outlined in paragraph 12.
5.	Sale of all vacant sites for capital return– this would secure a capital receipt for the council but would not maximise the number of affordable homes or deliver more council homes. This is evidenced by the reduction in the number of affordable homes built in the city by developers in recent years.
6.	Sale of all sites for less than best value for the provision of more affordable homes – this would secure a significantly reduced capital receipt and could secure affordable homes, but not council homes with secured tenancies.
7.	A Joint Venture for all sites – this approach would not maximise the number of affordable council homes on the site and has a lengthy programme of selection and implementation associated with it.
8.	Sale and Lease back – this option involves an external investor funding the development in return for a rental payment over a period which may vary but is generally between 20-40 years, it relies on a mix of affordable and market rent properties. The model does not allow for Right-to-Buy to apply. This is a complex arrangement with financial risk and procurement issues. This option does not maximise the number of affordable homes on the site as there would need to be a significant percentage of market rental properties, so it relies on a demand for market rent across the sites.
DETAIL (Including consultation carried out)	
9.	In 2017 the National Audit Office advised that house building was not keeping up with demand. “Since the 1980s, demand for housing in England has increased. Housebuilding, however, has not kept pace with demand. Public sector housebuilding has fallen and the number of homes added by the

	<p>private sector has been vulnerable to both economic recessions and the cost of finance to potential homeowners.” The report also stated that “for housebuilding to match future need, it must increase in most parts of the country”. The National Audit Office also outlined that the number of social rented homes had decreased.</p> <p>https://www.nao.org.uk/wp-content/uploads/2017/01/Housing-in-England-overview-Summary.pdf</p> <p>Following this report as part of the Autumn Budget 2017 the government confirmed its commitment to delivering 300,000 homes per year.</p> <p>https://www.gov.uk/government/publications/autumn-budget-2017-documents/autumn-budget-2017</p> <p>Following on from the 2017 announcement to deliver 300,000 homes per year, on the 29th October 2018 the Housing Revenue Account (HRA) borrowing cap was formally removed with the publication of the Limits on Indebtedness (Revocation) Determination 2018. In the HM Treasury Budget Policy Paper October 2018, “enabling councils to increase house building to around 10,000 homes per year.”</p> <p>https://www.gov.uk/government/news/government-announces-new-generation-of-council-housing</p> <p>A further financial commitment was made in the budget in March 2020 with a £10.9bn increase in housing investment to support the commitment to build at least 1 million new homes by the end of Parliament, and an average of 300,000 homes a year by the mid 2020s.</p> <p>https://www.gov.uk/government/publications/budget-2020-documents/budget-2020</p>
10.	<p>On the 21st June the Local Government Association commented that 100,000 post pandemic social homes should be built per year. The organisation states that councils should build more council homes where they are needed and ““spearhead the national recovery from the virus”</p> <p>https://www.local.gov.uk/100000-social-homes-year-needed-part-covid-19-recovery-councils-warn</p> <p>Research for the LGA also highlighted the economic benefits to councils building new homes, stating that they found that every £1 invested in a new social home generates £2.84 in the wider economy with every new social home generating a saving of £780 a year in housing benefit.</p>
11.	<p>This new homes programme will deliver significant economic benefits for the city, helping to stimulate recovery in the local economy. This includes an estimated 1089 jobs (based on the One Public Estate calculation of 1.5 jobs per home), additional spending in the local economy and supply chain, and an increase in opportunities for skills training and apprenticeships. Using the figures from the LGA research this would equate to an investment of £78.6m in the wider economy.</p>
12.	<p>The removal of the HRA borrowing cap has given councils a significant opportunity to deliver new homes. The first project to be approved locally</p>

	using this new funding measure was the project to build 103 council homes on the former Oaklands School site which was agreed by council in July 2019. Through approval of this report, the council plans to continue to take advantage of this opportunity to help facilitate the delivery of homes that are needed within the city.
13.	The council homes programme will focus on addressing need and current gaps within the wider market, the following information highlights the need for affordable new homes that has been identified. Whilst the range of new homes completed in Southampton per year has been on average around 800 between 2008-2018, the number of affordable homes delivered significantly reduced over that time due to developers stating that there is a lack of viability to do so.
14.	As at September 2019 there were 15,636 tenancies in council homes, however there is substantial demand in the city for more affordable homes. In addition to this around 105 – 150 council homes are lost from the stock per year as a result of the RtB process. Based on the same date there were 8,254 families on the general needs housing register waiting for a home. 1 bedroom properties are most in demand, however the average wait is longest for 3 and 4 bedroom homes. A lack of dwellings accessible to wheelchair users is evident and there is a demand for supported accommodation for Learning Disability clients to meet a growing need in the city. There is a further need in Southampton to help address increased homelessness. While all rough sleepers have been sheltered during lockdown, there is a growing need for temporary and move on accommodation.
15.	During the period of lockdown the home has increasingly become a workplace, a home school location and at times the place for most if not all social activity and leisure time. There is an important focus therefore on affordability but also the design to enhance quality of life. This also includes the need for more energy efficient homes that are cheaper to heat.
16.	The council intends to continue to contribute to the housing market to address the gaps highlighted above. It therefore seeks approval for funding to deliver a further 726 homes tailored in terms of size and design predominantly to meet the needs of those on the housing register. This is in addition to the 274 which is already approved and either delivered or under construction. This programme will therefore prioritise the delivery of 1 and 3 bedroom homes, the developments will include provision for adult social care clients and there will be a focus on accessibility and carbon reduction and energy efficiency in line with the green aspirations of the council. These homes will also be designed to be managed and maintained by the council and the design and quality will reflect this.
17.	The council has: <ul style="list-style-type: none"> - Identified the potential sites for the delivery of this programme (see Appendix 2) - Reviewed each site including the potential housing densities (see Appendix 3) - Carried out an overarching financial appraisal for the overall programme based on financial assumptions (see Appendix 4)

	<ul style="list-style-type: none"> - Worked with key departments across the council to identify the demand for not only general needs but also other client group needs - Developed overarching council requirements in terms of design and specification for the Southampton Home. (see Appendix 1)
18.	<p>It is the council's approach for the programme to be financially viable, demonstrate value for money and not have a wider impact on the HRA. In order to deliver the programme the council will need to procure consultants and contractors. For each project, the council will procure an Employer's Agent (EA) who will act as contract administrator for the duration of the contract. The EA will report to the council's in house project lead officer. The EA will assess the most advantageous procurement route and will advise the council, prior to proceeding with the appointment of contractors. The EA will also carry out a value for money assessment which will include benchmarking the cost of the scheme with reference to other comparable cost data in order for the council to make an informed decision about each contractor appointment.</p>
19.	<p>For all sites, the council aims to utilise a Design & Build contract where the main contractor is appointed to design and construct the work. The stage at which the contractor is appointed may vary depending on the individual project requirements and design input required. Contractors may be procured to develop more than one site, where appropriate to improve the efficient use of council resources. The council will use framework agreements for the appointments of contractors.</p>
20.	<p>As mentioned earlier in this report the pandemic has further highlighted the need for quality homes in the city. A Draft Design Manual for the future Southampton Home (Appendix 1) has been developed by the councils Property Design Team this sets out the requirements for new homes in the city. The manual sets out the aspirations and standards that designers are encouraged to embrace when developing new housing on behalf of the council. In support of the Green City Charter the manual sets out the general principles which will improve energy efficiency thereby reducing energy bills for council residents and a reduction in the carbon footprint. The Design Manual also reflects the quality needed in these homes which will be managed and maintained by the council in the long term. Unlike developers looking to sell properties after construction the council needs to consider the long term costs of managing and maintaining these properties so quality is key. These measures will be assessed on a project by project basis when each site is approved. The themes of the Manual are outlined below.</p> <ul style="list-style-type: none"> • Be a home for life • Be part of a community • Be comfortable • Be safe • Be efficient
21.	<p>Engagement with communities within areas of regeneration is an important part of this programme for each of the projects within the programmes:</p> <ul style="list-style-type: none"> • All the stakeholders will be identified for each project • An action plan will be developed to ensure that communities and stakeholders are effectively engaged in relation to each project

	<ul style="list-style-type: none"> • There will be a separate communication plan developed for the whole programme.
22.	Alongside the construction of new homes the council will take advantage of the other opportunities available to contribute to the housing programme and aid place shaping which could include acquisitions such as buying back council homes and working with other developers across the city.
23.	A new Programme Board will be established to oversee the delivery of the 1000 Homes programme, this will be chaired by the Executive Director of Place. Individual scheme approval will be delegated to the Director of Place following consultation with others including Cabinet Member for Homes and Culture

RESOURCE IMPLICATIONS

Capital/Revenue

24..	<p>The total estimated cost of the scheme is £144m applying the assumptions made and it is proposed that this will be funded as outlined in the table below, with the programme assumptions are built into Appendix 4.</p> <table border="1"> <thead> <tr> <th>Source of Funding</th> <th>Total £M</th> </tr> </thead> <tbody> <tr> <td>Sales income from RtB and assumed grants</td> <td>23.2</td> </tr> <tr> <td>Capital Receipts (sale of Shared Ownership)</td> <td>36.9</td> </tr> <tr> <td>Borrowing</td> <td>83.9</td> </tr> <tr> <td>Total</td> <td>144.0</td> </tr> </tbody> </table> <p>The forecast costs are based on a cost per square metre rate that has been benchmarked against other construction projects, there has also been a mark up to include provision for design features to work towards the RIBA Climate Challenge target of 2025. All the council homes as part of this programme will be Affordable homes as there is a gap in the market currently. Each scheme will be considered under a separate evaluation with a business case made, with any local factors, new market rates etc. allowed for and, if agreed, the financial year phasing applied into the capital programme within the overall cost envelope.</p> <p>The role of the Employers Agent will be to scrutinise the predicted costs of each scheme at key stages throughout the project lifecycle; critically prior to entering into a contract for the construction to reduce the risk of changes to the final contract sum.</p> <p>This report provides delegated authority to finalise the details of each scheme and to enter into contract with the building contractor and consultants as may be required to develop the scheme.</p>	Source of Funding	Total £M	Sales income from RtB and assumed grants	23.2	Capital Receipts (sale of Shared Ownership)	36.9	Borrowing	83.9	Total	144.0
Source of Funding	Total £M										
Sales income from RtB and assumed grants	23.2										
Capital Receipts (sale of Shared Ownership)	36.9										
Borrowing	83.9										
Total	144.0										

25.	<p>A Financial Appraisal has been produced by the council which forecasts (based on a range of assumptions) that the cost of borrowing can be paid back over a 45-year period. The assumptions are summarised in Appendix 4. The high level assumptions are as follows:</p> <ul style="list-style-type: none"> • That the council aims to deliver 100% Affordable housing tenures on council owned land. • That the council aims to achieve at least 20% social rent overall. • That the rented homes will adopt the National Described Space Standards set out in 2015 by the Government providing the standards for bedrooms, storage and internal areas in new dwellings across all tenures where possible. • The aim is that the homes will be built to the RIBA Climate Challenge target for 2025 which will result in improved energy efficiency and lower energy bills. • That both affordable rent and Shared Ownership is necessary for the overall financial viability and does not adversely affect the HRA.
26.	<p>The Financial Appraisal has assumed a level of subsidy across the overall programme. This will likely take the form of RtB receipts and/or grant programme. Projects will run concurrently and the Project Board will not commit to an individual scheme until the funding mix is secured.</p>
27.	<p>As outlined in the report previously, further funding has been made available nationally for investment in house building and it is likely that new programmes will invite submission for shovel ready schemes. Homes England (“HE”) already provides funding to Registered Providers to contribute as gap funding towards affordable homes, these could be developed for Social Rent, Affordable Rent or Shared Ownership. This current funding programme extends until 2022, and while it is likely that further funding programmes will be announced to follow this current round, the timing of this is uncertain. Discussions are ongoing with HE and the local Wayfarer Consortium through which applications in Southampton are made to HE. The scheme costs for Affordable Rent and Social Rent properties assumes a level of Right to Buy and HE funding. A level of HE funding is assumed within the financial model.</p>
28.	<p>In parallel with this growing demand for affordable homes there is an annual reduction in the number of council affordable homes available as a result of the sales of council properties under the RtB scheme. Between 2014 and 2019 between 105 and 165 tenants exercised their RtB each year. The income from these sales can be spent on the delivery of new homes, up to 30% of the cost of each home can be funded by the RtB income. If it is not spent within three years this has to be returned to the government with interest. Over the last year this income has been invested in Potters Court, Townhill Park and the Oaklands Development.</p>
29.	<p>In addition to the cost of construction, the financial modelling includes assumptions relating to on costs for this programme, for example: planning fees, legal costs, valuation fees, site survey fees, architects fees, employer’s agent fees, Fire Risk Assessments, project management fees, demolition costs and marketing fees for the shared ownership units. Internal resources will be used where possible and additional staff may be needed in some areas of the council to support this programme. In some cases these services</p>

	are not carried out by the council and in this respect these will be procured externally.
30.	<p>Prior to entering into any contract with a main contractor to develop a housing project, the council will carry out financial checks to confirm the financial capacity and stability of the company. NHBC insolvency cover will be obtained and if necessary, a Parent Company Guarantee will be requested. There will be a need for the council to re-examine the council's approach to assessing contractor risk to align with procurement and financial risks.</p> <p>Payments will be made to contractors on a monthly basis following certification by the Contract Administrator. Pre-construction design work and surveys together with associated management costs may be paid in advance of a building contract to progress planning approvals and feasibility costings. There are financial risks to this programme which are heightened by Covid19. These risks could have an impact on the assumptions built into the existing financial appraisal and business case. These risks include:</p> <ul style="list-style-type: none"> • Impact of Covid19 – social distancing regulation changes, potential of a second wave, the impact on the construction sector. • Counterparty risk. • General inflation and the cost of borrowing. • Demand in the housing market in relation to Shared Ownership properties. • Homes England Funding being available. <p>Paragraph 41 outlines the risk management process.</p>
<u>Property/Other</u>	
31.	The rented homes will be added to the council's housing stock and will be managed by the housing management team and maintained under the council's asset management process. The new homes will come with a 12-month defects liability period, 10-year NHBC guarantee or other approved building warranty, and some individual elements of the construction will carry longer warranty periods. The delivery programme will be the responsibility of the Regeneration and Development Team within the Property Division.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
32.	The Council's power to acquire property for housing purposes is pursuant to Section 17 Housing Act 1985 (HA 85). The Council also has the right of first refusal to purchase a RTB property for the first 10 years after the sale pursuant to Section 156A HA 1985. The Council has the right to provide housing accommodation by erecting or converting houses or by acquiring houses under Section 9 HA 85.
33.	Under Section 11(6) of the Local Government Act 2003, local authorities are required to spend retained Right to Buy receipts within three years, and for the receipts to fund no more than 30% of the cost of a replacement unit. Where a local authority is unable to spend receipts within three years they have to be returned to the Ministry of Housing, Communities and Local Government, together with interest (currently 4% above base rate).

	RtB receipts must be applied in accordance with relevant legislation and guidance and particularly the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (as amended) and the terms of any retention agreement reached under section 11(6) of the Local Government Act 2003 modifying the applicability of the regulations
34.	<p>The legislation that allows the council to appropriate the land into the Housing Revenue Account from the General Fund is Section 19 of the Housing Act 1985. Land appropriation is carried out by a transfer of debt equal to the valuation of land from the General Fund to the HRA to reflect the value and benefit of the asset transfer.</p> <p>The council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness-the best value duty.</p> <p>Under Section 3 of the Local Government Act 1972 the Council has the power to do anything incidental to the exercising of any of its functions.</p> <p>The general power of competence under section 1 of the Localism Act 2011 gives local authorities a broad range of powers "to do anything that individuals generally may do" subject to limits within other legislation and there are no adverse limits on the proposed scheme under the current legislation.</p>
<u>Other Legal Implications:</u>	
35.	Southampton City Council owns the freehold of the sites to be used for this housing development programme. Investigations concerning any covenants, third party rights, contracts or rights of way on the site that would affect or restrict house building will need to be carried out for all sites. Most of the land is currently held by the Housing Revenue Account. The land held by the General Fund is required to develop a site, this will need to be appropriated to the Housing Revenue Account. This will result in a financial payment to the General Fund.
36.	Contractors will be procured in a public procurement compliant way, ordinarily by using an OJEU compliant national framework agreement. This will involve a mini-competition tender exercise set out in the appropriate framework agreement. The council has access to several OJEU compliant frameworks for the appointment of main contractors. The Employers Agents will be appointed through either a traditional competitive tender process or via a mini-competition tender exercise using an OJEU compliant framework.
37.	This housing programme will include the granting of Affordable Rented properties. Affordable Rented properties will be delivered in line with Homes England guidance at up to 80% of market rate. The affordability of these properties and impact on the housing register has been reviewed, and Southampton City Council's Tenancy Strategy is currently being updated to reflect the Council's approach to delivering Affordable Rent properties on a scheme by scheme basis.

38.	Legal Services will also consider the use of HRA funds for this programme/projects to ensure government guidance and the Council's Section 11(6) agreement are complied with.
39.	<p>In taking this decision Members must be aware of their obligations under Section 149 of the Equality Act 2010. This section contains the Public Sector Equality Duty (PSED). It obliges public authorities, when exercising their functions to have 'due regard' to the need to:</p> <ul style="list-style-type: none"> • Eliminate discrimination, harassment and victimisation and other conduct which the Act prohibits; • Advance equality of opportunity; and • Foster good relations between people who share relevant protected characteristics and those who do not. <p>The relevant protected characteristics under the Equality Act are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Members are advised to read the Equality Safety Impact Assessment in Appendix 5.</p>
40.	This report seeks approval to enter into agreements necessary to deliver the programme. This includes demolition notices. The current Initial Demolition Notices (IDN's) for Townhill Park Regeneration scheme that preclude 'Right to Buy' expires in January 2021. The council is required to seek to renew these. This requires an application and approval by the Secretary of State.
RISK MANAGEMENT IMPLICATIONS	
41.	There are risks in undertaking the 1,000 homes programme and a best practice approach will be taken to risk in terms of identifying, assessing and managing risks at all stages throughout the programme. An overall programme risk register has been developed and will be kept under review throughout the programme. Each individual project will also have its own risk register. The Programme Board will receive regular reports relating to the current position of the risk register and all the actions and mitigations will be kept under review. The Programme Board will also receive regular finance updates on each of the projects within the programme. The financial risks are described in paragraph 30 of this report, there are also other risks such as those linked to planning which include securing approval for the densities required and nitrates issues.
POLICY FRAMEWORK IMPLICATIONS	
42.	The proposal in this report reflects the Council's Corporate Plan, the Green City Charter, Southampton City Council Housing Strategy 2016-2025 and the Core Strategy.
KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	ALL
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Designer Manual

2	Map of Potential Sites
3	List of Potential Sites
4	Financial Assumptions
5.	Equality and Safety Impact Assessment

Documents in Members' Rooms

1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		Yes
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.		No
Other Background Documents		
Other Background documents available for inspection at:		
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)	
1.	None	



DESIGNERS' MANUAL THE SOUTHAMPTON HOME

Contents

Introduction	4
Purpose of this document	6
How to use this document	7
Part 1 The Southampton Home Standard	8
1 Be part of the community	9
2 Be comfortable	14
3 Be efficient	20
4 Be safe	27
5 Be a home for life	33
Part 2 Housing Design Checklists	38
1 Site wide	39
2 Building exterior	59
3 Common and services areas	68
4 Individual dwellings	80
References	106

Permission statement

This document, including assumptions and caveats, must be read as a whole so that no part may be taken out of context. Neither the whole nor any part of this report or any reference to it may be included in any published document, circular or statement in any way without the written approval of Southampton City Council. Any further report on this document must be the subject of consultation with the authors.

Authors

Prepared by: V Orekan and K Bond

Checked by: V Orekan

Reviewed by: P Orde

Revision status

Date	Comments	Revision
16.06.2020	First issue to members	A

Introduction

1. The purpose of this Designers' Manual is to provide a reference resource for design teams working on SCC housing projects. The checklists provide a platform for approval and guidance for what should be provided in each project.
2. The context of the manual has been driven by SCC tenants' needs and values – safety, health, comfort, efficiency and sustainability – and embedding this within the corporate priorities for the city identified within the Green City Charter 2019. This manual has been prepared by SCC Design Services as a technical manual for use with design consultants, rather than a public policy document. This manual is for use at the earliest stage of a build project (RIBA Stages 0 and 1) to establish the project brief prior to progressing to design stages.
3. The manual was originally written for the delivery of new council-owned homes, under the 1000 Homes programme, however the manual also applies to upgrades and refurbishments where design consultants are still expected to read and apply the guidance where relevant.
4. References have been made to several local and national documents stretching beyond the minimum statutory regulations. The document does not replace current local planning policy or national legislation which designers are expected to be familiar with.
5. Part 1 sets out the aspirations and design intent and standards for the Southampton Home with reference to local and national guidance within five chapters and reflects the goals within SCC's Corporate Plan 2020-2025 for the city to be a greener, fairer and healthier place.
6. The five chapters of Part 1 describing the Southampton Home are:
 1. Be part of the community
 2. Be comfortable
 3. Be efficient
 4. Be safe
 5. Be a home for life

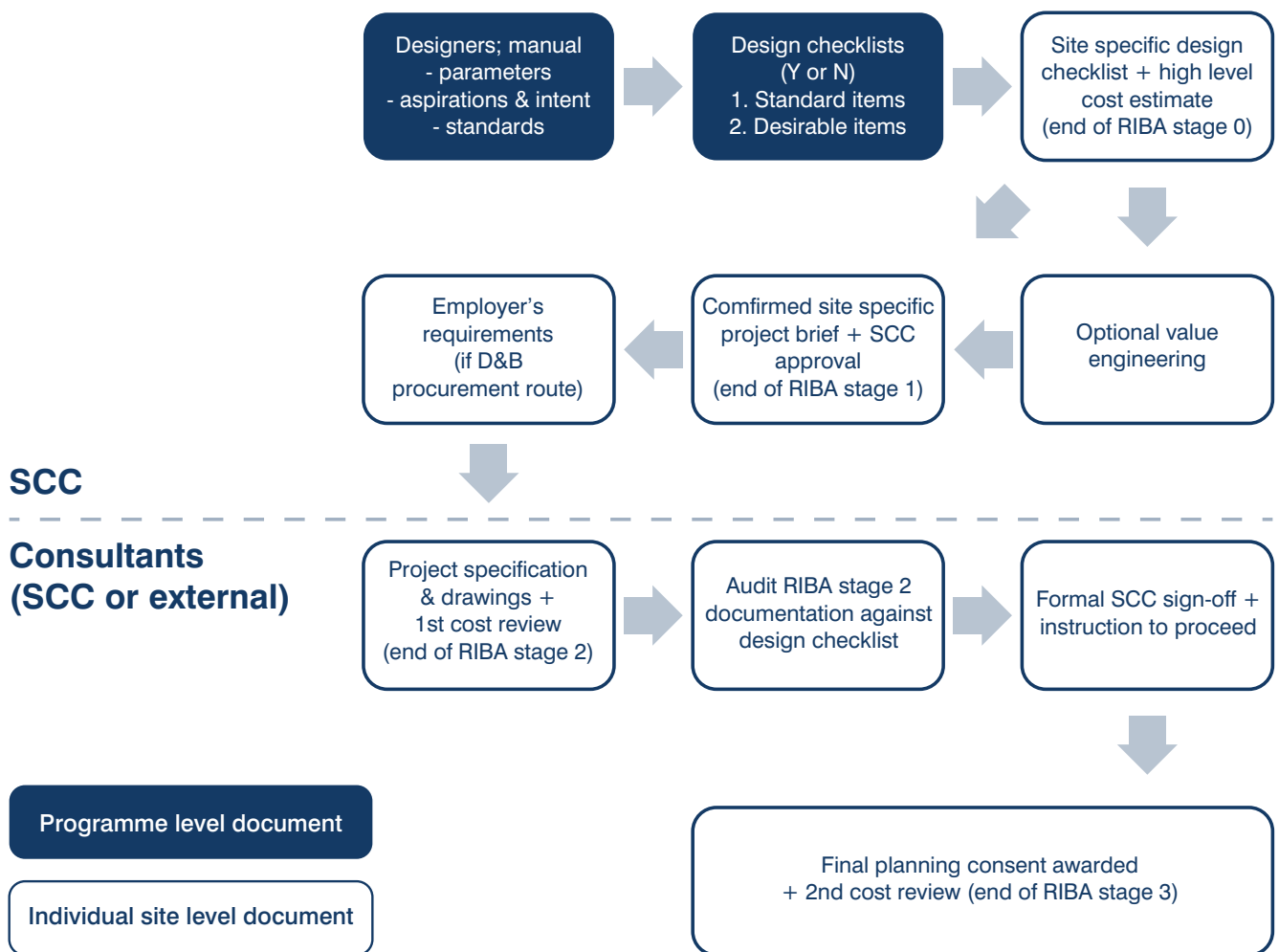
7. Part 2 sets out checklists where it is incumbent upon the designers to take the client representative through the checklist point by point and agree what is being provided. As well as initialling each point of inclusion or divergence, a brief explanation is required as a matter of record and prior to obtaining the SCC client approval to proceed.
8. Within Part 2, items that are 'enhancements' to the Southampton Home standard are identified, as well as items which are specific to a special housing project. The inclusion for such items will be for SCC to determine within the client role and in setting the individual project brief.
9. For an individual dwelling, SCC will need to confirm:
 - a. Wheelchair accessible category based on Building Regulations Part M Volume 1:
 1. Visitable (not acceptable for 1 bedroom dwellings)
 2. Adaptable
 3. Fully accessible.
 - b. Number of bedrooms: a family designated dwelling will have two or more bedrooms
 - c. Number of persons: all new dwellings will be designed for at least two persons
 - d. Gross Internal Area (GIA), informed by the Nationally Prescribed Space Standards, is based on number of bedrooms AND number of persons; for example a three-bedroom house suitable for a family of six persons is larger than a three-bedroom house for a family of four.
10. Part 2 is set out in four sections, progressing from the macro to micro as follows:
 1. Site wide
 2. Building exterior
 3. Common and service areas
 4. Individual dwellings
11. This important document sets out the aspirations and standards expected by SCC in the delivery of new council-owned housing, the Southampton Home. The future challenges presented by both the environment and changing demographics mean that properties have to be built to a different standard than what has been provided traditionally.
12. This manual looks to set out the general principles that designers are expected to embrace when developing designs on behalf of SCC. These have been set at a standard higher than industry requirements to ensure the delivered council-owned homes are fit for current and future occupation, as well as leaving a positive legacy for the social housing in Southampton.

Purpose of this document

The Designers' Manual has been prepared by SCC Design Services and is part of the Strategic Brief. All consultants are required to read and apply the information contained in the manual from the start of a project, to form a site specific project brief. The manual and checklists can then be referred to by all parties throughout all the project stages to ensure compliance.

The purpose of this Designers' Manual is to provide a reference resource for design teams working on SCC housing projects. The checklists ensure the right amount of detail is provided for each project.

This Designers' Manual will assist in maintaining consistency across the portfolio in products, materials, dimensions and design approach, and will give guidance on the minimum standard accepted by SCC. It is acknowledged that the minimum standard is particular to each property and frequently driven by the project budget.



How to use this document

The Designers' Manual is a controlled document and it is the responsibility of its users to ensure they are in possession of and working to the latest revision. It is anticipated that the document will be maintained by Design Services within SCC Property. A formal revision will be issued annually in response to project level feedback from SCC officers working with tenants and dealing with the management and maintenance of council homes.

Mandatory and statutory regulations and rules apply to all aspects of this Designers' Manual with particular reference to compliance with the current Building Regulations, directives issued by the Ministry of Housing, Communities & Local Government (MHCLG), relevant British Standards, and health and safety standards promoted or controlled by the Health & Safety Executive. It is assumed that professional consultants are familiar with these standards and how to apply them where required.

Part 1 sets out the aspirations and design intent and standards for the Southampton Home with reference to local and national guidance. It is set out in five chapters and reflects the goals within SCC's corporate plan 2020-2025 for the city to be a greener, fairer and healthier place.

Part 2 sets out checklists where it is incumbent upon the designers to take the client representative through the checklist point by point and agree what is being provided. As well as initialling each point of inclusion or divergence, a brief explanation is required as a matter of record and prior to obtaining the client approval to proceed.

Part 1 - The Southampton Home Standard

“Every house, every product of architecture... must be a fruit of our endeavour to build an earthly paradise for people.” – Alvar Aalto¹

Part 1 sets out the aspirations and standards targeted by SCC in the delivery of new council-owned housing, the Southampton Home. The future challenges presented by both the environment and changing demographics mean that properties have to be built to a different standard than what has been provided traditionally.

1. Be part of the community

“Nothing in this world is more simple and more cheap than making cities that provide better for people.” – Jan Gehl²

SCC homes must positively contribute to the local and global communities. They should address current issues while not compromising the wellbeing of future communities.



All projects	Descriptor
<p>1.1 SCC <i>Housing Strategy 2016-2025</i>³ states that the aim for the city is to have 'good quality housing and vibrant communities'. SCC's <i>Residential Design Guide</i> (SPD)⁴ establishes robust guidance from the local planning authority to help maintain this. The purpose is to set a benchmark for quality. Attention is also drawn to the <i>National Design Guide</i>⁵ prepared by MHCLG with its 10 key principles and examples of best practice, which planning officers are to use in order to assess the proposed design merits of submitted planning applications.</p> <p>1.2 During early project stages (RIBA 0-1) the design team are to review the <i>Residential Design Guide</i>, prepare contextual analysis and identify precedents appropriate for the site to establish a benchmark. Pre-application advice from the local planning authority must be sought to confirm the principle of proposals, e.g. density, layout, storey heights. This feedback will indicate additional survey requirements, such as ecology, tree surveys, archaeology and traffic surveys.</p> <p>1.3 Community consultation (stakeholder engagement) must be carried out in accordance with the community engagement plan established by the SCC Project Manager for the site as proposals are developed.</p> <p>1.4 Further pre-application advice (<i>item 1.2 above</i>) from the local planning authority must be sought once a concept design has been developed (during RIBA 2) to confirm principles of material, boundary fencing and form.</p>	<p>Attractive and modern</p>

All projects	Descriptor
<p>1.5 SCC has adopted a <i>Parking Standards Supplementary Planning Document</i> (SPD)⁶ for the area outside of the <i>City Centre Action Plan</i>. It provides more detail on the planning policy for car and cycle parking and other relevant policies in the determination of planning applications for residential developments. This includes the proportion of accessible bays.</p> <p>1.6 This <i>Parking Standards</i> policy must be reviewed and used as a guide by the design team. Pre-application advice (<i>items 1.2 & 1.4 above</i>) from the local planning authority must be sought once a concept design has been developed (during RIBA 2) to confirm amount and type (car, accessible, cycle) of parking provision for tenants and visitors.</p> <p>1.7 For specialist housing provision, dedicated accessible parking bays will be required; the number is to be confirmed with the local planning authority.</p> <p>1.8 With major projects (10+ dwellings), designers must consider providing parking away from the dwelling in secure car parks. This is to encourage people to walk to and from their cars, reducing anti-social behaviour and improving air quality of the residential areas. SCC is keen to promote a less car-centric design approach to larger developments. In addition, proposals, where in close proximity to existing green space, must include measures that protect the green space from being parked on. This must be discussed with the local planning authority as part of pre-application advice during RIBA stage 2.</p> <p>1.9 Designers must consider ease of travel and unloading for furniture relocation trucks to the building entrance.</p> <p>1.10 <i>SCC Air Quality Strategy 2019-2025</i>⁷, reinforced by the <i>Green City Charter 2019</i>,⁸ makes a commitment to encourage the uptake of low-emission technologies and vehicles. In respect of communal parking within residential developments, at least one in every four car parking spaces must have a 7-22kW load balanced charge point.</p> <p>1.11 All new parking spaces for individual homes must have the infrastructure to enable a charging point to be installed. These charging points must meet the requirements of the <i>Electric Vehicle Homecharge Scheme (EVHS)</i>⁹.</p>	<p>Parking</p>

All projects	Descriptor
<p>1.12 Designers must demonstrate compliance with the principles of sustainable development by completion of the <i>Green Space Factor tool</i>¹⁰ for the local planning authority. The default position should be to use vegetation to achieve permeability. However, permeable and semi-permeable hard-ground surfaces must be specified to minimise run-off and help alleviate flooding; there should be no discharge from the developed site for rainfall depths up to 5mm. This includes those surfaces specified for cycle or car parking.</p> <p>1.13 Designers are to explore use of green roofs on buildings, particularly where this could contribute to the sustainable urban drainage strategy. Use of green roofs will contribute to the Green Grid. The ongoing maintenance requirements of such roofs must be identified during RIBA stage 1 for approval by SCC client prior to proceeding to RIBA stage 2.</p>	Ground treatment
<p>1.14 As part of the <i>Green City Charter</i>, for each individual home proposed with its own garden (note the minimum space requirements detailed within Part 2 of the <i>SCC Residential Design Guide</i>), an appropriate tree will be planted in the garden or amenity space of that residence. The species of tree, typically native species will be required, must be agreed with the local planning authority's tree officer during pre-application consultation.</p> <p>1.15 A landscape architect, or other suitably experienced professional, must be involved in the specification of the landscaping proposals and the maintenance management strategy, for submission to the local planning authority. Landscape proposals must be informed by ecological input (see item 1.18) to ensure ecological benefits are delivered as well as the visual benefits. Landscaped areas to be adopted by the council must be agreed by the City Services parks and landscaping departments.</p>	Tree planting
<p>1.16 In accordance with section 4.6 of the Residential Design Guide, new developments will provide adequate open space and play space, meeting the future needs of the community. SCC recognises that green space is important for bringing communities together. As required by the local planning authority (see <i>Residential Design Guide</i> para. 4.6.9) and through community consultation play facilities are to be proposed for local children in accordance with BS EN 1176-1:2017.</p>	Play facilities

All projects	Descriptor
<p>1.17 In accordance with section 6.2 of the <i>Residential Design Guide</i>, shortfalls in community services and facilities, including commercial units, may need to be addressed in the development. Where appropriate, community consultation (stakeholder engagement) must be carried out in accordance with the community engagement plan established for the site, by the SCC Project Manager, as proposals are developed to ensure these facilities are considered.</p>	<p>Mixed use developments</p>
<p>1.18 The sites on which SCC homes are built must be managed effectively from development to occupation, to ensure their ecological value is enhanced. This also reflects item 4 of the <i>Green City Charter 2019</i>¹² – “We will protect and enhance our natural environment.” The approach to ecological mitigation will be informed by pre-application advice from the SCC’s planning ecologist. The design team must seek to obtain this feedback and advice before proceeding to RIBA stage 2 so that a suitably qualified ecologist can be appointed at an early stage if necessary.</p>	<p>Ecological impact</p>
<p>1.19 In line with SCC’s <i>Sustainable Procurement Policy</i>¹³, contractors appointed to deliver the homes will be required to ensure that all timber is obtained from sustainable sources which employ a recognised forestry management system (e.g. PEFC or FSC) in line with the government’s timber procurement policy. This requirement will be included in the contract preliminaries and specifications.</p> <p>1.20 Landscaping works associated with the construction must ensure sustainable nursery stock is provided not using peat.</p>	<p>Responsible sourcing</p>
<p>1.21 The <i>Green City Charter</i> for Southampton states as its first goal – “We want to be carbon neutral by 2030.” As such, designers must use the UK Green Building Council’s <i>Net Zero Carbon Buildings: A Framework Definition</i>¹⁴ to inform proposals. The LETI (London Energy Transformation Initiative) approach¹⁵ to achieving Net Zero Operational Carbon is SCC’s preferred approach to achieving net zero.</p> <p>1.22 SCC has noted that a Net Zero Carbon building has two aspects: i) Net zero carbon construction; and ii) Net zero carbon operational and there is opportunity for carbon offsets with both aspects. The development will also need to contribute to a local carbon offset fund¹⁶, through an S106 agreement.</p>	<p>Carbon footprint</p>

All projects	Descriptor
<p>1.23 Designers are encouraged to be innovative. The use of timber construction is recognised by SCC as a way of reducing carbon. If timber construction is proposed then a specialist fire engineer must be involved with the development of proposals to construction.</p>	Carbon footprint
<p>1.24 Designers are to use the BRE <i>Green Guide to Specification</i>¹⁷ to inform proposed building materials with 80% of identifiable products to have A+, A or B rankings and no products with D or E rankings to be specified.</p>	Environmental impact of materials
<p>1.25 Designers must refer to the <i>Residential Design Guide</i> (RDG), Part 9 Waste Management, as a minimum, to ensure the layout of new homes provides adequate space for the sorting and storage of waste. The RDG provides detailed guidance on internal and external requirements, including requirements for maximum carry distances for residents (30m) and collection workers (10m).</p> <p>1.26 The RDG includes requirement for buildings with multiple dwellings where storage will be required for larger communal bins. The design team must refer this and consult with SCC Waste Management where proposals are innovative (such as below ground storage) or concerns dwellings for residents with special needs.</p> <p>1.27 Designers must note that a National Waste Review¹⁸ is taking place and SCC may adjust storage requirements in line with the outcomes. It is important that proposals respond to current requirements and these must be identified within the project brief at end of RIBA stage 2.</p> <p>1.28 Externally, the waste store must be separate from any other externally accessed facility, such as cycle storage, plant room or garden storage. Internally, there must be adequate space to facilitate the segregation of waste streams to ensure effective recycling. Ideas can be found within the RDG, Part 9.</p> <p>1.29 Innovation is encouraged when it comes to storing waste, such as below ground storage solutions to reduce pest issues, 'bin blight' and odour pollution. Designers are encouraged to refer to case studies and solutions promoted by APSE (Association for Public Service Excellence) and discuss project level proposals with SCC Waste Management during RIBA stage 2.</p>	Waste

2. Be comfortable

“Architecture is really about well-being. I think that people want to feel good in a space... On the one hand it’s about shelter, but it’s also about pleasure.” – Zaha Hadid¹⁹



SCC dwellings must be comfortable to live in and meet the needs of all residents who rely on them home. The buildings must not present a long-term risk to the physical or mental health of any Southampton citizen.

All projects	Descriptor
<p>2.1 SCC will confirm the preferred bed-space, person-occupancy and tenure type of dwellings to be delivered within the specific project briefs for each site. All dwellings are to be designed to meet current <i>Nationally Described Space Standards</i>, including the storage requirements.²⁰</p> <p>2.2 An open-plan layout is acceptable but the circulation must not compromise use of the room space. With family accommodation, i.e. dwellings for three or more persons, a hallway must be provided.</p> <p>2.3 Where the project is delivering specialist accommodation, such as for elderly persons or residents with physical or mental disabilities, design proposals must comply with <i>Building Regulations Part M Vol. 1 Dwellings Category 2 or Category 3</i>. The client must confirm at the start of RIBA stage 1 which category building is required for the site. This must be recorded in the checklist as a statement, for all parties, of what SCC is going to receive.</p>	<p>Space standards</p>

All projects	Descriptor
<p>2.4 In accordance with National Institute for <i>Health and Care Excellence (NICE) Guideline NG149</i>²¹ in order to maximise resident comfort, building products and finishes must minimise volatile organic compounds (VOCs) and formaldehyde. This will be by using:</p> <ul style="list-style-type: none"> i) inherently non-VOC or non-formaldehyde emitting materials such as brick, glass, concrete, ceramic tile, metal etc.; and ii) paints, wood-based products, flooring materials, insulation, adhesives which meet the standards identified in table 9, emissions criteria by building product type from <i>HQM England Technical Manual 2015</i>.²² <p>2.5 Designers should be aware that a quality standard for indoor air quality is currently being prepared by NICE and the expected publication is October 2020.²³</p> <p>2.6 Following practical completion of a dwelling (or group of dwellings) and before occupation, an indoor air quality test will be carried out in accordance with the methodology and representative sampling criteria identified within <i>HQM England Technical Manual 2015</i>.²⁴</p>	<p style="text-align: center;">Indoor pollutants</p>
<p>2.7 Based on Building Regulations Part L1A²⁵ paragraph 2.41, all designers must aim for the area of glazing in a dwelling to be at least 20% of the total floor area. Exceptions to this must be confirmed with the client.</p> <p>2.8 All daylighting allowances and fenestration designs must be designed in accordance with BS EN 17037: 2018 <i>Daylighting in Buildings</i>, particularly with regards to potential overheating which must be managed by the design proposals. Use of the Good Homes Alliance tool²⁶ is encouraged.</p>	<p style="text-align: center;">Daylighting</p>

All projects	Descriptor
<p>2.9 The homes must be designed to achieve airborne and impact sound insulation values between dwellings that are at least 5dB improvement on the performance standards set out in <i>Building Regulations 2010: Approved Document Part E - Resistance to the passage of sound</i>. The Part E Robust Details may be used to inform the construction details where appropriate.</p> <p>2.10 Pre-completion testing is required to ensure compliance with Part E1.</p> <p>2.11 With regards to shared dwellings for residents with special needs, the residents may be considered as similar to patients in hospital, where there is a need for staff to hear sounds of distress, so this over-rides privacy. The acoustic requirements for this type of accommodation must be confirmed with the client as part of the client brief and recorded in the checklist for sign-off.</p> <p>2.12 An acoustician or acoustic consultant must be appointed, where appropriate, at an early stage to carry out surveys and give advice on construction responses to external sound sources (for example: traffic sounds).</p>	<p>Sound</p>
<p>2.13 The design temperatures for the dwellings is appropriate to the needs of the occupants²⁷, as follows:</p> <ul style="list-style-type: none"> - Bathrooms – 20-22°C - Bedrooms – 17-19°C - Hall/stairs/landings – 19-24°C (less stringent temperature control is acceptable) - Kitchen – 17-19°C - Living rooms – 22-23°C - Toilets – 19-21°C <p>2.14 Specialist dwellings, such as those specifically designed for older residents, will require temperatures to the upper limits of the design temperature range. The design team will confirm this for individual projects and record in the checklist for sign-off.</p> <p>2.15 Designers must design out overheating, not only from solar gains but also from pipe runs and internal heat gains (see item 2.8). Use of the Good Homes Alliance tool is encouraged and the adequate mitigation of over-heating must be demonstrated to SCC prior to submission for planning consent.</p>	<p>Thermal comfort</p>

All projects	Descriptor																		
<p>2.16 Mechanical ventilation systems incorporating heat recovery must be explored as an option on dwellings at RIBA stage 1 on all projects. These systems are dependent on a high degree of airtightness and suitable maintenance access. Therefore a holistic approach must be taken and demonstrated on the project to ensure the final solution is appropriate for an individual project. The final requirements must be recorded and confirmed by client and designer using the checklists.</p> <p>2.17 Following the UK government consultation on the Future Homes Standard, there are proposed changes to Part F of the Building Regulations which have an impact on dwellings. New Part F regulations will come into force mid/ late 2020. The design team must note this and ensure that the design complies with current legislation.</p>	Ventilation																		
<p>2.18 RIBA 2030 Climate Challenge²⁸ provides Best Practice Health target metrics for all buildings related to the occupants' health. Designers must refer to these as the minimum target levels for all proposed dwellings. Any enhancement on these targets must be identified by the client within the project brief and signed off by client and designer using the checklists.</p> <p>RIBA 2030 Climate Challenge target metrics for all buildings</p> <table border="1" data-bbox="113 1182 1059 1451"> <thead> <tr> <th data-bbox="113 1182 338 1256">Best Practice Health Metrics</th> <th data-bbox="338 1182 759 1256"></th> <th data-bbox="759 1182 1059 1256">References</th> </tr> </thead> <tbody> <tr> <td data-bbox="113 1256 338 1294">Overheating</td> <td data-bbox="338 1256 759 1294">25-28 °C maximum for 1% of occupied hours</td> <td data-bbox="759 1256 1059 1294">CIBSE TM52, CIBSE TM59</td> </tr> <tr> <td data-bbox="113 1294 338 1332">Daylighting</td> <td data-bbox="338 1294 759 1332">> 2% av. daylight factor, 0.4 uniformity</td> <td data-bbox="759 1294 1059 1332">CIBSE LG10</td> </tr> <tr> <td data-bbox="113 1332 338 1370">CO₂ levels</td> <td data-bbox="338 1332 759 1370">< 900 ppm</td> <td data-bbox="759 1332 1059 1370">CIBSE TM40</td> </tr> <tr> <td data-bbox="113 1370 338 1408">Total VOCs</td> <td data-bbox="338 1370 759 1408"><0.3 mg/m³)</td> <td data-bbox="759 1370 1059 1408">Approved Document F</td> </tr> <tr> <td data-bbox="113 1408 338 1447">Formaldehyde</td> <td data-bbox="338 1408 759 1447"><0.1 mg/m³)</td> <td data-bbox="759 1408 1059 1447">BREEAM</td> </tr> </tbody> </table>	Best Practice Health Metrics		References	Overheating	25-28 °C maximum for 1% of occupied hours	CIBSE TM52, CIBSE TM59	Daylighting	> 2% av. daylight factor, 0.4 uniformity	CIBSE LG10	CO ₂ levels	< 900 ppm	CIBSE TM40	Total VOCs	<0.3 mg/m ³)	Approved Document F	Formaldehyde	<0.1 mg/m ³)	BREEAM	Health
Best Practice Health Metrics		References																	
Overheating	25-28 °C maximum for 1% of occupied hours	CIBSE TM52, CIBSE TM59																	
Daylighting	> 2% av. daylight factor, 0.4 uniformity	CIBSE LG10																	
CO ₂ levels	< 900 ppm	CIBSE TM40																	
Total VOCs	<0.3 mg/m ³)	Approved Document F																	
Formaldehyde	<0.1 mg/m ³)	BREEAM																	

All projects	Descriptor
<p>2.19 All new SCC homes must have clear, barrier free access from the street. External access routes must allow for dropped kerbs, ramps, textural changes and other landscape features to assist unimpeded access for all tenants and visitors. Colour and texture contrasts should be included for residents with visual impairments or dementia. A suitably qualified professional must be appointed where the project deals with a multiple dwelling block development rather than a site infill.</p> <p>2.20 In addition to complying with the current building regulations, for buildings containing multiple dwellings which have a communal area, the following features are required:</p> <ul style="list-style-type: none"> • A handrail is provided to both sides of any ramp or staircase (compliant with BS8300) • Access control for main entrance doors • Mail boxes to secure mail, if the client confirms that access to individual letter boxes is not acceptable • Footpaths, up to 1:21 gradient are the preferred access from the public highway; if a ramp has to be incorporated into the external access due to existing levels, this ramp must comply with BS8300 • Conventional passenger lifts, large enough to accommodate emergency stretcher use, must be provided in accordance with BS8300; signage must include braille numbering • Lift access must be provided for dwellings at first floor or above; any exceptions to this must be confirmed by the client as part of the project brief. Designers are to also refer to section 4.3 concerning security of communal areas. 	<p>Communal and shared areas</p>

All projects	Descriptor
<p>2.21 All windows will be triple glazing and of a suitable material to support that triple glazing. The inner pane will remain at internal room temperature and therefore provide for a cosier experience for the inhabitants, particularly during colder weather. There are also acoustic and energy-efficiency benefits that triple glazing provides in addition to the thermal comforts. Any exceptions to triple glazing must be confirmed by the client as part of the project brief. Please also see comments under item 2.8</p>	<p>Glazing</p>
<p>2.22 The CIBSE <i>Guide A, Environmental Design</i> will be used by the design team to assist in the setting of appropriate criteria for and develop an integrated design that meets SCC's client brief. The building services engineers must use a project specific checklist based on the CIBSE Guide A, figure 0.3 flow chart. This checklist must be provided to SCC as evidence of the design development during RIBA stage 2.</p>	<p>Environmental Design Method</p>

3. Be efficient

“The measure of a society is found in how they treat their weakest and most helpless citizens.” – Jimmy Carter²⁹

SCC homes must fully embrace the Green City Charter by featuring both man-made and natural resources. SCC strives to build efficiently, without wasting materials or public funding, leaving tenants with homes that are efficient to run.



All projects	Descriptor								
<p>3.1 Following a specific commitment made in the 2017 housing white paper <i>‘Fixing our broken housing market,’</i>³⁰ the UK Government launched a cross-industry working group. The white paper identified that the housing industry, at that time, had not embraced some of the faster and more efficient construction methods that were being used in other construction sectors. In March 2019 the UK Government published the <i>MMC definition framework</i>³¹, developed by a specialist sub-group of the Ministry for Housing, Communities and Local Government. This is to be used by the design team during RIBA stage 1 to identify the most appropriate construction method for the project from the seven defined MMC categories, summarised below:³²</p> <ul style="list-style-type: none"> • Categories 1 to 5 involve off-site or near-site pre-manufacturing. • Categories 6 to 7 involve site based process improvements. 									
<table border="1"> <tr> <td data-bbox="113 1249 338 1478"> <p>CATEGORY DEFINITION</p> </td> <td data-bbox="338 1249 587 1478"> <p>1 Pre-manufacturing (3D primary structural systems)</p> </td> <td data-bbox="587 1249 836 1478"> <p>2 Pre-manufacturing (2D primary structural systems)</p> </td> <td data-bbox="836 1249 1078 1478"> <p>3 Pre-manufacturing components (non-systemised primary systems)</p> </td> </tr> <tr> <td data-bbox="113 1496 338 1724"> <p>4 Additive manufacturing (structural and non-structural)</p> </td> <td data-bbox="338 1496 587 1724"> <p>5 Pre-manufacturing (non-structural assemblies & sub-assemblies)</p> </td> <td data-bbox="587 1496 836 1724"> <p>6 Traditional building product led site labour reduction/productivity improvements</p> </td> <td data-bbox="836 1496 1078 1724"> <p>7 Site process led site labour reduction /productivity/assurance improvements</p> </td> </tr> </table>	<p>CATEGORY DEFINITION</p>	<p>1 Pre-manufacturing (3D primary structural systems)</p>	<p>2 Pre-manufacturing (2D primary structural systems)</p>	<p>3 Pre-manufacturing components (non-systemised primary systems)</p>	<p>4 Additive manufacturing (structural and non-structural)</p>	<p>5 Pre-manufacturing (non-structural assemblies & sub-assemblies)</p>	<p>6 Traditional building product led site labour reduction/productivity improvements</p>	<p>7 Site process led site labour reduction /productivity/assurance improvements</p>	<p>Modern Methods of Construction (MMC)</p>
<p>CATEGORY DEFINITION</p>	<p>1 Pre-manufacturing (3D primary structural systems)</p>	<p>2 Pre-manufacturing (2D primary structural systems)</p>	<p>3 Pre-manufacturing components (non-systemised primary systems)</p>						
<p>4 Additive manufacturing (structural and non-structural)</p>	<p>5 Pre-manufacturing (non-structural assemblies & sub-assemblies)</p>	<p>6 Traditional building product led site labour reduction/productivity improvements</p>	<p>7 Site process led site labour reduction /productivity/assurance improvements</p>						
<p>The final proposed construction method must be confirmed as an output of RIBA stage 2 so that it can be identified within the planning application (RIBA stage 3).</p>									

All projects	Descriptor
<p>3.2 The building must be designed with a 'fabric first' approach, i.e. maximising the performance of materials and components that make up the fabric of the building before considering the impact of building services systems on energy efficiency.³³</p> <p>SCC's <i>Residential Design Guide</i> (SPD) in item 1.1 (above) reinforces this approach to make it a requirement for all new housing.</p> <p>Fabric first will include, but is not limited to:</p> <ul style="list-style-type: none"> • Position and orientation of building types • Improving fabric U-values (floors/walls/roofs/doors/windows) • Reducing thermal bridging (typically at construction junctions) • Improving airtightness (typically air leakage occurs around openings and junctions) <p>3.3 <i>Accredited Construction Details</i> must be used by the designers of technical information to inform the construction detailing – the current versions are available on the <i>Planning Portal</i>³⁴. Originally developed to assist the construction industry to comply with the performance standards in the Building Regulations Part L Approved Documents, the details focus on issues concerning insulation continuity (cold bridging) and airtightness. They contain indicative detail drawings for the following construction types:</p> <ul style="list-style-type: none"> • Steel frame • Timber frame • Masonry cavity wall insulation • Masonry external wall insulation • Masonry internal wall insulation 	<p style="text-align: center;">'Fabric first' design</p>

All projects	Descriptor
<p>3.4 SCC recognises that fuel poverty is a major issue in Southampton and wishes to address this in the design of its council homes, to deliver reduced energy bills for tenants.</p> <p>3.5 Following the UK government consultation on the Future Homes Standard, there are proposed changes to Part L of the Building Regulations which have an impact on dwellings. New Part F regulations will come into force mid/late 2020. The design team must note this and ensure that the design complies with current legislation.</p> <p>3.6 The LETI approach for energy efficiency and carbon management is recognised as good practice and is SCC's preferred approach. The targets for SCC homes are as follows:</p> <ul style="list-style-type: none"> - Total Energy Use Intensity (EUI) - Energy use measured at the meter should be equal to or less than: 35 kWh/m²/yr (GIA) for residential. - Space heating demand should be less than 15 kWh/m²/yr for all building types. <p>The EUI target is in line with the RIBA 2030 Climate Challenge target for 2030. See item 3.17 for RIBA 2030 Climate Challenge targets where SCC is looking for further stretch targets to be achieved with regards to carbon emissions (see items 1.21 & 1.22) and water usage (see item 3.13).</p> <p>3.7 In addition to demonstrating compliance to <i>Building Regulations Part L1A</i>, all dwellings, following completion, will require an <i>Energy Performance Certificate</i>³⁵ to comply with <i>Energy Performance of Buildings (England and Wales) Regulations 2012</i>.</p>	<p>Reduction in fuel bills</p>

All projects	Descriptor
<p>3.8 SCC is committed to creating a 'cleaner, green, healthier and more sustainable city.'³⁶ It is widely accepted that fossil fuels are a finite resource and their use needs to be minimised. It is proposed that the designs for the new council homes use no fossil fuels directly, i.e. no gas or oil supplies. Proven alternative fuel sources for domestic settings must be used – such as heat pumps, heat recovery systems, solar panels.</p> <p>3.9 The intention is to limit the use of combustion appliances within the proposed developments. Should the design team demonstrate that it is necessary to incorporate a boiler into the development, designers must first explore the use of combustion appliances using renewable fuels (such as bio-fuels), possibly as a district heating source. The use of individual boilers in dwellings using finite fossil fuels (gas or oil) must only be considered if it can be proved that there is no reasonable alternative.</p> <p>3.10 If the use of combustion appliances is unavoidable and is approved by the client, compliance with <i>Building Regulations Part J Combustion appliances and fuel storage</i> is required.</p>	<p>Reduction in fossil fuel use</p>
<p>3.11 If the proposal is considered a major development under planning legislation, i.e. 10 or more dwellings, the design team must consider minimising operational energy demand, consumption and carbon dioxide emissions. An energy specialist must be appointed, at RIBA stage 0, to assist in developing the brief, to define an energy strategy for the proposed development. This must be carried out in line with <i>BREEAM Communities RE 01</i> criteria³⁷ and include as a minimum:</p> <ol style="list-style-type: none"> 1. A prediction of the baseline energy demand and associated emissions for a Building Regulation compliant development to cover site-wide consumption. 2. Recommendations for reducing energy use and associated emissions beyond baseline levels through implementation of energy-efficient measures 3. Opportunities to further reduce emissions through the use of decentralised energy 4. Opportunities to further reduce emissions through the installation of local (on-site or near-site) low or zero carbon (LZC) energy sources 5. Summary of the CO₂ savings resulting from items 2, 3 and 4 above. 	<p>Master-planning & decentralised energy</p>

All projects	Descriptor																
<p>3.12 In line with goal 8 of the <i>Green City Charter</i> “support the generation of sustainable energy” the design team must consider generating more electricity than required for operational use of an individual dwelling, contributing to the aim of net zero carbon dwellings (see 1.18). No target figure is provided though the intention is that the proposal must generate more electricity than it consumes. As battery storage technology develops, SCC will review setting a minimum target. Appropriate calculations and statements must be provided during RIBA stage 3 so that it can be ratified for the relevant planning consent information.</p>	<p>Generate electricit</p>																
<p>3.13 Water is one of the resources referred to in the <i>Green City Charter</i> and SCC local planning authority currently has a target that new build homes must meet the standard of 105 litres/person/day internal water use. This lies between the 2020 and 2025 RIBA Climate Challenge target for water usage. It is an improvement on the current <i>Building Regulation Part G - Sanitation, hot water safety and water efficiency</i> (2016) standard of 125 litres/person/day.</p> <p>3.14 A fittings approach will be required to achieve the water usage standard and this falls within the optional requirement, paragraphs 2.8 to 2.12 of Approved Document Part G which identifies maximum consumption for water fittings as follows:</p> <table border="1" data-bbox="183 1193 1064 1624"> <thead> <tr> <th data-bbox="183 1193 555 1254">Water fitting</th> <th data-bbox="555 1193 1064 1254">Maximum consumption</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 1254 555 1305">WC</td> <td data-bbox="555 1254 1064 1305">4/2.6 litres dual flash</td> </tr> <tr> <td data-bbox="183 1305 555 1357">Shower</td> <td data-bbox="555 1305 1064 1357">8 l/min</td> </tr> <tr> <td data-bbox="183 1357 555 1408">Bath</td> <td data-bbox="555 1357 1064 1408">170 litres</td> </tr> <tr> <td data-bbox="183 1408 555 1460">Basin taps</td> <td data-bbox="555 1408 1064 1460">5 l/min</td> </tr> <tr> <td data-bbox="183 1460 555 1512">Sink taps</td> <td data-bbox="555 1460 1064 1512">6 l/min</td> </tr> <tr> <td data-bbox="183 1512 555 1563">Dishwasher</td> <td data-bbox="555 1512 1064 1563">1.25 l/place setting</td> </tr> <tr> <td data-bbox="183 1563 555 1624">Washing machine</td> <td data-bbox="555 1563 1064 1624">8.17 l/kilogram</td> </tr> </tbody> </table> <p>The designers and specifiers must ensure these consumption requirements are referred to in order to achieve less than 105 litres/person/day as the local target.</p>	Water fitting	Maximum consumption	WC	4/2.6 litres dual flash	Shower	8 l/min	Bath	170 litres	Basin taps	5 l/min	Sink taps	6 l/min	Dishwasher	1.25 l/place setting	Washing machine	8.17 l/kilogram	<p>Water efficiency</p>
Water fitting	Maximum consumption																
WC	4/2.6 litres dual flash																
Shower	8 l/min																
Bath	170 litres																
Basin taps	5 l/min																
Sink taps	6 l/min																
Dishwasher	1.25 l/place setting																
Washing machine	8.17 l/kilogram																

All projects	Descriptor																				
<p>3.15 Compliance may be demonstrated by use of a water calculator.</p> <p>3.16 Designers must note the following with regards to the type of dwelling that is being designed:</p> <p>Baths – required for all family accommodation (two or more bedrooms) Showers – are acceptable in non-family accommodation</p> <p>3.17 If the proposal is for special needs accommodation, the bathroom requirements must be identified with the client and confirmed as part of the project brief in the checklists as a statement of what SCC is going to get.</p>	Water efficiency																				
<p>3.18 Where the SCC client is looking for further stretch targets to be achieved, the RIBA 2030 Climate Challenge³⁸ targets will be referenced as below and confirmed within the checklists for sign off by client and designer:</p> <p>RIBA 2030 Climate Challenge target metrics for domestic buildings</p> <table border="1" data-bbox="113 1010 1082 1435"> <thead> <tr> <th>RIBA Sustainable Outcome Metrics</th> <th>Current Benchmarks</th> <th>2020 Targets</th> <th>2025 Targets</th> <th>2030 Targets</th> </tr> </thead> <tbody> <tr> <td>Operational Energy kWh/m²/y</td> <td>146 kWh/m²/y (Ofgen benchmark)</td> <td>< 105 kWh/m²/y</td> <td>< 70 kWh/m²/y</td> <td>< 0 to 35 kWh/m²/y</td> </tr> <tr> <td>Embodied Carbon kgCO₂/em²</td> <td>1000 kgCO₂e/m² (M4i benchmark)</td> <td>< 600 kgCO₂e/m²</td> <td>< 450 kgCO₂e/m²</td> <td>< 300 kgCO₂e/m²</td> </tr> <tr> <td>Potable Water Use Litres/person/day</td> <td>125 l/p/day (Building Regulations England and Wales)</td> <td>< 110 l/p/day)</td> <td>< 95 l/p/day)</td> <td>< 75 l/p/day)</td> </tr> </tbody> </table>	RIBA Sustainable Outcome Metrics	Current Benchmarks	2020 Targets	2025 Targets	2030 Targets	Operational Energy kWh/m ² /y	146 kWh/m ² /y (Ofgen benchmark)	< 105 kWh/m ² /y	< 70 kWh/m ² /y	< 0 to 35 kWh/m ² /y	Embodied Carbon kgCO ₂ /em ²	1000 kgCO ₂ e/m ² (M4i benchmark)	< 600 kgCO ₂ e/m ²	< 450 kgCO ₂ e/m ²	< 300 kgCO ₂ e/m ²	Potable Water Use Litres/person/day	125 l/p/day (Building Regulations England and Wales)	< 110 l/p/day)	< 95 l/p/day)	< 75 l/p/day)	Climate Challenge targets
RIBA Sustainable Outcome Metrics	Current Benchmarks	2020 Targets	2025 Targets	2030 Targets																	
Operational Energy kWh/m ² /y	146 kWh/m ² /y (Ofgen benchmark)	< 105 kWh/m ² /y	< 70 kWh/m ² /y	< 0 to 35 kWh/m ² /y																	
Embodied Carbon kgCO ₂ /em ²	1000 kgCO ₂ e/m ² (M4i benchmark)	< 600 kgCO ₂ e/m ²	< 450 kgCO ₂ e/m ²	< 300 kgCO ₂ e/m ²																	
Potable Water Use Litres/person/day	125 l/p/day (Building Regulations England and Wales)	< 110 l/p/day)	< 95 l/p/day)	< 75 l/p/day)																	

All projects	Descriptor
<p>3.19 Sustainable Urban Drainage Systems (SUDS) must be explored by a drainage designer during RIBA stage 1 as the SCC LPA policy states SUDS must be incorporated into all development to help manage the city's drainage systems. The local planning authority must be consulted with reference to the proposed solution as part of pre-application discussions and applications.</p> <p>3.20 Drainage capacity checks, for both foul and surface waste water, must be carried out with Southern Water during RIBA stage 1, to inform drainage proposals. The drainage engineer must note the timescales involved with these checks to ensure follow up with the utility to obtain.</p> <p>3.21 Opportunities for grey water and rain water harvesting/recycling must be explored by a drainage engineer during RIBA stage 1 as part of a sustainable drainage proposal. This applies where either the proposal is considered a major development (10+ dwellings) or the site does not allow the use of alternative, more common, SUDS, such as soakaways or swales. Consideration is to be given to green roofs on all developments – see item 1.11.</p>	Drainage
<p>3.22 As part of achieving the required fuel conservation emissions rates, long-life lamp fittings must be energy efficient.</p> <p>3.23 Consideration must be given to the positioning and placement of light fittings and sockets with regards to health and safety guidelines and best practice. If a hard-to-reach lamp cannot be avoided, then a long-life lamp and fitting must be specified.</p> <p>3.24 The client will confirm where other fittings or appliances are to be specified as part of the project; this is more likely to be needed for special needs accommodation, for example with the provision of communal laundry facilities. Any such appliance must comply with the guidance available under <i>BREEAM Ene 08 Energy Efficient Equipment</i>.³⁹</p>	Other fittings

4. Be safe

“The ache for home lives in all of us, the safe place where we can go as we are and not be questioned.” – Maya Angelou⁴⁰

SCC residents identified that a safe home must be one of the key factors for a council home and this principle is to be embraced within all design proposals.



All projects	Descriptor
<p>4.1 The design for all the projects will be carried out in accordance with the Construction (Design and Management) (CDM) Regulations 2015 which requires identification and notification of Client (SCC), Principal Designer and Principal Contractor roles to the Health and Safety Executive (HSE). SCC will appoint a Principal Designer at the start of a project.</p> <p>4.2 Concerning pre-construction management of H&S risks, the client and design team are to note the CDM legislation aims to improve health and safety by helping the project team to:</p> <ul style="list-style-type: none"> - Plan the work so the risks involved are managed from start to finish - Have the right people for the right job at the right time - Cooperate and coordinate work with others - Have the right information about the risks and how they are being managed - Communicate this information effectively to those who need to know - Consult and engage with workers about the risks and how they are being managed. <p>Health and safety must be included as an agenda item for all design team and project control group meetings.</p>	<p>Health and safety</p>
<p>4.3 Where the site concerns development of a block, i.e. not an infill site, the designer must follow the standards and principles of <i>Secured By Design Homes 2019</i> guidance Section1: Development layout and design⁴¹. This section provides guidance on all aspects of design and layout that impact on the creation of a safe and secure environments, including:</p> <ul style="list-style-type: none"> - Road layout - Footpath design - Communal areas and play space - Dwelling boundaries - Car parking - Lighting. 	<p>Site layouts</p>

All projects	Descriptor
<p>4.4 The doors and windows of the new dwellings must meet the requirements of <i>Building Regulations Approved Document Part Q – Security</i> which concerning the design and installation of secure doorsets and windows. To comply with Part Q, the design team must specify doorsets and windows manufactured to a design meeting British Standards PAS 24: 2012. This also applies to any communal doors and windows. For people with disabilities, doors may need to be automated so the option to add automation at a later date must be considered. See also items 4.24 and 4.27. The specific brief requirements must be identified and confirmed within the checklists.</p> <p>4.5 Designers must follow the standards and principles of <i>Secured by Design Homes 2019</i> guidance Section 2a for new dwellings which covers not only doorsets and window security, as described in the Building Regulations Part Q, but also:</p> <ul style="list-style-type: none"> - Adjacent glazing panels - Garage doorsets - Door chains and viewers - Secure mail delivery - Rooflights and roof windows - Conservatories or sun rooms - Lightweight framed walls in buildings containing multiple dwellings - Communal external lighting - Utility meters - Access control for buildings containing multiple dwellings - Door entry systems - CCTV and recording, management and maintenance protocols - Mail delivery in buildings containing multiple dwellings - Lighting for buildings containing multiple dwellings - Loft hatches <p>4.6 Designers must follow the standards and principles within <i>Secured by Design Homes 2019</i> guidance Section 3 for the following features:</p> <ul style="list-style-type: none"> - Communal car parking - External storage facilities (e.g. cycle store) - Integral storage facilities (e.g. communal bin, mobility scooter or cycle stores) - Intruder alarms - Private external lighting 	<p>Physical security</p>

All projects	Descriptor
<p>4.7 All steps, stairs and changes of levels must be designed in accordance with BS8300, Part 1 External and Part 2 Buildings. See also 2.20 concerning the design of steps.</p> <p>4.8 Designers will need to work with SCC and stakeholders to ensure that special resident groups, such as elderly, or those with physical or mental disabilities are protected from fall, collision and impact hazards. This may require standards above the minimum stipulated by the requirements of <i>Building Regulations Approved Document Part K – Protection from falling, collision and impact</i>. Specific requirements must be identified and confirmed within the checklists.</p> <p>4.9 All roof spaces must be accessible from within the building and be fitted with an insulated and draught proof loft access hatch. In blocks of apartments, loft hatches must only be located in communal and be lockable.</p> <p>4.10 Flat roofs are normally unacceptable as a design solution but where they are unavoidable they shall have a 30-year insurance-backed guarantee. Any flat roof areas must be provided with a means of safe access for maintenance purposes only, with due consideration taken to protect the integrity of the roof surface. Access to this route will be lockable. Residents must not be able to access flat roof areas unless they are specifically designed e.g. as a terrace, balcony etc.</p> <p>4.11 In communal blocks, residents must not be able to access any equipment or services related to the communal aspects of the block, such as lift motor room, service risers, landlord's services or stores etc.</p>	<p>Protection and minimising hazards</p>

All projects	Descriptor
<p>4.12 All fire safety design must be carried out in a manner compliant with BS9999:2008 and the proposed building must meet the requirements of <i>Building Regulations Approved Document Part B Fire safety - Volume 1: Dwellings</i> covering:</p> <p>B1 Means of warning and escape B2 Internal fire spread (linings) B3 Internal fire spread (structure) B4 External fire spread B5 Access and facilities for the fire service</p> <p>4.13 The design team must consult current guidance notes⁴² concerning the use of certain materials, including external wall insulation, high pressure laminate (HPL) cladding and aluminium composite cladding. These notes must be consulted if the scheme concerns multi-storey and multi-occupied building.</p> <p>4.14 The design team must consult with SCC's Building Control Service (not an Approved Inspector) during RIBA stage 1 on proposals to specifically discuss compliance with Part B. Building Control typically discuss proposals with Hampshire Fire & Rescue Service and this must take place before planning application submission so any guidance can be incorporated in the planning submission documents.</p> <p>4.15 In addition to meeting the requirements of Building Regulations Part B, the design team must consult with SCC's Programme Manager – Fire Safety⁴³ to confirm specification is satisfactory at RIBA stage 2.</p> <p>4.16 The design team must produce a fire strategy drawing for the building and site to convey all the fire safety aspects of the proposed dwelling(s). This is required for all proposed dwellings.</p> <p>4.17 For proposals of multi-storey and multi-occupied buildings, the design team must include a dedicated fire engineer, named in the contract documentation</p>	<p>Fire safety</p>

All projects	Descriptor
<p>4.18 The proposed designs will need to meet the relevant British Standards as identified within the Building Regulations, notably:</p> <p>BS 5266-1 Emergency lighting BS 5446-2 Fire detection and fire alarm devices for dwellings BS 5839-6 Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises BS 9251 Fire sprinkler systems for domestic and residential occupancies</p> <p>4.19 Means of escape from dwellings must comply with recommendations of <i>Approved Document B Fire Safety</i>. Smoke detection will be required in accordance with BS 5839 and escape windows must be provided to habitable rooms on the first floor of two-storey dwellings.</p> <p>4.20 External walls of any high-rise buildings must be non-combustible and recommendations on the management of fire safety issues throughout the project must meet the recommendations arising from the <i>Fire Safety Bill</i> and the <i>Building Safety Bill</i> (part of the post-Grenfell recommendations). Any exceptions must be confirmed with the client. See item 4.13 (above).</p>	<p>Fire safety</p>
<p>4.21 If the proposal is for specialist housing where there will be vulnerable residents, the design team is to note that a sprinkler system is mandatory. The client will confirm the extent of the system within the project brief at the start of RIBA stage 1.</p> <p>4.22 If the proposal is for a building over 11m high⁴⁴, the design team must note that a sprinkler system will be required. The client will confirm the extent of the system within the project brief at the start of RIBA stage 1.</p>	<p>Sprinklers</p>

All projects	Descriptor
<p>4.23 For buildings which are designed for residents with specialist needs, there may be a requirement for an emergency voice communication system. The client is to confirm the type of system(s) required within the project brief and this must be noted in the checklist and initialled.</p> <p>4.24 Any emergency voice communication system must meet BS 5839-9 <i>Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems [2011]</i>.</p>	Emergency communication
<p>4.25 Doorsets must be specified for all external and internal doors, i.e. the fabrication and installation of the door together with its frame. For fire resisting doorsets, certified evidence of fire performance tested in accordance with BSEN 1634, will be required in the form of a product conformity certificate. All fire doors must be clearly and permanently marked with their declared fire-resistance period (e.g. FD30S). These requirements must be identified in the contract documents. Consideration for future automation must also be given when products are selected. See also item 4.4 (above).</p> <p>4.26 3rd Party Certification of the complete doorset is mandatory (door, frame and ironmongery). This testing must be in accordance with BS 476-22 or BS EN 1634; international test certification not meeting this standard is not acceptable. Currently GRP Composite Doors do not comply and must not be used.</p> <p>4.27 Contractors fitting fire doors need to be FIRAS registered and installers must hold 3rd party certification as qualified fire door installers. Evidence must be provided and kept on file at SCC.</p> <p>4.28 Fire doors must take account of the likely user groups; i.e. in supported schemes residents could have difficulties in opening the doors due to the weight and closer resistance and automatic closers should be considered in these situations. See also item 4.4.</p>	Fire doors

5. Be a home for life

“We must work for simple, good, undecorated things, but things which are in harmony with the human being and organically suited to the little man in the street.” – Alvar Aalto⁴⁵

SCC homes must be exemplar homes for the city's residents, reflecting a long shelf-life, robustness and flexibility for those who will live in them.



All projects	Descriptor																				
5.1 The minimum design life of the building elements and materials, subject to appropriate maintenance, shall be as follows:	Design life																				
<table border="1"> <thead> <tr> <th data-bbox="188 763 821 853"></th> <th data-bbox="821 763 1070 853">Minimum design life (years)</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 853 821 936">Structural elements, pitched roof coverings, external wall finish</td> <td data-bbox="821 853 1070 936">60</td> </tr> <tr> <td data-bbox="188 936 821 1093">Canopies, eaves and rainwater goods Wet heating distribution system pipework, radiators Bathrooms</td> <td data-bbox="821 936 1070 1093">40</td> </tr> <tr> <td data-bbox="188 1093 821 1133">Windows</td> <td data-bbox="821 1093 1070 1133">35</td> </tr> <tr> <td data-bbox="188 1133 821 1290">Flat roof constructions (with insurance backed guarantee) Electrical wiring Storage heaters</td> <td data-bbox="821 1133 1070 1290">30</td> </tr> <tr> <td data-bbox="188 1290 821 1330">GRP roofing materials (certified minimum life)</td> <td data-bbox="821 1290 1070 1330">25</td> </tr> <tr> <td data-bbox="188 1330 821 1370">External doors</td> <td data-bbox="821 1330 1070 1370"></td> </tr> <tr> <td data-bbox="188 1370 821 1411">Fixtures and fittings</td> <td data-bbox="821 1370 1070 1411">15</td> </tr> <tr> <td data-bbox="188 1411 821 1451">Internal floor and wall finishes</td> <td data-bbox="821 1411 1070 1451">10</td> </tr> <tr> <td data-bbox="188 1451 821 1491">Decorations</td> <td data-bbox="821 1451 1070 1491">5</td> </tr> </tbody> </table>			Minimum design life (years)	Structural elements, pitched roof coverings, external wall finish	60	Canopies, eaves and rainwater goods Wet heating distribution system pipework, radiators Bathrooms	40	Windows	35	Flat roof constructions (with insurance backed guarantee) Electrical wiring Storage heaters	30	GRP roofing materials (certified minimum life)	25	External doors		Fixtures and fittings	15	Internal floor and wall finishes	10	Decorations	5
		Minimum design life (years)																			
Structural elements, pitched roof coverings, external wall finish		60																			
Canopies, eaves and rainwater goods Wet heating distribution system pipework, radiators Bathrooms		40																			
Windows		35																			
Flat roof constructions (with insurance backed guarantee) Electrical wiring Storage heaters		30																			
GRP roofing materials (certified minimum life)		25																			
External doors																					
Fixtures and fittings		15																			
Internal floor and wall finishes		10																			
Decorations		5																			

All projects	Descriptor
<p>5.2 Southampton is in a coastal location with an aggressive marine environment (the city limits are within 20km of Southampton Water) and designers must take this into account with regards to the durability of elements and components and the impact on material degradation/corrosion.</p> <p>5.3 In recognition of social factors which may cause accidental or malicious damage to council buildings, all partition and plasterboard systems must be specified that have a duty rating identified in accordance with BS 5234-2:1992 as follows:</p> <ul style="list-style-type: none"> - Internal walls within dwellings – Heavy duty (HD), reflecting situational chance of accident occurring or misuse - Internal walls to communal areas – Severe duty (SD), reflecting situation prone to abnormally rough use <p>5.4 Moisture-resistant plasterboard must be specified for all bathrooms, wet rooms and kitchens.</p>	<p>Durability of products</p>
<p>5.5 Proposals need to reflect ease of maintenance with attention given to:</p> <ul style="list-style-type: none"> - Placement of building and guttering with regards to leaf fall in autumn - Access to any roof surfaces requiring annual maintenance - Products that do not fade or degrade with sunlight exposure - No high-gloss external panels which quickly show dirt and impairments - Selecting colours and materials that are readily available and where possible standard across all projects. SCC Asset Management must be consulted on the final specified proposals and products. <p>5.6 SCC's maintenance contractor must be consulted on proposals as they develop throughout the design process. This is particularly important for mechanical and electrical aspects and the development of centralised energy proposals.</p> <p>5.7 New landscaping proposals (see also item 1.13) must consider the retention of mature landscape features, such as trees, and low maintenance design, i.e. appropriate sized plants for the space they will grow into, reducing amount of annual pruning required.</p>	<p>Ease of Maintenance</p>

All projects	Descriptor
<p>5.8 Non-family accommodation must be adaptable for residents that may need facilities to aid access. Such dwellings must be designed to meet <i>Category 2 of Building Regulations Approved Document Part M1</i>. The client will confirm exceptions to this requirement (i.e. <i>Category 1 Visitable dwellings</i>) within the project brief for the specific site. The designers are to reflect this requirement by including (but not limited to):</p> <ul style="list-style-type: none"> - Pattring within bathroom partition walls for future installation of wall-fixed grab rails - Reinforcement for ceiling-fixed hoist installations - Barrier-free access and design, including a lift or space for a lift to accommodation at first floor or above. <p>5.9 Provision for mobility scooters is also a possible adaptation that may be required within the dwellings. This would require both physical space and a charging facility for a scooter to be used by a resident. The client will confirm this requirement within the project brief for the specific site. The design team must seek confirmation on this aspect for all dwellings designed for residents with special needs.</p> <p>5.10 Designers must review <i>Part 8 Adaptability of SCC's Residential Design Guide</i> (see items 1.1 and 1.2) which refers to consideration of opportunities for adaptation.</p> <p>5.11 Part 8.2 of the <i>Residential Design Guide</i> refers to the <i>Lifetime Homes Principles</i> devised by the <i>Joseph Rowntree Foundation</i>. The <i>Lifetime Homes Standard</i>⁴⁶ must be considered by the design team and incorporated where reasonable as examples of best practice to allow access for all. (See also items 2.19 and 5.7). For convenience these 16 principles are summarised here:</p> <ol style="list-style-type: none"> 1. Parking width or widening capability 2. Approach to dwelling from parking (distance, gradients, widths) 3. Approach to all entrances 4. Entrances 5. Communal stairs and lifts 6. Internal doorways and hallways 7. Circulation space 8. Entrance-level living space 9. Potential for entrance-level bed-space 10. Entrance-level WC and shower drainage 11. WC and bathroom walls 	<p style="text-align: center;">Future proofing</p>

All projects	Descriptor
<p>12. Stairs and potential through-floor lift in dwelling</p> <p>13. Potential for fitting of hoists and bedroom/bathroom relationship</p> <p>14. Bathrooms</p> <p>15. Glazing and window handle heights</p> <p>16. Location of service controls</p> <p>Where this guidance duplicates or conflicts with other requirements, the design team must confirm project brief requirements with the client. Any selections or decisions made must be recorded in the checklist and initialled by SCC client and designer.</p> <p>5.12 Designers must identify at RIBA stage 2, concept design, where it is not possible to incorporate a specific Lifetime Homes Standard principle into the design proposal. This must be noted in the checklist and initialled by the designer and SCC client.</p>	<p>Future proofing</p>
<p>5.13 <i>Building Regulations Part R</i> – Physical infrastructure for high-speed electronic communications networks contains guidance on in-building physical infrastructures to allow connection to a high-speed communications network. Designers must ensure that the building complies with the relevant aspects of <i>Building Regulations Approved Document Part R</i> related to provision of:</p> <ul style="list-style-type: none"> - A network termination point - An access point (for multi-dwelling buildings) - Ducting/conduit and/or trays in riser. 	<p>Technology</p>
<p>5.14 All the projects must meet BIM Level 2 requirements, complying with BS EN ISO 19650. As such, it is expected that the design team will use appropriate tools to meet this requirement. SCC will require a BIM Execution Plan to be submitted and agreed.</p> <p>5.15 SCC Property will be using NBS BIM Toolkit to define roles and information delivery on the project from the start of RIBA stage 2 onwards.</p> <p>5.16 Outputs from design consultants must comply with BS1192. SCC are currently exploring the use of BIM for facilities management.</p>	<p>Building Information Modelling</p>

All projects	Descriptor
<p>5.17 In order to ensure the homes and the systems within them are performing as designed, the design consultants must adopt the principles of CIBSE <i>Soft Landings</i>⁴⁷ throughout the design development. This will involve reaching out to all stakeholders, including users, at the earliest stages of the project to understand the use of spaces. The design team must ensure that the client has considered adequate consultation with the relevant user group.</p> <p>5.18 Appropriate training for the new tenants must be identified prior to construction. The designers must work closely with relevant tenant liaison officers to ensure tenants are prepared for living in their new home. There must be training sessions prior to occupation and post-occupancy evaluation during each season. This will be particularly important where newer technologies and systems are incorporated, such as heat recovery.</p>	
<p>5.19 The design team must prepare a schedule that identifies and includes:</p> <ul style="list-style-type: none"> - A suitable timescale for commissioning of all building services and control systems in line with appropriate best practice guidance - A suitable timescale for testing building fabric, in accordance with appropriate standards (e.g. airtightness testing and/or thermographic survey) - A suitable timescale and requirements for demonstrating the building and its systems to SCC Asset Management - An itemised list of any SCC Planning conditions and how they are to be met and their means of verification (i.e. air tightness testing) - With the Principal Designer, a suitable timescale for record information preparation (including as-built drawings) and the Health and Safety file. This schedule must be available as part of the tender information for the main contractor to ensure this is programmed into the project delivery before any award of practical completion can be considered. 	Commissioning

Part 2: Housing design checklists

1. Site wide

- 1.1 General
- 1.2 External lighting
- 1.3 Fire services
- 1.4 Waste management
- 1.5 Landscape

2. Building exterior

- 2.1 Security and access control
- 2.2 Maintenance and roof access
- 2.3 External walls
- 2.4 Glazing

3. Common and services areas

- 3.1 Main entrance
- 3.2 Common areas
- 3.3 Services areas
- 3.4 Vertical circulation

4. Individual dwelling

- 4.1 Dwelling entrance
- 4.2 Internal stairs
- 4.3 Primary living room
- 4.4 Kitchen
- 4.5 Bathroom
- 4.6 Bedroom
- 4.7 Built-in storage
- 4.8 Balconies and private gardens
- 4.9 Aluminium joinery
- 4.10 Electrical requirements
- 4.11 Mechanical requirements
- 4.12 Separating walls

1. Site wide

Both the SCC client and the Lead Designer must initial the boxes of the right-hand column to indicate that they have read and understood each clause. Where further explanation is required, a response column is included. The response is required to be explanatory and one-word answers are insufficient. If a clause is not applicable to the specific project, this must be clearly stated.

Clauses are highlighted, either where they represent an enhancement on the minimum standard to be achieved or as a requirement for special needs housing. These are a benchmark and are not intended to diminish the importance of clauses which are not highlighted.

Key:



An enhanced standard



A standard for special needs housing (their specific inclusion is to be confirmed by the SCC client)

Contents:

1.1: General

1.2: External lighting

1.3: Fire services

1.4: Waste management

1.5: Landscape

1.1	General	Requirement	Response	Initials
a	Residential Design Guide and land ownership	Design should comply with the SCC <i>Residential Design Guide</i> .		
		Designs encroaching onto Highways land are to be compliant with the <i>Streetscape tool kit Southampton, Design Guidance for the Public Realm</i> . Designs must be consulted and agreed with Balfour Beatty.		
b	Site access	Ensure that the site entrance has identity.		
		SCC homes are places of residence which sometimes have a relationship with the public through public walkways or cross-site links.		
		Design defensible space at the front of the building.		
		Additional security may be required with some special needs groups – client to advise.		
		Secure gated compounds are not being sought, but clear definition between private and public space is.		
c	Vehicular entrance	Assess the suitability of the width of the crossing in relation to the public/private transition, the compliance and the ease of gradient.		
		Unadopted vehicle circulations areas must be designed to safely withstand the loadings of refuse vehicles, removal trucks, fire engines and the like without deforming or subsiding. The minimum total thickness of construction should not be less than 450 mm.		
		Analyse the adequacy of and the necessity for: vehicle crossing, speed bump and speed restriction signage, pedestrian crossing.		
		For major projects and communal buildings with a central cycle store, consider cyclist access. Preferably this is not mixed with the pedestrian realm.		
		Consider definition of the threshold with materials or other design means.		
d	Pedestrian entrance	Ensure that pedestrian entrance is delineated from the vehicular entrance.		
		Include a dropped kerb for the vehicular entrance.		

1.1	General	Requirement	Response	Initials
e	Signage	<p>Street name plates and direction signs should be clearly visible and be fixed at an appropriate height in accordance with the local authority requirements.</p> <p>Door numbers and road signs shall be provided in accordance with the requirements of the Post Office and Local Authority. The Contractor is to organise these matters and details shall be confirmed to the Employer.</p>		
f	Boundaries	<p>Define the site boundaries by means of fencing, retaining walls and other landscape elements. Trees must be planted well within boundaries, not used to mark them as this becomes an issue with who owns/is responsible for them.</p> <p>There is a need to retain permeability of wildlife, e.g. hedgehogs, at boundaries; this must be considered within the solution.</p> <p>SCC's <i>Residential Design Guide</i> presents opportunities for establishing the appropriate level of visual permeability for the site.</p>		
g	Service vehicles	<p>Waste truck travel is to be analysed by a highways engineer, based on current vehicles within SCC's fleet, and the analysis provided to the Project Manager (including tracking diagrams).</p> <p>The analysis must identify:</p> <ul style="list-style-type: none"> - Pedestrian hazards especially visibility of small children or ambulatory. - Potential for damage to property (low walls, bollard, pole lamps etc.) <p>Clear access is to be facilitated for ride on mower to grassed areas in landscape design. Consult with SCC Open Spaces.</p> <p>Consider the noise impact on tenants when specifying speed bumps or other physical speed reduction measures.</p>		

1.1	General	Requirement	Response	Initials
h	Tenant parking	Refer to <i>SCC Residential Design Guide</i> , Maximum Parking Standards, for numbers. Manual item 1.6 above refer.		
		In some cases traffic survey may be required to determine an appropriate numbers of parking.		
		Parking bays must be future proofed with vehicle charging provision – see 1.5n.		
		Car parking bays/spaces shall be designed to withstand the loadings of cars and light vans without deforming or subsiding. Full kerbs and/or bollards are required to restrict access to pedestrian and planting areas.		
		Dropped kerbs are to be provided at the junctions of footpaths with car parking areas. This is in addition to any requirements of the SCC highways authority.		
		Car parking spaces must be defined using permanent delineation.		
		The design may vary, depending on the land ownership (housing land or highways land). Highways land: any design to comply with the <i>Streetscape tool kit Southampton, Design Guidance for the Public Realm</i> .		
		Consider planting behind the parking bays, looking towards dwellings. If habitable rooms are overlooking that parking, screening may be required to avoid flashing the car lights towards the rooms.		
i	Visitor parking	SCC's Housing Service will specify visitor car-park requirements for each site during the planning stage.		
		If these requirements are not clearly stated, the designer has the responsibility to request them from the Project Manager.		
		SCC may require a dedicated space for visiting care or medical staff if the project concerns a specialist care housing. This should be identified by SCC within the brief.		
		Locate visitor parking signage and ensure that the signage is clearly visible and unambiguous.		

1.1	General	Requirement	Response	Initials
j	Contractor maintenance parking	SCC Housing Operations may require a dedicated contractor car-park to be provided for the use of maintenance contractors.		
		Discuss this requirement with the SCC Project Manager.		
k	Accessible parking bays	Provide accessible parking to all sites as required by the planning authority and the project specific brief. Manual item 1.7 above refer.		
		Locate these bays near accessible/ ambulant apartments where provided.		
l	Emergency vehicle bays	No Parking zones may be required at the front of each building.		
		Discuss with SCC Building Control, who will liaise with Hampshire Fire & Rescue Service, to agree all the details.		
m	Bicycle storage	Provide dedicated bicycle storage and/or cycle stores as per SCC <i>Residential Design Guide</i> . Manual items 1.1 & 1.6 above refer. 'Sheffield' stands or Josta-style stackers to be specified.		
		Provide lockable cycle store for residents; contents must not be visible from street.		
		External cycle parking for visitors; secure bolted fixing for bicycle stand is required to the ground/wall.		
n	Truck unloading	Consider ease of travel and unloading for furniture relocation trucks to the building entrance.		
o	Mobility scooters	Create defined space for mobility scooter parking, where part of the brief. SCC needs to confirm how many are required as part of the brief.		
		Provide for secure power recharge facilities, isolated from general tenant use.		
		Prepare a drawing to indicate space provision, weatherproofing, security, charging.		
p	Taxi bay	Provide a taxi pick-up drop off area in shared buildings with elderly or disabled tenants. This will be confirmed in the project brief.		

1.1	General	Requirement	Response	Initials
q	Pavement markings	Marking to be consulted and agreed with SCC Highways team. Any new marking on housing land to be consistent with Highways markings.		
r	Kerbing	All new concrete kerbing to parking areas and driveways is to be heavy duty.		
		All kerbs to be compliant with SCC Highways team standards.		
s	Shelter	Design the main building entrance as the primary shelter for waiting, building identification and weather respite. As with all other common space this is a designated smoke-free zone.		
t	Smoke free	All SCC homes are smoke-free. We are seeking to reduce the health risks of passive smoking and associated litter, protect our properties and empower tenants to their right to live in a healthy environment.		
		Apartments are to be smoke free as well as communal areas including entranceways, hallways, and service areas.		
		Over and above this is the fact that smoking is not allowed in common areas as it is a fire hazard. Place smoke-free signage in the above areas.		
		Designated outdoor areas may be required for smoking and may include weather shelters or seating. This requirement will be contained in the project-specific design brief.		

1.1	General	Requirement	Response	Initials
u	External tap	Provide an external tap, or taps if required, in an appropriate location, with an internal isolation valve.		
		An external tap is to be designed for all houses; location to be considered.		
		For blocks of flats, please refer to project-specific brief.		
		Alternatively water butts may be installed to avoid any metering issues with shared buildings (see also item 4.8f), to minimise water usage or as part of rainwater collection for sustainable urban drainage. (See <i>SCC Green City Charter 2019</i>).		
		Provide drainage; do not place taps over unfinished surfaces; provide sump or connect gully into storm water system.		
v	Building orientation	Optimising the building orientation for use of solar panels must be considered at the earliest stage.		
		Orientation of the building must not be at the expense of existing retained trees or any proposed trees, where future maintenance must be considered. i.e. the tree must not require constant pruning, often life shortening, to prevent shading solar panels.		

1.2	External Lighting	Requirement	Response	Initials
a	Parking and roadway lighting	Street lighting to be consulted with SSE (Scottish & Southern Energy) at early design stage.		
		Provide general area and street lighting to a determined lux level based on the assessed risk of the site.		
		Lighting must be designed and positioned, in a maintainable location and with due consideration of existing tree canopy cover.		
		Design out lighting disturbance or light spill to wildlife, tenants and neighbours.		
b	Path lighting	Adequate exterior lighting is essential and should be provided to all communal areas and areas in need of supervision. It must be sufficient but no more and be directed to where it is needed. All external lighting shall be to a standard that would be acceptable to the highway authority for adoption.		
		Lighting must be designed to minimise ecological impact and specified to consider warmth of light, LEDs, not near trees or shrubs, wavelength; light pollution; designers must refer to Guidance Note 08/18 produced by the Institute of Lighting Professionals with the Bat Conservation Trust		
		Light fittings should be sited to avoid nuisance to residents. Lighting should not be positioned in close proximity to bedroom windows wherever possible. White light is preferred for security reasons. Light fittings should be low or renewable energy dusk to dawn controlled units of robust and vandal resistant construction and be readily maintainable – all to the approval of the Employer.		
		All external lighting which is not directly attributed to a dwelling to be from an unmetered landlords supply provided from the street lighting mains.		
		All external path lighting meets the <i>Secured By Design</i> standards.		
c	Building entrance lighting	Ensure building entrances, front doors and signage are well-lit.		
		The building entry sign is to have a dedicated light.		
		Lighting to be recessed into any entrance canopies.		

1.3	Fire Services	Requirement	Response	Initials
a	General	The fire safety aspects of all proposals must be designed in accordance with BS9999 Code of practice for fire safety in the design, management and use of buildings. Refer to item 4.12 above.		
b	Monitoring	Specification and recommendations must comply with SCC's current <i>Fire Safety Action Plan</i> .		
c	Fire systems	Building risks identified (3 Key Gateways) The first gateway point is to satisfy the JCA (Joint Competency Authority) that the building is accessible by the Fire Service, which must be determined before the building gets planning permission.		
		Secondly, the duty holder must satisfy the JCA that key building safety risks are understood and will be managed and that "robust" processes are in place, before building work can start.		
		Thirdly, the JCA must be satisfied that the signed-off design has been followed before occupation can start.		
d	Critical (fire) design points	No HPL or ACM cladding to be specified. Refer to items 4.13 and 4.19 above. No flammable materials in balcony construction		
		No flammable materials in balcony construction; all balconies are to be constructed of non-combustible material.		
		Recommendation that all buildings over 11 metres have sprinklers installed. Refer to items 4.12, 4.17 and 4.21 above.		
		Designers to ascertain whether sufficient water supply and pressure is available at the outset of any sprinkler proposals.		
		Rockwool intumescent mastic and fire batts to be used for all fire stopping.		
		HILTI Fire Collars – or equivalent (certified) product – to be used on pipework.		
		Fire-rated sheathed electrical cables to be used; cable installations must be secured in a non-combustible way.		

1.3	Fire Services	Requirement	Response	Initials
d	Critical (fire) design points	Fire Engineer to be appointed as part of the design team and named in the documents.		
		Early engagement with Hampshire Fire & Rescue Service (HFRS) is required (often SCC Building Control will carry this out).		
		Sprinkler systems is to be installed in special needs housing. Designers to ascertain whether sufficient water supply and pressure is available at the outset.		
e	Entry fail safes	Automatic doors must open freely in the event of a fire.		
		Fire engineers to incorporate design solutions that allow building entrance doors to release (fail open) in the event of fire alarm activation.		
f	Evacuation zones	Detailed fire strategy drawings will be required.		
g	Emergency (fire) box	Fire box to be located in warden's office or entrance lobby for shared accommodation.		
		The fire box is to includes details for the fire brigade like: service cut offs, master access keys, keys for the lifts etc.		
		If CCTV is installed, this key box should be monitored by a camera.		

1.4	Waste management	Requirement	Response	Initials
a	General – access to and provision for waste bins	Provide appropriate waste disposal systems.		
		Houses: provide storage space for a minimum of two external bins of 80 litres capacity and glass recycling container to each dwelling with a private garden, unless prescribed differently by the local authority.		
		SCC can also provide bins for green waste, for an additional charge, so space needs to be allowed to accommodate an additional bin.		
		Blocks of flats: provide adequate number of Eurobins to serve needs of residential/commercial use (refer to <i>SCC Residential Design Guide</i> for more information).		
		Bin store ideally to be integrated with the building, not separate. Fire, fire detection, security and refuse collection should be considered. Bins to be easily wheeled out of the bin store up to collection point by the kerb side. No steep gradients, dropped kerb to be designed for the bin collection route.		
		If any separate, external bin stores are provided, the bin store is to be constructed to include a roof, secure door and ventilation.		
		Discourage dumping by non-residents through appropriate design and location to the street as far as possible.		
		Consider the location of rubbish areas in relation to building entrances and proximity to openable windows in relation to smell.		
		Consultation with SCC Waste Management is essential if the proposal is for residents with special needs.		
Location of bins to be considered with regard to the noise of 'back-up [reversing] beepers' and the grinding of low gears, particularly in close proximity sheltered accommodation or dwellings for those with impairments.				
b	Recycling	Identify space in rubbish areas and locate signage for tenant separated recycling storage within the dwelling.		

1.4	Waste management	Requirement	Response	Initials
c	External rubbish enclosure	Bins, if storage is not designed in a building, are to be provided with a dedicated, secure, designed enclosure that is able to accommodate enough Eurobins (normal waste, recycling and bottles; sometimes also green waste).		
		The panels should be at least 2.1m high. Internally there should be bumpers all around to avoid damage caused by moving the Eurobins. If possible two entrances should be provided for security reasons.		
		An integral bin store to a building is the preferred option. This will require an internal gully/drainage for spills, hosing down, a sloped slab floor, natural ventilation, robust construction.		

1.5	Landscape	Requirement	Response	Initials
a	Landscape general	Landscape contractors are required to include a maintenance period of at least 12 months, or longer, depending on the nature of the proposal. Allow for handover to SCC in-house contractors at the end of rectification period.		
		Without compromising ecological net gain and biodiversity, all landscape elements must be designed for ease and cost-effective maintenance. Minimal or no specialised access equipment should be required to access landscaped areas.		
		Compost must not contain peat and any plants used in landscaping schemes must not be supplied in peat.		
		Consider how the landscaping will be maintained and ensure it is easy for SCC in-house operations team to continue maintenance after completion.		
		SCC Decent Neighbourhoods, Open Spaces, Tree Officer, Ecological Officer, Planning Authority, Highways /Balfour Beatty (if the proposal is on highways land) to be consulted with landscape proposals and the plant species being proposed.		
		Protection of existing green space in the vicinity of the site; measures to protect existing green space from people parking on it as a result of development.		

1.5	Landscape	Requirement	Response	Initials
	Landscape general	Landscape architects are required to use products that have been tested in the Southampton area and comply with Highways guidance unless agreed differently with SCC Housing Service.		
		Health and safety in design – consider sharp edges, changes in gradients, trip hazards, slip resistance. Also design out anti-social behaviour and any unwanted uses, such as ball games, where balls are kicked against house/block walls, cycling in pedestrian areas, and other non-wanted vehicular access/car parking. Health and safety is a primary consideration in the design of all landscapes.		
		Secure manholes with padlocks or tack welding, particularly grille type, especially where sites are likely to be frequented by young children.		
		Consider the impact of the wind on all vegetation, allow for support of young trees, solid bark nugget to planter beds and protect roots.		
		Where providing private on-ground gardens, maintenance must be considered. Common areas are maintained by SCC Open Spaces and community; private fenced gardens or courtyards are maintained by tenants.		
b	Vegetation general	Ensure that plants are fit for purpose and will not affect the life of the buildings they are planted around.		
		All plants are to go in at ground level (with exception of green walls and roofs) or where planting is part of a community garden where raised beds may be included (see item 1.5g).		
		Do not plant close to buildings – structural consultant to be consulted regarding impact on foundation design and proximity of planting.		
		Always specify UK native species and/or species of recognised value for wildlife; species to be agreed with planting consultees as item a.		
		Consideration to the Asthma Foundation website and avoid plant species that contribute to allergies and asthma sufferers. Generally avoid positioning plants under bedroom windows and near entrances.		

1.5	Landscape	Requirement	Response	Initials
b	Vegetation general	To achieve biodiversity benefits, planting should be of recognised value for wildlife. Schemes such as the RHS (rhs.org.uk) Plants for Pollinators demonstrate value for specific groups of species. A full list of plants for pollinators is available from the Royal Horticultural Society.		
		Do not specify plants that may be poisonous, particularly at sites that are likely to be frequented by young children or adults with special needs.		
		Plants of edible plants, such as strawberries and currants, could be used in appropriate positions. Planting of herbs, i.e. rosemary, in some planter beds is encouraged.		
		Where it is judged to be appropriate to provide a level of planting close to a building face, select appropriate shallow rooting and low-spread plantings that will not compromise the waterproofing or finish of the external walls. Maintain access for maintenance equipment. Facilities Maintenance contractors must be able to undertake maintenance to a building without being hindered by planting. Protect the building structure through proper drainage.		
c	Trees	Native UK tree species must be considered first.		
		Although the planting of edibles is desirable from a community perspective, the demographics of the site must be taken into account. There are examples of trees being stolen or relocated to private areas. Fruit trees may be included as an option however choice of location is key and needs to be considered at the pre-application stage. (Landscape schemes are only permitted to contain 15% berry/fruit bearing species within the Airport's Safeguarding Zone.) Also consider the potential issues with birds feeding on the fruit and therefore congregating around buildings and clothes drying areas. This will need further consultation if it is proposed.		
		Do not plant trees close to buildings: structural consultant to be consulted regarding impact on foundation design, species and proximity of planting.		

1.5	Landscape	Requirement	Response	Initials
c	Trees	Identify existing below ground services prior to locating trees to avoid clashes.		
		Consider large trees in relation to existing ground (clay) drainage and consider replacing with modern plastic pipework.		
		Consider increased tree planting in the area, beyond one in each garden, if the site or its surroundings can sustain more tree planting in order to carbon offset naturally.		
		All plants supplied by the contractor shall be obtained from a reputable nursery. Before stock is purchased the client reserves the right to inspect the nursery or to approve samples. All material supplied will be similar in size and quality to the approved samples and in accordance with the relevant parts of BS 3936. Any Advanced Nursery or Semi Mature trees to be supplied in accordance with BS 5236.		
		Tree stakes shall be set out on site according to the plan and approved by the architect/contract administrator/ employer's agent to avoid damage to drainage and service runs. The client also reserves the right to adjust the exact position of the trees.		
		Where trees are planted in grass they are to have an area of 500mm radius around the base free of grass and weeds, and mulched as per the shrub bed specification.		

1.5	Landscape	Requirement	Response	Initials
d	Planting beds	Provide 100mm minimum border to planting beds.		
		Plant low species at the front of beds and higher species at the centre or back of the beds.		
		Raised beds are to be used only where tenants adopt them, e.g. as part of a community garden, so must be easily removable if SCC needs to take over maintenance. Raised beds are to have drainage metal to first third, top two thirds are to contain a suitable compost nutrition (not containing peat) specifically for the growing of vegetables or decorative plants.		
		Fixings for raised beds must be concealed or flush for safety and aesthetics reasons.		
e	Grassed areas	All areas designated for grass shall be turfed (not grass seeded) – this includes all rear gardens to houses.		
		Amenity grass areas must contain low-growing wildflower species to achieve biodiversity enhancement.		
		Mowing strips are to be included against beds, walls, shin rails, fencing, railings, or similar; mowing strips are concrete 'margins' – up against vertical slabs so you don't have to trim right at the edge and it makes maintenance easier.		
		For communal amenity space, ensure that SCC Open Spaces maintenance have access for ride on mowers. (1200mm min. clear width is needed for mower access to any fenced off areas.) Turning circle for the ride on mower needs to also be considered, advice can be provided by the Open Spaces Operations Manager for the area.		
		Avoid planting grassed areas of less than 4m wide or 12m ² as they are not easily maintained.		
f	Seating	For communal gardens, provide durable external seating where possible.		
		The provision of external gathering spaces encourages community interaction and should be investigated for all shared buildings and gardens.		
		Seat heights need to be considered for tenants of the accessible and adaptable units.		
		Consider the tenant demographic when locating and specifying seating, for example elderly will require more rest areas.		

1.5	Landscape	Requirement	Response	Initials
g	Community gardens, primarily as part of special needs housing proposals	Design must have community consultations.		
		The future maintenance of community gardens must be agreed with client and SCC Open Spaces.		
		Ensure that the gardens are adequately lit and feel secure, either by fencing or by way of overlooking/natural surveillance.		
		Consider fixed seating, tables, BBQ area, external tap, and external store as part of community garden design.		
h	Play areas	Play areas, where applicable and required by the planning authority, to meet community needs.		
		Must be designed in accordance with the project-specific community brief and public consultations.		
		Design consultants must visit other SCC Housing Service playground sites for precedent studies and best practice examples.		
		Consider the following: <ul style="list-style-type: none"> - Types of equipment – longevity, safety, age appropriate - Childproof fencing, if any - Overlooking/surveillance - Proximity to buildings, shelter and sun - Ground materials and substrate – safety factors - Long-term maintenance - Aesthetics - Adult exercise equipment. 		
		Any value engineering proposals must be discussed with client, and any other stakeholders the client feels necessary to consult with, prior to incorporation.		
i	Sports court and recreational spaces	Community requirements, from the planning process, may include the provision of a sports facilities. Refer to the community-specific brief.		
		Location to be considered with regards to the impact on all residents.		
		All-weather sports courts must include the ability for a mechanical sweeper to access the site, so will need double-access gates and appropriate external access i.e. turning circles etc. Also courts will be designed with a durable/hard-wearing top course such as a polymeric 4 coating.		
		Any value engineering proposals must be discussed with client, and any other stakeholders the client feels necessary to consult with, prior to incorporation.		

1.5	Landscape	Requirement	Response	Initials
j	Security	Apply crime-prevention design principles to all outdoor recreation areas – private and communal.		
		Communal areas should be overlooked by at least one dwelling.		
		All external design should meet the <i>Secured by Design</i> standard.		
k	Footpaths	New footpaths are to be minimum 1.2m wide.		
		Review the ownership of footpaths and follow SCC Highways guidance if footpath is on SCC Highways land.		
		Pedestrian walkways must be well lit and clearly sign posted.		
		No paths are to facilitate ponding, ensure sufficient cross falls (1:100) and subsurface free-draining material to semi permeable paths.		
		Consider cars over sailing the pavement from parking bays. A physical barrier might be required or a wider pavement.		
		Suitable materials for footpaths: <ul style="list-style-type: none"> - Permeable surfacing is preferred as part of SUDS solutions - Concrete or brick paving (must include weed-prevention measures, permeable paving/sub-base is preferred) - Resin bound (must include weed-prevention measures) - Asphalt is cost effective and low maintenance. Where specifying for footpaths, combine with other materials for visual interest. Consider the hierarchy of public and private space in relation to the quality of materials. Asphalt may not be appropriate in all instances. 		
		Unsuitable materials for footpaths: <ul style="list-style-type: none"> - Compacted hoggin - Shingle or pea gravel (these have the potential to spread). Take care where pebbles or pea gravel are considered as they have the potential to spread or be used as missiles.		
		Footpaths must comply with the slip-resistant performance to British Standards.		
		Barrier-free access must be provided; aim for accessible footpaths wherever possible, consider including dropped kerb, tactile surfaces and other barrier-free principles to all footpath design.		

1.5	Landscape	Requirement	Response	Initials
l	Drying areas	Adequate provision for the drying of clothing must be provided.		
		Specify accessible clotheslines where accessible dwellings are part of project.		
		Extra consideration is to be given to adequate provision where family units are accommodated.		
		Consider adequate sun or wind exposure to external clothes lines, as well as passive surveillance from residences.		
		Houses with private gardens to be provided with a rotary dryer; an area of hardstanding must be provided adjacent to rotary dryers.		
		Clothes drying on private balconies should be retractable.		
		On-ground drying areas are the least preferred solution for communal blocks; these must be screened from streets, primary circulation routes and building entrances but visible from dwellings for security purposes.		
		Do not consider aspect of drying facilities in isolation, provide a holistic solution that works with all other aspects (e.g. heating and ventilation).		
m	Access to services	Ensure that access to manholes, fire hydrants and other service points is maintained, is visually clear and safe for service providers.		
		All legal aspects of accessing services, wayleaves, easements, must be met.		
n	Electric vehicle charging	Ducting and draw cord and feeder pillar to be installed to facilitate the installation by others of 7-22kW charge points – 25% of parking spaces, back to the landlords supply.		
		For each block of flats a further allowance of 50m from feeder pillar to a separate location.		
		Each house to have cabling from the consumer unit to an agreed point on the external wall (blanked off both ends) to facilitate potential future EV charging.		
		Consult with SSE – substation to be future proofed to allow for future EV charging. Supporting infrastructure should be reviewed to determine whether upgrades are required to meet expected future demands.		

Approval of Part 1 – Site wide design

PROJECT:			REF:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 1.1: General			
Part 1.2: External lighting			
Part 1.3: Fire services			
Part 1.4: Waste management			
Part 1.5: Landscape			

Date:

Date:

SCC housing management client:

SCC asset management:

Date:

Date:

Lead Design Consultant:

SCC Project Manager:

2. Building exterior

Consultants are required to use the right-hand column to indicate using a tick ✓ that they have read and understood each clause. Where further explanation is required, a response column is included. The response is required to be explanatory and one-word answers are insufficient. If a clause is not applicable to the specific project, this must be clearly stated.

Clauses are highlighted, either where they represent an enhancement on the minimum standard to be achieved or as a requirement for special needs housing. These are a benchmark and are not intended to lessen the importance of clauses which are not highlighted.

Key:



An enhanced standard



A standard for special needs housing (their specific inclusion is to be confirmed by the SCC client)

Contents:

Part 2.1: Security and access control

Part 2.2: Maintenance and roofs

Part 2.3: External walls

Part 2.4: Glazing

2.1	Security and access control	Requirement	Response	Initials
a	CCTV cameras	Establish the assessed risk of the site and allow for cameras if considered necessary. This is usually in response to anti-social behaviour and is an enhancement. This requirement will be confirmed by the client. If required, it will need to be designed in consultation with the response centre.		
		Carefully consider the location of cameras to minimise impact on trees; for example, continual pruning to allow site lines is not acceptable in terms of long-term maintenance.		
		Where budget does not allow for the installation of the cameras, future proof by installing the necessary conduit and cabling. This requirement is an enhancement and will be confirmed by the client.		
b	Access control (general needs and specialist housing apartment blocks)	Provide access control – fob entry – to all communal entrances to blocks of apartments, both front and rear access. These doors are to be automated, fob access with SCC12 key override.		
		Provide fob access control with SCC12 key override to internal doors of blocks of apartments, such as: - Communal doors to corridors - Doors to lift lobbies and stairwells - Doors to cycle stores		
c	Locks	Provide secure locks on a master key suited system for the following doors in buildings with multiple dwellings: - Doors to plant rooms - Doors to roof access - Doors to riser cupboards - Doors to FM/staff only areas - Doors to commercial kitchen areas.		
d	Emergency box	See section 1.3f		

2.2	Maintenance and roofs	Requirement	Response	Initials
a	Maintenance	Design for ease of maintenance for all external surfaces, components and equipment.		
		Involvement of SCC Repairs and Maintenance teams during design stages.		
b	Pest control measures	Consider rodent, insect and pigeon/ seagull proofing to all penetrations, gutters, balconies and ledges, openings, washing lines, waste and other amenity areas; minimise window ledge depths; minimise climbing opportunities (for rodents).		
		Due to the coastal environment, careful consideration must be given to fixings, e.g. stainless steel or an aluminium alloy resistant to corrosion.		
		Refer to BPCA (British Pest Control Association) for guidance on new buildings.		
		Mitigation measures are included to all vulnerable areas.		
c	Roof access	Restrict tenant access to roofs and roof spaces (i.e. lofts).		
		Access doors must be specified as complete doorset.		
		Access hatches must be specified as frame and hatch complete, not separate.		
		See 2.1c concerning security for access doors.		
c	Rooftop drying areas	On some projects, rooftop drying areas may be considered, however only where full safety measures to prevent suicide attempts will be implemented.		

2.2	Maintenance and roofs	Requirement	Response	Initials
d	Roof safety anchors and guardrails	Consider access for maintenance to all roofs – how this is to be achieved safely must be identified within the designer's risk hazards.		
		Identify collective control measures (i.e. protecting more than one person at any one time) for roof safety; these always take priority over personal control measures.		
		Design, install and certify an appropriate guardrail for the purposes of safely cleaning and maintaining the building.		
		If a personal safety system is designed, clear signage must be specified informing maintenance contractors about the roof safety system. Full product, operational and maintenance literature is to be provided with the as-built documentation. Full certification is required at practical completion along with clear details of ongoing certification and testing requirements.		
		Depending on the frequency of access, use of particular access equipment, e.g. MEWPs, temporary scaffolding, may be the safest way to carry out roof work. This may be particularly appropriate for pitched roofs and designers should then consider access and space around the building (e.g. scaffolding zone).		

2.2	Maintenance and roofs	Requirement	Response	Initials
e	Roofing	<p>Materials for new roofing:</p> <p>Pitched roofs materials: tiles, concrete, composite, clay, slate.</p> <p>Colour-coated steel is preferable to aluminium roofing as it is less likely to be damaged by maintenance contractors.</p> <p>Aluminium roofing is however appropriate in a sea spray zone and where used must be protected by a suitable access walkway.</p> <p>Flat roofs (if unavoidable): liquid membrane, ply, layered felt; consideration to final finish must be given if roof is overlooked. (Single ply roofing can look patchy if repairs are carried out).</p> <p>Green roofs should also be considered, particularly when as part of a SUDS and/or a sizeable area. The green roofs should be biodiverse to provide biodiversity net gain and contribute to the Green Grid. The design of green roofs should follow the recommendations of the <i>Green Roof Organisation</i> and <i>2014 Code of Practice</i>.</p>		
f	Ladder access roof	Project-specific – the brief is to be obtained from SCC Housing Operations Manager		
g	Ladder access service ducts	Project-specific – the brief is to be obtained from SCC Housing Operations Manager.		
h	Rainwater goods	Deep-flow rain water goods are specified preferred by SCC Housing Operations.		
		Valley gutters are to be avoided due to difficult maintenance access and prone to leakage.		
i	Life cycle costs	To be provided as part of the design process.		

2.3	External walls	Requirement	Response	Initials
a	Blockwork (existing buildings)	Chip back render systems to check sufficiency of joints, pointing and core fill and the inclusion of reinforcing steel.		
		Replace any unreinforced concrete block or brickwork.		
		If a render system is specified, an all through system should be specified – this is particularly required to minimise maintenance on tall buildings.		
b	Brickwork (existing buildings)	Check pointing condition, check for cracked joints due to settlement, check for cavity, check for ties.		
		Check for effectiveness and corrosion of flashings. Brick veneer is not a preferred material for new buildings, however can be considered if good industry practice is followed in relation to thermal design and detailing.		
		Brick is generally a preferred material for elevations.		
c	Cladding	High pressure laminate (HPL) cladding and aluminium composite cladding must not be specified due to the fire risk. Refer to items 4.13 & 4.19 (above) refer. See also checklist item 1.3(d). Current UK guidance notes concerning the use of certain cladding materials, including external wall insulation, must be consulted.		
		Use of green walls, (as well as green roofs and trees) may be explored as part of a holistic strategy to reduce fuel use and offset carbon emissions. However, the maintenance implications must be explicitly reviewed with the client at the earliest stage.		
		Cladding systems are to be robust, tested and underwritten by a manufacturer's statement.		
d	Bird proofing	Where there are known issues in relation to birds, including sea birds, propose mitigation measures, excluding netting which can trap and kill birds. This must be reviewed with the ecologist as in some locations Schedule 1 species (such as peregrine falcon or black redstart) may be encouraged.		

2.3	External walls	Requirement	Response	Initials
e	Paint systems	The specification is to be provided by the specified paint manufacturer and cross checked by the architect.		
		For client surety regarding the painting warranties, ensure regular specifier inspections on site during the surface preparation and painting applications by the subcontractor. Agree the inspection regime before work starts.		
		The architect is required to provide a comprehensive paint and colour schedule which includes paint types.		
		If paint for render is specified, this must be appropriate and SCC's maintenance team must be consulted concerning future maintenance.		
f	Telecommunication and Data Penetrations	To be weather collared and fire rated where necessary.		
		The specification must require that the contractor leaves any existing or new junction boxes with penetrations into the building fire sealed appropriately and left in a neat and tidy condition.		
g	Ventilation louvres	All ventilation louvers must be powder-coated metal with insect/vermin proofing. Louvres opening onto smoke-controlled common areas can allow insects to get in to detector heads.		
		Assess the risk and specific airflow requirements of the louvred opening and specify an appropriate louvre profile.		
		Avoid an 'institutional' appearance.		
i	External stairs affixed to structure	External stairs are to be avoided; access to first floor dwellings, if private, should be integral to the whole building allowing residents to have a ground floor front door.		
		If an external stair to a balcony cannot be avoided, it must be sheltered from the weather (including ice, frost and snow), provide slip resistance to steps in all types of weather, and have warm-to-touch handrails, not metallic.		
j	Extract cowls	All extract cowls and louvres grilles must be powder-coated metal with insect/vermin proofing.		
		Whole system approach to extract cowls, dampers, wind factors etc.		
k	Nesting and roosting boxes	Designers must consider the inclusion of roosting and/or nesting boxes for a variety of species within the proposals.		

2.4	Glazing	Requirement	Response	Initials
a	Glazed walls	Fully glazed screens and walls are to be avoided. Glazing needs to be designed to minimise bird strike risk, e.g. no clear views through buildings, manifestations showing that glazing is present. Consider ventilation and heat gain to communal circulation spaces, such as stairwells and lobbies, and propose mitigation measures where required.		
b	Glazed sliding doors	To be provided to accessible units and apartment balconies; must be lockable.		
		Provide for a transom in preference to manifestations as accident/hazard prevention measure.		
		In the event of a broken pane it is more efficient to replace a smaller panel – maximum pane width to be 900mm.		
c	Windows	Triple glazing will be provided for all new windows – suitable framing material must be specified. Refer to item 2.21 above.		
		As a minimum, double glazing must be specified for windows and doors; if double glazing is to be used for windows, this exception must be confirmed by the SCC client.		
		Accessible window handles to be specified to enable future adaptation of individual dwellings.		
		Easy clean hinges to be specified for all dwelling windows, as preferred by SCC in-house maintenance contractor.		
		Due to the weight of the total door assembly, triple glazing should not be specified for external doors. This does not preclude any forthcoming or future technological developments in this field.		
d	Glazed features	Balustrades, screens, walls specify laminated safety glass.		
e	Fire-rated glazing	Non-combustible materials must be specified for balconies – glazed infills is an option. .		
		Fire rated glazing may be needed to protect an escape external escape route – refer to Building Regulations Part B		
f	Standard	Doors and windows of the new dwellings must meet the requirements of Building Regulations Part Q Security; to comply with Part Q, the design team must specify doorsets and windows manufactured to meet BS PAS 24: 2012. This also applies to any communal doors and windows.		

Approval of Part 2 – Building exterior design

PROJECT:			REF:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 2.1: Security and access control			
Part 2.2: Maintenance and roof access			
Part 2.3: External walls			
Part 2.4: Glazing			

Date:

Date:

SCC housing management client:

SCC asset management:

Date:

Date:

Lead Design Consultant:

SCC Project Manager:

3. Common and services areas

This section is relevant only for projects which involved buildings with multiple dwellings, i.e. more than one tenancy for a single building.

Definitions:

Common areas – rooms or spaces accessed and used by tenants, including horizontal circulation

Services areas – rooms or spaces accessed by facilities/maintenance staff; not accessed by tenants

Consultants are required to use the right hand column to indicate using a tick ✓ that they have read and understood each clause. Where further explanation is required, a response column is included. The response is required to be explanatory and one-word answers are insufficient. If a clause is not applicable to the specific project, this must be clearly stated.

Clauses are highlighted, either where they represent an enhancement on the minimum standard to be achieved (green) or as a requirement for special needs (blue) housing. These are a benchmark and are not intended to lessen the importance of clauses which are not highlighted.

Key:



An enhanced standard



A standard for special needs housing (their specific inclusion is to be confirmed by the SCC client)

Contents:

Part 3.1: Main entrance

Part 3.2: Common areas

Part 3.3: Services areas

Part 3.4: Vertical circulation

3.1	Main entrance	Requirement	Response	Initials
a	General	Ensure all entrance foyers are welcoming, attractive, clean, accessible and well lit. Also contrasting colour to avoid potential 'white-out' for those with visual impairments.		
		Carefully consider the fenestration – see 2.4 for further guidance.		
		Incorporate acoustic treatment to ensure there is not excessive reverberation due to dominant hard surfaces; this will detract from the welcoming nature of the space.		
		No communal entrances shall be provided to two storey flats unless specifically approved by the client before submission of the planning application.		
b	Security/ door system	See section 2.1 concerning access control and security.		
		<p>Provide and install a full door-entry intercom system linking to handsets in individual dwellings (see item 4.1i) with the following:</p> <ul style="list-style-type: none"> - Recessed into the external wall under cover of a common porch - Stainless steel unit, sealed around its perimeter - Textured numbers to facilitate use by those with impaired vision - One button per flat - A programmable timer for tradesmen and a coded entry via a 0 to 9 key pad - An electronic keep to the door without any surface wiring; keep shall be protected by a cover plate to prevent access to the face of the keep and such plate shall be fixed with vandal resistant screws. - The lock shall have fob operation from outside for the residents, keyless exit, with key override for FM staff - System shall include an adjustable and angled camera on the external panel that will view faces of callers and transmit the image to viewing screens on each flat handset. 		
		A door-entry system compliant with PAS 24 required to all communal entrances. Front and rear doors to flatted blocks are to be automated with fob access and SCC12 licensed key override. These doors are to be automated (auto opening or auto release to be confirmed).		
		The main entrance, including the door and access system, must achieve the <i>Secured By Design</i> standard.		

3.1	Main entrance	Requirement	Response	Initials
c	Main entry doorset	Main entrance door (front and rear) to have clear opening of min 1000mm.		
		To be specified as a doorset; heavy-duty aluminium, powder coated or anodised; fully glazed with central transom; door complete with ironmongery to be compatible with door-entry/security access system.		
		All doors to be pointed all round externally with suitably coloured polysulphide mastic. Communal front and rear entrance doors shall be fitted with heavy duty overhead door closers with anti-slam facility.		
		The door and access system must achieve the Secured By Design standard.		
d	Threshold	In satisfying the level threshold requirement the long-term durability of this detail is of concern to the Employer. A smooth-faced concrete threshold should be used, and 'Technical Illustration 8' from the NHF document 'Standards and quality in development – A good practice guide' is required.		
e	Automatic opening doors	A fused spur to be provided to each entry door to allow for the future installation of a remote opening device.		
f	Flooring	Provide mat well at main entrance door, at least 2m into building, for high-rise buildings, 4+ storeys.		
		Provide barrier matting to entrance areas of low-rise shared dwelling buildings; this barrier matting should be continuous for at least 2m.		
		Beyond the primary or secondary barrier carpet, vinyl non-slip flooring is preferable, with no visible joints.		
		In order to minimise VOCs within the internal environment and potential harm to residents, flooring specified must be phthalate-free and meet BSENISO 10580 or BSENISO 16000-9 or BSEN 16516 or CDPH Standard Method v1.1.		
		In order to minimise VOCs within the internal environment, interior adhesives and sealants (including flooring adhesives) specified must meet BSEN 13999 or BSENISO 16000-9 or BSEN 16516 or CDPH Standard Method v1.1.		
		In order to minimise VOCs within the internal environment, wood-based products, including wood flooring specified must meet BSEN 717-1 (formaldehyde emissions) or BSENISO 16000-9 or BSEN 16516 or CDPH Standard Method v1.1.		

3.1	Main entrance	Requirement	Response	Initials
g	Tenant notices	Provide a fire-resistant Class 0 notice-board in the entrance foyer in a visible location.		
		This notice board must be fire resistant Class 0, lockable and tamperproof.		
h	Signage	Architect is to locate all signage on plan and elevation in accordance with the requirements of SCC's Housing Service. See also checklist item 1.1.		
j	Walls	All wall surfaces shall be painted with a minimum of one mist coat and two full coats of diamond matt emulsion paint.		
		Paint system must be specified according to the substrate, e.g. concrete, masonry, fresh plaster.		
k	Ceiling	Factory finished, suspended ceiling tiles are acceptable within communal area.		
		If a ceiling surface is to be paint finish, the paint system must be specified suitable for the substrate in accordance with paint manufacturer's specification.		
		In order to minimise VOCs within the internal environment, ceiling, wall and acoustic and thermal insulation materials specified must meet BSENISO 16000-9 or BS EN 16516 or CDPH Standard Method v1.1.		
l	Interior paints	All paints to be Class 'O' for spread of fire.		
		In order to minimise VOCs within the internal environment, interior paints and coatings specified must meet BSEN16402 or BSENISO 16000-9 or BSEN 16516 or CDPH Standard Method v1.1.		

3.2	Common areas	Requirement	Response	Initials
a	Bin stores	All bin stores require fob access, suited to the block they are connected with – see section 1.5		
b	Bicycle stores	All bicycle stores require fob access, suited to the block they are connected with – see item 1.1m		
c	Storage/sheds	Dedicated external tenant storage, such as sheds, is not encouraged as it attracts management and maintenance issues. Refer to 1.1m, bicycle storage requirements, if this is included in design proposals.		
d	Common area signage	Architect is to locate all signage on plan and elevation in accordance with the SCC Housing Service signage standard.		
		Identify all doors to services cupboards, stores spaces with a room number.		
e	Power points	Isolate power outlets in communal areas, including stairwells and lobbies from use by tenants.		
f	Lighting	All communal areas must be well lit in line with CIBSE recommended lux levels; 100 lux for circulation & common areas; 200 lux for the main entrance areas.		
		Specify low-maintenance, LED, energy-efficient fittings.		
g	Light Switches	Provide permanently switched (sensor controlled and daylight responsive) lighting in building entrance lobby.		
		Sensor or timer switching to all others.		
		If timer switching is used, provide a switch at the top and bottom of stair entry points and in front of each dwelling entry.		
h	Emergency-lighting	Obtain from fire engineer and respond to the project-specific fire report.		
i	Flooring	Vinyl non-slip flooring is preferable, with no visible joints.		
j	Finishes	The specification of all finishes must meet the standards identified in the sections above: Flooring – see 3.1f		
		Walls – see 3.1j		
		Ceilings – see 3.1k		
		Interior paints – see 3.1l		

3.3	Service areas	Requirement	Response	Initials
a	Cleaner's storage	Every apartment building must have at least one cleaner's store.		
		Provide a cleaner's sink.		
		To be numbered and included on signage and key schedule as an ancillary space on a SCC12 master key.		
		Consult with SCC Housing Operations for any building-specific requirements.		
		Must be level access and adequate for complex size.		
b	Meter cupboard	The landlord's supply meter (for electricity) is to be located in a lockable room, preferably with direct access from the exterior. This room could be the electrical plant room. The door lock will be accessed using SCC12 licensed key; no access to tenants.		
		Although primarily guidance for non-domestic buildings, CIBSE TM39 principles must be used to inform the building energy metering for all buildings with a landlord supply.		
		Meters need to be able to be read by meter readers employed by power providers without the need of access equipment, including step ladders. The lowest meters can be 300mm above ground level; it is acceptable to bend and crouch to read meters.		
		Lighting in the meter room must be adequate to read the digital display as the meters are not back-lit. Electrical consultants are to ensure that lighting is provided to clearly enable the reading of meters. All meters must have clearly visible meter identification labels securely fixed to meters. This must be stated in the electrical engineering specification and checked on site during commissioning.		
c	Service risers	Ensure adequate access for maintenance contractors.		
		Where risers are fire rated, specify fire-rated doors.		
		Secure service risers from tenant access.		
d	Lift motor room	To be numbered and included on signage and key schedule.		
e	Other equipment rooms	To be numbered and included on signage and key schedule.		

3.3	Service areas	Requirement	Response	Initials
f	Roof access doors/hatches	Secure – not able to be accessed by tenants.		
		To be numbered and included on signage and key schedule.		
		See item 2.2c		
g	Compliance signage	Regulatory signage is outside the scope of the manual, however, a limited number of compliance-related signs are available in the signage manual. Continuity across all signage is preferable.		
h	Lighting	All service areas must be well lit in line with CIBSE recommended lux levels; e.g. 150 lux for plant rooms; 100 lux for storage rooms.		
		Specify LED low-maintenance energy-efficient fittings.		
i	Light switches	Provide sensor lighting to service rooms with a manual over-ride switch.		
j	Emergency lighting	Obtain from fire engineer and respond to the project-specific fire report.		
k	Flooring	Vinyl non-slip flooring is preferable, with no visible joints.		
		Painted (non-slip paint) screed floor is preferred for plant rooms, with a central floor gully for mechanical plant rooms, including pump room or water storage for a sprinkler system.		
l	Finishes	The specification of all finishes must meet the standards identified in the sections above: Flooring – see 3.1f		
		Walls – see 3.1j		
		Ceilings – see 3.1k		
		Interior paints – see 3.1l		
m	Offices or other spaces	Designers must confirm the need for additional service spaces for projects that are for residents with special needs (including the elderly) with the client; the client should confirm these within the accommodation schedule. Additional rooms may require additional, adequate infrastructure; the location of the office or room in relation to the rest of the accommodation will need to be confirmed within the brief.		

3.4	Circulation - vertical	Requirement	Response	Initials
a	Stairs general	The dimensional ranges for steps and stairs should be between 150mm and 180mm for the rise and between 300mm and 450mm for the going.		
		Treads and risers should be solid and opaque. Riser profiles should be such that people who drag their feet do not trip when ascending.		
		The surface width of a stair, between enclosing walls, strings, balustrades or upstands, should be not less than 1200mm, and the width between handrails should be not less than 1000mm. The final width of a stair MUST be informed by the number of people using that stair for escape in the event of an emergency.		
		Open-tread staircases or staircases with winders or tapered risers are unacceptable.		
b	Fire-fighting stair	All buildings containing apartments or maisonettes, with a communal entrance, must have an identified fire-fighting stair.		
		The width of an identified fire-fighting stair must be at least 1100mm between walls/balustrade.		
		This fire-fighting stair must be within a protected zone.		
		The fire-fighting stair must be designed in accordance with BS9999.		
c	Treads, risers and stringers	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. This nosing must extend 50mm to 65mm in width from the front edge of the tread and 30mm to 55mm from the top of the riser. It should contrast visually with the remainder of the tread and riser.		
		Stairs and landings shall be complete with metal balustrading and PVC-capped handrails, all in full compliance with BS8300.		
		If the floor plan allows, it is acceptable for the under-stair void at the base of communal stairs be enclosed to form a service cupboard complete with lockable door; all to the required fire resistance.		

3.4	Circulation - vertical	Requirement	Response	Initials
c	Treads, risers and stringers	<p>Refuges, whether within a protected stair lobby, corridor or protected room adjacent to a stairway, must be provided in accordance with BS 9999.</p> <p>Specific recommendations for refuges are given in BS 9999:2017, Annex G.</p> <p>Space provision for refuges should allow wheelchair users to manoeuvre and access the refuge independently. The controls for emergency voice communication systems should be accessible.</p>		
		<p>Designers must consider using tactile and/or visual ground surface indicators for Category 2 and 3 apartments.</p>		
c	Landings	<p>All common stairs, landings and stairwells should be designed in a manner to remove any possibility of looking up from below in an inappropriate manner (i.e. up-skirting).</p>		
d	Refuges	<p>Refuges, whether within a protected stair lobby, corridor or protected room adjacent to a stairway, must be provided in accordance with BS 9999.</p>		
		<p>Space provision for refuges should allow wheelchair users to manoeuvre and access the refuge independently.</p>		
		<p>The controls for emergency voice communication systems should be accessible.</p>		
e	Balusters	<p>Communal stairs shall be constructed using metal balustrading.</p>		
		<p>All strings or apron linings to be soft wood and decorated.</p>		
		<p>All internal joinery shall be knot, stopped, primed and painted with minimum of one undercoat and two top coats of satinwood white.</p>		
		<p>Balustrades should be designed not to allow climbing.</p>		
		<p>All internal metal balustrading shall be powder coated paint finish in accordance with the manufacturer's recommendations (colour to be agreed).</p>		

3.4	Circulation - vertical	Requirement	Response	Initials
f	Handrails	Handrails both sides of all stairs are required where possible for the entire staircase. This is an enhancement as a safety measure for SCC residents.		
		Handrails are to be provided to one side and for the entire going of any staircase unless prescribed otherwise by Building Regulations.		
		Handrails sailing past windows, with inadequate support or seeking support from a window frame due to the aesthetic of an upright off the landing are all not acceptable.		
		Handrails to be provided with a coloured plastic capping (colour to be agreed with SCC).		
g	Signage	Architect is to locate all signage on plan and elevation in accordance with the SCC Housing requirements.		
h	Lighting	See 3.2f and 3.2g		
i	Emergency lighting	Obtain from fire engineer and respond to the project-specific fire report.		
j	Finishes	The specification of all finishes must meet the standards identified in the sections above:		
		Flooring – see 3.1f		
		Walls – see 3.1j		
		Ceilings – see 3.1k		
k	Lift	Lift access must be provided for dwellings at first floor or above; any exceptions to this must be confirmed by the client as part of the project brief.		
		If a lift is not required as part of the project brief, space for a lift, to accommodation at first floor or above, must be identified to allow future installation and adaptations.		
		Conventional electric top traction passenger lifts (minimum 1100x1400mm internal dimensions, 8-person) are preferred.		
		Motor room less (MRL) arrangements may be considered as an alternative.		

3.4	Circulation - vertical	Requirement	Response	Initials
k	Lift	The lift car size must be able to accommodate a double/queen size bed – 1500 x 2000mm. This is an enhancement and more appropriate for mid to high-rise blocks.		
		Refer to the Housing Lift Specification document prepared by the SCC Lift Engineer, responsible for maintenance of SCC lifts, who must be consulted on the proposed lift specification.		
		The lift lobby must provide at least 1500 x 1500mm as a turning circle in front of the lift.		
		The lift lobby must meet the requirements of common areas; see items 3.2e to 3.2k		
		The lift must be specified in accordance with BS8300, including: - A mirror, as a proven vandalism deterrent - Braille numbering at an appropriate height.		
		Lift shafts must have acoustic treatment where backing onto dwellings.		

Approval of Part 3 – Common and services area design

PROJECT:			REF:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 3.1: Main entrance			
Part 3.2: Common areas			
Part 3.3: Service areas			
Part 3.4: Vertical circulation			

Date:

Date:

SCC housing management client:

SCC asset management:

Date:

Date:

Lead Design Consultant:

SCC Project Manager:

4. Individual dwellings

Dwelling types

All briefs must identify the design category within Building Regulation Part M to be met by the dwellings, either:

Category 1 – Visitable dwellings (NOT acceptable for one-bed units)

Category 2 – Accessible and adaptable dwellings

Category 3 – Wheelchair user dwellings

Dwelling areas

All dwellings must achieve the Nationally Prescribed Space Standards, the minimum gross internal floor areas and storage (m²) are shown in the table below extracted from the Standards. *It must be noted that these area standards do not take into considerations additional space requirements of wheelchair households for Category 3 dwellings.*

Number of bedrooms (b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
	1p	39 (37)*			1.0
1b	2p	50	58		1.5
	3p	61	70		
2b	4p	70	79		2.0
	4p	74	84	90	
3b	5p	86	93	99	2.5
	6p	95	102	108	
	5p	90	97	103	
	6p	99	106	112	
4b	7p	108	115	121	3.0
	8p	117	124	130	
	6p	103	110	116	
5b	7p	112	119	125	3.5
	8p	121	128	134	
	7p	116	123	129	
6b	8p	125	132	138	4.0

*Notes (added 19 May 2016):

- Built-in storage areas are included within the overall GIAs and include an allowance of 0.5m² for fixed services or equipment such as a hot water cylinder, boiler or heat exchanger.
- GIAs for one storey dwellings include enough space for one bathroom and one additional WC (or shower room) in dwellings with 5 or more bedspaces. GIAs for two and three storey dwellings include enough space for one bathroom and one additional WC (or shower room). Additional sanitary facilities may be included without increasing the GIA provided that all aspects of the space standard have been met.
- Where a 1b1p has a shower room instead of a bathroom, the floor area may be reduced from 39m² to 37m², as shown bracketed.
- Furnished layouts are not required to demonstrate compliance.

Consultants are required to use the right-hand column to indicate using a tick ✓ that they have read and understood each clause. Where further explanation is required, a response column is included. The response is required to be explanatory and one-word answers are insufficient. If a clause is not applicable to the specific project, this must be clearly stated.

Clauses are highlighted, either where they represent an enhancement on the minimum standard to be achieved or as a requirement for special needs housing. These are a benchmark and are not intended to lessen the importance of clauses which are not highlighted.

Key:

Key:



An enhanced standard



A standard for special needs housing (their specific inclusion is to be confirmed by the SCC client)

Contents:

Part 4.1: Dwelling entrance

Part 4.2: Internal stairs

Part 4.3: Primary living area/room

Part 4.4: Kitchen

Part 4.5: Bathroom

Part 4.6: Bedrooms

Part 4.7: Built-in storage

Part 4.8: Decks/balconies/private gardens

Part 4.9: Aluminium joinery

Part 4.10: Electrical requirements

Part 4.11: Mechanical requirements

Part 4.12: Separating walls

4.1	Dwelling entrance	Requirement	Response	Initials
a	Master-keying	Apartment front doors must have master-key barrel installed following the acceptance by the client of the completed units, at practical completion.		
b	Numbering	Incorporate unit numbering from SCC Housing into the architect's signage schedule and drawings.		
c	Security system	Security is a high priority and must be taken into account in the selection of all external doors. External doors to dwellings to meet <i>Building Regulations Part Q</i> and are to be of robust construction and with or without glazing to provide additional natural light to the entrance hall. If glazing is used it must be double glazed with safety/security glass and if required fire rated.		
d	Front doors (all)	Entrance doors to have clear opening of minimum 850 mm as defined in <i>Building Regulations Part M</i> .		
		Direct entry from the front entrance door of a dwelling into a habitable room is not permitted in a family dwelling (2+ bedrooms)		
		See section 4.1da or 4.1db for additional requirements, depending on whether the door is exterior or internal facing respectively.		
		Designers must pay particular attention to the Building Regulation requirements for private entrances of category 2 and 3 dwellings, including for canopy or cover and provision of lighting.		
		Manufactured and fixed to comply with PAS24: 2012		
		Doors to achieve <i>Secured by Design</i> accreditation.		
		Doors to achieve ISO14001/BES6001 certification.		

4.1	Dwelling entrance	Requirement	Response	Initials
e	Front Doorsets (external facing)	<p>A doorset (leaf and frame) must be specified to be manufactured to comply with the following:</p> <ul style="list-style-type: none"> - 10 year insurance backed guarantee against manufacturing defects. - 10 year double glazing unit insurance backed guarantee against failure of seal. - Factory fitted glazing and beading. - All glazing must be fitted with internal glazing beads for security and to enable re-glazing from inside of the dwellings. - Factory fitted ironmongery, including letter plate, door viewer and security chain. - Weather stripping to achieve severe exposure standards, with double seals. - Main entrance doors are to have a level threshold (15mm max upstand). - Mastic seal around frame perimeter externally with tooled finish. Allow for uPVC beading or cover strips if found necessary to seal larger gaps. - All doors to be pointed all round externally with suitably coloured polysulphide mastic. - Doors to achieve current standards regarding air leakage/ permeability. - Doors and glazed panels should hold a current BBA Certificate and meet BS EN 9002 standards. - All doors shall be FENSA approved and certified 		

4.1	Dwelling Entrance	Requirement	Response	Initials
f	Front Doorsets (internal facing into a communal area)	<p>A doorset (leaf and frame) must be specified to be manufactured to comply with the following:</p> <ul style="list-style-type: none"> - 10 year insurance backed guarantee against manufacturing defects. - Factory fitted glazing and beading, internal to the dwelling. - Factory fitted ironmongery, including letter plate, door viewer and security chain. - Doors should achieve current standards regarding permissible air leakage/ permeability. - Entrance doors are to have a level threshold (15mm maximum upstand) – see j below. - Mastic seal around frame perimeter externally with tooled finish. Allow for uPVC beading or cover strips if found necessary to seal larger gaps. - All glazing must be fitted with internal glazing beads for security and to enable re-glazing from inside of the dwellings. - Doors and glazed panels should hold a current BBA Certificate and meet BS EN 9002 standards. - Doorsets must be fire rated doorsets with certification as described in Part 1, items 4.25 - 28 		

4.1	Dwelling Entrance	Requirement	Response	Initials
g	Door ironmongery	Factory fitted: letter plate, security chain, door viewer; fire rated as appropriate for the fire rated doorsets.		
		Provide thumbturn to main door lock internally.		
		For those residents who cannot grip, main door ironmongery must be specified to suit, e.g. a lever handle to lock door internally.		
		All dwelling entrance doors shall be fitted with 50 mm high numerals in addition to the factory fitted ironmongery.		
h	Category 2 & 3 dwellings	Consider persons with learning and physical disabilities, including persons with mental health issues, with regards door swings, external access routes, thresholds and door & window hardware.		
		All project teams are required to consult with SCC client who may require consultation with specialists such as an occupational therapist to ensure needs are met.		
		Adaptations for wheelchair users and other special needs situations, e.g. unable to grip, will be discussed on a project by project basis with room data sheets provided by the SCC client.		
i	Entrance equipment and signage	For those dwellings with a communal entrance, the main door entry intercom system (see 3.1b) will be linked to handsets with a screen for a caller image, located in the dwelling hallway, between bedroom and living room. Provide internal elevation showing location and alignment of intercom handset, light switch, call point, evacuation signage. This drawing should indicate any other project specific equipment/ signage within the entrance, such as telecare technology or SCC repairs contact signage.		
j	Thresholds	In satisfying the level threshold requirement the long-term durability of this detail is of concern to the Employer. A smooth faced concrete threshold sill should be used.		

4.2	Internal Stairs & Circulation	Requirement	Response	Initials
a	Treads, risers	Open tread staircases or staircases with winders will not be acceptable.		
		Stairs within dwellings shall be constructed in softwood complete with softwood balustrading and hardwood handrails. All strings and apron linings shall be softwood.		
		The space beneath the stairs may be enclosed to form a store or room, in accordance with the plan layout.		
b	Handrails and balustrades	Handrails are to be provided to both sides for the entire going of any staircase.		
		Balustrades must be designed to not allow climbing.		
		Handrails and stairs must be designed to meet Building Regulations Part M.		
c	Space	Identify space (min. 875mm x 1475mm) for a through-floor lift in dwellings of two or more storeys which are Part M Category 2.		
d	Internal doors	Internal sliding doors or pocket doors to rooms are not acceptable in any situation due to ongoing maintenance.		

4.3	Primary Living Area/ Room	Requirement	Response	Initials
a	General	For Category 3 dwellings provide a dimensioned furniture layout allowing for: - dining table + 4 chair positions - wheelchair position + sofa/ chairs to suit the maximum number of occupants - TV and/ or bookcase space - turning space for wheelchair Use the furniture schedule provided in Part M		
b	Ceiling and walls finish	Walls and ceilings to be decorated with emulsion paint.		
		In order to minimise VOCs within the internal environment, interior paints and coatings specified must meet BSEN16402 or BSENISO 16000-9 or BSEN16516 or CDPH Standard Method v1.1.		
c	Floor finish	Floors to be left ready to receive final finish; the tenants will be able to choose their desired floor finish		
		Where the dwelling is part of a specialist housing project, to be managed by a single care provider, the client may specify the floor finishes.		

4.4	Kitchen	Requirement	Response	Initials
a	Planning general	All kitchens must be designed to fit modern appliances.		
		Do not locate cookers beneath windows.		
		Drawings will be to scale and will show all relevant dimensions for the proposed kitchen layouts, including the positions of all doors, proposed stopcocks positions, including any meters or associated displays within the kitchen area.		
		Any mechanical equipment within the kitchen, such as MVHR units or boilers must be concealed within kitchen cabinets; consider maintenance access by maintaining a clear space in front to replace parts.		
		All stopcocks, filters, valves & meters must be accessible on completion.		
		Amount of clear uninterrupted worktop surface of 1500mm. See also item 4.4e. The kitchen layout must include space for the following appliances: cooker (between worktops), washing machine (beneath worktop), tall fridge/ freezer – allow 630mm width x 630mm depth appliance space. Relevant services for appliance must also be provided.		
		Use BS8300 to inform kitchen layout for Cat 3 dwellings which may require lower or height adjustable units and worktops.		
b	New joinery	All kitchen units are to be solid carcass units.		
		SCC Housing Operations (dealing with repairs and maintenance) preference is Moores (Affinity Range) or Symphony manufactured kitchens.		
c	Doors, drawers and shelves	Check ability for door to open usefully where clashes occur with appliances.		
		Discuss the height of overhead cupboards for usability in relation to the project specific tenant demographics.		
		Check proximity of overhead joinery to cooker, position of toasters and kettles under shelves or wall units.		

4.4	Kitchen	Requirement	Response	Initials
d	Hardware	All handles must be D-type and meet accessibility requirements.		
		All door hinges must be concealed, clip on type, min. 170 degree opening where appropriate, metal sprung.		
		Metal drawer boxes required and runners must allow full extension.		
		Soft closing upgrade to drawers and cupboard doors.		
e	Worktop	40mm thick, with post formed leading edges; worktop joints using a mitre; chrome or coloured metal (NOT plastic) Min 630mm depth to allow for modern appliances and service void behind units.		
		Minimum acceptable total length of worktop is 3m, including sink and cooker. Clear uninterrupted length must be at least 1500mm. See checklist item 4.4a.		
		Minimum length of worktop for category 2 and 3 dwellings is 4.33m (for 2 persons) and this will increase with more bed spaces, following the recommendations of Part M4 (3) table 3.3. See checklist item 4.4a.		
		End panels and brackets should be used to form voids beneath the worktop for appliances; isolated posts must not be used.		
f	Ventilation	Provide an openable window to all kitchens. See also 4.11 ventilation.		
		Provide mechanical extraction via a cooker hood to an extract duct (not acceptable as filter); to reduce moisture levels in the dwelling. This must be specifically reviewed by SCC Client and agreed with SCC Housing Operations.		
		The extract duct from a cooker hood is part of an integral MVHR system for the dwelling; with the MVHR unit installed within a kitchen cupboard for easy maintenance access.		
g	Kitchen storage	Provide appropriate storage space – the preference is for drawers and cupboards, no open shelf units.		
		Do not include a fitted bin in any kitchen cupboard as easily broken		
		Kitchen layout drawings in plan and elevation should be drawn, clearly indicating the storage units provided; as minimum the storage needs to allow for: cutlery/ utensil drawer(s), cupboard space beneath sink; large pots space; at least equivalent of 1000mm double base unit for food storage.		

4.4	Kitchen	Requirement	Response	Initials
h	Brassware	SCC to confirm if brassware will be bulk procured; if so, specify bulk procured items for new taps/ mixers.		
		Taps should have lever type handles for maximum future proofing for individual tenants and accessibility.		
		The kitchen tap fitting must have maximum of 6 l/ min water flow, to reduce water usage. Use of flow limiters is acceptable.		
		Brassware must be compatible with sinks and units; designers must ensure that the height of the outlet will allow for a large pot to be placed in the sink and filled with water.		
i	Water temperature	Temperature at outlet must be max. 55 degrees Celsius.		
j	Wall finish	Splash backs must be tiled (ceramic tiles), unless another material is agreed with the client.		
		Splashback must extend 450mm high from back of all the worktop length and must be indicated on the kitchen layout drawings.		
		Allow for full tiling behind freestanding cookers from floor level up to the top level of the splashback. Allow also for tiling all window ledges and window reveals up to the top level of the splashback where part of the window or the entire window falls within the area of the splashbacks.		
		Wall tiles shall not be less than 150 x 150 mm in size.		
		All ceilings to be painted with a minimum of 1 no. mist coat and 2 no. full coats of vinyl matt emulsion paint.		
k	Ceiling finish	All ceilings to be painted with a minimum of 1 no. mist coat and 2 no. full coats of vinyl matt emulsion paint.		
l	Floor finish	Kitchens to be finished in non-slip vinyl flooring, including underneath the cupboards. Door threshold to the kitchen to be hardwood to allow the doors to be installed a bit higher, to allow users to install carpet/thicker finish on the other side and avoid trimming the doors.		
		SCC Housing Operations (dealing with repairs and maintenance) preference is Altro or Polyflor manufactured vinyl.		

4.4	Kitchen	Requirement	Response	Initials
m	Space for cooker	<p>Do not locate under windows or within 150mm from any window.</p> <p>Provide heat resistant material to walls directly adjacent the space; see tiling requirements in 4.4k.</p> <p>Provide sufficient space for a modern appliance – min. 630mm x 630mm. There shall be minimum 300mm clear worktop space each side of the hob, ideally with a base unit beneath or with end panels forming the cooker space.</p>		
n	Space for fridge-freezer	<p>The space must be capable of taking a tall fridge freezer.</p> <p>If the size of the kitchen allows, an additional under counter appliance space may be provided.</p>		
o	Space for washing machine	<p>If space is restricted, such as within the smaller units, this space could be beneath the sink drainer.</p> <p>Water supply, waste and electrical supply must be provided for.</p>		
p	Space for small appliances	Allow for the placement of a microwave, jug kettle and toaster, in the kitchen on the worktops – this space be indicated on the layout drawing.		
q	Space for internal waste storage and separation	Adequate space for a general waste bin within the kitchen; capacity min. 30l for 1-2 bed homes, min. 50l for 3+ bed homes.		
		Adequate space for a recyclable waste bin within the kitchen; capacity min. 30l for 1-2 bed homes, min. 40l for 3+ bed homes.		
		All homes to be provided with internal composting waste storage that is a minimum of 10 litres in volume.		
r	Sink drainer	Configuration must be single bowl with single drainer (either LH or RH to suit the kitchen layout) with sink base unit below, min. 1000mm width.		
		There shall be a clear unrestricted space in front of the sink bowl. Worktops should be positioned at each side of the sink.		
		Sink drainers, where possible, are to be positioned under windows.		
		Special needs housing (Cat 2 or 3) may need lower or height adjustable sinks. This must be confirmed by the client.		

4.4	Kitchen	Requirement	Response	Initials
s	Fire alarms	Smoke detectors to be located as far from cooking appliances (including toaster and microwave) as permitted by the regulations.		
		Special needs housing (Cat 3) will (likely) require a sprinkler system. Heat detectors may be required within the kitchen as part of this.		
		Any further provisions for assistant alarm call pull cord/ switch will be within the SCC client brief.		

4.5	Bathroom	Requirement	Response	Initials
a	General	Provide a dimensioned bathroom layout, plan and room elevations.		
		For Cat 2 and 3 dwellings this layout must demonstrate compliance with approved document Part M4 recommendations.		
		Any further provisions for assistant alarm call pull cord/ switch will be within the SCC client brief.		
b	Door	Provide a solid door with a sprung lever latch handle and a bolt for privacy.		
c	Ducts	Ducts or boxing to pipework must be accessible for maintenance.		
		Place water isolation valves in easily accessible place.		
		Service duct access from the exterior of the dwelling is preferred.		
		Provide a tamperproof access panel for any ductwork or services that must be accessed from within the bathroom.		
d	WC	Vitreous china standard height, close coupled WC suite, with seat & cover.		
		Cisterns and plumbing need to be accessible for maintenance. The cistern must achieve maximum consumption of WC 4l/ flush – see <i>Building Regulations Part G</i> . Specified toilet must have larger trapway and use a wash down flushing design (as opposed to a siphon system) to ensure all waste is got rid of.		
		With Cat 3 dwellings supporting rails will be required. These must be indicated on the layout drawings in plan and elevation. See also 4.5q concerning patressing.		

4.5	Bathroom	Requirement	Response	Initials
e	Personal hygiene	Designers must note the following with regards to the type of dwelling that is being designed: Baths – required for all family accommodation (2 or more bedrooms) Showers – are acceptable in non-family accommodation		
		For special needs housing, the bathroom requirements must be identified with the client and confirmed as part of the project brief.		
f	Bath	Specify pressed steel enamel bath (min. 1700mm x 700mm); max. 170l see Part G, slip resistant, support cradle, with robust water resistant end/ side panels.		
		Thermostatic controlled mixer valve, lever handles; with metal flexi-hose and adjustable handset over all baths to form showers; shower curtain and rail to full length of bath.		
g	Shower	Specify min. 800mm x 800mm white glazed fireclay shower tray; complete with compatible glazed screen enclosure with single opening door.		
		Shower drainage must be designed so that tray does not need to be mounted onto a plinth. Specify easy clean trap.		
		Height adjustable, removable shower handset to facilitate hair washing.		
		For Cat 3 housing a walk-in/ wet room type shower will be required.		
		Max 8l/min flow rate for shower valves; exposed mixer (NOT electric showers).		
h	Wash hand basin	Pedestal wash hand basin fixed to wall; with individual hot & cold taps with lever handles; max. flow rate 5 l/min		
		For Cat 3 housing, a wall mounted basin must be provided. The trap under the wash hand basin must be fitted to that a wheelchair user can use front on, not side on due to their knees colliding with the trap forcing them to use side on.		
		The client must confirm if this basin needs to be height adjustable.		
i	Vanity unit	Specify a vanity with storage below in family units (3+ bed dwellings). The SCC client will confirm this enhancement.		
		Special needs housing may require a small amount of bathroom storage to provide a medication cabinet. The client will confirm this requirement as part of the project brief.		

4.5	Bathroom	Requirement	Response	Initials
j	Mirrors	Mirrors of minimum 400x900mm required over all wash basins. The SCC client will confirm this enhancement.		
		Larger mirrors at a lower height will be required for Cat 3 dwellings in accordance with Part M layouts.		
k	Window treatments	Provide translucent, obscure glass to any bathroom windows or rooflights.		
l	Ventilation	All bathrooms must have mechanical moisture extraction.		
		Currently in SCC, fans contained in rooms with no natural ventilation are running constantly; in discussion with SCC Asset Management and through consideration of the operational energy use, consider fans operated by the room light switch and with a timed over run facility set to adequately remove any foul air from the room.		
		This extract duct may be part of an integral MVHR system for the dwelling.		
m	Wall finish	150mmx 150mm coloured ceramic wall tiles and accessories to form 3 course splashback over bath. Also for tiling all window ledges and window reveals where part of the window or the entire window falls within the area of the splashbacks. Include to tile all horizontal boxed in surfaces at the bath ends. Appropriate bathroom paint to be used for the rest of the walls.		
		Shower enclosures must have full height tiled finish, or a proprietary panel finish.		
		Min. 300mm high tiled splashback above the wash hand basin.		
		Wall finish, including tiling or panels must be indicated on the layout drawings.		
		Cat 3 wet rooms will need to be fully waterproof and therefore either fully tiled or use a proprietary panel system; junction with flooring must be considered.		
		Cat 2 and 3 dwellings will required pattressing to the walls to enable handrails to be installed.		
n	Ceiling finish	Prepare walls and ceilings and decorate with appropriate bathroom paint.		
		Consider ceiling structure with Cat 2 and 3 dwellings and confirm with client the requirements for a ceiling hoist.		

4.5	Bathroom	Requirement	Response	Initials
o	Floor finish	Use non-slip safety vinyl in bathrooms		
		Include vinyl coved skirting with capping detail to meet tiling for easy cleaning.		
p	Dryers	Over bath dryers are to be provided in all apartment accommodation.		
q	SCC preferred manufacturers	SCC Housing Operations, responsible for repairs and maintenance prefer the following manufacturers: - Vinyl – <i>Altro or Polyflor</i> - Sanitaryware – Ideal Standard or <i>Twyford</i> - Brassware – <i>Bristan</i> - Showers – <i>Twyford</i> s or <i>Shires</i>		

4.6	Bedrooms	Requirement	Response	Initials
a	Bed spaces	For the purpose of providing accommodation numbers – a bedroom always accommodates 2 people unless in the case of single bedrooms.		
b	Sizes	Bedroom sizes must be in accordance with Part M4(3) recommendations - Single bedrooms are not preferred, however when provided must be min 8.5m ² and minimum width 2.4m. - Double bedrooms must be minimum 12.5m ² and minimum width 3m. - Principal bedrooms must be minimum 13.5 m ² and min. width 3m.		
		For Cat 2 and 3 dwellings a dimensioned furniture layout is required for all bedrooms, showing circulation space for wheelchairs in accordance with Part M4(3). Use the furniture schedule provided in Part M.		
c	Storage	Provide adequate storage space in each bedroom - space for wardrobes, drawers and cupboards.		
		For Cat 3 dwellings built-in storage/ wardrobe accessed from the bedroom is preferred to facilitate access.		

4.7	Built-in storage	Requirement	Response	Initials
a	Water heater	Refer to section 4.11 concerning hot water supply guidance.		
		Locate the cylinder in a cupboard; if the height of the cylinder allows, provide at least one shelf that can be used for airing or storage of clothes/ towels/ bedding.		
		Maintenance access (door width) to be large enough to install and remove the cylinder, taking valves into account.		
b	General storage	NDSS minimum standard must be followed with regards to the amount of built-in storage space for each dwelling. This is not optional.		

4.8	Decks/balconies/ private gardens	Requirement	Response	Initials
a	Balcony/deck surfacing	Ensure slip resistant surface		
		Ensure adequate structural strength to allow residents to grow a range of plants in containers.		
		No flammable materials in balcony construction		
		Consider wind, surface water drainage, security and privacy between adjacent balconies		
b	Balustrades	Balustrades should be designed not to allow climbing. See also 2.4d.		
		The top of the balustrade rail/ edge must be at least 1100mm from the deck.		
		There must be an upstand to the balcony – or the balustrade must extend to within 20mm of the surface - to ensure materials cannot be kicked off balcony and hurt someone below.		

4.8	Decks/balconies/ private gardens	Requirement	Response	Initials												
c	On-ground gardens	Provide amenity space for all dwellings consistent with SCC Planning min. areas:														
		<table border="1"> <thead> <tr> <th data-bbox="472 297 724 342">Dwelling type</th> <th data-bbox="724 297 935 342">Depth/ Area</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 342 724 387">Terraced</td> <td data-bbox="724 342 935 387">10m/50sqm</td> </tr> <tr> <td data-bbox="472 387 724 432">Semi-detached</td> <td data-bbox="724 387 935 432">10m/7sqm</td> </tr> <tr> <td data-bbox="472 432 724 477">Detached</td> <td data-bbox="724 432 935 477">10m/90sqm</td> </tr> <tr> <td data-bbox="472 477 724 521">Flats (communal)</td> <td data-bbox="724 477 935 521">20sqm per unit</td> </tr> <tr> <td data-bbox="472 521 724 566">Sheltered</td> <td data-bbox="724 521 935 566">30sqm per unit</td> </tr> </tbody> </table>			Dwelling type	Depth/ Area	Terraced	10m/50sqm	Semi-detached	10m/7sqm	Detached	10m/90sqm	Flats (communal)	20sqm per unit	Sheltered	30sqm per unit
		Dwelling type			Depth/ Area											
		Terraced			10m/50sqm											
		Semi-detached			10m/7sqm											
		Detached			10m/90sqm											
		Flats (communal)			20sqm per unit											
		Sheltered			30sqm per unit											
Smaller gardens may be acceptable in some parts of the city where gardens are typically smaller.																
Provide dedicated external space/ private amenity for ground floor apartments; use permeable paved surface, to reduce maintenance required and provide perimeter planter beds.																
For communal gardens, there will need to be footpaths (min, 1200mm width) from the public footpath to main entrance door; to bins, to bike store, to any garden entrance and to enable cleaning of ground floor windows. A landscape drawing will need to be prepared indicating the layout and surfaces. See also section 1.6																
Cycle access to private rear gardens should be provided to assist with storage.																
For private gardens, there will need to be a tree, (see Part 1 item 1.12) a paved sitting area, 2.7m depth from rear of house for full width; path (not less than 900mm width) adjacent to ground floor windows to enable cleaning; path to any external garden entrance, e.g. for cycles. A landscape drawing will need to be prepared indicating the layout and surfaces.																
For private gardens of special needs housing, there may be extended requirements in addition to the private garden requirements. This must be specifically discussed and agreed with the client.																
Min. 1800mm high fencing, typically close boarded timber with gravel boards, or masonry wall, is required to the rear and side perimeter boundaries.																
Provide fencing or walls to enclose the front gardens of all properties and any vulnerable private or communal planting areas – details to be agreed on a project by project basis.																

4.8	Decks/balconies/ private gardens	Requirement	Response	Initials
d	Lighting	Dedicated lighting to balconies is not mandatory and will be considered on a case by case basis.		
		Any external lighting needs to be designed carefully to avoid impacts on nocturnal wildlife.		
e	Clothes drying	Retractable clothes lines on balconies must be provided.		
		Over bath dryers also for flats with baths.		
		In dwellings with private gardens, flush socket, adjacent to paved area, to receive rotary dryer.		
f	Drainage	Ensure that balcony drainage solutions are low maintenance and protected from the build-up of dirt and plant matter.		
		Provide 150 litre water butts to all houses, bungalows and ground floor flats with private gardens, on a raised plinth and connected to a rainwater downpipe.		
g	External tap	Provide an external hose bib tap in the rear garden of each house and bungalow, adequately insulated from frost.		
h	Sheds	All houses to be provided with a timber garden shed of minimum size 1.80 x 1.20 m set on a concrete base. Size to be increased where necessary to accommodate cycles appropriate to the number of bed spaces.		

4.9	Aluminium joinery	Requirement	Response	Initials
a	Trickle vents	The mechanical consultant must confirm the need for trickle ventilation. If they are provided, the vents must be trialled for ease of use prior to specification.		
b	Windows	Aluminium framed windows are acceptable. See item 2.4		
		Easy clean hinges to be specified for all dwelling windows, as preferred by SCC in-house maintenance contractor.		
		Accessible window handles to be specified to enable future adaptation of individual dwellings.		
		Relevant windows have fire hinges to allow escape in the event of a fire.		
		Specify double tongue fasteners and restrictor stays to openable windows.		

4.10	Electrical	Requirement	Response	Initials
a	General	All electrical wiring shall be concealed and all fittings shall be of the recessed type. The consumer unit should be sited in a hallway adjacent to the main entrance at the required fixing height in a key lockable enclosure.		
		The meter must not be visible on the front elevation of the dwelling. It is expected that smart metering will be installed with a separate display located within the dwelling.		
		All proposed distribution must meet the current requirements of BS7671: Requirements for Electrical Installations.		
		Socket outlets generally to be located at 600 mm above finished floor level. In kitchens socket outlets and isolation (for below worktop outlets, e.g. for washing machine) to be located at 1125 mm (to the centre of the back boxes) above finished floor level. Light switches to be located between 1100 and 1200 mm above finished floor level.		
		Socket positions for category 2 and 3 homes or where the proposal is for residents with special needs must be confirmed with the client.		
		Provide low energy efficient compact lamps; LED type; min. L70; min 100 lumens/ watt.		
		Tenant must be able to purchase light bulbs for interior lighting from the supermarket.		
		A phone point next to a power socket is required for a personal alarm, this must be placed at the master phone point for all Cat 2 and 3 dwellings.		
		There will be other requirements, such as visual alarms, for specialist housing which must be discussed and confirmed with the client. There is flexibility with the individual room requirements listed below which should be seen as a starting point for the client and design team to work through together.		
		b	Single bedroom provide:	<ul style="list-style-type: none"> - Single pendant lighting point - 2 no. double switched socket outlets, one located at bed for lamp. - Provide additional power points in bedrooms for Cat 2 and 3 dwellings

4.10	Electrical	Requirement	Response	Initials
c	Double bedroom <i>provide:</i>	<ul style="list-style-type: none"> - Single pendant lighting point - 3 no. double switched socket outlets, one on each side of the double bed. - Provide additional power points in bedrooms for Cat 2 and 3 dwellings. - 1 telephone point, in the principal bedroom only, where the bedroom and living room are on different floors, telephone point to be near a double socket. - 1 no. TV aerial point (TV, satellite, cable & FM radio) (in principal bedroom only) 		
d	Main living area <i>provide:</i>	<p>Dining area</p> <ul style="list-style-type: none"> - 1 no. pendant lighting point. - 3 no. double switched socket outlets. <p>Living Room:</p> <ul style="list-style-type: none"> - 2 no. pendant lighting points individually switched and 2-way where layout requires. - 4 no. double switched socket outlets with at least two near the TV/FM aerial outlet and telephone point - 1 no. fused spur for focal fire point - 1 no. TV aerial point (TV, satellite, cable & FM radio) - 2 no. telephone points for phone and broadband with one adjacent to the TV/FM aerial outlet. 		
e	Kitchen <i>provide:</i>	<ul style="list-style-type: none"> - Low energy bulkhead light fitting - Double socket to fridge space, place above worktop height. - Dedicated fused/ isolated cooker socket - Dedicated cooker hood switch - 2 double sockets at worktop height - Provide dedicated microwave outlet. - Dedicated switched supply for washing machine, low level - Ensure each section of worktop is served with a socket but that no socket is within 900mm of a sink. - Low level double socket to wall. - 1 no. mechanical extract fan with and remote engraved switched spur with neon indicating light. Pull cord operation is not acceptable. - 1 no. central heating control unit. 		
f	Bathroom <i>provide:</i>	<ul style="list-style-type: none"> - sealed unit light - extract fan with boost control, with engraved isolator switch outside bathroom at 1.80m above FFL. Pull cord is not acceptable. 		

4.10	Electrical	Requirement	Response	Initials
g	Circulation & ancillary areas <i>Provide:</i>	<p>Hall/Lobby</p> <ul style="list-style-type: none"> - 1 no. pendant lighting point. - 1 no. double switched socket outlet. - 1 no. fused spur for future installation of a stair lift. <p>Landing</p> <ul style="list-style-type: none"> - 1 no. lighting point (2 way). - 1 no. double switched socket outlet. - 1 no. fused spur for future installation of a ceiling mounted hoist. <p>Cloak Room (WC):</p> <ul style="list-style-type: none"> - 1 no. pendant lighting point <p>Linen Cupboard:</p> <ul style="list-style-type: none"> - Tubular heater fitted if no hot water cylinder is installed. <p>Store/Under stairs Cupboard:</p> <ul style="list-style-type: none"> - 1 no. batten holder light point. - 1 no. fused spur for future installation of a burglar alarm. 		
h	Fire/smoke alarm system	<p>All fire safety design must be carried out in a manner compliant with BS9999:2008 and the proposed building must meet the requirements of Building Regulations Approved Document Part B Fire safety - Volume 1: Dwellings covering:</p> <p>B1 Means of warning and escape B2 Internal fire spread (linings) B3 Internal fire spread (structure) B4 External fire spread B5 Access and facilities for the fire service</p>		
		Smoke and CO detectors located as required by regulations and connected to alarm system.		
		Provide a fire strategy drawing for each project.		
		Within individual houses and flats provide minimum 1 no. smoke alarm in all halls and landings plus minimum 1 no. heat detector in kitchens (all interconnected to any other smoke/heat alarms within the dwelling), to BS 5839-6.		

4.11	Mechanical	Requirement	Response	Initials
a	Hot water	Primary heat source to be capable of raising temperature of hot water from 10/60 degrees celsius within one hour.		
		Hot water storage cylinders shall have a minimum capacity of - 114 litres in two person units and - 180 litres in three-person or larger units.		
b	Heating	In order to minimise fuel poverty and encourage fabric first design approach, the dwelling should meet current Part L requirements and the following energy use intensity targets: - Energy use measured at the meter should be equal to or less than 35 kWh/m ² /yr (GIA). - Space heating demand should be less than 15 kWh/m ² /yr.		
		Designers must fully explore using non-fossil fuels for meeting heat demands with a renewable energy study.		
		Underfloor heating is preferred, however if radiators are proposed, these must have thermostatic valves fitted.		
		A separate plant room must be considered for communal blocks.		
c	Ventilation	MVHR systems must be fully explored for each building with ductwork in the roof space and the plant within a kitchen or separate store cupboard.		
		Natural ventilation to any room shall not be solely provided by an opening door, e.g. by the use of French doors; at least one opening window must be provided.		
		All bathrooms, kitchens and internal WCs shall have mechanical extract ventilation in addition to any natural ventilation.		
		Fans and passive stack ventilation ducts connected to tile vents in roof coverings or other means of vertical extract duct must be fitted with a condensation trap, including an overflow pipe.		

4.11	Mechanical	Requirement	Response	Initials
d	Renewables	SCC Repairs and Maintenance must be consulted on the incorporation of any innovative or renewable technology on a project. This includes any water-saving devices.		
		Gas will not be supplied to any project with flats in a communal building.		
		Training for the prospective tenants must be provided to ensure they can benefit from the savings available. This should be planned as part of the commissioning process, before and during occupation.		
		The project must follow the best practice principles within HQM and allow for post-occupation monitoring and data collection.		
e	Metering	Any meter must not be visible on the front elevation of the dwelling. It is expected that smart metering will be installed with a display located within the dwelling.		
		SCC has its own energy company, CitizEn Energy, which uses Robin Hood Energy SMART metering. Rather than install meters from another provider and then have to switch them over the council preference is to have Robin Hood SMART meters installed from the start. It must be noted that this may not be possible for the landlord/commercial supply.		

4.12	Separating walls	Requirement	Response	Initials
a	Sound insulation	Party walls (and floors) between dwellings must achieve airborne sound insulation values between dwellings that are at least 5dB higher, and impact sound insulation values dwellings that are at least 5dB lower, than the performance standards set out in Part E.		
b		Any boxing formed around soil pipes within any room is to be clad with two layers of 12.5mm plasterboard, with staggered joints. Soil pipes also to be wrapped with 25mm mineral fibre.		
c		Bathroom and WC wall linings shall be sheathed with minimum 12mm plywood or similar (for full height of all walls where bath, basin and WC located) before applying plasterboard lining so that any fixtures or fittings are secure enough to provide support for a person. Also noted in item 4.5(d) above.		
d		Plasterboard in bathrooms, kitchens and any other areas generating potentially humid conditions shall be moisture resistant.		
e		In accordance with BS 5234-2:1992: <ul style="list-style-type: none"> - Internal partition walls within dwellings must be Heavy Duty (HD) - Internal walls to communal areas must be Severe Duty (SD) 		

Approval of Part 4 – Individual dwellings

PROJECT:			REF:
Category (Part M) Dwelling	No. beds	No. persons	Target GIA:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 4.1: Dwelling entrance			
Part 4.2: Internal stairs			
Part 4.3: Primary living room			
Part 4.4: Kitchen			
Part 4.5: Bathroom			
Part 4.6: Bedrooms			
Part 4.7: In-built storage			
Part 4.8: Decks/balconies/ private gardens			

Approval of Part 4 – Individual dwellings

PROJECT:			REF:
Category (Part M) Dwelling	No. beds	No. persons	Target GIA:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 4.9: Aluminium joinery			
Part 4.10: Electrical requirements			
Part 4.11: Mechanical requirements			
Part 4.12: Separating walls			

Date:

Date:

SCC housing management client:

SCC asset management:

Date:

Date:

Lead Design Consultant:

SCC Project Manager:

References

1. Quote from Alvar Aalto, 1957 (Architect, 1898-1976), <https://www.telegraph.co.uk/culture/3675106/Alvar-Aalto.html?image=1>, accessed 28.02.2020
2. <https://www.dki.lv/exhibition-changing-mindsets-jan-gehls-life-work/> accessed 01.01.2020
3. SCC Housing Strategy 2016-2025, https://www.southampton.gov.uk/policies/housing-strategy-06-16-27049_tcm63-386907.pdf, accessed 12.12.2019.
4. SCC Residential Design Guide Supplementary Planning Document (SPD) 2006, <https://www.southampton.gov.uk/planning/planning-policy/supplementary-planning/residential-design-guide.aspx>, accessed 12.12.2019.
5. National Design Guide, MHCLG, 2019, available at <https://www.gov.uk/government/publications/national-design-guide>.
6. SCC Parking Standards (SPD) 2011, <https://www.southampton.gov.uk/planning/planning-policy/supplementary-planning/parking-standards-spd.aspx>, accessed 12.12.2019.
7. SCC Air Quality Strategy 2019-2025, https://www.southampton.gov.uk/images/clean-air-strategy-2019-2025_tcm63-389498.pdf, accessed 01.01.2020
8. SCC Green City Charter, <https://www.southampton.gov.uk/environmental-issues/pollution/green-city/green-city-charter.aspx>, accessed 01.01.2020
9. Electric vehicle homecharge scheme (£500 per chargepoint) <https://www.gov.uk/government/news/new-league-table-reveals-electric-car-charging-availability-across-uk-as-transport-secretary-calls-on-local-authorities-to-do-more> accessed 12.12.2019
10. SCC Sustainability Checklist must be completed for both new and conversion residential schemes of one or more units, <https://www.southampton.gov.uk/planning/planning-permission/sustainability-checklist.aspx>, accessed 12.12.2019.
11. See BRE Home Quality Mark Technical Manual SD232:1.0 (Beta England) - 2015, see aim of section 04 Ecology (Our Surroundings).
12. Op. cit. 6.
13. SCC Sustainable Procurement Policy, https://www.southampton.gov.uk/policies/sustainable-procurement-policy_tcm63-398998.pdf, accessed 06.01.2020.
14. UK Green Building Council, Net Zero Carbon Buildings: A Framework Definition, <https://www.ukgbc.org/ukgbc-work/net-zero-carbon-buildings-a-framework-definition/>, accessed 06.01.2020.
15. See LETI, London Energy Transformation Initiative, Net Zero 1 pager summarising Net Zero Operational Carbon, available <https://www.leti.london/one-pager>, accessed 09.06.2020.
16. The local planning authority anticipates that the carbon offset fund will be reviewed alongside the City Vision (the new Local Plan) process. It is likely that the carbon offset fund will seek building life emissions (e.g. emissions x 30 years) as this is closer to reflecting true offset of emissions. It is anticipated that the City Vision will be adopted in 2022.
17. BRE Green Guide to Specification, <https://www.bregroup.com/greenguide/podpage.jsp?id=2126>, accessed 06.01.2020
18. See Resources and Waste Strategy 2018, <https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england/resources-and-waste-strategy-at-a-glance>.
19. Quote from Zaha Hadid (Architect, 1950-2016), <https://www.vogue.com.au/vogue-living/design/zaha-hadids-most-memorable-and-inspiring-quotes/image-gallery/b92978d33fc292acc66edd1945b2d1bc>, accessed 28.02.2020
20. UK Government Technical housing standards – nationally described space standard, <https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>, accessed 07.01.2020.
21. National Institute for Health and Care Excellence (NICE) Guideline NG149, <https://www.nice.org.uk/guidance/NG149>, accessed 08.01.2020.

References

22. See BRE Home Quality Mark Technical Manual SD232:1.0 (Beta England) - 2015, section 09 Indoor Pollutants (My Home).
23. See NICE, <https://www.nice.org.uk/guidance/indevelopment/gid-qs10113>, accessed 08.01.2020
24. See BRE Home Quality Mark Technical Manual SD232:1.0 (Beta England) - 2015, section 09 Indoor Pollutants (My Home).
25. Building Regulations 2010: Approved Document Part L1A Conservation of fuel and power in new dwellings.
26. The local planning authority recommend use of Good Homes Alliance (GHA) tool available at <https://goodhomes.org.uk/overheating-in-new-homes>, accessed 20.04.2020.
27. Customary winter operative temperatures, from Table 1.5 Recommended comfort criteria, CIBSE Guide A Environmental Design, 8th edition, 2019.
28. RIBA 2030 Climate Challenge, <https://www.architecture.com/-/media/files/Climate-action/RIBA-2030-Climate-Challenge.pdf?la=en>, accessed 20.04.2020.
29. Quote from Jimmy Carter (former US President, 1924-), <https://www.quotes.net/quote/39721>, accessed 28.02.2020
30. Fixing our broken housing market, <https://www.gov.uk/government/publications/fixing-our-broken-housing-market>, accessed 13.01.2020.
31. Modern Methods of Construction: introducing the MMC definition framework, http://www.cast-consultancy.com/wp-content/uploads/2019/03/MMC-I-Pad-base_GOVUK-FINAL_SECURE.pdf, accessed 13.01.2020
32. Summary chart and infographics from MMC definition framework, Category definition, ibid, accessed 13.01.2020.
33. Stenlund, Stephen; 'Applying Fabric First principles', BRE, 2016.
34. Accredited Construction Details, available https://www.planningportal.co.uk/info/200135/approved_documents/74/part_1_-_conservation_of_fuel_and_power/6, accessed 13.01.2020.
35. See <https://www.gov.uk/government/publications/energy-performance-certificates-for-the-construction-sale-and-let-of-dwellings>, accessed 13.01.2020.
36. Op. cit. 7, Green City Charter vision.
37. See BRE Communities International, Step 1: Establishing the principle of development, https://www.breeam.com/communitiesmanual/content/01_step01/04_re_01_energy_strategy.htm?tocpath=Step%201%20Establishing%20the%20principle%20of%20development%7C____6, accessed 13.01.2020.
38. Op. cit. 27, RIBA 2030 Climate Challenge.
39. BRE, https://www.breeam.com/BREEAMIntNDR2016SchemeDocument/content/06_energy/ene08.htm#F, accessed 13.01.2020.
40. Quote from All God's Children Need Traveling Shoes, Maya Angelou (Writer, 1928-2014), <https://www.goodreads.com/quotes/400883-the-ache-for-home-lives-in-all-of-us-the>, accessed 28.02.2020
41. See Secured By Design Homes 2019 Development Guide, available https://www.securedbydesign.com/images/downloads/HOMES_BROCHURE_2019_update_May.pdf, accessed 13.01.2020.
42. See Building safety advice for building owners, <https://www.gov.uk/government/publications/building-safety-advice-for-building-owners-including-fire-doors>, accessed 27.02.2020.
43. This post is on a fixed term contract.
44. The UK government consulted (Autumn 2019) on Building Regulations Part B amendments which could introduce legislation to reduce this to 11 metres or 4 storeys and above.
45. Quote from Alvar Aalto, 1957 (Architect, 1898-1976), <https://www.vam.ac.uk/blog/museum-of-childhood/alvar-aalto-bringing-well-being-to-the-little-man>, accessed 28.02.2020
46. See Lifetime Homes Standard, from July 2010), <http://www.lifetimehomes.org.uk/pages/revised-design-criteria.html>, accessed 15.01.2020.
47. CIBSE, DE9: Application of Soft Landings & Government Soft Landings in BSE, August 2018



Document is Confidential

This page is intentionally left blank

Document is Confidential

This page is intentionally left blank

Document is Confidential

This page is intentionally left blank



Equality and Safety Impact

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.

Name or Brief Description of Proposal	New Homes Programme Delivery Strategy
Brief Service Profile (including number of customers)	
<p>The council has plans for a new homes programme, which began in 2018 that aims to deliver 1000 homes by 2025. To date, 274 homes have either been delivered, or are under construction, and approval is now being sought to fund the remaining 726 homes.</p> <p>The aim is for all of these to be affordable homes, there will be a mix of council rented and shared ownership properties.</p> <p>Currently the council owns around 16,000 homes. The waiting list as of April 2019 is 8,605 residents, so the delivery of new affordable homes by the end of 2025 will contribute towards satisfying this demand for much needed affordable housing in the city. The provision of good quality housing also brings a range of social and health benefits to residents and communities.</p> <p>The new affordable homes will be allocated according to the council’s Allocation policy approved in September 2019.</p> <p>The Allocations Policy sets out Southampton City Council’s (the council) approach to allocating social housing homes in Southampton pursuant to Section 166A of the Housing Act 1996. It sets out how the council determines priorities and the procedure for allocating housing accommodation in Southampton. As mentioned above there is a huge demand for affordable rented homes in Southampton and this demand continues to considerably outstrip supply.</p> <p>In order to ensure that resources are being allocated effectively and efficiently the council must have an Allocations Policy which defines a consistent framework, which can be used to allocate the limited number of vacancies that are available.</p> <p>The council aims to:</p>	

- provide affordable housing, for local residents, in housing need;
- Ensure homes are allocated fairly and efficiently, considering the applicant's individual needs;
- Make best use of all the available social housing homes; and
- give people the opportunity to express preferences about housing accommodation to be allocated to them

Summary of Impact and Issues

As at 1st April 2019 the Council's Housing Register waiting list had 8,605 applications and the New Homes Programme Delivery Strategy report illustrates the distribution of demand for property size and the average wait time experienced in 2018/19. The information provided shows that there is a wait for all property types ranging from an average of 4 months for sheltered accommodation through to 7.6 years for a 3-bed property.

In support of the evidence of the existing characteristics and future housing needs in the city the New Homes Programme Delivery Strategy (see 5.50 to 5.57) has identified the following key considerations when developing and delivering the housing programme:

- General needs reflect the greatest demand for accommodation across all property sizes however average wait is particularly high for 3 and 4+ bed accommodation.
- General need demand for 1-bedroom properties is the most in demand property type.
- Increasing the supply of 1-bedroom and 3-bedroom properties may result in 2-bedroom properties becoming available as a result of housing applications from existing tenants.
- Based on overall demand, the proportions of accommodation size for delivery have been investigated.
- A lack of dwellings suitable for wheelchair users (both current and future) is evident which needs to be addressed.
- Supported accommodation for LD clients is required to meet a growing need within the city. The configuration of such accommodation differs depending on the tenant group and will require specific input to ensure the need is met.
- Extra care has a growing need for additional units to support the strategy of increasing the use of this property type instead of residential care.
- Accessible and adaptable properties are a key consideration across all demand areas, recognising the aging demographic, homes for life, and increased independence which may postpone/avoid the use of extra care in later life.

Several sites are subject to decommissioning of existing properties. The decommission programme is carefully managed and monitored to minimise disruption for residents and the community. Any significant changes to the

decommission programme will have an impact on the overall timeframe to build the new homes.

The council will let the new affordable homes according to the 2019 Allocations policy. The policy was updated in 2019 to reflect the council's latest position in terms of regulation and processes. The updated policy did not represent any fundamental changes to the policy or service, but instead clarified what the council is already doing. The policy also reflects the latest legislation in terms of the allocation of social housing.

This policy does not include applications in respects of homelessness or lets of caravan pitches to gypsies and travellers, as this is dealt with under different legislation and policies.

Potential Positive Impacts

The positive outcomes outlined in the New Homes Programme Delivery Strategy (in 4.5) are listed below:

- Southampton develops new housing to support the economic growth of the city
- Southampton is a city with a mix of homes that meet the needs of the residents
- Residents have access to information and advice to help them towards home ownership
- Homes in Southampton are green and sustainable
- People in Southampton live in good quality, safe and healthy homes
- Residents and communities are engaged and work together to improve neighbourhoods
- Southampton is a city with a range of housing options and support for people with additional needs
- Southampton is a city which prevents homelessness and provides support for rough sleepers
- Residents have access to the right information, advice and guidance about their housing options

The council has also considered what will be the important characteristics of the future council Southampton Home.

The Council leading on the delivery of new housing is an exciting opportunity to shape the future of the city and leave a legacy of homes which are fit for the environmental and social challenges that lie ahead. As the custodian of the properties delivered, having the level of control over design and specification will help ensure that the life time costs of properties remain low whilst providing properties that people are proud to call their homes.

The Designers' Manual will be a key tool to support the achievement of these goals. It will help to keep designs focused on key issues that have been identified as

significant to the Council as well as signposting designers towards longer term aspirations.

Community and stakeholder engagement will be an important part of the new homes programme and for each project:

- The stakeholders will be identified
- An action plan will be developed to ensure that communities and stakeholders are effectively engaged
- There will also be a separate communication plan developed for the whole programme and each individual project

New affordable homes under this programme will be allocated according to the council's Allocation policy (2019)

In the accompanying ESIA potential impacts of this were identified:

As a social landlord the council has a number of objectives to shape the way in which housing services are delivered. Meeting the greatest possible degree of housing demand is a key objective but to do this in a way which supports individual households, enhances community stability and recognises the difficulties parts of our community face.

The council will also use its role as the largest landlord in the city to improve the lives of our residents wherever possible. This includes not only paying attention to the physical environment but also taking action to address issues affecting our residents.

The Allocations Policy will allow the council to continue to allocate the city's social housing stock and ensure it is used to its best effect so that homelessness is avoided wherever possible and allow the council to maximise the opportunity for Southampton residents to access housing suitable for their needs.

Responsible Service Manager	John Maillard
Date	30 th June 2020
Approved by Senior Manager	Tina Dyer-Slade
Date	30 th June 2020

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	The longest wait for homes is currently for 3	The significant benefit of the council delivering its own housing development

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	and 4- bedroom family homes. This results in families across the city living in accommodation that is too small for their needs. The greatest demand is for 1- bedroom homes.	programme is that the new homes will be designed to reflect the demand on the housing.
Disability	<p>There is unmet demand for a range of suitable accommodation to meet the needs of disabled people on the housing register.</p> <p>As a reflection of demand, currently, there are 62 applicants (under the direct let category) who require wheelchair accessible accommodation</p>	<p>Accessibility of the properties will be considered in the design. For example, some properties will be designed to be wheelchair accessible, others being designed to meet specific adult social care client group needs. The Designer's Manual addresses design issues for accessibility.</p> <p>The council have specialist officers that assess whether applicants require urgent re-housing on disability, medical or welfare grounds. They will also assess the type of housing needed and the urgency of any need. A very small proportion of applicants are assessed as having an urgent need to move because of disability, medical or welfare grounds.</p>
Gender Reassignment	Statistical evidence for this is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
Marriage and Civil Partnership	Statistical evidence for this is not available	However, from the analysis of known data there is a shortage of 3 bed homes and the proposed strategy for new homes will take this into account and increase the provision of 3 bed homes where possible
Pregnancy and Maternity	Statistical evidence for this is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
Race	Statistical evidence for	The new affordable rent properties will be allocated under the council's

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	this is not available	approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
Religion or Belief	Statistical evidence is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
Sex	Statistical evidence is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
Sexual Orientation	Statistical evidence is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
Community Safety	Where sites are currently vacant, they look unsightly and can attract anti-social behaviour	To develop homes on these sites will, once completed improve the quality of the local environment. New residential proposals will comply with secure by design guidelines and s.17 of the Crime and Disorder Act 1998 or equivalent. Appendix 1 - Designer's Manual also addresses designing for safety.
Poverty	There are currently insufficient affordable homes in the city and as a result there are approximately 8,600 households on the housing register.	This programme will provide a significant number of affordable homes. Moving people out of temporary accommodation and into their home has the potential to significantly improve the quality of life of those residents. An assessment has been undertaken of the impact of offering some properties at Affordable Rent This indicates that some tenants may be able to afford these properties, particularly those who are in existing tenancies whose income has increased during the lifetime of the tenancy. These tenants opting to move into new Affordable Rent properties would make more social rent properties

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>available to new tenants.</p> <p>The council would like to provide a proportion of new build homes at social rent, which is lower than 'affordable rent', but this will depend on the financial viability of each scheme and the possible levels of grant achieved. Currently, Homes England are supportive of grant aid for social housing, but each scheme is judged individually.</p> <p>In Allocation policy terms: Applicants with a priority need, who have not contributed to their homelessness and meet the main homelessness duty within the meaning of Part 7 of the Housing act 1996/ Homelessness Act 2002 (S193).</p>
Health & Wellbeing	Some of our residents live-in poor-quality accommodation which can have an adverse effect on health and well being	The quality of design promoted in the Designer's Manual aims to deliver benefits in energy efficiency and build quality which provide opportunities to realise benefits in health and wellbeing.
Other Significant Impacts	<p><u>Decommissioning</u></p> <p>The decommissioning of existing poor stock in order to develop new homes is disruptive for residents who are required to move.</p>	<p>The established decommissioning process and support from the council's dedicated Resident Liaison Officer, seek to reduce the impact of the decommissioning.</p> <p>The new homes aim to be more energy efficient, and of improved quality.</p> <p>The council's policies on Decommissioning and Letting provide an equitable framework for tenants.</p>
Other Significant Impacts	<p><u>Construction Period</u></p> <p>There will be some noise and inconvenience caused by the construction and traffic to and from the site during construction</p>	Contractors will be required to operate under the 'Considerate Construction Scheme', or equivalent, to mitigate the impact as far as possible. There will be regular communication with local residents, with project updates, programmes and key contact details for

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>Special categories under the Allocation's policy</p>	<p>escalating any issues of concern.</p> <p>Covered under the council's Allocation policy:</p> <p>The law requires Local Authorities to give extra help to certain categories of armed forces personnel. The council meet this requirement through allowing relevant applicants to join the Housing Register and to be treated as if they were 'qualifying' applicants under the scheme.</p> <p>Applicants meeting one or more of the following criteria will be admitted to the Housing Register and awarded 90 housing need (reasonable preference) points to bring them in line with other qualifying applicants</p>