

Public Document Pack

Cabinet

Tuesday, 19th January, 2021
at 4.30 pm

PLEASE NOTE TIME OF MEETING

PLEASE NOTE: this will be a 'virtual meeting', a link to which will be available on Southampton City Council's website at least 24hrs before the meeting

Members

Leader – Councillor Hammond
Deputy Leader and Cabinet Member for Customer and Organisation – Councillor Rayment
Cabinet Member for Culture and Homes – Councillor Kaur
Cabinet Member for Finance & Income Generation – Councillor Barnes-Andrews
Cabinet Member for Health and Adults – Councillor Fielker;
Cabinet Member for Green City and Place – Councillor Leggett
Cabinet Member for Stronger Communities – Councillor Shields

(QUORUM – 3)

Contacts

Cabinet Administrator
Claire Heather
Tel. 023 8083 2412
Email: claire.heather@southampton.gov.uk

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

BACKGROUND AND RELEVANT INFORMATION

The Role of the Executive

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

The Forward Plan

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

Implementation of Decisions

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

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

Use of Social Media

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

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

Municipal Year Dates (Tuesdays)

2020	2021
16 June	19 January
14 July	9 February
18 August	23 Feb (budget)
15 September	16 March
20 October	20 April
17 November	
15 December	

Executive Functions

The specific functions for which the Cabinet and individual Cabinet Members are responsible are contained in Part 3 of the Council’s Constitution. Copies of the Constitution are available on request or from the City Council website, www.southampton.gov.uk

Key Decisions

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

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

Procedure / Public Representations

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

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

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

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

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

CONDUCT OF MEETING

TERMS OF REFERENCE

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

RULES OF PROCEDURE

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

DISCLOSURE OF INTERESTS

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

DISCLOSABLE PECUNIARY INTERESTS

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

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

(ii) Sponsorship:

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

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

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

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

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

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

a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or

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

BUSINESS TO BE DISCUSSED

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

QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

Other Interests

A Member must regard himself or herself as having 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.

AGENDA

1 APOLOGIES

To receive any apologies.

2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

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

EXECUTIVE BUSINESS

3 STATEMENT FROM THE LEADER

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

Record of the decision making held on 15th December 2020, attached.

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

There are no matters referred for reconsideration.

6 REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)

There are no items for consideration

7 EXECUTIVE APPOINTMENTS

To deal with any executive appointments, as required.

ITEMS FOR DECISION BY CABINET

8 SOUTHAMPTON WEST PARK & RIDE □ (Pages 5 - 28)

Report of the Cabinet Member for Green City and Place seeking approval to enter into an agreement with University Hospital Southampton NHS Trust to access the Trust's Adanac Park car park to operate a weekend Park & Ride service to the City Centre.

ITEMS FOR DECISION BY CABINET MEMBER

9 COMMUNITY CHEST GRANTS 2020/21 □ (Pages 29 - 62)

Report of the Executive Director Wellbeing (Health and Adults) seeking approval on round 2 awards for the Community Chest Grants 2020/21, following recommendations from the cross-party Community Chest Grant Advisory Panel.

Monday, 11 January 2021

Service Director – Legal and Business Operations

SOUTHAMPTON CITY COUNCIL
EXECUTIVE DECISION MAKING

RECORD OF THE DECISION MAKING HELD ON 15 DECEMBER 2020

Present:

Councillor Hammond	-	Leader of the Council
Councillor Rayment	-	Deputy Leader and Cabinet Member for Customer and Organisation
Councillor Fielker	-	Cabinet Member for Health and Adults
Councillor Kaur	-	Cabinet Member for Culture and Homes
Councillor Leggett	-	Cabinet Member for Green City and Place
Councillor Shields	-	Cabinet Member for Stronger Communities
Councillor Barnes -Andrews	-	Cabinet Member for Finance & Income Generation

Apologies: Councillor Dr Paffey

22. EXECUTIVE RESPONSE TO THE TACKLING CHILDHOOD OBESITY IN SOUTHAMPTON SCRUTINY INQUIRY

DECISION MADE: (CAB 20/21 30556)

On consideration of the report of the Cabinet Member for Health and Adult Care, Cabinet agreed the following:-

- (i) To receive and approve the proposed responses to the recommendations of the Scrutiny Inquiry Panel, taking a phased approach to implementation with phase one starting from January 2021 within existing resources and phase two from January 2023 or when additional funding can be secured, as set out in Appendix 2.

23. BUDGET MATTERS: UPDATE ON BUDGET FOR 2021/22 INCLUDING COVID, BUDGET SHORTFALL AND POTENTIAL SAVINGS.

DECISION MADE: (CAB 20/21 30878)

On consideration of the report of the Cabinet Member for Finance and Income Generation, Cabinet agreed the following:-

- (i) Notes the update within this report and the assumptions it has been necessary to make at this stage. Also that given the uncertainty involved, the pending local government finance settlement will be more crucial than ever in influencing the final budget proposals.
- (ii) Notes the budget pressures which have been included in the forecast which are set out in paragraphs 27 to 29 and appendix 2.
- (iii) Note the initial savings set out in paragraph 35 to 37 and appendix 4.
- (iv) Notes that the budget proposals for conversation and consultation are based on the assumption that they will recommend a Council Tax increase, as outlined in paragraph 30, being 1.99% for a core increase and 2% extra specifically for Adults Social Care.
- (v) Further notes that the Spending Review 2020 announced social care authorities will be able to charge a 3% precept to help fund pressures in social care. This is 1% more than the current draft budget assumption for 2021/22. Cabinet are asked to await the details of the provisional local government finance settlement and the funding it will provide before assessing if this extra flexibility on council tax should be considered.
- (vi) Note the formal public consultation on the draft budget proposals will commence on 16 December 2020 and run until 19 January 2021 but that later comments received via paper consultation very shortly after this date will still be considered.
- (vii) Notes that even with the proposals contained in this report, a budget shortfall of £3.97M is still currently forecast. Further work will therefore be needed should this gap persist once the provisional local government finance settlement is announced.
- (viii) Notes the amendments to the capital programme contained in paragraphs 44 to 46.

24. NEWLANDS PRIMARY SCHOOL - RESOURCE BASE FOR CHILDREN WITH A HEARING IMPAIRMENT

DECISION MADE: (CAB 20/21 30717)

On consideration of the report of the Cabinet Member for Health and Adult Care, Cabinet agreed the following:-

- (i) To approve the proposal as advertised in the statutory notice, without modification, subject to the granting of planning permission. For implementation from 1 September 2022.
- (ii) To approve the spend of £1.11M for this project.

25. CLEAN GROWTH FUND

DECISION MADE: (CAB 20/21 29462)

On consideration of the report of the Cabinet Member for Green City and Place, Cabinet agreed the following:-

- (i) To approve capital expenditure of £1.17 million from the existing Clean Growth fund capital scheme to be funded £0.59M from Contributions, £0.39M from Council Resources and £0.20M from Grants.
- (ii) To delegate approval to Executive Director of Finance and Commercialisation in consultation with Executive Director of Place to approve the terms and conditions agreement with Salix Finance to enable the drawdown of money in phase 1.
- (iii) To delegate approval to the Executive Director of Finance and Commercialisation, following consultation with the Executive Director of Place to secure additional grant funding or to approve changes to the delivery of phase 1 if required.

26. STATEMENT OF COMMUNITY INVOLVEMENT UPDATE

DECISION MADE: (CAB 20/21 30874)

On consideration of the report of the Cabinet Member for Green City and Place, Cabinet agreed the following:-

- (i) To approve the suggested amendments to the attached Statement of Community Involvement.
- (ii) To adopt the amended Statement of Community Involvement.

This page is intentionally left blank

Agenda Item 8

DECISION-MAKER:	CABINET		
SUBJECT:	SOUTHAMPTON WEST PARK & RIDE		
DATE OF DECISION:	19 JANUARY 2021		
REPORT OF:	COUNCILLOR LEGGETT CABINET MEMBER FOR GREEN CITY & PLACE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Iain Steane	Tel: 023 80 832283
	E-mail:	Iain.steane@southampton.gov.uk	
Director	Name:	Kate Martin	Tel: 07805 500 335
	E-mail:	Kate.martin@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY
Not Applicable

BRIEF SUMMARY

This report presents the Cabinet with an update on the development of Park & Ride in Southampton and option to enter into an agreement with University Hospitals Southampton (UHS) NHS Trust to use their car park at Bargain Farm for a city centre bound Park & Ride.

Park & Ride is a long-term transport policy aspiration as set out in Connected Southampton 2040 Local Transport Plan. Within the successfully funded Transforming Cities Fund (TCF) programme a proposal is to work in partnership with UHS Trust to support Park & Ride to the Hospital and develop a weekend Park & Ride to the City Centre. Park & Rides typically require a high initial capital outlay for construction, working in partnership offers a new operating model that reduces initial risk on SCC. To enter into this partnership a Heads of Terms has been drafted that sets out the intent to entering into an agreement for the use of the car park by SCC.

RECOMMENDATIONS:

	(i)	To delegate authority to Executive Director of Place to enter into a partnership Agreement and Licence with University Hospitals Southampton (UHS) NHS Trust for a Park & Ride to Southampton following consultation with the Cabinet Member for Green City & Place and the Service Director: Legal & Business Operations.
	(ii)	To provide financial approval for using Transforming Cities Fund (TCF) allocation of £1,000,000.
	(iii)	To delegate authority to Executive Director of Place to tender, determine outcome and award a future City Centre Park & Ride service following consultation with the Cabinet Member for Green City & Place.

REASONS FOR REPORT RECOMMENDATIONS

1.	The Licence to use the car park for a weekend Park & Ride is based on 2/7 th of the annual financing, is above the threshold for approval under Delegated powers. The recommendation to delegate to the Executive Director of Place to enter into the Licence enables the terms of the Licence to be agreed.
2	The implementation of a Park & Ride site and service will meet the policy aspirations of Connected Southampton 2040, Green City Charter and Council Strategy 2025 to improve sustainable transport and encourage mode shift away from private vehicles. The Licence will enable the Council to have access to the car park and site owned by UHS Trust to operate the Park & Ride.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
3.	Do Nothing – not to enter into an agreement with UHS Trust and not to seek to operate a Park & Ride. This would not meet the aspirations of Connected Southampton 2040 Transport Strategy or use the opportunity provided by the Trust’s project at Bargain Farm to trial Park & Ride for Southampton. UHS would run their P&R service for staff and this would benefit residents, visitors and patients to Southampton General Hospital site. Wider benefits for congestion reduction into the City Centre, air quality and connectivity benefits would not be realised.
4.	Do Minimum – TCF to provide some funding towards the on-site highway works
DETAIL (Including consultation carried out)	
5.	<i>Connecting Southampton 2040 – policy outline</i> Park & Ride has been a long-term policy aspiration for SCC, forms part of the Joint South Hampshire Strategy and is a key part of the new Connected Southampton 2040 Transport Strategy.
6.	It is one of the ‘Big Ideas’ in Connected Southampton 2040 Transport Strategy is the development of strategic and local Park & Ride sites in Southampton. These would intercept people travelling into the City at locations on the outskirts close to the Strategic Road Network (SRN) so they can transfer onto public transport to continue their journey into the City Centre. This is also one of the components of the Southampton Mass Transit System designed to create a step-change in public transport in the city to continue to increase the number of people travelling by public transport.
7.	The Park & Rides would also be used to intercept people travelling to major employment hubs such as University Hospital Southampton, the Universities, or Port and transfer them to public transport. This would seek to reduce the volume of commuter traffic to these sites. Within Connected Southampton 2040 there are policy statements that Park & Ride will support: <ul style="list-style-type: none"> • Policy C1 – Developing a Mass Transit System • Policy I3 – Smarter Parking – taking a balanced approach to managing supply and demand • Policy A1 – Liveable City Centre – creating more space for people walking and cycling, with direct access for public transport by changing how streets and space through the City Centre work; and • Policy Z1 – Zero Emission City.

8.	<p><i>Transforming Cities Fund</i></p> <p>One of the projects in the £57m joint Southampton City Region Transforming Cities (TCF) programme is Southampton West Park & Ride. The TCF proposal seeks to support the Trust in implementing their permanent Park & Ride facility with bus priority measures on the route to the main SGH campus, and to support the development of a City Centre Weekend/Events Park & Ride service. A total budget of £6.681m is allocated to this, with £5.181m of TCF funding, £1.5m S106 contributions (primarily for Frogmore Lane/ Brownhill Way junction) and part of the Active Travel Fund SCN4 cycle route. A map showing the works and routes the City Centre service and Hospital service are in Appendix 1. The site is being named as Southampton West to reflect the long-term aspirations for further strategic Park & Rides in the city.</p>
9.	<p><i>University Hospital Southampton Traffic</i></p> <p>The main University Hospital Southampton (UHS) NHS Trust campus at Southampton General Hospital (SGH) is located within a residential area of Southampton and bounded by Tremona Road, Laundry Road and Coxford Road. The UHS Trust employs over 11,500 people across SGH and other sites in the city. As a regionally important teaching hospital providing services to 1.9m people living in Southampton, South Hampshire and Isle of Wight, as well as providing specialist services to over 3m in southern England. It sees over 750,000 patients each year. This level of activity generates a significant amount of traffic which is impacting on roads around the hospital. The site is well-served by public transport with six bus services and located on SCN4 cycle route.</p>
10.	<p>On the SGH campus there is parking for approximately 3,120 (limited by a planning condition) that is shared between staff, patients and visitors (this number can fluctuate by +/-100 due to construction activities). Staff parking is allocated on a permit system and those who do not meet the criteria for a pass are unable to park on-site. This is to ensure that there is sufficient parking prioritised for patients and visitors close to their final destinations.</p>
11.	<p>Consequently, there is staff and visitor overspill parking of staff in the neighbouring residential streets. To manage this, Pay & Display parking bays are provided on Coxford and Tremona Roads, and a Residents Parking Zone (Zones 7 and 24) which operates 8am-6pm Monday to Friday surrounding the Hospital. Despite the RPZ, P&D bays and regular enforcement activities pressure on residential parking remains. A consultation in 2019 was carried out on changes to Zone 7 RPZ, the resulting changes will be implemented in 2021.</p>
12.	<p>Through the Trust's Staff Travel Plan, staff are encouraged to park off-site as much as possible to prioritise patient and visitor parking on-site. This included shuttle Park & Ride services (previously based at smaller sites including B&Q Nursling and Homebase Millbrook using minibuses to shuttle staff to campus), promotion of active and sustainable travel through cycling and walking, and other incentives. In 2018, SCC and the Trust developed a Hospital Action Plan to manage traffic movements, encourage more sustainable travel and manage the supply of on-site parking. Works implemented to date include updated Variable Message Signs (VMS) to car parks to manage traffic on Coxford and Tremona Roads, better cycle facilities, and changes to turning facilities on Coxford Road.</p>

13.	<p><i>Bargain Farm Health Campus</i></p> <p>As part of the Trust's plans they desire to grow and intensify the clinical and research facilities on the main campus. Recent works include the expanded ICU and proposed Oncology block. To accommodate these facilities parking would need to be consolidated and expansion of the existing P&Rs to minimise disruption for patients, visitors and residents.</p>
14.	<p>Off-campus the development of a £20m Health Campus at Bargain Farm site off Brownhill Way is being developed. This would provide an acute care, administration and training facility allowing those functions and staff to be relocated from the SGH campus. Part of the site will be for a multi-story car park (1,000 spaces) to be used as a permanent Park & Ride facility. Outline planning permission was granted in 2019 by both Test Valley Borough Council (TVBC) and SCC.</p>
15.	<p>To test Park & Ride, a temporary staff only 1,050 space facility was opened in 2018 at Adanac Park. This would consolidate the shuttle P&R sites that the Trust operated. The P&R service was granted planning permission by TVBC. The permission is for four years and commenced operation in January 2019. The site (currently not operational as it is being used as a testing site and reduced stress on visitor/staff/patient parking at the main campus) is served by the Bluestar 17 service (at a 10-minute frequency) supplemented in the peak periods with a direct staff only shuttle service. Combined these creating a 5-minute frequency from the site to SGH. The Bluestar 17 is a public service whereas the shuttle is private. This is shown in Appendix 1.</p>
16.	<p><i>Park & Ride</i></p> <p>Park & Ride has been a long-term transport policy aspiration for Southampton as it has the potential to reduce car-based trips into the City Centre. This is achieved by having a viable public transport, often bus, route with a parking facility close to a major access route into the city. The route from the car park to the destination will need enough bus priority to make journey times attractive and reliable. Parking charges, provision and access routes at the destination would need to be at a level to act as discourager for people so they switch to Park & Ride.</p>
17.	<p>Park & Rides are a complex and high capital cost pieces of transport infrastructure. They often require significant land, highway infrastructure, car parks and ancillary (waiting areas, toilets, landscaping etc) infrastructure. The P&R services often require subsidy to operate as the revenue income is needed to cover the operating and capital costs. The Portsmouth P&R cost £26m to implement (land, parking, bus priority) and requires subsidy to operate.</p>
18.	<p>Without large scale external investment SCC's position has been to work with a partner organisation, such as the NHS or University, to support their requirements and to pilot Park & Ride for Southampton. This reduces the capital risk to the Council and provides the opportunity to test a scheme before large scale revenue outlay.</p>
19.	<p>There are no legislative requirements for Park & Ride beyond being compatible with relevant legislation for accessibility for all users, and to provide with information and signage. The Chartered Institute of Highways & Transport guidance for developing successful Park & Ride suggests:</p>

	<ul style="list-style-type: none"> • Sites should be situated at convenient locations on main radial routes to intercept trips, with prominent advanced signage to the site; • Have high quality covered waiting areas, toilets and information points; • Waiting times should be kept to a minimum (no more than 8-10 mins during peak hour, and 10-15 mins off peak); and • Secure parking facilities including CCTV coverage and adequate lighting. <p>Other facilities that would provide additionality to a Park & Ride such as cycle parking, integration with other mobility & consolidation, information and ability to buy tickets prior to boarding the bus or combining with parking charges are being considered.</p>
20.	<p><i>Southampton West Park & Ride</i></p> <p>The combination of the Trust's P&R facility and capital funding from TCF, Active Travel Fund, and developer contributions provides Southampton with the opportunity to trial Park & Ride. The Trust will be constructing the car park as part of the Health Campus (this will replace the temporary Park & Ride facility). The car park is proposed to have electric vehicle charging points, cycle parking, welfare facilities, lifts, lighting, security and barrier control. Bus waiting facilities will be provided in the adjacent interchange with shelters, real-time information and raised kerbs for accessible boarding. The site is also being looked at for a Local Mobility Hub where a range of shared mobility options (e-scooters, e-cargo bikes etc). The Park & Ride has permission for 7 days a week operation, but UHS Trust would only utilise it Monday to Friday 0600-2200.</p>
21.	<p>The main public vehicle access to the site would be from Adanac Drive. Buses will use a bus only Access Link Road from the bus interchange to the new Lidl store entrance. The western portion of this road is proposed to be restricted to bus and cycle only access through the bus interchange. This offers a considerable benefit to bus journey times and reliability as they will be able to avoid peak period queues on Brownhill Way.</p>
22.	<p>The SCC capital funding secured from TCF will provide on and off-site highway works. These include:</p> <ul style="list-style-type: none"> • Contribution towards operational on-site facilities – bus stops, real-time information, pay & display machines, security; • Changes to the Frogmore Lane/Brownhill Way junction – including developer contributions • Bus stop, bus priority and access improvements at Lords Hill Way; • Changes to the Coxford Road/Lords Hill Way junction; • Signage to the site from M271; • Cycle route from Adanac Park to Lordshill and the Hospital; • Bus stop improvements between Adanac Park and the Hospital; and • Bus priority measures on the A33 between Redbridge Roundabout and the City Centre. <p>There will be public consultation on the identified works as part of the TCF programme. These are likely to be during 2021. Before any public consultation local Members will be briefed on the detail of the schemes.</p>
23.	<p>The Park & Ride facility will replace the existing temporary site located to the west of the site. The multi-story car park is due to be completed by February 2022, with a planned opening of Hospital P&R services soon after.</p>

24.	<p><i>City Centre Park & Ride</i></p> <p>As set out in para 20 the Trust only require the site for weekday operations. Discussions with the Trust through the development of Connected Southampton, the Hospital Access Plan and TCF, an opportunity to trial Park & Ride at weekends (Saturday & Sunday) for Southampton is available.</p>									
25.	<p>The proposed route for any dedicated City Centre P&R service would be along M271 from Junction 1, then via A33 Redbridge Road-Millbrook Road West-Mountbatten Way to Southampton Central Station (southside) and terminate on Portland Terrace-Albion Place at proposed interchange. This could offer a journey time of around 20-25 minutes. A service operating at 20min frequency could be operated using four vehicles. To meet the aspirations of the Green City Charter these vehicles would need to be Euro VI or better. A plan of the route into the City Centre is shown in Appendix 1.</p>									
26.	<p>To operate any bus service a competitive tender would need to be carried out to source an operator to provide the service. This could be through extensions to existing commercially operated bus services, or a contracted operation where an operator runs a P&R service with dedicated vehicles to an agreed price, specification and duration. Dedicated vehicles could be purchased or existing ones utilised, at the weekend operators have spare capacity of vehicles as some routes run reduced frequencies. The costs covers the all the operational and vehicle related costs. Once the revenue from fare paying passengers (including from the parking income) exceeds that point then the service becomes commercially viable. Until it reaches this point, the service would require a subsidy from SCC.</p>									
27.	<p>Working in partnership with the Trust reduces the risks explained in Section 7 often associated with developing P&R. The capital funding from TCF and other sources provides the mechanism for implementation of the necessary infrastructure. Capital funding for the on-site highway works is secured via TCF and planned for in the MTFP as part of TCF, however additional revenue funding will be required for procuring and implementing any weekend P&R bus service. The likely earliest starting date for a service would be Summer 2022. Therefore, any funding will need to come from the 2022/23 budget following a procurement exercise.</p>									
28.	<p>To off-set this income would need to come from the Park & Ride site parking charges and bus tickets. The cost of this would need to be attractive enough for people to divert away from travel to the City Centre, but also enough to cover bus operating costs. Several options have been considered including separate parking and bus tickets or combined tickets per vehicle or passenger. Based on experience from other P&R sites a combined parking and bus ticket per vehicle is the most appropriate. This provides the customer with a simple product but would require a back office system for collection and payment to the bus operators. This would operate similar to the Concessionary Fares reimbursement done by SCC. It is anticipated that the Pay & Display machines and weekend use would be managed by SCC Parking Services.</p> <p>Examples of the charges per Park & Ride are set out below.</p> <table border="1" data-bbox="316 1899 1444 2011"> <thead> <tr> <th data-bbox="316 1899 692 1935">Park & Ride</th> <th data-bbox="692 1899 999 1935">All Day Charge</th> <th data-bbox="999 1899 1444 1935">Unit</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 1935 692 1973">Winchester</td> <td data-bbox="692 1935 999 1973">£3.50</td> <td data-bbox="999 1935 1444 1973">Per Car for bus & parking</td> </tr> <tr> <td data-bbox="316 1973 692 2011">Portsmouth</td> <td data-bbox="692 1973 999 2011">£4.00</td> <td data-bbox="999 1973 1444 2011">Per car for bus & parking</td> </tr> </tbody> </table>	Park & Ride	All Day Charge	Unit	Winchester	£3.50	Per Car for bus & parking	Portsmouth	£4.00	Per car for bus & parking
Park & Ride	All Day Charge	Unit								
Winchester	£3.50	Per Car for bus & parking								
Portsmouth	£4.00	Per car for bus & parking								

	Reading	£7.00	Includes £1 parking charge per car for bus & parking
	Nottingham	£4.00	Per car for bus & parking
	Salisbury	£3.00	Per car for bus & parking
29.	At this stage detailed soft-market testing with bus operators has not been carried out and analysis has been at a technical level. Further work is required with SCC Parking Services, Finance, Legal and Procurement to develop the business case further for the P&R service. This will be carried out in 2021 and investigate operating costs, income, including understanding the impact of diverting parking income away from SCC City Centre Car Parks. the VAT implications being assessed as part of the business case as parking and bus tickets have different VAT arrangements so when sold together the VAT liabilities need to be considered.		
30.	<p><i>Agreement with UHS Trust</i></p> <p>SCC has been engaging with the Trust on specifications for additional facilities required for public operation. For SCC to use the site it is envisaged that a legal agreement, in the form of a Licence, will be required with the Trust to provide access to the car park. A Heads of Terms has been drafted for this and attached as Appendix 2. The Heads of Terms is set out as a simple agreement covering the intention of the parties to enter into the proposed agreement and the related fees. The Heads of Terms includes a provision for a Management Plan to deal with operations, disputes and emergencies. The Licence will contain further clauses and information as the binding document.</p>		
31.	Under the Licence, granted by the Trust as Landlord, will enable the land to be used by SCC. A contribution to the on-site highway works and the car park has been calculated as a one-off capital payment as a contribution from the TCF funding. This is calculated as based on 2/7 th of the initial annual repayment costs to the Trust of funding multiplied by five (to cover 5 years). This is £1m and will come from the TCF grant. This is covering the costs of associated on-site infrastructure and facilities required by SCC for public use of the car park for Park & Ride.		
32.	The Licence will initially be for five years from start of operation, after that point it can be renewed but additional funding would be required. There are risks associated the 5-year term include a requirement for additional funding sources required to cover any future time period after the 5 years, if the P&R is successful it does not provide a long-term arrangement of the P&R, and UHS could revoke the arrangement at the end of the 5 years. In terms of subsidy and patronage, and management arrangements. After the 5-year period there could be cost increases, it could be expected that the funding could come from operational income, however this may not be enough and required additional SCC or external funding. Entering an initial five-year term provides flexibility as part of an incremental approach to P&R and enables SCC to adjust the P&R if it is not achieving the policy objectives around modal shift and usage. An initial long-term agreement could be entered into but funding for any additional length beyond 5 years would need to come from outside of TCF. The TCF funding was calculated on an initial 5-year period offer from the Trust.		
33.	<p>It will provide SCC with:</p> <ul style="list-style-type: none"> • access to the car park at weekends and bank holidays • additional pay & display machines required for public use, • security – access to the Security Office & CCTV, and 		

	<ul style="list-style-type: none"> • A Management Plan.
34.	<p><i>Next Steps</i></p> <ul style="list-style-type: none"> • Agreement with UHS Trust signed • Late Winter 2021 – UHS start work on the multi-story car park • Spring 2021 – procurement for P&R City Centre service commences • 2021 – consultation on Off-Site Highway elements • Summer 2021-2022 TCF works at Frogmore Lane/Brownhill Way and on route to Hospital and City Centre • February 2022 – expected completion date for UHS • Summer 2022 – earliest start date for a Park & Ride service • March 2023 – all TCF works completed

RESOURCE IMPLICATIONS

Capital

35.	<p>The total capital budget for the P&R project in TCF is £6.681m. This will deliver schemes that directly support the P&R. This includes £5.181m of TCF funding and £1.5m of Developer Contributions for the Frogmore Lane/Brownhill Way junction. Supporting that are works that are designed to support walking, cycling and public transport that the P&R will benefit from. For example, bus priority on the A33 are primarily benefitting Rapid Bus services from Totton & the Waterside, but a weekend P&R would benefit from their use.</p> <p>There are two parts to the project to support the two operations (Weekday to Hospital and weekend to City Centre), and some schemes are relevant to both. The table below shows the indicative budget breakdown for the TCF funded elements for the P&R routes to the Hospital and City Centre.</p> <table border="1" data-bbox="406 1238 1355 1845"> <tr> <td colspan="2">Both (Hospital & City Centre P&Rs)</td> </tr> <tr> <td>Frogmore Lane/Brownhill Way junction improvements</td> <td>£2.5m</td> </tr> <tr> <td>Car Park & On-Site works</td> <td>£1.0m</td> </tr> <tr> <td>EVMS & Signage to site</td> <td>£0.1m</td> </tr> <tr> <td colspan="2">Weekday P&R to Hospital</td> </tr> <tr> <td>Lords Hill Way/Coxford Road junction improvements and bus priority lanes</td> <td>£1.5m</td> </tr> <tr> <td>Lordshill Interchange</td> <td>£0.5m</td> </tr> <tr> <td>Bus stop improvements</td> <td>£0.5m</td> </tr> <tr> <td>Fees & Contingency</td> <td>£0.581m</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£6.681m</td> </tr> <tr> <td colspan="2">Weekend P&R City Centre (other TCF funding)</td> </tr> <tr> <td>A33 Bus Lanes & Priority</td> <td rowspan="3">£6.4m</td> </tr> <tr> <td>Central Station Interchange</td> </tr> <tr> <td>Albion Place Bus Interchange</td> </tr> </table>	Both (Hospital & City Centre P&Rs)		Frogmore Lane/Brownhill Way junction improvements	£2.5m	Car Park & On-Site works	£1.0m	EVMS & Signage to site	£0.1m	Weekday P&R to Hospital		Lords Hill Way/Coxford Road junction improvements and bus priority lanes	£1.5m	Lordshill Interchange	£0.5m	Bus stop improvements	£0.5m	Fees & Contingency	£0.581m	Total	£6.681m	Weekend P&R City Centre (other TCF funding)		A33 Bus Lanes & Priority	£6.4m	Central Station Interchange	Albion Place Bus Interchange
Both (Hospital & City Centre P&Rs)																											
Frogmore Lane/Brownhill Way junction improvements	£2.5m																										
Car Park & On-Site works	£1.0m																										
EVMS & Signage to site	£0.1m																										
Weekday P&R to Hospital																											
Lords Hill Way/Coxford Road junction improvements and bus priority lanes	£1.5m																										
Lordshill Interchange	£0.5m																										
Bus stop improvements	£0.5m																										
Fees & Contingency	£0.581m																										
Total	£6.681m																										
Weekend P&R City Centre (other TCF funding)																											
A33 Bus Lanes & Priority	£6.4m																										
Central Station Interchange																											
Albion Place Bus Interchange																											
36.	<p>In line with the TCF Local Assurance Framework and DfT requirements an additional Outline & Full Business Cases are required to be produced. This is due to the P&R costing over £5m. This will be developed through SCC Highways Service Provider BBLP.</p>																										
37.	<p>Additional non-TCF funding would be required to tender and operate any public weekend Park & Ride. No revenue funding for the development and operation</p>																										

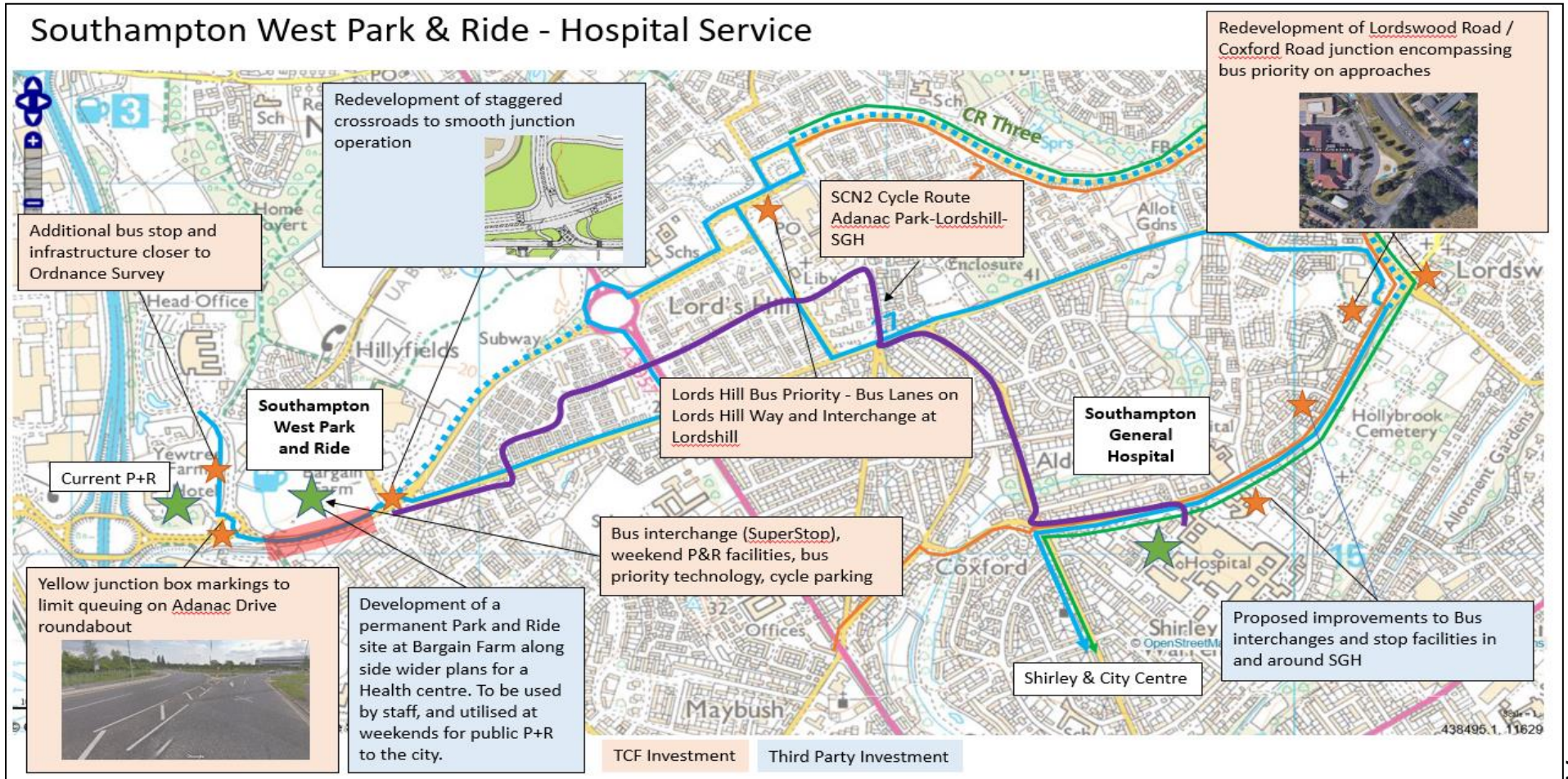
	of a public weekend Park & Ride service can be applied for through TCF. This would need to be found from other SCC revenue sources and at this stage not yet identified.
38.	In addition, the P&R site has been identified as the location for an e-scooter hire scheme as part of the wider Solent E-Scooter trial due to commence in Spring 2021. The operation of a e-scooter, and other shared mobility options, is being included in the design of the car park.
<u>Property/Other</u>	
39.	SCC will not be responsible for the Asset Management of the car park as this will remain with UHS Trust. The off-site highway works will be maintained under the Highways Service Partnership with BBLP.
40.	The project is being managed through the Green City & Infrastructure Transforming Cities Team with support from Transport Policy and Transport Policy. A joint Project Group is set up with the Trust to align programmes for delivery, resolve disputes and ensure that the project is delivered to time, budget and specification. Membership includes SCC officers, the Trust's Programme Director and Senior Project Manager. The project is overseen by the Southampton TCF Programme Board which has representation from SCC and HCC.
41.	SCC will liaise with bus operators and Hampshire County Council.
42.	The Heads of Terms and Licence will be developed with the Valuation & Estates Team and agreed with the Service Manager Asset Management within Property Services. All legal agreements relating to occupation of land and buildings are routed through this team to Legal Services.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
43.	S.1 Localism Act 2011 (the general power of competence) permits a Council to do anything individuals generally may do within its own local authority area to deliver services to the public, subject to there being no statutory prohibition on the actions proposed. The proposals within this report are authorised by this power and no statutory prohibitions would prevent or inhibit the delivery of a Park and Ride scheme in the manner set out subject to compliance with UK property and procurement legislation and the Council's contract and financial procure rules.
<u>Other Legal Implications:</u>	
44.	The Heads of Terms will provide a simple agreement covering the intentions of both parties to enter a Licence and the associated fees. The Licence will be a binding agreement which deals with the use of the land by SCC and contain further clauses and information.
45.	State Aid implications have been considered in this proposal. SCC has undertaken a review of the General Block Exemption Regulations (GBER) Section 7 on Aid for local infrastructure. The TCF investment is proposed for local infrastructure that will contribute to improving the business and consumer environment. The intended infrastructure will be available to the public through the weekend use of the Park & Ride but also as part of general highway

	access and supporting highway infrastructure. The proposed agreement between SCC and UHS Trust is covered by the exemption under Section 13 Article 56 of the GBER. The procurement of the operation of the weekend Park & Ride service to any bus operator will follow a public procurement process that is open, transparent and in accordance with UK Procurement Law.
RISK MANAGEMENT IMPLICATIONS	
46.	<p>Risks for the Park & Ride include</p> <ul style="list-style-type: none"> • Increases in costs after 5 years requiring additional funding to continue access for Park & Ride • Relationship with UHS Trust requiring mediation • Ongoing SCC costs for Parking Services not covered by parking income • Revenue funding for the operation of a future Park & Ride – entering the Licence does not preclude a P&R service • Satisfying the TCF funding requirements to support P&R to the City Centre and Hospital • Objections to any Traffic Regulation Order (TROs) require for bus priority measures
POLICY FRAMEWORK IMPLICATIONS	
47.	Park & Ride is consistent with SCC's long-term transport strategy – Connected Southampton 2040, the Green City Charter, and the Council Strategy 2020-2025. It forms a key component of the funded Southampton City Region Transforming Cities Fund programme.

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	Redbridge
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Map of Park & Ride – location and route options
2.	Draft Heads of Terms
3.	Equality & Safety Impact Assessment
Documents In Members' Rooms	
1.	
2.	
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	

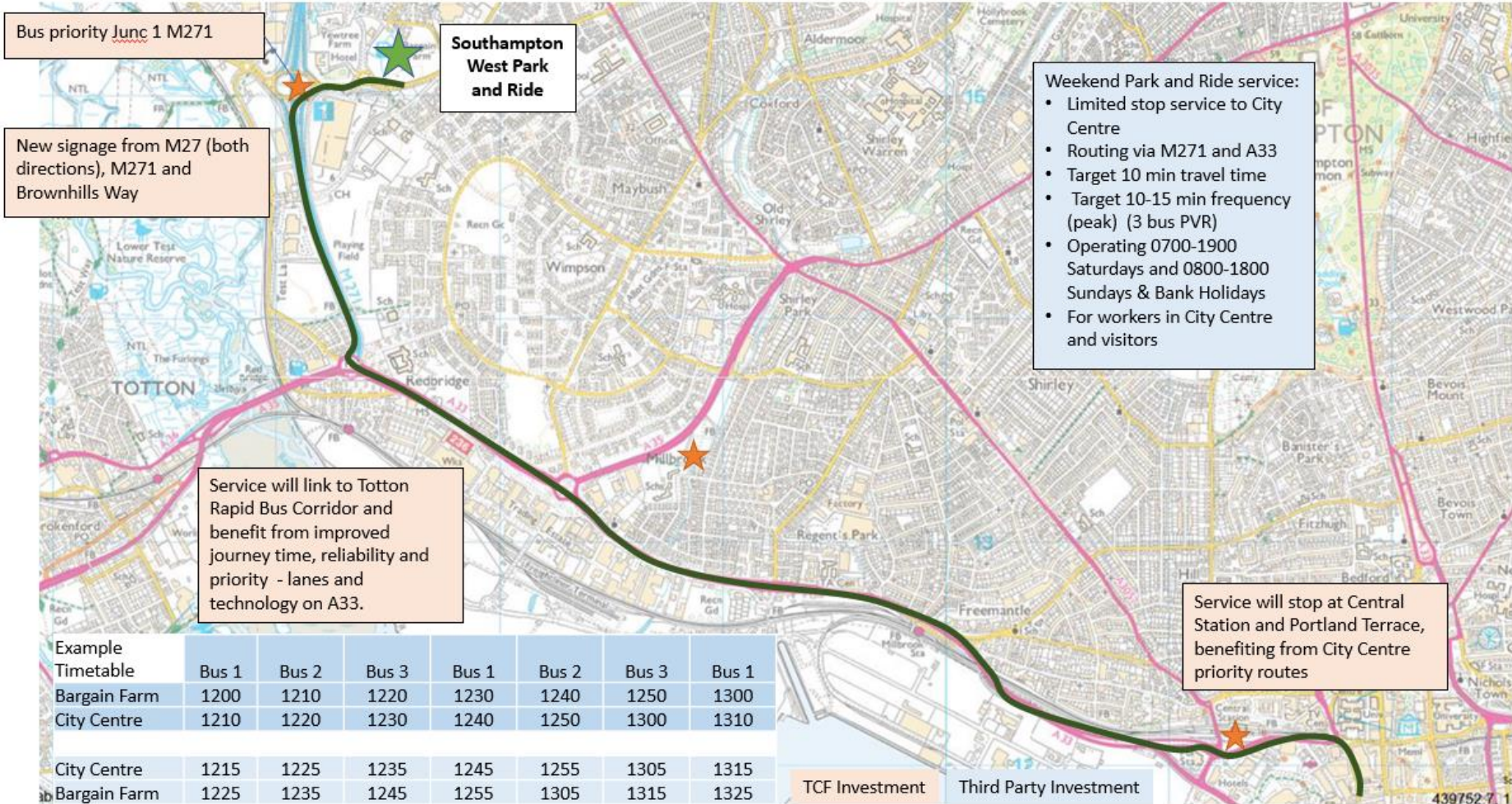
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.		No
Other Background Documents		
Other Background documents available for inspection at:		
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)	
1.		
2.		

Appendix 1 – Maps



Map 1 – Park & Ride route and TCF Off-Site Infrastructure works to UHS Campus

Southampton West Park and Ride – City Centre Service



Map 2 – Park & Ride route and TCF Off-Site Infrastructure works to City Centre

[On University Hospital Southampton NHS FT headed paper]

Southampton City Council

Strategic Transport
Southampton City Council
1st Floor, One Guildhall Square
Southampton, SO50 7LY

FAO: Geoff Hobbs

[Date]

Dear Geoff

Licence Heads of Terms with University Hospital Southampton NHS Foundation Trust relating to weekend use of the Multi-Storey Car Park, Adanac Drive, Adanac Park, Southampton

1. Background

- 1.1. University Hospital Southampton NHS Foundation Trust (the **Trust**) has an option to purchase the freehold of land at Adanac Park, Nursling, Southampton (**Adanac Park**). Upon the acquisition, the Trust intends to enter into a development agreement with CEDP Project Co Limited (the **Developer**) to construct a new multi-storey car park with associated access, servicing, and landscaping on that land (the **Development**).
- 1.2. The Trust will grant a lease of Adanac Park to the Developer or its funder and, on completion of the Development, the Developer or funder (**Landlord**) will enter into an underlease with the Trust for the use of the Development by the Trust (**Underlease**).
- 1.3. [Pursuant to the terms of the Underlease, the Trust may grant a licence to a third party to occupy the Premises (as defined in paragraph 5 below).] The Trust intends to grant Southampton City Council (**SCC**) a licence to use the Premises (the **Licence**) on the terms set out in this letter (the **Heads of Terms**). These Heads of Terms are not intended to create any legally binding obligations (except where specifically stated). They are subject to contract, and completion of formally executed legal documentation.
- 1.4. These Heads of Terms are confidential to the intended parties to the proposed Licence and to their professional advisors.
- 1.5. The proposed Licence may contain further terms as the Trust may require, including additional terms on matters that are covered in these Heads of Terms.

Agreed Terms

2. Duration and effect of these Heads of Terms

- 2.1. Our mutual obligations under these Heads of Terms start on the date of this letter and last until the earlier of: (i) the execution and completion of the Licence, or (ii) the termination of these Heads of Terms by mutual written agreement of the parties,

which the parties agree will terminate in the event that the Development does not proceed for whatever reason.

- 2.2. On the execution and completion of the Licence, our mutual rights and obligations in respect of all matters with which these Heads of Terms are concerned shall be subsumed into and be subject to the Licence.
3. **Licensor:** University Hospital Southampton NHS Foundation Trust of Ground Floor, Trust Management Offices, Mailpoint 18, Southampton General Hospital, Tremona Road, Southampton SO16 6YD.
4. **Licensee:** Southampton City Council (Strategic Transport) of 1st Floor, One Guildhall Square, Southampton SO50 7LY.
5. **Premises:** the building briefly described as the Multi-Storey Car Park, Adanac Drive, Adanac Park, Southampton.
6. **Commencement Date:** on and from the date the Premises are open and available for use, such date to be agreed in writing between the parties.
7. **Licence Fee:** a one-off payment calculated on the basis of 2/7th of the initial annual repayment cost to the Trust of funding the total capital costs of the Premises and associated infrastructure and facilities (minus any SCC Design Costs already paid by SCC pursuant to paragraph 11.2 below) multiplied by five (5) and to be agreed on an open book basis, payable on the Commencement Date of the Licence for the occupation of the Premises during the Licence Period.
8. **SCC Design Costs:** the total design and capital costs associated with any additional works requested by SCC which are included in the Development, being the design of, and works in relation to, infrastructure (including, but not limited to, payment points) which are solely required at the Premises by SCC to enable it to exercise the Permitted Use.
9. **Licence Period:** from and including the Commencement Date for an initial term of five (5) years. For the avoidance of doubt, SCC acknowledges and agrees that in the event that the Underlease is terminated for any reason, the Licence shall also terminate immediately and automatically, and such termination shall be subject to all the rights of the parties accrued up to the date of termination. This paragraph 9 is legally binding.
10. **Licence**
 - 10.1. In consideration of payment by SCC of the Licence Fee and the SCC Design Costs, SCC will have the right, during the Licence Period, to use the Premises with associated access and infrastructure for a park and ride service on weekends (Saturdays and Sundays) between the hours of 6am and 10pm. SCC will make the park and ride available to the public, with a bus link to the city centre (**Permitted Use**).
 - 10.2. SCC must only use the Premises for the Permitted Use.

- 10.3. The rights given to SCC in the Licence will be personal to SCC and, accordingly, SCC will not be entitled to assign or otherwise deal with the rights.
- 10.4. It is not the intention of the parties to the Licence to create a tenancy.
- 10.5. The parties may agree to extend the Licence following the expiry of the Licence Period.

11. Fees

- 11.1. SCC will pay the Trust the Licence Fee on the Commencement Date of the Licence into a bank account nominated by the Trust.
- 11.2. SCC has also agreed to pay the Trust the SCC Design Costs in relation to the Premises. The parties will agree the SCC Design Costs on an open book basis and SCC will be required to pay such costs to the Trust (into a bank account nominated by the Trust) within 30 days of the parties agreeing such SCC Design Costs. For the avoidance of doubt, the parties agree that:
 - 11.2.1. SCC must pay the Trust the SCC Design Costs prior to the Commencement Date of the Licence; and
 - 11.2.2. the SCC Design Costs will be deducted from the Licence Fee due and payable by SCC pursuant to paragraph 7 above.
- 11.3. In the event that:
 - 11.3.1. the Development does not proceed, for whatever reason;
 - 11.3.2. the Licence is not entered into; and/or
 - 11.3.3. these Heads of Terms are terminated pursuant to paragraph 2.1 above,SCC shall indemnify the Trust for any SCC Design Costs for which the Trust becomes liable. This paragraph 11.3 is legally binding.
- 11.4. The Licence Fee and the SCC Design Costs are exclusive of VAT, rates, service charges, insurance premiums and all other outgoings.
- 11.5. SCC will pay a service charge to the Trust on a quarterly basis in arrears from the Commencement Date]. The amount will be calculated on the basis of 2/7th of the annual service charge costs set out in the Underlease multiplied by five (5) and to be agreed on an open book basis.
- 11.6. The parties will also agree whether the following services will be provided by the Trust or SCC: security, helpline and CCTV services. If the parties agree that such services will be provided by the Trust, the parties will agree the scope and costing arrangements for such services and these will be covered in the Licence.

12. **Conditions**

12.1. The parties to these Heads of Terms acknowledge that the grant of the Licence will be subject to the following:

- 12.1.1. the completion of the purchase of Adanac Park by the Trust and the construction of the Premises;
- 12.1.2. the grant of any planning permission, planning conditions and any other necessary consents, licences and authorisations required for the Permitted Use;
- 12.1.3. the Trust entering into the Underlease with the Landlord; and
- 12.1.4. the Trust complying with its obligations in the Underlease in relation to the grant of the Licence.

13. **Costs**

Each party is responsible for its own legal costs in connection with this transaction, whether or not it proceeds. This paragraph 13 is legally binding.

For and on behalf of **UNIVERSITY HOSPITAL SOUTHAMPTON NHS FOUNDATION TRUST**

Signed by

For and on behalf of **SOUTHAMPTON CITY COUNCIL**

Signed by



Equality and Safety Impact Assessment

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

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

Name or Brief Description of Proposal	Southampton West Park & Ride
Brief Service Profile (including number of customers)	
<p>Park & Ride is a long-term transport policy aspiration as set out in Connected Southampton 2040 Local Transport Plan. Within the successfully funded Transforming Cities Fund (TCF) programme a proposal is to work in partnership with UHS Trust to support Park & Ride to the Hospital and develop a weekend Park & Ride to the City Centre. Park & Rides typically require a high initial capital outlay for construction, working in partnership offers a new operating model that reduces initial risk on SCC. To enter into this partnership a Heads of Terms has been drafted that sets out the intent to entering into an agreement for the use of the car park by SCC.</p> <p>Park & Ride is a project that will affect all 254,700 people who are resident in the city, all 135,000 people who work within the city and the 200,000 staying visitors to Southampton every year, as well as passenger and freight movements via the Port of Southampton. All of these utilise the city’s transport network.</p>	
Summary of Impact and Issues	
<p>Southampton City Council (SCC) is taking the opportunity to implement a long-term policy aspiration for Park & Ride in the City.</p> <p>Park & Ride has been a long-term policy aspiration for SCC, forms part of the Joint South Hampshire Strategy and is a key part of the new Connected Southampton 2040 Transport Strategy.</p> <p>It is one of the ‘Big Ideas’ in Connected Southampton 2040 Transport Strategy is the development of strategic and local Park & Ride sites in Southampton. These would intercept people travelling into the City at locations on the outskirts close to the Strategic Road Network (SRN) so they can transfer onto public transport to continue their journey into the City Centre. This is also one of the components of the Southampton Mass Transit System designed to create a step-change in public transport in the city to continue to increase the number of people travelling by public transport.</p> <p>The Park & Rides would also be used to intercept people travelling to major employment hubs such as University Hospital Southampton, the Universities, or Port</p>	

and transfer them to public transport. This would seek to reduce the volume of commuter traffic to these sites.	
Potential Positive Impacts	
We would expect Park & Ride in Southampton, starting with the Southampton West P&R site, to achieve	
<ul style="list-style-type: none"> • A realistic alternative for people travelling by car into Southampton for work, leisure or education; • Better range of travel options, resulting in reduced dependence on the private car for staff journeys to the Hospital, or for public to City Centre; • Lower volumes of vehicular traffic using residential streets in suburban areas around UHS General Hospital; • An inclusive transport system that does not discriminate; • Improved air quality; and • Improved physical activity, productivity and reduced absenteeism. 	
Responsible Service Manager	Pete Boustred, Head of Green City & Infrastructure
Date	
Approved by Senior Manager	Kate Martin, Executive Director Place
Date	

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	<p>Park & Ride is proposed to improve travel choices and availability for those going to areas with constrained parking. They are predominately aimed at commuters who are using their cars to drive to work.</p> <p>The Southampton West P&R will benefit those staff going to University Hospital Southampton (UHS) during the week. The weekend operation will benefit general public and will be open to all. The car park has been designed by UHS Trust to the latest design and accessibility standards.</p> <p>The site will be served by a public bus service – this will access the Hospital and the future Health Campus at Bargain Farm. Bus services in Southampton carry a high proportion of elderly and younger passengers, so the development of public transport that is more reliable and frequent services would help improve access to key facilities (retail, health and education). Total concessionary bus journeys in Southampton (including senior citizen and disability passes) across four bus operators Apr 2017-Mar 2018</p>	Positive impacts

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	totalled 4,385,932, and there are currently 27,442 senior citizen bus passes issued in Southampton.	
Disability	<p>Park & Ride will provide an alternative for those with mobility restrictions who drive a car. In line with SCC and Test Valley parking standards 5% of parking spaces will be for disabled blue badge holders. This enables users to park for free and use concessionary bus passes for journeys. The car park won't be accessible to the public during the week. Disabled parking will remain available in the City Centre and all buses are DDA compliant.</p> <p>Total concessionary bus journeys in Southampton (including senior citizen and disability passes) across four bus operators Apr 2017-Mar 2018 totalled 4,385,932. There are currently 2,717 disability bus passes issued in Southampton.</p> <p>The bus interchanges at the P&R site and in the City Centre will be accessible to services for people with disabilities with real time displays. All buses have next stop audio visual announcements.</p> <p>Infrastructure and behaviour changes schemes all have to incorporate measures to make it easier and safer for people with all forms of disability to access transport and travel around.</p>	Moderate positive impacts
Gender Re-assignment	No impacts identified in relation to the P&R proposals.	N/A
Marriage and Civil Partnership	No impacts identified in relation to the P&R proposals.	N/A
Pregnancy and Maternity	No impacts identified in relation to the P&R proposals.	N/A
Race	No impacts identified in relation to the P&R proposals.	N/A
Religion or Belief	No impacts identified in relation to the P&R proposals.	N/A
Sex	No impacts identified in relation to the P&R proposals.	N/A
Sexual Orientation	No impacts identified in relation to the P&R proposals.	N/A

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Community Safety	<p>The Strategy seeks to improve quality of bus information (via real time displays, mobile phones and the web). Increased information alongside ensuring that bus stops and interchanges at the P&R and City Centre are in places with good natural surveillance, which can improve feelings of personal security particularly after dark.</p> <p>The P&R site will have a security office and CCTV coverage that will be linked to UHS and Citywatch Control Rooms.</p>	Positive impacts
Poverty	<p>The P&R site is located close to the northern edge of the Millbrook-Maybush estate – these are areas of deprivation among the top decile in England for deprivation and can suffer indirectly from some of the negative impacts of transport such as emissions and lack of access to a private car. They are more likely to rely on public transport to get around to work or health choices. The impacts on residents for improved access to services (such as health care via bus) is limited. Depending on the ticketing arrangements the P&R City Centre service will not be available for ‘walk ups’ (people using the bus who aren’t parking). However, the current public bus service (Bluestar 17) will be available for walk ups to use and the infrastructure improvements between Adanac Park and the Hospital will improve bus journey times and reliability. This will make bus a more attractive and reliable transport option for people living nearby.</p>	Some positive impacts
Health & Wellbeing	<p>The planned P&R and the delivery of the on and off-site highway works associated with the P&R will help offer an alternative to driving, which will reduce congestion and air pollution.</p> <p>Southampton has a high rate of under 75 mortality from respiratory disease considered preventable, at 34.6 people per 100,000 compared to the England rate of 18.6 per 100,000. The delivery of measures that improve air quality from transport sources will reduce exposure to harmful emissions. The P&R route to the City Centre is proposed to go via M271 and A33 via Redbridge Roundabout – the highest concentration of NO₂ in the city. Providing alternative transport modes for people using this corridor, by intercepting car trips and swapping</p>	N/A – positive impacts

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>them for public transport. This has potential to reduce car trips into the City Centre via the Redbridge Roundabout AQMA. Reducing emissions and improving air quality – along with the recent improvements to the roundabout.</p> <p>The investment in walking and cycling infrastructure improvements to Adanac Park and in the local area will help to reduce levels of physical inactivity, tackling obesity and improving health. In Southampton 33.2% of adults are inactive (do less than 30 minutes per week) compared to 28.7% in England. 62.7% of adults In Southampton are classed as overweight or obese, compared to an England average of 61.3%.</p>	
Other Significant Impacts		<p>Consultation with local communities at the individual project design stage will identify the needs of individuals or groups with relevant Protected Characteristics as defined in the Equalities Act 2010.</p>

This page is intentionally left blank

Agenda Item 9

DECISION-MAKER:	CABINET MEMBER FOR STRONGER COMMUNITIES
SUBJECT:	COMMUNITY CHEST 2020/21 ROUND 2
DATE OF DECISION:	19 JANUARY 2021
REPORT OF:	EXECUTIVE DIRECTOR FOR COMMUNITIES, CULTURE AND HOMES

<u>CONTACT DETAILS</u>			
Executive Director	Title	Executive Director for Communities, Culture and Homes	
	Name:	Mary D’Arcy	Tel: 023 8083 4611
	E-mail	Mary.D’Arcy@southampton.gov.uk	
Author:	Title	Assistant Service Development Officer	
	Name:	Joanne Hughes	Tel: 023 8083 4067
	E-mail	Joanne.hughes@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

None

BRIEF SUMMARY

Community Chest is the council’s small grant scheme and currently awards grants of up to £2,500 to community groups and small voluntary organisations and social enterprises in the city with annual incomes of less than £250,000. Grants are awarded twice a year under delegated authority to the Cabinet Member for Stronger Communities, following recommendations from the cross-party Community Chest Grant Advisory Panel. The budget for 2020/21 is £100,000, which is divided approximately equally between the two rounds.

The Celebrations grant scheme is a sub-section of the Community Chest grant and offers grants up to £500. Applicants may apply for both the Community Chest and Celebrations grants, providing it is for different events/activities. Unlike the main Community Chest grant scheme, there is no income cap on applicants to the Celebrations grant scheme and any voluntary, community and social enterprise organisation can apply.

RECOMMENDATIONS:

	(i)	To agree the recommendations for 2020/21 round 2 grants made by the cross-party Community Chest Grant Advisory Panel
--	-----	--

REASONS FOR REPORT RECOMMENDATIONS

1.	All the applications have been considered by the cross-party Community Chest Grant Advisory Panel, which has made recommendations on which should receive funding. All applications recommended for funding contribute to at least one of the council’s priority outcomes and will enable the applicants to provide activities for the benefit of their communities.
----	--

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2.	The option of not recommending funding was considered and rejected as it would not meet the council's aims of supporting local people to engage in community action.
DETAIL (Including consultation carried out)	
3.	Community Chest is the council's small grants scheme and has been running for more than 35 years. It is periodically reviewed to ensure it continues to meet the needs of local community groups. All grant funded projects, events and activities must contribute to at least one of the council's four priority outcomes. Since 2019 a smaller grant has also been available for community celebration events that bring different people together.
4.	Currently both grant schemes have two rounds per financial year, six months apart, with the budget split roughly equally between both rounds. In 2020/21 the overall budget available is £104,000. This is comprised of £100,000 main budget plus an additional £4,000 from the Community Asset Transfer of Freemantle and Shirley Community Centre – see paragraph 9 for more detail.
5.	The decision maker for both grant schemes is the Cabinet Member for Stronger Communities, following recommendations by the cross-party Community Chest Grant Advisory Panel. Members of the Panel represent wards across the city and there is also a fair gender balance. Panel members arrive at their recommendations through consensus.
6.	Each application is first checked by a technical appraiser to ensure both the project and the applicant meet the Community Chest or Celebrations Grant criteria and minimum standards for grant funding. Further information or clarification is requested where necessary. All applications are then submitted to the cross-party Community Chest Grant Advisory Panel for consideration.
7.	Applications for round two of the 2020/21 Community Chest and Celebrations grant schemes were submitted by 31 October 2020. In total 28 Community Chest applications were received. No applications were received for the Celebrations Grant scheme; however, this was expected as it is not possible to hold large community events at present due to the COVID-19 restrictions. The total requested was £61,141. The Community Chest Grant Advisory Panel met on 2 December 2020 to consider all 28 applications.
8.	<p>The Community Chest Grant Advisory Panel has recommended full or partial funding for 23 applications, totalling £48,296. Of the five applications that are not being recommended for funding:</p> <ul style="list-style-type: none"> • 4 applications were either missing documents or information. The Panel recommends these applicants are invited to re-submit applications in the next round. • 1 application is recommended to be declined as the Panel felt the proposed activity is more suitable for commercial enterprise funding than community grants
9.	Following the successful Community Asset Transfer of the Freemantle and Shirley Community Centre in 2019, it was agreed under the terms of the transfer that £4,000 would be re-invested back in to the community through Community Chest. The funding was ring-fenced for activities that benefit residents living in the Freemantle and Shirley wards and part of Millbrook ward (between Shirley Road and Regent's Park Road), which forms the

	community centre's area of benefit. Two applications met the criteria and it is proposed to award £2,000 to each application from this funding, with the remainder topped up from the main Community Chest budget: <ul style="list-style-type: none"> • 35 – Shirley Men's Shed • 42 – Shirley Warren Action Church
10.	A list of all applications with full details of the recommendations and reasons why for each one is attached at Appendix 1.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
11.	In 2020/21 the Community Chest budget (including the Celebrations Grant) is £100,000, split approximately equally between two rounds. In 2020/21 there is a one-off addition of £4,000 to the budget from the transfer of Freemantle and Shirley Community Centre (see paragraph 9). In round one grants totalling £31,512 were awarded, leaving £72,488 for round two.
12.	Since Round One two grants have been returned. Friends of Portswood Rec received a Celebrations grant of £495 but have been unable to hold the event and have therefore returned the funding. Southmasks CV19 have decided to wind up the organisation and have therefore returned their grant of £2,453. This makes the total available budget for round two £75,436.
13.	The total recommended for round 2 is £48,296, leaving £27,140 unallocated. Officers in the Stronger Communities team have been working with the Cabinet Member for Stronger Communities to develop proposals for allocating this funding to best support community activities in the city. An update will be provided at the Cabinet meeting.
<u>Property/Other</u>	
14.	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
15.	The legal power for the Council to establish, administer and make awards from the Community Chest grant fund is provided by the Localism Act 2011. Subject to certain statutory restrictions, none of which apply in this case, Section 1 gives the Council "power to do anything that individuals may do" which includes making grant funding contributions to worthwhile projects and activities that supports the work of the Council and / or contributes to the wellbeing or benefit of the community or city residents.
<u>Other Legal Implications:</u>	
16.	In awarding grants under this scheme the Council has had regard to the requirements of the Equalities Act 2010, including the need to assess all applications having regard to the public sector equality duty set out in s.149 of the Act and to ensure that the application process is fair, transparent and designed to eliminate unlawful discrimination against those who have protected characteristics. Grants are also assessed having regard to s.17 Crime & Disorder Act 1998 and the extent to which they contribute to the elimination of crime and disorder in the City together with all other relevant legislation.

RISK MANAGEMENT IMPLICATIONS	
17.	The risks of fully funding, part funding or not funding each application were considered as part of the Community Chest Grant Advisory Panel's discussions. The impact of COVID-19 on the proposed activities was also considered. The recommendations listed in Appendix 1 are considered to be low risk.
18.	All grants will be awarded on condition that the activities/events are carried out in line with government guidance about COVID-19, to ensure the safety of everyone involved.
POLICY FRAMEWORK IMPLICATIONS	
19.	The recommendations in this paper support the delivery of the Sustainable Community Strategy (City Strategy), the Council Strategy 2016-2020, key partnership strategies such as the Safe City Strategy and the Health and Wellbeing Strategy as well as Level 1 strategies of the Council.

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	All
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	List of recommendations for Community Chest grant 2020/21 Round 2
2.	

Documents In Members' Rooms

1.	Approach to Voluntary Sector Funding, Equality and Safety Cumulative Impact Assessment – updated December 2020
2.	Data Protection Impact Assessment – updated December 2020

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.	Yes
--	------------

Other Background Documents

Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	
2.	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
1. Communities, culture and home											
18	Peartree Matters	Towards the costs of a memorial bench and signage about the Super Marine factory bombing in 1940, wild seeds for planting in public areas, and plaques to mark places of historical significance.	£2,500	1000s	100%	Peartree	The group has been set up to improve the physical and social environment in the Peartree area. The group will aim to carry out conservation work to improve green spaces such as those around the Itchen Bridge, Woolston Ferry Monument, Lances Hill Memorial Garden and the planters in the Bitterne Precinct, that are not being looked after by other groups. The group will also support litter picks around the Itchen Bridge area and including the Woolston Ferry Monument. The group will also highlight and promote historical links and events in the local area.	Panel Member Cllr Houghton is a ward councillor for Peartree	Recommendation: Full award A good application that will support community action, open spaces and local history.	£2,500	
19	Lordswood Residents and Community Association	A contribution towards the costs of re-tiling the roof.	£2,500	100+	99%	Coxford	We run a community centre for the benefit of our local community in Lordswood. The principal user of the centre is Lordswood Community Pre-school. Under normal circumstances we have up to seven other local groups using the centre in the evenings and at weekends but currently, due to COVID-19, we have only one other regular user with another re-starting again soon.		Recommendation: Full award A good application that will support the community association to continue to provide a good quality facility for the local community.	£2,500	
20	Flautissimo: The Southampton Flute Orchestra	Towards the costs of public liability insurance and equipment insurance and Music Director fees.	£1,366	?	20%	City wide	Flautissimo comprises 2 orchestras who have, over the last 30 years, regularly performed, usually in the Southampton area, often for charity. Flautissimo develops skills of experienced players; Picolissimo develops beginners and returning rusty players who then play with Flautissimo. We meet weekly during term time to rehearse for public performances.		Recommendation: Part fund Only 20% of it's members live in the city, but the group does rehearse and perform in the city. The Panel felt it was important to support arts organisations, as they have had reduced income this year due to not being able to perform and have therefore recommended partial funding. The group will also contribute to our City of Culture 2025 bid.	£1,000	The group must promote performances to people across the city, especially in deprived areas.
21	Say It Loud Radio	Towards the costs of setting up a community radio station.	£2,439	60,000	100%	City wide	The organisation will provide a high-quality broadcast service that informs, entertains and actively represents and promotes the black heritage, culture, traditions, music and artists, acting as an agent of cohesion through which all black and other communities in Southampton can unite and flourish.		Recommendation: Decline, and invite to re-apply next round The Panel felt a community radio station for the local black community was a good idea, but the group's financial plan was not clear and it had not responded to emails sent prior to the Panel meeting requesting further information. The Panel invites the group to re-apply in the next round.	£0	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
22	World Stages Now	Towards the costs of making a film about the contribution of individuals from the black community to Southampton, to contribute to the City of Culture bid.	£2,472	600+	100%	City wide	We provide a safe creative space for refugee and migrant communities of Southampton to meet, develop and perform drama directly reflecting lived experience. Believing everyone's story is important we have for six years presented these stories live to local communities and intend to continue to widen our audiences while improving confidence and skills of our members.		Recommendation: Full award A good application that will enable the group to continue to perform within the COVID-19 restrictions.	£2,472	
23	Black Child Shine CIC	Towards the costs of filming interviews with members of the black community.	£2,478	45,000	100%	City wide	Blackchildshine is a boutique creative agency record specialising in conceptual storytelling through audio and video production. We bring to life stories with meaning and purpose that can inspire, teach and entertain. Our vision is to create art instilled with passion that can add value to every day people's lives.		Recommendation: Decline, and invite to re-apply next round The Panel felt this could be a good project, but there was too much missing information to make a funding decision and the group had not responded to emails sent prior to the Panel meeting requesting further information. The Panel invites the group to re-apply in the next round.	£0	
1. Communities, culture and home sub-totals			£13,755							£8,472	
2. Green City											
24	Friends of Riverside Park	Towards the costs of 2 new notice boards plus installation, insurance and newsletter printing.	£2,456	14,000	100%	Bitterne Park	We help Southampton City Council to maintain and improve Riverside Park by undertaking monthly litter picks, monitoring the condition of paths, seats, play areas etc and bring defects to the Council's attention. We improve the appearance of the park by new planting and raise funds for specific projects to benefit the park users.		Recommendation: Part fund A good application from an active group that plays a key role in supporting the city's green spaces. However, the application asked for two years costs for insurance and printing and the grant is only for one year. The recommended amount has been adjusted to reflect the one year costs.	£2,260	
25	Friends of Portswood Rec	Towards the costs of increasing biodiversity at the Rec, inc. wildflower meadow, bat boxes, bird boxes, bug hotels and hedgehog homes.	£1,411	1,000	100%	Portswood	The Friends group is a voluntary community organisation, that supports Southampton Council, to maintain and improve the physical, social and natural environment of Portswood Rec. We fundraise for improvements, organise events, gardening and litter working parties to build community spirit and encourage participation in recreation, sport and conservation activities.	Panel Member Cllr Cooper is a ward councillor for Portswood	Recommendation: Full award A good application from an active group that plays a key role in supporting the city's green spaces.	£1,411	
26	Friends of Daisy Dip	Towards the costs of starting up a gardening club, inc. equipment, seeds and bulbs.	£1,099	1,000+	100%	Swaythling	Friends of Daisy Dip has a vision to; improve and maintain Daisy Dip as a usable, pleasant green space; build community through hosting fun activities and events, as well as through maintenance and improvement activities such as litter picks; build a sense of community ownership and purpose for Daisy Dip.		Recommendation: Full award A good application that will support resident's physical and mental health, as well as promoting usage of Daisy Dip. The Panel chose to round up the grant to the nearest £100.	£1,100	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
27	Southampton Scrapstore	Towards the costs of two laptops and printer and a camera.	£1,237	1000+	100%	City wide	For 35 years we have collected usable waste materials from local businesses, saving it from landfill and reducing Southampton's carbon footprint. We provided a community space for schools, groups and individuals to collect the resources which are usable in arts, crafts and play situations. Promoting upcycling and recycling through creativity.		Recommendation: Full award A good application that will enable the group to continue it's activities in an efficient and COVID-secure way.	£1,237	
28	BEAMZ Trust CIC	Towards the costs of a milling machine and band saw.	£2,396	20	100%	City wide	BEAMZ is developing a method of making light weight bicycle frames from locally sourced hardwood poles, saving 95% energy compared to an aluminium frame. BEAMZ will thereby achieve financial sustainability and create vital impacts in climate change, wildlife diversity and create high wellbeing jobs targeted at vulnerable people.		Recommendation: Decline The Panel felt this application was more suited to business funding than community grants. The Panel suggested Solent LEP may have more appropriate funding streams for this.	£0	
2. Green City sub-totals			£8,599							£6,008	
4. Wellbeing											
29	Single Parents Support and Advice Services	Towards the costs of care hampers, emergency energy top ups and volunteer expenses.	£2,500	83	100%	City wide	SPSAS is a charitable company for single parents all over the UK. We aim to combat isolation and loneliness through uniting as a community. We have sub groups to help members with mental health support, domestic abuse support, parents with children with additional needs. We are aiming to support single parents to gain access to services which normally have long waiting lists or costs involved so they are unable to access them.		Recommendation: Full award A good application that will support people in need and will also link to other agencies across the city to ensure support isn't duplicated.	£2,500	To continue to work with the Southampton Food Aid Forum.
30	G.E.M.S. Food	Towards the costs of room hire and outdoor clothing for volunteers.	£2,500	2,000	100%	Central	Gems is a composed of a group of volunteers who provide a vital service to our community in Southampton. Gems Community Food Bank serves 1600 servings of food each month. The Food Bank is open every Tuesday and Friday at 10.30am till 11.30am. Due to Lockdown restrictions, Gems' team of volunteers continue to serve the community at Kingsland Community Centre, 20 Broad Green, Southampton SO14 1LF. The demand continues to grow as the word spreads.		Recommendation: Full award A good application that will support people in the inner city in need and will also link to other agencies across the city to ensure support isn't duplicated.	£2,500	To continue to work with Southampton Food Aid Forum and aim to introduce a referral model or other suitable model, where possible, to ensure aid is available for those that most need it.
31	The Flourish Project	Towards the costs of baking equipment, ingredients, insurance and volunteer expenses.	£2,347	24	100%	City wide	The Flourish Project is a new initiative, offering employability upskilling, wellbeing discussions and a supportive environment to help women who experience social and economic disadvantage, to flourish. We are using baking as a tool to support women on a journey to wellbeing and work, alongside guidance and mentoring.		Recommendation: Full award A good application that will support the development of people's skills and confidence.	£2,347	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
32	Southampton Action	Towards the costs of training volunteers to visit clients' homes safely, PPE, stationery and printing costs, for a new Covid-secure operating model.	£1,023	400	100%	City wide	We work to support refugees, asylum seekers and other vulnerable groups in Southampton, Calais and further afield by collecting and distributing donations of clothes, toiletries and kitchen equipment and providing practical assistance to refugees. Before Covid-19 we would distribute culturally appropriate donations through a monthly drop-in in Southampton.		Recommendation: Full award A good application that will enable the group to adapt their delivery model and continue to support vulnerable people.	£1,023	
33	Southampton Social Aid Group (UK)	Towards the costs of setting up a food club, inc. rent, Fareshare food costs, storage, insurance and advertising.	£2,478	100-150	100%	City wide	Members led co-operative where for a small weekly fee each household can choose a selection of available food & household shopping. This supports the local community and helps money go further by reducing shopping bills and developing cooking skills. Members can be involved in decision making and how the service is run.		Recommendation: Full award A good application that will provide longer term support for people struggling with food costs.	£2,478	To continue work with Southampton Food Aid Forum and aim to introduce a referral model or other suitable model, where possible, to ensure aid is available for those that most need it.
34	Drop the Mask Productions CIC	Towards the costs of laptops, wifi dongles and IT training for supporting vulnerable people.	£2,500	50	100%	City wide	We are a community Interest Company that specialises in the training, promotion and development of IT projects and services that benefit the volunteering and/or employment of persons with physical or mental health disabilities.		Recommendation: Decline, and invite to re-apply next round The Panel felt this project could be a good idea, but the application was light on detail about what IT training would be provided and what happens after the training. The Panel invite the group to re-apply next round.	£0	
35	Shirley Men's Shed	Towards the costs of laying foundations for a new, larger shed.	£2,500	50	100%	Shirley	We provide a safe space for mainly older men to share their skills and to socialise. We aim to combat the social isolation and loneliness that often occurs as men get older, through providing a safe space where people can share activities and skills. Men talk and open up as they are involved in activities. These activities will also support the local community as we forge links with local schools, the local church and other community organisations.	Panel member Cllr Shields has previously fundraised for this group in a private capacity.	Recommendation: Full award A good application that will support the expansion of the group, enabling more members to attend at the same time. This application is to be part funded from the Freemantle and Shirley Community Centre funding. £2,000 Freemantle and Shirley fund £500 Community Chest	£2,500	
36	LLL Southampton	Towards the costs of a Zoom licence, books, training, advertising, leader's fees and national body fees.	£2,431	200	90%	City wide	We run a mother to mother breastfeeding support group in Southampton. We provide up-to-date, evidenced based information, encouragement and an opportunity for social interaction. We offer this support via meetings in person under support group rules, online meetings, phone calls, texts, emails and social media.		Recommendation: Full award A good application which supports new mums. It complements other services and the group attends Breastfeeding Operational Group meetings.	£2,431	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
37	Life Changes Counselling	Towards the costs of insurance, professional subscriptions, DBS checks.	£2,500	600	70%	City wide	We provide low cost, timely counselling to anyone over 18, especially those who could not normally afford it, have fallen through the gaps in statutory Mental Health care, or for whom wait times for this care is inappropriate. Clients pay according to means, from £30 to zero.		Recommendation: Full award A good application that will enable the group to continue to offer support, despite losing income this year due to COVID-19.	£2,500	
38	EBS Counselling	Towards the costs of insurance, postage, stationery, room hire and training.	£1,305	150 per year	50%	City wide	We are a confidential Counselling Service in Eastleigh and the surrounding areas including Southampton to all those over the age of 18 who are in need of non-judgmental emotional support. We also promote understanding of both physical and mental well-being.		Recommendation: Full award A good application that will enable the group to continue to offer support, despite losing income this year due to COVID-19.	£1,305	
39	The Re:Minds Group CIC	Towards the costs of setting up a sensory equipment/toy library, insurance, volunteer expenses and guest speakers.	£2,500	75	100%		We provide support, training, advice, advocacy, peer support and friendship for our over 900 members in Southampton who have children or young people with mental health needs and/or autism.		Recommendation : Full award A good application that will support both adults and children with autism.	£2,500	
40	Propbox Youth Theatre	Towards the costs of film and sound equipment to enable performances from holiday workshops to be recorded.	£2,500	35+	100%	City wide	We are a not for profit youth theatre offering 6-18 year olds performance opportunities to increase confidence, and social interaction, which during this uncertain times is more important than ever.		Recommendation: Full award A good application that will enable the group to showcase their performances despite COVID-19 restrictions, and also to learn new skills in acting for the camera as well as a live audience.	£2,500	
41	Southampton Unit 311 of the Sea Cadet Corps	Towards the costs of additional and replacement kayaking equipment.	£2,500	150+	100%	City wide	At Sea Cadets, young people aged 10 -17 enjoy adventures such as sailing, rowing, kayaking, first-aid training, and drill, and earn nationally recognised qualifications, sail offshore, and travel abroad. Young people become resilient and confident, and have improved motivation and skills. Sea Cadets helps them to cope with today's complex and often overwhelming world, and embed the values of Loyalty, Honesty & Integrity, Respect, Commitment, Self-discipline in everything they do.		Recommendation: Full award A good application that will support the growth of the Unit and provide activities for young people.	£2,500	
42	Shirley Warren Action Church	Towards the costs of making the Kids Club Covid-secure, inc. additional tables, hand sanitiser stations, individual stationery packs and water bottles, and an iPad to administer the group paperlessly.	£2,300	50-100	100%	Shirley	An independent local church serving the deprived neighbourhood of Shirley Warren community. To provide a safe place where children in school years 4-6 can: make friendships; have fun; do crafts; learn new skills such as sewing: knitting; painting. We aim to provide children with home cooked meal each week.		Recommendation: Full award A good application that will able the Kids Club to continue to run in COVID-secure manner. This application is to be part funded from the Freemantle and Shirley Community Centre funding. £2,000 Freemantle and Shirley fund £300 Community Chest	£2,300	

No.	Organisation	Towards	Requested	Nbr beneficiaries	% beneficiaries who are	Ward	Aims and objectives of organisation (from application form)	Declarations of interest	Panel Comments	Panel Recommended Amount	Suggested Conditions
43	St Marys Saints Football	Towards the costs of pitch hire, equipment, insurance and volunteer expenses for youth football training sessions.	£2,500	30+	100%	Central	We are a organisation who use football to help tackle social problems in the area of St Marys, Southampton Saints Football Academy is a Youth club that was set up by the locals of St. Mary's to use football as an activity that brings the diverse community together, improve social connections and reduce social exclusion, isolation and challenging behaviours.		Recommendation: Decline, and invite to re-apply next round The Panel felt this is a good project but the application was incomplete and the group did not respond to emails requesting the missing information. The Panel invite the group to re-apply in the next round.	£0	
44	Southampton Coalporters Amateur Rowing Club	Towards the costs of refurbishing several boats to enable their continued use.	£1,971	100	80%	City wide	Coalporters is an amateur rowing club run by volunteers. Our members compete locally and nationally as well rowing for fitness and fun. Our membership is inclusive and diverse, ages ranging from 10 to 80, supported by family, friends and people from the local community.		Recommendation: Full award A good application that will enable the Club to repair and maintain it's boats to extend their life. The Panel chose to round up the grant to the nearest £100.	£2,000	
45	Ascension Church	Towards the costs of training 4 new run leaders for Ascension Running Community, to enable Covid-secure runs.	£2,432	150 per month	100%	Bitterne Park	Ascension Running Community in Bitterne Park leads free running activities within our community, with a focus on promoting good mental health through running together. We lead beginner running courses, a weekly Run and Talk run and Mental Health Mile activities, supported by Mental Health First Aiders.		Recommendation: Full award A good application that will enable the running group to support more people while following the COVID-19 restrictions and also beyond that.	£2,432	
4. Wellbeing sub-totals			£38,787							£33,816	

	Requested	Panel Recommendation
1	£13,755	£8,472
2	£8,599	£6,008
3	n/a	n/a
4	£38,787	£33,816
C	n/a	n/a
T	£61,141	£48,296
Budget		£104,000
Awarded R1		£31,512
Returned money		£2,948
Recommended R2		£48,296
Remainder		£27,140

SOUTHAMPTON CITY COUNCIL

Approach to Voluntary Sector Funding

Equality and Safety Cumulative Impact Assessment

Original: March 2017

Last Updated: December 2020

Amendments for July 2019:

Page 9, paragraphs 53 and 54, regarding the introduction of the Celebrations Grant.

Amendments for January 2020:

Document reviewed, no amendments needed at this time.

Amendments for July 2020:

Document reviewed, no amendments needed at this time.

Amendments for December 2020:

Page 6, paragraph 6, regarding support for BAMER community members for funding bids

Introduction

1. Southampton City Council, in line with its statutory responsibilities, undertakes Equality and Safety Impact Assessments (ESIAs). ESIAs provide a systematic way of assessing the impact of policies, strategies, programmes, projects, services or functions on different equality groups and on poverty and community safety. ESIAs are completed for all proposals identified as requiring them to inform decision making.
2. This document provides an overarching summary of the ESIAs for the proposals for the approach to voluntary sector investment in the future.
3. The proposals were subject to public consultation from 2 December 2016 until 24 February 2017. The feedback received up until 24 February 2017 was collated and will be presented as part of the final report. The feedback has also been incorporated into the individual ESIAs and is reflected in this cumulative impact assessment.

Context

4. In October 2016 Cabinet considered a report detailing a review of the council's investment in the voluntary sector, across grants and contracts. The review was undertaken with the aim of ensuring that any services provided (whether contracted or grant funded) contributed directly to the council's priority outcomes. This review was to inform a two year work programme with a strong focus on prevention and early intervention approaches. Cabinet considered a number of recommendations in order to deliver a redesigned funding programme which could result in reshaping and re-tendering of current grants and contract arrangements.
5. The council wishes to prioritise its support to voluntary sector agencies and to engage the sector in working jointly to address local challenges. However, given the fact that funding is now provided through a variety of means including both grants and contracts it is no longer sensible to view this support as being provided only through a grants allocation process.
6. In October 2016 Cabinet therefore agreed a new approach to funding voluntary sector organisations to support the priority areas of building community capacity, encouraging prevention and early intervention approaches and working with partners to make better use of resources from charitable and business sectors. The new approach was agreed subject to a 12 week public consultation and an assessment of the impact of the proposals.
7. The new approach includes using whichever funding routes (grants or contracts) provide the most effective way to achieve outcomes. The council wants to focus grant funding on community development and prevention and early intervention approaches and wants to encourage collaboration and access to additional funding from external sources.

Legal Framework – Equalities

8. The Equality Duty, section 149 of the Equality Act, came into effect on 5th April 2011 and places a duty on all public bodies and others carrying out public functions. The Act was designed to ensure public bodies consider the needs of all individuals in their day to day work, including: shaping policy, delivering services and employment of employees. It requires public bodies, such as councils, not to discriminate against any person on the basis of a protected characteristic such as disability. The legislation strengthened existing provisions about discrimination to also include associative and perceptive discrimination as well as direct and indirect discrimination.
9. Direct discrimination occurs when a rule, policy or practice offers less favourable treatment to a group. Direct discrimination will always be unlawful.
10. Indirect discrimination occurs by introducing a rule, policy or practice that applies to everyone but particularly disadvantages people who have a protected characteristic. Indirect discrimination will not be unlawful if it can be justified, for instance it can be shown that the rule, policy or practice was intended to meet a legitimate objective in a fair, balanced and reasonable way. In considering whether or not any indirect discrimination is justified, the council must consider whether or not there is any other way to meet its objective that is not discriminatory or is less likely to disadvantage those with protected characteristics.
11. The Public Sector Equality Duty (the Equality Duty) replaced three previous public sector equality duties, for race, disability and gender, and broadened the breadth of protected characteristics to include:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership, but only in respect of the requirements to have due regard to the need to eliminate discrimination
 - Pregnancy and maternity
 - Race – ethnic or national origins, colour or nationality
 - Religion or Belief – including lack of belief
 - Sex (Gender)
 - Sexual orientation.
12. The Equality Duty does not impose a legal requirement to conduct an Equality Impact Assessment, rather it requires public bodies to demonstrate their consideration of the Equality Duty and the conscious thought of the Equality Duty as part of the process of decision-making. This entails an understanding of the potential effect the organisation's activities could have on different people and a record of how decisions were reached. Producing an Equality Impact Assessment post decision making is non-compliant with the Equality Duty. For this reason the council requires adherence to the existing impact assessment framework.

Legal Framework - Community Safety

13. Community Safety is a broad term. It refers to the protection of local communities from the threat and consequence of criminal and anti-social behaviour by achieving reductions in relation to both crime and the fear of crime.
14. Section 17 of the Crime and Disorder Act 1998, as amended by the Police and Justice Act 2006, requires responsible authorities to consider crime and disorder, including antisocial behaviour and other behaviour adversely affecting the local environment; and the misuse of drugs, alcohol and other substances in the exercise of all their duties, activities and decision-making. This means consideration must be given to the likely impact on crime and disorder in the development of any policies, strategies and service delivery. This responsibility affects all employees of the Council.
15. This responsibility is summed up by guidance issued by the Home Office. This guidance describes the legal responsibility as: *'a general duty on each local authority to take account of the community safety dimension in all of its work. All policies, strategies, plans and budgets will need to be considered from the standpoint of their potential contribution to the reduction of crime and disorder'*.

Scope and our approach

16. This assessment identifies areas where there is a risk that changes resulting from the proposals, when considered together, have a negative impact on particular groups. It is important to note this is an ongoing process. As proposals are developed and implemented, they will be subject to further assessment. This assessment also describes mitigating actions that will need to be considered.
17. The council's approach on assessing the impact of its policies, proposals and decisions is designed to demonstrate that it has acted over and above its statutory duties. This is reflected in including poverty in the ESIA, as the council is committed addressing the impact of poverty.
18. ESIA's were developed for each individual grant recipient whose funding was affected by the proposals.
19. This document gives a summary of the Equality and Safety Impact Assessments carried out in respect of individual organisations currently in receipt of grant funding through the commissioned grants programme.

Consultation – Process and Feedback

20. The proposals for a new approach to voluntary sector funding were subject to a 12 week public consultation between 2 December 2016 and 24 February 2017. Respondents were able to provide feedback on the proposals via an online survey, public meetings, one-to-one meetings and by email or phone. A report on the feedback received during the consultation has been submitted to decision makers alongside this report and is available on the council's website.
21. In total, there were 84 respondents to the consultation (53 organisations, 3 networks and 28 individuals). Overall there was a good level of engagement with the consultation. In total there were 47 responses to the online survey, 35 attendees at the open public meetings, 25 face to face meetings with individual organisations and 9 written submissions via email. This included feedback from 33 of the 34 current grant recipients that are directly affected by the proposals. In the last significant grants consultation in 2012 only 10 of the existing grant recipients engaged in the consultation, therefore the level of engagement in this consultation was a significant improvement. In total 544 comments were received and analysed.
22. A breakdown of the 53 organisations that responded to the consultation has shown that 58.5% are local organisations (i.e. primarily working and based in Southampton), 30% are regional organisations and the remaining 9.5% are national organisations.
23. The grant recipients were also given the opportunity to comment on their individual ESIA and these comments have been incorporated into the ESIA's. Any feedback about impact that was received during the consultation has also been incorporated.

Cumulative Impact Assessment

Proposed approach to awarding funding

24. The proposal to cease the current corporate grant programme in favour of an approach which identifies the appropriate funding route in each circumstance could potentially impact on all existing grant recipients in the commissioned grants programme.
25. There are no savings proposals attached to these changes. Instead it is a re-focus of how the existing resources are allocated. All future funding allocations will be made in line with the council's priority outcomes, as the current grant allocations are made now, and it is intended to develop funding streams on broadly similar areas lines as the grant funding is currently allocated to.
26. Between them, the existing grant recipients run services and activities that potentially have a positive impact on all the ESIA areas. As it is not yet known exactly what new funding streams will be offered this cumulative impact assessment is limited to providing an overview of the areas supported through the current grants

and a general assessment of the potential impact of the proposals. The council will continue to work with affected organisations and update the ESAs as the new funding streams develop.

Current grants impact

27. Age – 24 of the current grant funded services can be identified as having a positive impact on specific age groups. These organisations primarily offer a range of activities for children and young people, with some services also aimed at older people. There is a particular focus on employment and skills and children and young people getting a good start in life – both of these continue to be priorities for the council.
28. Disability – 16 of the current grant funded services can be identified as having a positive impact on services for disabled people. These organisations are working with people in the city facing multiple and complex barriers, including physical disability and mental health issues, primarily offering support for employment and skills, welfare advice and community action. All of these areas continue to be priorities for the council.
29. Gender reassignment – two of the current grant funded services are supporting young people who are undergoing gender reassignment or considering it.
30. Marriage and civil partnership – four of the current grant funded services identified marriage and civil partnership as an area where their service has a positive impact. Children and young people get a best start in life is one of the council's priority outcomes.
31. Pregnancy and maternity – four of the current grant funded services can be identified as having a positive impact for expecting and new mothers, including young people and single parents. This is primarily offering support about welfare and health and wellbeing. Children and young people get a best start in life is one of the council's priority outcomes.
32. Race – grant funded services are supporting BAME residents in a range of activities. This includes employment and skills, welfare advice and developing community groups. All of these areas continue to be priorities for the council. It is noted that some applications that have not been recommended for funding recently, due to poor quality applications, are for projects supporting BAME communities. The council is committed to working with Southampton Voluntary Services to ensure appropriate support is available to improve funding application skills.
33. Religion or belief – six of the current grant funded services are supporting people with matters of religion or belief or are faith organisations providing services for local communities. This includes employment and skills, advice, play projects, youth

projects and keeping people safe on night's out. All of these areas continue to be priorities for the council.

34. Sex – seven of the current grant funded services have projects that are targeted to one particular gender or the other. This includes supporting women or young men into training and employment, advice and projects that actively promote positive relationships between the genders. All of these areas continue to be priorities for the council.
35. Sexual orientation – five of the current grant funded services support children and young people who are lesbian, gay, bi-sexual, transgender or questioning to explore and come to terms with their gender identity, and with their sexual orientation. Children and young people get a best start in life is one of the council's priority outcomes.
36. Community safety – 19 of the current grant funded services support community safety through helping to build cohesive communities in the city and supporting individuals to live safe, healthy, independent lives. This includes supporting people into employment and skills, providing play and youth activities, providing safe, reliable services for vulnerable people and keeping people safe on night's out. All of these areas continue to be priorities for the council.
37. Poverty – 26 of the current grant funded services are supporting adults on low incomes or children and young people from low income families. This includes support into employment, welfare advice, befriending services, financial inclusion and low cost activities that support children and young people's development. All of these areas continue to be priorities for the council.
38. Other significant impacts – the consultation highlighted moving to contracts could have a particular impact for smaller organisations, who may not currently have the skills and/or capacity to bid for contracts. This is significant as given the council's priorities for future funding streams are broadly similar to the current priorities the biggest impact is likely to be on organisations. Similar services will be commissioned to continue to provide support to residents, but there is a risk the contracts may not be won by the current grant holders.

Next steps:

39. If the move to a new funding approach is agreed the council will take mitigating actions, including (but not limited to), transition funding where it is clear the council will be commissioning a service in future, training to support voluntary sector organisations to move to contracts and ensuring its procurement process are proportionate.
40. As part of this new approach it is likely that the council will identify current grant funded services that it will not be commissioning in the future. Where such grants are identified the council will work with the affected organisation to understand the

impact of the end of grant funding, including both the impact on service users and on the organisation. Where necessary further mitigating actions will be developed.

41. The council's commissioning process is more inclusive than previous grant processes, involving both existing and potential providers in the design of service and funding models. If the proposed new funding approach is agreed voluntary sector organisations will have more opportunity to shape the funding on offer than they did previously with the grants programmes.
42. The council will continue to work with affected organisations to monitor the impact of the new approach as the details are developed and take further mitigating actions if needed.

Proposed new criteria

43. The council has updated its proposal following feedback during the consultation. It no longer proposes to adopt collaborative approaches and prioritising applications that can draw in match funding as criteria. Instead the council will aim to encourage collaborative approaches and match funding wherever possible.

Next steps:

44. While it intends to follow a more informal approach to collaborative working and match funding, the council recognises that some voluntary sector organisations will still need support for this.
45. The council produces a monthly funding newsletter, which in 2016/17 has supported local voluntary sector organisations to bring in over £800,000 of additional funding. The council is committed to continuing to provide this newsletter.
46. The council is currently reviewing the needs for community development support in the city. The feedback gathered in this consultation will be used as starting point for discussions about what support voluntary sector organisations may need for developing and maintaining partnerships with other voluntary sector organisations as well as public and private sector organisations and for bringing in additional funding into the city.

Proposed increase in Community Chest funding and proposal to use the same criteria

47. The council is proposing to increase the Community Chest small grants budget from £50,000 to £100,000 and to continue to use the same criteria for awarding the grants.
48. Community Chest grants are funded against the council's four priority outcomes. These are one-off, one year grants that cannot be repeated the following year. The

scheme has the potential to cover all ESIA areas, however, exactly what is funded each year depends on the applications received.

49. Increasing the budget will have a positive impact for residents as more money will be available for community projects. Keeping the criteria the same has a neutral impact on voluntary sector organisations that can apply for funding under the existing scheme.
50. A potential knock on impact of moving the larger grants to contracts is that it may leave a gap in potential grant funding for organisations that are not eligible for Community Chest but who feel they are too small for contracts. Some respondents to the consultation suggested changes to the Community Chest criteria could bridge this gap.
51. The profile of the consultation respondents shows there were few comments on the proposals from small community groups, who are the main beneficiaries of the current Community Chest grant scheme. This imbalance may have skewed the responses about the Community Chest criteria proposal. Further consideration needs to be given to the criteria before any changes are made, to ensure changes made to support one section of the voluntary sector do not disadvantage another section of the voluntary sector.

Next steps:

52. The council is currently reviewing the needs for community development support in the city. The feedback gathered in this consultation will be used as starting point for discussions about suitable community funding programmes to enable communities to develop and help themselves.
53. Update: July 2019. The number of applications to Community Chest has not increased since the increase in funding. This means that successful applicants whose costs are all eligible and demonstrate Best Value are now receiving full funding where they would previously have only been part funded. However, it also means that not all the budget is allocated through the original two rounds per year. To ensure all the budget is allocated to community projects a mini grant of up to £500 for community celebrations has been introduced. It has a lighter touch approach to make it easier to apply for and applicants may submit applications to both Community Chest and the Celebrations Grant at the same time, providing they are for different events/activities. It is also available to larger organisations in the city. This grant has proven popular and has increased access to the community funding for all residents.
54. The Celebrations Grant is aimed at bringing communities together and information from the first round in January 2019 is that it has had a positive impact in bringing different communities together. It will continue to be monitored and reviewed.

Proposals to continue to support the existing participatory budgeting grant scheme and extend participatory budgeting grant schemes into new areas

55. Participatory budgeting grant schemes enable residents to make decisions about the services and activities they want to fund for their area. This empowers communities to take ownership of their local services.
56. As with Community Chest, participatory budgeting grant schemes have the potential to cover all ESIA areas with exactly what is funded each year depending on the applications received.
57. Some reservations were raised during the consultation that a public vote on funding can turn into a popularity contest, with less popular or more marginalised groups not receiving funding. If this happens there is potential for funding decisions to not fully represent the local community.

Next steps:

58. The council will take into consideration the concerns raised in the consultation when reviewing the existing participatory budgeting scheme in Thornhill and designing the proposed new participatory budgeting schemes.

Data Protection Impact Assessment

What is a Data Protection Impact Assessment?

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

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

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

Why should I carry out a DPIA?

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

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

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

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

When should I carry out a DPIA?

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

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

Who should carry out a DPIA?

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

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

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

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

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

How do I carry out a DPIA?

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

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

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

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

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

Data Protection Impact Assessment Template			
Version	3.1	Approved by	Data Protection Officer
Date last amended	2 nd November 2018	Approval date	2 nd November 2018
Lead officer	Chris Thornton, Information Lawyer (Data Protection Officer)	Review date	2 nd November 2019
Contact	information@southampton.gov.uk	Effective date	2 nd November 2019

Project Details

Name of Project
Community Chest 2020/21 Round 2
Brief Summary of Project
Community Chest is the council's small grant scheme, offering grants of up to £2,500 to community groups and small voluntary groups for the benefit of residents in the city.
Estimated Completion Date
Grants are awarded for one calendar year. On line with the council's retention schedule: <ul style="list-style-type: none">• files on successful applicants are kept for 6 years from the end of the grant award period• files on unsuccessful applicants are kept for 2 years from the date of notification of the decision.
Name of Project Lead
Joanne Hughes

Details of Person Conducting DPIA

Name
Joanne Hughes
Position
Assistant Service Development Officer
Contact Email Address
joanne.hughes@southampton.gov.uk

Step 1: Identify the need for a DPIA

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

- The collection of new information about individuals
- Compelling individuals to provide information about themselves
- The disclosure of information about individuals to organisations or people who have not previously had routine access to the information
- The use of existing information about individuals for a purpose it is not currently used for, or in a way it is not currently used
- Contacting individuals in ways which they may find intrusive
- Making changes to the way personal information is obtained, recorded, transmitted, deleted, or held
- The use of profiling, automated decision-making, or special category data¹ to make significant decisions about people (e.g. their access to a service, opportunity, or benefit).
- The processing of special category data¹ or criminal offence data on a large scale.
- Systematically monitoring a publicly accessible place on a large scale.
- The use of new technologies.
- Carrying out profiling on a large scale.
- Processing biometric or genetic data.
- Combining, comparing, or matching data from multiple sources.
- Processing personal data without providing a privacy notice directly to the individual.
- Processing personal data in a way which involves tracking individuals' online or offline location or behaviour.
- Processing children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them.
- Processing personal data which could result in a risk of physical harm in the event of a security breach.

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

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

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

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

Step 2: Describe the processing

Community Chest 2020/21 Round 2 applications have been processed in line with the procedures set out in the Integrated Commissioning Unit (ICU) Privacy Impact Assessment for grant applications (May 2018).

The nature of the processing

How will you collect data?

How will you use the data?

How will you store the data?

How will you delete the data?

What is the source of the data?

Will you be sharing data with anyone?

INFO: If yes, please provide details

Describe the scope of the processing

What is the nature of the data?

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

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

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

How much data will you be collecting and using?

How often will the data be collected and used?

How long will you keep it?

How many individuals are affected?

What geographical area does it cover?

Describe the context of the processing

What is the nature of your relationship with the individuals?

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

How much control will they have over their data?

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

INFO: Please provide details to support your answer

Do they include children or other vulnerable groups?

INFO: If yes, please provide details

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

INFO: If yes, please provide details

Is the processing novel in any way?

INFO: If yes, please provide details

What is the current state of technology in this area?

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

INFO: If yes, please provide details

Describe the purposes of the processing

What do you want to achieve?

What is the intended effect on individuals?

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

Step 3: Consultation process

Consider how to consult with relevant stakeholders

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

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

INFO: e.g. IT services, records management

Do you need to ask your processors to assist?

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

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

INFO: Please provide details to support your answer

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures

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

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

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

Does the processing actually achieve your purpose?

INFO: Please provide details to support your answer

Is there another way to achieve the same outcome?

INFO: Please details to support your answer

How will you prevent function creep?

INFO: Function creep is where data collected for one purpose is used for another purpose over time.
How will you ensure data quality and data minimisation?
INFO: We should only use the minimum amount of personal data possible to achieve the purpose of the processing.
What information will you give individuals about the processing?
How will you help to support their rights?
INFO: Data subject's rights include the right to access, rectify, erase, port, and restrict their data.
What measures do you take to ensure processors comply with the GDPR, and assist the Council in supporting individuals in exercising their rights?
INFO: E.g. will there be a contract in place with the processor that contains data protection obligations?
How do you safeguard any international transfers of personal data?
INFO: If there are no international transfers involved, please state this

Step 5: Send DPIA Form to the Data Protection Officer

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

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

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

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
1.	Remote Possible Probable	Minimal Significant Severe	Low Medium High
2.	Remote Possible Probable	Minimal Significant Severe	Low Medium High
3.	Remote Possible Probable	Minimal Significant Severe	Low Medium High
4.	Remote Possible Probable	Minimal Significant Severe	Low Medium High
5.	Remote Possible Probable	Minimal Significant Severe	Low Medium High
6.	Remote Possible Probable	Minimal Significant Severe	Low Medium High

Step 7: Identify measures to reduce risk (DPO to complete)

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5			
Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk
1.		Eliminated Reduced Accepted	Low Medium High
2.		Eliminated Reduced Accepted	Low Medium High
3.		Eliminated Reduced Accepted	Low Medium High
4.		Eliminated Reduced Accepted	Low Medium High
5.		Eliminated Reduced Accepted	Low Medium High
6.		Eliminated Reduced Accepted	Low Medium High
Comments from the Data Protection Officer			
Comments from the Senior Records Officer			

Step 8: Sign off

Item	Date	Notes
DPO reviewed DPIA and provided advice on:		DPO should advise on compliance, step 7 measures and whether processing can proceed
Senior Records Officer reviewed DPIA on:		SRO should advise on records management matters
Measures approved by Project Manager on:		Integrate actions back into project plan, with date and responsibility for completion
Comments from Project Manager:		
Residual risks approved by Information Asset Owner / Administrator on:		
Comments from IAO / IAA:		
Residual high risks approved by the Senior Information Risk Owner on:		If accepting any residual high risk, consult the ICO before going ahead
Comments from SIRO:		

Step 9: Review

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

This page is intentionally left blank