

# Public Document Pack

## Overview and Scrutiny Management Committee

Thursday, 10th June, 2021  
at 5.30 pm

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

Council Chamber, Civic Centre,  
Southampton

This meeting is open to the public

### **Members**

Councillor Fielker (Chair)  
Councillor Cooper  
Councillor Fuller  
Councillor B Harris  
Councillor Renyard  
Councillor Savage  
Councillor Vaughan

### **Appointed Members**

Nicola Brown, Primary Parent Governor  
Catherine Hobbs, Roman Catholic Church  
Francis Otieno, Primary Parent Governor  
Claire Rogers, Secondary Parent Governor  
Rob Sanders, Church of England

### **Contacts**

Judy Cordell  
Senior Democratic Support Officer  
Tel. 023 8083 2766  
Email: [judy.cordell@southampton.gov.uk](mailto:judy.cordell@southampton.gov.uk)

Mark Pirnie  
Scrutiny Manager  
Tel: 023 8083 3886  
Email: [mark.pirnie@southampton.gov.uk](mailto:mark.pirnie@southampton.gov.uk)

## PUBLIC INFORMATION

### Overview and Scrutiny Management Committee

The Overview and Scrutiny Management Committee holds the Executive to account, exercises the call-in process, and sets and monitors standards for scrutiny. It formulates a programme of scrutiny inquiries and appoints Scrutiny Panels to undertake them. Members of the Executive cannot serve on this Committee.

#### **Role of Overview and Scrutiny**

Overview and Scrutiny includes the following three functions:

- Holding the Executive to account by questioning and evaluating the Executive's actions, both before and after decisions taken.
- Developing and reviewing Council policies, including the Policy Framework and Budget Strategy.
- Making reports and recommendations on any aspect of Council business and other matters that affect the City and its citizens.

Overview and Scrutiny can ask the Executive to reconsider a decision, but they do not have the power to change the decision themselves.

**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.

#### **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

#### **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.

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

**Mobile Telephones:-** Please switch your mobile telephones to silent whilst in the meeting

#### **Fire Procedure:-**

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

**Access is available for disabled people.** Please contact the Democratic Support Officer who will help to make any necessary arrangements.

#### **Dates of Meetings: Municipal Year 2019/20**

2021	2022
10 June	13 January
15 July	3 February
12 August	10 March
9 September	14 April
14 October	
11 November	
16 December	

## **CONDUCT OF MEETING**

### **TERMS OF REFERENCE**

The general role and terms of reference for the Overview and Scrutiny Management Committee, together with those for all Scrutiny Panels, are set out in Part 2 (Article 6) of the Council's Constitution, and their particular roles are set out in Part 4 (Overview and Scrutiny Procedure Rules – paragraph 5) of the Constitution.

### **RULES OF PROCEDURE**

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

### **BUSINESS TO BE DISCUSSED**

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

### **QUORUM**

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

## **DISCLOSURE OF INTERESTS**

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

### **DISCLOSABLE PECUNIARY INTERESTS**

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

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

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

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

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

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

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

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

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

## **Other Interests**

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

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

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

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

## **Principles of Decision Making**

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

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

In exercising discretion, the decision maker must:

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

## **AGENDA**

### **1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

To note any changes in membership of the Panel made in accordance with Council Procedure Rule 4.3.

### **2 ELECTION OF VICE-CHAIR**

To elect the Vice Chair for the Municipal Year 2021/2022.

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

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

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

### **4 DECLARATIONS OF SCRUTINY INTEREST**

Members are invited to declare any prior participation in any decision taken by a Committee, Sub-Committee, or Panel of the Council on the agenda and being scrutinised at this meeting.

### **5 DECLARATION OF PARTY POLITICAL WHIP**

Members are invited to declare the application of any party political whip on any matter on the agenda and being scrutinised at this meeting.

### **6 STATEMENT FROM THE CHAIR**

### **7 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

To approve and sign as a correct record the Minutes of the meetings held on 15<sup>th</sup> April, 2021 and to deal with any matters arising, attached.

### **8 THE WAY WE WORK PROGRAMME (Pages 3 - 4)**

Report of the Chair of the Committee requesting that the Committee consider a presentation on the Council's Way We Work Programme, led by the Service Director for Business Development, and scrutinise the programme and principles with the Cabinet Member and invited officers.

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SOUTHAMPTON CITY COUNCIL  
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE  
MINUTES OF THE MEETING HELD ON 15 APRIL 2021

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Present: Councillors S Galton (Chair), Fuller (Vice-Chair), Bell, Bunday, Cooper, Fitzhenry, Harwood and Renyard

Apologies: Councillor Whitbread  
Appointed Members: Catherine Hobbs, Rob Sanders, Nicola Brown, Francis Otieno and Claire Rogers

Also in attendance: Councillor Leggett, Cabinet Member for Green City and Place  
Councillor Barnes-Andrews, Cabinet Member for Finance and Income Generation

41. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

**RESOLVED:** that the minutes for the Committee meeting on 4<sup>th</sup> February 2021 be approved and signed as a correct record.

42. **THE DISTRIBUTION OF COVID RELATED GRANTS BY SOUTHAMPTON CITY COUNCIL**

The Committee considered and noted the report of Executive Director Place providing the Committee with an overview of the distribution of COVID related grants.

Councillor Leggett, Cabinet Member for Green City and Place, Councillor Barnes-Andrews, Cabinet Member for Finance and Income Generation, Kate Martin, Executive Director - Place, Matthew Hill, Economic Development Operations Manager, Steve Harrison, Head of Financial Planning and Management and Andrew Armour, Revenues and Benefits Manager were in attendance and with the consent of the Chair, addressed the meeting.

The Committee discussed:

- the City's approach to distributing the Additional Restrictions Grant (ARG)
- the process for managing the application for grants, including the steps taken to identify potential fraud
- the complexity of the process given the challenging timescales and the number of different grant schemes supported by the Government;
- the anxiety created by the time lag between the announcement of a Government grant scheme and the subsequent release of Government guidance for administration of the grants; and
- the management of expectations through effective communications.

**NOTE:** Councillor Renyard declared that he was a trustee of an organisation that had received financial support through the grants programme, however, was not involved in the application for funding and remained at the meeting.

43. **SCRUTINY INQUIRY PANEL - CARER FRIENDLY SOUTHAMPTON FINAL REPORT**

The Committee considered the report of the Chair of the Scrutiny Inquiry Panel recommending that the Committee consider and approve the final report of the Scrutiny Inquiry Panel and forward it to the Executive for consideration and further action.

Councillor Fielker – Cabinet Member for Health and Adult Care and Councillor Savage – Chair of the Scrutiny Inquiry Panel were present, and with the consent of the Chair, addressed the meeting.

The Committee noted that the Inquiry Panel had approved the report with the inclusion of an additional recommendation seeking to facilitate a mechanism that would increase support for young carers as they transition into adults. It was further explained that the work undertaken by the Panel would support the forthcoming development of a Carers Strategy.

**RESOLVED** that the Committee:

- (i) considered and approved the final report of the Scrutiny Inquiry Panel, with the additional recommendation agreed by the Panel at its meeting on 8 April 2021, and forwarded it to the Executive for consideration and further action.
- (ii) delegated authority to the Chair of the Committee to approve any minor amendments arising from considerations raised at the Committee's meeting on 15 April 2021



# Agenda Item 8

<b>DECISION-MAKER:</b>	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
<b>SUBJECT:</b>	THE WAY WE WORK PROGRAMME		
<b>DATE OF DECISION:</b>	10 JUNE 2021		
<b>REPORT OF:</b>	CHAIR OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
<b><u>CONTACT DETAILS</u></b>			
<b>Author:</b>	<b>Title</b>	<b>Scrutiny Manager</b>	
	<b>Name:</b>	<b>Mark Pirnie</b>	<b>Tel: 023 8083 3886</b>
	<b>E-mail</b>	<b>Mark.pirnie@southampton.gov.uk</b>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
None			
<b>BRIEF SUMMARY</b>			
At the inaugural meeting of the Overview and Scrutiny Management Committee for the municipal year the Chair has requested that the Committee receive a presentation on the Council's 'The Way We Work Programme'. The Way We Work is how the Council describes its vision for delivering greater flexibility and connectivity, allowing staff to do their jobs, ensure wellbeing and support the Council's customers.			
<b>RECOMMENDATIONS:</b>			
	(i)	That the Committee consider the presentation led by the Service Director for Business Development and scrutinise the Way We Work programme and principles with the Cabinet Member and invited officers.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	To enable the Committee to scrutinise the Council's Way We Work Programme.		
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>			
2.	None.		
<b>DETAIL (Including consultation carried out)</b>			
3.	The Way We Work programme is a wide-ranging review of how the Council works, where it works from and the spaces that Council staff work in. The review is also looking at the Council's work style, behaviours and how the Council can positively impact the customer experience and workplace wellbeing.		
4.	The Council started to think about a new vision in 2020. The COVID-19 pandemic has added new impetus and thinking.		
5.	The vision is – <i>'A positive and flexible way of working where people, space and place come together to deliver our services and promote our wellbeing.'</i>		
6.	At the meeting a presentation led by the Service Director – Business Development will be delivered. The Cabinet Member for Customer Service and Transformation has also been invited to the meeting.		

7.	The Committee are requested to consider the presentation and to explore the principles of the programme and the direction of travel with the invited guests.	
<b>RESOURCE IMPLICATIONS</b>		
<b><u>Capital/Revenue</u></b>		
8.	To be reflected in the presentation to be delivered at the meeting.	
<b><u>Property/Other</u></b>		
9.	To be reflected in the presentation to be delivered at the meeting.	
<b>LEGAL IMPLICATIONS</b>		
<b><u>Statutory power to undertake proposals in the report:</u></b>		
10.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.	
<b><u>Other Legal Implications:</u></b>		
11.	To be reflected in the presentation to be delivered at the meeting.	
<b>RISK MANAGEMENT IMPLICATIONS</b>		
12.	To be reflected in the presentation to be delivered at the meeting.	
<b>POLICY FRAMEWORK IMPLICATIONS</b>		
13.	To be reflected in the presentation to be delivered at the meeting.	
<b>KEY DECISION</b>		No
<b>WARDS/COMMUNITIES AFFECTED:</b>		None directly as a result of this report
<b><u>SUPPORTING DOCUMENTATION</u></b>		
<b>Appendices</b>		
1.	None	
<b>Documents In Members' Rooms</b>		
1.	None	
<b>Equality Impact Assessment</b>		
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?		No
<b>Data Protection Impact Assessment</b>		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out?		No
<b>Other Background Documents - Equality Impact Assessment and other Background documents available for inspection at:</b>		
Title of Background Paper(s)		Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None	