

The Council's Forward Plan

SOUTHAMPTON CITY COUNCIL

Forward Plan

Executive Decisions from 19th December 2017

The Forward Plan contains a forecast of Executive Decisions to be taken. Decisions in this plan may be taken by:

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

This Plan constitutes 28 day notice as required by virtue of Regulations 5(2) and 9(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Items marked * on the Plan may in whole or part be held in private for one or more of the reasons set out in Paragraph 10.4 of the Council's Access to Information Rules.

CATEGORY		CONDITION
1.	Information relating to any individual.	This means any individual person and relates back to the Data Protection Act 1998 (DPA).
2.	Information which is likely to reveal the identity of an individual.	This again relates back to DPA.
3.	Information relating to the financial or business affairs of any particular person (including the Authority holding that information).	Includes information relating to the Authority's own financial or business affairs. It does not include information which is required to be registered under the Companies Act 1985, the Friendly Society Acts 1974 and 1992, the Industrial and Provident Societies Acts 1965-1978, the Building Societies Act 1986 or the Charities Act 1993 as such information will be in the public domain in any event. The "financial affairs or business affairs" include past, present and contemplated activities.
4.	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority.	"Employee" means a person employed under a contract of service with the Council and would not therefore include a consultant or a temporary member of staff employed through an agency or a company. Information about such a person, however, may well be covered under the exemptions in paragraphs 1, 2 and 3 but it will depend on the individual matter.
		"Labour relations matter" means matters which may be the subject of a trade dispute within the meaning of Section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 or any dispute about such a trade dispute. This is therefore fairly narrow and does not appear to include normal staff negotiations which are not part of a dispute.

CATEGORY		CONDITION
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	
6.	Information which reveals that the Authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or (b) to make an order or direction under any enactment.	
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	
7(A)	Information which is subject to any obligation of confidentiality	
7(B)	Information which relates in any way to matters concerning national security	
7(C)	The deliberations of a Standards Committee or of a sub committee of the Standards Committee established under the provisions of Part 3 of the Local Government Act 2000 in reaching any finding on a matter referred under the provisions of Section 60(2) or (3), 64(2), 70(4) or (5) or 71(2) of that Act	

Report	Decision Expected	Portfolio
Decommissioning and Acquisition polices and the Decommissioning Plan for Townhill Park Regeneration	14 November 2017	Leader's Portfolio
Court Leet Presentments 2017	14 November 2017	Leader's Portfolio
Post 16 Semi-Independent Accommodation and Support	14 November 2017	Children's Social Care Portfolio
Development of an offer for Children with Disabilities	14 November 2017	Children's Social Care Portfolio
Home to School Transport Policy Consultation - WITHDRAWN	14 November 2017	Education and Skills Portfolio
	19 July 2017	
Declaration of Peartree Green as a Local Nature Reserve	14 November 2017	Environment and Transport Portfolio
Amendment to Toll Order	19 December 2017	Environment and Transport Portfolio
*Highways Asset Management Review	19 December 2017	Environment and Transport Portfolio
The General Fund & HRA Capital Programme 2017/18 to 2021/22	14 November 2017	Finance Portfolio
Corporate Revenue Financial Monitoring for the period to the end of September 2017	14 November 2017	Finance Portfolio
Update of Medium Term Financial Strategy and Budget 2017/18 to 2020/21	14 November 2017	Finance Portfolio
Changes to Existing Revenue and Capital Budgets	19 December 2017	Finance Portfolio
Management of Unauthorised Encampments Policy	19 December 2017	Health and Community Safety Portfolio
Enforcement Policy	19 December 2017	Health and Community Safety Portfolio
Future of the Kentish Road respite service	14 November 2017	Housing and Adult Care Portfolio
2018-19 Council Tax Reduction Scheme	15 January 2018	Officer Key Decision
COUNCIL TAX and NNDR BASE 2018-19	15 January 2018	Officer Key Decision

LEADER OF THE COUNCIL

Title	Decommissioning and Acquisition policies and the Decommissioning Plan for Townhill Park Regeneration
Details	Report of the Leader of the Council seeking approval of the new Decommissioning and Acquisition policies and Decommissioning Plan for Townhill Park Regeneration following the public consultation.
Decision Maker	Cabinet
Decision Expected	14 November 2017
Date Added to the Plan	1 October 2017
Main Consultees	Residents of Townhill Park and adjacent area, Council tenants, Tenant Resource Group, City Focus Group residents
Consultation Method	Letters, questionnaire, e-mails, meetings, Drop-ins, Tenants Link, SCC Website, Council e alerts,
Head of Service	Service Director, Growth
Author	Sue Jones Manager Estate Regeneration Project sue.jones@southampton.gov.uk Tel: 023 8083 3929
Background Material Available	Decommissioning and Acquisition policies and the Decommissioning Plan for Townhill Park Regeneration
Public Comments may be sent to	Sue Jones Estate Regeneration Project Manager sue.jones@southampton.gov.uk by 16th October 2017
Slippage/Variations/Reason for Withdrawal	
Updates	

Title

Court Leet Presentments 2017

Details

To consider the report of the Service Director, Legal and Governance detailing the presentments accepted at Court Leet, actions taken to date and Cabinet Members or officers identified to lead on the response and any further action.

Decision Maker

Cabinet

Decision Expected

14 November 2017

Date Added to the Plan

1 October 2017

Main Consultees

Relevant Cabinet Members

Consultation Method

Circulation of draft report containing presentments

Head of Service

Service Director, Legal and Governance

Author

Ed Grimshaw
Democratic Support Officer
ed.grimshaw@southampton.gov.uk
Tel: 023 8083 2390

Background Material Available

Court Leet Presentments 2017

Public Comments may be sent to

Ed Grimshaw
Email: ed.grimshaw@southampton.gov.uk
Te: 023 8083 2390

Slippage/Variations/Reason for Withdrawal

Updates

CHILDREN'S SOCIAL CARE PORTFOLIO

Title **Post 16 Semi-Independent Accommodation and Support**

Details Report of the Cabinet Member for Children's Social Care seeking approval to proceed with a collaborative approach to procurement of accommodation and support services for young people aged over 16 years.

Decision Maker Cabinet

Decision Expected 14 November 2017

Date Added to the Plan 1 October 2017

Main Consultees Service users

Consultation Method Stakeholder engagement event

Head of Service Director Quality & Integration

Author Sam Ray
sam.ray@southampton.gov.uk

Background Material Available Post 16 Semi-Independent Accommodation and Support

Public Comments may be sent to sam.ray@southampton.gov.uk

Slippage/Variations/Reason for Withdrawal

Updates

Title	Development of an offer for Children with Disabilities
Details	Report of the Cabinet Member for Children's Social Care seeking approval to formally consult on the proposals for a redesigned offer of services for Children with Disabilities as they relate to the previous offer of Short Breaks, the name of the Jigsaw service and the eligibility criteria in Southampton for children with disabilities
Decision Maker	Cabinet
Decision Expected	14 November 2017
Date Added to the Plan	1 October 2017
Main Consultees	Parents and families of children with disabilities, Council management team, Cabinet members, Senior leaders from health and social care, sector, current providers.
Consultation Method	Direct meetings, open events existing forums and meetings (e.g Heads of Schools). Formal consultation will be undertaken in line with Council policy and procedures. Formal public consultation with parents, families and children with disabilities.
Head of Service	Service Director, Children & Families
Author	Hilary Brooks Service Director, Children and Families Services Hilary.Brooks@southampton.gov.uk Tel: 023 8083 4899
Background Material Available	Development of an offer for Children with Disabilities
Public Comments may be sent to	Sandra Jerrim
Slippage/Variations/Reason for Withdrawal	
Updates	

COMMUNITIES, CULTURE AND LEISURE PORTFOLIO

**THERE ARE NO ITEMS ON THIS
OCCASION**

EDUCATION AND SKILLS PORTFOLIO

Title	Home to School Transport Policy Consultation - WITHDRAWN
Details	To consider the report of the Cabinet Member for Education and Skills seeking approval to commence Consultation on the Home to School Transport Policy.
Decision Maker	Council Cabinet
Decision Expected	19 July 2017 14 November 2017
Date Added to the Plan	7 June 2017
Main Consultees	Service users.
Consultation Method	Questionnaires to service users.
Head of Service	Service Director, Children & Families
Author	Rob Winfield, Hannah Noke Service Manager - SEND, rob.winfield@southampton.gov.uk, hannah.noke@southampton.gov.uk
Background Material Available	
Public Comments may be sent to	Hannah.Noke@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	Decision Date amended to enable further consultation. This item is being withdrawn from the Forward Plan as it has become clear through discussions that the scale and scope of the policy necessitates further exploration and consultation to ensure a satisfactory way forward is identified for the effective implementation of the Home to School Transport Policy.

Updates

ENVIRONMENT AND TRANSPORT PORTFOLIO

Title	Declaration of Peartree Green as a Local Nature Reserve
Details	Report of the Cabinet Member for Environment and Transport seeking approval to proceed with the declaration of Peartree Green as a Local Nature Reserve.
Decision Maker	Cabinet
Decision Expected	14 November 2017
Date Added to the Plan	1 October 2017
Main Consultees	Relevant Cabinet Members and officers in key council departments.
Consultation Method	Circulation of report and briefings.
Head of Service	Chief Operations Officer (Customer Experience)
Author	Nick Yeats nick.yeats@southampton.gov.uk Tel: 023 80832857
Background Material Available	Declaration of Peartree Green as a Local Nature Reserve
Public Comments may be sent to	Lindsay McCulloch
Slippage/Variations/Reason for Withdrawal	
Updates	

Title	Amendment to Toll Order
Details	Report of the Cabinet Member for Environment and Transport seeking a decision to propose an amendment to the Toll Order which would introduce a new vehicle class for an electric vehicle and set a charge for that class.
Decision Maker	Cabinet
Decision Expected	19 December 2017
Date Added to the Plan	1 November 2017
Main Consultees	Cabinet Members
Consultation Method	Normal Statutory Process for consultation on a Traffic Regulation Order to be carried out in January 2017 for 28 days
Head of Service	Service Director, Transactions & Universal Services
Author	Richard Alderson richard.alderson@southampton.gov.uk
Background Material Available	Amendment to Toll Order
Public Comments may be sent to	TBC
Slippage/Variations/Reason for Withdrawal	
Updates	

Title	*Highways Asset Management Review
Details	To consider the report of the Cabinet Member for Environment and Transport outlining the recommended future approach to managing highways assets. NOTE: this report is confidential.
Decision Maker	Cabinet
Decision Expected	19 December 2017
Date Added to the Plan	1 November 2017
Main Consultees	Cabinet Member for Environment and Transport, Service Director - Digital and Business Operations, Service Director - Growth, Finance, Legal Services, Risk and Insurance and Capital Assets
Consultation Method	
Head of Service	Service Director, Digital & Business Operations
Author	Paul Paskins paul.paskins@southampton.gov.uk Tel: 023 8083 4353
Background Material Available	Highways Asset Management Review
Public Comments may be sent to	Paul Paskins
Slippage/Variations/Reason for Withdrawal	
Updates	

FINANCE PORTFOLIO

Title

The General Fund & HRA Capital Programme
2017/18 to 2021/22

Details

To consider the report of the Cabinet Member for Finance informing Council of any major changes in the overall General Fund & HRA Capital Programmes for the period of 2017/18 to 2021/22, highlighting the changes in the programme since the last reported position to Cabinet in August 2017.

Decision Maker

Cabinet

Decision Expected

14 November 2017

Date Added to the Plan

1 October 2017

Main Consultees

Consultation Method

Head of Service

Service Director, Finance & Commercialisation

Author

Sue Cuerden

sue.cuerden@southampton.gov.uk
Tel: 023 8083

Background Material Available

The General Fund & HRA Capital Programme
2017/18 to 2021/22

Public Comments may be sent
to

Slippage/Variations/Reason
for Withdrawal

Updates

Title	Corporate Revenue Financial Monitoring for the period to the end of September 2017
Details	To consider the report of the Cabinet Member for Finance summarising the General Fund and Housing Revenue Account revenue financial position for the authority for the six month period to the end of September 2017.
Decision Maker	Cabinet
Decision Expected	14 November 2017
Date Added to the Plan	1 October 2017
Main Consultees	Members & Relevant Officers of the Council
Consultation Method	Meetings & Regular Briefings
Head of Service	Service Director, Finance & Commercialisation
Author	Sue Cuerden sue.cuerden@southampton.gov.uk Tel: 023 8083
Background Material Available	Corporate Revenue Financial Monitoring for the period to the end of September 2017
Public Comments may be sent to	Sue Cuerden - Service Lead Corporate Planning & Commercialisation sue.cuerden@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	

Title	Update of Medium Term Financial Strategy and Budget 2017/18 to 2020/21
Details	To consider the report of the Cabinet Member for Finance which provides an update to the Medium Term Financial Strategy, General Fund and Housing Revenue budget, approved by Council in February 2017, for the period of 2017/18 to 2020/21 taking into account changes in assumptions and the impact of issues that have arisen since the Strategy and Budget were approved.
Decision Maker	Cabinet
Decision Expected	14 November 2017
Date Added to the Plan	1 October 2017
Main Consultees	Consultation will be undertaken by officers, members, Senior Leadership Team and CMT.
Consultation Method	Meetings & Regular Briefings
Head of Service	Service Director, Finance & Commercialisation
Author	Sue Cuerden sue.cuerden@southampton.gov.uk Tel: 023 8083
Background Material Available	Update of Medium Term Financial Strategy and General Fund Budget 2017/18 to 2020/21
Public Comments may be sent to	Sue Cuerden - Service Lead Corporate Planning & Commercialisation sue.cuerden@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	

Title

Changes to Existing Revenue and Capital Budgets

Details

To consider the report of the Service Director Finance and Commercialisation and Cabinet Member for Finance (where relevant) detailing proposed changes to existing Revenue and Capital Budgets to incorporate changes to this and future years' budget.

This item is a standard item and will remain on the Forward Plan until required.

Decision Maker

Cabinet

Decision Expected

19 December 2017

Date Added to the Plan

6 July 2016

Main Consultees

Consultation Method

Head of Service

Service Director Intelligence, Insight & Communications

Author

Sue Cuerden

sue.cuerden@southampton.gov.uk
Tel: 023 8083

Background Material Available

Public Comments may be sent to

Slippage/Variations/Reason for Withdrawal

Updates

HEALTH AND COMMUNITY SAFETY PORTFOLIO

Title	Management of Unauthorised Encampments Policy
Details	Report of the Cabinet Member for Health and Community Safety seeking approval of the updated Management of Unauthorised Encampments Policy.
Decision Maker	Cabinet
Decision Expected	19 December 2017
Date Added to the Plan	1 November 2017
Main Consultees	Transactions and Universal Services Infrastructure, Planning & Development team Intelligence Insight and Communications team Legal Services Finance Services
Consultation Method	Engagement with lead officers, legal services and Cabinet Members via meetings and email.
Head of Service	Service Director, Transactions & Universal Services
Author	Rosie Zambra rosie.zambra@southampton.gov.uk
Background Material Available	Management of Unauthorised Encampments Policy
Public Comments may be sent to	Intelligence, Insight and Communications Team Southampton City Council Civic Centre SO14 7LY strategy.unit@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	

Title	Enforcement Policy
Details	Report of the Cabinet Member for Health and Community Safety seeking approval of the updated Enforcement Policy.
Decision Maker	Cabinet
Decision Expected	19 December 2017
Date Added to the Plan	1 November 2017
Main Consultees	Transactions and Universal Services Infrastructure, Planning & Development team Intelligence Insight and Communications team Legal Services Finance Services
Consultation Method	Engagement with lead officers, legal services and Cabinet Members via meetings and email.
Head of Service	Service Director, Transactions & Universal Services
Author	Rosie Zambra rosie.zambra@southampton.gov.uk
Background Material Available	Enforcement Policy
Public Comments may be sent to	Intelligence, Insight and Communications Team Southampton City Council Civic Centre SO14 7LY strategy.unit@southampton.gov.uk
Slippage/Variations/Reason for Withdrawal	
Updates	

HOUSING AND ADULT CARE PORTFOLIO

Title	Future of the Kentish Road respite service
Details	Report of the Cabinet Member for Housing and Adult Care on the future of the Kentish Road respite service for adults with learning disabilities.
Decision Maker	Cabinet
Decision Expected	14 November 2017
Date Added to the Plan	1 October 2017
Main Consultees	Cabinet Member for Housing and Adult Care; City Council's Democratic, Legal and Finance Service Departments; Director of Quality and Integration (Integrated Commissioning Unit); Service Director, Finance and Commercialisation; Service Director, Growth
Consultation Method	The original decision was taken following a full 12 week public consultation. Further consultation will take place in meetings and by email.
Head of Service	Service Director, Housing, Adults & Communities
Author	Paul Juan paul.juan@southampton.gov.uk Tel: 02380832530
Background Material Available	
Public Comments may be sent to	Service Director, Adults, Housing and Communities Southampton City Council Civic Centre, Southampton, SO14 7LY
Slippage/Variations/Reason for Withdrawal	
Updates	

SUSTAINABLE LIVING PORTFOLIO

**THERE ARE NO ITEMS ON THIS
OCCASION**

OFFICER DECISIONS

Title

2018-19 Council Tax Reduction Scheme

Details

Section 13A of the Local Government Finance Act 1992 (“the 1992 Act”) requires each billing authority in England to make a scheme specifying the reductions which are to apply to amounts of council tax payable by persons, or classes of person, whom the authority considers are in financial need (“a council tax reduction scheme”). The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (“the 2012 Regulations”) prescribe matters which must be included in such a scheme in addition to matters set out in paragraph 2 of Schedule 1A to the 1992 Act. Each year regulations amending the 2012 Regulations are made in November/December. The majority of the amendments are to ensure consistency with changes to social security legislation and will be included in our local scheme.

The first Southampton Council Tax Reduction Scheme 2014 was agreed by the Council on 16 January 2013. Subsequently the Southampton Council Tax Reduction Scheme has been approved each year under delegated authority by the Chief Financial Officer, with the 2017 scheme approved on 20th January 2017. (Decision No. OD2016-17 18049)

Decision Maker

Officer Decision Making

Decision Expected

15 January 2018

Date Added to the Plan

1 October 2017

Main Consultees

Consultation Method

Items can only be placed on the plan with the authorisation of the relevant Head of Service or Executive Director

Head of Service

Service Director, Finance & Commercialisation

Author

Steve Olney

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Background Material Available 2018-19 Council Tax Reduction Scheme

Public Comments may be sent
to

Slippage/Variations/Reason
for Withdrawal

Updates

Title

COUNCIL TAX and NNDR BASE 2018-19

Details

Council Tax legislation sets out a procedure to be followed to set the council tax each year. The stages are

- i. Calculate the tax base
 - ii. Calculate the amount to be raised from the council tax
 - iii. Divide the amount to be raised by the tax base to calculate the council tax rate for the year
- It is a legal requirement that the tax base is calculated and approved by 31 January each year.

Each billing authority is required to estimate the level of surplus or deficit on the Council Tax and Business Rate elements of the Collection Fund at the end of each financial year in order that these amounts can be included in the calculation of the Council Tax for the coming financial year.

These estimates must be made and notified to all precepting Authorities, by the 15 January each year (or the earliest working day before this date if it falls on a weekend). This has been completed and is included in this report for information

For Business Rates the process requires completion of the NNDR1 form which must be 'signed-off' by the Council and returned to the DCLG by 31 January 2018.

Council has delegated authority to the Chief Financial Officer following consultation with the Cabinet Member for Finance to approve the Collection Fund Surplus/ Deficit 2017/18, the Council Tax Base for the City of Southampton 2018/19, and the NNDR1 return.

Decision Maker

Officer Decision Making

Decision Expected

15 January 2018

Date Added to the Plan

28th November 2017

Main Consultees

Consultation Method

Items can only be placed on the plan with the authorisation of the relevant Head of Service or

Executive Director

Head of Service

Service Director, Finance & Commercialisation

Author

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Background Material Available

COUNCIL TAX and NNDR BASE 2018-19

Public Comments may be sent
to

Slippage/Variations/Reason
for Withdrawal

Updates